

AGENDA

REGULAR CITY COUNCIL MEETING

June 14, 2010

5:30 p.m.

CITY HALL, COUNCIL CHAMBER
313 COURT STREET
THE DALLES, OREGON

- 1 CALL TO ORDER
2. ROLL CALL OF COUNCIL
3. PLEDGE OF ALLEGIANCE
4. APPROVAL OF AGENDA
5. PRESENTATIONS/PROCLAMATIONS
 - A Presentation by the Transportation Systems Development Charge Fee Committee Regarding a Recommended Plan [**Agenda Staff Report #10-038**]
6. AUDIENCE PARTICIPATION

During this portion of the meeting, anyone may speak on any subject which does not later appear on the agenda. Five minutes per person will be allowed. If a response by the City is requested, the speaker will be referred to the City Manager for further action. The issue may appear on a future meeting agenda for City Council consideration.
7. CITY MANAGER REPORT
8. CITY ATTORNEY REPORT
9. CITY COUNCIL REPORTS
10. CONSENT AGENDA

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

- A. Approval of May 24, 2010 Regular City Council Meeting Minutes
- B. Approval of May 19, 2010 Special Airport Tour Meeting Minutes
- C. Approval of May 17, 2010 Special City Council Meeting Minutes

11. PUBLIC HEARINGS

- A. Public Hearing to Receive Testimony Regarding Proposed Uses of State Shared Revenue [**Agenda Staff Report #10-039**]
 - 1 Resolution No. 10-008 Declaring the City's Election to Receive State Shared Revenue for Fiscal Year 2010-11
- B. Public Hearing to Receive Testimony Regarding the Proposed 2010-11 Fiscal Year Budget [**Agenda Staff Report #10-040**]
 - 1 Resolution No. 10-009 Adopting the Fiscal Year 2010-11 Budget for the City of The Dalles, Making Appropriations, Authorizing Expenditures, Levying Taxes, and Authorizing the City Manager to Take Such Action as Necessary to Carry Out the Adopted Budget

12 ACTION ITEMS

- A. Resolution No. 10-010 Adopting the Final Report of the City Engineer, Proposing an Assessment and Providing for Notices and a Hearing for the West First Street, Terminal Way and Bargeway Road Reconstruction Project [**Agenda Staff Report #10-041**]
- B. Approval of Annual Insurance Renewals for Property, Liability and Worker's Compensation [**Agenda Staff Report #10-042**]
- C. General Ordinance No. 10-1304 Amending Section 11 of General Ordinance No. 92-1149 Prohibiting Skateboard Use on Center Island of Roundabout Located at East Second Street and Brewery Grade [**Agenda Staff Report #10-043**]
- D. Recommendation from Columbia Gorge Regional Airport Board to Approve a Three Year Airport Management Agreement With Aeronautical Management, Inc. [**Agenda Staff Report #10-044**]

13. EXECUTIVE SESSION

A. Recess to Executive Session in Accordance With ORS 192.660 (2) (e) to Conduct Deliberations With Persons Designated by the Governing Body to Negotiate Real Property Transactions

B. Reconvene to Open Session

14 DECISIONS FOLLOWING EXECUTIVE SESSION

15 ADJOURNMENT

This meeting conducted in a handicap accessible room.

Prepared by/
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 #
June 14, 2010	Presentations 5, A	10-038

TO: Honorable Mayor and City Council

FROM: Dave Anderson, Public Works Director

THRU: Nolan K. Young, City Manager 

DATE: June 1, 2010

ISSUE: **REPORT FROM TRANSPORTATION SDC WORK GROUP**

RELATED CITY COUNCIL GOALS: NA

PREVIOUS AGENDA REPORT NUMBERS: NA

BACKGROUND: At the direction of City Council, a Work Group was formed to evaluate the potential impacts of the current Transportation SDCs on growth and development in the community, particularly related to local businesses that wanted to expand or relocate. The Work Group that was formed was made up of the following members:

Kristi McCavic representing Port of The Dalles
Alina Aaron representing Mid-Columbia Economic Development District
Ron Schmidt representing Crestline Construction
John Nelson as a resident of The Dalles
Dan Durow, City of The Dalles Community Development Director
Dave Anderson, City of The Dalles Public Works Director

The Group met on three occasions and, through a consensus process, developed six recommendations for consideration by City Council related to providing varying levels of relief for existing local businesses and new small businesses; these recommendations are outlined in the attached report. It was recommended that these measures be implemented for a period of one year and then re-evaluated.

The Work Group also recommended that the current processes and methodologies remain in effect for evaluating and assessing Transportation SDCs, using the issuance of a structural building permit as a trigger, and allowing credits for previous uses on a site without transferring credits from one property to another.

Concurrent with the evaluations being conducted by the Work Group, staff again surveyed other similar-sized cities in Oregon on issues related to Transportation SDCs, a copy of the survey and its results are included in the attached Work Group's report to City Council. The survey showed that the rates currently charged in The Dalles before any relief measures are applied are at the mid-point of those cities that responded. The report from the Work Group also summarizes other findings from the survey.

The Work Group will be presenting its report to City Council under this Agenda Item

BUDGET ALLOCATION: None at this time.

ALTERNATIVES: Provide direction to staff regarding any desired revisions to the Transportation SDC assessment rates.

Report to The Dalles City Council

From

Transportation SDC Work Group



May 2010

Background

The Dalles City Council directed staff on April 26, 2010 to form a Work Group to review the City's current Transportation System Development Charges, or TSDCs. The Council was concerned that the current TSDC rates and how they were being assessed to development projects could deter new development and job creation within the community. The Work Group was charged with evaluating the current TSDC rates and methods of assessment, especially as they applied to the expansion or relocation of existing businesses, and to projects that proposed to redevelop existing vacant buildings within the City.

The Work Group consisted of the following members:

- Kristi McCavie representing Port of The Dalles
- Alina Aaron representing Mid-Columbia Economic Development District
- Ron Schmidt representing Crestline Construction
- John Nelson as a resident of The Dalles
- Dan Durow, City of The Dalles Community Development Director
- Dave Anderson, City of The Dalles Public Works Director

The Work Group was supported by the following City staff:

- Dale McCabe, City Engineer
- Richard Gassman, Senior Planner
- Dawn Hert, Associate Planner

In addition to formation of the Work Group, City Council also directed that a survey be completed of other similar-size cities in Oregon to obtain information related to their TSDC programs. A survey was developed by staff and sent to the same 16 cities in Oregon that were surveyed in 2007 when the City was considering implementation of Transportation and Stormwater SDCs; the surveyed cities each had populations between 6,000 and 21,000 people.

Work Summary

The Work Group met on three occasions. At the first meeting City staff provided background information to group members related to the calculation methodologies, assessment procedures, and legal limitations associated with TSDCs; a copy of the Technical Memorandum used in that discussion is attached as Attachment A. The Work Group discussed issues related to TSDCs and drafted recommendations for City Council for consideration at the second and third meetings; notes from those meetings are included as Attachments B and C. All recommendations from the Work Group were developed by consensus.

Recommendations

The Work Group developed the following recommendations by consensus for consideration by City Council related to Transportation SDCs. The recommendations that relate to a modification of TSDC rates are summarized in Table 1.

The first recommendation of the Work Group is to provide a full waiver of TSDCs to businesses or developments that would reuse or redevelop existing vacant buildings in the Downtown Business District (CBC Zone) including some developments that would

expand an existing building. For expansions, the waiver would be limited to those adding 50% or less to the original building size and totaling 5,000 square feet or less. This recommendation is intended to provide an incentive for businesses to fill existing vacancies in the Downtown area of the City. It is limited in scope so that large redevelopments would not be exempt from TSDCs.

The second recommendation is similar to the first, but would provide a 75% waiver of the net TSDC calculated after consideration of any credits to businesses that would reuse or redevelop existing vacant buildings anywhere in the City other than the CBC Zone. There was a desire by the Work Group to provide greater incentives to filling vacancies in the Downtown area of the City yet still support use of existing buildings city-wide.

The third recommendation is to provide a 50% waiver of the net TSDC to any existing business that has been in the City for two years or more and wants to expand their business on the current site through new construction. The two year requirement was included to try to avoid creating a "loop hole" under which new businesses that would otherwise be assessed full TSDC rates could intentionally undersize a facility and then immediately apply to expand under the reduced rates.

The fourth recommendation is to provide a 50% waiver of the net TSDC to any existing business that has been in the City for two years or more and wants to relocate to a new site within the City and construct new facilities. There is no limit on the size of facility to which this waiver can be applied. Both the third and fourth recommendations are intended to improve the affordability for existing local businesses to expand, grow and upgrade their businesses locally.

The fifth and sixth recommendations would provide TSDC relief for new small-scale developments in the City. The Work Group believes that the current economic climate does not allow much margin between the costs to construct new facilities and the appraised value of the completed buildings. This is especially true for smaller projects which are often undertaken by small businesses. The Group felt that it was important to help small businesses get started in the current economy. Therefore, the fifth recommendation was to provide a 75% waiver of net TSDC for any construction of new buildings/facilities up to a total 5,000 square feet in size for businesses that employ up to 10 people in The Dalles. Similarly, the sixth recommendation was to provide a 50% waiver of net TSDC for any construction of new buildings/facilities up to a total 10,000 square feet in size for businesses that employ up to 20 people in The Dalles.

The Work Group recommends that these revisions be put in place immediately and then re-evaluated in one year. It is recommended that they be adopted in a manner in which they remain in effect until modified or revoked at a later date by Council action, rather than automatically sun-setting.

Table 1: Work Group Recommendations Related to TSDC Rates

Type of Development	Location within City	Recommended TSDC Relief	Rationale
1. Re-use or re-development of existing vacant building including expansions; expansion limits are 50% of original building size with 5000 sq ft maximum	CBC Zone	Full waiver of TSDC	Provide incentives for businesses to relocate and/or expand within the City and help fill existing vacancies with an emphasis on the Downtown Commercial District (CBC Zone)
2. Re-use or re-development of existing vacant building including expansions; expansion limits are 50% of original building size with 5000 sq ft maximum	City-wide except CBC Zone	75% waiver of net TSDC after credits	Provide incentives for businesses to relocate and/or expand within the City and help fill existing vacancies
3. Expansion of existing businesses through new construction on same site	City-wide	50% waiver of net TSDC after credits	Increase the affordability of expanding existing businesses that have been in The Dalles for at least two years
4. Relocation of existing businesses in the City to a new site with construction of new facilities	City-wide	50% waiver of net TSDC after credits	Increase the affordability of relocating existing businesses that have been in The Dalles for at least two years to new sites that involve construction of new facilities
5. Construction of new small-scale developments. 10 or less employees in The Dalles and 5,000 sq ft or less in size	City-wide	75% waiver of net TSDC after credits	Current economic climate does not allow much margin between costs of construction and resulting appraised value of buildings, making it difficult to fund TSDCs; this is especially true for the smallest of developments. Provide incentives to encourage new small developments, often by small businesses, to locate in The Dalles. Provide the largest incentives (by percentage) to the smallest developments.
6. Construction of new small-scale developments: 20 or less employees in The Dalles and 10,000 sq ft or less in size		50% waiver of net TSDC after credits	

The Work Group also discussed potential events or actions that could be used as “triggers” to evaluate potential assessment of TSDCs. Since the City does not have a business license, occupancy permit, or any other type of periodic review related to businesses in the City, it is recommended that the issuance of a structural building permit continue to be the triggering event for evaluation of TSDC assessments. No change in the current process is recommended.

It is also recommended by the Work Group that the City consider the adoption of a flat-rate Business License in the future and that revenues from the license be dedicated to help fund Street system capital projects. It was noted that the Community Development Department has received requests from business owners to issue a Business License as they sometimes want one for their own business needs. The Group felt that this was not the time to implement a Business License but thought it may be worth considering in a year or two.

The Work Group considered whether it would be beneficial to allow payment of TSDCs over a period of time (i.e. - 1-5 years) and decided against it. It was felt that the recommended levels of relief outlined above would be sufficient to encourage development and there was concern about ability to collect future amounts owed once a development permit is issued.

The issue of allowing TSDC credits to be moved from one property to another was also considered. Again, the Work Group recommended against this concept due to the complexities of tracking them over time, and the complicating issues associated with who would receive the credit (property owner or business owner). Additionally, survey information from other cities indicated that it is very unusual to transfer TSDC credits to different properties.

Survey of other Oregon cities

While the Work Group was active, staff also initiated a survey of 16 Oregon cities to get additional information regarding their TSDC programs. While the Work Group was still meeting, only 6 surveys had been returned. As of this writing, a total of 12 responses have been received. A copy of the survey that was sent is provided with this report as Attachment D. Table 2 provides a summary of Transportation SDC rates for the 16 communities that responded in 2007 and the 12 of those that also responded to the current survey.

The survey results show that two of the cities contacted still have no Transportation SDC but one of those is considering implementing one. Of the other 10 cities that responded, two have held their TSDC rates steady since 2007, 1 has decreased them, and 7 have increased them. The rate charged in The Dalles is below the average of those cities that responded to the survey.

All of the cities that responded use the application for a building permit as the trigger to assess TSDCs. In addition, some cities use information from Business Licenses and/or a notification of Change in Use to review TSDCs. All of the cities utilize land use categories from the Institute of Transportation Engineers (ITE) Trip Generation Manual although some cities have added categories that tie back to the ITE. Almost all cities

allow site specific traffic studies by traffic engineers as an alternative to ITE information and some allow consideration of information from regional traffic studies for similar uses. All the cities that responded allow credits from prior uses of a property but the length of time that could be considered varies. Two cities allow an infinite look back as long as records could be produced; two others only as far back as the immediately prior use. The rest varied from 3 to 10 years. The City of The Dalles currently allows a 20-year time frame to be considered.

All the cities that responded assess all new development or changes in use equally, without any incentives, except one city that exempts businesses in part of their Downtown Core Area from TSDCs.

The last question in the survey asked responders if there were things they would like to change about their own program. One respondent indicated that he would like to add the ability to pay over time with interest (this was echoed by another survey response), establish incentives for local businesses that want to relocate within the community, and add flexibility and studies to improve ITE categories available for consideration. Another responded that he would like to change the cost of the ITE Manuals. A third respondent would like to add an inflation factor for TSDCs tied to the Consumer Price Index. One survey indicated that he wished their rates weren't so high (currently over twice the rate in The Dalles and scheduled to increase to \$5,300 for a single-family residence in 2012) but stated that they reflect the costs of infrastructure today. One response suggested having more land use categories because small businesses don't always fit well into ITE classifications. Finally, one suggestion was to eliminate re-assessing existing buildings altogether.

The results of this limited survey seem to indicate that the rates being charged for Transportation SDCs in The Dalles are not unlike rates being charged in other communities. The trigger that the City uses to evaluate TSDC assessments and the methodologies to calculate TSDCs are consistent with, or more generous than, those used elsewhere. The survey also seems to indicate that if the recommendations of the Work Group are adopted, the City will be on the leading edge of providing meaningful incentives to encourage development, assist small businesses to locate in The Dalles, and support efforts by existing local businesses to relocate and/or expand.

Table 2: Transportation SDC rates for Single-Family Residences

Cities with populations 6,000 to 21,000	2007 Population	2010 Population	2007 TSDC Rate	2010 TSDC Rate
Canby	14,705	15,000	\$2,267	\$2,517
Central Point	21,000	17,700	\$4,177	\$2,367
Cornelius	10,785		\$3,020	
Collage Grove	9,275	9,450	\$775	\$791
Gladstone	12,210		\$1,169	
Hermiston	15,025	16,215	\$0	\$0
Hood River	6,452		\$705	
Klamath Falls	20,400	20,000	\$0	\$0
Monmouth	9,125	9,500	\$394	\$394
Newberg	20,565	23,582	\$2,388	\$2,660
Pendleton	17,310	16,380	\$350	\$1,050
Redmond	20,010	25,000	\$2,877	\$3,164
Sherwood	14,940	16,115	\$3,628	\$3,679
St. Helens	11,795	10,019	\$3,081	\$3,847
Troutdale	15,110	15,500	\$723	\$723
Wilsonville	16,500		\$3,082	
The Dalles-current	12,500	13,385	\$1,500	\$1,500
Average:	14,571	\$15,988	\$1,773	\$1,766
Max:	21,000	\$25,000	\$4,177	\$3,847
Min:	6,452	\$9,450	\$0	\$0
Percentile Rank-current:	34%	24%	49%	49%



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

Technical Memorandum

To: Transportation SDC Work Group

CC: Nolan Young, City Manager

From: Dave Anderson, Public Works Director
Dan Durow, Community Development Director

RE: An Overview of Transportation System Development Charges

The following information is presented to provide an overview of Transportation System Development Charges, commonly referred to as Transportation SDCs – what they are, how they are calculated, and how they can be used.

General information

1. Transportation System Development Charges, or SDCs, are one-time fees assessed to new development and changes in use intended to cover part of the cost of transportation facilities needed to serve the new development. SDCs are normally assessed or collected at the time issuance of a development permit or connection to a capitol improvement.
2. Transportation SDCs can only be used to pay for capitol improvements that increase the capacity of the transportation systems; they cannot be used for system maintenance or acquisition of equipment.
3. There can be two parts of an SDC – a “Reimbursement Fee” and an “Improvement Fee.” A Reimbursement Fee can be assessed to help repay the City for improvements that have already been constructed and that have excess capacity that can be utilized by new developments. An Improvement Fee can be assessed to help pay for improvements that increase capacity that have not yet been constructed. In the adoption of a Transportation SDC for The Dalles, no Reimbursement Fee was utilized, only an Improvement Fee.
4. In The Dalles, the Transportation SDC for any given development or change in use is calculated based upon the change in number of person trips estimated to be generated by the development or change in use. For a change in use, a credit is calculated for the number of trips that were generated from prior uses of the property; an SDC is only charged for the net increase in vehicle traffic estimated to be generated by the change in use. The City of The Dalles allows a developer credit for the most intensive use of the property within the last 20 years.
5. The trigger for assessing a Transportation SDC in The Dalles is currently the issuance of a Building Permit. At the time that the SDC ordinance was adopted for the City, it was believed that this would be an appropriate trigger so that other administrative processes, such as a partition, that would not by themselves increase traffic, would not result in assessment of an SDC. State law (ORS 223.299(4)(a)) identifies a Building Permit as one of the allowable triggering events.

6. The rate of Transportation SDC, expressed as cost/new trip generated, is specific to each entity (city, county, etc) that implements an SDC. The maximum amount of SDC that can be charged is determined using methodologies that identify the cost of capacity-enhancing transportation system improvements needed to serve development in a defined area over a specified period of time. Some of the factors considered that make this information community or area specific are the traffic patterns in that area (information for The Dalles was calibrated using traffic counts in the TSP), vehicle occupancy rates, availability of transit systems, amount of non-motorized traffic, and estimated length of trips.
Examples: The estimated number of trips determined in the City of The Dalles Transportation SDC Methodology Report for a single family residence is 14.47 new person trips/day. In Portland, the SDC Report for an industrial area, the North Macadam area, the single family residential trip generation is 12.02. Conversely, for a Convenience Market, The Dalles' SDC Report estimates 183.98 new trips while the North Macadam report projects 324.31 new trips per thousand square feet gross floor area.
7. The estimates of amount of traffic anticipated to be generated by various types of development are based upon nationally collected trip information from the Institute of Transportation Engineers (ITE) Manual, modified to reflect local conditions. An alternative to using standardized data from the ITE is to conduct site-specific traffic studies for new developments.
8. For City of The Dalles, two existing sources of information were utilized in the development of the Transportation SDC – the 2005 Transportation System Plan (TSP) and the 2005 Land Use Needs and Location Analysis. Information from the TSP was utilized to develop a list of SDC-eligible capital projects needed to support growth-related transportation needs through the year 2015 and the associated costs of those projects. That list of projects to be used in the SDC methodology was discussed with City Council in January 22, 2007 and approved by Council on April 9, 2007. This process established the total value of projects that could be used to calculate a Transportation SDC - \$33M.
9. The adopted 2005 TSP provided information regarding the number of trips that were projected to be generated by new development through 2015.

Additional background information related to The Dalles Transportation SDC

1. The Dalles Transportation SDC rate is at the average level (49th percentile) of 16 similar-sized cities surveyed in 2007 (summary attached).
2. The current Transportation SDC is 19% of the amount that could be justified based upon SDC determination methodology and growth-related needs identified in current Transportation System Plan.
3. Transportation SDC is twice the Hood River rate but Hood River's total combined SDC (water, sewer, transportation, and parks) is more than The Dalles.
4. Reuse of existing spaces that require no building permits are currently exempt from Transportation SDCs.
5. Building alterations that require building permits that are for the same type and intensity of use (that is, they don't place any additional burden on the City's transportation systems) are exempt from Transportation SDCs.
6. A credit toward a Transportation SDC is allowed for the most intense use of the property that occurred within the last 20 years. Currently, SDC credits cannot be transferred from property to property.
7. City Council can grant a credit not to exceed 50% for development projects submitted by nonprofit corporations or any agency of subdivision of federal, state or local government.

8. SDC rates provided in the Methodology Report are The Dalles-specific default rates; applicants can perform a site-specific traffic study to challenge those rates.

Potential issues to be considered for revision

As presented previously, there are technical standards that must be met in the methodology to determine a maximum SDC that can be charged. There are also discretionary policy decisions that determine how much of the justified maximum to assess, and how the SDCs are to be assessed. Following are some suggested issues that the Work Group may want to consider related to the assessment of Transportation SDCs.

1. Is the issuance of a Building Permit the appropriate trigger for assessing Transportation SDCs?
2. Currently, redevelopment of existing properties and relocation/expansion of existing businesses in the City are assessed at the same rates as new development. Should they be?
3. Currently Transportation SDC credits for prior uses stay with a property and cannot be transferred to other properties. Should Transportation SDC credits be transferable to other properties? If so, how should they be tracked over time? Is it worth considering the impacts to the property from which SDC credits could be transferred?

**City of The Dalles
SDC Survey**

February 2007

Cities	Population	Water	Sewer	Storm	Transportation	Parks	Total
Cities with populations 6,000 to 21,000:							
Canby	14,705	\$2,630	\$2,235	\$80	\$2,267	\$4,725	\$11,937
Central Point	21,000	\$4,000	\$1,212	\$409	\$4,177	\$3,049	\$12,847
Cornelius	10,785	\$2,246	\$1,000	\$0	\$3,020	\$2,143	\$8,409
Cottage Grove ²	9,275	\$456	\$684	\$1,255	\$775	\$239	\$3,409
Gladstone	12,210	\$1,448	\$216	\$0	\$1,169	\$0	\$2,833
Hermiston	15,025	\$1,404	\$678	\$0	\$0	\$0	\$2,082
Hood River ⁴	6,452	\$3,883	\$1,508	\$0	\$705	\$1,733	\$7,829
Klamath Falls ⁴	20,400	\$3,402	\$1,955	\$0	\$0	\$1,103	\$6,460
Monmouth	9,125	\$1,413	\$2,753	\$226	\$394	\$1,464	\$6,272
Newberg	20,565	\$3,533	\$1,469	\$258	\$2,388	\$1,471	\$9,119
Pendleton ¹	17,310	\$350	\$350	\$0	\$350	\$138	\$1,188
Redmond ⁴	20,610	\$3,698	\$4,348	\$0	\$2,877	\$834	\$11,755
Sherwood ⁴	14,940	\$6,203	\$2,700	\$593	\$3,628	\$6,661	\$19,785
St. Helens ⁴	11,795	\$3,255	\$1,406	\$690	\$3,081	\$814	\$9,246
Troutdale	15,110	\$1,148	\$4,426	\$1,022	\$723	\$3,600	\$10,919
Wilsonville	16,500	\$4,345	\$4,068	\$482	\$3,082	\$2,451	\$14,428
The Dalles-current	12,500	\$2,317	\$1,789	\$342	\$1,500	\$1,552	\$7,500
The Dalles-pot'l:	12,500	\$2,896	\$2,064	\$1,031	\$7,818	na	\$13,809
Average:	14,571	\$2,690	\$1,929	\$315	\$1,773	\$1,882	\$8,589
Max:	21,000	\$6,203	\$4,426	\$1,255	\$4,177	\$6,661	\$19,785
Min:	6,452	\$350	\$216	\$0	\$0	\$0	\$1,188
Percentile Rank-current:	34%	41%	58%	64%	49%	55%	38%
Percentile Rank-pot'l:		50%	63%	94%	100%	na	91%
Cities with populations above 20,000:							
Corvallis ^{2,5}	53,165	975	2,926	228	3,197	4,893	\$12,219
Grants Pass ³	26,085	2,597	2,540	412	526	1,288	\$7,363
Gresham	95,900	3,917	4,770	777	2,636	3,185	\$15,285
McMinnville ⁵	30,215	0	2,808	0	2,117	2,072	\$6,997
Woodburn	22,605	2,085	2,977	330	3,286	1,448	\$10,126
Average:	45,594	\$1,915	\$3,204	\$349	\$2,352	\$2,577	\$10,398
Max:	95,900	\$3,917	\$4,770	\$777	\$3,286	\$4,893	\$15,285
Min:	22,605	\$0	\$2,540	\$0	\$526	\$1,288	\$6,997
Percentile Rank-current:		61%	0%	0%	0%	0%	0%
Percentile Rank-pot'l:		81%	0%	75%	100%	100%	80%
Notes:							
1. SDC of S1050 includes water, sewer, and transportation.							
2. Assumes 2 bathroom house w/ dishwasher and laundry facilities.							
3. Water SDC is average of two SDCs for different pressure zones.							
4. Includes SDC and connection fee for water and sewer.							
5. For Transportation SDC, assumed 14.5 trip ends per single family residence like The Dalles.							
Percentile Rank indicates the percentage of utilities with SDCs lower than The Dalles at both current and maximum potential levels.							



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

Memorandum

To: Transportation SDC Work Group

CC: Nolan Young, City Manager

From: Dave Anderson, Public Works Director

RE: Transportation System Development Charges – 5/10/10 recommendations

The following is a summary of draft recommendations from the May 10, 2010 meeting of the Work Group.

For re-use/re-development of an existing vacant building

- Charge no TSDCs for re-use or redevelopment of an existing building in the Downtown Commercial District.
- Charge no TSDCs for expansion of an existing building in the Downtown Commercial District if:
 - Expansion is 50% or less of the original building size, and
 - Expansion adds 5000 square feet or less to the existing building.
- Provide a 75% waiver of the net TSDC (after credits) for re-use or re-development of an existing building in all other parts of the City.
- Provide a 75% waiver for expansions of an existing building outside the Downtown Commercial District if:
 - Expansion is 50% or less of the original building size, and
 - Expansion adds 5000 square feet or less to the existing building.
- Allow these waivers for 1 year and then re-evaluate considering economic climate at that time.

Rational: provide incentives (or reduce disincentives) for businesses to relocate and/or expand within the community and help fill existing vacancies.

Miscellaneous issues of interest to the Work Group

- Explore the option of implementing a flat-fee Business License, funds from which would be used to help support Street Capitol projects.
- Explore options to allow payment of TSDCs that aren't receiving some sort of relief over time with interest (like LIIDs – 10 year at 10%?).
- Probably not interested in trying to allow TSDC credits to be moved from one property to another but interested in how other cities (maybe only one city) are doing it.

Other “local business” issues to discuss at next meeting

- Should existing local businesses that want to relocate within the community and construct new facilities receive some relief from TSDCs?
- Should existing local businesses that want to expand at their current location receive some relief from TSDCs?

Other outstanding issues

- Discuss TSDC's rates as they apply to all new construction with City Manager participation.
- Is the issuance of a Building Permit the appropriate trigger for assessing TSDC's?



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

Memorandum

To: Transportation SDC Work Group

CC: Nolan Young, City Manager

From: Dave Anderson, Public Works Director

RE: Transportation System Development Charges – 5/17/10 recommendations

The following is a summary of draft recommendations from the May 17, 2010 meeting of the Work Group. These recommendations, as with the ones from May 10, 2010, would apply to non-residential developments only.

Transportation SDC evaluation trigger

- The Work Group believes, after considerable discussion, that the issuance of a structural building permit is an appropriate trigger to evaluate the potential assessment of TSDC, especially since the City does not currently have a Business License process in place. No change to current practice is recommended

Provide TSDC relief for small developments involving construction of new buildings in the City

- Provide a 75% waiver of net TSDC assessed on construction in the City for new businesses employing 10 people or less in The Dalles and 5,000 square feet or less in size
- Provide a 50% waiver of net TSDC assessed on construction in the City for new businesses employing 20 people or less in The Dalles and 10,000 square feet or less in size.
- Allow these waivers for 1 year and then re-evaluate considering the economic climate at that time.

Rational: In the current economic climate, there is not much margin between the costs of construction for new buildings and resulting appraised value of the buildings, making it difficult to pay TSDCs on top of construction costs, this is especially true for smaller developments. This incentive attempts to encourage small developments, often by small businesses, to proceed in the current economic climate. A larger incentive (75%) is proposed for the smallest developments, where the economics may be the toughest, to try to encourage new small businesses to locate in The Dalles.

Provide TSDC relief for existing businesses in the City that want to relocate to a new site and build new facilities

- Provide a 50% waiver of the net TSDC assessed for existing businesses in the City that want to relocate and construct new facilities on a different site in the City.
- No limitations on size of the development
- The business must have been operating in The Dalles for at least two years prior to the application, or have purchased, merged with, or otherwise taken over a

business of the same type that has been in the City for two years or more (i.e. - Western States Insurance buying Hudson Insurance).

- Allow these waivers for 1 year and then re-evaluate considering the economic climate at that time.

Provide TSDC relief for existing businesses in the City that want to expand their facilities through new construction on the same site.

- Provide a 50% waiver of the net TSDC assessed for existing businesses in the City that want to expand by constructing new facilities, or expanding existing facilities, on the existing site.
- No limitations on size of the expansion.
- The business must have been operating in The Dalles for at least two years prior to the application, or have purchased, merged with, or otherwise taken over a business of the same type that has been in the City for two years or more (i.e. - Western States Insurance buying Hudson Insurance).
- Allow these waivers for 1 year and then re-evaluate considering the economic climate at that time.

City of The Dalles
Survey of Transportation SDCs (TSDCs)
April 2010

Please return completed survey to: danderson@ci.the-dalles.or.us
or by fax to (541) 296-4346

Thank you very much for your assistance.

Name of Responding City: _____ Population: _____

1 Does your City currently utilize a Transportation SDC? _____

If no, is the City considering one? _____

If no current Transportation SDC, you are done with this survey. -- Thank you.

2 Current Transportation SDC rate for single-family dwelling: _____

3 Basis of TSDC assessment:

a. _____ New Person Trip-ends/day, Weekday Average

b. _____ New Person Trip-ends/day, P.M. Peak Hour

c. _____ Other: (please describe) _____

4. What is the "trigger" that initiates an assessment of a TSDC (such as building permit application, notification of change of use, business license renewal)?

5. Are land use categories and associated trip generation data based upon information from the Institute of Transportation Engineers (ITE) Trip Generation manual? _____

If no, please describe alternative method: _____

6 Are alternative methods of determining trip generation for new developments allowed (site-specific traffic studies, estimates based upon local factors, etc)? If yes, please describe. _____

7. Are TSDC credits allowed considering previous uses of a site? _____ If so, how far back in time can prior uses be considered? _____
8. Can TSDC credits be transferred from one site to another? For example, can a business that relocates within the community transfer credits from their prior operation? _____
9. Are all types of development that generate new trips assessed TSDC equally? For example, is redevelopment of an existing property or facility assessed at the same rate as if the same development were occurring on previously unused and undeveloped property? Or is there an incentive through TSDC assessment to encourage redevelopment of vacant properties? _____

10. Similar to Question #8, are there incentives related to TSDC assessments related to relocation of existing businesses within the community to new sites also within the community? _____


11. Based upon your experience with TSDCs, what would you change if you could?



AGENDA STAFF REPORT
CITY OF THE DALLES

MEETING DATE	AGENDA LOCATION	AGENDA REPORT #
June 14, 2010	Consent Agenda 10, A- C	N/A

TO: Honorable Mayor and City Council

FROM: Julie Krueger, MMC, City Clerk 

THRU: Nolan K. Young, City Manager

DATE: May 27, 2010

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

A. ITEM: Approval of May 24, 2010 Regular City Council Meeting Minutes.

BUDGET IMPLICATIONS: None.

SYNOPSIS: The minutes of the May 24, 2010 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 May 24, 2010 regular City Council meeting.

B. ITEM: Approval of May 19, 2010 Special Airport Tour Meeting Minutes.

BUDGET IMPLICATIONS: None.

SYNOPSIS: The minutes of the May 19, 2010 special airport tour meeting minutes have been prepared and are submitted for review and approval.

RECOMMENDATION: That City Council review and approve the minutes of the May 19, 2010 special airport tour meeting minutes.

C. ITEM: Approval of the May 17, 2010 Special City Council Meeting Minutes.

BUDGET IMPLICATIONS. None.

SYNOPSIS: The minutes of the May 17, 2010 special City Council meeting have been prepared and are submitted for review and approval.

RECOMMENDATION: That City Council review and approve the minutes of the May 17, 2010 special City Council meeting.

MINUTES

REGULAR COUNCIL MEETING
OF
MAY 24, 2010
5:30 P.M.
CITY HALL COUNCIL CHAMBER
313 COURT STREET
THE DALLES, OREGON

PRESIDING: Mayor Jim Wilcox

COUNCIL PRESENT: Bill Dick, Carolyn Wood, Brian Ahner, Tim McGlothlin

COUNCIL ABSENT: Dan Spatz

STAFF PRESENT: City Manager Nolan Young, City Attorney Gene Parker, Executive Secretary Izetta Grossman, Public Works Director Dave Anderson, Police Chief Jay Waterbury, Engineer Dale McCabe, Administrative Intern Cooper Whitman

CALL TO ORDER

Mayor Wilcox called the meeting to order at 5:30 p.m.

ROLL CALL

Roll call was conducted by City Clerk pro-tem Grossman; Spatz absent.

PLEDGE OF ALLEGIANCE

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

APPROVAL OF AGENDA

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

PRESENTATIONS/PROCLAMATIONS

Mayor Wilcox recognized Sherry Buccio and Jason Seals for their acts of caring when they stepped in to assist Damian when he was attacked by a pit bull earlier in the month. Mayor Wilcox thanked them and awarded them a certificate and a sesquicentennial coin. Damian gave them each a thank you card.

AUDIENCE PARTICIPATION

Marilyn Clifford, The Dalles spoke in opposition to the Garage Sale Sign Ordinance. She said as someone who participated in garage sales she felt the people who removed their signs were being punished. She offered to take down the signs every Monday for free. Clifford said while presented as a free service, the idea of having people give their information to the Codes Enforcement officer by Wednesday for publication represented an ongoing cost of Codes Enforcement time. Ms. Clifford also reminded Council that the right of way was public property. She questioned if the letter sent out by Codes Enforcement was sent in Spanish and who was charged with picking up the signs.

City Attorney Parker said the Codes Enforcement Department was responsible for picking up the signs.

Ms. Clifford was thanked for her presentation and others were encouraged to come before Council with their input on various issues. It was noted this ordinance had been amended in response to citizen complaints and that the program was intended to be a 60-90 day trial with an evaluation at the end of the trial.

CITY MANAGER REPORT

City Manager Young reported that the Manne Terminal Project had two grants pending. He said staff had been working with the Corp of Engineers, Economic Development Agency (EDA), State Historic Preservation Office (SHPO) and tribal fishermen to work through issues and would continue to work with tribal fisheries to resolve their concerns.

Young reported that during the Budget Committee meetings, a citizen raised a question regarding the projected gas taxes. He said staff had reviewed the projections and found that due to an audit adjustment the trend projections were off; creating an increase of \$32,000 this fiscal year and \$41,000 next fiscal year. Young said This was in addition to the street sweeping function being moved into the Water Fund and had created the ability to complete additional projects.

Young reported the Upper Elevation Reservoir project was proceeding on target; Brewery Grade/East Gateway was opened and traffic flowing; and the Transportation Systems Development Charge Fee Committee had met and would present findings to Council at the June 14th City Council Meeting.

CITY ATTORNEY REPORT

City Attorney Gene Parker reported he had been working with Community Development Director Dan Durow, Chief of Police Jay Waterbury and Captain Ed Goodman on amending the City's skateboard ordinance to specifically include the roundabout at Brewery Grade due to concerns for safety and graffiti. Parker said the artist would be beginning work soon on the panels and it was important to have the ordinance in place prior to completion of the art panels.

Parker reported work on an Intergovernmental Agreement for the purchase and use of the electric shuttles being purchased for The Dalles Dam tours. He said the partnership included The Dalles Area Chamber of Commerce, Northen Wasco County Parks & Recreation District and the City of The Dalles and said the agreement should be ready for Council consideration in the near future.

CITY COUNCIL REPORTS

Councilor Dick reported attending his last Mid Columbia Economic Development District (MCEDD) Board meeting at which Councilor Ahier represented the Mayor and did a wonderful job with the presentation. Ahier noted that the City Manager had provided him with the substance for that presentation.

Wood reported the next Historic Landmarks Meeting would be Wednesday.

Mayor Wilcox thanked the Council for attending the Master Plan meeting at the Airport. He said the project was six months ahead of schedule and noted the Open House was well attended. Wilcox said the final draft of the Master Plan for the Airport would be presented at the next Airport Board meeting. He stated the Master Plan was extremely important, saying without it there was no FAA funding.

MINUTES (Continued)
Regular Council Meeting
May 24, 2010
Page 4

CONSENT AGENDA

Mayor Wilcox added Authorization for City Clerk to Endorse OLCC New Outlet Application for the Bistro at Water's Edge and a Request for a Conditional Use Permit Fee Waiver by The Fort Dalles Museum/Anderson Homestead Foundation to the Consent Agenda. It was moved by Wood and seconded by McGlothlin to approve the Consent Agenda as amended. The motion carried unanimously, Spatz absent.

The other item approved by Consent Agenda was: approval of May 10, 2010 City Council meeting minutes.

CONTRACT REVIEW BOARD ACTIONS

Reject Bids for Sludge Lagoon Cleaning Contract

Public Works Director Dave Anderson reviewed the staff report.

It was moved by Wood and seconded by McGlothlin to reject the bids for the Sludge Lagoon Cleaning Contract 2010-013 for the following reasons: the bids of Wastewater Solids Management and Parker Ag Services for failure to comply with the prequalification requirements; the bid of Crestline Construction for exceeding the amount of funds budgeted for the project; and the bid of Fire Mountain Farms, Wastewater Solids Management, Parker Ag Services, and Crestline Construction due to ambiguous language in the contract solicitation documents which may have threatened the fairness and integrity of the competitive process. The motion carried unanimously, Spatz absent.

ACTION ITEMS

City Manager's Recommended Action Regarding Ten Points List Submitted by "We the People" Group

City Manager Young reviewed the staff report, noting email sent by Spatz (attached). Young handed out the brochure created by the Police Department regarding Teens and the Law.

Wood asked what the next step would be with the brochure developed by the Police Department. Young asked Chief Waterbury to address the question. Waterbury stated he had discussed making the brochure part of the school information with School District Administrator Candy Armstrong, the school has a great deal of information already, so this was from the Police Department available at the Police Department and would be made available to the schools to distribute as they desire.

Ahier asked for clarification on public forums. Young stated that the intent is to have Town Hall meetings every six to twelve months. He said the next scheduled Town Hall was scheduled for June 21st at the Senior Center from 5:30 - 7:00 pm. Mayor Wilcox stated that during these Town Hall meetings, all citizens were encouraged to attend to discuss any issues they want to bring before the Council.

McGlothlin asked Chief Waterbury what the roll out plan was for the Teen and Law brochure. Chief Waterbury said the plan was to supply the brochures to schools for distribution. McGlothlin suggested a list of school packets that the flyer could be added to, including Senior packets, back to school packet (an assembly where the Police Department could present the information) and contacting the driver education teacher.

It was moved by Ahier and seconded by Wood to adopt the City Manager's response paper as presented, including the Mayors comments. The motion carried unanimously, Spatz absent.

DISCUSSION ITEMS

Discussion Regarding Improvement Options for East Tenth Street from "J" to Lewis Street

Public Works Director Anderson reviewed the staff report. Anderson noted there were a number of property owners in attendance.

Mayor Wilcox explained that this was not a public hearing, however the Council was interested in hearing what the public had to say. He limited each speaker to three minutes.

David Driver, 1512 East Tenth Street, The Dalles, stated that he was against the 60 foot widening. He handed out a packet of information showing how 60 foot widening would adversely affect his property. Driver said he preferred parking on the south side of the street and questioned the unauthorized placement of survey stakes on his property.

Christen Crandall, 1017 Lewis Street, The Dalles, stated she was pleased to hear Public Works had decided not to widen to 60 feet. She said removing all on-street parking wasn't practical for most of the residents. Crandall said she didn't receive the original notice, but thanked who ever dropped off information about this meeting.

Mr. Ellison, 1522 East Tenth Street, The Dalles, stated that he walked the area and felt that most everyone seemed to have off street parking or alley parking. He requested beautification of the street with planting strips, and burying of utilities. He felt widening not needed.

MINUTES (Continued)
Regular Council Meeting
May 24, 2010
Page 6

Lonnie Caps, 1405 East Tenth Street, The Dalles, stated he was not in favor of parking on the north side, he preferred parking staying on the south side. He said widening would increase high school traffic issues.

Vickie Day, 1511 East Tenth Street, The Dalles, stated she did not receive notification; her mother was the out of area owner. She questioned why property owners weren't notified of the surveying work and questioned if it was legal. Day said she was in favor of the narrower option for widening, but felt that parking needed to be on the south side. She said she would like to see this decision be made by vote of property owners.

Shawn Crandall, 1017 East Tenth Street, The Dalles, asked if Council would make the final decision and when that would be. Mayor Wilcox said Council would make the final decision and after this discussion would be better able to address when.

Mr. Driver pointed out that he could not park next to his house because the drive way was too narrow and line of sight was impaired by utility pole. He said he had no access to parking from the alley due to elevation.

Mr. Ellison stated that with a little effort, parking in the alley could be done, and suggested the City could help with fill.

Mayor Wilcox closed public comment and asked for Councilor discussion.

Wood stated she was in favor of the staff recommendation without the moving of the existing parking, saying a jog in the street could slow drivers down.

McGlothlin said that improvements always affected some more than others and he was in favor of working on solutions for those most affected.

Dick agreed with the Wood. Dick noted appreciation for Mr. Ellison's desire to beautify the streetscape and putting utilities underground, while acknowledging the limits to doing so. He said he would like to staff to explore options for the alley parking issues.

Ahier said having lived in and around that area, he believed current conditions were unsafe and widening was necessary, however acknowledged the need for parking. He questioned if the East Tenth Place fell under the gravel street policy and if City could help create an environment where parking was available in the alley.

Mayor Wilcox said Tenth Street was a major arterial street that needed to be widened. He commended staff for listening to property owner concerns and coming to Council with a

MINUTES (Continued)
Regular Council Meeting
May 24, 2010
Page 7

narrower alternative. Wilcox said elevation in the alley could be a property owner issue, though he would like staff to investigate. He stated that being a recent recipient of emergency services he would like to hear from the fire department and police department regarding their preference on parking.

McGlothlin agreed with the Mayor regarding feedback from emergency services on the parking. He also agreed the street needed widening.

Dick agreed with Mayor and asked for more information on alternatives for East Tenth Place (the alley).

Wood said it sounded like Council wanted the 40 foot widening just needed to decide on which side of the street parking would be best.

Ahler asked if the grading and/or widening of East Tenth Place could be included in the proposal.

It was the consensus of Council to direct that staff survey affected residents regarding which side of the street they would like for parking; inquire of emergency service (Mid Columbia Fire and Rescue District and Police Department) regarding parking and investigate options for East Tenth Place alley; and report back to Council at the June 28th meeting.

ADJOURNMENT

Being no further business, the meeting adjourned at 7:20 p.m.

Submitted by/
Izetta Grossman
City Clerk pro-tem

SIGNED:

James L. Wilcox, Mayor

ATTEST:

Julie Krueger, MMC, City Clerk

Julie Krueger

From: Dan Spatz [DSpatz@cgcc.cc.or.us]
Sent: Wednesday, May 19, 2010 10:48 AM
To: Dan Spatz (home); Nolan Young; Nolan Young; billdick2@earthlink.net; Jim Wilcox; Brian Ahier; Tim McGlothlin; Carolyn Wood
Cc: Frank Toda; Julie Krueger; dane@co.wasco.or.us
Subject: Monday's council meeting and formal position on "10 points"

Hi, everyone,

This next week I'll be joining other members of the Columbia Gorge Bi-State Renewable Energy Zone at the American Wind Energy Association's Windpower 2010 national conference in Dallas, Texas. While I'm looking forward to the opportunity to help recruit prospective manufacturers -- and jobs -- to our region, I regret that the conference coincides with Monday's council meeting, given the scheduled action item related to Latino relations. Therefore I'm writing in advance to offer my perspective (in keeping with council e-mail policy, I do not request your response).

Broadly, I support the 10 points presented in Nolan's memo of May 10 regarding issues raised by "We the People." However, I firmly believe that if we go only this far, we will be missing an excellent opportunity to create an important bridge between the Latino community and local government.

The US Census reports that about 12 percent of Wasco County's resident population is Latino. This number will likely be higher upon completion of the current census. Yet we see essentially no Latino representation in local elected offices: not on city council, nor county commission, nor the college board, parks board, PUD, port commission nor school board.

The challenge of better involving the Latino population has been a topic of on-going discussion at Columbia Gorge Community College for several years; I witnessed frustration on the same issue (but unrelated to the college) during my nine years as editor of The Dalles Chronicle.

In the issues brought forth by "We the People" before the city council, I see a different reflection of the same challenge. Fundamentally, the problem is a continuing gap between cultures, evidenced by lack of mutual understanding, poor communication, and, yes, inadequate representation in elected office.

As a community -- not just a city or county or college -- we need to do better.

I propose a cross-cultural forum as a means of accomplishing this by facilitating on-going, open dialogue.

Please note that I concur with Point 5 in Nolan's memo, and agree that a committee on the police department is not warranted. Likewise, I concur with Point 9, in that our periodic council forums offer a perfectly appropriate opportunity for open communications.

But I do not believe that is enough.

A cross-cultural forum should not be narrowly focused on any one issue, nor should its membership be drawn necessarily from those individuals who have happened recently to come before city council. I propose a much broader forum, representing a valid cross-representation of the Latino, Anglo and also Native American cultures. Perhaps such a forum could be organized by the Community Outreach Team, given the team's cross-jurisdictional nature and its mission of fostering outreach on behalf of the community as a whole.

The forum would have two goals:

- 1) To foster improved communication among cultures by identifying issues and concerns, and allowing all sides to learn of each other's perspectives.
- 2) To create an active bridge into public governance for the Latino and Native American populations, thus encouraging future electoral candidates from both communities to step forward as opportunities arise for city council, county court, college board, and other local governments.

The forum would continue until both goals are achieved.

Current evidence -- particularly the lack of cross-cultural candidates in local elections -- suggests that the status quo is insufficient. The 10 points you will consider on Monday are all valid, and I support them, but they do not go far enough in changing the status quo.

As a community, we need to adopt a more active strategy. I would encourage my fellow councilors to consider

this.
Best regards,
Dan

MINUTES

SPECIAL COUNCIL MEETING
OF
MAY 19, 2010
NOON
AIRPORT TOUR
THE DALLES, OREGON

PRESIDING: Mayor Jim Wilcox

COUNCIL PRESENT: Carolyn Wood, Dan Spatz, Brian Ahier

COUNCIL ABSENT: Bill Dick, Tim McGlothlin

STAFF PRESENT: City Manager Nolan Young, City Attorney Gene Parker, City Clerk Julie Krueger, Finance Director Kate Mast, Police Chief Jay Waterbury, Administrative Intern Cooper Whitman

CALL TO ORDER

The meeting was called to order by Mayor Wilcox at 12:15 p.m.

TOUR INFORMATION

Airport Managers Chuck Covert and Jim Broehl provided an overview and showed a map of the Airport, including the current runways, hangars, landing system, and drainage system. They discussed the Master Plan and proposed improvements, including the need to level the runways to deal with line of sight issues, a proposed industrial park and future golf course.

A tour of the property was provided.

ADJOURNMENT

Following the tour, the meeting adjourned at 1:36 p.m.

Submitted by/
Julie Krueger, MMC
City Clerk

SIGNED:

James L. Wilcox, Mayor

ATTEST:

Julie Krueger, MMC, City Clerk

MINUTES

SPECIAL COUNCIL MEETING
OF
MAY 17, 2010
NOON
CITY HALL COUNCIL CHAMBER
THE DALLES, OREGON

PRESIDING: Mayor Jim Wilcox

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

COUNCIL ABSENT: Tim McGlothlin

STAFF PRESENT: City Manager Nolan Young, City Attorney Gene Parker

CALL TO ORDER

The meeting was called to order by Mayor Wilcox at 12:15 p.m.

EXECUTIVE SESSION

Mayor Wilcox recessed the meeting to Executive Session at 12:15 p.m. in accordance with ORS 192.660 (2) (i) to evaluate the employment related performance of the City Manager.

Reconvene to Open Session

The meeting reconvened to open session at 1:00 p.m.

It was moved by Ahier and seconded by Spatz to compensate the City Manager with a 1.5% cost of living adjustment, effective July 1, 2010 and a one time merit incentive payment of \$6,000, to be awarded in the current fiscal year. The motion carried unanimously, McGlothlin absent.

MINUTES (Continued)
Special Council Meeting
May 17, 2010
Page 2

EXECUTIVE SESSION

The meeting was recessed to Executive Session at 1:04 p.m. in accordance with ORS 192.660 (2) (i) to evaluate the employment related performance of the City Attorney.

Reconvene to Open Session

The meeting reconvened to open session at 1:28 p.m.

It was moved by Ahier and seconded Dick to compensate the City Attorney with a 1.5% cost of living adjustment effective July 1, 2010 and a one time merit incentive payment of \$2,500, to be awarded in the current fiscal year. The motion carried unanimously, McGlothlin absent.

ADJOURNMENT

Being no further business, the meeting adjourned at 1:29 p.m.

Submitted by/
Julie Krueger, MMC
City Clerk

SIGNED: _____
James L. Wilcox, Mayor

ATTEST: _____
Julie Krueger, MMC, City Clerk



CITY of THE DALLES
313 COURT STREET
THE DALLES, OREGON 97058

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

AGENDA STAFF REPORT

CITY OF THE DALLES

MEETING DATE	AGENDA LOCATION	AGENDA REPORT #
June 14, 2010	Public Hearings 11, A	10-039

TO: Honorable Mayor and City Council

FROM: Kate Mast, Finance Director

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

DATE: May 12, 2010

ISSUE: Public Hearing on Proposed Uses of State Revenue Sharing funds for FY10/11 and consideration of Resolution No. 10-008 declaring the City's election to receive State Revenues.

BACKGROUND: State Revenue Sharing Law, ORS 221.770, requires cities to pass a resolution each year stating that they elect to receive State Revenue Sharing money during the next fiscal year. The law mandates public hearings be held by each city, and a certification of these hearings is required. The required hearings are to be held: 1) before the Budget Committee to consider possible uses of the funds; and 2) before the City Council on the uses of the funds proposed by the Budget Committee or anyone else.

The City of The Dalles has traditionally used State Revenue Sharing funds to support activities in the General Fund. The Budget Committee held a Public Hearing on May 3, 2010, to consider possible uses of the funds, and then voted to recommend to the Council that they continue to use those funds to support the General Fund in FY10/11.

A Public Hearing on the proposed uses of State Revenue Sharing funds is scheduled before the City Council on June 14, 2010. The required Resolution (#10-008) electing to receive State Revenue Sharing funds in FY10/11 is included as an action item on the same agenda. The draft Resolution is not required to designate the uses of the funds, but only states the City's election to receive them.

BUDGET IMPLICATIONS: The proposed budget for FY10/11 already includes the anticipated State Revenue Sharing funds within the General Fund.

ALTERNATIVES:

- A. **Staff Recommendation:** *Move to adopt Resolution No. 10-008 declaring the City's election to receive State revenues for Fiscal Year 2009/2010.*
- B. City Council could elect to not adopt Resolution No. 10-008, or could elect to assign the uses of State Revenue Sharing funds to a different purpose than proposed. Either decision would require changes to the proposed budget for FY10/11

RESOLUTION NO. 10-008

**A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE
STATE REVENUES FOR FISCAL YEAR 2010/2011.**

WHEREAS, State Revenue Sharing Law, ORS 221 770, requires cities to annually pass a resolution requesting State Revenue Sharing money; and

WHEREAS, the City's Budget Committee held the required Public Hearing on May 3, 2010, to consider possible uses of State Revenue Sharing funds in FY10/11; and

WHEREAS, the City Council held the required Public Hearing on June 14, 2010, to consider the uses of State Revenue Sharing funds in FY10/11 as proposed by the Budget Committee and others;

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

Section 1. Election to Receive State Revenues in FY10/11. Pursuant to ORS 221 770, the City hereby elects to receive State Revenues for the Fiscal Year 2010/2011.

Section 2. Effective Date. This Resolution shall be considered effective as of July 1, 2010.

Section 3. Expiration Date. This Resolution shall expire upon receipt and acceptance of the Audit for FY10/11.

PASSED AND ADOPTED THIS 14th DAY OF JUNE, 2010.

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

AND APPROVED BY THE MAYOR THIS 14th DAY OF JUNE, 2010

SIGNED: _____ ATTEST: _____

James L. Wilcox, Mayor _____ Julie Krueger, MMC, City Clerk _____
.....

I certify that a Public Hearing before the Budget Committee was held on May 3, 2010, and a Public Hearing was held before the City Council on June 14, 2010, giving citizens an opportunity to comment on use of State Revenue Sharing.

CERTIFIED BY:

Julie Krueger, MMC, City Clerk



AGENDA STAFF REPORT
CITY OF THE DALLES

MEETING DATE	AGENDA LOCATION	AGENDA REPORT #
June 14, 2010	Public Hearings 11, B, 1	10-040

TO: Honorable Mayor and City Council

FROM: Kate Mast, Finance Director

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

DATE: June 2, 2010

ISSUE: Public Hearing to Receive Testimony Regarding the Approved 2010-2011 Fiscal Budget and Changes Proposed by Staff.

BACKGROUND: The City Budget Committee reviewed the proposed budget and approved the budget, with some changes, on May 4, 2010. The City Council will hold the required Public Hearing on June 14th and will consider the resolution adopting the budget at that same meeting.

BUDGET IMPLICATIONS: Due to projects and expenditures that were expected to be completed in FY09/10, but will extend into FY10/11, staff recommends the following changes:

Fund	Description	Line Item #	Approved Budget	Change	Amended Budget
001 General Fund					
Rev	Beginning Balance	001-0000-300.00-00	1,763,374	20,000	1,783,374
Exp	Tourism	001-9500-490.80-10	220,030	20,000	240,030
<p>\$20,000 for either purchase of shuttles or operation of shuttles budgeted in FY09/10 may not be used before June 30, 2010. Budget for possible roll over of those funds to FY10/11.</p>					
Rev	Federal Revenues	001-0000-331.00-00	-	17,750	17,750
Exp	Communications Equip - Police	001-1300-421.74-25	-	17,750	17,750

\$17,750 Federal Funds through the OR Military Dept, Office of Emergency Mgmt, State Homeland Security Grant Program - DFDA #97.073, for Interoperable Communications Equipment that may or may not be received before Juen 30, 2010.

Fund	Description	Line Item #	Approved Budget	Change	Amended Budget
005 Street Fund					
Rev	Beginning Balance	005-0000-300.00-00	65,072	31,000	96,072
Rev	Local 3 Cent Fuel Tax	005-0000-319.40-00	375,000	42,000	417,000
Exp	Street Construction Supplies	005-0500-431.60-87	260,779	73,000	333,779

Recalculation of the estimated Local Gas Tax Revenue indicates the City should receive \$31,000 more in FY09/10 than anticipated and a total of \$417,347 is estimated for FY10/11. The additional \$31,000 roll over from FY09/10 and the additional \$42,347 over

005 Street Fund					
Rev	Beginning Balance	005-0000-300.00-00	96,072	23,600	119,672
Rev	Street Construction Supplies	005-0500-431.60-87	333,779	23,600	357,379

Dave's changes 05/26/10

Fund	Description	Line Item #	Approved Budget	Change	Amended Budget
013 Street / Bridge Reserve Fund					
Rev	Beginning Balance	013-0000-300.00-00	446,551	70,000	516,551
Exp	Capital Projects	013-1400-431.75-10	797,531	70,000	867,531

Dave's Changes 05/26/10 - Webber Signal Upgrade

Fund	Description	Line Item #	Approved Budget	Change	Amended Budget
051 Water Utility Fund - Water Treatment Dept.					
Rev	Beginning Balance	051-0000-300.00-00	283,644	108,787	392,431
Exp	Other Contractual Services	051-5000-510.39-00	61,600	40,000	101,600
Exp	Improvements other than Buildings	051-5000-510.73-30	230,000	60,000	290,000
Exp	Equipment, Other	051-5000-510.74-90	-	8,787	8,787

Dave's Changes 05/26/10 -Lagoon cleaning = \$40,000; Watershed fuels reduction = \$60,000; Valve installation = \$8,787.

Fund	Description	Line Item #	Approved Budget	Change	Amended Budget
053 Water Reserve Fund					
Rev	Beginning Balance	053-0000-300.00-00	1,535,411	150,000	1,685,411
Exp	Capital Projects	053-5300-510.75-10	3,988,772	150,000	4,138,772

Dave's Changes 05/26/10 - Wicks Disinfection Upgrade

Fund	Description	Line Item #	Approved Budget	Change	Amended Budget
057 Sewer Plant Construction Fund					
Rev	Beginning Balance	057-0000-300.00-00	2,271,499	400,000	2,671,499
Exp	Capital Projects	057-5700-550.34-10	225,000	400,000	625,000

Dave's Changes 05/26/10 - WWRP Phase 2 Design Engineering

Oregon Budget Law allows a governing body, prior to final adoption, to make changes to a Fund approved by the Budget Committee in the amount of \$5,000 or 10% of the operating portion of that Fund, whichever is greater. The operating portion includes the Personnel, Materials & Services and Capital Outlay categories, but does not include Interfund Transfers, Contingencies, or Unappropriated amounts. If the changes are greater than the limit allows, another Public Hearing must be held, with the required published notices, prior to adoption. The proposed changes are under 10% of operating portions of each affected fund.

ALTERNATIVES:

- A. **Staff Recommendation:** *Move to adopt Resolution No. 10-009 Adopting the Fiscal Year 2010-2011 Budget for the City of the Dalles, Making appropriations, Authorizing Expenditures, Levying Taxes, and Authorizing the City Manager to Take Such Action as Necessary to Carry Out the Adopted Budget.*
- B. City Council could elect to make more changes to the approved budget and direct staff to include those changes in the adopting resolution. If such changes were greater than the limit allows, another Public Hearing must be held, with the required published notices, prior to adoption. Supplemental budgets and budget amendments are to be used during the fiscal year for situations that were unknown at the time the original budget was adopted. Any issues known at this time would not be legitimately eligible for later "fixes".

RESOLUTION NO. 10-009

A RESOLUTION ADOPTING THE FISCAL YEAR 2010-2011 BUDGET FOR THE CITY OF THE DALLES, MAKING APPROPRIATIONS, AUTHORIZING EXPENDITURES, LEVYING TAXES, AND AUTHORIZING THE CITY MANAGER TO TAKE SUCH ACTION AS NECESSARY TO CARRY OUT THE ADOPTED BUDGET

WHEREAS, the City Budget Committee has reviewed and acted on the proposed City budget; and

WHEREAS, the Budget Committee, on May 4, 2010, approved and recommended a balanced budget to the City Council; and

WHEREAS, in accordance with State Law, the City held a Public Hearing on the approved budget on June 14, 2010; and

WHEREAS, the City Council has amended the budget previously approved by the Budget Committee, as permitted by ORS 294.435; and

WHEREAS, the City Council wishes to adopt the approved budget with amendments and carry out the programs identified in the budget;

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

Section 1. Clerical Changes. The City Council hereby authorizes City staff to make the necessary clerical changes to the amended budget.

Section 2. Adoption of the Budget. The City Council of the City of The Dalles, Oregon, hereby adopts the budget for Fiscal Year 2010-2011 in the total of **\$58,863,888**, now on file in the office of the City Finance Director.

Section 3. Setting Appropriations. The amounts for the Fiscal Year beginning July 1, 2010 and for the purposes shown are hereby appropriated as follows:

GENERAL FUND (001)

City Council	215,957
City Clerk	137,284
City Manager	293,554
Legal / Judicial	438,636
Finance / Utility Billing	493,349
Personnel	9,900

Community Development	599,943
Police	2,941,921
Technology	202,192
City Hall / Transportation Center	216,469
Code Enforcement	66,943
Special Payments	462,851
Interfund Transfers	108,231
Contingency	706,378
TOTAL GENERAL FUND (001) *	6,893,608
LIBRARY FUND (004)	
Personnel Services	618,906
Materials & Services	304,324
Interfund Transfers	37,000
Contingency	24,701
TOTAL LIBRARY FUND (004)	984,931
STREET FUND (005)	
Personnel Services	614,883
Materials & Services	707,365
Capital Outlay	2,167
Interfund Transfers	178,160
Contingency	-
TOTAL STREET FUND (005)	1,502,575
PUBLIC WORKS RESERVE FUND (009)	
Capital Outlay	178,420
TOTAL PUBLIC WORKS RESERVE FUND (009)	178,420
UNEMPLOYMENT RESERVE FUND (010)	
Personnel Services	56,856
TOTAL PUBLIC WORKS RESERVE FUND (010)	56,856
COMMUNITY BENEVOLENCE FUND - VIETNAM MEMORIAL (011)	
Materials & Services	10,559
TOTAL PUBLIC WORKS RESERVE FUND (011)	10,559
STREET & BRIDGE REPLACEMENT FUND (013)	
Capital Outlay	867,631
TOTAL STREET & BRIDGE REPLACEMENT FUND (013)	867,631
SPECIAL PROJECTS FUND (018)	
Materials & Services	213,350
Capital Outlay	13,593,872
Interfund Transfers	3,500
TOTAL SPECIAL PROJECTS FUND (018)	13,810,722

STATE OFFICE BUILDING FUND (021)

Personnel Services	49,817
Materials & Services	143,287
Contingency	1,844
TOTAL STATE OFFICE BUILDING FUND (021)	194,948

SPECIAL ASSESSMENTS FUND (036)

Materials & Services	24,500
Capital Outlay	-
Interfund Transfers	906,369
TOTAL SPECIAL ASSESSMENTS FUND (036)	930,869

CAPITAL PROJECTS FUND (037)

Capital Outlay	1,264,901
Debt Service	80,000
Interfund Transfers	5,000
TOTAL CAPITAL PROJECTS FUND (037)	1,349,901

WATER REVENUE BOND FUND (041)

Debt Service	565,605
TOTAL WATER REVENUE BOND FUND (041)	565,605

FFCO 2008 BOND FUND (043)

Debt Service	301,931
TOTAL FFCO 2008 BOND FUND (043)	301,931

2009 FFCO BOND FUND (044)

Debt Service	944,614
TOTAL 2009 FFCO BOND FUND (044)	944,614

WATER FUND (51)

WATER TREATMENT	
Personnel Services	745,704
Materials & Services	481,274
TOTAL WATER TREATMENT	1,226,978

WATER DISTRIBUTION	
Personnel Services	1,093,923
Materials & Services	526,905
TOTAL WATER DISTRIBUTION	1,620,828

Capital Outlay	378,949
Special Payments	-
Interfund Transfers	1,102,073
Contingency	20,468
TOTAL WATER FUND (051)	4,349,296

WATER CAPITAL RESERVE FUND (053)	
Materials & Services	70,000
Capital Outlay	5,048,790
Interfund Transfers	598,323
Contingency	400,000
TOTAL WATER CAPITAL RESERVE FUND (053)	6,117,113

WASTEWATER FUND (055)	
Personnel Services	1,029,909
Materials & Services	1,468,545
Capital Outlay	234,073
Interfund Transfers	2,727,144
Contingency	16,745
TOTAL WASTEWATER FUND (055)	5,476,416

WASTEWATER CAPITAL RESERVE FUND (056)	
Materials & Services	50,000
Capital Outlay	2,523,643
Interfund Transfers	7,002
TOTAL WASTEWATER CAPITAL RESERVE FUND (056)	2,580,645

SEWER PLANT CONSTRUCTION FUND (057)	
Materials & Services	425,000
Capital Outlay	2,865,702
Interfund Transfers	551,830
TOTAL SEWER PLAN CONSTRUCTION FUND (057)	3,842,532

SEWER DEBT SERVICE FUND (058)	
Debt Service	551,830
Contingency	219,919
TOTAL SEWER DEBT SERVICE FUND (058)	771,749

AIRPORT FUND (061)	
Materials & Services	933,841
Capital Outlay	4,800,000
Contingency	1,500
TOTAL AIRPORT FUND (061)	5,735,341

AIRPORT DEBT SERVICE FUND (062)	
Debt Service	125,319
TOTAL AIRPORT DEBT SERVICE FUND (062)	125,319

TOTAL ALL FUNDS 57,591,581

* An Unappropriated Ending Fund Balance has been set for the General Fund in the amount of: 760,687

** An Unappropriated Ending Fund Balance has been set for the Library Fund in the amount of: 484,620

TOTAL ADOPTED BUDGET 58,836,888

Section 4. Authority of City Manager. The City Council hereby authorizes the City Manager to take such action as is necessary and consistent with State Statutes and City Ordinances, including, but not limited to, entering into contracts to carry out the programs, projects and services identified in the adopted budget.

Section 5. Imposing and Categorizing the Tax. The City Council of the City of The Dalles, Oregon, hereby imposes the taxes provided for in this adopted budget in the General Fund at the rate of \$3.0155 per \$1,000 of assessed value for operations, and that these taxes are hereby imposed and categorized for tax year 2010-2011 upon the assessed value of all taxable property within the City of The Dalles as of 12:01 AM, July 1, 2010.

	Subject to General Government	
	Limitation	Excluded from Limitation
General Fund - Tax Base	\$ 2,374,467	0
Category Total	\$ 2,374,467	0
TOTAL TAX IMPOSED	\$ 2,374,467	

Section 6. Certifying the Tax Levy. The City Finance Director shall certify to the County Clerk and County Assessor, the tax levy made by this Resolution, and shall file with them and to the State of Oregon, copies of the budget as finally adopted.

Section 7. Effective Date. This Resolution shall be effective upon adoption

PASSED AND ADOPTED THIS 14th DAY OF JUNE, 2010.

Voting Yes, Councilors: _____

Voting No, Councilors: _____

Absent, Councilors: _____

Abstaining, Councilors: _____

AND APPROVED BY THE MAYOR THIS 14th DAY OF JUNE, 2010.

SIGNED: _____

ATTEST: _____

James I. Wilcox, Mayor

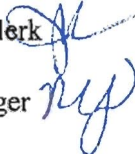
Julie Krueger, MMC, City Clerk



AGENDA STAFF REPORT
CITY OF THE DALLES

MEETING DATE	AGENDA LOCATION	AGENDA REPORT #
June 14, 2010	Action Items 12, A	10-041

TO: Honorable Mayor and City Council

FROM: Julie Krueger, MMC, City Clerk 

THRU: Nolan K. Young, City Manager 

DATE: June 1, 2010

ISSUE: Resolution No. 10-010 Adopting the Final Report of the City Engineer, Proposing an Assessment and Providing for Notices and a Hearing for the West First Street, Terminal Way and Bargeway Road Reconstruction Project.

BUDGET IMPLICATIONS: The total project costs are included in the attached Engineer's Report. The total cost of the project is \$1,798,423.07 with the sum proposed for property owner assessments being \$479,726.02.

SYNOPSIS: The City Engineer has prepared the final report for the West First Street, Terminal Way and Bargeway Road Reconstruction Project. The attached report is submitted to City Council for review and approval. Resolution No. 10-010 will direct the City Clerk to schedule a hearing to consider objections to the proposed assessments, provide property owner notification, and public notice. The hearing is tentatively set for the regular Council meeting of July 12, 2010.

RECOMMENDATION: That the City Council approve Resolution No. 10-010 Adopting the Final Report of the City Engineer, Proposing an Assessment and Providing for Notices and a Hearing for the West First Street, Terminal Way and Bargeway Road Reconstruction Project.

RESOLUTION NO. 10-010

**A RESOLUTION ADOPTING THE FINAL REPORT OF THE
CITY ENGINEER, PROPOSING AN ASSESSMENT
AND PROVIDING FOR NOTICES AND A HEARING
FOR THE WEST FIRST STREET, TERMINAL WAY
AND BARGEWAY ROAD RECONSTRUCTION PROJECT**

WHEREAS, the City Council heretofore approved the establishment of a local improvement district for the West First Street, Terminal Way and Bargeway Road Reconstruction Project; and

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

BE IT RESOLVED BY THE CITY COUNCIL AS FOLLOWS:

Section 1. Report Accepted. The proposed final report of the City Engineer, concerning the West First Street, Terminal Way and Bargeway Road Reconstruction Project, is hereby accepted.

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

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

- A. The amount of the proposed assessment;
- B. The property upon which the assessment is to be levied,

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

Section 4. Hearing Date. A hearing shall be held at 5:30 p.m. on July 12, 2010, in conjunction with the regular City Council meeting. Persons who have filed objections to proposed assessments or the project shall have the right to be present and address the Council. The hearing will be held in the City Hall Council Chamber, 313 Court Street, The Dalles, Oregon. Objections to assessments shall be filed on or before 5:00 p.m., on June 29, 2010.

PASSED AND ADOPTED THIS 14TH DAY OF JUNE, 2010.

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

AND APPROVED BY THE MAYOR THIS 14TH DAY OF JUNE, 2010

SIGNED: _____
 James L. Wilcox, Mayor

ATTEST: _____
 Julie Krueger, MMC, City Clerk

FINAL REPORT

**WEST FIRST STREET, TERMINAL WAY, BARGEWAY ROAD RECONSTRUCTION,
PHASE I**

**CONTRACT NO. 2009-011
LOCAL IMPROVEMENT DISTRICT**

PREPARED BY:

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

JUNE 2, 2010

JUNE 2, 2010

**Honorable Mayor and Members of City Council
City of The Dalles
313 Court Street
The Dalles, OR 97058**

**FINAL REPORT: WEST FIRST STREET, TERMINAL WAY, BARGEWAY ROAD
RECONSTRUCTION, PHASE I; CONTRACT NO. 2009-011**

Councilmembers:

The following is the Final Report for the Assessment District and Basis of Assessment to provide street improvements on West First Street, Terminal Way, and Bargeway Road in the City of The Dalles.

DESCRIPTION OF PROJECT

Improvements to project area consisted of the following elements:

Reconstruction of the street including removal of the surface and base material, re-grading and compaction of the sub-base, placement of ten inches of base rock and six inches of asphalt. The projects widened Bargeway Road and Terminal Way to two 16' lanes. West First Street west of Terminal Way would be widened to two 14' lanes and a 14' center turn lane. West First Street between Terminal Way and the railroad crossing was only widened to two 14' lanes due to right-of-way and railroad constraints.

- Construction of a five foot wide sidewalk along the north side of West First Street from the west boundary of the project to Terminal Way.
- Construction of a twelve foot wide asphalt trail on the west side of Terminal Way, the north side of Bargeway Road, and the north side of West First Street east of Terminal Way.
- Construction of City standard curb and gutter with concrete drive approaches along all three 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, including water quality structure and outfall, catch basins, field inlets, and manholes, sized for build-out of the industrial area.
- Construction of an up-sized water main on Bargeway Road and a water main replacement on West First Street. This work included the installation

of six fire hydrants and two water vaults to isolate a portion of the system that runs under an industrial parcel.

Construction of two sanitary sewer force mains for future upgrades to the Meadows Lift Station.

Construction of a new sanitary sewer manhole and installation of 24" diameter cured in place pipe liner.

These improvements were constructed on West First Street from the railroad crossing west to the western property line of 2N 13E 33DB Tax Lot 800, on Terminal Way from West First Street to Bargeway Road, and on Bargeway Road from Terminal Way to the western property line of 2N 13E 33DB Tax Lot 800. Water main work also extended west on West First Street to Webber Road.

METHOD OF ASSESSMENT

The assessment for street improvements is based upon frontage length. Multi-frontage relief is provided to lots with frontage on more than one of the streets per City ordinance.

The assessment for storm water improvements is based upon acreage of the assessed lot plus half of the fronted right of way. There is no multi-frontage relief on this area assessment. In order to provide for a more equitable distribution of cost in the overall project that includes Phases 1 and 2, the total cost for the storm water system improvements for both phases will be used to calculate the assessment.

In an effort to reduce the amount of assessment to the property owners, the City contributed to the project from various funds. The following table shows the City financial contributions in addition to its own "property-owner" assessments:

Project Element	Funding Source	Amount
First Street Center Turn Lane	Fund 13, Street Reserve	\$27,080.90
Street Improvements Along Union Pacific RR Frontage	Fund 13, Street Reserve	\$179,808.90
Water System Improvements	Fund 53, Water Reserve	\$408,714.65
Sanitary System Improvements	Fund 56, Wastewater Reserve	\$121,358.50
Multi-Frontage Relief	Fund 36, Special Assessments	\$236,080.52
Total		\$973,043.47

The City also provided the labor and equipment to place landscape chemicals, fabric, and decorative rock.

ENGINEER'S ESTIMATE

The original Engineer's Estimate [March 23, 2009 Engineer's Report] arrived at a project cost of \$2,275,742.32. The total frontage to be assessed to property owners for Phase 1 street improvements is 5,069 feet. The assessable area of the project for storm water improvements is 42.90 acres for both Phases 1 and 2.

The proposed assessment for Phase 1 street improvements is **\$128.43** per front foot based on an assessable frontage of 5,069 feet.

The cost for storm water improvements in Phase 1 is **\$530,910.14**. This cost is itemized in **Exhibit B**. The estimated cost for Phase 2 storm water improvements were estimated, where possible, using the unit costs of Phase 1. The estimate for these improvements was \$194,206.00, as shown in **Exhibit D**. The total cost for storm water improvements for both Phases is **\$725,116.14**, based on Phase 1 unit costs. Based on that total and a total area of 42.90 acres for both Phases, the proposed storm water assessment is **\$16,902.47** per acre. This would give a total storm water assessment of **\$244,578.80** for Phase 1, using an assessable area of 14.47 acres. The actual cost of storm water system improvements constructed in Phase 1 is \$530,910.14. The remaining **\$286,331.34** would be assessed to the Phase 2 property owners, since some of these improvements will also benefit Phase 2, when that Phase proceeds. In the meantime that amount would be paid by the City's Special Improvement Fund. Phase 2 property owners will also be assessed for the cost of storm water system improvements constructed in Phase 2, for a total estimated storm water assessment to Phase 2 property owners of \$480,537.34. However, any unit cost or quantity increases that occur when the Phase 2 storm water system is constructed will be bore entirely by the Phase 2 property owners. The assessment to the Phase 1 property owners will not be adjusted to cover any changes in the cost of the storm water system improvements in Phase 2.

The total paid to Crestline Construction by the City for the project is **\$ 1,781,072.10**. This cost is itemized in the attached **Exhibit B**. The other Project-related costs totaled **\$17,350.97**. This cost is itemized in the attached **Exhibit C**. The total cost of the Project is **\$1,798,423.07**. The property owners' contribution for the project is **\$ 479,726.02**. This is equal to the total project cost minus the City contributions listed above, the Riverfront Trail costs (\$59,322.24), and the portion of phase 1 Storm Water System Improvements that will be assessed to Phase 2 (\$286,331.34).

The breakdown and totals for the assessments are listed in attached **Table 2**. Payment of the assessment is flexible and property owners can take up to fifteen years to make full payment by entering into a loan agreement with the City.

ASSESSMENT DISTRICT AND BOUNDARIES

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

The boundaries of the Assessment District include all of the properties that front on West First Street from the railroad crossing west to the western property line of 2N 13E 33DB Tax Lot 800, on Terminal Way from West First Street to Bargeway Road, and on Bargeway Road from Terminal Way to the western property line of 2N 13E 33DB Tax Lot 800.

Respectively Submitted,



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



City of The Dalles First/Bargeway/Terminal LID Phase I

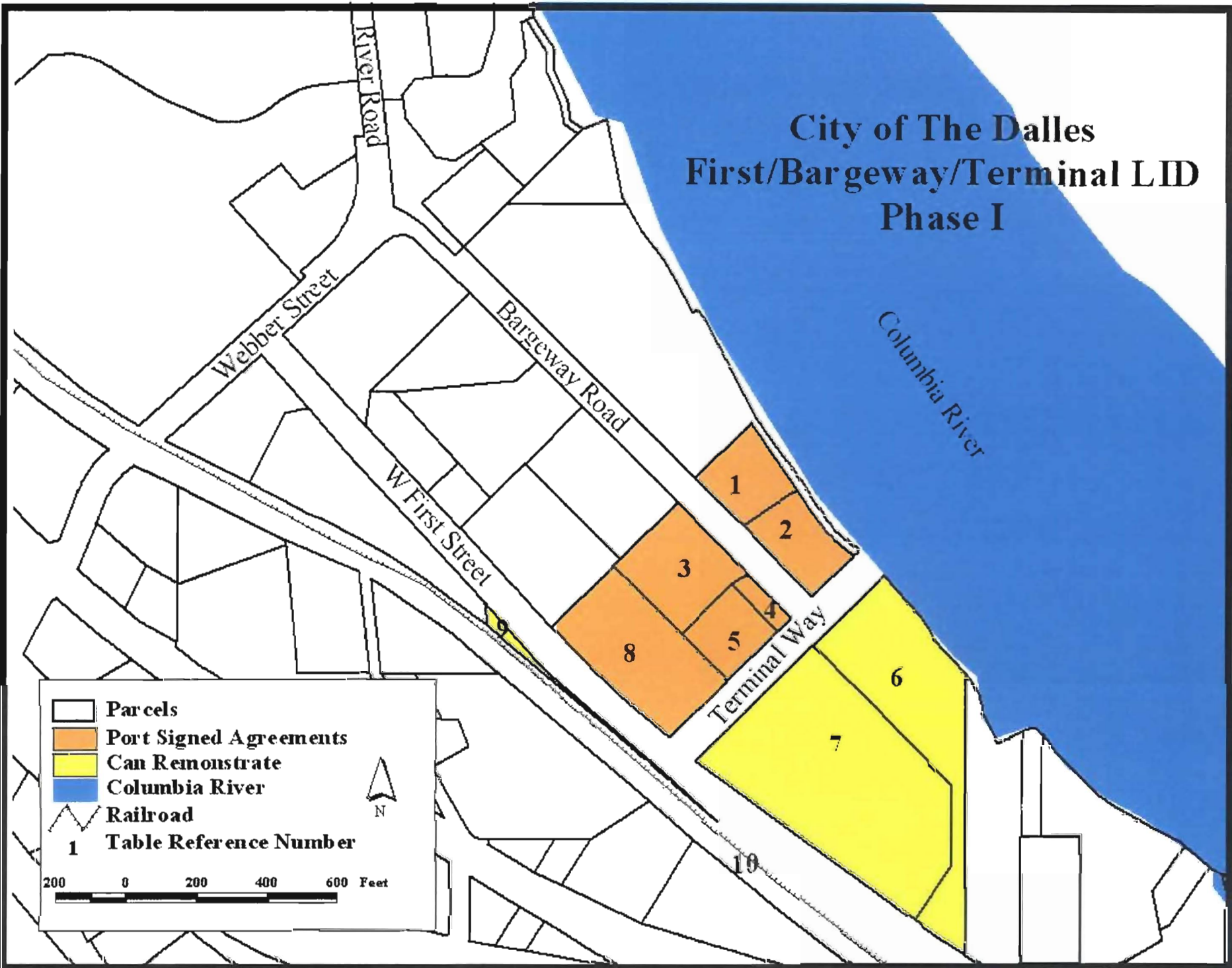


EXHIBIT 'A'

EXHIBIT B
CITY OF THE DALLES
PUBLIC WORKS DEPARTMENT
WEST FIRST STREET AND TERMINAL WAY AND BARGEWAY ROAD
RECONSTRUCTION (PHASE I)

Street Work

<u>Item</u>	<u>Description</u>	<u>Units</u>	<u>Bid Unit Price</u>	<u>Constructed Quantity</u>	<u>Extended Amount</u>
1	Mobilization	LS	\$ 105,320.60	1	\$ 105,320.60
2	Traffic Control	LS	\$ 30,350.00	1	\$ 30,350.00
3	Construction Surveying	LS	\$ 8,500.00	1	\$ 8,500.00
4	Erosion Control	LS	\$ 5,000.00	1	\$ 5,000.00
5	General Excavation	CY	\$ 10.00	3570	\$ 35,700.00
6	Rock Excavation (Street)	CY	\$ 20.00	834	\$ 16,680.00
7	Asphalt Excavation	CY	\$ 4.50	840	\$ 3,780.00
8	Const. 24" Curb and Gutter Section	LF	\$ 8.50	5122	\$ 43,537.00
9	Const. 6" Curb	LF	\$ 21.50	32	\$ 688.00
10	Const. 4" Thick Concrete Sidewalk	SY	\$ 35.25	515	\$ 18,153.75
11	Const. ADA Ramps	EA	\$ 1,250.00	4	\$ 5,000.00
12	3/4" Minus Base Aggregate (Walks)	CY	\$ 20.00	103	\$ 2,060.00
13	Const. Drive Approaches	SY	\$ 50.00	355	\$ 17,800.00
14	Construct Catch Basin (G-1)	EA	\$ 1,000.00	9	\$ 9,000.00
15	Level 3, 1/2" Dense MHMAC (Street)	TON	\$ 73.00	3277	\$ 239,221.00
16	3/4" Minus Base Aggregate (Street)	CY	\$ 37.30	577	\$ 21,522.10
17	1 1/2" Minus Base Aggregate (Street)	CY	\$ 26.20	2264	\$ 59,316.80
18	Valve Adjustment	EA	\$ 430.00	4	\$ 1,720.00
19	Manhole Adjustment	EA	\$ 540.00	8	\$ 4,320.00
20	Pavement Striping (4")	LF	\$ 0.50	5150	\$ 2,575.00
21	Pavement Legend RR Xing	EA	\$ 1,050.00	1	\$ 1,050.00
22	Pavement Striping (6")	LF	\$ 7.50	118	\$ 885.00
23	Install Signs	EA	\$ 250.00	10	\$ 2,500.00
Street Work Item Total					\$ 634,679.25

Riverfront Trail Work

<u>Item</u>	<u>Description</u>	<u>Units</u>	<u>Unit Price</u>	<u>Constructed Quantity</u>	<u>Extended Amount</u>
24	Level 1, 1/2" Dense MHMAC (Street)	TON	\$ 73.00	199	\$ 14,527.00
25	3/4" Minus Base Aggregate	CY	\$ 37.30	238	\$ 8,877.40
26	Grading for Riverfront Trail	CY	\$ 7.00	302	\$ 2,114.00
27	Const. Drive Approaches/Curb Drains	SY	\$ 45.00	274	\$ 12,330.00
28	4' High Chain Link Fence	LF	\$ 14.00	808	\$ 11,312.00
Riverfront Trail Work Item Total					\$ 49,160.40

Storm Drain Work

<u>Item</u>	<u>Description</u>	<u>Units</u>	<u>Unit Price</u>	<u>Constructed Quantity</u>	<u>Extended Amount</u>
29	Connect to Exist Storm Drain	EA	\$ 1,250.00	1	\$ 1,250.00
30	Install Oil/Water Separator	EA	\$ 41,600.00	1	\$ 41,600.00
31	Const. Storm Drain Manhole	EA	\$ 3,000.00	14	\$ 42,000.00
32	Rock Excavation	CY	\$ 20.00	2523	\$ 50,460.00
33	12" Storm Drain Pipe	LF	\$ 130.00	599	\$ 77,870.00
34	18" Storm Drain Pipe	LF	\$ 135.00	151	\$ 21,735.00
35	21" Storm Drain Pipe	LF	\$ 140.00	202	\$ 28,280.00
36	24" Storm Drain Pipe	LF	\$ 150.00	1036	\$ 155,400.00
37	30" Storm Drain Pipe	LF	\$ 160.00	230	\$ 36,800.00
38	Reconstruct Storm Drain Manhole	EA	\$ 2,300.00	1	\$ 2,300.00
39	Storm Drain Cleanout	EA	\$ 800.00	4	\$ 3,200.00
40	Const. Field Inlet	EA	\$ 690.00	1	\$ 690.00
41	Const. Ditch Inlet	EA	\$ 860.00	1	\$ 860.00
Storm Drain Work Item Total					\$ 462,445.00

EXHIBIT B
CITY OF THE DALLES
PUBLIC WORKS DEPARTMENT
WEST FIRST STREET AND TERMINAL WAY AND BARGEWAY ROAD
RECONSTRUCTION (PHASE I)

Water Work

<u>Item</u>	<u>Description</u>	<u>Units</u>	<u>Unit Price</u>	<u>Constructed Quantity</u>	<u>Extended Amount</u>
42	Rock Excavation	CY	\$ 10.00	652	\$ 6,520.00
43	12" Ductile Iron Water	LF	\$ 64.00	2094	\$ 134,016.00
44	8" Ductile Iron Water	LF	\$ 40.00	0	\$
45	6" Ductile Iron Water	LF	\$ 65.00	61	\$ 3,965.00
46	install Fire Hydrant	EA	\$ 1,780.00	3	\$ 5,340.00
47	6" Gate Valve	EA	\$ 500.00	3	\$ 1,500.00
48	12" Gate Valve	EA	\$ 1,470.00	7	\$ 10,290.00
49	Blow-Off Assembly	EA	\$ 500.00	1	\$ 500.00
50	12"x6" Reducer	EA	\$ 300.00	2	\$ 600.00
51	12"x6" Tee	EA	\$ 300.00	4	\$ 1,200.00
52	12"x6" Cross	EA	\$ 400.00	0	\$
53	12" Tee	EA	\$ 500.00	2	\$ 1,000.00
54	PRV/Backflow Valves	EA	\$ 23,730.00	2	\$ 47,460.00
55	12" 45 Degree Bend	EA	\$ 500.00	3	\$ 1,500.00
56	12" Cap	EA	\$ 250.00	1	\$ 250.00
57	6" 22.5 Degree Bend	EA	\$ 110.00	2	\$ 220.00
58	8" 90 Degree Bend	EA	\$ 150.00	0	\$
59	12" 90 Degree Bend	EA	\$ 500.00	0	\$
60	Connect 3/4" Water Service	EA	\$ 1,065.00	2	\$ 2,130.00
61	Connect 1" Water Service	EA	\$ 1,500.00	2	\$ 3,000.00
62	Connect to Existing Water	EA	\$ 1,350.00	4	\$ 5,400.00
Water Work Item Total					\$ 224,891.00

Sanitary Sewer Work

<u>Item</u>	<u>Description</u>	<u>Units</u>	<u>Unit Price</u>	<u>Constructed Quantity</u>	<u>Extended Amount</u>
63	Const. Sanitary Sewer Manhole	EA	\$ 1,790.00	2	\$ 3,580.00
64	24" CIPP Liner	LS	\$ 64,256.00	1	\$ 64,256.00
65	Rock Excavation	CY	\$ 10.00	0	\$
66	4" Ductile Iron Force Main	LF	\$ 23.00	1920	\$ 44,160.00
67	4" 90 Degree Bend	EA	\$ 90.00	2	\$ 180.00
68	4" 45 Degree Bend	EA	\$ 80.00	2	\$ 160.00
69	Connect To Existing Sewer	EA	\$ 1,500.00	1	\$ 1,500.00
Sanitary Sewer Work Item Total					\$ 113,836.00

Change Orders

<u>Item</u>	<u>Description</u>	<u>Units</u>	<u>Unit Price</u>	<u>Quantity</u>	<u>Extended Amount</u>
70	Change Order #1 (SD/SS)	LS	\$ 47,935.00	1	\$ 47,935.00
71	Change Order #2 (WATER)	LS	\$ 173,357.70	1	\$ 173,357.70
72	Change Order #3 (Multiple)	LS	\$ 12,870.85	1	\$ 12,870.85
73	Change Order #4 (Multiple)	LS	\$ 31,037.65	1	\$ 31,037.65
74	Change Order #5 (TRAIL)	LS	\$ 9,012.51	1	\$ 9,012.51
75	Change Order #6 (Multiple)	LS	\$ 7,220.80	1	\$ 7,220.80
76	Change Order #7 (STREET)	LS	\$ 14,625.94	1	\$ 14,625.94
Change Order Item Total					\$ 296,060.45

Total Paid to Crestline Construction \$ **1,781,072.10**

Change Order for Storm Drain \$38,465.14
Change Order for Sanitary Sewer \$7,522.50
Change Order for Water \$183,823.65
Change Order for Street \$26,087.32
Change Order for Trail \$10,161.84

EXHIBIT C
CITY OF THE DALLES
PUBLIC WORKS DEPARTMENT
WEST FIRST STREET AND TERMINAL WAY AND BARGEWAY ROAD
RECONSTRUCTION (PHASE I)

Other City Costs

<u>Item</u>	<u>Description</u>	<u>Units</u>	<u>Unit Price</u>	<u>Quantity</u>	<u>Extended Amount</u>
1	Pole Relocation Overtime by NWCPUD	LS	\$ 5,964.31	1	\$ 5,964.31
2	Decorative Rock	LS	\$ 5,616.00	1	\$ 5,616.00
3	Landscaping Chemicals	LS	\$ 485.80	1	\$ 485.80
4	Hydroseeding	LS	\$ 800.00	1	\$ 800.00
5	Landscaping Fabric	LS	\$ 2,874.51	1	\$ 2,874.51
5	Bureau of Labor and Industries Fee	LS	\$ 1,610.35	1	\$ 1,610.35
	Total of Other City Costs				\$ 17,350.97
	Total Paid to Cresline Construction				\$ 1,781,072.10
	Total Cost to City for Project				\$ 1,798,423.07

EXHIBIT D
CITY OF THE DALLES
PUBLIC WORKS DEPARTMENT
FIRST BARGEWAY
RECONSTRUCTION
PHASE 1

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	\$ 10.00	4275	\$ 42,750.00
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	\$ 4.50	545	\$ 2,452.50
8	Rock Excavation	CY	\$ 20.00	100	\$ 2,000.00
9	Remove Trees	EA	\$ 500.00	4	\$ 2,000.00
10	Const. 24" Curb and Gutter Section	LF	\$ 8.50	4714	\$ 40,059.00
11	Const. 6" Curb	LF	\$ 21.50	22	\$ 473.00
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	\$ 1,000.00	5	\$ 5,000.00
16	Construct Catch Basin (CC-3)	EA	\$ 2,000.00	1	\$ 2,000.00
17	Const. Concrete Sidewalk	SY	\$ 35.25	616	\$ 21,714.00
18	3/4" Minus Base Aggregate (Sidewalk)	CY	\$ 20.00	40	\$ 800.00
19	Const. Drive Approachs	SY	\$ 50.00	494	\$ 24,700.00
20	Class C Asphalt (Street)	TON	\$ 73.00	4890	\$ 356,970.00
21	1 1/2" Minus Base Aggregate (Street)	CY	\$ 26.20	1932	\$ 50,618.40
22	3/4" Minus Base Aggregate (Street)	CY	\$ 37.30	604	\$ 22,529.20
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	\$ 9.50	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					\$ 679,261.60

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	\$ 73.00	120	\$ 8,760.00
2	3/4" Minus Base Aggregate	CY	\$ 37.30	125	\$ 4,662.50
3	Grading for Riverfront Trail	CY	\$ 7.00	215	\$ 1,505.00
4	Const. Drive Approaches	SY	\$ 45.00	275	\$ 12,375.00
Riverfront Trail Work Item Total					\$ 27,302.50

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 Exist. Storm Drain	EA	\$ 1,250.00	2	\$ 2,500.00
2	Construct Storm Drain Cleanout	EA	\$ 800.00	2	\$ 1,600.00
3	Rock Excavation	CY	\$ 20.00	450	\$ 9,000.00
4	8" Storm Drain Pipe	LF	\$ 120.00	30	\$ 3,600.00
5	12" Storm Drain Pipe	LF	\$ 130.00	116	\$ 15,080.00
6	15" Storm Drain Pipe	LF	\$ 133.00	957	\$ 127,281.00
7	18" Storm Drain Pipe	LF	\$ 135.00	127	\$ 17,145.00
8	Construct Storm Drain Manhole	EA	\$ 3,000.00	5	\$ 18,000.00
Storm Drain Work Item Total					\$ 194,206.00

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	\$ 10.00	10	\$ 100.00
Water Work Item Total					\$ 3,100.00

Estimated Project Construction Total **\$ 903,870.10**

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 mitigate 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.

TABLE 1
PROPERTY OWNERSHIP - BARGEWAY/1ST/TERMINAL LID **PHASE I**

Map #	Map & Tax Lot	County Acct.#	Site address	Owner	Market Address	Improved/Non-Improved	Frontage	Calc'd Acres	Market Value	Improvement Market Value	Real Market Value	Assessed Value	PAID 2009 Tax	Unpaid 2009 Taxes	Exp'd 2008 Taxes
1	2N 13E 33 D 101	16310	1261 Bargeway Rd	J.R. Zukia Corp.	PO BOX 331 The Dalles, OR 97058	Improved	174.4	0.58	114,470.00	622,940	937,410.00	511,808	10,955.62	-	-
2	2N 13E 33 D 100	15411	1127 Bargeway Rd	J.R. Zukia Corp.	PO BOX 331 The Dalles, OR 97058	Improved	277.1	0.59	104,800.00	566,000	571,740.00	317,073	6,787.32	-	-
3	2N 13E 33 D 100	15193	1215 W 1st Street	City of The Dalles	317 Duane St. The Dalles, OR 97058	Improved	279.0	1.62	156,900.00	77,500	329,400.00	229,480	Exempt	Exempt	-
4	2N 13E 33 D 200	13394	1223 W 1st Street	City of The Dalles	317 Duane St. The Dalles, OR 97058	Improved	289.4	0.33	21,690.00	-	21,690.00	21,690	Exempt	Exempt	-
5	2N 13E 33 D 400	5818	1225 W 1st Street	City of The Dalles	317 Duane St. The Dalles, OR 97058	Improved	199.1	0.84	87,680.00	175,510	211,210.00	211,210	Exempt	Exempt	-
6	2N 13E 33 D 400	5822	1095 Terminal Way	Oregon Cherry Growers Inc	10136 15th The Dalles, OR 97058	Improved	254.8	7.66	243,940.00	369,110	612,150.00	609,710	11,106.42	-	-
7	2N 13E 33 D 100	5825	1035 Terminal Way	Oregon Cherry Growers Inc	PO Box 137 The Dalles, OR 97058	Improved	132.1	6.49	496,930.00	-	496,930.00	315,240	6,748.11	-	-
8	2N 13E 33 D 300	15642	1215 W 1st Street	City of The Dalles	317 Duane Street The Dalles, OR 97058	Improved	715.9	2.55	243,930.00	147,370	384,430.00	386,450	Exempt	-	-
9	2N 13E 33 D 900	6853	1215 W 1st Street	City of The Dalles	317 Duane Street The Dalles, OR 97058	Non-Improved	236.4	0.28	14,550.00	7,170	14,630.00	-	Exempt	-	-
10	Right-of-way	sub	Freight	UPRR c/o Property Tax Dept.	1750 Farm Road Oreaha, NE 68102-3010	Improved	2400.0	3.29	-	-	-	-	-	-	-

Totals: 5,067.00 30.14 \$ 1,585,810.00 \$ 1,958,890.00 \$ 3,467,753.00 \$ 2,642,762.60 \$ 35,597.57 \$ - \$ -

Improved acres: 20.45 % Cal'd Acreage Improved: 39.6%
Non-improved acres: 0.08 % Cal'd Acreage Non-improved: 0.4%

Values based upon 2006 fiscal year
reminis from Wasco County 5-26-10
Revised 5/26/10 JAS

Improved property's frontage: 4,993.60 % Frontage of Improved property: 93%
Non-improved property's frontage: 276.40 % Frontage Non-improved property: 5%

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

Map #	Map & Tract	County Asses#	Site Address	Owner	Number Address	Improved/ Non-Improved	Assessed Frontage	Assessed Acres	Street Assessment \$128.434/Ft.	60 Assessment \$16.225/473.C	Multi-Frontage Bonus	Assessments Paid By City	Total Assessment		
1	2N 17E 23 D 101	16310	1201 Bargeway Rd	J R Zulin Corp	PO BOX 337 The Dalles, OR 97058	Improved	294.4	0.32	\$26,967.75	\$4,740.39	\$	\$	31,708.14		
2	2N 13E 25 D 209	13412	1127 Bargeway Rd	J R Zulin Corp	PO BOX 337 The Dalles, OR 97058	Improved	377.1	1.43	\$28,289.32	\$25,031.51	\$	17,294.56	\$41,794.77		
3	2N 12E 25 D 309	13592	1213 W 1st Street	City of The Dalles	317 Corn St The Dalles, OR 97058	Improved	279.0	1.89	\$35,833.54	\$31,946.68	\$	\$	\$67,780.22		
4	2N 12E 25 D 209	13291	1213 W 1st Street	City of The Dalles	317 Corn St The Dalles, OR 97058	Improved	279.0	0.49	\$26,772.01	\$8,212.21	\$	\$	\$34,984.22		
5	2N 12E 25 D 409	8816	1215 W 1st Street	City of The Dalles	317 Corn St The Dalles, OR 97058	Improved	299.7	1.09	\$26,648.45	\$16,892.47	\$	\$	\$43,540.92		
6	2N 11E 24 D 602	6922	1235 Terminal Way	Oregon Cherry Growers Inc	PO Box 1377 The Dalles, OR 97058	Improved	354.8	1.47	\$23,725.22	\$2,846.64	\$	\$	\$26,571.86		
7	2N 11E 24 D 702	6925	1235 Terminal Way	Oregon Cherry Growers Inc	PO Box 1377 The Dalles, OR 97058	Improved	332.1	1.83	\$18,244.07	\$18,234.67	\$	95,481.33	\$121,959.07		
8	2N 11E 24 DB 860	11042	1213 W 1st Street	City of The Dalles	317 Corn St The Dalles, OR 97058	Improved	279.0	3.15	\$5,546.56	\$35,749.87	\$	122,800.91	\$163,097.34		
9	2N 12E 23 DB 960	6533	Vacant	City of The Dalles	317 Corn Street The Dalles, OR 97058	Non-Improved	296.4	0.25	\$35,409.41	\$1,577.42	\$	\$	\$36,986.83		
10	Right of Way	r/w	railroad	UPRR Co. Property Tax Dept.	Oswayo, NE 68102-2010	Improved	1400.0	2.49	\$119,808.09	\$32,218.65	\$	\$	152,026.74		
							Total:	5,669.0	14.47	\$ 611,036.64	\$	245,578.80	\$	179,808.92	\$ 479,726.25

Improved assessed acres:	14.14	% Cal'd Assessed Acreage Improved:	97.74%
Non-improved assessed acres:	0.33	% Cal'd Assessed Acreage Non-improved:	2.26%
Improved property's assessed frontage:	4,702.40	% Assessed Frontage of Improved property:	93%
Non-improved property's assessed frontage:	276.40	% Assessed Frontage Non-improved property:	5%



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 #
June 14, 2010	Action Items 12, B	10-042

TO: Honorable Mayor and City Council

FROM: Kate Mast, Finance Director

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

DATE: June 1, 2010

ISSUE: Presentation by Jerry Frazier re: Insurance Renewals for FY10/11

BACKGROUND: Jerry Frazier, Oregon Trails Insurance, the City's Agent of Record for Property, Auto, Liability, and Workers Compensation Insurance, will be presenting information to the Council on the renewal of those insurances for the upcoming fiscal year. Mr. Frazier has submitted the attached information for the agenda packets.

BUDGET IMPLICATIONS: The approved budget, which the Council will be considering for adoption at the June 14, 2010 Council meeting, contains sufficient funds for the renewal of these coverages.

ALTERNATIVES:

- A. **Staff Recommendation:** Move to approve the renewal of the City's Insurance coverages as presented.
- B. Council could decline to approve the proposed renewals and direct Mr. Frazier to pursue alternatives for coverage.



Oregon Trail Insurance, LLC

409 West Fourth Street
The Dalles OR 97058

541-296-2395 Tel
541-296-6143 Fax

May 12, 2010

Attn: Nolan Young, City Manager
City of The Dalles
313 Court Street
The Dalles OR 97058

Re: Insurance Policy Renewal effective July 1 2010

Dear Nolan:

In this letter and with the enclosure I will list the status of the July 1 renewal policy that has been ordered after the responses from the various departments following a review of the current insurance schedules. City County Insurance Services (CIS) has had the renewal information since May 6 and we have been answering underwriting questions daily as well as making some additional changes resulting from the questions that have arisen.

The attached Summary lists policy areas where significant changes have been made in areas that have an impact on the premium rating - mostly in property items. The changes in the auto and liability areas will not be significantly different from the prior year.

In the property section there will be a very significant decrease in premium cost at the renewal due to the \$23,499 Distribution Credit for the year 1999 - 2000 which is explained on another attachment.

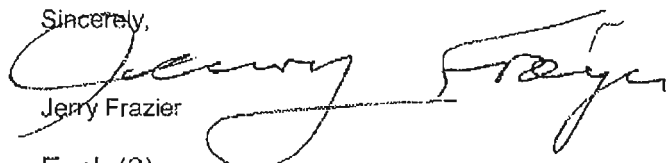
I have attached Loss Runs as of 4-30-10 for the current and prior two years since all claims prior to that time period have been closed. Two figures are noted for your attention:

Open Claims (Reserves) - All in General Liability	\$70,500
Total Claims Closed - From all areas of the policy	\$64,809

Lastly, the workers compensation renewal from Saif Corporation will have one significant change in that the Experience Modification Factor will increase from 0.95 to 1.23 for the coming year. This factor is based on claims experience over the prior four years, excluding the most recent closed year.

Every effort is being made to have renewal premiums in your hands before the meeting of May 24. With an underwriting process that has taken 2 - 3 weeks minimum after data submission in past years I am finding that CIS is willing to rush this account through the process this year. As soon as I have those figures I will be in contact with you and Kate.

Sincerely,



Jerry Frazier

Encl. (3)

CITY OF THE DALLES
Insurance Renewal Summary for July 1, 2010

	<u>2009 - 2010</u>	<u>2010 Changes</u> (Values)	<u>2009 - 2010</u> <u>Premiums</u>	<u>2010 - 2011</u> <u>Premiums</u>	<u>Notes</u>
PROPERTY					
Buildings & Contents	\$84,609,699 \$5,000 Deductible	\$100,000 \$4,000,000 \$250,000 -\$85,000 \$231,367	\$74,853		City Hall - Added for electronic equipment in the basement Union Street Underpass Added Getchell Building added Hattenhauer Building deleted E. Side Lift Station values increased
Scheduled Equipment	\$840,708 \$1,000 Deductible	-\$145,000	\$6,456		Deleted items and value changes
AUTOMOBILE FLEET					
Auto Liability	\$5 Million		\$16,710		Numerous value changes - additions and deletions
Auto Physical Damage	\$500 Deductible		\$10,211		
GENERAL LIABILITY					
Includes Premises, Operations, Public Officials, Employment Practices	\$5 Million		\$98,968		Updated personal services, water and sewer volumes, count, materials and services, street/road miles, sewer line length, Crow Creek Dam maintenance
CIS PREMIUM after credits			\$205,127		2010 Distribution credit will be applied to property premium
WORKERS COMPENSATION					
Incl. Employers Liability \$1 Million			\$127,036		Payroll estimates submitted to Saif for renewal premium. The Experience Mod will change to 1.23 from 0.95

CIS Conference Update

Reap What You've Sown: P/C Trust Surplus Distribution Credits \$5.4 million to Members

The theme of this year's CIS Conference is "Reap What You Sow" to remind us all that investments in risk management now can pay off in cost savings down the road. That theme is even more relevant today, as the CIS Board of Trustees declares a one-time distribution of \$5.4 million in Member Equity Surplus funds in the Property/Casualty Trust.

The distribution rewards renewing members whose participation helped build surplus in Liability, Auto Physical Damage and Property funds in the years between 1992-93 and 1999-2000.

Member equity in the joint self-insured P/C Trust recently grew to \$52.4 million, in large part because members gave close attention to managing risk. Members kept pool losses at levels below initial projections. The resulting growth in surplus funds enabled the CIS Board of Trustees to decrease rates for renewing members in recent years. Even with the rate decreases, good financial and risk management continued to build reserves.

At its December 10, 2009 meeting, the CIS Board of Trustees closed out older program years and declared the one-time, \$5.4 million distribution. Eligible members will receive their earned portion of the distribution in the form of credits towards the cost of CIS coverage in FY2010-11.



If your entity is eligible for a portion of the distribution, the amounts are shown, by year and by line of coverage, at right.

Despite the distribution, member equity in the P/C Trust remains strong, as it does for the CIS Benefits trusts. The CIS Board will continue to use reserve funds to benefit the general membership, supporting actions and strategies directed towards preventing claims and stabilizing rates.

The Dalles

	Property	Total
1999-2000	23,499	23,499
Total	23,499	23,499

New CIS "Address"

We've changed the URL for the CIS Website and Members Only Portal... find us beginning Monday, February 8 at www.cisoregon.org. Staff e-mail addresses are also changing to the format firstname.lastname@cisoregon.org.



AL / APD / GL / PR
Fiscal Year Summary



citycounty
insurance services

Fiscal Year: 2007-2008

Claims	RESERVES		PAYMENTS		COLLECTIONS		TOTAL INCURRED	
	Change in Period	Reserved To Date	Change in Period	Paid To Date	Change in Period	Collected To Date	Charge in Period	Incurred To Date

Auto Liability

Closed	2	0.00	0.00	0.00	4,136.38	0.00	0.00	0.00	4,136.38
Totals:	2	0.00	0.00	0.00	4,136.38	0.00	0.00	0.00	4,136.38

Auto Physical Damage

Closed	1	0.00	0.00	0.00	1,260.20	0.00	0.00	0.00	1,260.20
Totals:	1	0.00	0.00	0.00	1,260.20	0.00	0.00	0.00	1,260.20

General Liability

Open	1	0.00	30,495.00	0.00	5.00	0.00	0.00	0.00	30,500.00
Closed	10	0.00	0.00	0.00	18,623.68	0.00	0.00	0.00	18,623.68
Totals:	11	0.00	30,495.00	0.00	18,628.68	0.00	0.00	0.00	49,123.68

Property

Closed	1	0.00	0.00	0.00	6,820.00	0.00	0.00	0.00	6,820.00
Totals:	1	0.00	0.00	0.00	6,820.00	0.00	0.00	0.00	6,820.00

Fiscal Year Totals

Closed	14	0.00	0.00	0.00	30,840.26	0.00	0.00	0.00	30,840.26
Open	1	0.00	30,495.00	0.00	5.00	0.00	0.00	0.00	30,500.00
Totals:	15	0.00	30,495.00	0.00	30,845.26	0.00	0.00	0.00	61,340.26

AL / APD / GL / PR
Fiscal Year Summary



citycounty
insurance services

Fiscal Year: 2008-2009

Claims	RESERVES		PAYMENTS		COLLECTIONS		TOTAL INCURRED	
	Change in Period	Reserved To Date	Change in Period	Paid To Date	Change in Period	Collected To Date	Change in Period	Incurred To Date

Auto Liability

Closed	1	0.00	0.00	0.00	817.80	0.00	0.00	0.00	817.80
Totals:	1	0.00	0.00	0.00	817.80	0.00	0.00	0.00	817.80

Auto Physical Damage

Closed	3	0.00	0.00	0.00	2,408.35	0.00	0.00	0.00	2,408.35
Totals:	3	0.00	0.00	0.00	2,408.35	0.00	0.00	0.00	2,408.35

General Liability

Open	1	0.00	13,241.33	0.00	6,758.67	0.00	0.00	0.00	20,000.00
Closed	8	0.00	0.00	0.00	25,871.09	0.00	0.00	0.00	25,871.09
Totals:	9	0.00	13,241.33	0.00	32,629.76	0.00	0.00	0.00	45,871.09

Property

Closed	1	0.00	0.00	0.00	1,034.00	0.00	0.00	0.00	1,034.00
Totals:	1	0.00	0.00	0.00	1,034.00	0.00	0.00	0.00	1,034.00

Fiscal Year Totals

Closed	13	0.00	0.00	0.00	30,131.24	0.00	0.00	0.00	30,131.24
Open	1	0.00	13,241.33	0.00	6,758.67	0.00	0.00	0.00	20,000.00
Totals:	14	0.00	13,241.33	0.00	36,889.91	0.00	0.00	0.00	50,131.24

AL / APD / GL / PR
Fiscal Year Summary



citycounty
insurance services

Fiscal Year: 2009-2010

Claims	RESERVES		PAYMENTS		COLLECTIONS		TOTAL INCURRED	
	Change in Period	Reserved To Date	Change in Period	Paid To Date	Change in Period	Collected To Date	Change in Period	Incurred To Date

Auto Liability

Closed	1	0.00	0.00	0.00	1,497.55	0.00	0.00	0.00	1,497.55
Totals:	1	0.00	0.00	0.00	1,497.55	0.00	0.00	0.00	1,497.55

Auto Physical Damage

Closed	2	0.00	0.00	0.00	752.22	0.00	0.00	0.00	752.22
Totals:	2	0.00	0.00	0.00	752.22	0.00	0.00	0.00	752.22

General Liability

Open	1	0.00	20,000.00	0.00	0.00	0.00	0.00	0.00	20,000.00
Closed	3	-5,000.00	0.00	0.00	1,588.14	0.00	0.00	-5,000.00	1,588.14
Totals:	4	-5,000.00	20,000.00	0.00	1,588.14	0.00	0.00	-5,000.00	21,588.14

Property

Closed	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Totals:	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Fiscal Year Totals

Closed	7	-5,000.00	0.00	0.00	3,837.91	0.00	0.00	-5,000.00	3,837.91
Open	1	0.00	20,000.00	0.00	0.00	0.00	0.00	0.00	20,000.00
Totals:	8	-5,000.00	20,000.00	0.00	3,837.91	0.00	0.00	-5,000.00	23,837.91

AL / APD / GL / PR
Fiscal Year Summary



citycounty
insurance services

Grand Totals

	Claims	RESERVES		PAYMENTS		COLLECTIONS		TOTAL INCURRED	
		Change in Period	Reserved To Date	Change in Period	Paid To Date	Change in Period	Collected To Date	Change in Period	Incurred To Date
Open	3	0.00	63,736.33	0.00	6,763.67	0.00	0.00	0.00	70,500.00
Closed	183	-5,000.00	0.00	0.00	264,758.63	0.00	0.00	-5,000.00	264,758.63
Totals:	186	-5,000.00	63,736.33	0.00	271,522.30	0.00	0.00	-5,000.00	335,258.63

Open Closed Totals:

Coverage Totals:

Auto Liability	23	0.00	0.00	0.00	29,305.27	0.00	0.00	0.00	29,305.27
Auto Physical Damage	24	0.00	0.00	0.00	13,111.04	0.00	0.00	0.00	13,111.04
General Liability	122	-5,000.00	63,736.33	0.00	147,128.30	0.00	0.00	-5,000.00	210,864.63
Property	17	0.00	0.00	0.00	61,977.69	0.00	0.00	0.00	61,977.69
Totals:	186	-5,000.00	63,736.33	0.00	271,522.30	0.00	0.00	-5,000.00	335,258.63



Oregon Trail Insurance, LLC

409 West Fourth Street
The Dalles OR 97058

541-296-2395 Tel
541-296-6143 Fax

May 19, 2010

**Attn: Kate Mast
City Dalles
313 Court Street
The Dalles OR 97058**

Re: Insurance Premiums for 2010 - 2011

Dear Kate:

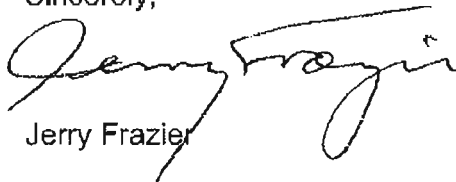
This morning both the CIS and Saif proposals (attached) came to our office and are being submitted for your needs in budgeting.

The Saif proposal is very straight-forward with more than one option available for payment. As in the past - the paperwork for the payment plan accepted and the payment needs to be at Saif offices by the date specified in the cover letter.

As for the CIS proposal - from the attached information you'll see that the detailed premiums for each auto and each property item have not yet been produced. We (and you) will first see that when it hits their web site - we'll watch daily and at this point they have not given a date when that will be there. However, the totals by coverage area are reasonably close to the estimate that came through on your massive spreadsheet that I sent back last week. My calculations show I was "light" by \$2,895 on a premium (before credits are applied) that now is proposed at \$211,621.

I hope this helps as you finalize the insurance premiums for budget presentations. I will be using the enclosed along with anything else that becomes available before my presentation and packet materials are needed for City Council.

Sincerely,



Jerry Frazier

Encl. (2)



citycounty insurance services
www.cisoregon.org

DATE: May 19, 2010
TO Jerry Frazier – Oregon Trail Insurance
FROM: Tena Purdy - Underwriter
RE: City of The Dallas
2010-2011 Property/Liability Renewal

We are pleased to offer the enclosed renewal for the 2010-2011 year. On behalf of the Board of Trustees and CIS staff, we want to thank you for your support and commitment to the principles of pooling and risk sharing with other local governments in Oregon.

Additional changes made after the renewal application has been submitted may not be included in the Renewal Invoice. Pending online schedule changes may be viewed on the Portal. These pending changes, along with others made during the first quarter of the year (7-1-10 through 9-30-10) will be invoiced in October. This includes any coverage options or changes elected after being invoiced for the renewal. *Please contact me if you have questions.*

Enclosed in this mailing you will find:

- **Certificate of Coverage and Declaration Pages**
- **Renewal Invoice**
The original invoice is being mailed directly to the member. A copy is being provided here for your records. Please note that the invoice includes the earned **distribution credit** amount chosen by the member.
- **Auto ID Cards for 2010-2011**
Fleet ID cards will be mailed in a separate mailing.

Please note that the following structures with a year built of 1940 or older have been changed from guaranteed replacement value to functional replacement value, they include locations: #8.01 airport terminal bldg; 8.02, airport hanger; 8.03, hanger; 8.10, fencing/gates/runway lights; 31.01, water filtration plant; 31.14 wash water tank #1; 36.02 diversion shed; 36.03, water diversion bldg. In addition, locations 31.29, USGS gaging station and 36.04, stream flow gaging weir have been changed to replacement value from guaranteed replacement value because CIS no longer offers GRV for structures located on, in, or over waterways. Also, the new addition of the Getchell Building (41.01) is added at ACV with a \$10,000 deductible, due to its age and vacancy. Please let me know if you have any questions on these changes.

Schedules displaying contribution, complete 2010-2011 coverage agreements, declaration pages, certificate of coverages and invoices will be available live on the web portal August 2nd. If you need information prior to that or assistance accessing the web portal, please contact Karen Masterson at 800-922-2684 ext. 3867.

Enclosures
c: Nolan Young, City of The Dalles
w/o enclosures

Main Office: 1212 Court St. NE, Salem, OR 97301
Phone: 503.763.3800 h Fax: 503.763.3900
Toll Free: 1.800.922.2684



A Membership Service Of



Claims Office: PO Box 1468, Lake Oswego, OR 97035
Phone: 503.763.3875 h Fax: 503.763.3901
Toll Free: 1.800.922.2684 x3875



citycounty
insurance services

**Property and/or Liability
Renewal Invoice**

Member

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

Property/Liability Agent

Oregon Trail Insurance
409 W 4th
The Dalles, OR 97058

Member #	Effective Date	Expiration Date	Invoice Date	Invoice #
10212	07/01/2010	07/01/2011	05/19/2010	THD-I2010-00

Coverage	Initial Contribution
General Liability Limit: \$5,000,000	\$100,547.72
Auto Liability	\$15,948.39
Liability Total	\$116,496.11
Auto Physical Damage	\$10,456.76
Property (Excluding Electrical Injury)	\$84,667.61
Boller and Machinery (Including Equipment Breakdown/Electrical Injury)	Included
Optional Excess Earthquake	\$0.00
Optional Excess Flood	\$0.00
Optional Excess Crfme	\$0.00
Annual Contribution	\$211,620.48
Multi Line Credit	(\$6,348.61)
Distribution Credit	(23,498.73)
* Total Due	\$181,773.14

** Balances not paid within 45 days will accrue interest at an annual rate of 4%*

Total Due includes Agent compensation of: \$21,162.05

Make Checks Payable To: Total Due \$181,773.14

City County Insurance Services
1212 Court St. NE
Salem, Oregon 97301
Phone: (503) 763-3800 or (800) 922-2684
Fax: (503) 375-7996

AGENT Oregon Trail Insurance 409 W 4th The Dalles, OR 97058	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER OTHER THAN THOSE PROVIDED IN THE COVERAGE DOCUMENT. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE COVERAGE DOCUMENTS LISTED HEREIN.
---	--

COMPANIES AFFORDING COVERAGE

NAMED MEMBER or PARTICIPANT City of The Dalles 313 Court St. The Dalles, OR 97058	COMPANY A - City County Insurance Services (CIS)
	COMPANY B - National Union Fire Insurance Company of Pitts, PA
	COMPANY C - RSUI Indemnity

COVERAGES

This is to certify that coverage documents listed herein have been issued to the Named Member herein for the Coverage period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which the certificate may be issued or may pertain, the coverage afforded by the coverage documents listed herein is subject to all the terms, conditions and exclusions of such coverage documents.

CO LTR	Type of Coverage	Certificate #	Effective Date	Expiration Date	Limits	
A	General Liability	10LTHD	7/1/2010	7/1/2011	General Aggregate	\$15,000,000
	<input checked="" type="checkbox"/> Commercial General Liability				Each Occurrence	\$5,000,000
	<input checked="" type="checkbox"/> Public Officials Liability					
	<input checked="" type="checkbox"/> Employment Practices					
	<input checked="" type="checkbox"/> Occurrence					
A	Auto Liability	10LTHD	7/1/2010	7/1/2011	General Aggregate	None
	<input checked="" type="checkbox"/> Scheduled Autos				Each Occurrence	\$5,000,000
	<input checked="" type="checkbox"/> Hired Autos					
	<input checked="" type="checkbox"/> Non-Owned Autos					
A	Auto Physical Damage	10APDTHD	7/1/2010	7/1/2011		
	<input checked="" type="checkbox"/> Scheduled Autos					
	<input checked="" type="checkbox"/> Hired Autos					
	<input checked="" type="checkbox"/> Non-Owned Autos					
A	<input checked="" type="checkbox"/> Property	10PTHD	7/1/2010	7/1/2011	Per Filed Values	
A	<input checked="" type="checkbox"/> Boiler and Machinery	10BTHD	7/1/2010	7/1/2011	Per Filed Values	
B	<input type="checkbox"/> Excess Crime					
C	<input type="checkbox"/> Excess Earthquake					
C	<input type="checkbox"/> Excess Flood					
A	<input type="checkbox"/> Workers' Compensation					

DESCRIPTION:

CERTIFICATE HOLDER

CANCELLATION: Should any of the coverage documents herein be cancelled before the expiration date thereof, CIS will provide 30 days written notice to the certificate holder named herein, but failure to mail such notice shall impose no obligation or liability of any kind upon CIS, its agents or representatives, or the issuer of this certificate.

By *[Signature]*

Date:



citycounty
insurance services

CityCounty Insurance Services General & Auto Liability Coverage Declarations

Certificate of Membership No. 10LTHD

Coverage Period: 7/1/2010 through 7/1/2011

Named Member

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

Agent of Record

Oregon Trail Insurance
409 W 4th
The Dalles, OR 97058

Coverage *	Per Occurrence Limit	Annual Aggregate	Per Occurrence Deductible / SIR	Agg/Retro Deductible	Contribution
Public Entity Liability Coverage Including:	\$500,000	\$1,500,000	None	None	\$92,246.00
General Liability	Included	Included	None	None	Included
Employment Practices Liability	Included	Included	None **	None	Included
Employee Benefits Admin Liability	Included	Included	None	None	Included
Public Officials Liability	Included	Included	None	None	Included
ADA Liability	Included	Included	None	None	Included
Fair Housing Act Liability	Included	Included	None	None	Included
Law Enforcement Liability	Included	Included	None	None	Included
Pesticide / Herbicide Application	\$50,000	Included	None	None	Included
Ethics Complaint Defense	\$2,500/\$5,000	\$5,000	None	None	Included
Auto Liability Coverage Including:	Included	None	None	None	\$14,632.00
Non-Owned / Hired Auto Liability	Included	None	None	None	Included
Uninsured Motorist	Per Coverage F	None	None	None	Included

*** This represents only a brief summary of coverages and limits. Please refer to CIS General & Auto Liability Coverage Agreement for detailed coverages, limits, exclusions, and conditions that may apply.**

Total Contribution: \$106,878.00

Forms Applicable: CIS General & Auto Liability Coverage Agreement - CIS GL/AL (7/1/2009)

** \$2,500 CONDITIONAL DEDUCTIBLE on certain employment claims -
See Section 2 of Coverage Agreement

Lynn McNamara
Executive Director, CityCounty Insurance Services



citycounty
insurance services

CityCounty Insurance Services Excess Liability Coverage Declarations

Certificate of Membership No. 10LTHD

Coverage Period: 7/1/2010 through 7/1/2011

Named Member

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

Agent of Record

Oregon Trail Insurance
409 W 4th
The Dalles, OR 97058

Coverage *	Per Occurrence Limit	Annual Aggregate	Per Occurrence Deductible / SIR	Agg/Retro Deductible	Contribution
Public Entity Liability Coverage Including:	\$4,500,000	\$13,500,000	None	None	\$8,301.72
General Liability	Included	Included	None	None	Included
Employment Practices Liability	Included	Included	None	None	Included
Employee Benefits Admin Liability	Included	Included	None	None	Included
Public Officials Liability	Included	Included	None	None	Included
ADA Liability	Included	Included	None	None	Included
Fair Housing Act Liability	Included	Included	None	None	Included
Law Enforcement Liability	Included	Included	None	None	Included
Auto Liability	Included	None	None	None	\$1,316.39
Non-Owned / Hired Auto Liability	Included	None	None	None	Included

*** This represents only a brief summary of coverages and limits. Please refer to CIS Excess Liability Coverage Agreement for detailed coverages, limits, exclusions, and conditions that may apply.**

Total Contribution: \$9,618.11

Forms Applicable: CIS Excess Liability Coverage Agreement - CIS XS/GL (7/1/2009)

Lynn McNamara
Executive Director, CityCounty Insurance Services



citycounty
insurance services

CityCounty Insurance Services Auto Physical Damage Coverage Declarations

Certificate of Membership No. 10APDTHD

Coverage Period: 7/1/2010 through 7/1/2011

Named Member

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

Agent of Record

Oregon Trail Insurance
409 W 4th
The Dalles, OR 97058

Autos Covered *	Coverage Limit	Comprehensive Deductible	Collision Deductible	Contribution
Scheduled Autos	Per Schedule**	Per Schedule**	Per Schedule**	\$10,456.76
Rented or Leased Autos (60 days or less)	ACV Not to Exceed \$100,000	\$100	\$500	Included
Newly Acquired Autos	Included	\$100	\$500	Included

*** This represents only a brief summary of coverages. Please refer to the CIS Auto Physical Damage Coverage Agreement for detailed coverages, exclusions, and conditions that may apply.**

Total Contribution: \$10,456.76

Forms applicable: CIS Auto Physical Damage Coverage Agreement - CIS APD (7/1/2009)

** Current CIS Auto Schedule

Lynn McNamara
Executive Director, CityCounty Insurance Services



CityCounty Insurance Services Property Coverage Declarations

Certificate of Membership No. 10PTHD

Coverage Period: 7/1/2010 through 7/1/2011

Named Member

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

Agent of Record

Oregon Trail Insurance
409 W 4th
The Dalles, OR 97058

Coverage Limits (Per Occurrence):*

Buildings and Contents	Per current City County Insurance Services Property Schedule	
Mobile Equipment	Per current City County Insurance Services Mobile Equipment Schedule	
Earthquake		\$5,000,000
Excess Earthquake	- Coverage applies only if coverage limit is shown.	None
Flood		\$5,000,000
Excess Flood	- Coverage applies only if coverage limit is shown.	None
Combined Loss of Revenue and Rental Value		\$150,000
Combined Extra Expense and Rental Expense		\$250,000
Property in Transit		\$150,000
Hired, Rented or Borrowed Equipment		\$150,000
Restoration/Reproduction of Books, Records, etc.		\$100,000
Electronic Data Restoration/Reproduction		\$250,000
Pollution Cleanup		\$25,000
Crime Coverage		\$50,000
Police Dogs (if scheduled)		\$15,000
Off Premises Service Interruption		\$100,000
Miscellaneous Coverage		\$50,000
Personal Property at Unscheduled Locations		\$15,000
Personal Property of Employees or Volunteers		\$15,000
Unscheduled Fine Arts		\$100,000
Temporary Emergency Shelter Restoration		\$50,000
Extra Items (if any):		

*** This represents only a brief summary of coverages. Please refer to the CIS Property Coverage Agreement for detailed coverages, exclusions, and conditions that may apply.**

Locations Covered: Per current City County Insurance Services Property Schedule

Perils Covered: Risks of Direct Physical Loss subject to the terms, conditions and exclusions contained in the coverage forms listed below under Forms Applicable.

Deductibles: \$5,000 Per occurrence except as noted and as follows.
 \$1,000 Per occurrence on scheduled mobile equipment items.
 Earthquake and Flood: Special deductibles and restrictions per Section 2 of the CIS Property Coverage Agreement

Total Contribution: \$84,667.61

Forms Applicable: CIS Property Coverage Agreement - CIS PR (7/1/2009)

Lynn McNamara
Executive Director, CityCounty Insurance Services



citycounty
insurance services

CityCounty Insurance Services Equipment Breakdown Declarations

Certificate of Membership No. 10BTHD

Coverage Period: 7/1/2010 through 7/1/2011

Claim and Inspection Reference # 1000348

Named Member

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

Agent of Record

Oregon Trail Insurance
409 W 4th
The Dalles, OR 97058

Coverage Limits: *

Property Damage	Per current City County Insurance Services Property Schedule or \$100,000,000, whichever is less.
Rental Value/Rental Expense	Included in Property Damage
Extra Expense	Included in Property Damage
Service Interruption	Included in Property Damage
Drying out following a flood	Included in Property Damage
Course of Construction	Included in Property Damage
Computer Equipment	Included in Property Damage
Portable Equipment	Included in Property Damage
CFC Refrigerants	Included in Property Damage
Hazardous Substance	\$2,000,000
Data Restoration	\$250,000
Perishable Goods	\$2,000,000
Expediting Expense	\$2,000,000
Demolition	\$2,000,000
Ordinance or Law	\$2,000,000
Off Premises Property Damage	\$250,000
Contingent Rental Value/Rental Expense	\$250,000
Newly Acquired Locations	365 Days/Included in Property Damage
Extended Period of Restoration	30 Days

*** This represents only a brief summary of coverages. Please refer to CIS Equipment Breakdown Coverage Agreement for detailed coverages, exclusions, and conditions that may apply.**

Locations Covered: Per current City County Insurance Services Property Schedule

Deductibles \$1,000.00 All Coverages - 24 Hour Waiting Period Applies for Service Interruption

Contribution: Included

Forms Applicable: Equipment Breakdown Coverage Agreement - CIS B/M (7/1/2006)

Lynn McNamara
Executive Director, CityCounty Insurance Services



WORKERS' COMPENSATION
INSURANCE PROPOSAL

FOR

City Of The Dalles

Mike Courtney
Courtney Insurance Agency Inc
PO Box 580
The Dalles, OR 97058-0580



May 19, 2010

Courtney Insurance Agency Inc
PO Box 580
The Dalles, OR 97058-0580

Re: City Of The Dalles

Account Number: 488236

Dear Mike Courtney:

The workers' compensation policy with SAIF Corporation for the above captioned account will renew on July 1, 2010. I have authorized the rates and plan shown on the enclosed premium estimate.

Prepayment options are approved. If a prepay plan is elected, the signed election notice is required and the prepayment is due at a SAIF office no later than 5:00 p.m. Monday, July 12, 2010.

SAIF Corporation strives to provide our customers with the best services available at the lowest possible cost. We appreciate the confidence you have placed in us in the past, and we look forward to working in partnership to achieve this goal for our mutual customers. Please feel free to contact me whenever you need assistance.

Sincerely,

Deserie Staats
Underwriter
(503) 373-8833

Enclosures: Workers' Compensation Premium Estimate
Notice of Election



City Of The Dalles

Premium Estimate For Annual Prepay Guaranteed Discount Plan

Period: 07/01/2010 - 06/30/2011 Policy Number: 488236

Class	Description	Payroll	Rate	Premium
5506	Street/Rd Const-Fnl Grad/Pve/Rep/Dr	\$387,424	8.13	\$31,498
5507	Street/Rd Const-Rdbed/Subase-Dr	\$0	5.97	\$0
7520	Waterworks Operation-Dr	\$843,404	4.20	\$35,423
7580	Sewage Disposal Plant Oper-Dr	\$440,746	3.62	\$15,955
7720	Vol Explorer Scouts	\$0	3.17	\$0
7720	Trapping-Forest Animals/Dr	\$0	3.17	\$0
7720	Police Officers & Dr	\$1,256,533	3.17	\$39,832
8380	City/County-Veh/Equip Repr Shop-Dr	\$45,851	3.11	\$1,426
8411	Vol Picmn @ 2400/Qtr Ea	\$96,000	.83	\$797
8742	Field Representatives	\$262,811	.31	\$815
8810	Library/Museum-Public-Prof Emp&cler	\$398,939	.18	\$718
8810	Office Clerical	\$879,401	.18	\$1,583
8810	Vol Library Prof Emp & Cler	\$0	.18	\$0
8820	Attorney & Cler/Messenger/Dr	\$221,269	.15	\$332
9015	Apartment House Operation-Dr	\$129,999	3.28	\$4,264
9102	Park Noc-All Employees & Dr	\$0	4.26	\$0
9402	Snow Removal-Streets/Roads-Dr	\$0	6.73	\$0
9403	Garbage/Ash/Refuse Collectn Dr	\$0	6.04	\$0
9410	Municipal/Twn/Cnty/State Emp-Noc	\$356,033	1.57	\$5,590
Total Payroll		\$5,318,410		

Manual Premium	\$138,233
ELCB Premium at 1.1%	\$1,521
Tentative Experience Rating Modification	1.26
Modified Premium	\$176,089
Prepay Discount Annual (4.0%)	.960
Standard Premium	\$169,046
Guaranteed Volume Discount	\$25,143
Discounted Premium	\$143,903
Terrorism Premium	\$532
Catastrophe Premium	\$532
Net Estimated Annual Premium	\$144,967
DCBS Premium Assessment @ 4.6%	\$6,595
Total Premiums & Assessment	\$151,562

Volume Discount	
First \$3,500	0.0%
Next \$14,500	10.0%
Next \$82,000	15.0%
Over \$100,000	16.5%

ELCB Limits: 1,000/1,000/1,000
 Minimum Premium: \$150

Terrorism
 Premium = total payroll/100 x .01
 Catastrophe
 Premium = total payroll/100 x .01

DCBS premium assessment percentage is applied to Discounted Premium, Terrorism Premium, and Catastrophe Premium.
 ELCB premium is not subject to DCBS assessment.



**NOTICE OF ELECTION
Guaranteed Premium Discount Plan**

We elect to have our workers' compensation insurance premiums due SAIF Corporation calculated according to a Guaranteed Premium Discount Plan with provision for a prepayment credit as specified below.

Name of Insured
City Of The Dalles

Policy Number
488236

Plan Period	07/01/10 to 06/30/11	
Estimated Modified Premium		\$176,089
Prepay Discount Annual (4.0%)		\$7,043
Standard Premium		\$169,046
Volume Discount		\$25,143
Discounted Premium		\$143,903
Terrorism Premium		\$532
Catastrophe Premium		\$532
DCBS Premium Assessment @ 4.6%		\$6,595
Total Premiums & Assessment		\$151,562
Annual Premium Installment		\$151,562

Premium Payment Conditions

Estimated premium remitted in advance during the policy year will be the basis for the prepay discount calculation. The prepay discount will not be applied to adjustments in standard premium or premium remitted after inception of the corresponding period of coverage.

The Terrorism premium, Catastrophe premium, and the Department of Consumer and Business Services (DCBS) premium assessment will also be estimated and paid with your prepay installments. The prepay discount does not apply to the Terrorism premiums or the DCBS premium assessment.

SAIF must receive the initial installment on this plan on or before the tenth day of the new policy period. Failure to make this initial installment in a timely manner will void the plan.

A PAYROLL REPORT WILL BE SENT TO YOU AT THE END OF THE POLICY YEAR. SAIF MUST RECEIVE THE COMPLETED PAYROLL REPORT BY THE INDICATED DUE DATE. LATE REPORTS MAY RESULT IN CANCELANATION OF YOUR POLICY.

Reconciliation

Because the prepayment installments are based on the projected estimated payroll and premium, your final premium, including terrorism and catastrophe premiums and DCBS premium assessment, cannot be determined until actual gross payroll is reported. We will calculate the actual premium and assessment amounts at the end of the policy period and compare them to the installments you made based on the estimate. A reconciliation statement will be mailed to you showing the difference in these two amounts.

Late payments for any amount due will be assessed interest at 1% per month on the first day of the month following the due date.

Authorized Signature of Insured

Date Signed



Please Return this Page with Remittance

SAIF Corporation
400 High St SE
Salem, OR 97312-1000

Prepayment Installment

Name of Insured
City Of The Dalles
313 Court St
The Dalles, OR 97058-2111

Account Number:
488236

Policy 07/01/10 to 06/30/11

Initial Payment Due by 7/10/10	\$151,562
--------------------------------	-----------

Return to: SAIF Corporation
400 High St S.E.
Salem, Oregon 97312-1000

Agency Name: Courtney Insurance Agency Inc Vendor Number: 50436



City Of The Dalles

Premium Estimate For Quarterly Prepay Guaranteed Discount Plan

Period: 07/01/2010 - 06/30/2011 Policy Number: 488236

Class	Description	Payroll	Rate	Premium
5506	Street/Rd Const-Fnl Grad/Pve/Rep/Dr	\$387,424	8.13	\$31,498
5507	Street/Rd Const-Rdbed/Subase-Dr	\$0	5.97	\$0
7520	Waterworks Operation-Dr	\$843,404	4.20	\$35,423
7580	Sewage Disposal Plant Oper-Dr	\$440,746	3.62	\$15,955
7720	Vol Explorer Scouts	\$0	3.17	\$0
7720	Police Officers & Dr	\$1,256,533	3.17	\$39,832
7720	Trapping-Forest Animals/Dr	\$0	3.17	\$0
8380	City/County-Veh/Equip Repr Shop-Dr	\$45,851	3.11	\$1,426
8411	Vol Plcmm @ 2400/Qtr Ea	\$96,000	.83	\$797
8742	Field Representatives	\$262,811	.31	\$815
8810	Vol Library Prof Emp & Cler	\$0	.18	\$0
8810	Library/Museum-Public-Prof Emp&cler	\$398,939	.18	\$718
8810	Office Clerical	\$879,401	.18	\$1,583
8820	Attorney & Cler/Messenger/Dr	\$221,269	.15	\$332
9015	Apartment House Operation-Dr	\$129,999	3.28	\$4,264
9102	Park Noc-All Employees & Dr	\$0	4.26	\$0
9402	Snow Removal-Streets/Roads-Dr	\$0	6.73	\$0
9403	Garbage/Ash/Refuse Collectn Dr	\$0	6.04	\$0
9410	Municipal/Twn/Cnty/State Emp-Noc	\$356,033	1.57	\$5,590
Total Payroll		\$5,318,410		

Manual Premium	\$138,233
ELCB Premium at 1.1%	\$1,521
Tentative Experience Rating Modification	1.26
Modified Premium	\$176,089
Prepay Discount Quarterly (2.5%)	975
Standard Premium	\$171,687
Guaranteed Volume Discount	\$25,578
Discounted Premium	\$146,109
Terrorism Premium	\$532
Catastrophe Premium	\$532
Net Estimated Annual Premium	\$147,173
DCBS Premium Assessment @ 4.6%	\$6,695
Total Premiums & Assessment	\$153,868

Volume Discount	
First \$3,500	0.0%
Next \$14,500	10.0%
Next \$82,000	15.0%
Over \$100,000	16.5%

ELCB Limits: 1,000/1,000/1,000
 Minimum Premium \$150

Terrorism
 Premium = total payroll/100 x .01
 Catastrophe
 Premium = total payroll/100 x .01

DCBS premium assessment percentage is applied to Discounted Premium, Terrorism Premium, and Catastrophe Premium.
 ELCB premium is not subject to DCBS assessment.



**NOTICE OF ELECTION
Guaranteed Premium Discount Plan**

We elect to have our workers' compensation Insurance premiums due SAIF Corporation calculated according to a Guaranteed Premium Discount Plan with provision for a prepayment credit as specified below.

Name of Insured
City Of The Dalles

Policy Number
488236

Plan Period	07/01/10 to 06/30/11	
Estimated Modified Premium		\$176,089
Prepay Discount Quarterly (2.5%)		\$4,402
Standard Premium		\$171,687
Volume Discount		\$25,578
Discounted Premium		\$146,109
Terrorism Premium		\$532
Catastrophe Premium		\$532
DCBS Premium Assessment @ 4.6%		\$6,695
Total Premiums & Assessment		\$153,868
Quarterly Premium Installment		\$38,467

Premium Payment Conditions

Estimated premium remitted in advance during the policy year will be the basis for the prepay discount calculation. The prepay discount will not be applied to adjustments in standard premium or premium remitted after inception of the corresponding period of coverage.

The Terrorism premium, Catastrophe premium, and the Department of Consumer and Business Services (DCBS) premium assessment will also be estimated and paid with your prepay installments. The prepay discount does not apply to the Terrorism premiums or the DCBS premium assessment.

SAIF must receive the initial installment on this plan on or before the tenth day of the new policy period. Failure to make this initial installment in a timely manner will void the plan. Each quarterly installment will be the same amount based on the annual estimate divided by four equal installments. Subsequent quarterly installments must be received prior to the first day of each quarter. Late installments will be assessed interest at one percent per month.

A PAYROLL REPORT WILL BE SENT TO YOU AT THE END OF THE POLICY YEAR. SAIF MUST RECEIVE THE COMPLETED PAYROLL REPORT BY THE INDICATED DUE DATE. LATE REPORTS MAY RESULT IN CANCELANATION OF YOUR POLICY.

Reconciliation

Because the prepayment installments are based on the projected estimated payroll and premium, your final premium, including terrorism and catastrophe premiums and DCBS premium assessment, cannot be determined until actual gross payroll is reported. We will calculate the actual premium and assessment amounts at the end of the policy period and compare them to the installments you made based on the estimate. A reconciliation statement will be mailed to you showing the difference in these two amounts.

Late payments for any amount due will be assessed interest at 1% per month on the first day of the month following the due date.

Authorized Signature of Insured

Date Signed



Please Return this Page with Remittance

SAIF Corporation
400 High St SE
Salem, OR 97312-1000

Prepayment Installment

Name of Insured
City Of The Dalles
313 Court St
The Dalles, OR 97058-2111

Account Number:
488236

Policy 07/01/10 to 06/30/11

Initial Payment Due by 7/10/10

\$38,467

Return to: SAIF Corporation
400 High St S.E.
Salem, Oregon 97312-1000

Agency Name: Courtney Insurance Agency Inc

Vendor Number: 50436



City Of The Dalles

Premium Estimate For Guaranteed Discount Plan

Period: 07/01/2010 - 06/30/2011 Policy Number: 488236

Class	Description	Payroll	Rate	Premium
5506	Street/Rd Const-Fnl Grad/Pve/Rep/Dr	\$387,424	8.13	\$31,498
5507	Street/Rd Const-Rdbed/Subase-Dr	\$0	5.97	\$0
7520	Waterworks Operation-Dr	\$843,404	4.20	\$35,423
7580	Sewage Disposal Plant Oper-Dr	\$440,746	3.62	\$15,955
7720	Trapping-Forest Animals/Dr	\$0	3.17	\$0
7720	Vol Explorer Scouts	\$0	3.17	\$0
7720	Police Officers & Dr	\$1,256,533	3.17	\$39,832
8380	City/County-Veh/Equip Repr Shop-Dr	\$45,851	3.11	\$1,426
8411	Vol Plcmm @ 2400/Qtr Ea	\$96,000	83	\$797
8742	Field Representatives	\$262,811	.31	\$815
8810	Office Clerical	\$879,401	.18	\$1,583
8810	Library/Museum-Public-Prof Emp&cler	\$398,939	.18	\$718
8810	Vol Library Prof Emp & Cler	\$0	.18	\$0
8820	Attorney & Cler/Messenger/Dr	\$221,269	.15	\$332
9015	Apartment House Operation-Dr	\$129,999	3.28	\$4,264
9102	Park Noc-All Employees & Dr	\$0	4.26	\$0
9402	Snow Removal-Streets/Roads-Dr	\$0	6.73	\$0
9403	Garbage/Ash/Refuse Collectn Dr	\$0	6.04	\$0
9410	Municipal/Twn/Cnty/State Emp-Noc	\$356,033	1.57	\$5,590
Total Payroll		\$5,318,410		

Manual Premium	\$138,233
ELCB Premium at 1.1%	\$1,521
Tentative Experience Rating Modification	1.26
Standard Premium	\$176,089
Guaranteed Volume Discount	\$26,305
Discounted Premium	\$149,784
Terrorism Premium	\$532
Catastrophe Premium	\$532
Net Estimated Annual Premium	\$150,848
DCBS Premium Assessment @ 4.6%	\$6,862
Total Premiums & Assessment	\$157,710

Volume Discount	
First \$3,500	0.0%
Next \$14,500	10.0%
Next \$82,000	15.0%
Over \$100,000	16.5%

ELCB Limits: 1,000/1,000/1,000
 Minimum Premium: \$150

Terrorism
 Premium = total payroll/100 x .01
 Catastrophe
 Premium = total payroll/100 x .01

DCBS premium assessment percentage is applied to Discounted Premium, Terrorism Premium, and Catastrophe Premium. ELCB premium is not subject to DCBS assessment.



NOTICE OF ELECTION
Guaranteed Premium Discount Plan

We elect to have our workers' compensation insurance premiums due SAIF Corporation calculated according to a Guaranteed Premium Discount Plan.

Name of Insured
City Of The Dalles

Policy Number
488236

Plan Period

07/01/10 to 06/30/11

Volume Discount Schedule

Discount	Standard Premium
0.0%	First \$3,500
10.0%	Next \$14,500
15.0%	Next \$82,000
16.5%	Over \$100,000

Premium Estimate

Estimated Standard Premium	\$176,089
Less: Volume Discount	\$26,305
Discounted Premium	\$149,784

Your premium, including the Terrorism premium, Catastrophe premium, and the Department of Consumer & Business Services premium assessment, is due with quarterly payroll reports.

Authorized Signature of Insured

Date Signed



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 #
June 14, 2010	Action Items 12, C	10-043

TO: Honorable Mayor and City Council

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

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

DATE: May 25, 2010

ISSUE: General Ordinance No. 10-1304, amending Section 11(A) of General Ordinance No. 92-1149 concerning the use of skateboards in the vicinity of the roundabout on East Second Street and Brewery Grade

RELATED CITY COUNCIL GOAL: None.

PREVIOUS AGENDA REPORT NUMBERS: None.

BACKGROUND: Section 11(A) of General Ordinance No. 92-1149 includes provisions regulating the use of sleds or skates on streets, including skateboards, and includes provisions designating areas where persons are prohibited from using skateboards as a means of travel on the streets, sidewalks, public parking lots, or other public property owned or controlled by the City within an area located within the Central Business Zone, which is described by certain specific boundaries. The City has recently completed construction of a roundabout at the intersection of East Second Street and Brewery Grade. City staff has recently observed evidence that persons are using skateboards to travel across the center island of the roundabout.

On June 14, 2010, the Columbia Gateway Urban Renewal Agency will be considering the award of a contract in the amount of \$41,600 for art work to be installed upon five art panels located in the center island of the roundabout. In order to protect the public investment in this art work, and to prevent the potential of vandalism or damage to the artwork, or to any other portion of the

roundabout structure, staff is recommending that Section 11(A) of General Ordinance No. 92-1149 be amended to include a provision that prohibits the use of skateboards for traveling upon the center island of the roundabout. Staff is also recommending that Section 11(A) of General Ordinance No. 92-1149 be amended to define the boundaries of the Central Business Zone where the use of skateboards upon certain streets is prohibited, to include the portions of Second and Third Street from Lincoln to the centerline of the Boat Basin Overpass at milepost 85, to reduce the risk of a traffic safety hazard posed by skateboards traveling upon the streets within the vicinity of the roundabout.

Notice of adoption of the proposed ordinance has been posted in accordance with the City Charter, and the ordinance can be adopted by title only. Staff is also recommending that the Council declare an emergency, which would mean that the ordinance would take effect immediately upon its adoption, to reduce the potential for vandalism or property damage to the roundabout structure, including the proposed art panels, and to reduce the traffic safety hazard posed by the use of skateboards to travel upon certain streets within the vicinity of the roundabout.

BUDGET IMPLICATIONS: None

ALTERNATIVES:

- A. Staff Recommendation. The Council move to adopt General Ordinance No. 10-1304 by title only.

GENERAL ORDINANCE NO. 10-1304

AN ORDINANCE AMENDING SECTION 11(A) OF GENERAL
ORDINANCE NO. 92-1149 CONCERNING USE OF
SKATEBOARDS IN THE VICINITY OF THE ROUNDABOUT
ON EAST SECOND STREET AND BREWERY GRADE

WHEREAS, Section 11(A) of General Ordinance No. 92-1149 includes provisions regulating the use of sleds or skates on streets, including skateboards, and includes provisions designating areas where persons are prohibited from using skateboards as a means of travel on the streets, sidewalks, public parking lots, or other public property owned or controlled by the City within an area located within the Central Business Zone, described by certain specific boundaries, and

WHEREAS, the City recently completed construction of a roundabout at the intersection of East Second Street and Brewery Grade; and

WHEREAS, City staff members have recently observed evidence that persons are using skateboards to travel across the center island of the roundabout; and

WHEREAS, on June 14, 2010, the Columbia Gateway Urban Renewal Agency will be considering the award of a contract in the amount of \$41,600 for art work to be installed upon five art panels located in the center island of the roundabout; and

WHEREAS, the use of skateboards as a method of travel across the center island of the roundabout, and upon certain streets within the vicinity of the roundabout, creates the potential for vandalism or damage to the center island or other portions of the roundabout, and the potential for a traffic safety hazard; and

WHEREAS, in order to reduce the potential for the risk of vandalism or property damage to the roundabout structure located at Second Street and Brewery Grade, and to reduce the risk of traffic safety hazards, the City Council has determined it is in the best interest of the safety and welfare of the general public to adopt provisions which prohibit the use of skateboards for the purpose of traveling upon the center island of the roundabout, and for the purpose of traveling upon certain streets and other designated areas within the vicinity of the roundabout;

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

Section 1. Section 11(A)(3) of General Ordinance No. 92-1149 shall be amended to read as follows.

Section 11 Sleds or Skates on Streets.

- A. The use of rollerskates or in-line skates shall be governed by the provisions of subparagraph (C) of this section. No person shall use skis, toboggans,

sleds, skateboards, or any such similar device under the following circumstances:

3. For traveling on the streets, sidewalks, public parking lots, or other public property owned or controlled by the City within an area located within the Central Business Zone, described by the following boundaries, on both sides of the street:

First Street - from Liberty to Taylor
Second Street - from Lincoln to the centerline of the Boat Basin
Overpass at milepost 85
Third Street - from Lincoln to the centerline of the Boat Basin
Overpass at milepost 85
Fourth Street - from Lincoln to Madison

Section 2. Section 11(A) of General Ordinance No. 92-1149 shall be amended by adding a new subsection (6), which shall read as follows:

6. For traveling upon the center island of the roundabout located at East Second Street and Brewery Grade.

Section 3. Emergency. WHEREAS, the use of skateboards to travel across the center island of the roundabout located at East Second and Brewery Grade creates the potential for vandalism and damage to the roundabout structure, including the art panels proposed to be installed in the center island of the roundabout; and whereas the use of skateboards to travel upon certain streets and other designated areas within the vicinity of the roundabout creates the risk of a traffic safety hazard; NOW, THEREFORE, an emergency is declared to exist, and this ordinance shall go into full force and effect immediately upon its passage and approval.

PASSED AND ADOPTED THIS 14TH DAY OF JUNE, 2010.

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

AND APPROVED BY THIS MAYOR THIS 14TH DAY OF JUNE, 2010

James L. Wilcox, Mayor

Attest:

Julie Krueger, MMC, City Clerk



CITY of THE DALLES

313 COURT STREET
THE DALLES, OREGON 97058

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

AGENDA STAFF REPORT
CITY OF THE DALLES

MEETING DATE	AGENDA LOCATION	AGENDA REPORT #
June 14, 2010	Action Item 12, D	10-044

TO: Mayor and City Council

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

DATE: May 24, 2010

ISSUE: Recommendation from Columbia Gorge Regional Airport Board to approve a three year Airport Management Agreement with Aeronautical Management Inc.

BACKGROUND: The Columbia Gorge Regional Airport is jointly owned and operated by Klickitat County and the City of The Dalles. Through the Intergovernmental Agreement, an Airport Board has been created. The current management of the airport is provided by Aeronautical Management Inc (AMI). Their five-year agreement expires on June 30, 2010.

The Airport Board is recommending that Klickitat County Commission and The Dalles City Council authorize the signature of a new three-year agreement with AMI. Attached is a copy of the minutes of the Board meeting and the proposed agreement with work scope.

A three-year agreement is proposed because it will coincide with the end of the current Fixed Base Operator agreement that the City and County have with Gorge Aviation Services. This will give the City and County an opportunity to review how they wish to receive both those services in the future.

Changes in the proposed agreement include:

Section 2.1.1

- The monthly fee is a 3% increase over the current fiscal year.
- Extra payment excludes Sundoon Golf Course and the Meadows and Bluff properties that are part of that overall development.

Section 4.6

- The primary providers of service will be Chuck Covert, Jim Brochl and Rolf Anderson. If they wish to add any additional team members or assign any subcontracting services the Board must approve that action.

The agreement calls for AMI to provide at least 2,000 hours per year to perform the scope of work (Exhibit A). Changes to the Scope of Work include:

- Clarification of the roles of the City and County representatives.
- Requirement for specific hours managers are at the airport amended to allow more flexibility.
- Clarification that the management team will be handling minutes for the meeting.

BUDGET IMPLICATIONS: The annual amount for the contract (\$94,314) is included in the proposed budget for FY 2010-11

COUNCIL ALTERNATIVES:

1. **Staff Recommendation:** Authorize the City Manager to sign the Airport Management Agreement for the Columbia Gorge Regional Airport as presented contingent upon approval by Klickitat County Commission.
2. Amend and then authorize signature of the agreement.
3. Postpone action to allow for further research in working with the Airport Board.



PO Box 285 • Dallesport • Washington • 98617-0285
• Airport Management • 509-767-2272
airporttd@gorge.net

**Minutes of the Board of Directors
Of the Regional Airport Authority**
May 21, 2010
Airport Terminal - Dallesport, Washington

CALL TO ORDER

Chairman Jim Wilcox called the meeting to order at 7:00 A.M.

ROLL CALL

Members present: Jim Wilcox, Norm Deo, Dave Griffith, Deb Turner, Dave Sauter, Terry Trapp
absent Brad Mulvihill, Staff member present: Chuck Covert and Jim Broehl of AMI, Denny
Newell Klickitat County and Nolan Young from the City of The Dalles.

APPROVAL OF AGENDA

The agenda was approved:

APPROVAL OF MINUTES

The April 16, 2010 minutes were approved as submitted.

PUBLIC COMMENTS

None

BOARD MEMBER COMMENTS

Jim Wilcox discussed the meetings with the congressional staff held on Wednesday May 19th
The Master plan meeting and the public open house to discuss the master plan also held on May
19th. Jim mentioned that he was pleased with the public turn out as it was greater than he had
expected.

DISCUSSION ITEMS

- A. Street Names: Tenneson Engineering suggested as part of the binding site plan that we choose names for the streets to be built. Klickitat County provided a list of streets in Klickitat County and they do not want duplicates. Chuck Covert suggested that we use choose names of individuals that have provided significant input into the airport in the past. Several names suggested were Riley, Somers, Hillis, Toda, Wheeler, Monkiewicz. Deb mentioned that Dallesport already has a Toda St.
- B. Equipment Sale: Chuck reported about the sale of some of the GSA equipment that the airport has acquired over the last few years. The FAA gave us permission to sell some of the equipment. This was sold at auction and brought just under \$15,000. The airport is required by FAA rules to use any proceeds of the sale of GSA equipment to purchase other equipment to be used on the airport. Jim Wilcox suggested that the board declare the equipment sold as surplus.

Dave Sauter moved and Dave Griffith seconded to declare the GSA equipment surplus. Motion passed unanimously.

- C. Tractor Mower/Purchase: The airport received 5 quotes for the purchase of a tractor. The lowest quote was from C.M. & W.O. Sheppard of Hood River, OR for a Kubota M8540HDC-1 85 HP tractor. Dave Sauter Moved to purchase the Kubota mower from C.M. & W.O. Sheppard for an amount not to exceed \$39,900. Seconded by Norm Deo. Motion carried unanimously.

Mower: The airport received 5 quotes for a flail mower. The lowest quote was from C.M & W.O Sheppard for a Rears 12ft. Pak Mower 600 Series mower. Deb Turner Moved to purchase the Rears 12 ft. flail mower for an amount not to exceed \$8,000. Seconded by Dave Sauter. Motion carried unanimously.

Dave Sauter Moved to use the FAA surplus equipment sale proceeds towards the purchase of the tractor and mower. Seconded by Deb Turner. Motion carried unanimously.

Nolan suggested that AMI bring back a memo detailing the airport equipment needs.

ACTION ITEMS

- A. PUD Easement: The PUD wants an easement down Tidyman. Discussed the possible future use of that corner. Dave Sauter moved that we grant an easement along Tidyman road as they have requested for an underground power line or down Dallesport Road with the understanding that if the PUD chooses the Tidyman easement and the airport needs the line to be moved in the future that the PUD will move the line at the PUD's expense. Seconded by Norm Deo. Motion carried unanimously,
- B. Management Agreement: Nolan discussed the management agreement. The new agreement is for a three years period beginning on July 1, 2010 and ending June 30 2013. Dave Sauter moved that recommend approval of the management agreement to the City and County. Seconded by Terry Trapp. Motion carried unanimously

MANAGER REPORT Aeronautical Management Inc.

- A. April Budget Report: Discussed budget report. No current issues.
- B. Water District. We are moving forward with the water source approval from Dep't of Health and Dep't of Ecology. We hope that we will know within 30 days. Norm asked about the airport and the water district draft agreement. Chuck reported that the draft agreement is still with the attorneys. The water district is hesitant to move forwards until we have source approval completed. Denny Newell suggested that the agreement include a requirement to start the improvements at a date certain. It was also suggested that the agreement states that if the district becomes insolvent that the water system transfers to Klickitat County. Jim Wilcox suggested that prior to the next meeting the board receive the latest draft of the agreement.
- C. Master Plan: Chuck discussed the master plan. The master plan is in the final phase. The public turn out was well attended. It appears that the project will be completed within the original timeline. It is anticipated that we will have the approval of the master plan by the City and County before the end of June.
- D. Appropriations and Connect III Oregon: AMI attended the meeting in Bend and the airport did not fare well in the regional process. AMI made a later presentation that raised our tier level which will hopefully help our funding position at the June 9th meeting. Miland reported on the possible 2011 appropriations. Miland asked if the board would like to have a letter of support from the congressional delegation. The board would like to have the letters of support by June 9th. Miland also suggested that a letter of support from Klickitat County would also be helpful.
- E. Other Items: The airport property taxes were discussed. The airport is currently subject to property taxes. Jack Kincheloe is concerned that the fire district has an obligation to the airport and wanted to make sure the airport is paying for those services. Jack also wanted to know the cost of the appeal brought by the River Keepers. Jack also said a community clean-up will be held in June and he wants to clean-up part of the airport property on the South side of Dallesport Rd. He was looking for assistance from the airport for some equipment. Chuck will work with Jack on that.

NEXT REGULAR MEETING

June 18, 2010

ADJOURNMENT:

Chairman Wilcox adjourned the meeting at 9:12 AM

Jim Wilcox, Chairman

Approved on:

AIRPORT MANAGEMENT AGREEMENT

THIS AGREEMENT is made and entered into by and between the CITY OF THE DALLES, an Oregon municipal corporation, hereinafter referred to as "CITY," and KLICKITAT COUNTY, a municipal corporation of the State of Washington, hereinafter referred to as "COUNTY," and AERONAUTICAL MANAGEMENT, INC., an Oregon corporation, hereinafter referred to as "CONTRACTOR," for the provision of services by CONTRACTOR to CITY and COUNTY for performing the duties of Airport management of the Columbia Regional Airport located in Dallesport, Washington.

IN CONSIDERATION of the mutual covenants and promises between the parties hereto, it is hereby agreed that the Contractor shall furnish management services for the Columbia Gorge Regional Airport (CGRA) and the City and County shall make payment for the same, all in accordance with the terms and conditions set forth in this Agreement, including all attachments and addenda which are appended hereto by mutual agreement of the parties.

CITY and COUNTY and CONTRACTOR agree as follows:

1. CONTRACTOR'S DUTIES

1.1 The Contractor agrees to perform the following management services in support of the CGRA Board in its obligation to operate the Airport on behalf of the City and County consistent with the Joint Operating Agreement between the City of The Dalles and Klickitat County dated November 1, 2002, a copy of which is attached as Exhibit B. It is understood that Contractor shall perform approximately 2,000 hours per year in the performance of the duties required under this Agreement.

1.2 Within the time of 2,000 hours per year, the Contractor shall work to perform the functions and duties listed on Exhibit "A", which is attached hereto and included by reference. Such

duties may be modified or changed during the term of this Agreement upon the prior written consent of the City and County with input from the Contractor.

2. CITY AND COUNTY DUTIES

2.1 In accordance with the terms and conditions of this agreement, the City and County shall, as part of the operational cost of CGRA, compensate the Contractor for its management services outlined in Article 1 herein as follows:

2.1.1 The City and County shall pay to Contractor the sum of \$7,860 per month (“monthly fee”) and additional compensation in accordance with the following schedule:

- a) For the rental of any hangar not identified in Exhibit “C”, an amount equal to ten percent (10%) of the gross rent received from the date of execution of the rental agreement, for a period of five years, subject to the provision that payments are to be made to Contractor only after the lease payment has been received by the City and County.
- b) For development generated as a result of the Contractor’s efforts excluding the Sundoon Golf Course, but including leasing of hangars associated with the development, an amount equal to ten percent (10%) of the rental or compensation received by the City and County, for a period equivalent to the initial term of the development agreement.
- c) For the transfer of a property interest in Airport property except the Meadows and Bluff property during the initial term of this Agreement and any extension of this Agreement, an amount equal to ten percent (10%) of the compensation received by the City and County for the transfer of the property interest.

Leases for all land and facilities listed in Exhibit "C" are excluded from this provision. The intent of this provision is to provide an incentive to the Contractor for development, which they generate at the Airport. Lease extensions (which will be broadly interpreted in its meaning) will not be considered new lease agreements eligible for the 10% additional compensation.

Payments are to be made to the Contractor only after the lease payment or the compensation for the property interest transfer has been received by the City and County, and such payments are subject to any licensing requirements of the State of Washington which may be needed for Contractor to be eligible to receive the additional compensation. The payment of the monthly fee shall be due by the 10th of each month for the previous month. The first such payment shall be due on August 10, 2010, and such payments shall continue to be made on the 10th of the month thereafter throughout the term of this Agreement, with the final payment to be made on the 10th of the month following termination of this Agreement, except for any additional compensation that may continue beyond the end of this Agreement as provided for in section 2.1.2.

2.1.2 Upon termination of this Agreement by the City and County for any reason other than gross negligence, a wrongful intentional act, or breach of the Agreement committed by the Contractor (which breach is not remedied pursuant to this Agreement), the Contractor shall be paid monthly an amount equal to 10% of the gross rent or 10% of the compensation for transfer of a property interest, as defined in section 2.1.1 for money received from the remaining period of eligible leases, development agreements, or property interest transfers.

2.1.3 If the Contractor chooses to terminate this Agreement, as allowed for in section 4.7 of this Agreement, the obligation to pay additional compensation shall be terminated.

2.1.4 Beginning on July 1, 2011, the monthly fee as specified in 2.1.1 above shall increase each July 1 of each successive year by the amount of increase in the Consumer Price Index CPI"

during the previous 12 months as measured by the United States Department of Labor as measured for All Urban Consumers.

2.1.5 City and County will provide and pay for as allowed by budget constraints, office space, office equipment, including but not limited to a desk, work table, conference table and chairs, sufficient locking file cabinets, fax machines, telephone with digital voice mail, internet connection and copy machine all to be located at the airport, aviation radios and other reasonable office supplies to allow Contractor to perform the management services set forth in this Agreement. In addition, City and County, with Contractor's input, will establish a budget as allowed under Exhibit B and pay for reasonable expenses incurred by Contractor in traveling to activities directly related to the performance of Contractor's duties under this contract.

3. GENERAL PROVISIONS

3.1 All work performed pursuant to this agreement shall be performed according to the terms and conditions of this Agreement. Nothing in this Agreement shall be interpreted in a manner that prevents Contractor from performing other work or from receiving additional compensation for work performed for the City of The Dalles and/or Klickitat County, or other parties related to CGRA.

3.2 This Agreement and any attachments represent the entire and integrated agreement between the City, County, and the Contractor and supercede all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended by written instrument signed by the City, County, and the Contractor. Amendments shall automatically become part of the Supporting Documents, and shall supersede any inconsistent provision therein; provided, however, that any apparent inconsistency shall be resolved, if possible, by construing the provisions as mutually complementary and supplementary.

3.3 This Agreement shall be governed by the laws of the State of Washington. Any proceeding to enforce the provisions of this agreement shall be filed in a court of competent jurisdiction in Klickitat County, Washington.

3.4 Neither party shall hold the other responsible for damages or delay in performance caused by acts of God, strikes, lockouts, accidents, or other events beyond the control of the other or the other's employees and agents.

3.5 In the event any provision of this Agreement shall be held to be invalid and unenforceable, the remaining provisions shall be valid and binding upon the parties. One or more waivers by either party of any provision, term, condition, or covenant shall not be construed by the other party as a waiver of a subsequent breach of the same by the other party.

3.6 No oral order, objection, claim, or notice by any party to the other shall affect or modify any of the terms or obligations contained in this Agreement, and none of the provisions of this Agreement shall be held to be waived or modified by reason of any act whatsoever, other than by a definitely agreed waiver or modification thereof in writing signed by the City, County, and the Contractor. No evidence of modification or waiver other than evidence of any such written notice, waiver, or modification shall be introduced in any proceeding.

3.7 In the performance of the work, duties, and obligations required of Contractor under this Agreement, it is mutually understood and agreed that Contractor is at all times acting and performing as an independent contractor. No relationship of employer/employee is created by this Agreement. City and County shall neither have nor exercise any control over the methods by which the Contractor shall perform its work and functions. The sole interest and responsibility of the City and County is to assure that the services covered by this Agreement shall be performed and rendered in a competent, efficient and satisfactory manner. The Contractor shall not have claims under this Agreement or otherwise against the City and County for vacation pay, sick leave, retirement benefits, Social Security benefits, Workmen's Compensation benefits, unemployment or other employee benefits of any kind.

4. SPECIAL PROVISIONS

The CITY, COUNTY, and CONTRACTOR agree that.

4.1 The initial term of this agreement shall be for three years and shall commence on July 1, 2010, and continue until June 30, 2013

4.2. Notices relating to this Agreement shall be given:

- A. To the CITY: Nolan Young
City Manager
313 Court Street
The Dalles, Oregon 97058

- B. To the COUNTY: Chairman
Klickitat County
Board of County Commissioners
205 S. Columbus Avenue
Room 103, MS-CH-04
Goldendale, WA 98620

- C. To the CONTRACTOR: Aeronautical Management, Inc.
P.O. Box 557
The Dalles, OR 97058

4.3 **MEDIATION**

Any party aggrieved by a breach of the provisions of this Agreement may bring an action at law or a suit in equity to obtain redress, including specific performance, injunctive relief, or any other available equitable remedy. However, the parties hereto agree that except for a suit in equity to maintain the status quo until all issues involving this Agreement are resolved between them, no party will bring an action at law until that party has made a good faith effort to mediate any issues with the other parties hereto. Time and strict performance are of the essence of this Agreement. Such remedies shall be cumulative and not exclusive, and shall be in addition to any other remedy, which the parties may have.

4.4 **NOTICE OF DEFAULT**

If the County or City believes that Contractor has failed to properly perform any of the Contractor's obligations under this Agreement and Contractor is in default of this Agreement, City or County shall provide 30 days written notice to Contractor specifying the nature of the default

with reasonable particularity. If Contractor is in default and the default is of such a nature that it cannot be completely remedied within the 30-day period, Contractor shall be deemed to have remedied the default if Contractor begins correction of the default within the 30-day period and thereafter proceeds with reasonable diligence and in good faith to effect the remedy as soon as practicable.

4.5 INDEMNIFICATION

4.5.1 Contractor agrees to indemnify the City and County, and their agents, officers, and employees, against all suits or claims that may be based on any injury to persons or property that is the result of a negligent act or an act of willful misconduct of the Contractor or any person employed by the Contractor.

4.5.2 City and County agree to indemnify the Contractor, its agents, officers, and employees, against all suits or claims except for those listed in Section 4.5.1 above, but including a suit or claim arising from or related to an action or decision of Contractor which has been approved or ratified by the Board, the City, or the County.

4.5.3 If an act of negligence or willful misconduct of both the Contractor and the City or County (or a person identified above for whom each is liable), is a cause of such damage or injury, the loss, cost or expense shall be shared between the Contractor and the City and County in proportion to their relative degree of negligence or willful misconduct and the right to indemnification shall apply for such proportion.

4.6 ASSIGNMENT CLAUSE

The Contractor cannot assign or sub-contract the services covered by this Agreement unless approved by the City and County. It is understood that the team assigned to this Agreement by Aeronautical Management, Inc. shall be Jim Broehl, Chuck Covert, and Rolf Anderson. The members of this team will not change unless consented to by the City and County, which consent shall not be unreasonably withheld.

4.7 TERMINATION BY CONTRACTOR

The Contractor may terminate this Agreement upon giving six (6) months advance written notice to City and County. City and County reserve the right to allow Contractor to terminate this Agreement upon less than six (6) months advance written notice. The power to terminate this Agreement under this section can only be exercised by Contractor.

IN WITNESS WHEREOF the parties have caused this Agreement to be signed by their duly authorized representatives as of this _____ day of _____, 2010.

CITY OF THE DALLES

BOARD OF COUNTY COMMISSIONERS
Klickitat County, Washington

By: _____
Nolan K. Young, City Manager

Rex F. Johnston, Chairman

Attest: _____
Julie Krueger, MMC, City Clerk

Dave Sauter, Commissioner

Approved as to form:

Commissioner

Gene E. Parker, City Attorney

Attest: _____
Crystal McEwen, Clerk of the Board

AERONAUTICAL MANAGEMENT, INC.

Approved as to form:

By: _____
Rolf Anderson

Prosecuting Attorney

Chuck Covert

Jim Broehl

Scope of Work

(July 1, 2010)

Title: Airport Management Team

Employer: Columbia Gorge Regional Airport

Duties and Responsibilities:

(Airport refers to Columbia Gorge Regional Airport)

(Board refers to the seven-member Columbia Gorge Regional Airport Board)

(Managers refers to Aeronautical Management, Inc.)

(City Representative refers to The Dalles City Manager or Manager's Designee)

(County Representative refers to the Klickitat County Commissioner on the Board or their Designee).

Section 1: Administrative Structure and Responsibilities

The Managers work under the general direction of the Board. The Managers also work in coordination with the City and County representatives who have general contract oversight of the Airport's Intergovernmental Agreement, Airport Management Agreement, and FBO Contract.

Section 2: Airport Operations

- A) The Managers will make themselves available as is reasonable, for contact by the public either by phone or in person at the airport office. The Manager's presence at the airport will be significant enough to avail the Managers opportunities to assess the condition of the airport and to conduct airport business. It is assumed that there will be some presence on site most business days.
- B) The Managers will monitor airport operation and activities, which includes but is not limited to, NOTAMS, weather information systems, bird control, animal incursions, and other safety issues.

Section 3: Budget

- A) The Managers will assist in the preparation of the Airport budget and be responsible for monitoring revenues, expenditures, and obligations. The Manager

Exhibit "A"

will also adhere to the Purchasing Policy Document as provided by the City of The Dalles.

Section 4: Regulatory Agencies

- A) The Managers will use the FAA, Oregon Aeronautics, and Washington Aeronautics as a resource to ensure activities at the Airport are in compliance with regulations. These resources will be used, if available, for development, maintenance and any projects that will enhance Airport operations.
- B) The Managers will monitor State and Federal legislative activity pertaining to the Airport and become involved as directed by the Board.

Section 5: Maintenance and Construction

- A) The Managers will be the project manager on all construction projects at the Airport unless otherwise directed by the Board. This will include bid preparation and subsequent compliance by the contractor.
- B) The Managers will be responsible for maintaining Airport property under his control which may include, but is not limited to fences, gates, airport lighting, structures, fueling systems, signs, painted markings, weather information systems, vegetation, and wind direction indicators is maintained by appropriate entities subject to the Airport budget.
- C) The Managers will be responsible for conducting inspections of runways, taxiways, drainage systems, signs, markings, and airport lighting for evidence of deterioration, functionality, and safety issues.

Section 6: Leases

- A) The Managers will negotiate and administer Airport leases and review them for compliance. The Manager will be the primary contact between the Airport and the Fixed Base Operator (FBO), which may include receiving the FBO's report and incorporating it into the Manager's monthly report to the Board.

Section 7: Marketing and Development

- A) The Managers will implement a marketing plan when it is adopted by the Board and will promote growth at the Airport through marketing and development strategies as directed by the Board. In such work the Manager will cooperate with, and use, the resources of Klickitat County Economic Development Office and the City of The Dalles Community Development Department office to achieve the desired goal of airport growth.

Exhibit "A"

- B) The Managers will also review and implement the Airport Master Plan/Airport Layout Plan.
- C) The Managers will pursue grant opportunities and prepare grant applications.
- D) The Managers will work to broaden political, technical, and financial support for the Airport.

Section 8: Administration

- A) The Managers shall be responsible for having minutes taken at all Board Meetings and maintaining record of all Board activities, including but not limited to Agendas, notice of meetings, minutes, and correspondence.
- B) The Managers will be responsible for maintaining Airport records and filing systems and all other administrative functions pertaining to the Manager's office.
- C) The Managers will work with the City of The Dalles Finance Manager on financial issues and transactions.
- D) The Managers will attend Board meetings and provide a monthly report to the Board on Airport activities.
- E) The Managers in consultation with the Board Chair, the City and County representatives will be responsible for preparing the Agenda for the Airport Board meeting and will provide a report on action and discussion items as required.
- F) The Managers will attend meetings and conferences pertaining to management and operation of Airport and be reimbursed for reasonable expenses incurred in such travel.

Section 9: Emergencies

- A) The Managers will be notified of all accidents on airport property and keep appropriate records.
- B) The Managers will be notified of incidents involving acts of nature or any other damage to airport property and make appropriate decisions or recommendations as to the continued safe use of the Airport.
- C) In the case of accidents involving serious injury or fatalities, the Managers will be immediately notified and respond if necessary to provide assistance to the emergency agencies, as well as obtain preliminary information.

Exhibit "A"

Section 10: Work Schedule

- A) The Managers will work a schedule that best meets the needs of the Airport as approved by the Board.

Section 11: Special Assignments

- A) The Managers from time to time may be assigned additional tasks or responsibilities that can be accomplished within the time allotted under the contract.

