

**AGENDA****REGULAR CITY COUNCIL MEETING****June 14, 2021****5:30 p.m.****VIA ZOOM****<https://zoom.us/j/97054802747?pwd=QWRST3dYUGZtMmRBMVRVeVd5dWxXdz09>**

Meeting ID: 970 5480 2747

Passcode: 091908

Dial +1 346 248 7799 or +1 669 900 6833

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. 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.

6. CITY MANAGER REPORT
7. CITY ATTORNEY REPORT
8. CITY COUNCIL REPORTS
9. 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 May 24, 2021 Regular City Council Meeting Minutes

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

**10. PUBLIC HEARINGS****A. Public Hearing to Receive Testimony Regarding Proposed Uses of State Shared Revenues**

1. Resolution No. 21-014 Declaring the City's Election to Receive State Revenues for Fiscal Year 2021-22

**B. Public Hearing to Receive Testimony Regarding the Proposed Fiscal Year 2021-22 Budget**

1. Resolution No. 21-015 Adopting the 2021-22 Fiscal Year 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

**C. Public Hearing Code Amendments**

1. General Ordinance No. 21-1384 An Ordinance Amending Sections 10.2.030, 10.3.030.040(E), 10.3.080.020(B), 10.5.010.010, 10.5.010.060, 10.5.010.070, 10.5.010.080, 10.5.020.010, 10.5.020.020, 10.5.020.060, 10.5.020.070, 10.5.020.080, 10.5.020.090, 10.5.030.020, 10.5.030.060, 10.5.030.070, 10.5.030.090, 10.5.030.080, 10.5.040.060, 10.5.040.070, 10.5.040.090, 10.5.050.030(A), 10.6.010.030, 10.6.010.070, 10.6.030.050, 10.6.040.010, 10.6.040.020, 10.6.120.040, 10.6.130.010, 10.7.060.010, and 10.10.030 of The Dalles Municipality Code, Title 10 – Land Use and Development, Section 11.12.050(A) of The Dalles Municipal Code, Title 11 – Planning, and Goal #10 Housing Goals, Policies, and Implementing Measures of The Dalles Comprehensive Plan

**11. CONTRACT REVIEW BOARD ACTIONS****A. Authorization to Award Contract for West 15th St Reconstruction Project****12. ACTION ITEMS****A. Intergovernmental Agreement with Oregon Department of Transportation for Right-of-Way Services for First Street/Riverfront Connection project****B. Workers Compensation Renewal Approval**

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**CITY OF THE DALLES**

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

C. Selection of a Firm for City Manager Recruitment

13. ADJOURNMENT

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This meeting conducted VIA Zoom

Prepared by/  
Izetta Grossman, CMC City Clerk





## AGENDA STAFF REPORT

**AGENDA LOCATION:** Item #9A

**MEETING DATE:** June 14, 2021

**TO:** Honorable Mayor and City Council

**FROM:** Izetta Grossman, CMC, City Clerk

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

- A. **ITEM:** Approval of the May 24, 2021 Regular City Council Meeting Minutes.

**BUDGET IMPLICATIONS:** None.

**SYNOPSIS:** The minutes of the May 24, 2021 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, 2021 Regular City Council meeting minutes.

MINUTES

CITY COUNCIL MEETING

May 24, 2021

5:30 p.m.

VIA ZOOM

LIVESTREAM VIA City website

**PRESIDING:** Mayor Richard Mays

**COUNCIL PRESENT:** Darcy Long-Curtiss, Tim McGlothlin, Scott Randall, Dan Richardson

**COUNCIL ABSENT:** Rod Runyon

**STAFF PRESENT:** City Manager Julie Krueger, City Clerk Izetta Grossman, Finance Director Angie Wilson, Community Development Director Alice Cannon, Public Works Director Dave Anderson, Human Resources Director Daniel Hunter

**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 Grossman. All Councilors present.

**PLEDGE OF ALLEGIANCE**

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

**APPROVAL OF AGENDA**

Long-Curtiss noted that the agenda didn't list the surplus police vehicle, that was on the Consent Agenda. It was moved by Long-Curtiss and seconded by Richardson to approve the agenda as

amended. The motion carried 4 to 0; Runyon absent; Long-Curtiss, Richardson, Randall, McGlothlin voting in favor; none opposed.

### **PRESENTATIONS PROCLAMATIONS**

Brownfield Grant Project Update - Leonard Farr, Stantec

Randall asked if there was a legend for the ranking map.

Long-Curtiss explained that the numbers on the map weren't in any order, just a list.

### **CITY MANAGER REPORT**

City Manager Julie Krueger reported that the Columbia Gorge Regional Airport Manager had given six weeks' notice. She said she was working with Klickitat County, as they were considering making the position a staff position with the County. She said she would keep the Council apprised.

### **COUNCIL REPORTS**

Councilor Randall reported:

- Urban Renewal meeting
- Planning meeting via YouTube

Councilor Richardson reported:

- Urban Renewal
- Concerns of constituents – reported to City Manager

City Manager Krueger thanked Councilor Richardson for calling her. She said she appreciated it.

Councilor Long-Curtiss reported:

- Urban Renewal – approved amendment to DDA on the Rec building; change of timeline due to COVID

### **CONSENT AGENDA**

It was moved by Long-Curtiss and seconded by McGlothlin to approve the Consent Agenda as presented. The motion carried 4 to 0; Runyon absent; Long-Curtiss, Richardson, McGlothlin, Randall voting in favor; none opposed.

## MINUTES

Regular City Council Meeting

May 24, 2021

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Items approved on the consent agenda were: 1) The minutes of the May 10, 2021 Regular City Council Meeting; 2) Surplus of Police vehicle.

### **CONTRACT REVIEW BOARD**

#### **Professional Services Agreement for Audit Services**

Finance Director Angie Wilson reviewed the staff report.

Timothy Gillette, managing partner of TKW said he looked forward to working with the City.

It was moved by Long-Curtiss and seconded by Randall to authorize the award of Contract No. 2021-003 to Talbot, Korvola & Warwick, LLP for the provision of audit services to the City of The Dalles, Columbia Gateway Urban Renewal Agency, and Columbia Gorge Regional Airport for the fiscal years ending June 30, 2021, 2022, and 2023, in an amount not to exceed \$50,000 for the first fiscal year plus 3.5% annually thereafter. The motion carried 4 to 0; Runyon absent; Long-Curtiss, Randall, Richardson, McGlothlin voting in favor; none opposed.

### **ACTION ITEMS**

#### **Amendment No. 15 to Contract No. 2007-08-004, the July 31, 2008 Agreement by and between the City of The Dalles and KPFF Consulting Engineers for First Street/Riverfront Connection Project**

Community Development Director Alice Cannon reviewed the staff report.

It was moved by Richardson and seconded by Long-Curtiss to approve Amendment No. 15 to Contract No. 2007-08-004, the July 31, 2008 agreement by and between the City of The Dalles and KPFF Consulting Engineers for the First Street/Riverfront Connection Project; and Authorize the City Manager to execute the Amendment on behalf of the City. The motion carried 4 to 0; Runyon absent; Richardson, Long-Curtiss, Randall, McGlothlin voting in favor; none opposed.

### **DISCUSSION ITEMS**

#### **Disposing Surplus Real Property Described in Wasco County Assessor's Map No. 1N 13E 10BA as Tax Lot 7400**

Legal Counsel Jonathan Kara reviewed the staff report.

Kara said staff needed direction from the Council on how to proceed.



MINUTES  
Regular City Council Meeting  
May 24, 2021  
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After some discussion it was the consensus of the Council to direct staff to proceed with posting the sale of the property in the newspaper, with a minimum bid of \$50,000.

**ADJOURNMENT**

Being no further business, the meeting adjourned at 6:25 p.m.

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Submitted by/  
Izetta Grossman, CMC  
City Clerk

SIGNED: \_\_\_\_\_  
Richard A. Mays, Mayor

ATTEST: \_\_\_\_\_  
Izetta Grossman, CMC City Clerk





## AGENDA STAFF REPORT

**AGENDA LOCATION:** Public Hearing Item #10A\_\_\_\_\_

**MEETING DATE:** June 14, 2021

**TO:** Honorable Mayor and City Council

**FROM:** Angie Wilson, Finance Director

**ISSUE:** Public Hearing on Proposed Uses of State Revenue Sharing funds for FY21/22 and consideration of Resolution No. 21-014 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, 2021, 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 FY21/22.

A Public Hearing on the proposed uses of State Revenue Sharing funds is scheduled before the City Council on June 14, 2021. The required Resolution (#21-014) electing to receive State Revenue Sharing funds in FY21/22 is included as an action item on the same agenda. The Resolution is not required to designate the uses of the funds, but only states the City's election to receive them.

**BUDGET IMPLICATIONS:** The budget for FY21/22, as approved by the Budget Committee, already includes the anticipated State Revenue Sharing funds as General Fund revenue.

### **COUNCIL ALTERNATIVES:**

1. **Staff recommendation:** *Move to adopt Resolution No. 21-014 Declaring the City's Election to Receive State Revenues for Fiscal Year 2021/2022.*

2. Council could elect to assign the uses of State Revenue Sharing funds to a different purpose than proposed. This would require changes to the proposed budget for FY21/22.
3. Decline to receive State Revenues for Fiscal Year 2021/2022.

**RESOLUTION NO. 21-014**

**A RESOLUTION DECLARING THE CITY OF THE DALLES' ELECTION TO RECEIVE STATE REVENUES FOR FISCAL YEAR 2021-2022**

**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, 2021, to consider possible uses of State Revenue Sharing funds in FY21/22; and

**WHEREAS**, the City Council held the required Public Hearing on June 14, 2021, to consider the uses of State Revenue Sharing funds in FY21/22 as proposed by the Budget Committee and others;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF THE DALLES, OREGON, AS FOLLOWS:**

Section 1. Election to Receive State Revenues in FY21/22. Pursuant to ORS 221.770, the City hereby elects to receive State Revenues for the Fiscal Year 2021/2022.

Section 2. Effective Date. This Resolution shall be considered effective as of July 1, 2021.

Section 3. Expiration Date. This Resolution shall expire upon receipt and acceptance of the Audit for FY21/22.

**PASSED AND ADOPTED THIS 14th DAY OF JUNE, 2021.**

Voting Yes, Councilors: \_\_\_\_\_  
Voting No, Councilors: \_\_\_\_\_  
Absent, Councilors: \_\_\_\_\_  
Abstaining, Councilors: \_\_\_\_\_

**AND APPROVED BY THE MAYOR THIS 14th DAY OF JUNE, 2021.**

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

Richard A. Mays, Mayor \_\_\_\_\_ Izetta Grossman, CMC, City Clerk \_\_\_\_\_  
.....

I certify that a Public Hearing before the City of The Dalles Budget Committee was held on May 3, 2021, and a Public Hearing was held before the City of The Dalles City Council on June 14, 2021 giving citizens an opportunity to comment on use of State Revenue Sharing.

CERTIFIED BY:

\_\_\_\_\_  
Izetta Grossman, CMC, City Clerk



## AGENDA STAFF REPORT

**AGENDA LOCATION:** Public Hearing Item #10B

**MEETING DATE:** June 14, 2021

**TO:** Honorable Mayor and City Council

**FROM:** Angie Wilson, Finance Director

**ISSUE:** Public Hearing to Receive Testimony Regarding the Approved 2021-22 Fiscal Budget and Resolution No. 21-015 Adopting the FY21/22 Budget for the City of The Dalles.

**BACKGROUND:** The City Budget Committee reviewed the proposed budget on May 3 and May 4, 2021. They approved the budget, with no changes on May 4, 2021. The City Council will hold the required Public Hearing on the approved budget on June 14, 2021. Oregon Budget Law allows a governing body, prior to final adoption, to make changes to a Fund approved by the Budget Committee in amounts up to \$5,000 or 10% of the operating portion of that Fund, whichever is greater. If the changes are greater than the limit allows, another Public Hearing must be held, with the required published notices, prior to adoption.

**BUDGET IMPLICATIONS:** The City Manager requests to add \$40,000 to complete a feasibility study for the Downtown Underground Utilities Project, reallocating the funds in the approved budget there were allocated to Reserve for future expenditures and add \$40,000 additional in the City Council Contractual Services Budget.

<b>001 General Fund</b>		<b>Approved</b>	<b>Amended</b>	
<b>Description</b>	<b>Line Item #</b>	<b>Budget</b>	<b>Change</b>	<b>Budget</b>
City Council- Contractual Services	001-0100-000.31-10	115,000	40,000	155,000
Reserve For Future Expenditures	001-9500-000.88-01	2,625,912	(40,000)	2,585,912
		Fund Net		
		Change	-	

## **COUNCIL ALTERNATIVES:**

1. **Staff recommendation:** *Make two (2) motions:*
  - a. *Move to approve the budget approved by the Budget Committee, including (or except) \$40,000 additional funds to support the feasibility study.*
  - b. *Move to adopt Resolution No. 21-015 Adopting the Fiscal Year 2021-2022 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.*
2. City Council could elect to make changes to the approved budget and direct staff to include those changes in the adopting resolution. If any such changes were to be greater than the limit allows, a second Public Hearing on June 28th would be required. In that case, the Council could move to approve those proposed changes to the budget that are within the \$5,000 or 10% limit, and to hold a public hearing on June 28, 2021, on only the proposed changes that exceed that limit.

# **CITY OF THE DALLES**

## **APPROVED BUDGET**

### **Fiscal Year 2021 – 2022**

#### **City of The Dalles Budget Committee**

##### **CITY COUNCIL**

Rich Mays  
Tim McGlothlin  
Darcy Long-Curtiss  
Scott Randall  
Dan Richardson  
Rod Runyon

##### **LAY MEMBERS**

Deborah Ferrer  
Joe Barcott  
Taner Elliot  
Beatriz Olivan  
Benjamin Wring

#### **Presented By:**

Julie Krueger, City Manager/Budget Officer  
Angie Wilson, Finance Director

##### **DEPARTMENT MANAGERS**

Campbell Phillips PC_ Finance Director	Jonathan Kara Angie Wilson
Public Works Director	Dave Anderson
City Clerk	Izetta Grossman
Planning Director	Alice Cannon
Library Director	Jeff Wavrunek
Police Chief	Thomas Worthy
Human Resources	Daniel Hunter



**City of The Dalles, Oregon**  
**Fiscal Year 2021 - 22 Approved Budget**

<b>FY18/19 Actual</b>	<b>FY19/20 Actual</b>	<b>FY20/21 Budget</b>	<b>Account Number</b>	<b>Account Description</b>	<b>FY21/22 Proposed Budget</b>	<b>FY21/22 Approved Budget</b>
<b>GENERAL FUND 001</b>						
<b>REVENUES</b>						
3,303,094	4,146,620	3,897,201	001-0000-300.00-00	BEGINNING BALANCE	5,027,513	5,027,513
3,103,793	3,265,836	2,989,735	001-0000-311.10-00	PROPERTY TAXES-CURR	3,411,788	3,411,788
114,123	141,032	148,654	001-0000-311.15-00	PROPERTY TAXES-PRIOR	120,000	120,000
14,820	12,272	8,500	001-0000-311.19-00	UNSEGREGATED TAX INT	15,680	15,680
34,359	32,754	34,335	001-0000-318.10-00	SPRINT	34,220	34,220
35	351	220	001-0000-318.15-00	ELECTRIC LIGHT WAVE	300	300
24,735	29,996	26,500	001-0000-318.25-00	LIGHT SPEED NETWORK	32,500	32,500
109,271	108,816	109,000	001-0000-318.30-00	CHARTER COMMUNICATIONS	104,500	104,500
98,872	104,424	103,526	001-0000-318.40-00	THE DALLES DISPOSAL	104,000	104,000
824,988	673,223	624,916	001-0000-319.10-00	TRANSIENT ROOM TAX	742,488	742,488
274,996	224,408	351,603	001-0000-319.20-00	TRANSIENT ROOM TAX-PARKS	296,996	296,996
2,425	3,120	3,000	001-0000-320.10-00	LOCAL LIQUOR LICENSES	3,200	3,200
6,275	6,660	9,300	001-0000-320.20-00	BUILDING PERMITS	9,250	9,250
1,325	1,225	2,600	001-0000-320.30-00	SIGN PERMITS	1,200	1,200
4,294	4,636	4,560	001-0000-320.90-00	OTHER LICENSES	6,500	6,500
11,972	12,080	12,080	001-0000-330.00-00	WASCO CO - PLANNING SHARE	12,382	12,382
6,444	11,774	8,500	001-0000-330.20-00	FINANCIAL SERVICES	28,000	28,000
-	363	-	001-0000-331.00-00	FEDERAL REVENUES (Police Grant)	-	-
165,088	178,010	197,047	001-0000-334.10-00	STATE REV SHARING	184,695	184,695
4,592	11,399	500	001-0000-334.60-00	DUII GRANTS	8,000	8,000
-	-	435,647	001-0000-334.70-00	STATE COVID GRANT	-	-
-	-	200,000	001-0000-334.90-00	STATE GRANT BUSINESS OREGON	-	-
161,655	245,681	200,000	001-0000-335.50-00	MARIJUANA TAX	238,000	238,000
16,879	16,131	16,747	001-0000-335.60-00	STATE CIGARETTE TAX	11,282	11,282
244,769	261,452	293,288	001-0000-335.70-00	STATE LIQUOR TAXES	274,781	274,781
52,659	32,490	153,066	001-0000-337.10-00	URBAN RENEWAL	120,000	120,000
1,319,632	1,478,523	1,825,000	001-0000-337.60-00	PUD INTERGOVT	1,775,000	1,775,000
-	21,363	19,500	001-0000-337.80-00	QLIFE ROW FEES	25,000	25,000
1,803	2,114	2,000	001-0000-341.80-00	COPIES, PLANS, ORD'S ETC	5,000	5,000
43,897	20,782	21,000	001-0000-341.90-00	MISC SALES AND SRVCS	10,000	10,000
21,527	16,797	17,500	001-0000-343.01-00	PLANNING FEES	19,500	19,500
223,032	200,941	170,000	001-0000-351.10-00	COURT FINES/FORFEITURES	80,000	80,000
667	300	600	001-0000-351.15-00	TOWING FINES & FEES	600	600
82,766	82,088	78,000	001-0000-361.00-00	INTEREST REVENUES	51,000	51,000
10,902	8,252	8,500	001-0000-363.50-00	PROPERTY RENTALS	8,000	8,000
233,112	93,513	45,000	001-0000-369.00-00	OTHER MISC REVENUES	82,000	82,000
414,885	431,392	405,000	001-0000-369.10-00	ENTERPRISE ZONE PAYMENTS	405,000	405,000
80,391	102,229	91,435	001-0000-391.04-00	TRNSFR FROM LIBRARY FUND	100,580	100,580
197,427	224,993	226,100	001-0000-391.05-00	TRNSFR FROM STREET FUND	225,148	225,148
-	6,255	1,520	001-0000-391.18-00	TRNSFR FROM SPECIAL GRANTS FUND	-	-
10,000	10,000	10,000	001-0000-391.36-00	TRNSFR FROM SPCL ASSESSMENTS FUND	10,000	10,000
-	-	-	001-0000-391.37-00	TRNSFR FROM CAPITAL PROJECT FUND	-	-
442,622	468,039	442,848	001-0000-391.51-00	TRNSFR FROM WATER UTILITY FUND	463,192	463,192
334,914	384,594	368,072	001-0000-391.55-00	TRNSFR FROM WASTEWATER UTILITY	384,310	384,310
-	501	-	001-0000-392.00-00	SALE OF FIXED ASSETS	-	-
<b>11,999,041</b>	<b>13,077,427</b>	<b>13,562,600</b>	<b>TOTAL GENERAL FUND REVENUES</b>		<b>14,431,605</b>	<b>14,431,605</b>

**City of The Dalles, Oregon**  
**Fiscal Year 2021 - 22 Approved Budget**

<b>FY18/19 Actual</b>	<b>FY19/20 Actual</b>	<b>FY20/21 Budget</b>	<b>Account Number</b>	<b>Account Description</b>	<b>FY21/22 Proposed Budget</b>	<b>FY21/22 Approved Budget</b>
			<b>CITY COUNCIL</b>			
-	-	-	001-0100-000.11-00	STIPENDS	8,400	8,400
-	-	-	001-0100-000.22-00	FICA	643	643
-	-	-	<b>TOTAL PERSONNEL SERVICE</b>		<b>9,043</b>	<b>9,043</b>
-	-	-	<b>Total Full-Time Equivalent (FTE)</b>		<b>-</b>	
93,664	78,157	82,500	001-0100-000.31-10	CONTRACTUAL SERVICES	115,000	115,000
5,844	8,224	15,000	001-0100-000.31-60	LABOR NEGOTIATIONS	15,000	15,000
38,550	32,900	38,600	001-0100-000.32-10	AUDITING SERVICES	39,900	39,900
-	-	-	001-0100-000.39-00	OTHER CONTRACTUAL SVCS	-	-
-	-	611,724	001-0100-000.40-10	ECONOMIC RECOVERY	250,000	250,000
20,100	17,080	21,000	001-0100-000.58-10	TRAVEL, FOOD & LODGING	26,000	26,000
2,205	2,314	2,000	001-0100-000.58-50	TRAINING AND CONFERENCES	2,000	2,000
-	-	15,000	001-0100-000.58-60	WORKSHOPS	15,000	15,000
20,167	21,312	22,500	001-0100-000.58-70	MEMBERSHIPS/DUES/SUBSCRIP	23,000	23,000
176	365	500	001-0100-000.60-10	OFFICE SUPPLIES	500	500
76,706	32,427	70,000	001-0100-000.60-50	SAFETY SUPPLIES/EQUIP	70,000	70,000
1,656	2,641	2,500	001-0100-000.69-50	MISCELLANEOUS EXPENSES	9,000	9,000
-	-	1,200	001-0100-000.69-80	ASSETS < \$5000	3,200	3,200
<b>259,068</b>	<b>195,421</b>	<b>882,524</b>	<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>568,600</b>	<b>568,600</b>
<b>259,068</b>	<b>195,421</b>	<b>882,524</b>	<b>TOTAL CITY COUNCIL DEPARTMENT</b>		<b>577,643</b>	<b>577,643</b>

**City of The Dalles, Oregon**  
**Fiscal Year 2021 - 22 Approved Budget**

<b>FY18/19 Actual</b>	<b>FY19/20 Actual</b>	<b>FY20/21 Budget</b>	<b>Account Number</b>	<b>Account Description</b>	<b>FY21/22 Proposed Budget</b>	<b>FY21/22 Approved Budget</b>
			<b>CITY CLERK</b>			
87,051	91,455	95,141	001-0200-000.11-00	REGULAR SALARIES	101,934	101,934
-	-	-	001-0200-000.12-00	PART TIME/TEMP SALARIES	-	-
18,681	19,236	20,629	001-0200-000.21-10	MEDICAL INSURANCE	21,153	21,153
567	564	618	001-0200-000.21-20	L-T DISABILITY INSURANCE	663	663
44	44	50	001-0200-000.21-30	LIFE INSURANCE	50	50
160	130	153	001-0200-000.21-40	WORKERS COMP INSURANCE	145	145
6,591	6,924	7,278	001-0200-000.22-00	FICA	7,798	7,798
11,849	12,444	12,844	001-0200-000.23-00	RETIREMENT CONTRIBUTIONS	13,761	13,761
5,047	5,302	5,489	001-0200-000.28-00	VEBA CONTRIBUTIONS	5,881	5,881
-	-	-	001-0200-000.29-00	OTHER EMPLOYEE BENEFITS	-	-
<b>129,990</b>	<b>136,098</b>	<b>142,202</b>	<b>TOTAL PERSONNEL SERVICE</b>		<b>151,385</b>	<b>151,385</b>
<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>Total Full-Time Equivalent (FTE)</b>		<b>1.0</b>	<b>1.0</b>
8,585	15,059	18,600	001-0200-000.31-10	CONTRACTUAL SERVICES	18,600	18,600
499	-	-	001-0200-000.43-40	OFFICE EQUIPMENT	-	-
1	18	100	001-0200-000.53-20	POSTAGE	100	100
1,407	1,206	1,285	001-0200-000.53-30	TELEPHONE	1,285	1,285
723	581	-	001-0200-000.58-10	TRAVEL, FOOD & LODGING	500	500
485	500	-	001-0200-000.58-50	TRAINING AND CONFERENCES	500	500
110	255	300	001-0200-000.58-70	MEMBERSHIPS/DUES/SUBS	300	300
75	276	600	001-0200-000.60-10	OFFICE SUPPLIES	300	300
-	-	100	001-0200-000.64-10	BOOKS AND PERIODICALS	100	100
105	300	500	001-0200-000.69-50	MISCELLANEOUS EXPENSES	500	500
-	1,943	2,500	001-0200-000.69-80	ASSETS < \$5000	-	-
<b>11,991</b>	<b>20,138</b>	<b>23,985</b>	<b>TOTAL MATERIALS AND SERVICES</b>		<b>22,185</b>	<b>22,185</b>
<b>141,980</b>	<b>156,236</b>	<b>166,187</b>	<b>TOTAL CITY CLERK DEPARTMENT</b>		<b>173,570</b>	<b>173,570</b>

**City of The Dalles, Oregon**  
**Fiscal Year 2021 - 22 Approved Budget**

<b>FY18/19 Actual</b>	<b>FY19/20 Actual</b>	<b>FY20/21 Budget</b>	<b>Account Number</b>	<b>Account Description</b>	<b>FY21/22 Proposed Budget</b>	<b>FY21/22 Approved Budget</b>
				<b>CITY MANAGER</b>		
187,410	164,210	142,309	001-0300-000.11-00	REGULAR SALARIES	171,929	171,929
-	-	-	001-0300-000.12-00	PARTTIME/TEMP SALARIES	-	-
-	-	-	001-0300-000.13-00	OVERTIME SALARIES	-	-
42,655	29,397	20,629	001-0300-000.21-10	MEDICAL INSURANCE	21,153	21,153
991	749	911	001-0300-000.21-20	L-T DISABILITY INSURANCE	962	962
99	70	50	001-0300-000.21-30	LIFE INSURANCE	50	50
1,393	1,035	329	001-0300-000.21-40	WORKERS COMP INSURANCE	306	306
13,755	12,158	10,887	001-0300-000.22-00	FICA	13,153	13,153
29,810	26,392	24,193	001-0300-000.23-00	RETIREMENT CONTRIBUTIONS	25,544	25,544
9,323	9,792	9,852	001-0300-000.28-00	VEBA CONTRIBUTIONS	10,402	10,402
70	70	-	001-0300-000.29-00	OTHER EMPLOYEE BENEFITS	-	-
<b>285,507</b>	<b>243,873</b>	<b>209,160</b>		<b>TOTAL PERSONNEL SERVICE</b>	<b>243,499</b>	<b>243,499</b>
<b>2.0</b>	<b>1.0</b>	<b>1.0</b>		<b>Total Full-Time Equivalent (FTE)</b>	<b>1.0</b>	<b>1.0</b>
50,736	781	714	001-0300-000.31-10	CONTRACTUAL SERVICES	714	714
4,215	3,888	5,000	001-0300-000.43-40	OFFICE EQUIPMENT	5,000	5,000
184	232	200	001-0300-000.53-20	POSTAGE	200	200
2,187	1,622	1,500	001-0300-000.53-30	TELEPHONE	1,520	1,520
1,680	556	2,400	001-0300-000.58-10	TRAVEL, FOOD & LODGING	4,000	4,000
482	27	700	001-0300-000.58-50	TRAINING AND CONFERENCES	700	700
422	403	1,800	001-0300-000.58-70	MEMBERSHIPS/DUES/SUBS	1,800	1,800
4,092	2,099	4,500	001-0300-000.60-10	OFFICE SUPPLIES	4,500	4,500
-	-	-	001-0300-000.64-10	BOOKS AND PERIODICALS	-	-
628	835	1,500	001-0300-000.69-50	MISCELLANEOUS EXPENSES	1,500	1,500
2,367	2,089	-	001-0300-000.69-80	ASSETS < \$5000	-	-
<b>66,991</b>	<b>12,533</b>	<b>18,314</b>		<b>TOTAL MATERIALS AND SERVICES</b>	<b>19,934</b>	<b>19,934</b>
<b>352,498</b>	<b>256,406</b>	<b>227,474</b>		<b>TOTAL CITY MANAGER</b>	<b>263,433</b>	<b>263,433</b>

**City of The Dalles, Oregon**  
**Fiscal Year 2021 - 22 Approved Budget**

<b>FY18/19 Actual</b>	<b>FY19/20 Actual</b>	<b>FY20/21 Budget</b>	<b>Account Number</b>	<b>Account Description</b>	<b>FY21/22 Proposed Budget</b>	<b>FY21/22 Approved Budget</b>
				<b>LEGAL</b>		
161,647	132,305	-	001-0700-000.11-00	REGULAR SALARIES	-	-
18,805	16,741	-	001-0700-000.12-00	PARTTIME/TEMP SALARIES	-	-
339	1	-	001-0700-000.13-00	OVERTIME SALARIES	-	-
28,245	22,472	-	001-0700-000.21-10	MEDICAL INSURANCE	-	-
895	1,158	-	001-0700-000.21-20	L-T DISABILITY INSURANCE	-	-
94	60	-	001-0700-000.21-30	LIFE INSURANCE	-	-
356	260	-	001-0700-000.21-40	WORKERS COMP INSURANCE	-	-
13,763	11,354	-	001-0700-000.22-00	FICA	-	-
15,077	15,163	-	001-0700-000.23-00	RETIREMENT CONTRIBUTIONS	-	-
-	-	-	001-0700-000.28-00	VEBA CONTRIBUTIONS	-	-
-	-	-	001-0700-000.29-00	OTHER EMPLOYEE BENEFITS	-	-
<b>239,219</b>	<b>199,516</b>	<b>-</b>	<b>TOTAL PERSONNEL SERVICE</b>		<b>-</b>	<b>-</b>
<b>2.5</b>	<b>2.0</b>			<b>Total Full-Time Equivalent (FTE)</b>		
35,818	147,945	237,054	001-0700-000.31-10	CONTRACTUAL SERVICES	249,054	249,054
561	1,245	2,000	001-0700-000.32-20	SPECIAL LEGAL SERVICES	2,000	2,000
-	-	-	001-0700-000.43-40	OFFICE EQUIPMENT	-	-
6	-	-	001-0700-000.50-10	CRIME VICTIMS ASSISTANCE	-	-
334	96	300	001-0700-000.53-20	POSTAGE	300	300
2,872	2,150	600	001-0700-000.53-30	TELEPHONE	-	-
742	545	1,440	001-0700-000.58-10	TRAVEL, FOOD & LODGING	1,400	1,400
386	409	1,050	001-0700-000.58-50	TRAINING AND CONFERENCES	1,050	1,050
1,300	1,183	-	001-0700-000.58-70	MEMBERSHIPS/DUES/SUBS	-	-
1,731	767	200	001-0700-000.60-10	OFFICE SUPPLIES	-	-
23,354	18,114	-	001-0700-000.64-10	BOOKS AND PERIODICALS	-	-
-	-	-	001-0700-000.69-50	MISCELLANEOUS EXPENSES	-	-
-	2,059	-	001-0700-000.69-80	ASSETS < \$5000	-	-
<b>67,103</b>	<b>174,514</b>	<b>242,644</b>	<b>TOTAL MATERIALS AND SERVICES</b>		<b>253,804</b>	<b>253,804</b>
<b>306,323</b>	<b>374,029</b>	<b>242,644</b>	<b>SUB-TOTAL LEGAL</b>		<b>253,804</b>	<b>253,804</b>

**City of The Dalles, Oregon**  
**Fiscal Year 2021 - 22 Approved Budget**

<b>FY18/19 Actual</b>	<b>FY19/20 Actual</b>	<b>FY20/21 Budget</b>	<b>Account Number</b>	<b>Account Description</b>	<b>FY21/22 Proposed Budget</b>	<b>FY21/22 Approved Budget</b>
				<b>JUDICIAL</b>		
45,494	21,084	-	001-0750-000.11-00	REGULAR SALARIES	-	-
28,962	26,540	-	001-0750-000.12-00	PARTTIME/TEMP SALARIES	-	-
1,338	-	-	001-0750-000.13-00	OVERTIME SALARIES	-	-
428	1,054	-	001-0750-000.14-00	BILINGUAL INCENTIVE PAY 5%	-	-
14,847	4,907	-	001-0750-000.21-10	MEDICAL INSURANCE	-	-
229	142	-	001-0750-000.21-20	L-T DISABILITY INSURANCE	-	-
37	25	-	001-0750-000.21-30	LIFE INSURANCE	-	-
608	447	-	001-0750-000.21-40	WORKERS COMP INSURANCE	-	-
5,906	3,731	-	001-0750-000.22-00	FICA	-	-
5,104	2,261	-	001-0750-000.23-00	RETIREMENT CONTRIBUTIONS	-	-
924	-	-	001-0750-000.28-00	VEBA CONTRIBUTIONS	-	-
<b>103,879</b>	<b>60,191</b>	-		<b>TOTAL PERSONNEL SERVICE</b>	-	-
<b>1.5</b>	<b>2.0</b>			<b>Total Full-Time Equivalent (FTE)</b>		
7,796	84,819	-	001-0750-000.31-10	CONTRACTUAL SERVICES	-	-
-	-	-	001-0750-000.31-30	PRISONER MEDICAL SVCS	-	-
120	120	-	001-0750-000.31-85	WITNESS/JURY FEES	-	-
-	-	-	001-0750-000.31-90	PROSECUTING ATTORNEY	-	-
44,055	8,971	-	001-0750-000.32-30	COURT APPT ATTORNEY FEES	-	-
1,560	100	-	001-0750-000.33-15	INTERPRETOR FEES	-	-
1,865	874	-	001-0750-000.53-20	POSTAGE	-	-
400	490	-	001-0750-000.53-30	TELEPHONE	-	-
1,146	544	-	001-0750-000.58-10	TRAVEL, FOOD & LODGING	-	-
375	250	-	001-0750-000.58-50	TRAINING AND CONFERENCES	-	-
250	-	-	001-0750-000.58-70	MEMBERSHIPS/DUES/SUBS	-	-
1,544	180	-	001-0750-000.60-10	OFFICE SUPPLIES	-	-
14	-	-	001-0750-000.64-10	BOOKS AND PERIODICALS	-	-
-	-	-	001-0750-000.69-50	MISCELLANEOUS EXPENSES	-	-
-	-	-	001-0750-000.69-70	CASH SHORT/LONG	-	-
-	-	-	001-0750-000.69-80	ASSETS < \$5000	-	-
<b>59,125</b>	<b>96,349</b>	-		<b>TOTAL MATERIALS AND SERVICES</b>	-	-
<b>163,004</b>	<b>156,540</b>	-		<b>SUB-TOTAL JUDICIAL</b>	-	-
<b>469,326</b>	<b>530,569</b>	-		<b>TOTAL LEGAL &amp; JUDICIAL DEPARTMENT</b>	-	-

**City of The Dalles, Oregon**  
**Fiscal Year 2021 - 22 Approved Budget**

<b>FY18/19 Actual</b>	<b>FY19/20 Actual</b>	<b>FY20/21 Budget</b>	<b>Account Number</b>	<b>Account Description</b>	<b>FY21/22 Proposed Budget</b>	<b>FY21/22 Approved Budget</b>
			<b>FINANCE</b>			
204,920	213,290	241,912	001-0900-000.11-00	REGULAR SALARIES	287,337	287,337
-	-	-	001-0900-000.12-00	PART TIME SALARIES	-	-
-	-	-	001-0900-000.13-00	OVERTIME SALARIES	-	-
51,360	52,703	58,764	001-0900-000.21-10	MEDICAL INSURANCE	88,343	88,343
1,358	1,376	1,420	001-0900-000.21-20	L-T DISABILITY INSURANCE	1,839	1,839
149	149	150	001-0900-000.21-30	LIFE INSURANCE	175	175
433	351	380	001-0900-000.21-40	WORKERS COMP INSURANCE	452	452
15,179	15,656	16,976	001-0900-000.22-00	FICA	21,981	21,981
27,762	28,940	29,958	001-0900-000.23-00	RETIREMENT CONTRIBUTIONS	35,179	35,179
3,688	5,754	6,801	001-0900-000.28-00	VEBA CONTRIBUTIONS	7,308	7,308
120	95	120	001-0900-000.29-00	OTHER EMPLOYEE BENEFITS	180	180
<b>304,968</b>	<b>318,313</b>	<b>356,481</b>	<b>TOTAL PERSONNEL SERVICE</b>		<b>442,794</b>	<b>442,794</b>
<b>3.0</b>	<b>3.0</b>	<b>3.0</b>		<b>Total Full-Time Equivalent (FTE)</b>	<b>4.0</b>	<b>4.0</b>
8,332	10,618	12,205	001-0900-000.31-10	CONTRACTUAL SERVICES	12,405	12,405
2,800	5,400	20,250	001-0900-000.31-20	ACCOUNTING/ADVISORY SVCS	20,250	20,250
-	-	200	001-0900-000.34-50	SPECIAL STUDIES & REPORTS	200	200
662	674	995	001-0900-000.43-40	OFFICE EQUIPMENT	1,125	1,125
3,138	3,237	3,393	001-0900-000.44-20	RENTAL OF EQUIPMENT	3,228	3,228
2,314	2,007	2,500	001-0900-000.53-20	POSTAGE	2,650	2,650
2,967	3,302	3,120	001-0900-000.53-30	TELEPHONE	4,400	4,400
328	790	1,010	001-0900-000.53-40	LEGAL NOTICES	1,010	1,010
1,909	1,711	2,380	001-0900-000.55-00	PRINTING & BINDING	2,640	2,640
852	946	250	001-0900-000.58-10	TRAVEL, FOOD & LODGING	250	250
360	740	750	001-0900-000.58-50	TRAINING AND CONFERENCES	750	750
1,310	1,420	1,550	001-0900-000.58-70	MEMBERSHIPS/DUES/SUBS	1,550	1,550
1,877	1,686	3,500	001-0900-000.60-10	OFFICE SUPPLIES	3,500	3,500
558	791	1,800	001-0900-000.69-50	MISCELLANEOUS EXPENSES	1,800	1,800
-	-	-	001-0900-000.69-70	CASH SHORT/LONG	-	-
3,037	2,201	9,000	001-0900-000.69-80	ASSETS < \$5000	3,200	3,200
<b>30,445</b>	<b>35,524</b>	<b>62,903</b>	<b>TOTAL MATERIALS AND SERVICES</b>		<b>58,958</b>	<b>58,958</b>
<b>335,412</b>	<b>353,837</b>	<b>419,384</b>	<b>SUB-TOTAL FINANCE</b>		<b>501,752</b>	<b>501,752</b>

**City of The Dalles, Oregon**  
**Fiscal Year 2021 - 22 Approved Budget**

<b>FY18/19 Actual</b>	<b>FY19/20 Actual</b>	<b>FY20/21 Budget</b>	<b>Account Number</b>	<b>Account Description</b>	<b>FY21/22 Proposed Budget</b>	<b>FY21/22 Approved Budget</b>
				<b>UTILITY BILLING</b>		
86,073	63,803	66,411	001-0950-000.11-00	REGULAR SALARIES	69,384	69,384
7,615	14,479	18,720	001-0950-000.12-00	PARTTIME SALARIES	-	-
904	518	5,747	001-0950-000.13-00	OVERTIME SALARIES	6,004	6,004
1,060	1,054	1,113	001-0950-000.14-00	BILINGUAL INCENTIVE 5%	1,175	1,175
27,967	22,601	39,697	001-0950-000.21-10	MEDICAL INSURANCE	26,551	26,551
526	436	536	001-0950-000.21-20	L-T DISABILITY INSURANCE	437	437
95	74	150	001-0950-000.21-30	LIFE INSURANCE	100	100
211	160	248	001-0950-000.21-40	WORKERS COMP INSURANCE	182	182
6,850	5,841	7,037	001-0950-000.22-00	FICA	5,857	5,857
7,357	8,052	9,116	001-0950-000.23-00	RETIREMENT CONTRIBUTIONS	9,525	9,525
2,688	1,565	1,669	001-0950-000.28-00	VEBA CONTRIBUTIONS	1,896	1,896
60	60	60	001-0950-000.29-00	OTHER EMPLOYEE BENEFITS	60	60
		-				
<b>141,407</b>	<b>118,642</b>	<b>150,504</b>		<b>TOTAL PERSONNEL SERVICE</b>	<b>121,171</b>	<b>121,171</b>
<b>2.0</b>	<b>2.0</b>	<b>2.0</b>		<b>Total Full-Time Equivalent (FTE)</b>	<b>1.5</b>	<b>1.5</b>
44,478	43,674	47,678	001-0950-000.31-10	CONTRACTUAL SERVICES	47,905	47,905
558	676	650	001-0950-000.43-40	OFFICE EQUIPMENT	750	750
2	-	250	001-0950-000.53-20	POSTAGE	250	250
2,009	2,177	1,907	001-0950-000.53-30	TELEPHONE	3,000	3,000
278	142	400	001-0950-000.55-00	PRINTING & BINDING	400	400
30	-	-	001-0950-000.58-10	TRAVEL, FOOD & LODGING	-	-
-	198	-	001-0950-000.58-50	TRAINING AND CONFERENCES	-	-
1,976	772	3,300	001-0950-000.60-10	OFFICE SUPPLIES	3,300	3,300
356	364	896	001-0950-000.69-50	MISCELLANEOUS EXPENSES	920	920
(5)	(92)	150	001-0950-000.69-70	CASH SHORT/LONG	150	150
1,089	4,401	4,400	001-0950-000.69-80	ASSETS < \$5000	6,400	6,400
<b>50,770</b>	<b>52,312</b>	<b>59,631</b>		<b>TOTAL MATERIALS AND SERVICES</b>	<b>63,075</b>	<b>63,075</b>
-	-	-	001-0950-000.74-40	OFFICE EQUIPMENT	-	-
-	-	-		<b>TOTAL CAPITAL OUTLAY</b>	-	-
<b>192,177</b>	<b>170,954</b>	<b>210,135</b>		<b>SUB-TOTAL UTILITY BILLING</b>	<b>184,246</b>	<b>184,246</b>



**City of The Dalles, Oregon**  
**Fiscal Year 2021 - 22 Approved Budget**

<b>FY18/19 Actual</b>	<b>FY19/20 Actual</b>	<b>FY20/21 Budget</b>	<b>Account Number</b>	<b>Account Description</b>	<b>FY21/22 Proposed Budget</b>	<b>FY21/22 Approved Budget</b>
			<b>JUDICIAL</b>			
-	-	22,259	001-0750-000.11-00	REGULAR SALARIES	23,501	23,501
-	-	32,137	001-0750-000.12-00	PARTTIME/TEMP SALARIES	31,900	31,900
-	-	963	001-0750-000.13-00	OVERTIME SALARIES	1,017	1,017
-	-	1,113	001-0750-000.14-00	BILINGUAL INCENTIVE PAY 5%	1,175	1,175
-	-	5,262	001-0750-000.21-10	MEDICAL INSURANCE	5,398	5,398
-	-	142	001-0750-000.21-20	L-T DISABILITY INSURANCE	150	150
-	-	25	001-0750-000.21-30	LIFE INSURANCE	25	25
-	-	621	001-0750-000.21-40	WORKERS COMP INSURANCE	560	560
-	-	4,246	001-0750-000.22-00	FICA	4,328	4,328
-	-	3,155	001-0750-000.23-00	RETIREMENT CONTRIBUTIONS	3,331	3,331
-	-	-	001-0750-000.28-00	VEBA CONTRIBUTIONS	181	181
-	-	<b>69,923</b>	<b>TOTAL PERSONNEL SERVICE</b>		<b>71,566</b>	<b>71,566</b>
		<b>0.75</b>	<b>Total Full-Time Equivalent (FTE)</b>		<b>0.75</b>	<b>0.75</b>
-	-	91,054	001-0750-000.31-10	CONTRACTUAL SERVICES	93,526	93,526
-	-	-	001-0750-000.31-30	PRISONER MEDICAL SVCS	-	-
-	-	-	001-0750-000.31-85	WITNESS/JURY FEES	-	-
-	-	-	001-0750-000.31-90	PROSECUTING ATTORNEY	-	-
-	-	3,000	001-0750-000.32-30	COURT APPT ATTORNEY FEES	3,000	3,000
-	-	-	001-0750-000.33-15	INTERPRETOR FEES	-	-
-	-	1,200	001-0750-000.53-20	POSTAGE	1,200	1,200
-	-	420	001-0750-000.53-30	TELEPHONE	765	765
-	-	1,700	001-0750-000.58-10	TRAVEL, FOOD & LODGING	1,700	1,700
-	-	1,200	001-0750-000.58-50	TRAINING AND CONFERENCES	1,200	1,200
-	-	250	001-0750-000.58-70	MEMBERSHIPS/DUES/SUBS	250	250
-	-	350	001-0750-000.60-10	OFFICE SUPPLIES	350	350
-	-	-	001-0750-000.64-10	BOOKS AND PERIODICALS	-	-
-	-	-	001-0750-000.69-50	MISCELLANEOUS EXPENSES	-	-
-	-	-	001-0750-000.69-70	CASH SHORT/LONG	-	-
-	-	2,000	001-0750-000.69-80	ASSETS < \$5000	4,000	4,000
-	-	<b>101,174</b>	<b>TOTAL MATERIALS AND SERVICES</b>		<b>105,991</b>	<b>105,991</b>
-	-	<b>171,097</b>	<b>SUB-TOTAL JUDICIAL</b>		<b>177,557</b>	<b>177,557</b>
<b>527,589</b>	<b>524,791</b>	<b>800,616</b>	<b>TOTAL FINANCE, JUDICIAL &amp; UTILITY BILLING DEPARTMENT</b>		<b>863,555</b>	<b>863,555</b>

**City of The Dalles, Oregon**  
**Fiscal Year 2021 - 22 Approved Budget**

<b>FY18/19 Actual</b>	<b>FY19/20 Actual</b>	<b>FY20/21 Budget</b>	<b>Account Number</b>	<b>Account Description</b>	<b>FY21/22 Proposed Budget</b>	<b>FY21/22 Approved Budget</b>
			<b>HUMAN RESOURCES DEPARTMENT</b>			
131,920	151,331	159,767	001-1000-000.11-00	REGULAR SALARIES	198,586	198,586
-	-	49,008	001-1000-000.12-00	PARTTIME/TEMP SALARIES	-	-
22,186	24,929	27,806	001-1000-000.21-10	MEDICAL INSURANCE	39,310	39,310
895	983	1,007	001-1000-000.21-20	L-T DISABILITY INSURANCE	1,105	1,105
91	95	100	001-1000-000.21-30	LIFE INSURANCE	151	151
144	124	631	001-1000-000.21-40	WORKERS COMP INSURANCE	447	447
10,113	11,609	15,971	001-1000-000.22-00	FICA	15,192	15,192
11,677	18,549	21,569	001-1000-000.23-00	RETIREMENT CONTRIBUTIONS	23,685	23,685
1,180	1,238	4,164	001-1000-000.28-00	VEBA CONTRIBUTIONS	4,561	4,561
-	-	-	001-1000-000.29-00	OTHER EMPLOYEE BENEFITS	-	-
<b>178,207</b>	<b>208,858</b>	<b>280,023</b>	<b>TOTAL PERSONNEL SERVICE</b>		<b>283,037</b>	<b>283,037</b>
<b>2.0</b>	<b>2.0</b>	<b>2.1</b>	<b>Total Full-Time Equivalent (FTE)</b>		<b>2.0</b>	<b>2.0</b>
18	-	-	001-1000-000.34-50	SPECIAL STUDIES & REPORTS	-	-
7,023	4,356	3,987	001-1000-000.39-00	OTHER CONTRACTUAL SVCS	4,210	4,210
4,320	284	2,000	001-1000-000.39-10	OTHER LEGAL SERVICES	2,000	2,000
-	2,703	8,500	001-1000-000.39-60	RECRUITMENT / HIRING COSTS	48,500	48,500
3,558	4,100	4,500	001-1000-000.50-60	EMPLOYEE RELATIONS	23,000	23,000
24	34	150	001-1000-000.53-20	POSTAGE	300	300
2,143	2,248	2,475	001-1000-000.53-30	TELEPHONE	3,100	3,100
814	2,082	3,000	001-1000-000.58-10	TRAVEL, FOOD & LODGING	3,500	3,500
971	1,370	2,800	001-1000-000.58-50	TRAINING AND CONFERENCES	2,800	2,800
1,062	309	1,149	001-1000-000.58-70	MEMBERSHIPS/DUES/SUBS	1,299	1,299
893	1,606	1,200	001-1000-000.60-10	OFFICE SUPPLIES	2,000	2,000
-	-	8,450	001-1000-000.60-50	SAFETY SUPPLIES/EQUIPMENT	9,700	9,700
4	85	100	001-1000-000.64-10	BOOKS AND PERIODICALS	100	100
344	53	500	001-1000-000.69-50	MISCELLANEOUS EXPENSES	500	500
1,848	3,436	3,300	001-1000-000.69-80	ASSETS <5000	500	500
<b>23,021</b>	<b>22,665</b>	<b>42,111</b>	<b>TOTAL MATERIALS AND SERVICES</b>		<b>101,509</b>	<b>101,509</b>
<b>201,228</b>	<b>231,524</b>	<b>322,134</b>	<b>TOTAL HUMAN RESOURCES DEPARTMENT</b>		<b>384,546</b>	<b>384,546</b>

**City of The Dalles, Oregon**  
**Fiscal Year 2021 - 22 Approved Budget**

<b>FY18/19 Actual</b>	<b>FY19/20 Actual</b>	<b>FY20/21 Budget</b>	<b>Account Number</b>	<b>Account Description</b>	<b>FY21/22 Proposed Budget</b>	<b>FY21/22 Approved Budget</b>
			<b>PLANNING DEPARTMENT</b>			
309,368	324,461	392,107	001-1100-000.11-00	REGULAR SALARIES	351,811	351,811
-	-	-	001-1100-000.12-00	PARTTIME/TEMP SALARIES	-	-
833	1,751	1,200	001-1100-000.13-00	OVERTIME SALARIES	1,200	1,200
71,262	73,697	107,424	001-1100-000.21-10	MEDICAL INSURANCE	99,381	99,381
2,057	2,101	2,509	001-1100-000.21-20	L-T DISABILITY INSURANCE	2,252	2,252
110	206	300	001-1100-000.21-30	LIFE INSURANCE	250	250
1,755	1,379	2,077	001-1100-000.21-40	WORKERS COMP INSURANCE	1,718	1,718
23,042	24,246	26,942	001-1100-000.22-00	FICA	27,005	27,005
28,661	43,360	45,391	001-1100-000.23-00	RETIREMENT CONTRIBUTIONS	49,486	49,486
1,657	3,799	5,368	001-1100-000.28-00	VEBA CONTRIBUTIONS	4,942	4,942
120	120	120	001-1100-000.29-00	OTHER EMPLOYEE BENEFITS	180	180
<b>438,864</b>	<b>475,120</b>	<b>583,438</b>	<b>TOTAL PERSONNEL SERVICE</b>		<b>538,225</b>	<b>538,225</b>
<b>5.0</b>	<b>5.0</b>	<b>7.4</b>	<b>Total Full-Time Equivalent (FTE)</b>		<b>5.0</b>	<b>5.0</b>
29,986	38,108	74,135	001-1100-000.31-10	CONTRACTUAL SERVICES	67,635	67,635
-	-	-	001-1100-000.34-10	ENGINEERING SERVICES	-	-
-	-	-	001-1100-000.35-40	BASE MAPPING	-	-
-	-	-	001-1100-000.35-60	FILING FEES	-	-
6,250	5,686	8,045	001-1100-000.39-00	OTHER CONTRACTUAL SVCS	6,642	6,642
1,974	1,787	2,000	001-1100-000.43-10	BUILDINGS AND GROUNDS	2,000	2,000
1,787	1,316	2,200	001-1100-000.43-40	OFFICE EQUIPMENT	2,700	2,700
144	-	500	001-1100-000.43-50	VEHICLES	500	500
-	-	700	001-1100-000.43-51	GAS/OIL/DIESEL/LUBRICANTS	700	700
-	-	400	001-1100-000.43-52	TIRES AND TIRE REPAIRS	400	400
1,174	1,156	1,700	001-1100-000.53-20	POSTAGE	1,500	1,500
3,670	3,816	4,745	001-1100-000.53-30	TELEPHONE	6,120	6,120
1,175	2,645	2,500	001-1100-000.53-40	LEGAL NOTICES	2,500	2,500
259	205	1,000	001-1100-000.54-00	ADVERTISING	1,000	1,000
104	-	350	001-1100-000.55-00	PRINTING AND BINDING	350	350
2,278	1,710	2,500	001-1100-000.58-10	TRAVEL, FOOD & LODGING	2,500	2,500
2,332	1,056	2,500	001-1100-000.58-50	TRAINING AND CONFERENCES	2,500	2,500
1,345	897	1,785	001-1100-000.58-70	MEMBERSHIPS/DUES/SUBS	1,780	1,780
2,189	1,701	2,700	001-1100-000.60-10	OFFICE SUPPLIES	2,500	2,500
-	-	-	001-1100-000.60-85	SPECIAL DEPT SUPPLIES	-	-
-	-	100	001-1100-000.64-10	BOOKS AND PERIODICALS	100	100
365	273	500	001-1100-000.64-80	COMPUTER SOFTWARE	500	500
-	-	-	001-1100-000.69-50	MISCELLANEOUS EXPENSES	-	-
4,937	2,285	10,600	001-1100-000.69-80	ASSETS < \$5000	3,500	3,500
<b>59,967</b>	<b>62,641</b>	<b>118,960</b>	<b>TOTAL MATERIALS AND SERVICES</b>		<b>105,427</b>	<b>105,427</b>
-	-	-	001-1100-000.74-20	VEHICLES	-	-
-	-	-	<b>TOTAL CAPITAL OUTLAY</b>		-	-
<b>498,830</b>	<b>537,760</b>	<b>702,398</b>	<b>SUB-TOTAL PLANNING DEPARTMENT</b>		<b>643,652</b>	<b>643,652</b>

**City of The Dalles, Oregon**  
**Fiscal Year 2021 - 22 Approved Budget**

<b>FY18/19 Actual</b>	<b>FY19/20 Actual</b>	<b>FY20/21 Budget</b>	<b>Account Number</b>	<b>Account Description</b>	<b>FY21/22 Proposed Budget</b>	<b>FY21/22 Approved Budget</b>
			<b>ECONOMIC DEVELOPMENT</b>			
34,462	59,217	95,000	001-1150-000.31-10	CONTRACTUAL SERVICES	45,000	45,000
-	-	-	001-1150-000.43-45	JOINT USE OF LABOR / EQUIP	-	-
-	1	70	001-1150-000.53-20	POSTAGE	70	70
-	-	-	001-1150-000.53-30	TELEPHONE	-	-
-	-	100	001-1150-000.54-00	ADVERTISING	100	100
2,265	673	2,000	001-1150-000.58-10	TRAVEL, FOOD & LODGING	2,000	2,000
25	252	800	001-1150-000.58-50	TRAINING AND CONFERENCES	800	800
85	-	250	001-1150-000.58-70	MEMBERSHIP/DUES/SUBSCRIPTIONS	250	250
45	32	300	001-1150-000.60-10	OFFICE SUPPLIES	300	300
-	-	500	001-1150-000.60-85	SPECIAL SUPPLIES	500	500
-	-	200	001-1150-000.69-50	MISCELLANEOUS EXPENSES	200	200
-	-	-	001-1150-000.69-80	ASSETS < \$5000	-	-
<b>36,882</b>	<b>60,174</b>	<b>99,220</b>	<b>TOTAL MATERIALS AND SERVICES</b>		<b>49,220</b>	<b>49,220</b>
<b>36,882</b>	<b>60,174</b>	<b>99,220</b>	<b>SUB-TOTAL ECONOMIC DEVELOPMENT</b>		<b>49,220</b>	<b>49,220</b>

**City of The Dalles, Oregon**  
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<b>FY18/19 Actual</b>	<b>FY19/20 Actual</b>	<b>FY20/21 Budget</b>	<b>Account Number</b>	<b>Account Description</b>	<b>FY21/22 Proposed Budget</b>	<b>FY21/22 Proposed Budget</b>
				<b>CODES ENFORCEMENT</b>		
45,653	48,450	47,730	001-1175-000.11-00	REGULAR SALARIES	-	-
9,532	9,817	10,525	001-1175-000.21-10	MEDICAL INSURANCE	-	-
318	323	301	001-1175-000.21-20	L-T DISABILITY INSURANCE	-	-
44	44	50	001-1175-000.21-30	LIFE INSURANCE	-	-
705	526	694	001-1175-000.21-40	WORKERS COMP INSURANCE	-	-
3,451	3,665	3,651	001-1175-000.22-00	FICA	-	-
6,260	6,384	6,444	001-1175-000.23-00	RETIREMENT	-	-
	-	-	001-1175-000.29-00	OTHER EMPLOYEE BENEFITS	-	-
<b>65,963</b>	<b>69,209</b>	<b>69,395</b>		<b>TOTAL PERSONNEL SERVICE</b>	-	-
<b>1.0</b>	<b>1.0</b>	<b>1.0</b>		<b>Total Full-Time Equivalent (FTE)</b>	-	-
3,336	1,143	15,000	001-1175-000.31-10	CONTRACTUAL SERVICES	-	-
3,931	2,385	2,460	001-1175-000.39-00	OTHER CONTRACTUAL SRVCS	-	-
121	217	400	001-1175-000.43-50	VEHICLES	-	-
529	434	700	001-1175-000.43-51	GAS/OIL/DIESEL/LUBRICANTS	-	-
-	-	350	001-1175-000.43-52	TIRES AND TIRE REPAIRS	-	-
615	589	1,000	001-1175-000.53-20	POSTAGE	-	-
1,156	1,121	1,520	001-1175-000.53-30	TELEPHONE	-	-
530	592	800	001-1175-000.58-10	TRAVEL, FOOD & LODGING	-	-
374	200	1,000	001-1175-000.58-50	TRAINING AND CONFERENCES	-	-
75	75	150	001-1175-000.58-70	MEMBERSHIPS/DUES/SUBS	-	-
837	788	1,200	001-1175-000.60-10	OFFICE SUPPLIES	-	-
-	-	-	001-1175-000.69-50	MISCELLANEOUS EXPENSES	-	-
-	-	5,500	001-1175-000.69-80	ASSETS < \$5000	-	-
<b>11,504</b>	<b>7,543</b>	<b>30,080</b>		<b>TOTAL MATERIALS AND SERVICES</b>	-	-
<b>77,467</b>	<b>76,752</b>	<b>99,475</b>		<b>SUB-TOTAL CODES ENFORCEMENT DEPARTMENT</b>	-	-
<b>613,180</b>	<b>674,686</b>	<b>901,093</b>		<b>TOTAL PLANNING AND ECONOMIC DEVELOPMENT</b>	-	-

**City of The Dalles, Oregon**  
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<b>FY18/19 Actual</b>	<b>FY19/20 Actual</b>	<b>FY20/21 Budget</b>	<b>Account Number</b>	<b>Account Description</b>	<b>FY21/22 Proposed Budget</b>	<b>FY21/22 Approved Budget</b>
				<b>POLICE</b>		
1,806,269	1,884,551	2,036,399	001-1300-000.11-00	REGULAR SALARIES	2,129,200	2,129,200
18,834	17,272	25,753	001-1300-000.12-00	PARTTIME/TEMP SALARIES	26,767	26,767
131,877	124,755	126,300	001-1300-000.13-00	OVERTIME SALARIES	126,300	126,300
-	-	5,000	001-1300-000.13-10	DUI OVERTIME SALARIES	5,000	5,000
13,697	12,575	14,991	001-1300-000.14-00	BI-LINGUAL INCENTIVE 5%	12,845	12,845
465,199	515,886	614,097	001-1300-000.21-10	MEDICAL INSURANCE	622,773	622,773
11,170	11,678	12,492	001-1300-000.21-20	L-T DISABILITY INSURANCE	13,186	13,186
1,217	1,242	1,335	001-1300-000.21-30	LIFE INSURANCE	1,361	1,361
52,750	36,645	60,092	001-1300-000.21-40	WORKERS COMP INSURANCE	59,840	59,840
148,011	152,525	163,715	001-1300-000.22-00	FICA	175,882	175,882
359,729	372,823	418,229	001-1300-000.23-00	RETIREMENT CONTRIBUTIONS	430,762	430,762
14,932	16,902	28,764	001-1300-000.28-00	VEBA CONTRIBUTIONS	27,665	27,665
60	282	60	001-1300-000.29-00	OTHER EMPLOYEE BENEFITS	122	122
<b>3,023,746</b>	<b>3,147,136</b>	<b>3,507,227</b>		<b>TOTAL PERSONNEL SERVICE</b>	<b>3,631,703</b>	<b>3,631,703</b>
<b>24.50</b>	<b>25.25</b>	<b>27.45</b>		<b>Total Full-Time Equivalent (FTE)</b>	<b>27.45</b>	<b>27.45</b>
71,687	72,252	81,367	001-1300-000.31-10	CONTRACTUAL SERVICES	98,645	98,645
468,502	476,582	364,844	001-1300-000.31-40	WASCO CO COMMUNICATIONS	367,428	367,428
1,711	1,389	-	001-1300-000.31-70	RECRUITING EXPENSES	-	-
59	145	400	001-1300-000.33-15	INTERPRETOR FEES	600	600
471	17,021	11,000	001-1300-000.33-40	TOWING SERVICES	21,500	21,500
9,271	10,845	14,862	001-1300-000.34-40	SOFTWARE MAINTENANCE	17,750	17,750
2,549	2,271	2,500	001-1300-000.41-10	WATER & SEWER	2,500	2,500
1,516	1,558	1,600	001-1300-000.41-20	GARBAGE SERVICES	1,600	1,600
7,494	5,521	7,600	001-1300-000.41-40	ELECTRICITY	7,600	7,600
10,878	11,658	11,658	001-1300-000.42-00	JANITORIAL SERVICES	11,658	11,658
14,317	3,314	15,500	001-1300-000.43-10	BUILDINGS AND GROUNDS	6,800	6,800
-	748	2,300	001-1300-000.43-30	RADIO EQUIPMENT	2,400	2,400
40	-	1,000	001-1300-000.43-40	OFFICE EQUIPMENT	1,000	1,000
17,048	15,545	20,000	001-1300-000.43-50	VEHICLES MAINTENANCE	20,000	20,000
40,094	39,679	39,000	001-1300-000.43-51	GAS/OIL/DIESEL/LUBRICANTS	39,000	39,000
5,518	6,481	7,100	001-1300-000.43-52	TIRES AND TIRE REPAIRS	7,000	7,000
2,749	2,636	2,700	001-1300-000.43-75	ELEVATOR MAINTENANCE	2,800	2,800
-	-	800	001-1300-000.43-77	HVAC SYSTEMS	800	800
-	83	200	001-1300-000.50-40	HEPATITIS PROGRAM	200	200
1,561	1,593	2,000	001-1300-000.53-20	POSTAGE	1,700	1,700
15,212	18,955	18,760	001-1300-000.53-30	TELEPHONE	21,388	21,388
191	-	500	001-1300-000.54-00	ADVERTISING	500	500
1,444	9,162	12,450	001-1300-000.56-00	DIGITAL STORAGE	15,230	15,230
15,095	13,587	10,500	001-1300-000.58-10	TRAVEL, FOOD & LODGING	10,000	10,000
12,809	5,590	7,500	001-1300-000.58-50	TRAINING AND CONFERENCES	9,378	9,378
2,425	2,343	5,090	001-1300-000.58-70	MEMBERSHIPS/DUES/SUBS	3,250	3,250
3,816	1,143	5,000	001-1300-000.59-10	SERT TEAM	8,550	8,550
1,799	3,922	4,000	001-1300-000.59-15	RESERVES	4,992	4,992
2,379	-	1,000	001-1300-000.59-25	CRIME PREVENTION	500	500
4,166	3,288	5,000	001-1300-000.60-10	OFFICE SUPPLIES	5,000	5,000
4,788	4,299	5,060	001-1300-000.60-20	JANITORIAL SUPPLIES	5,060	5,060
3,130	8,603	9,045	001-1300-000.60-65	AMMUNITION	9,000	9,000
5,474	5,904	5,000	001-1300-000.60-70	DRUG TEAM	-	-
17,712	20,484	23,270	001-1300-000.60-80	CLOTHING	18,160	18,160
12,125	18,134	15,808	001-1300-000.60-85	SPECIAL DEPT SUPPLIES	10,850	10,850
15,139	15,478	21,922	001-1300-000.64-80	COMPUTER SOFTWARE	19,700	19,700
3,671	2,607	7,500	001-1300-000.69-50	MISCELLANEOUS EXPENSES	6,800	6,800
14,364	28,357	23,724	001-1300-000.69-80	ASSETS < \$5000	28,650	28,650
<b>791,204</b>	<b>831,178</b>	<b>767,560</b>		<b>TOTAL MATERIALS AND SERVICES</b>	<b>787,989</b>	<b>787,989</b>
-	12,044	-	001-1300-000.72-20	BUILDINGS	-	-
82,861	92,925	42,600	001-1300-000.74-20	VEHICLES	133,000	133,000
-	11,647	16,700	001-1300-000.74-90	EQUIPMENT, OTHER	22,700	22,700
<b>82,861</b>	<b>116,617</b>	<b>59,300</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>155,700</b>	<b>155,700</b>
<b>3,897,810</b>	<b>4,094,931</b>	<b>4,334,087</b>		<b>SUB-TOTAL POLICE DEPARTMENT</b>	<b>4,575,392</b>	<b>4,575,392</b>

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<b>FY18/19 Actual</b>	<b>FY19/20 Actual</b>	<b>FY20/21 Budget</b>	<b>Account Number</b>	<b>Account Description</b>	<b>FY21/22 Proposed Budget</b>	<b>FY21/22 Approved Budget</b>
				<b>CODES ENFORCEMENT</b>		
-	-	-	001-1175-000.11-00	REGULAR SALARIES	51,908	51,908
-	-	-	001-1175-000.21-10	MEDICAL INSURANCE	10,796	10,796
-	-	-	001-1175-000.21-20	L-T DISABILITY INSURANCE	327	327
-	-	-	001-1175-000.21-30	LIFE INSURANCE	50	50
-	-	-	001-1175-000.21-40	WORKERS COMP INSURANCE	661	661
-	-	-	001-1175-000.22-00	FICA	3,971	3,971
-	-	-	001-1175-000.23-00	RETIREMENT	7,008	7,008
-	-	-	001-1175-000.29-00	OTHER EMPLOYEE BENEFITS	-	-
-	-	-		<b>TOTAL PERSONNEL SERVICE</b>	<b>74,721</b>	<b>74,721</b>
				<b>Total Full-Time Equivalent (FTE)</b>	<b>1.0</b>	<b>1.0</b>
-	-	-	001-1175-000.31-10	CONTRACTUAL SERVICES	15,000	15,000
-	-	-	001-1175-000.39-00	OTHER CONTRACTUAL SRVCS	6,117	6,117
-	-	-	001-1175-000.43-50	VEHICLES	2,250	2,250
-	-	-	001-1175-000.43-51	GAS/OIL/DIESEL/LUBRICANTS	1,000	1,000
-	-	-	001-1175-000.43-52	TIRES AND TIRE REPAIRS	750	750
-	-	-	001-1175-000.53-20	POSTAGE	1,000	1,000
-	-	-	001-1175-000.53-30	TELEPHONE	1,520	1,520
-	-	-	001-1175-000.58-10	TRAVEL, FOOD & LODGING	1,000	1,000
-	-	-	001-1175-000.58-50	TRAINING AND CONFERENCES	582	582
-	-	-	001-1175-000.58-70	MEMBERSHIPS/DUES/SUBS	150	150
-	-	-	001-1175-000.60-10	OFFICE SUPPLIES	1,200	1,200
-	-	-	001-1175-000.69-50	MISCELLANEOUS EXPENSES	1,000	1,000
-	-	-	001-1175-000.69-80	ASSETS < \$5000	4,900	4,900
-	-	-		<b>TOTAL MATERIALS AND SERVICES</b>	<b>36,469</b>	<b>36,469</b>
-	-	-		<b>SUB-TOTAL CODES ENFORCEMENT DEPARTMENT</b>	<b>111,190</b>	<b>111,190</b>
-	-	-		<b>TOTAL CODES AND POLICE DEPARTMENT</b>	<b>4,686,582</b>	<b>4,686,582</b>

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<b>FY18/19 Actual</b>	<b>FY19/20 Actual</b>	<b>FY20/21 Budget</b>	<b>Account Number</b>	<b>Account Description</b>	<b>FY21/22 Proposed Budget</b>	<b>FY21/22 Approved Budget</b>
				<b>ANIMAL CONTROL</b>		
33,699	21,471	33,251	001-4500-000.12-00	PARTTIME/TEMP SALARIES	33,916	33,916
-	31	-	001-4500-000.13-00	OVERTIME SALARIES	-	-
12,622	6,306	7,894	001-4500-000.21-10	MEDICAL INSURANCE	8,097	8,097
211	288	212	001-4500-000.21-20	L-T DISABILITY INSURANCE	563	563
44	32	38	001-4500-000.21-30	LIFE INSURANCE	38	38
531	389	470	001-4500-000.21-40	WORKERS COMP INSURANCE	423	423
2,264	1,488	2,544	001-4500-000.22-00	FICA	2,595	2,595
4,053	1,927	4,489	001-4500-000.23-00	RETIREMENT	4,579	4,579
-	-	-	001-4500-000.29-00	OTHER EMPLOYEE BENEFITS	-	-
<b>53,424</b>	<b>31,932</b>	<b>48,898</b>		<b>TOTAL PERSONNEL SERVICE</b>	<b>50,211</b>	<b>50,211</b>
<b>0.50</b>	<b>0.75</b>	<b>0.75</b>		<b>Total Full-Time Equivalent (FTE)</b>	<b>0.75</b>	<b>0.75</b>
13,890	12,484	13,980	001-4500-000.31-10	CONTRACTUAL SERVICES	13,980	13,980
-	298	2,000	001-4500-000.31-90	CONTRACTUAL SERVICES - OTHER	2,000	2,000
530	401	4,000	001-4500-000.43-50	VEHICLES	6,000	6,000
969	586	2,000	001-4500-000.43-51	GAS/OIL/DIESEL/LUBRICANTS	2,000	2,000
-	-	1,000	001-4500-000.43-52	TIRES AND TIRE REPAIRS	750	750
255	-	1,500	001-4500-000.58-50	TRAINING AND CONFERENCES	2,082	2,082
176	1,163	1,500	001-4500-000.60-85	SUPPLIES - SPECIAL DEPT	1,000	1,000
-	-	2,000	001-4500-000.69-80	ASSETS < \$5000	3,790	3,790
<b>15,819</b>	<b>14,932</b>	<b>27,980</b>		<b>TOTAL MATERIALS AND SERVICES</b>	<b>31,602</b>	<b>31,602</b>
<b>69,244</b>	<b>46,864</b>	<b>76,878</b>		<b>TOTAL ANIMAL CONTROL DEPARTMENT</b>	<b>81,813</b>	<b>81,813</b>



**City of The Dalles, Oregon**  
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<b>FY18/19 Actual</b>	<b>FY19/20 Actual</b>	<b>FY20/21 Budget</b>	<b>Account Number</b>	<b>Account Description</b>	<b>FY21/22 Proposed Budget</b>	<b>FY21/22 Approved Budget</b>
			<b>TECHNOLOGY DEPARTMENT</b>			
77,721	80,508	116,463	001-1700-000.11-00	REGULAR SALARIES	156,258	156,258
-	21,076	-	001-1700-000.12-00	PARTTIME/TEMP SALARIES	-	-
9,532	15,095	18,418	001-1700-000.21-10	MEDICAL INSURANCE	21,592	21,592
541	699	745	001-1700-000.21-20	L-T DISABILITY INSURANCE	1,000	1,000
44	77	100	001-1700-000.21-30	LIFE INSURANCE	100	100
1,173	899	1,678	001-1700-000.21-40	WORKERS COMP INSURANCE	1,955	1,955
5,863	7,668	8,909	001-1700-000.22-00	FICA	11,954	11,954
10,589	10,799	13,742	001-1700-000.23-00	RETIREMENT CONTRIBUTIONS	21,095	21,095
-	648	1,563	001-1700-000.28-00	VEBA CONTRIBUTIONS	1,848	1,848
60	60	60	001-1700-000.29-00	OTHER EMPLOYEE BENEFITS	60	60
<b>105,523</b>	<b>137,528</b>	<b>161,678</b>	<b>TOTAL PERSONNEL SERVICE</b>		<b>215,862</b>	<b>215,862</b>
<b>1.00</b>	<b>1.50</b>	<b>1.75</b>	<b>Total Full-Time Equivalent (FTE)</b>		<b>2.00</b>	<b>2.00</b>
-	65,730	10,000	001-1700-000.31-10	CONTRACTUAL SERVICES	50,000	50,000
67,133	15,668	60,761	001-1700-000.34-30	COMPUTER SERVICES	55,430	55,430
15,085	17,145	16,324	001-1700-000.34-35	WIFI USE FEES	16,332	16,332
11,122	5,096	16,830	001-1700-000.34-40	SOFTWARE MAINTENANCE	12,700	12,700
5,118	1,200	5,290	001-1700-000.39-00	OTHER CONTRACTUAL SERVICES	5,290	5,290
720	71	1,440	001-1700-000.53-30	TELEPHONE	1,440	1,440
13	-	1,000	001-1700-000.58-10	TRAVEL, FOOD & LODGING	1,000	1,000
-	(25)	500	001-1700-000.58-50	TRAINING AND CONFERENCES	-	-
65	13,835	400	001-1700-000.60-10	OFFICE SUPPLIES	-	-
11,974	379	12,100	001-1700-000.64-80	COMPUTER SOFTWARE	2,100	2,100
467	1,350	2,500	001-1700-000.69-50	MISCELLANEOUS EXPENSES	2,500	2,500
6,053	-	65,915	001-1700-000.69-80	ASSETS < \$5000	3,500	3,500
<b>117,750</b>	<b>120,448</b>	<b>193,060</b>	<b>TOTAL MATERIALS AND SERVICES</b>		<b>150,292</b>	<b>150,292</b>
			<b>CAPITAL OUTLAY</b>			
7,194	-	-	001-1700-000.74-50	COMPUTER EQUIPMENT	70,000	70,000
-	5,060	27,000	001-1700-000.74-60	NETWORK EQUIPMENT	-	-
<b>7,194</b>	<b>5,060</b>	<b>27,000</b>	<b>TOTAL CAPITAL OUTLAY</b>		<b>70,000</b>	<b>70,000</b>
<b>230,467</b>	<b>263,037</b>	<b>381,738</b>	<b>TOTAL TECHNOLOGY DEPARTMENT</b>		<b>436,154</b>	<b>436,154</b>

**City of The Dalles, Oregon**  
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FY18/19 Actual	FY19/20 Actual	FY20/21 Budget	Account Number	Account Description	FY21/22 Proposed Budget	FY21/22 Approved Budget
			<b>GENERAL SERVICES DEPARTMENT</b>			
			<b>BUILDINGS &amp; GROUNDS</b>			
40,215	42,556	43,620	001-2300-000.11-00	REGULAR SALARIES	44,710	44,710
-	-	-	001-2300-000.12-00	PARTTIME/TEMP SALARIES	-	-
401	687	1,200	001-2300-000.13-00	OVERTIME SALARIES	1,200	1,200
13,975	14,253	19,296	001-2300-000.21-10	MEDICAL INSURANCE	19,788	19,788
286	299	279	001-2300-000.21-20	L-T DISABILITY INSURANCE	291	291
38	40	40	001-2300-000.21-30	LIFE INSURANCE	40	40
1,350	1,093	1,365	001-2300-000.21-40	WORKERS COMP INSURANCE	1,230	1,230
3,079	3,283	3,429	001-2300-000.22-00	FICA	3,512	3,512
4,997	5,823	5,889	001-2300-000.23-00	RETIREMENT	6,036	6,036
343	1,326	1,426	001-2300-000.29-00	OTHER EMPLOYEE BENEFITS	1,462	1,462
<b>64,684</b>	<b>69,360</b>	<b>76,544</b>	<b>TOTAL PERSONNEL SERVICES</b>		<b>78,269</b>	<b>78,269</b>
<b>0.80</b>	<b>0.80</b>	<b>0.80</b>	<b>Total Full-Time Equivalent (FTE)</b>		<b>0.80</b>	<b>0.80</b>
13,500	10,813	4,000	001-2300-000.31-10	CONTRACTUAL SERVICES	11,200	11,200
3,503	3,398	4,000	001-2300-000.41-10	WATER & SEWER	4,500	4,500
2,275	2,354	2,300	001-2300-000.41-20	GARBAGE SERVICES	2,300	2,300
820	1,293	1,000	001-2300-000.41-30	NATURAL GAS	1,000	1,000
20,772	20,748	21,000	001-2300-000.41-40	ELECTRICITY	21,000	21,000
17,010	17,010	17,010	001-2300-000.42-00	JANITORIAL SERVICES	17,010	17,010
24,478	11,526	22,000	001-2300-000.43-10	BUILDINGS AND GROUNDS	17,000	17,000
35,847	45,406	98,108	001-2300-000.43-11	PARK & DOCK MAINTENANCE	63,944	63,944
151	233	500	001-2300-000.43-12	ARCO LOT	500	500
-	-	-	001-2300-000.43-13	GITCHELL BUILDING	-	-
628	-	1,000	001-2300-000.43-14	TRANSPORTATION BUILDING	1,000	1,000
-	-	500	001-2300-000.43-45	JOINT USE OF LABOR/EQUIP	500	500
1,503	705	2,000	001-2300-000.43-50	VEHICLES	2,000	2,000
3,938	3,033	3,200	001-2300-000.43-51	GAS/OIL/DIESEL/LUBRICANTS	3,200	3,200
-	-	1,500	001-2300-000.43-52	TIRES AND TIRE REPAIRS	1,000	1,000
1,149	531	1,000	001-2300-000.43-70	GENERAL EQUIPMENT	1,000	1,000
707	291	1,000	001-2300-000.43-72	ELECTRICAL SYSTEMS	1,000	1,000
-	235	1,000	001-2300-000.43-73	PLUMBING	1,000	1,000
3,640	3,621	4,000	001-2300-000.43-75	ELEVATORS	4,000	4,000
245	422	9,500	001-2300-000.43-77	HVAC SYSTEMS	9,500	9,500
190	-	1,000	001-2300-000.43-80	SHOP EQUIPMENT	1,000	1,000
20	-	7,500	001-2300-000.50-20	PEST CONTROL	5,000	5,000
83,337	83,241	85,905	001-2300-000.52-10	LIABILITY INSURANCE	93,163	93,163
16,844	18,383	20,861	001-2300-000.52-30	PROPERTY INSURANCE	24,416	24,416
15,932	15,872	17,482	001-2300-000.52-50	AUTOMOTIVE INSURANCE	17,085	17,085
-	-	1,500	001-2300-000.52-70	FIDELITY BOND	-	-
6,384	6,040	7,325	001-2300-000.53-30	TELEPHONE	6,500	6,500
-	-	-	001-2300-000.58-10	TRAVEL, FOOD & LODGING	-	-
-	-	-	001-2300-000.58-50	TRAINING AND CONFERENCES	-	-
30	31	300	001-2300-000.60-10	OFFICE SUPPLIES	300	300
3,946	4,100	4,500	001-2300-000.60-20	JANITORIAL SUPPLIES	4,500	4,500
1,049	1,151	1,100	001-2300-000.60-80	CLOTHING	1,200	1,200
362	74	1,000	001-2300-000.69-50	MISCELLANEOUS EXPENSES	1,000	1,000
-	-	2,200	001-2300-000.69-80	ASSETS < \$5000	-	-
<b>258,259</b>	<b>250,511</b>	<b>345,291</b>	<b>TOTAL MATERIALS AND SERVICES</b>		<b>316,818</b>	<b>316,818</b>
7,535	-	50,000	001-2300-000.74-20	VEHICLES	-	-
<b>7,535</b>	<b>-</b>	<b>50,000</b>	<b>TOTAL CAPITAL OUTLAY</b>		<b>-</b>	<b>-</b>
<b>330,479</b>	<b>319,871</b>	<b>471,835</b>	<b>SUB-TOTAL GENERAL SERVICES</b>		<b>395,087</b>	<b>395,087</b>
<b>330,479</b>	<b>319,871</b>	<b>471,835</b>	<b>TOTAL GENERAL SERVICES DEPT</b>		<b>395,087</b>	<b>395,087</b>

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<b>FY18/19 Actual</b>	<b>FY19/20 Actual</b>	<b>FY20/21 Budget</b>	<b>Account Number</b>	<b>Account Description</b>	<b>FY21/22 Proposed Budget</b>	<b>FY21/22 Approved Budget</b>
				<b>OTHER USES</b>		
40,000	40,000	40,000	001-9500-000.80-06	MAIN STREET TOURISM	40,000	40,000
289,556	316,557	180,000	001-9500-000.80-10	TOURISM	245,000	245,000
90,000	90,000	90,000	001-9500-000.80-15	MID-COLUMBIA FIRE & RESCUE	90,000	90,000
-	-	171,326	001-9500-000.81-15	STATE OF OREGON GRANT REPAYMENT	-	-
274,996	224,146	351,603	001-9500-000.82-05	NW COUNTY PARKS & REC	296,996	296,996
<b>694,552</b>	<b>670,703</b>	<b>832,929</b>		<b>TOTAL SPECIAL PAYMENTS</b>	<b>671,996</b>	<b>671,996</b>
-	300,000	300,000	001-9500-000.81-05	STREET FUND	300,000	300,000
-	16,332	17,443	001-9500-000.81-10	UNEMPLOYMENT FUND	-	-
-	-	-	001-9500-000.81-18	SPECIAL GRANTS FUND	-	-
-	-	-	001-9500-000.81-37	CAPITAL PROJECTS FUND	75,000	75,000
65,000	65,000	115,000	001-9500-000.81-61	TO AIRPORT FUND	124,827	124,827
<b>65,000</b>	<b>381,332</b>	<b>432,443</b>		<b>TOTAL OPERATING TRANSFERS OUT</b>	<b>499,827</b>	<b>499,827</b>
-	-	773,343	001-9500-000.88-00	CONTINGENCY	853,406	853,406
-	-	<b>773,343</b>		<b>TOTAL CONTINGENCY</b>	<b>853,406</b>	<b>853,406</b>
-	-	1,698,860	001-9500-000.88-01	RESERVE FOR FUTURE EXPENDITURES	2,625,912	2,625,912
-	-	1,017,815	001-9500-000.89-00	UNAPPROPRIATED ENDING BAL	971,405	971,405
-	-	<b>2,716,675</b>		<b>TOTAL UNAPPROPRIATED ENDING BAL</b>	<b>3,597,317</b>	<b>3,597,317</b>
<b>759,552</b>	<b>1,052,035</b>	<b>4,755,390</b>		<b>TOTAL OTHER DEPARTMENT</b>	<b>5,622,546</b>	<b>5,622,546</b>
<b>7,852,421</b>	<b>8,346,371</b>	<b>13,562,600</b>		<b>TOTAL EXPENSES</b>	<b>14,431,605</b>	<b>14,431,605</b>
<b>4,146,620</b>	<b>4,731,056</b>	-		<b>GENERAL FUND - REVENUES LESS EXPENSES</b>	-	-

**City of The Dalles, Oregon**  
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<b>FY18/19 Actual</b>	<b>FY19/20 Actual</b>	<b>FY20/21 Budget</b>	<b>Account Number</b>	<b>Account Description</b>	<b>FY21/22 Proposed Budget</b>	<b>FY21/22 Approved Budget</b>
				<b>LIBRARY FUND 004</b>		
				<b>REVENUES</b>		
1,596,045	1,722,502	1,460,087	004-0000-300.00-00	BEGINNING BALANCE	1,447,081	1,447,081
6,445	3,612	3,612	004-0000-334.20-00	STATE FOR LIBRARY	3,634	3,634
-	77,755	52,265	004-0000-336.10-00	PRIVATE SECTOR GRANTS	25,000	25,000
1,270,314	1,308,423	1,397,676	004-0000-337.20-00	LIBRARY DISTRICT TAXES FROM CO	1,439,606	1,439,606
18,851	14,489	14,500	004-0000-351.50-00	LIBRARY FINES	2,000	2,000
31,299	33,545	24,500	004-0000-361.00-00	INTEREST REVENUES	15,100	15,100
175	-	100	004-0000-365.00-00	GIFTS AND DONATIONS	100	100
880	1,855	100	004-0000-369.00-00	OTHER MISC REVENUES	200	200
<b>2,924,009</b>	<b>3,162,182</b>	<b>2,952,840</b>		<b>TOTAL LIBRARY FUND REVENUES</b>	<b>2,932,721</b>	<b>2,932,721</b>
				<b>EXPENDITURES</b>		
455,058	483,429	512,517.00	004-2100-000.11-00	REGULAR SALARIES	527,043	527,043
28,707	26,243	43,110.00	004-2100-000.12-00	PARTTIME/TEMP SALARIES	43,532	43,532
150	548	11,000.00	004-2100-000.13-00	OVERTIME SALARIES	11,000	11,000
156,462	149,827	167,229.00	004-2100-000.21-10	MEDICAL INSURANCE	178,667	178,667
3,118	3,240	3,380.00	004-2100-000.21-20	L-T DISABILITY INSURANCE	3,468	3,468
532	505	533.00	004-2100-000.21-30	LIFE INSURANCE	533	533
1,855	1,499	1,698.00	004-2100-000.21-40	WORKERS COMP INSURANCE	1,699	1,699
35,826	38,093	43,332.00	004-2100-000.22-00	FICA	44,293	44,293
51,007	45,316	69,714.00	004-2100-000.23-00	RETIREMENT CONTRIBUTIONS	67,925	67,925
2,092	3,064	5,484.00	004-2100-000.28-00	VEBA CONTRIBUTIONS	8,714	8,714
130	225	120.00	004-2100-000.29-00	OTHER EMPLOYEE BENEFITS	240	240
<b>734,937</b>	<b>751,989</b>	<b>858,117</b>		<b>TOTAL PERSONNEL SERVICE</b>	<b>887,114</b>	<b>887,114</b>
<b>11.3</b>	<b>11.0</b>	<b>11.3</b>		<b>Total Full-Time Equivalent (FTE)</b>	<b>11.3</b>	<b>11.3</b>
54,354	94,030	187,562	004-2100-000.31-10	CONTRACTUAL SERVICES	193,460	193,460
-	-	750	004-2100-000.32-20	SPECIAL LEGAL SERVICES	750	750
2,762	2,184	5,478	004-2100-000.41-10	WATER & SEWER	5,580	5,580
1,121	1,152	1,746	004-2100-000.41-20	GARBAGE SERVICES	1,798	1,798
21,700	21,476	31,132	004-2100-000.41-40	ELECTRICITY	31,132	31,132
11,665	13,798	38,050	004-2100-000.43-10	BUILDINGS AND GROUNDS	47,150	47,150
805	-	27,220	004-2100-000.43-40	OFFICE EQUIPMENT	30,230	30,230
-	-	300	004-2100-000.43-45	JOINT USE OF LABOR/EQUIP	250	250
-	14	-	004-2100-000.43-51	GAS/OIL/LUBRICANTS	-	-
1,260	377	8,250	004-2100-000.43-52	LIBRARY VEHICLE-GAS/OIL/TIRES	8,250	8,250
627	844	10,625	004-2100-000.43-77	HVAC SYSTEMS	10,775	10,775
3,950	3,945	4,778	004-2100-000.52-10	LIABILITY INSURANCE	5,495	5,495
5,024	5,483	8,272	004-2100-000.52-30	PROPERTY INSURANCE	9,513	9,513
408	428	795	004-2100-000.52-50	AUTOMOTIVE INSURANCE	800	800
267	134	2,300	004-2100-000.53-20	POSTAGE	2,300	2,300
8,256	7,670	12,955	004-2100-000.53-30	TELEPHONE	12,955	12,955
1,854	622	15,850	004-2100-000.58-10	TRAVEL, FOOD & LODGING	16,550	16,550
1,145	195	17,485	004-2100-000.58-50	TRAINING AND CONFERENCES	17,485	17,485
1,501	878	7,361	004-2100-000.58-70	MEMBERSHIPS/DUES/SUBS	7,361	7,361
6,582	7,046	38,555	004-2100-000.60-10	OFFICE SUPPLIES	38,555	38,555
4,311	4,155	8,050	004-2100-000.60-20	JANITORIAL SUPPLIES	8,050	8,050
25,777	38,319	141,475	004-2100-000.60-85	SPECIAL DEPT SUPPLIES	141,475	141,475
109,268	102,447	116,500	004-2100-000.64-20	LIBRARY BOOKS AND BIND	134,500	134,500
2,375	2,340	5,800	004-2100-000.64-30	LIBRARY PERIODICALS	5,800	5,800
24,097	22,902	61,350	004-2100-000.64-40	AUDIO/VISUAL MATERIALS	61,350	61,350
3,942	7,389	59,037	004-2100-000.64-80	COMPUTER SOFTWARE	59,476	59,476
374	-	1,000	004-2100-000.69-50	MISCELLANEOUS EXPENSES	500	500
19,681	34,840	65,145	004-2100-000.69-80	ASSETS < \$5000	65,950	65,950
<b>313,106</b>	<b>372,667</b>	<b>877,821</b>		<b>TOTAL MATERIALS AND SERVICES</b>	<b>917,490</b>	<b>917,490</b>
13,173	11,556	52,000	004-2100-000.72-20	BUILDINGS	52,100	52,100
-	-	-	004-2100-000.74-20	VEHICLES	-	-
59,900	-	-	004-2100-000.74-30	FURNITURE AND FIXTURES	-	-
-	-	-	004-2100-000.74-40	OFFICE EQUIPMENT	-	-
-	-	-	004-2100-000.74-50	COMPUTER EQUIPMENT	-	-
<b>73,073</b>	<b>11,556</b>	<b>52,000</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>52,100</b>	<b>52,100</b>
<b>1,121,116</b>	<b>1,136,212</b>	<b>1,787,938</b>		<b>TOTAL LIBRARY OPERATING DEPARTMENT</b>	<b>1,856,704</b>	<b>1,856,704</b>

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<b>FY18/19 Actual</b>	<b>FY19/20 Actual</b>	<b>FY20/21 Budget</b>	<b>Account Number</b>	<b>Account Description</b>	<b>FY21/22 Proposed Budget</b>	<b>FY21/22 Approved Budget</b>
				<b>OTHER USES</b>		
80,391	102,229	91,435	004-9500-000.81-01	TO GENERAL FUND	100,580	100,580
-	2,613	2,761	004-9500-000.81-10	TO UNEMPLOYMENT FUND	-	-
-	0	10,000	004-9500-000.81-37	TO CAPITAL PROJECT FUND	10,000	10,000
<b>80,391</b>	<b>104,842</b>	<b>104,196</b>		<b>TOTAL INTERFUND TRANSFERS</b>	<b>110,580</b>	<b>110,580</b>
-	-	186,718	004-9500-000.88-00	CONTINGENCY	128,000	128,000
-	-	<b>186,718</b>		<b>TOTAL CONTINGENCY</b>	<b>128,000</b>	<b>128,000</b>
-	-	89,213	004-9500-000.88-01	RESERVE FOR FUTURE EXPENDITURES	52,437	52,437
-	-	784,775	004-9500-000.89-00	UNAPPROPRIATED ENDING BAL	785,000	785,000
-	-	<b>873,988</b>		<b>TOTAL UNAPPROPRIATED</b>	<b>837,437</b>	<b>837,437</b>
<b>80,391</b>	<b>104,842</b>	<b>1,164,902</b>		<b>TOTAL OTHER USES DEPARTMENT</b>	<b>1,076,017</b>	<b>1,076,017</b>
<b>1,201,507</b>	<b>1,241,054</b>	<b>2,952,840</b>		<b>GRAND TOTAL LIBRARY FUND</b>	<b>2,932,721</b>	<b>2,932,721</b>
<b>1,722,502</b>	<b>1,921,127</b>	-		<b>LIBRARY FUND - REVENUES LESS EXPENSES</b>	-	-

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FY18/19 Actual	FY19/20 Actual	FY20/21 Budget	Account Number	Account Description	FY21/22 Proposed Budget	FY21/22 Approved Budget
			<b>STREET FUND 005</b>			
			<b>REVENUES</b>			
1,185,074	1,166,460	1,449,065	005-0000-300.00-00	BEGINNING BALANCE	1,071,398	1,071,398
84,312	81,897	81,402	005-0000-318.20-00	NORTHWEST NATURAL	81,402	81,402
-	-	5,000	005-0000-318.30-00	ZAYO GROUP	5,000	5,000
507,552	475,432	510,000	005-0000-319.40-00	LOCAL 3 CENT FUEL TAX	480,000	480,000
-	-	-	005-0000-331.90-00	FEDERAL GRANTS-MISC	-	-
1,076,573	1,011,161	1,169,890	005-0000-335.40-00	STATE MOTOR VEH FND	1,125,844	1,125,844
-	-	9,280	005-0000-337.10-00	URBAN RENEWAL	9,465	9,465
-	-	-	005-0000-337.70-00	CHENOWITH PUD	-	-
-	-	-	005-0000-341.80-00	COPIES, PLANS, ORD'S	-	-
3,680	549	350	005-0000-341.90-00	MISC SALES AND SRVCE	350	350
15,760	10,454	24,500	005-0000-348.00-00	INTERDEPARTMENTAL REVENUE	24,500	24,500
25,410	19,943	19,000	005-0000-361.00-00	INTEREST REVENUES	10,000	10,000
909	3,976	1,000	005-0000-369.00-00	OTHER MISC REVENUES	200	200
-	300,000	300,000	005-0000-391.01-00	FROM GENERAL FUND	300,000	300,000
169,062	170,933	171,258	005-0000-391.51-00	WATER UTILITY FUND	181,471	181,471
152,299	154,803	155,241	005-0000-391.55-00	WASTEWATER UTILITY	156,393	156,393
13,717	105	-	005-0000-392.00-00	SALE OF FIXED ASSETS	500	500
<b>3,234,348</b>	<b>3,395,713</b>	<b>3,895,986</b>	<b>TOTAL STREET FUND REVENUES</b>		<b>3,446,523</b>	<b>3,446,523</b>
			<b>EXPENDITURES</b>			
490,401	498,666	527,762	005-0500-000.11-00	REGULAR SALARIES	561,861	561,861
29,755	21,470	38,480	005-0500-000.12-00	PARTTIME/TEMP SALARIES	38,480	38,480
23,562	7,755	28,000	005-0500-000.13-00	OVERTIME SALARIES	28,000	28,000
135,428	122,581	153,434	005-0500-000.21-10	MEDICAL INSURANCE	137,210	137,210
3,289	3,137	3,339	005-0500-000.21-20	L-T DISABILITY INSURANCE	3,558	3,558
420	415	426	005-0500-000.21-30	LIFE INSURANCE	426	426
30,058	21,057	34,382	005-0500-000.21-40	WORKERS COMP INSURANCE	31,828	31,828
40,818	39,885	45,460	005-0500-000.22-00	FICA	48,068	48,068
55,454	46,217	66,458	005-0500-000.23-00	RETIREMENT CONTRIBUTIONS	74,929	74,929
4,451	4,123	10,524	005-0500-000.28-00	VEBA CONTRIBUTIONS	11,001	11,001
64	101	56	005-0500-000.29-00	OTHER EMPLOYEE BENEFITS	56	56
<b>813,700</b>	<b>765,408</b>	<b>908,321</b>	<b>TOTAL PERSONNEL SERVICE</b>		<b>935,417</b>	<b>935,417</b>
<b>8.50</b>	<b>8.50</b>	<b>8.84</b>	<b>Total Full-Time Equivalent (FTE)</b>		<b>8.84</b>	<b>8.84</b>
55,720	97,076	62,140	005-0500-000.31-10	CONTRACTUAL SERVICES	66,544	66,544
15,451	15,712	11,989	005-0500-000.31-40	WASCO CO COMMUNICATIONS	11,989	11,989
-	-	1,000	005-0500-000.34-10	ENGINEERING SERVICES	1,000	1,000
5,382	6,245	8,440	005-0500-000.34-30	COMPUTER SERVICES	9,833	9,833
-	-	-	005-0500-000.34-50	SPECIAL STUDIES & REPORTS	-	-
4,591	2,979	4,500	005-0500-000.41-10	WATER & SEWER	4,500	4,500
2,101	6,631	5,000	005-0500-000.41-20	GARBAGE SERVICES	7,000	7,000
4,549	3,650	6,265	005-0500-000.41-30	NATURAL GAS	5,635	5,635
4,863	4,333	5,542	005-0500-000.41-40	ELECTRICITY	5,542	5,542
165,292	161,410	220,149	005-0500-000.41-50	STREET & TRAFFIC LIGHTING	186,880	186,880
7,988	7,980	7,980	005-0500-000.42-00	JANITORIAL SERVICES	7,980	7,980
4,467	11,440	10,058	005-0500-000.43-10	BUILDINGS AND GROUNDS	10,883	10,883
145	115	1,200	005-0500-000.43-20	COMPUTERS	1,200	1,200
632	2,540	3,430	005-0500-000.43-30	RADIO EQUIPMENT	1,600	1,600
64	180	500	005-0500-000.43-40	OFFICE EQUIPMENT	500	500
7,312	59	4,500	005-0500-000.43-45	JOINT USE OF LABOR/EQUIP	3,000	3,000
47,264	34,958	44,785	005-0500-000.43-50	VEHICLES	44,040	44,040
28,624	20,180	22,995	005-0500-000.43-51	GAS/OIL/DIESEL/LUBRICANTS	20,313	20,313
11,122	9,728	7,100	005-0500-000.43-52	TIRES AND TIRE REPAIRS	6,600	6,600
4,318	3,349	9,685	005-0500-000.43-70	GENERAL EQUIPMENT	7,585	7,585
161	602	2,950	005-0500-000.43-71	SPCL UTILITY EQUIPMENT	2,950	2,950
8,867	6,813	8,925	005-0500-000.43-80	SHOP EQUIPMENT	8,122	8,122
1,201	182	1,700	005-0500-000.43-81	SERVICE PICKUP TOOLS	800	800
167	167	996	005-0500-000.43-87	UTILITIES LOCATES	996	996
1,356	313	2,000	005-0500-000.44-20	RENTAL OF EQUIPMENT	2,000	2,000
8,742	8,732	9,606	005-0500-000.52-10	LIABILITY INSURANCE	10,240	10,240
6,339	6,918	7,611	005-0500-000.52-30	PROPERTY INSURANCE	8,457	8,457
8,850	9,279	10,207	005-0500-000.52-50	AUTOMOTIVE INSURANCE	9,792	9,792
500	1,202	1,500	005-0500-000.52-60	INSURANCE DEDUCTIBLES	4,500	4,500
417	393	920	005-0500-000.53-20	POSTAGE	720	720
7,599	7,203	8,870	005-0500-000.53-30	TELEPHONE	11,140	11,140
-	184	150	005-0500-000.53-40	LEGAL NOTICES	260	260
190	526	1,670	005-0500-000.53-60	PUBLIC EDUCATION/INFO	1,420	1,420
-	-	-	005-0500-000.54-00	ADVERTISING	-	-
123	74	1,150	005-0500-000.55-00	PRINTING AND BINDING	1,000	1,000

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213	188	300	005-0500-000.57-00	PERMITS	500	500
1,057	523	1,350	005-0500-000.58-10	TRAVEL, FOOD & LODGING	1,350	1,350
5,505	3,347	15,363	005-0500-000.58-50	TRAINING AND CONFERENCES	15,323	15,323
877	1,754	1,530	005-0500-000.58-70	MEMBERSHIPS/DUES/SUBS	1,675	1,675
2,092	2,286	2,980	005-0500-000.60-10	OFFICE SUPPLIES	3,480	3,480
3,568	3,392	4,280	005-0500-000.60-20	JANITORIAL SUPPLIES	4,280	4,280
3,668	2,939	2,450	005-0500-000.60-80	CLOTHING	2,450	2,450
5,416	6,109	7,320	005-0500-000.60-85	SPECIAL DEPT SUPPLIES	7,150	7,150
2,872	2,441	4,250	005-0500-000.60-86	CHEMICAL/LAB SUPPLIES	4,250	4,250
103,551	154,277	119,590	005-0500-000.60-87	STREET CONST SUPPLIES	117,965	117,965
126	76	1,149	005-0500-000.64-10	BOOKS AND PERIODICALS	1,024	1,024
28,145	3,387	1,325	005-0500-000.64-80	COMPUTER SOFTWARE	2,468	2,468
20	-	-	005-0500-000.69-50	MISCELLANEOUS EXPENSES	-	-
10,604	8,105	6,926	005-0500-000.69-80	ASSETS < \$5000	9,980	9,980
<b>582,109</b>	<b>619,977</b>	<b>664,326</b>	<b>TOTAL MATERIALS AND SERVICES</b>		<b>636,916</b>	<b>636,916</b>
2,816	33,268	41,000	005-0500-000.72-20	BUILDINGS	41,000	41,000
-	-	3,000	005-0500-000.74-10	MACHINERY	3,000	3,000
-	-	4,600	005-0500-000.74-20	VEHICLES	10,875	10,875
-	-	-	005-0500-000.74-25	COMMUNICATIONS EQUIP	-	-
-	-	-	005-0500-000.74-30	FURNITURE AND FIXTURES	-	-
-	-	-	005-0500-000.74-50	COMPUTER EQUIPMENT	-	-
2,401	-	-	005-0500-000.74-90	EQUIPMENT, OTHER	-	-
363,624	374,280	1,736,310	005-0500-000.75-10	CAPITAL PROJECTS	1,438,194	1,438,194
<b>368,842</b>	<b>407,548</b>	<b>1,784,910</b>	<b>TOTAL CAPITAL OUTLAY</b>		<b>1,493,069</b>	<b>1,493,069</b>
<b>1,764,651</b>	<b>1,792,932</b>	<b>3,357,557</b>	<b>TOTAL STREET OPERATIONS</b>		<b>3,065,402</b>	<b>3,065,402</b>
			<b>OTHER USES</b>			
197,427	224,993	226,100	005-9500-000.81-01	TO GENERAL FUND	225,148	225,148
45,800	70,000	94,000	005-9500-000.81-09	TO PUBLIC WKS RESV FUND	50,000	50,000
-	2,877	2,806	005-9500-000.81-10	TO UNEMPLOYMENT FUND	-	-
-	-	-	005-9500-000.81-13	TO TRANSPORTATION SYSTEM FUND	-	-
60,010	60,010	59,932	005-9500-000.81-43	TO FFCO 2008 DEBT SVC FUND	59,774	59,774
<b>303,237</b>	<b>357,880</b>	<b>382,838</b>	<b>TOTAL OPERATING TRANSFERS OUT</b>		<b>334,922</b>	<b>334,922</b>
-	-	155,591	005-9500-000.88-00	CONTINGENCY	46,199	46,199
-	-	<b>155,591</b>	<b>TOTAL CONTINGENCY</b>		<b>46,199</b>	<b>46,199</b>
<b>303,237</b>	<b>357,880</b>	<b>538,429</b>	<b>TOTAL OTHER USES</b>		<b>381,121</b>	<b>381,121</b>
<b>2,067,888</b>	<b>2,150,812</b>	<b>3,895,986</b>	<b>GRAND TOTAL STREET FUND EXPENSES</b>		<b>3,446,523</b>	<b>3,446,523</b>
<b>1,166,460</b>	<b>1,244,901</b>	-	<b>STREET FUND - REVENUES LESS EXPENSES</b>		-	-

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			<b>PUBLIC WORKS RESERVE FUND 009</b>				
			<b>REVENUES</b>				
			009-0000-300.00-00	BEGINNING BALANCE	318,071	318,071	
408,558	238,995	438,350	009-0000-361.00-00	INTEREST REVENUES	4,000	4,000	
10,732	7,545	6,600	009-0000-369.00-00	OTHER MISC REVENUES	-	-	
-	-	-	009-0000-391.05-00	STREET FUND	50,000	50,000	
45,800	70,000	94,000	009-0000-391.51-00	WATER UTILITY FUND	30,000	30,000	
-	30,000	100,000	009-0000-391.55-00	WASTEWATER FUND	200,000	200,000	
265,785	200,000	250,000					
<b>730,875</b>	<b>546,540</b>	<b>888,950</b>		<b>TOTAL PUBLIC WORKS RESERVE FUND REVENUES</b>	<b>602,071</b>	<b>602,071</b>	
			<b>EXPENDITURES</b>				
403	-	250,000	009-9000-000.74-10	MACHINERY			
491,477	111,123	638,950	009-9000-000.74-20	VEHICLES	602,071	602,071	
<b>491,880</b>	<b>111,123</b>	<b>888,950</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>602,071</b>	<b>602,071</b>	
<b>491,880</b>	<b>111,123</b>	<b>888,950</b>		<b>GRAND TOTAL PUBLIC WORKS RESERVE EXPENSES</b>	<b>602,071</b>	<b>602,071</b>	
<b>238,995</b>	<b>435,416</b>	<b>-</b>		<b>PUBLIC WORKS RESERVE FUND - REVENUES LESS EXPENSES</b>	<b>-</b>	<b>-</b>	
			<b>TRANSPORTATION SYSTEM RESERVE FUND 013</b>				
			<b>REVENUES</b>				
878,038	1,147,050	786,769	013-0000-300.00-00	BEGINNING BALANCE	416,915	416,915	
-	404,305	400,000	013-0000-331.11-00	FAU EXCHANGE FUNDS	564,940	564,940	
261,020	79,764	45,000	013-0000-344.20-10	CONNECT CHRGS/ TRANS SDC	45,000	45,000	
23,973	23,792	15,000	013-0000-361.00-00	INTEREST REVENUES	8,500	8,500	
<b>1,163,032</b>	<b>1,654,911</b>	<b>1,246,769</b>		<b>TOTAL TRANSPORT SYS RSRV FUND REVENUES</b>	<b>1,035,355</b>	<b>1,035,355</b>	
			<b>EXPENDITURES</b>				
15,982	666,055	1,246,769	013-1400-000.75-10	CAPITAL PROJECTS	1,035,355	1,035,355	
<b>15,982</b>	<b>666,055</b>	<b>1,246,769</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>1,035,355</b>	<b>1,035,355</b>	
			<b>INTERFUND TRANSFERS</b>				
-	-	-	013-9500-000.18-00	TO SPECIAL GRANTS FUND	-	-	
-	-	-	013-9500-000.37-00	TO CAPITAL PROJECT FUND	-	-	
-	-	-		<b>TOTAL INTERFUND TRANSFERS</b>	<b>-</b>	<b>-</b>	
<b>15,982</b>	<b>666,055</b>	<b>1,246,769</b>		<b>GRAND TOTAL TRANSPORT SYS RSRV FUND EXPENSES</b>	<b>1,035,355</b>	<b>1,035,355</b>	
<b>1,147,050</b>	<b>988,856</b>	<b>-</b>		<b>TRANSPORT SYS RSRV FUND - REVENUE LESS EXPENSES</b>	<b>-</b>	<b>-</b>	



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			<b>WATER FUND 051</b>				
			<b>REVENUES</b>				
1,116,912	1,264,706	598,122	051-0000-300.00-00	BEGINNING BALANCE	959,820	959,820	
-	-	-	051-0000-331.90-00	FEDERAL GRANTS-MISC	-	-	
-	-	2,943	051-0000-337.10-00	URBAN RENEWAL	3,002	3,002	
-	-	-	051-0000-341.80-00	COPIES, PLANS, ORD'S	-	-	
196,114	162,971	90,000	051-0000-341.90-00	MISC SALES AND SERVICES	90,000	90,000	
5,582,556	5,688,303	5,708,600	051-0000-344.10-00	UTILITY SERVICE CHARGES	6,049,023	6,049,023	
12,343	6,121	5,000	051-0000-344.90-00	DELINQUENT ACCT INT	5,000	5,000	
-	4	(10,000)	051-0000-345.20-00	UNCOLLECTIBLE ACCTS	(4,500)	(4,500)	
175	150	-	051-0000-345.50-00	WATERSHED UTILIZATION FEE	-	-	
1,448	138	4,000	051-0000-348.00-00	INTERDEPARTMENTAL REV	4,000	4,000	
16,988	8,354	12,000	051-0000-361.00-00	INTEREST REVENUES	2,850	2,850	
4,059	4,428	4,428	051-0000-363.50-00	PROPERTY RENTALS	4,428	4,428	
-	-	-	051-0000-368.00-00	TIMBER RECEIPTS	-	-	
3,441	9,724	635	051-0000-369.00-00	OTHER MISC REVENUE	450	450	
941	958	500	051-0000-392.00-00	SALE OF FIXED ASSETS	250	250	
<b>6,934,977</b>	<b>7,145,857</b>	<b>6,416,228</b>	<b>TOTAL WATER UTILITY FUND REVENUES</b>		<b>7,114,323</b>	<b>7,114,323</b>	
			<b>EXPENSES</b>				
543,938	571,512	624,083	051-5000-000.11-00	REGULAR SALARIES	656,183	656,183	
1,360	5,738	44,640	051-5000-000.12-00	PARTTIME/TEMP SALARIES	44,640	44,640	
20,596	19,555	18,000	051-5000-000.13-00	OVERTIME SALARIES	20,000	20,000	
154,119	159,525	177,761	051-5000-000.21-10	MEDICAL INSURANCE	178,102	178,102	
3,639	3,717	3,768	051-5000-000.21-20	L-T DISABILITY INSURANCE	3,970	3,970	
433	448	492	051-5000-000.21-30	LIFE INSURANCE	492	492	
15,515	12,698	15,827	051-5000-000.21-40	WORKERS COMP INSURANCE	14,483	14,483	
42,827	44,373	52,534	051-5000-000.22-00	FICA	55,143	55,143	
59,969	65,386	76,523	051-5000-000.23-00	RETIREMENT CONTRIBUTIONS	82,281	82,281	
7,197	7,536	8,458	051-5000-000.28-00	VEBA CONTRIBUTIONS	9,084	9,084	
148	149	149	051-5000-000.29-00	OTHER EMPLOYEE BENEFITS	149	149	
<b>849,741</b>	<b>890,636</b>	<b>1,022,235</b>	<b>TOTAL PERSONNEL SERVICE</b>		<b>1,064,527</b>	<b>1,064,527</b>	
<b>8.90</b>	<b>9.20</b>	<b>10.02</b>	<b>Total Full-Time Equivalent (FTE)</b>		<b>10.02</b>	<b>10.02</b>	
54,135	63,640	103,640	051-5000-000.31-10	CONTRACTUAL SERVICES	45,640	45,640	
20,246	20,856	21,900	051-5000-000.33-30	FIRE PATROL	21,842	21,842	
2,500	-	-	051-5000-000.34-10	ENGINEERING SERVICES	-	-	
7,805	13,424	13,500	051-5000-000.34-30	COMPUTER SERVICES	15,000	15,000	
930	-	-	051-5000-000.34-50	SPECIAL STUDIES & REPORTS	-	-	
340	860	900	051-5000-000.41-10	WATER & SEWER	900	900	
1,278	1,246	1,760	051-5000-000.41-20	GARBAGE SERVICES	1,760	1,760	
7,111	6,861	9,100	051-5000-000.41-30	NATURAL GAS	9,100	9,100	
29,771	28,287	26,464	051-5000-000.41-40	ELECTRICITY	26,464	26,464	
-	-	300	051-5000-000.42-00	JANITORIAL SERVICES	300	300	
3,830	3,896	7,715	051-5000-000.43-10	BUILDINGS AND GROUNDS	7,715	7,715	
98	110	600	051-5000-000.43-20	COMPUTERS	600	600	
141	495	1,680	051-5000-000.43-30	RADIO EQUIPMENT	1,680	1,680	
187	268	550	051-5000-000.43-40	OFFICE EQUIPMENT	550	550	
5,643	1,507	4,000	051-5000-000.43-45	JOINT USE OF LABOR/EQUIP	7,000	7,000	
2,428	3,973	8,825	051-5000-000.43-50	VEHICLES	7,725	7,725	
4,612	3,048	12,750	051-5000-000.43-51	GAS/OIL/DIESEL/LUBRICANTS	9,350	9,350	
507	1,134	3,600	051-5000-000.43-52	TIRES AND TIRE REPAIRS	3,525	3,525	
7,408	346	2,150	051-5000-000.43-70	GENERAL EQUIPMENT	2,150	2,150	
13,527	9,191	14,300	051-5000-000.43-71	SPECIAL UTILITY EQUIPMENT	14,300	14,300	
2,686	2,781	3,000	051-5000-000.43-72	ELECTRICAL SYSTEMS	3,000	3,000	
1,372	1,116	3,200	051-5000-000.43-73	PLUMBING	2,700	2,700	
390	73	800	051-5000-000.43-77	HVAC SYSTEMS	800	800	
2,209	1,342	1,110	051-5000-000.43-80	SHOP EQUIPMENT	1,110	1,110	
148	94	150	051-5000-000.43-85	NUISANCE ABATEMENT	150	150	
840	351	700	051-5000-000.43-86	LINES MNTNCE & SUPPLIES	700	700	
-	-	7,300	051-5000-000.43-88	WATERSHED ROAD CONST/MAINT	6,300	6,300	
36	90	400	051-5000-000.44-20	RENTAL OF EQUIPMENT	400	400	
-	-	670	051-5000-000.50-50	TIMBER MANAGEMENT	670	670	
10,689	10,676	11,744	051-5000-000.52-10	LIABILITY INSURANCE	12,564	12,564	
18,742	20,454	22,500	051-5000-000.52-30	PROPERTY INSURANCE	25,000	25,000	
4,318	4,527	4,980	051-5000-000.52-50	AUTOMOTIVE INSURANCE	4,842	4,842	
-	-	500	051-5000-000.52-60	INSURANCE DEDUCTIBLES	500	500	
1,720	1,178	2,340	051-5000-000.53-20	POSTAGE	2,040	2,040	
8,201	11,603	12,500	051-5000-000.53-30	TELEPHONE	12,500	12,500	
-	455	500	051-5000-000.53-40	LEGAL NOTICES	500	500	

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FY18/19 Actual	FY19/20 Actual	FY20/21 Budget	Account Number	Account Description	FY21/22 Proposed Budget	FY21/22 Approved Budget
1,845	1,499	4,720	051-5000-000.53-60	PUBLIC EDUCATION/INFO	4,720	4,720
-	-	-	051-5000-000.54-00	ADVERTISING	-	-
383	186	500	051-5000-000.55-00	PRINTING AND BINDING	500	500
7,665	2,240	20,290	051-5000-000.57-00	PERMITS	20,370	20,370
45	78	820	051-5000-000.58-10	TRAVEL, FOOD & LODGING	820	820
4,909	3,615	6,875	051-5000-000.58-50	TRAINING AND CONFERENCES	6,325	6,325
1,703	2,349	1,904	051-5000-000.58-70	MEMBERSHIPS/DUES/SUBS	2,759	2,759
1,196	1,690	1,860	051-5000-000.60-10	OFFICE SUPPLIES	1,860	1,860
974	953	1,300	051-5000-000.60-20	JANITORIAL SUPPLIES	1,300	1,300
2,352	2,727	2,620	051-5000-000.60-80	CLOTHING	2,620	2,620
2,670	1,776	5,935	051-5000-000.60-85	SPECIAL DEPT SUPPLIES	5,935	5,935
157,134	136,994	211,500	051-5000-000.60-86	CHEMICAL/LAB SUPPLIES	182,250	182,250
364	121	2,249	051-5000-000.64-10	BOOKS AND PERIODICALS	2,300	2,300
608	1,887	18,450	051-5000-000.64-80	COMPUTER SOFTWARE	6,650	6,650
-	-	-	051-5000-000.69-50	MISCELLANEOUS EXPENSES	-	-
5,267	8,961	4,517	051-5000-000.69-80	ASSETS < \$5000	6,200	6,200
<b>400,963</b>	<b>378,958</b>	<b>589,668</b>	<b>TOTAL MATERIALS AND SERVICES</b>		<b>493,986</b>	<b>493,986</b>
-	72,255	10,500	051-5000-000.72-20	BUILDINGS	75,000	75,000
-	-	85,000	051-5000-000.73-30	IMPRVMTS OTHER THAN BLDGS	-	-
-	-	-	051-5000-000.74-10	MACHINERY	10,000	10,000
-	-	-	051-5000-000.74-20	VEHICLES	-	-
-	-	-	051-5000-000.74-25	COMMUNICATIONS EQUIPMENT	-	-
-	7,494	-	051-5000-000.74-50	COMPUTER EQUIPMENT	-	-
-	30,745	38,000	051-5000-000.74-90	EQUIPMENT, OTHER	25,000	25,000
-	<b>110,494</b>	<b>133,500</b>	<b>TOTAL CAPITAL OUTLAY</b>		<b>110,000</b>	<b>110,000</b>
<b>1,250,704</b>	<b>1,380,089</b>	<b>1,745,403</b>	<b>TOTAL WATER TREATMENT EXPENSES</b>		<b>1,668,513</b>	<b>1,668,513</b>
814,187	837,183	865,907	051-5100-000.11-00	REGULAR SALARIES	904,749	904,749
15,371	13,838	17,680	051-5100-000.12-00	PARTTIME/TEMP SALARIES	18,720	18,720
25,279	22,724	18,925	051-5100-000.13-00	OVERTIME SALARIES	17,000	17,000
249,020	255,550	291,556	051-5100-000.21-10	MEDICAL INSURANCE	294,785	294,785
5,354	5,433	5,503	051-5100-000.21-20	L-T DISABILITY INSURANCE	5,752	5,752
611	615	652	051-5100-000.21-30	LIFE INSURANCE	652	652
20,493	17,685	21,967	051-5100-000.21-40	WORKERS COMP INSURANCE	19,952	19,952
62,244	64,484	69,042	051-5100-000.22-00	FICA	71,946	71,946
103,063	109,947	114,316	051-5100-000.23-00	RETIREMENT CONTRIBUTIONS	121,246	121,246
8,601	7,505	13,012	051-5100-000.28-00	VEBA CONTRIBUTIONS	13,562	13,562
301	331	286	051-5100-000.29-00	OTHER EMPLOYEE BENEFITS	286	286
<b>1,304,524</b>	<b>1,335,295</b>	<b>1,418,846</b>	<b>TOTAL PERSONNEL SERVICE</b>		<b>1,468,650</b>	<b>1,468,650</b>
<b>12.80</b>	<b>12.80</b>	<b>12.61</b>	<b>Total Full-Time Equivalent (FTE)</b>		<b>12.61</b>	<b>12.61</b>
15,912	5,105	26,966	051-5100-000.31-10	CONTRACTUAL SERVICES	42,434	42,434
15,451	15,712	11,989	051-5100-000.31-40	WASCO CO COMMUNICATIONS	11,989	11,989
21,000	21,000	21,000	051-5100-000.34-10	ENGINEERING SERVICES	21,000	21,000
21,666	25,789	24,356	051-5100-000.34-30	COMPUTER SERVICES	26,358	26,358
-	-	-	051-5100-000.34-50	SPECIAL STUDIES & REPORTS	-	-
4,282	2,195	3,000	051-5100-000.41-10	WATER & SEWER	3,000	3,000
1,839	2,848	2,000	051-5100-000.41-20	GARBAGE SERVICES	2,500	2,500
2,853	2,634	4,495	051-5100-000.41-30	NATURAL GAS	4,495	4,495
83,143	88,554	108,554	051-5100-000.41-40	ELECTRICITY	108,554	108,554
7,980	7,980	7,980	051-5100-000.42-00	JANITORIAL SERVICES	7,980	7,980
5,222	12,358	13,408	051-5100-000.43-10	BUILDINGS AND GROUNDS	13,648	13,648
162	114	1,200	051-5100-000.43-20	COMPUTERS	1,200	1,200
1,067	3,454	2,450	051-5100-000.43-30	RADIO EQUIPMENT	2,450	2,450
32	229	500	051-5100-000.43-40	OFFICE EQUIPMENT	500	500
7,464	3,277	8,000	051-5100-000.43-45	JOINT USE OF LABOR/EQUIP	8,000	8,000
8,877	10,378	18,715	051-5100-000.43-50	VEHICLES	18,515	18,515
17,625	14,412	16,755	051-5100-000.43-51	GAS/OIL/DIESEL/LUBRICANTS	16,055	16,055
2,439	3,630	5,000	051-5100-000.43-52	TIRES AND TIRE REPAIRS	5,000	5,000
1,588	1,278	7,830	051-5100-000.43-70	GENERAL EQUIPMENT	6,930	6,930
32,700	11,297	41,215	051-5100-000.43-71	SPECIAL UTILITY EQUIPMENT	41,215	41,215
9,638	9,972	8,850	051-5100-000.43-80	SHOP EQUIPMENT	8,150	8,150
2,109	737	2,200	051-5100-000.43-81	SERVICE PICKUP TOOLS	2,700	2,700
(10,100)	84,640	90,650	051-5100-000.43-86	LINES MAINT & SUPPLIES	92,450	92,450
876	1,060	1,337	051-5100-000.43-87	UTILITIES LOCATES	1,817	1,817
125	110	2,400	051-5100-000.44-20	RENTAL OF EQUIPMENT	2,400	2,400
14,105	14,088	15,497	051-5100-000.52-10	LIABILITY INSURANCE	16,520	16,520
16,633	18,152	19,969	051-5100-000.52-30	PROPERTY INSURANCE	22,189	22,189
5,249	5,504	6,330	051-5100-000.52-50	AUTOMOTIVE INSURANCE	6,137	6,137

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<b>FY18/19 Actual</b>	<b>FY19/20 Actual</b>	<b>FY20/21 Budget</b>	<b>Account Number</b>	<b>Account Description</b>	<b>FY21/22 Proposed Budget</b>	<b>FY21/22 Approved Budget</b>
4,768	246	1,500	051-5100-000.52-60	INSURANCE DEDUCTIBLES	2,500	2,500
1,192	463	1,770	051-5100-000.53-20	POSTAGE	1,820	1,820
11,508	12,484	14,000	051-5100-000.53-30	TELEPHONE	13,512	13,512
-	58	150	051-5100-000.53-40	LEGAL NOTICES	260	260
2,639	2,779	4,740	051-5100-000.53-60	PUBLIC EDUCATION/INFO	4,740	4,740
-	-	-	051-5100-000.54-00	ADVERTISING	-	-
97	300	1,545	051-5100-000.55-00	PRINTING AND BINDING	1,395	1,395
4,280	2,934	5,400	051-5100-000.57-00	PERMITS	5,850	5,850
486	294	980	051-5100-000.58-10	TRAVEL, FOOD & LODGING	980	980
10,208	5,238	16,448	051-5100-000.58-50	TRAINING AND CONFERENCES	15,933	15,933
5,245	4,158	6,676	051-5100-000.58-70	MEMBERSHIPS/DUES/SUBS	7,033	7,033
2,422	2,046	3,480	051-5100-000.60-10	OFFICE SUPPLIES	3,480	3,480
3,559	3,421	4,280	051-5100-000.60-20	JANITORIAL SUPPLIES	4,280	4,280
4,237	3,553	4,380	051-5100-000.60-80	CLOTHING	4,380	4,380
4,707	4,930	9,840	051-5100-000.60-85	SPECIAL DEPT SUPPLIES	9,420	9,420
14,935	11,179	14,875	051-5100-000.60-86	CHEMICAL/LAB SUPPLIES	14,875	14,875
18,594	19,093	33,100	051-5100-000.60-87	STREET CONST SUPPLIES	32,100	32,100
77	180	2,923	051-5100-000.64-10	BOOKS AND PERIODICALS	2,623	2,623
3,395	4,887	20,558	051-5100-000.64-80	COMPUTER SOFTWARE	14,843	14,843
23,319	14,413	15,920	051-5100-000.69-80	ASSETS < \$5000	13,102	13,102
<b>405,605</b>	<b>459,162</b>	<b>635,211</b>	<b>TOTAL MATERIALS AND SERVICES</b>		<b>647,312</b>	<b>647,312</b>
-	-	-	051-5100-000.70-50	LEASE PURCHASE	-	-
2,806	33,268	41,000	051-5100-000.72-20	BUILDINGS	41,000	41,000
-	-	3,000	051-5100-000.73-30	IMPRVMTS OTHER THAN BLDGS	3,000	3,000
24,550	-	13,100	051-5100-000.74-10	MACHINERY	3,000	3,000
-	-	-	051-5100-000.74-20	VEHICLES	-	-
-	-	-	051-5100-000.74-25	COMMUNICATIONS EQUIPMENT	-	-
-	-	-	051-5100-000.74-30	FURNITURE AND FIXTURES	-	-
-	-	-	051-5100-000.74-40	OFFICE EQUIPMENT	-	-
-	-	-	051-5100-000.74-50	COMPUTER EQUIPMENT	-	-
69,270	83,460	73,200	051-5100-000.74-90	EQUIPMENT, OTHER	67,200	67,200
-	17,896	20,000	051-5100-000.75-10	CAPITAL PROJECTS	20,000	20,000
41,118	-	30,000	051-5100-000.76-20	WATER LINES	48,250	48,250
<b>137,744</b>	<b>134,623</b>	<b>180,300</b>	<b>TOTAL CAPITAL OUTLAY</b>		<b>182,450</b>	<b>182,450</b>
<b>1,847,873</b>	<b>1,929,081</b>	<b>2,234,357</b>	<b>TOTAL WATER DISTRIBUTION EXPENSES</b>		<b>2,298,412</b>	<b>2,298,412</b>
<b>3,098,577</b>	<b>3,309,169</b>	<b>3,979,760</b>	<b>TOTAL WATER UTILITY OPERATIONS</b>		<b>3,966,925</b>	<b>3,966,925</b>
442,622	468,039	442,848	051-9500-000.81-01	TO GENERAL FUND	463,192	463,192
169,062	170,933	171,258	051-9500-000.81-05	TO STREET FUND	181,471	181,471
-	30,000	100,000	051-9500-000.81-09	TO PUBLIC WKS RESRV FUND	30,000	30,000
-	7,297	7,489	051-9500-000.81-10	TO UNEMPLOYMENT FUND	-	-
60,010	60,010	59,932	051-9500-000.81-43	TO FFCO 2008 DEBT SVC FUND	59,774	59,774
1,900,000	2,250,000	1,500,777	051-9500-000.81-53	WTR DEPT CAP RESRV FUND	2,380,000	2,380,000
<b>2,571,694</b>	<b>2,986,279</b>	<b>2,282,304</b>	<b>TOTAL OPERATING TRANSFERS OUT</b>		<b>3,114,437</b>	<b>3,114,437</b>
-	-	154,164	051-9500-000.88-00	CONTINGENCY	32,961	32,961
-	-	<b>154,164</b>	<b>TOTAL CONTINGENCY</b>		<b>32,961</b>	<b>32,961</b>
<b>2,571,694</b>	<b>2,986,279</b>	<b>2,436,468</b>	<b>TOTAL OTHER USES</b>		<b>3,147,398</b>	<b>3,147,398</b>
<b>5,670,271</b>	<b>6,295,448</b>	<b>6,416,228</b>	<b>GRAND TOTAL WATER UTILITY FUND EXPENSES</b>		<b>7,114,323</b>	<b>7,114,323</b>
<b>1,264,706</b>	<b>850,409</b>	-	<b>WATER UTILITY FUND - REVENUES LESS EXPENSES</b>		-	-

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<b>FY18/19 Actual</b>	<b>FY19/20 Actual</b>	<b>FY20/21 Budget</b>	<b>Account Number</b>	<b>Account Description</b>	<b>FY21/22 Proposed Budget</b>	<b>FY21/22 Approved Budget</b>
			<b>WATER CAPITAL RESERVE FUND 053</b>			
			<b>REVENUES</b>			
4,772,150	5,886,191	5,272,013	053-0000-300.00-00	BEGINNING BALANCE	5,577,771	5,577,771
-	-	4,000,000	053-0000-331.00-00	FEDERAL REVENUE - Dog River Pipeline	4,000,000	4,000,000
-	-	1,000,000	053-0000-335.53-00	OWRD STATE GRANT - Dog River Pipeline	1,000,000	1,000,000
1,748	-	-	053-0000-337.90-00	WATERSHED RESTORATION REVENUE	-	-
112,356	64,648	69,510	053-0000-344.20-00	CONNECT CHRGS/ WA SDC	69,510	69,510
-	-	-	053-0000-344.20-20	REIMBURSEMENT DISTRICT PMTS	-	-
130,460	116,577	105,000	053-0000-361.00-00	INTEREST REVENUES	45,000	45,000
-	-	6,500,000	053-0000-365-20-00	GIFTS AND DONATIONS	-	-
-	-	-	053-0000-391.41-00	TRANSFER FROM WA REV BOND DEBT FUND	-	-
1,900,000	2,250,000	1,500,777	053-0000-391.51-00	WATER UTILITY FUND	2,380,000	2,380,000
<b>6,916,713</b>	<b>8,317,415</b>	<b>18,447,300</b>	<b>TOTAL WATER DEPT CAP RESERVE FUND REVENUES</b>		<b>13,072,281</b>	<b>13,072,281</b>
			<b>EXPENDITURES</b>			
-	-	555,000	053-5300-000.34-10	ENGINEERING SERVICES	490,000	490,000
-	-	<b>555,000</b>	<b>TOTAL MATERIALS AND SERVICES</b>		<b>490,000</b>	<b>490,000</b>
37,955	902,055	200,000	053-5300-000.75-10	CAPITAL PROJECTS	<b>1,089,132</b>	<b>1,089,132</b>
115,037	223,125	6,500,000	053-5300-000.76-10	SOURCE OF SUPPLY	-	-
101,500	-	10,417,977	053-5300-000.76-20	WATER LINES	10,718,000	10,718,000
<b>254,492</b>	<b>1,125,180</b>	<b>17,117,977</b>	<b>TOTAL CAPITAL OUTLAY</b>		<b>11,807,132</b>	<b>11,807,132</b>
<b>254,492</b>	<b>1,125,180</b>	<b>17,672,977</b>	<b>TOTAL WATER CAPITAL RESERVE OPERATIONS</b>		<b>12,297,132</b>	<b>12,297,132</b>
			<b>DEBT SERVICE</b>			
148,550	153,006	157,597	053-5300-000.79-30	SDWRL (ARRA LOAN) PRINCIPAL	162,325	162,325
89,829	85,372	80,782	053-5300-000.79-40	SDWRL (ARRA LOAN) INTEREST	76,055	76,055
<b>238,378</b>	<b>238,378</b>	<b>238,379</b>	<b>TOTAL DEBT SERVICE</b>		<b>238,380</b>	<b>238,380</b>
32,478	32,650	32,970	053-9500-000.81-44	TO 2009 FFCO DEBT SVC FUND	33,245	33,245
-	1,174,329	-	053-9500-000.81-56	TO SEWER SPECIAL RESERVES	-	-
505,174	-	-	053-9500-000.81-58	TO WATER DEBT SERVICE FUND	-	-
-	501,786	502,974	053-9500-000.81-59	TO UTILITY REVENUE BOND	503,524	503,524
<b>537,652</b>	<b>1,708,765</b>	<b>535,944</b>	<b>TOTAL OPERATING TRANSFERS OUT</b>		<b>536,769</b>	<b>536,769</b>
<b>1,030,523</b>	<b>3,072,323</b>	<b>18,447,300</b>	<b>GRAND TOTAL WATER CAPITAL RESERVE EXPENSES</b>		<b>13,072,281</b>	<b>13,072,281</b>
<b>5,886,191</b>	<b>5,245,092</b>	-	<b>TOTAL WATER CAPITAL RESERVE - REVENUE LESS EXPENSES</b>		-	-

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			<b>WASTEWATER FUND 055</b>				
			<b>REVENUES</b>				
665,882	1,212,800	277,812	055-0000-300.00-00	BEGINNING BALANCE	434,788	434,788	
-	-	22,291	055-0000-337.10-00	URBAN RENEWAL	22,736	22,736	
-	-	-	055-0000-341.80-00	COPIES, PLANS, ORD'S	-	-	
400,117	361,892	315,000	055-0000-341.90-00	MISC SALES AND SRVCE	315,000	315,000	
240,416	247,314	245,000	055-0000-344.05-00	STORMWATER DRAINAGE CHARGES	245,000	245,000	
5,105,819	5,124,458	5,174,711	055-0000-344.10-00	UTILITY SERVICE CHARGES	5,213,104	5,213,104	
77,099	-	25,000	055-0000-344.80-00	DELINQUENT SEWER ASSMTS	5,000	5,000	
18,622	8,323	10,000	055-0000-344.90-00	DELINQUENT ACCT INT	500	500	
(76,845)	(26,754)	(50,000)	055-0000-345.20-00	UNCOLLECTIBLE ACCTS	(35,000)	(35,000)	
12,701	3,558	6,000	055-0000-348.00-00	INTERDEPARTMENTAL REV	5,000	5,000	
2,732	2,074	3,000	055-0000-361.00-00	INTEREST REVENUES	50	50	
404	38,151	-	055-0000-369.00-00	OTHER MISC REVENUES	-	-	
689	926	-	055-0000-392.00-00	SALE OF FIXED ASSETS	500	500	
<b>6,447,635</b>	<b>6,972,743</b>	<b>6,028,814</b>	<b>TOTAL WASTE WATER FUND REVENUES</b>		<b>6,206,678</b>	<b>6,206,678</b>	
			<b>EXPENSES</b>				
761,051	806,074	850,940	055-5500-000.11-00	REGULAR SALARIES	899,283	899,283	
5,032	9,937	17,680	055-5500-000.12-00	PARTTIME/TEMP SALARIES	18,720	18,720	
10,386	12,836	40,140	055-5500-000.13-00	OVERTIME SALARIES	25,140	25,140	
263,208	281,652	313,152	055-5500-000.21-10	MEDICAL INSURANCE	325,036	325,036	
5,134	5,309	5,361	055-5500-000.21-20	L-T DISABILITY INSURANCE	5,665	5,665	
630	651	675	055-5500-000.21-30	LIFE INSURANCE	675	675	
18,774	14,443	19,978	055-5500-000.21-40	WORKERS COMP INSURANCE	18,068	18,068	
57,202	60,908	69,520	055-5500-000.22-00	FICA	72,150	72,150	
80,894	97,197	110,897	055-5500-000.23-00	RETIREMENT CONTRIBUTIONS	120,508	120,508	
13,957	11,333	14,378	055-5500-000.28-00	VEBA CONTRIBUTIONS	15,510	15,510	
186	264	169	055-5500-000.29-00	OTHER EMPLOYEE BENEFITS	169	169	
<b>1,216,454</b>	<b>1,300,604</b>	<b>1,442,890</b>	<b>TOTAL PERSONNEL SERVICE</b>		<b>1,500,924</b>	<b>1,500,924</b>	
<b>13.30</b>	<b>13.12</b>	<b>13.53</b>	<b>Total Full-Time Equivalent (FTE)</b>		<b>13.53</b>	<b>13.53</b>	
1,047,127	1,117,820	1,150,133	055-5500-000.31-10	CONTRACTUAL SERVICES	1,194,103	1,194,103	
15,451	15,712	11,989	055-5500-000.31-40	WASCO CO COMMUNICATIONS	11,989	11,989	
-	-	4,500	055-5500-000.34-10	ENGINEERING SERVICES	4,500	4,500	
36,450	33,194	34,426	055-5500-000.34-30	COMPUTER SERVICES	26,003	26,003	
-	17,096	-	055-5500-000.34-50	SPECIAL STUDIES & REPORTS	-	-	
12,383	9,138	13,910	055-5500-000.41-10	WATER & SEWER	12,915	12,915	
7,204	13,687	19,600	055-5500-000.41-20	GARBAGE SERVICES	18,600	18,600	
4,031	2,834	4,715	055-5500-000.41-30	NATURAL GAS	4,715	4,715	
14,373	13,337	16,403	055-5500-000.41-40	ELECTRICITY	16,403	16,403	
7,980	7,980	7,980	055-5500-000.42-00	JANITORIAL SERVICES	7,980	7,980	
3,126	13,549	10,708	055-5500-000.43-10	BUILDINGS AND GROUNDS	9,983	9,983	
180	263	1,200	055-5500-000.43-20	COMPUTERS	1,200	1,200	
809	3,544	2,750	055-5500-000.43-30	RADIO EQUIPMENT	2,250	2,250	
64	180	500	055-5500-000.43-40	OFFICE EQUIPMENT	500	500	
9,489	9,307	18,000	055-5500-000.43-45	JOINT USE OF LABOR/EQUIP	18,000	18,000	
80,929	57,305	59,350	055-5500-000.43-50	VEHICLES	59,550	59,550	
26,187	23,526	28,820	055-5500-000.43-51	GAS/OIL/DIESEL/LUBRICANTS	30,905	30,905	
5,698	6,454	7,300	055-5500-000.43-52	TIRES AND TIRE REPAIRS	7,000	7,000	
2,518	2,414	12,125	055-5500-000.43-70	GENERAL EQUIPMENT	12,125	12,125	
32,684	62,097	82,110	055-5500-000.43-71	SPECIAL UTILITY EQUIPMENT	83,860	83,860	
7,700	11,023	9,335	055-5500-000.43-80	SHOP EQUIPMENT	9,335	9,335	
4,707	2,554	2,500	055-5500-000.43-81	SERVICE PICKUP TOOLS	2,500	2,500	
115,794	49,242	102,600	055-5500-000.43-86	LINES MAINT & SUPPLIES	92,600	92,600	
1,076	1,375	1,336	055-5500-000.43-87	UTILITIES LOCATES	1,816	1,816	
19,625	9,997	16,500	055-5500-000.44-20	RENTAL OF EQUIPMENT	16,500	16,500	
68,611	68,788	72,042	055-5500-000.52-10	LIABILITY INSURANCE	83,923	83,923	
19,877	21,506	18,573	055-5500-000.52-30	PROPERTY INSURANCE	20,638	20,638	
10,494	11,003	11,020	055-5500-000.52-50	AUTOMOTIVE INSURANCE	10,571	10,571	
-	-	10,500	055-5500-000.52-60	INSURANCE DEDUCTIBLES	20,500	20,500	
2,731	3,531	3,220	055-5500-000.53-20	POSTAGE	3,470	3,470	
13,767	13,127	15,400	055-5500-000.53-30	TELEPHONE	15,960	15,960	
1,275	333	400	055-5500-000.53-40	LEGAL NOTICES	400	400	
3,775	2,453	5,140	055-5500-000.53-60	PUBLIC EDUCATION/INFO	5,440	5,440	
-	-	-	055-5500-000.54-00	ADVERTISING	-	-	
97	67	1,245	055-5500-000.55-00	PRINTING AND BINDING	1,095	1,095	
16,877	20,850	21,050	055-5500-000.57-00	PERMITS	23,250	23,250	
1,764	1,062	1,980	055-5500-000.58-10	TRAVEL, FOOD & LODGING	1,980	1,980	
8,668	9,941	14,783	055-5500-000.58-50	TRAINING AND CONFERENCES	14,993	14,993	

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3,531	3,923	5,421	055-5500-000.58-70	MEMBERSHIPS/DUES/SUBS	5,466	5,466
2,328	2,387	3,480	055-5500-000.60-10	OFFICE SUPPLIES	3,480	3,480
3,528	3,354	4,280	055-5500-000.60-20	JANITORIAL SUPPLIES	4,280	4,280
4,849	3,824	4,028	055-5500-000.60-80	CLOTHING	4,028	4,028
7,976	6,468	9,946	055-5500-000.60-85	SPECIAL DEPT SUPPLIES	10,578	10,578
7,205	6,577	10,100	055-5500-000.60-86	CHEMICAL/LAB SUPPLIES	10,100	10,100
35,265	105,416	90,875	055-5500-000.60-87	STREET CONST SUPPLIES	93,830	93,830
126	165	1,223	055-5500-000.64-10	BOOKS AND PERIODICALS	1,223	1,223
1,178	5,175	23,383	055-5500-000.64-80	COMPUTER SOFTWARE	26,293	26,293
-	-	-	055-5500-000.69-50	MISCELLANEOUS EXPENSES	-	-
15,933	12,825	7,570	055-5500-000.69-80	ASSETS < \$5000	19,802	19,802
<b>1,685,439</b>	<b>1,786,399</b>	<b>1,954,449</b>	<b>TOTAL MATERIALS AND SERVICES</b>		<b>2,026,632</b>	<b>2,026,632</b>
2,806	-	41,000	055-5500-000.72-20	BUILDINGS	68,500	68,500
-	33,268	3,000	055-5500-000.73-30	IMPRVMTS OTHER THAN BLDGS	3,000	3,000
6,456	-	7,600	055-5500-000.74-10	MACHINERY	3,000	3,000
-	-	7,500	055-5500-000.74-20	VEHICLES	-	-
90,104	-	-	055-5500-000.74-80	PUMPS	-	-
49,406	24,650	72,500	055-5500-000.74-90	EQUIPMENT, OTHER	55,000	55,000
-	-	-	055-5500-000.75-10	CAPITAL PROJECTS	-	-
267	-	25,000	055-5500-000.76-30	SEWER LINES	155,000	155,000
22,893	-	18,000	055-5500-000.76-40	STORMWATER COLL IMPROVMTS	100,000	100,000
<b>171,933</b>	<b>57,918</b>	<b>174,600</b>	<b>TOTAL CAPITAL OUTLAY</b>		<b>384,500</b>	<b>384,500</b>
<b>3,073,826</b>	<b>3,144,921</b>	<b>3,571,939</b>	<b>TOTAL WASTEWATER OPERATIONS</b>		<b>3,912,056</b>	<b>3,912,056</b>
			<b>OTHER USES</b>			
334,914	384,594	368,072	055-9500-000.81-01	TO GENERAL FUND	384,310	384,310
152,299	154,803	155,241	055-9500-000.81-05	TO STREET FUND	156,393	156,393
265,785	200,000	250,000	055-9500-000.81-09	TO PUBLIC WKS RESRV FUND	200,000	200,000
-	4,166	4,306	055-9500.000.81-10	TO UNEMPLOYMENT FUND	-	-
60,011	60,010	59,932	055-9500-000.81-43	TO FFCO 2008 DEBT SVC FUND	59,775	59,775
548,000	1,343,605	245,000	055-9500-000.81-56	TO SEWER SPCL RESRV FUND	245,000	245,000
800,000	1,250,000	1,211,472	055-9500-000.81-57	PLANT CONSTRUCTION.DEBT	1,190,000	1,190,000
<b>2,161,009</b>	<b>3,397,178</b>	<b>2,294,023</b>	<b>TOTAL OPERATING TRANSFERS OUT</b>		<b>2,235,478</b>	<b>2,235,478</b>
-	-	162,852	055-9500-000.88-00	CONTINGENCY	59,144	59,144
-	-	<b>162,852</b>	<b>TOTAL CONTINGENCY</b>		<b>59,144</b>	<b>59,144</b>
<b>2,161,009</b>	<b>3,397,178</b>	<b>2,456,875</b>	<b>TOTAL OTHER USES</b>		<b>2,294,622</b>	<b>2,294,622</b>
<b>5,234,835</b>	<b>6,542,099</b>	<b>6,028,814</b>	<b>GRAND TOTAL WASTEWATER FUND EXPENSES</b>		<b>6,206,678</b>	<b>6,206,678</b>
<b>1,212,800</b>	<b>430,644</b>	-	<b>TOTAL WASTEWATER FUND - REVENUES LESS EXPENSES</b>		-	-

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			<b>SEWER SPECIAL RESERVE FUND 056</b>			
			<b>REVENUES</b>			
1,491,303	1,303,706	4,803,564	056-0000-300.00-00	BEGINNING BALANCE	1,979,469	1,979,469
-	-	-	056-0000-330.00-00	INTERGOVERNMENTAL REVENUE	-	-
201,567	-	53,670	056-0000-344.20-00	CONNECT CHRGS/ SW SDC	53,670	53,670
46,015	1,354,056	10,260	056-0000-344.20-10	CONNECT CHRGS/ STORM WA SDC	10,260	10,260
-	21,734	-	056-0000-344.20-20	REIMBURSEMENT DISTRICT PMTS	-	-
43,372	80,959	60,000	056-0000-361.00-00	INTEREST REVENUES	45,000	45,000
10,599	-	-	056-0000-369.00-00	OTHER MISC REVENUES	-	-
-	1,174,329	-	056-0000-391.53-00	WATER CAPITAL RESERVE FUND	-	-
548,000	1,343,605	245,000	056-0000-391.55-00	WASTEWATER UTILITY FUND	245,000	245,000
<b>2,340,856</b>	<b>5,278,389</b>	<b>5,172,494</b>	<b>TOTAL SEWER SPECIAL RESERVE FUND REVENUES</b>		<b>2,333,399</b>	<b>2,333,399</b>
-	-	-	056-5600-000.71-10	LAND-SEWER SPECIAL RESERVE		
-	-	-	056-5600-000.74-80	PUMPS		
-	-	-	056-5600-000.75-10	CAPITAL PROJECTS	200,000	200,000
978,669	430,098	3,227,439	056-5600-000.76-30	SEWER LINES	1,181,285	1,181,285
51,532	-	1,238,000	056-5600-000.76-40	STORM WATER IMPROVEMENTS	245,000	245,000
-	-	-	056-5600-000.78-99	FUTURE CAPITAL PROJECTS	-	-
<b>1,030,201</b>	<b>430,098</b>	<b>4,465,439</b>	<b>TOTAL CAPITAL OUTLAY</b>		<b>1,626,285</b>	<b>1,626,285</b>
<b>1,030,201</b>	<b>430,098</b>	<b>4,465,439</b>	<b>TOTAL SEWER SPECIAL RESERVE FUND OPERATIONS</b>		<b>1,626,285</b>	<b>1,626,285</b>
			<b>OTHER USES</b>			
6,949	6,986	7,055	056-9500-000.81-44	TO 2009 FFCO DEBT SVC FUND	7,114	7,114
	-	700,000	056-9500-000.81-57	TO SW PLANT CONSTC FUND	700,000	700,000
<b>6,949</b>	<b>6,986</b>	<b>707,055</b>	<b>TOTAL OPERATING TRANSFERS OUT</b>		<b>707,114</b>	<b>707,114</b>
<b>6,949</b>	<b>6,986</b>	<b>707,055</b>	<b>TOTAL OTHER USES</b>		<b>707,114</b>	<b>707,114</b>
<b>1,037,150</b>	<b>437,084</b>	<b>5,172,494</b>	<b>GRAND TOTAL SEWER SPECIAL RESERVE FUND EXPENSES</b>		<b>2,333,399</b>	<b>2,333,399</b>
<b>1,303,706</b>	<b>4,841,305</b>	<b>-</b>	<b>SEWER SPECIAL RESERVE FUND - REVENUE LESS EXPENSES</b>		<b>-</b>	<b>-</b>

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			<b>SEWER PLANT CONSTRUCTION / DEBT SERVICE FUND 057</b>			
			<b>REVENUES</b>			
2,832,110	774,287	495,770	057-0000-300.00-00	BEGINNING BALANCE	1,476,990	1,476,990
-	-	-	057-0000-335.57-00	STATE GRANT REVENUE - Renewal Power Generation Grants	-	-
496,071	-	-	057-0000-331.90-00	FEDERAL GRANTS (SRF Loan)	-	-
42,416	14,739	5,000	057-0000-361.00-00	INTEREST REVENUES	4,500	4,500
800,000	1,250,000	1,211,472	057-0000-391.55-00	WASTEWATER UTILITY FUND	1,190,000	1,190,000
-	-	700,000	057-0000-391.56-00	WASTEWATER CAPITAL FUND	700,000	700,000
-	-	-	057-0000-391.58-00	TRANSFER IN FROM WASTEWATER REV BOND	-	-
-	-	-	057-0000-391.59-00	TRANSFER IN FROM UTILITY REV BOND	-	-
-	-	-	057-0000-393.10-00	LOAN/BOND PROCEEDS	-	-
<b>4,170,598</b>	<b>2,039,025</b>	<b>2,412,242</b>	<b>TOTAL SEWER PLANT CONTS/DEBT SVC REVENUES</b>		<b>3,371,490</b>	<b>3,371,490</b>
-	229,805	-	057-5700-000.74-90	EQUIPMENT, OTHER	-	-
2,534,091	556,885	1,477,288	057-5700-000.75-10	CAPITAL PROJECTS	2,437,956	2,437,956
<b>2,534,091</b>	<b>786,690</b>	<b>1,477,288</b>	<b>TOTAL CAPITAL OUTLAY</b>		<b>2,437,956</b>	<b>2,437,956</b>
<b>2,534,091</b>	<b>786,690</b>	<b>1,477,288</b>	<b>TOTAL SEWER PLANT CONST/DEBT SVC OPERATIONS</b>		<b>2,437,956</b>	<b>2,437,956</b>
			<b>DEBT SERVICE</b>			
-	59,798	62,399	057-5700-000.79-30	To 2017 CWSRF(CLEAN WATER LOAN) PRINCIPAL	62,399	62,399
25,006	37,434	34,229	057-5700-000.79-40	To 2017 CWSRF (CLEAN WATER LOAN) INTEREST	34,229	34,229
<b>25,006</b>	<b>97,232</b>	<b>96,628</b>	<b>TOTAL DEBT SERVICE</b>		<b>96,628</b>	<b>96,628</b>
-	-	-	057-9500-000.81-58	DEBT SERVICE FUND		
837,216	838,416	838,326	057-9500-000.81-59	TO UTILITY REVENUE BOND	836,906	836,906
<b>837,216</b>	<b>838,416</b>	<b>838,326</b>	<b>TOTAL OPERATING TRANSFERS OUT</b>		<b>836,906</b>	<b>836,906</b>
<b>837,216</b>	<b>838,416</b>	<b>838,326</b>	<b>TOTAL OTHER USES</b>		<b>933,534</b>	<b>933,534</b>
<b>3,396,313</b>	<b>1,722,338</b>	<b>2,412,242</b>	<b>GRAND TOTAL SEWER PLANT CONSTRUCTION EXPENSES</b>		<b>3,371,490</b>	<b>3,371,490</b>
<b>774,285</b>	<b>316,687</b>	<b>-</b>	<b>SEWER PLANT CONSTRUCTION FUND - REVENUES LESS EXPENSES</b>		<b>-</b>	<b>-</b>



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			<b>AIRPORT FUND 061</b>				
			<b>REVENUES</b>				
27,111	318,689	543,498	061-0000-300.00-00	BEGINNING BALANCE	687,011	687,011	
65,000	65,000	65,000	061-0000-330.00-00	INTERGOVERNMENTAL REV	65,000	65,000	
1,480	11,144	-	061-0000-330.10-00	OTHER WA	-	-	
-	-	-	061-0000-330.15-00	OTHER OR	-	-	
-	214,726	1,745,229	061-0000-331.20-00	FEDERAL GRANTS-FAA	275,000	275,000	
425,000	-	30,000	061-0000-331.90-00	FEDERAL GRANTS-MISC	2,530,000	2,530,000	
-	-	-	061-0000-334.80-00	WASHINGTON STATE GRANTS	-	-	
1,000	-	150,000	061-0000-334.90-00	STATE GRANTS, OTHER	27,780	27,780	
-	-	2,500	061-0000-341.90-00	MISC SALES & SVCS	2,500	2,500	
16,962	10,892	13,000	061-0000-347.00-00	AVIATION FUEL SALES	15,000	15,000	
15,237	5,397	8,450	061-0000-361.00-00	INTEREST REVENUES	8,450	8,450	
144,630	174,699	162,411	061-0000-363.50-00	PROPERTY RENTALS	207,227	207,227	
25,565	11,481	25,892	061-0000-369.00-00	OTHER MISC REVENUES	16,800	16,800	
67,000	65,000	115,000	061-0000-391.01-00	GENERAL FUND	124,827	124,827	
<b>788,986</b>	<b>877,029</b>	<b>2,860,980</b>	<b>TOTAL AIRPORT FUND REVENUES</b>		<b>3,959,595</b>	<b>3,959,595</b>	
			<b>EXPENSES</b>				
3,911	1,129	1,300	061-6100-000.31-10	CONTRACTUAL SERVICES	1,350	1,350	
115,770	117,540	121,179	061-6100-000.31-90	CONTRACTUAL SVC - OTHER	154,935	154,935	
7,550	6,750	5,500	061-6100-000.32.10	AUDITING SERVICES	5,500	5,500	
-	2,500	1,000	061-6100-000.34-10	ENGINEERING SVC	1,000	1,000	
7,150	4,526	9,300	061-6100-000.41-10	WATER & SEWER	9,700	9,700	
21	-	250	061-6100-000.41-20	GARBAGE SERVICES	250	250	
9,567	9,775	10,000	061-6100-000.41-40	ELECTRICITY	10,000	10,000	
15,913	17,352	30,892	061-6100-000.43-10	BUILDINGS AND GROUNDS	25,000	25,000	
-	284	1,000	061-6100-000.43-45	JOINT USE OF LABOR	1,000	1,000	
6,627	836	6,500	061-6100-000.43-50	VEHICLES - REPAIR/MAINT	10,000	10,000	
2,647	2,461	2,700	061-6100-000.43-51	GAS/OIL/DIESEL	2,700	2,700	
20,539	12,936	13,000	061-6100-000.46-10	PROPERTY TAXES	14,300	14,300	
8,127	9,684	9,700	061-6100-000.52-10	LIABILITY INSURANCE	9,800	9,800	
10,314	11,256	14,000	061-6100-000.52-30	PROPERTY INSURANCE	14,800	14,800	
298	306	300	061-6100-000.53-20	POSTAGE	300	300	
1,968	3,704	1,800	061-6100-000.53-30	TELEPHONE	1,800	1,800	
101	-	250	061-6100-000.53-40	LEGAL NOTICES	250	250	
1,005	556	10,000	061-6100-000.54-00	ADVERTISING	10,000	10,000	
959	-	1,000	061-6100-000.57-00	PERMITS	1,000	1,000	
2,312	373	2,000	061-6100-000.58-10	TRAVEL, FOOD & LODGING	2,000	2,000	
1,125	132	1,800	061-6100-000.58-50	TRAINING AND CONFERENCES	1,800	1,800	
816	291	550	061-6100-000.58-70	MEMBERSHIPS/DUES	550	550	
781	425	800	061-6100-000.60-10	OFFICE SUPPLIES	800	800	
2,676	-	1,000	061-6100-000.69-50	MISCELLANEOUS EXP	1,000	1,000	
-	4,500	-	061-6100-000.69-80	ASSETS < \$5000	-	-	
<b>220,176</b>	<b>207,316</b>	<b>245,821</b>	<b>TOTAL MATERIALS AND SERVICES</b>		<b>279,835</b>	<b>279,835</b>	
-	-	100,000	061-6100-000.72-20	BUILDINGS	45,000	45,000	
-	-	-	061-6100-000.72-30	BUILDINGS-HANGER	-	-	
250,121	28,563	2,070,229	061-6100-000.73-30	IMPROVEMENTS OTHER	2,972,607	2,972,607	
-	-	55,000	061-6100-000.74-10	MACHINERY	5,000	5,000	
<b>250,121</b>	<b>28,563</b>	<b>2,225,229</b>	<b>TOTAL CAPITAL OUTLAY</b>		<b>3,022,607</b>	<b>3,022,607</b>	
<b>470,297</b>	<b>235,879</b>	<b>2,471,050</b>	<b>TOTAL AIRPORT OPERATIONS EXPENSES</b>		<b>3,302,442</b>	<b>3,302,442</b>	
-	-	3,974	061-9500-000.81-62	TO AIRPORT DEBT SERVICE			
-	-	<b>3,974</b>	<b>TOTAL OPERATING TRANSFERS OUT</b>		-	-	
-	-	-	061-9500-000.89-00	UNAPPROPRIATED ENDING BAL	276,197	276,197	
			<b>TOTAL UNAPPROPRIATED ENDING BAL</b>		<b>276,197</b>	<b>276,197</b>	
-	-	385,956	061-9500-000.88-00	CONTINGENCY	380,956	380,956	
-	-	<b>385,956</b>	<b>TOTAL CONTINGENCY</b>		<b>380,956</b>	<b>380,956</b>	
-	-	<b>389,930</b>	<b>TOTAL OTHER USES</b>		<b>657,153</b>	<b>657,153</b>	
<b>470,297</b>	<b>235,879</b>	<b>2,860,980</b>	<b>GRAND TOTAL AIRPORT FUND EXPENSES</b>		<b>3,959,595</b>	<b>3,959,595</b>	
<b>318,689</b>	<b>641,150</b>	-	<b>TOTAL AIRPORT FUND - REVENUES LESS EXPENSES</b>		-	-	

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<b>FY18/19 Actual</b>	<b>FY19/20 Actual</b>	<b>FY20/21 Budget</b>	<b>Account Number</b>	<b>Account Description</b>	<b>FY21/22 Proposed Budget</b>	<b>FY21/22 Approved Budget</b>	
			<b>SPECIAL ASSESSMENT FUND 036</b>				
			<b>REVENUES</b>				
535,675	574,631	525,905	036-0000-300.00-00	BEGINNING BALANCE	432,555	432,555	
26,479	25,721	26,500	036-0000-318.20-00	NW NATURAL GAS FRANCHISE FEES	26,500	26,500	
13,743	13,291	15,500	036-0000-361.00-00	INTEREST REVENUES	7,500	7,500	
-	-	1	036-0000-369.00-00	OTHER MISC. REVENUES	-	-	
98,851	117,138	8,211	036-0000-370.10-00	PRINCIPAL-NONBONDED	20,105	20,105	
12,281	6,556	4,333	036-0000-370.20-00	INTEREST-NONBONDED	2,845	2,845	
<b>687,029</b>	<b>737,337</b>	<b>580,450</b>	<b>TOTAL SPECIAL ASSESSMENTS FUND REVENUES</b>		<b>489,505</b>	<b>489,505</b>	
			<b>EXPENDITURES</b>				
-	-	1,000	036-3600-000.31-25	ABATEMENTS	1,000	1,000	
-	2,493	26,500	036-3600-000.31-80	CORNER LOT RELIEF	26,500	26,500	
-	-	-	036-3600-000.31-95	REFUNDS	-	-	
-	-	-	036-3600-000.32-20	SPECIAL LEGAL SERVICES	-	-	
-	-	600	036-3600-000.53-20	POSTAGE	600	600	
-	-	200	036-3600-000.53-40	LEGAL NOTICES	200	200	
-	-	-	036-3600-000.69-50	MISCELLANEOUS EXP	-	-	
-	<b>2,493</b>	<b>28,300</b>	<b>TOTAL MATERIALS AND SERVICES</b>		<b>28,300</b>	<b>28,300</b>	
-	100,000	438,200	036-3600-000.75-10	CAPITAL PROJECTS LIDS	346,389	346,389	
-	<b>100,000</b>	<b>438,200</b>	<b>TOTAL CAPITAL OUTLAY</b>		<b>346,389</b>	<b>346,389</b>	
-	<b>102,493</b>	<b>466,500</b>	<b>TOTAL SPECIAL ASSESSMENTS OPERATIONS</b>		<b>374,689</b>	<b>374,689</b>	
10,000	10,000	10,000	036-9500-000.81-01	TO GENERAL FUND	10,000	10,000	
102,398	102,939	103,950	036-9500-000.81-44	TO 2009 FFCO BOND DEBT SVC FUND	104,816	104,816	
<b>112,398</b>	<b>112,939</b>	<b>113,950</b>	<b>TOTAL OPERATING TRANSFERS OUT</b>		<b>114,816</b>	<b>114,816</b>	
<b>112,398</b>	<b>112,939</b>	<b>113,950</b>	<b>TOTAL OTHER USES</b>		<b>114,816</b>	<b>114,816</b>	
<b>112,398</b>	<b>215,432</b>	<b>580,450</b>	<b>TOTAL SPECIAL ASSESSMENTS FUND EXPENSES</b>		<b>489,505</b>	<b>489,505</b>	
<b>574,631</b>	<b>521,905</b>	-	<b>SPECIAL ASSESSMENTS FUND - REVENUES LESS EXPENSES</b>		-	-	

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<b>FY18/19 Actual</b>	<b>FY19/20 Actual</b>	<b>FY20/21 Budget</b>	<b>Account Number</b>	<b>Account Description</b>	<b>FY21/22 Proposed Budget</b>	<b>FY21/22 Approved Budget</b>	
			<b>CAPITAL PROJECTS FUND 037</b>				
			<b>REVENUES</b>				
299,191	302,474	339,720	037-0000-300.00-00	BEGINNING BALANCE	464,546	464,546	
-	-	-	037-0000-337.90-00	LOCAL GOV REV-PARTNERS	-	-	
6,917	6,501	6,150	037-0000-361.00-00	INTEREST REVENUES	4,200	4,200	
91,540	121,560	105,400	037-0000-363.80-00	STATE OFFICE BLDG INC	105,072	105,072	
-	-	-	037-0000-391.01-00	GENERAL FUND	75,000	75,000	
-	-	10,000	037-0000-391.04-00	LIBRARY FUND	10,000	10,000	
<b>397,648</b>	<b>430,535</b>	<b>461,270</b>	<b>TOTAL CAPITAL PROJECTS FUND REVENUES</b>		<b>658,818</b>	<b>658,818</b>	
			<b>EXPENDITURES</b>				
			<b>*** GENERAL FUND BUILDINGS</b>				
-	-	3,000	037-3700-000.43-10	BUILDINGS & GROUNDS	3,500	3,500	
-	-	5,000	037-3700-000.69-80	ASSETS < \$5000	5,000	5,000	
-	-	<b>8,000</b>	<b>TOTAL MATERIALS AND SERVICES</b>		<b>8,500</b>	<b>8,500</b>	
22,247	9,055	318,296	037-3700-000.72-20	BUILDINGS	278,720	278,720	
48,467	6,083	110,000	037-3700-000.73-30	IMPRV OTHER THAN BLDG	272,000	272,000	
<b>70,714</b>	<b>15,138</b>	<b>428,296</b>	<b>TOTAL CAPITAL OUTLAY</b>		<b>550,720</b>	<b>550,720</b>	
<b>70,714</b>	<b>15,138</b>	<b>436,296</b>	<b>TOTAL GENERAL FUND BUILDINGS</b>		<b>559,220</b>	<b>559,220</b>	
			<b>*** PORT LOAN - AIRPORT WELL</b>				
10,150	10,556	10,150	037-3775-000.79-50	PRINCIPAL PAYMENT	89,102	89,102	
5,000	4,594	5,000	037-3775-000.79-60	INTEREST PAYMENT	311	311	
<b>15,150</b>	<b>15,150</b>	<b>15,150</b>	<b>TOTAL DEBT SERVICE</b>		<b>89,413</b>	<b>89,413</b>	
<b>15,150</b>	<b>15,150</b>	<b>15,150</b>	<b>TOTAL PORT LOAN - AIRPORT WELL</b>		<b>89,413</b>	<b>89,413</b>	
<b>85,864</b>	<b>30,288</b>	<b>451,446</b>	<b>TOTAL CAPITAL PROJECTS FUND OPERATIONS</b>		<b>648,633</b>	<b>648,633</b>	
9,310	8,728	9,824	037-9500-000.81-21	TO STATE OFFICE BLDG FUND	10,185	10,185	
<b>9,310</b>	<b>8,728</b>	<b>9,824</b>	<b>TOTAL OPERATING TRANSFERS OUT</b>		<b>10,185</b>	<b>10,185</b>	
<b>95,174</b>	<b>39,016</b>	<b>461,270</b>	<b>TOTAL CAPITAL PROJECTS FUND EXPENSES</b>		<b>658,818</b>	<b>658,818</b>	
<b>302,474</b>	<b>391,520</b>	<b>-</b>	<b>CAPITAL PROJECTS FUND - REVENUES LESS EXPENSES</b>		<b>-</b>	<b>-</b>	

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FY18/19 Actual	FY19/20 Actual	FY20/21 Budget	Account Number	Account Description	FY21/22 Proposed Budget	FY21/22 Approved Budget
				<b>UNEMPLOYMENT RESERVE FUND 010</b>		
				<b>REVENUES</b>		
65,528	52,500	59,134	010-0000-300.00-00	BEGINNING BALANCE	76,122	76,122
1,538	1,353	1,320	010-0000-361.00-00	INTEREST REVENUES	400	400
-	16,332	17,443	010-0000-391.01-00	GENERAL FUND	-	-
-	2,613	2,761	010-0000-391.04-00	LIBRARY FUND	-	-
-	2,877	2,806	010-0000-391.05-00	STREET FUND	-	-
-	7,297	7,489	010-0000-391.51-00	WATER UTILITY FUND	-	-
-	4,166	4,306	010-0000-391.55-00	WASTEWATER UTILITY	-	-
<b>67,066</b>	<b>87,138</b>	<b>95,259</b>		<b>TOTAL UNEMPLOYMENT RESERVE FUND REVENUES</b>	<b>76,522</b>	<b>76,522</b>
				<b>EXPENDITURES</b>		
14,566	21,270	95,259	010-1000-000.25-00	UNEMPLOYMENT EXPENSES	76,522	76,522
<b>14,566</b>	<b>21,270</b>	<b>95,259</b>		<b>TOTAL PERSONNEL SERVICE</b>	<b>76,522</b>	<b>76,522</b>
<b>14,566</b>	<b>21,270</b>	<b>95,259</b>		<b>TOTAL UNEMPLOYMENT RESERVE FUND EXPENSES</b>	<b>76,522</b>	<b>76,522</b>
<b>52,500</b>	<b>65,867</b>	<b>-</b>		<b>UNEMPLOYMENT FUND - REVENUES LESS EXPENSES</b>	<b>-</b>	<b>-</b>

FY18/19 Actual	FY19/20 Actual	FY20/21 Budget	Account Number	Account Description	FY21/22 Proposed Budget	FY21/22 Approved Budget
				<b>COMMUNITY BENEVOLENCE FUND 011</b>		
				<b>REVENUES</b>		
11,644	11,234	8,137	011-0000-300.00-00	BEGINNING BALANCE	5,788	5,788
272	185	158	011-0000-361.00-00	INTEREST REVENUES	150	150
-	-	-	011-0000-365.15-00	GIFTS/DONATIONS - WAR MEMORIAL	-	-
-	-	-	011-0000-369.00-00	OTHER MISC. REVENUES	-	-
<b>11,917</b>	<b>11,419</b>	<b>8,295</b>		<b>TOTAL COMMUNITY BENEVOLENCE FUND REVENUES</b>	<b>5,938</b>	<b>5,938</b>
683	3,229	8,295	011-1500-000.60-85	SPECIAL DEPT SUPPLIES	5,938	5,938
<b>683</b>	<b>3,229</b>	<b>8,295</b>		<b>TOTAL MATERIALS AND SERVICES</b>	<b>5,938</b>	<b>5,938</b>
-	-	-	011-1500-000.73-30	IMPRVMTS OTHER THAN BLDGS	-	-
-	-	-		<b>TOTAL CAPITAL OUTLAY</b>	-	-
<b>683</b>	<b>3,229</b>	<b>8,295</b>		<b>TOTAL WAR MEMORIAL FUND</b>	<b>5,938</b>	<b>5,938</b>
<b>683</b>	<b>3,229</b>	<b>8,295</b>		<b>TOTAL COMMUNITY BENEVOLENT FUND EXPENSES</b>	<b>5,938</b>	<b>5,938</b>
<b>11,234</b>	<b>8,190</b>	<b>-</b>		<b>COMMUNITY BENEVOLENT FUND - REVENUES LESS EXPENSES</b>	<b>-</b>	<b>-</b>

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			<b>SPECIAL GRANTS FUND 018</b>			
			<b>REVENUES</b>			
3,389,170	3,453,356	3,521,356	018-0000-300.00-00	BEGINNING BALANCE	3,495,237	3,495,237
-	257,734	500,000	018-0000-331.15-00	FED GRANTS - CDBG HOUSING 2007	500,000	500,000
15,560	69,677	1,777,349	018-0000-331.90-00	FEDERAL GRANTS-MISC	1,200,000	1,200,000
23,871	12,403	87,000	018-0000-334.90-00	STATE GRANTS, OTHER	1,080,000	1,080,000
-	-	-	018-0000-334.90-10	STATE OF OREGON-COVID RELIEF GRANT	1,606,313	1,606,313
-	59,356	-	018-0000-336.10-00	PRIVATE SECTOR GRANTS		
15,133	-	150,000	018-0000-337.10-00	URBAN RENEWAL	50,000	50,000
59,818	53,914	68,000	018-0000-361.00-00	INTEREST REVENUES	20,000	20,000
-	-	-	018-0000-391.01-00	TRANSFERS FROM GENERAL	-	-
-	-	-	018-0000-391.37-00	TRANSFERS FROM CAPITAL PROJECT FUND	-	-
<b>3,503,552</b>	<b>3,906,441</b>	<b>6,103,705</b>	<b>TOTAL SPECIAL GRANTS FUND REVENUES</b>		<b>7,951,550</b>	<b>7,951,550</b>
			<b>EXPENDITURES</b>			
			<b>*** CDBG/ MID COLUMBIA HOUSING</b>			
-	257,734	500,000	018-2500-000.39-00	OTHER CONTRACTUAL SVCS	900,000	900,000
-	<b>257,734</b>	<b>500,000</b>	<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>900,000</b>	<b>900,000</b>
-	<b>257,734</b>	<b>500,000</b>	<b>TOTAL CDBG/ MID COLUMBIA HOUSING</b>		<b>900,000</b>	<b>900,000</b>
			<b>*** STATE OF OREGON-COVID RELIEF GRANT</b>			
-	-	-	0018-2600-000.39-10	COVID RELIEF EXPENSES	1,606,313	1,606,313
-	-	-	<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>1,606,313</b>	<b>1,606,313</b>
-	-	-	<b>TOTAL STATE OF OREGON-COVID RELIEF GRANT</b>		<b>1,606,313</b>	<b>1,606,313</b>
			<b>*** SHPO/CERT LOC GOVT</b>			
35,063	1,775	10,000	018-2700-000.31-10	CONTRACTUAL SERVICES		
-	0	480	018-2700-000.69-90	OTHER		
<b>35,063</b>	<b>1,775</b>	<b>10,480</b>	<b>TOTAL MATERIALS AND SERVICES</b>		-	-
<b>35,063</b>	<b>1,775</b>	<b>10,480</b>	<b>TOTAL SHPO/CERT LOC GOVT</b>		-	-
			<b>*** INTEGRATED PLANNING GRANT</b>			
-	-	-	018-2800-000.31-10	CONTRACTUAL SERVICES	680,000	680,000
-	-	-	018-2800-000.69-90	OTHER	-	-
-	-	-	<b>TOTAL MATERIALS AND SERVICES</b>		<b>680,000</b>	<b>680,000</b>
-	-	-	<b>TOTAL INTEGRATED PLANNING GRANT</b>		<b>680,000</b>	<b>680,000</b>
			<b>*** 1ST STREET RIVERFRONT CONNECTION</b>			
15,133	106,632	5,366,705	018-2900-000.75-10	CAPITAL PROJECTS	4,765,237	4,765,237
<b>15,133</b>	<b>106,632</b>	<b>5,366,705</b>	<b>TOTAL CAPITAL OUTLAY</b>		<b>4,765,237</b>	<b>4,765,237</b>
<b>15,133</b>	<b>106,632</b>	<b>5,366,705</b>	<b>TOTAL 1ST STREET RIVERFRONT CONNECTION</b>		<b>4,765,237</b>	<b>4,765,237</b>
			<b>*** FORT DALLES MUSEUM</b>			
-	16,628	-	018-4100-000.75-10	CAPITAL PROJECTS	-	-
-	<b>16,628</b>	-	<b>TOTAL CAPITAL OUTLAY</b>		-	-
-	<b>16,628</b>	-	<b>TOTAL FORT DALLES MUSEUM</b>		-	-
			<b>*** GOOGLE GRANT</b>			
-	42,180	-	018-4750-000.75-10	CAPITAL PROJECTS	-	-
-	<b>42,180</b>	-	<b>TOTAL CAPITAL OUTLAY</b>		-	-
-	<b>42,180</b>	-	<b>TOTAL GOOGLE GRANT</b>		-	-
			<b>*** FEDERAL STREET PUBLIC PLAZA</b>			
-	-	225,000	018-4760-000.75-10	CAPITAL PROJECTS	-	-
-	-	<b>225,000</b>	<b>TOTAL CAPITAL OUTLAY</b>		-	-
-	-	<b>225,000</b>	<b>TOTAL FEDERAL STREET PUBLIC PLAZA</b>		-	-
<b>50,196</b>	<b>424,949</b>	<b>6,102,185</b>	<b>TOTAL SPECIAL GRANTS FUND OPERATIONS</b>		<b>7,951,550</b>	<b>7,951,550</b>
-	<b>6,255</b>	<b>1,520</b>	018-9500-000.81-01	TO GENERAL FUND	-	-
-	<b>6,255</b>	<b>1,520</b>	<b>TOTAL OPERATING TRANSFERS OUT</b>		-	-
<b>50,196</b>	<b>431,204</b>	<b>6,103,705</b>	<b>TOTAL SPECIAL GRANTS FUND EXPENSES</b>		<b>7,951,550</b>	<b>7,951,550</b>
<b>3,453,356</b>	<b>3,475,237</b>	-	<b>SPECIAL GRANTS FUND - REVENUES LESS EXPENSES</b>		-	-

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			<b>STATE OFFICE BUILDING FUND 021</b>				
			<b>REVENUES</b>				
110,106	91,412	80,027	021-0000-300.00-00	BEGINNING BALANCE	78,993	78,993	
1,848	1,555	1,500	021-0000-361.01-00	INTEREST	1,200	1,200	
67,248	70,800	70,800	021-0000-363.80-01	OPERATIONS	70,800	70,800	
132,028	139,712	295,250	021-0000-363.80-02	MAINTENANCE	305,569	305,569	
-	-	-	021-0000-363.80-03	DISCRETIONARY RENT	-	-	
9,310	8728	9,824	021-0000-391.37-00	FROM CAPITAL PROJECTS FUND	10,185	10,185	
<b>320,540</b>	<b>312,208</b>	<b>457,401</b>	<b>TOTAL STATE OFFICE BUILDING FUND REVENUES</b>		<b>466,747</b>	<b>466,747</b>	
			<b>EXPENDITURES</b>				
40,216	42,556	43,620	021-2200-000.11-00	REGULAR SALARIES	44,710	44,710	
-	-	1,200	021-2200-000.12-00	PARTTIME/TEMP SALARIES			
401	687	19,296	021-2200-000.13-00	OVERTIME SALARIES	1,200	1,200	
13,747	14,065	284	021-2200-000.21-10	MEDICAL INSURANCE	19,788	19,788	
281	295	40	021-2200-000.21-20	L-T DISABILITY INSURANCE	291	291	
38	40	1,365	021-2200-000.21-30	LIFE INSURANCE	40	40	
1,351	1,004	3,429	021-2200-000.21-40	WORKERS COMP INSURANCE	1,230	1,230	
3,035	3,239	5,889	021-2200-000.22-00	FICA	3,512	3,512	
4,996	5,822	1,426	021-2200-000.23-00	RETIREMENT	6,036	6,036	
343	1,326	-	021-2200-000.29-00	OTHER EMPLOYEE BENEFITS	1,462	1,462	
<b>64,408</b>	<b>69,034</b>	<b>76,549</b>	<b>TOTAL PERSONNEL SERVICE</b>		<b>78,269</b>	<b>78,269</b>	
<b>0.8</b>	<b>0.8</b>	<b>0.8</b>	<b>Total Full-Time Equivalent (FTE)</b>		<b>0.8</b>	<b>0.8</b>	
6,882	6,579	8,000	021-2200-000.41-10	WATER & SEWER	8,000	8,000	
3,758	3,877	4,000	021-2200-000.41-20	GARBAGE SERVICES	4,000	4,000	
2,523	2,025	3,000	021-2200-000.41-30	NATURAL GAS	3,000	3,000	
13,546	12,465	15,500	021-2200-000.41-40	ELECTRICITY	15,500	15,500	
54,708	55,665	55,665	021-2200-000.42-00	JANITORIAL SERVICES	55,665	55,665	
10,208	5,703	7,500	021-2200-000.43-10	BUILDINGS AND GROUNDS	28,500	28,500	
-	-	500	021-2200-000.43-45	JOINT USE OF LABOR/EQUIP	500	500	
19	-	300	021-2200-000.43-70	GENERAL EQUIPMENT	300	300	
10,409	110	1,500	021-2200-000.43-72	ELECTRICAL SYSTEMS	1,500	1,500	
46	987	1,000	021-2200-000.43-73	PLUMBING	1,000	1,000	
3,833	3,820	3,900	021-2200-000.43-75	ELEVATORS	4,000	4,000	
4,456	3,762	2,500	021-2200-000.43-77	HVAC SYSTEMS	18,500	18,500	
5,710	6,232	7,092	021-2200-000.52-30	PROPERTY INSURANCE	7,300	7,300	
512	576	525	021-2200-000.53-30	TELEPHONE	585	585	
7,545	6,820	7,400	021-2200-000.60-20	JANITORIAL SUPPLIES	7,450	7,450	
<b>124,155</b>	<b>108,622</b>	<b>118,382</b>	<b>TOTAL MATERIALS AND SERVICES</b>		<b>155,800</b>	<b>155,800</b>	
40,565	32,861	187,000	021-2200-000.73-30	IMPROVEMENTS OTHER	173,000	173,000	
<b>40,565</b>	<b>32,861</b>	<b>187,000</b>	<b>TOTAL CAPITAL OUTLAY</b>		<b>173,000</b>	<b>173,000</b>	
-	-	75,470	021-9500-000.88-00	CONTINGENCY	59,678	59,678	
-	-	<b>75,470</b>	<b>TOTAL CONTINGENCY</b>		<b>59,678</b>	<b>59,678</b>	
<b>229,128</b>	<b>210,517</b>	<b>457,401</b>	<b>TOTAL STATE OFFICE BUILDING EXPENSES</b>		<b>466,747</b>	<b>466,747</b>	
<b>91,412</b>	<b>101,691</b>	-	<b>STATE OFFICE BUILDING FUND - REVENUES LESS EXPENSES</b>		-	-	

**City of The Dalles, Oregon**  
**Fiscal Year 2021 - 22 Approved Budget**

<b>FY18/19 Actual</b>	<b>FY19/20 Actual</b>	<b>FY20/21 Budget</b>	<b>Account Number</b>	<b>Account Description</b>	<b>FY21/22 Proposed Budget</b>	<b>FY21/22 Approved Budget</b>
			<b>SPECIAL ENTERPRIZE ZONE FUND 022</b>			
			<b>REVENUES</b>			
-	-	545,573	022-0000-300.00-00	BEGINNING FUND BALANCE	1,750,388	1,750,388
-	4,855	-	022-0000-361.00-00	INTEREST INCOME	3,500	3,500
-	545,573	616,872	022-0000-369.10-00	ENTERPRIZE ZONE PAYMENTS	907,133	907,133
-	<b>550,428</b>	<b>1,162,445</b>	<b>TOTAL SPECIAL ENTERPRIZE ZONE FUND REVENUE</b>		<b>2,661,021</b>	<b>2,661,021</b>
			<b>EXPENDITURES</b>			
-		1,162,445	022-220-000.31-10	CONTRACTUAL SERVICE	2,661,021	2,661,021
-	-	<b>1,162,445</b>	<b>TOTAL MATERIALS AND SERVICES</b>		<b>2,661,021</b>	<b>2,661,021</b>
-	-	<b>1,162,445</b>	<b>TOTAL SPECIAL ENTERPRIZE ZONE FUND EXPENSE</b>		<b>2,661,021</b>	<b>2,661,021</b>
-	<b>550,428</b>	-	<b>SPECIAL ENTERPRIZE ZONE RSRV FUND - REVENUE LESS EXPENSES</b>		-	-

**City of The Dalles, Oregon**  
**Fiscal Year 2021 - 22 Approved Budget**

<b>FY18/19 Actual</b>	<b>FY19/20 Actual</b>	<b>FY20/21 Budget</b>	<b>Account Number</b>	<b>Account Description</b>	<b>FY21/22 Proposed Budget</b>	<b>FY21/22 Approved Budget</b>
			<b>AIRPORT DEBT SERVICE FUND 062</b>			
			<b>REVENUES</b>			
66,348	70,119	27,831	062-0000-300.00-00	BEGINNING BALANCE	65,732	65,732
4	1,729	250	062-0000-361.00-00	INTEREST REVENUES	362	362
212,495	204,095	207,120	062-0000-363.50-00	PROPERTY RENTALS	176,306	176,306
-	-	3,974	062-0000-391.61-00	TRANSFER FROM AIRPORT FUND	-	-
<b>278,847</b>	<b>275,942</b>	<b>239,175</b>	<b>TOTAL AIRPORT DEBT SERV FUND REVENUES</b>		<b>242,400</b>	<b>242,400</b>
			<b>EXPENDITURES</b>			
75,000	80,000	80,000	062-6100-000.79-15	BOND PRINCIPAL	85,000	85,000
75,425	73,550	71,550	062-6100-000.79-25	BOND INTEREST	69,150	69,150
25,000	25,000	25,000	062-6100-000.79-50	PRINCIPAL PMTS - K. CO. 11/1/12	25,000	25,000
1,929	25,000	25,000	062-6100-000.79-60	INTEREST PMTS - K. CO. 11/1/12	2,500	2,500
25,000	2,459	2,500	062-6100-000.79-55	PRINCIPAL PMTS - K. CO. CERB LOAN	25,000	25,000
6,375	6,000	5,625	062-6100-000.79-65	INTEREST PMTS - K. CO. CERB LOAN	5,250	5,250
-	-	29,500	062-6100-000.79-80	RSRV FOR FUTURE DEBT	30,500	30,500
<b>208,729</b>	<b>212,009</b>	<b>239,175</b>	<b>TOTAL DEBT SERVICE</b>		<b>242,400</b>	<b>242,400</b>
<b>208,729</b>	<b>212,009</b>	<b>239,175</b>	<b>TOTAL AIRPORT DEBT SERVICE FUND EXPENSES</b>		<b>242,400</b>	<b>242,400</b>
<b>70,119</b>	<b>63,933</b>	<b>-</b>	<b>AIRPORT DEBT SERVICE FUND - REVENUE LESS EXPENSES</b>		<b>-</b>	<b>-</b>



**City of The Dalles, Oregon**  
**Fiscal Year 2021 - 22 Approved Budget**

FY18/19 Actual	FY19/20 Actual	FY20/21 Budget	Account Number	Account Description	FY21/22 Proposed Budget	FY21/22 Approved Budget	
			<b>FFCO 2008 DEBT SVC FUND 043</b>				
			<b>REVENUES</b>				
14,370	14,370	-	043-0000-300.00-00	BEGINNING BALANCE	-	-	
-	-	-	043-0000-361.00-00	INTEREST REVENUES	-	-	
124,899	110,530	124,735	043-0000-363.80-00	STATE OFFICE BLDG INCOME	124,408	124,408	
60,010	60,010	59,932	043-0000-391.05-00	FROM STREET FUND	59,774	59,774	
60,010	60,010	59,932	043-0000-391.51-00	FROM WATER UTILITY FUND	59,774	59,774	
60,011	60,010	59,932	043-0000-391.55-00	FROM WASTEWATER UTILITY FUND	59,775	59,775	
<b>319,300</b>	<b>304,930</b>	<b>304,531</b>	<b>TOTAL FFCO 2008 DEBT SVC FUND REVENUES</b>		<b>303,731</b>	<b>303,731</b>	
			<b>EXPENDITURES</b>				
250,000	260,000	270,000	043-4300-000.79-50	PRINCIPAL PMTS	280,000	280,000	
54,930	44,930	34,531	043-4300-000.79-60	INTEREST PMTS	23,731	23,731	
<b>304,930</b>	<b>304,930</b>	<b>304,531</b>	<b>TOTAL DEBT SERVICE</b>		<b>303,731</b>	<b>303,731</b>	
<b>304,930</b>	<b>304,930</b>	<b>304,531</b>	<b>TOTAL FFCO 2008 DEBT SVC FUND EXPENSES</b>		<b>303,731</b>	<b>303,731</b>	
<b>14,370</b>	<b>-</b>	<b>-</b>	<b>FFCO 2008 DEBT SVC FUND - REVENUES LESS EXPENSES</b>		<b>-</b>	<b>-</b>	

FY18/19 Actual	FY19/20 Actual	FY20/21 Budget	Account Number	Account Description	FY21/22 Proposed Budget	FY21/22 Approved Budget	
			<b>2009 FFCO DEBT SERVICE FUND 044</b>				
			<b>REVENUES</b>				
1	1	-	044-0000-300.00-00	BEGINNING BALANCE	2	2	
800,538	801,288	805,888	044-0000-332.50-00	FROM URBAN RENEWAL	799,738	799,738	
-	-	-	044-0000-361.00-00	INTEREST REVENUES	-	-	
102,398	102,939	103,950	044-0000-391.36-00	FROM SPECIAL ASSESSMENT FUND	104,816	104,816	
32,478	32,650	32,970	044-0000-391.53-00	FROM WA CAPITAL RESERVE FUND	33,245	33,245	
6,949	6,986	7,055	044-0000-391.56-00	FROM SW SPECIAL RESERVE FUND	7,114	7,114	
<b>942,364</b>	<b>943,864</b>	<b>949,863</b>	<b>TOTAL FFCO 2009 DEBT SVC FUND REVENUES</b>		<b>944,915</b>	<b>944,915</b>	
			<b>EXPENDITURES</b>				
570,000	600,000	630,000	044-4300-000.79-50	PRINCIPAL PMTS	650,000	650,000	
372,363	343,863	319,863	044-4300-000.79-60	INTEREST PMTS	294,915	294,915	
<b>942,363</b>	<b>943,863</b>	<b>949,863</b>	<b>TOTAL DEBT SERVICE</b>		<b>944,915</b>	<b>944,915</b>	
<b>942,363</b>	<b>943,863</b>	<b>949,863</b>	<b>TOTAL 2009 FFCO DEBT SVC FUND EXPENSES</b>		<b>944,915</b>	<b>944,915</b>	
<b>1</b>	<b>2</b>	<b>-</b>	<b>2009 FFCO DEBT SVC FUND - REVENUES LESS EXPENSES</b>		<b>-</b>	<b>-</b>	

**City of The Dalles, Oregon**  
**Fiscal Year 2021 - 22 Approved Budget**

<b>FY18/19 Actual</b>	<b>FY19/20 Actual</b>	<b>FY20/21 Budget</b>	<b>Account Number</b>	<b>Account Description</b>	<b>FY21/22 Proposed Budget</b>	<b>FY21/22 Approved Budget</b>
				<b>WASTEWATER UTILITY REVENUE BOND 058</b>		
				<b>REVENUES</b>		
				paid off 1/18		
1	1	1	058-0000-300.00-00	BEGINNING BALANCE	1	1
-	-	-	058-0000-361.00-00	INTEREST REVENUES	-	-
-	-	-	058-0000-391.57-00	WASTEWATER CONST	-	-
<b>1</b>	<b>1</b>	<b>1</b>		<b>TOTAL WASTEWATER PLANT DEBT SVC FUND REVENUES</b>	<b>1</b>	<b>1</b>
				<b>EXPENDITURES</b>		
	-	-	058-5800-000.79-15	BOND PRINCIPAL	-	-
	-	-	058-5800-000.79-25	BOND INTEREST	-	-
-	-	-		<b>TOTAL DEBT SERVICE</b>	-	-
	-	-	058-9500-000.81-59	TO UTILITY REVENUE BOND		
-	-	-		<b>TOTAL OPERATING TRANSFERS OUT</b>	-	-
	-	-	058-9500-000.88-10	RATE STABILIZATION ACCT	-	-
-	-	-		<b>TOTAL RESERVE</b>	-	-
-	-	-		<b>TOTAL WASTEWATER PLANT DEBT SVC FUND EXPENSES</b>	-	-
<b>1</b>	<b>1</b>	<b>1</b>		<b>WASTEWATER PLANT DEBT SVC FUND - REVENUES LESS EXPENSES</b>	<b>1</b>	<b>1</b>

**City of The Dalles, Oregon**  
**Fiscal Year 2021 - 22 Approved Budget**

<b>FY18/19 Actual</b>	<b>FY19/20 Actual</b>	<b>FY20/21 Budget</b>	<b>Account Number</b>	<b>Account Description</b>	<b>FY21/22 Proposed Budget</b>	<b>FY21/22 Approved Budget</b>
			<b>UTILITY REVENUE BOND 059</b>			
			<b>REVENUES</b>			
1	1,148	1,148	059-0000-300.00-00	BEGINNING BALANCE	1,996	1,996
-	-	-	059-0000-361.00-00	INTEREST REVENUES	-	-
-	-	-	059-0000-391.41-00	TRANSFER FROM WATER REV BOND	-	-
505,174	501,786	502,974	059-0000-391.53-00	TRANSFER FROM WATER CAPITAL RESERVE FUND	503,524	503,524
837,216	838,416	838,326	059-0000-391.57-00	TRANSFER FROM SEWER PLANT CONSTRUCTION FUND	836,906	836,906
-	-	-	059-0000-391.58-00	TRANSFER FROM WASTERWATER REV	-	-
-	-	-	059-0000-393.10-00	BOND PROCEEDS	-	-
<b>1,342,391</b>	<b>1,341,350</b>	<b>1,342,448</b>	<b>TOTAL UTILITY REVENUE DEBT SVC FUND REVENUES</b>		<b>1,342,426</b>	<b>1,342,426</b>
			<b>EXPENDITURES</b>			
-	-	-	059-5900-000.31-10	COST OF ISSUANCE	-	-
1,039,883	1,065,460	1,095,005	059-5900-000.79-50	BOND PRINCIPAL	1,123,372	1,123,372
301,360	273,894	246,295	059-5900-000.79-60	BOND INTEREST	217,058	217,058
-	-	1,148	059-5900-000.80-01	RESERVE FOR FUTURE EXPENDITURES	1,996	1,996
<b>1,341,243</b>	<b>1,339,354</b>	<b>1,342,448</b>	<b>TOTAL DEBT SERVICE</b>		<b>1,342,426</b>	<b>1,342,426</b>
<b>1,341,243</b>	<b>1,339,354</b>	<b>1,342,448</b>	<b>TOTAL UTILITY REVENUE DEBT SVC FUND EXPENSES</b>		<b>1,342,426</b>	<b>1,342,426</b>
<b>1,148</b>	<b>1,996</b>	<b>-</b>	<b>UTILITY REVENUE DEBT SVC FUND - REVENUES LESS EXPENSES</b>		<b>-</b>	<b>-</b>

**RESOLUTION NO. 21-015**

**A RESOLUTION ADOPTING THE FISCAL YEAR 2021-2022 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 reviewed and acted on the proposed City budget, and, on May 4, 2021, 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, 2021; 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 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 2021-2022 in the total of \$73,649,615 now on file in the office of the City Finance Director.

**Section 3. Setting Appropriations.** The amounts for the Fiscal Year beginning July 1, 2021 and for the purposes shown are hereby appropriated as follows:

<b>GENERAL FUND (001)</b>		
	City Council Department	617,643
	City Clerk Department	173,570
	City Manager	263,433
	Legal	253,804
	Finance / Utility Billing / Judicial Department	863,555
	Personnel Department	384,546
	Planning Department / Economic Development Department	692,872
	Police Department/ Codes Department	4,686,582
	Technology Department	436,154
	City Hall / Transportation Center Department	395,087

Animal Control Department	81,813
Special Payments	671,996
Interfund Transfers	499,827
Contingency	853,406
<b>TOTAL GENERAL FUND (001) *</b>	<b>10,874,288</b>
<b>LIBRARY FUND (004)</b>	
<b>Library Department</b>	1,856,704
Interfund Transfers	110,580
Contingency	128,000
<b>TOTAL LIBRARY FUND (004) **</b>	<b>2,095,284</b>
<b>STREET FUND (005)</b>	
<b>Public Works Department</b>	3,065,402
Interfund Transfers	334,922
Contingency	46,199
<b>TOTAL STREET FUND (005)</b>	<b>3,446,523</b>
<b>PUBLIC WORKS RESERVE FUND (009)</b>	
<b>Public Works Department</b>	602,071
<b>TOTAL PUBLIC WORKS RESERVE FUND (009)</b>	<b>602,071</b>
<b>UNEMPLOYMENT RESERVE FUND (010)</b>	
Personnel Services	76,522
<b>TOTAL UNEMPLOYMENT RESERVE FUND (010)</b>	<b>76,522</b>
<b>COMMUNITY BENEVOLENCE FUND - VIETNAM MEMORIAL (011)</b>	
Materials & Services	5,938
<b>TOTAL COMMUNITY BENEVOLENCE FUND (011)</b>	<b>5,938</b>
<b>TRANSPORTATION SYSTEM RESERVE FUND</b>	
<b>Public Works Department</b>	1,035,355
Interfund Transfers	-
<b>TOTAL TRANSPORTATION SYSTEM RESERVE FUND (013)</b>	<b>1,035,355</b>
<b>SPECIAL GRANTS FUND (018)</b>	
Materials & Services	3,186,313
Capital Outlay	4,765,237
Interfund Transfers	-
<b>TOTAL SPECIAL GRANTS FUND (018)</b>	<b>7,951,550</b>
<b>STATE OFFICE BUILDING FUND (021)</b>	
State Office Building Department	407,069
Contingency	59,678
<b>TOTAL STATE OFFICE BUILDING FUND (021)</b>	<b>466,747</b>

<b>SPECIAL ASSESSMENTS FUND (036)</b>			
	Materials & Services		28,300
	Capital Outlay		346,389
	Interfund Transfers		114,816
		<b>TOTAL SPECIAL ASSESSMENTS FUND (036)</b>	<b>489,505</b>
<b>CAPITAL PROJECTS FUND (037)</b>			
	Materials & Services		8,500
	Capital Outlay		550,720
	Debt Service		89,413
	Interfund Transfers		10,185
		<b>TOTAL CAPITAL PROJECTS FUND (037)</b>	<b>658,818</b>
<b>WATER REVENUE BOND FUND (041)</b>			
<b>Public Works Department</b>			
	Debt Service		-
		<b>TOTAL WATER REVENUE BOND FUND (041)</b>	<b>-</b>
<b>FFCO 2008 BOND FUND (043)</b>			
	Debt Service		303,731
		<b>TOTAL FFCO 2008 BOND FUND (043)</b>	<b>303,731</b>
<b>2009 FFCO BOND FUND (044)</b>			
	Debt Service		944,915
		<b>TOTAL 2009 FFCO BOND FUND (044)</b>	<b>944,915</b>
<b>WATER FUND (51)</b>			
<b>Public Works Department</b>			3,966,925
	Interfund Transfers		3,114,437
	Contingency		32,961
		<b>TOTAL WATER FUND (051)</b>	<b>7,114,323</b>
<b>WATER CAPITAL RESERVE FUND (053)</b>			
<b>Public Works Department</b>			12,297,132
	Debt Service		238,380
	Interfund Transfers		536,769
	Contingency		-
		<b>TOTAL WATER CAPITAL RESERVE FUND (053)</b>	<b>13,072,281</b>
<b>WASTEWATER FUND (055)</b>			
<b>Public Works Department</b>			3,912,056
	Interfund Transfers		2,235,478
	Contingency		59,144
		<b>TOTAL WASTEWATER FUND (055)</b>	<b>6,206,678</b>

<b>SEWER CAPITAL RESERVE FUND (056)</b>			
	<b>Public Works Department</b>		1,626,285
		Interfund Transfers	707,114
		<b>TOTAL SEWER CAPITAL RESERVE FUND (056)</b>	<b>2,333,399</b>
<b>SEWER PLANT CONSTRUCTION FUND (057)</b>			
	<b>Public Works Department</b>		2,437,956
		Debt Service	96,628
		Interfund Transfers	836,906
		<b>TOTAL SEWER PLAN CONSTRUCTION FUND (057)</b>	<b>3,371,490</b>
<b>SEWER DEBT SERVICE FUND (058)</b>			
	<b>Public Works Department</b>		-
		Debt Service	1
		Contingency	-
		<b>TOTAL SEWER DEBT SERVICE FUND (058)</b>	<b>1</b>
<b>UTILITY REVENUE BOND (059)</b>			
	<b>Public Works Department</b>		
		Debt Service	1,342,426
		<b>TOTAL UTILITY REVENUE BOND (059)</b>	<b>1,342,426</b>
<b>AIRPORT FUND (061)</b>			
	<b>Airport Department</b>		3,302,442
		Contingency	380,956
		Interfund Transfers	-
		<b>TOTAL AIRPORT FUND (061)***</b>	<b>3,683,398</b>
<b>SPECIAL ENTERPRIZE ZONE FUND(022)</b>			
	<b>Special Enterprize Department</b>		2,661,021
		<b>TOTAL SPECIAL ENTERPRIZE ZONE FUND (022)</b>	<b>2,661,021</b>
<b>AIRPORT DEBT SERVICE FUND (062)</b>			
	<b>Airport Department</b>		-
		Debt Service	242,400
		<b>TOTAL AIRPORT DEBT SERVICE FUND (062)</b>	<b>242,400</b>
		<b>TOTAL ALL FUNDS</b>	<b>68,978,664</b>

* An Unappropriated Ending Fund Balance has been set for the General Fund in the amount of:			3,557,317
** An Unappropriated Ending Fund Balance has been set for the Library Fund in the amount of:			837,437
*** An Unappropriated Ending Fund Balance has been set for the Airport Fund in the amount of:			276,197
<b>TOTAL ADOPTED BUDGET</b>			<b>73,649,615</b>

**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 2021-2022 upon the assessed value of all taxable property within the City of The Dalles as of 12:01 AM, July 1, 2021.

	<b>Subject to General Government Limitation</b>	<b>Excluded from Limitation</b>
<b>TOTAL TAX IMPOSED</b>	<b>\$ 3.0155 per 1,000 of assessed value</b>	<b>0</b>

**Section 5. 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.

**PASSED AND ADOPTED THIS 14<sup>th</sup> DAY OF JUNE, 2021.**

Voting Yes, Councilors: \_\_\_\_\_  
Voting No, Councilors: \_\_\_\_\_  
Absent, Councilors: \_\_\_\_\_  
Abstaining, Councilors: \_\_\_\_\_

**AND APPROVED BY THE MAYOR THIS 14<sup>th</sup> DAY OF JUNE, 2021.**

SIGNED:

ATTEST:

\_\_\_\_\_  
Richard A. Mays, Mayor

\_\_\_\_\_  
Izetta Grossman, CMC, City Clerk





## AGENDA STAFF REPORT

**AGENDA LOCATION:** Public Hearing Item #10C

**MEETING DATE:** June 14, 2021

**TO:** Honorable Mayor and City Council

**FROM:** Dawn Marie Hert, Senior Planner,  
Community Development Department

**ISSUE:** Legislative Public Hearing and consideration of Ordinance No. 21-1384.

**BACKGROUND:** The City of The Dalles Municipal Code, Title 10- Land Use and Development, is the City's regulatory code for all land use located within The Dalles Urban Growth Boundary. Over the past few years, staff has worked with a consultant to identify and prioritize specific areas of the Municipal Code that could be amended to improve housing supply in The Dalles. Two previous phases of code amendments were completed in 2019-2020: Phase I addressed items such as removing the owner occupancy requirements for Accessory Dwelling Units (ADUs) and allowing for larger ADUs, and reductions to the minimum lot and site areas in the High Density Residential (RH) and Medium Density Residential (RM) zones. Phase II included the addition of more clear and objective code language, added requirements for allowing duplexes in all residential zones where single family dwellings are permitted, and created new chapters on affordable housing and cottage clusters, as well as minor modifications to existing definitions.

These proposed amendments included in applications ZOA #104-21 and CPA #49-21 continue working through the recommendations provided by our consultant, but are primarily intended to implement the rules established by Oregon's House Bill 2001 (HB 2001, adopted 2019). Other recommended Code amendments will help reduce unnecessary barriers to providing housing – especially middle housing. Middle Housing refers to a range of smaller, attached housing types that accommodate more housing units than traditional single-family homes, but are smaller than traditional apartment complexes. For the purposes of the new State requirements, middle housing is defined as duplexes, triplexes, quadplexes, townhomes, and cottage cluster housing. HB 2001

requires medium and large cities to allow middle housing in all residential areas, with the intent of increasing housing supply and affordability in Oregon. Medium cities (10,000 – 24,999 population), which includes The Dalles, are required to allow duplexes on any lot or parcel that allows single-family homes in residential areas. For the purposes of these new rules, duplexes are defined as two dwelling units located on a single lot or parcel.

The City’s consultant divided the proposed amendments into three “batches” of recommended Code updates throughout the project:

- **Batch 1:** Address all siting and design standards to meet minimum compliance standards established by HB 2001 and further described in Oregon Administrative Rules (OAR) 660-046.
- **Batch 2:** Summarize other middle housing standards and additional related clean-up amendments from the City (e.g. lot size and lot width standards for triplexes and quadplexes).
- **Batch 3:** Identify other possible code updates that could help support or reduce barriers to development of middle housing or other less traditional housing types (e.g., container or tiny homes, or possible changes to townhome standards).

The attached memo, dated April 29, 2021, from the City’s consultant combines all three batches of Code amendments and their revisions based on City staff and Planning Commission feedback.

This group of amendments was presented at four work sessions of the Planning Commission on December 17, 2020, January 21, 2021, February 18, 2021 and March 18, 2021. Comments from the sessions were reviewed and incorporated in the amendments where appropriate. In addition, two Virtual Open House events were also held during the months of January and April/May. On May 20, 2021, the Planning Commission held a public hearing to consider the recommended changes and unanimously voted to recommend the amendments to the City Council.

These applications are considered legislative actions under the provisions of Article 10.3.110 - Ordinance Amendments, Section 10.3.110.020 Review Procedures, Section 10.3.020.060(A)(2) Ordinance Amendments, and Section 10.3.020.060(A)(4) Amendments to the Comprehensive Plan.

## **NOTIFICATION**

Notice of this public hearing was prepared and mailed to all residentially zoned properties located in the Urban Growth Boundary, published in the local newspaper, sent to all local news media and posted on the City’s website and social media accounts.

## **COMMENTS**

Prior to the Planning Commission hearing, one comment was received via email from Richard and Laura Hess, 614 Brentwood Drive, The Dalles, Oregon 97058. The email stated they were not in favor of changes to ‘high density housing’. They commented they had seen urbanization and that The Dalles needing to urbanize instead of remaining rural “is a false narrative”. They suggested a “master plan” for development. They stated that their neighborhood was “forced to accept high density housing in the past” and

that their neighborhood is in serious danger with only two roads to use.

Additional comments were provided at the Planning Commission's public hearing on May 20, 2021 and are also included in the official record:

Proponents of the code amendments included Nate Stice, 1010 G Street; Mario Heredia, 1014 W 14<sup>th</sup> Street; and Mary Hanlon, 315 E 10<sup>th</sup> Street. Two citizens, Jozette Schultens, 2637 E 10<sup>th</sup> Street and Michelle Anslinger, 2012 E 14<sup>th</sup> Street voiced concerns about the proposed amendments, specifically pertaining to lot size and density. One citizen, Maria Pena, 1600 W 10<sup>th</sup> Street stated she was supportive of the added housing but expressed concern with changing established neighborhood looks and Mary Beth Richman, 3265 Sandlin Road asked staff for clarification on an existing minimum density standard.

## **REVIEW CRITERIA:**

### **CITY OF THE DALLES MUNICIPAL CODE – TITLE 10 - LAND USE AND DEVELOPMENT**

#### **I. PROCEDURE:**

**Chapter 10.3 – Application Review Procedures, Section 10.3.010.040 Applications. F. Applications for Legislative Actions.** *A legislative action may be initiated by the Director, the Historic Landmarks Commission, the Planning Commission, the Council, or at the request of an applicant or resident of the City.*

**FINDING #1:** This application is initiated by the Director pursuant to the provisions of Section 10.3.010.040 F.

#### **Article 10.3.020.060 Legislative Actions:**

##### **Section A. Decision types.**

##### **2. Ordinance Amendments; and**

##### **4. Amendments to the Comprehensive Plan:**

**FINDING #2:** This application is for Ordinance Amendments and Amendments to the Comprehensive Plan per Article 10.3.110.

#### **Section B. Public Hearings.**

- 1. The Commission shall hold at least one legislative public hearing to review applications for legislative actions and, by duly adopted resolution, make a recommendation to the Council to approve, approve with conditions, or deny the request.*

**FINDING #3:** The Planning Commission's public hearing was held on Thursday, May 20, 2021. The Planning Commission voted unanimously to recommend the code amendments to the City Council. The public hearing for Council is set for June 14, 2021.

#### **Notice of Hearing as required by ORS 227.186.**

*ORS 227.186 requires that all property owners whose property is rezoned must be provided notice at least 20 days, but no more than 40 days, prior to the date of the first hearing. For purposes of this provision, rezone includes any change that limits or prohibits uses previously allowed in a zone.*

**FINDING #4:** Notices were mailed to all residentially zoned properties on April 29, 2021 and April 30, 2021, which was at least 20 days prior to the first public

hearing on May 20, 2021. The notices also included the public hearing date for the City Council meeting on June 14, 2021.

***Notice of Amendments as required by the State of Oregon, Department of Land Conservation and Development.***

*The Department of Land Conservation and Development requires a 35 day advance notice of any proposed amendments.*

**FINDING #5:** The required notice was sent and accepted by the Department of Land Conservation and Development on April 14, 2021, which was 36 days prior to the first public hearing.

***Section 10.3.020.070(A) (3) Staff Report.***

*A staff report shall be presented which identifies the criteria and standards applying to the application and summarizes the basic findings of fact. The staff report may also include a recommendation for approval, approval with conditions, or denial.*

**FINDING #6:** The staff report has identified the criteria and standards as they relate to this application and has summarized the basic findings of fact. The staff report includes a recommendation for approval.

**II. REVIEW:**

***Section 10.3.110.030 Review Criteria***

*Proposed text amendments shall be consistent with the Comprehensive Plan, and State Laws and Administrative Rules, including the State Transportation Planning Rule OAR 660-012-0060. Proposed text amendments shall be consistent with the adopted Transportation System Plan and the planned function, capacity, and performance standards of the impacted facility or facilities. Requirements of the State Transportation Planning Rule shall apply to those land use actions that significantly affect the transportation system, as defined by OAR 660-012-0060.*

**FINDING #7:** The City of The Dalles has broad discretion to adopt zoning textual changes. Each of the proposed amendments is consistent with the Comprehensive Plan, State Laws, and Administrative Rules.

**COMPREHENSIVE PLAN**

***Goal #1. Citizen Involvement.*** *To develop a citizen involvement program that ensures the opportunity for citizens to be involved in all phases of the planning process.*

***Policy 3.*** *The land-use planning process and policy framework shall include opportunity for citizen input as a part of the basis for all decisions and actions related to the use of land.*

***Goal #2. Land Use Planning.*** *To establish a land use planning process and policy framework as a basis for all decisions and actions related to use of land and to assure an adequate factual base for such decisions and actions.*

***Policy 6.*** *Implement this Plan through appropriate ordinances and action. Implementing measures shall be developed to allow administrative review and approval authority.*

***Goal #10. Housing.*** *To provide for the housing needs of citizens of the state.*

***Policy 1.*** *Plan for more multi-family and affordable home ownership opportunities, including small lot single family residential, townhomes and manufactured housing development consistent with the City's Housing Needs*

*Analysis.*

**Policy 2.** *Plan for the more efficient use of vacant land by encouraging infill development which is sensitive to existing neighborhoods and by encouraging new development which achieves the density allowed by the comprehensive plan.*

**Policy 8.** *Flexibility in implementing ordinances is needed to accommodate infill and to foster a variety of development scenarios and housing options.*

**Policy 9.** *Provide for development of a wide range of housing types which may include single-family detached and attached housing, townhouses, apartments and condominiums, and manufactured housing. Housing types shall allow for a variety of price ranges to meet the needs of low, medium, and high income groups.*

**Policy 16.** *Development standards in all density areas shall be revised in order to permit more flexibility in site planning and development. New standards shall consider flexibility for lot sizes, setbacks, accessory residential uses on the same lot, parking, alleyways and other development features.*

**FINDING #8:** This proposal is consistent with goals and policies of the Comprehensive Plan. Detailed findings are included in the attached General Ordinance No. 21-1384 document.

### **COUNCIL ALTERNATIVES:**

1. **Staff recommendation:** *Move to adopt General Ordinance No. 21-1384 amending various sections in Title 10 and Title 11 of The Dalles Municipal Code as well as amending Goal #10 Housing Goals, Policies and Implementing Measures of The Dalles Comprehensive Plan.*
2. Decline adoption of General Ordinance No. 21-1384.

### **ATTACHMENTS**

- **Exhibit A** - Middle Housing Code Update Recommendations Memorandum (Angelo Planning Group, dated April 29, 2021).
- General Ordinance 21-1384

**MINUTES**

**PLANNING COMMISSION MEETING**

May 20, 2021  
5:30 p.m.

**VIA ZOOM**

**PRESIDING:** Brent Bybee, Chair

**COMMISSIONERS PRESENT:** Karly Aparicio (arrived 5:34 p.m.), Cody Cornett, Alan Easling, Philip Mascher, Linda Miller, Mark Poppoff

**COMMISSIONERS ABSENT:**

**STAFF PRESENT:** Director Alice Cannon, City Attorney Jonathan Kara, Senior Planner Dawn Marie Hert, Associate Planner Joshua Chandler, Secretary Paula Webb

**CALL TO ORDER**

The meeting was called to order by Chair Bybee at 5:32 p.m.

**PLEDGE OF ALLEGIANCE**

Chair Bybee led the Pledge of Allegiance.

**APPROVAL OF AGENDA**

It was moved by Cornett and seconded by Mascher to approve the agenda as submitted. The motion carried 7/0; Aparicio, Bybee, Cornett, Easling, Mascher, Miller and Poppoff voting in favor; none opposed.

**APPROVAL OF MINUTES**

It was moved by Miller and seconded by Cornett to approve the minutes of April 22, 2021 as presented. The motion carried 7/0; Aparicio, Bybee, Cornett, Easling, Mascher, Miller and Poppoff voting in favor; none opposed.

**PUBLIC COMMENT**

None.

### **STAFF COMMENTS / PROJECT UPDATES**

Director Cannon stated:

- An update of the First Street Streetscape Project will be scheduled for June or July.
- Industrial code amendments will be scheduled for an open discussion.
- A legislative update will be provided, particularly on areas of housing, after the legislative session ends.
- Additional code amendments for transitional housing is tentatively scheduled for June.

### **COMMISSIONER COMMENTS / QUESTIONS**

Commissioner Aparicio noted the Open House Survey [provided by Angelo Planning Group] included questions on container housing and tiny homes. Aparicio asked when that topic would return to a Planning Commission agenda. She also asked if survey information provided by the Consultants would remain available after the end of the grant.

Director Cannon replied access would remain available as well as a summary of feedback received from the community. Regarding code amendments, Cannon suggested a work session to determine priorities and future amendments, tentatively scheduled for June, July or September. Cannon noted “sooner is better.”

Commissioner Mascher requested the status of tiny homes. Cannon replied that topic was temporarily tabled; both container homes and tiny homes will be covered at a future date.

Senior Planner Hert added container homes are not currently allowed. Containers are prohibited in any zone other than Industrial or Light Industrial and are typically used as an accessory structure. The City follows Oregon State Building Codes regarding tiny homes. The Code requires minimum sizes that would not be typical of a tiny home, which usually is less than 400 square feet.

### **LEGISLATIVE PUBLIC HEARING**

Application Number ZOA 104-21 and CPA 49-21 by City of The Dalles

Chair Bybee read the rules of a public hearing. He then asked if any Commissioner had ex parte contact, conflict of interest or bias, which would prevent an impartial decision. There was none.

Jozette Schultens, 2637 E. 10<sup>th</sup> Street, The Dalles

Schultens asked how many people on the Commission were realtors.

Chair Bybee replied Commissioners Mascher and Cornett are realtors.

Chair Bybee opened the public hearing at 5:52 p.m.

Senior Planner Hert presented the staff report.

Consultants Matt Hastie and Brandon Crawford, Angelo Planning Group, presented a review of the proposed amendments, Exhibit 1.

Chair Bybee read three additional comments received prior to the public hearing:

- Mary Hanlon, Hanlon Development, 315 E. 10<sup>th</sup> Street, The Dalles, Exhibit 2
- Mr. and Mrs. Jack Harmon, E. 11<sup>th</sup> Street, The Dalles, Exhibit 3

Senior Planner Hert noted the parcel owned by the Harmon's will accommodate a single family dwelling while meeting minimum density requirements.

- Angie Brewer, Wasco County Planning Director, 2705 E. Second Street, The Dalles, Exhibit 4

Chair Bybee invited public comment.

Nate Stice, 1010 G Street, The Dalles

Stice underlined the need for housing for the health and prosperity of every part of our community. He stated we have an extreme housing crisis. As of April, Stice found a one bedroom rental in The Dalles posted at over \$1,500.00. In the first quarter of 2021, the median sale price for a home in Wasco County was \$322,500.00, up from \$250,000.00 in the first quarter of 2020 – a 29% increase. Stice stated without affordable housing stock, the City will experience greater numbers of houselessness. Stice thanked everyone for a very reasonable update to the Code that addresses an important part of the housing stock. This is a good compromise headed in the right direction.

Mario Heredia, 1014 W. 14<sup>th</sup> Street, The Dalles

Heredia attended on behalf of Columbia Cascade Housing Corporation. He stated, “We believe that all Oregonians obviously need a safe, stable and affordable place to call home.” We do not have enough affordable and available homes for people across a range of incomes. Heredia stated there is a mismatch between housing types and incomes earned. Increasing supply has a long-term positive impact on housing instability, particularly if homes are for moderate incomes.

Michelle Anslinger, 2012 E. 14<sup>th</sup> Street, The Dalles

Anslinger asked how many respondents to the surveys were homeowners in The Dalles. Crawford replied although the question was included in the survey, there were no responses.

Anslinger shared her concern that reduced lot size requirements would negatively affect the rural character of The Dalles. Additional concerns include insufficient infrastructure and lack of parking. She asked if there was a plan to ensure homes are affordable.

Hastie replied there are no proposals to regulate sale prices of duplexes, triplexes or quadplexes. On average, the cost of building and selling or renting these types of housing are lower than the cost of a single family home. Increasing the overall supply tends to reduce housing costs across the community. The intent of the legislation and these requirements is to provide additional options. The increase in these forms of housing is not expected to result in a drastic change. Hastie noted there was strong support for these housing options in the previous survey.

Maria Pena, 1600 W. 10<sup>th</sup> Street, The Dalles

Pena echoed Anslinger's concerns. Pena is concerned people from outside The Dalles will take the available housing that is unaffordable to current residents.



Jozette Schultens, 2637 E. 10<sup>th</sup> Street, The Dalles

Schultens expressed concern that these regulations would devalue property and reduce privacy. She asked if Hanlon Development and Columbia Cascade Housing were vested in The Dalles. She also asked if the regulations were allowing us to do this [expand housing options], or mandating us to do this.

Director Cannon replied state law requires jurisdictions provide notice, but they do not actually know whether it will affect property values. Cannon noted the city is mandated to allow duplexes on lots that allow single-family homes, and the City is increasing lot sizes for single family dwellings to better accommodate duplexes.

Commissioner Mascher added the Urban Growth Boundary (UGB) presents a unique situation. The City cannot grow outward; the only option is to increase density within the City limits. In terms of parking, The Dalles is a very car focused community. Decreasing required parking will facilitate a friendlier approach to alternative transportation modes.

Mary Hanlon, Hanlon Development, 315 E. 10<sup>th</sup> Street, The Dalles

In response to Ms. Schultens' inquiry, Hanlon replied she has lived in The Dalles for five years. Hanlon has been working on affordable housing, elderly housing and market rehousing since the late 1980s. Because the cost of construction is so high, she has been unable to build housing in The Dalles suitable for working families. Although it can be unattractive when a neighborhood becomes dense, the amendments considered tonight allow construction of an additional dwelling on an existing lot.

Mario Heredia, 1014 W. 14<sup>th</sup> Street, The Dalles

In response to Ms. Schultens' inquiry, Heredia added that Columbia Cascade Housing provides assistance throughout the Gorge including:

- Foreclosure prevention
- \$800,000 in assistance to the local community to stay in their homes, and
- Home repair program to assist with repairs related to health and safety.

Mary Beth Richman, 3265 Sandlin Road, The Dalles

Richman requested clarification of a requirement to build a duplex or triplex. She stated in the Medium Density (RM) or High Density (RH) residential zone, on a parcel of a certain size you would be required to build a duplex or triplex.

Senior Planner Hert replied the amendments before the Commission tonight do not include a density requirement. The Code has included a density requirement since 2011. If you are in an RM or RH zone with a lot over 8,000 square feet, our Code currently requires two dwelling units be built to meet the density requirement. Increasing density is not one of the amendments proposed tonight.

Chair Bybee closed the public hearing at 7:29 p.m.

Commissioner Aparicio thanked everyone for their testimony. She thanked the staff and consultants for their efforts. She stated the character of the community is important, but she wants people to be able to live here. This process is not ideal, but is the best we can do within the limited domain the Code can enforce.

Commissioner Miller commented affordable housing is a misnomer. She did not feel affordable housing was available for service or blue collar workers. The housing market today is eliminating many homeowners. Construction costs are rising. Miller concurred with the proposed amendments.

Commissioner Easling stated he was in favor of most of the amendments. He felt more parking was required, but recognized that the proposed requirements are the minimum. Developers can still provide more parking than the minimum.

Chair Bybee stated he was in favor of options. He noted these are minimums and do not require implementation. This will be a slow, gradual change.

Chair Poppoff stated he was not excited about some of the provisions, but said this was the best we can do under the circumstances. Increasing density will not help much with affordable housing.

It was moved by Mascher and seconded by Poppoff to approve the amendments as stated. Commissioner Miller read the staff recommendation: "Staff recommends the Planning Commission move to recommend to the City Council the approval of Zoning Ordinance Amendment #104-21 and Comprehensive Plan Amendment #49-21, adopting the Code amendments attached herein and adopting findings included in the amended staff report." The motion carried 7/0; Aparicio, Bybee, Cornett, Easling, Mascher, Miller and Poppoff voting in favor; none opposed.

### **RESOLUTION**

Resolution PC 597-21: A resolution of the Planning Commission recommending City Council approval of various amendments to The Dalles Municipal Code, Title 10 Land Use and Development and the Comprehensive Plan.

It was moved by Bybee and seconded by Mascher to approve Resolution PC 597-21 as stated on the agenda. The motion carried 7/0; Aparicio, Bybee, Cornett, Easling, Mascher, Miller and Poppoff voting in favor; none opposed.

### **ADJOURNMENT**

Being no further business, the meeting adjourned at 7:43 p.m.

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Submitted by/  
Paula Webb, Secretary  
Community Development Department

SIGNED: \_\_\_\_\_  
Brent Bybee, Chair

ATTEST: \_\_\_\_\_  
Paula Webb, Secretary  
Community Development Department

DRAFT

# The Dalles Middle Housing Code Update

Planning Commission Hearing  
May 20, 2021, 5:30 pm



## Presentation Summary



1. HB 2001 and Project Background/Recap
2. Duplex Code Updates (Minimum Compliance Standards)
3. Other Middle Housing Code Updates
4. Code Clean-Up Amendments
5. Open House/Survey Results
6. Next Steps and Adjourn

## House Bill 2001 (HB 2001) Background



- Passed during the Oregon 2019 State Legislative Session
- Expands housing options in Oregon cities by permitting middle housing in most residential areas
- Medium-sized cities (10,000 – 24,499) required to allow duplexes on any lot or parcel that allows detached single-family dwellings
- Large cities (25,000+) and Portland Metro cities (1,000+) have same duplex requirement as medium-sized cities AND required to allow triplexes, quadplexes, and cottage cluster housing in areas zoned for single-family

The Dalles Middle Housing Code Update 3

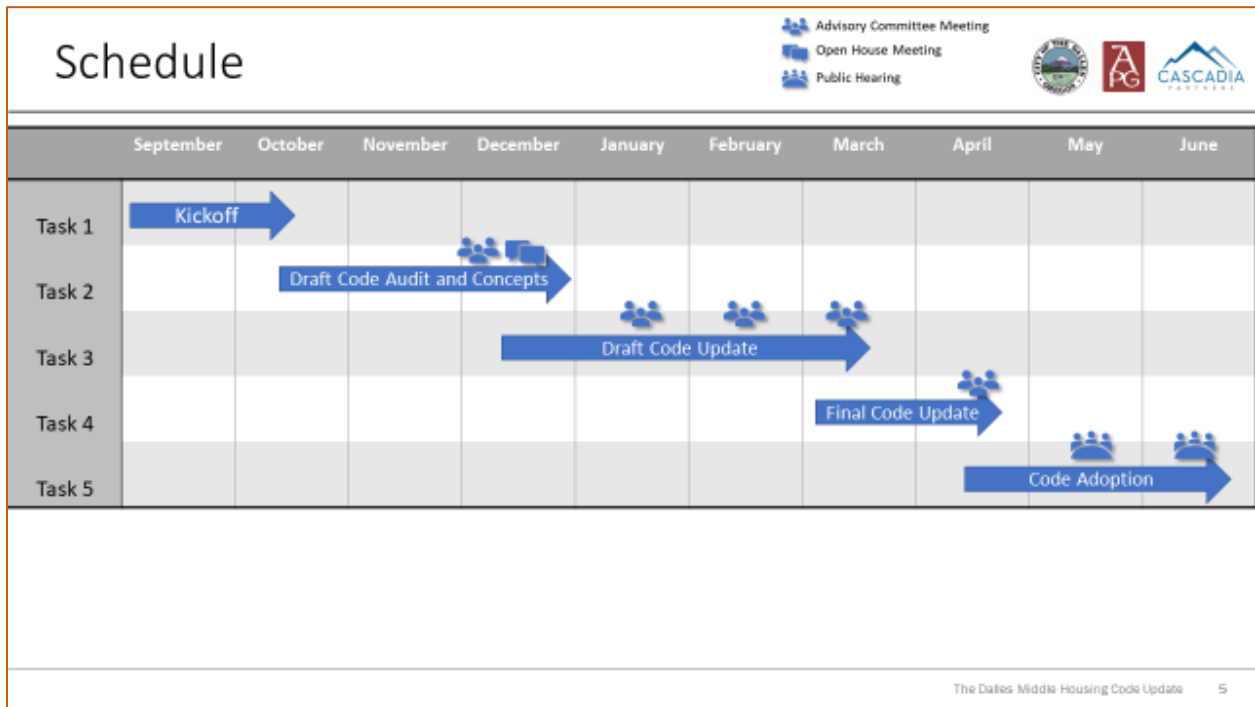
## Project Overview



- City of The Dalles received grant funding from the Department of Land Conservation and Development (DLCD) for technical assistance
- Consulting team includes Angelo Planning Group (APG) and Cascadia Partners
- Project must be complete by June 15, 2021
- Code amendments must be adopted by June 30, 2021



The Dalles Middle Housing Code Update 4



## Recommended Comprehensive Plan Amendments





- Add language promoting duplexes and middle housing in Comprehensive Plan Goal 10 – Housing
  - Add a policy that acknowledges HB 2001
  - Remove measures related to small lot single-family housing and add a measure for duplexes



The Dalles Middle Housing Code Update 6

## Duplex Amendments – Minimum Compliance



### Lot Size Changes

- **Requirement:** Minimum lot size for duplexes can be no larger than the minimum lot size for single-family detached
- **Recommendation:** Remove small lot single-family from Code and update minimum lot size requirements for duplexes and single-family detached in the following zones:
  - High Density Residential (RH): 2,500 square feet
  - Medium Density Residential (RM): 4,000 square feet

### Parking

- **Requirement:** Minimum off-street parking must not exceed 2 spaces for duplexes
- **Recommendation:** Reduce duplex minimum parking requirement to 1 space per unit (2 spaces total)



The Dalles Middle Housing Code Update 7

## Duplex Amendments – Minimum Compliance



### Equal treatment as single-family detached and clear and objective standards

- **Requirement:** Cities cannot apply design/development standards to duplexes that do not apply to single-family detached, and standards must be clear and objective
- **Recommendations:** Update the following:
  - Allow temporary family hardship provision for duplexes
  - Remove subjective design requirements (e.g. duplexes must have ~~appearance of single house~~ a *traditional* front entry)
  - Allow current *waiver of remonstrance* and *landscaping prior to occupancy* exemptions/provisions that apply to single-family detached to also apply to duplexes

### Duplexes exempt from maximum density requirements




- **Recommendation:** Exempt duplexes from all maximum density requirements in The Dalles

### Allow duplex conversions


- **Recommendation:** Create new code section that establishes new requirements and standards for conversions of single-family detached housing to duplexes

The Dalles Middle Housing Code Update 8


## Duplex Amendments – Other Updates

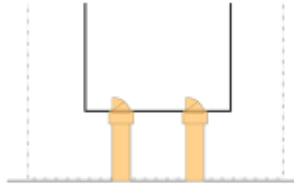
- **Allow detached duplexes.** Revise current duplex definition to include two *detached* dwellings
- **Allow side entries.** Revise current design standards to allow for one side entry (i.e. does not face street) for duplexes



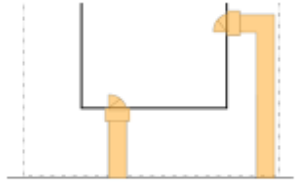
Attached Duplex



Detached Duplex




Two front entries



Side entry

The Dalles Middle Housing Code Update 9

## Other Middle Housing Updates: Triplex/Quadplex






**Update Lot Size/Dimension Standards**

- High Density Residential (RH)
  - Minimum lot size: 1,500 square feet per dwelling unit
  - Minimum lot width: 50 ft
  - Minimum lot depth: 60 ft
  - Building height: 35 ft, 45 ft for 5+ units
- Medium Density Residential (RM)
  - Minimum lot size: 2,000 square feet per dwelling unit
  - Minimum lot width, depth, and maximum height: Same as RH



Typical 2 Story House      Typical 1 Story House



Quadplex in The Dalles

The Dalles Middle Housing Code Update 10



## Other Middle Housing Updates: Triplex/Quadplex and Townhomes

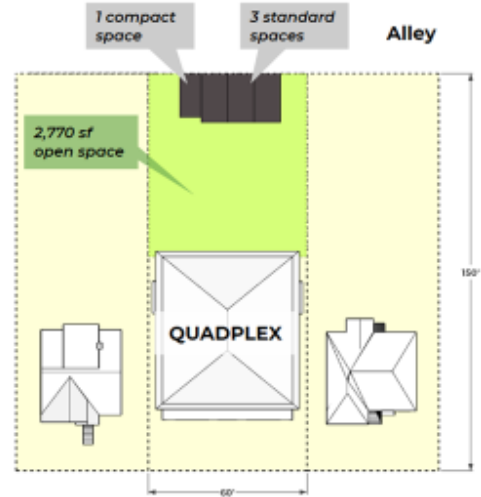


### Reduce Minimum Off-Street Parking Requirements

- 1 space per unit
  - Townhome: 1 space
  - Triplex: 3 spaces
  - Quadplex: 4 spaces

### Revise Open Area and Landscaping Requirements

- Revise existing multifamily open area requirements (30% open space) to 5+ units (exempts quadplexes)
- Apply existing landscaping standards for single-family, duplex, and triplexes to quadplexes



## Code Clean-Up Amendments






- Add new definitions: Gross density, net density, porch
- Update residential density ranges to be consistent with Comprehensive Plan
- Residential review types
  - Single-family, duplex, and townhomes subject to ministerial review
  - Multi-family subject to site plan review
- Replace buildings with dwelling units whenever referring to housing structure
- Add design feature list used for RL and RH zones to RM (Medium Density Residential) zone
- Exempt detached duplexes from "Multiple Buildings on One Lot" design standards



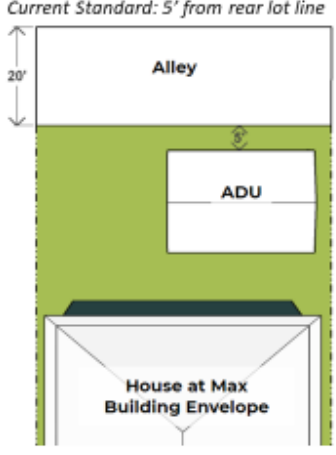
Triplex in The Dalles

## Code Clean-Up Amendments



- Allow setback exemption for ADUs on alleys (zero lot line setback)

*Current Standard: 5' from rear lot line*

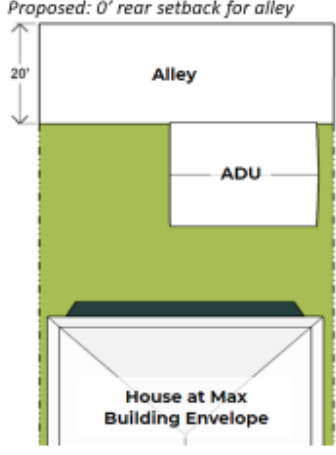


Alley

ADU

House at Max Building Envelope

*Proposed: 0' rear setback for alley*






Alley

ADU


House at Max Building Envelope

The Dalles Middle Housing Code Update 13

## Code Clean-Up Amendments



- Allow greater flexibility for residential in the CBC Zone
  - Sub-districts 1 and 3:
    - All dwellings allowed
  - Sub-district 2:
    - All dwellings allowed so long as ground floor is commercial



The Dalles  
Central Business Commercial  
Sub-Districts

The Dalles Middle Housing Code Update 14

## Open House II & Survey Results



- Open April 21 – Current (survey closed May 19)
- 462 visits

### Survey Results

- Allow Detached Duplexes
  - 39 responses
  - ~82% agree or strongly agree
- Proposed duplex and SFD lot size updates
  - 33 responses
  - ~54% agree or strongly agree
- Proposed triplex/quadplex lot size updates
  - 32 responses
  - ~73% agree or strongly agree
- Explore allowing tiny/container homes
  - 39 responses
  - ~66% support or strongly support

## Open House II & Survey Results



### Survey Results

- Reduce off-street parking requirements for triplex/quadplexes
  - 37 responses
  - ~61% agree or strongly agree
  - Option 3 ranked first: 1.5 spaces per unit (5 for triplex, 6 for quadplex) – Score: 2.19
  - Option 1 ranked second: 1 space per unit (3 for triplex, 4 for quadplex) – Score: 2.11
  - Option 2 ranked last: 2 spaces for first unit, 1 space for additional (4 for triplex, 5 for quadplex) – Score: 1.70
- Reduce off-street parking requirements for townhomes to one space per unit
  - 30 responses
  - ~47% agree
  - ~43% disagree
  - ~10% neutral

## Next Steps



- Close Survey and summarize results
- Finalize proposed amendments
- First City Council hearing: June 14<sup>th</sup>
- Second City Council hearing: June 28<sup>th</sup> (if needed)



**PLANNING DEPARTMENT**

2705 East Second Street • The Dalles, OR 97058  
p: [541] 506-2560 • f: [541] 506-2561 • [www.co.wasco.or.us](http://www.co.wasco.or.us)

*Pioneering pathways to prosperity.*

May 19, 2021

Dawn Hert, Senior Planner  
City of The Dalles Community Development Department  
313 Court Street  
The Dalles, OR 97058  
(Sent by email to [dhert@ci.the-dalles.or.us](mailto:dhert@ci.the-dalles.or.us))

Subject: Amendment to the City of The Dalles Comprehensive Plan and Municipal Code

Dear The Dalles Planning Commission/City Council;

The Wasco County Planning Department has received notice related to proposed updates to The City of The Dalles Municipal Code and Comprehensive Plan that impact properties within the urban growth area (ZOA 104-21 and CPA 49-21). Per our Joint Management Agreement, the Wasco County Planning Department has reviewed the proposed amendments and is submitting the following comments to the record.

Wasco County Planning is in support of these amendments, as they make The Dalles Municipal Code and Comprehensive Plan consistent with changes to state law resulting from 2019 House Bill 2001. Considering our unique constraints and the recently adopted National Scenic Area urban area boundary expansion caps, Wasco County Planning encourages The City to continue pursuing density infill as a viable strategy for growth.

Sincerely,



Angie Brewer, AICP  
Wasco County Planning Director

Cc: Alice Cannon, City of The Dalles Community Development Director  
Tyler Stone, Wasco County Administrative Officer

**Paula Webb**

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**From:** Dawn Hert  
**Sent:** Friday, May 14, 2021 12:01 PM  
**To:** Paula Webb  
**Subject:** FW: Amending house code

**Importance:** High

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

[Comment for PC meeting.](#)

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**From:** Jack Harmon [mailto:juharmon80@gmail.com]  
**Sent:** Friday, May 14, 2021 11:50 AM  
**To:** Dawn Hert <dhert@ci.the-dalles.or.us>  
**Cc:** Dawn Hert <dhert@ci.the-dalles.or.us>  
**Subject:** Fwd: Amending house code

----- Forwarded message -----

**From:** [juharmon80@gmail.com](mailto:juharmon80@gmail.com)  
**Date:** Sun May 09 18:49:51 PDT 2021  
**Subject:** Amending house code

**To:** Dawn Hert

I received the flyer in regards to the hearings of an adoption of an ordinance amending its housing code.

My husband and I live on E. 11th Street, along with seven other single family homes. East 11th Street is a dead end Street that is entered off Morton.

My concern is with the lot we own next to our home if we should decide to sell to our son for a future residence. This is an 80 ft lot with all the utilities we paid to serve this property some 25 years ago at the same time we did for our home. This lot is not large enough for multiple dwelling, nor does it fit in with the other single family homes on this street.

I need to clearly understand that any adoption of the housing code will not effect my lot, other than for a single family dwelling.

Thank you,

Mr and Mrs Jack Harmon

Sent from my iPad

May 20, 2021

The Dalles has a severe housing crisis.

If thoughtfully planned, growth in available housing provides an opportunity for a community to create a healthy, thriving environment that reflects its values and sustains its citizens.

Addressing growth by ignoring existing conditions or blocking initiatives that support thoughtful growth can lead to a patchwork of substandard housing and poor-quality commercial properties. This acts to perpetuate a cycle of limited investment in the town's infrastructure. Alternatively, it may by necessity push a community toward investors without local ties who change the character of the town.

Communities that constructively embrace the element of desirability and growth as and when it occurs (as it has in The Dalles) can lead the effort to reinforce that which gives the town its defining characteristics. This permits the local community to influence and control the character of that growth and the overall health of the community.

Providing an adequate supply of quality housing is critical to the health of a small community. It is the cornerstone to stability. The availability of housing allows schools and employers to attract and retain families and employees. Good jobs increase wages and support the tax base of the community. This creates opportunities for young people to find employment in their hometown and remain close to family members. All of these factors working together create the foundation for the social and economic well-being of the community.

In addition to larger apartment projects, a well-conceived plan permitting an increase in housing inventory creates an opportunity for homeowners to add a small number of units to their property. This addresses the housing crisis on a one-to-one basis. Families can increase their household income by adding a unit, renters can have more personal relationships with their landlords, and the increased supply of housing creates a vibrant community. Adding middle-income housing frees up units for all income levels.

Supporting and encouraging more housing in The Dalles is good for all concerned. The local tax base increases with the new growth which supports the financing of additional housing. An increase in housing supply is essential at this time. To remain viable, the town should create incentives rather than barriers to the development of new units for the residents of The Dalles.

Mary Hanlon  
Hanlon Development





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MEMORANDUM

## Middle Housing Code Update Recommendations City of The Dalles

DATE April 29, 2021  
TO Alice Cannon, Dawn Hert, and Joshua Chandler, City of The Dalles  
Scott Edelman, Ethan Stuckmayer, DLCD  
FROM Matt Hastie and Brandon Crawford, Angelo Planning Group

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The purpose of this memo is to combine and finalize proposed amendments, or updates, to the City of The Dalles Municipal Code, Title 10 -Land Use and Development. The amendments are primarily intended to implement the rules established by Oregon’s House Bill 2001 (HB 2001, adopted 2019). Other recommended Code amendments in this project help reduce unnecessary barriers to providing housing, especially other forms of middle housing such as triplexes, quadplexes and townhomes.

HB 2001 requires medium and large cities to allow middle housing in all residential areas, with the intent of increasing housing supply and affordability in Oregon. Medium cities (10,000 – 24,999), which includes The Dalles, are required to allow duplexes on any lot or parcel that allows single-family homes in residential areas. For the purposes of these new rules, duplexes are defined as two dwelling units located on a single lot or parcel.

To make review of the potential amendments more manageable, they updates were divided into three “batches”, or phases, of recommended Code updates throughout this project:

- Batch 1: Address all siting and design standards to meet minimum compliance standards established by HB 2001 and further described in Oregon Administrative Rules (OAR) 660-046.
- Batch 2: Summarize other middle housing standards and additional related clean-up amendments from the City (e.g. lot size and lot width standards for triplexes and quadplexes).
- Batch 3: Identify other possible code updates that could help support or reduce barriers to development of middle housing or other less traditional housing types (e.g., container or tiny homes, or possible changes to townhome standards).

This memo combines all three batches of Code amendments and their revisions based on City staff and Planning Commission feedback. The memo reflects the batches by organizing update sections into the following:

- Comprehensive Plan amendments
- Development Code amendments to meet minimum compliance standards (duplexes)
- Additional middle housing Code amendments (triplex, quadplex, townhomes)
- Code “clean-up” amendments
- Future Code updates

The amendments are presented in ~~strikeout~~/underline format (~~deleted or moved~~/added). The gray text boxes describe the rationale behind the recommended updates and brief discussion items for the City to consider. Also note that some text has been grayed-out where Code update sections overlap, which is intended to draw attention to the subject of that section. All the proposed amendments have been reviewed with members of the City’s Planning Commission and other advisory committee members through a series of work sessions with that group.

## Comprehensive Plan Updates

### BACKGROUND

The Comprehensive Plan goals, policies, and measures listed below need to be amended to ensure consistency with the objectives and requirements of HB 2001 and to achieve consistency between the Comprehensive Plan and amended Development Code. The primary reason the following Comprehensive Plan items have proposed amendments is that they do not include references to duplexes and other middle housing types. In addition, nothing in the housing chapter of the Comprehensive Plan explicitly acknowledges that duplexes are allowed on any lot or parcel that permits single-family dwellings in residential zones.

### PROPOSED AMENDMENTS

#### Goal #10 Housing

##### **Housing Goals**

- *Encourage affordable homeownership opportunities, including multiple family condominiums, row houses, duplexes and other middle housing types, and ~~small lot~~ single family residential.*

##### **Goal 10 Policies**

1. Plan for more multi-family and affordable home ownership opportunities, ~~including small lot~~ single family residential, duplexes and other middle housing types, townhomes and manufactured housing development consistent with the City's Housing Needs Analysis.
9. Provide for development of a wide range of housing types which may include single-family detached and attached housing, duplexes and other middle housing types, townhouses, apartments and condominiums, and manufactured housing. Housing types shall allow for a variety of price ranges to meet the needs of low, medium, and high income groups.

10. Target ratios by housing type are:<sup>1</sup>

- a. 50% large lot 70% single family or duplex; Page 42
- b. 20% small lot single family;
- c. 25% multi-family including condominiums; and
- d. 5% mobile home park dwellings.

22. To provide variety and flexibility in site design and densities, residential lands shall be divided into land use planning districts with the following prescribed density ranges for each district: a. Low Density Residential 3-6 units/gross acre Page 43 b. Medium Density Residential 7-17 units/gross acre c. High Density Residential 10-25 units/gross acre. Duplex development is exempt from meeting these density ranges, per Oregon Administrative Rules (OAR 660-046).

24. To ensure duplex development is allowed wherever single-family detached homes are allowed in residential zones, per Oregon Administrative Rules (OAR 660-046). Duplex development shall be subject to development standards and procedures that are no more restrictive than those for single-family development in the same residential zone.

### **Goal 10 Implementing Measures**

#### **Single Family and Duplex Residential Areas**

- ~~Small lots can accommodate single family development ranging from 3,000 to 5,000 square feet in area. Minimal to "zero" side yard setbacks can be used with a generous setback provided for the other side yard.~~
- ~~Attached housing in the form of duplexes and triplexes can be added to existing neighborhoods on relatively small lots. Many cities allow such development on large corner lots, while reserving interior lots for more traditional housing.~~
- Duplexes are allowed on any lot or parcel that permits single-family dwellings in residential zones.

## **Development Code Updates – Minimum Compliance**

### **BACKGROUND**

Development Code amendments described in this section focus on the necessary updates to meet minimum compliance standards associated with HB 2001 and OAR 660-046 to allow duplexes on

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<sup>1</sup> Note: We recommend eliminating this policy for two reasons. First, it is not consistent with the mix of housing needs identified in the City's most recent housing needs analysis. Second, the housing market is dynamic and the relative need for different types of housing will change over time. As a result, any policy that cites the need for a specific mix or percentage of different housing types is likely to become outdated relatively quickly and should not be used to guide individual land use decisions (e.g., when they must be shown to be consistent with Comprehensive Plan policies).

any lot or parcel in residential zones where single-family detached homes are permitted. The Code currently does not meet the following minimum compliance standards established by OAR 660-046:

OAR 660-046-0120 – Duplex Siting Standards in Medium Cities

- (1) Minimum Lot or Parcel Size: A Medium City may not require a minimum Lot or Parcel size that is greater than the minimum Lot or Parcel size required for a detached single-family dwelling in the same zone. Additionally, Medium Cities shall allow the development of a Duplex on any property zoned to allow detached single-family dwellings, which was legally created prior to the Medium City's current lot size minimum for detached single-family dwellings in the same zone.*
- (2) Density: If a Medium City applies density maximums in a zone, it may not apply those maximums to the development of Duplexes.*
- (5)(a) Parking: A Medium City may not require more than a total of two off-street parking spaces for a Duplex.*

OAR 660-046-0125 – Duplex Design Standards in Medium Cities

- (1) Medium Cities are not required to apply design standards to new Duplexes. However, if the Medium City chooses to apply design standards to new Duplexes, it may only apply the same clear and objective design standards that the Medium City applies to detached single-family structures in the same zone.*

Most updates apply to siting and design standards. The initial Code Audit conducted for this project found that most other sections of the Code relating to Duplexes are in compliance with HB 2001 and OAR 660-046. Siting and Design requirements can have a significant effect on the form and feasibility of development. These requirements regulate where buildings can be located on a site, lot size requirements, off-street parking, and more. HB 2001 and associated OAR provisions allow cities to have flexibility in siting and design requirements for applicable lands, as long as they are consistent with the minimum siting and design requirements established in the OARs and the standards do not create “unreasonable cost and delay.” Generally, the reasonableness standard is measured by comparing cost and delay of middle housing standards to that of detached single family detached (SFD) housing units. Per OAR 660-046-0125, medium cities that choose to apply design standards to new duplexes may only apply the same clear and objective standards that applies to SFD units in the same zone.

## PROPOSED AMENDMENTS

### 10.2.030 – The Meaning of Specific Words and Terms

**Dwelling, Duplex.** Two dwelling units located on a single lot or development site, either placed so that some structural parts are in common (attached), or so the units are physically separate structures (detached).

State rules allow cities to define duplexes either as attached or detached dwelling units. The Planning Commission expressed interest in expanding the current duplex definition to include two detached units on a single lot to provide greater flexibility for their development.

*10.5.010.060 RL Low Density Residential Development Standards*

<b>RL Low Density Residential</b>	<b>Standard</b>
Lot Size	
Single-Family Detached	5,000 sq. ft. minimum
Duplex	2,500 sq. ft. per dwelling unit
Small Lot Single Family	<del>4,000 sq. ft. minimum with density transfer</del>

Per OAR 660-046-0120(1), medium cities cannot require minimum lot sizes for duplexes to be larger than the minimum lot size for a single-family detached dwelling. City staff is proposing to eliminate the “Small Lot” provisions from the Code and doing so will help bring this standard into compliance.

10.5.020.060 RH High Density Residential Development Standards

RH High Density Residential	Standard			
	Single-Family Attached, Row Houses, or Townhomes (3 or more units)	One and Two Dwelling Units per Lot (Single-Family Detached and Duplex)	Three Dwelling Units per Lot	Four or More Dwelling Units per Lot
Minimum Lot Area	1,500 sq. ft. per dwelling unit	1,500 <del>2,500</del> sq. ft. per dwelling unit, not to exceed 25 units per gross acre	<del>4,500</del> 1,500 sq. ft. per dwelling unit, not to exceed 25 units per gross acre	<del>6,000</del> 1,500 sq. ft. per dwelling unit, not to exceed 25 units per gross acre
Minimum Site Area per Dwelling Unit		3,500 sq. ft. <del>OR 2,000</del> sq. ft. for small lot and townhouse clusters (3-8 units)	2,000 sq. ft.	1,500 sq. ft.
Minimum Lot Width	25 ft. for corner lots and lots with townhome end-units; and 20 ft. for interior lots	25 ft. for corner lots and 20 ft. for interior lots	<del>60</del> 50 ft.	75 50 ft.
Minimum Lot Depth	60 ft.	60 ft.	85 <del>60</del> ft.	85 60 ft.
Building Height	35 ft.	35 ft.	40 35 ft.	40 35 ft. for 4-units, 45 ft. for 5+ units.
Building Orientation	The front building line shall be parallel to the street, or private accessway if there is no street frontage to which to orient. Practical adjustments may be made to accommodate street curvature. The front building line shall include the <u>at least one</u> front door.			

10.5.030.060 Medium Density Residential Development Standards

	Standard			
	Single-Family Attached, Row Houses, or Townhomes (3 or more units)	One and Two Dwelling Units per Lot (Single-Family Detached and Duplex)	Three Dwelling Units per Lot	Four or More Dwelling Units per Lot
RM Medium Density Residential				
Minimum Lot Area	2,000 sq. ft. per dwelling unit	2,000 and 5,000 (duplex) 4,000 sq. ft. per dwelling unit, not to exceed 25 units per gross acre	<del>7,500</del> 2,000 sq. ft. per dwelling unit, not to exceed 25 units per gross acre	<del>10,000</del> 2,000 sq. ft. per dwelling unit, not to exceed 25 units per gross acre
Minimum Site Area per Dwelling Unit		3,500 sq. ft. OR 2,000 sq. ft. for small lot and townhouse clusters (3-8 units)	2,000 sq. ft.	2,000 sq. ft.
Minimum Lot Width	25 ft. for corner lots and lots with townhome end-units; and 20 ft. for interior lots	25 ft. for corner lots and 20 ft. for interior lots	<del>75</del> 50 ft.	<del>80</del> 50 ft.
Minimum Lot Depth	65 ft.	65 ft.	<del>85</del> 65 ft.	<del>100</del> 65 ft.
Building Height	35 ft.	35 ft.	40-35 ft.	40-35 ft. for 4 units, 45 ft. for 5 or more units.
Building Orientation	The front building line shall be parallel to the street, or private accessway if there is no street frontage to which to orient. Practical adjustments may be made to accommodate street curvature. The front building line shall include the <u>at least one</u> front door.			

City staff is already proposing to eliminate the “per dwelling unit” piece of the minimum lot area standards, which will help bring the lot size standard for duplexes into compliance. However, one unit (SFD home) or two units (duplex) must have the same minimum lot size. Given the small minimum lot size that is currently in place for SFD, we recommend increasing the lot size for SFD to match the duplex minimum lot size minus

the “per dwelling unit” provision. Duplex development on lot sizes below 1,500 or 2,000 square feet is likely challenging or infeasible when accounting for setback, lot coverage, and parking requirements. This approach ultimately decreases the minimum lot size for duplexes, and it also ensures duplex development is feasible for the same lot size standard used for SFD. In addition, the proposed minimum lot sizes for SFD, although larger, are still relatively small compared to comparable cities and will still promote dense development patterns for RH and RM zones. To some degree, it also may promote development of new plexes in these zones, rather than single-family detached homes, given that they will be less costly to produce, which in turn will be more in keeping with the intent of higher density zones. Existing lots that are smaller than the new minimum lot size will still allow development of duplexes and SFD (CDC 10.3.090.040 Nonconforming Lots of Record), which will also help promote infill development on these lots.

Advisory Committee members and City staff suggest a minimum lot area of 2,500 square feet for SFD and duplexes in the RH zone. They note that many existing lots in older, central neighborhoods are 5,000 square feet and could be relatively easily divided into two 2,500 square foot lots. They would like new lot sizes to remain consistent with existing lot dimensions in those areas.

In addition, the City would like to add a separate category for single-family attached (i.e. row houses or townhomes) of three or more units. This separate single-family attached category will retain the 1,500 and 2,000 square feet minimum lot sizes for the RH and RM zones, respectively. The City is also proposing to restructure the development standard tables for the RH and RM zones to consolidate the one- and two-family dwelling unit standards into one column.

Per OAR 660-046-0120(2), density maximums cannot apply to duplexes. Therefore, the “not to exceed 25/17 units per gross acre” provision for duplexes must be removed for both the RH and RM zones. The City is also proposing to remove the density provision for SFD because it is an unnecessary and potentially confusing standard when combined with the minimum lot size standard. The City is already proposing to eliminate the “minimum site area” provision throughout the Code. Doing so will also help bring lot area standards into compliance with State requirements.

### *10.3.030.040(E) Application Review Procedures Criteria Design Standards*

~~1. Two-family and three-family structures, and attached single-family structures (2 units) shall be designed and constructed to have the appearance of a single house.~~

Per OAR 660-046-125(1), duplex design standards must be “clear and objective.” “The appearance of a single house” is not a clear and objective design requirement.



*10.5.020.070 (RH), 10.5.030.070 (RM), 10.5.040.060 (NC) Design Standards*

F. All one and two-family (duplex) dwelling units located on a single tax lot shall have at least one a traditional front entry that is parallel to the street on the ground level included in the front building line. Attached duplexes may have a side entry that does not face the street. The front entries of each detached duplex unit must face the street unless one dwelling has more than 50 percent of its street-facing façade separated from the street property line by the other dwelling. The front entry Entries for all one- family and duplex dwellings in the front building line shall be connected by hard surface to the right-of-way. ~~In addition, all one- and two-family dwellings located on a single tax lot shall utilize 6 or more of the 10 design features located in Section 10.5.010.070(A) to provide visual relief along the front of the residence. (Ord. 19-1373)~~

The word “traditional” should be removed for this standard to be clear and objective for both single-family detached and duplexes. Furthermore, at least one side entry should be allowed for attached duplexes (distinct from detached duplexes) to provide greater flexibility regarding building orientations and lot layout. Detached duplexes where one unit is behind the other may also need additional flexibility for entry location.

The final sentence of this provision is already stated in this Code section. This piece should be removed to help minimize redundancy in the Code.

*10.5.010.080, 10.5.020.090, 10.5.030.090, 10.5.040.090 Exceptions to Standards*

A. Lot Size. In planned developments and subdivision development, the lot size, width, and depth may vary from the standards listed in this Article, provided ~~that the overall project density does not exceed 17 units per gross acre, and~~ the proposed development conforms with this and other City ordinances.

B. Density Calculations. Permitted accessory dwellings and duplexes shall not be counted in density calculations for proposed development.

*10.5.010.010 – RL Low Density Residential Purpose*

This district implements the RL - Low Density Residential Comprehensive Plan designation, which allows for a range of ~~zero~~ 3 to 6 single-family dwelling units per gross acre. This density does not apply to duplexes.

As mentioned, duplexes must be exempt from density requirements. In addition, as recommended elsewhere in the Code, we recommend removing the maximum density requirements, which are unnecessary due to minimum lot sizes already controlling for residential density. This density exemption provision should be added to each corresponding residential code section and will be included in the adoption amendment package.

*10.6.010.030 Landscaping Standards General Provisions*

C. Completion Prior To Occupancy. Except for landscaping for single-family homes and duplexes, all required landscaping and related improvements shall be completed, or financially guaranteed per the provisions of Section 10.9.040.060(l): Performance Guarantee prior to occupancy.

#### *10.6.130.010 Temporary Family Hardship*

The purpose of this Article is to permit the temporary siting of a manufactured dwelling or recreational vehicle (RV) on a developed single-family or duplex lot when it can be shown that a family member must be near another family member in order to receive adequate care for a physical or mental impairment, infirmity or other disability.

Per OAR 660-046-0115 – Permitted Uses and Approval Process – duplexes must be subject to the same approval processes and procedures as single-family dwellings in the same zone. The landscaping and temporary family hardship provision therefore must apply to duplexes as well as single-family homes to ensure both housing types are treated equally through approval procedures and use exemptions.

#### *Article 6.040 Duplex Conversions*

##### *10.6.040.010 Purpose*

This article provides standards and criteria for regulating conversions of single-family detached housing into duplexes.

##### *10.6.040.020 Middle Housing Conversion Regulations*

Conversion of a single-family detached home to a duplex is permitted under the following conditions:

1. In the RL, RH, RM, NC, and CBC residential zones.
2. The conversion to a duplex shall not increase non-conformance with current development standards.
3. A conversion to a duplex is exempt from additional design standards.
4. Separate utility connections are provided for the additional unit.
5. A separate entry is provided or available for the additional unit, either on the side or front of the house.

This new language is intended to clarify that single-family dwelling *conversions* to duplexes are allowed and are exempt from meeting additional design standards, provided the conversion does not increase non-conformance with the Code. OAR 660-046-0105(1) requires medium cities to allow conversions of duplexes from existing

single-family dwellings. Adding a provision on duplex conversions will help provide certainty and clarity that conversions are allowed in the City.

**10.7.060.010 Minimum and Maximum Off-Street Parking Requirements**

Use Type	Auto Parking	
	Minimum	Maximum
RESIDENTIAL		
1, <del>and 2, and 3</del> dwelling units	2 spaces <del>per dwelling unit</del>	None
<del>3 and 4 dwelling units and single-family attached/townhomes</del>	<del>1 space per dwelling unit</del>	<del>None</del>
<del>45 or more to 12 dwelling units (multifamily)</del>	<del>6 spaces, plus 1.5 spaces per dwelling unit in excess of 35 units.</del>	<del>None</del>

Removing the “per dwelling unit” provision, along with removing 3 dwellings from this group will bring the minimum off street parking standards into compliance with OAR 660-046-0120(5). The City is proposing to restructure the off-street parking table to have three rows; one for 1 and 2 dwelling units, a second for 4 and four units, and the third for 5 or more.

Please note that duplexes will still be allowed to have more than two off-street parking spaces if a developer, builder, or property owner chooses to provide them. However, per the new state rules, the City cannot *require* duplex developments to provide more than two off-street spaces.

**10.10.030 Timing of Improvements**

A. General. Except sidewalks which are described below in subsection B, all improvements required by the standards in this Chapter shall be installed per the provisions of Section 10.9.040.060(H): Installation of Required Improvements. The construction, installation, placement, or addition of a one or more dwelling units on a lot, including one that replaces another dwelling or structure, shall initiate the requirement of full public improvements, including street, curb, sidewalk, and storm sewer, except when the existing dwelling is destroyed by an act of God and the replacement dwelling has no more than 110% of the total square footage of the original.

E. Waivers of Remonstrance. Developments of other than single-family dwellings or duplexes may be able to use the provisions of Article 6.110: Waiver of Right to Remonstrate, in lieu of immediate installation of public improvements.

Per OAR 660-046-120(7), clear and objective standards exceptions to public works standards to detached single-family dwelling must also be granted to duplexes.

## Additional Middle Housing Code Updates

### BACKGROUND

The proposed Development Code amendments described here focus on Code items identified in the initial Code Audit that address triplex and quadplex development standards, which go beyond State requirements for Medium Cities.<sup>2</sup> Furthermore, the tri- and quadplex standards identified in the Audit were informed by previous recommended housing Code amendments from 2018 and 2019 along with additional analysis and discussion undertaken as part of the current planning process. Many of those recommendations pertained to middle housing, and they were either fully adopted or partially updated. Most of the recommendations for triplex and quadplexes were not adopted, while some were partially updated. Those recommendations that are revisited here mainly pertain to tri- and quadplex lot size standards for the City's High Density Residential (RH) and Medium Density Residential (RM) zones.

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<sup>2</sup> Large Cities (25,000+) are required to allow triplexes, quadplexes, townhomes, and cottage cluster development in areas that allow single-family detached homes.

**MIDDLE HOUSING AMENDMENTS**

*10.5.020.060 High Density Residential Development Standards*

	<b>Standard</b>			
	<u>Single-Family Attached, Row Houses, or Townhomes (3 or more units)</u>	<u>One and Two Dwelling Units per Lot (Single-Family Detached and Duplex)</u>	<u>Three Dwelling Units per Lot</u>	<u>Four or More Dwelling Units per Lot</u>
Minimum Lot Area	<u>1,500 sq. ft. per dwelling unit</u>	<del>1,500</del> <u>2,500 sq. ft. per dwelling unit, not to exceed 25 units per gross acre</u>	<del>4,500</del> <u>1,500 sq. ft. per dwelling unit, not to exceed 25 units per gross acre</u>	<del>6,000</del> <u>1,500 sq. ft. per dwelling unit, not to exceed 25 units per gross acre</u>
Minimum Site Area per Dwelling Unit		<del>3,500</del> <u>sq. ft. OR 2,000 sq. ft. for small lot and townhouse clusters (3-8 units)</u>	<del>2,000</del> <u>sq. ft.</u>	<del>1,500</del> <u>sq. ft.</u>
Minimum Lot Width	<u>25 ft. for corner lots and lots with townhome end-units; and 20 ft. for interior lots</u>	<u>25 ft. for corner lots and 20 ft. for interior lots</u>	<del>60</del> <u>50 ft.</u>	<del>75</del> <u>50 ft.</u>
Minimum Lot Depth	<u>60 ft.</u>	<u>60 ft.</u>	<del>85</del> <u>60 ft.</u>	<del>85</del> <u>60 ft.</u>
Building Height	<u>35 ft.</u>	<u>35 ft.</u>	<del>40</del> <u>35 ft.</u>	<del>40</del> <u>35 ft. for 4-units, 45 ft. for 5+ units.</u>

10.5.030.060 Medium Density Residential Development Standards

	Standard			
	Single-Family Attached, Row Houses, or Townhomes (3 or more units)	One and Two Dwelling Units per Lot (Single-Family Detached and Duplex)	Three Dwelling Units per Lot	Four or More Dwelling Units per Lot
RM Medium Density Residential				
Minimum Lot Area	2,000 sq. ft. per dwelling unit	2,000 and 5,000 (duplex) 4,000 sq. ft. per dwelling unit, not to exceed 25 units per gross acre	<del>7,500</del> 2,000 sq. ft. per dwelling unit, not to exceed 25 units per gross acre	<del>10,000</del> 2,000 sq. ft. per dwelling unit, not to exceed 25 units per gross acre
Minimum Site Area per Dwelling Unit		3,500 sq. ft. OR 2,000 sq. ft. for small lot and townhouse clusters (3-8 units)	2,000 sq. ft.	2,000 sq. ft.
Minimum Lot Width	25 ft. for corner lots and lots with townhome end-units; and 20 ft. for interior lots	25 ft. for corner lots and 20 ft. for interior lots	<del>75</del> 50 ft.	<del>80</del> 50 ft.
Minimum Lot Depth	65 ft.	65 ft.	<del>85</del> 65 ft.	<del>100</del> 65 ft.
Building Height	35 ft.	35 ft.	40-35 ft.	40-35 ft. for 4 units, 45 ft. for 5 or more units.

Most of the proposed code amendments for RH and RM lot size standards which were reviewed and discussed by the City as part of the 2019 Code update project were updated but not fully adopted. The recommendation at that time was to reduce minimum lot size to 1,500 square feet per unit for RH, and 2,000 square feet per unit for RM, regardless of housing type. We recommend using that proposed standard for three units and above for both zones.

Examination of older neighborhoods in The Dalles revealed that many existing lot widths are currently 50 feet. Reducing the minimum required lot width for three units and above would help promote infill and possibly conversions for these housing types in these medium and high density residential areas.

Reducing maximum height from 40 feet to 35 feet for three- and four-unit dwellings will help these larger middle housing types be more compatible with existing residential character in the RH and RM zones. Conversely, increasing height to 45 feet for 5+ units will make larger multi-family developments more financially feasible.

#### *10.3.030.040(E) Multifamily Dwelling Design Standards*

##### 3. Multifamily dwellings (3 or more units) shall:

a. Have variation in roof plane and elevation. This standard is met by providing one of the following details:

- i. Eaves on all sides of the building;
- ii. An overhang or projecting roof form, for example, over a front porch;
- iii. An offset along the ridge of the highest roof form that is at least 1 foot in height; or
- iv. At least one secondary roof form in addition to the primary or largest roof elevation, such as a cross-gable, dormer, or similar roof form as shown in Figure 1 below.

v. For three and four dwellings exceeding 25 feet in height, eave or parapet at 25 feet and pitched roof for remainder of height.



In addition to reducing the maximum height for triplexes and quadplexes, encouraging a pitched roof and a max height for an eave that is consistent with max height for single-family and duplex dwellings will help these housing types conform to existing neighborhood character.

**10.5.020.080 and 10.5.030.080 Open Area**

- A. Open area requirements shall apply to all development with 4 5 or more dwelling units per lot.
- B. A minimum of 30% of the gross lot area shall be developed as permanent open space. The minimum open area shall be landscaped and permanently maintained per the provisions of Article 6.010: Landscaping Standards. Decorative design elements such as fountains, pools, benches, sculptures, planters, and similar elements may be placed within the open area. These provisions shall apply to all new projects and to additions or remodels of existing structures that create new dwelling units. The following apply to the required open area:

Requiring 30% open space for quadplexes may be a barrier to providing this housing type, particularly on smaller lots in the RM and RH zones. We typically do not see that type of standard applied to triplexes and quadplexes.

**10.6.010.070 Required Landscaping by Zone**

ZONE	SITE REQUIREMENT
RH 1, 2, or 3, or 4 Family	Site landscaped according to Article 6.010 <sup>3</sup>

<sup>3</sup> Among other standards and requirements, this provision states a minimum 40% of the required landscape area be planted with live plant material. <http://qcode.us/codes/thedalles/?view=desktop>



45+ Family	Equal to 1.5 times the first floor area of all structures minimum
<b>RM</b> 1, 2, <del>or 3, or 4</del> Family 45+ Family	Site landscaped according to Article 6.010 Equal to first floor area of all structures minimum
<b>NC</b> 1, 2, <del>or 3, or 4</del> Family Residential Only 45+ Family Residential Only	Site landscaped according to Article 6.010 Equal to the first floor area of all structures minimum

Using the same landscaping standards for quadplexes that are required for other middle housing types (duplex and triplex) will help make quadplexes visually compatible with the surrounding residential area. In addition, requiring 1 or 1.5 times the building footprint for landscaping results in a de facto lot coverage standard of less than 33% (or less than 35% when accounting parking) which would be a very low lot coverage and create a barrier to development of quadplexes.

10.7. 060.010 Minimum and Maximum Off-Street Parking Requirements

Use Type	Auto Parking	
	Minimum	Maximum
1, <del>and 2, and 3</del> dwelling units	2 spaces <del>per dwelling unit</del>	None
3 and 4 dwelling units and <u>single-family attached/townhomes</u>	<u>1 space per dwelling unit</u>	<u>None</u>
<del>45 or more to 12</del> <u>dwelling units (multifamily)</u>	6 spaces, plus 1.5 spaces per dwelling unit in excess of <u>35</u> units.	None

The City is required to limit minimum off-street parking to two spaces for duplexes. The City’s current parking requirements for tri- and quadplexes substantially exceed duplexes on a per-unit basis, as they effectively require 6 (triplexes) and 7.5 (quadplexes) spaces. In addition, the existing requirement for triplexes and quadplexes is generally more onerous than what is required for larger multi-family development, as the higher parking-to-unit ratio for tris and quads limits flexibility for site design. The current requirement may deter development of triplexes and quadplexes and favor

other housing types. We recommend reducing minimum parking requirements to be more consistent with duplex off-street parking standards. City staff and most of the Planning Commission agree that current parking requirements for triplexes and quadplexes should be reduced.

The City's parking requirements for single-family attached and townhome dwellings also exceeds the new duplex parking requirement, despite being a functionally similar housing type. Therefore, City staff and APG, along with support from the Planning Commission, recommend reducing minimum off-street parking requirements to one space per dwelling unit for townhomes/single-family attached, triplexes, and quadplexes to be consistent with duplex requirements.

The following discussion items helped factor into the parking reduction amendments, particularly for townhomes:

**Market Demand and Conditions.** Minimum parking requirements do not preclude a developer from providing more parking than the minimum parking requirement. If consumer preference is for housing that has two or more parking spaces per housing unit, then the market typically will respond by providing that extra parking. In other words, a developer is more likely to provide more spaces than the required minimum for housing if they know that space for multiple vehicles is a selling point for that particular housing market (e.g., in a particular region or for a target demographic).

**Common Construction Practices and Consumer Preference.** The industry standard for townhome development is to provide two spaces per unit – generally a garage with a driveway in front. Given this common practice and consumer preference for this type of townhome design, developers will likely continue to provide two spaces per unit for townhomes in many cases, regardless of whether minimum parking is reduced to one space per unit. This will reduce the potential for spillover on-street parking impacts on local streets.

**Shared Parking Arrangements.** Planning Commission and Staff also discussed the possibility of finding a middle ground for townhome parking reduction. One option may be to allow shared parking among units, which would likely entail creating space for common ownership and access easements. Similar shared parking arrangements are occasionally applied to the Planned Unit Development (PUD) process. While possible, this approach is likely to be challenging, as it would require more procedural complexity and time, both for the City and developers/property owners.

**Land Supply and Costs.** The benefit of reducing the parking requirement is that it will provide more site design or development flexibility for property owners and developers, and less parking generally decreases the cost of the unit. That will result in the ability to reduce housing costs for residents. On a larger scale, reducing parking requirements

also will result in greater land supply, which is particularly relevant for The Dalles given the City's limited space to grow.

## Code “Clean-Up” Amendments

### BACKGROUND

City staff has compiled a list of proposed code “clean-up” amendments throughout the course of 2020. Many of the clean-up amendments are related to middle housing or other housing standards that will help the City meet HB 2001 and associated OAR requirements and will reduce barriers for housing options in general. The project presents an opportunity to include some of the proposed amendments with the middle housing code updates that will be adopted in June 2021. Note that many of the proposed clean-up Code amendments overlap with recommended updates that are addressed in other middle housing sections of this project, such as removing the “per dwelling unit” and “minimum site area” standards in each zone. Those areas of overlap will not be addressed here, as those recommendations are already included in other sections of Batch 1 and 2 Code updates. The remaining Code clean up recommendations presented here are organized by Code section.

### CLEAN-UP AMENDMENTS

#### 10.2.030 – *The Meaning of Specific Words and Terms*

**Gross Density.** The total number of dwelling units per total area of a lot, parcel, or tract.

**Net Density.** The total number of dwelling units per developable area of a lot, parcel, or tract (i.e. total area minus roads, easements, etc.)

**Porch.** A covered shelter projecting from the front entrance of a building with a minimum width of 12 feet and depth of 6 feet.

#### 10.3.080.020(B) – *Application Review Procedure – Prohibited Adjustments*

6. To allow an increase or decrease in density above or below the allowed density of the applicable zone.

These prohibited adjustment review revisions will help ensure densities follow Comprehensive Plan and/or Code provisions for density and will also help prevent density changes from being eligible for a variance.

#### 10.5.010.010 – *RL Low Density Residential Purpose*

This district implements the RL - Low Density Residential Comprehensive Plan designation, which allows for a range of ~~zero~~ 3 to 6 single-family dwelling units per gross acre. This density does not apply to duplexes.

#### 10.5.010.060 – RL Low Density Residential Development Standards

\*Compliance with this standard is measured by determining the net buildable square footage on a proposed development site (exclusive of areas to be dedicated for public rights-of-way, constrained by slopes of 25% or greater, public utility easements, wetlands, riparian corridors and floodplain), then dividing by minimum density square footage standard, and rounding down.

#### 10.5.010.070 RL Low Density Residential Design Standards

C. ~~Duplexes, Small lot single-family, and Attached row houses~~ Single-family attached and townhomes shall have front porches with a depth of at least 6 feet and a width of at least 12 feet, or the garage shall occupy no more than 50% of the width of the front (street-facing) dwelling façade.

#### 10.5.020.010 – RH High Density Residential Purpose

This district implements the RH - High Density Residential Comprehensive Plan designation, which allows for a range of ~~7~~ 10 to 25 single-family and multifamily dwelling units per gross acre. This density does not apply to duplexes. The RH district is intended to provide areas where ~~small lot~~ single-family detached dwellings, single-family attached dwellings, duplexes, town houses, condominiums, and multifamily developments may be constructed under various ownership patterns.

Staff identified a discrepancy for the stated density ranges between the Code and Comprehensive Plan, noting that the Comprehensive Plan identifies RL as “3-6 units/gross acre” and RH as “10-25 units/gross acre.” These ranges must be consistent between the Comprehensive Plan and Development Code. In addition, staff is recommending removing all instances of “small lot single family” from the Code and Comprehensive Plan. The proposed addition of the language “*This density does not apply to duplexes*” was addressed in an earlier section.

Staff also recommends including “public easements” to the list of exclusions in calculations for required densities. This recommendation applies to all residential zones.

#### 10.5.020.020 and 10.5.030.020 Permitted Uses

##### 2. Residential building types:

- a. Single-family detached subject to ministerial review (Article 3.020).
- b. Single-family detached (zero lot line) subject to ministerial review (Article 3.020).

c. Duplex and single-family attached (zero lot line, 2 units) subject to ministerial review (Article 3.020).

d. ~~Small lot single-family detached dwellings (3 to 8 unit clusters) and attached townhouses (zero lot line, 3 to 8 unit clusters)~~ Single-family attached (townhouses) subject to site plan review.

e. Multifamily dwelling subject to site plan review (Article 3.030).

f. Cottage cluster dwelling subject to site plan review (Article 3.030). [CDD1][BC2]

*10.5.020.060 and 10.5.030.060 – RH and RM Residential Development Standards*

[Side Yard (interior)] 5 ft., except 8 ft. where dwelling has zero setback on opposite side, including end unit of townhouse ~~building-dwelling units~~; and 10 ft. separation between buildings.

*10.5.020.070 and 10.5.030.070 – RH and RM Residential Design Standards*

F. ~~[I]n addition, all one- and two-family dwellings located on a single tax lot shall utilize 6 or more of the 10 design features located in Section 10.5.010.070(A) to provide visual relief along the front of the residence. (Ord. 19-1373)~~

Staff recommends making corresponding amendments between the RH and RM zone, such as changing townhomes to “single family attached”, and the site plan review requirement for multi-family, cottage cluster, and single-family attached.

Every instance in the RH and RM development and design standards sections of the Code should replace “building” with “dwelling unit” when referring to any type of dwelling.

The sentence removed from subsection 5.020.060(F) is already stated in subsection 5.020.060(A).

*10.5.030.060 – RM Medium Density Development Standards*

Rear Yard	§ <u>10</u> ft.
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*10.5.030.070 – RM Medium Density Design Standards*

A. Single-Family and Two-Dwelling Development. All one- and two-dwelling units located on a single tax lot shall utilize 6 or more of the following design features to provide visual relief along the front of the residence(s):

1. Attached garage or carport (1 per dwelling).
2. Roof pitch greater than 3/12 (a nominal slope of 3 feet in height for every 12 feet in width).

3. Commercially available siding.
4. Covered front porch entries.
5. Recessed front entries.
6. Eaves, minimum 12" projection.
7. Bay or bow windows.
8. Exterior window sills.
9. Gables in addition to the primary roof pitch.
10. Other features subject to the approval of the Director.

*10.5.020.070 and 10.5.030.070, and 10.5.040.070 Design Standards*

A. All Residential Development. All one- and two-family dwelling units located on a single tax lot shall utilize 6 or more of the following design features to provide visual relief along the front of the residence(s):

4. Covered front porch entries with a depth of at least 6 feet and a width of at least 12 feet.

E. Multiple Buildings and Detached Dwellings (3+) on One Lot—Separation Between Buildings, Three or more Detached Dwellings per lot, Parking Areas, Walks, and Drives. To provide privacy, light, air, and access to the dwellings within the development, the following minimum standards shall apply:

Staff recommends adding the design feature list from RH (5.020.070(A)) to the RM Design Standards. The last sentence of .070(F) for each residential zone should be removed to avoid redundant provisions in each section.

Advisory Committee members and City staff expressed interest in only applying the front porch as one of the six required design feature options for RL and RH and elaborating on the dimensions for a front porch. In addition, the Advisory Committee suggested removing the term “traditional” for the front entry requirement and replacing it with an entry that is parallel to the street. This also will help ensure that code language is clear and objective.

Staff recommends applying the “multiple buildings on one lot” provision to three or more detached dwellings on a single lot. Given the recommendation to distinguish “buildings” from “dwellings” throughout the Code, it is necessary to clarify that this particular provision applies to multiple dwellings (3+) as well.

*10.5.010.080, 10.5.020.090, 10.5.030.090, 10.5.040.090, 10.5.050.090 Exceptions to Standards*

3. Garage and Carport Setbacks on Alleys. Rear yard setbacks for garage/carports and accessory dwelling units on alleys may be waived per the following:

Staff recommend an amendment in the ADU Standards section (10.6.030.050) that would allow a rear setback reduction to zero if the property abuts an alley or if it is less than 20 feet in height. This would help enable garage or other accessory building conversions to an ADU.

10.5.050.030(A) - Residential in CBC Zone

19. Residential uses as follows:

a. All dwellings, as defined by this Title, ~~so long as the ground floor is a permitted commercial use.~~

Staff notes that this language effectively prohibits duplex development unless there is a commercial use on the ground floor. Planning Commission also expressed interest in allowing more residential uses in downtown districts (CBC zone) generally, noting a desire for greater flexibility for property owners and increasing opportunities to create a more mixed-use, walkable environment by expanding the range of development opportunities in the area.

10.6.030.050 Accessory Dwelling Development Standards

E. Rear Setbacks. The minimum rear setback for an ADU may be reduced to 5 0 feet (zero lot line) if the structure is less than ~~15~~ 20 feet in height or the rear lot line abuts an alley.

10.6.120.040 Manufactured Homes

~~(F) Garages and Carports. In the RL – Low Density Residential and RH – High/Medium Density Residential zone districts a garage shall be required when more than 50% of the houses on the subject block (both sides of the street) have existing garages, and a carport required when more than 50% of the houses on the subject block (both sides of the street) have existing carports. Garages and carports shall be constructed of materials similar to the manufactured home.~~

City staff would like consistent reductions for setbacks for all detached accessory development to help provide flexibility for future conversions of detached accessory garages to ADU's. In many cases, garages are built to the rear property line where the property is served by an alley and a number of homeowners have expressed interest in converting these structures into ADUs. We recommend allowing for a 0' rear setback in these situations (or exempting those structures from the existing rear setback requirement). It also may be appropriate to increase allowable heights to 20' in these circumstances.

City staff noted that the garages and carports are not required for other housing types and therefore should not be required for manufactured homes of a certain size. In addition, they note the requirement does not exist for the RM zone, which is the primary zone intended to accommodate manufactured homes.

### 11.12.050(A) Procedures

3. Completed applications shall contain a signed application form together with photographs, drawings, literature excerpts or any other type of documentation in support of the request for addition/deletion of the landmark or alteration to a designated landmark. ~~No application fee will be charged for either application.~~

Staff noted that \$85 is now required for these application fees.

## Future Amendments

Planning Commission members expressed interest in the City allowing container homes and tiny homes. Public support for this housing type has also been growing, as indicated by public input from the Online Open House and Survey. Tiny homes may already be allowed on any residential lot subject to design and building code requirements, whereas container homes are currently prohibited in residential zones (TDMC 10.6.160.010). **At present, the Planning Commission has recommended not pursuing Code updates for these housing types.** However, given the growing popularity and affordability for container homes and tiny homes in The Dalles, the City may want to explore Code revisions in the future that allow and/or support container homes and tiny homes. Such a process would likely entail further public outreach to gather feedback on potential design and development standards/requirements that are specific to tiny homes and container homes. In further evaluating these types of homes, the City likely will want to consider the following factors and issues:

- **Consistency with building code requirements.** This will be an essential requirement as it is for all housing. Several companies currently pre-fabricate container homes consistent with state building code requirements. Individual homes converted by an owner or contractor from a container may be more challenging or costly to convert on-site and will require local building code inspections.
- **Consistency with City design standards.** The City will need to decide if the same standards that currently apply to single-family detached homes, duplexes, triplexes and quadplexes also should apply to container homes. Some of the standards in the City's current menu of applicable standards could be particularly challenging or costly to apply to container homes, reducing the benefit of allowing these homes as a more affordable form of housing.



- **Consistency with existing architectural character.** Many container homes have a more “modern” or “edgy” look than many older existing homes in The Dalles. Having a variety of architectural design styles is not necessarily a bad thing but likely will be a topic of community discussion and concern.
- **Use of containers for non-residential or accessory structures.** The City will want to determine whether containers should only be allowed as residences or whether they also could be used as accessory structures in residential or other areas. Proliferation of such structures could be a cause for community concern.

**GENERAL ORDINANCE NO. 21-1384**

**AN ORDINANCE AMENDING SECTIONS 10.2.030, 10.3.030.040(E), 10.3.080.020(B), 10.5.010.010, 10.5.010.060, 10.5.010.070, 10.5.010.080, 10.5.020.010, 10.5.020.020, 10.5.020.060, 10.5.020.070, 10.5.020.080, 10.5.020.090, 10.5.030.020, 10.5.030.060, 10.5.030.070, 10.5.030.090, 10.5.030.080, 10.5.040.060, 10.5.040.070, 10.5.040.090, 10.5.050.030(A), 10.6.010.030, 10.6.010.070, 10.6.030.050, 10.6.040.010, 10.6.040.020, 10.6.120.040, 10.6.130.010, 10.7.060.010, AND 10.10.030 OF THE DALLES MUNICIPAL CODE, TITLE 10 – LAND USE AND DEVELOPMENT, SECTION 11.12.050(A) OF THE DALLES MUNICIPAL CODE, TITLE 11 – PLANNING, AND GOAL #10 HOUSING GOALS, POLICIES, AND IMPLEMENTING MEASURES OF THE DALLES COMPREHENSIVE PLAN**

**WHEREAS**, on August 8, 2019, Oregon House Bill 2001 became effective and requires, *inter alia*, medium cities to allow middle housing in all residential areas with the intent of increasing housing supply and affordability in Oregon;

**WHEREAS**, the City of The Dalles (“City”) meets Oregon House Bill 2001’s definition of a medium city (10,000 – 24,999 population);

**WHEREAS**, Oregon’s House Bill 2001 defines middle housing as duplexes, triplexes, quadplexes, townhomes, and cottage cluster housing;

**WHEREAS**; recommended Code amendments will help reduce unnecessary barriers to the provision of housing, especially middle housing, to meet the new State requirements;

**WHEREAS**, Oregon House Bill 2001 requires medium cities to allow duplexes on any lot or parcel that allows single-family homes in residential areas. For the purposes of these new rules, duplexes are defined as two dwelling units located on a single lot or parcel;

**WHEREAS**, in 2017, the City of The Dalles completed a Housing Need Analysis (“HNA”) considering and recommending a range of proposed amendments to the City’s land use code;

**WHEREAS**, on December 17, 2020, January 21, 2021, February 18, 2021, and March 18, 2021, the City Planning Commission held public meetings for discussion of the proposed amendments to the City’s Municipal Code, Title 10 – Land Use and Development to provide more housing options to meet the needs identified in the HNA, ensure the City’s land use code is consistent with statewide housing goals, administrative rules, and statutes, and reduce barriers for development of specific housing types already allowed and supported by the City and State;

**WHEREAS**, on May 20, 2021, the City Planning Commission conducted a public hearing regarding proposed amendments to the City’s Municipal Code, Title 10 – Land Use and Development and voted unanimously to adopt Resolution No. P.C. 597-21, approving Zoning Ordinance Amendment #104-21 and Comprehensive Plan Amendment #49-21; and

**WHEREAS**, the City Council conducted a public hearing on June 14, 2021, to consider the Planning Commission’s recommendations and, following the close of the public hearing, the City Council conducted deliberations and the Council members voted to approve the text amendments set forth below, based upon the following findings:

1. Goal #1 of the Comprehensive Plan concerns citizen involvement and seeks to develop a citizen involvement program ensuring the opportunity for citizens to be involved in all phases of the planning process. Policy #3 for Goal #1 provides “the land use planning process and policy framework shall include opportunity for citizen input as a part of the basis for all decisions and actions related to use of land.” The Planning Commission conducted four public meetings and two open-houses where citizens were provided the opportunity to comment upon the proposed text amendments. Notice of the public hearing before the City Council was advertised and the public was provided an additional opportunity to comment upon the proposed text amendments.

2. Goal #2 of the Comprehensive Plan concerns land use planning and seeks to establish a land use planning process and policy framework as a basis for all decisions and actions related to use of land and to assure an adequate factual basis for such decisions and actions. Policy #6 of Goal #2 implements the Comprehensive Plan through appropriate ordinances and action. Implementing measures shall be developed to allow administrative review and approval authority. During the public hearings and open-houses conducted by the Planning Commission, City staff and the City’s consultant who assisted with the preparation of the City’s HNA presented information describing applicable provisions of state law concerning housing and proposed revisions needed to ensure the City’s land use code complied with statewide housing goals, administrative rules, and statutes. This land use planning process ensured a factual basis would be identified and established for the City’s decision-making. The proposed text amendments update the City’s existing zoning ordinance, following the Comprehensive Plan’s directive to implement the Plan through adoption of appropriate ordinances.

3. Goal #10 of the City's Comprehensive Plan is “to provide for the housing needs of citizens of the state.” Policy #1 of the Comprehensive Plan encourages the City to plan for more multi-family and affordable home ownership opportunities, including small lot single family residential, townhomes, and manufactured housing development consistent with the City’s HNA. Goal #10 requires the City to maintain and plan for an adequate supply of land to accommodate at least 20 years of future growth, providing flexibility in housing location, type, and density to ensure the availability and prices of housing units are commensurate with the needs and financial capabilities of Oregon households. Comprehensive plans are required to include: an analysis of local housing needs by type and affordability; an assessment of housing development potential; and an inventory of residential land. Comprehensive plans must contain policies for residential development and supportive services based on such analysis increasing the likelihood needed housing types will be developed, and must provide for an adequate supply of a variety of housing types consistent with identified policies and meeting minimum density and housing mix requirements (established by OAR 660, Division 007).

The City previously prepared but has not yet adopted an updated HNA. The City plans to adopt the HNA by reference in a Comprehensive Plan Amendment in the near future. The HNA provides information about the factors potentially affecting housing development, including demographics, affordability trends, workforce housing availability, market health, and regulatory structure. The HNA includes the City’s buildable lands inventory (“BLI”) for housing within the urban growth boundary. Goal 10 requires the BLI to ensure current use designations provide an adequate short- and long-term land supply for housing development for meeting existing needs and those of projected growth. It analyzes existing development patterns and intensity, land and development values, existing land use designations and zoning, and building constraints to determine the locations of vacant land and/or land likely to be redeveloped, and compares the existing supply of land to emerging trends and indicators for future estimates of demand.

As part of the current Code update process, City staff and consultants reviewed the City's existing Comprehensive Plan policies for consistency with a variety of local and statewide housing objectives, including objectives providing opportunities for the development of middle housing (duplexes, triplexes, quadplexes, townhomes, and cottage cluster housing). In many ways, the City's existing policies already provide a strong policy basis and framework in this regard. However, a number of policy amendments were recommended to further strengthen the City's housing policies and ensure they are consistent with state and regional housing objectives and requirements.

These proposed amendments are consistent with the Comprehensive Plan Policy #1 by increasing the opportunity for duplexes, triplexes, and townhomes. The proposed amendments are intended to reduce barriers and facilitate development of these housing types identified in the City's 2017 HNA. Although the HNA was not formally adopted by the City of The Dalles, City staff believes it provides data identifying a need for certain middle housing due to the City's previously adopted HNA and BLI included in the Comprehensive Plan completed in 2006.

The 2017 HNA found the housing types identified above are projected to compose a significant share of new housing development:

- 27% of new housing units are projected to be some form of attached housing.
- Single family attached units (townhomes) are projected to meet 3% of future need. These are defined as units on separate tax lots, attached by a wall but separately metered, with the most common example being townhome units.
- Duplex through four-plex units are projected to represent an additional 11% of the total need. Duplex units would include a detached single-family home with an accessory dwelling unit on the same lot.

The 2017 HNA also found there is enough land zoned for these housing types in the City; however, land zoned for these housing types must be developed at a higher density than in the past:

- The new housing unit capacity was estimated for the buildable lands identified in the City of The Dalles. There is a total remaining capacity for nearly 3,689 units.
- There is a total forecasted need for 1,769 units over the next 20 years. This is below the estimated capacity of 3,689 units.
- There is currently sufficient buildable capacity within The Dalles to accommodate projected need; however, much of this capacity is in the form of parcels with the potential for development or infill with future multi-family units. The size of the available remaining capacity assumes some high-density and medium-density zoned lands are built out at higher average densities than these areas have traditionally achieved in the past.

The Housing Strategies Report, part of the 2017 HNA, found land zoned for duplexes, triplexes, townhomes, and Accessory Dwelling Units may not be developed for these housing types due to the barriers presented by certain regulatory standards. The proposed amendments are intended to reduce these barriers and facilitate development of these housing types.

4. Policy #2 of the Comprehensive Plan supports the more efficient use of vacant land by encouraging infill development sensitive to existing neighborhoods and by encouraging

new development achieving the density allowed by the Comprehensive Plan. These ordinance amendments are consistent with the Comprehensive Plan Policy #2 by expanding the opportunities for ADUs in residential zones, reducing parking requirements, increasing lot sizes for housing types, and providing clear and objective design criteria for infill development. These proposed changes will allow for infill development to help achieve the density as allowed by the Comprehensive Plan.

5. Policy #8 of the Comprehensive Plan provides the City should be flexible in implementing ordinances to foster a variety of development scenarios and housing options. These proposed amendments are consistent with the Comprehensive Plan Policy #8 by providing flexibility for a variety of housing types and development scenarios. Proposed amendments include an increase in minimum lot area and minimum site area per dwelling unit and a reduction in minimum parking requirements for residential uses. The proposed changes to the standards will encourage the development of duplexes, triplexes, quadplexes, and townhomes.

6. Policy #9 of the Comprehensive Plan encourages the City to provide for development of a wide range of housing types, including single-family detached and attached housing, townhouses, apartments and condominiums, and manufactured housing. Housing types shall allow for a variety of price ranges to meet the needs of low, medium, and high income groups. The City Council finds the proposed text amendments are consistent with the Comprehensive Plan Policy #9 by increasing opportunities for development of a wide range of housing types.

7. Policy #16 of the Comprehensive Plan recommends development standards in all density areas be revised to permit more flexibility in site planning and development, consistent with LUDO Strategies #2 and #6 in the 2017 HNA. New standards shall consider flexibility for lot sizes, setbacks, accessory residential uses on the same lot, parking, alleyways, and other development features. These proposed amendments are consistent with the Comprehensive Plan Policy #16 by providing site planning and development flexibility by modifying lot sizes and parking standards for duplexes triplexes and townhomes to allow development on a wider range of lots. The proposed amendments also provide additional flexibility for development of ADU's by allowing reduced setbacks so existing accessory structures can be modified into dwelling units.

8. Section 10.3.110.030 of the City's Municipal Code, Title 10, Land Use and Development provides text amendments to the Land Use and Development Code shall be consistent with the City's Comprehensive Plan, state laws, and administrative rules. Based upon the findings listed above, the City Council concludes the proposed text amendments are consistent with the City's Comprehensive Plan, state laws, and administrative rules.

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

**Section 1. The Dalles Comprehensive Plan, Goal #10 Housing**

**Housing Goals** shall be revised to read as follows:

- Encourage affordable homeownership opportunities, including multiple family condominiums, row houses, duplexes and other middle housing types, and ~~small lot~~ single family residential.

Section 2. **The Dalles Comprehensive Plan, Goal #10 Policies** shall be revised to read as follows:

1. *Plan for more multi-family and affordable home ownership opportunities, ~~including small lot~~ single family residential, duplexes and other middle housing types, townhomes and manufactured housing development consistent with the City's Housing Needs Analysis.*
9. Provide for development of a wide range of housing types which may include single-family detached and attached housing, duplexes and other middle housing types, townhouses, apartments and condominiums, and manufactured housing. Housing types shall allow for a variety of price ranges to meet the needs of low, medium, and high income groups.
- ~~10. Target ratios by housing type are:
  - a. ~~50% large lot 70% single family or duplex; Page 42~~
  - b. ~~20% small lot single family;~~
  - c. ~~25% multi family including condominiums; and~~
  - d. ~~5% mobile home park dwellings.~~~~
22. To provide variety and flexibility in site design and densities, residential lands shall be divided into land use planning districts with the following prescribed density ranges for each district: a. Low Density Residential 3-6 units/gross acre Page 43 b. Medium Density Residential 7-17 units/gross acre c. High Density Residential 10-25 units/gross acre. Duplex development is exempt from meeting these density ranges, per Oregon Administrative Rules (OAR 660-046).
24. To ensure duplex development is allowed wherever single-family detached homes are allowed in residential zones, per Oregon Administrative Rules (OAR 660-046). Duplex development shall be subject to development standards and procedures that are no more restrictive than those for single-family development in the same residential zone.

Section 3. **The Dalles Comprehensive Plan, Goal #10 Implementing Measures, Single Family and Duplex Residential Areas** shall be revised to read as follows:

- ~~Small lots can accommodate single family development ranging from 3,000 to 5,000 square feet in area. Minimal to "zero" side yard setbacks can be used with a generous setback provided for the other side yard.~~
- ~~Attached housing in the form of duplexes and triplexes can be added to existing neighborhoods on relatively small lots. Many cities allow such development on large corner lots, while reserving interior lots for more traditional housing.~~
- Duplexes are allowed on any lot or parcel that permits single-family dwellings in residential zones.

Section 4. **The Dalles Municipal Code, Title 10 – Land Use and Development**

**Section 10.2.030 – The Meaning of Specific Words and Terms** shall be revised to read as follows:  
**Dwelling, Duplex.** Two dwelling units located on a single lot or development site, either placed so that some structural parts are in common (attached), or so the units are physically separate structures (detached).

Section 5. **The Dalles Municipal Code, Title 10 – Land Use and Development**

**Section 10.5.010.060 RL Low Density Residential Development Standards** shall be revised to read as follows:

<b>RL Low Density Residential</b>	<b>Standard</b>
Lot Size	
Single-Family Detached	5,000 sq. ft. minimum
Duplex	2,500 sq. ft. per dwelling unit
Small Lot Single Family	4,000 sq. ft. minimum with density transfer

Section 6. **The Dalles Municipal Code, Title 10 – Land Use and Development**

**Section 10.5.020.060 RH High Density Residential Development Standards** shall be revised to read as follows:

<b>RH High Density Residential</b>	<b>Standard</b>			
	<b><u>Single-Family Attached, Row Houses, or Townhomes (3 or more units)</u></b>	<b><u>One and Two Dwelling Units per Lot (Single-Family Detached and Duplex)</u></b>	<b><u>Three Dwelling Units per Lot</u></b>	<b><u>Four or More Dwelling Units per Lot</u></b>
Minimum Lot Area	1,500 sq. ft. per dwelling unit	<del>1,500</del> 2,500 sq. ft. per dwelling unit, not to exceed 25 units per gross acre	<del>4,500</del> 1,500 sq. ft. per dwelling unit, not to exceed 25 units per gross acre	<del>6,000</del> 1,500 sq. ft. per dwelling unit, not to exceed 25 units per gross acre
Minimum Site Area per Dwelling Unit		3,500 sq. ft. <b>OR</b> 2,000 sq. ft. for small lot and townhouse clusters (3-8 units)	2,000 sq. ft.	1,500 sq. ft.
Minimum Lot Width	25 ft. for corner lots and lots with townhome end-units; and 20 ft. for interior lots	25 ft. for corner lots and 20 ft. for interior lots	<del>60</del> 50 ft.	75 50 ft.
Minimum Lot Depth	60 ft.	60 ft.	<del>85</del> 60 ft.	85 60 ft.
Building Height	35 ft.	35 ft.	40 35 ft.	40 35 ft. for 4-units, 45 ft. for 5+ units.
Building Orientation	The front building line shall be parallel to the street, or private accessway if there is no street frontage to which to orient. Practical adjustments may be made to accommodate street curvature. The front building line shall include the <u>at least one front door.</u>			

Section 7. **The Dalles Municipal Code, Title 10 – Land Use and Development**

**Section 10.5.030.060 Medium Density Residential Development Standards** shall be revised to read as follows:

RM Medium Density Residential	Standard			
	<u>Single-Family Attached, Row Houses, or Townhomes (3 or more units)</u>	<u>One and Two Dwelling Units per Lot (Single-Family Detached and Duplex)</u>	<u>Three Dwelling Units per Lot</u>	<u>Four or More Dwelling Units per Lot</u>
Minimum Lot Area	<u>2,000 sq. ft. per dwelling unit</u>	<del>2,000 and 5,000 (duplex)</del> <u>4,000 sq. ft. per dwelling unit, not to exceed 25 units per gross acre</u>	<del>7,500</del> <u>2,000</u> sq. ft. per dwelling unit, not to exceed 25 units per gross acre	<del>10,000</del> <u>2,000</u> sq. ft. per dwelling unit, not to exceed 25 units per gross acre
Minimum Site Area per Dwelling Unit		<del>3,500 sq. ft. OR 2,000 sq. ft. for small lot and townhouse clusters (3-8 units)</del>	<del>2,000</del> sq. ft.	<del>2,000</del> sq. ft.
Minimum Lot Width	<u>25 ft. for corner lots and lots with townhome end-units; and 20 ft. for interior lots</u>	25 ft. for corner lots and 20 ft. for interior lots	<del>75</del> <u>50</u> ft.	<del>80</del> <u>50</u> ft.
Minimum Lot Depth	65 ft.	65 ft.	<del>85</del> <u>65</u> ft.	<del>100</del> <u>65</u> ft.
Building Height	35 ft.	35 ft.	<del>40</del> <u>35</u> ft.	<del>40</del> <u>35</u> ft. for 4 units, <u>45</u> ft. for 5 or more units.

**Section 8. The Dalles Municipal Code, Title 10 – Land Use and Development**

**Section 10.3.030.040(E) Application Review Procedures Criteria Design Standards** shall be revised to read as follows:

- ~~Two family and three family structures, and attached single family structures (2 units) shall be designed and constructed to have the appearance of a single house.~~

**Section 9. The Dalles Municipal Code, Title 10 – Land Use and Development**

**Section 10.5.020.070 (RH), 10.5.030.070 (RM), 10.5.040.060 (NC) Design Standards** shall be revised to read as follows:

F. All one and two-family (duplex) dwelling units located on a single tax lot shall have at least one a-traditional front entry that is parallel to the street on the ground level included in the front building line. Attached duplexes may have a side entry that does not face the street. The front entries of each detached duplex unit must face the street unless one dwelling has more than 50 percent of its street-facing façade separated from the street property line by the other dwelling. The front entry Entries for all one- family



~~and duplex dwellings in the front building line shall be connected by hard surface to the right-of-way. In addition, all one and two family dwellings located on a single tax lot shall utilize 6 or more of the 10 design features located in Section 10.5.010.070(A) to provide visual relief along the front of the residence. (Ord. 19-1373)~~

**Section 10. The Dalles Municipal Code, Title 10 – Land Use and Development**

**Section 10.5.010.080, 10.5.020.090, 10.5.030.090, 10.5.040.090 Exceptions to Standards** shall be revised to read as follows:

- A. Lot Size. In planned developments and subdivision development, the lot size, width, and depth may vary from the standards listed in this Article, provided that the overall project density does not exceed 17 units per gross acre, and the proposed development conforms with this and other City ordinances.
- B. Density Calculations. Permitted accessory dwellings and duplexes shall not be counted in density calculations for proposed development.

**Section 11. The Dalles Municipal Code, Title 10 – Land Use and Development**

**Section 10.5.010.010 – RL Low Density Residential Purpose** shall be revised to read as follows:

This district implements the RL - Low Density Residential Comprehensive Plan designation, which allows for a range of ~~zero~~ 3 to 6 single-family dwelling units per gross acre. This density does not apply to duplexes.

**Section 12. The Dalles Municipal Code, Title 10 – Land Use and Development**

**Section 10.6.010.030 Landscaping Standards General Provisions** shall be revised to read as follows:

- C. Completion Prior To Occupancy. Except for landscaping for single-family homes and duplexes, all required landscaping and related improvements shall be completed, or financially guaranteed per the provisions of Section 10.9.040.060(I): Performance Guarantee prior to occupancy.

**Section 13. The Dalles Municipal Code, Title 10 – Land Use and Development**

**Section 10.6.130.010 Temporary Family Hardship** shall be revised to read as follows:

The purpose of this Article is to permit the temporary siting of a manufactured dwelling or recreational vehicle (RV) on a developed single-family or duplex lot when it can be shown that a family member must be near another family member in order to receive adequate care for a physical or mental impairment, infirmity or other disability.

**Section 14. The Dalles Municipal Code, Title 10 – Land Use and Development**

**Article 6.040 Duplex Conversions**

**Section 10.6.040.010 Purpose** shall be revised to read as follows:

This article provides standards and criteria for regulating conversions of single-family detached housing into duplexes.

**Section 15. The Dalles Municipal Code, Title 10 – Land Use and Development**

**Section 10.6.040.020 Middle Housing Conversion Regulations** shall be revised to read as follows:

Conversion of a single-family detached home to a duplex is permitted under the following conditions:

1. In the RL, RH, RM, NC, and CBC residential zones.
2. The conversion to a duplex shall not increase non-conformance with current development standards.

3. A conversion to a duplex is exempt from additional design standards.
4. Separate utility connections are provided for the additional unit.
5. A separate entry is provided or available for the additional unit, either on the side or front of the house.

**Section 16. The Dalles Municipal Code, Title 10 – Land Use and Development**

**Section 10.7.060.010 Minimum and Maximum Off-Street Parking Requirements** shall be revised to read as follows:

Use Type	Auto Parking	
	Minimum	Maximum
RESIDENTIAL		
1, <del>and 2,</del> and 3 dwelling units	2 spaces <del>per dwelling unit</del>	None
<u>3 and 4 dwelling units and single-family attached/townhomes</u>	<u>1 space per dwelling unit</u>	<u>None</u>
<del>45 or more to 12</del> <u>dwelling units(multifamily)</u>	6 spaces, plus 1.5 spaces per dwelling unit in excess of <u>35</u> units.	None

**Section 17. The Dalles Municipal Code, Title 10 – Land Use and Development**

**Section 10.10.030 Timing of Improvements** shall be revised to read as follows:

A. General. Except sidewalks which are described below in subsection B, all improvements required by the standards in this Chapter shall be installed per the provisions of Section 10.9.040.060(H): Installation of Required Improvements. The construction, installation, placement, or addition of a one or more dwelling units on a lot, including one that replaces another dwelling or structure, shall initiate the requirement of full public improvements, including street, curb, sidewalk, and storm sewer, except when the existing dwelling is destroyed by an act of God and the replacement dwelling has no more than 110% of the total square footage of the original.

E. Waivers of Remonstrance. Developments of other than single-family dwellings or duplexes may be able to use the provisions of Article 6.110: Waiver of Right to Remonstrate, in lieu of immediate installation of public improvements.

Section 18. The Dalles Municipal Code, Title 10 – Land Use and Development

Section 10.5.020.060 High Density Residential Development Standards shall be revised to read as follows:

RH High Density Residential	Standard			
	<u>Single-Family Attached, Row Houses, or Townhomes (3 or more units)</u>	<u>One and Two Dwelling Units per Lot (Single-Family Detached and Duplex)</u>	<u>Three Dwelling Units per Lot</u>	<u>Four or More Dwelling Units per Lot</u>
Minimum Lot Area	<u>1,500 sq. ft. per dwelling unit</u>	<del>1,500 2,500 sq. ft. per dwelling unit, not to exceed 25 units per gross acre</del>	<del>4,500 1,500 sq. ft. per dwelling unit, not to exceed 25 units per gross acre</del>	<del>6,000 1,500 sq. ft. per dwelling unit, not to exceed 25 units per gross acre</del>
Minimum Site Area per Dwelling Unit		<del>3,500 sq. ft. OR 2,000 sq. ft. for small lot and townhouse clusters (3-8 units)</del>	<del>2,000 sq. ft.</del>	<del>1,500 sq. ft.</del>
Minimum Lot Width	<u>25 ft. for corner lots and lots with townhome end-units; and 20 ft. for interior lots</u>	25 ft. for corner lots and 20 ft. for interior lots	<del>60</del> <u>50</u> ft.	<del>75</del> <u>50</u> ft.
Minimum Lot Depth	60 ft.	60 ft.	<del>85</del> <u>60</u> ft.	<del>85</del> <u>60</u> ft.
Building Height	35 ft.	35 ft.	<del>40</del> <u>35</u> ft.	<del>40</del> <u>35</u> ft. for 4-units, <u>45</u> ft. for 5+ units.

Section 19. The Dalles Municipal Code, Title 10 – Land Use and Development

Section 10.5.030.060 Medium Density Residential Development Standards shall be revised to read as follows:

RM Medium Density Residential	Standard			
	<u>Single-Family Attached, Row Houses, or Townhomes (3 or more units)</u>	<u>One and Two Dwelling Units per Lot (Single-Family Detached and Duplex)</u>	<u>Three Dwelling Units per Lot</u>	<u>Four or More Dwelling Units per Lot</u>
Minimum Lot Area	<u>2,000 sq. ft. per dwelling unit</u>	<del>2,000 and 5,000- (duplex) 4,000 sq. ft. per dwelling unit, not to exceed 25 units per gross acre</del>	<del>7,500</del> <u>2,000</u> sq. ft. per dwelling unit, <del>not to exceed 25 units per gross acre</del>	<del>10,000</del> <u>2,000</u> sq. ft. per dwelling unit, <del>not to exceed 25 units per gross acre</del>
<del>Minimum Site Area per Dwelling Unit</del>		<del>3,500 sq. ft. OR 2,000 sq. ft. for small lot and townhouse clusters (3-8 units)</del>	<del>2,000</del> sq. ft.	<del>2,000</del> sq. ft.
Minimum Lot Width	<u>25 ft. for corner lots and lots with townhome end-units; and 20 ft. for interior lots</u>	25 ft. for corner lots and 20 ft. for interior lots	<del>75</del> <u>50</u> ft.	<del>80</del> <u>50</u> ft.
Minimum Lot Depth	65 ft.	65 ft.	<del>85</del> <u>65</u> ft.	<del>100</del> <u>65</u> ft.
Building Height	35 ft.	35 ft.	<del>40</del> <u>35</u> ft.	<del>40</del> <u>35</u> ft. for 4 units, <u>45</u> ft. for 5 or more units.

Section 20. The Dalles Municipal Code, Title 10 – Land Use and Development

Section 10.3.030.040(E) Multifamily Dwelling Design Standards shall be revised to read as follows:

3. Multifamily dwellings (3 or more units) shall:

a. Have variation in roof plane and elevation. This standard is met by providing one of the following details:

- i. Eaves on all sides of the building;
- ii. An overhang or projecting roof form, for example, over a front porch;
- iii. An offset along the ridge of the highest roof form that is at least 1 foot in height; or
- iv. At least one secondary roof form in addition to the primary or largest roof elevation, such as a cross-gable, dormer, or similar roof form as shown in Figure 1 below.

- v. For three and four dwellings exceeding 25 feet in height, eave or parapet at 25 feet and pitched roof for remainder of height.



**Section 21. The Dalles Municipal Code, Title 10 – Land Use and Development**

**Section 10.5.020.080 and 10.5.030.080 Open Area** shall be revised to read as follows:

- A. Open area requirements shall apply to all development with 4 or more dwelling units per lot.
- B. A minimum of 30% of the gross lot area shall be developed as permanent open space. The minimum open area shall be landscaped and permanently maintained per the provisions of Article 6.010: Landscaping Standards. Decorative design elements such as fountains, pools, benches, sculptures, planters, and similar elements may be placed within the open area. These provisions shall apply to all new projects and to additions or remodels of existing structures that create new dwelling units. The following apply to the required open area:

**Section 22. The Dalles Municipal Code, Title 10 – Land Use and Development**

**Section 10.6.010.070 Required Landscaping by Zone** shall be revised to read as follows:

ZONE	SITE REQUIREMENT
<b>RH</b> 1, 2, <del>or</del> 3, <u>or</u> 4 Family 4 <u>5</u> + Family	Site landscaped according to Article 6.010 Equal to 1.5 times the first floor area of all structures minimum
<b>RM</b> 1, 2, <del>or</del> 3, <u>or</u> 4 Family 4 <u>5</u> + Family	Site landscaped according to Article 6.010 Equal to first floor area of all structures minimum
<b>NC</b> 1, 2, <del>or</del> 3, <u>or</u> 4 Family Residential Only 4 <u>5</u> + Family Residential Only	Site landscaped according to Article 6.010 Equal to the first floor area of all structures minimum

Section 23. **The Dalles Municipal Code, Title 10 – Land Use and Development**

**Section 10.7.060.010 Minimum and Maximum Off-Street Parking Requirements** shall be revised to read as follows:

Use Type	Auto Parking	
	Minimum	Maximum
RESIDENTIAL		
1, <del>and 2,</del> and 3 dwelling units	2 spaces <del>per dwelling unit</del>	None
<u>3 and 4 dwelling units and single-family attached/townhomes</u>	<u>1 space per dwelling unit</u>	<u>None</u>
<del>45 or more to 12</del> <u>dwelling units (multifamily)</u>	6 spaces, plus 1.5 spaces per dwelling unit in excess of <u>35</u> units.	None

Section 24. **The Dalles Municipal Code, Title 10 – Land Use and Development**

**Section 10.2.030 – The Meaning of Specific Words and Terms** shall be revised to read as follows:

**Gross Density.** The total number of dwelling units per total area of a lot, parcel, or tract.

**Net Density.** The total number of dwelling units per developable area of a lot, parcel, or tract (i.e. total area minus roads, easements, etc.)

**Porch.** A covered shelter projecting from the front entrance of a building with a minimum width of 12 feet and depth of 6 feet.

Section 25. **The Dalles Municipal Code, Title 10 – Land Use and Development**

**Section 10.3.080.020(B) – Application Review Procedure – Prohibited Adjustments** shall be revised to read as follows:

6. To allow an increase or decrease in density above or below the allowed density of the applicable zone.

Section 26. **The Dalles Municipal Code, Title 10 – Land Use and Development**

**Section 10.5.010.010 – RL Low Density Residential Purpose** shall be revised to read as follows:

This district implements the RL - Low Density Residential Comprehensive Plan designation, which allows for a range of ~~zero~~ 3 to 6 single-family dwelling units per gross acre. This density does not apply to duplexes.

Section 27. **The Dalles Municipal Code, Title 10 – Land Use and Development**

**Section 10.5.010.060 – RL Low Density Residential Development Standards** shall be revised to read as follows:

\*Compliance with this standard is measured by determining the net buildable square footage on a proposed development site (exclusive of areas to be dedicated for public rights-of-way, constrained by slopes of 25% or greater, public utility easements, wetlands, riparian corridors and floodplain), then dividing by minimum density square footage standard, and rounding down.

**Section 28. The Dalles Municipal Code, Title 10 – Land Use and Development**

**Section 10.5.010.070 RL Low Density Residential Design Standards** shall be revised to read as follows:

C. ~~Duplexes, Small lot single family, and Attached row houses~~ Single-family attached and townhomes shall have front porches with a depth of at least 6 feet and a width of at least 12 feet, or the garage shall occupy no more than 50% of the width of the front (street-facing) dwelling façade.

**Section 29. The Dalles Municipal Code, Title 10 – Land Use and Development**

**Section 10.5.020.010 – RH High Density Residential Purpose** shall be revised to read as follows: This district implements the RH - High Density Residential Comprehensive Plan designation, which allows for a range of ~~7~~ 10 to 25 single-family and multifamily dwelling units per gross acre. This density does not apply to duplexes. The RH district is intended to provide areas where ~~small lot~~ single-family detached dwellings, single-family attached dwellings, duplexes, town houses, condominiums, and multifamily developments may be constructed under various ownership patterns.

**Section 30. The Dalles Municipal Code, Title 10 – Land Use and Development**

**Section 10.5.020.020 and 10.5.030.020 Permitted Uses** shall be revised to read as follows:

2. Residential building types:
  - a. Single-family detached subject to ministerial review (Article 3.020).
  - b. Single-family detached (zero lot line) subject to ministerial review (Article 3.020).
  - c. Duplex and single-family attached (zero lot line, 2 units) subject to ministerial review (Article 3.020).
  - d. ~~Small lot single family detached dwellings (3 to 8 unit clusters) and attached town houses (zero lot line, 3 to 8 unit clusters)~~ Single-family attached (townhouses) subject to site plan review.
  - e. Multifamily dwelling subject to site plan review (Article 3.030).
  - f. Cottage cluster dwelling subject to site plan review (Article 3.030).

**Section 31. The Dalles Municipal Code, Title 10 – Land Use and Development**

**Section 10.5.020.060 and 10.5.030.060 – RH and RM Residential Development Standards** shall be revised to read as follows:

[Side Yard (interior)] 5 ft., except 8 ft. where dwelling has zero setback on opposite side, including end unit of townhouse ~~building~~ dwelling units; and 10 ft. separation between buildings.

**Section 32. The Dalles Municipal Code, Title 10 – Land Use and Development**

**Section 10.5.020.070 and 10.5.030.070 – RH and RM Residential Design Standards** shall be revised to read as follows:

F. ~~[I]n addition, all one and two family dwellings located on a single tax lot shall utilize 6 or more of the 10 design features located in Section 10.5.010.070(A) to provide visual relief along the front of the residence. (Ord. 19-1373)~~

**Section 33. The Dalles Municipal Code, Title 10 – Land Use and Development**

**Section 10.5.030.060 – RM Medium Density Development Standards** shall be revised to read as follows:

Rear Yard	<u>5</u> 10 ft.
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**Section 34. The Dalles Municipal Code, Title 10 – Land Use and Development**

**Section 10.5.030.070 – RM Medium Density Design Standards** shall be revised to read as follows:

A. Single-Family and Two-Dwelling Development. All one- and two-dwelling units located on a single tax lot shall utilize 6 or more of the following design features to provide visual relief along the front of the residence(s):

1. Attached garage or carport (1 per dwelling).
2. Roof pitch greater than 3/12 (a nominal slope of 3 feet in height for every 12 feet in width).
3. Commercially available siding.
4. Covered front porch entries.
5. Recessed front entries.
6. Eaves, minimum 12" projection.
7. Bay or bow windows.
8. Exterior window sills.
9. Gables in addition to the primary roof pitch.
10. Other features subject to the approval of the Director.

**Section 35. The Dalles Municipal Code, Title 10 – Land Use and Development**

**Section 10.5.020.070 and 10.5.030.070, and 10.5.040.070 Design Standards** shall be revised to read as follows:

A. All Residential Development. All one- and two-family dwelling units located on a single tax lot shall utilize 6 or more of the following design features to provide visual relief along the front of the residence(s):

4. Covered front porch entries with a depth of at least 6 feet and a width of at least 12 feet.

E. Multiple Buildings and Detached Dwellings (3+) on One Lot—Separation Between Buildings, Three or more Detached Dwellings per lot, Parking Areas, Walks, and Drives. To provide privacy, light, air, and access to the dwellings within the development, the following minimum standards shall apply:

10.5.010.080, 10.5.020.090, 10.5.030.090, 10.5.040.090, 10.5.050.090 Exceptions to Standards

3. Garage and Carport Setbacks on Alleys. Rear yard setbacks for garage/carports and accessory dwelling units on alleys may be waived per the following:

**Section 36. The Dalles Municipal Code, Title 10 – Land Use and Development**

**Section 10.5.050.030(A) - Residential in CBC Zone** shall be revised to read as follows:

19. Residential uses as follows:

- a. ~~All dwellings, as defined by this Title, so long as the ground floor is a permitted commercial use.~~  
Sub-districts 1 and 3:

1. All existing dwellings built prior to the adoption of this title.
2. Duplex and single-family attached
3. Attached town houses (zero lot line, 3 to 8 unit clusters)
4. Multifamily dwelling

- b. Sub-district 2: All dwellings, as defined by this Title, so long as the ground floor is a permitted commercial use.



Section 37. **The Dalles Municipal Code, Title 10 – Land Use and Development**

**Section 10.6.030.050 Accessory Dwelling Development Standards** shall be revised to read as follows:

E. Rear Setbacks. The minimum rear setback for an ADU may be reduced to 5 0 feet (zero lot line) if the structure is less than ~~15~~ 20 feet in height or the rear lot line abuts an alley.

Section 38. **The Dalles Municipal Code, Title 10 – Land Use and Development**

**Section 10.6.120.040 Manufactured Homes** shall be revised to read as follows:

~~F. Garages and Carports. In the RL – Low Density Residential and RH – High/Medium Density Residential zone districts a garage shall be required when more than 50% of the houses on the subject block (both sides of the street) have existing garages, and a carport required when more than 50% of the houses on the subject block (both sides of the street) have existing carports. Garages and carports shall be constructed of materials similar to the manufactured home.~~

Section 39. **The Dalles Municipal Code, Title 11 – Planning**

**Section 11.12.050(A) Procedures** shall be revised to read as follows:

- 3. Completed applications shall contain a signed application form together with photographs, drawings, literature excerpts or any other type of documentation in support of the request for addition/deletion of the landmark or alteration to a designated landmark. ~~No application fee will be charged for either application.~~

**PASSED AND ADOPTED THIS 14<sup>th</sup> DAY OF JUNE, 2021.**

Voting Yes, Councilors: \_\_\_\_\_  
Voting No, Councilors: \_\_\_\_\_  
Abstaining, Councilors: \_\_\_\_\_  
Absent, Councilors: \_\_\_\_\_

**AND APPROVED BY THE MAYOR THIS 14<sup>th</sup> DAY OF JUNE, 2021.**

\_\_\_\_\_  
Richard A. Mays, Mayor

Attest:

\_\_\_\_\_  
Izetta Grossman, CMC, City Clerk





## AGENDA STAFF REPORT

**AGENDA LOCATION:** Contract Review Board Item #11A

**MEETING DATE:** June 14, 2021

**TO:** Honorable Mayor and City Council

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

**ISSUE:** Authorization to award Contract No. 2021-007 – West 15<sup>th</sup> Street Reconstruction Contract

**BACKGROUND:** The FY 2020/21 budget includes funding for the West 15<sup>th</sup> Street Reconstruction Project. This project will reconstruct the street in a 3-block section of West 15<sup>th</sup> Street from Liberty Street to Garrison Street. This section of roadway, which is extremely deteriorated and rough, is one of the worst street sections in the City and lies immediately to the east of the Fort Dalles Museum. The roadway has degraded below a condition that can be improved with a lesser treatment like a chip or slurry seal and must be fully reconstructed to effectively improve it. All of the sidewalks within the three blocks will be upgraded to have ADA-compliant ramps as part of the project; other than the ramps at the intersections, no other sidewalk work is planned to occur with the project.

The project was designed in-house by the City's engineers. The construction contract was then publicly advertised for bid. While two firms pre-qualified for the project, only one bid was received. The bid was as follows.

Granite Construction	\$629,629
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The bid from Granite Construction was deemed to be a responsible bid. The bid price is \$40,227 more than was budgeted for the project; the increase in cost is largely due to the need to replace a section of curb and gutter to improve drainage that was not originally anticipated. The completion date for the construction contract is August 31, 2021.

**BUDGET ALLOCATION:** The adopted FY2020-21 budget includes \$589,402 in line 013-1400-000.75-10 of the Public Works Reserve Fund allocated to the project. The bid is \$40,227 more than was budgeted. Within that same budget line, \$400,000 is identified to build revenues for the future Scenic Drive Stabilization Phase 3 project. Staff recommends that \$40,227 of those accumulated funds be used to complete the funding for this West 15<sup>th</sup> Street Reconstruction project. By doing so there are adequate funds available for this contract.

**ALTERNATIVES:**

1. **Staff Recommendation:** *Move to authorize the award of Contract No. 2021-007 for the West 15<sup>th</sup> Street Reconstruction Project to Granite Construction in an amount not to exceed \$629,629.*
2. Deny authorization to award the contract and provide additional direction to staff on how to proceed.



## **AGENDA STAFF REPORT**

### **AGENDA LOCATION: Action Item #12A**

**MEETING DATE:** June 14, 2021

**TO:** Honorable Mayor and City Council

**FROM:** Alice Cannon, Community Development Director

**ISSUE:** Approval of Intergovernmental Agreement for Right-of-Way Services between Oregon Department of Transportation and the City of The Dalles to support the First Street/Riverfront Connection project

**BACKGROUND:** In June 2008, the City and the Oregon State Department of Transportation (ODOT) entered into an agreement to provide federal funds (\$1,566,000) to assist with the construction of certain street and pedestrian improvements on East First Street from Union Street to Laughlin Street, and to construct a plaza and below grade bicycle/pedestrian undercrossing of the UPRR lines on Washington Street (“The Dalles Riverfront Access Project”).

After a number of changes to scope and location to the project since 2008, the project boundaries are now along First Street between Union and Laughlin. Design is nearly 90% complete. At the last Council meeting on May 24, 2021, the City Council approved a contract amendment with KPFF Engineering to finish design/engineering, continue project management, and identify/survey right-of-way needed for the project.

The attached Intergovernmental Agreement (IGA) will authorize ODOT to administer right-of-way services for this partial federal-aid project. No local agencies have required federal certifications negotiating and acquiring right-of-way. Services provided by ODOT in this agreement are:

- 1) **Preliminary Phase** – Including preparing cost estimates for property, identifying property locations, collecting preliminary title reports, completing Level 1 Environmental Assessment, and Level 2 Environmental Assessment, as needed.
- 2) **Right of Way Phase** – Including right-of-way acquisition, collecting title insurance and appraisals, and conducting property negotiations.

- 3) **Property Closing Phase** – ODOT will close all property transactions during this phase. City Council will notice that property condemnation is included in the IGA as a property acquisition option only if needed and only following federal guidelines. The City does not expect condemnation to be part of this project, though the service is covered in the IGA, if needed.

**BUDGET IMPLICATIONS:** The IGA anticipates that the services covered will not exceed \$200,000. Funding to cover this IGA is currently included in the FY 2020-2021 budget and was adopted by the Urban Renewal Budget Committee on May 18.

**COUNCIL ALTERNATIVES:**

1. **Staff recommendation:** *Move to Authorize the City Manager to execute the Intergovernmental Agreement for Right of Way Services between the City of The Dalles and Oregon Department of Transportation No. 34666 for the First Street/Riverfront Connection Project.*
2. Decline to authorize the City Manager to sign the IGA.

**Attachment**

**Intergovernmental Agreement for Right of Way Services No. 34666**

**INTERGOVERNMENTAL AGREEMENT  
FOR RIGHT OF WAY SERVICES**  
The Dalles Riverfront Access Project

THIS AGREEMENT is made and entered into by and between the STATE OF OREGON, acting by and through its Department of Transportation, hereinafter referred to as "State" or "ODOT"; and CITY OF THE DALLES, acting by and through its elected officials, hereinafter referred to as "Agency", both herein referred to individually as "Party" and collectively as "Parties".

**RECITALS**

1. By the authority granted in Oregon Revised Statute (ORS) 190.110, 283.110, 366.572 and 366.576, state agencies may enter into agreements with units of local government or other state agencies for the performance of any or all functions and activities that a Party to the agreement, its officers, or agents have the authority to perform.
2. By the authority granted in ORS 366.425, ODOT may accept deposits of money or an irrevocable letter of credit from any county, city, road district, person, firm, or corporation for the performance of work on any public highway within the State. Money so deposited shall be disbursed for the purpose for which it was deposited.
3. The Riverfront Access Project Area and City Streets are under the jurisdiction and control of Agency.
4. ODOT is responsible for delivering the The Dalles Riverfront Access Project ("Project") under Local Agency Agreement Number 24441 executed on June 11, 2018 and amended on July 12, 2018 ("Project Agreement") attached hereto as Exhibit C and by this reference made a part hereof.
5. This Agreement covers a subset of the work set forth in the Project Agreement; therefore, the Project Agreement describes the general scope and funding for the right of way activities carried out under this Agreement. This Agreement further defines the roles and responsibilities of the Parties regarding real property to be used as part of the right of way for the Project, and further refines the details of the scope and funding for these right of way activities.
6. As of the Effective Date of this Agreement, there are no local public agencies ("LPAs") certified to independently administer federal-aid projects for right of way services. ODOT is

ultimately responsible for the certification and oversight of all right of way activities under this Agreement.

**NOW THEREFORE**, the premises being in general as stated in the foregoing Recitals, it is agreed by and between the Parties hereto as follows:

## **TERMS OF AGREEMENT**

1. Under such authority, to accomplish the objectives in the Project Agreement, ODOT agrees to perform the right of way Services shown in Exhibit A - Special Provisions ("Services"), attached hereto and by this reference made a part hereof.
2. The Parties agree to comply with the terms of this Agreement and the applicable terms of Project Agreement in performing the Services. In the event of a direct conflict, the terms of the Project Agreement will control over any conflicting provision in this Agreement.
3. The funding and payment for the Services are set forth in the Project Agreement. This Agreement commits no additional funding for the Services.
  - a. Under no condition shall ODOT's obligations under this Agreement exceed \$200,000.00, including all expenses, unless agreed upon by both Parties in writing in a fully executed amendment to this Agreement. This maximum is the amount programmed in the STIP for the right of way phase of the Project.
4. Exhibits Attached and Incorporated.
  - a. This Agreement includes the following exhibits, each of which is attached and incorporated into this Agreement by reference as though fully set forth herein:
    - Exhibit A – Special Provisions
    - Exhibit B – Resolution Exercising The Power of Eminent Domain
    - Exhibit C - Project Agreement
5. This Agreement becomes effective on the date all required signatures are obtained ("Effective Date"). Services shall begin on or after the Effective Date and shall be completed no later than January 31, 2024, on which date this Agreement automatically expires unless extended by a fully executed amendment.
6. Both Parties will strictly follow the rules, policies and procedures of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended and implemented through Title 49, Part 24, ORS Chapter 35 and the ODOT Right of Way Manual, located at <https://www.oregon.gov/ODOT/ROW/Documents/ROW-Manual.pdf> and incorporated herein by this reference. Each Party will require its contractors and subcontractors, if any, to comply with this provision.

## **ODOT OBLIGATIONS**

1. ODOT shall perform the Services assigned to ODOT in Exhibit A.

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34666



2. ODOT's right of way contact person for this Agreement is Caleb Stephens, Senior Right of Way Agent, 63055 N Highway 97, Bldg "M", Bend OR 97703, 541-388-6431, [caleb.c.stephens@odot.state.or.us](mailto:caleb.c.stephens@odot.state.or.us), or assigned designee upon individual's absence. ODOT shall notify the other Party in writing of any contact changes during the term of this Agreement.

## AGENCY OBLIGATIONS

1. Agency shall perform the Services assigned to Agency in Exhibit A. All Services provided by Agency shall comply with ODOT's Right of Way Manual in effect at the time the Services are performed.
2. Agency certifies, at the time this Agreement is executed, that sufficient funds are available and authorized for expenditure to finance costs of this Agreement within Agency's current appropriation or limitation of current budget. Agency is willing and able to finance its share of all costs and expenses incurred under this Agreement up to the maximum amount set forth in Terms of Agreement Paragraph 3.
3. Agency's performance of Services.
  - a. In performing Services under this Agreement, Agency may utilize qualified individuals from Agency's staff or the Staff of another local public agency, as described in the ODOT Right of Way Manual and approved by the State's Region Right of Way Office. Agency may also request ODOT staff perform Services under this Agreement, as further described in Exhibit A.
  - b. Agency may also request ODOT act as the lead contracting agency and deliver a consultant contract on behalf of Agency, using consultants from State's Full Service Architectural and Engineering (A&E) Price Agreement 2 Tier Selection Process, as applicable. Tier 2 procurements must be requisitioned through State's Local Agency Liaison (LAL) with solicitation process administered by State's Procurement Office. Forms and procedures for Tier 2 process are located at: <https://www.oregon.gov/ODOT/Business/Procurement/FS/tier2guide.doc>
  - c. Agency's needed right of way services may be performed by utilizing appraiser Services procured by Agency from State's Qualified Appraiser List (online at: [https://www.oregon.gov/ODOT/ROW/Documents/Appraisal\\_Qualified-Consultant-List.pdf](https://www.oregon.gov/ODOT/ROW/Documents/Appraisal_Qualified-Consultant-List.pdf)) or other right of way related Services procured by Agency from any source of qualified contractors or consultants.
  - d. Contractor selections under Agency Obligations, Paragraphs 3.c above may be based on price alone, price and qualifications, or qualifications alone followed by negotiation. **Federally funded procurements** carried out by Agency for right of way Services must be conducted under State's certification program for consultant selection and must comply with requirements in the [LPA A&E Requirements Guide](#), and must use the State's standard [A&E Contract Template for LPAs](#) which may be modified to include State-approved provisions required by Agency. **State and locally funded**

**procurements** carried out by Agency must comply with applicable State rules and statutes for A&E “Related Services” (Agency may use its own contract document). The LPA A&E Requirements Guide and A&E Contract Template are available at: <https://www.oregon.gov/ODOT/Business/Procurement/Pages/LPA.aspx>.

4. If Agency intends to use Agency staff, staff of another local public agency, consultants (except for consultants on State’s Qualified Appraiser List), or contractors to perform Services under this Agreement, Agency must receive prior written approval from State’s Region Right of Way Office.
5. Agency shall require its contractor(s) and subcontractor(s) that are not units of local government as defined in ORS 190.003, if any, to indemnify, defend, save and hold harmless the State of Oregon, Oregon Transportation Commission and its members, Oregon Department of Transportation and its officers, employees and agents from and against any and all claims, actions, liabilities, damages, losses, or expenses, including attorneys’ fees, arising from a tort, as now or hereafter defined in ORS 30.260 (“Claims”), to the extent such Claims are caused, or alleged to be caused, by the negligent or willful acts or omissions of Agency’s contractor or any of the officers, agents, employees or subcontractors of the contractor. It is the specific intention of the Parties that ODOT shall, in all instances, except to the extent Claims arise solely from the negligent or willful acts or omissions of ODOT, be indemnified from and against all Claims caused or alleged to be caused by the contractor or subcontractor.
6. Any such indemnification shall also provide that neither the Agency’s contractor or subcontractor nor any attorney engaged by Agency’s contractor or subcontractor shall defend any claim in the name of the State of Oregon or any agency of the State of Oregon, nor purport to act as legal representative of the State of Oregon or any of its agencies, without the prior written consent of the Oregon Attorney General. The State of Oregon may, at any time at its election assume its own defense and settlement in the event that it determines that Agency’s contractor is prohibited from defending the State of Oregon, or that Agency’s contractor is not adequately defending the State of Oregon’s interests, or that an important governmental principle is at issue or that it is in the best interests of the State of Oregon to do so. The State of Oregon reserves all rights to pursue claims it may have against Agency’s contractor if the State of Oregon elects to assume its own defense.
7. Agency shall perform all Services under this Agreement as an independent contractor and shall be exclusively responsible for all costs and expenses related to its employment of individuals to perform the Services under this Agreement including, but not limited to, retirement contributions, workers compensation, unemployment taxes, and state and federal income tax withholdings.
8. When Agency is performing Services under this Agreement, Agency shall ensure that temporary pedestrian routes are provided through or around any Project work zone. Any such temporary pedestrian route shall include directional and informational signs, comply with ODOT standards, and include accessibility features equal to or better than the features present in the existing pedestrian facility. Agency shall also ensure that advance notice of any

temporary pedestrian route is provided in accessible format to the public, people with disabilities, and disability organizations at least 10 days prior to the start of construction.

9. Agency certifies and represents that all individuals signing this Agreement have been authorized to enter into and execute this Agreement on behalf of Agency, under the direction or approval of its governing body, commission, board, officers, members or representatives, and to legally bind Agency.
10. Agency acknowledges and agrees that ODOT, the Oregon Secretary of State's Office, the federal government, and their duly authorized representatives shall have access to the books, documents, papers, and records of Agency which are directly pertinent to this Agreement for the purpose of making audit, examination, excerpts, and transcripts for a period of six (6) years after final payment. Copies of applicable records shall be made available upon request. Payment for costs of copies is reimbursable by ODOT.
11. Agency shall comply with all federal, state, and local laws, regulations, executive orders and ordinances applicable to the Services under this Agreement, including, without limitation, the provisions of ORS 279B.220, 279B.225, 279B.230, 279B.235 and 279B.270 incorporated herein by reference and made a part hereof. Without limiting the generality of the foregoing, Agency expressly agrees to comply with (i) Title VI of Civil Rights Act of 1964; (ii) Title V and Section 504 of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990 and ORS 659A.142; (iv) all regulations and administrative rules established pursuant to the foregoing laws; and (v) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.
12. Agency shall upon ODOT's request provide copies of any required documentation related to the Services as described in Exhibit A.
13. Agency's right of way contact person for this Agreement is Alice Cannon, Community Development Director, 313 Court Street, The Dalles, OR 97058, 541-296-5490 x1151, [acannon@ci.the-dalles.or.us](mailto:acannon@ci.the-dalles.or.us), or assigned designee upon individual's absence. Agency shall notify the other Party in writing of any contact information changes during the term of this Agreement.

#### **GENERAL PROVISIONS:**

1. Termination.
  - a. This Agreement may be terminated by mutual written consent of both Parties.
  - b. This Agreement may be terminated by either Party upon thirty (30) days' notice, in writing, and delivered by certified mail or in person, under any of the following conditions:
    - i. If either Party fails to provide Services called for by this Agreement within the time specified herein or any extension thereof.

- ii. If either Party fails to perform any of the other provisions of this Agreement or so fails to pursue the Services as to endanger performance of this Agreement in accordance with its terms, and after receipt of written notice fails to correct such failures within ten (10) days or such longer period as may be authorized.
  - c. ODOT may terminate this Agreement effective upon delivery of written notice to Agency, or at such later date as may be established by ODOT, under any of the following conditions:
    - i. If ODOT fails to receive funding, appropriations, limitations or other expenditure authority sufficient to allow ODOT, in the exercise of its reasonable administrative discretion, to continue to make payments for performance of this Agreement.
    - ii. If Agency fails to provide payment of its share of the cost of the Project.
    - iii. If federal or state laws, regulations or guidelines are modified or interpreted in such a way that either the Services under this Agreement is prohibited or ODOT is prohibited from paying for such Services from the planned funding source.
  - d. Any termination of this Agreement shall not prejudice any rights or obligations accrued to the Parties prior to termination.
- 2. All employers that employ subject workers who perform Services under this Agreement in the State of Oregon shall comply with ORS 656.017 and provide the required workers' compensation coverage unless such employers are exempt under ORS 656.126. Employers Liability insurance with coverage limits of not less than \$500,000 must be included. Both Parties shall ensure that each of its subcontractors complies with these requirements.
- 3. If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against ODOT or Agency with respect to which the other Party may have liability, the notified Party must promptly notify the other Party in writing of the Third Party Claim and deliver to the other Party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Each Party is entitled to participate in the defense of a Third Party Claim and to defend a Third Party Claim with counsel of its own choosing. Receipt by a Party of the notice and copies required in this paragraph and meaningful opportunity for the Party to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to that Party's liability with respect to the Third Party Claim.
- 4. With respect to a Third Party Claim for which ODOT is jointly liable with Agency (or would be if joined in the Third Party Claim), ODOT shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by Agency in such proportion as is appropriate to reflect the relative fault of ODOT on the one hand and of Agency on the other hand in connection with the events which resulted in such expenses, judgments, fines or

settlement amounts, as well as any other relevant equitable considerations. The relative fault of ODOT on the one hand and of Agency on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. ODOT's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if ODOT had sole liability in the proceeding.

5. With respect to a Third Party Claim for which Agency is jointly liable with ODOT (or would be if joined in the Third Party Claim), Agency shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by ODOT in such proportion as is appropriate to reflect the relative fault of Agency on the one hand and of ODOT on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of Agency on the one hand and of ODOT on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. Agency's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if it had sole liability in the proceeding.
6. The Parties shall attempt in good faith to resolve any dispute arising out of this Agreement. In addition, the Parties may agree to utilize a jointly selected mediator or arbitrator (for non-binding arbitration) to resolve the dispute short of litigation.
7. Agency, as a recipient of federal funds, pursuant to this Agreement with the ODOT, shall assume sole liability for Agency's breach of any federal statutes, rules, program requirements and grant provisions applicable to the federal funds, and shall, upon Agency's breach of any such conditions that requires the ODOT to return funds to the Federal Highway Administration, hold harmless and indemnify ODOT for an amount equal to the funds received under this Agreement; or if legal limitations apply to the indemnification ability of Agency, the indemnification amount shall be the maximum amount of funds available for expenditure, including any available contingency funds or other available non-appropriated funds, up to the amount received under this Agreement.
8. Agency and ODOT are the only Parties to this Agreement and are the only Parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or will be construed to give or provide, any benefit or right, whether directly, indirectly, or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Agreement.
9. The Parties hereto agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction to be invalid, unenforceable, illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights

and obligations of the Parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.

10. This Agreement may be executed in several counterparts (facsimile or otherwise) all of which when taken together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of this Agreement so executed shall constitute an original.
11. This Agreement and attached exhibits constitute the entire agreement between the Parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification or change of terms of this Agreement shall bind either Party unless in writing and signed by both Parties and all necessary approvals have been obtained. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of either Party to enforce any provision of this Agreement shall not constitute a waiver by either Party of that or any other provision.
12. Survival. All rights and obligations of the Parties under this Agreement will cease upon termination or expiration of this Agreement, other than the rights and obligations of the parties that by their nature or express terms survive termination or expiration of this Agreement.

**THE PARTIES**, by execution of this Agreement, hereby acknowledge that their signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

**Signature Page to Follow**

**CITY OF THE DALLES**, by and through its  
City Council

By \_\_\_\_\_

Date \_\_\_\_\_

By \_\_\_\_\_

Date \_\_\_\_\_

**LEGAL REVIEW APPROVAL (If required  
in Agency's process)**

By \_\_\_\_\_  
City Attorney

Date \_\_\_\_\_

**Agency Contact:**

Alice Cannon  
Community Development Director  
313 Court Street  
The Dalles, OR 97058  
541-296-5490 x1151  
[acannon@ci.the-dalles.or.us](mailto:acannon@ci.the-dalles.or.us)

**ODOT Contact:**

Caleb Stephens  
Sr. Right of Way Agent  
63055 N Highway 97, Bldg. "M"  
Bend, OR 97703  
541-388-6431  
[caleb.c.stephens@odot.state.or.us](mailto:caleb.c.stephens@odot.state.or.us)

**STATE OF OREGON**, by and through  
its Department of Transportation

By \_\_\_\_\_  
State Right of Way Manager

Date \_\_\_\_\_

**APPROVAL RECOMMENDED**

By \_\_\_\_\_  
Region 4 Right of Way Manager

Date \_\_\_\_\_

By \_\_\_\_\_

Date \_\_\_\_\_

**APPROVED AS TO LEGAL SUFFICIENCY**

By N/A  
Assistant Attorney General

Date \_\_\_\_\_

**APPROVED**

(If Litigation Services related to Condemnation  
are to be done by ODOT)

By \_\_\_\_\_  
Chief Trial Counsel

Date \_\_\_\_\_

**Exhibit A**  
**SPECIAL PROVISIONS**  
**Right of Way Services**

**A. Preliminary Phase:** ODOT or Agency shall perform the Services outlined in this Section A during the preliminary right of way phase of the Project as identified below. When Services listed under this Section A are performed by Agency, Agency shall charge the Services as preliminary engineering expenditures.

1. ODOT shall prepare preliminary cost estimates.
2. ODOT shall make preliminary contacts with property owners.
3. ODOT shall gather and prepare data for environmental documents.
4. ODOT shall develop access and approach road list.
5. ODOT shall help prepare field location and project data as defined in the Project Agreement.
6. Title. ODOT shall provide preliminary title reports, if ODOT determines they are needed, before negotiations for acquisition commence.
7. Legal Descriptions:
  - a. Agency shall prepare sufficient horizontal control, recovery and retracement surveys, vesting deeds, maps and other data so that legal descriptions can be written.
  - b. Agency shall prepare construction plans and cross-section information for the Project.
  - c. Agency shall write legal descriptions and prepare right of way maps. If the Agency acquires any right of way on a State highway, the property descriptions and right of way maps shall be based upon centerline stationing and shall be prepared in accordance with the current ODOT [Right of Way Engineering Manual](https://www.oregon.gov/ODOT/ETA/Documents_Geometronics/ROW-Eng-Manual.pdf), located at [https://www.oregon.gov/ODOT/ETA/Documents\\_Geometronics/ROW-Eng-Manual.pdf](https://www.oregon.gov/ODOT/ETA/Documents_Geometronics/ROW-Eng-Manual.pdf) and incorporated herein by reference. The preliminary and final versions of the property descriptions and right of way maps must be reviewed and approved by ODOT.
  - d. ODOT shall specify the degree of title to be acquired (e.g., fee, easement), which must be determined in accordance with the current ODOT Right of Way Manual.
8. Hazmat:
  - a. ODOT shall conduct a Level 1 Initial Site Assessment, according to State Guidance, within Project limits to detect presence of hazardous materials on any property purchase, excavation or disturbance of structures, as early in the Project



design as possible, but at a minimum prior to property acquisition or approved design.

- b. ODOT shall conduct a Level 2 Preliminary Site Investigation, according to ODOT's Hazmat Program Procedures Guidebook and other applicable requirements of the Oregon Department of Environmental Quality, of sufficient scope to confirm the presence of contamination, determine impacts to properties and develop special provisions and cost estimates, if the Level 1 Initial Site Assessment indicates the potential presence of contamination that could impact the properties. If contamination is found, ODOT will promptly disclose the severity and extent of contamination to Agency and present a recommendation for remediation to Agency as set forth in ODOT's Right of Way Manual Section 6.330 paragraph 2.
- c. Agency shall attempt to have the property owner undertake any necessary remediation at the property owner's expense. Other options are set forth in ODOT's Right of Way Manual section 6.330 paragraph 2.b. If Agency undertakes any remediation on the site, Agency will be solely responsible for any liability that may arise from such remediation.

**B. Right of Way Phase:** ODOT or Agency shall perform the Services outlined in this Section B during the acquisition right of way phase of the Project as identified below. When Services listed under this Section B are performed by Agency, Agency shall charge the Services as right of way expenditures.

1. Right of Way Acquisition:

- a. Right of Way Acquisition is the process of obtaining property necessary for the Project, from negotiation to possession of the property, using various sub-processes including, but not limited to, appraisal, negotiation, condemnation, relocation, title closing, and project related property management related to the potential exercise of eminent domain. The basic requirements for carrying out right of way acquisition for the Project are set forth in this Section B.
- b. When performing the right of way acquisition Services, ODOT shall provide Agency with a Quarterly status report of the Services.
- c. Title to properties acquired shall be in the name of City of The Dalles.
- d. The Agency delegates, and ODOT accepts, the Agency's authority pursuant to all relevant common law, statutes, ordinances, and other authorities, to acquire and condemn property on Agency's behalf for the Project, where such acquisition or condemnation is made necessary by the Project.
- e. The Agency shall adopt a resolution of intention and determination of necessity in accordance with ORS 35.235 and ORS 35.610, authorizing acquisition and condemnation ("Resolution"). Agency's Resolution shall be substantially in the form of Exhibit B, attached hereto and by this reference made a part hereof. If the Agency

would like the Oregon Department of Justice (DOJ) to provide legal or litigation Services related to the condemnation work identified in this Agreement on Agency's behalf, DOJ must provide approval prior to performance of the Right of Way Services under this Agreement. To secure DOJ assistance, ODOT's Region Right of Way Manager must submit a written request to DOJ's Chief Trial Counsel, the Agency must expressly and officially request and authorize DOJ representation for the condemnation on the Project, and the signature of DOJ's Chief Trial Counsel must be obtained on this Agreement.

2. Real Property and Title Insurance:

- a. ODOT shall determine sufficiency of title (taking subject to). If the Agency acquires any right of way on a State highway, sufficiency of title (taking subject to) shall be determined in accordance with the current ODOT Right of Way Manual, and after obtaining ODOT's concurrence. Agency shall clear any encumbrances necessary to conform to these requirements, obtain Title Insurance policies as required and provide ODOT copies of any title policies for the properties acquired.
- b. Agency shall accept conveyed property "as-is" in accordance with ORS 93.808. ODOT is not required to provide any additional Services to Agency, including but not limited to payment, documentation, platting, surveying, or remediation, beyond those specifically set forth in this Agreement.

3. Appraisal:

- a. ODOT shall conduct the valuation process of properties to be acquired. If hazardous materials are located on the property, ODOT shall use section 6.330, paragraph 2 in ODOT's Right of Way Manual.
- b. ODOT shall perform the appraisal reviews to set just compensation.
- c. ODOT shall recommend just compensation, based upon a review of the valuation by qualified personnel.

4. Negotiations:

- a. ODOT shall tender all monetary offers to landowners in writing at the compensation level shown in the appraisal review. ODOT shall have sole authority to negotiate and make all settlement offers. When settlements for property acquisitions are made for more or less than the approved just compensation amount, a justification is required. Said statement will include the consideration of any property trades, construction obligations and zoning or permit concessions. If ODOT performs this function, it will provide the Agency with all pertinent letters, negotiation records and obligations incurred during the acquisition process.
- b. ODOT and Agency shall determine a date for certification of right of way and agree to cosign the State's Right of Way Certification form. ODOT and Agency agree

possession of all right of way is complete prior to advertising for any construction contract, unless otherwise agreed to by Agency and ODOT.

- c. ODOT agrees to file all Recommendations for Condemnation (Form 734-3311 and accompanying documents) with ODOT right of way headquarters, at least seventeen (17) days prior to the right of way certification date if negotiations have not been successful on those properties.

5. Relocation:

- a. ODOT shall perform any relocation assistance, make replacement housing computations, and do all things as required by applicable state and federal law necessary to relocate any persons displaced by the Project.
- b. ODOT shall determine all relocation benefits each property owner is eligible for and shall make all relocation and moving payments.
- c. ODOT shall facilitate the relocation appeal process.

**C. Closing Phase**

1. ODOT shall close all transactions. This includes drawing of deeds, releases and satisfactions necessary to clear title, obtaining signatures on release documents, and making all payments
2. Upon acceptance by Agency the conveyance documents shall be recorded.

**D. Property Management**

1. Agency shall take possession of all the acquired properties. There shall be no encroachments of buildings or other private improvements allowed upon the State highway right of way.
2. Agency shall dispose of all improvements and excess land consistent with applicable state, federal, and local laws and policies.
3. Agency shall conduct asbestos, lead paint and other hazardous materials surveys for all structures that will be demolished, renovated or otherwise disturbed. Asbestos surveys must be conducted by an AHERA (asbestos hazard emergency response act) certified inspector.

**E. Condemnation**

1. ODOT may offer mediation if ODOT and property owners have reached an impasse.
2. ODOT shall perform all administrative functions in preparation of the condemnation process, such as preparing final offer and complaint letters.

3. ODOT shall perform all legal and litigation Services related to the condemnation process, including all settlement offers. Prior approval of this Agreement by DOJ and passage of an Agency Resolution are required as provided in Section B.1.e above.
4. When ODOT performs legal or litigation Services related to the condemnation process, Agency acknowledges, agrees and undertakes to assure that no member of Agency's board or council, nor Agency's mayor, when such member or mayor is a practicing attorney, nor Agency's attorney(s), nor any member of the law firm of Agency's attorney(s), board or council member(s), or mayor, nor any other employee or representative of Agency licensed to practice law, will represent any party, except Agency, against the State of Oregon, its employees or contractors, in any matter arising from or related to the Project or the Services.

## **F. Transfer of Right of Way to State**

When right of way is being acquired in Agency's name, Agency agrees to transfer and State agrees to accept all right of way acquired on the State highway. Agency shall identify the existence of any hazardous materials on or in the property prior to the transfer. The specific method of conveyance will be determined by the Agency and the State at the time of transfer and shall be coordinated by the State's Region Right of Way Manager. Agency agrees to provide the State all information and file documentation the State deems necessary to integrate the right of way into the State's highway system. At a minimum, this includes: copies of all recorded conveyance documents used to vest title in the name of the Agency during the right of way acquisition process, and the Agency's Final Report or Summary Report for each acquisition file that reflects the terms of the acquisition and all agreements with the property owner(s).

## **G. Transfer of Right of Way to Agency**

When right of way is being acquired in State's name, State agrees to transfer and Agency agrees to accept, at no additional cost to the State, all right of way acquired on the Agency's facility, subject to concurrence from the Oregon Transportation Commission and FHWA at the time of the transfer. State shall identify the existence of any hazardous materials on or in the property prior to the transfer. The specific method of conveyance will be determined by the State and the Agency at the time of transfer and shall be coordinated by the State's Region Right of Way Manager. If requested, State agrees to provide Agency information and file documentation associated with the transfer.

**EXHIBIT B**  
**RESOLUTION EXERCISING THE POWER OF EMINENT DOMAIN**  
**Right of Way Services**

***(Instructions, please delete before completing form)***Regions: This portion of the document is unlocked. The LPA should block and copy to incorporate this language into their own standard resolution form **OR** fill in an "attested to" line or signature line at the bottom and use this form.

WHEREAS (insert title of agency) may exercise the power of eminent domain pursuant to (Agency's charter) (statutes conferring authority) and the Law of the State of Oregon generally, when the exercise of such power is deemed necessary by the (insert title of agency)'s governing body to accomplish public purposes for which (insert title of agency) has responsibility;

WHEREAS (insert title of agency) has the responsibility of providing safe transportation routes for commerce, convenience and to adequately serve the traveling public;

WHEREAS the project or projects known as (insert Project name) have been planned in accordance with appropriate engineering standards for the construction, maintenance or improvement of said transportation infrastructure such that property damage is minimized, transportation promoted, travel safeguarded; and

WHEREAS to accomplish the project or projects set forth above it is necessary to acquire the interests in the property described in "Exhibit A" attached to this Resolution and, by this reference incorporated herein; now, therefore,

BE IT HEREBY RESOLVED by (Agency's Council, Commission, or Board)

1. The foregoing statements of authority and need are, in fact, the case. The project or projects for which the property is required and is being acquired are necessary in the public interest, and the same have been planned, designed, located, and will be constructed in a manner which will be most compatible with the greatest public good and the least private injury;
2. The power of eminent domain is hereby exercised with respect to each of the interests in property described in Exhibit A to this Resolution. Each is acquired subject to payment of just compensation and subject to procedural requirements of Oregon law;
3. ([Insert title of Agency]'s staff and [attorney/counsel] --OR-- (The Oregon Department of Transportation and the Attorney General) are authorized and requested to attempt to agree with the owner and other persons in interest as to the compensation to be paid for each acquisition, and, in the event that no satisfactory agreement can be reached, to commence and prosecute such condemnation proceedings as may be necessary to finally determine just compensation or any other issue appropriate to be determined by a court in connection with the acquisition. This authorization is not intended to expand the

jurisdiction of any court to decide matters determined above or determinable by the (Agency's Council, Commission, or Board).

4. (insert title of agency) expressly reserves its jurisdiction to determine the necessity or propriety of any acquisition, its quantity, quality, or locality, and to change or abandon any acquisition.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

[insert signature blocks here]

Attachments: Exhibit A to Agency Resolution Exercising the Power of Eminent Domain  
– Property Description

**Exhibit A to Agency Resolution Exercising the Power of Eminent Domain –  
Property Description**

[insert property description]



## CONTRACT # 2007-08-004 AMENDMENT # 13

### PROJECT NAME AND LOCATION

Downtown Riverfront Connection Project, The Dalles, OR

This is Contract Amendment No. 13 to Contract No. 2007-08-004 effective date July 31, 2008, between the City of the Dalles, a Municipal Corporation, hereafter called the "CITY", and KPFF, Inc., which the parties agree is synonymous with the defined term "CONSULTANT" as referenced in the agreement between the parties titled "Agreement".

### AMENDMENT BACKGROUND/JUSTIFICATION

The CITY put the Project on hold in March of 2016 due to concerns about the overall Project budget. In early 2019, the CITY requested that CONSULTANT provide additional services through Amendment No. 12 to work with them to redefine the Project and to define the scope of work necessary to complete the design work and construction documents for the Project. The CITY is now requesting that CONSULTANT complete additional work associated with progressing the design of the improvements to Final Plans, Specifications and Estimates ("PS&E") for the redefined Project as described below.

### AMENDMENT PURPOSE

At the request of the CITY, CONSULTANT shall provide additional services needed to develop Final PS&E for the redefined Project as shown in the attached Exhibit "A" and described as follows:

- Eliminate the proposed pedestrian undercrossing of the UPRR rail lines and the associated sunken plaza located on Washington Street south of 1<sup>st</sup> Street and the pedestrian connection to the park north of the railroad.
- Modify the plans to incorporate streetscape elements consistent with the existing 2<sup>nd</sup> Street streetscape.
- Eliminate improvements to Washington Street south of the alley between 1<sup>st</sup> and 2<sup>nd</sup> Streets.
- Review alternative treatments at the existing Union Street railroad crossing to improve pedestrian safety and incorporate modifications.
- Add removal and replacement of existing water main in 1<sup>st</sup> Street within the Project limits.

Services during bidding and construction are not included at this time and will be incorporated through an amendment at a later date.

In addition, this Contract Amendment incorporates updated billing rate schedules for CONSULTANT and their subconsultants per currently approved ODOT rate schedules.

This Contract Amendment also reallocates funds remaining from earlier phases of work, including unused contingency tasks, to offset the additional fees associated with the additional services under this Contract Amendment.

#### ***A. Contract #2007-08-004 Exhibit A-Scope of Work is amended as follows:***

#### **TASK 1: PROJECT MANAGEMENT AND ADMINISTRATION**

*Add the following to the scope of work under this task:*

Work to be completed under this task includes additional Project management and administration efforts associated with the assessment of potential design modifications including:

- Execution of amendment to contract and subcontracts.
- Continued monitoring of scope of work, schedule and budget.
- Continued coordination and preparation of monthly invoices, monthly Project status reports and progress reports.
- Preparation and submittal of a revised Project schedule and updates.
- On-going quality assurance and quality control.

**Deliverables:** Consultant shall provide: Revised Project Schedule and Updates; Monthly Invoices and Progress Reports;

**TASK 2: RESEARCH AND DATA GATHERING**

**Task 2.2A: LEGAL DESCRIPTIONS FOR EASEMENTS**

*Add the following to the scope of work under this task:*

Consultant shall complete research, set field control, and complete field boundary resolution in order to take responsibility of professional land survey work performed by others. Features to be mapped that will support this effort include monument ties, railroad tracks, buildings, and curb lines.

Consultant shall provide revised Legal Descriptions and Exhibit Maps for up to eleven (11) affected properties for City's use in the acquisition of permanent and construction easements.

**Deliverables:**

Consultant shall provide Revised Legal Descriptions (one (1) paper copy and one (1) electronic in Microsoft Word format) and Exhibit maps (8-1/2" x 11" size) to accompany each legal description delivered above.

**TASK 5: FINAL PLANS, SPECIFICATIONS AND ESTIMATES**

*Add the following to the scope of work under this task:*

Consultant shall incorporate the design modifications identified above under "Amendment Purpose" into the PS&E for inclusion in Revised 75% and 95% design submittals and a Final PS&E submittal.

Specific elements of work to be completed under this task includes:

- Develop 75% resubmittal including the following components:
  - Incorporate modifications to the plans as described above and develop to 75% design level of completion including:
    - Title Sheet, Index of Sheets, Layout Sheet, and Alignment Data
    - Typical Sections and Details
    - Traffic Control Plans

- General Construction
    - Drainage and Utilities
    - Profiles
    - Erosion Control Plans and Notes
    - Striping and Signage Plans
    - Materials, Site Layout, Planting, Irrigation Plans and Details
    - Retaining Wall Plans and Details
    - Street Lighting Plans and Details
  - Removal of the following plans:
    - South and North Plaza Layouts
    - Tunnel Plans and Details
    - Signal Plans
  - The addition of Water System Plan and Profiles
  - Updated 75% construction cost estimate
  - Draft technical specifications updated to incorporate current standard Special Provisions.
- Develop 95% PS&E package resubmittal including:
    - Incorporation of response to comments received from City and ODOT on 75% documents including plans and specification.
    - Incorporation of additional details to the plans
    - Provide updated engineer's estimate of probable construction costs.
  - Develop Final PS&E addressing final comments on the 95% submittal. The final package must include stamped and signed original drawings, construction cost estimates, technical specifications and bid documents, incorporating City-provided "boilerplate" language.

**Deliverables:** Progress plan submittals (75% and 95%); Final PS&E ready for bidding.

**TASK 6: MEETINGS**

*Add the following to the scope of work under this task:*

Consultant shall prepare for, attend and document the following additional meetings:

- Up to three (3) meetings with City staff in The Dalles
- Up to three (3) meetings with Urban Renewal Agency and City Council in The Dalles
- Up to three (3) meetings with ODOT staff in The Dalles.

**Deliverables:** Meeting Agendas and Minutes/Summaries.

**TASK 7: PERMITTING**

**TASK 7.1 – RAILROAD PERMITTING**

*Add the following to the scope of work under this subtask:*

The modifications to the proposed Project will require the acquisition of permits and approvals through ODOT Rail and UPRR due to proximity of the street work to the existing Union Pacific Railroad (“UPRR”) mainline and potential improvements at the Union Street railroad crossing.

Additional Services to be completed under this task include:

- Providing input into the identification and development of alternatives for proposed improvements adjacent to the railroad.
- Prepare presentation material and submit concepts plans to Railroad.
- Provide input into development of 30% design for railroad review.
- Prepare submittal for UPRR permit review.
- Submit plans to UPRR.
- Prepare and submit permit application for ODOT Rail review and approval.
- Prepare for and facilitate the following meetings:
  - Meet with UPRR (2 meetings) in Portland
  - Meet with ODOT Rail (2 meetings) in Salem
  - Meeting with City (2 meetings) in The Dalles
  - Field reconnaissance with UPRR, ODOT

**Deliverables:** Draft and Final ODOT Rail Permit Application, and Submittals to UPRR for approvals.

#### **Task 7.4 - PHASE I HAZARDOUS MATERIALS CORRIDOR ASSESSMENT (“HMCA”)**

*Add the following to the scope of work under this subtask:*

The HMCA for the Project was completed in 2012. Since the Project scope/footprint has not expanded since that time, it is likely that the 2012 HMCA is sufficient. However, given the time since the completion of the HMCA, the following scope is added to this task.

Consultant shall complete the following additional Services:

- Review aerial photographs from 2012 to the present.
- Complete a re-review of government databases using electronic databases to check for any newly discovered contaminated sites
- Perform a site visit to document land use changes that may be risk for hazardous substance releases.
- Document findings of the above review in a memorandum.

**Deliverables:** HMCA Update Memorandum in electronic (PDF) format four (4) weeks following Notice To Proceed (“NTP”).

**Assumptions:** We have assumed that the above effort will not find any additional risks not included in the Projects HMCA Report.

*Add the following Task to the scope of work:*

#### **TASK 11: BIDDING ASSISTANCE**

Consultant shall assist the City to answer questions during the advertising and bidding of the construction Project. Consultant shall:

- Provide written response to questions from bidders to City;
- Prepare plans and specifications addenda revision letters as needed, up to three (3) addenda letters;

The City is responsible for receiving questions, coordinating, and providing official response to potential bidders.

**Deliverables:** Documentation of responses to bidders and revision letters to the City in electronic format; One (1) electronic copy (MS Word) of Project Special Provisions updated for Construction Contract and incorporating all addenda, as applicable

**Project Assumptions**

The following assumptions have been established in the development of this scope of work:

- For the purpose of developing this scope of work we have assumed that environmental documentation including hazardous materials assessments, archeological and historical reports and biological assessments prepared under earlier phases of the work are adequate for Project approvals. Modifications to those reports are not included in this scope of work except as indicated under Task 7.4 for HMCA.
- There will be no changes to street light pole types from previously completed Services and no review of alternative pole options.

**SUMMARY OF TASKS, DELIVERABLES, AND SCHEDULE**

Task	Deliverable	Schedule
1	Revised Project Schedule and Updates	Within 3 weeks of receipt of NTP
1	Monthly Invoices	Monthly
1	Monthly Progress Reports	Monthly
2.2A	Legal Descriptions and Exhibits for Easements	Within 4 weeks of client review and comments on revised 75% plans.
5	75% Plans, Specifications and Estimate	Within 12-weeks of receipt of NTP
5	95% PS&E	Within 8 -weeks of receipt of all agency comments on the 75% PS&E
5	Final PS&E	Within 6 -weeks of receipt of all agency and UPRR comments on the 95% PS&E
6	Meeting Agendas	24-hours prior to meeting
6	Meeting Minutes/Summaries	Within 3-days of meeting
7.1	Draft Rail Permit Applications	Within 4 weeks of completion of 75% PS&E

7.1	Final Rail Permit Applications	Within 2 weeks of receipt of comments on DRAFT from Agency
7.4	HMCA Update Memorandum	Within 6 weeks of receipt of NTP
11	Bid Addenda	Within 5 business days of receiving City request for addenda documentation

**C. Contract # 2007-08-004 fees are amended to reflect the following:**

1. The addition of fees for additional work identified above.

**BASIS FOR COST ADJUSTMENT**

<b>Current Total Not-to-Exceed Amount (Including all prior amendments):</b>	<b>\$ 1,267,187.00</b>
<b>1.a Net Amount for Additional Work:</b>	<b>\$ 343,177.88</b>
<b>1.b Contingency Tasks under this Amendment #13:</b>	<b>\$ 0</b>
**	
<b>1.c Net Amount for New Services (1.a + 1.b)</b>	<b>\$ 343,177.88</b>
<b>Reallocated budget from earlier phases</b>	<b>(\$ 97,945.88)</b>
<b>Net Amount - Contract # 2007-08-004, Amendment # 13:</b>	<b>\$ 245,232.00</b>
<b>New total Not-to-Exceed Amount for this contract:</b>	<b>\$ 1,512,419.00</b>

**COMPENSATION**


All Compensation for this phase of work is on a Time and Materials ("T&M")/Labor Hours basis and is only for the tasks identified in this SOW up to the Not-to-Exceed ("NTE") amount identified in the table above under 1.c Net Amount for New Services.

The Breakdown of Costs (BOC) dated December 13, 2019 is not physically attached but incorporated into this Contract Amendment by this reference with the same force and effect as though fully set forth herein. A copy of the final BOC has been provided to Consultant prior to Contract Amendment execution.

**IN WITNESS WHEREOF**

The parties have caused this **AMENDMENT #13** to **Contract # 2007-08-004** to be signed by their duly authorized representatives as of this 16 day of January, 2020.

**CITY OF THE DALLES**

  
**Julie Krueger, City Manager**


**APPROVED AS TO FORM:**

  
**Gene E. Parker, City Attorney**

**ATTEST:**

  
**Izelita Grossman, City Clerk**

**CONSULTANT**

By:   
**Curtis C. Vanderzanden,  
Principal**

Date: 1/17/2020

**OREGON DEPARTMENT OF TRANSPORTATION for concurrence of process.  
Approved by ODOT Procurement Office Manager or designee:**

**Brian R. Nielsen** Digitally signed by Brian R. Nielsen  
Date: 2020.01.14 10:51:00 -08'00'  
By: \_\_\_\_\_ Date: \_\_\_\_\_  
**Brian R. Nielsen, Team Lead**  
**ODOT PSK #26847 Amd. #13**



## AGENDA STAFF REPORT

**AGENDA LOCATION:** Action Item #12B

**MEETING DATE:** June 14, 2021

**TO:** Honorable Mayor and City Council  
**FROM:** Daniel Hunter, Human Resources Director  
**ISSUE:** City Workers Compensation Insurance Renewal

**RELATED COUNCIL GOAL:** The City Workers Compensation Renewal is specifically addressed in Council Goal D. found in the current Budget.

**BACKGROUND:** Workers Compensation Insurance premiums are a function of experience ratings and total payroll. Experience ratings are effected by employee injuries that incur time loss, the total amount paid on a claim and the number of claims. An experience rating of 1.0 is considered “normal.” A policy year is July 1 through June 30. The experience rating and premiums are calculated using a three year history, not including the most recent (current) year.

Fiscal Year 2015-2016 was the high mark for the City’s Workers Compensation. That year we had prorated premium of \$279,893 and an Experience Rating of 1.67 on payroll of \$5,805,924. Since that year our experience rating and premiums have declined each year. In addition, the claim frequency has also declined each of the last 3 years.

For the current year, our experience rating is .89 with a prorated premium of \$62,923. This is just over 22% of the high mark in FY15/16. The experience rating on the proposal from SAIF for the coming year is .73, the lowest in 20 years.

In 2020 SAIF and City/County Insurance Services (CIS) finalized an agreement to form Workers Compensation Group with both organizations cooperating. This greatly increases the processing and investigation ability for employers who currently have CIS Workers Compensation Insurance. It also allows for greater savings across all insurance lines. The details of this are also attached for your consideration. In brief, the CIS Group would provide an added \$7,865.77 in annual premium savings for FY21-22 over the



traditional SAIF plan.

This savings is only on the Workers Compensation Insurance. Any additional savings through CIS on our other insurance lines was not included in the proposal Council approved on May 10. It is estimated we would experience an additional 7-9% savings on General Liability/Property/Auto lines (~\$28k-\$35k).

If Council decides to join the SAIF/CIS workers compensation group the City would experience initial savings. However, CIS will be making decisions related to employee return to work. Given our experience with CIS, I anticipate them being more reluctant to get independent medical advice than SAIF. When they do, they are also more likely to defer to employee wishes if they conflict with that medical advice. In a return to work scenario, this could negatively impact Time Loss. Such an impact could stop or even reverse the gains we have made to reduce Time Loss.

If Council decides to renew with SAIF for our Workers Compensation Insurance this year, we can re-evaluate the option of joining the SAIF/CIS group later. Since this will be the first year for the group's operation, more detail on effectiveness and overall satisfaction will be available in later years.

**BUDGET IMPLICATIONS:** The approved budget for FY21-22 has sufficient funds budgeted to cover the cost of renewal without amendment.

**COUNCIL ALTERNATIVES:**

1. **Staff recommendation:** *Move to approve renewal of the City's Worker's Compensation Insurance for FY21-22 with SAIF in the amount of \$91,097.04.*
2. Move to approve the City's Worker's Compensation Insurance with SAIF/CIS Group in the amount of \$83,231.27.
3. Decline



## ISU Insurance Services The Stratton Agency

June 1, 2021

City of The Dalles  
313 Court Street  
The Dalles OR 97058

Dear, Mayor and City of The Dalles City Council,

I am pleased to present your 2021-2022 SAIF workers compensation renewal proposal.

I am excited to announce once again that through hard work in each department and a culture that supports and promotes a safe and healthy workplace, your experience rating modification is going from a .89 down to .73. This rating factor is based on City of The Dalles having a lower than average claims experience and this is a positive improvement of from last year's rate.

Coupled with the favorable rate that SAIF is proposing for the 2021-2022 renewal, City of The Dalles had also received a SAIF policy dividend on September 2, 2020 in the amount of \$24,668.00. This dividend comprised of 17.56% factor to the premium and a 9.78% loss dividend factor which means your dividend was awarded in excess due to favorable loss history. As we know dividends are not guaranteed.

City of The Dalles has two options with SAIF this year. CIS has stepped in and is offering an option to provide risk management, return to work management, online training and work alongside of SAIF as a partnership. SAIF will remain the workers compensation carrier, CIS is partnering with them. They have coupled this option with a 9% OGSERP discount. The OGSERP discount can and will fluctuate based on the entire group's performance and is not a guaranteed discount each year. I have attached that proposal for your viewing. This option also comes with some discounts on your CIS package which I am sure your CIS agent has shared with you.

City of The Dalles also has the option to stay the course with SAIF handling all risk management, claims management, and return to work expertise. This option forfeits the OGSERP discount but allows all current processes, risk management, and return to work process to remain as they currently are and will not disrupt the team that City of The Dalles currently works with. I have also attached a proposal for this option.

City of The Dalles has done a wonderful job at managing the workers compensation processes and has managed to lower claims and the premiums in recent years.



**ISU Insurance Services**  
**The Stratton Agency**

In our opinion this proposal is reflective of the valuable agent to administration relationship. It would be our recommendation to continue the relationship with The Stratton Agency along with SAIF as your workers compensation provider.

We are honored to represent City of The Dalles and we look forward to a bright future. If you have any questions please do not hesitate to contact us.

Sincerely Yours,

A handwritten signature in blue ink, appearing to read 'BW', is written over a faint, circular watermark or stamp.

Breanna Wimber  
Agent of Record

**City of The Dalles**
**Premium estimate for Guaranteed Cost**
**Period:** 07/01/2021 - 07/01/2022

**Policy:** 488236

**Group:** CIS

**Plan:** CIS

**Rating period: 07/01/2021 to 07/01/2022**
**Location 2: City of the Dalles**

Classification description	Class	Subject payroll	Rate	Premium
Street/Rd Const-Fnl	5506	\$423,940.00	4.68	\$19,840.39
Grad/Pve/Rep/Dr				
Street or Road Construction-Subsurface Work & Drivers	5507	\$0.00	3.35	\$0.00
Marinas/Boathouses Oper-Inc-Dr	6826	\$0.00	6.08	\$0.00
Marinas-Inc Sls/Prts Dr-State Act	6836	\$0.00	3.33	\$0.00
Limousine Company & Drivers	7382	\$0.00	2.9	\$0.00
Waterworks Operation-Dr	7520	\$1,156,669.00	2.14	\$24,752.72
Sewage Disposal Plant Oper-Dr	7580	\$602,169.00	2.14	\$12,886.42
Police Officers & Dr	7720	\$2,182,430.00	2.84	\$61,981.01
Trapping-Forest Animals/Dr	7720	\$0.00	2.84	\$0.00
City/County-Veh/Equip Repr Shop-Dr	8380	\$114,010.00	2.02	\$2,303.00
Vol Plcmn @ 2400/Qtr Ea	8411	\$38,400.00	1.05	\$403.20
Field Representatives	8742	\$656,197.00	0.2	\$1,312.39
Office Clerical	8810	\$781,855.00	0.11	\$860.04
Library/Museum-Public-Prof Emp&Cler	8810	\$564,103.00	0.11	\$620.51
Vol Library Prof Emp & Cler	8810	\$0.00	0.11	\$0.00
Attorney & Cler/Messenger/Dr	8820	\$0.00	0.11	\$0.00
Dog Pounds-Incl Dog Catcher/Dr	8831	\$33,916.00	1.04	\$352.73
Buildings-Operation By Owner Or Lessee & Drivers	9015	\$114,711.00	2.54	\$2,913.66
Park NOC-All Employees & Dr	9102	\$0.00	2.74	\$0.00
Snow Removal-Streets/Roads-Dr	9402	\$0.00	3.95	\$0.00
Garbage/Ash/Refuse Collectn Dr	9403	\$0.00	4.45	\$0.00
Municipal/Twn/Cnty/State Emp-NOC	9410	\$847,264.00	1.19	\$10,082.44
<b>Total manual premium</b>		<b>\$7,515,664.00</b>		<b>\$138,308.51</b>

Description	Basis	Factor	Premium
EL Increased Limits premium (Part II)	\$138,308.51	1.004	\$553.23
<b>Total subject premium</b>			<b>\$138,861.74</b>

Description	Basis	Factor	Premium
Experience Rating	\$138,861.74	0.73	-\$37,492.67
<b>Total modified premium</b>			<b>\$101,369.07</b>

Description	Basis	Factor	Premium
OGSERP factor	\$101,369.07	0.91	-\$9,123.22
Pre-pay credit	\$92,245.85	0.965	-\$3,228.60
<b>Total standard premium</b>			<b>\$89,017.25</b>

Description	Basis	Factor	Premium
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**City of The Dalles**

**Premium estimate for Guaranteed Cost**

**Period:** 07/01/2021 - 07/01/2022  
**Group:** CIS

**Policy:** 488236  
**Plan:** CIS

Description	Basis	Factor	Premium
Oregon Total Premium			\$89,017.25
Premium Discount	\$89,017.25	0.1556	-\$13,848.11
USLH Expense Constant	\$100.00	1.0	\$100.00
Terrorism Premium	\$7,515,664.00	0.005	\$375.78
Catastrophe Premium	\$7,515,664.00	0.01	\$751.57
DCBS Assessment	\$75,942.00	1.09	\$6,834.78
<b>Total premium and assessment</b>			<b>\$83,231.27</b>

<b>Premium discount schedule</b>		
First	\$5,000	0.00%
Next	\$10,000	10.50%
Next	\$35,000	16.50%
Over	\$50,000	18.00%

The experience rating modifier is tentative.

Part Two coverage at limits of \$1,000,000/\$1,000,000/\$1,000,000

**Policy Minimum Premium: \$500**

**Part Two Coverage Increased Limits Minimum Premium: \$120**

Your policy premium is based on your current estimated premium and may be prorated for policies in effect for less than a full year or adjusted based on actual payroll by classification.

Terrorism Premium is in addition to Policy Minimum Premium.

Catastrophe Premium is in addition to Policy Minimum Premium.

DCBS Premium Assessment excludes Part Two Coverage.

**Payroll Reporting Frequency: Annual**

**Policyholder Option to Reimburse SAIF Corporation for Medical Expenses (Nondisabling Claims Reimbursement Program):** This policyholder has chosen to enroll in the Nondisabling Claims Reimbursement program with Quarterly claim evaluation.

The Oregon Group Supplemental Experience Rating (OGSERP) factor above is for: CIS

## City of The Dalles

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### Plan description for Guaranteed Cost Plan

**Period:** 07/01/2021 - 07/01/2022

**Policy:** 488236

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#### **Guaranteed Cost Plan**

SAIF Corporation's Guaranteed Cost Plan is a simple, no-risk plan that allows purchasers to know their insurance costs throughout the policy period. It may provide a premium discount based on volume.

#### **Oregon Group Supplemental Experience Rating Plan (OGSERP)**

If your business is a member in good standing of an association included in this proposal, you may be eligible for additional group savings through the Oregon Group Supplemental Experience Rating Plan. This plan allows businesses to be rated collectively as a group, and the combined premium and losses of all members are evaluated each year to determine the group's supplemental discount.

#### **Installment payment terms**

Each installment will be the same amount based on the annual estimate divided into equal installments. Subsequent installments are due by the 25th day following the bill date of the installment.

Changes in your payroll or operations during the year can result in an adjustment to your policy premium. Please notify us of changes in your business to avoid a large reconciliation adjustment at the end of the year.

We will send a payroll report to you at the end of each reporting period. Return the completed payroll report to us by the indicated due date or you may go to **saif.com** to submit payroll figures online where SAIF makes it easy by doing all the calculations for you.

SAIF adds interest at the rate of one percent per month to any past due balance.

Your final policy premium will be adjusted after you file your actual payroll on a report sent to you at the end of the policy period. To make it easy, SAIF will calculate the premium for you. You can file the report by going to **saif.com / Employer Guide / File a payroll report**, or you may return the completed report to SAIF. SAIF will notify you by invoice of the adjustment in your premium based on the actual payroll you reported for the policy period.

#### **Prepay discount**

SAIF Corporation offers additional savings in exchange for paying premiums in advance. A 3.50 percent discount is offered for annual prepay plans.

SAIF uses estimated premium paid in advance during the policy year to calculate the prepay discount when the policy is bound and issued. The prepay discount does not change with adjustments in premium after the policy term is issued.

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.

If SAIF does not receive your first installment in our office on or before the 25th day of month preceding the new policy period, you will not receive the prepay discount. SAIF does not use postmark dates in determining date received.

**City of The Dalles**

**Notice of Election for Guaranteed Cost Plan**

**Period:** 07/01/2021 - 07/01/2022

**Policy:** 488236

**Group:** CIS

**Plan:** CIS

**Agency:** ISU Ins Svcs-The Stratton Agcy  
**Producer:** ISU Ins-Stratton (The Dalles)

**Total estimated premium and assessments: \$83,231.27**

**Payroll reporting frequency:** Annual

Please visit **saif.com** and choose *Safety and health* for information about safety or choose *Employer Guide* for information about reporting payroll, paying online, filing and managing a claim, and coverage.

**Initial installment due by 06/25/2021: \$83,131.27**

I, the undersigned, as a legal representative of the Company listed above, do hereby authorize SAIF Corporation to issue the policy and determine workers' compensation premiums according to the plan selection on this form. I have read, understand, and agree to the terms and conditions of this plan as set forth in the proposal.

\_\_\_\_\_  
Authorized signature of insured

\_\_\_\_\_  
Date signed

**Please return this page with remittance. You may choose to pay online at saif.com, or write the quote or policy number indicated in this document on your check. Make check or money order payable to:**

**SAIF CORPORATION  
400 High St SE  
Salem, OR 97312-1000**

<b>SAIF use only</b>	D: \$0	I: \$83,131	Lyn Zielinski-Mills
Date received _____	Amount received _____	Check no. _____	
Bond Company _____	Bond no. _____		

**CIS**

**Participation Enrollment and Consent Application**

**Oregon Group Supplemental Experience Rating Program**

**Organization:** CIS Workers' Compensation Group

**Endorsing association:** CIS

**Group number:** 705080

- The undersigned business hereby certifies it **meets the endorsing association's membership criteria**, is a member in good standing of the **endorsing association**, and elects to enroll as a participant in the organization's Oregon Group Supplemental Experience Rating Plan ("Plan").
- Enrollment becomes effective on your business's next policy renewal date subject to underwriting standards established for the Plan.
- Participating businesses who do not maintain membership in good standing with the **endorsing association or are determined to not meet the endorsing association's membership criteria** are subject to removal from the Plan. Businesses removed from the Plan will be transferred to a non-group plan.
- The workers' compensation premiums you pay will be modified by an Oregon Group Supplemental Experience Rating Plan (OGSERP) factor that is determined in part by the consolidated experience of all members of the Plan. That experience consists of participating employer policies which are contained in full within a four year less one day period ending one year prior to the effective date of the OGSERP modification. The factor is applied to premiums after the individual experience modifier is applied and is recalculated annually prior to the beginning of each Plan year.
- Plan members whose accident frequency or severity exceeds established Plan standards may not be eligible for continued participation in the Plan at policy renewal.

As a member of the Plan, I understand that information about any past or present workers' compensation policies regarding payroll, premium, losses, experience rating, and rate classifications will be made available to Organization representatives for the Plan.

**Name:**

City of The Dalles

**Policy:**

488236

Name

\_\_\_\_\_ (Print or type)

\_\_\_\_\_ (Title)

Signature

\_\_\_\_\_ (Owner, partner, or corporate officer)

\_\_\_\_\_ (Date signed)

Return to: SAIF Corporation, UW Division  
400 High Street SE, Salem, OR 97312

Email: GroupsEnrollment@saif.com  
FAX: 503.373.8769





## AGENDA STAFF REPORT

**AGENDA LOCATION:** Action Item #12C

**MEETING DATE:** June 14, 2021

**TO:** Honorable Mayor and City Council

**FROM:** Julie Krueger, City Manager

**ISSUE:** Selection of Firm for City Manager Recruitment

**BACKGROUND:** The City Council directed the City Manager to get quotes to hire a professional firm to recruit for the City Manager position. Five companies were contacted and two provided proposals. The proposals are attached for your review.

The quotes are from Prothman and Jensen Strategies. The Prothman quote is \$18,500 plus expenses and the Jensen quote is \$25,000 plus expenses. The Prothman quote expenses are slightly higher than the Jensen expenses. Prothman has more experience in recruiting. Both proposals offer a one year guarantee.

**BUDGET IMPLICATIONS:** Funds have been budgeted for the recruitment in the 2021/22 Fiscal Year budget.

### **COUNCIL ALTERNATIVES:**

- 1. Staff recommendation:** Following review and discussion of the proposals, City Council should move to select their preferred proposal. The City Manager will notify and coordinate with the successful firm to begin the recruitment process.



# City Manager Recruitment Proposal

Prepared for:

City of The Dalles

May 2021

By:



May 21, 2021

ATTN: Julie Krueger  
City Manager  
City of The Dalles  
313 Court Street  
The Dalles, OR 97058

Dear Ms. Krueger:

Thank you for the opportunity to submit our proposal for the recruitment of the City of The Dalles' next City Manager. As former municipal administrators in Oregon, we understand the skills and talents necessary to successfully manage at the local government level. We draw upon our extensive experience and relationships within the Oregon city management community to attract and select not only the most qualified candidates, but those best positioned to succeed in the unique governmental environment of our state.

Our firm, established in 2012, is the only Oregon-based private recruiter specializing in public manager searches. We are able to draw upon our extensive Northwest contacts to help find and evaluate qualified candidates. We are very familiar with Oregon fair hiring procedures. We are also pleased to include Isaac Dixon of Vista HR as part of our team for this recruitment.

Jensen Strategies will work closely with you and the City Council to understand the needs of your city before launching the recruitment, and keep you regularly informed throughout the process. Our clients receive custom approaches, not just "a process," and all candidates are treated with equity and dignity.

Our proposal assumes measures may need to be taken to mitigate potential Coronavirus exposure as long as that is required or necessary. These measures include virtual meetings and social distanced in-person events.

We appreciate the opportunity to submit our proposal to partner with the City of The Dalles on this important recruitment. We certify our firm is able to perform all work as outlined in this scope of work. The terms of this proposal are valid for 90 days. Please do not hesitate to contact me with any questions or requests for additional information.

Sincerely,

Erik Jensen  
Principal  
Jensen Strategies, LLC  
1750 S Harbor Way, Suite 350  
Portland, OR 97201  
(503) 477-8312  
[erik@jensen-strategies.com](mailto:erik@jensen-strategies.com)

## PROJECT SCOPE

Our objective is to help you select the best candidate to serve as the City of The Dalles' next City Manager. Our recruitments are structured to attract a wide range of qualified applicants, who we vet using our administrative experience and our knowledge of your city's needs to present you with the best possible candidates for the position. We commit to working in close partnership with the City of The Dalles (City), following a process designed to make the best use of your time and resources.

### Phase 1: Start-up / Candidate Profile Development

- 1.1 Start-up Meeting:** We will begin the recruitment by meeting by phone or Zoom with the City to refine the project scope. The proposed process and timeline will be amended as necessary, respecting any scheduling considerations or special requests. In this initial phase, we will also collaborate with you to define the geographic and professional breadth of the recruitment, and identify the key stakeholders who will help inform the candidate profile development.

*Deliverables: Zoom or in-person meeting with designated City staff, final project scope and timeline, geographic and professional scope, and determination of key stakeholders.*

- 1.2 Stakeholder Interviews:** Our team will conduct Zoom interviews with the Mayor, City Council, City executive management, City Attorney, and City Recorder to gather background information on major issues facing the City and initial perspectives on what the City is looking for in its next city manager. In our experience, the individual interviews provide more qualitative information that can help us find the best candidates for your City's needs.

*Deliverables: Up to 14 stakeholder interviews.*

- 1.3 Background Research:** We will familiarize ourselves with any key documents (plans, financial information, etc.) as well as the culture and values of both the organization and the City.

*Deliverables: Jensen Strategies' understanding of The Dalles.*

**1.4 Stakeholder Meetings and Survey:** We will facilitate one external stakeholder Zoom meeting open to the public. We will also conduct an internal stakeholder online survey and/or Zoom meeting for City staff who are not interviewed per 1.2. Our team will seek an open and dynamic exchange of ideas to capture the full range of attributes The Dalles would like to see in its next City Manager. City staff will be responsible for promoting the Zoom meeting(s) and/or staff survey.

*Deliverables: One external Zoom stakeholder meeting open to the public and one internal Zoom meeting or online survey for City staff.*

**1.5 Initial Candidate Profile Draft:** Drawing upon the input gathered from our interviews and the stakeholder meeting(s) and/or survey, we will develop a draft candidate profile containing the knowledge, skills, abilities, education, and work experience desired for the position, as well as more intangible traits such as management approach and personality. Also, based on our research and information gathered, we will also prepare policy priorities and hiring procedures consistent with the requirements of ORS 192.660.

*Deliverables: Candidate profile initial draft.*

**1.6 Draft Finalization:** We will discuss our draft profile with the current city manager and management staff, as desired, to validate and finalize the draft in advance of meeting with the City Council. These discussions will take place over conference calls and/or Zoom meetings.

*Deliverables: Conference calls and/or Zoom meetings as necessary to finalize the candidate profile draft. Final draft of candidate profile.*

**1.7 City Council Workshop and Official Proposed Profile:** We will attend a work session with the City Council to present the draft profile and engage in discussion of any changes/alterations. Following the work session, we will make any profile changes desired by the Council, and will submit the final profile for formal Council approval.

*Deliverables: Participation in one City Council work session. Preparation of official candidate profile for Council adoption.*

## Phase 2: Position Advertisement

**2.1 Recruitment Brochure Development:** Upon City Council formal adoption of the hiring process and candidate profile, consistent with the requirements of ORS 192.660, our team will develop a professional, comprehensive recruitment brochure designed to attract the highest quality applicants. Organization-specific information will be incorporated into the brochure, including an overview of department functions/services, staff size, budgetary information, and current challenges and policy priorities. Community information will be added, including a description of the environment with quality of life details, economic highlights such as important industries and major employers, and a listing of public agencies with overlapping jurisdiction. The brochure will conclude with position compensation information, including salary and benefits package, as well as information on how to apply for the position and the recruitment timeline.

*Deliverables: Development of one recruitment brochure in PDF format.*

**2.2 Position Advertisement:** We will execute a comprehensive position advertisement process designed to attract a variety of qualified and well-suited candidates. Our approach will be multifaceted, and will include advertising the position on high-profile managerial and specialization-specific websites, within professional publications and periodicals, and in other forums as appropriate. We will also directly contact qualified managers within our extensive professional network to inform them of the opening.

*Deliverables: Online position advertisements. Direct contact of qualified managers.*

### Phase 3: Candidate Screening

We will carefully vet all submitted applications, conduct in-depth interview processes, and provide the City with all the information necessary to make the best choice for finalists and the successful candidate. We will also maintain written contact with candidates to keep them updated on the recruitment process.

- 3.1 Initial Application Screening:** Candidates will provide a resume, a cover letter, an application form, and a minimum of four professional references. We will review applications against the City Manager Profile, remove all non-responsive applications, and determine which candidates best fit the City's needs.

*Deliverables: Preparation of application form. Initial application screening.*

- 3.2 Preliminary Phone Interviews:** We will conduct preliminary Zoom interviews with the candidates who best fit the candidate profile, as well as all veterans who meet the position's minimum qualifications (as required by Oregon law).

*Deliverables: Preliminary phone interviews with up to 12 candidates.*

- 3.3 Recommendation of Finalists:** We will attend an executive session of the City Council in-person during which we will present the results of our initial review process and recommendations of up to four finalists. For transparency purposes, we will also provide information on other candidates who we interviewed but did not recommend as finalists. During the session we will answer Council questions and assist in facilitating a discussion to help them reach consensus on the finalists they want to be interviewed. Subsequently, the Council will announce the finalists in a regular business meeting after we notify those candidates and receive permission for public disclosure of their candidacy.

*Deliverables: Recommendation of four finalist candidates with supporting information on all candidates interviewed by Zoom. Attendance, presentation, and facilitation at a City Council executive session. Council consensus on up to four finalists.*

**3.4 Background Checks on Finalists:** We will work with our partner, Legal Locator Service ([www.legallocatorservice.com](http://www.legallocatorservice.com)), to perform comprehensive background checks on all finalists. Background checks will include at a minimum:

- County criminal searches
- State criminal searches
- Federal criminal searches
- National criminal database searches
- Sex offender searches
- Motor vehicle searches
- Education/degree verification
- Employment verification
- Credit checks
- Civil litigation

*Deliverables: Identification of any concerning issues found during background checks of up to four candidates.*

**3.5 Reference Checks on Finalists:** We will take the necessary time to vet the candidates with the references they provide, as well as other knowledgeable contacts we may be aware of, asking incisive questions to gain a comprehensive understanding of their abilities as managers and potential fit for the City.

*Deliverables: Reference check summaries for up to four finalists.*

**3.6 Finalist Receptions:** Prior to the final interviews, two receptions (Zoom or in-person depending on the status of the pandemic) will be held to provide opportunities to interact with the finalists, ask them questions, and form general impressions of the candidates. The first reception will be open to the City staff, and the second reception will be open to members of the public. At both receptions, attendees will be provided an opportunity to provide online feedback concerning their impressions of the finalists, which will help inform the Council's final selection process. The City will be responsible for promoting both receptions.

*Deliverables: Coordination, development, and implementation of two virtual or in-person finalist receptions. Feedback form for participants.*



**3.7 Finalist Interviews:** Finalists will be interviewed in-person by three panels in a social-distanced environment consisting of (1) the City Council, (2) a panel of local government administrators from other jurisdictions, and (3) a panel of community leaders. Interviewers will receive an informational packet containing interview guidelines, questions, and comprehensive information on each finalist. After panel interviews have been completed, we will summarize the findings and recommendations of the other two panels and, if relevant, feedback from the two finalist receptions.

*Deliverables: Coordinating, orienting, and providing briefing materials for the finalist panels. Moderate panel interviews. Summarize the feedback and observations from panel interviews and receptions if relevant.*

**3.8 Council Deliberations and Selection:** The Council will convene an executive session and utilize all input as it conducts its final deliberations and selects a preferred candidate. At the session, we will provide summary material on all input received during the finalist interview process, references, and background checks. We will facilitate the Council's discussion in identifying their selected candidate.

*Deliverables: Attendance, presentation, and facilitation at City Council executive session to reach consensus on a selected candidate.*

#### **Phase 4: Contract Negotiations**

**4.1** If requested by the City, we will assist in the contract negotiations with the selected candidate.

*Deliverables: Assistance provided to the City in contract negotiations, not to exceed four hours.*

#### **ADJUSTMENTS TO RECRUITMENT PROCESS**

Jensen Strategies is dedicated to providing a recruitment process that meets the City's expectations and produces an outcome that generates wide support. We commit to working closely with the City and are more than willing to adjust our process as needed to meet the specific needs of The Dalles.

## SAMPLE RECRUITMENT SCHEDULE

This schedule is only illustrative of the time needed to complete the recruitment. We will work with the client to establish a final schedule.

<b>Date</b>	<b>Actions</b>
Week 1	Start-up meeting with City to finalize scope and timeline
Weeks 2 and 3	Stakeholder interviews Virtual public input meeting Staff online survey or input meeting
Week 4	Initial candidate profile draft and finalization
Week 5	City Council work session re draft candidate profile/hiring process
Week 6	Council official adoption of candidate profile/hiring process
Week 7	Recruitment brochure development
Weeks 8 - 11	Position advertisement
Week 12	Initial application screening
Week 13	Preliminary phone interviews
Week 14	Recommendation and selection of finalists
Weeks 15 - 17	Background/reference checks on finalists
Week 18	Finalist virtual receptions, interviews, and selection

## SIMILAR RECRUITMENTS

### CITY OF HOOD RIVER, OREGON

**City Manager** - Jensen Strategies is presently conducting a national recruitment process for the next City Manager of Hood River, OR. The recruitment has involved an extensive profile development process including City Council and executive management interviews, staff and community surveys, and a community input session via Zoom. A candidate profile will guide the criteria applied at every stage. The evaluation and selection process will include preliminary Zoom interviews with semi-finalist candidates and a robust finalist process that will include input from community members and staff, as well as panel interviews with community leaders, local public administrators, and the City Council.

**Building Official** – Jensen Strategies assisted the City of Hood River in 2018 to develop the recruitment process for their Building Official. The services provided included development of a candidate profile, recruitment brochure, advertisement, and advertising campaign strategy. In addition, the firm also assisted in outreach through professional networks to recruit potential candidates.

### CITY OF SCAPPOOSE, OREGON

**City Manager** - Jensen Strategies has been retained by the City of Scappoose to conduct a national recruitment for their next City Manager. The recruitment has involved an extensive profile development process including City Council and department manager interviews as well as staff and community surveys. The Scappoose City Council has formally adopted the position profile and the position will be advertised in June. The evaluation and selection process will include preliminary Zoom interviews with semi-finalist candidates and a robust finalist process with input from community members and staff, as well as panel interviews with department managers, community leaders, local public administrators, and the City Council

## CITY OF SHERIDAN, OREGON

**City Manager** - Jensen Strategies is presently conducting a national recruitment process for the next City Manager of Sheridan (OR). The recruitment has involved an extensive profile development process including City Council and executive management interviews, a staff survey, and a community input session via Zoom. A City Council adopted candidate profile will guide the criteria applied at every stage. The evaluation and selection process will include preliminary Zoom interviews with semi-finalist candidates and a robust finalist process that will include input from community members and staff, as well as panel interviews with community leaders, local public administrators, and the City Council.

## CITY OF CARLTON, OREGON

**City Manager** - Jensen Strategies recently conducted a national recruitment for the next City Manager of Carlton (OR). The recruitment involved an extensive profile development process including City Council and department manager interviews, a staff survey, and a community input session. The position attracted candidates from across the country and in Oregon. The evaluation and selection process included preliminary Zoom interviews with semi-finalist candidates and a robust finalist process with input from community members and staff, as well as panel interviews with department managers, community leaders, local public administrators, and the City Council.

## CITY OF NORTH BEND, OREGON

**City Administrator** - Jensen Strategies conducted a national recruitment for the next City Administrator of North Bend (OR). The recruitment involved an extensive profile development process including City Council and community leader interviews, a staff survey, and a community input session. The position attracted a broad range of candidates from across the country and in Oregon. The evaluation and selection process included preliminary Zoom interviews with candidates and a robust finalist process with input from community members and staff, as well as panel interviews with community leaders, local public administrators, and the City Council.

## CITY OF CANNON BEACH, OREGON

**City Manager** - Jensen Strategies managed the City of Cannon Beach's City Manager recruitment in 2018. The recruitment involved an extensive profile development process including a well-attended community input session, staff engagement, and City Council interviews. The position attracted a broad range of candidates from across the country and in Oregon. The selection process was robust with opportunities during the finalist phase for engagement with community members, staff, public administrators, and the City Council. Ultimately, the City Council choose a successful candidate among a very competitive pool of candidates.

**Community Development Director** – Jensen Strategies managed the recruitment process, until the finalist phase, for the Cannon Beach Development Director position in 2018. The process included development of the position profile, brochure drafting and design, advertising, and initial screening of candidates through application review and preliminary phone interviews. After finalists were recommended and selected, background checks were conducted prior to finalist interviews by the City.

**Emergency Manager** – Jensen Strategies assisted the City of Cannon Beach in 2018 to develop and design a recruitment brochure for their Community Development Director position.

## CITY OF SISTERS, OREGON

**City Manager** - Jensen Strategies led the national search for the City of Sisters' City Manager in 2017. The recruitment involved extensive profile development, including input from numerous staff members, community leaders, and City officials. The position advertisement attracted dozens of qualified applicants, both locally and across the United States, and the selection process was thorough and inclusive, incorporating multiple interview panels and interaction opportunities.

## WASHINGTON COUNTY, OREGON

**Chief Human Resource Officer** - Jensen Strategies managed the recruitment process, up to the finalist phase, for the Washington County Chief Human Resource Officer position in 2020. The process included development of the position profile, brochure drafting and design, advertising strategy and implementation, professional network outreach, initial screening of candidates through application review and preliminary phone interviews, and facilitation of semi-finalist interviews. The County was responsible for the finalist review and evaluation.

**Benefits and Leave Manager** - Jensen Strategies managed the recruitment process, up to the semi-finalist phase, for the Washington County Benefits and Leave Manager position in 2020. The process included development of the position profile, brochure drafting and design, advertising strategy and implementation, professional network outreach, initial screening of candidates through application review and preliminary phone interviews, and recommendation of semi-finalists for further consideration. The County was responsible for the semi-finalist/finalist review and evaluation.

**Employee and Labor Relations Manager** - Jensen Strategies assisted Washington County in the recruitment of its first Employee and Labor Relations Manager. The process includes development of a customized advertising strategy, preparation of a recruitment brochure, proactive outreach to solicit qualified candidates, preliminary online video interviews with semi-finalists, and participation in finalist interviews.

## REFERENCES

Jensen Strategies has the honor of being recommended by:

**Christy Martinez, Assistant City Manager**

City of Carlton  
191 E. Main Street  
Carlton, OR 97111  
503-852-7575  
[cmartinez@ci.carlton.or.us](mailto:cmartinez@ci.carlton.or.us)

**Mayor Jessica Engelke**

City of North Bend  
835 California Avenue  
North Bend, OR 97459  
541-756-8500  
[jengelke@northbendcity.org](mailto:jengelke@northbendcity.org)

**Bruce St. Denis, City Manager**

City of Cannon Beach  
163 E. Gower  
Cannon Beach, OR 97110  
503-436-8050  
[stdenis@ci.cannon-beach.or.us](mailto:stdenis@ci.cannon-beach.or.us)

**Eva LaBonte, Asst. Director, Admin. Services**

Washington County  
155 N. First Avenue  
Hillsboro, OR 97214  
503-618-2346  
[Eva\\_LaBonte@co.washington.or.us](mailto:Eva_LaBonte@co.washington.or.us)

**Rachael Fuller, City Manager**

City of Hood River  
211 2nd Street  
Hood River, OR 97031  
541-387-5252  
[r.fuller@cityofhoodriver.com](mailto:r.fuller@cityofhoodriver.com)

## TEAM PROFILES

### **Erik Jensen, Principal**

Erik Jensen is the principal and founder of Jensen Strategies, LLC. He established the firm in 2012 after serving over 20 years as a public administrator, project manager, and public affairs consultant in Oregon and Washington. Erik has led numerous processes helping Northwest organizations navigate future policy and operational planning as well as recruiting upper-level public managers.



Erik has assisted local governments and public policy organizations to set strategic courses of action for current and future decision-making. As a seasoned facilitator, strategic planner, recruiter, and organizational and public policy development expert, he has led significant initiatives for numerous entities including cities, counties, and professional organizations. These projects have included upper-level recruitments, city council retreats, strategic planning processes, community vision action planning, organizational assessments, committee facilitation, and public policy feasibility studies.

As an experienced facilitator and trained mediator, Erik has helped clients build partnerships and reach consensus among diverse interests. Erik believes the best policy and organizational development initiatives are objective, inclusive, well informed, and lead to tangible outcomes. He emphasizes the importance of balancing community and organizational interests, involving key stakeholders, and ensuring the process is well informed to build sustainable results.

Before forming Jensen Strategies, Erik was the Administration Department Director for the City of Hillsboro overseeing several organization-wide functions including city-wide projects (e.g., visioning, strategic planning, sustainability), legislative relations, community and media relations, and franchise management. Earlier, as a project manager for the same department, he led external and internal policy initiatives such as development and implementation of the international award-winning Hillsboro 2020 Vision. He led the process to develop the City's first operational strategic plan. Prior to the City of Hillsboro, Erik was a public affairs consultant with another firm where he facilitated public engagement processes for large, high-profile projects such as Portland CSO Program, and Oregon Arena Project. He has also held staff positions at the Oregon Legislature and political campaigns.

Erik has a Bachelor of Arts degree in Political Science from Lewis and Clark College and a Master of Public Administration degree from the University of Washington. He is a member of the International City / County Management Association (ICMA) and the Oregon City / County management Association (OCCMA). Erik currently serves on the Alumni Boards of Lewis and Clark College and Shattuck / St. Mary's School (Faribault, MN).



## Ellen Conley, Of Counsel

Ellen Conley is Of Counsel with Jensen Strategies specializing in public manager recruitments, public finance, policy analysis, and executive management recruitment. She began working with the firm in 2014 and assists clients with recruiting public executives and high level financial and policy analysis. She also advises clients on human resource issues and processes.



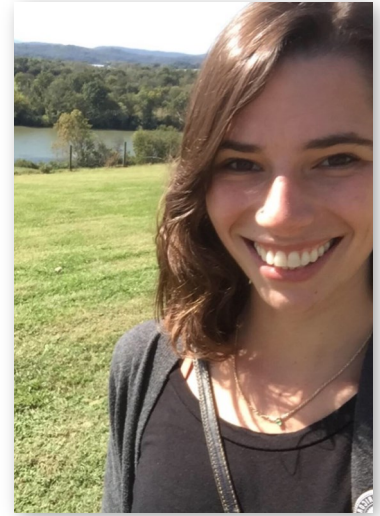
Ellen is the former Assistant City Manager for the City of Hillsboro where she oversaw multiple departments including Finance, Human Resources, Information Services, Parks & Recreation, and Library. Prior to Hillsboro, she was a Deputy County Administrator for Washington County with administrative responsibilities for the Departments of Land Use & Transportation, and Assessment & Taxation. In addition, she was charged with the development of the County's annual \$500 million budget. She has also held the positions of Assistant Finance Director and Administrative Analyst in other local government jurisdictions. Ellen has a Bachelor of Business Administration from Oregon State University and Master of Public Administration from Lewis and Clark College.

When Ellen isn't working, she enjoys the serenity of the outdoors around her rural Montana home. She spends her leisure time hiking, horseback riding, and rafting with her husband Doug and their two dogs.

## Amelia Wallace, Associate

Amelia Wallace is an Associate with Jensen Strategies. She has been with the firm since the Fall of 2020 providing recruitment support, facilitation, policy analysis, and product development for clients. She will receive her Master of Public Administration (MPA) degree from the University of Washington Evans School of Public Policy & Governance in Seattle in June 2021.

Amelia is from the Tennessee Valley and earned her bachelor's in Politics with Honors from Oberlin College in Ohio. She started her career with three cycles of campaign organizing for local and statewide elections. While she is happily retired from campaigns, her experience organizing and training maintains her passion for civic engagement and community development. She served as an AmeriCorps member building partnerships and running youth biking safety and Safe Routes to School programs and also as the graduate intern for the City of Seattle Department of Transportation Curbside Management team.



In addition to these previous experiences, at the Evans school, Amelia concentrated on public financial management, local government service, and policy analysis. In her final consulting project for her degree, she worked with the Seattle Office of Civil Rights developing qualitative analysis on equity indicators to support the City's Race and Social Justice Initiative. Outside of class, she also led the local University of Washington International City/County Management Association (ICMA) student chapter which offers discussion spaces and professional development opportunities such as running the Local Government Fellowship program that connects small Washington cities with Evans students for internship opportunities.

In her free time, Amelia loves being outside, whether that is hiking, doing yardwork, or learning about trees and plants. As a longtime craft "beertender," Amelia loves living in the Pacific Northwest and exploring new brews while enjoying her newfound love of Sounders soccer.

## Josh Nadel, Project Associate

Josh Nadel has been a Project Associate with Jensen Strategies since 2021. He is currently a Master of Public Administration Candidate at the University of Washington Evans School of Public Policy & Governance in Seattle.

Josh comes to Jensen Strategies after working as a project manager at the New York City Economic Development Corporation where he provided analysis for real estate incentives and transportation policy. He has a passion for evidence-based policy and good, transparent governance. He also served on the board of the Historical Paulus Hook Neighborhood Association and understands the local government process from both the city and community perspectives.



Originally from Boston, Josh earned his bachelor's degree from Haverford College in Philadelphia where he majored in Economics and minored in Political Science. In his MPA program, Josh is concentrating in leadership and decision-making while studying public finance and behavioral science. His research interests include finding ways for cities to incorporate behavioral science into urban design and ensuring equity in urban development. He also is on the board of the University of Washington International City/County Management Association (ICMA) student chapter.

Happy to be in the Pacific Northwest, Josh enjoys biking, board games, independent bookstores, and cooking gluten-free food. He co-hosts a podcast about political messaging in popular movies and hopes to become a nationally ranked fencer.

## Sandy Ervin, Executive Assistant/Office Manager

Sandy Ervin is the Executive Assistant/Office Manager with Jensen Strategies, joining the team in 2020. She manages office operations, directs project support, coordinates marketing efforts, leads graphic design work, and oversees the firm's online presence including the website and social media.

Sandy has many years of experience as an Administrative Assistant, Library Aide, Crafting Expert, and small business owner. Her creativity, innovation, and design skills expand the capabilities of the Jensen Strategies' team. Sandy holds a Bachelor of Arts in History from the University of Florida, where her favorite subject was the History of Science.



Originally a Florida native, she also lived in Houston for 15 years while working in the fields of public education and library science. Sandy has a passion for American Sign Language and attends Deaf Cultural events several times per year. She loves exploring world cultures through food, traveling to new and exciting places, and is discovering a new love for hiking now that she calls the Pacific Northwest 'home'. Recognized for her commitment to diversity and equity, Sandy is an indispensable force on the Jensen Strategies team.



## **Isaac E. Dixon, PhD. SPHR**

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Isaac E. Dixon is the President of Vista HR Consulting and brings more than three decades of experience in the HR field to projects for his clients. He possesses in depth experience in the areas of recruitment and retention, employee and labor relations, coaching and performance management as well as diversity, equity and inclusion.

He served as the Associate Vice President for Human Resources at Portland State University and the AVP and Director Human Resources at Lewis and Clark College in Portland, Oregon.

Prior to moving into the world of higher education Isaac employed in HR for organizations such as Providence Health and Services, GE Capital, Pitney Bowes Financial Services and NIKE. He also served in human resources roles in federal, state and local government agencies.

Isaac received his BS degree in Business Administration at Warner Pacific College. He received his Masters of Arts degree at Marylhurst University in the Interdisciplinary Studies and his doctorate at Capella University in Organization and Management with an emphasis in Human Resources. He is an adjunct faculty member teaching HR related subjects at both Portland State University.

Isaac served on the board of directors of the College and University Professionals HR (CUPAHR) and the TIAA-CREF Advisory Council. He also served on the boards of the Society of Human Resources as well as the Human Resources Certification Institute.

He also believes in community service having served on the Oregon Commission on Black Affairs (appointed by the Governor), the City of Portland Fair Housing Committee (served as the chair), Board of Directors of the Urban League of Portland (2 terms as chair of the board), the Board of Governor's of the Oregon State Bar Association (public member), and the Portland Community College Foundation Board.

He lives in Portland with his wife Lauri and their menagerie of pets.

## FEES AND EXPENSES

**Professional Fee:** Jensen Strategies' fees includes all staff time, meetings and communication with the City, preparation of documents and advertisements, candidate profile development, application screening, communications with candidates, interviews, reference checks, candidate travel coordination, preparation/facilitation/moderation of stakeholder meetings and interview panels, and other tasks related to the recruitment. Our professional fees for the approach offered is:

Professional Fees: \$25,000

**Expenses:** Expenses are the responsibility of the City. Whenever possible, we will wait for your approval before incurring expenses. Though we tailor each recruitment to our clients' individual needs, expense items typically include:

- Fees for advertising the position online and in publications (typically less than \$1,500)
- Background checks for finalists (typically less than \$1,000)
- Document printing and binders (typically less than \$250)
- Graphic art design (typically less than \$1,000)
- Consultant travel expenses (mileage charged at current IRS mileage rate, lodging at \$150/night/person, travel time at \$40/hour)
- Out of state candidate travel for finalists (if beyond a designated distance) – if desired by the City (depending on number and distance, can range from \$500 to \$3,000)

Estimated expenses for this recruitment are up to \$5,000 plus any out of state candidate travel expenses.

Jensen Strategies will submit invoices to the City on a monthly basis for services rendered, with payment due in 30 days.

## PROFESSIONAL LIABILITY INSURANCE

Jensen Strategies carries a professional liability insurance policy through The Hanover Insurance Group in the amount of \$2 million.

## GUARANTEE

Jensen Strategies stands by our work. If the candidate selected by the City resigns or is terminated for cause within **one year** of the hire date, we will conduct replacement recruitments for no additional professional fee. In this event, the City would only be responsible for paying the expenses as outlined above associated with the additional recruitment. This guarantee also assumes that the selected candidate signs an employment agreement with the City prior to starting work.

# **Sample Recruitment Brochures**





**CITY MANAGER**  
CITY OF CARLTON, OREGON

# CITY MANAGER

## CITY OF CARLTON, OREGON

*\$96,330 - \$121,872 plus excellent benefits*



**POPULATION**  
2,270

**BUDGET**  
\$20.1 MILLION

**FTE POSITIONS**  
14

### CITY DEPARTMENTS

#### Administration/Finance

- Municipal Court
- Communications
- Utility Billing
- Planning/Development

#### Public Works

- Water
- Street
- Stormwater/Sewer
- Parks
- Pool

#### Police

- Patrol
- Code Enforcement

#### PLUS

- Beautiful Natural Environment
- Outdoor Recreation
- Wine Region
- Active Tourism
- Small Town Environment
- Community Pride
- Civic Involvement



### THE COMMUNITY

The City of Carlton (population 2,270) serves as the gateway to the Yamhill-Carlton Viticulture District, one of the most beautiful areas of Oregon's Mid-Willamette Valley. It is situated on Highway 47, a leading tourism route from the Portland metropolitan area into the region's wine country. The geographic position allows residents to easily access Oregon's coast, mountains, and the amenities of the larger urban areas of Portland and Salem. Nearby, Carlton is surrounded by nature with hiking trails and many other outdoor recreation opportunities.

An agricultural town by heritage, in recent years, Carlton has become a small but significant epicenter of Oregon's wine industry, boasting the highest number of tasting rooms per capita in the United States. The dozens of surrounding wineries attract year-round tourists and have created a new economic base for Carlton.

Carlton is a charming and friendly community with a small-town feel where residents take great pride in their city. Three public parks with play structures and a community pool serve as gathering places for children and families to enjoy. An active, walkable, and family-friendly downtown offers residents and visitors a diversity of restaurants, cafes, taverns, coffee shops, and retail establishments to eat, shop, and gather. Annually, community members and tourists enjoy participating in events around town, such as the Carlton Crush Harvest Festival.





## THE ORGANIZATION

The City of Carlton employs a council-manager form of government with the City Manager appointed by the seven-member City Council. The Mayor is elected at-large for a two-year term, and six Councilors elected by the city at-large for four-year terms. The City Manager is the city government's administrative head and is responsible for all city business administration. The City of Carlton departments include Administration/Finance, Police, and Public Works (including Municipal Water, Street, Stormwater, Parks, Sanitary Sewer, and Municipal Pool). The City employs 14 full-time employees, and its 2020-21 budget is approximately \$20.1 million.

## THE POSITION

Under the direction and supervision of the Mayor and City Council, the City Manager serves as the chief administrative officer of the city government and is responsible for implementing the policies enacted by the Council. The City Manager assumes full leadership and accountability for all city operations, provides leadership and expert guidance, spearheads long-term planning efforts, and serves as a critical link between the policy-making and operational functions of the City.

## THE IDEAL CANDIDATE

**The ideal candidate possesses and has demonstrated the following attributes:**

- **Strong leadership and management abilities** to provide clear direction, effectively manage multiple departments and initiatives, develop and inspire staff,

and foster a professional, high functioning, and responsive organizational environment. An ability to help the organization envision, plan, and address long-term challenges is essential. Should value and practice teamwork, collaboration, transparency, inclusivity, and accountability with staff. Commitment to be supportive and protective of staff as their primary representative with the City Council and community. A personal style that is approachable, forthcoming, respectful, even-tempered, and with a good sense of humor.

- **Excellent communication skills** to effectively engage multiple audiences, including the City Council, staff, local government officials, businesses, community groups, and citizens. Commitment to accessibility, transparency, openness, and timeliness when communicating with all individuals or groups. Personal communication style that involves active listening and encourages two-way dialogue. Ability to communicate, verbally and written, with clarity, substance, and conciseness.
- **Ability to lead long-term planning and community development initiatives.** Experience with long-term planning for growth, community visioning, Oregon comprehensive planning, smart growth, and sustainability. An understanding and/or experience in Oregon land use law/processes will be needed to address city growth issues effectively. Demonstrated abilities and skills to develop and implement long-term community plans with transparency and inclusivity.
- **Strong public finance skills and experience** particularly with Oregon budget laws and requirements. Ability to take a comprehensive financial approach that looks to

address the City's long-term needs, and an ability to strategically integrate financial planning to the City's vision, goals, and policy direction.

- **Experience in infrastructure planning, maintenance, and funding** to lead City infrastructure projects currently underway or in planning, related to water and stormwater/sewer, and streets. Ability to plan long-term infrastructure needs and funding and future facilities such as a new City Hall.
- **Commitment to community engagement as an individual and in conducting City business.** Be engaged, visible, and active in the community on an individual level. Be respectful of all perspectives, open-minded, a listener, and approachable by all citizens. Employ an even-handed approach to differing views and interests. Commitment to strengthen and expand the City's communication and engagement in city decision-making, and uphold the principles of transparency, inclusion, and public participation.

- **Ability to be transparent, accessible, inclusive, and work collaboratively with City Council on addressing policy issues.** Keep the Council fully informed of current and future issues facing the City. Maintain consistent, collaborative relationships with all Council members and engage in regular and open communication. Be actively aware of the City's operations and keep the Council updated in a timely manner on issues pertinent to their role as the governing body.
- **A genuine appreciation for the unique qualities that make Carlton a friendly, community-based town** including as a hub of Oregon's growing wine industry, an ongoing connection to the area's agricultural heritage, and a place where residents like to relax and gather at events. A desire and willingness to live in, or in very close proximity, to the city.
- **Ability to foster and maintain collaborative intergovernmental relationships** with state/local governments and other public service providers.



- **Thorough understanding of city government roles,** including an understanding of the Council-manager form of government and the proper roles of bodies and individuals within such governments. Ability to help ensure the City Council, staff, and advisory bodies are all operating effectively with each other and within their legally defined roles.

## POLICY PRIORITIES

**The City Manager will be expected to support, facilitate, and/or implement the following policy priorities for the City:**

- **Long Term Planning for Growth**

In the context of a changing economic landscape and increasing City population, the next City Manager will need to address long-term planning to define how Carlton will manage future growth. As the City has grown, major land-use decisions have highlighted the need to provide greater definition and direction on how the City will manage future growth. The City Manager will help

facilitate this broader policy discussion, including a vision that incorporates the concepts of smart growth and sustainability. In addition, the City Manager will be expected to address related long-term planning initiatives such as Comprehensive Plan updates, rewriting the City's stormwater management plan, transportation plan, and development code.

- **Highway 47**

The next City Manager will be involved in ongoing discussions regarding the rerouting of Oregon State Highway 47 that currently runs through Carlton. The Oregon Department of Transportation (ODOT), which leads the project, has offered various rerouting options to the City to help mitigate truck traffic through downtown. Discussions on this issue have been delayed due to the pandemic and issues raised by community members. The next City Manager will be an essential participant as the City's staff representative working with the community, ODOT, City Council, and other stakeholders to help determine the best option for the City.

- **Infrastructure/Facility Projects**

Carlton is currently implementing a \$9 million water system improvement project to address long-standing transmission and reservoir issues. The next City Manager will be engaged in not only ensuring this project is completed, but to also facilitate future discussions on water supply. As the City grows, concerns about water supply will need to be addressed, including working with the neighboring jurisdictions on supply options and funding. The City Manager will be an integral participant in these issues and will be expected to take a leadership role for the City.

Since 2003, Carlton has been reviewing options to address a much needed multi-million-dollar reconstruction of City Hall. The project has involved numerous design iterations and funding has been a continual obstacle to moving forward. The City Manager will take this project on and help plan a path forward to address this facility need. The next steps in the process will need to build on past work and engage the community through transparency and involvement during the decision-making process.



## RECRUITMENT PROCESS

### Applications Due

Nov 23, 2020

### Online Video Interviews

Week of Dec 7, 2020

### Finalist Interviews

Week of Jan 11, 2021

*The City of Carlton is an Equal Opportunity Employer.*

### To apply:

For additional details, application materials, and instructions on how to apply, visit [www.jensen-strategies.com/recruitment/carlton-citymanager](http://www.jensen-strategies.com/recruitment/carlton-citymanager)

### Questions may be directed to:

Erik Jensen  
Jensen Strategies, LLC  
503-477-8312  
[erik@jensen-strategies.com](mailto:erik@jensen-strategies.com)



*Photos courtesy of  
Vinbound Marketing*

## Community Engagement

The City of Carlton recognizes the need to strengthen and expand its community engagement to increase transparency in decision-making. The City Manager will be expected to lead this initiative to increase the awareness and involvement of the citizens in the function of City government. It is expected the next City Manager will take a comprehensive approach to expanding community information sharing and engagement using available communication tools and venues.

## EDUCATION/EXPERIENCE

A bachelor's degree in Public Administration, Planning, Political Science, or related field, and at least five years of upper-level local government management experience. Ten years' experience in upper-level government management may substitute for the bachelor's degree requirement. An advanced degree in Public Administration or related field and at least ten years of increasingly responsible experience, experience and/or training in Oregon land use and public finance is desired. In addition, a candidate with at least five years' experience serving in a city manager/administrator role is preferable.



# CITY MANAGER

Cannon Beach ▪ Oregon





**POPULATION: 1,710**

**BUDGET: \$17 MILLION**

**36.45 FTE**

**CITY DEPARTMENTS**

- Executive
- Planning
- Police
- Finance
- IT
- Public Works

**COMMUNITY PROGRAMS**

- Haystack Rock Awareness Program
- Farmers Market

**PLUS**

- Stunning beaches
- Natural splendor
- Vibrant arts community
- Gourmet food and drink
- Community spirit
- Civic involvement



**JENSEN STRATEGIES**

# CITY MANAGER

\$115,000 to \$130,000

plus housing allowance and excellent benefits

Where the mountains meet the sea, Cannon Beach is a charming village nestled next to the awe-inspiring Pacific Ocean and the towering conifers of Ecola State Park on the North Oregon Coast. Located an **hour west of the Portland metro area**, the village (population 1,710) is **one of Oregon's most popular tourist destinations** thanks to its unparalleled beaches, thriving arts community, boutique stores, quality restaurants and brewpubs, and boundless recreation opportunities. The city, home of the iconic Haystack Rock, was deservedly listed by *National Geographic* as one of the **100 Most Beautiful Places** and **21 Best Beaches in the World**.

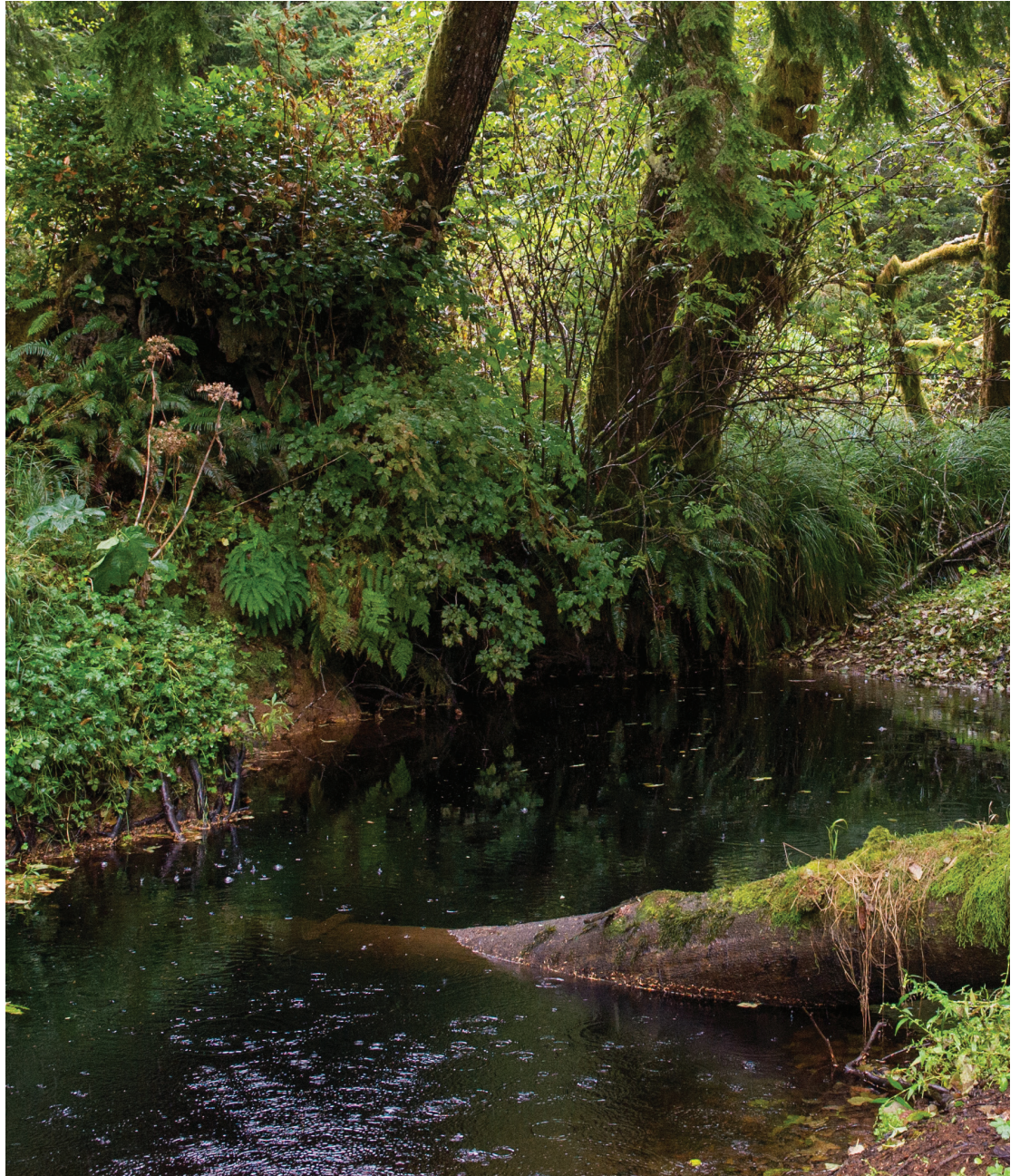
Cannon Beach is a close-knit village whose residents care deeply about their community. **Volunteerism and public involvement** are hallmarks of the town, with strong support for local non-profit organizations, an ethos of **environmental stewardship**, and robust participation in public policy development processes. Community spirit runs deep, and residents enjoy their **high quality of life** and status as one of the **safest cities in the state**. With its festive atmosphere, Cannon Beach is home to numerous prominent events including the Cannon Beach Sandcastle Contest, Savor Cannon Beach, the Stormy Weather Arts Festival, and Haystack Holidays.





## THE ORGANIZATION

The City of Cannon Beach employs a **council-manager form of government**. Four Councilors and the Mayor are elected at-large for four-year terms, with a limit of eight years continuous service per member. The City employs 36.45 full-time employees and its 2017-18 budget is approximately \$17 million. Departments include Executive, Planning, Police, Finance, IT, and Public Works, as well as community programs including the Farmers Market and the Haystack Rock Awareness Program. Fire service is provided by the Cannon Beach Rural Fire Protection District.



## THE POSITION

Under the collective direction and supervision of the City Council, the City Manager serves as the **chief executive officer** of the City and is responsible for implementing the policies enacted by the Council. The City Manager assumes **accountability for all City operations**, provides leadership and expert guidance, spearheads long-term planning efforts, and serves as a critical link between the policy-making and operational functions of the City.

# ideal candidate

## THE IDEAL CANDIDATE

The ideal candidate possesses and has demonstrated the following attributes:

- **A genuine appreciation** for the unique qualities that make Cannon Beach a charming seaside village, including the breathtaking natural surroundings, ethos of environmental stewardship, vibrant arts community, numerous shops and restaurants, and thriving community atmosphere. **Choosing to live in the city** is one way to demonstrate the City Manager's recognition of the community's many virtues and a commitment to protecting and enhancing them in the future.
  - Support for **meaningful citizen engagement** in policy development processes and commitment to the principles of **transparency, inclusion, and public participation**. Cannon Beach citizens are passionate about their community and are active in civic decision-making. The numerous City boards, commissions, and committees play a key role in advising the City Council on policy matters.
  - Commitment to **active involvement in the community** through participating in local organizations, developing relationships, and being actively visible around town.
- An ability to be **approachable** by all citizens, **respectful** of all perspectives and viewpoints, and **even-handed** in approaching differing views and interests is critical. The City Manager should be dedicated to updating and informing the community on City policy and operational issues, and maintaining a **collaborative approach** toward working with the business community, individual homeowners, and other community organizations, including the Chamber of Commerce, arts, and historical associations. An inclination toward **consensus-building**, and a willingness to enforce unpopular decisions when necessary will be important.
- Ability to **keep the Council fully informed** of current and future issues, adhering to a principle of 'no surprises.' A commitment to building positive, **collaborative relationships with all Councilors**, and engaging in frequent and open communication through email, phone, and in-person meetings is vital. The City Manager must keep the Council updated on **City operations**, provide accurate and complete **analysis of choices** before the Council, and assist the Council in **long-term policy planning**.



# ideal candidate

- **Thorough understanding of the council-manager form of government** and the proper roles of bodies and individuals within such governments. The City Manager will be expected to help ensure the City Council, staff, and advisory bodies are operating effectively with each other and within their defined roles.
- Capacity to **effectively represent the City** with numerous intergovernmental groups including Clatsop County, Seaside School District, Cannon Beach Fire and Rescue, Sunset Empire Transportation District, State agencies, and other regional partners. The City Manager will need to **actively cooperate** with such groups while protecting the City's interests.
- Excellent communication skills. An ability to **write in a clear and articulate manner** and **speak effectively** with large and small groups will be essential. The City Manager should be committed to open communication with all parties, including City officials, staff, and citizens, and timely responsiveness to questions and input.
- Experience **developing public infrastructure**. The City Manager will help plan for the future of City-owned facilities and properties, such as the South Wind property.
- Solid **budgeting and finance abilities** and proficiency with Oregon budget laws and requirements. The City Manager must be able to **prioritize the financial needs** of operations and programs effectively, and be proficient in collecting and allocating transient room tax funds, which is a central component of the City's revenue base.
- **Interpersonal staff relations skills** and a commitment to creating a positive work environment and **cultivating excellence in employees**. The City Manager must employ skills related to coaching and staff development, including an ability to delegate tasks while holding employees accountable. A commitment to being publicly supportive of staff, and willing to face criticism on their behalf and insulate them from undue influence is important. The City Manager should be able to actively listen to staff and incorporate their input into decision-making. A management approach incorporating interdepartmental communication and coordination is necessary.
- **Strong management and leadership skills** and an ability to provide clear direction, effectively manage multiple departments and initiatives, develop and inspire staff, and build an outstanding organization. The City Manager should be able to effectively plan for and address long-term challenges, and should have an open, engaging personal style with a good sense of humor. A willingness to **make difficult decisions when necessary** and demonstrate a **commitment to neutrality and fairness** will be essential. The City Manager must be e-literate and supportive of the use of technology to make government efficient and accessible for citizens. Specific experience in Oregon land use law, Oregon municipal finance regulations, Oregon public meeting/records laws, and public works administration is needed.

## EXPERIENCE AND EDUCATION

*A bachelor's degree in public administration or a related field, and at least five years of upper-level local government management experience is required. An advanced degree in public administration or a related field, and at least eight years of city management experience, including in small, tourism-dependent communities with significant seasonal population changes, is preferred. Professional credentialing, such as through ICMA, is also preferred.*

## RECRUITMENT PROCESS

**Review of Applications**  
Sept 9, 2017

**Preliminary Phone  
Interviews**  
Week of Sept 18, 2017

**Semi-Finalist  
Interviews**  
Week of Oct 9, 2017

**Finalist Interviews  
and Selection**  
Week of Nov 6, 2017



*The City of Cannon Beach  
is an Equal Opportunity  
Employer.*

For additional details,  
application materials,  
and instructions on how  
to apply, please visit  
[www.jensen-strategies.com/municipal-manager-recruitment](http://www.jensen-strategies.com/municipal-manager-recruitment)

**Questions may be  
directed to:**

Jeff Aprati  
Jensen Strategies, LLC  
503-477-8847  
[jeff@jensen-strategies.com](mailto:jeff@jensen-strategies.com)

*Photos courtesy of  
Councilor George Vetter*



**JENSEN STRATEGIES**

## POLICY PRIORITIES

### ▪ **Community Character Preservation**

Given the importance of ambiance, environment, and overall 'feel' to the community's success, the City has made preserving these characteristics a central priority. The City endeavors to protect its natural resources and support the needs of its residents while also facilitating tourism. The City Manager's understanding and adherence to the City's established Comprehensive Plan will be of high importance, rather than pursuit of growth or expansion.

### ▪ **Ecola Creek Forest Reserve**

The Ecola Creek Forest Reserve consists of approximately 1,040 acres of City-owned property in the Lower Ecola Creek watershed, including the springs that are the City's primary water source. The City Manager will help manage the Reserve with the goals of restoring the ecological integrity of the forest ecosystem and habitats, and preserving and enhancing municipal water quality. Passive recreation opportunities will also be provided in a manner compatible with these priorities.

### ▪ **South Wind Property**

The City owns a 58-acre parcel known as the South Wind property, which represents an important opportunity for locating future critical and essential public buildings outside the tsunami inundation zone. The City Manager will need to help ensure that any future physical or financial planning for this site is conducted in a thoughtful, holistic, and inclusive manner.

### ▪ **Strategic Plan Implementation**

Implementation of the five-year City of Cannon Beach Strategic Plan will be a primary focus of the City Manager. Components of the plan are as follows:

### ***Affordable housing***

Though the local economy, as well as City services, are dependent on employees who are invested in the community, only a small percentage of the City's workforce can afford to live in the city they serve. The City has made a long-term commitment to address the affordable housing shortage.

### ***Emergency preparedness***

Cannon Beach lies directly inshore from the Cascadia Subduction Zone and is impacted by periodic powerful Pacific storms. The City is dedicated to becoming a resilient and safety-focused community, and is actively exploring options for moving critical facilities and infrastructure out of the tsunami inundation zone.

### ***Infrastructure***

The City is committed to taking the steps necessary to sustain its extensive yet aging infrastructure network into the future. It is an ongoing challenge to deliver City services to residents, businesses, and the increasing number of tourists visiting the community each year. Current user rates do not cover the base cost of operating these services, let alone the maintenance and capital investments that will be needed in the long-term.

### ***Relationship with community***

The City Council and staff are focused on strengthening citizen confidence in city government, and on building and maintaining trust between the City and the community.

### ***Effective government***

The City has pledged to take active and ongoing steps to ensure it can continue to deliver excellent customer service for residents and visitors, manage risk, and demonstrate accountability.



**JENSEN STRATEGIES**

**(503) 477-5615**

1750 S Harbor Way,  
Suite 350  
Portland, OR  
97201

[www.jensen-strategies.com](http://www.jensen-strategies.com)



**Proposal  
to provide recruitment services for  
the City of The Dalles' next  
City Manager**



**Leadership is Key to the Sustainability of Any Organization**

*Character, integrity, and the commitment of a leader inspires those in the workplace to go the extra mile and can greatly influence the team's success in achieving its objectives.*

**Finding great leaders is what we do!**



**Executive Recruitment**

*Interim Staffing. Application Software. Job Board.*

# **STATEMENT OF QUALIFICATIONS**

## **ABOUT PROTHMAN**

Prothman specializes in providing national executive recruitment services to cities, counties, districts, and other governmental agencies throughout the western United States. Headquartered in the greater Seattle area, Prothman is known and respected for outstanding customer service, quality candidate pools, and depth of knowledge and passion for local government.

## **OUR EXPERTISE**

**Recruitment Knowledge and Experience:** The Prothman team has conducted over 550 recruitments and interim placements. We have read and screened over 15,000 resumes, and we have personally interviewed over 6,500 semifinalist candidates. We know how to read between the lines, filter the fluff, and drill down to the qualities and experiences required to be a good manager.

**Firsthand Knowledge of Local Government:** Every Prothman team member has worked in local government. Our talented consultants have a cumulative 175 years in local government service, with expertise ranging from organization management, police and fire management, human resources, finance, public works and elected official public service.

## **OUR PROVEN PROCESS**

Clients and candidates continually tell us that we have the best process and client service in the industry. The tenure of our placements is among the best in the industry because we understand that "fit" is the most important part of the process; not just fit within the organization, but fit within the community, as well.

## **OUR GUARANTEE**

We are confident in our ability to recruit an experienced and qualified candidate who will be the perfect "fit" for your organization. Should the selected finalist leave the position or be terminated for cause within one year from the employment date, we will conduct a replacement search with no additional professional fee.

## **CONTACT INFORMATION**

Co-Owner: Sonja Prothman - sonja@prothman.com, 206.368.0050  
371 NE Gilman Blvd., Suite 310, Issaquah, WA 98027  
www.prothman.com  
www.prothman-jobboard.com  
Submittal Date: May 13, 2021

## **COMMITMENT TO PROVIDE SERVICE**

Prothman commits to performing all services represented in this proposal.

## **STATEMENT OF QUALIFICATIONS**

### **Current Recruitments**

**City of Coquille, OR** – *City Manager*

**City of Lincoln City, OR** – *City Manager*

**City of Belgrade, MT** – *City Manager*

**City of Moses Lake, WA** – *Municipal Services Director*

**Lincoln County, OR** – *County Administrator*

**Lincoln County, OR** – *HR Director*

**Port of Bellingham, WA** – *Director of Real Estate & Asset Management*

**City of Bellingham, WA** – *Police Chief*

**Mason Transit Authority, WA** – *General Manager*

**Housing Kitsap, WA** – *Executive Director*

**Grant County Fire District 8, WA** – *Fire Chief*

**City of Kalispell, MT** – *Fire Chief*

### **References/Recruitments**

**Jefferson County, OR** – Community Development Director, Health Director, Public Works Director, Building & Grounds Director

Contact – County Administrative Officer, Jeff Rasmussen – 541.475.2449  
jrasmussen@jeffco.net

**Lincoln County, OR** – County Administrator (just starting), Personnel Director, Community Justice Director

Contact – Personnel Director, Mike Hereford – 541.265.0371  
mhereford@co.lincoln.or.us

**City of Lincoln City, OR** – City Manager, Community Development Director, HR Director, Finance Director

Contact – HR Director, Abby Edwards – 541.996.1201  
aedwards@lincolncity.org

### **Schedule**

**You can expect the recruitment process to take three months, and then another six weeks for the new City Manager to start work.**



## **STATEMENT OF QUALIFICATIONS - PROJECT TEAM**

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### **Gary Milliman - Project Lead**

Recognized by the International City/County Management Association (ICMA) with the highly prestigious Career Excellence Award, Gary brings more than 45 years of experience in city management and public affairs to the Prothman team. Gary recently retired as city manager for the City of Brookings, OR, and has served as a City Manager in cities with populations ranging from 2,800 to 105,000 in California and Oregon. In South Gate, California, he was principally responsible for rebuilding that city's organization, financial stability and reputation following a period of political corruption and mismanagement. Gary has served as City Manager in Cotati, Fort Bragg and Bell Gardens, California, and in Brookings, Oregon, as well as serving as Southern California Director for the League of California Cities. Having completed an undergraduate degree in journalism, Gary earned a Master of Public Administration degree from the University of Southern California (USC) and completed the Senior Executives in State and Local Government program at Harvard University.

### **Steve Worthington - Project Support**

Steve is a senior consultant for Prothman and brings over 30 years of successful leadership in local government and is currently serving his second four-year term as a Council Member for the City of University Place, Washington, and is now serving as Mayor Pro Tem, as well. Prior to retirement after 6 years as the City Manager for the City of Fife, WA, Steve served as Community Development Director for six years in Fife and for nine years for the City of Cheney, WA. Steve has a Bachelor of Arts degree in Speech Communications from the University of Washington, and a Master of Public Administration degree from Eastern Washington University.

### **Sonja Prothman - Project Support**

As Co-Owner and Vice President, Sonja directs the day-to-day operations of the Prothman Company and has over 14 years of experience in local government recruiting, interim placements, and organizational assessments. Sonja is a former councilmember for the City of Normandy Park, Washington, and brings to Prothman the "elected official" side of government – a vital perspective for understanding our clients' needs. Sonja also brings private sector expertise having worked with the Boeing Company where she was on the start-up team as lead negotiator for schedules and deliverables for the first 777 composite empennage. A Seattle native, Sonja earned a bachelor's degree in Communications from the University of Washington.

### **Barry Gaskins - Project Support**

Barry is responsible for candidate management. His attention to detail and understanding of timeliness to the customer and candidates is remarkable. Barry works with the lead consultant in following through with scheduling interviews, arranging candidate travel, managing candidate application packets, and assembly of candidate information to give to the client. Barry came to us from the Bill & Melinda Gates Foundation where he served as a Program Assistant for four years in the US Library Program. Barry earned his bachelor's degree from California State University in Los Angeles.

### **Jared Eckhardt - Project Support**

Jared is responsible for profile development and candidate outreach. Jared works one-on-one with the client for the profile development and works with Sonja and the lead consultant on each client's outreach strategies. Jared graduated from the University of Washington, earning his BA in Communications.

## **EXECUTIVE SUMMARY**

Prothman has been in the business of finding highly qualified candidates for placement in local government organizations of various sizes with varying political ideologies for 17 years. We have worked for small organizations like Yachats, Oregon, population 800, to medium size organizations like the Port of Bellingham, WA, to large counties like King County, Washington, population 2+ million. We understand politics, council and board dynamics and community passion, and we are experts in facilitating. We have designed our recruitment process so that all stakeholders are included, listened to and treated with respect. Our company takes pride in and stakes its reputation on finding qualified candidates who are the right “fit” for our clients.

**COVID–19 Experience:** We have successfully completed many recruitments during the current pandemic and social distancing regulations. We have implemented many levels of Zoom meetings with the client, including work sessions and final interviews with boards. We have held final interviews via Zoom to narrow the candidates down to the top one or two to be invited for a personal onsite interview. We have had a final candidate chosen based solely on the Zoom interviews and we have had boards narrow it down to one final candidate to bring in for in-person interviews based on the Zoom interviews. We have also had final interviews where all candidates were on site and social distancing parameters and masks were adhered to. There is no cookie cutter here; we work with you to address your concerns and comfort level with social distancing and we provide a process that supports your needs.

## **PROPOSED SCOPE OF WORK**

### **1. Develop a Tailored Recruitment Strategy**

#### **Project Review**

The first step will be to:

- ◆ Review the scope of work and project schedule
- ◆ Review compensation and decide if a salary survey is needed

#### **Information Gathering and Research (*Soliciting Input*)**

**We will travel to the City of The Dalles or meet via phone or Zoom and spend as much time as it takes to learn everything we can about your organization.** Our goal is to thoroughly understand the values and culture of your organization, as well as the preferred qualifications you desire in your next City Manager. We will:

- ◆ Meet with the City Council
- ◆ Meet with the Retiring City Manager
- ◆ Meet with the Leadership Team
- ◆ Meet with other stakeholders, as directed
- ◆ Review all documents related to the position

#### **Position Profile Development (*Identifying the Ideal Candidate*)**

We will develop a profile of your ideal candidate. Profiles include the following:

- ◆ **A description of the ideal candidate’s qualifications**
  - Years of related experience, education required and ideal personality traits
- ◆ **Organization-specific information**
  - Description of the organization, position, and key responsibilities
  - Priorities and challenges facing the organization
- ◆ **Community-specific information**
- ◆ **Compensation package details**
- ◆ **Information on how to apply**

## 2. Identify, Target, and Recruit Viable Candidates

### **Outreach and Advertising Strategy** (*Locating Qualified Candidates*)

We recognize that often the best candidates are not actively looking for a new position--*this is the person we want to reach and recruit*. **We have an aggressive recruitment strategy which involves the following:**

- ◆ **Print and Internet-based Ads** placed nationally and locally in professional publications, journals, and related websites.
- ◆ **Targeted Direct Mail Recruitment Brochures** sent directly to city/county management professionals who are not actively searching for a new position.
- ◆ **Focused Candidate Outreach** via over a thousand personal emails to city/county management professionals, as well as personal networking.
- ◆ **Posting the Position Profile on Prothman's Facebook and LinkedIn pages and on the Prothman website**, which receives over five thousand visits per month from potential candidates.

## 3. Conduct Preliminary Screening

### **Candidate Screening** (*Narrowing the Field*)

Once the application deadline has passed, we will conduct an extensive candidate review designed to gather detailed information on the leading candidates. The screening process has 3 key steps:

- 1) **Application Review:** Using the Position Profile as our guide, we will screen the candidates for qualifications based on the resumes, applications, and supplemental question responses (to determine a candidate's writing skills, analytical abilities and communication style). After the initial screening, we take the yes's and maybe's and complete a second screening where we take a much deeper look into the training, work history and qualifications of each candidate.
- 2) **Internet Publication Background Search:** We conduct an internet publication search on all semifinalist candidates prior to their interviews. If we find anything out of the ordinary, we discuss this during the initial interview and bring this information to you.
- 3) **Personal Interviews:** We will conduct in-depth videoconference or in-person interviews with the top 6 to 15 candidates. During the interviews, we ask the technical questions to gauge their competency, and just as importantly, we design our interviews to measure the candidate's fit within your organization.

### **Candidate Presentation**

**We will prepare and send to you a detailed summary report and binders** which include each candidate's application materials and the results of the personal interviews and publication search.

**We will travel to the City of The Dalles or meet via phone/Zoom** and advise you of the candidates meeting the qualifications, our knowledge of them, and their strengths and weaknesses relative to fit within your organization. We will give you our recommendations and then work with you to identify the top 3 to 6 candidates to invite to the final interviews. We will discuss the planning and design of the final interview process during this meeting.

## 4. Prepare Materials and Process for Final Interviews

### **Final Interview Process** (*Selecting the Right Candidate*)

The design of the final interviews is an integral component towards making sure that all stakeholders have the opportunity to learn as much as possible about each candidate.

- ◆ **Elements of the design process include:**
  - **Deciding on the Structure of the Interviews**  
We will tailor the interview process to fit your needs. It may involve using various interview panels, community tours and/or a public evening reception.
  - **Deciding on Candidate Travel Expenses**  
We will help you identify which expenses your organization wishes to cover.
  - **Identifying Interview Panel Participants & Panel Facilitators**
- ◆ **Background Checks**  
Background checks include the following:
  - **References**  
We conduct 6-8 reference checks on each candidate. We ask each candidate to provide names of their supervisors, subordinates and peers for the last several years.
  - **Education Verification, Criminal History, Driving Record and Sex Offender Check**  
We contract with Sterling for all background checks.
- ◆ **Candidate Travel Coordination**  
After you have identified the expenses you wish to cover, we work with the candidates to organize the most cost-effective travel arrangements.
- ◆ **Final Interview Binders**  
The Final Interview Binders include the candidates' application materials and are the tool that keeps the final interview process organized. Each panel member will be provided a binder.
- ◆ **Final Interviews with Candidates**  
**We will travel to the City of The Dalles and facilitate the interviews.** The interview process usually begins with a morning briefing where schedule and process will be discussed with all those involved in the interviews. Each candidate will then go through a series of one-hour interview sessions, with an hour break for lunch.
- ◆ **Panelists & Decision Makers Debrief:** After the interviews are complete, we will facilitate a debrief with all panel participants where the panel facilitators will report their panel's view of the strengths and weaknesses of each candidate interviewed. The decision makers will also have an opportunity to ask panelists questions.
- ◆ **Candidate Evaluation Session:** After the debrief, we will facilitate the evaluation process, help the decision makers come to consensus, discuss next steps, and organize any additional candidate referencing or research if needed.
- ◆ **Facilitate Employment Agreement:** Once the top candidate has been selected, we will offer any assistance needed in developing a letter of offer and negotiating terms of the employment agreement.

## **FEE, EXPENSES & GUARANTEE**

### **Professional Fee**

**The fee for conducting a City Manager recruitment with a one-year guarantee is \$18,500.** The professional fee covers all Prothman consultant and staff time required to conduct the recruitment. This includes all correspondence and onsite meetings with the client, writing and placing the recruitment ads, development of the candidate profile, creating and sending invitation letters, reviewing resumes, coordinating and conducting semifinalist interviews, coordinating and attending finalist interviews, coordinating candidate travel, professional reference checks on the finalist candidates and all other search related tasks required to successfully complete the recruitment.

Professional fees are billed in three equal installments throughout the recruitment, at the beginning, halfway, and upon completion of the final interviews.

### **Expenses**

Expenses vary depending on the design and geographical scope of the recruitment. We do not mark up expenses and we work diligently to keep expenses at a minimum and keep records of all expenditures. The City of The Dalles will be responsible for reimbursing expenses Prothman incurs on your behalf. Expenses include:

- Newspaper, trade journal, websites, and other advertising (approx. \$1,700 - 1,900)
- Direct mail announcements (approx. \$1,800 - 1,900)
- Interview Binders & printing of materials (approx. \$300 - 500)
- Delivery expenses for Interview Binders (approx. \$150 - 450)
- Consultant travel: Mileage at IRS rate, travel time at \$50 per hour, lodging when needed (approx. \$650 - 850 per trip)
- Background checks performed by Sterling (approx. \$170 per candidate)

### **Other Expenses**

**Candidate travel:** We cannot approximate candidate travel expenses because they vary depending on the number of candidates, how far the candidates travel, length of stay, if spouses are included, etc. If you wish, we will coordinate and forward to your organization the candidates' travel receipts for direct reimbursement to the candidates.

### **Warranty**

**Repeat the Recruitment:** If you follow the major elements of our process and a top candidate is not chosen, we will repeat the recruitment once with no additional professional fee, the only cost to you would be for the expenses.

### **Guarantee**

Prothman will guarantee with a full recruitment that if the selected finalist is terminated or resigns within one year from the employment date, we will conduct one replacement search with no additional professional fee, the only cost to you would be for the expenses.

### **Cancellation**

You have the right to cancel the search at any time. Your only obligation would be the fees and expenses incurred prior to cancellation.

## **DIVERSITY INITIATIVE**

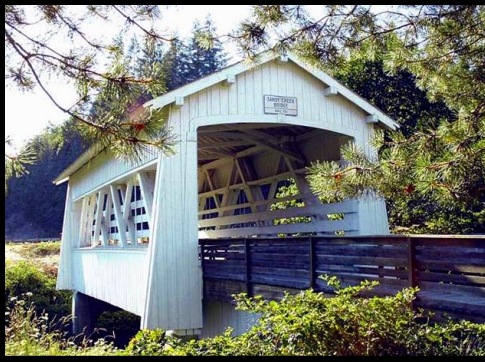
### **Equal Opportunity**

*All qualified applicants are considered in accordance with applicable laws prohibiting discrimination on the base of race, religion, color, gender, age, national origin, sexual orientation, physical or mental disability, marital status or veteran status or any other legally protected status. We will provide assistance in the recruitment, application and selection process to applicants with disabilities who request such assistance.*

Local government serves each and every community member regardless of ethnicity, gender, race, background, or economy and as we specialize in "public" organizations, we see firsthand how diversity in the workforce allows for government agencies to better understand, communicate with, and enlist cooperation from residents in multi-cultural communities.

We can assure you that we recognize the importance and wisdom of a diversity rich candidate pool and for every recruitment we conduct, we have made it our mission to reach out to and attract the most qualified and diverse candidate pool as possible for our clients. If we are chosen to be your executive recruiting partner, and more specifically, if we are chosen to recruit for the City of The Dalles, we will do so with the common goal of finding the agency a diverse and qualified pool of candidates.

## EXAMPLE OF POSITION PROFILE



**COQUILLE, OREGON**

**CITY MANAGER**

**\$100,000 - \$130,000**

*Plus Excellent Benefits*

*Apply by*

**March 21, 2021**

*(First Review, Open Until Filled)*

**PROTHMAN**





**WHY APPLY?**



Framed by heavily forested hills to the north, south and east, and the Pacific Ocean to the west, Coquille offers unparalleled small-town charm, an abundance of scenic beauty in every direction, and rich opportunities for recreation and relaxation.

The City of Coquille is seeking a public sector professional who is committed to preserving and enhancing what makes this community special by leading it into the future. If you are looking to work with a dedicated staff to provide excellent public service for residents and visitors alike in an ideal place to live, work and play, this is the right position for you!

**THE COMMUNITY**

Located in Coos County in Southern Oregon, the City of Coquille is located 90 miles north of the California border and just 15 miles inland from the Pacific Coast. Incorporated in 1885, Coquille is home to 3,900 residents and has remained the county seat of Coos County since 1896. Bounded by the Coquille River to the south and the beginnings of the Coast Range to the east and north, the City of Coquille sits in the beautiful Coquille Valley. Being inland from the Pacific Ocean has a moderating effect on the City's climate, resulting in a much warmer and less windy summer than the neighboring cities of Coos Bay and Bandon.



The City of Coquille is an active and healthy community that promotes a small-town atmosphere, a friendly lifestyle and embraces a diversity of cultural, historic, eclectic and local resources through civic participation, local economic activity and the individual pursuit of happiness. The town's prime location along the Coquille River Valley offers many outdoor recreation opportunities on the waterfront including abundant fishing in the Coquille River, along with Laverne County Park, and miles of hiking and biking trails.

The surrounding area also offers an abundance of nearby beaches, ocean fishing, hunting, golf, antiques, surfing, birding, mushroom picking and more. With all that it offers, Coquille remains charmingly undiscovered and unspoiled. For those looking to stay inside, Coquille is known as a place of rich history and entertainment. Residents and visitors enjoy the famous Sawdust Theater, where audiences cheer for the hero and boo to the villain, and the Coquille Valley Art Association, which offers exhibits and classes for artists of all skill levels.

Coquille also boasts an excellent hospital and emergency care facility, quality education provided through the Coquille School District, a Community Center with a pool that is open for swimming during the summer, and the Rivers Edge RV Park, which has 54 spaces overlooking the Coquille River.

## THE CITY

Operating under a Council/Manager form of government, the City has six council members who are elected at at-large for four-year staggered terms, and a Mayor, who presides at the City Council meetings, and is elected at-large for a two-year term. The Mayor and City Council appoints the City Manager, City Attorney and City Judge.

The City Manager appoints and removes the Finance Director, Public Works Director, Police Chief, Fire Chief, and the Library Director. In addition to the help they receive from their appointed staff and employees, the Mayor with the consent of the City Council appoints the members of 8 advisory boards and commissions that assist the City Council. Nearly 30 Coquille citizens serve on these boards and commissions and make a valuable contribution to the City of Coquille.

The City of Coquille provides a full range of municipal services, including police and fire protection, parks and recreation facilities/activities, streets, planning, a library, and general administration services on a budget of approximately 16.5M with 28 FTE's. The City also operates the water and wastewater utility systems.

## THE POSITION

Under the general direction of the City Council, the City Manager is the Chief Executive Officer of the City of Coquille. The City Manager assists the mayor and council in the development of city policies and carries out policies established by ordinances and resolutions.



### Other responsibilities include:

- Directs the development and implementation of the city's goals, objectives, policies and priorities.
- Hire and fire City employees as necessary.
- Conducts or coordinates, through department heads, departmental strategic planning efforts and other studies of city services to ensure they are provided in the most effective manner.
- Establishes, within city policy and budget, appropriate service and staffing levels, monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures, and allocates resources accordingly.
- Prepares and administers the fiscal year city budget for approval by the budget committee and council.
- Represents the city and the city's interests on various regional committees and taskforces, and with citizen involvement groups. Works with regional partners to protect and promote the city's and region's interests.
- Provides advice and assistance to the City Council on a wide variety of issues, including writing or editing agenda items, and council memorandums. Conducts a variety of special projects as directed by City Council.
- Reviews local, state and federal legislation to determine the impact on administrative plans, policies and strategies; and prepares and coordinates responses and recommendations as appropriate.
- Resolves inquiries, complaints, problems, or emergencies affecting the availability or quality of services. Responds to sensitive or complex inquiries or complaints.
- Maintains positive public relations with customers and is responsive to customer needs.

## OPPORTUNITIES & CHALLENGES

### Water Turbidity

The City of Coquille is experiencing a severe turbidity problem with its raw water supply, which is hampering the proper operation of the water treatment plant. Developing a plan for resolving this issue, in consultation with public works staff and City engineers, will be one of the initial top priority items for the new City Manager. Together with developing a plan for addressing the turbidity problems, the City Manager must also prepare a budget, identify potential financing resources, secure funding, and ensure that the required improvements to the water treatment facilities are made.

### Rate Increases

In addition to needed capital improvements, the water and sewer utilities are facing impending revenue shortfalls. Additional money will be necessary for the City to continue to properly operate and maintain those treatment, collection, and distribution systems. Securing the required funds will necessitate significant increases in water and sewer rates. The City Manager will be responsible for calculating the amount and timing for those rate increases, and will be expected to take the lead in explaining to the citizens and utility customers why those utility rate increases are essential for ensuring an adequate supply of clean drinking water and protecting the health, safety, and welfare of the citizens of Coquille.

### City Owned Property Opportunities

The City of Coquille owns a significant amount of land, including the vacant former Georgia Pacific mill site, the former Jefferson School site and buildings, and numerous other properties. The City Manager will be expected to take the lead in preparing the necessary plans and marketing these properties in a manner that will enable and encourage their redevelopment by the private sector for commercial and industrial uses, job creation, and/or related economic development purposes such as the provision of workforce housing.



### Urban Renewal Plan

An Urban Renewal District was formed and has been administered by the City of Coquille for many years. The City Council serves as the Urban Renewal Agency, with the City Manager functioning as the Urban Renewal Manager. Since its formation, the Urban Renewal District has undertaken a number of projects, including operating a Façade Improvement Program to provide financial aid for businesses and property owners who rehabilitate buildings within the District. Over the last several years, a significant amount of Urban Renewal reserve funds have been accumulated. The City/Urban Renewal Manager will be responsible for reviewing the Urban Renewal Plan, making recommendations regarding possible amendments to that Plan, and budgeting for the expenditure of Urban Renewal funds to accomplish its goals and undertake needed economic development and community improvement projects.

## IDEAL CANDIDATE

### Education & Experience:

A bachelor's degree from an accredited college or university in public or business administration or a related field is highly preferred. Candidates must have a track record of progressively responsible municipal management experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties. An advanced degree in a related field, and five (5) years of experience as a City Manager or Administrator is preferred.

### Necessary Knowledge, Skills & Abilities:

- Ability to communicate clearly and effectively with the Mayor, City Councilors, City staff, and the public.
- Willingness to keep the Mayor and City Councilors continuously informed, advised, and updated in writing and verbally regarding the City's financial condition and all of its various ongoing and proposed plans, projects, and activities.
- Must be a strong leader who can provide effective direction and inspiration to City employees as necessary to successfully implement the decisions and policy directions of the Mayor and City Council.
- Ability to prepare and administer the annual City Budget in accordance with Oregon's local budget laws.

- Knowledge and familiarity with Oregon statutes, laws, and regulations, particularly as they apply to municipal government finance and operations.
- Knowledge of labor relations, and experience negotiating collective bargaining agreements.
- Understanding of how Urban Renewal functions in Oregon, and the ability to move the City's Urban Renewal program forward to accomplish its goals, and get its projects undertaken and completed.
- Expertise and ability to plan and implement a variety of projects to promote economic development and job creation in Coquille.
- Along with the Mayor and City Council, the City Manager serves as the "face" of City government. The City Manager must therefore help instill public "trust" in its local municipal government, and represent the City well before its citizens, community organizations, the Chamber of Commerce, the Coquille Valley Hospital District, the Coquille School District, and representatives of various other City, County, State, and Federal agencies.
- Must be civic minded and able to integrate himself/herself into the community. The City Manager will therefore be expected to appropriately "circulate" throughout the City and the business district, and regularly and willingly participate in various local events, organizations, and activities.
- Knowledge and experience in negotiating real property sales, purchases, and transactions.
- Expertise in preparing applications and securing grants, loans, and other financing mechanisms and resources necessary to accomplish a wide variety of needed projects and infrastructure improvements.
- Understanding of water and sewer utility systems, treatment plant operations, and utility rate structures.

- Must be able to ensure the timely completion and submission of required financial reports and annual audits.
- The next manager will be approachable by all citizens, staff and Council, and will communicate effectively, with honesty and transparency. He or she will establish and maintain effective working relationships with other employees, the Mayor, the Council, and the public by getting out into the community to meet residents and understand their needs.

### COMPENSATION & BENEFITS

- **\$100,000 - \$130,000 DOQ**
- Medical, Dental, and Vision Insurance
- Long-Term Disability
- Oregon PERS
- 457 Deferred Compensation Plan
- 11 Paid Holidays
- Sick Leave
- Generous Vacation

Please visit:  
[www.cityofcoquille.org](http://www.cityofcoquille.org)



The City of Coquille is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **March 21, 2021** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to [www.prothman.com](http://www.prothman.com) and click on "Open Recruitments", select "**City of Coquille, OR – City Manager**", and click "**Apply Now**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in. If you are a veteran and wish to request veterans' preference credit, please indicate that in your cover letter, and complete and submit the veterans' preference form posted on the website as instructed on the form.



[www.prothman.com](http://www.prothman.com)

371 NE Gilman Blvd., Suite 310  
Issaquah, WA 98027  
206.368.0050

## EXAMPLE OF INVITE LETTER



*Lincoln County*  
OREGON

# COUNTY ADMINISTRATOR

## \$120,000 - \$160,000 DOQ

Apply by:  
**May 23, 2021**  
(Open Until Filled)

Apply at [www.prothman.com](http://www.prothman.com)

Dear Colleague,

Prothman is currently recruiting for the **County Administrator** position for **Lincoln County, Oregon**. We invite you to review the position details on the back page, and if you find that this position is not right for you, we kindly ask that you please pass this on to other public sector management professionals who may be ready for this next step in their career.

Thank you for your consideration and help!

**PROTHMAN**



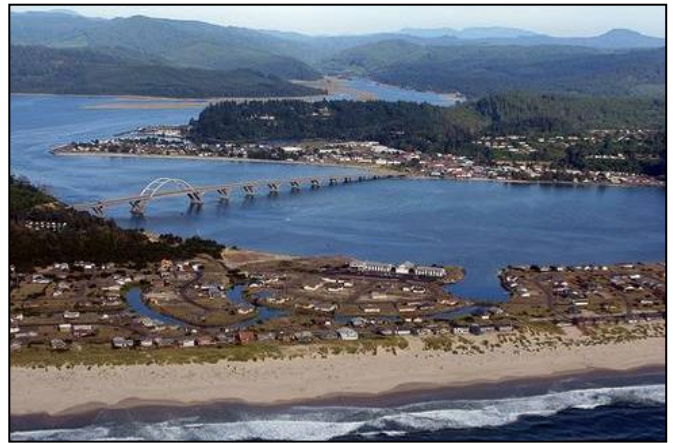
## LINCOLN COUNTY, OREGON



Located in the heart of the beautiful central Oregon Coast, Lincoln County is home to spectacular natural beauty, a thriving arts community, and a growing ocean-based economy. The County has a population of 48,820 people which can blossom to over 100,000 at the height of the tourist season. The County covers roughly 992 square miles with approximately 54 miles of ocean beaches. There are seven incorporated cities within the county borders, including Lincoln City, Depoe Bay, Siletz, Toledo, Newport, Waldport and Yachats, each with its own distinct personality. The cities give the County a small-town feel, yet the urban centers of Portland, Eugene and Corvallis are not far away.

Newport is the County seat and the location of Yaquina Bay where the ocean industry is centered. The bay and surrounding areas are home to the large commercial and recreational fishing fleet, the Coast Guard, NOAA, OSU Hatfield Marine Science Center, Newport Aquarium, Oregon Department of Fish and Wildlife, and the new OMSI Day Camp. Oregon Coast Community College is also located here with branches in Waldport and Lincoln City. Many festivals take place in Lincoln County throughout the year including the Wine and Seafood Festival, Celtic Festival, Yachats Mushroom Festival, Toledo Summer Festival, Siletz Pow Wow, Lincoln City Kite Festival, Depoe Bay Salmon Bake, the Lincoln County Fair and more.

All these elements, along with an extensive health care system, a diverse and supportive school district, and excellent emergency preparedness services, make Lincoln County a wonderful and unique place to live.



### THE COUNTY & POSITION

Lincoln County is governed by a three-member, nonpartisan Board of County Commissioners serving four-year staggered terms. The County employs 465 FTEs and has a 2020-2021 adopted budget of 110 million, including a general fund of 47 million. County departments include: County Administrator, Legal Counsel, Emergency Management, Fairgrounds, Finance & Accounting, Health & Human Services, Juvenile, Parks, Parole & Probation, Personnel, Planning & Development, Public Works, Surveyor's Office, Transit, and Veteran Services. Elected County positions include the Assessor, District Attorney, County Clerk, Sheriff, and Treasurer.

The County's current County Counsel has assumed general administrative duties over the course of his 35-year tenure with the County. This is a unique opportunity for a skilled public manager to play a key role in shaping new processes, programs and organizational structure as the County transitions to a full time County Administrator. Serving at the pleasure of the Board of Commissioners, the County Administrator is responsible for implementing BOC policy, and for planning, organizing, directing and controlling the activities and operations of Lincoln County government. This position develops policy recommendations for BOC action and provides highly responsible and complex administrative support to the BOC, leads the organization's strategic planning and strategic thinking efforts, coordinates the work of the various department directors and elected officials, and maintains a collegial and team-oriented workplace.

**Please visit [www.prothman.com](http://www.prothman.com) to view the full position profile & compensation package.**

Also visit the **Prothman Job Board** at [prothman-jobboard.com](http://prothman-jobboard.com) for this and other great opportunities!