

# NEWS

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FOR IMMEDIATE RELEASE  
Contact: Andrea Klaas

Date: Jan 2, 2020

## Port of The Dalles Commission to Hold Meeting

The Port of The Dalles Board will hold a regular Board of Commissioners Meeting on Wednesday, January 8, 2020 at 7:00 p.m., at the Port Administration Office, 3636 Klindt Drive, The Dalles, Oregon. The Port Commissioners and Staff will dine at Montira's Thai Cuisine prior to the meeting.

The main topics addressed in the meeting will be:

- General Port Business
- Staff & Committee Reports
- Adopt The Dalles Marina Rules-Amendment 01-08-2020
- Urban Renewal Agency

###

## **January 8, 2020 Meeting Agenda - Port Office**

**A. ROLL CALL**

**B. PLEDGE OF ALLEGIANCE**

**C. AGENDA CORRECTIONS or ADDITIONS**

**D. VISITOR BUSINESS (For items not already on the agenda – 10 minutes)**

1. Jon Chavers: Community Dog Park Presentation

**E. EXECUTIVE SESSION** *(as allowed by ORS 192.660 (2) (2) (f) (h). This will include discussion of real property transactions, legal rights and duties of a public body with regard to current litigation and privileged legal communication. Media representatives are instructed not to report or disclose matters discussed in executive session.*

**F. ACTION REQUIRED FROM EXECUTIVE SESSION**

**G. PORT CALENDAR/EVENTS**

**H. ACTION ITEMS:**

1. Approve December 11, 2019 Regular Meeting Minutes
2. Approve December 2019 Financials

**I. DISCUSSION ITEMS:**

1. SDAO Conference
2. Urban Renewal Agency

**J. REPORTS**

1. The Dalles Marina Q4/2019 Report
2. Staff Report
3. Committee Reports
  - Chamber of Commerce: Griffith
  - Dufur: Wallace
  - Wasco County EDC: Courtney
  - Urban Renewal: Coburn
  - Community Outreach Team: Weast/Klaas

**K. EXECUTIVE SESSION** *(as allowed by ORS 192.660 (2) (2) (f) (h). This will include discussion of real property transactions, legal rights and duties of a public body with regard to current litigation and privileged legal communication. Media representatives are instructed not to report or disclose matters discussed in executive session.*

**L. ACTION REQUIRED FROM EXECUTIVE SESSION**

- K-3: Adopt The Dalles Marina Rules & Regulations-Amendment 01-08-2020

**M. COMMISSION CALL**

1. President
2. Other Commissioner Business

# PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: January 8, 2020

Subject: D.) **VISITOR BUSINESS**

1. Jon Chavers – Community Dog Park Presentation

# PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: January 8, 2020

Subject: F.) **ACTION REQUIRED FROM EXECUTIVE SESSION**

**E-1:**

**E-2:**



## PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: January 8, 2020

Subject: G.) **PORT CALENDAR/EVENTS**

- February 6-9, 2020: SDAO Annual Conference – Seaside, Oregon
  
- February 12, 2020: Port Commission Meeting – Port Office



# February 2020

 US Holidays  
 Port of The Dalles

January 2020

S	M	T	W	T	F	S
	1	2	3	4		
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
<p>Groundhog Day</p>	<p>Opening Day of the 2020 Legislative Session</p>	<p>PC Meeting Packets Out(?)</p>	<p>SDAO Annual Conference</p> <p>3:00 PM SDIS Board Meeting</p>	<p>9:00 AM MCFR re: LZ 5 distribution</p> <p>1:30 PM Joint Taxing Entities - Mastering #2 - January 30th, 2020</p>	<p>Valentine's Day</p> <p>7:00 AM Chamber Econ. Dev Committee</p> <p>10:00 AM KODL Coffee Break</p>	
2	3	4	5	6	7	8
<p>SDAO Annual Conference</p>	<p>8:30 AM KHR Radio</p>	<p>PC Meeting Financials Out</p> <p>9:00 AM Gorge Commission</p>	<p>9:00 AM Roger Kline (monthly meeting)</p> <p>5:30 PM Port Meeting Dinner</p> <p>7:00 PM Port Commission Meeting</p>			
9	10	11	12	13	14	15
	<p>Bob's Birthday!</p> <p>President's Day</p>	18	19	20	21	22
16	17	18	19	20	21	22
			<p>5:00 PM Gorgeous Nights-Salem</p>			
23	24	25	26	27	28	29
			<p>12:00 PM Julie Lunch (monthly meeting)</p>	<p>12:00 PM COT</p>		

## PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: January 8, 2020

Subject: H-1.) MEETING MINUTES

➤ December 11, 2019 Regular Meeting Minutes

Staff Recommendation: **Approve December 11, 2019 Regular Meeting Minutes as presented**

Fiscal Impact: None

**PORT OF THE DALLES COMMISSION**  
**Regular Meeting Minutes**  
**December 11, 2019**  
**Port Office**

The Regular Meeting of the Port Commissioners was called to order by President Greg Weast at 6:00 p.m.

**ROLL CALL**

Commission: Greg Weast, Mike Courtney, Robert Wallace, Staci Coburn,  
David Griffith

Staff: Andrea Klaas, Executive Director; Jennifer Toepke, Executive Assistant; Angie  
Wilson, Bookkeeper; Bill Dick, Attorney

Guests: Commission and Staff Families

**PLEDGE OF ALLEGIANCE:** Mike Courtney

**AGENDA CORRECTIONS or ADDITIONS**

None

**VISITOR BUSINESS** (for items not already on the agenda)

None

**PORT CALENDAR/EVENTS:** Included in the Meeting Packet.

**ACTION ITEMS**

1. November 13, 2019 Regular Meeting Minutes approved as presented.
2. November 2019 Financial Reports approved as presented.
3. Policy on the Prevention of Workplace Discrimination, Harassment, and Retaliation, adopted as presented.

*M/Mike Courtney, S/David Griffith, Motions Approved Unanimously*

**STAFF REPORT:** Included in the Meeting Packet.

**COMMISSION CALL**

**THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 6:01 p.m.**

**PORT OF THE DALLES:**

**ATTEST:**

\_\_\_\_\_  
Greg Weast, President  
Board of Commissioners

\_\_\_\_\_  
Robert Wallace, Secretary  
Board of Commissioners

DATE APPROVED: January 8, 2020  
Prepared by: Jennifer Toepke



# PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: January 8, 2020

Subject: H-2.) FINANCIAL REPORTS

➤ **December 2019 Financial Reports**

Local Government Investment Pool

- Average Interest Rate is 2.25%

General Fund

- Property tax receipts November 2019: \$57,077.86 & YTD: \$317,323.05 (95.2% of Budget)
- Cruz Tree Service trimmed several trees around the office, cleaned the gutters and roof, and hung Christmas lights.

Port Development Fund

- Matthew Buck is the consultant that did the food study analysis for the Port; \$19,000 is the final payment to him. We received a \$15,000 grant from USDA for this work and will be submitting the final reimbursement request this month.

Marina Fund

Fiscal Impact

- None

Staff Recommendation: **Approve December 2019 Financial Reports as presented**

**Port of The Dalles**  
**Monthly Activity Report by Fund**  
 December 2019

	General ...	Marina ...	Port Dev...	TOTAL
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Interest From Earnings	2,374.69	94.85	6,391.37	8,860.91
Prior Yr Property Tax	425.63	0.00	0.00	425.63
Interest From Contracts				
V&G	0.00	0.00	371.37	371.37
<b>Total Interest From Contracts</b>	<b>0.00</b>	<b>0.00</b>	<b>371.37</b>	<b>371.37</b>
Misc. Income	40.00	0.00	0.00	40.00
lease-land/Facility	10,575.00	0.00	0.00	10,575.00
Land Sales				
V&G	0.00	0.00	387.70	387.70
<b>Total Land Sales</b>	<b>0.00</b>	<b>0.00</b>	<b>387.70</b>	<b>387.70</b>
Property Tax	57,077.86	0.00	0.00	57,077.86
<b>Total Income</b>	<b>70,493.18</b>	<b>94.85</b>	<b>7,150.44</b>	<b>77,738.47</b>
<b>Gross Profit</b>	<b>70,493.18</b>	<b>94.85</b>	<b>7,150.44</b>	<b>77,738.47</b>
<b>Expense</b>				
<b>PERSONAL SERVICES-</b>				
<b>Payroll Expenses</b>				
<b>Wages</b>				
Salary- Exec. Director	9,333.34	0.00	0.00	9,333.34
Maintenance Supervisor	800.00	0.00	0.00	800.00
Maint- PT	168.00	0.00	0.00	168.00
Admin/Marina Specialist	6,431.75	0.00	0.00	6,431.75
<b>Total Wages</b>	<b>16,733.09</b>	<b>0.00</b>	<b>0.00</b>	<b>16,733.09</b>
FICA-EMPLOYER	1,280.08	0.00	0.00	1,280.08
PERS EMPLOYER	865.67	0.00	0.00	865.67
WRKRS COMP EMPLOYER	6.64	0.00	0.00	6.64
Payroll Expenses - Other	36.14	0.00	0.00	36.14
<b>Total Payroll Expenses</b>	<b>18,921.62</b>	<b>0.00</b>	<b>0.00</b>	<b>18,921.62</b>
Health Insurance	2,415.18	0.00	0.00	2,415.18
<b>Total PERSONAL SERVICES-</b>	<b>21,336.80</b>	<b>0.00</b>	<b>0.00</b>	<b>21,336.80</b>
<b>MATERIAL AND SERVICES-</b>				
<b>Transient Moorage Expense</b>				
Transient Moorage Utilities	50.14	0.00	0.00	50.14
<b>Total Transient Moorage Expense</b>	<b>50.14</b>	<b>0.00</b>	<b>0.00</b>	<b>50.14</b>
Contracted Service	785.00	0.00	19,000.00	19,785.00
Develop and Comm	1,471.96	0.00	91.14	1,563.10
Dues, Fees and Subscriptions	795.79	0.00	0.00	795.79
Legal	260.00	0.00	0.00	260.00
<b>Maintenance and Repair</b>				
Weed Control/landscaping	800.00	0.00	0.00	800.00
Shop	33.63	0.00	0.00	33.63
<b>Vehicle Expense</b>				
Repair	434.86	0.00	0.00	434.86
Gas	154.32	0.00	0.00	154.32
<b>Total Vehicle Expense</b>	<b>589.18</b>	<b>0.00</b>	<b>0.00</b>	<b>589.18</b>
<b>Total Maintenance and Repair</b>	<b>1,422.81</b>	<b>0.00</b>	<b>0.00</b>	<b>1,422.81</b>
<b>Launch Ramp</b>				
Garbage	80.94	0.00	0.00	80.94
Supplies	64.99	0.00	0.00	64.99
Launch Ramp Water	125.27	0.00	0.00	125.27
Launch Ramp Electric	21.59	0.00	0.00	21.59

12:12 PM  
 01/06/20  
 Cash Basis

**Port of The Dalles**  
**Monthly Activity Report by Fund**  
 December 2019

	<u>General ...</u>	<u>Marina ...</u>	<u>Port Dev...</u>	<u>TOTAL</u>
Total Launch Ramp	292.79	0.00	0.00	292.79
Office Supplies	559.62	0.00	0.00	559.62
Office Equipment	1,606.08	0.00	0.00	1,606.08
Travel Expense	165.08	0.00	0.00	165.08
Utilities				
Office				
Water Office	50.30	0.00	0.00	50.30
Office Electric	249.01	0.00	0.00	249.01
Sewer Office	106.64	0.00	0.00	106.64
Telephone	522.51	0.00	0.00	522.51
Total Office	<u>928.46</u>	<u>0.00</u>	<u>0.00</u>	<u>928.46</u>
Total Utilities	928.46	0.00	0.00	928.46
Marketing Expenses				
Travel	<u>266.96</u>	<u>0.00</u>	<u>0.00</u>	<u>266.96</u>
Total Marketing Expenses	<u>266.96</u>	<u>0.00</u>	<u>0.00</u>	<u>266.96</u>
Total MATERIAL AND SERVICES-	<u>8,604.69</u>	<u>0.00</u>	<u>19,091.14</u>	<u>27,695.83</u>
Total Expense	<u>29,941.49</u>	<u>0.00</u>	<u>19,091.14</u>	<u>49,032.63</u>
Net Ordinary Income	<u>40,551.69</u>	<u>94.85</u>	<u>-11,940.70</u>	<u>28,705.84</u>
Net Income	<u><u>40,551.69</u></u>	<u><u>94.85</u></u>	<u><u>-11,940.70</u></u>	<u><u>28,705.84</u></u>

**Port of The Dalles**  
**Balance Sheet by Class**  
 As of December 31, 2019

	General Fu...	Marina ...	Port Devel...	Un...	TOTAL
<b>ASSETS</b>					
Current Assets					
Checking/Savings					
CSB Checking					
General Checking	57,101.24	0.00	0.00	0.00	57,101.24
Marina Checking	0.00	4,249.94	0.00	0.00	4,249.94
Port Develop. Checking	0.00	0.00	11,483.41	0.00	11,483.41
<b>Total CSB Checking</b>	<b>57,101.24</b>	<b>4,249.94</b>	<b>11,483.41</b>	<b>0.00</b>	<b>72,834.59</b>
LGIP					
Marina Services	0.00	49,373.34	0.00	0.00	49,373.34
Port Develop	57,547.83	0.00	3,326,872.51	0.00	3,384,420.34
General	1,155,458.30	0.00	0.00	0.00	1,155,458.30
<b>Total LGIP</b>	<b>1,213,006.13</b>	<b>49,373.34</b>	<b>3,326,872.51</b>	<b>0.00</b>	<b>4,589,251.98</b>
Petty Cash	66.24	28.54	55.22	0.00	150.00
<b>Total Checking/Savings</b>	<b>1,270,173.61</b>	<b>53,651.82</b>	<b>3,338,411.14</b>	<b>0.00</b>	<b>4,662,236.57</b>
<b>Total Current Assets</b>	<b>1,270,173.61</b>	<b>53,651.82</b>	<b>3,338,411.14</b>	<b>0.00</b>	<b>4,662,236.57</b>
<b>TOTAL ASSETS</b>	<b><u>1,270,173.61</u></b>	<b><u>53,651.82</u></b>	<b><u>3,338,411.14</u></b>	<b><u>0.00</u></b>	<b><u>4,662,236.57</u></b>
<b>LIABILITIES &amp; EQUITY</b>					
Liabilities					
Current Liabilities					
Other Current Liabilities					
Payroll Liabilities					
P/R Taxes Payable- Pers	1,146.96	0.00	0.00	0.00	1,146.96
P/R Taxes Payable-State	-309.00	0.00	0.00	0.00	-309.00
P/R Taxes Payable-FICA	-583.82	0.00	0.00	0.00	-583.82
P/R Taxes Payable-Federal	-269.00	0.00	0.00	0.00	-269.00
Payroll Liabilities - Other	469.51	0.00	0.00	0.00	469.51
<b>Total Payroll Liabilities</b>	<b>454.65</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>454.65</b>
<b>Total Other Current Liabilities</b>	<b>454.65</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>454.65</b>
<b>Total Current Liabilities</b>	<b>454.66</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>454.66</b>
<b>Total Liabilities</b>	<b>454.66</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>454.66</b>
Equity					
Unrestricted Net Assets	957,066.00	53,142.87	3,680,304.94	-0.05	4,690,513.76
Net Income	312,652.99	508.89	-341,893.78	0.00	-28,731.90
<b>Total Equity</b>	<b>1,269,718.99</b>	<b>53,651.76</b>	<b>3,338,411.16</b>	<b>-0.05</b>	<b>4,661,781.86</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>1,270,173.65</u></b>	<b><u>53,651.76</u></b>	<b><u>3,338,411.16</u></b>	<b><u>-0.05</u></b>	<b><u>4,662,236.52</u></b>
<b>UNBALANCED CLASSES</b>	-0.04	0.06	-0.02	0.05	-0.05

**Port of The Dalles-GENERAL**  
**Profit & Loss Budget vs. Actual-SUMMARY**  
July through December 2019

	Jul - Dec 19	Budget	% of Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Grants	85,158.90		
Begining Fund Balance	0.00	884,921.00	0.0%
Transient Moorage	1,350.00	2,000.00	67.5%
Map Grant	8,300.00	9,800.00	84.7%
Interest From Earnings	17,601.12	17,699.00	99.4%
Prior Yr Property Tax	11,328.77		
Misc. Income	561.71	2,000.00	28.1%
lease-land/Facility	43,500.00	65,500.00	66.4%
SDAO Grant	0.00	6,000.00	0.0%
Airport Well	0.00	15,150.00	0.0%
Marina Loan	0.00	11,621.00	0.0%
Property Tax	317,323.05	333,461.00	95.2%
<b>Total Income</b>	<b>485,123.55</b>	<b>1,348,152.00</b>	<b>36.0%</b>
<b>Gross Profit</b>	<b>485,123.55</b>	<b>1,348,152.00</b>	<b>36.0%</b>
<b>Expense</b>			
PERSONAL SERVICES-	97,561.01	179,280.00	54.4%
MATERIAL AND SERVICES-	63,701.47	144,000.00	44.2%
CAPITAL OUTLAYS-	11,208.08	40,000.00	28.0%
<b>Total Expense</b>	<b>172,470.56</b>	<b>363,280.00</b>	<b>47.5%</b>
<b>Net Ordinary Income</b>	<b>312,652.99</b>	<b>984,872.00</b>	<b>31.7%</b>
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
Transfer to Other Funds	0.00	500,000.00	0.0%
General Operating Contingency	0.00	50,000.00	0.0%
<b>Total Other Expense</b>	<b>0.00</b>	<b>550,000.00</b>	<b>0.0%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>-550,000.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>312,652.99</b>	<b>434,872.00</b>	<b>71.9%</b>



**Port of The Dalles-GENERAL**  
**Profit & Loss Budget vs. Actual-DETAIL**  
 July through December 2019

	Jul - Dec ...	Budget	% of Bud...
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Grants	85,158.90		
Beginning Fund Balance	0.00	884,921.00	0.0%
Transient Moorage			
Guests	1,350.00	2,000.00	67.5%
<b>Total Transient Moorage</b>	<b>1,350.00</b>	<b>2,000.00</b>	<b>67.5%</b>
Map Grant			
Launch Ramp	0.00	9,800.00	0.0%
Map Grant - Other	8,300.00		
<b>Total Map Grant</b>	<b>8,300.00</b>	<b>9,800.00</b>	<b>84.7%</b>
Interest From Earnings	17,601.12	17,699.00	99.4%
Prior Yr Property Tax	11,328.77		
Misc. Income	561.71	2,000.00	28.1%
lease-land/Facility	43,500.00	65,500.00	66.4%
SDAO Grant	0.00	6,000.00	0.0%
Airport Well	0.00	15,150.00	0.0%
Marina Loan	0.00	11,621.00	0.0%
Property Tax	317,323.05	333,461.00	95.2%
<b>Total Income</b>	<b>485,123.55</b>	<b>1,348,152.00</b>	<b>36.0%</b>
<b>Gross Profit</b>	<b>485,123.55</b>	<b>1,348,152.00</b>	<b>36.0%</b>
<b>Expense</b>			
<b>PERSONAL SERVICES-</b>			
Payroll Expenses			
Wages			
Marketing/Communications	0.00	7,200.00	0.0%
Assistant Spec. Projects	0.00	31,200.00	0.0%
Salary- Exec. Director	46,666.70	75,000.00	62.2%
Maintenance Supervisor	4,550.00	11,980.00	38.0%
Maint- PT	1,004.00	10,400.00	9.7%
Admin/Marina Specialist	15,890.50		
<b>Total Wages</b>	<b>68,111.20</b>	<b>135,780.00</b>	<b>50.2%</b>
FICA-EMPLOYER	5,870.78	10,000.00	58.7%
PERS EMPLOYER	8,374.40	11,000.00	76.1%
WRKRS COMP EMPLOYER	2,152.40	2,500.00	86.1%
Payroll Expenses - Other	-99.78		
<b>Total Payroll Expenses</b>	<b>84,409.00</b>	<b>159,280.00</b>	<b>53.0%</b>
Health Insurance	13,152.01	20,000.00	65.8%
<b>Total PERSONAL SERVICES-</b>	<b>97,561.01</b>	<b>179,280.00</b>	<b>54.4%</b>
<b>MATERIAL AND SERVICES-</b>			
Transient Moorage Expense			
Transient Moorage Utilities	196.53		
<b>Total Transient Moorage Expense</b>	<b>196.53</b>		
Contracted Service	7,565.00	25,000.00	30.3%
Account and Audit	10,000.00	10,000.00	100.0%
Develop and Comm	2,552.05	5,000.00	51.0%
Dues, Fees and Subscriptions	15,343.11	24,000.00	63.9%
Insurance-Liability	0.00	15,000.00	0.0%
Legal	1,825.00	5,000.00	36.5%
Maintenance and Repair			
Weed Control/landscaping	7,158.96		
Shop	1,009.86		
Office	1,051.90		
Vehicle Expense			

**Port of The Dalles-GENERAL  
 Profit & Loss Budget vs. Actual-DETAIL  
 July through December 2019**

	Jul - Dec ...	Budget	% of Bud...
Repair	531.83		
Gas	445.05		
<b>Total Vehicle Expense</b>	<b>976.88</b>		
Maintenance and Repair - Other	0.00	15,000.00	0.0%
<b>Total Maintenance and Repair</b>	<b>10,197.60</b>	<b>15,000.00</b>	<b>68.0%</b>
<b>Launch Ramp</b>			
Garbage	756.62		
Supplies	3,140.85		
Launch Ramp Water	751.62	375.00	200.4%
Launch Ramp Garbage	0.00	250.00	0.0%
Launch Ramp Electric	157.72	375.00	42.1%
Launch Ramp - Other	0.00	12,000.00	0.0%
<b>Total Launch Ramp</b>	<b>4,806.81</b>	<b>13,000.00</b>	<b>37.0%</b>
Office Supplies	1,612.80	5,000.00	32.3%
Office Equipment	2,236.06	3,000.00	74.5%
Staff Development/Enhance	0.00	3,000.00	0.0%
Travel Expense	1,874.01	10,000.00	18.7%
<b>Utilities</b>			
Industrial			
Industrial Water	445.60	2,000.00	22.3%
<b>Total Industrial</b>	<b>445.60</b>	<b>2,000.00</b>	<b>22.3%</b>
Office			
Water Office	1,073.76		
Office Electric	808.11		
Sewer Office	611.84		
Garbage Office	278.63		
Telephone	2,007.60		
<b>Total Office</b>	<b>4,779.94</b>		
Utilities - Other	0.00	9,000.00	0.0%
<b>Total Utilities</b>	<b>5,225.54</b>	<b>11,000.00</b>	<b>47.5%</b>
<b>Marketing Expenses</b>			
Travel	266.96		
<b>Total Marketing Expenses</b>	<b>266.96</b>		
<b>Total MATERIAL AND SERVICES-</b>	<b>63,701.47</b>	<b>144,000.00</b>	<b>44.2%</b>
<b>CAPITAL OUTLAYS-</b>			
Marina Expense			
Facility Improvements	2,970.08	10,000.00	29.7%
<b>Total Marina Expense</b>	<b>2,970.08</b>	<b>10,000.00</b>	<b>29.7%</b>
Building Improvements	8,238.00	30,000.00	27.5%
<b>Total CAPITAL OUTLAYS-</b>	<b>11,208.08</b>	<b>40,000.00</b>	<b>28.0%</b>
<b>Total Expense</b>	<b>172,470.56</b>	<b>363,280.00</b>	<b>47.5%</b>
Net Ordinary Income	312,652.99	984,872.00	31.7%
Other Income/Expense			
Other Expense			
Transfer to Other Funds	0.00	500,000.00	0.0%
General Operating Contingency	0.00	50,000.00	0.0%
<b>Total Other Expense</b>	<b>0.00</b>	<b>550,000.00</b>	<b>0.0%</b>

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Cash Basis

Port of The Dalles-GENERAL  
Profit & Loss Budget vs. Actual-DETAIL  
July through December 2019

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	<u>Jul - Dec ...</u>	<u>Budget</u>	<u>% of Bud...</u>
Net Other Income	0.00	-550,000.00	0.0%
Net Income	<u>312,652.99</u>	<u>434,872.00</u>	<u>71.9%</u>

**Port of The Dalles-PDF**  
**Profit & Loss Budget vs. Actual-SUMMARY**  
 July through December 2019

	Jul - Dec 19	Budget	% of B...
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Grants	5,000.00		
Begining Fund Balance	0.00	4,050,143.00	0.0%
Interest From Earnings	40,729.46	81,003.00	50.3%
Interest From Contracts	2,249.10	5,000.00	45.0%
matching grants	0.00	200,000.00	0.0%
Land Sales	2,305.32	800,000.00	0.3%
City Of Dufur Water System Loan	0.00	39,310.00	0.0%
<b>Total Income</b>	<u>50,283.88</u>	<u>5,175,456.00</u>	<u>1.0%</u>
<b>Gross Profit</b>	50,283.88	5,175,456.00	1.0%
<b>Expense</b>			
PERSONAL SERVICES-	11,876.22	101,520.00	11.7%
MATERIAL AND SERVICES-	27,625.29	137,000.00	20.2%
CAPITAL OUTLAYS-	0.00	2,560,000.00	0.0%
<b>Total Expense</b>	<u>39,501.51</u>	<u>2,798,520.00</u>	<u>1.4%</u>
<b>Net Ordinary Income</b>	10,782.37	2,376,936.00	0.5%
<b>Other Income/Expense</b>			
<b>Other Income</b>			
transfer from other funds	0.00	500,000.00	0.0%
<b>Total Other Income</b>	0.00	500,000.00	0.0%
<b>Other Expense</b>			
Special Payments	200,000.00	1,500,000.00	13.3%
Other Debt Service	152,676.15	175,000.00	87.2%
General Operating Contingency	0.00	50,000.00	0.0%
<b>Total Other Expense</b>	<u>352,676.15</u>	<u>1,725,000.00</u>	<u>20.4%</u>
<b>Net Other Income</b>	-352,676.15	-1,225,000.00	28.8%
<b>Net Income</b>	<u><b>-341,893.78</b></u>	<u><b>1,151,936.00</b></u>	<u><b>-29.7%</b></u>

**Port of The Dalles-PDF  
 Profit & Loss Budget vs. Actual-DETAIL  
 July through December 2019**

	<u>Jul - Dec 19</u>	<u>Budget</u>	<u>% of ...</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Grants	5,000.00		
Begining Fund Balance	0.00	4,050,143.00	0.0%
Interest From Earnings	40,729.46	81,003.00	50.3%
Interest From Contracts			
V&G	2,249.10		
Interest From Contracts - Other	0.00	5,000.00	0.0%
<b>Total Interest From Contracts</b>	<b>2,249.10</b>	<b>5,000.00</b>	<b>45.0%</b>
matching grants	0.00	200,000.00	0.0%
Land Sales			
V&G	2,305.32		
Land Sales - Other	0.00	800,000.00	0.0%
<b>Total Land Sales</b>	<b>2,305.32</b>	<b>800,000.00</b>	<b>0.3%</b>
City Of Dufur Water System Loan	0.00	39,310.00	0.0%
<b>Total Income</b>	<b>50,283.88</b>	<b>5,175,456.00</b>	<b>1.0%</b>
<b>Gross Profit</b>	<b>50,283.88</b>	<b>5,175,456.00</b>	<b>1.0%</b>
<b>Expense</b>			
<b>PERSONAL SERVICES-</b>			
<b>Payroll Expenses</b>			
<b>Wages</b>			
Marketing/Communications	0.00	7,200.00	0.0%
Assistant Spec. Projects	0.00	31,200.00	0.0%
Salary- Exec. Director	9,333.35	37,000.00	25.2%
Maintenance Supervisor	600.00	4,000.00	15.0%
<b>Total Wages</b>	<b>9,933.35</b>	<b>79,400.00</b>	<b>12.5%</b>
<b>FICA-EMPLOYER</b>	<b>759.91</b>	<b>5,000.00</b>	<b>15.2%</b>
<b>PERS EMPLOYER</b>	<b>0.00</b>	<b>7,000.00</b>	<b>0.0%</b>
<b>WRKRS COMP EMPLOYER</b>	<b>2.80</b>	<b>120.00</b>	<b>2.3%</b>
Payroll Expenses - Other	2.49		
<b>Total Payroll Expenses</b>	<b>10,698.55</b>	<b>91,520.00</b>	<b>11.7%</b>
Health Insurance	1,177.67	10,000.00	11.8%
<b>Total PERSONAL SERVICES-</b>	<b>11,876.22</b>	<b>101,520.00</b>	<b>11.7%</b>
<b>MATERIAL AND SERVICES-</b>			
<b>Land Sales</b>			
Land Sales Closing Cost	0.00	10,000.00	0.0%
Land Sale Commissions	0.00	20,000.00	0.0%
<b>Total Land Sales</b>	<b>0.00</b>	<b>30,000.00</b>	<b>0.0%</b>
Contracted Service	19,000.00	50,000.00	38.0%
Account and Audit	0.00	10,000.00	0.0%
Develop and Comm	1,274.08	2,000.00	63.7%
Legal	300.00	15,000.00	2.0%
Office Supplies	44.00		
<b>Marketing Expenses</b>			
Media/Promo	145.86	10,000.00	1.5%
Travel	6,861.35	20,000.00	34.3%
<b>Total Marketing Expenses</b>	<b>7,007.21</b>	<b>30,000.00</b>	<b>23.4%</b>
<b>Total MATERIAL AND SERVICES-</b>	<b>27,625.29</b>	<b>137,000.00</b>	<b>20.2%</b>
<b>CAPITAL OUTLAYS-</b>			
Engineering/Consultants	0.00	50,000.00	0.0%
Land Acquisition/Development	0.00	2,000,000.00	0.0%
PDF- Facility Improvements	0.00	10,000.00	0.0%



**Port of The Dalles-PDF**  
**Profit & Loss Budget vs. Actual-DETAIL**  
 July through December 2019

	<u>Jul - Dec 19</u>	<u>Budget</u>	<u>% of ...</u>
Partnership Projects	0.00	500,000.00	0.0%
Total CAPITAL OUTLAYS-	0.00	2,560,000.00	0.0%
Total Expense	39,501.51	2,798,520.00	1.4%
Net Ordinary Income	10,782.37	2,376,936.00	0.5%
Other Income/Expense			
Other Income			
transfer from other funds			
General Fund	0.00	500,000.00	0.0%
Total transfer from other funds	0.00	500,000.00	0.0%
Total Other Income	0.00	500,000.00	0.0%
Other Expense			
Special Payments			
CGCC Community College	200,000.00	1,500,000.00	13.3%
Total Special Payments	200,000.00	1,500,000.00	13.3%
Other Debt Service	152,676.15	175,000.00	87.2%
General Operating Contingency	0.00	50,000.00	0.0%
Total Other Expense	352,676.15	1,725,000.00	20.4%
Net Other Income	-352,676.15	-1,225,000.00	28.8%
Net Income	<u><b>-341,893.78</b></u>	<u><b>1,151,936.00</b></u>	<u><b>-29.7%</b></u>

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Cash Basis

Port of The Dalles-MARINA  
**Profit & Loss Budget vs. Actual-SUMMARY**  
July through December 2019

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	<u>Jul - Dec 19</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
Beginning Fund Balance	0.00	52,776.00	0.0%
Interest From Earnings	508.89	1,056.00	48.2%
<b>Total Income</b>	<u>508.89</u>	<u>53,832.00</u>	<u>0.9%</u>
<b>Gross Profit</b>	<u>508.89</u>	<u>53,832.00</u>	<u>0.9%</u>
<b>Net Ordinary Income</b>	<u>508.89</u>	<u>53,832.00</u>	<u>0.9%</u>
Net Income	<u><b>508.89</b></u>	<u><b>53,832.00</b></u>	<u><b>0.9%</b></u>

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Cash Basis

**Port of The Dalles**  
**Account QuickReport**  
 As of December 31, 2019

Type	Num	Name	Memo	Paid Amount
<b>CSB Checking</b>				
<b>General Checking</b>				
Check	EFT	Brokers National Lif...		-29.90
Deposit			Deposit	10,548.28
Check	EFT	Pers		-865.67
Paycheck	24047	Kathleen M. Norton		-451.12
Paycheck	24047	Jennifer Toepke	VOID:	0.00
Paycheck	24041	Andrea L. Klaas		-3,298.28
Paycheck	24045	Gerald L. Rundell		-614.00
Paycheck	24043	Jennifer Toepke	VOID:	0.00
Paycheck	24044	Kathleen M. Norton	VOID:	0.00
Paycheck	24042	Mark R Roth		-100.98
Paycheck	24046	Jennifer Toepke		-2,377.69
Paycheck	24047	Kathleen M. Norton	VOID:	0.00
Paycheck		Jennifer Toepke	VOID:	0.00
Deposit			Deposit	140.00
Paycheck	24037	Andrea L. Klaas	VOID:	0.00
Paycheck	24040	Mark R Roth	VOID:	0.00
Bill Pmt -Check	24007	Cardmember Servic...	VOID:	0.00
Bill Pmt -Check	24007	Matthew Buck	VOID:	0.00
Bill Pmt -Check	24048	Angie Wilson		-785.00
Bill Pmt -Check	24049	Bohns Printing		-41.16
Bill Pmt -Check	24050	Cardmember Servic...		-1,315.75
Bill Pmt -Check	24051	City Of The Dalles.		-282.21
Bill Pmt -Check	24052	Cowboy's Catering		-550.00
Bill Pmt -Check	24053	Dick, Dick & Corey, ...		-215.00
Bill Pmt -Check	24054	Hattenhauer Energy...		-154.32
Bill Pmt -Check	24055	Home Depot Credit ...		-41.32
Bill Pmt -Check	24056	Mike Courtney		-49.88
Bill Pmt -Check	24057	Port Of The Dalles ...		-4.00
Bill Pmt -Check	24058	PUD		-320.74
Bill Pmt -Check	24059	Sawyers Ace Hard...		-104.93
Bill Pmt -Check	24060	SDIS		-2,355.38
Bill Pmt -Check	24061	Secretary of State		-200.00
Bill Pmt -Check	24062	Staples Credit Plan		-115.12
Bill Pmt -Check	24063	The Dalles Disposal		-80.94
Bill Pmt -Check	24064	TWGW Inc.		-169.86
Liability Check	EFT	Oregon Department...	0504064-4	-472.00
Liability Check	EFT	United States Treas...	93-6001833	-1,709.54
Liability Check	24007	Oregon Department...	0504064-4	-825.00
Liability Check	EFT	United States Treas...	93-6001833	-3,050.08
Liability Check	EFT	Oregon Department...	0504064-4	-20.18
Bill Pmt -Check	24065	Cardmember Servic...		-2,951.07
Bill Pmt -Check	24066	Cruz Tree Service		-800.00
Bill Pmt -Check	24067	Dick, Dick & Corey, ...		-45.00
Bill Pmt -Check	24068	Gorge Networks		-163.49
Bill Pmt -Check	24069	Jennifer Toepke.		-122.48
Bill Pmt -Check	24070	Mike Courtney		-110.60
Bill Pmt -Check	24071	The Dalles Chronicle		-55.00
Paycheck	24072	Andrea L. Klaas		-3,298.29
Paycheck	24074	Mark R Roth		-38.16
Paycheck	24073	Jennifer Toepke		-1,955.46
Liability Check	EFT	Oregon Department...	0504064-4	-458.00
Liability Check	EFT	United States Treas...	93-6001833	-1,699.90
Transfer			Funds Transfer	50,000.00
General Journal	AW		payroll	-5,010.56
General Journal	AW		payroll	5,010.56
General Journal	AW		payroll	0.00
General Journal	AW		payroll	0.00
Check	EFT	Brokers National Lif...		-29.90
Total General Checking				28,360.88
<b>Marina Checking</b>				
Total Marina Checking				

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01/06/20  
Cash Basis

Port of The Dalles  
**Account QuickReport**  
As of December 31, 2019

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Type	Num	Name	Memo	Paid Amount
<b>Port Develop. Checking</b>				
Deposit			Deposit	759.07
Bill Pmt -Check	22639	Cardmember Servic...		-80.00
Bill Pmt -Check	22640	Matthew Buck		-19,000.00
Bill Pmt -Check	22641	Cardmember Servic...		-11.14
Total Port Develop. Checking				-18,332.07
Total CSB Checking				10,028.81
<b>TOTAL</b>				<b>10,028.81</b>

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## PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: January 8, 2020

Subject: I-1.) 2020 SDAO ANNUAL CONFERENCE

Background:

This year's SDAO Annual Conference is being held in Seaside, Oregon. The Pre-Conference is on Thursday, February 6, 2020 & the Conference is Friday, February 7 thru Sunday, February 10, 2020.

All Port Commissioners and Staff have been registered for the conference. Individual session descriptions are included following; for the full Conference Brochure visit the SDAO Conference website. To ensure we cover as many sessions as possible, kindly review the session descriptions so that you can let Jennifer know which ones you would like to attend.

All rooms have been reserved at the Best Western Plus Ocean View Resort. \*Room cancellations should be done by January 15, 2020 in order to avoid cancellation fees.



# SDAO ACADEMY PROFESSIONAL DEVELOPMENT PROGRAM



The SDAO Academy offers current, in-depth training and education opportunities in three specialty areas including district management, human resources/ personnel management, and risk management/ operations. Knowledge and skills in these subjects are critical elements required for success as a leader at a special district.

*Conference sessions eligible for SDAO Academy credit will be marked with the SDAO Academy logo.*

## PRE-CONFERENCE

**THURSDAY, FEB. 6**

8:30 a.m. - 4 p.m.



15 CREDITS

### ***Special District Duties and Obligations: Comprehensive Training for Board Members and Staff***

\$100

George Dunkel, SDAO and Eileen Eakins, Law Office of Eileen Eakins

Join attorney Eileen Eakins and SDAO Consulting Services Administrator George Dunkel for this comprehensive overview of laws affecting special districts. It is an essential training for newly elected board members and newly appointed management staff, but even experienced board members and staff will benefit from a review of the varied and often complex laws governing Oregon's special districts.



10 CREDITS

### ***Hot Topics in Risk Management***

\$100

SDAO Risk Management Staff and Speaker Panel

Join our panel of speakers as we dive into this year's hot topics in risk management. Guests from our SDAO member districts will discuss liability and strategies for providing safety leadership, and our SDAO risk management staff will guide attendees through de-escalation techniques and developing a property loss response plan.

5 - 6:30 p.m.

### ***Welcoming Reception***

The Welcoming Reception is your chance to connect with peers, presenters, and SDAO staff in a relaxed, informal setting before the conference gets underway—and it's our chance to celebrate your arrival at the conference.

**FRIDAY, FEB. 7**

7:00 a.m.

***Fun Run/Walk***

Start your day with fun and exercise while exploring downtown Seaside! Join fellow conference attendees for a three-mile fun run/walk. The route will begin and end at the front doors of the Seaside Civic & Convention Center.

7:30 a.m. - 6 p.m.

***Exhibitor Trade Show***

Providers will showcase their products and services. Special districts have a multitude of service needs and product requirements that our exhibitors can meet. To be eligible for a prize, attendees visit each booth to have exhibitors sign their exhibitor drawing card.

8:30 a.m. - 10:00 a.m.

***Keynote Address***

Join Emmy award-winning speaker Mark Scharenbroich as he takes you for a fun ride on how to be effective at making meaningful connections in both your professional and personal life. His *Nice Bike* principle is supported by three strong actions: acknowledging, honoring, and connecting.

10:30 a.m. - noon

***Navigating the Oregon Government Ethics Law***

Tammy Hedrick, Oregon Government Ethics Commission

Public officials are held to a higher standard than private citizens because service in a public office is a public trust. Join Tammy with the Oregon Government Ethics Commission to learn about restrictions placed on public officials and the provisions in ORS Chapter 244 that restrict some of their choices, decisions, and actions.

***Stress Presumption and First Responders***

Speaker Panel

Join the round table discussion regarding the newly enacted presumption for stress and what it means for the districts and employees impacted by these changes. Discussion topics will include crisis prevention, developing a culture of wellness and resiliency, impacts to the district and other employees when a co-worker is in crisis, and finally, how stress claims will be managed in light of this new law.

***Top Ten Labor and Employment Issues***

Christy Monson and Mark Wolf, Local Government Law Group

If your special district is experiencing labor or employment challenges, you're not alone. Join employment attorney Christy Monson and labor attorney Mark Wolf as they walk you through the top ten labor and employment issues currently dogging special districts throughout Oregon. From useful tips on negotiating your CBAs to concrete steps to implement the new fair workplace legislation, this session focuses on practical and easy steps you can take to avoid liability, keep both management and employees happy, and comply with the law.

***Translation: Healthcare Proposals for the 2020 Candidates***

Katie Peterson, The Partners Group

What does "Medicare for All" mean, and how does it differ from a single payer or public option? Join our healthcare session to get grounded in these concepts, and also gain insight into healthcare around the world. This presentation is intended simply as education and will help individuals follow the national conversation with more understanding confidence.



**5 CREDITS**



**FRIDAY, FEB. 7**

1:30 - 3 p.m.



**5 CREDITS**

***Tricky to Navigate – Board/Staff Interactions***

Judy Clark, HR Answers

Imagine a group of people who all care about the same thing. It could be a watershed, access to books through a library, a sanitary place to live, etc. Some of these people go to work every day to make progress on this interest. Some of these people meet regularly to establish policy and determine how resources should be allocated for the public and the employees. Think there ever might be a conflict in how best to approach the necessary decisions? This session will focus on two aspects of these exchanges – authority and interactions.

***The Public Safety EAP: Benefits, Resources & Solutions***

Phil Downs, ESI Employee Assistance Group

This year, SDIS began offering an employee assistance program (EAP) to all emergency responders at our member districts free of charge. This EAP is specifically designed for emergency responders and fire professionals and offers 24/7 confidential counseling provided by Masters or PhD-level clinicians. In this session, we will identify and examine the assistance provided for everyday work/life problems including: financial education and coaching; legal issues; caregiver help; child and elder care assistance; and retirement coaching. This is a can't miss session for SDAO member career professional firefighters, emergency responders, 911 dispatchers, and police officers.

***Hot Topics in Liability***

Jens Jensen and Angela Smith, SDAO

Join Angela and Jens as they explore current liability trends with the SDIS insurance pool. Employment, general, and auto claims affecting special district members will be highlighted during this session. Case studies will be reviewed as examples.



**5 CREDITS**

***Emerging Cyber Threats: Claims Mitigation Strategies***

Sean B. Hoar, Lewis Brisbois Bisgaard & Smith, LLP

Malicious hackers continue to wreak havoc in all business sectors, including education and governmental entities. They steal sensitive data, encrypt operating systems, and extort millions of dollars on a daily basis. This presentation will review emerging online threats, including ransomware attacks, business email compromises, social engineering, and the malicious evolution of data monetization. It will also discuss strategies to mitigate the stifling costs associated with these events - from ransom payments, fraudulent wire transfers, business interruption, regulatory enforcement actions and third party litigation.

3:15 - 5 p.m.

***Caucus Meetings***

Separate caucus meetings are scheduled for fire, irrigation, park and recreation, ports, sanitary, water, and at-large districts. This is an opportunity to meet with peers to conduct caucus business, discuss current legislative issues, and make nominations for vacant SDAO board member positions.

5 - 6 p.m.

***Exhibitor Reception***

Exhibitors are honored at a special reception, complete with hors d'oeuvres and refreshments. (*Dinner is not provided for attendees on Friday evening.*)



**SATURDAY, FEB. 8**

7:00 a.m.

***Fun Run/Walk***

Start your day with fun and exercise while exploring downtown Seaside! Join fellow conference attendees for a three-mile fun run/walk. The route will begin and end at the front doors of the Seaside Civic & Convention Center.

8:30 - 10 a.m.

***Life Cycle of a CEO, Recruitment to Retirement***

George Dunkel, SDAO

Governing bodies, district boards, and commissions have many responsibilities. A major one is the hiring and supervision of the CEO. Current administrator of the SDAO Consulting Services Program, retired fire chief, and former fire district board member George Dunkel will review successful processes, procedures and practices that governing bodies use to promote successful careers for their CEO and high standards of performance for their organizations. This interactive presentation will include discussion and examples of successful succession planning, recruitment, hiring process, service agreement, expectations, performance evaluation, corrective action, rewards/recognition, and separation from service.

***Why You Need an Accessible Website & How to Get There***

Sloane Dell'Orto, Streamline

Website accessibility is a requirement for all local government agencies, and with lawsuits on the rise, it's now more important than ever. In this session we'll go over what accessibility really means, experience what it's like to try and navigate a site with your eyes closed, learn how to test your district's site, and the steps you can take to ensure your website is compliant going forward.



**5 CREDITS**

***Employee Misconduct Investigations – Getting it Right and Making it Stick***

Chandra Hatfield and Dian "Dee" Rubanoff, Peck Rubanoff & Hatfield

Chandra and Dee will guide participants through a hypothetical employee misconduct scenario, from inception of the investigation through completion of a disciplinary action. The interactive presentation will address common issues and legal questions that public employers face in these situations.

***Understanding Urban Renewal and the Role Special Districts Play***

Speaker Panel

Urban renewal has long been a controversial economic development tool for cities and counties across Oregon, particularly to special districts who end up foregoing property tax revenue as a result of this tool. However, in the long run, urban renewal can also result in tangible benefits, particularly when an urban renewal district attracts private development. Over the last decade SDAO, with other stakeholders, have been successful in securing important reforms to urban renewal that have and will result in greater communication between urban renewal sponsors and impacted taxing jurisdictions. Please join us for a conversation about urban renewal, how to navigate the process, and how, as a special district, you play an important role in the formation and shaping of these plans.



**SATURDAY, FEB. 8**

10:30 a.m. - noon

***Oregon Public Records Law Overview***

Todd Albert, State of Oregon, Office of the Public Records Advocate

Learn what information constitutes a public record, and the obligation of both requesters and records custodians in fulfilling a public records request. Observe how the law balances the public's interest in overseeing its government with the collection of fees to process requests and the application of exemptions to ensure the confidentiality of certain information. Get practice advice for managing public records requests and requesters.



5 CREDITS

***Emergency Operations Plans: Between the Idea and the Reality Falls the Guidance***

Erik Rau, Oregon Office of Emergency Management

Erik Rau with the Oregon Office of Emergency Management will provide a current description of public sector emergency management in Oregon and across the Pacific Northwest. Attendees will increase their familiarity with federal guidance for emergency operations plans (EOPs) and legal requirements for EOPs in Oregon. Erik will provide an opportunity for discussion and questions regarding format and content of local EOPs.

***Buckle Up! The New Labor Laws May Make it a Bumpy Ride***

Monica Harrison and Ron Downs, SDAO and Laurie Grenya, HR Answers

The 2019 Legislative Session was notable for many internal conflicts and staged walkouts. When it was all over, the Oregon Legislature managed to pass a number of labor-related laws that have a significant impact on all members of SDAO as well as all employers throughout the state. This session will provide an overview of those laws that you need to know about, including some that will require immediate action and implementation of policy for everyone.

***Funding Options and Sources: How to Secure Financing for Your District***

David Ulbricht, SDAO Advisory Services and Ann Sherman, Hawkins Delafield & Wood LLP and Speaker Panel

Join our panel discussion led by David Ulbricht, Director of Advisory of Services at SDAO, and Ann Sherman, Partner at the law firm of Hawkins Delafield & Wood LLP, to discuss what funding sources are available to special districts needing to finance a capital project or acquire essential service assets. The panel will consist of individuals from state and federal agencies, financial institutions, and investment banks. The discussion will entail legal aspects, the pros and cons of each funding source, timing considerations, and ultimately which option may be best suited for your district.

1:30 - 3 p.m.

***Financial Awareness for Elected Officials***

Summer Sears, CPA

This session will help district leaders learn the language of public finance. We will cover topics such as reading financial statements, budgeting, and understanding your jurisdiction's financial story.



**SATURDAY, FEB. 8**

1:30 - 3 p.m. (cont.)

***RMIS and Insurance Portal for Risk Management***

Greg Jackson and Troy DeYoung, SDAO

Explore the resources available to you with the new and improved SDIS Insurance Site. We will review everything you have at your disposal and take an in-depth look at the new Risk Management Information System (RMIS). RMIS takes SDAO risk management reports to an entirely new level, improving communication and addressing potential cyber security risks. You will be amazed by everything you can do with the Insurance Site and RMIS.

***Collective Bargaining 101: Overview of How Bargaining Works for Oregon Public Employers***

Chris Duckworth, Bullard Law

Oregon law sets out specific procedures and rules governing collective bargaining between public employers and unions. In this session, Mr. Duckworth will provide an overview of the processes and structures of the bargaining process from the management perspective along with strategies for negotiating a successful labor agreement for your organization.

***Legislative Summary***

Hasina Wittenberg and Mark Landauer, SDAO

SDAO's government affairs team, Hasina Wittenberg and Mark Landauer, will guide you through the excitement of the 2019 Legislative Session with information about bills that passed, those that failed, and ones that may show up again. Learn about notable actions taken last session and get an overview of the upcoming short session.

3:15 - 4:30 p.m.

***Annual Business Meeting***

The Annual Business Meeting will include a presentation of the previous year's annual report, audit and financial report, caucus meeting reports, board member elections, and other association business.

6 - 8 p.m.

***Awards Banquet***

The SDAO Awards Program gives recognition to member districts for accomplishments which allow them to provide better services to the public and honors individuals who have contributed substantially to the improvement and successful operation of their organization. These awards celebrate the ingenuity, creativity, and diversity of our members.

8 - 9 p.m.

***Entertainment - ComedySportz® by CSZ Portland***

Join us after the Awards Banquet for an exciting improv comedy show brought to you by CSZ Portland.

**SUNDAY, FEB. 9**

8:00 a.m.

***Breakfast & Raffle Drawing***

Stick around on Sunday morning for breakfast and dozens of great prizes from our vendors and members that we will be raffling off to our conference attendees. *(Must be present to win.)*

## PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: January 9, 2019

Subject: I-2.) URBAN RENEWAL AGENCY

Background:

Following is information on the Urban Renewal Agency (URA): some of its history, current project list, 2019-2020 Budget and Budget Message, and finally - its goals and objectives. Andrea would like the Commission to discuss the URA, specifically its goals and objectives, and give Staci some feedback/questions she can bring forward to them. Below are some questions to get you thinking.

1. How will we know when Urban Renewal has met its purpose?
2. The Port agreed to support a 10-year UR extension, which extended the Agency sunset to 2025/26. Did that extension of time make a difference regarding project completion?
3. The Port forgives about \$17,000 of our tax collections annually, other agencies more. Is this a good investment?
4. Is Urban Renewal important to the Port? To the Community?

2019-2020 Division of Tax collection	
District Name	Taxes Forgone
Wasco County	\$378,758
City of The Dalles	\$268,576
Port of The Dalles	\$17,847
Parks & Rec	\$60,548
MCF&R	\$187,024
Soil and Water	\$22,185
4-H	\$22,185
Library	\$60,482
SD 21	\$466,804
SD 21 Bonds	\$139,543
CGCC	\$24,044
ESD	\$41,643
<b>TOTAL</b>	<b>\$1,689,645</b>

## Urban Renewal History/Background Summary:

*Mission Statement: To eliminate blight and depreciating property values within the agency's jurisdiction and in the process attracts aesthetically pleasing, job producing private investments that will stabilize or increase property values and protects the area's historic places and values.*

1990: The Urban Renewal District was created on April 23 to focus on blighted areas within the City. It encompassed 318 acres. Governing body, 11 member board.

1993: District size reduced

1998: District size reduced again. Governing body reduced to 6 members (Mayor + 5 City Councilors) + an Advisory Committee (County, NWP&R, Port, City, 3 citizens)

2009: The Urban Renewal Agency extended the sunset date to 2025, expanded the District size to 319 acres, and increased the bonded indebtedness from \$14M to \$24M.

2010: Elks Lodge and Skate park added to project list

2019-2020 Adopted Budget Notes:

- Urban Renewal Plan area: 318.12 acres
- URA contracts with the City to provide staff and services in the amount of \$241,700
- Total debt obligations outstanding as of 7/1/19 = \$6,240,000
  - Debt will be paid in full on June 30,2029
- Projects budgeted for in this fiscal year:
  - \$30,000 to review the current plan and propose plan amendments
  - \$25,000 to study under grounding utilities in downtown
  - \$81,900 for engineering for First Street/Riverfront connection and Mill Creek Trail
  - \$97,170 for property rehab projects
    - \$37,170 for previously approved projects
    - \$60,000 for new projects
  - \$2,719,498 for projects identified in the Plan
  - \$200,000 for match for the First Street/Riverfront connection project (right of way acquisition and final engineering. This money will not be spent in this budget year, but added to the Fund 018 until there is enough money for the project)



## Current Urban Renewal Project List and 2009 project cost estimates

“With monies available to it, the Urban Renewal Agency may fund in full, in part, a proportionate share, or cause to be funded, the following numbered projects and activities:”

### 1. DOWNTOWN STREETSCAPE IMPROVEMENTS: \$8.5M/UR share \$6M

The location of the Downtown Streetscape Improvements project may include all areas designated on the City’s official Zoning map as “Central Business Commercial” and includes First, Second, Third, and Fourth Streets and connecting side streets. Streetscape improvements may include:

Removal of existing curbs, gutters, sidewalks, street lighting, hollow sidewalks, street grades, and other associated elements. Construction of curbs and gutters, decorative concrete sidewalks and paving stones, period street lights, street trees, irrigation systems, plazas, signs, drinking fountains, benches, planting areas, special crosswalk treatment, and other associated elements. This would include the ability to install Opticom GPS Systems and to upgrade the water system in the area.

### 2. DOWNTOWN / RIVERFRONT ACCESS: \$9.4M/UR share \$4.3M

The Downtown / Riverfront Access project links the Downtown area to the Columbia Riverfront via a non-vehicular pathway. It includes development of a trailhead and parking lot, access tunnels under the railroad, First Street and the I-84 freeway, a commercial marine terminal dock near the site of the old pier, a twelve-foot wide trail with associated landscaping elements between the trailhead and dock, and a plaza on Washington Street.

### 3. GRAIN ELEVATOR DEMOLITION: no costs listed

This project consists of removing the structures and other appurtenances that make up the three major components of the grain elevator; the wooden elevator, concrete storage silos, and metal storage bins. Removing the grain elevator allows for the construction of the Downtown / Riverfront Access project and the new sewer treatment plant.

### 4. COMMODORE BUILDING REDEVELOPMENT: no costs listed

Redevelopment of the Commodore building involves purchase, and total renovation of the building’s interior for an identified use or uses, and restoration of the building’s historic exterior. (Project numbers 4, 5, and 6 may be combined into one project depending on timing and on how various decisions are made.)

### 5. PENNEY’S BLOCK REDEVELOPMENT: \$1M?UR share \$0

Redevelopment of this Downtown core block may include the demolition of the existing Penney’s building and reconstruction of a new commercial building and off-street parking on the same site.

6. DOWNTOWN PARKING STRUCTURE AND SURFACE LOTS:\$3M/UR share \$3M

Increase in demand for easy parking in the Downtown area will require the construction of a multi-level parking structure. Estimates are for 150 parking spaces to help accommodate the additional demand. Smaller surface lots in the core area may be located on a temporary basis or permanently constructed.

7. CIVIC AUDITORIUM REMODEL AND RECONSTRUCTION: no costs listed

The project involves a total remodel and reconstruction of the entire building including: the Fireside room, ballroom, theater, gym, and basement areas, as well as electrical, plumbing, heating and cooling, and exterior repairs.

8. MILL CREEK BRIDGE RECONSTRUCTION (WEST 6TH ST.): no costs listed

The Mill Creek Bridge reconstruction consists of two phases, the first of which has already been completed. The first phase included improving the four sidewalk approaches to the bridge and related road, drainage, and bank stabilization work. The second phase involves a complete restoration of the bridge in its original historic character including the sidewalks, railings, and light standards and deck.

9. MILL CREEK GREENWAY PROPERTY DEVELOPMENT: \$400,000/UR share \$400,000

The existing, paved Mill Creek Greenway Trail will be extended from its present terminus at the limited access bridge, under the 6th Street Bridge and then to connect to 2nd Street. An additional pedestrian bridge over Mill Creek will connect the trail with the property on the west end of the Trail. A main feature of the greenway is a twelve foot wide paved pedestrian / bike trail. Other park and greenway amenities may also be included such as landscaping, lighting, and irrigation.

10. GATEWAY PROJECT. WEST 2ND STREET FROM LINCOLN STREET TO WESTERN BOUNDARY OF URBAN RENEWAL, STREET AND PROPERTY REDEVELOPMENT, RE-DESIGN AND RECONSTRUCTION. AMENDED APRIL 12, 2010 BY RESOLUTION NO.10-068 ADDING SKATEBOARD PARK.: \$3.5M/UR share \$3M

The Gateway project is a large project that includes redesign and reconstruction of sections of I- 84, West Second, and Webber Streets, and property redevelopment and realignment to provide for better access and redevelopment opportunities. The urban renewal portion of the project is focused on West Second Street and associated properties.

11. REDEVELOPMENT OF ARMORY PROPERTY / PUBLIC WORKS SITE: no costs listed

This project includes the redevelopment of the commercial property on the south side of West Sixth Street from Webber to Walnut. The current City Public Works office and yard would be relocated to another site.

12. THOMPSON PARK SIDEWALK: no costs listed

This is a small project that includes construction of a natural rock retaining wall, sidewalk, and curb. It begins at the drive entrance to the Thompson Park swimming pool and ends at the intersection of West Second Street and Cherry Heights.

13. PROPERTY REHABILITATION GRANT AND LOAN FUND PROGRAM: \$4.6M/UR share \$2.8M

This program has three areas that are designed to further the objectives of the Urban Renewal program and address the many individual projects on private and public property identified throughout the amendment process that meet the project selection criteria. The three program areas include:

1. Land Assemblage

The Agency may assist in land assemblage to allow for private development of City and/or privately owned property.

2. Historic Design and Restoration

The Agency may provide architectural and engineering design services for existing or new buildings in the National Historic Districts for restoration or compatible design work. The Agency may also provide low interest loans for the portion of the construction work necessary to meet the historic compatibility requirements.

3. Redevelopment of Unused and Underused Land and Buildings and other Civic Improvements

The Agency may provide grants and low interest loans for business, civic, residential, cultural, and tourist-related property to be developed, redeveloped, improved, rehabilitated, and/or conserved. Grants shall be made to for-profit, public, non-profit, and civic organizations. Projects must meet the project selection criteria in order to be eligible to receive a grant. These grant and loans may include sprinkler systems for existing and new structures.

The Agency may establish a below market interest rate loan program for the redevelopment of properties within the urban renewal area. Prior to making any loans, the Agency shall prepare and adopt a comprehensive rehabilitation loan plan that sets forth:

- a. Criteria for eligibility;
- b. Interest rates and terms for various loans;
- c. Procedures for recycling the funds as loan obligations are paid;
- d. Procedures for delinquent loan payments or defaults;
- e. Procedures and conditions for which deferred payment loans may be offered;
- f. Procedures for administering and servicing the loan program; and
- g. Such other procedures and conditions the Agency deems necessary.

14. REDEVELOPMENT OF WASCO WAREHOUSE & MILLING COMPANY PROPERTY: Added no costs listed

Redevelopment of the Wasco Warehouse & Milling Company property involves purchase and may include partial renovation and historic preservation for an identified use or uses. Additional land will be acquired from the Oregon Department of Transportation and the Union Pacific Railroad.

15. EAST GATEWAY/BREWERY GRADE STREET RECONSTRUCTION:\$4.2M/UR share \$2.1M

The existing streets will be realigned and improved and a roundabout installed to help facilitate a better flow of traffic within the Area.

16. 3rd PLACE STREET IMPROVEMENTS:\$4.2M/UR share \$2.1M

The 3rd Place street improvements include street, utilities, curbs, sidewalks, lighting, landscaping, and associated improvements.

17. REDEVELOPMENT OF PROPERTIES LOCATED WITHIN THE BLOCK BORDERED BY WASHINGTON AND COURT STREETS, AND 1ST AND 2ND STREETS: Added 2015 no costs listed

The project may include the acquisition of the Granada Theater for possible use as a fine arts community center through a development and disposition agreement.

18. THOMPSON PARK POOL PROJECT: Added 2015 no costs listed

The project will allow for additional amenities to the construction of a new pool, which was approved as the result of a bond measure passed by the voters of the Northern Wasco County Parks & Recreation District. The alternate features for the project, which will be visible from I- 84 freeway, are designed in part to attract tourists to the City.

19. REDEVELOPMENT OF THE ELKS LODGE BUILDING: Added 2015 no costs listed

The project anticipates acquisition of the Elks Lodge Building by the Agency, and conveyance of the property to a private developer for creation of a museum for the display of neon signs.

**When the Port agreed to the extension of the Urban Renewal District, this was the information that was presented in 2009.**

Projected impact on Taxing District Permanent Rate Levies During Use of Tax Increment Financing

Taxing District	Total Revenue Foregone thru 2026	Average Annual Revenues Foregone	As percent of levy
Wasco County	\$4,931,522	\$308,220	4.5%
Port of The Dalles	\$232,758	\$14,547	6.5%
City of The Dalles	\$3,497,167	\$218,573	11.3%
NW Parks and Rec	\$788,501	\$49,281	900%
CGCC	\$313,475	\$19,592	4.5%
Mid-Col Fire and Rescue	\$2,435,898	\$152,244	6.4%
Library	\$788,617	\$49,289	4.7%
County 4-H	\$286,453	\$17,903	4.5%
Soil Conservation	\$213,390	\$13,337	4.5%

Additional Revenues Obtained After Termination of Tax Increment Financing by FY 2033 (from 5/21/2009 study)

Taxing District	Revenues Gained by Taxing District FY 2027-2033
Wasco County	\$5,217,676
Port of The Dalles	\$246,264
City of The Dalles	\$3,700,092
NW Parks and Rec	\$834,254
CGCC	\$331,665
Mid-Col Fire and Rescue	\$2,577,242
Library	\$834,377
County 4-H	\$303,075
Soil Conservation	\$225,773



Urban Renewal Excess Value and Revenue from OR Department of Revenue: snap shot

	<b>Excess Value above Base</b>	<b>Revenue from Excess Value</b>
<b>1997-1998</b>	\$35,071,464	\$687,127
....		
<b>2008-2009</b>	\$61,466,735	\$1,248,365
<b>2009-2010</b>	\$63,591,014	\$1,291,594
....		
<b>2015-2016</b>	\$78,567,011	\$1,402,087
<b>2016-2017</b>	\$82,459,666	\$1,519,206
<b>2017-2018</b>	\$85,490,459	\$1,551,080

**Fiscal Year 2019-2020**

**ADOPTED BUDGET**

for the

**COLUMBIA GATEWAY  
URBAN RENEWAL AGENCY**

**City of The Dalles, Oregon**

**Columbia Gateway Urban Renewal Agency**

**Fiscal Year 2019-2020**

**ADOPTED BUDGET**

Steven Harris, AICP  
Urban Renewal Manager  
and Urban Renewal Budget Officer

**Urban Renewal Budget Committee**

Scott Baker	Leon Surber
Steve Kramer	Solea Kabakov
John Fredrick	Steven Howard
Staci Coburn	Joe Barcott
Bob Delaney	Matt Herriges
Timothy McGlothlin	
Linda Miller	
Darcy Long-Curtiss	

**Department Managers**

City Attorney:	Gene Parker
Finance Director:	Angie Wilson



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IMPROVING OUR COMMUNITY

## COLUMBIA GATEWAY URBAN RENEWAL AGENCY

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### CITY OF THE DALLES

#### **Agency Budget Officer's Message for Fiscal Year 2019-2020**

To the Urban Renewal Budget Committee:

Following is the proposed budget for the Columbia Gateway Urban Renewal Agency for the 2019-2020 Fiscal Year. The proposed budget is balanced, as required by state law.

#### **Background**

The purpose of the Columbia Gateway Urban Renewal Agency ("Agency") is to administer the statutory tax increment revenues for funding of the goals and objectives of the Columbia Gateway/Downtown Urban Renewal Plan ("Plan") through designated projects and programs within the Urban Renewal Plan Area. The Agency, composed of the Mayor and City Councilors, began operating under the Oregon Urban Renewal Laws and the adopted Columbia Gateway/Downtown Urban Renewal Plan on August 23, 1990 (Ordinance No. 90-113).

In 2016 the Agency Board was restructured to include representation from the taxing districts located within Plan Area, as well as public members. The Board now consists of three members of the City Council, and one representative each from the Northern Wasco County Parks and Recreation District, Port of The Dalles, Wasco County and Mid-Columbia Fire and Rescue District, and two public members representing Plan Area businesses (Ordinance No. 16-1346).

The Plan, as amended governs the 318.12 acre Urban Renewal Plan Area ("Area") of the City of The Dalles, Oregon. The Area was established in 1990, amended in 1993 to reduce its size, and amended further in 1998, also to reduce its size. A substantial amendment of the Plan was adopted in 2009 to increase the size of the Area and the maximum indebtedness allowed under the Plan.

The **MISSION** of the urban renewal agency is to eliminate blight and depreciating property values within the Agency's jurisdiction and in the process, attract aesthetically pleasing, job producing private investments that will stabilize or increase property values and protect the Area's historic places and values. To accomplish its **MISSION** the Agency has adopted fourteen goals and objectives which provide the overall guidance in developing and implementing an urban renewal program.

## **Funds**

The Urban Renewal Agency has two separate funds; *the Urban Renewal Debt Service Fund* which accounts for tax increment revenue and repayment of debt obligations issued to fund Agency projects, and the *Urban Renewal Capital Projects Fund*, where administration and project implementation are accounted for.

The Agency contracts with the City to provide staff to administer programs and required materials and services. In addition, the Agency at times contracts with outside experts, including financial consultants, engineers, and an attorney specializing in urban renewal law. Total contract costs for these functions are budgeted to be \$241,700 in the **Capital Projects Fund**.

Total debt obligations outstanding for the Agency as of July 1, 2019 are approximately \$6,240,000. This is the remaining balance of a \$10,205,000 Bond that was issued in 2009 by the City and Agency. If paid in accordance with the debt payment schedule as issued, the outstanding debt will be paid in full on June 30, 2029. However the City Council and previous Agency Board set a goal to repay this Bond in full by June 30, 2025, four years ahead of the obligation. Pursuant to terms of the issuance additional payments could not be made for the first ten years of the debt. If the City Council and Agency Board were to formalize the prepayment goal, the Agency would be required to make prepayments totaling \$3,203,250 (principal and interest) between July 1, 2019 and June 30, 2025. As of this date the Agency Board has not taken a formal action to accelerate the Bond repayment schedule.

Debt service payments totaling \$1,602,876 for FY 2019-2020 are budgeted in the **Debt Services Fund**.

## **Projects and Programs**

**Urban Renewal Consultants:** \$85,000 is budgeted for consultant-assisted studies and services. Legal services is budgeted at \$5,000 to provide assistance to the City Attorney on urban renewal matters. The implementation phase of the state grant funded Downtown Visioning Study is budgeted at \$25,000. Specific action items in the implementation plan will be further refined upon the conclusion of the study effort. An urban renewal financial consultant is budgeted at \$30,000 to review the current Plan's goals and objectives, projects list, financial assumptions and to propose Plan amendments as needed. The work will also include a long-term finance plan, an updated TIF forecast, site specific development assumptions (based on the Downtown Visioning Study) and a recalculation of the maximum indebtedness used to date and maximum indebtedness remaining within the Plan Area. \$25,000 is budgeted for a study to assess the feasibility of undergrounding overhead utilities in the downtown. Agency staff will partner with the City Public Works Department as well as Northern Wasco County PUD and other utility providers. It is anticipated additional funding will be needed if this study progresses to the design and construction phases.

**Engineering Services:** \$81,900 is budgeted to pay for engineering costs for previously identified projects; First Street/Riverfront Connection project and the Mill Creek Trail.

**Property Rehabilitation:** \$97,170 is budgeted for approved property rehabilitation projects; \$60,000 of this amount is accounted for in the Property Rehabilitation Grant and Loan Program. The remaining \$37,170 represents previously approved interest loan subsidy awards (Canton Wok, Honald Building, and Gayer Building).

**Property Rehabilitation Grant and Loan Programs:** \$60,000 is available to fund the loan and grant programs for eligible properties. The Agency administers the following programs: façade improvement grants, fire system suppression grants, civic improvements grants, historic design and restoration grants, and redevelopment of unused and underused property loans. To date, these programs have assisted thirty-eight businesses and properties.

**Opportunity Driven Projects:** \$2,719,498 is budgeted and will be available to fund high priority projects identified in the Plan.

**Fund 018 Projects:** \$200,000 is budgeted in Fund 018 to fund the local match requirement for the next phase of the First Street/Riverfront Connection Project. As authorized, the next project phase consist of right-of-way acquisition and preparation of final engineering plans and specifications. Fund 018 is used as a repository until such time as there are sufficient funds to undertake an identified capital project.

**Conclusion**

The Urban Renewal District is fully capable of funding the projects and expenses described above.

Respectfully Submitted,

Steven K. Harris, AICP  
Urban Renewal Manager/  
Urban Renewal Budget Officer

# Columbia Gateway Urban Renewal Agency

## Fiscal Year 2019-2020

### Financial Resources

The Columbia Gateway Urban Renewal Agency financial resources consist of Beginning Working Capital, Revenues, and Other Financing Sources. The FY 2019-2020 beginning balance of the combined funds is \$2,839,946. Revenues consist of property taxes and interest income, and the combined total is \$1,710,138. Other resources include sale of surplus property (\$20,000), loan principal payments (\$140,222) and loan interest payments (\$22,939).

The property taxes are to be first received in the Debt Service Fund as required by the bond document. If there are revenues from property taxes remaining after debt service requirements have been met, then and only then are the remaining monies received in the Capital Projects Fund. We are anticipating this will happen in the budget for FY 2019-2020.

## ADOPTED BUDGET

### Overview Summary

Account Description	Capital Projects Fund	Debt Service Fund	FY19/20 Proposed Budget	FY19/20 Approved Budget	FY19/20 Adopted Budget
BEGINNING BALANCE	2,038,358	801,588	2,839,946	2,839,946	2,839,946
REVENUES	908,850	801,288	1,710,138	1,710,138	1,710,138
OTHER SOURCES	163,171	-	163,171	175,871	175,871
<b>TOTAL RESOURCES</b>	<b>3,110,379</b>	<b>1,602,876</b>	<b>4,713,255</b>	<b>4,725,955</b>	<b>4,725,955</b>
CAPITAL PROJECTS FUND	3,110,379	-	3,110,379	3,123,079	3,123,079
DEBT SERVICE FUND	-	1,602,876	1,602,876	1,602,876	1,602,876
<b>TOTAL EXPENDITURES</b>	<b>3,110,379</b>	<b>1,602,876</b>	<b>4,713,255</b>	<b>4,725,955</b>	<b>4,725,955</b>
	-	-	-	-	-

**Columbia Gateway Urban Renewal Agency  
Fiscal Year 2019-20**

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<b>Agency:</b>	<b>Urban Renewal Agency</b>
<b>Fund:</b>	<b>Capital Projects Fund (200)</b>
<b>Program:</b>	<b>Other (419)</b>

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**Mission**

By and through the Cooperation Agreement with the City of The Dalles, the primary mission of the Urban Renewal Agency Capital Project Fund is the enhancement of public and private properties, increasing the likelihood of investments in the City, and increasing property values in the District. In many cases, the Urban Renewal monies will be used as matching monies, along with grants and private monies, enhancing property within the Urban Renewal District through the removal of blight. The administration of this program is also expensed in this fund, covering all aspects of money management and planning.

**Description**

The requirement of the Urban Renewal Agency is the creation of accounting funds being collected and the dispensing of monies covering the operation of the Agency. The Capital Projects fund covers all accounting of revenues and expenses in response to the above requirements. All administrative and capital outlay debt is paid from this fund.

**2019-20 Goals, Projects and Highlights**

- Continue the financing of the adopted Plan of the Urban Renewal Agency through the debt instrument (Cooperation Agreement) with the City of The Dalles, the bonded debt service, and the collection of property taxes.
- Continued funding of administrative and engineering services provided to the Agency by the City of The Dalles.
- Proceed with next phases of the First Street/Riverfront Connection Project, proceed with next phases which include preparation of construction documents and a funding strategy to supplement earmarked federal funds.
- Continue working with Tokola Properties on the redevelopment of the Agency-owned Tony's Building property.

**Columbia Gateway Urban Renewal Agency  
Fiscal Year 2019-20**

- If determination made, upon completion of economic/fiscal impact analysis for Hanlon Development project, enter into a Development and Disposition Agreement with developer for the redevelopment of the vacant downtown Griffith Motors property.
- Continue to provide funding assistance for engineering services for Phase 1 of Mill Creek Trail project.
- Implement next phase of downtown visioning strategy, including amendments to the Urban Renewal Plan as needed.
- Adopt strategy for the future disposition of the Agency-owned First Street properties.
- Complete feasibility study, including identification of potential funding sources, for the undergrounding of utilities in the downtown area.

**2018-19 Accomplishments/Comments**

- Entered into Development and Disposition Agreement (DDA) with Tokola Properties for the development of a residential/commercial downtown mixed use development project.
- Prepared for and attended BOLI hearing on proposed Tokola Properties development project.
- Initiated a state grant funded downtown visioning study.
- Entered into an Exclusive Negotiating Agreement (ENA) with GBHD, LLC for the development of a downtown hotel. Developer did not meet terms of the agreement, which led to the termination of the agreement by the Agency.
- Entered into an Exclusive Negotiating Agreement with Hanlon Development for the development of a residential/commercial mixed-use development project on the downtown Griffith Motors property.
- Amended ODOT/City agreement and project description for First Street/Riverfront Connection Project, updated estimated construction cost estimates and project schedule.
- Amended Urban Renewal Plan project list to include Mill Creek Trail to allow for Agency assisted funding of engineering services.

**Columbia Gateway Urban Renewal Agency  
Fiscal Year 2019-20**

**Major Issues to be Resolved in the Next 5 Years**

- Maximize opportunities for grants, partnerships, and matching grants for designed projects.
- Adopt downtown parking management plan, including possible construction of a parking structure.
- Adopt Agency financial plan, including analysis of new bond issuance to implement Urban Renewal Plan goals and objectives.
- Review and update as necessary the Urban Renewal Plan, including goals, objectives, strategies and identified public infrastructure improvements including the West Gateway, and Third Street and Third Place Streetscape projects.



**Columbia Gateway Urban Renewal Agency  
Fiscal Year 2019-20**

**Table I  
FY 2019-20 PROJECTS**

<b>BUDGET ITEMS</b>	<b>PROJECTS</b>	<b>AMOUNT</b>
<b>Engineering Services</b>		
\$81,900	1 <sup>st</sup> Street/Riverfront Connection	\$63,000
	PW Engineering Services	
	Mill Creek Trail Phase 1	\$18,900
<b>Property Rehabilitation</b>		
\$97,170	Loan Interest Subsidies	
	Honald Building	\$23,250
	Gayer Building	\$13,200
	Canton Wok	\$ 720
	New Undetermined Projects	\$60,000
<b>Capital Projects</b>		
\$2,700,000	1 <sup>st</sup> Street/Riverfront Connection <sup>1</sup>	\$ 200,000
	Tokola Properties <sup>2</sup>	\$1,800,000
	Hanlon Development <sup>3</sup>	\$ 700,000

1. 1<sup>st</sup> Street/Riverfront Connection – amount represents estimated local match requirement for ROW & Final P/S phase
2. Tokola Properties – amount represents multi-budget year estimate of URA participation, including property write-down (\$450,000)
3. Hanlon Development – amount represents anticipated developer requested financial assistance

**Columbia Gateway Urban Renewal Agency  
Fiscal Year 2019-20**

**URBAN RENEWAL PROJECT TABLES**

**Fiscal Year 2019-2020**

**Table I**

**Projects as of June 30, 2019**

Completed Projects:

1. Downtown 2nd Street Streetscape project
2. Commodore II, building redevelopment
3. West 6th Street, Mill Creek Bridge restoration
4. Thompson Park sidewalk construction
5. Grain Elevator demolition
6. Downtown West Gateway/Transition area conceptual design with Thompson Park
7. Downtown Riverfront/Union Street Underpass construction
8. Arco parking lot construction
9. Construction of the East Gateway/Brewery Grade Streetscape Roundabout project
10. Historic Waldron Drug Store building repairs and stabilization
11. Mill Creek Greenway land purchase
12. Public Works facility relocation demolition
13. Marine Terminal Dock
14. Lewis and Clark Festival Park
15. Sunshine Mill/Wasco Warehouse Redevelopment
16. Lewis & Clark Fountain

Completed (\*) or Ongoing Property Rehabilitation Grant and Loan Program Projects:

- |  |  |
|--|--|
| 1. Columbia River Bank Building*                     | 7. American Legion (2 grants)*               |
| 2. Sigman's Building*                                | 8. Old St. Peter's Landmark (2 grants)*      |
| 3. Granada Theater roof and marquee sign (2 grants)* | 9. Creek View Townhomes demolition grant*    |
| 4. Civic Auditorium (4 grants)*                      | 10. Hilco gas station site demolition grant* |
| 5. Art Center*                                       | 11. Gayer Building*                          |
| 6. Masonic Lodge*                                    | 12. Mural Society*                           |

**Columbia Gateway Urban Renewal Agency  
Fiscal Year 2019-20**

13. Art Center\*
14. St Peters Landmark window rehab\*
15. Civic Auditorium\*
16. IOOF Hall\*
17. Wonderworks Children's Museum\*
18. CCU Church Windows\*
19. Canton Wok (interest buy down)\*
20. Dong Xi (interest buy down)\*
21. TDRE Façade Improvement\*
22. Petite Provence (façade)\*
23. Windermere (façade)\*
24. Columbia Gorge Real Estate (façade)\*
25. Eagy's (façade)\*
26. Craig's Office Building (rehab/facade)\*
27. Freebridge\*
28. Wonderworks\*
29. Main Street (Way-finding kiosks)\*
30. Elk's Building\*
31. Chamber of Commerce Building (façade)\*
32. Lemke Building (façade)\*
33. Honald Building(rehab/façade/interest rate buy down)\*
34. Herbring House \*

**Columbia Gateway Urban Renewal Agency  
Fiscal Year 2019-20**

**Table II**

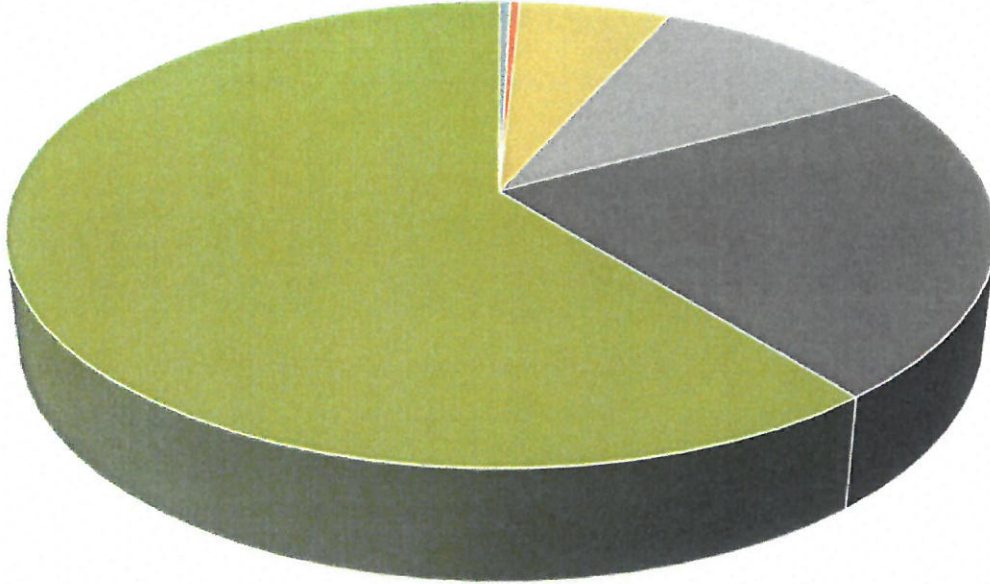
**Project Financing Summary**

**(as of 2019)**

<b>Summary Statistics</b>	
<b>Urban Renewal Expenditures</b>	<b>\$19,300,845</b>
<b>City Contributions</b>	<b>\$364,000</b>
<b>Property Owner/Developer Contributions</b>	<b>\$53,195,503</b>
<b>Federal Grants</b>	<b>\$9,188,000</b>
<b>State Grants</b>	<b>\$5,196,949</b>
<b>Local Grants</b>	<b>\$315,000</b>
<b>Total</b>	<b>\$87,560,297</b>

**Columbia Gateway Urban Renewal Agency  
Fiscal Year 2019-20**

**Funding Sources for Urban Renewal Projects**



- City Contributions
- Local Grants
- State Grants - 6%
- Federal Grants - 10%
- URA Expenditures - 22%
- Private Expenditures - 61%

**Columbia Gateway Urban Renewal Agency  
Fiscal Year 2019-20**

<b>FY16/17 Actual</b>	<b>FY17/18 Actual</b>	<b>FY18/19 Budget</b>	<b>Account Number</b>	<b>Account Description</b>	<b>FY19/20 Proposed Budget</b>	<b>FY19/20 Approved Budget</b>	<b>FY19/20 Adopted Budget</b>
<b>URBAN RENEWAL AGENCY FUND 200</b>							
<b>REVENUES</b>							
599,338	981,522	1,235,771	200-0000-300.00-00	BEGINNING BALANCE	2,038,358	2,038,358	2,038,358
628,097	646,327	690,242	200-0000-311.10-00	PROPERTY TAX - CURRENT	819,517	819,517	819,517
53,671	73,066	43,687	200-0000-311.15-00	PROPERTY TAX - PRIOR YEAR	43,000	43,000	43,000
7,018	5,900	2,587	200-0000-311.19-00	UNSEGREGATED TAX INTEREST	5,100	5,100	5,100
17,662	35,455	14,300	200-0000-361.00-00	INTEREST REVENUES	41,233	41,233	41,233
-	-	-	200-0000-363.50-00	RENTAL INCOME	-	-	-
844	5	-	200-0000-369.00-00	OTHER MISC REVENUES	10	10	10
116,969	102,828	153,066	200-0000-373.10-00	LOAN PRINCIPAL REPAYMENT	140,222	152,922	152,922
36,897	32,661	24,346	200-0000-373.20-00	LOAN INTEREST REPAYMENT	22,939	22,939	22,939
-	-	20,000	200-0000-392.00-00	SALE OF SURPLUS PROPERTY	-	-	-
-	-	-	200-0000-393.10-00	LOAN/BOND PROCEEDS	-	-	-
<b>1,460,496</b>	<b>1,877,764</b>	<b>2,183,999</b>	<b>TOTAL REVENUES</b>		<b>3,110,379</b>	<b>3,123,079</b>	<b>3,123,079</b>
<b>EXPENDITURES</b>							
<b>Materials &amp; Services</b>							
7,350	4,500	3,000	200-6700-000.31-10	CONTRACTUAL SERVICES	4,350	4,350	4,350
91,185	44,902	116,263	200-6700-000.31-15	CONTRACT ADMIN SERVICES	65,000	65,000	65,000
5,130	3,630	3,728	200-6700-000.32-10	AUDITING SERVICES	9,800	4,000	4,000
12,474	53,073	35,000	200-6700-000.32-60	URBAN RENEWAL CONSULT	85,000	100,000	100,000
		157,500	200-6700-000.34-10	ENGINEERING SERVICES	81,900	81,900	81,900
62,411	232,847	128,738	200-6700-000.39-10	PROPERTY REHABILITATION	97,170	97,170	97,170
		-	200-6700-000.41-10	WATER / SEWER	-	-	-
3,008	-	-	200-6700-000.41-30	NW NATURAL GAS	-	-	-
7,064	8,430	4,500	200-6700-000.41-40	ELECTRIC	2,000	4,000	4,000
440	1,203	31,000	200-6700-000.43-10	BUILDINGS & GROUNDS	12,000	8,000	8,000
1,971	1,950	2,200	200-6700-000.46-10	PROPERTY TAXES	2,028	2,028	2,028
12,457	26,100	23,752	200-6700-000.52-10	PROPERTY/LIABILITY INS	28,513	28,513	28,513
56	46	200	200-6700-000.53-20	POSTAGE	200	200	200
997	645	600	200-6700-000.53-40	LEGAL NOTICES	600	600	600
	376	500	200-6700-000.58-10	TRAVEL, FOOD & LODGING	750	750	750
		400	200-6700-000.58-50	TRAINING AND CONFERENCES	600	600	600
1,067	925	570	200-6700-000.58-70	MEMBERSHIPS/DUES/SUBSCRIP	570	570	570
140	248	200	200-6700-000.60-10	OFFICE SUPPLIES	300	300	300
		100	200-6700-000.64-10	BOOKS/PERIODICALS	100	100	100
		-	200-6700-000.69-80	ASSETS < \$5000	-	-	-
<b>205,751</b>	<b>378,874</b>	<b>508,251</b>	<b>Total Materials &amp; Services</b>		<b>390,881</b>	<b>398,081</b>	<b>398,081</b>
<b>Capital Outlay</b>							
			200-6700-000.71-10	LAND	-	-	-
		45,000	200-6700-000.75-10	CAPITAL PROJECTS BY CITY	-	-	-
273,223	28,148	1,630,748	200-6700-000.75-20	CAPITAL PROJECTS BY UR	2,719,498	2,724,998	2,724,998
<b>273,223</b>	<b>28,148</b>	<b>1,675,748</b>	<b>Total Capital Outlay</b>		<b>2,719,498</b>	<b>2,724,998</b>	<b>2,724,998</b>
<b>478,974</b>	<b>407,022</b>	<b>2,183,999</b>	<b>TOTAL EXPENDITURES</b>		<b>3,110,379</b>	<b>3,123,079</b>	<b>3,123,079</b>
<b>981,522</b>	<b>1,470,742</b>	<b>-</b>	<b>REVENUES LESS EXPENDITURES</b>		<b>-</b>	<b>-</b>	<b>-</b>



**Columbia Gateway Urban Renewal  
Agency Fiscal Year 2019-20**

**Agency:** Urban Renewal Agency  
**Fund:** Debt Service Fund (210)  
**Program:** Debt Service (470)

**Mission:**

The mission of the Debt Service Fund is to maintain the one-year reserve payment and to continue to make principal and interest payments on the bonded debt.

**Description**

The requirement of the bond document calls for all property taxes of the Urban Renewal Agency to be received in this fund before any of these financial resources are directed elsewhere. The revenues, along with the working capital amount of this fund, must be present for payment of debt when it is required. All recommended budgets meet this requirement.

**2019-2020 Goals, Projects and Highlights**

- A continuation of paying for debt created by bonded debt.

**2018-2019 Accomplishments/Comments**

- Debt payments made.

**Debt Service Fund  
Fiscal Year 2019-20**

FY16/17 Actual	FY17/18 Actual	FY18/19 Budget	Account Number	Account Description	FY19/20 Proposed Budget	FY19/20 Approved Budget	FY19/20 Adopted Budget
<b>URBAN RENEWAL DEBT SERVICE FUND 210</b>							
<b>REVENUES</b>							
801588	801588	801,588	210-0000-300.00-00	BEGINNING BALANCE	801,588	801,588	801,588
796588	798788	795,538	210-0000-311.10-00	PROPERTY TAX - CURRENT	796,288	796,288	796,288
5000	5000	5,000	210-0000-361.00-00	INTEREST REVENUES	5,000	5,000	5,000
-	-	-	210-0000-393.10-00	LOAN/BOND PROCEEDS	-	-	-
<b>1,603,176</b>	<b>1,605,376</b>	<b>1,602,126</b>	<b>TOTAL REVENUES</b>		<b>1,602,876</b>	<b>1,602,876</b>	<b>1,602,876</b>
<b>EXPENDITURES</b>							
<b>Debt Service</b>							
445,000	465,000	485,000	210-6600-000.79-30	LOAN PRINCIPAL	510,000	510,000	510,000
356,587	338,788	315,538	210-6600-000.79-40	LOAN INTEREST	291,288	291,288	291,288
-	-	801,588	210-6600-000.79-80	RESERVE FOR FUTURE DEBT	801,588	801,588	801,588
<b>801,587</b>	<b>803,788</b>	<b>1,602,126</b>	<b>Total Debt Service</b>		<b>1,602,876</b>	<b>1,602,876</b>	<b>1,602,876</b>
<b>801,587</b>	<b>803,788</b>	<b>1,602,126</b>	<b>TOTAL EXPENDITURES</b>		<b>1,602,876</b>	<b>1,602,876</b>	<b>1,602,876</b>
<b>801,589</b>	<b>801,588</b>	<b>-</b>	<b>REVENUES LESS EXPENDITURES</b>		<b>-</b>	<b>-</b>	<b>-</b>

**Columbia Gateway Urban Renewal Agency  
Fiscal Year 2019-20**

**Bond Debt Service  
Urban Renewal Obligations**

<b>Payment Due</b>	<b>Principal</b>	<b>Interest</b>	<b>Annual Debt Svc</b>
12/1/2009		55,875.62	
6/1/2010	185,000.00	218,643.75	
<b>Total FY09/10</b>	<b>185,000.00</b>	<b>274,519.37</b>	<b>459,519.37</b>
12/1/2010		215,868.75	
6/1/2011	370,000.00	215,868.75	
<b>Total FY10/11</b>	<b>370,000.00</b>	<b>431,737.50</b>	<b>801,737.50</b>
12/1/2011		212,168.75	
6/1/2012	380,000.00	212,168.75	
<b>Total FY11/12</b>	<b>380,000.00</b>	<b>424,337.50</b>	<b>804,337.50</b>
12/1/2012		206,468.75	
6/1/2013	390,000.00	206,468.75	
<b>Total FY12/13</b>	<b>390,000.00</b>	<b>412,937.50</b>	<b>802,937.50</b>
12/1/2013		200,618.75	
6/1/2014	400,000.00	200,618.75	
<b>Total FY13/14</b>	<b>400,000.00</b>	<b>401,237.50</b>	<b>801,237.50</b>
12/1/2014		193,118.75	
6/1/2015	415,000.00	193,118.75	
<b>Total FY14/15</b>	<b>415,000.00</b>	<b>386,237.50</b>	<b>801,237.50</b>
12/1/2015		186,893.75	
6/1/2016	430,000.00	186,893.75	
<b>Total FY15/16</b>	<b>430,000.00</b>	<b>373,787.50</b>	<b>803,787.50</b>
12/1/2016		178,293.75	
6/1/2017	445,000.00	178,293.75	
<b>Total FY16/17</b>	<b>445,000.00</b>	<b>356,587.50</b>	<b>801,587.50</b>
12/1/2017		169,393.75	
6/1/2018	465,000.00	169,393.75	
<b>Total FY17/18</b>	<b>465,000.00</b>	<b>338,787.50</b>	<b>803,787.50</b>
12/1/2018		157,768.75	
6/1/2019	485,000.00	157,768.75	
<b>Total FY18/19</b>	<b>485,000.00</b>	<b>315,537.50</b>	<b>800,537.50</b>
12/1/2019		145,643.75	
6/1/2020	510,000.00	145,643.75	
<b>Total FY19/20</b>	<b>510,000.00</b>	<b>291,287.50</b>	<b>801,287.50</b>
12/1/2020		135,443.75	
6/1/2021	535,000.00	135,443.75	
<b>Total FY20/21</b>	<b>535,000.00</b>	<b>270,887.50</b>	<b>805,887.50</b>
12/1/2021		124,868.75	
6/1/2022	550,000.00	124,868.75	
<b>Total FY21/22</b>	<b>550,000.00</b>	<b>249,737.50</b>	<b>799,737.50</b>
12/1/2022		113,868.75	
6/1/2023	575,000.00	113,868.75	
<b>Total FY22/23</b>	<b>575,000.00</b>	<b>227,737.50</b>	<b>802,737.50</b>
12/1/2023		100,212.50	
6/1/2024	600,000.00	100,212.50	
<b>Total FY23/24</b>	<b>600,000.00</b>	<b>200,425.00</b>	<b>800,425.00</b>
12/1/2024		85,962.50	
6/1/2025	630,000.00	85,962.50	
<b>Total FY24/25</b>	<b>630,000.00</b>	<b>171,925.00</b>	<b>801,925.00</b>
12/1/2025		71,000.00	
6/1/2026	660,000.00	71,000.00	
<b>Total FY25/26</b>	<b>660,000.00</b>	<b>142,000.00</b>	<b>802,000.00</b>
12/1/2026		54,500.00	
6/1/2027	695,000.00	54,500.00	
<b>Total FY26/27</b>	<b>695,000.00</b>	<b>109,000.00</b>	<b>804,000.00</b>
12/1/2026		37,125.00	
6/1/2027	725,000.00	37,125.00	
<b>Total FY26/27</b>	<b>725,000.00</b>	<b>74,250.00</b>	<b>799,250.00</b>
12/1/2026		19,000.00	
6/1/2027	760,000.00	19,000.00	
<b>Total FY26/27</b>	<b>760,000.00</b>	<b>38,000.00</b>	<b>798,000.00</b>
<b>Totals</b>	<b>10,205,000.00</b>	<b>5,490,956.87</b>	<b>15,695,956.87</b>



**Columbia Gateway Urban Renewal Agency  
Fiscal Year 2019-20**

<b>FY16/17 Actual</b>	<b>FY17/18 Actual</b>	<b>FY18/19 Budget</b>	<b>Account Number</b>	<b>Account Description</b>	<b>Line Item Detail</b>	<b>FY19/20 Adopted Budget</b>
<b>URBAN RENEWAL AGENCY FUND 200</b>						
<b>REVENUES</b>						
599,338	981,522	1,235,771	200-0000-300.00-00	BEGINNING BALANCE		2,038,358
				Current Year Beginning Balance	1,478,881	
				Current Year Projected Revenue	965,317	
				Less Current Year Projected Expenditure	405,840	
				<b>TOTAL</b>	<b>2,038,358</b>	
628,097	646,327	690,242	200-0000-311.10-00	PROPERTY TAX - CURRENT		819,517
				Current Year Taxes Assessed (SAL Report)	1,758,788	
				Less Compression Estimate	71,968	
				<b>Sub-TOTAL</b>	<b>1,686,820</b>	
				Add 3% inflation	1,737,425	
				Estimated collections in FY19/20 -.07%	1,615,805	
				Less amount budgeted in Fund 210	796,288	
53,671	73,066	43,687	200-0000-311.15-00	PROPERTY TAX - PRIOR YEAR		43,000
				Average of prior years		
7,018	5,900	2,587	200-0000-311.19-00	UNSEGREGATED TAX INTEREST		5,100
17,662	35,455	14,300	200-0000-361.00-00	INTEREST REVENUES		41,233
				Only receives revenue AFTER all budgeted interest revenue is received in Fund 210.		
			200-0000-363.50-00	RENTAL INCOME		-
844	5	-	200-0000-369.00-00	OTHER MISC REVENUES		10
116,969	102,828	153,066	200-0000-373.10-00	LOAN PRINCIPAL REPAYMENT		152,922
				Sunshine Mill Prin Loan Pmt	140,222	
				Granada Theatre 3 installment payments Paid off	-	
				Recreation Building 4 payments due annually	10,000	
				Blue Building	2,700	
36,897	32,661	24,346	200-0000-373.20-00	LOAN INTEREST REPAYMENT		22,939
				Cook loan on Commodore II - annual interest pmts of \$2,824.45, with principal pmt of \$282,445.10 due in full on or before 12/31/26.	2,824	
				Interest Payment of 5% on Blue Bldg	6,750	
				SS Mill - 5.25% on \$494,118.28 = \$12,798.86 per month Pay off scheduled 8/15/2021	13,365	
-	-	20,000	200-0000-392.00-00	SALE OF SURPLUS PROPERTY		-
-	-	-	200-0000-393.10-00	LOAN/BOND PROCEEDS		-
<b>1,460,496</b>	<b>1,877,764</b>	<b>2,183,999</b>	<b>TOTAL REVENUES</b>			<b>3,123,079</b>
<b>EXPENDITURES</b>						
<b>Materials &amp; Services</b>						
7,350	4,500	3,000	200-6700-419.31-10	CONTRACTUAL SERVICES		4,350
				1/6 share of GIS Suport to Wasco County \$2,000 (See Planning Budget Worksheets)	2,000	
				ArcGIS \$1,350	1,350	
				Meeting rental fees \$1,000 (occasional)	1,000	

**Columbia Gateway Urban Renewal Agency  
Fiscal Year 2019-20**

FY16/17 Actual	FY17/18 Actual	FY18/19 Budget	Account Number	Account Description	Line Item Detail	FY19/20 Adopted Budget
91,185	44,902	116,263	200-6700-419.31-15	CONTRACT ADMIN SERVICES		65,000
				FY19/20 - Wages + Benefits		
				5% City Manager		
				30% Planning Director		
				30% Planner		
				10% Assistant to City Manager		
				10% Planning Secretary		
				8 hrs/month Accountant in training		
				8 hrs/month Accounts Payable		
				8 hrs/month Finance Director		
				10% City Attorney		
				8 hrs/mn Legal Secretary		
5,130	3,630	3,728	200-6700-419.32-10	AUDITING SERVICES		4,000
				Merina & Co FY19/20 last year of contract		
				Add Secretary of State filing fee - \$380		
12,474	53,074	35,000	200-6700-419.32-60	URBAN RENEWAL CONSULT		100,000
				Downtown Vision Study Implementation	25,000	
				UR Financial Consultant	30,000	
				Downtown Utility Study	25,000	
				Legal Consultant	25,000	
-	-	157,500	200-6700-419.34-10	ENGINEERING SERVICES		81,900
				1/2 PW Engineer's costs for UR projects design/construction \$63,000		
				1st St/Riverfront Project Eng Service - \$63,000		
				Mill Crk Trail Phase 1 Eng - \$95,900 - remaining balance \$18,900 FY19-20		
62,411	232,847	128,738	200-6700-000.39-10	PROPERTY REHABILITATION		97,170
				Canton Wok	720	
				Honald Bldg _ loan % still in progress no set amount until project complete. Estimated amount	23,250	
				Gayer Building	13,200	
				New Undetermined Projects - \$60,000	60,000	
-	-	-	200-6700-419.41-10	WATER / SEWER		-
3,008	-	-	200-6700-419.41-30	NW NATURAL GAS		-
7,064	8,430	4,500	200-6700-419.41-40	ELECTRIC		4,000
				Tony's Building	4,000	
440	1,203	31,000	200-6700-419.43-10	BUILDINGS & GROUNDS		8,000
				Downtown trees study	6,000	
				Misc Repairs on Bldgs	2,000	
1,971	1,950	2,200	200-6700-419.46-10	PROPERTY TAXES		2,028
				Commodore II Parking, other leased URA properties; est 3% increase in FY19/20	2,028	
12,457	26,100	23,752	200-6700-419.52-10	PROPERTY/LIABILITY INS		28,513



**Columbia Gateway Urban Renewal Agency  
Fiscal Year 2019-20**

FY16/17 Actual	FY17/18 Actual	FY18/19 Budget	Account Number	Account Description	Line Item Detail	FY19/20 Adopted Budget
				Sunshine Mill & Warehouse Loan on Commodore II Building		
56	46	200	200-6700-419.53-20	POSTAGE		200
997	645	600	200-6700-419.53-40	LEGAL NOTICES		600
-	-	-	200-6700-419.53-60	PUBLIC EDUCATION		
-	-	500	200-6700-419.58-10	TRAVEL, FOOD & LODGING AORA Conferences OR Downtown Development Assn meetings Other Meetings		750
-	376	400	200-6700-419.58-50	TRAINING AND CONFERENCES AORA Conferences OR Downtown Development Assn meetings Other Meetings		600
1,067	925	570	200-6700-419.58-70	MEMBERSHIPS/DUES/SUBSCRIP AORA/OEDA Membership DAS Fin. Serv. & Ethics Commission Fees		570
140	248	200	200-6700-419.60-10	OFFICE SUPPLIES		300
-	-	100	200-6700-419.64-10	BOOKS/PERIODICALS		100
-	-	-	200-6700-419.69-80	ASSETS < \$5000 For items that do NOT qualify as fixed assets (computers, office furniture, etc.). Fixed assets are items that cost more than \$5,000 & have a life of over one year).		-
<b>205,750</b>	<b>378,875</b>	<b>508,251</b>	<b>Total Materials &amp; Services</b>			<b>398,081</b>
			<b>Capital Outlay</b>			
-	-	-	200-6700-419.71-10	LAND		-
-	-	45,000	200-6700-419.75-10	CAPITAL PROJECTS BY CITY For funds to be transferred to the City for UR projects to be done in Fund 018 (Spcl Grants Fund) To cover additional construction design and rights away acquisition for First Street		-
273,223	28,148	1,630,748	200-6700-419.75-20	CAPITAL PROJECTS BY UR		2,719,498
			Opportunity Driven Projects			
<b>273,223</b>	<b>28,148</b>	<b>1,675,748</b>	<b>Total Capital Outlay</b>			<b>2,719,498</b>
<b>478,973</b>	<b>407,023</b>	<b>2,183,999</b>	<b>TOTAL EXPENDITURES</b>			<b>3,123,079</b>
<b>981,523</b>	<b>1,470,741</b>	<b>-</b>	<b>REVENUES LESS EXPENDITURES</b>			<b>0</b>

**RESOLUTION NO. 19-001**

**A RESOLUTION ADOPTING THE FISCAL YEAR 2019-2020 BUDGET FOR THE COLUMBIA GATEWAY URBAN RENEWAL AGENCY, MAKING ALLOCATIONS, AND CERTIFYING A REQUEST FOR MAXIMUM TAX REVENUE TO THE COUNTY ASSESSOR.**

**WHEREAS**, the Urban Renewal Budget Committee, on April 16, 2019, solicited public comment on the proposed budget and approved a balanced budget for FY19/20; and

**WHEREAS**, in accordance with State Law, the Urban Renewal Board of Directors held a Public Hearing on the approved budget on May 21, 2019; and

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE COLUMBIA GATEWAY URBAN RENEWAL AGENCY AS FOLLOWS:**

**Section 1. Adoption of the Budget for FY19/20.**

The Board of Directors of the Columbia Gateway Urban Renewal Agency hereby adopts the budget for Fiscal Year 2019-2020 in the total of **\$4,725,955**, now on file in the office of the City Finance Director.

The amounts for the Fiscal Year beginning July 1, 2019 and for the purposes shown below are hereby appropriated:

<b>Capital Projects Fund (200)</b>	
Columbia Gateway Urban Renewal Operations	\$ 3,123,079
<b>Debt Service Fund (210)</b>	
Debt Service	\$ 1,602,876
<b>Total Appropriations, All Funds</b>	<b><u>\$ 4,725,955</u></b>

**Section 2. Certifying to County Assessor.**

The Board of Directors of the Columbia Gateway Urban Renewal Agency resolves to certify to the County Assessor, for the Columbia Gateway Downtown Plan Area, a request for the maximum amount of revenue that may be raised by dividing the taxes under Section 1c, Article XI, of the Oregon Constitution and ORS Chapter 457.

**PASSED AND ADOPTED THIS 21st DAY OF MAY, 2019.** *Kramer, McGlothlin*

Voting Yes: Miller, Coburn, Fredrick, Grossman, Baker, Long-Curtiss

Voting No: —

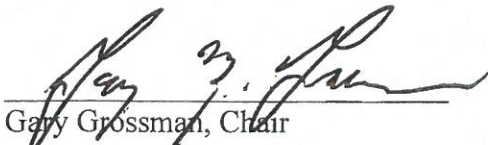
Absent: Delaney

Abstaining: —

**AND APPROVED BY THE CHAIR OF THE BOARD THIS 21st DAY OF MAY 2019.**

SIGNED:

ATTEST:

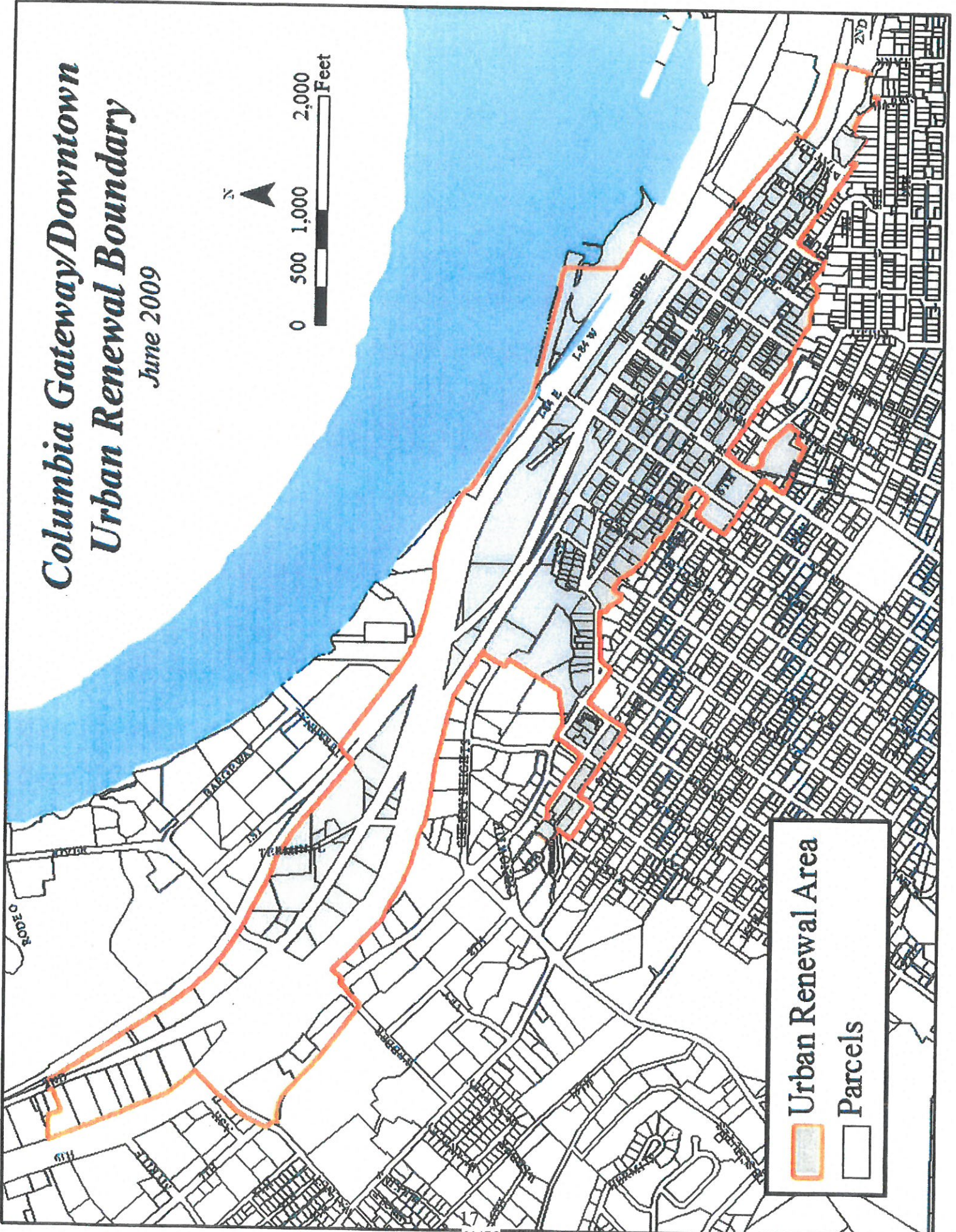
  
Gary Grossman, Chair



  
Paula Webb, Secretary



# Columbia Gateway/Downtown Urban Renewal Boundary

June 2009



	Urban Renewal Area
	Parcels



SECTION 400 - MISSION STATEMENT, GOALS AND OBJECTIVES OF THE DALLES  
URBAN RENEWAL AGENCY FOR THE COLUMBIA GATEWAY/DOWNTOWN  
PLAN

MISSION STATEMENT

THE MISSION OF THE URBAN RENEWAL AGENCY IS TO ELIMINATE B LIGHT AND DEPRECIATING PROPERTY VALUES WITHIN THE AGENCY'S JURISDICTION AND IN THE PROCESS, ATTRACTS AESTHETICALLY PLEASING, JOB PRODUCING PRIVATE INVESTMENTS THAT WILL STABILIZE OR INCREASE PROPERTY VALUES AND PROTECTS THE AREA'S HISTORIC PLACES AND VALUES.

401. GOALS AND OBJECTIVES

To accomplish its mission, the Agency will develop and implement an urban renewal program, the goals and objectives of which are:

- A. To make strategic investments of urban renewal funds and engage in various urban renewal activities which increase the value of properties within the Urban Renewal District.
- B. To make strategic investments of urban renewal funds so that unused and underused properties can be placed in productive condition and utilized in a manner consistent with the City's Comprehensive Plan and implementing ordinances;
- C. To participate by means of various urban renewal activities (e.g. land acquisition and disposition, rehabilitation loans, etc.) in specific opportunities for business, civic, residential, cultural, and tourist-related property to be developed, redeveloped, improved, rehabilitated and conserved in ways which will:
  - 1. Encourage the expansion and development of businesses that will produce jobs for the people of The Dalles and Wasco County; or
  - 2. Increase property values so that the area will contribute its fair share to the costs of public services, provided by the city, county, schools, community college, port and park and recreation district; or
  - 3. Insure a more attractive, functional and economically viable city; or
  - 4. Conserve historically significant places and properties;
- D. To be responsive to the needs and the concerns of all people of the City of The Dalles in the details of amending and implementing the Urban Renewal Plan using multiple forms of outreach including: town hall meetings, the internet, news releases, and signs on projects; and

E. To encourage the maximum amount of public involvement and citizen participation in the formation and implementation of the Urban Renewal Plan by explaining and discussing the details of the Urban Renewal process:

1. To the public at town hall type gatherings;
2. To special interest groups, public service organizations, public bodies and the general public by invitation to Agency meetings;
3. By issuing periodic news releases;
4. By cooperating with the print and electronic news media by being available to discuss the Urban Renewal Plan and process;
5. By use of the Internet;

F. To provide an adequate amount of properly located and designed off-street parking, including disabled parking, in the downtown area, including a plan and program to effectively pay for, manage and maintain such parking;

G. To create positive linkages among the two sectors of the Urban Renewal Area - i.e. the Downtown and the West Gateway Area;

H. To cooperate, coordinate and assist in funding with the program to improve access and connections from downtown to the Riverfront and to provide facilities, such as trails and a public dock, to enhance public use of the Riverfront;

I. To improve the visual appearance, capacity, and traffic flow of streets that carry the major share of vehicular and pedestrian traffic in areas where development would otherwise be inhibited;

J. To assist property owners in the rehabilitation of their buildings and property to the extent that it helps implement the intent of redevelopment goals, policies, and standards, especially where rehabilitation may spur additional redevelopment activity;

K. To install and maintain coordinated street furniture, night lighting and landscaping in areas of maximum pedestrian concentration; including alley rights-of-way in the Downtown area;

L. In conjunction with specific urban renewal development or redevelopment projects, supplement existing funding sources to construct, install or replace publicly owned utility systems such as water, storm drains, and sanitary sewers where existing facilities are inadequate, undersized or otherwise substandard; and

M. To leverage the Agency's financial resources to the maximum extent possible with other public and private investments and other public and private funding sources.

N. To install underground utilities in areas of urban renewal projects including alley rights-of-way in the downtown area.

#### 403. RELATIONSHIP OF THE PLAN TO LOCAL OBJECTIVES

This plan is intended to further the objectives of the City's Comprehensive Land Use Plan. Further, this plan is intended to improve land uses, traffic flow, off-street parking, pedestrian amenities, and other public improvements.

#### 404. CONSISTENCY WITH THE CITY'S COMPREHENSIVE PLAN

This plan has been prepared in conformity with the City's adopted Comprehensive Land Use Plan including its goals, policies, procedures, and implementing provisions.

#### 405. CONSISTENCY WITH ECONOMIC DEVELOPMENT POLICY

The Economic Development Goal of the City's Comprehensive Land Use Plan (Goal 9) discusses, among other things, the need to:

1. Provide family wage employment opportunities for The Dalles citizens.
2. Diversify the economic base of the community.
3. Increase the tax base needed to provide an adequate level of community services for The Dalles citizens.
4. Encourage the growth of existing employers and attract new employers to The Dalles that complement the existing business community.
5. Implement the objectives and activities of the Columbia Gateway/Downtown Urban Renewal Plan, enhancing opportunities for the improvement and redevelopment of business, civic, cultural, and residential uses in the area.
6. Provide for tourism-related employment as part of the effort to diversify The Dalles' economy.
7. Provide employment opportunities, environments, and choices, which are a vital part of a high quality of life in The Dalles.
8. Support the maintenance and enhancement of The Dalles commercial historic district.
9. Encourage redevelopment and adaptive reuse of commercial space downtown as an alternative to commercial sprawl.

The Urban Renewal Plan addresses these goals in conformity with the provisions of the Economic Element.



## PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: January 8, 2020

Subject: J-1.) **THE DALLES MARINA Q4/2019 REPORT**

Background:

- The Dalles Marina Q4/2019 Report
- The Dalles Marina P&L January-December 2019

# **The Dalles Marina**

**October- December 2019**

**Fire extinguisher were tested**

**Parking lot was striped on the Marina side**

**Renewed Liability Insurance**

**Repair done to gravel behind Garbage can and hillside, due to rain storm**

**Docks were leveled**

**Above Spickets were installed for boats and marina tenants**

2:52 PM  
01/06/20  
Cash Basis

The Dalles Marina  
**Profit & Loss**  
January through December 2019

	Jan - Dec 19
Ordinary Income/Expense	
Income	
Key Deposit	200.02
Late Fee Income	1,012.61
Moorage Fee	94,672.71
Open Moorage Fee	21,969.40
Utilities Income	
Electrical Fee	246.66
Sewer Fee	9,029.07
Water Fee	10,096.09
Total Utilities Income	19,371.82
Total Income	137,226.56
Expense	
Accounting Fees	935.00
Automobile Expense	40.00
Bank Service Charge	7.50
Contracted Services	
Water	5,510.03
Contracted Services - Other	3,396.00
Total Contracted Services	8,906.03
Donations	42.00
Dues, Fees and Subscription	232.00
Insurance Expense	
Liability	10,256.25
Workers Comp	596.06
Total Insurance Expense	10,852.31
Keys Expense	100.00
Landscaping and Groundskeeping	3,092.00
Maintenance and Supplies	
Asset for Port	
Furniture and Fixtures	5,612.81
Parking Lot	1,150.00
Asset for Port - Other	17,937.50
Total Asset for Port	24,700.31
Winter	608.66
Maintenance and Supplies - Other	2,734.66
Total Maintenance and Supplies	28,043.63
Meals and Entertainment	349.65
Office Supplies	388.98
Professional Fees	
legal Fees	2,099.20
Total Professional Fees	2,099.20
Rent Expense	11,621.18
Repairs and Maintenance	5,187.82
Taxes	44,011.00
Utilities	
Electricity	4,622.63
Garbage	3,753.28
Internet	660.00
Water	15,672.67
Total Utilities	24,708.58
Total Expense	140,616.88
Net Ordinary Income	-3,390.32

2:52 PM  
01/06/20  
Cash Basis

The Dalles Marina  
**Profit & Loss**  
January through December 2019

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	Jan - Dec 19
Other Income/Expense	
Other Income	
Interest Income	206.93
Other Income	324.54
Total Other Income	531.47
Net Other Income	531.47
Net Income	<u><u>-2,858.85</u></u>

## PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: January 8, 2020

Subject: J-2.) **STAFF REPORT**

Andrea met with Elaine Albrich from Davis, Wright, Tremaine to begin conversations about the Urban Growth Boundary and the Gorge Commission.

Andrea met with the new School Board appointed Community Outreach Team member, Dawn Rasmussen to give her a quick orientation on the Outreach Team, background on the current projects, and generally how the group operates.

The V&G excavator contractor has been making intermittent appearances on the project site.

Construction has started on the Schmidt/Cameron building behind V&G. It will be another two story, commercial on the 1<sup>st</sup> floor/residential on the 2<sup>nd</sup> floor, building. Walls were going up on Thursday, January 2<sup>nd</sup>.

Andrea met with Breanna Wimbers, the Port's insurance agent, to review/renew our Property and Casualty insurance. The Port will be receiving a two-year longevity credit in the amount of \$814.50 for each of the next two years for continuing to use SDIS for our coverage. We will also receive a 10% Best Practices credit of \$1,325.00 for meeting the annual Best Practices requirements. In this renewal the Port will be adding coverage for the new power pedestals at the marina.

Jennifer and Andrea met with Deidre Baumgarten to talk about reinvigorating the Sea Scout program in The Dalles. Deidre has been involved with the program for many years and is looking for a moorage location and a boat for the scouts to use.

Andrea and Jennifer are working with IT Solutions on an office technology upgrade – one that would accommodate placing common documents in one location, with remote access, and a backup system for each individual computer.

A new furnace was installed for the upstairs offices.

Jennifer has enrolled in the SDAO Academy. The Academy offers training and education opportunities in three specialty areas including district management, human resources and personnel management, and risk management and operations.

Jennifer (& Mike) attended the Oregon Business Plan, 2019 Leadership Summit in Portland, which focused on *THE LONG GAME*. Highlights following:

### **Global Trade**

- Tariff Relief
- U.S. needs it's alliances back, such as China
- \$28 billion exported in goods & services
- 12% of GDP depends on exports
- 1 in 5 jobs connected to trade
- 88% of exporters are small & medium businesses

### **Economic Update**

- Longest economic expansion in U.S. history (11<sup>th</sup> year)
- Unemployment at historic low
- Notables: Nike, Tillamook Cheese, wine, brewery's, fruit, UAV's
- Healthcare: Uninsured decreased from 17% to 7%
- Housing: 150k+ are spending more than ½ their income on rent
- Homeless: 14,000 people

### **Making the Economy Inclusive**

- Economic progress is not reaching everyone across the state
- Rural Development policy needed
- More community born programs
- Technical training opportunities needed
- The Middle Class needs to be strengthened
- Latino based communities are the future

### **Manufacturing Future**

- 3D Manufacturing Industry (I3D MFG)
- Printer made in Oregon – 40% of the printer makes itself
- Individual Manufacturing: medical devices; vehicle parts; shoes - Ex. Smile Direct: 1/3 of the cost of dental braces; manufacturing 50,000 unique parts per day
- Digital Manufacturing: Rapid innovation, More efficient supply chains, No warehouses, Taxation, Trade

### **Forest Management: Reduce Fire, Protect the Environment, and Boost the Economy**

- Oregon Wildfire Response Council: 110-page report with 37 recommendations for 2020 Legislation
- Factors affecting increased fire's: climate change, vegetation levels, population growth
- Fire season has increased by 78+ days in the last few decades
- Solutions: Fire-Adapted Communities; Resilient Landscapes; Safe & Effective Response, Modernization
- Cost of Inaction is Greater than the Cost of Action

### **Better Manage Finite Water Resources**

- Rural land is the birthplace of water, run-off; empower local communities to be responsible for their water source, job creation

### **Innovation to Reduce Carbon and Grow Economy**

- Renewable Natural Gas
- Torrefaction (tree's): energy efficient – replacement for coal; byproduct: fire prevention – thinning forests
- Carbon Neutral Buildings or Living Buildings (green building certification/sustainable design): Net Zero Energy, Net Zero Water, Net Zero Sewage
- Need to take advantage of nontraditional job creation due to changing climate

### **Challenges for Decade Ahead**

- Education
- Housing
- Homelessness
- Healthcare
- Infrastructure

## PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: January 8, 2020

Subject: J-3.) **COMMITTTEE REPORTS**

➤ CHAMBER OF COMMERCE: GRIFFITH

➤ DUFUR: WALLACE

➤ WASCO EDC: COURTNEY

➤ URBAN RENEWAL: COBURN

➤ COT: WEAST/KLAAS



## PORT OF THE DALLES AGENDA ITEM COVER SHEET

Meeting Date: January 8, 2020

Subject: L.) **ACTION REQUIRED FROM EXECUTIVE SESSION**

**K-1:**

**K-2:**

**K-3: Adopt The Dalles Marina Rules & Regulations-Amendment 01-08-2020 as presented**