



Board of Directors

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Jim Fairchild

Director
Kelly Gabilks

Director
Micky Garus

Director
Bill Hahn

Director
Jackie Lawson

Director
Kevin Marshall

Director
Murray Stewart

Director
LaVonne Wilson

Director
Ken Woods, Jr.

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City Manager
Ron Foggin

City Attorney
Lane Shetterly

Community Development/
Operations Director
Jason Locke

Finance Director
Cecilia Ward

City Recorder
Emily Gagner

Recording Secretary
Jeremy Teal

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Dallas Urban Renewal Agency Board of Directors Agenda

TUESDAY, January 20, 2015, 7:00 p.m. (following the City Council meeting)
 Brian Dalton, Presiding
 Dallas City Hall
 187 SE Court Street
 Dallas, Oregon 97338

All persons addressing the Board of Directors will please use the table at the front of the Board. All testimony is electronically recorded. If you wish to speak on any agenda item, please sign in on the provided card.

ITEM	RECOMMENDED ACTION
1. Roll Call	
2. Review and approval of minutes of October 20, 2014, meeting	Approval PG . 2
3. Auditors report	Information PG . 4
4. <u>Resolution No. 2015-01</u> : A Resolution authorizing the transfer of budgetary funds.	Roll Call Vote PG . 8
5. Other Business	
6. Adjournment	

**DALLAS DEVELOPMENT COMMISSION
URBAN RENEWAL AGENCY
Monday, October 20, 2014
Council Chambers**

1 The Dallas Development Commission Urban Renewal Agency Board of Directors met in regular
2 session on October 20, 2014, at 7:47 p.m. in the Council Chambers of City Hall with Brian
3 Dalton presiding.

4 **ROLL CALL**

5 Directors present: Jim Brown, Jim Fairchild, Kelly Gabliks, Beth Jones, Jackie Lawson, Kevin
6 Marshall, Murray Stewart, LaVonne Wilson, and Ken Woods, Jr.

7 Also present were: City Manager Ron Foggin, City Attorney Lane Shetterly, Chief of Police
8 Tom Simpson, Fire Chief Fred Hertel, Engineering and Environmental Services Director Fred
9 Braun, Finance Director Cecilia Ward, City Recorder Emily Gagner, and Recording Secretary
10 Jeremy Teal.

11 **REVIEW AND APPROVAL OF MINUTES OF JUNE 16, 2014, MEETING**

12 It was moved by Director Gabliks *to approve the minutes of the June 16, 2014, meeting as*
13 *presented.* The motion was duly seconded and carried with a vote of 9-0.

14 **500-900 BLOCKS OF MAIN STREET FAÇADE IMPROVEMENT GRANT REVISION**

15 Mr. Locke advised the Urban Renewal District Advisory Committee (URDAC) would like to
16 increase the match amount to \$10,000 on the Main Street façade grant. He noted that a larger
17 amount would make a bigger impact on the buildings and hopefully draw more owners to
18 participate. He stated the owners wouldn't have to take the full amount, and would only be
19 eligible for a single grant per building. He commented that if additional projects came up after
20 the budgeted amount was used, the Board could consider a budget amendment to fund the
21 project.

22 Councilor Lawson declared a potential conflict of interest due to her building ownership in the
23 downtown.

24 It was moved by Director Stewart *to approve the URDAC recommendation to increase the grant*
25 *match from \$4,000 to \$10,000.* The motion was duly seconded and carried with a vote of 9-0.

26 **FORD FOUNDATION INSITUITE SIGN REQUEST**

27 Mr. Locke advised the recommendation was to fund a sign located at the Rickreall Creek
28 Trailhead on Main Street, inside the Urban Renewal District, created by the Ford Foundation
29 Institute. He noted that URDAC matched funds with the Ford Foundation to build the pocket
30 park at the same location.

31 Joe Koubek, representative from the Ford Foundation Institute group, added there would be three
32 signs total erected during the project, and the signs were vandal and graffiti resistant.

33 Mr. Foggin indicated that a light would be installed at the pocket park to help with security and
34 safety and help detour vandalism.

1 It was moved by Director Brown *to approve the URDAC recommendation to fund up to \$2,500*
2 *for a sign at the Main Street entrance to the Rickreall Creek Trail, or determine a different*
3 *appropriate amount.* The motion was duly seconded and carried with a vote of 9-0.

4 **OTHER BUSINESS**

5 **ADJOURNMENT**

6 There being no further business, the meeting was adjourned at 8:14 p.m.

7 Read and approved this _____ day of _____ 2014.

Chair Brian W. Dalton

ATTEST:

City Manager

URBAN RENEWAL AGENCY REPORT

TO: BRIAN DALTON AND URBAN RENEWAL AGENCY BOARD OF DIRECTORS

<i>City of Dallas</i>	Agenda Item No. 3	Topic: Audit Report FY Ending June 30, 2014
Prepared By: Cecilia Ward	Meeting Date: January 20, 2015	Attachments: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Approved By: Ron Foggin		

RECOMMENDED MOTION:

Information Only

BACKGROUND:

For FY ending June 30, 2014, the Urban Renewal Agency was required to have a full audit due to expenditures exceeding \$500,000. The financial statements for fiscal year ending June 30, 2014, was completed by Merina and Company, LLP.

For your review, the Urban Renewal financial statements for FY ending June 30, 2014, was provided to you prior to this meeting.

FISCAL IMPACT:

None

ATTACHMENTS:

Auditor's Communication With Those Charged With Governance

December 30, 2014

To the Board of Directors
Dallas Community Development Commission, Urban Renewal Agency

We have audited the financial statements of the governmental activities and the major fund of the Dallas Community Development Commission, Urban Renewal Agency, a component unit of the City of Dallas, Oregon (the Agency) for the year ended June 30, 2014. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated August 28, 2014. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Agency are described in Note 1 to the financial statements. As described in Note 8 to the financial statements, the Agency implemented one new accounting pronouncement issued by the Governmental Accounting Standards Board (GASB).

- GASB Statement No. 65 *Items Previously Reported as Assets and Liabilities*

We noted no transactions entered into by the Agency during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. There were no significant estimates affecting the Agency's financial statements.

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

The disclosure of Long-Term Debt in Note 5 to the financial statements summarizes the changes in long-term debt for the year ended June 30, 2014 and future debt service requirements.

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

Difficulties Encountered in Performing the Audit

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

Corrected and Uncorrected Misstatements

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

Disagreements with Management

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

Management Representations

We have requested certain representations from management that are included in the management representation letter dated December 30, 2014.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Agency's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

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

Other Matters

We were not engaged to report on the introductory section, which accompanies the financial statements but is not RSI. We did not audit or perform other procedures on this other information and we do not express an opinion or provide any assurance on it.

Restriction on Use

This information is intended solely for the use of the Board of Directors and management of the Agency and is not intended to be, and should not be, used by anyone other than these specified parties.

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

Very truly yours,

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

Merina & Company, LLP
Certified Public Accountants and Consultants

URBAN RENEWAL AGENCY REPORT

TO: BRIAN DALTON AND URBAN RENEWAL AGENCY BOARD OF DIRECTORS

<i>City of Dallas</i>	Agenda Item No. 4	Topic: Budget Transfer Resolution UR 2015-01
Prepared By: Cecilia Ward	Meeting Date: January 20, 2015	Attachments: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Approved By: Ron Foggin		

RECOMMENDED MOTION:

Approval of Budget Transfer Resolution UR 2015-01

BACKGROUND:

Oregon Budget Law allows for unanticipated changes to the budget throughout the fiscal year. ORS 294.463 allows for appropriation transfers which includes intra-and inter-fund transfers between appropriation categories and contingency transfers. Appropriation transfers require a budget resolution.

Following are the necessary transfers:

Urban Renewal:

From:	To:	Purpose:	Amount:
Contingency	Materials and Services-Professional Services	Audit services due to expenditures over \$500,000 in FY 2013-2014	\$ 3,000

Appropriation impact:

Decrease Contingency from \$55,210 to \$52,210

Increase Materials and Services-Professional Services from \$2,000 to \$5,000

FISCAL IMPACT:

Urban Renewal: \$0 (transfer of appropriation in same department)

ATTACHMENTS:

Budget Transfer Resolution UR 2015-01

RESOLUTION NO. UR 2015-01

A Resolution authorizing the transfer of budgetary funds.

WHEREAS, it is necessary to transfer the appropriation authority of \$3,000 from the Urban Renewal Fund, Contingency, to the Urban Renewal Fund, Professional Services for unanticipated cost of audit services,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DALLAS:

Section 1. That the City Manager be, and he hereby is, authorized and directed to transfer the appropriation authority of \$3,000 from the Urban Renewal Fund, Contingency, to the Urban Renewal Fund, Professional Services.

Section 2. This Resolution shall be effective upon its passage.

Adopted: January 20, 2015
Approved: January 20, 2015

BRIAN W. DALTON, CHAIR

ATTEST:

APPROVED AS TO FORM:

RON FOGGIN, CITY MANAGER

LANE P. SHETTERLY, CITY ATTORNEY