

AGENDA**REGULAR CITY COUNCIL MEETING****OCTOBER 9, 2023****5:30 p.m.****CITY HALL COUNCIL CHAMBER****313 COURT STREET****And****VIA ZOOM****<https://us06web.zoom.us/j/88147760127?pwd=bzF6UVBBS0EvaDIxTEVyRngrbExmQT09>**

Meeting ID: 881 4776 0127

Passcode: 007612

1. CALL TO ORDER
2. ROLL CALL OF COUNCIL
3. PLEDGE OF ALLEGIANCE
4. APPROVAL OF AGENDA
5. AUDIENCE PARTICIPATION

During this portion of the meeting, anyone may speak on any subject which does not later appear on the agenda. Up to three minutes per person will be allowed. Citizens are encouraged to ask questions with the understanding that the City can either answer the question tonight or refer that question to the appropriate staff member who will get back to you within a reasonable amount of time. 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.

6. CITY MANAGER REPORT
7. CITY COUNCIL REPORTS
8. 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 the September 25, 2023 Regular City Council Meeting Minutes

CITY OF THE DALLES**"By working together, we will provide services that enhance the vitality of The Dalles."**

9. ACTION ITEMS

- A. Creation of an Information Technology Department
- B. Resolution No. 23-034 Authorizing Transfers of Funds Between Various Departments of the General Fund of The City of The Dalles For Fiscal Year 2023-24
- C. A Resolution Amending The City Of The Dalles Vertical Housing Development Zone's Policy and Procedures

10. DISCUSSION ITEMS

- A. Conceptual Federal Street Plaza

11. ADJOURNMENT

This meeting conducted VIA Zoom

Prepared by/
Amie Ell
City Clerk



AGENDA STAFF REPORT

AGENDA LOCATION: Item #8A

MEETING DATE: October 9, 2023

TO: Honorable Mayor and City Council

FROM: Amie Ell, City Clerk

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

- A. **ITEM:** Approval of the September 25, 2023 Regular City Council meeting minutes.

BUDGET IMPLICATIONS: None.

SYNOPSIS: The minutes of the September 25, 2023 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 September 25, 2023 Regular City Council meeting minutes.

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CITY COUNCIL MEETING
COUNCIL CHAMBER, CITY HALL
September 25, 2023
5:30 p.m.

VIA ZOOM/ IN PERSON

PRESIDING: Mayor Richard Mays

COUNCIL PRESENT: Darcy Long, Tim McGlothlin, Rod Runyon, Scott Randall, Dan Richardson

STAFF PRESENT: City Manager Matthew Klebes, City Attorney Jonathan Kara, City Clerk Amie Ell, Police Chief Tom Worthy, Finance Director Angie Wilson, Community Development Director Joshua Chandler, Retiring City Clerk Izetta Grossman

CALL TO ORDER

The meeting was called to order by Mayor Mays at 5:30 p.m.

ROLL CALL OF COUNCIL

Roll Call was conducted by City Clerk Ell. Long, McGlothlin, Randall, Richardson, Runyon present; none absent

PLEDGE OF ALLEGIANCE

Mayor Mays asked Councilor Long to lead the Pledge of Allegiance.

Councilor Long invited the audience to join in the Pledge of Allegiance.

APPROVAL OF AGENDA

It was moved by Randall and seconded by Long to approve the agenda as submitted. The motion carried 5 to 0; Randall, Long, Richardson, McGlothlin, Runyon voting in favor; none opposed.

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PRESENTATIONS/PROCLAMATIONS

Mayor Mays asked if Representative Helfrich was present, he was not.

Mays asked the council if they were in agreeance that council would hear his presentation if he arrived later during the council meeting.

Council agreed.

AUDIENCE PARTICIPATION

Lisa Farquharson, President/CEO of the Dalles Area Chamber of Commerce read her letter (see attached) and submitted for the minutes a letter from Sean Phillips, a resident in the neighborhood near St. Vincent de Paul (see attached)

Mayor Mays said he wanted to clarify the use of the terminology “legal closure” in Farquharson’s letter was not accurate.

Mays said “legal filing of Nuisance caused by St Vincent de Paul” was more accurate.

CITY MANAGER REPORT

City Manager Matthew Klebes reported;

- The Beautification and Tree Committee residential tree grant program
 - 28 trees awarded, to be planted fall 2023
 - Thanked committee and staff. Work included site visits, research, right of way considerations, public utilities and watering
- Short term rentals will be a discussion item on upcoming October City Council agenda
- Demolition of the Tony’s building expected to begin this week
- 90 day FEMA flood map appeal period will begin in Mid-Oct
 - Community Development Department will send postcards to affected
- Upstairs City Hall remodel ahead of schedule

Klebes gave Public Works updates;

- Dog River
 - Work was impacted by the high fire risk designations this season, about 4 weeks (Industrial Fire Protection Level 4)
- 2 Contractors at work
- Pipeline replacement

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- New pipeline installation in 2 weeks
- Next is clean up and restoration, weather dependent may extend into next year
- Fish passage and screening
 - Work will likely to extend into next year
 - In-water work is hoped to be completed by Oct 31st
 - Temp diversion systems over the winter could allow the new pipeline to be used if in service
- Water Master Plan
 - Target date for completion is mid-summer 2024
 - Progress meetings are held bi-weekly
 - Pending final anticipated water demand data
 - Much of the technical analyses for the water treatment plant, water system facilities, and climate resilience have been drafted

Klebes said there were two items council have received additional materials for;

- Facility Management and Trespass Policy
 - Policy intended to set clear structure, guidelines, and direction to staff for events or actions that interrupt City operations or threaten City staff or property
 - Proactive measure, to provide guidance and set a process to manage situations
 - Past situations of individuals being irate, inappropriately using bathroom, attempting to access staff only areas
 - Policy details exceptions; public meeting or court attendance, utility bill payment
- City Funding Request Process
 - As Council requested, update the process and form to submit funding requests to the City of The Dalles
 - Deadline Jan 31st
 - Requests information on how past funding used
 - Asks how the request aligns with the community Vision Action Plan and City's mission
 - Will be available on our website and in paper form

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CITY COUNCIL REPORTS

Long reported;

- Attended Urban Renewal Agency meeting to plan RFP for Tony' building
- Traveled to Washington D.C. with Community Outreach Team, met with congress people to talk about local projects and policies

Randall said he had nothing to report

Richardson reported;

- Attended the Mid-Columbia Economic Development District board meeting
- Attended League of Oregon Cities small cities meeting in Mosier
- Spoke with constituents about the school bond
- Spoke with constituents about issues with St Vincent de Paul on Pentland Street

Runyon reported;

- He was keynote speaker for the POW/Missing in Action event at Kelly View Point
- Attended Veteran's Stand-down event at the Civic Auditorium
- Attended 20th annual Pig Bowl fundraising event for local charity

McGlothlin said he had nothing to report.

Mayor Mays reported;

- Attended Neon Sign Museum event announcing acquiring of Jantzen Beach Carousel
- Met with the new director of the Dalles Art Center, Sally Johnson
- Met with Jose Aparicio the school board director
- Traveled to Washington D.C. with Community Outreach team

Mayor Mays and the Council recognized and thanked retiring City Clerk Izzeta Grossman for her 17 years of service to the city.

CONSENT AGENDA

It was moved by Long and seconded by Richardson to approve the Consent Agenda as presented. The motion carried 5 to 0; Long, Richardson, Runyon, Randall, McGlothlin voting in favor; none opposed.

Items approved on the consent agenda were: The minutes of the September 11, 2023 Regular City Council Meeting; Resolution No. 23-036 Assessing the Real Property Located at 1212 East

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10th Street the costs of Nuisance Abatement.

CONTRACT REVIEW BOARD

Contract No. 23-13 Downtown Tree Project Award

Community Development Director, Joshua Chandler reviewed his agenda staff report.

Chandler said council had been given a printed copy of the proposal submitted from the Davey Expert Tree company (see attached)

Runyon said if the funding would be coming from capital funds this year, would it have its own budget line item for the next year.

Chandler said next year's costs would be paid out of general services.

Richardson thanked Chandler, Grossman, and the Beautification and Tree Committee for their work on this project. He asked if this would be a phase 1 of a larger effort.

Chandler said the city will learn from the successes of this project and add to other areas of downtown including 1st and 3rd streets.

Richardson said healthy trees are infrastructure.

Mayor Mays said the Davey Expert Tree Company has a local branch in Portland and F.L.I. is local.

It was moved by Richardson and seconded by Long to authorize the City Manager to enter into contract with Davey Tree Expert Company for The Dalles Downtown Tree Project, Contract No. 2023-13, in an amount not to exceed \$206,980.00. The motion carried 5 to 0, Richardson, Long, Runyon, Randall, McGlothlin voting in favor; none opposed.

Contract for South Apron Reconstruction, New Taxi Lanes, & New Fuel Apron

Columbia Gorge Regional Airport Manager, Jeff Renard reviewed his agenda staff report.

Richardson asked Renard to explain where the funding for the project would come from and how much the city be paying.

Renard said the 4% of the cost would be locally funded, split evenly between The City of The Dalles and Klickitat county and the remaining 96% was from a combination of federal and state funding.

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Finance Director Angie Wilson said the funds the City would be contributing was already in the 2023/24 fiscal year budget.

It was moved by Randall and seconded by Richardson to authorize the City Manager to execute the South Apron reconstruction, new taxilanes and new fuel apron contract with James Dean Construction, Inc. in an amount not to exceed \$3,364,003.96, contingent upon Klickitat County Board of County Commissioner's approval. The motion carried 5 to 0, Randall, Richardson, Runyon, McGlothlin, Long voting in favor; none opposed.

ACTION ITEMS

Senate Bill 111 Deadly Force Plan Update

Chief of Police, Tom Worthy reviewed his agenda staff report.

Worthy said the hope was to include Wasco, Hood River, and Sherman counties together to make this a regional plan. He said Wasco County would move forward without the others if unable to coordinate.

Mayor Mays asked if the public meeting reviewing the plan update was well attended.

Worthy said it was lightly attended. He said the contributions from the public were helpful in making corrections to the plan.

Mayor Mays asked if District Attorney Mathew Ellis would like to add anything.

Ellis said Chief Worthy covered it all

It was moved by Long and seconded by Runyon to approve the Wasco, Sherman, and Hood River Counties Senate Bill 111 Deadly Physical Force Plan as presented. The motion carried 5 to 0; Long, Runyon, Randall, Richardson, McGlothlin voting in favor; none opposed.

DISCUSSION ITEMS

Proposed Housing Needs Analysis and Buildable Lands Inventory Update

Community Development Director, Joshua Chandler reviewed his agenda staff report.

Matt Hastie, CJ Doxie, and Brendan Buckley presented their The Dalles Housing Needs Analysis PowerPoint presentation (see attached)

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Mayor Mays said the guidelines that must be followed were set by the Land Conservation and Development Commission.

Mays said the lack of 50 plus acre lots would restrict development and developers.

Hastie said for larger sub-divisions larger properties are beneficial.

Long asked it be clarified if the larger lots identified outside of city limits but within the urban growth boundary that are currently used for agriculture were or were not excluded.

Doxie said if it is zoned for residential use that is was included.

Mays said when you have to count orchards and large properties like Google land as developable, it makes it difficult to show the need for urban growth boundary changes.

Runyon said many of the identified buildable lots are located in the south-east where there have already been issues with developing.

Long said this is a good time to discuss incentivizing building of more dense housing to avoid sprawl into areas we do not want it.

Runyon said housing needs are tied to business and would like to incentivize housing, new business, and support good school and health care systems as well.

Richardson said he would like to know the level of confidence was for the presented numbers and clarity on how they were created to explain the radical change from the 2016 study in which 1,769 new housing options would be needed compared to this study with just 505.

Buckley said it was demographic driven most cities are seeing a decrease in growth. He said they could provide more information about the past growth rate to compare with future projections.

Hastie said the Portland State University (PSU) report basis could be shared as well which would explain how the rates are projected by county and then dispersed among cities in the county.

Hastie said they were limited in what could be adopted and accepted by the State and are bound by the PSU projections. He said the PSU process would be changing when the State takes over in 2 to 3 years.

Runyon said he understood they must follow the metrics and process but the land considered vacant or buildable in the report may not really be buildable.

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Hastie completed the remainder of the PowerPoint presentation (see attached)

EXECUTIVE SESSION

In accordance with ORS 192.660(2)(e) to consult deliberations with persons you have designated to negotiate real property transactions.

Mayor Mays recessed Open Session at 7:30 P.M.

Mayor Mays reconvene Open Session at 7:42 P.M.

ADJOURNMENT

Being no further business, the meeting adjourned at 7:42 P.M.

Submitted by/
Amie Ell, City Clerk

SIGNED: _____
Richard A. Mays, Mayor

ATTEST: _____
Amie Ell, City Clerk

The Dalles Chamber wishes to express its gratitude to the Mayor, City Council, and staff for the challenging decision to initiate the legal closure of the St Vincent de Paul Community Location on Pentland Street. We understand the invaluable service it offers and the vast number of individuals who rely on it. Yet, the repercussions of its operation imposed significant financial, mental, and safety burdens on the surrounding neighborhood. We're grateful that the City took the time to listen to the concerns of residents and businesses around St Vincents, addressing our worries about safety and the continuation of smooth business operations. The comprehensive and deliberate process leading up to this decision, marked by accurate reporting and devoid of emotional biases, speaks to the City's dedication. Every available avenue, from letters and meetings to phone calls, was explored in hopes of reaching an alternative resolution. We are truly appreciative of your unwavering commitment to the Dalles community, striving always to make our community a haven of safety and a healthy environment.

September 24, 2023

Shawn Phillips and family
406 W 2nd Place
The Dalles, Oregon 97058

Dear City Council and Mayor,

We applaud the recent decision by the city of the dalles to begin legal proceedings against the community meals business located at 315 W 3rd Street and Pentland Street. This specific business has been in violation of multiple municipal codes for 8 years continuously.

This business and its patrons have devastated the neighborhood, tourism and local businesses. We understand the tough decision the city took, however late, it's better than never. We are relieved to know the city has decided to take action. This business must go.

Anyone that is opposed to the decision to remove this business only shows their lack of interest in the city's well-being, lack of interest in the safety of their fellow citizens and their outright ignorance in the mater.

Sincerely,

Shawn Phillips
541 224 6191

City of The Dalles Funding Request

Application Form for Local Agencies & Non-Profits

FUNDING APPLICATION REQUIREMENTS CHECKLIST

- A completed funding request form
- All of the 4 funding application criteria completed
- If applicable, an attached explanation of how past grant funding was used
- Submission of funding application before January 31, 2023 at 4:00pm (requests will not be considered beyond this deadline)

The applicant is solely responsible for ensuring the completeness of their application.

For clarification or questions regarding this process,

contact the City Clerk at

541.296.5481 ext. 1119

* Project Title

* Type of Request

1 Time Recurring (must apply yearly)

You must choose at least one option

* Organization

* Tax ID Number

* Primary Contact First Name

* Primary Contact Last Name

* Email Address

* Phone Number

* Has the organization received funding from the City of The Dalles in the last 3 fiscal years?

Yes

No

You must choose at least one option

If YES, Please explain the following information in detail; (1) how past funds were allocated, (2) the number of City of The Dalles residents that were served, and (3) A description of the objective/activity the funds supported and the outcome.

Upload a File

Choose File

No file chosen

If preferred, you may upload a separate document with this information.

FUNDING APPLICATION CRITERIA

All applicants whether applying for the first time or past applicants, must provide the following information. Please limit responses to 300 words for each response.

* 1. Describe how the project funds will be used.

* 2. Explain how this project aligns The City of The Dalles Vision & Mission.

City of The Dalles Vision: A community that has involved citizens of all ages, strong local collaboration, green spaces, a revitalized downtown, efficient government, is a commercial hub, honors our cultural diversity, has a proactive education system, has compatible neighborhoods, a far ranging transportation system, and a comprehensive medical system. City of The Dalles Mission: "By working together, we will provide services that enhance the vitality of The Dalles"

*** 3. Attach a detailed project budget**

No file chosen

*** 4. Confirm the location for this project is within the City of The Dalles**

Yes

No

You must choose at least one option

No organization requesting funding shall discriminate on the basis of race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sexual orientation, or military status in any of its operations or activities.

The recipient of the funding is required to enter into a separate Grant/Funding Agreement with the City before release of funds.

We/I hereby certify that the facts, figures, and representations made in this application, including all attachments, are true and correct to the best of our knowledge, and this application is made with the approval of the organization's board of directors. Any funding award will be subject to the terms of the agreement.

By clicking submit you agree to all these terms and conditions and confirm you are an authorized signer.

. . .



**CITY FACILITY MANAGEMENT
AND TRESPASS POLICY**
Effective Date: September XX, 2023

I. PURPOSE, AUTHORITY, AND APPLICABILITY

A. Purpose. This Policy's purpose is to:

1. prevent and prohibit conduct threatening harm to individual or public interests or interfering with the City's ability to serve the public;
2. enhance the orderly administration and operation of City business on City property by prohibiting conduct unreasonably interfering with the lawful use of City property;
3. preserve public and City employee welfare, safety, and convenience on City property; and
4. provide an objectively reasonable and fair warning of the nature of the conduct potentially subjecting a person to exclusion from City property.

B. Authority. This Policy is administered through and by the authority and duty of the City Manager to supervise operation of all City property pursuant to Section 21(6)(j) of the 2020 City of The Dalles Charter.

C. Applicability. This Policy applies to all City property.

II. DEFINITIONS

A. Authorized Person. The City Manager, the Police Chief, and Police Captain.

B. Business days. Monday through Friday of each week, excepting City holidays.

C. City. The City of The Dalles, a municipal corporation of the State of Oregon.

D. City Manager. The person appointed by the City Council to the position of City Manager or their written designee.

E. City building. Structures or improvements on or upon City property.

F. City property. Real property, including vacant and developed land and City buildings, where the City possesses an ownership interest.

G. Hearings officer. The City Manager (if the Authorized Person issuing the exclusion is the Police Captain or Police Chief) or the City Attorney (if the Authorized Person issuing the exclusion is the City Manager).

- H. Matrix. The matrix containing the presumptive length of time for exclusion from City property, attached to and made part of this Policy as **Exhibit A**.
- I. Notice. The written notice of exclusion attached to and made part of this Policy as **Exhibit B** and including the date, duration, and location of the exclusion, the provision of law or this Policy the violator violated, a brief description of the violating conduct, the issuing Authorized Person's signature, and a statement providing warnings of the consequences for failing to comply with the written notice with a succinct description of the appeal process.
- J. Public meeting. A meeting as defined in ORS 192.610(5).
- K. Required court appearance. The time and date specified on a duly-issued summons, subpoena, agreement, or order for a defendant to attend Municipal Court.
- L. Rules of Conduct. The rules of conduct on City property listed in **Section III**.
- M. Variance. The City's grant of permission to an excluded violator for their entry and right to remain on City property for a limited purpose.
- N. Violator. A person who violates the Rules of Conduct, regardless of whether an Authorized Person determines to exclude them from City property.

III. **RULES OF CONDUCT ON CITY PROPERTY**

- A. Compliance with Laws. No person shall violate any federal, Oregon, or local law.
- B. Legitimate Business. No person shall enter or remain on City property for purposes other than to conduct legitimate business with the City or to use City property lawfully under these rules.
- C. Secured Areas. No person shall knowingly enter, attempt to enter, or remain in any secure portion of a City building not open to members of the public without specific permission from an authorized City employee.
- D. Damage. No person shall deface, damage, or destroy City property.
- E. Disruptive Conduct. No person shall engage in conduct disruptive to or interfering with normal or customary operations of City government or administration or subjecting City customers or employees to reasonable annoyance or alarm, including creating unreasonable noise.
- F. Threatening Conduct. No person shall engage in conduct reasonably disturbing City customers or employees (including conduct involving the use of threatening language or gestures).

IV. **EXCLUSION FROM PROPERTY**

- A. Authorized Persons. Authorized Persons may exclude violators from City property for a duration determined consistent with **Section V** by the process outlined in **Section VI**.

- B. Constitutional Limitation. Nothing in this Policy authorizes, sanctions, or ratifies any Authorized Person's determination to exclude a person from City property for that person's lawful exercise of any Oregon or United States constitutional rights, as determined by the City Attorney.

V. EXCLUSION DURATION

- A. Matrix. Authorized Persons shall use the Matrix to determine the length of time a violator may be excluded from City property.
- B. Repeat Violations. An Authorized Person may enhance the duration of City property exclusion for repeat violators of this Policy consistent with the Matrix; provided, however, Authorized Persons may not enhance the duration of City property exclusion against a violator if they have not violated the Rules of Conduct within 24 months from the date of their last violation.

VI. EXCLUSION PROCEDURE

- A. Warning and Exception. An Authorized Person shall first give the violator a warning and reasonable opportunity to desist from their violation before issuing an exclusion under this Policy; provided, however, an Authorized Person may exclude a violator without such warning and reasonable opportunity if their conduct:
 - 1. is punishable as a misdemeanor or felony;
 - 2. could reasonably result in or resulted in an injury to any person; or
 - 3. could reasonably result in or resulted in damage to any personal or other property.
- B. Written Notice. Authorized Persons issuing an exclusion under this Policy shall provide the violator with a completed Notice. If the Authorized Person is not the person appointed by the City Council to the position of City Manager, such Authorized Person shall promptly report the exclusion to them in writing and include a copy of the issued Notice.

VII. EXCLUSION APPEALS

- A. Right to Appeal. Any person issued a Notice from an Authorized Person may request an informal hearing to contest and appeal their exclusion as provided in this **Section VII**.
- B. Time to Appeal and Waiver. Any person intending on appealing their exclusion shall timely submit a written appeal request to the City Manager's Office by regular United States mail (addressed to *313 Court Street, The Dalles, OR 97058*) within ten (10) business days from the date they were issued a Notice or their failure to so submit shall be deemed a waiver of their right to appeal.
- C. Scheduling. If a person timely files their written appeal request, the City Manager's Office shall schedule a hearing for no earlier than five (5) business days but no more than ten (10) business days from the date the City Manager's Office actually received the request and dispatch a notice to the person by regular United States mail (addressed

to the address indicated on the submitted appeal request) to confirm the certain date, time, and location of the City-scheduled hearing.

D. Hearing.

1. **Presiding Officers.** The hearings officer shall preside over the hearing.
2. **Validity.** Prior to the hearing, the Authorized Person who excluded the person shall provide the hearings officer with a written statement summarizing their understanding of the exclusion and, at the hearing, that Authorized Person may present relevant evidence on the exclusion's validity.
3. **Invalidity.** The excluded person may next present relevant evidence on the exclusion's invalidity.
4. **Impartial and Final Decision.** The hearings officer shall review the exclusion *de novo* and make a decision whether the exclusion is valid or invalid after reviewing the evidence presented by both sides. The hearings officer's decision is final.
5. **Outcome.**
 - a. ***If Decided Valid.*** If the hearings officer determines the exclusion is valid, then they shall uphold the exclusion and may keep or modify the length of exclusion; if they modify the length of exclusion, then they shall provide the person with the reason for the modification and documentation indicating the new exclusion duration.
 - b. ***If Decided Invalid.*** If the hearings officer determines the exclusion is invalid, then they shall rescind the exclusion and provide the person with documentation of the rescission.

E. Variance and Exception to Variance.

1. **Variance.** Any excluded violator may request a variance for good cause by submitting a written variance request to the City Manager's Office by regular United States mail (addressed to 313 Court Street, The Dalles, OR 97058) at any time during their exclusion.
2. **Variance Determination.** The person appointed by the City Council to the position of City Manager shall make the final determination on a submitted variance request after considering the seriousness of the violation for which the violator was excluded and their particularly identified need to be on the City property during some or all of their exclusion period.
3. **Variance Granted.** If a variance is granted, the City Manager's Office shall provide the person with written documentation of the specific variance, including the time, duration, location, and purpose of the waiver. The person provided the variance shall bring the written documentation with them to the City property where they are excluded and shall present it to City staff upon request.

4. Exception to Variance. A person who has been excluded from City property shall never need to request a variance to:
- a. attend a public meeting;
 - b. make a required court appearance; or
 - c. pay utility bills at the First Floor of City Hall.

VIII. EXHIBITS

A. Exhibit A – *Presumptive Length of Time for Exclusion from City Property Matrix*

B. Exhibit B – *Form Notice of Exclusion*

CITY OF THE DALLES

Matthew B. Klebes, City Manager

Date



NOTICE OF EXCLUSION FROM CITY PROPERTY
*City Facility Management and Trespass Policy – **Exhibit B***

Issue Date:

Violator Name:

Excluded From:

Exclusion Duration:

Violated Rule of Conduct on City Property:

- A. Compliance with Laws
- B. Legitimate Business
- C. Secured Areas
- D. Damage
- E. Disruptive Conduct
- F. Threatening Conduct

Description of Violative Conduct:

Your failure to comply with this Notice may result in enhancements to the time of your exclusion from City property, criminal penalties, and all other remedies available to the City at law or equity.

You may appeal the issuance of this Notice by submitting a written appeal request to the City Manager's Office by mail (addressed to *313 Court Street, The Dalles, OR 97058*) within ten (10) business days from the issue date. If timely submitted, the City Manager will contact you with the time, date, and location of an informal hearing to provide you an opportunity to present evidence on this Notice's invalidity. Your failure to timely submit a written appeal request is a waiver of your right to appeal and the imposition of this Notice's provisions will be final.

CITY OF THE DALLES

Authorized Person

Date

Presumptive Length of Time for Exclusion from City Property Matrix
City Facility Management and Trespass Policy - Exhibit A

	1 Day	7 Days	30 Days	90 Days	180 Days	1 Calendar Year
First Offense	a. No legitimate business b. Disruptive conduct		Threatening conduct	a. Attempt to enter/enter/remain in secure area b. Deface/damage/destroy City property		a. Felony b. Misdemeanor c. Actual physical harm to another
Second Offense		a. No legitimate business b. Disruptive conduct		Threatening conduct	a. Attempt to enter/enter/remain in secure area b. Deface/damage/destroy City property	a. Felony b. Misdemeanor c. Actual physical harm to another
Third Offense			a. No legitimate business b. Disruptive conduct		Threatening conduct	a. Felony b. Misdemeanor c. Actual physical harm to another d. Attempt to enter/enter/remain in secure area e. Deface/damage/destroy City property
Fourth Offense				a. No legitimate business b. Disruptive conduct		a. Felony b. Misdemeanor c. Actual physical harm to another d. Attempt to enter/enter/remain in secure area e. Deface/damage/destroy City property f. Actual physical harm to another
Fifth Offense (or more)					a. No legitimate business b. Disruptive conduct	a. Felony b. Misdemeanor c. Actual physical harm to another d. Attempt to enter/enter/remain in secure area e. Deface/damage/destroy City property f. Actual physical harm to another

Client	9/5/2023
The Dalles Downtown Tree Project Joshua Chandler 313 Court St The Dalles, OR 97058-2111	Proposal #: 20031894-1693504514 Account #: Home: (541) 296-5481 ext. 1121 Email: jchandler@ci.the-dalles.or.us

Tree Care	Service Period	Price	Tax	Total
<input type="checkbox"/> Tree Removal	Fall	\$19,200.00		\$19,200.00
City to assist with No parking set ups for smooth and safe project management with Davey arborist- -62 dead/dying street trees to be removed to grade. -Trees to be flagged and marked. -Low cut stumps level to grade. -Site locations with Cement to have Cement excavated with jackhammer prior to planting. Haul all resulting wood and debris				
<input type="checkbox"/> Tree Pruning	Late Winter	\$31,000.00		\$31,000.00
Coordination with city for larger trees and No parking signs/permitting to be set up for project efficiency. Annual pruning of 132 street trees designated by the city project map. -Newly planted trees to be fine pruned for proper structure. (hand snips, orchard ladder) -Established larger trees to be trimmed for crown clean of obvious hazardous dead wood, structure prune, elevation of 12ft-15ft over streets, 10ft over sidewalks, and 4-8ft building clearance. (Lift truck) Haul all resulting wood and debris.				
Landscape	Service Period	Price	Tax	Total
<input type="checkbox"/> Bio Root Installation	Spring	\$6,830.00		\$6,830.00
Root barrier installation to protect from root expansion and sidewalk heaving. 68 site locations of newly planted trees.				
Fertilization/SoilCare	Service Period	Price	Tax	Total
<input type="checkbox"/> Deep Root Fert w/ArborGreenPRO (1yr) (*)	Late Spring	\$8,650.00		\$8,650.00
Deep root fertilization fo132 street trees identified in RFP map. To be done after install to boost health, encourage root establishment and fertilize with Arborgreen pro slow time release fertilizer. This is to be done on an annual basis for a minimum of 3 years beginning in Spring of 2024.				
Other Services	Service Period	Price	Tax	Total
<input type="checkbox"/> OTHER - Tree Planting and Nursery	Spring	\$68,000.00		\$68,000.00
Sub contractors for this work Living color landscapes. http://www.livingcolornursery.com/ Trevor is in charge of this project but to be overseen by Michael Spaulding and Isabelle Christmann Living Color Landscape proposes the following: To be installed spring of 2024 -24" x 3' x 3' Tree wells -Demo -Imported soils -Install 24" rootbarrier- Provided by Davey				



The Davey Tree Expert Company
 5838 NE Columbia Blvd
 Portland, OR 97218-1251
 Phone: (503) 287-2282 Fax: (503) 280-1142
 Email: Michael.Spaulding@davey.com
 OR CCB License 170721



Client	9/5/2023
The Dalles Downtown Tree Project Joshua Chandler 313 Court St The Dalles, OR 97058-2111	Proposal #: 20031894-1693504514 Account #: Home: (541) 296-5481 ext. 1121 Email: jchandler@ci.the-dalles.or.us

Service Period	Price	Tax	Total
-2- 4" perf pipe tubes per tree			
Trees- TBD			
1"-1.5"			
68			
Parrotia persica			
Carpinus			
Acer Campestre			
3 year warranty- Davey holds the responsibility for trees			
NOT A prevailing wage project			

- To be planted in designated planters.
- Soil testing for select new sites and select established tree wells. a total of 6 sites to be tested 3 of each. Davey to manage and sent off for professional lab results.
- Soil excavation and replacement of new soils for best success at each planting site. 3ftx3ftx2ft.
- 4inch water wells/perforation tubes to be installed for permanent ability to deep root water.
- Proper planting procedures to be managed by project arborist.
- Root barrier to be installed at this time (separate quote attached for pricing for root barrier)

Irrigation	Service Period	Price	Tax	Total
<input type="checkbox"/> Drought Relief Watering (*)	June	\$3,500.00		\$3,500.00
Drought relief watering for 132 street trees, deep root watering and perforation tubes filled.				
<input type="checkbox"/> Drought Relief Watering (*)	Early July	\$3,500.00		\$3,500.00
Drought relief watering for 132 street trees, deep root watering and perforation tubes filled.				
<input type="checkbox"/> Drought Relief Watering (*)	Late July	\$3,500.00		\$3,500.00
Drought relief watering for 132 street trees, deep root watering and Gator bag fill.				
<input type="checkbox"/> Drought Relief Watering (*)	Early August	\$3,500.00		\$3,500.00
Drought relief watering for 132 street trees, deep root watering and perforation tubes filled.				
<input type="checkbox"/> Drought Relief Watering (*)	Late August	\$3,500.00		\$3,500.00
Drought relief watering for 132 street trees, deep root watering and perforation tubes filled.				


(* Please note these services automatically renew annually. By signing you agree to the terms appended to this form.

Yes, please schedule the services marked above.



Client	9/5/2023
The Dalles Downtown Tree Project Joshua Chandler 313 Court St The Dalles, OR 97058-2111	Proposal #: 20031894-1693504514 Account #: Home: (541) 296-5481 ext. 1121 Email: jchandler@ci.the-dalles.or.us

ACCEPTANCE OF PROPOSAL: The above prices and conditions are hereby accepted. You are authorized to do this work as specified. I am familiar with and agree to the terms and conditions appended to this form. All deletions have been noted. I understand that once accepted, this proposal constitutes a binding contract. This proposal may be withdrawn if not accepted within 30 days.

	<i>Michael Spaulding</i>		
	Michael Spaulding	Authorization	Date

AUTOMATIC RENEWAL OF SERVICES: Evergreen, or automatic renewal, is applicable to those services indicated in the contract. Except in New York, California and Connecticut, by signing, I agree that next year and continuing every year thereafter, the company will automatically perform and I will pay for the services outlined in this contract without the need for further action or confirmation on my part. The company will send me a reminder notification each year which will include any price changes. The company will make suggested service/treatment changes which I can receive by notifying the company to perform these services. If I add, change or cancel any contracted services, it is my responsibility to inform the company of these changes or cancellation in writing prior to the scheduled service being performed.

Client Guarantee

We use quality products that are administered by trained personnel. We guarantee to deliver what we have contracted to deliver. If we do not, we will work with you until you are satisfied, or you will not be charged for the disputed item. Our Client Care Guarantee demonstrates our commitment to creating lifelong client relationships.

Tree Care

PRUNING: Performed by trained arborists using industry and Tree Care Industry Association (TCIA) approved methods.

TREE REMOVAL: Removal to within 6" of ground level and cleanup of debris.

STUMP REMOVAL: Mechanical grinding of the visible tree stump to at or just below ground level. Stump area will be backfilled with stump chips and a mound of remaining chips will be left on site unless otherwise stated in the contract. Chip removal, grading and soil backfill are available.

CLEAN-UP: Logs, brush, and leaves, and twigs large enough to rake are removed. Sawdust and other small debris will not be removed.

CABLING/BRACING: Cabling and bracing of trees is intended to reduce damage potential. It does not permanently remedy structural weaknesses, is not a guarantee against failure and requires periodic inspection.

Tree and Shrub Fertilization/SoilCare

Your arborist will assess your property's overall soil conditions either through physical assessment or through soil testing and will recommend a soil management program to help the soil become a better medium to enable healthy plants to thrive or unhealthy plants to regain their vitality. SoilCare programs will include fertilizers, organic humates, fish emulsions and other organic soil conditioners.

Our advanced formula, Arbor Green PRO, works with nature to fertilize without burning delicate roots, building stronger root systems and healthier foliage. It contains no chlorides or nitrates. It is hydraulically injected into the root zone and the nutrients are gradually released over time. Research and experience shows the dramatic benefits Arbor Green PRO provides: greater resistance to insects and diseases, greater tolerance to drought stress, increased vitality, and healthier foliage.

Tree and Shrub Plant Health Care

PRESCRIPTION PEST MANAGEMENT: Customized treatments to manage disease and insect problems specific to plant variety and area conditions. Due to the short term residual of available pesticides, repeat applications may be required.

INSECT MANAGEMENT: Inspection and treatment visits are scheduled at the proper time to achieve management of destructive pests. Pesticides are applied to label specifications.

DISEASE MANAGEMENT: Specific treatments designed to manage particular disease problems. Whether preventative or curative, the material used, the plant variety being treated, and the environmental conditions all dictate what treatment is needed.

EPA approved materials will be applied in accordance with State and Federal regulations.

Other Terms and Contract Conditions

INSURANCE: Our employees are covered by Worker's Compensation. The company is insured for personal injury and property damage liability. Proof of insurance can be verified by requesting a copy of our Certificate of Insurance.

WORKING WITH LIVING THINGS: As trees and other plant life are living, changing organisms affected by factors beyond our control, no guarantee on tree, plant or general landscape safety, health or condition is expressed or implied and is disclaimed in this contract unless that guarantee is specifically stated in writing by the company. Arborists cannot detect or anticipate every condition or event that could possibly lead to the structural failure of a tree or guarantee that a tree will be healthy or safe under all circumstances. Trees can be managed but not controlled. When elevated risk conditions in trees are observed and identified by our representatives and a contract has been signed to proceed with the remedial work we have recommended, we will make a reasonable effort to proceed with the job promptly. However, we will not assume liability for any accident, damage or injury that may occur on the ground or to any other object or structure prior to us beginning the work. Site inspections do not include internal or structural considerations unless so noted. Unless otherwise specified, tree assessment will not include investigations to determine a tree's structural integrity or stability. We may recommend a Risk Assessment be conducted for an additional charge.

TREE CARE STANDARDS: All work is to be performed in accordance with current American National Standards Institute (ANSI) Standard Practices for Tree Care Operations.

OWNERSHIP OF TREES/PROPERTY: Acceptance constitutes a representation and warranty that the trees and property referenced in this quote are either owned by the signee or that written permission has been received to work on trees which are not on the signee's property.

TIME & MATERIAL (T&M): Jobs performed on a T&M basis will be billed for the time on the job (not including lunch break), travel to and from the job, and materials used.

BILLING & SALES TAX: All amounts deposited with us will either be credited to your account or applied against any amounts currently due. Our invoices are due net 30 days from invoice date. Services may be delayed or cancelled due to outstanding account balances. Sales tax will be added as per local jurisdiction.

Clients claiming any tax exempt status must submit a copy of their official exempt status form including their exemption number in order to waive the sales or capital improvement tax.

PAYMENT: We accept checks and credit cards. Credit card payments may be made online at our web site. Paying by check authorizes us to send the information from your check to your bank for payment.

UNDERGROUND PROPERTY: We are not responsible for any underground property unless we have been informed by you or the appropriate underground location agency.

SCHEDULING: Job scheduling is dependent upon weather conditions and work loads.

The Dalles Housing Needs Analysis

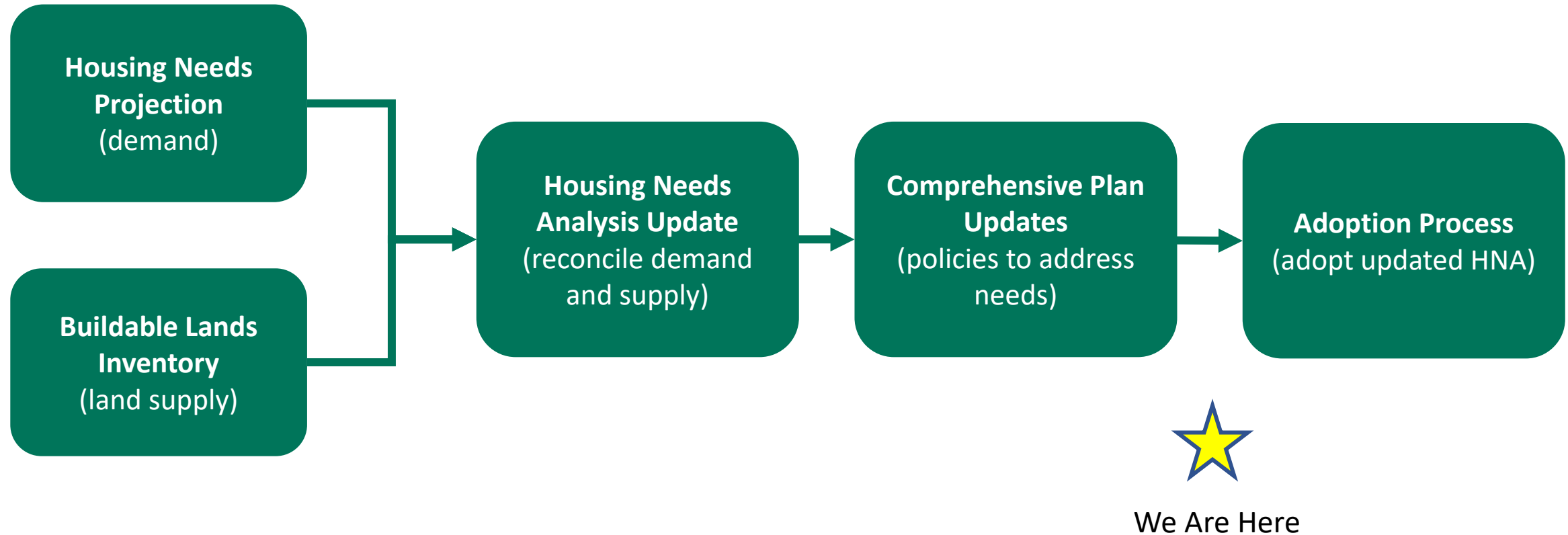
City Council Work Session
September 25, 2023



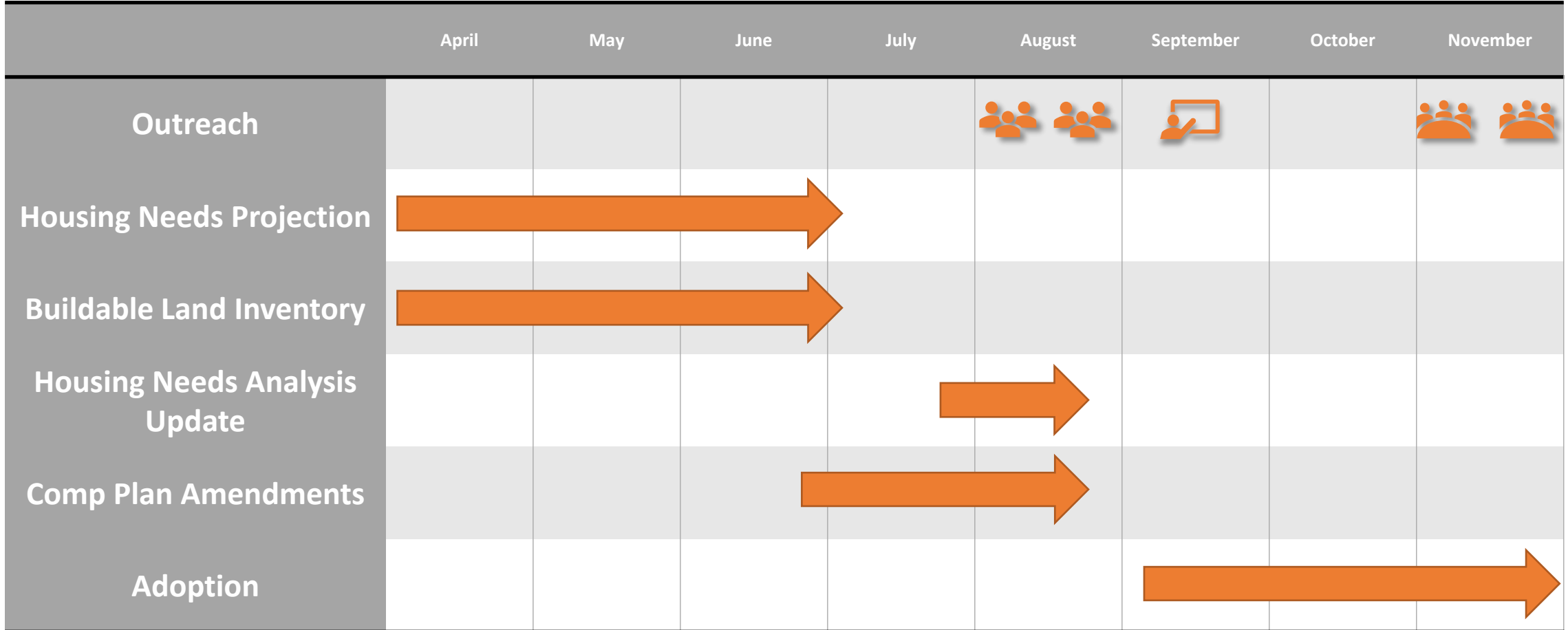
JOHNSON
ECONOMICS


Housing Needs Analysis Process

Overview of Process




Housing Needs Analysis Schedule



 Advisory Committee Meeting

 City Council Work Session

 Planning Commission Public Hearing
City Council Public Hearing

Housing Needs Projection

Components of the HNA report

- Demographic Trends
- Housing Conditions
- Estimate of Current Housing Need (2023)
- Estimate of Future Housing Need (2043)



Data Sources

Population and Growth

- 2020 Census
- American Community Survey
- PSU Population Center
- PSU Pop. Forecast

Market and Other Data

- Regional Multiple Listing Service
- 3rd Party Rental and Sales providers
- City/County/State
- Homeless data

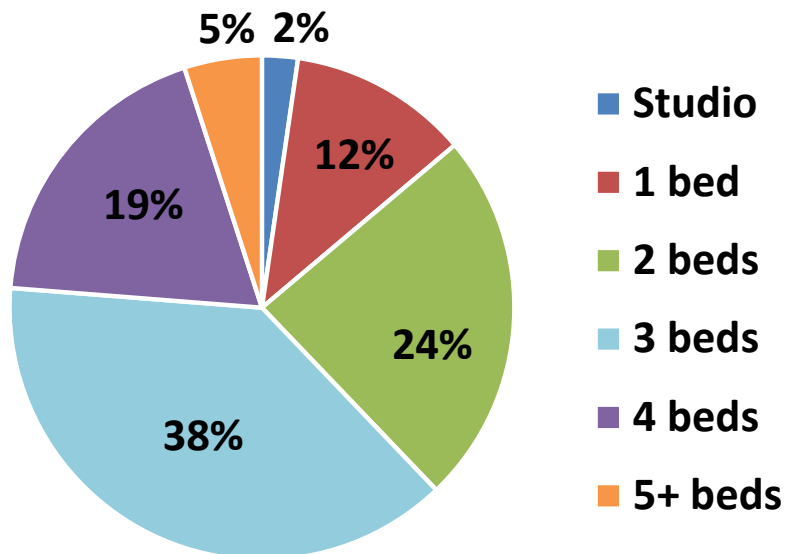


Demographic and Housing Trends

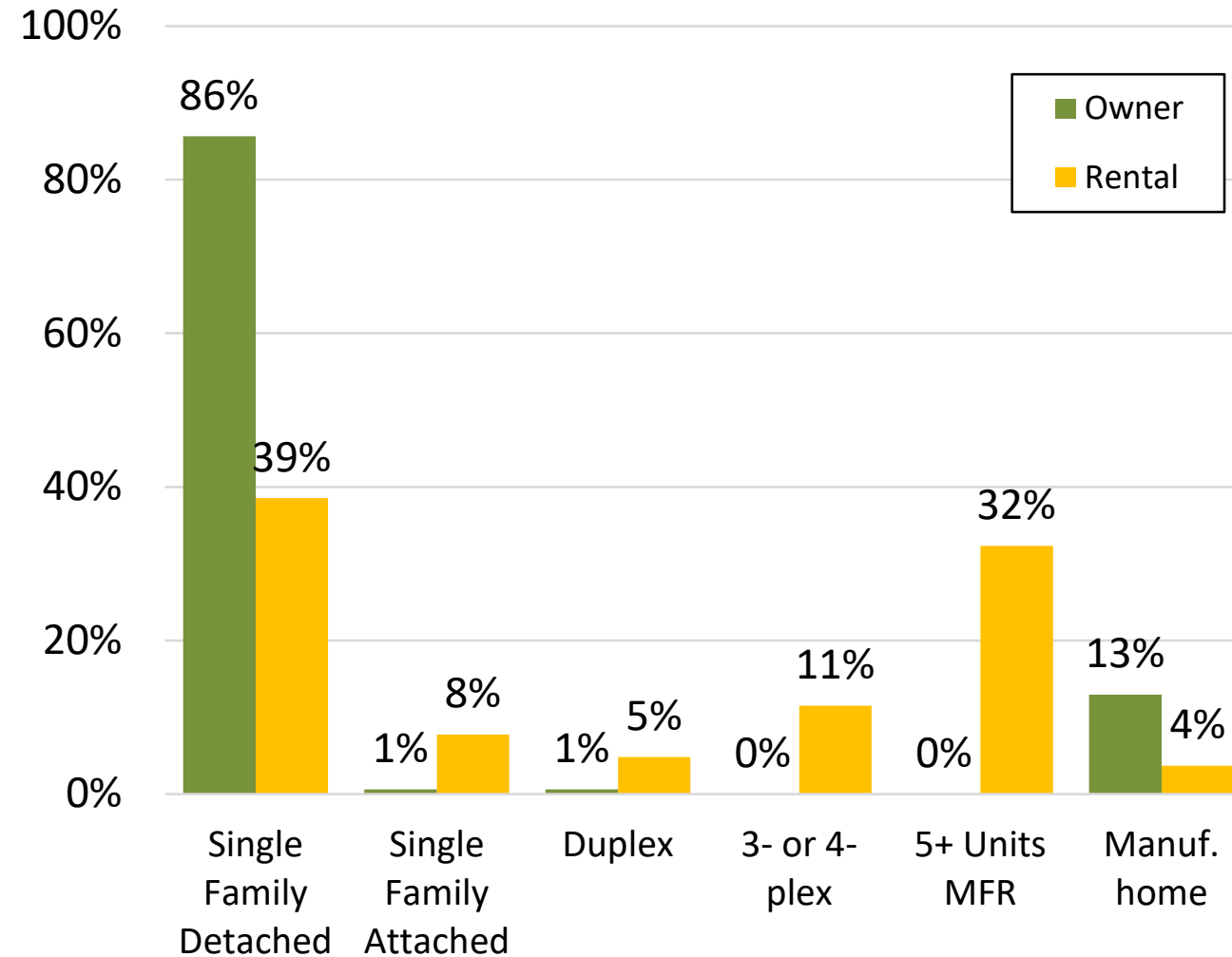
Current Housing Conditions

- 62% owners; 38% renters
- 78% owned units = 3+ bedrooms
- 64% rented units = 2 beds or fewer

Number of Bedrooms



Housing Type by Tenure



Demographic and Housing Trends

Demographic Trends

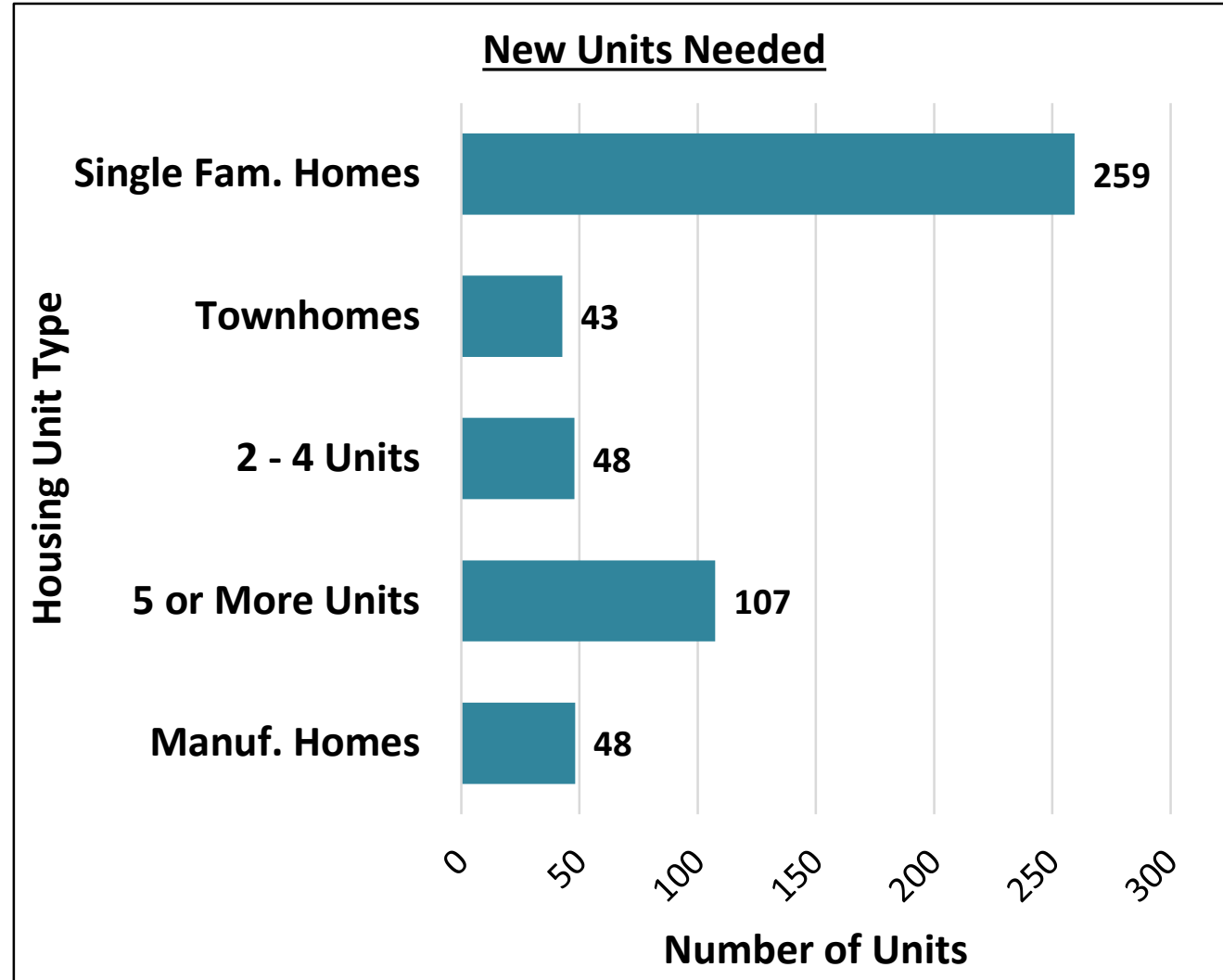
	2010	2023	Change ('10-'23)	2043	Change ('23-'43)
Population	15,800	17,550	+1,750 (11%)	18,600	+1,050 (6%)
Households	6,350	6,800	+450 (7%)	7,200	+400 (6%)
Housing Units	6,800	7,200	+400 (6%)	7,700	+500 (7%)

- Avg. growth rate (2010 – 2023): 0.8%
- Avg. future growth rate: 0.3%
- Avg. household size (2.5 people)
- 61% family households

Housing Growth Projections

Forecasted Housing Need (2043)

- New Units Needed: 505 units
- +7% growth in inventory
- 61% detached units
- Increase in MDR and apartments



Housing Growth Projections

Private market development

- Owner and rental housing at a wide range of prices
- Typically, does not address needs of households with the lowest incomes (particularly for new housing)
- Sells or rents at prices that reflect costs of construction and what market will bear

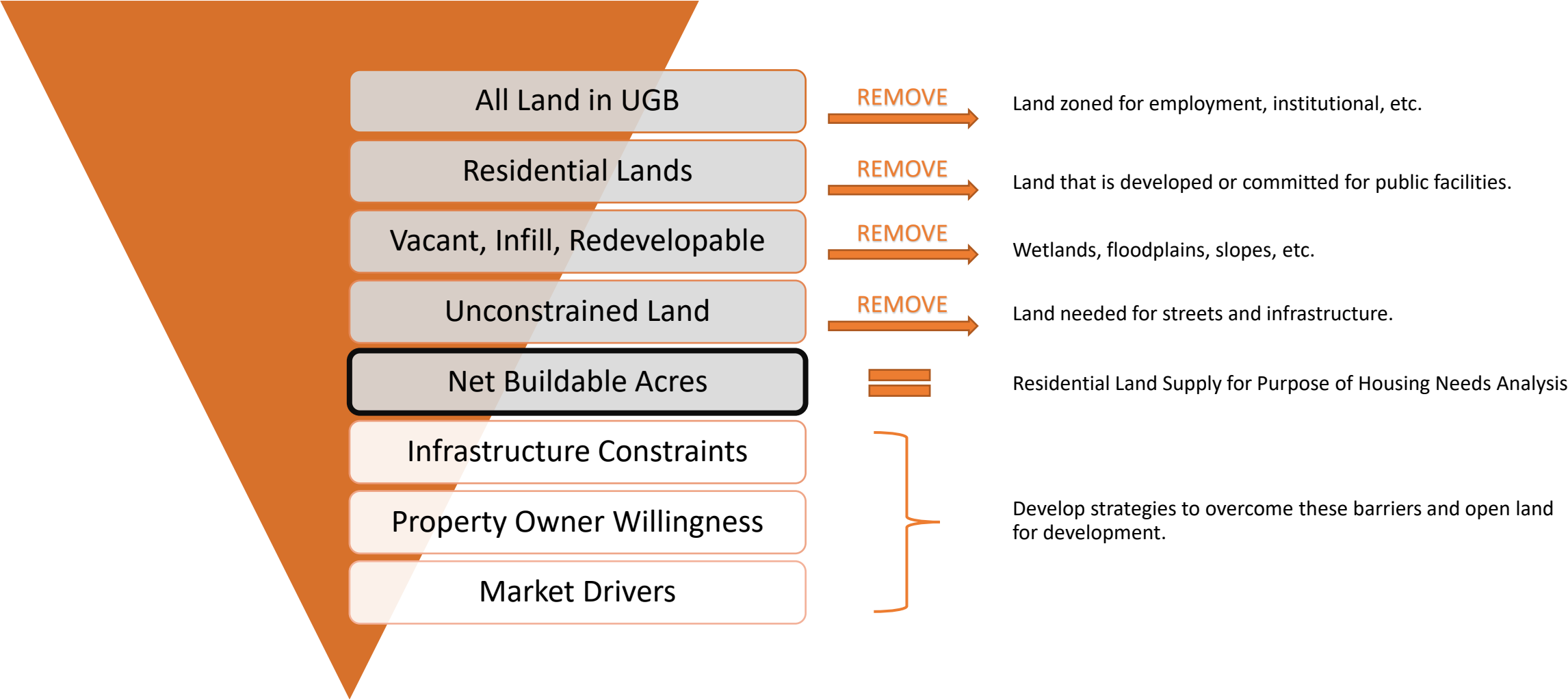


Non-profit/subsidized housing

- Typically, addresses needs of low-income, very-low and extremely low-income households, 60% AMI and lower.
- Requires a variety of public subsidies & other strategies to sell or rent at affordable price points



BLI: Land Supply Funnel



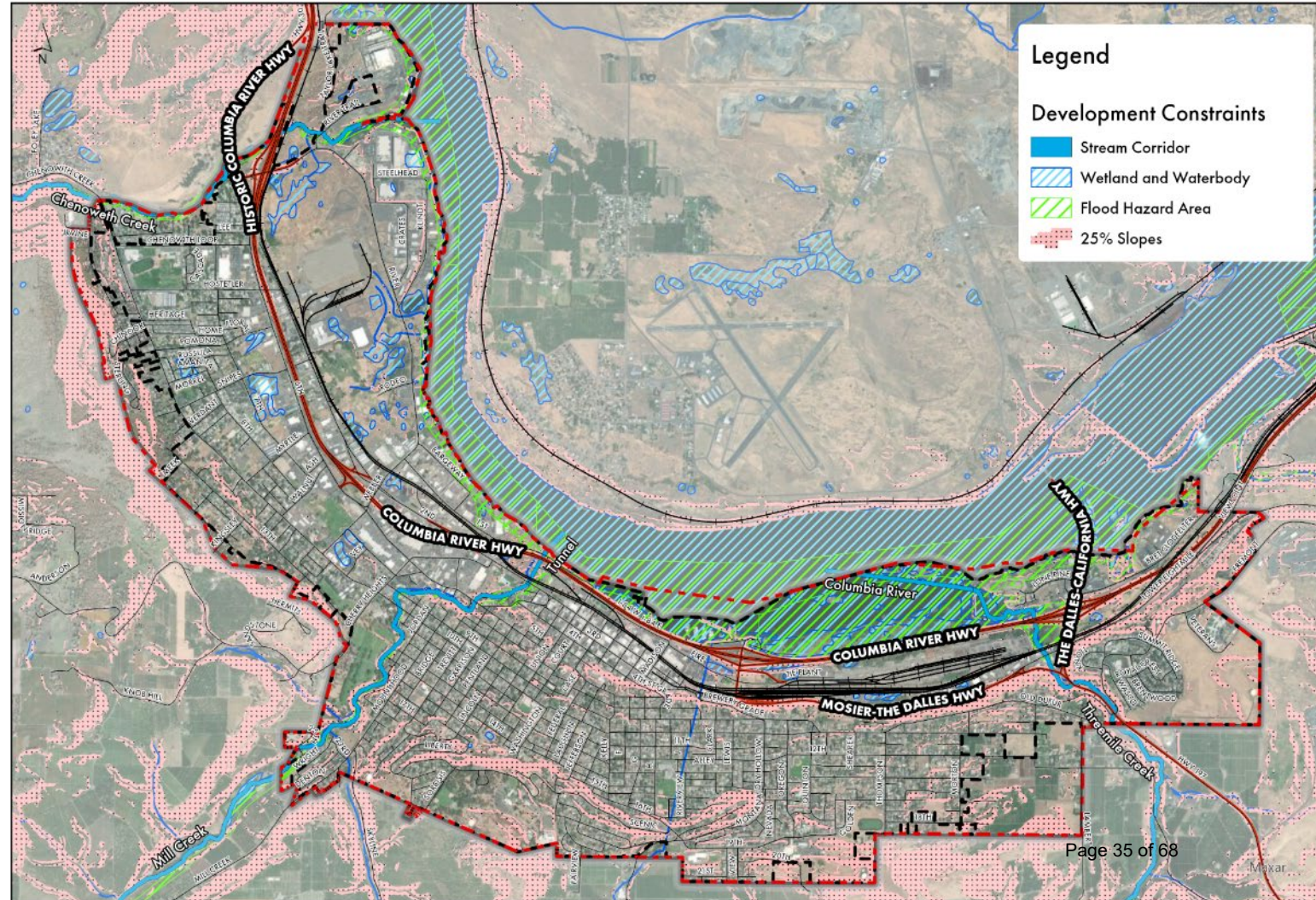
BLI Step 2: Adjust for Environmental Constraints

Remove the following areas from residential areas

- Floodways and water bodies
- Special flood hazard area
- Contiguous lands of at least one acre with slopes greater than 25 percent



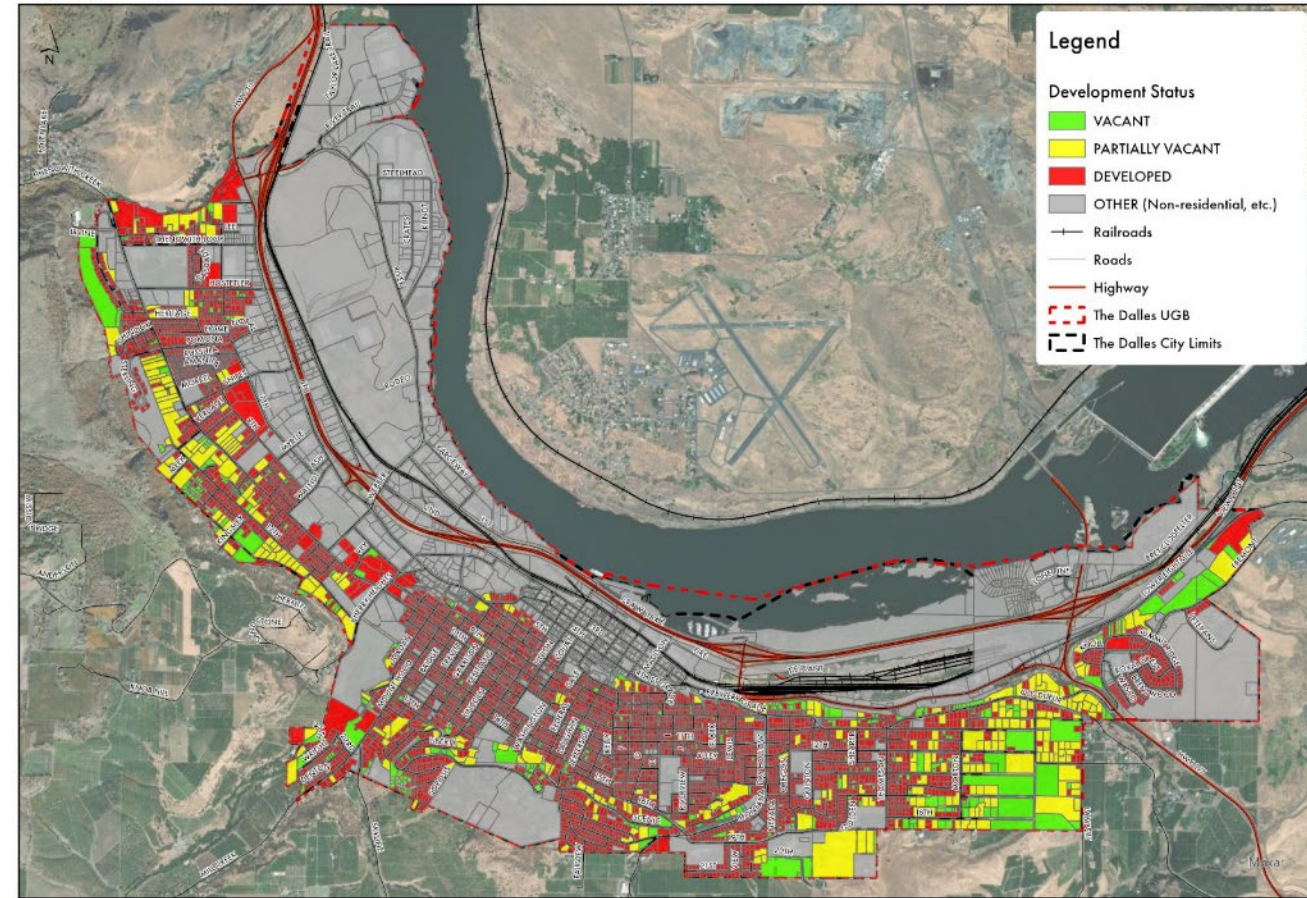
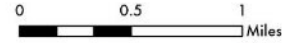
City of The Dalles Housing Needs Analysis Buildable Lands Inventory - Development Constraints



BLI Step 3: Review and Revise



City of The Dalles Housing Needs Analysis Buildable Lands Inventory - Land Type



Legend

Development Status

- VACANT
- PARTIALLY VACANT
- DEVELOPED
- OTHER (Non-residential, etc.)

- Railroads
- Roads
- Highway
- The Dalles UGB
- The Dalles City Limits

Zones and Development Status	Parcels		Total Acres		Environmentally Constrained Acres		Buildable Acres	
	Within City Limits	Outside City Limits	Within City Limits	Outside City Limits	Within City Limits	Outside City Limits	Within City Limits	Outside City Limits
RH	281	17	140.4	27.2	34.7	1.3	79.4	21.6
Vacant	185	1	51.3	3.9	16.2	0.4	34.9	3.5
Partially Vacant	96	16	89.2	23.3	18.5	0.9	44.5	18.1
RM	61	18	38.8	13.5	5.8	2.4	24.2	4.8
Vacant	35	9	11.0	1.6	2.7	0.1	7.5	1.1
Partially Vacant	26	9	27.9	12.0	3.1	2.3	16.7	3.6
RL	288	92	209.1	170.0	79.8	42.1	85.4	109.3
Vacant	179	35	75.9	86.3	29.7	23.4	41.7	62.3
Partially Vacant	109	57	133.1	83.6	50.2	18.6	43.7	47.0
(GMA)R-5*	0	2	0.0	17.3	0.0	12.3	0.0	5.0
Vacant	0	2	0.0	17.3	0.0	12.3	0.0	5.0
(GMA)R-1*	1	0	1.0	0.0	0.5	0.0	0.5	0.0
Vacant	1	0	1.0	0.0	0.5	0.0	0.5	0.0
Grand Total	631	129	389.3	228.0	120.9	58.1	189.5	140.7

Comparison of Land Need & Supply

FIGURE 5.3: COMPARISON OF FORECASTED FUTURE LAND NEED (2042) WITH AVAILABLE CAPACITY

WITHIN CITY LIMITS		SUPPLY			DEMAND		
Zone & Plan Category	Typical Housing Type	Land Inventory			Growth Rate (0.3%)		
		Developable Acres	Unit Capacity	Gross Density (units/ac)	New Unit Need (2043)	Surplus or (Deficit)	
						Units	Acres
RL - Low-Density	Single-family detached and attached; Duplex	194.7	1,095	5.6	267	828	147
RM - Med-Density	Single-family detached and attached; Duplex; Cluster; Multi-family; Mobile Homes	29.0	348	12.0	131	217	18
RH - High-Density	Single-family detached and attached; Duplex; Cluster; Multi-family	101.0	1,894	18.8	107	1,786	95
TOTALS:		324.7	3,337	10.3	505	2,832	261

Sources: MIG/APG, Johnson Economics

Factors Considered in Estimating Capacity/Densities

- Lot sizes and densities allowed by City code
- Mix of housing types needed
- Typical development practices
- Pattern of existing residential lots



Comprehensive Plan Housing Chapter Update

- Background Information and Findings
- Goals and Policies
- Implementation Strategies



Revisions to Goals and Policies

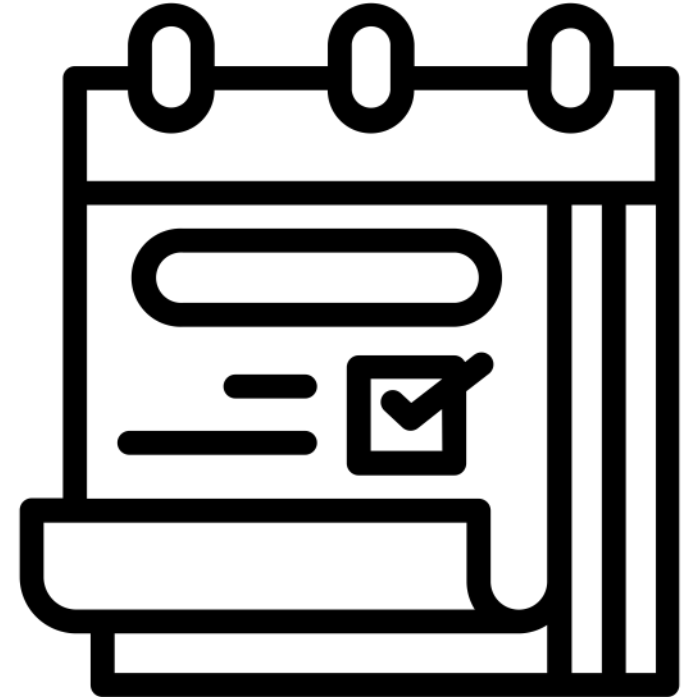
- Address HNA needs and findings
- Incorporate housing planning best practices
- Eliminate outdated information
- Eliminate duplicative policies
- Ensure policies are “courses of action”
- Eliminate policies that equate to specific standards
- Refer to adopted supporting documents
- Incorporate other community goals and objectives

Questions and Discussion



Next Steps

- Refine Findings & Recommendations
- Hold Public Hearings (PC and CC)





AGENDA STAFF REPORT

AGENDA LOCATION: Action Item # 9A

MEETING DATE: October 9, 2023

TO: Honorable Mayor and City Council

FROM: Matthew Klebes, City Manager

ISSUE: Creation of an Information Technology Department

BACKGROUND: Earlier this year, the City's long-term IT Manager retired and the position was filled with a new staffer. The new IT Manager recently completed an assessment of the City's network infrastructure, systems, and current cyber security policy. This assessment, coupled with prior efforts working with an outside consultant, identified numerous opportunities to update processes, policies, hardware, security protocols, and efficiencies while integrating new technology.

Currently, the IT Division is supervised by the City Clerk. Due to the critical nature of IT services, its role in supporting all City Departments, and to begin addressing and implementing new opportunities the City Manager is recommending that the City restructure the IT Division into an IT Department. This Department will be supervised by an IT Director who is supervised by the City Manager directly.

This re-organization will better allow the IT Department to work with other Departments and be directly included in leadership and strategic level initiatives. The existing IT Manager position will be replaced by the IT Director position.

This effort would also involve the creation of a new System Administrator position within the newly created IT Department. This position is needed in order to provide an adequate amount of staffing to continue to provide IT services to the City. The Human Resources Department gathered data on comparable wages relevant to each position and developed the attached Amended Wage table that the City Manager is requesting the City Council approve.

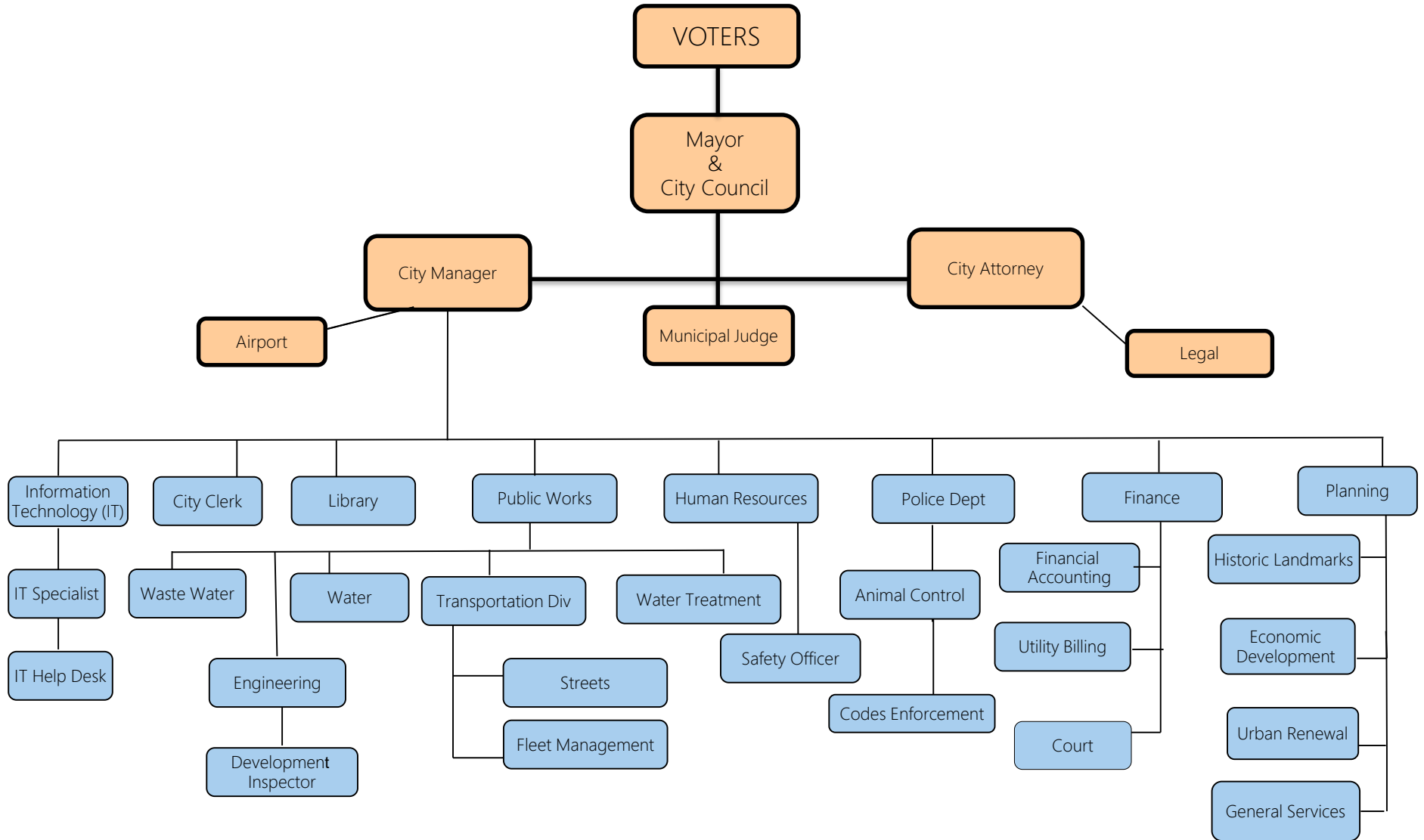
BUDGET IMPLICATIONS: There are insufficient funds in the City's budget to

support this organizational and staffing change. Due to this, included in the October 9 2023 City Council Agenda packet is a resolution allocating an additional \$105,515.00 needed to support these staffing changes. This amount is based on the amended wage table included in your packet.

COUNCIL ALTERNATIVES:

1. **Staff recommendation:** *Move to adopt the October 9, 2023 Wage Table, adding an IT Department Director and Systems Administrator.*
2. Move to adopt an amended October 9, 2023 wage table
3. Decline to adopt the October 9, 2023 wage table entirely and provide direction to staff.

City of The Dalles – Organizational Flow Chart



Exempt / Non-Union & Management Salary Table

Line Code	Job Classification	7% Compensation Adjustment															
		BASE		STEP 1		STEP 2		STEP 3		STEP 4		STEP 5		STEP 6		STEP 7	
		Month	Annual	Month	Annual	Month	Annual	Month	Annual	Month	Annual	Month	Annual	Month	Annual	Month	Annual
DH1	Public Works Director Police Chief	9,690.25	116,262.96	9,980.95	119,771.45	10,280.38	123,364.59	10,588.79	127,065.53	10,906.46	130,877.50	11,233.65	134,803.82	11,570.66	138,847.94	11,917.78	143,013.38
DH2	Finance Director	9,400.87	112,810.45	9,682.90	116,194.76	9,973.38	119,680.60	10,272.59	123,271.02	10,580.76	126,969.15	10,898.19	130,778.23	11,225.13	134,701.57	11,561.89	138,742.62
DH3	IT Director	9,157.72	109,892.62	9,432.45	113,189.40	9,715.42	116,585.08	10,006.89	120,082.63	10,307.09	123,685.11	10,616.31	127,395.67	10,934.79	131,217.54	11,262.84	135,154.06
DH4	Community Development Director	8,890.99	106,691.86	9,157.72	109,892.62	9,432.45	113,189.40	9,715.42	116,585.08	10,006.89	120,082.63	10,307.09	123,685.11	10,616.31	127,395.67	10,934.79	131,217.54
DH5	Human Resources Director	8,632.03	103,584.33	8,890.99	106,691.86	9,157.72	109,892.62	9,432.45	113,189.40	9,715.42	116,585.08	10,006.89	120,082.63	10,307.09	123,685.11	10,616.31	127,395.67
DH6		8,479.37	101,752.42	8,733.75	104,804.99	8,995.76	107,949.14	9,265.63	111,187.61	9,543.60	114,523.24	9,829.91	117,958.94	10,124.81	121,497.71	10,428.55	125,142.64
DH7		8,232.40	98,788.76	8,479.37	101,752.42	8,733.75	104,804.99	8,995.76	107,949.14	9,265.63	111,187.61	9,543.60	114,523.24	9,829.91	117,958.94	10,124.81	121,497.71
DH8	Library Director City Clerk/PIO	7,992.62	95,911.41	8,232.40	98,788.76	8,479.37	101,752.42	8,733.75	104,804.99	8,995.76	107,949.14	9,265.63	111,187.61	9,543.60	114,523.24	9,829.91	117,958.94
DH9	Deputy Public Works Director Police Captain Systems Administrator	7,759.82	93,117.85	7,992.62	95,911.39	8,232.39	98,788.73	8,479.37	101,752.39	8,733.75	104,804.96	8,995.76	107,949.11	9,265.63	111,187.59	9,543.60	114,523.21
MG1	City Engineer Water Quality Manager	7,533.81	90,405.71	7,759.82	93,117.88	7,992.62	95,911.41	8,232.40	98,788.76	8,479.37	101,752.42	8,733.75	104,804.99	8,995.76	107,949.14	9,265.63	111,187.62
MG2	Water Distribution Manager Wastewater Collection Manager Transportation Manager Regulatory/Admin Manager Project Engineer	7,314.38	87,772.51	7,533.81	90,405.69	7,759.82	93,117.86	7,992.62	95,911.40	8,232.39	98,788.74	8,479.37	101,752.40	8,733.75	104,804.97	8,995.76	107,949.12
MG3	Police Sergeant	7,102.93	85,235.15	7,316.02	87,792.21	7,535.50	90,425.98	7,761.56	93,138.75	7,994.41	95,932.92	8,234.24	98,810.90	8,481.27	101,775.23	8,735.71	104,828.49
MG4		6,894.50	82,734.03	7,101.34	85,216.05	7,314.38	87,772.53	7,533.81	90,405.71	7,759.82	93,117.88	7,992.62	95,911.42	8,232.40	98,788.76	8,479.37	101,752.42
MG5	Economic Development Officer	6,693.69	80,324.30	6,894.50	82,734.03	7,101.34	85,216.05	7,314.38	87,772.53	7,533.81	90,405.71	7,759.82	93,117.88	7,992.62	95,911.41	8,232.40	98,788.76
MG6	Senior Planner	6,498.73	77,984.74	6,693.69	80,324.29	6,894.50	82,734.01	7,101.34	85,216.03	7,314.38	87,772.52	7,533.81	90,405.69	7,759.82	93,117.86	7,992.62	95,911.40
MG7		6,309.45	75,713.36	6,498.73	77,984.76	6,693.69	80,324.30	6,894.50	82,734.03	7,101.34	85,216.06	7,314.38	87,772.54	7,533.81	90,405.71	7,759.82	93,117.88
MG8	Facilities Supervisor	6,125.67	73,508.10	6,309.45	75,713.34	6,498.73	77,984.74	6,693.69	80,324.29	6,894.50	82,734.01	7,101.34	85,216.03	7,314.38	87,772.52	7,533.81	90,405.69
MG9	Safety Officer	5,947.26	71,367.10	6,125.68	73,508.11	6,309.45	75,713.35	6,498.73	77,984.75	6,693.69	80,324.30	6,894.50	82,734.03	7,101.34	85,216.05	7,314.38	87,772.53
OP1		5,774.04	69,288.47	5,947.26	71,367.12	6,125.68	73,508.13	6,309.45	75,713.38	6,498.73	77,984.78	6,693.69	80,324.32	6,894.50	82,734.05	7,101.34	85,216.07
OP2	Engineer-In-Training	5,605.86	67,270.33	5,774.04	69,288.44	5,947.26	71,367.10	6,125.68	73,508.11	6,309.45	75,713.35	6,498.73	77,984.75	6,693.69	80,324.30	6,894.50	82,734.03
OP3	Accountant Associate Planner Dvlpmnt Inspctr/Project Mgr Finance Specialist Paralegal IT Specialist	5,442.58	65,311.02	5,605.86	67,270.35	5,774.04	69,288.46	5,947.26	71,367.11	6,125.68	73,508.12	6,309.45	75,713.37	6,498.73	77,984.77	6,693.69	80,324.31
OP4	Community Development Analyst	5,284.14	63,409.72	5,442.67	65,312.01	5,605.95	67,271.37	5,774.13	69,289.51	5,947.35	71,368.20	6,125.77	73,509.24	6,309.54	75,714.52	6,498.83	77,985.95
OP5		5,130.16	61,561.86	5,284.06	63,408.72	5,442.58	65,310.98	5,605.86	67,270.31	5,774.04	69,288.42	5,947.26	71,367.07	6,125.67	73,508.09	6,309.44	75,713.33
OP6		4,980.74	59,768.82	5,130.16	61,561.89	5,284.06	63,408.74	5,442.58	65,311.01	5,605.86	67,270.34	5,774.04	69,288.45	5,947.26	71,367.10	6,125.68	73,508.11
OP7		4,835.66	58,027.98	4,980.73	59,768.82	5,130.16	61,561.88	5,284.06	63,408.74	5,442.58	65,311.00	5,605.86	67,270.33	5,774.04	69,288.44	5,947.26	71,367.10
OP8	Finance Specialist - Personnel Executive Assistant Animal Control Officer	4,694.82	56,337.83	4,835.66	58,027.97	4,980.73	59,768.81	5,130.16	61,561.87	5,284.06	63,408.73	5,442.58	65,310.99	5,605.86	67,270.32	5,774.04	69,288.43
OP9	Assistant Planner Codes Enforcement	4,558.08	54,696.92	4,694.82	56,337.83	4,835.66	58,027.96	4,980.73	59,768.80	5,130.16	61,561.86	5,284.06	63,408.72	5,442.58	65,310.98	5,605.86	67,270.31
SP1	Planning Technician Payroll Technician Account Technician Police Evidence Officer	4,425.32	53,103.84	4,558.08	54,696.95	4,694.82	56,337.86	4,835.67	58,028.00	4,980.74	59,768.84	5,130.16	61,561.90	5,284.06	63,408.76	5,442.59	65,311.02
SP2	Administrative Secretary	4,294.77	51,537.27	4,423.62	53,083.39	4,556.32	54,675.89	4,693.01	56,316.16	4,833.80	58,005.65	4,978.82	59,745.82	5,128.18	61,538.19	5,282.03	63,384.34
SP3		4,171.29	50,055.44	4,296.43	51,557.11	4,425.32	53,103.82	4,558.08	54,696.94	4,694.82	56,337.84	4,835.66	58,027.98	4,980.73	59,768.82	5,130.16	61,561.88
SP4		4,049.79	48,597.51	4,171.29	50,055.44	4,296.42	51,557.10	4,425.32	53,103.81	4,558.08	54,696.93	4,694.82	56,337.83	4,835.66	58,027.97	4,980.73	59,768.81
SP5		3,968.61	47,623.35	4,087.67	49,052.05	4,210.30	50,523.61	4,336.61	52,039.32	4,466.71	53,600.50	4,600.71	55,208.51	4,738.73	56,864.77	4,880.89	58,570.71
SP6		3,817.32	45,807.83	3,931.84	47,182.07	4,049.79	48,597.53	4,171.29	50,055.45	4,296.43	51,557.12	4,425.32	53,103.83	4,558.08	54,696.95	4,694.82	56,337.85
SP7		3,706.13	44,473.61	3,817.32	45,807.82	3,931.84	47,182.06	4,049.79	48,597.52	4,171.29	50,055.44	4,296.43	51,557.11	4,425.32	53,103.82	4,558.08	54,696.93

Hourly Employees

	Base	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Watershed Patrol	47.25							
Public Works Seasonal Worker	17.00	21.00						
Library Page	14.20	14.63	15.06	15.52	15.98	16.46	16.96	17.46

Limited to 1040 Hours Annually. Approved by Council, May 8, 2023
 Minimum Wage increases through 2023, based on CPI thereafter
 CPI for wage adjustment will be Western CPI-U through December. This data is available Jan. 15th each year

Contract Employees

	Month	Annual
City Manager	13,557.50	162,690.00
City Attorney	12,833.33	154,000.00
Municipal Judge	1,655.29	19,863.49

FLSA Exempt



AGENDA STAFF REPORT

AGENDA LOCATION: Action Item #9B

MEETING DATE: October 9, 2023

TO: Honorable Mayor and City Council

FROM: Angie Wilson, Finance Director

ISSUE: Resolution No. 23-034 Authorizing Transfers of Budgeted Amounts Between Various Departments of The General Fund of the City of The Dalles Adopted Budget, Making Appropriations and Authorizing Expenditures for Fiscal Year Ending June 30, 2024.

RELATED COUNCIL GOAL: Balanced Budget

BACKGROUND: Oregon Budget Law recognizes that after the beginning of the fiscal year, changes in appropriations in the budget sometimes become necessary and so allows for those changes via supplemental budgets and budget amendments. Supplemental budgets add funds to existing budgets, while budget amendments move already budgeted funds between categories of the same fund without adding to the fund's total budget.

The proposed resolution contains the following items:

Resolution No. 23-034 transfers \$129,425 from the Contingency line item of the General Fund to cover the following item:

Nuisance abatement is a growing area within policing and code enforcement. The City of The Dalles annually budgets in the Codes Department for these expenditures. Nuisance abatements are already up for this fiscal year for a couple reasons. There is an increase in complaints and it is becoming increasingly more difficult to gain voluntary compliance. There is also an increase for outside services for camp clean up on City property. The City is asking to increase the codes budget by \$15,000, from the General Fund Contingency for possible additional abatements and camp clean ups throughout the year.

\$8,910 is needed from the General Fund Contingency to compensate the Animal Control Department due to increasing needs for service associated with our contract with Central Oregon Animal Friends dba Home at Last and other animal control related services.

\$105,515 is needed from the General Fund Contingency to compensate the IT Department. In the action item 12A that the City Manager presented, this budget amendment is to allocate sufficient resources to support the restructure of the IT Department. This involves the replacement of the IT Manager position with an IT Director and one (1) additional staff position (System Administrator) within the IT Department.

BUDGET IMPLICATIONS: Resolution No. 23-034 transfers currently budgeted amounts, and does not have any impact on the total budget of the General Fund.

COUNCIL ALTERNATIVES:

1. Staff recommendation: *Move to adopt Resolution No. 23-034 Authorizing Transfers of Budgeted Amounts between Categories of Various Departments of the City of The Dalles Budget, Making Appropriations and Authorizing Expenditures for Fiscal Year Ending June 30, 2024.*
2. Direct staff to make changes to the proposed resolutions and bring the resolutions back to a future Council meeting for consideration.
3. Decline to take action.

RESOLUTION NO. 23-034

A RESOLUTION AUTHORIZING TRANSFERS OF BUDGETED AMOUNTS BETWEEN CATEGORIES OF THE GENERAL FUND OF THE CITY OF THE DALLES ADOPTED BUDGET, MAKING APPROPRIATIONS AND AUTHORIZING EXPENDITURES FOR THE FISCAL YEAR ENDING JUNE 30, 2024.

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

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

WHEREAS, \$15,000 is needed from the General Fund Contingency for possible additional abatements and camp clean ups throughout the coming year. Nuisance abatement is a growing area within policing and code enforcement. The City of The Dalles annually budgets in the Codes Department for these expenditures. Nuisance abatements are already up for this fiscal year due to an increase in complaints and it is becoming increasingly more difficult to gain voluntary compliance. There is also an increase for outside services for camp clean up on City property. The City is asking to increase the codes budget by

WHEREAS, \$8,910 is needed from the General Fund Contingency to compensate the Animal Control Department due to increasing needs for service associated with our contract with Central Oregon Animal Friends dba Home at Last and other animal control related services.

WHEREAS, \$105,515 is needed from the General Fund Contingency to compensate the IT Department. The City Council approved Action Item 12A on the October 9, 2023 City Council Agenda and as such this budget amendment is needed to allocate sufficient resources to support the restructure of the IT Department. This involves the replacement of the IT Manager position with an IT Director and one (1) additional staff position (System Administrator) within the IT Department.

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

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

<u>FUND OR DEPT.</u>	RESOURCES		
	<u>BUDGETED</u>	<u>NEEDED</u>	<u>REALLOCATED</u>
<u>GENERAL FUND (001)</u>			
from General Fund Contingency	\$ 1,062,247	\$ 932,822	- \$129,425
to Police/Codes Department	\$ 5,415,092	\$ 5,430,092	+ \$15,000
to Animal Control Department	\$ 169,501	\$ 178,411	+ \$8,910
to IT Department	\$ 401,141	\$ 514,264	+ \$105,515

Section 2. Effective Date. This Resolution shall become effective upon adoption by the City Council and shall remain in effect until receipt and acceptance of the FY23/24 audit report.

PASSED AND ADOPTED THIS 9th DAY OF OCTOBER, 2023.

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

AND APPROVED BY THE MAYOR THIS 9th DAY OF OCTOBER, 2023.

SIGNED:

ATTEST:

Richard A. Mays, Mayor

Amie Ell, City Clerk



AGENDA STAFF REPORT

AGENDA LOCATION: Action Item # 9C

MEETING DATE: October 9, 2023

TO: Honorable Mayor and City Council

FROM: Dan Spatz, Economic Development Officer

ISSUE: Revisions to City of The Dalles Vertical Housing Zone Policy

BACKGROUND: The Vertical Housing Development Zone (VHDZ) program was adopted into state law in 2001 by Senate Bill 763 and sought to “encourage the construction or rehabilitation of properties in targeted areas of communities in order to augment the availability of appropriate housing and to revitalize such communities.” This allowed cities and counties to sponsor a VHDZ. The City did so, receiving State Certification on February 3, 2014. The Oregon Legislature assigned VHTZ certification, review and management responsibilities to local jurisdictions on June 14, 2017, through SB 310. On Nov. 17, 2017, The Dalles City Council adopted Resolution No. 17-021, bringing the City’s VHDZ policies and procedures into compliance with SB 310.

The Vertical Housing Tax Zone allows an exemption in accordance with the number of residential floors on a mixed-use project (a multiple of 20 percent per floor above the commercial level). The maximum property tax exemption is 80 percent; the exemption for each certified project expires after 10 years.

Resolution 17-021, attached to this report, details policy and procedural guidelines for the City of The Dalles Vertical Housing Tax Zone as adopted by Council in 2017. This was amended by Council on July 23, 2023, through Resolution 23-025, which designated the Economic Development Officer as local Vertical Housing Zone Manager. Staff now requests Council’s consideration of Resolution 23-036. This resolution would amend VHTZ policy to:

1. Clarify that the Zone Manager shall use gross square feet (rather than net square feet) in calculating the size of a building. This corresponds with standard basis of measurement used by Wasco County Assessor’s Office and does not require interior access to a building.

2. Require that new VHTC applicants be current on Wasco County property tax payments.

These amendments will reduce overall administrative review required to process and manage zone applications, since building size can be more easily determined from exterior measurements. It will align city procedure with county assessments, which already use exterior measurements. Minimal staff time will be required to determine currency of property tax receipts. Vertical Housing Zone applicants are still eligible for the same 10-year property tax exemption as was the case prior to Senate Bill 310.

BUDGET IMPLICATIONS: This change will not affect the tax abatement amount, since county assessments are already based upon exterior building measurements.

COUNCIL ALTERNATIVES:

1. **Staff recommendation:** *Move to adopt Resolution No. 23-036 adopting policies and procedures for the Vertical Housing Zone.*
2. Direct staff to make adjustments to the proposed revisions and bring back to City Council.
3. Decline to adopt revisions at this time.

Attachments:

Resolution 17-021
Resolution 23-025
Draft resolution 23-036

RESOLUTION 17-021
A RESOLUTION ADOPTING POLICIES AND PROCEDURES FOR THE
VERTICAL HOUSING ZONE AND DESIGNATING THE
VERTICAL HOUSING ZONE MANAGER
FOR THE CITY OF THE DALLES

WHEREAS, Senate Bill 310 transfers authorization to sponsor as well as approve and manage Vertical Housing Zone applications to the local sponsoring entity; and

WHEREAS, The City of The Dalles sponsored a Vertical Housing Zone in 2014 to assistance development of upstairs residential units in the downtown area

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

Section 1. The City of The Dalles adopts policies and procedures to manage the Vertical Housing Zone that require a resolution designating a Vertical Housing Zone Manager.

Section 2. The City of The Dalles appoints Matthew Klebes, Assistant to the City Manager, as the local Vertical Housing Zone Manager

Section 3. Effective Date. This resolution shall be considered effective as of the 11th day of September, 2017.

PASSED AND ADOPTED THIS 11th day of September, 2017.

Voting Yes, Councilors:

Miller, Brown, McGlothlin, Long-Curtiss, Elliott

Voting No, Councilors:

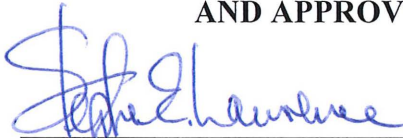
Absent, Councilors:

— _____

Abstaining, Councilors:

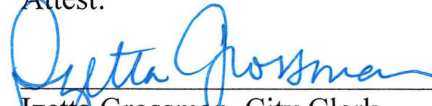
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AND APPROVED BY THE MAYOR THIS 11th day of September, 2017.



Steve Lawrence, Mayor

Attest:



Izetta Grossman, City Clerk

City of The Dalles
Vertical Housing Zone
Policy and Procedures

The Vertical Housing Development Zone was adopted into state law in 2001 by Senate Bill 763 and sought to, “encourage the construction or rehabilitation of properties in targeted areas of communities in order to augment the availability of appropriate housing and to revitalize such communities.” This bill allows Cities and Counties to sponsor a Vertical Housing Zone, which the City of The Dalles did and received State Certification on February 3, 2014.

Senate Bill 310, signed by Governor Kate Brown on June 14, 2017, makes several substantial changes to the original State managed Vertical Housing Zones. Currently, parties interested in taking advantage of the program would submit an application to the Oregon Housing and Community Services Department to be reviewed and managed. Under the new bill, the sponsoring entity, City or County, will review and manage all zone applications.

In order to facilitate a smooth transition and effective ongoing management of The City of The Dalles Vertical Housing Zone the below policy and procedure descriptions are set forth:

Process

- The City of The Dalles will have one (1) staff person identified as the Vertical Housing Zone Manager (Zone Manager) by City Council Resolution.
- Interested parties will fill out a City of The Dalles Vertical Housing Zone Application Form along with all required information and submit it to the Zone Manager. Applications can be submitted either electronically or in hard copy form.
- The Zone Manager will conduct a preliminary review of the application and inform the applicant if any additional information is needed. The Zone Manager will use the project application review checklist to assist in this determination.
- Once all information is obtained, the Zone Manager will review the eligibility criteria for the zone and determine if they are met.
- The Zone Manager independently completes the Building Square Footage calculator using the architectural plans that provide the square footage of the building. If the architect’s square footages are inadequate to complete the calculator, the developer will be requested to provide the missing information. The Zone Manager’s findings will be compared to the applicant’s square footage calculations and will work with the applicant and their architect to resolve any discrepancies. This is the form that the Zone Manager will rely upon to issue the final “Certification” and legal agreement for the partial property tax exemption.
- If the criteria are met, the Zone Manager will prepare a preliminary Zone Certification Letter from the City. This letter confirms that the project as described is eligible.

- The Zone Manager will issue the final certification after the project is completed, the building square footage calculator is given a final review, and the applicant provides a copy of the certificate of occupancy.

NOTE: The developer is responsible for taking the Certification to the County Assessor who translates the partial property tax exemption percentage into the dollar amount of exemption. The biggest misunderstanding of the program is that it is a tax credit that brings equity into the project. This Program does not bring funds/equity into the project, but provides a partial property tax exemption for a maximum of 10 years.

RESOLUTION 23-025

A RESOLUTION DESIGNATING THE VERTICAL HOUSING ZONE MANAGER FOR THE CITY OF THE DALLES

WHEREAS, Senate Bill 310 transfers authorization to sponsor as well as approve and manage Vertical Housing Zone applications to the local sponsoring entity;

WHEREAS, the City of The Dalles sponsored a Vertical Housing Zone in 2014 to assistance development of upstairs residential units in the downtown area;

WHEREAS, the City of The Dalles appointed Matthew Klebes, Assistant to the City Manager, as the local Vertical Housing Zone Manager in 2017.

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

Section 2. The City of The Dalles designates the Economic Development Officer as the local Vertical Housing Zone Manager

Section 3. Effective Date. This resolution shall be considered effective as of the 24th day of July, 2023.

PASSED AND ADOPTED THIS 24th DAY OF JULY, 2023.

Voting Yes, Councilors:

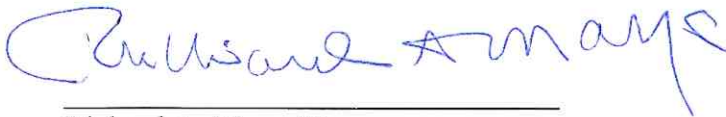
McGlothlin, Randall, Runyon, Long, Richardson

Voting No, Councilors:

Absent, Councilors:

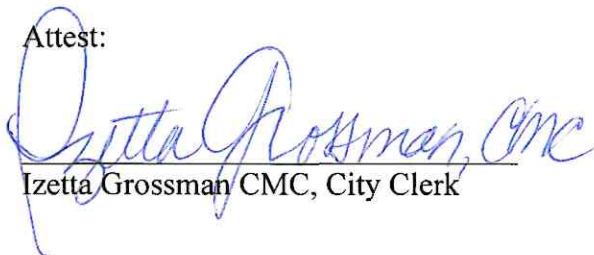
Abstaining, Councilors:

AND APPROVED BY THE MAYOR THIS 24th DAY OF JULY, 2023.



Richard A. Mays, Mayor

Attest:


Izetta Grossman CMC, City Clerk

RESOLUTION NO. 23-036

**A RESOLUTION AMENDING THE CITY OF THE DALLES
VERTICAL HOUSING DEVELOPMENT ZONE’S
POLICY AND PROCEDURES**

WHEREAS, on February 3, 2014, the State certified the City’s Vertical Housing Development Zone (**VHDZ**) consistent with Senate Bill 763 (2001) to foster development of upper floor residential units in its downtown area;

WHEREAS, on September 11, 2017, the City adopted Resolution No. 17-021 to adopt a policy and procedures (**Policy**) to manage its VHDZ which indicates the Vertical Housing Manager is responsible for calculating the physical area of vertical housing projects;

WHEREAS, to implement the VHDZ, the Vertical Housing Manager requires clarification regarding how the Policy calculates that area; and

WHEREAS, the City now intends to amend the Policy for legal sufficiency as provided herein.

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

Section 1 All Policy references to area calculations (including, without limitation, “Building Square Footage”) shall be based on gross area.

Section 2 To be eligible for VHDZ tax credits, applicants shall be current on all Wasco County property taxes as of the calendar year they submit their application.

Section 3 This Resolution shall be effective upon adoption.

PASSED AND ADOPTED THIS 9th DAY OF OCTOBER, 2023,

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

AND APPROVED BY THE MAYOR THIS 9th DAY OF OCTOBER, 2023.

ATTEST:

Richard A. Mays, Mayor

Amie Ell, City Clerk



AGENDA STAFF REPORT

AGENDA LOCATION: Discussion Item # 10A

MEETING DATE: October 9, 2023

TO: Honorable Mayor and City Council

FROM: Matthew Klebes, City Manager

ISSUE: Federal Street Plaza Concept

BACKGROUND: The abatement of hazardous materials at the Tony's building located on the corner of 2nd and Federal Street has been completed and the demolition of the building has begun. At the next meeting of the Columbia Gateway Urban Renewal Agency on October 17th, the Board will discuss what ideas, considerations, and criteria will be included in a Request for Proposals (RFP) to select a developer and development for the site. One potential consideration in this process is the Federal Street Plaza concept.

The Federal Street Plaza would involve closing or vacating Federal Street from 2nd Street to 1st St., and creating a downtown center plaza for a variety of potential uses. Included in your packet are high level conceptual renderings which were a product of a design charrette from a few years ago. The vision would be to construct a public plaza that could have a variety of amenities and be used for special events, nearby businesses, and be a general positive compliment to the downtown and provide a space for people to gather, relax, and patronize our local businesses.

This is a discussion item to allow the City Council to provide feedback to staff on whether or not the Council supports such a concept and what concerns or ideas may be taken into consideration. Staff will convey this feedback to the URA Board to help inform their discussion on the RFP process.

If the Council is supportive of this concept, the Agency could include the plaza as a criteria or component in their RFP process. This may help in selecting a developer who would best compliment and make use of the plaza. In order to accomplish this project, the

City and Agency will need to be in agreement on how to design, develop, and ultimately maintain and care for the plaza.

BUDGET IMPLICATIONS: The cost of the plaza will depend on the design and when the project begins. It is anticipated that the Agency will lead and pay for the development of the plaza in consultation with the City. The City will ultimately own and be responsible for the plaza's care and maintenance.

COUNCIL ALTERNATIVES:

1. Discussion Item Only

LEGEND

PROPERTY LINE
SITE

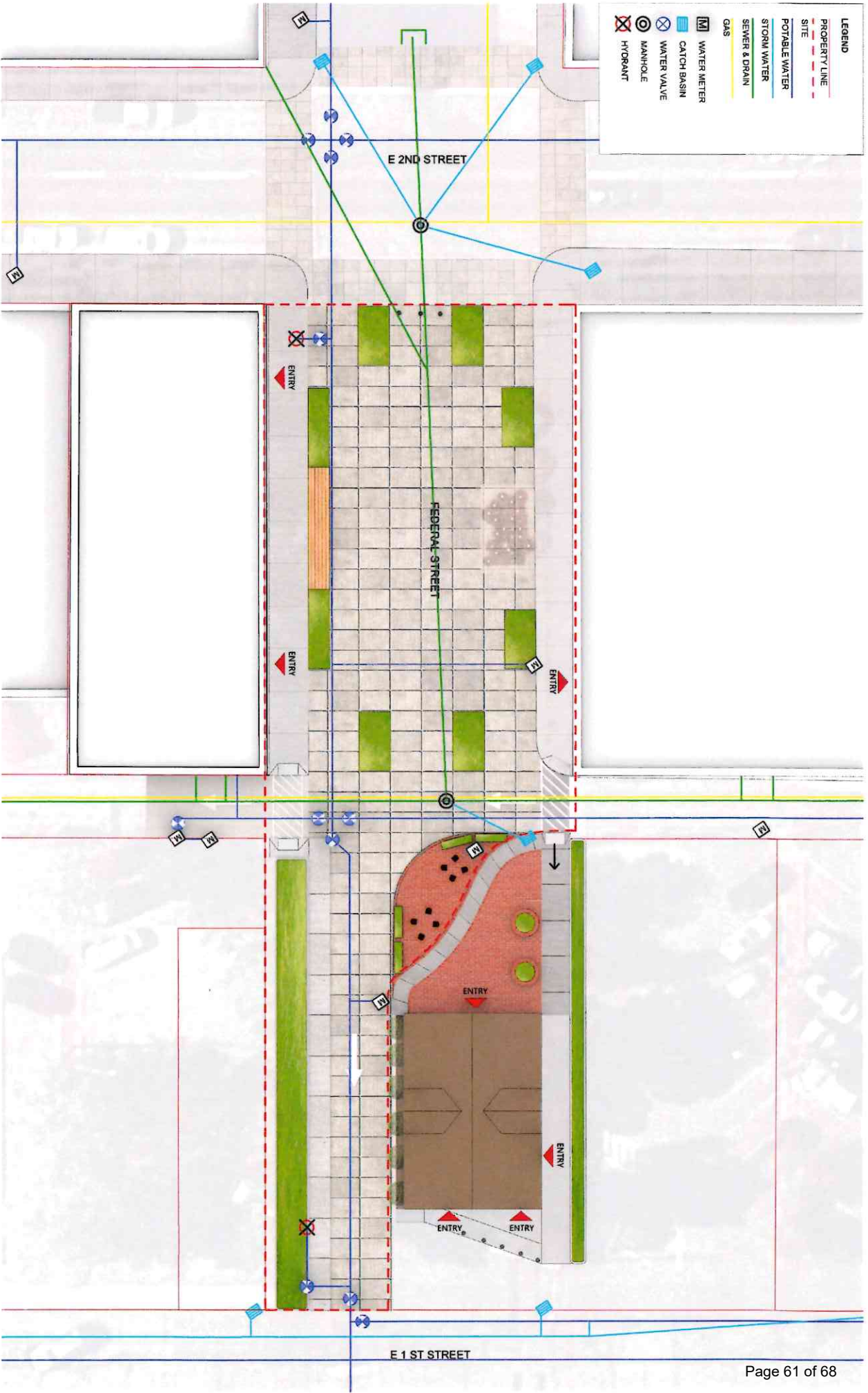
KEYNOTES

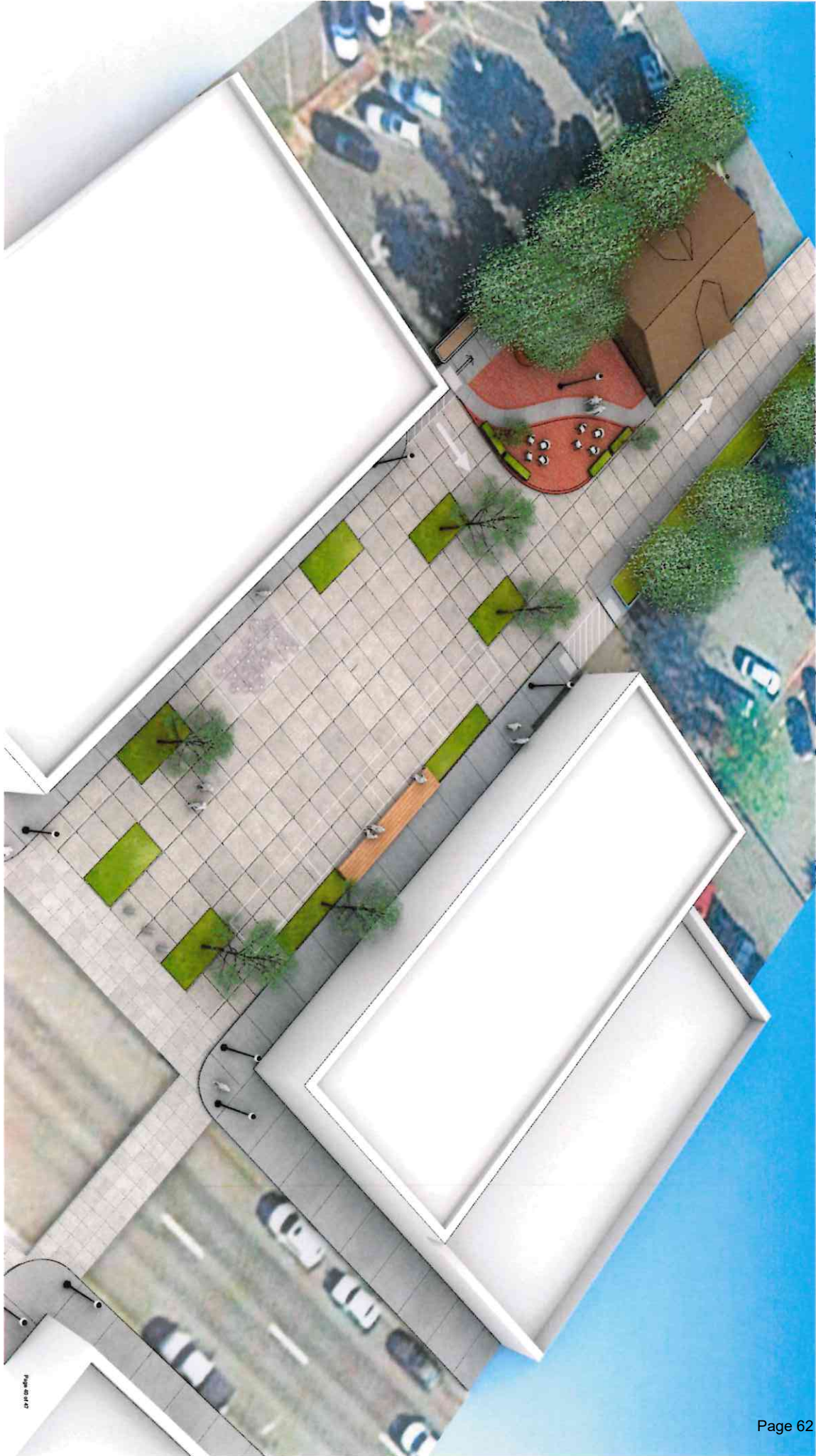
- 1 SPLASH PAD
- 2 PROPOSED PLANTER
- 3 SEATING
- 4 PROPOSED TREE
- 5 WASCO COUNTY VETERANS SERVICE OFFICE
- 6 RAMP

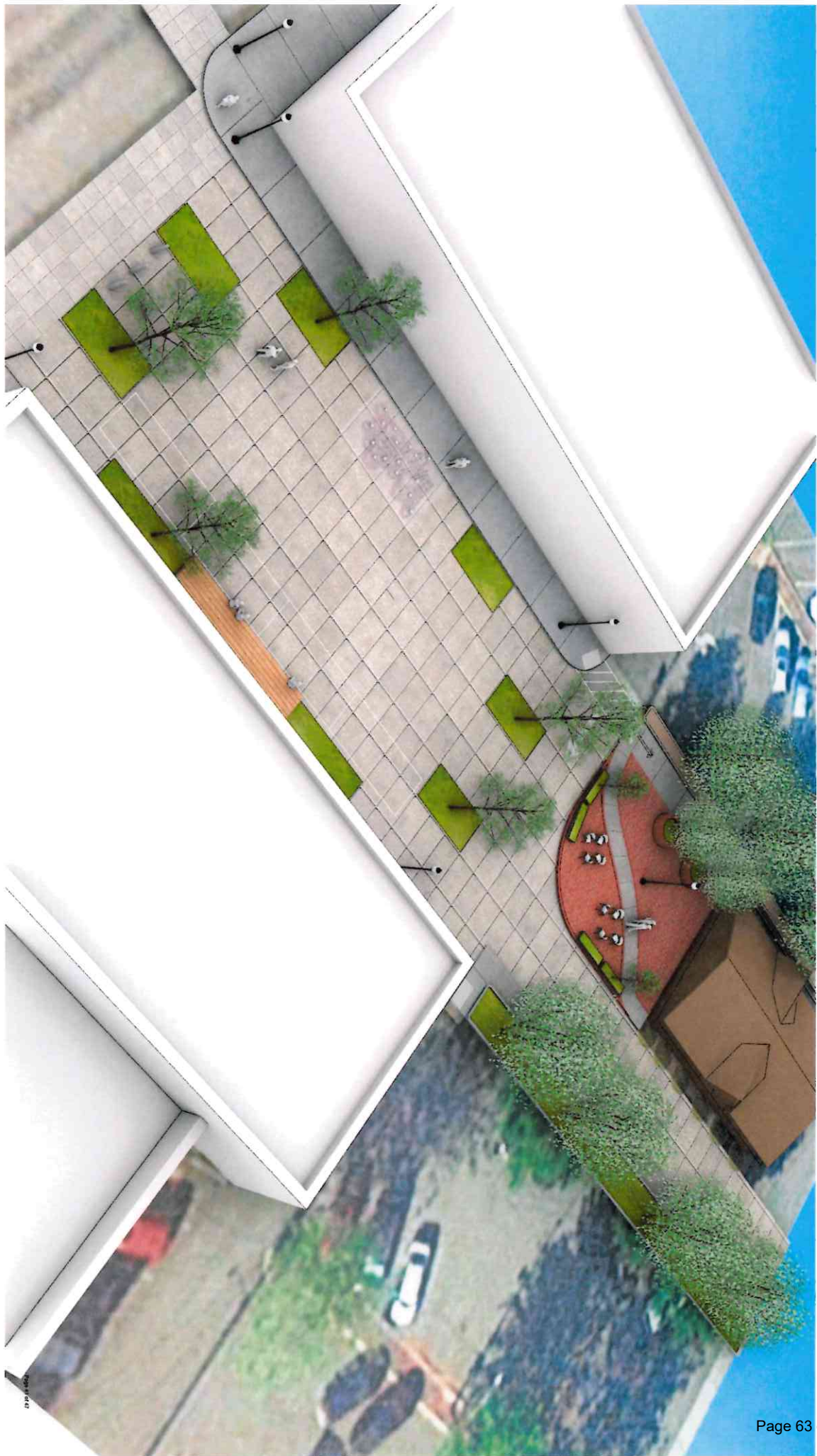
EXG = EXISTING



LEGEND	
	PROPERTY LINE
	SITE
	POTABLE WATER
	STORM WATER
	SEWER & DRAIN
	GAS
	WATER METER
	CATCH BASIN
	WATER VALVE
	MANHOLE
	HYDRANT











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