



City Council

Mayor
Brian Dalton

Council President
Jim Fairchild

Councilor
Kelly Gabliks

Councilor
Micky Garus

Councilor
Bill Hahn

Councilor
Jackie Lawson

Councilor
Kevin Marshall

Councilor
Murray Stewart

Councilor
LaVonne Wilson

Councilor
Ken Woods, Jr.

City Staff

City Manager
Ron Foggin

City Attorney
Lane Shetterly

Community
Development/
Operations Director
Jason Locke

Finance Director
Cecilia Ward

Fire Chief
Fred Hertel

Police Chief
Tom Simpson

Director of Engineering
& Environmental
Services
Fred Braun

City Recorder
Emily Gagner

Recording Secretary
Jeremy Teal

Dallas City Council Agenda

Mayor Brian Dalton, Presiding

Monday, February 1, 2016

7:00 pm

Dallas City Hall

187 SE Court St.

Dallas, OR 97338

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

AGENDA ITEM	RECOMMENDED ACTION
1. ROLL CALL	
2. PLEDGE OF ALLEGIANCE	
3. EMPLOYEE RECOGNITION/INTRODUCTION	
4. COMMENTS FROM AUDIENCE <i>This time is provided for citizens to comment on municipal issues and any agenda items other than public hearings. The Mayor may place time restrictions on comments. Please supply 14 copies of the material brought to the meeting for distribution.</i>	
5. PUBLIC HEARINGS <i>Public comment will be allowed on items appearing on this portion of the agenda following a brief staff report presenting the item and action requested. The Mayor may limit testimony.</i>	
6. CONSENT AGENDA <i>The following items are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member so requests, in which case the item will be removed from the Consent Agenda and considered separately.</i>	
a. Approve minutes of January 19, 2016 City Council meeting	PG . 3
b. Approve reappointment to the Planning Commission	PG . 7
c. Approve reappointments to the Budget Committee	PG . 8
7. ITEMS REMOVED FROM CONSENT AGENDA	
8. REPORTS OR COMMENTS FROM MAYOR AND COUNCIL MEMBERS	
a. General Comments from the Councilors and Mayor	
b. Report of the January 25 and February 1, 2016, Administrative Committee meeting (Councilor Gabliks, Chair)	PG . 9
c. Report of the January 25, 2016, Building and Grounds Committee meeting (Councilor Marshall, Chair)	PG . 52



Our Vision

Our vision is to foster an environment in which Dallas residents can take advantage of a vital, growing, and diversified community that provides a high quality of life.

Our Mission

The mission of the City of Dallas is to maintain a safe, livable environment by providing open government with effective, efficient, and accountable service delivery.

Our Motto

Commitment to the Community.
 People Serving People.

City Hall

Dallas City Hall is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to the City Manager's Office, 503-831-3502 or TDD 503-623-7355.

9. REPORTS FROM CITY MANAGER AND STAFF

- a. Council goal update
- b. Other

Information

10. FIRST READING OF ORDINANCE

11. SECOND READING OF ORDINANCE

12. RESOLUTIONS

13. OTHER BUSINESS

14. ADJOURNMENT

These minutes are supplemented by electronic recordings of the meeting, which may be reviewed upon request to the City Recorder. Audio files from City Council meetings from January 19, 2016, forward can be found online at <http://www.dallasor.gov/archive> under the corresponding agenda date. Staff reports, resolutions, ordinances, and other documents related to this meeting are also available at that site in the “Council Agendas” archive.

DALLAS CITY COUNCIL	Tuesday, January 19, 2016
<p>The Dallas City Council met in regular session on Tuesday, January 19, 2016, at 7:00 p.m. in the Council Chambers of City Hall with Mayor Brian Dalton presiding.</p>	
<p>Council:</p> <p>Council President Jim Fairchild, Councilor Kelly Gabliks, Councilor Micky Garus, Councilor Bill Hahn, Councilor Jackie Lawson, Councilor Kevin Marshall, Councilor LaVonne Wilson, and Councilor Ken Woods, Jr. Excused: Councilor Murray Stewart</p>	
<p>Staff:</p> <p>City Manager Ron Foggin, City Attorney Lane Shetterly, Police Chief Tom Simpson, Fire Chief Fred Hertel, Community Development/Operations Director Jason Locke, Director of Engineering and Environmental Services Fred Braun, Finance Director Cecilia Ward, HR Manager Emily Gagner, and Recording Secretary Jeremy Teal.</p>	
<p>Pledge of Allegiance:</p> <p>Mayor Dalton led the Pledge of Allegiance.</p> <p>Mayor Dalton asked for a moment of silence for the passing of Ron Lines.</p>	

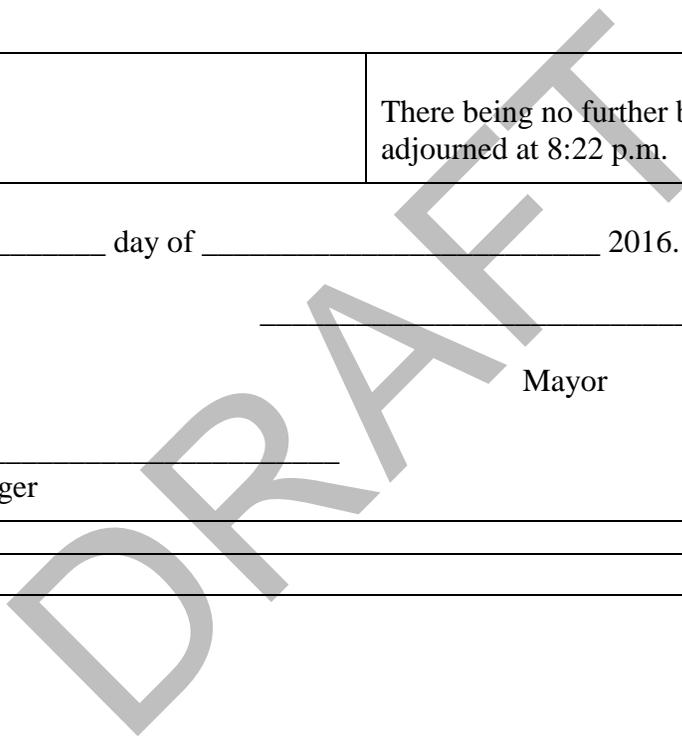
AGENDA	ACTION
2:13 FIRE SERVICES APPRECIATION PROCLAMATION	Mayor Dalton read the Fire Services Appreciation Proclamation for 2016.
5:20 PUBLIC RECOGNITION	Mayor Dalton introduced and recognized Jess Cagle for his military service and his love for Dallas.
COMMENTS FROM THE AUDIENCE	There were none.
PUBLIC HEARINGS	There were none.
8:04 CONSENT AGENDA Items approved by the Consent Agenda: approve minutes of January 4, 2016 City Council meeting minutes.	It was moved by Councilor Gabliks <i>to approve the Consent Agenda as submitted</i> . The motion was duly seconded and carried with a vote of 8-0.
ITEMS REMOVED FROM CONSENT AGENDA	There were none.
8:32 REPORTS OR COMMENTS FROM THE MAYOR AND COUNCIL MEMBERS	Councilor Lawson noted she had received numerous inquiries on naming the new foot bridge after Ron Lines after his diligent work to procuring

	the grant to build it.
<p>REPORTS FROM CITY MANAGER AND STAFF</p>	
<p>12:51 RESIDENTIAL STREET TASK FORCE RECOMMENDATION</p>	<p>Bob Brannigan, Chair of the Residential Street Task Force, stated the Task Force reviewed the material from the Residential Streets Citizen Advisory Committee (Street CAC) and the Task Force’s recommended to the Council was to adopt Option 1 from the Street CAC, to place a \$10 million, ten-year General Obligation Bond on the May 2016 ballot for approval by the citizens of Dallas.</p> <p>In response to a question, Mr. Brannigan explained that at today’s interest rates, the cost for a \$200,000 assessed value home, the bond would cost \$232 annually.</p> <p>In response to a question, Mr. Brannigan indicated the total cost to fix all the roads needing repair in Dallas was \$17.5 million. He noted the Task Force felt they needed to balance the needs for repairs while being sensitive to the income question of residents.</p> <p>After some discussion, Mr. Brannigan noted any discussion about a future maintenance fee would be dealt with later.</p> <p>Mr. Foggin pointed out that a recent third party engineering estimate actually reduced the cost of repairing all streets to \$15 million. He added the \$10 million bond would repair about 23 miles of road. He discussed the Task Force’s decision to bond for the bulk of the needed repairs and then in a few years, look to generating revenues to maintain the investment.</p> <p>There was discussion about the possibility of having a utility fee or gas tax instead of the bond. The Council also discussed the timing of the bond and the importance of repairing the streets.</p> <p>Councilor Garus asked if staff could have a proposal for the next meeting for a fee structure instead of the bond.</p> <p>It was moved by Councilor Gabliks <i>to accept the recommendation made by the Residential Street Task Force</i> and seconded by Councilor Woods.</p> <p>It was moved by Councilor Garus <i>to amend the motion to accept the presentation but to have staff present the Council other alternatives at the next Council meeting</i> and seconded by Councilor Lawson.</p> <p>Councilor Gabliks stated she felt the Task Force did already look at the alternatives. Councilor Garus explained he would still like to see an alternative, adding he wasn’t ready to vote on the rec-</p>

	<p>ommendation presented. Councilor Woods stated staff would need more direction to determine a fee structure, since it wasn't determined how long the fee would need to be in place before repairs began. Mr. Foggin indicated he would try to get some numbers, but given the short timeframe, he was unsure how comprehensive that would be.</p> <p>The motion to amend the motion to accept the presentation but have staff present alternatives failed with a vote of 2 -6 with Councilors Garus and Lawson voting yes and Councilors Fairchild, Gabliks, Hahn, Marshall, Wilson, and Woods voting no.</p> <p>Councilor Gabliks withdrew her original motion and Councilor Woods agreed.</p> <p>Councilor Gabliks moved <i>to accept the report presented by the Task Force</i> and Councilor Woods seconded it. The motion carried with a vote of 8-0.</p>
<p>1:04:54 DECEMBER FINANCIAL REPORT</p>	<p>Ms. Ward introduced OpenGov, the City's new financial reporting software, to the Council and demonstrated the ability to explore every aspect of the City's financials.</p>
<p>1:14:33 COUNCIL GOAL UPDATE</p>	<p>Mr. Foggin noted he had given each Councilor the fourth quarter strategies which included the status of the actions.</p>
<p>FIRST READING OF ORDINANCE</p>	<p>There were none.</p>
<p>1:15:36 SECOND READING OF ORDINANCE</p> <p>Ordinance No. 1794 – An Ordinance amending provisions of the Dallas Development Code; and repealing conflicting provisions.</p> <p>Ordinance No. 1795 – An Ordinance amending provisions of the Dallas City Code Section 5.386, relating to wild animals.</p>	<p>A roll call vote was taken and Mayor Dalton declared Ordinance No. 1794 to have PASSED BY A VOTE of 8-0 with Council President Jim Fairchild, Councilor Kelly Gabliks, Councilor Micky Garus, Councilor Bill Hahn, Councilor Jackie Lawson, Councilor Kevin Marshall, Councilor LaVonne Wilson, and Councilor Ken Woods, Jr. voting YES.</p> <p>A roll call vote was taken and Mayor Dalton declared Ordinance No. 1795 to have PASSED BY A VOTE of 8-0 with Council President Jim Fairchild, Councilor Kelly Gabliks, Councilor Micky Garus, Councilor Bill Hahn, Councilor Jackie Lawson, Councilor Kevin Marshall, Councilor LaVonne Wilson, and Councilor Ken Woods, Jr. voting YES.</p>
<p>1:17:09 RESOLUTIONS</p> <p>Resolution No. 3336 – A Resolution adopting and appropriating a Supplemental Budget for Fiscal Year 2015-2016.</p>	<p>A roll call vote was taken and Mayor Dalton declared Resolution No. 3336 to have PASSED BY A VOTE of 8-0 with Council President Jim Fairchild, Councilor Kelly Gabliks, Councilor</p>

<p>Resolution No. 3337 – A Resolution authorizing the transfer of budgetary funds.</p>	<p>Micky Garus, Councilor Bill Hahn, Councilor Jackie Lawson, Councilor Kevin Marshall, Councilor LaVonne Wilson, and Councilor Ken Woods, Jr. voting YES.</p> <p>A roll call vote was taken and Mayor Dalton declared Resolution No. 3336 to have PASSED BY A VOTE of 8-0 with Council President Jim Fairchild, Councilor Kelly Gabliks, Councilor Micky Garus, Councilor Bill Hahn, Councilor Jackie Lawson, Councilor Kevin Marshall, Councilor LaVonne Wilson, and Councilor Ken Woods, Jr. voting YES.</p>
<p>EXECUTIVE SESSION</p>	<p>There was none.</p>
<p>OTHER BUSINESS</p>	<p>There was none.</p>

<p>ADJOURNMENT</p>	<p>There being no further business, the meeting adjourned at 8:22 p.m.</p>
<p>Read and approved this _____ day of _____ 2016.</p> <p>_____</p> <p>ATTEST: _____ Mayor</p> <p>_____ City Manager</p>	



DALLAS CITY COUNCIL REPORT

TO: MAYOR BRIAN DALTON AND CITY COUNCIL

<i>City of Dallas</i>	Agenda Item No. 6b	Topic: Planning Commission Reappointments
Prepared By: Emily Gagner	Meeting Date: February 1, 2016	Attachments: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Approved By: Ron Foggin		

RECOMMENDED ACTION:

Approval of the Consent Agenda would reappoint Chuck Lerwick and Bob Wilson to the Planning Commission.

BACKGROUND:

Chuck Lerwick's and Bob Wilson's terms on the Planning Commission expired at the end of 2015. Both have indicated an interest in continuing to serve on the Planning Commission, and staff recommends those reappointments, as Chuck and Bob provide good insight and continuity.

Les Oehler's term on the Planning Commission is also vacant, and the Administrative Committee is conducting interviews to find a replacement for him.

FISCAL IMPACT:

None

ATTACHMENTS:

None

DALLAS CITY COUNCIL

REPORT

TO: MAYOR BRIAN DALTON AND CITY COUNCIL

<i>City of Dallas</i>	Agenda Item No. 6c	Topic: Budget Committee Reappointments
Prepared By: Emily Gagner	Meeting Date: February 1, 2016	Attachments: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Approved By: Ron Foggin		

RECOMMENDED ACTION:

Approval of the Consent Agenda would reappoint Joe Koubek and Christine Valentine.

BACKGROUND:

John Davis's, Joe Koubek's and Christine Valentine's terms on the Budget Committee expired at the end of 2015. Mr. Davis is unable to continue as a member, but Mr. Koubek and Ms. Valentine have indicated an interest in continuing to serve on the Budget Committee. Staff recommends those reappointments.

Additionally, Lynn Hurt has resigned his position on the Budget Committee. Staff has advertised to fill our two vacancies (Mr. Hurt and Mr. Davis's positions), but have had no applicants at this time. As soon as we receive applications from qualified candidates, we will bring them to the Council for appointment.

FISCAL IMPACT:

None

ATTACHMENTS:

None

Members Present: Chair Kelly Gabliks, Jim Fairchild, Bill Hahn, Jackie Lawson, and Kevin Marshall.

Also Present: Mayor Brian Dalton, City Manager Ron Foggin, City Attorney Lane Shetterly, Finance Director Cecilia Ward, Community Development/Operations Director Jason Locke, HR Manager Emily Gagner, and Recording Secretary Jeremy Teal.

Chair Gabliks called the meeting to order at 4:02 p.m.

Council President Fairchild arrived at 4:26 p.m.

PLANNING COMMISSION INTERVIEWS

The committee interviewed Jim Williams and Andy Groh for the vacant position on the Planning Commission. Mr. Foggin explained additional candidates would be interviewed on February 1, at which time the Committee would make a recommendation to Council.

BUSINESS REGISTRATION

Councilor Gabliks noted the consensus of the committee was toward registration not license.

There was discussion regarding the registration form and it was decided that the form would include business name, owner information, emergency contact information, goods and services description, and a statement allowing the information to be public if marked.

Mr. Foggin noted a 3rd party program integrated with the City's Tyler accounting software would need to be purchased to handle the business registration adding it would cost between \$5,000 and \$7,000.

Councilor Lawson asked if it could just be a pdf that was uploaded to the website for public access. Mr. Foggin indicated that could be a possibility with the software.

Councilor Gabliks stated the consensus of the committee was to make registration mandatory, not voluntary.

There was discussion regarding the fees involved in the registration. The consensus of the committee was a \$25 registration fee, a \$10 annual renewal fee, and a \$25 renewal fee if turned in late all for new businesses. There was also discussion regarding existing businesses and the fees. The consensus was to not charge the existing businesses for the first year and then implement the renewal and late penalty fee after that time.

It was moved by Councilor Marshall to recommend the Council adopt the Business Registration Program with a fee of \$25 for new business, \$10 for the annual renewal, \$25 if the renewal was late, and allowing the first year free for existing businesses. The motion was duly seconded and carried with a vote of 5-0.

Councilor Lawson stated that if the list wasn't available to the public she would not be in support of the registration.

Mr. Shetterly stated that all the information given would be public record, unless exempt under state law limiting categories of exempt information. He noted State law would govern what could be disclosed.

INVESTMENT POLICY

It was moved by Councilor Lawson to direct staff to prepare a resolution adopting the Investment Policy for City Council approval after submission of the Investment Policy to the Oregon Short Term Fund Board for review and approval. The motion was duly seconded and carried with a vote of 5-0.

FINANCE DIRECTOR'S REPORT

Ms. Ward had nothing to report.

1 **HUMAN RESOURCES MANAGER'S REPORT**

2 Ms. Gagner reported the city a lost park supervisor and a lifeguard since the last mneeting, and hired a
3 planner and two lifeguards. She noted the City was looking for two part time library aides and an internal
4 full time park maintenance worker. She mentioned the police negotiations would start the following week.

5 Councilor Lawson asked if a new park supervisor would be sought. Mr. Foggin noted that Eric Totten
6 would serve as interim park supervisor, and would be hired permanently if he worked out.

7 **OTHER**

8 **ADJOURNMENT**

9 There was no other business and the meeting was adjourned at 5:55 p.m.



AGENDA

January 25, 2016

4:00 PM

Council Chambers
Dallas City Hall
187 SE Court St
Dallas, OR 97338

- A. Call to order
- B. Planning Commissioner Interviews PG. 2
- C. Business Registration Discussion PG. 11
- D. Investment Policy PG. 20
- E. City Manager's Report
 - Finance
 - Human Resources
- F. Other
- G. Adjournment

COMMITTEE

- Chair Kelly Gabliks
- Jim Fairchild
- Bill Hahn
- Jackie Lawson
- Kevin Marshall

DALLAS CITY COUNCIL

ADMINISTRATIVE SUBCOMMITTEE REPORT

TO: COUNCIL ADMINISTRATIVE SUBCOMMITTEE

<i>City of Dallas</i>	Agenda Item No. B	Topic: Planning Commissioner Candidate Interviews
Prepared By: Emily Gagner	Meeting Date: January 25, 2016	Attachments: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Approved By:		

RECOMMENDED MOTION:

None at this time. Once all interviews are completed, the Committee can make a recommendation to the Council.

BACKGROUND:

Les Oehler's passing created a vacancy on the Planning Commission. Staff advertised the vacancy and received five applications. Two of the applicants have since withdrawn their application. Because we have several qualified candidates, the Administrative Committee will interview the applicants and make a recommendation for appointment to the Council.

At this meeting, the Committee will interview Mr. Williams and Mr. Groh. Unfortunately, Mr. Holland has been volunteering his time in Roseburg following the shooting there, and is not available for interviews on January 25. The Administrative Committee will meet in a special meeting on February 1 at 5 PM to interview Mr. Holland. Following that interview, the Committee can discuss the three candidates and decide on their recommendation to the Council.

FISCAL IMPACT:

None

DALLAS 2030 VISION IMPACT:

NA

ATTACHMENTS:

Applications from Michael Holland, James Williams, and Andrew Groh



CITIZEN COMMITTEE INTEREST FORM

Name: Andy Groh

Address: [REDACTED]

Mailing Address: _____

Phone: Work: [REDACTED] Home: [REDACTED]

E-mail Address: [REDACTED] Yrs as Dallas Resident: _____

Occupation and Employer: City of Salem Development Services

Employer's Address and Telephone: 555 Liberty St. SE [REDACTED]

May we contact you at work? Yes No

I am interested in serving on the following Committee(s):

- | | |
|---|--|
| <input type="checkbox"/> Budget Committee | <input type="checkbox"/> Parks and Recreation Board |
| <input type="checkbox"/> Citizens Advisory Committee for the Comprehensive Plan | <input checked="" type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Economic Development Commission | <input type="checkbox"/> Urban Renewal District Advisory Committee |
| <input type="checkbox"/> Library Board | <input type="checkbox"/> Utility Rate Advisory Group |

I am interested in being on a waiting list if there are no current vacancies.

Please write a brief narrative describing your interest, qualifications, and what you hope to accomplish in this position. Include the skills, experience, and knowledge you possess that would help you contribute in this position. Feel free to attach a resume or other information you feel would be helpful.

I am the chair of the Parks Advisory Board and have worked in Development Services and Engineering Division for the City of Salem for the last 8 years. I am familiar with city infrastructure and engineering aspects and would enjoy learning the depth of city planning.

Educational Background

High School: CVHS

Graduated GED

College: OSU

Degree: Civil Engineer

Previous Volunteer/Committee Experience:

Volunteer Agency: Chair of the Parks Advisory Board, United Methodist Church Finance Division Chair, Camp Counselor

Address: _____ Telephone: _____

Duties: _____

Have you ever been convicted of a felony? Yes No

AUTHORIZATION WAIVER

I have completed the above questions and to the best of my knowledge, what has been stated is true. If appointed, I agree to serve without reimbursement of any kind. I understand that I may be subject to a criminal records check. I further understand that irrespective of any criminal records check, the City of Dallas may decline my volunteer application or volunteer services at any time.

Applicant's Signature

Date

*Please be advised members of the City Council and the Planning Commission are required to file an annual **Statement Of Economic Interest** with the State of Oregon. A sample reporting form is available from the City Records Office at 187 SE Court Street indicating the type of information you will be required to disclose if you are appointed.*

Please return completed application to:
City Manager's Office
City of Dallas
187 SE Court St
Dallas, OR 97338
503-831-3502

.....
Date received at City Hall: _____ Date appointed: _____

Board, Commission or Committee: _____



CITIZEN COMMITTEE INTEREST FORM

Name: James S. Williams

Address: [REDACTED]

Mailing Address: same

Phone: Work: [REDACTED] Home: [REDACTED]

E-mail Address: [REDACTED] Yrs as Dallas Resident: 6

Occupation and Employer: Legislative Assistant - Oregon legislature

Employer's Address and Telephone: State Capitol - Salem OR [REDACTED]

May we contact you at work? Yes No

I am interested in serving on the following Committee(s):

- Budget Committee
- Citizens Advisory Committee for the Comprehensive Plan
- Economic Development Commission
- Library Board
- Parks and Recreation Board
- Planning Commission
- Urban Renewal District Advisory Committee
- Utility Rate Advisory Group

I am interested in being on a waiting list if there are no current vacancies.

Please write a brief narrative describing your interest, qualifications, and what you hope to accomplish in this position. Include the skills, experience, and knowledge you possess that would help you contribute in this position. Feel free to attach a resume or other information you feel would be helpful.

SEE ATTACHED

Educational Background

High School: _____

Graduated GED

College: EASTERN WASH University

Degree: BA Urban/Regional Planning

Previous Volunteer/Committee Experience:

Volunteer Agency: Dallas Chamber

Address: _____ Telephone: _____

Duties: BOARD Member

Have you ever been convicted of a felony? Yes No

AUTHORIZATION WAIVER

I have completed the above questions and to the best of my knowledge, what has been stated is true. If appointed, I agree to serve without reimbursement of any kind. I understand that I may be subject to a criminal records check. I further understand that irrespective of any criminal records check, the City of Dallas may decline my volunteer application or volunteer services at any time.



Applicant's Signature

Date

Please return completed application to:
City Manager's Office
City of Dallas
187 SE Court St
Dallas, OR 97338
503-831-3502

.....
Date received at City Hall: _____

Date appointed: _____

Board, Commission or Committee: _____

December 11, 2015

Statement of James S. Williams
Appointment to the City of Dallas Planning Commission

My interest in serving on the Dallas Planning commission is to contribute my experience in land use planning to achieve the plans and visions of the City of Dallas. In the past several years, the city has seen the development of a vision, a branding process and new opportunities for economic development. To achieve those goals I believe the role of the planning commission is to make sure our existing plans and regulations match the vision adopted by the City Council and allow for the development of those visions.

Intergovernmental relations, coordination and collaboration on land use is an integral part of my background and experiences. A degree in Urban and Regional Planning gave me the skills to be successful in developing a county airport management plan with the state and federal aeronautics agencies. I also developed a county land use code with citizen groups, special interest groups and other regulatory agencies for shoreline management and development. With the Washington State Association of Counties I was representing county commissioners, engineers and planning directors for the development of new and revised regulations with the state departments of ecology, natural resources, and community development on issues of permit coordination, environmental protection, land use zoning and subdivision standards. Most recently, in the private sector, I managed a building trade association directing its interaction with land use and environmental regulations affecting land development and building.

I have experienced the legislative process from both the public and private sectors perspective in drafting, analyzing and lobbying legislative initiatives at the local, state and federal levels. I have served on task forces involved with interim studies on numerous land use and environmental issues and have advanced their recommendations through the state legislative and local regulatory processes.

Major legislation/interim studies on which I worked include:

- Washington State Shorelines Management Act- and subsequent amendments
- Environmental Coordination Procedures Act and subsequent amendments-
- Washington State Environmental Policy Act
- Growth Management Act-Washington State
- Amendments to the Washington State and Commonwealth of Virginia land use laws for zoning, and comprehensive planning on diverse subject areas including:
 - Development regulations and fees,
 - Transportation and land use coordination and integration,
 - Infrastructure funding and water quality.
 - Amendments to the Washington State and Commonwealth of Virginia Subdivision Acts



CITIZEN COMMITTEE INTEREST FORM

Name: Michael Holcano

Address: [REDACTED]

Mailing Address: SAME

Phone: Work: _____ Home: [REDACTED]

E-mail Address: [REDACTED] as Dallas Resident: 4 1/2

Occupation and Employer: RETIRED

Employer's Address and Telephone: _____

May we contact you at work? Yes No

I am interested in serving on the following Committee(s):

- Budget Committee
- Citizens Advisory Committee for the Comprehensive Plan
- Economic Development Commission
- Library Board
- Parks and Recreation Board
- Planning Commission
- Urban Renewal District Advisory Committee
- Utility Rate Advisory Group

I am interested in being on a waiting list if there are no current vacancies.

Please write a brief narrative describing your interest, qualifications, and what you hope to accomplish in this position. Include the skills, experience, and knowledge you possess that would help you contribute in this position. Feel free to attach a resume or other information you feel would be helpful.

RESUME ATTACHED. I UNDERSTAND LOCAL GOVERNMENT AND HOW TO WORK AS A MEMBER OF A BOARD/COMMISSION. I SUPPORT GOOD PLANNING AND AM BALANCED AND FAIR IN HOW I APPROACH ISSUES.

Educational Background

High School: REDMOND, OR Graduated GED

College: Western OR. / WILLAMETTE Univ Degree: BS / MS / JD
College of Law

Previous Volunteer/Committee Experience:

Volunteer Agency: CITY OF DALLAS, DALLAS PUBLIC SCHOOLS, CERES GLENN
1997

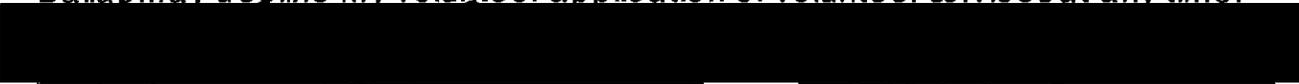
Address: _____ Telephone: _____

Duties: See Resume

Have you ever been convicted of a felony? Yes No

AUTHORIZATION WAIVER

I have completed the above questions and to the best of my knowledge, what has been stated is true. If appointed, I agree to serve without reimbursement of any kind. I understand that I may be subject to a criminal records check. I further understand that irrespective of any criminal records check, the City of Dallas may decline my volunteer application or volunteer services at any time.



Applicant's Signature

Date

Please return completed application to:
City Manager's Office
City of Dallas
187 SE Court St
Dallas, OR 97338
503-831-3502

.....
Date received at City Hall: _____ Date appointed: _____

Board, Commission or Committee: _____

MICHAEL HOLLAND
ABBREVIATED RESUME

EDUCATION

Western Oregon University, Monmouth, Oregon. B.S., Humanities. 1970
Western Oregon University, Monmouth, Oregon. M.S., Counseling. 1972
Willamette University College of Law, Salem, Oregon. Juris Doctor. 1979. (Member, Oregon State Bar, retired 2009).

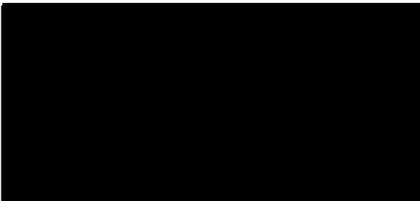
EMPLOYMENT

Associate Dean, Willamette University College of Law. 1979-1986.
State Commissioner, Oregon Department of Community Colleges and Workforce Development. 1986-1991.
President, Community College of Vermont. 1991-94.
Vice President, Linn Benton Community College. 1995-2008.

COMMUNITY AND PROFESSIONAL SERVICE

Chemeketa Community College Board of Directors (two terms as Board Chair), 1976-83.
Salem Keizer School District Board of Directors (two terms as Board Chair). 1984-88.
NW Association of Schools and Colleges (Regional Accreditation Body). 1983-87, 1997-2003.
Central Willamette Credit Union Board of Directors. 2008-2013.
Oregon Student Access Commission. 2010-2014.
City of Dallas Budget Committee. 2014-current.
Dallas Public Schools Bond Committee. 2014-15.
Dallas Public Schools Finance Study Committee. 2015-current.
Dallas Public Schools Superintendent Search. 2015.
Ceres Gleann Homeowners Association Chair. 2015-current.

Address





Community Development/Operations Department

Memo

To: Admin Committee
From: Jason Locke, Community Development/Operations Director
Date: January 25, 2016
Re: Business Registration Discussion cont.

At your last meeting, the Committee directed staff to prepare a draft version of a business registration ordinance based on the City of Lebanon ordinance. That draft is attached, and with only minor changes in formatting and name changes. This draft could be used as a starting point for continued discussion by the Committee on this matter.

I am also attaching the previous memo which provides some background on this matter.



Community Development/Operations Department

Memo

To: Admin Committee
From: Jason Locke, Community Development/Operations Director
Date: November 23, 2015
Re: Business Registration Discussion

At your last meeting, the Committee began discussing two fundamental questions:

- 1) **Why a business registration and/or license?** What do you want to regulate or achieve through a program? Is there an issue or issues that you feel necessitate a registration and/or license? Is there a clear benefit to the public, city, and businesses?
- 2) **What is the purpose?** Is it to raise revenue? Is it to regulate the conduct of business? Is it to ensure that businesses are complying with applicable city ordinances, state and federal laws? Is it to know who is doing business within the boundaries of the City? To obtain contact info? To gather and maintain economic data at the City level?

In order to move forward, it is important that there are clear, unambiguous answers to questions. The “WHY” of it will play a big role in the ultimate decision to move forward.

Based on this previous discussion, the Committee expressed the following:

- There are benefits from a registration program including business owner contact information, legitimacy of the business via a registration process, know who is doing business in the City, should it be voluntary or mandatory.

In order to more fully explore the available options, we are attaching 2 cities Ordinances and applications for the Committee to review and discuss.

The Madras Ordinance is a full-blown business license process that has detailed standards, review criteria, and appeal rights.

The Lebanon Ordinance is a business registration tool, contains no real criteria for issuance, and has few standards.

Both ordinances contain exemptions for certain activities (ie: Non-profits, wholesale delivery, etc).

These Ordinances represent two ends of the spectrum, and should be reviewed so that a discussion can occur as to which direction, if any, the Committee wishes to proceed in.

Again, the Committee should determine what the benefits and drawbacks of any program would be, within the context of the following options:

- 1) Don't do anything, no license or registration required.
- 2) Don't do anything, and publicize the fact that we don't require a license as evidence of being business friendly.
- 3) Business Registration (lite version)
- 4) Business License (full on program)

Staff would recommend that prior to moving forward on any option, we prepare a pros and cons analysis, and involve the business community in the process. This would be crucial, especially for Option 2 or 3.

CHAPTER 5.02 BUSINESS REGISTRATION

Sections:

5.02.010 Purpose and scope.

5.02.020 Definitions.

5.02.030 Registration and payment required – Exemptions – Registration year.

5.02.040 Registration fee imposed.

5.02.050 Businesses not operating from a facility within the city – Multiple businesses at same location – Branch offices – Professional offices.

5.02.060 Application procedure – Registration transfer.

5.02.070 Falsifying application information – Penalty for delinquent filing.

5.02.080 Violation does not exempt payment of fee – Attorneys' fees.

5.02.090 Penalty

5.02.010 Purpose and scope.

A) This chapter is enacted to help assure the public health and welfare as well as compliance with the Dallas City Code and Dallas Development Code.

B) The registration fees authorized by this chapter shall be independent and separate from any license or permit fees, now or hereafter, required of any person to engage in any business by the Dallas City Council or other governmental or regulatory body. All such businesses remain subject to the regulatory provisions of any city ordinances or other regulations, now or hereafter, in effect and the business engaged therein is liable for the payment of any license or other fees therein established or authorized.

C) Nothing in this chapter shall be construed to apply to any person transacting and carrying on any business within the city which is exempt from taxation or regulation by virtue of the Constitutions or laws either of the United States or Oregon.

D) The levy or collection of a registration fee upon any business shall not be construed to be a license or permit to the person or business engaged therein to engage in activity or business to the extent it is deemed to be unlawful by the laws of the United States, the state of Oregon, or the city.

5.02.020 Definitions.

As used in this chapter:

“Business” means profession, trade, occupation, and every other kind of calling carried on for profit or livelihood which is operated, in whole or in part, in or on any structure, building, lot, or other premises, located within the city limits.

“Employee” means any person working for, within or under the auspices of a

business, other than a bona fide independent contractor or leased employee, including common law and statutory wage-earning, commission and salaried employees; executive and common employees; agents; sales representatives; sole proprietors; partners; corporate officers and any and all persons associated directly with the business, whether full or part-time.

“Exemption certificate” means the document granted by the city in lieu of a business registration for businesses, occupations and activities qualifying under the provisions of Dallas City Code (Section 5.02.030(B)).

“License” or “business license” means the document issued by the city granting the privilege to carry on a particular business or pursue a certain occupation within the city and which is separate from the business registration provisions contained in this chapter.

“Person” means all domestic and foreign corporations, associations, syndicates, partnerships of every kind, joint ventures, societies and individuals transacting and carrying on any business in the city.

“Transfer” means to transfer the name or ownership of a business, but does not include a change in business location.

5.02.030 Registration and payment required – Exemptions – Registration year.

A) Except as provided in LMC 5.02.010(B & C), any person operating or carrying on any business as defined in 5.02.020 shall obtain a business registration and pay the required fee as established by the Dallas City Council

B) In lieu of the business registration fee described in this chapter, an Exemption Certificate shall be granted without charge to the businesses and activities described below provided they use, operate from, or otherwise occupy, a particular structure, building or lot located within the City of Dallas. All exempt businesses or activities must complete and file an annual renewal exemption certificate application with the City Manager, or their designee. Businesses and activities qualified under this provision include:

1. Religious, educational and charitable organizations specifically exempt from taxation under the Federal Internal Revenue Code;
2. Businesses franchised by and paying a franchise fee to the city;
3. Businesses exempt from the payment of municipal license fees pursuant to Oregon or federal law;
4. Suppliers and those engaged solely in wholesale sales to local businesses;
5. Any person involved in the home delivery of newspapers, groceries, or other goods purchased outside the city.

C) The following business or professional activities shall be exempt from any requirement to register or obtain an Exemption Certificate under the provisions of this chapter:

1. Fairs, festivals, and public entertainment events by nonprofit organizations. As used in this chapter, a “nonprofit organization” means an organization with tax exempt status as granted under applicable federal laws.

2. Home based businesses and occupations as described in DDC

3. Contractors, consultants or others who do not normally conduct business from or in, or otherwise occupy, a particular site, location or structure within the city limits.

4. Those other businesses or business related activities that, due to their minimal activities may be declared exempt by the City Manager, or their designee.

5. Itinerant merchants as defined in DCC *****

D) Registration Year.

1. The Business Registration Exemption Certificate year shall commence on January 31, 2017, and shall be renewable on or before that date annually thereafter. For businesses applying for an initial business registration or exemption certificate after said date, the registration year shall commence on the date the registration is accepted by the city and shall be renewed annually on or before January 31 of each succeeding year thereafter.

2. The registration fee shall be due and payable on the 31 day of January and shall be deemed to be delinquent if not paid by January 31 of that year. Registration fees are not refundable nor subject to proration.

5.04.040 Registration fee imposed – Agent responsibilities.

A) Each business operating within the city shall pay to the city on or before the 31st day of January of each calendar year a business registration fee as established by resolution of the Dallas City Council.

B) The agent(s) of a nonresident person engaged in a business for which registration is required shall be liable for the payment of the registration fee for the business and for the penalties for failure to pay the fee or to comply with the provisions of this chapter to the same extent and with the like effect as if such agent(s) were themselves persons engaged in business for which a license is required.

5.02.050 Multiple businesses at same location– Branch offices – Professional offices.

A) If more than one business takes place at the same location and is

operated under the same ownership, but is operated under more than one business name, one application may be filed, provided each business is clearly identified and all relevant information is included in the unified application.

B) Each branch establishment of a business or location of a business conducted by any person shall, for the purposes hereof, be treated as a separate business subject to the registration provided for in this chapter. Warehouses used incidentally with a duly registered business shall not be deemed to be a separate place of business or branch establishment.

5.02.060 Application procedure – Registration transfer.

A) All Business Registration renewals and Exemption Certificate applications shall be processed by the City Manager, or their designee, upon written application and not otherwise carrying on any business, as defined in 5.02.020, shall obtain a Business Registration and pay the required fee as established by the Dallas City Council.

B) The application for such registration, or renewal thereof, shall contain such information as the city deems appropriate to determine the ownership, location, activities, and management of the business.

C) No transfer of a business registration shall be made without written application for the transfer being made with the City. An entry of such transfer shall be made by the City Manager, or their designee, in the business registration record for which the city shall charge and receive a fee as established by resolution of the city council.

D) An application for an initial business registration or a change in address due to the physical relocation of a currently registered business shall be accompanied by the payment of an application fee as established by resolution of the city council. This fee shall be in addition to the business registration fee provided for by 5.02.040. No such application shall be accepted, unless all information contained therein is provided and the full fee is paid.

E) Approved business registrations shall remain on file with the Dallas City Clerk and data shall be provided to the Dallas Fire Department and Police Department.

5.02.070 Falsifying application information – Penalty for delinquent filing.

A) It is unlawful for any person to fail, refuse or neglect to comply with the provisions of this chapter.

B) In the event a business fails or neglects to register and pay the appropriate fee(s) before they become delinquent, the City Clerk, or their designee, shall collect, in addition thereto, an additional charge of ten percent of

the annual fee which shall be payable for each month or portion thereof that a business fails to pay the prescribed fee.

C) Nothing contained in this chapter shall be construed as vesting any right to the amount of any license or other/additional taxes or fees, and the fees provided for in this chapter may be increased or decreased and additional or other fees provided for and levied in any and all instances at any time by the city.

5.02.080 Violation does not exempt payment of fee – Attorneys’ fees.

A) The conviction of any person for violation of any of the provisions of this chapter shall not relieve such person from paying any fee or penalty on any fee for which such person is liable. Nor shall the payment of any such fee prevent any prosecution in the city court of any complaint for the violation of any of the provisions of this chapter.

B) The city shall be entitled to the award of reasonable attorneys’ fees in the event the City Manager deems it necessary to enforce the requirements imposed by this chapter.

5.02.090 Penalty

A violation of any provision of this chapter shall be punishable by a fine of up to \$500. Each day of violation shall constitute a separate violation for purposes of this chapter.

Administrative Committee
Monday, November 23, 2015

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Members Present: Chair Kelly Gabliks, Jim Fairchild, Bill Hahn, and Jackie Lawson. Excused: Kevin Marshall.

Also Present: Mayor Brian Dalton, City Attorney Lane Shetterly, Finance Director Cecilia Ward, Community Development/Operations Director Jason Locke, Park Supervisor Ron Lines, HR Manager Emily Gagner, and Recording Secretary Jeremy Teal.

Chair Gabliks called the meeting to order at 4:06 p.m.

CITY MANAGER’S REPORTS

FINANCE

Ms. Ward reported the auditors had completed their field work and were working on the final document.

HUMAN RESOURCES

Ms. Gagner reported the City lost 1 paramedic and 3 lifeguards, but hired 4 paramedics, 1 part time library assistant, 1 parks employee, and 1 code services specialist. She noted the police officer and planner I positions would close on November 20. She stated she had revised the sick leave policy for all paid employees to comply with Senate Bill 454.

BUSINESS REGISTRATION DISCUSSION

There was discussion regarding the proposed business registration. Chair Gabliks asked each member to be prepared at the next meeting to answer questions, that included whether it would be a registration or license, what information would be included, who would be exempt, and if there would be any fees. She noted the consensus was toward registration.

OTHER

ADJOURNMENT

There was no other business and the meeting was adjourned at 4:45 p.m.

DALLAS CITY COUNCIL

ADMINISTRATIVE SUBCOMMITTEE REPORT

TO: COUNCIL ADMINISTRATIVE SUBCOMMITTEE

<i>City of Dallas</i>	Agenda Item No.	Topic: Investment Policy
Prepared By: Cecilia Ward	Meeting Date: January 25, 2016	Attachments: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Approved By: Ron Foggin		

RECOMMENDED MOTION:

Direct staff to prepare a resolution for City Council approval after submission of the Investment Policy to the Oregon Short Term Fund Board for review and approval.

BACKGROUND:

In accordance with GFOA Best Practices and State Statutes staff recommends the city have an Investment Policy to establish the investment objectives, delegation of authority, standards of prudence, eligible investments and transactions, internal controls, reporting requirements, and safekeeping and custodial procedures necessary for the prudent management and investment of the funds of the City.

ORS 294.135 Investment maturity dates. (1) An investment made by a custodial officer under ORS 294.035 (3)(a) to (f), (h) and (i) or 294.125 may not exceed a maturity of 18 months or the date of anticipated use of the funds by the county, municipality, school district or other political subdivision to which the funds belong, whichever period is shorter. However:

(a) The custodial officer may make investments having a maturity longer than 18 months when the governing body of the county, municipality, school district or other political subdivision to which the funds belong has adopted a written investment policy that, prior to adoption, was submitted to the Oregon Short Term Fund Board for review and comment to the governing body, that includes guidelines concerning maximum investment maturity dates and that provides by its terms for readoption not less than annually; or

(b) When the funds in question are being accumulated for an anticipated use that will occur more than 18 months after the funds are invested, then, upon the approval of the governing body of the county, municipality, school district or other political subdivision, the maturity of the investment or investments made with the funds may occur when the funds are expected to be used.

The Investment Policy must be submitted to the Oregon Short Term Fund (OSTF) Board for review if:

- i. This policy allows maturities beyond 18 months unless the funds are being accumulated for a specific purpose, including future construction projects, and upon approval of the City Council, the maximum maturity date matches the anticipated use of the funds (ORS 294.135(1)(b) and 294.135(3)). And either:
 - A. This policy has never been submitted to the OSTF Board for comment; or
 - B. Material changes have been made since the last review by the OSTF Board.

FISCAL IMPACT:

NA

DALLAS 2030 VISION IMPACT:

Element 1.f.: Dallas citizens of all ages are proud of their city and involved in its civic affairs, engaged in important community issues & invested in their city's future.

Strategy – Continue to improve transparency in providing financial information.

ATTACHMENTS:

Investment Policy (draft)

Section 1. Purpose

The City of Dallas, Oregon (hereinafter referred to as the City) was incorporated in 1874 and operates under the city manager-council form of government. Policy-making and legislative authority are vested in the City Council, consisting of the mayor and nine other members. The City Council is responsible for, among other things, passing ordinances, adopting the budget, appointing committees, and hiring the City Manager and the City Attorney. The City Manager is responsible for carrying out the policies and ordinances of the City Council, for overseeing the day-to-day operations of the city, and for appointing the heads of the various departments.

The City is located in the foothills of the Oregon Coast Range, with close proximity to the state capital, a large metropolitan area, and extensive recreational opportunities relating to the Coast Range mountains and Pacific Ocean beaches. It is the county seat and largest city in Polk County. The certified population estimate at July 1, 2015, for the City was 15,040.

The average monthly balance of funds invested in the City's general portfolio, excluding proceeds from bond issues, is approximately \$10 million. The highest balances in the portfolio occur between November and January after property taxes are collected.

The purpose of this Investment Policy is to establish the investment objectives, delegation of authority, standards of prudence, eligible investments and transactions, internal controls, reporting requirements, and safekeeping and custodial procedures necessary for the prudent management and investment of the funds of the City.

Section 2. Governing Authority

It is the policy of the City of Dallas that the administration of its funds and the investment of those funds shall be handled with the highest public trust. Investments shall be made in a manner that will assure security and principal. Parameters will be set to limit maturities and increase diversification of the portfolio while meeting the daily cash flow needs of the City and conforming with Oregon Revised Statutes and applicable federal law. The receipt of a market rate of return will be secondary to safety and liquidity. It is the intent of the City to be in complete compliance with local, state, and federal law. The earnings from investments will be used in a manner that best serves the public trust and interests of the City.

Section 3. Scope

This policy applies to activities of the City of Dallas (the City) with regard to investing the financial assets of all funds. Funds held by trustees or fiscal agents are excluded from these rules; however, all funds are subject to regulations established by the state of Oregon.

The City commingles its daily cash into one pooled investment fund for investment purposes of efficiency and maximum investment opportunity.

Section 4. Objectives

The City's principal investment objectives are:

- Preservation of capital and protection of investment principal.
- Conformance with federal, state and other legal requirements.
- Maintenance of sufficient liquidity to meet operating requirements that are reasonably anticipated.
- Diversification to avoid incurring unreasonable risks regarding specific security types or individual financial institutions.
- Attainment of a market value rate of return throughout budgetary and economic cycles.

Section 5. Delegation of Authority

The ultimate responsibility and authority for the investment of City funds resides with the City Council. The Finance Director, acting on behalf of the City Council, is designated as the Investment Officer of the City and is responsible for investment management decisions and activities. The Investment Officer shall invest City funds in accordance with ORS Chapter 294, Public Financial Administration, and with this Investment Policy. The Council is responsible for considering the quality and capability of staff, investment advisors, and consultants involved in investment management and procedures. This Policy shall constitute a "written order" from City Council per ORS 294.035. The Investment Officer, with the consent of the City Manager, may further delegate the authority to invest City funds to additional City Finance personnel.

The City may engage the support services of outside professionals in regard to its financial program, so long as it can be demonstrated or anticipated that these services produce a net financial advantage or necessary financial protection of the City's resources. External service providers shall be subject to Oregon Revised Statutes and the provisions of this Investment Policy. All participants in the investment process shall seek to act responsibly as custodians of the public trust.

Section 6. Standards of Care

1. Prudence

The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported and appropriate action is taken to control adverse developments within a timely fashion as defined in this policy.

The "prudent person" standard states:

"Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

2. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. Disclosure shall be made to

the governing body. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the City of Dallas. Officers and employees shall, at all times, comply with the State of Oregon Government Standards and Practices code of ethics set forth in ORS Chapter 244.

Section 7. Transaction Counterparties, Investment Advisers and Depositories

1. Broker/Dealers

The Investment Officer shall determine which broker/dealer firms and registered representatives are authorized for the purposes of investing funds within the scope of this investment policy. A list will be maintained of approved broker/dealer firms and affiliated registered representatives.

The following minimum criteria must be met prior to authorizing investment transactions. The Investment Officer may impose more stringent criteria.

- i. Broker/Dealer firms must meet the following minimum criteria:
 - A. Be registered with the Securities and Exchange Commission (SEC)
 - B. Be registered with the Financial Industry Regulatory Authority (FINRA)
 - C. Provide most recent audited financials
 - D. Provide FINRA Focus Report filings

- ii. Approved broker/dealer employees who execute transactions with the City of Dallas must meet the following minimum criteria:
 - A. Be a registered representative with the Financial Industry Regulatory Authority (FINRA);
 - B. Be licensed by the state of Oregon;
 - C. Provide certification (in writing) of having read, understood, and agreed to comply with the most current version of this investment policy.

- iii. Periodic (at least annual) review of all authorized broker/dealers and their respective authorized registered representatives will be conducted by the Investment Officer. Factors to consider would be:
 - A. Pending investigations by securities regulators
 - B. Significant changes in net capital
 - C. Pending customer arbitration cases
 - D. Regulatory enforcement actions

2. Direct Issuers

Obligations that are permitted for purchase by this policy may be purchased directly from the issuer.

3. Investment Advisers

A list will be maintained of approved advisers selected by conducting a process of due diligence.

- i. The following items are required for all approved Investment Advisers:
 - A. The investment adviser firm must be registered with the Securities and Exchange Commission (SEC) or licensed by the state of Oregon (*Note: Investment adviser firms with assets under management > \$100 million must be registered with the SEC, otherwise the firm must be licensed by the state of Oregon*).
 - B. All investment adviser firm representatives conducting investment transactions on behalf of the City of Dallas must be registered representatives with FINRA.
 - C. All investment adviser firm representatives conducting investment transactions on behalf of the City of Dallas must be licensed by the state of Oregon.
 - D. Certification, by all of the adviser representatives conducting investment transactions on behalf of this entity, of having read, understood and agreed to comply with this investment policy.
- ii. A periodic (at least annual) review of all investment advisers under contract will be conducted by the Investment Officer to determine their continued eligibility within the portfolio guidelines. Factors to consider would be:
 - A. Pending investigations by securities regulators
 - B. Significant changes in net capital
 - C. Pending customer arbitration cases
 - D. Regulatory enforcement actions

4. Depositories

All financial institutions who desire to become depositories must be qualified Oregon Depositories pursuant to ORS Chapter 295.

Section 8. Competitive Transactions

The Investment Officer will obtain quotes before purchasing or selling an investment. The Investment Officer will select the quote, which provides the highest rate of return within the maturity required and within the parameters of this policy.

Section 9. Administration and Operations

1. Delivery vs. Payment

All trades of marketable securities will be executed (cleared and settled) by delivery vs. payment (DVP) to ensure that securities are deposited in the City of Dallas' safekeeping institution prior to the release of funds.

2. Third-Party Safekeeping

Securities will be held by an independent third-party safekeeping institution selected by the City. All securities will be evidenced by safekeeping receipts in the City's name. Upon request, the safekeeping institution shall make available a copy of its Statement on Standards for Attestation Engagements (SSAE) No. 16.

3. Internal Controls

The Investment Officer and City Council are jointly responsible for establishing and maintaining an adequate internal control structure designed to reasonably assure that invested funds are invested within the parameters of this Investment Policy and, protected from loss, theft or

misuse. Specifics for the internal controls shall be documented in writing. The established control structure shall be reviewed and updated periodically by the City Council.

The concept of reasonable assurance recognizes that the cost of a control should not exceed the benefits likely to be derived and the valuation of costs and benefits requires estimates and judgments by management.

The internal controls shall address the following points at a minimum:

- i. Compliance with Investment Policy
 - ii. Control of collusion
 - iii. Separation of transaction authority from accounting and record keeping
 - iv. Custodial safekeeping
 - v. Avoidance of physical delivery of securities whenever possible and address control requirements for physical delivery where necessary
 - vi. Clear delegation of authority to subordinate staff members
 - vii. Confirmation of transactions for investments and wire transfers in written or digitally verifiable electronic form
 - viii. Dual authorizations of wire and automated clearing house (ACH) transfers
 - ix. Staff training
 - x. Review, maintenance and monitoring of security procedures both manual and automated
4. An external auditor shall provide an annual independent review to assure compliance with Oregon state law and City of Dallas policies and procedures.

Section 10. Suitable and Authorized Investments

1. Permitted Investments

All investments of the City shall be made in accordance with Oregon Revised Statutes: ORS 294.035 (Investment of surplus funds of political subdivisions; approved investments), 294.040 (Restriction on investments under ORS 294.035), ORS 294.052 (Definitions; investment by municipality of proceeds of bonds), ORS 294.135 (Investment maturity dates), ORS 294.145 (Prohibited conduct for custodial officer), and ORS 294.805 to 294.895 (Local Government Investment Pool). Any revisions or extensions of these sections of the ORS shall be assumed to be part of this Investment Policy immediately upon being enacted.

Section 11. List of Authorized Investments

The City will diversify investments across maturities, security types and institutions to avoid incurring unreasonable risks.

- **US Treasury Obligations:** U.S. Treasury and other government obligations that carry the full faith and credit guarantee of the United States for the timely payment of principal and interest.
- **US Agency Obligations:** Senior debenture obligations of US federal agencies and instrumentalities or U.S. government sponsored enterprises (GSE).
- **Oregon Short Term Fund** (State of Oregon Local Government Investment Pool)

- **Corporate Indebtedness:**
 1. Commercial Paper issued under the authority of section 3(a)2 or 3(a)3 of the Securities Act of 1933.
 2. Corporate Bonds
- **Municipal Debt**
- **Qualified Institution:** Time Deposits/Savings Accounts/Certificates of Deposit

The City will diversify the investment portfolio to avoid incurring unreasonable risks, both credit and interest rate risk, inherent in overinvesting in specific instruments, individual financial institutions or maturities.

Maximum %

Instrument Diversification: of Portfolio*

- U.S. Treasury Obligations 100%
- Federal Instrumentality Securities 100%
- Commercial Paper and Corporate Indebtedness 35%
- Local Government Investment Pool (*up to Statutory limit*) 100%
- Time Certificates of Deposit 25%
- Repurchase Agreements 100%

** As determined on the settlement date.*

Approval of Permitted Investments

If additional types of securities are considered for investment, per Oregon state statute, they will not be eligible for investment until this Policy has been amended and the amended version adopted by the City of Dallas.

Section 12: Investment of Proceeds from Debt Issuance, Reserves, Capital Improvement Funds

1. Investments of bond proceeds are restricted under bond covenants that may be more restrictive than the investment parameters included in this policy. Bond proceeds shall be invested in accordance with the parameters of this policy and the applicable bond covenants and tax laws.
 - i. Funds from bond proceeds and amounts held in a bond payment reserve or proceeds fund may be invested pursuant to ORS 294.052. Investments of bond proceeds are typically not invested for resale and are maturity matched with outflows. Consequently, funds within the scope of ORS 294.052 are not subject to this policy's liquidity risk constraints within section IX (2).

2. Investment of Reserve or Capital Improvement Funds
 - i. Pursuant to ORS 294.135(1)(b), reserve or capital Improvement project monies may be invested in securities exceeding three years when the funds in question are being accumulated for an anticipated use that will occur more than 18 months after the funds are invested, then, upon the approval of the governing body of the City, the maturity of the investment or investments made with the

funds may occur when the funds are expected to be used.

Section 13. Reporting

The Investment Officer shall prepare and submit a report at least quarterly to the City Council containing sufficient information to permit an informed outside reader to evaluate the performance of the investment program.

Minimum quarterly reporting requirements for total portfolio:

- Earnings Yield
- Holdings Report
- Transactions Report
- Weighted Average Maturity or Duration
- Compliance Report

Section 14. Policy Maintenance and Considerations

1. Review

The investment policy shall be reviewed at least annually to ensure its consistency with the overall objectives of preservation of principal, liquidity and return, and its relevance to current law and financial and economic trends.

The annual report should also serve as a venue to suggest policies and improvements to the investment program, and shall include an investment plan for the coming year.

2. Exemptions

Any investment held prior to the adoption of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested as provided by this policy.

Section 15. Policy Adoption and Amendments

This investment policy and any modifications to this policy must be formally approved in writing by the City Council.

DALLAS CITY COUNCIL

ADMINISTRATIVE SUBCOMMITTEE REPORT

To: COUNCIL ADMINISTRATIVE SUBCOMMITTEE

<i>City of Dallas</i>	Agenda Item No. 8B	Topic: Planning Commissioner Candidate Interviews
Prepared By: Emily Gagner	Meeting Date: February 1, 2016	Attachments: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Approved By: Ron Foggin		

RECOMMENDED MOTION:

Motion to appoint (committee’s selected candidate) to the Planning Commission to fill Les Oehler’s seat.

BACKGROUND:

Les Oehler’s passing created a vacancy on the Planning Commission. Staff advertised the vacancy and received five applications. Two of the applicants have since withdrawn their application. Because we have several qualified candidates, the Administrative Committee will interview the applicants and make a recommendation for appointment to the Council.

FISCAL IMPACT:

None

DALLAS 2030 VISION IMPACT:

NA

ATTACHMENTS:

Applications from Michael Holland, James Williams, Wes Scroggin, and Andrew Groh



CITIZEN COMMITTEE INTEREST FORM

Name: James S. Williams

Address: [Redacted]

Mailing Address: same

Phone: Work: [Redacted] Home: [Redacted]

E-mail Address: [Redacted] Yrs as Dallas Resident: 6

Occupation and Employer: Legislative Assistant - Oregon Legislature

Employer's Address and Telephone: State Capitol - Salem OR [Redacted]

May we contact you at work? Yes No

I am interested in serving on the following Committee(s):

- Budget Committee
- Citizens Advisory Committee for the Comprehensive Plan
- Economic Development Commission
- Library Board
- Parks and Recreation Board
- Planning Commission
- Urban Renewal District Advisory Committee
- Utility Rate Advisory Group

I am interested in being on a waiting list if there are no current vacancies.

Please write a brief narrative describing your interest, qualifications, and what you hope to accomplish in this position. Include the skills, experience, and knowledge you possess that would help you contribute in this position. Feel free to attach a resume or other information you feel would be helpful.

SEE ATTACHED

Educational Background

High School: _____

Graduated GED

College: EASTERN WASH University

Degree: BA Urban/Regional Planning

Previous Volunteer/Committee Experience:

Volunteer Agency: Dallas Chamber

Address: _____ Telephone: _____

Duties: BOARD Member

Have you ever been convicted of a felony? Yes No

AUTHORIZATION WAIVER

I have completed the above questions and to the best of my knowledge, what has been stated is true. If appointed, I agree to serve without reimbursement of any kind. I understand that I may be subject to a criminal records check. I further understand that irrespective of any criminal records check, the City of Dallas may decline my volunteer application or volunteer services at any time.



Applicant's Signature

Date

Please return completed application to:
City Manager's Office
City of Dallas
187 SE Court St
Dallas, OR 97338
503-831-3502

.....
Date received at City Hall: _____

Date appointed: _____

Board, Commission or Committee: _____

December 11, 2015

Statement of James S. Williams
Appointment to the City of Dallas Planning Commission

My interest in serving on the Dallas Planning commission is to contribute my experience in land use planning to achieve the plans and visions of the City of Dallas. In the past several years, the city has seen the development of a vision, a branding process and new opportunities for economic development. To achieve those goals I believe the role of the planning commission is to make sure our existing plans and regulations match the vision adopted by the City Council and allow for the development of those visions.

Intergovernmental relations, coordination and collaboration on land use is an integral part of my background and experiences. A degree in Urban and Regional Planning gave me the skills to be successful in developing a county airport management plan with the state and federal aeronautics agencies. I also developed a county land use code with citizen groups, special interest groups and other regulatory agencies for shoreline management and development. With the Washington State Association of Counties I was representing county commissioners, engineers and planning directors for the development of new and revised regulations with the state departments of ecology, natural resources, and community development on issues of permit coordination, environmental protection, land use zoning and subdivision standards. Most recently, in the private sector, I managed a building trade association directing its interaction with land use and environmental regulations affecting land development and building.

I have experienced the legislative process from both the public and private sectors perspective in drafting, analyzing and lobbying legislative initiatives at the local, state and federal levels. I have served on task forces involved with interim studies on numerous land use and environmental issues and have advanced their recommendations through the state legislative and local regulatory processes.

Major legislation/interim studies on which I worked include:

- Washington State Shorelines Management Act- and subsequent amendments
- Environmental Coordination Procedures Act and subsequent amendments-
- Washington State Environmental Policy Act
- Growth Management Act-Washington State
- Amendments to the Washington State and Commonwealth of Virginia land use laws for zoning, and comprehensive planning on diverse subject areas including:
 - Development regulations and fees,
 - Transportation and land use coordination and integration,
 - Infrastructure funding and water quality.
 - Amendments to the Washington State and Commonwealth of Virginia Subdivision Acts



CITIZEN COMMITTEE INTEREST FORM

Name: Andy Groh

Address: [REDACTED]

Mailing Address: _____

Phone: Work: [REDACTED] Home: [REDACTED]

E-mail Address: [REDACTED] Yrs as Dallas Resident: _____

Occupation and Employer: City of Salem Development Services

Employer's Address and Telephone: 555 Liberty St. SE [REDACTED]

May we contact you at work? Yes No

I am interested in serving on the following Committee(s):

- | | |
|---|--|
| <input type="checkbox"/> Budget Committee | <input type="checkbox"/> Parks and Recreation Board |
| <input type="checkbox"/> Citizens Advisory Committee for the Comprehensive Plan | <input checked="" type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Economic Development Commission | <input type="checkbox"/> Urban Renewal District Advisory Committee |
| <input type="checkbox"/> Library Board | <input type="checkbox"/> Utility Rate Advisory Group |

I am interested in being on a waiting list if there are no current vacancies.

Please write a brief narrative describing your interest, qualifications, and what you hope to accomplish in this position. Include the skills, experience, and knowledge you possess that would help you contribute in this position. Feel free to attach a resume or other information you feel would be helpful.

I am the chair of the Parks Advisory Board and have worked in Development Services and Engineering Division for the City of Salem for the last 8 years. I am familiar with city infrastructure and engineering aspects and would enjoy learning the depth of city planning.

Educational Background

High School: CVHS

Graduated GED

College: OSU

Degree: Civil Engineer

Previous Volunteer/Committee Experience:

Volunteer Agency: Chair of the Parks Advisory Board, United Methodist Church Finance Division Chair, Camp Counselor

Address: _____ Telephone: _____

Duties: _____

Have you ever been convicted of a felony? Yes No

AUTHORIZATION WAIVER

I have completed the above questions and to the best of my knowledge, what has been stated is true. If appointed, I agree to serve without reimbursement of any kind. I understand that I may be subject to a criminal records check. I further understand that irrespective of any criminal records check, the City of Dallas may decline my volunteer application or volunteer services at any time.

Applicant's Signature

Date

*Please be advised members of the City Council and the Planning Commission are required to file an annual **Statement Of Economic Interest** with the State of Oregon. A sample reporting form is available from the City Records Office at 187 SE Court Street indicating the type of information you will be required to disclose if you are appointed.*

Please return completed application to:
City Manager's Office
City of Dallas
187 SE Court St
Dallas, OR 97338
503-831-3502

.....
Date received at City Hall: _____ Date appointed: _____

Board, Commission or Committee: _____



CITIZEN COMMITTEE INTEREST FORM

Name: Michael Holcano

Address: [REDACTED]

Mailing Address: SAME

Phone: Work: _____ Home: [REDACTED]

E-mail Address: [REDACTED] as Dallas Resident: 4 1/2

Occupation and Employer: RETIRED

Employer's Address and Telephone: _____

May we contact you at work? Yes No

I am interested in serving on the following Committee(s):

- Budget Committee
- Citizens Advisory Committee for the Comprehensive Plan
- Economic Development Commission
- Library Board
- Parks and Recreation Board
- Planning Commission
- Urban Renewal District Advisory Committee
- Utility Rate Advisory Group

I am interested in being on a waiting list if there are no current vacancies.

Please write a brief narrative describing your interest, qualifications, and what you hope to accomplish in this position. Include the skills, experience, and knowledge you possess that would help you contribute in this position. Feel free to attach a resume or other information you feel would be helpful.

RESUME ATTACHED. I UNDERSTAND LOCAL GOVERNMENT AND HOW TO WORK AS A MEMBER OF A BOARD/COMMISSION. I SUPPORT GOOD PLANNING AND AM BALANCED AND FAIR IN HOW I APPROACH ISSUES.

Educational Background

High School: REDMOND, OR Graduated GED

College: Western OR. / WILLAMETTE Univ Degree: BS / MS / JD
College of Law

Previous Volunteer/Committee Experience:

Volunteer Agency: CITY OF DALLAS, DALLAS PUBLIC SCHOOLS, CERES GLENN
1907

Address: _____ Telephone: _____

Duties: See Resume

Have you ever been convicted of a felony? Yes No

AUTHORIZATION WAIVER

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503-831-3502

.....
Date received at City Hall: _____ Date appointed: _____

Board, Commission or Committee: _____

MICHAEL HOLLAND
ABBREVIATED RESUME

EDUCATION

Western Oregon University, Monmouth, Oregon. B.S., Humanities. 1970
Western Oregon University, Monmouth, Oregon. M.S., Counseling. 1972
Willamette University College of Law, Salem, Oregon. Juris Doctor. 1979. (Member, Oregon State Bar, retired 2009).

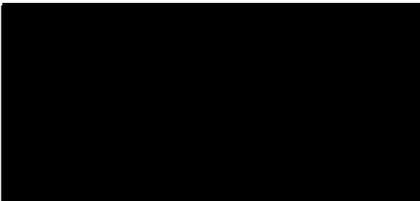
EMPLOYMENT

Associate Dean, Willamette University College of Law. 1979-1986.
State Commissioner, Oregon Department of Community Colleges and Workforce Development. 1986-1991.
President, Community College of Vermont. 1991-94.
Vice President, Linn Benton Community College. 1995-2008.

COMMUNITY AND PROFESSIONAL SERVICE

Chemeketa Community College Board of Directors (two terms as Board Chair), 1976-83.
Salem Keizer School District Board of Directors (two terms as Board Chair). 1984-88.
NW Association of Schools and Colleges (Regional Accreditation Body). 1983-87, 1997-2003.
Central Willamette Credit Union Board of Directors. 2008-2013.
Oregon Student Access Commission. 2010-2014.
City of Dallas Budget Committee. 2014-current.
Dallas Public Schools Bond Committee. 2014-15.
Dallas Public Schools Finance Study Committee. 2015-current.
Dallas Public Schools Superintendent Search. 2015.
Ceres Gleann Homeowners Association Chair. 2015-current.

Address





CITIZEN COMMITTEE INTEREST FORM

Name: Wes Scroggin

Address: [REDACTED]

Mailing Address: same

Phone: Work: NA Home: [REDACTED]

E-mail Address: [REDACTED] Yrs as Dallas Resident: 49 yrs

Occupation and Employer: Retired

Employer's Address and Telephone: NA

May we contact you at work? Yes No

I am interested in serving on the following Committee(s):

- Budget Committee
- Citizens Advisory Committee for the Comprehensive Plan
- Economic Development Commission
- Library Board
- Parks and Recreation Board
- Planning Commission
- Urban Renewal District Advisory Committee
- Utility Rate Advisory Committee

I am interested in being on a waiting list if there are no current vacancies.

Please write a brief narrative describing your interest, qualifications, and what you hope to accomplish in this position. Include the skills, experience, and knowledge you possess that would help you contribute in this position. Feel free to attach a resume or other information you feel would be helpful.

I served on the Planning Commission for 8 years and was on the Dallas City Council for 2 years. I have been on several boards: Sable House, Dallas Foundation, Western Oregon University alumni, Smith Fine Arts, and past President of Rotary Club. I feel with my experiences and pride in Dallas I can contribute in a positive way to the Planning Commission in

(continued on attached sheet)

Educational Background

High School: _____

Graduated GED

College: Western Oregon U. (OCE)

Degree: Masters

Previous Volunteer/Committee Experience:

Volunteer Agency: _____

Address: _____ Telephone: _____

Duties: _____

Have you ever been convicted of a felony? Yes No

AUTHORIZATION WAIVER

I have completed the above questions and to the best of my knowledge, what has been stated is true. If appointed, I agree to serve without reimbursement of any kind. I understand that I may be subject to a criminal records check. I further understand that irrespective of any criminal records check, the City of Dallas may decline my volunteer application or volunteer services at any time.



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187 SE Court St
Dallas, OR 97338
503-831-3502

.....
Date received at City Hall: _____ Date appointed: _____

Board, Commission or Committee: _____

(continued from pg. 1)

furthering the growth of Dallas, I am truly invested in the continued welfare of our community. Planned and orderly growth of Dallas for all the stakeholders is important to me.

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Building and Grounds Committee
Monday, January 25, 2016

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Members Present:, Chair Kevin Marshall, Jim Fairchild, Kelly Gabliks, Bill Hahn, and Jackie Lawson.

Also Present: Mayor Brian Dalton, City Manager Ron Foggin, City Attorney Lane Shetterly, Community Development/Operations Director Jason Locke, and Recording Secretary Jeremy Teal.

Chair Marshall called the meeting to order at 5:55 p.m.

CARNEGIE BUILDING RFP

Mr. Foggin noted the City received one proposal for the Carnegie Building offering the City \$50,000 for the building. He suggested a partnership, not a buyout, to work with them and suggested lowering the price depending on the work they did and financing they got.

Mayor Dalton recessed the meeting at 5:58 p.m. to go into Executive Session as authorized under ORS192.660 (2)(e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions.

It was the consensus of the committee to direct staff to prepare the letter.

Mayor Dalton reconvened the Building & Grounds meeting at 6:12 pm.

COMMUNITY DEVELOPMENT/OPERATIONS DIRECTOR'S REPORT

Mr. Locke reported the Aquatic Center was close to the software switch over and planning and building activity was continuing to stay high.

OTHER

ADJOURNMENT

There was no other business and the meeting was adjourned at 6:15 p.m.



DALLAS
CITY HALL



Building & Grounds Committee

AGENDA

January 25, 2016

4:00 PM

Council Chambers
Dallas City Hall
187 SE Court St
Dallas, OR 97338

- A. Call to Order
- B. Carnegie Building RFP Update
- C. City Manager's Report
 - Community Development
 - Parks
- D. Other
- E. Adjournment

COMMITTEE

Chair Kevin Marshall

Jim Fairchild

Kelly Gabliks

Bill Hahn

Jackie Lawson

WELCOME
TO

DALLAS

CARNEGIE = ROOM =



788 Main Street
Dallas, OR 97338

Rachel: (503) 689-4485
Douglas: (408) 858-5858

owners@pressedonline.com
www.PressedOnline.com

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 - Annual Operating Expenses
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Executive Summary

A multi-unit B&B focusing on art, Literature, and the history of Dallas. The Carnegie room will not only be a place for travelers and vacationers to rest and sleep, but also a rich resource for local activities, wineries, and art. We want to help our visitors experience the wonders that this diverse location has to offer. Dallas, OR is so much more than wine country, we are a unique, centrally located small town jewel. With extensive widespread strategic advertising we believe we can attract visitors from all over the world. From the thrills and excitement of the black rock recreation park, to the peaceful avian viewing at basket slew, to the night time excitement of a jazz concert at a world renowned vineyard, the Carnegie Room will be the perfect start to any getaway.

We believe this premier location in the heart of our city, should be preserved and set aside for the growth to come. Securing buildings like this for overnight accommodations should be an integral part of the greater vision for this town. We believe that the hospitality offerings of Dallas are grossly inadequate and should grow to reflect the other changes and growth that our town is undergoing. Our current overnight lodging facilities consist of a chain hotel and a low end motel in desperate need of renovation. Dallas is left without any options for those seeking a unique lodging experience. The Carnegie Room is an integral part of the overall vision of this community and a key element to the success of **any** growing community. The excitement and growth of this town without including unique overnight lodging, is like inviting guests from out of town to your home and having no place for them to stay.

We believe it is the duty of anyone who professes to care about the success of downtown to look to the future with optimism and hope. We would be taking on this project with a leap of faith and confidence in the future of this community as we have already done with Pressed Coffee & Wine Bar. As Andrew Carnegie said: “Do your duty and a little more and the future will take care of itself”.

Highlights



Description of Business

Proposed Project

A multi-unit (8) B&B focusing on art, Literature, and the history of Dallas. The Carnegie room will not only be a place for travelers and vacationers to rest and sleep, but also a rich resource for local activities, wineries, and art. We intend on restoring key façade elements to their original splendor and create an anchor point to drive foot traffic and economic growth by building synergies within the Downtown CBD and Urban Renewal District.

Description of Overall Project

We intend on developing the Carnegie Building into a key hub on the edge of the Downtown Market by leveraging all that Dallas has to offer. Wine, music, art, antique shopping, dining, entertainment, craft coffee roasting, and outstanding recreational outdoor activities can all be woven together not just for a day trip destination, but for a weekend getaway. We have an opportunity to provide a unique and timely historic building for a memorable night's stay in the Willamette Valley. Our design will focus on restoring the exterior elements that have been modified through the years (front stairs, eave, windows, and brick work) to their original design while building out 8 unique and beautiful guest rooms.

The keys to economic growth within the CBD is to create synergies with key anchor locations around the periphery of the Downtown market that foster foot traffic, dining, shopping and lodging. Our goal would be to keep visitors in our town longer by offering overnight stays and spending more time and money in the local market.

Incentives Needed

We would like to foster community support and secure a Façade Grant and Diamonds in the Rough Grant along with any other grant program the City could help navigate to subsidize development on this architectural gem.

Partnerships

We will initiate formalized bidding with local commercial contractors with restoration experience along with building out our network of community leaders, local artists, wineries, and authors in order to create our Carnegie Gallery and branded guest rooms each focusing on a unique characteristic of the area including featured artists, authors, and wineries. For instance we could offer a Tom Kunke guest room featuring his art and a VIP gallery showing with dinner at Latitude, a Kathken guest room including a winery tour and outdoor concert tickets to Ty Curtis topped off with a bottle of wine, a Johnnie Ray guest room feature memorabilia from the 50's, the Antiquers

Dream room featuring items from our local antique shops and Grandma’s Attic Quilts where everything in the room is for sale, and a Kevin Kohler lobby mural...all to educate visitors on our local history. Every detail of the Carnegie Room will be boasting with our local fare, including our exchange for a pillow mint with a truffle from The Melting Pot. These are just a few of the potential themed guest room concepts. We currently have a total of 40 concepts and will invite input and feedback from the community to the top 8. We will be hosting a contest online where community members can contribute to theme concepts and win the first night’s stay at our grand opening celebration.

Preliminary Concept Plan Timeframe

Our preliminary plan including design, construction, marketing, securing grants will be 24-36 months.

Constraints

We don’t anticipate any substantive constraints based on our initial review of the building condition provided zoning, permitting, and intended use are within the possible uses for the building. We would require a review of the building inspection to confirm the city had abated any asbestos, and the condition of the water, electrical, HVAC systems, and roof.

Summary of the Team

We are one of the few entrepreneurial teams within Polk County that have successfully built and executed on complex business plans within the CBD and Urban Renewal District with other real-estate and uniquely prominent businesses. Our vision for Dallas and the Downtown Market revolves around synergies between businesses that foster economic growth for all. With backgrounds in hospitality, facility design, and the arts, our strengths are uniquely appropriate and relevant to develop the Carnegie Building into another key hub within our business holdings in Dallas.

Financials

Our preliminary project development budget numbers are as follows:

- Purchase Price: \$50,000
- Remodeling Budget: \$200,000
- Business Type: Partnership LLC
- Project Sources: Cash
- Purchase Terms: Cash/90 day escrow, inspection period
- Projected Completed Value: \$375,000 based on current real-estate offerings

Pre-Development Needs

Commercial review of inspections and confirmation of asbestos abatement and condition of all mechanical systems and roof.

Preliminary Project Schedule

- Closing 90 days
- Initiate architect/engineering design/drawing/plan 3-6 months
- Grant Applications 3 months
- Initiate contractor bids, contractor selection 3-6 months
- Construction Time frame: 6-12 months

Conclusion

Upon selection as a finalist, we are prepared to submit our complete detailed project plan with appropriate privacy or other confidentiality agreement if possible.

Appendix

Annual Operating Expenses

Utilities	\$12,000
Insurance	\$6,000
Operations	\$48,000
Advertising	\$24,000
Food/Beverage	\$36,000
Docent/Onsite Mgmt	\$18,000
Repairs & Maintenance	\$18,000
TOTAL AVERAGE EXPENSES	\$162,000

Projected Revenue Elements

Average Room Night	\$167
Number of Units	8
Average Occupancy Rate	45%
Maximum Gross Revenue Potential	\$487,648
Projected Average Gross Revenue	\$219,438
Projected Average Expenses	\$162,000
INITIAL AVERAGE NET PROFIT	\$ 57,438