



Board of Directors

- Brian Dalton
- Jim Brown
- Jim Fairchild
- Kelly Gabliks
- Beth Jones
- Jackie Lawson
- Kevin Marshall
- Murray Stewart
- LaVonne Wilson
- Ken Woods, Jr.

Staff

- City Manager
Ron Foggin
- City Attorney
Lane Shetterly

Community Development
Director
Jason Locke

Finance Director
Cecilia Ward

City Recorder
Emily Gagner

Recording Secretary
Jeremy Teal

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Dallas Urban Renewal Agency Board of Directors Agenda

Monday, November 4, 2013, 7:00 p.m. (following the City Council meeting)
 Brian Dalton, Presiding
 Dallas City Hall
 187 SE Court Street
 Dallas, Oregon 97338

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

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

<u>ITEM</u>	<u>RECOMMENDED ACTION</u>
1. Roll Call	
2. Review and approval of minutes of October 7, 2013, meeting	Approval PG. 2
3. <u>Resolution UR 2013-03</u> : A Resolution adopting and appropriating a Supplemental Budget for Fiscal Year 2013-2014.	Roll call vote PG. 4
4. <u>Resolution UR 2013-04</u> : A Resolution authorizing the transfer of budgetary funds.	Roll call vote PG. 6
5. Other Business	
6. Adjournment	

**DALLAS DEVELOPMENT COMMISSION
URBAN RENEWAL AGENCY
Monday, October 7, 2013
Council Chambers**

1 The Dallas Development Commission Urban Renewal Agency Board of Directors met in regular
2 session on October 7, 2013, at 8:07 p.m. in the Council Chambers of City Hall with Brian Dalton
3 presiding.

4 **ROLL CALL**

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

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

11 **REVIEW AND APPROVAL OF MINUTES OF AUGUST 5, 2013, MEETING**

12 It was moved by Director Marshall *to approve the minutes of the August 5, 2013, meeting as*
13 *presented.* The motion was duly seconded and carried unanimously with Director Lawson not
14 voting due to a potential conflict of interest.

15 Director Lawson declared a potential conflict of interest due to ownership of buildings in the
16 downtown.

17 **REVISE THE 800/900 BLOCK GRANT PROGRAM**

18 Mr. Locke stated the Urban Renewal Agency (URA) set up a façade grant program to entice
19 building owners to fix up their buildings on the 800 and 900 blocks of Main Street and take
20 advantage of the 75% match up to \$4,000. He noted that staff had spoken with almost every
21 building owner and had no applications turned in. He reported that the City was approached by
22 several building owners in the 600 and 700 blocks that were interested in the grant program. He
23 commented that since no applications were turned in from the 800 or 900 blocks, the URA
24 would like to expand the grant offers to the 500, 600 and 700 blocks of Main Street. He indicated
25 that signs for the buildings had been discussed and that project would move forward. He noted
26 local businesses would be utilized for the signs and he would work to possibly get ten to twelve
27 signs for \$5,000, and a mock-up for the library sign was in the works. He stated the City would
28 work with the sign company, pay for the permit, and even hang the sign; all the owner had to do
29 was sign the application.

30 Director Stewart asked what sign companies would be used. Mr. Locke stated Service Graphics
31 and Dallas Sign would be used for potential signs.

32 Director Lawson asked if the library sign cost would come out of the \$5,000. Mr. Locke stated it
33 wouldn't. Director Lawson asked if ten or twelve signs was all that was included in the \$5,000
34 estimate. Mr. Locke noted there hadn't been an estimate yet, only preliminary discussion.

35 It was moved by Director Marshall to expand the area covered by the façade grants to include the
36 500, 600, and 700 blocks of Main Street and set aside \$5,000 of the grant funds and direct staff
37 to implement a fully paid projecting sign program for the 800 and 900 blocks. The motion was

1 duly seconded and carried unanimously with Director Lawson not voting due to a potential
2 conflict of interest.

3 Director Brown asked if the \$500 penalty for extending passed the October deadline would be
4 waived due to weather on the downtown streetscape project. Mr. Braun stated extra days were
5 granted due to weather conditions.

6 **OTHER BUSINESS**

7 **ADJOURNMENT**

8 There being no further business, the meeting was adjourned at 8:17 p.m.

9 Read and approved this _____ day of _____ 2013.

Chair Brian W. Dalton

ATTEST:

City Manager

DRAFT

URBAN RENEWAL AGENCY

REPORT

TO: BRIAN DALTON AND URBAN RENEWAL AGENCY BOARD OF DIRECTORS

<i>City of Dallas</i>	Agenda Item No. 3	Topic: Supplemental Budget Resolution UR 2013-03
Prepared By: Cecilia Ward	Meeting Date: November 4, 2013	Attachments: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Approved By: Ron Foggin		

RECOMMENDED MOTION:

Approval of Supplemental Budget Resolution UR 2013-03

BACKGROUND:

Per Resolution No. UR 2013-02 and the Intergovernmental Agreement between the City and Dallas Community Development Commission Urban Renewal Agency, dated July 15, 2013, the Dallas Community Development Commission Urban Renewal Agency is required to transfer tax increment revenues and proceeds to the City for the purpose of paying the financing agreement of the City. This was to finance the 800/900 Main Street Project.

Resolution UR 2013-02 and the Intergovernmental Agreement was approved after the FY 2013-14 budget was implemented.

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.

Following are the necessary appropriation authority changes:

Urban Renewal Agency:

<i>Expenditures</i>		Budget Requirement
Debt Service	Reduce the existing line item of Debt Service to 0. (This will be transferred to a new line item)	\$ 0
Debt Service Reserve	Establish a new line item to record the required Debt Service Reserve per the 2013 Financing Agreement	\$86,395
Transfer to GF-Debt Service	Establish a new line item to record the transfer to the General Fund for Debt Service Payments	\$ 9,969

NOTE: The budget requirements will be established through Budget Transfer Resolution UR 2013-4.

FISCAL IMPACT:

Urban Renewal - \$0

ATTACHMENTS:

Supplemental Budget Resolution UR 2013-03

Dallas Community Development Commission Urban Renewal Agency

RESOLUTION NO. 2013-03

A Resolution adopting and appropriating a Supplemental Budget for Fiscal Year 2013-2014.

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, 2013, and that the amounts shown below are hereby appropriated for the purposes indicated within the Fund listed:

<u>Fund</u>	<u>2013-14 Budget Resources</u>	<u>2013-14 Budget Requirements</u>
<i>Urban Renewal:</i>		
Debt Service		\$0
Debt Service Reserve		\$86,395
Transfer to GF-Debt Service		\$9,969

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

Adopted: November 4, 2013
Approved: November 4, 2013

BRIAN W. DALTON, MAYOR

ATTEST:

APPROVED AS TO FORM:

Ron Foggin, City Manager

Lane P. Shetterly
City Attorney

URBAN RENEWAL AGENCY REPORT

TO: BRIAN DALTON AND URBAN RENEWAL AGENCY BOARD OF DIRECTORS

<i>City of Dallas</i>	Agenda Item No. 4	Topic: Budget Transfer Resolution UR 2013-04
Prepared By: Cecilia Ward	Meeting Date: November 4, 2013	Attachments: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Approved By: Ron Foggin		

RECOMMENDED MOTION:

Approval of Budget Transfer Resolution UR 2013-04

BACKGROUND:

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

Following are the necessary transfers:

Urban Renewal:

From:	To:	Purpose:	Amount:
Debt Service	Debt Service Reserve	To establish a debt service reserve	\$ 80,000
Contingency	Debt Service Reserve	To establish a debt service reserve	\$ 6,395
Contingency	Transfer to GF-Debt Service	Debt service transfer to General Fund	\$ 9,969
Contingency	Professional Services	Financing costs for Main Street Project	\$ 7,000

Appropriation impact:

- Decrease Debt Service budget from \$80,000 to \$0
- Decrease Contingency from \$95,000 to \$71,636
- Increase Debt Service Reserve from \$0 to \$86,395
- Increase Transfer to GF-Debt Service from \$0 to \$9,969
- Increase Professional Services from \$5,000 to \$12,000

FISCAL IMPACT:

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

ATTACHMENTS:

Budget Transfer Resolution UR 2013-04

RESOLUTION NO. 2013-04

A Resolution authorizing the transfer of budgetary funds.

WHEREAS, it is necessary to transfer the appropriation authority of \$80,000 from the Urban Renewal Fund, Debt Service, to the Urban Renewal Fund, Debt Service Reserve, to comply with the 2013 Intergovernmental Agreement.

WHEREAS, it is necessary to transfer the appropriation authority of \$6,395 from the Urban Renewal Fund, Contingency, to the Urban Renewal Fund, Debt Service Reserve, to comply with the 2013 Intergovernmental Agreement.

WHEREAS, it is necessary to transfer the appropriation authority of \$9,969 from the Urban Renewal Fund, Contingency, to the Urban Renewal Fund, Transfer to GF-Debt Service, to comply with the 2013 Intergovernmental Agreement.

WHEREAS, it is necessary to transfer the appropriation authority of \$7,000 from the Urban Renewal Fund, Contingency, to the Urban Renewal Fund, Professional Services, for unanticipated costs associated with funding of the Main Street Project.

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 \$80,000 from the Urban Renewal Fund, Debt Service, to the Urban Renewal Fund, Debt Service Reserve.

Section 2. That the City Manager be, and he hereby is, authorized and directed to transfer the appropriation authority of \$6,395 from the Urban Renewal Fund, Contingency, to the Urban Renewal Fund, Debt Service Reserve.

Section 3. That the City Manager be, and he hereby is, authorized and directed to transfer the appropriation authority of \$9,969 from the Urban Renewal Fund, Contingency, to the Urban Renewal Fund, Transfer to GF-Debt Service.

Section 4. That the City Manager be, and he hereby is, authorized and directed to transfer the appropriation authority of \$7,000 from the Urban Renewal Fund, Contingency, to the Urban Renewal Fund, Professional Services.

Section 5. This Resolution shall be effective upon its passage.

Adopted: November 4, 2013
Approved: November 4, 2013

BRIAN W. DALTON, CHAIR

ATTEST:

APPROVED AS TO FORM:

Ron Foggin, City Manager

Lane P. Shetterly
City Attorney