



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, April 18, 2016

7:00 pm

Dallas City Hall

187 SE Court St.

Dallas, OR 97338

Please note a supplemental budget will
be considered at this meeting.

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 April 4, 2016 City Council meeting	PG . 3 Motion
4. ITEMS REMOVED FROM CONSENT AGENDA	
8. REPORTS OR COMMENTS FROM MAYOR AND COUNCIL MEMBERS	
a. General Comments from the Councilors and Mayor	
9. REPORTS FROM CITY MANAGER AND STAFF	
a. Stormwater Master Plan	PG . 5 Information
b. March Financials	PG . 8 Information
c. Council goal update	Information
d. Other	



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.

10.	FIRST READING OF ORDINANCE	
11.	SECOND READING OF ORDINANCE	
12.	RESOLUTIONS	
	a. <u>Resolution No. 3341</u> : A Resolution authorizing the transfer of budgetary funds. PG. 9	Roll Call Vote
	b. <u>Resolution No. 3342</u> : A Resolution adopting and appropriating a Supplemental Budget for Fiscal Year 2015-2016. PG. 11	Roll Call Vote
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 April 4, 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	Monday, April 4, 2016
The Dallas City Council met in regular session on Monday, April 4, 2016, at 7:00 p.m. in the Council Chambers of City Hall with Mayor Brian Dalton presiding.	
Council: Councilor Kelly Gabliks, Councilor Micky Garus, Councilor Bill Hahn, Councilor Jackie Lawson, Councilor Kevin Marshall, Councilor LaVonne Wilson, and Councilor Ken Woods, Jr. Excused: Council President Jim Fairchild and Councilor Murray Stewart.	
Staff: City Manager Ron Foggin, City Attorney Lane Shetterly, Fire Chief Fred Hertel, Director of Engineering and Environmental Services Fred Braun, HR Manager Emily Gagner, and Recording Secretary Jeremy Teal.	
Pledge of Allegiance: Mayor Dalton led the Pledge of Allegiance.	

AGENDA	ACTION
EMPLOYEE RECOGNITION	There was none.
3:45 ARBOR DAY AND BROOSTER THE ROOSTER PROCLAMATIONS	Mayor Dalton read the Arbor Day and Brooster the Rooster proclamations.
7:18 COMMENTS FROM THE AUDIENCE	Carol Christ, 3955 Kings Valley Hwy, Dallas, handed out invitations to a guided conversation and a hip-hop concert, both on April 9.
PUBLIC HEARINGS HOUSING REHABILITATION PROJECT FUNDED WITH COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS FROM OREGON BUSINESS DEVELOPMENT DEPARTMENT.	Mayor Dalton opened the public hearing on the close-out of the housing rehabilitation project funded with CDBG funds at 7:09 p.m. Diana Cvitanovich read a statement closing the Housing Rehabilitation project, a copy of which is attached to these minutes and incorporated herein. Mayor Dalton asked for public comment. Carol Chirst, 3955 Kings Valley Hwy, asked for examples of the work completed with the project. Ms. Cvitanovich explained that gutters, roofs, plumbing, and electrical were just a few of the many home projects completed with the funds. Mayor Dalton closed the public hearing at 7:15 p.m.
11:08 CONSENT AGENDA Items approved by the Consent Agenda: approve	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

minutes of March 7, 2016 City Council meeting minutes	of 7-0.
ITEMS REMOVED FROM CONSENT AGENDA	There were none.
11:08 REPORTS OR COMMENTS FROM THE MAYOR AND COUNCIL MEMBERS REPORT OF THE MARCH 28, 2016 ADMINISTRATION COMMITTEE REPORT OF THE MARCH 28, 2016 BUILDING & GROUNDS COMMITTEE	Councilor Marshall reported the committee discussed the business registration and reviewed the Finance and Human Resources Directors reports. Councilor Marshall reported the committee discussed the City building evaluation update and reviewed the Community Development and Parks Department reports.
17:09 REPORTS FROM CITY MANAGER AND STAFF	
COUNCIL UPDATE	Mr. Foggin stated the final report from Jensen Strategies regarding the Council retreat would be available soon.
FIRST READING OF ORDINANCE	There were none.
19:40 SECOND READING OF ORDINANCE Ordinance No. 1796: An Ordinance amending Dallas City Code Section 6.315, relating to truck parking; and repealing prior inconsistent ordinances.	A roll call vote was taken and Mayor Dalton declared Ordinance No. 1796 to have PASSED BY A VOTE of 9-0 with Council President Jim Fairchild, Councilor Kelly Gabliks, Councilor Garus, Councilor Bill Hahn, Councilor Lawson, Councilor Kevin Marshall, Councilor Murray Stewart, Councilor LaVonne Wilson, and Councilor Ken Woods, Jr. voting YES.
RESOLUTIONS	There were none.
EXECUTIVE SESSION	There were none.
OTHER BUSINESS	There was none.
ADJOURNMENT	There being no further business, the meeting adjourned at 7:31 p.m.
Read and approved this _____ day of _____ 2016.	
ATTEST: _____	Mayor
City Manager	

DALLAS CITY COUNCIL REPORT

TO: MAYOR BRIAN DALTON AND CITY COUNCIL

<i>City of Dallas</i>	Agenda Item No. 9a	Topic: Draft Stormwater Master Plan
Prepared By: F Braun	Meeting Date: April 18, 2016	Attachments: Yes No <input type="checkbox"/>
Approved By: Ron Foggin		

RECOMMENDED MOTION:

None. Accept Information.

BACKGROUND:

As a result of the 2012 Dallas Utility Rate Study, the Citizens Utility Rate Advisory Committee recommended that the City prepare a comprehensive Stormwater Master Plan. Development of the master plan was subsequently budgeted by the City Council during FY 2014-15.

A Draft Plan was completed in early 2015. The Draft Plan was subsequently presented to the Public Works Committee in February 2015.

The Draft Plan was presented to the Utility Rate Advisory Committee beginning January 2016. The Committee developed a number of recommendations on the Draft Master Plan.

A City Council Workshop on the Master Plan was held prior to the April 4, 2016 City Council Meeting. During the workshop, the Master Plan was discussed, along with the preliminary recommendations from the Utility Rate Advisory Committee.

DISCUSSION:

Some of the key findings of the Stormwater Master Plan include:

Asset Inventory:

The City has 46.9 miles of underground piping of various sizes ranging from 6” to 60” diameter. There are 822 manholes and 1943 catch-basins.

City Drainage Area: Over 99% of the area within the City is covered with soils of limited to poor permeability or impervious materials. Except in localized areas, disposal of stormwater by surface infiltration is not considered to be an effective strategy. Most of the study area is zoned for residential (77.5%), followed by commercial (5.9%), industrial (12.6%), parks/open space (2.4%), and other miscellaneous (1.6%).

Identified Problem Areas & Capital Improvements:

A total of 6 problem areas were identified and are summarized as follows:

- 1) West Ellendale at Wyatt – Clear and regrade channel and install new box culvert at West Ellendale. Approximate cost = \$495,000.
- 2) Douglas Drainage – Install new inlet and 42” culvert. Replace existing undersized culvert with 48” and modify outlet. Approximate cost = \$ 755,000.
- 3) Rickreall Uglow/Orchard - Replace and upsize existing Fairview culvert. Replace East Ellendale box culvert with dual 48” RCP. Replace and upsize existing culvert from East Ellendale to outfall at Walnut Park area. Approximate cost = \$2,348,000.
- 4) Kings Valley Highway/Highway 223 at Cemetery - Replace and upsize culverts and highway crossing with box culvert near cemetery. Approximate cost = \$131,000.
- 5) North Fork Ash Creek - Extensive improvements have been identified, including replacement of the box culvert through the Weyerhaeuser site and clearing and widening Ash Creek from SE Uglow Ave to the City Limits. The approximate cost of these improvements would exceed \$19 Million. As the preferred alternative, the City could acquire approximately 20 acres immediately upstream of the Weyerhaeuser site for use as a stormwater detention area. This will significantly reduce the required downstream improvements. The acquired land could also be used as a linear park/natural open space and trail system.
- 6) Hunter Street – Install new 48” culvert and abandon existing deteriorated culvert under single family residence. Approximate cost = \$209,000.

After a careful review of the plan, the Utility Rate Advisory Committee made the following preliminary recommendations:

- Remove Section 12.3 Stormwater Rate Model from body of Stormwater Master Plan (SMP) and include as Appendix E.
- Remove Section 12.4 SDC Methodology from body of the SMP and include as Appendix F.
- Remove Rate Study from Executive Summary (pages ES-17 to ES-21).
- Include this as an introduction within Appendix E.
- Remove SDC Methodology from Executive Summary (pages ES-22 to ES-23).
- Include this as an introduction within Appendix F.
- TMDL – Define and clarify this acronym.
- List the Risks of Inaction within the Plan.
- Define what a 100-year flood is.
- List the Project Selection Criteria and Ranking for Capital Projects.
- Include a Glossary within the Executive Summary.

- Recommendation within SMP to Update Rate Model every 3 to 5 years (Appendix E)
- Recommendation within SMP to Update SDC Methodology every 5 to 8 years (Appendix F).
- Recommend approval of SMP, **excluding** Appendix E & Appendix F.

Staff will bring the revised master plan back to the City Council at the next meeting. The Utility Rate Advisory Committee Chair will present their recommendations to the City Council. A Resolution will also be presented for consideration of adoption of the Master Plan.

FISCAL IMPACT:

TBD

DALLAS 2030 PLAN IMPACT:

The Stormwater Master Plan is in conformance with the following 2030 Plan Elements: 1a, 2a, 4e, and 4h.

ATTACHMENTS:

None.

DALLAS CITY COUNCIL REPORT

TO: MAYOR BRIAN DALTON AND CITY COUNCIL

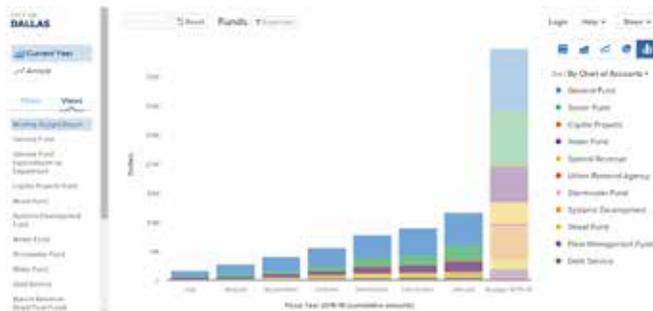
<i>City of Dallas</i>	Agenda Item No. 9b	Topic: March 2016 Financial Report
Prepared By: Cecilia Ward	Meeting Date: April 18, 2016	Attachments: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Approved By: Ron Foggin		

RECOMMENDED ACTION:

Information Only

BACKGROUND:

Reports are now available on the City's website. Go to City Departments; under Finance click on Financial Data Portal. This will take you to:



March 2016 financial highlights:

- Percent collected/spent should be at 75.00%. This can vary up or down depending on seasonal or one-time revenues and expenditures.
- The following budgeted capital improvement payments were made in March:
Water Fund - Transmission Water Line - Clay St. Project \$2,629

FISCAL IMPACT:

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:

None

DALLAS CITY COUNCIL REPORT

TO: MAYOR BRIAN DALTON AND CITY COUNCIL

<i>City of Dallas</i>	Agenda Item No. 12a	Topic: Budget Transfer Resolution 3341
Prepared By: Cecilia Ward	Meeting Date: April 18, 2016	Attachments: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Approved By: Ron Foggin		

RECOMMENDED ACTION:

Motion to Approve Budget Transfer Resolution 3341

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:

General Fund:

From:	To:	Purpose:	Amount:
Contingency	Police Department-Personnel Services	unanticipated personnel costs-worker's compensation claims	\$ 25,000
Contingency	Ambulance Department-Personnel Services	unanticipated personnel costs-worker's compensation claims	\$ 10,000
Contingency	Stormwater Fund-Personnel Services	unanticipated personnel costs	\$ 25,000

FISCAL IMPACT:

Appropriation impact:

General Fund:

Decrease Contingency from \$35,000 to 0.

Increase Police Department-Personnel Services (Fringe Benefits) from \$788,000 to \$813,000

Increase Ambulance Department-Personnel Services (Fringe Benefits) from \$340,000 to \$350,000

Stormwater Fund:

Decrease Contingency from \$83,000 to \$68,000.

Increase Stormwater Fund-Personnel Services from \$85,000 to \$100,000

DALLAS 2030 VISION IMPACT:

ATTACHMENTS:

Budget Transfer Resolution 3341

RESOLUTION NO. 3341

A Resolution authorizing the transfer of budgetary funds.

WHEREAS, it is necessary to transfer the appropriation authority of \$25,000 from the General Fund, Operating Contingency, to the General Fund, Police Department - Personnel Services, for unanticipated personnel costs; and

WHEREAS, it is necessary to transfer the appropriation authority of \$10,000 from the General Fund, Operating Contingency, to the General Fund, Ambulance Department - Personnel Services, for unanticipated personnel costs; and

WHEREAS, it is necessary to transfer the appropriation authority of \$15,000 from the Stormwater Fund, Operating Contingency, to the Stormwater Fund - Personnel Services, for unanticipated personnel costs;

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 \$25,000 from the General Fund, Operating Contingency, to the General Fund, Police Department - Personnel Services,

Section 2. That the City Manager be, and he hereby is, authorized and directed to transfer the appropriation authority of \$10,000 from the General Fund, Operating Contingency, to the General Fund, Ambulance Department - Personnel Services,

Section 3. That the City Manager be, and he hereby is, authorized and directed to transfer the appropriation authority of \$15,000 from the Stormwater Fund, Operating Contingency, to the Stormwater Fund - Personnel Services,

Section 4. This Resolution shall be effective upon its passage.

Adopted: April 18, 2016
Approved: April 18, 2016

BRIAN W. DALTON, MAYOR

APPROVED AS TO FORM:

ATTEST:

RON FOGGIN, CITY MANAGER

LANE P. SHETTERLY,
CITY ATTORNEY

DALLAS CITY COUNCIL

REPORT

TO: MAYOR BRIAN DALTON AND CITY COUNCIL

<i>City of Dallas</i>	Agenda Item No. 12b	Topic: Supplemental Budget Resolution 3342
Prepared By: Cecilia Ward	Meeting Date: April 18, 2016	Attachments: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Approved By: Ron Foggin		

RECOMMENDED ACTION:

Motion to approve Supplemental Budget Resolution 3342

BACKGROUND:

Oregon Budget Law allows for unanticipated changes to the budget throughout the fiscal year. A supplemental budget, under ORS 294.471 and 294.473, is required when new appropriation authority is needed. A supplemental budget requires a budget resolution.

If the proposed supplemental budget will change any fund's expenditures by more than 10 percent or will create a new appropriation category, then a public hearing must be held and public comment taken before adoption of the supplemental budget.

Following are the necessary appropriation authority changes (less than 10%):

General Fund:

<i>Revenue</i>		Budget Resource	
		Original	Revised
Beginning Balance	Transfer additional funds to Capital Projects for future projects.	\$ 1,300,000	\$ 1,550,000
<i>Expenditures</i>		Budget Requirement	
		Original	Revised
Transfer to Capital Projects	Transfer additional funds to Capital Projects for future projects.	\$ 370,000	\$ 620,000

Fleet Fund:

<i>Revenue</i>		Budget Resource	
		Original	Revised
Reimbursed Services	Unanticipated DPSST contract repairs	\$ 50,000	\$ 80,000
<i>Expenditures</i>		Budget Requirement	
		Original	Revised
Parts and Service	Unanticipated DPSST contract repairs	\$ 110,000	\$ 140,000

Sewer Fund:

<i>Revenue</i>		Budget Resource	
		Original	Revised
Miscellaneous Revenue	Repair of pump motor at WWTP due to December storms. Reimbursed my FEMA and insurance	\$ 65,000	\$ 111,500
<i>Expenditures</i>		Budget Requirement	
		Original	Revised
Repairs and Maintenance	Repair of pump motor at WWTP due to December storms. Reimbursed my FEMA and insurance	\$ 90,000	\$ 136,500

Grants Fund:

<i>Revenue</i>		Budget Resource	
		Original	Revised
Beginning Balance	to record carry-over of Parks Grant and reimbursement	0	(62,441)
Parks Grant	to record carry-over of Parks Grant and reimbursement	0	62,441

FISCAL IMPACT:

General Fund - Increase Beginning Balance - \$250,000
 Increase Transfer to Capital Projects - \$250,000
 Fleet Fund - Increase Reimbursed Service - \$30,000
 Increase Parts and Service - \$30,000
 Sewer Fund - Increase Miscellaneous Revenue - \$46,500
 Increase Repairs and Maintenance - \$46,500
 Grants Fund - Increase Beginning Balance-Park Grant - (\$62,441)
 Parks Grant Revenue - \$62,441

DALLAS 2030 VISION IMPACT:**ATTACHMENTS:**

Supplemental Budget Resolution 3342

RESOLUTION NO. 3342

A Resolution adopting and appropriating a Supplemental Budget for Fiscal Year 2015-2016.

WHEREAS, Oregon Local Budget Law, under ORS 294.471 and ORS 294.473, provides that certain occurrences or conditions that were not known at the time the budget was prepared may require a change in the adopted budget and that a supplemental budget is required to pay the additional expenses and spend the extra revenue; NOW, THEREFORE:

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DALLAS:

Section 1. That the City Council of the City of Dallas hereby adopts the supplemental budget for the fiscal year beginning July 1, 2015, and that the amounts shown below are hereby appropriated for the purposes indicated within the Fund listed:

<u>Fund</u>	<u>2015-16 Budget Resources</u>	<u>2015-16 Budget Requirements</u>
General Fund:		
Beginning Balance	250,000	
Transfer to Capital Projects		250,000
Revised Total Resources	10,689,400	
Revised Total Requirements		10,689,400
Comments: Transfer additional funds to Capital Projects for future projects.		

<u>Fund</u>	<u>2015-16 Budget Resources</u>	<u>2015-16 Budget Requirements</u>
Fleet Fund:		
Reimbursed Services	30,000	
Parts		30,000
Revised Total Resources	794,000	
Revised Total Requirements		794,000
Comments: Unanticipated DPSST contract repairs		

<u>Fund</u>	<u>2015-16 Budget Resources</u>	<u>2015-16 Budget Requirements</u>
Sewer Fund:		
Miscellaneous Revenue	46,500	
Repairs and Maintenance		46,500
Revised Total Resources	9,486,500	
Revised Total Requirements		9,486,500
Comments: Repair of pump motor at WWTP due to December storms. Reimbursed my FEMA and insurance		

<u>Fund</u>	<u>2015-16 Budget Resources</u>	<u>2015-16 Budget Requirements</u>
<i>Grant Fund:</i>		
Beginning Balance-Park Grant	(62,441)	
Park Grant-Revenue	62,441	
Revised Total Resources	3,368,875	
Revised Total Requirements		3,368,875
Comments: to record carry-over of Parks Grant and reimbursement		

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

Adopted: April 18, 2016
Approved: April 18, 2016

BRIAN W. DALTON, MAYOR

ATTEST:

APPROVED AS TO FORM:

RON FOGGIN, CITY MANAGER

LANE P. SHETTERLY, CITY ATTORNEY