



# AMENDED Dallas City Council Agenda

**Mayor Brian Dalton, Presiding  
TUESDAY, January 21, 2014**

**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.

## City Council

- Mayor  
Brian Dalton
- Council President  
LaVonne Wilson
- Councilor  
Jim Brown
- Councilor  
Jim Fairchild
- Councilor  
Kelly Gablilks
- Councilor  
Beth Jones
- Councilor  
Jackie Lawson
- Councilor  
Kevin Marshall
- Councilor  
Murray Stewart
- 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
- Engineering Director  
Fred Braun
- City Recorder  
Emily Gagner
- Recording Secretary  
Jeremy Teal

AGENDA ITEM	RECOMMENDED ACTION
1. ROLL CALL	
2. PLEDGE OF ALLEGIANCE	
3. EMPLOYEE RECOGNITION	
4. COMMENTS FROM AUDIENCE 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.	
5. PUBLIC HEARINGS 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.  Public hearing on the proposed 2013 CDBG Housing Rehabilitation Grant	PG . 3
6. CONSENT AGENDA 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.	
a. Approve minutes of January 6, 2014 City Council meeting	PG . 4
b. Appointments/reappointments to Budget Committee	PG . 8
c. Reappointment to Planning Commission	PG . 14
7. ITEMS REMOVED FROM CONSENT AGENDA	
8. REPORTS OR COMMENTS FROM MAYOR AND COUNCIL MEMBERS	
a. General comments from Councilors and Mayor	
b. Fire Service Appreciation Day proclamation	PG . 17



**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.

<p><b>9. REPORTS FROM CITY MANAGER AND STAFF</b></p> <ul style="list-style-type: none"> <li>a. Auditor presentation</li> <li>b. December financial report</li> <li>c. Accept Citizens Advisory Committee on Residential Streets final report</li> <li>d. Adopt Dallas 2030 vision statement</li> <li>e. 2013 Fish Trap and Haul report</li> <li>f. Other</li> </ul>	<p><b>Information</b> PG. 18</p> <p><b>Information</b> PG. 22</p> <p><b>Motion</b> PG. 48</p> <p><b>Motion</b> PG. 68</p> <p><b>Information</b> PG. 76</p>
<p><b>10. RESOLUTIONS</b></p> <ul style="list-style-type: none"> <li>a. <u>Resolution No. 3285</u>: A Resolution adopting and appropriating a Supplemental Budget for Fiscal Year 2013-2014.</li> <li>b. <u>Resolution No. 3286</u>: A Resolution authorizing the transfer of budgetary funds.</li> </ul>	<p><b>Roll Call Vote</b> PG. 77</p> <p><b>Roll Call Vote</b> PG. 81</p>
<p><b>11. FIRST READING OF ORDINANCE</b></p>	
<p><b>12. SECOND READING OF ORDINANCE</b></p>	
<p><b>13. EXECUTIVE SESSION</b> as authorized under ORS 192.660(2)(i) to evaluate to review and evaluate the employment-related performance of the chief executive officer of any public body.</p>	
<p><b>14. OTHER BUSINESS</b></p>	
<p><b>15. ADJOURNMENT</b></p>	

# DALLAS CITY COUNCIL REPORT

**TO: MAYOR BRIAN DALTON AND CITY COUNCIL**

<i>City of Dallas</i>	<b>Agenda Item No.</b> 4	<b>Topic:</b> Public Hearing: 2013 CDBG Housing Rehabilitation Grant
<b>Prepared By:</b> Emily Gagner	<b>Meeting Date:</b> January 21, 2014	<b>Attachments:</b> Yes <input type="checkbox"/> No
<b>Approved By:</b> Ron Foggin		

**RECOMMENDED ACTION:** Hold the public hearing and authorize the City of Dallas to be the applicant for the 2013 CDBG Housing Rehabilitation Program Grant, to be administered by the Polk Community Development Corporation (Polk CDC).

**BACKGROUND:** The CDBG Housing Rehabilitation Program is one that Polk County has been involved with for 20 years. This program will provide grants for housing rehab for residents who do not have adequate equity for loans or are otherwise unable to make loan payments. Each grant cycle, the applicant is either a Polk County city or Polk County. Monmouth, Independence, and Polk County have all been applicants in the past. Dallas volunteered to act as the applicant in this cycle, and receiving this grant will not impact our ability to secure another CDBG grant.

**FISCAL IMPACT:** The total grant amount being applied for is \$400,000. There is no match required of the city or its' partners.

**ATTACHMENTS:**

- 1) Public Hearing Notice

1 The Dallas City Council met in regular session on Monday, January 6, 2014, at 7:00 p.m. in the  
2 Council Chambers of City Hall with Mayor Brian Dalton presiding.

3 **ROLL CALL AND PLEDGE OF ALLEGIANCE**

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

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

11 Mayor Dalton led the Pledge of Allegiance.

12 **EMPLOYEE RECOGNITION**

13 Chief Simpson recognized Daren Buchholz for his courage during a high speed chase that led to  
14 the arrest of a felon. He noted that Officer Buchholz was nominated for the award by his  
15 supervisor Sgt. Jerry Mott.

16 **COMMENTS FROM THE AUDIENCE**

17 Chelsea Pope, 119 SW Court St., Executive Director of Dallas Area Chamber and Visitor's  
18 Center, announced the Community Awards ceremony was coming up and this was a great  
19 opportunity to nominate the people that make our community amazing.

20 Matthew Stevenson, 182 SW Academy St., Polk County Tobacco Prevention Coordinator, stated  
21 he had read an article in Itemizer-Observer regarding smoking at bus stops. He passed out  
22 ordinances from other jurisdictions around the country regarding smoking restrictions.

23 Mike Arras, 796 SW Mill St., Dallas, noted that the downtown looked amazing and asked for  
24 color lights to be put on the downtown Christmas tree next year.

25 **PUBLIC HEARINGS**

26 There were none.

27 **CONSENT AGENDA**

28 Council President Wilson asked that the December 2, 2013, Council minutes be removed.

29 It was moved by Councilor Gabliks *to approve the Consent Agenda with item a removed*. The  
30 motion was duly seconded and carried unanimously.

31 Item approved by the Consent Agenda: b) December 11, 2013, Special City Council meeting  
32 minutes.

33 **ITEMS REMOVED FROM THE CONSENT AGENDA**

34 a) December 2, 2013, City Council meeting minutes  
35 Council President Wilson noted that page 2 lines 14-39 listed the Chamber and they should read  
36 the Visitor's Center.

37 It was moved by Councilor Wilson *to approve the December 2, 2013, Council minutes with the*  
38 *correction*. The motion was duly seconded and carried unanimously.

39 **REPORTS OR COMMENTS FROM THE MAYOR AND COUNCIL MEMBERS**

40 **GENERAL COMMENTS**

41 Councilor Woods announced he was reappointed as vice chair to Mid-Willamette Valley Area  
42 Commission on Transportation.

43 Councilor Fairchild mentioned he was reappointed to the Mid-Willamette Valley Council of  
44 Governments Steering Committee.

1 Councilor Jones thanked Ms. Pope for helping with the soldiers and collecting the gift cards.

2 Councilor Lawson praised Christmas Cheer. She noted that 300 families were taken care of this  
3 year with the donations.

4 **MAYOR'S APPOINTMENT TO STANDING COMMITTEE**

5 Mayor Dalton noted he rearranged the Council sub-committees.

6 **REPORTS FROM CITY MANAGER AND STAFF**

7 **ONLINE BILL PAY REPORT**

8 Mr. Foggin announced the report provided statistics for the first six months of the Xpress Bill Pay  
9 program.

10 Ms. Ward reported Xpress Bill Pay was a great program for the customers. She noted there was a  
11 drop in the enrollment and wanted to incorporate a marketing push to reach new potential  
12 customers. Ms. Ward gave a brief overview of the staff report.

13 Councilor Lawson asked if the number of enrollments was outlined in the graph. Ms. Ward stated  
14 that included all enrollments and they were in decline.

15 Mayor Dalton asked about sending marketing materials with the online billing. Ms. Ward noted  
16 the materials could be attached to the online bills.

17 **OTHER**

18 Mr. Foggin reported that Chief Hertel was doing a great job in his first month. He noted that  
19 Chief Hertel would be a part of the Oregon State Fire Marshall Incident Management Team.

20 Mr. Foggin advised the Council Goal Setting Retreat was being planned for February. He  
21 explained the Dallas 2030 Project would be helpful with Council decisions on what to implement  
22 in the coming years. He noted Doug Zenn would be the facilitator of the retreat. He stated the  
23 session would begin at 9:00 a.m. and end at 3:00 p.m.

24 Mr. Foggin mentioned the Council of Governments Award Dinner would be at the end of  
25 January. He noted it was a great way to meet people and see what other communities were doing.

26 Mr. Foggin indicated Municipal Court would be taking on criminal cases toward the end of  
27 January. He commented the Budget Committee would begin meeting in two weeks; prior to the  
28 Council meeting on January 21, 2014.

29 Mr. Foggin noted that he had been appointed to two League of Oregon Cities committees, the  
30 Finance and Taxation Policy Committee and the Water and Wastewater Committee. He  
31 commented City employees were able to adopt two families and gave large cash donations to two  
32 other charities with all the fundraisers they had done throughout the year.

33 **RESOLUTIONS**

34 **Resolution No. 3284** – A Resolution Amending the Transient Lodging Tax Policy Relating to  
35 Distribution of Discretionary Transient Lodging Tax Collections, and Authorizing the City  
36 Manager to Enter Into a Contract With Dallas Area Visitor's Center for Distribution of Such  
37 Discretionary Tax Collections; and Repealing Resolution 3258.

38 Mr. Foggin advised 30% collected from the Transient Tax was discretionary and the Council gave  
39 that percentage directly to the Visitor's Center. He noted the money was spent well and the  
40 Visitor's Center had climbed out of the hole and had some reserve. He stated it was the obvious  
41 choice to give the entire 100% of the Transient Tax to the Visitor's Center and continue to have  
42 Ms. Pope come and report on the spending. He explained the core events would be supported and  
43 the Visitor's Center would pay the City's Chamber dues and sponsorship to the awards ceremony.

44 Mr. Shetterly advised this contract covered the 30% only. He noted the 70% contract would be  
45 renewed later this year. He reported that 100% of the Transient Tax would be distributed to the  
46 Visitor's Center and noted by State Law 70% of the Transient Tax had to be used on tourism.

47 Councilor Brown asked if the transient tax money was subject to public disclosure or an audit.  
48 Mr. Shetterly affirmed that it was not.

49 A roll call vote was taken and Mayor Dalton declared Resolution No. 3284 to have PASSED BY  
50 A UNANIMOUS VOTE with Councilor Jim Brown, Councilor Jim Fairchild, Councilor Kelly  
51 Gabliks, Councilor Beth Jones, Councilor Jackie Lawson, Councilor Kevin Marshall, Councilor  
52 Murray Stewart, Council President LaVonne Wilson, and Councilor Ken Woods, Jr. voting YES.

1 **FIRST READING OF ORDINANCE**

2 **SECOND READING OF ORDINANCE**

3 **Ordinance No. 1759** – An ordinance amending provisions of the Dallas City Code Section 5.210,  
4 relating to smoking.

5 Councilor Lawson stated the Council was presented with a bus stops discussion and her concern  
6 was the City had nothing defining a school bus stop location. She noted there were numerous  
7 complaints at certain stops and suggested designating locations as a school bus stop.

8 It was moved by Councilor Lawson to table the ordinance to investigate the subject more and  
9 bring it to the next Council meeting on January 21.

10 Councilor Gabliks asked what needed to be more specific in the Ordinance. Councilor Lawson  
11 noted she would like to see designated school bus stops. She recommended giving the Police  
12 Department a better idea of where the stops were and giving parents something to fall back on so  
13 they had the courage to talk to people that were smoking in the bus stop area. Councilor Gabliks  
14 stated the problem she saw was definitively identifying a bus stop became difficult year to year  
15 with state regulations on where younger children had to be picked up. Councilor Lawson reported  
16 that there were five locations with issues and the age groups and demographics wouldn't change  
17 due to where the school bus stops were. She suggested putting signs on the buses and possibly  
18 change the verbiage of the ordinance.

19 Mayor Dalton asked for a second to the motion. There was none. Mayor Dalton declared the  
20 motion died due to the lack of a second.

21 Councilor Brown pointed out that Augusta, Maine's ordinance stated that the presence of children  
22 constituted a bus stop.

23 Mr. Shetterly advised that not every term in an ordinance needed to be defined. He indicated the  
24 court would apply the "plain and ordinary meaning" and wouldn't have a problem understanding  
25 what a bus stop was.

26 Councilor Jones commented she didn't see a negative to having the School District start with a  
27 letter and letting them handle it. Councilor Marshall stated that having the ordinance would give  
28 the School District something to fall back on. Councilor Jones noted the negative to adopting the  
29 ordinance would be the bad public relations. She asked what the potential negative was to giving  
30 it to the School District and let them deal with it. She asked if it was one family at the bus stop,  
31 were we telling those parents they couldn't smoke with their kids. She suggested giving this to the  
32 School District and letting them deal with it until they got complaints.

33 Council President Wilson noted that giving this issue to the School District was a problem with  
34 no enforcement in place. Councilor Jones asked the Council to consider if it was only one family,  
35 would we cite the parents for smoking outside with their kids.

36 A roll call vote was taken and Mayor Dalton declared Ordinance No. 1759 to have PASSED BY  
37 A MAJORITY VOTE with Councilor Jim Brown, Councilor Jim Fairchild, Councilor Kelly  
38 Gabliks, Councilor Jackie Lawson, Councilor Kevin Marshall, Councilor Murray Stewart,  
39 Council President LaVonne Wilson, and Councilor Ken Woods, Jr. voting YES, and Councilor  
40 Beth Jones voting NO.

41 **OTHER BUSINESS**

42 Mayor Dalton recessed the meeting at 7:48 p.m.

43 **EXECUTIVE SESSION**

44 Mayor Dalton reconvened the Council meeting at 9:09 pm

45 There being no further business, the meeting adjourned at 9:10 p.m.

Read and approved this \_\_\_\_\_ day of \_\_\_\_\_ 2013.

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Mayor

ATTEST:

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City Manager

# DALLAS CITY COUNCIL REPORT

**TO: MAYOR BRIAN DALTON AND CITY COUNCIL**

<i>City of Dallas</i>	<b>Agenda Item No. 6 b</b>	<b>Topic:</b> Budget Committee Appointments
<b>Prepared By:</b> Emily Gagner	<b>Meeting Date:</b> January 21, 2014	<b>Attachments:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Approved By:</b> Ron Foggini		

RECOMMENDED ACTION:

Approval of the Consent Agenda would appoint Mike Arras and Bill Hahn and reappoint Darand Davies to the Budget Committee.

BACKGROUND:

Effective December 31, 2013, the terms for Budget Committee members Chris Bellamy, Paul Trahan, and Darand Davies expired. Mr. Bellamy and Mr. Trahan were not interested in serving another term. Mr. Davies expressed his desire to serve another term. We advertised for the committee vacancies and received 3 applications. One applicant has since explained he had other responsibilities that would require his absence and requested we wait and consider his application next year instead.

I've attached copies of the 2 interested citizens' applications. Staff has reviewed these and feels both would provide good insight to the budget process. We recommend appointing Mike Arras and Bill Hahn to the Budget Committee and reappointing Darand Davies to the Budget Committee to serve 3-year terms.

FISCAL IMPACT:

None

ATTACHMENTS:

Applications from Mr. Arras and Mr. Hahn



**CITIZEN COMMITTEE INTEREST FORM**

Name: William Hahn

Address: [REDACTED] LaCreole Dr, Dallas, OR 97338

Mailing Address: [REDACTED] Dallas, OR 97338

Phone: Work: NA Home: [REDACTED]

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

Occupation and Employer: Retired Fire Chief for City of Dallas

Employer's Address and Telephone: NA

May we contact you at work?       Yes       No

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

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Budget Committee                            | <input type="checkbox"/> Parks and Recreation Board                |
| <input type="checkbox"/> Citizens Advisory Committee for the Comprehensive Plan | <input 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.

THROUGH MY SERVICE AS AN EMPLOYEE  
AND WORKING ON THE BUDGET, I BELIEVE  
THAT I CAN OFFER SOME POSITIVE INPUT  
BY SERVING ON BUDGET COMMITTEE.

**Educational Background**

High School: Albany Union High School

Graduated  GED

College: Merritt Davis School of Commerce

Degree: Public Accounting

**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.

William K. Helm  
Applicant's Signature

1-9-2014  
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 Recorders 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: Mike ARRAS

Address: [REDACTED] SW Mill St.

Mailing Address: same

Phone: Work: 503. [REDACTED] Home: [REDACTED]

E-mail Address: [REDACTED] Yrs as Dallas Resident: 2

Occupation and Employer: Pharmacist Consultant

Employer's Address and Telephone: [REDACTED]

May we contact you at work?  Yes  No

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

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Budget Committee                            | <input checked="" type="checkbox"/> Parks and Recreation Board     |
| <input type="checkbox"/> Citizens Advisory Committee for the Comprehensive Plan | <input checked="" type="checkbox"/> Planning Commission            |
| <input checked="" 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.

Recently moved to Dallas 3/12, moved since 9/13  
Boards Inv. Sat 60

- ① Planning Commission
- ② Zoning Board
- ③ Police Retirement - chairman

**Educational Background**

High School: \_\_\_\_\_  Graduated  GED

College: \_\_\_\_\_ Degree: \_\_\_\_\_

**Previous Volunteer/Committee Experience:**

Volunteer Agency: \_\_\_\_\_

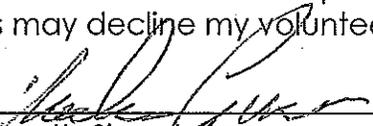
Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

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.

  
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: \_\_\_\_\_

Michael D. Arras RPh,CPh,  
[REDACTED] SW Mill St.,  
Dallas, Oregon 97338  
[REDACTED]

Education: University of Cincinnati College of Pharmacy  
UC School of Business Administration  
Certified Pharmacy Consultant  
ACPE Certified Cardiovascular , Diabetes, MTM and Immunization

Positions : Natural Pharmacy Consultant Group - Consultant Pharmacist- 1995- present, 10-20hr/wk  
Walgreens - Retail - 5-2012 – 11-2013; Staff pharmacist duties  
Winn-Dixie – Retail - 01-2010 – 03-2012 Staff, consultant, MTM duties  
Palms of Pasadena Hospital - 01-2006 - 11-2009  
Consultant/ Clinical /Staff Pharmacist duties  
CVS/Eckerd /Rite-Aid - 11-1982 – 12-2005,  
RA south east stores were acquired by Eckerd in 1998  
which in turn were acquired by CVS in 2004  
Divisional Director of Personnel  
Pharmacy District Manager  
Manager LTC Facilities,  
Chief Pharmacist in a number of high volume pharmacies in Tampa

**Achievements:**

Consultant /Governmental : Providing Inspections, MAR review and compliance, DUR/MTM consulting, Staff/Facility in-services, Pharmacy/Therapeutic Committee, Drug Formulary set-up and review in Nursing home and LTC, as well as Local, State and Federal facility inspection/compliance.(state, federal and FBI security vetted)

Hospital: Consultant services to county wide satellite clinics  
Antibiotic Kinetics and Dosage regimens, TPN review and dosing, Chemo/Oncology dosing and IV prep., IV Admixture certified, as well as general staff duties and data entry. Conversant with Joint Commission rules, regulations and inspection protocols.

Long Term: Managed all aspects of a 1500 bed LTC Pharmacy:, marketing, contracting, fulfillment, delivery, billing and customer service. Facility set-up and work flow

Operations: Increased the profitable operation of multiple pharmacies in North Carolina and Central Florida which encompassed total PL, purchasing, inventory control, store opening, acquisitions, personnel, store and public education with sales of over 100 million dollars

Human Resources: In charge of the hiring, terminations, training, raise/compensation overview, payroll, mediation recruitment and development of SOP's with a national pharmacy chain

**Awards and Affiliations:**

Numerous operational, managerial, HR and profit awards  
Pharmacist and District Manager of the year (Rite Aid)  
Long Term Care Ombudsman Program- appointed by Gov. Jeb.Bush  
Appointed by Gulfport City Council to 3 City Boards  
Chairman – Gulfport Police Pension Fund  
Chairman – Brewster Tech Pharmacy Technician Program  
ASCP – American Society of Consultant Pharmacists  
ASHP—American Society of Health System Pharmacists  
FPA --Florida Pharmacy Association

# DALLAS CITY COUNCIL REPORT

**TO: MAYOR BRIAN DALTON AND CITY COUNCIL**

<i>City of Dallas</i>	<b>Agenda Item No. 6 c</b>	<b>Topic:</b> Planning Commission Appointment
<b>Prepared By:</b> Emily Gagner	<b>Meeting Date:</b> January 21, 2014	<b>Attachments:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Approved By:</b> Ron Foggin		

RECOMMENDED ACTION:

Approval of the Consent Agenda would reappoint Carol Kowash to the Planning Commission.

BACKGROUND:

Carol Kowash's term on the Planning Commission ended on December 31, 2013. She has indicated an interest in serving another 4-year term. We advertised the vacancy and did receive one other application from Joe Koubek. Per the Council's request to be informed of committee applicant's other committee memberships, Mr. Koubek currently serves on the Budget Committee, Urban Renewal Advisory Committee, and chaired the Utility Rate Advisory Committee. Ms. Kowash only serves on the Planning Commission, and according to staff has been a valuable asset. Staff recommends reappointing Carol Kowash to the Planning Commission.

FISCAL IMPACT:

None

ATTACHMENTS:

Application from Ms. Kowash



CITIZEN COMMITTEE INTEREST FORM

Name: Carol S. Kowash

Address: [redacted] W. Ellendale, Dallas OR 97338

Mailing Address: Same

Phone: Work: 503 [redacted] Home: [redacted]

E-mail Address: [redacted] Yrs as Dallas Resident: 19

Occupation and Employer: Tax Credit Prog. Mgr, Oregon Housing Comm

Employer's Address and Telephone: 785 Sumner St. NE, Salem 97301-5005

May we contact you at work? [X] Yes [ ] No

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

- [ ] Budget Committee
[ ] Parks and Recreation Board
[X] Citizens Advisory Committee for the Comprehensive Plan?
[X] Planning Commission
[ ] Economic Development Commission
[ ] Urban Renewal District Advisory Committee
[ ] Library Board
[ ] 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.

Interested in Housing and City Planning Issues. Desire to facilitate development of Affordable Housing. Assessing the possibility of third career possibilities after State Retirement. Always interested in learning new skills and expanding knowledge.

**Educational Background**

High School: Sprague High, Salem  Graduated  GED

College: Chemeketa Degree: Accounting/Management

**Previous Volunteer/Committee Experience:**

Volunteer Agency: St. Philip's, Juanita Holton, Rel. Ed  
Address: Dallas Telephone: Director

Duties: Religious Education Teacher - 5/6

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.

Carol S. Kwash  
Applicant's Signature

Jan. 14, 2014  
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: 1/14/14 Date appointed: \_\_\_\_\_

Board, Commission or Committee: \_\_\_\_\_

*City of Dallas, Polk County, Oregon*

# **PROCLAMATION**

*Fire Service Appreciation Day, January 27, 2014*

*WHEREAS, all Dallas residents benefit from the selfless service of our highly trained firefighters, and each of us has a greater sense of security knowing they are well prepared to combat fires and the destruction that fires can bring; and*

*WHEREAS, firefighters face immeasurable risk every time they answer the alarm and speed off to fight a fire, an emergency medical call, or a vehicle accident where the risks can never be adequately known; and*

*WHEREAS, the proud men and women who become Dallas firefighters perform an immensely important public service in saving lives, protecting property, and promoting community values, including the hours of extra time they provide helping with the Christmas and Summerfest events; and*

*WHEREAS, firefighters in Dallas, whether paid or volunteer, exemplify the highest level of public service, both by their selfless bravery and also their commitment to professionalism through frequent training and re-training; and*

*WHEREAS, not only do they train together with other nearby fire departments, but also with the Ambulance and Police Departments to ensure safety and coordination when on scene together; and*

*WHEREAS, this occasion provides our elected leaders an opportunity to celebrate the day-to-day heroism of all firefighters serving Dallas, as all Dallas residents join to express gratitude to the remarkable people who wear the firefighters' uniform;*

*NOW, THEREFORE, BE IT RESOLVED that the Dallas City Council hereby PROCLAIMS January 27, 2014, to be:*

## **“FIRE SERVICE APPRECIATION DAY”**

*Signed this 21st day of January, in the year 2014*



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*Brian W. Dalton, Mayor*

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*Ron Foggin, City Manager*



# DALLAS CITY COUNCIL REPORT

To: DALLAS CITY COUNCIL

<i>City of Dallas</i>	<b>Agenda Item No.</b> <b>9a</b>	<b>Topic:</b> Audit Report FY Ending June 30, 2013
<b>Prepared By:</b> Cecilia Ward	<b>Meeting Date:</b> January 21, 2014	<b>Attachments:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Approved By:</b> Ron Foggin		

RECOMMENDED MOTION:

Information Only

BACKGROUND:

Every year the auditor presents the prior year's financial statements to the council for your review and to assist you in fulfilling your responsibilities for oversight of the City's financial reporting. The financial statements for fiscal year ending June 30, 2013, is being presented by Kamala Austin with Merina and Company, LLP.

For your review, the Comprehensive Annual Financial Report was provided to you earlier this month.

FISCAL IMPACT:

None

ATTACHMENTS:

SAS 114 The Auditor's Communication With Those Charged With Governance

December 30, 2013

To the Honorable Mayor and City Council  
City of Dallas, Oregon

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Dallas, Oregon (the City) for the year ended June 30, 2013. Professional standards (for Certified Public Accountants) require that we provide you with information about our responsibilities under general accepted auditing standards and, *Government Auditing Standards* Circular A-133, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated August 7, 2013. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

*Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City are described in Note (1) to the financial statements. As described in Note (12) to the financial statements, the City changed accounting policies related to the financial reporting requirements of the entity by adopting Statements of Governmental Accounting Standards (GASB) Statements No. 61, 62, and 63.

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

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the City's financial statements were:

Management's estimate of the accumulated depreciation is based on historical cost or estimated historical cost if purchased or constructed and donated capital assets are recorded at estimated fair market value at the date of donation.

Management's estimate of the compensated absences payable is based on current wages.

We evaluated the key factors and assumptions used to develop these estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

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

The disclosure of Capital Assets in Note (3) to the financial statements summarizes the changes in capital assets for the year ended June 30, 2013.

The disclosure of Long-term debt Note (4) to the financial statements summarizes the changes in long-term debt for the year ended June 30, 2013 and future debt service requirements.

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

#### *Difficulties Encountered in Performing the Audit*

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

#### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. We noted one likely misstatement with a total financial statement effect of \$233,000 for the City. The misstatement is due to unbilled utility revenue at year end that will not be recognized as revenue until the City bills the utility customer. Management has determined that its effect is immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

#### *Disagreements with Management*

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

#### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated December 30, 2013.

#### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a

consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

#### *Other Audit Findings or Issues*

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

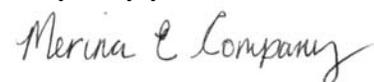
#### Other Matters

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of the Honorable Mayor and City Council and management of The City and is not intended to be and should not be used by anyone other than these specified parties.

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

Very truly yours,



Merina & Company, LLP  
Certified Public Accountants and Consultants

# DALLAS CITY COUNCIL REPORT

To: DALLAS CITY COUNCIL

<i>City of Dallas</i>	<b>Agenda Item No. 9b</b>	<b>Topic:</b> December 2013 Financial Report
<b>Prepared By:</b> Cecilia Ward	<b>Meeting Date:</b> January 21, 2014	<b>Attachments:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Approved By:</b> Ron Foggin		

RECOMMENDED MOTION:

Information Only

BACKGROUND:

Provided is the monthly financial reports for the month of December 2013.

For December 2013:

- Percent collected/spent should be at 50.00%. This can vary up or down depending on seasonal or one-time revenues and expenditures.
- 6 months through the fiscal year all departments are doing well tracking expenditures with most department less or at 50% spent.
- The following capital improvement payments were made in December:  
Urban Renewal-Special Projects (Main Street Project) \$101,277  
Sewer Fund-Sewer Replacement Projects \$10,420

FISCAL IMPACT:

None

ATTACHMENTS:

December 2013 Financial Reports



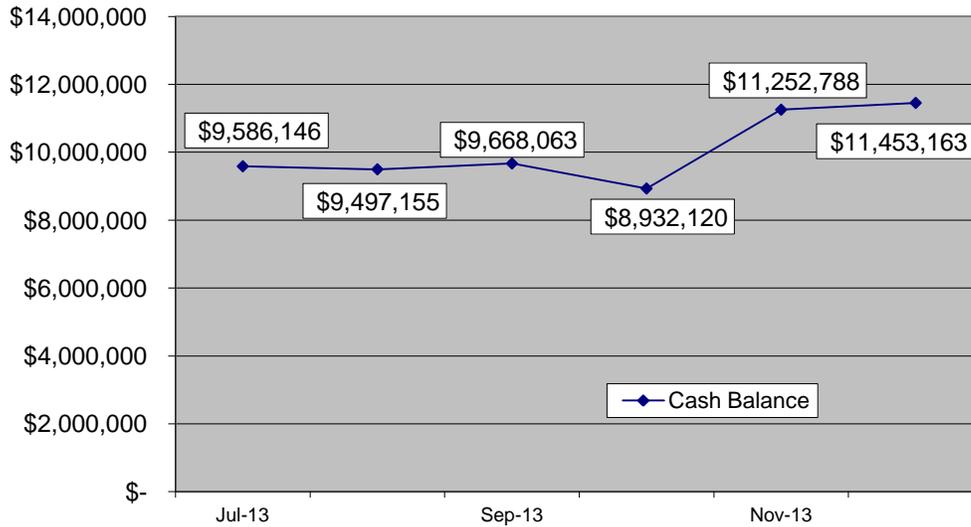
**Monthly Financials  
for the Month of  
December 2013**

**CITY OF DALLAS**  
**Cash Report**  
**For the Period Ending December 31, 2013**

Cash on hand	\$ 645
Cash in Investments	10,888,474
Cash in Bank	564,044
Total Cash Balance as of 11/30/2013	\$ 11,453,163

Restricted/Committed	\$ 6,813,499
Unrestricted	4,639,664
	\$ 11,453,163

Cash Balance

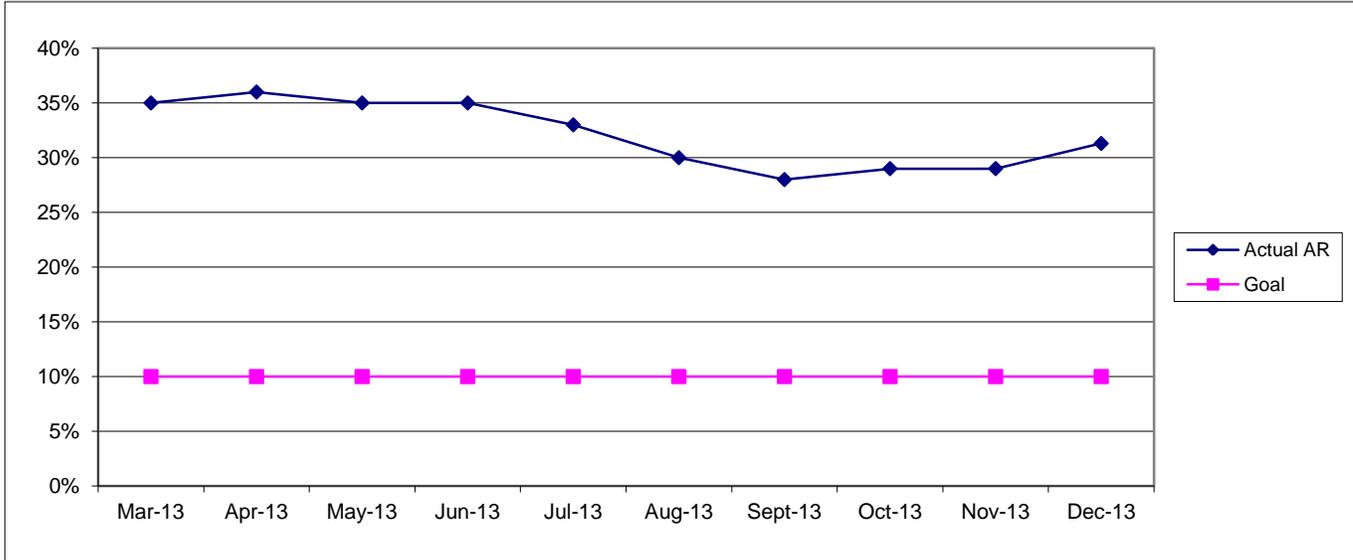


Investment Breakdown

	<u>Ending Bal</u>	<u>Interest YTD</u>
LGIP	\$ 9,710,279	\$ 21,096
Wells Fargo Savings	1,178,195	\$ 178
	\$ 10,888,474	\$ 21,274

**UTILITY AGING REPORT  
December 31, 2013**

	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sept-13	Oct-13	Nov-13	Dec-13
Actual	35%	36%	35%	35%	33%	30%	28%	29%	29%	31%
Goal	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%

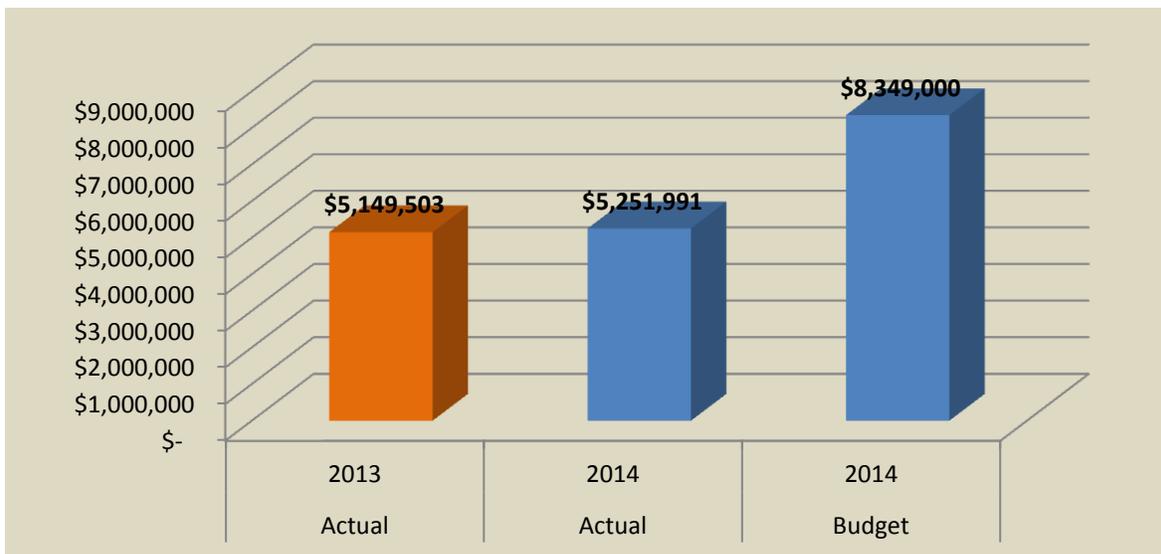


\* Report is for accounts receivable greater than 90 days

**City of Dallas**  
**Monthly Financials**  
**December 2013**

**General Fund Revenue**

Description	Year-to-Date		Budget 2014	Budget Remaining	Percent Collected
	Actual 2013	Actual 2014			
Licenses, Permits and Fees	\$ 613,922	\$ 596,795	\$ 1,379,000	\$ 782,205	43.3%
Fines and Forfeitures	48,441	52,312	155,000	102,688	33.7%
Recreation Fees	208,899	221,024	461,000	239,976	47.9%
Library Fees	40,467	41,181	75,000	33,819	54.9%
Property Taxes	3,046,119	3,098,355	3,444,000	345,645	90.0%
Miscellaneous Taxes	141,306	110,319	225,000	114,681	49.0%
Franchise Fees	369,675	391,252	1,105,000	713,748	35.4%
Inter-governmental	41,650	46,814	187,000	140,186	25.0%
Miscellaneous Revenue	23,170	31,469	43,000	11,531	73.2%
Interest Earnings	5,442	4,928	15,000	10,072	32.9%
Transfers	610,412	657,542	1,260,000	602,458	52.2%
	<b>\$ 5,149,503</b>	<b>\$ 5,251,991</b>	<b>\$ 8,349,000</b>	<b>\$ 1,124,868</b>	<b>62.9%</b>



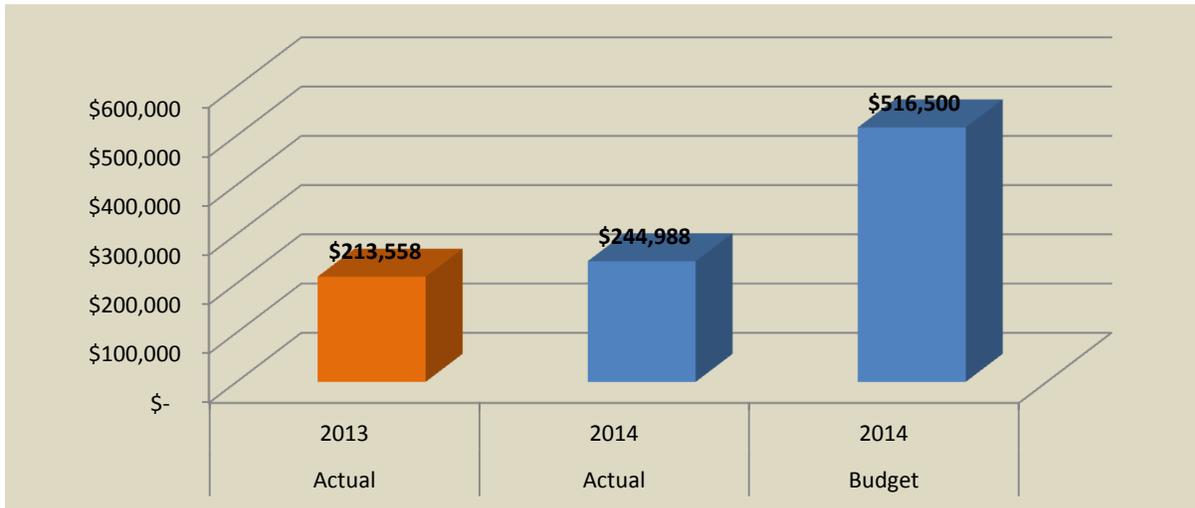
**50% Through the Fiscal Year**

**City of Dallas**  
**Monthly Financials**  
**December 2013**

**Department: Administration**

Description	Year-to-Date		Budget 2014	Budget Remaining	Percent Spent
	Actual 2013	Actual 2014			
Personal Services	\$ 159,561	\$ 184,501	\$ 376,000	\$ 191,499	49.1%
Materials and Supplies	53,997	60,487	140,500	80,013	43.1%
	<b>\$ 213,558</b>	<b>\$ 244,988</b>	<b>\$ 516,500</b>	<b>\$ 271,512</b>	<b>47.4%</b>

There are no capital expenditures budgeted in this department.



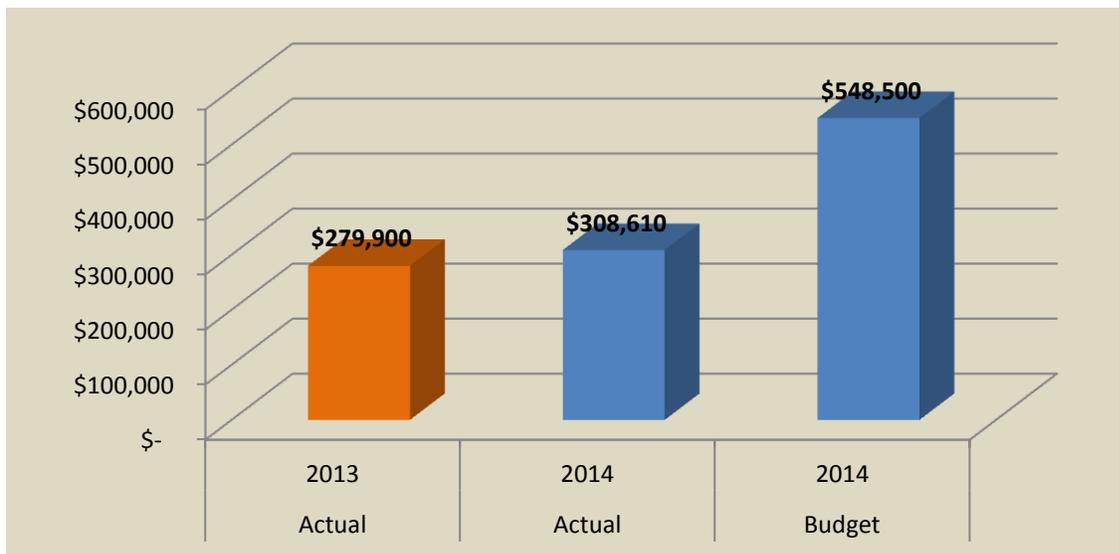
**50% Through the Fiscal Year**

**City of Dallas**  
**Monthly Financials**  
**December 2013**

**Department: Finance**

Description	Year-to-Date		Budget 2014	Budget Remaining	Percent Spent
	Actual 2013	Actual 2014			
Personal Services	\$ 163,839	\$ 175,197	\$ 361,000	\$ 185,803	48.5%
Materials and Supplies	116,061	133,413	187,500	54,087	71.2%
	<b>\$ 279,900</b>	<b>\$ 308,610</b>	<b>\$ 548,500</b>	<b>\$ 239,890</b>	<b>56.3%</b>

There are no capital expenditures budgeted in this department.



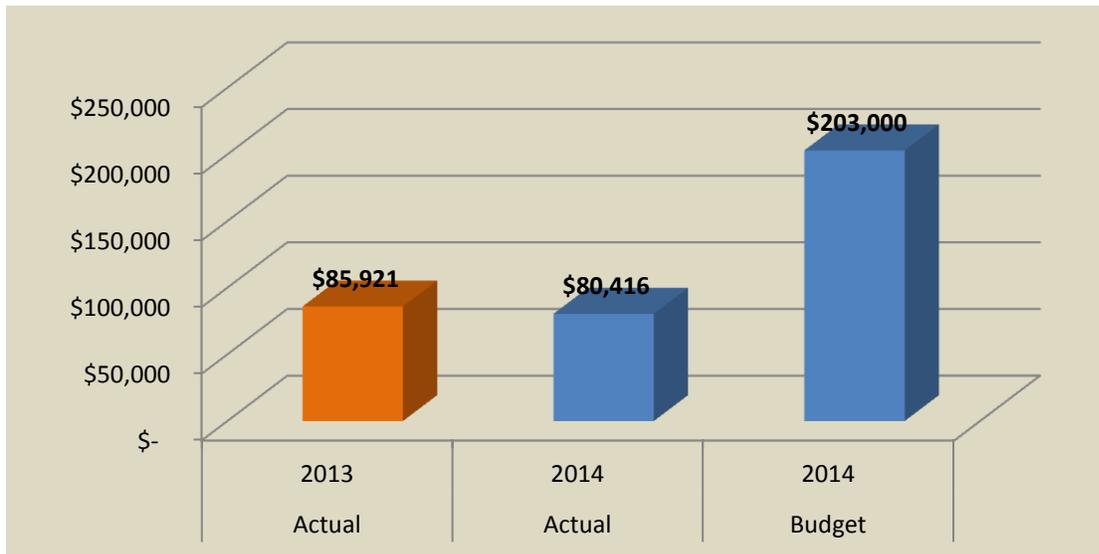
**50% Through the Fiscal Year**

**City of Dallas**  
**Monthly Financials**  
**December 2013**

**Department: Facilities**

Description	Year-to-Date		Year-to-Date		Budget 2014	Budget Remaining	Percent Spent
	Actual 2013	Actual 2014	Budget 2014	Budget Remaining			
Personal Services	\$ 53,975	\$ 53,591	\$ 121,000	\$ 67,409		44.3%	
Materials and Supplies	31,946	26,825	67,000	40,175		40.0%	
Capital Outlay	-	-	15,000	15,000		0.0%	
	<b>\$ 85,921</b>	<b>\$ 80,416</b>	<b>\$ 203,000</b>	<b>\$ 122,584</b>		<b>39.6%</b>	

Capital Expenditures: HVAC system for Carnegie Building - \$15,000



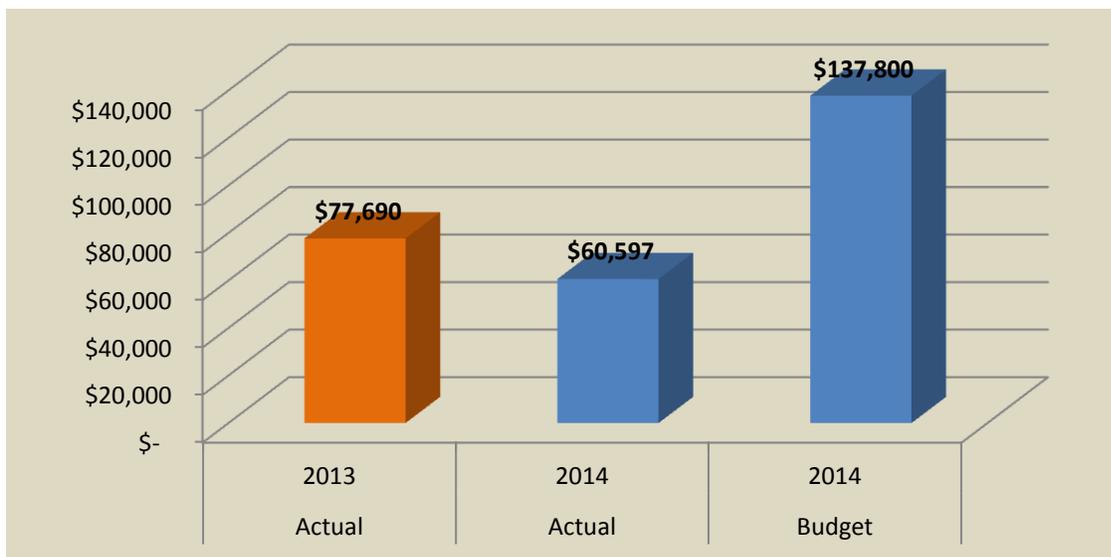
**50% Through the Fiscal Year**

**City of Dallas**  
**Monthly Financials**  
**December 2013**

**Department: Municipal Court**

Description	Year-to-Date	Year-to-Date	Budget 2014	Budget Remaining	Percent Spent
	Actual 2013	Actual 2014			
Personal Services	\$ 69,590	\$ 51,360	\$ 108,500	\$ 57,140	47.3%
Materials and Supplies	8,100	9,237	29,300	20,063	31.5%
	<b>\$ 77,690</b>	<b>\$ 60,597</b>	<b>\$ 137,800</b>	<b>\$ 77,203</b>	<b>44.0%</b>

There are no capital expenditures budgeted in this department.



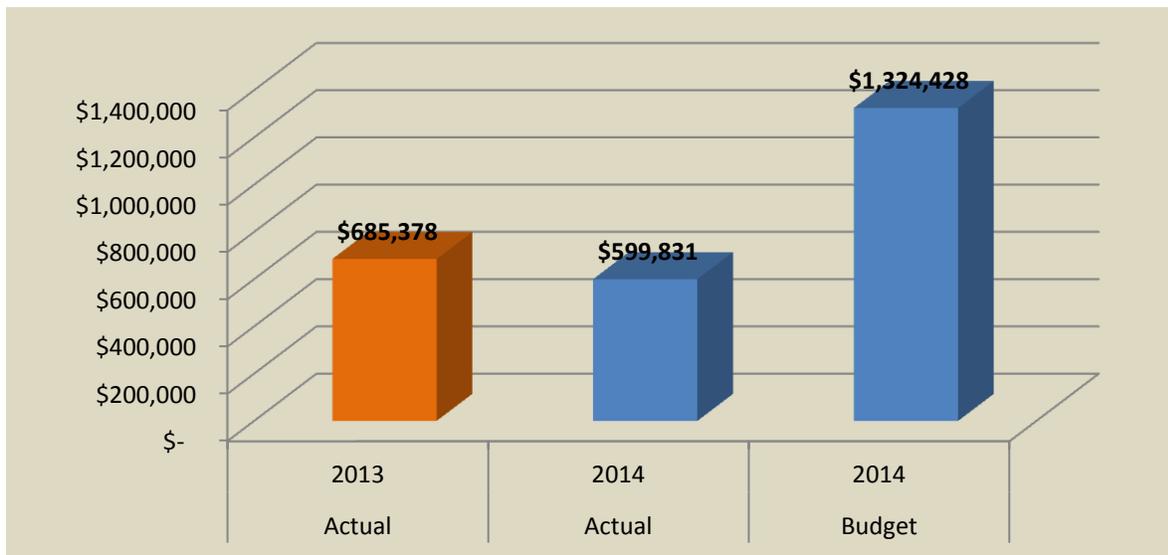
**50% Through the Fiscal Year**

**City of Dallas**  
**Monthly Financials**  
**December 2013**

**Department: Ambulance**

Description	Year-to-Date	Year-to-Date	Budget 2014	Budget Remaining	Percent Spent
	Actual 2013	Actual 2014			
Personal Services	\$ 474,267	\$ 440,833	\$ 927,000	\$ 486,167	47.6%
Materials and Supplies	155,057	138,396	320,125	181,729	43.2%
Capital Outlay	3,914	5,602	10,000	4,398	56.0%
Debt Service	37,140	-	37,303	37,303	0.0%
Transfers	15,000	15,000	30,000	15,000	50.0%
	<b>\$ 685,378</b>	<b>\$ 599,831</b>	<b>\$ 1,324,428</b>	<b>\$ 724,597</b>	<b>45.3%</b>

Capital Expenditures: Replacement of medical equipment - \$7,000  
 Replacement of turnouts - \$3,000



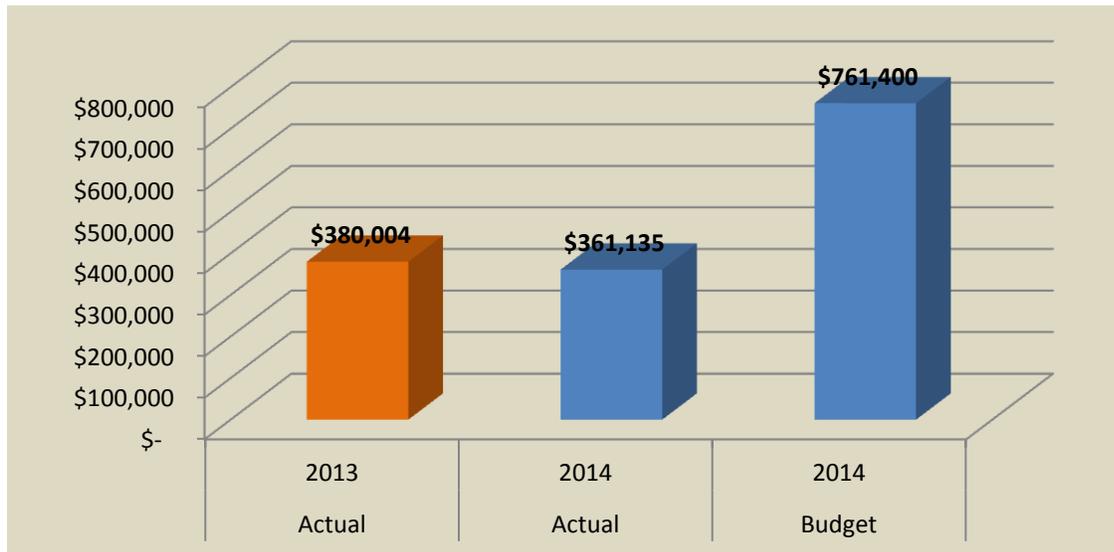
**50% Through the Fiscal Year**

**City of Dallas**  
**Monthly Financials**  
**December 2013**

**Department: Fire**

Description	Year-to-Date	Year-to-Date	Budget 2014	Budget Remaining	Percent Spent
	Actual 2013	Actual 2014			
Personal Services	\$ 227,194	\$ 220,590	\$ 421,000	\$ 200,410	52.4%
Materials and Supplies	109,506	106,621	230,000	123,379	46.4%
Capital Outlay	28,604	19,223	81,000	61,777	23.7%
Transfers	14,700	14,700	29,400	14,700	50.0%
	<b>\$ 380,004</b>	<b>\$ 361,135</b>	<b>\$ 761,400</b>	<b>\$ 400,265</b>	<b>47.4%</b>

Capital Expenditures:                      Replacement of equipment - \$8,000  
    Replacement of turnouts - \$30,000



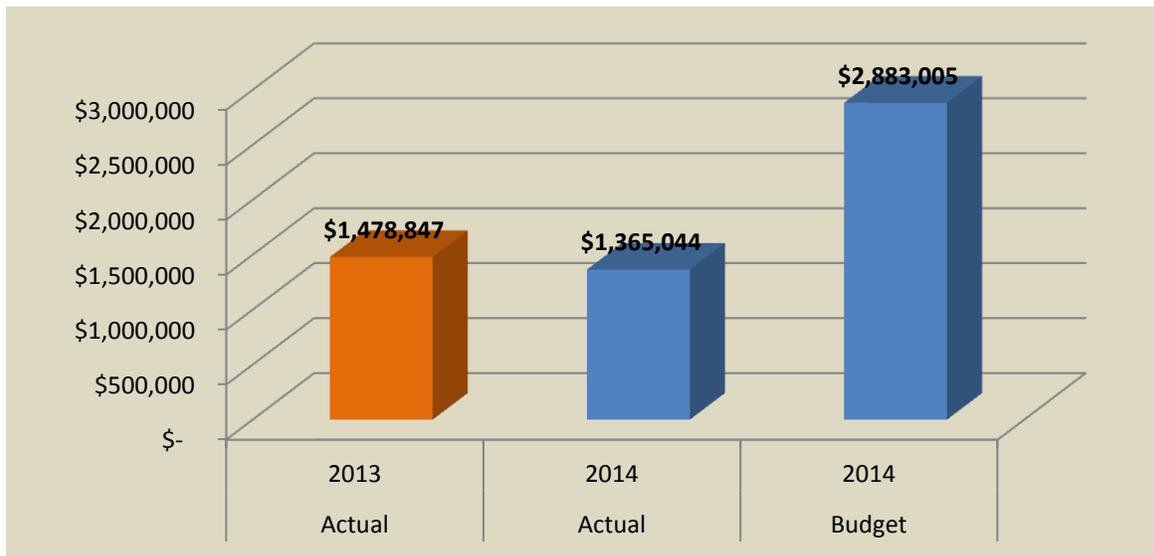
**50% Through the Fiscal Year**

**City of Dallas**  
**Monthly Financials**  
**December 2013**

**Department: Police**

Description	Year-to-Date	Year-to-Date	Budget 2014	Budget Remaining	Percent Spent
	Actual 2013	Actual 2014			
Personal Services	\$ 1,269,846	\$ 1,167,981	\$ 2,445,000	\$ 1,277,019	47.8%
Materials and Supplies	195,501	175,563	403,005	227,442	43.6%
Capital Outlay	-	8,000	8,000	-	100.0%
Transfers	13,500	13,500	27,000	13,500	50.0%
	<b>\$ 1,478,847</b>	<b>\$ 1,365,044</b>	<b>\$ 2,883,005</b>	<b>\$ 1,517,961</b>	<b>47.3%</b>

There are no capital expenditures budgeted in this department.



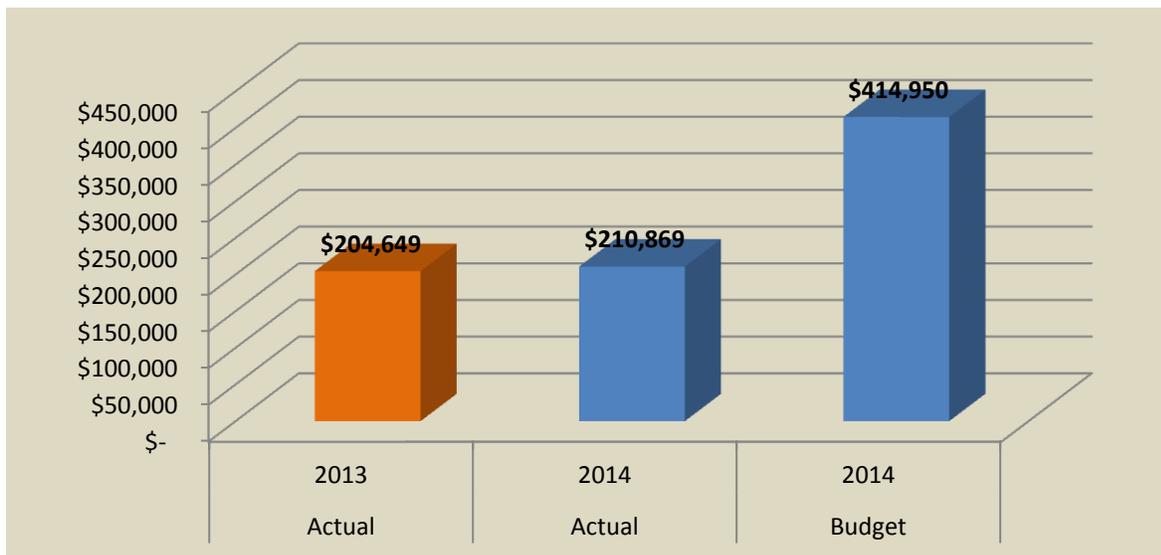
**50% Through the Fiscal Year**

**City of Dallas**  
**Monthly Financials**  
**December 2013**

**Department: Library**

Description	Year-to-Date		Budget 2014	Budget Remaining	Percent Spent
	Actual 2013	Actual 2014			
Personal Services	\$ 165,024	\$ 166,939	\$ 339,000	\$ 172,061	49.2%
Materials and Supplies	39,626	43,929	75,950	32,021	57.8%
	<b>\$ 204,649</b>	<b>\$ 210,869</b>	<b>\$ 414,950</b>	<b>\$ 204,082</b>	<b>50.8%</b>

There are no capital expenditures budgeted in this department.



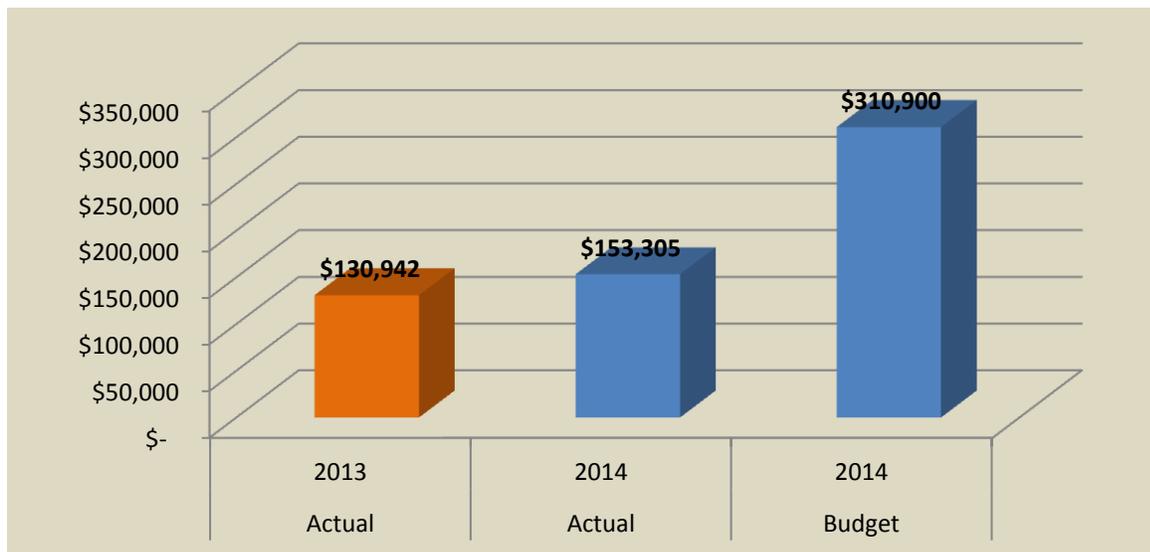
**50% Through the Fiscal Year**

**City of Dallas**  
**Monthly Financials**  
**December 2013**

**Department: Parks**

Description	Year-to-Date	Year-to-Date	Budget 2014	Budget Remaining	Percent Spent
	Actual 2013	Actual 2014			
Personal Services	\$ 82,247	\$ 107,180	\$ 208,000	\$ 100,820	51.5%
Materials and Supplies	46,195	43,626	97,900	54,274	44.6%
Transfers	2,500	2,500	5,000	2,500	50.0%
	<b>\$ 130,942</b>	<b>\$ 153,305</b>	<b>\$ 310,900</b>	<b>\$ 157,595</b>	<b>49.3%</b>

There are no capital expenditures budgeted in this department.



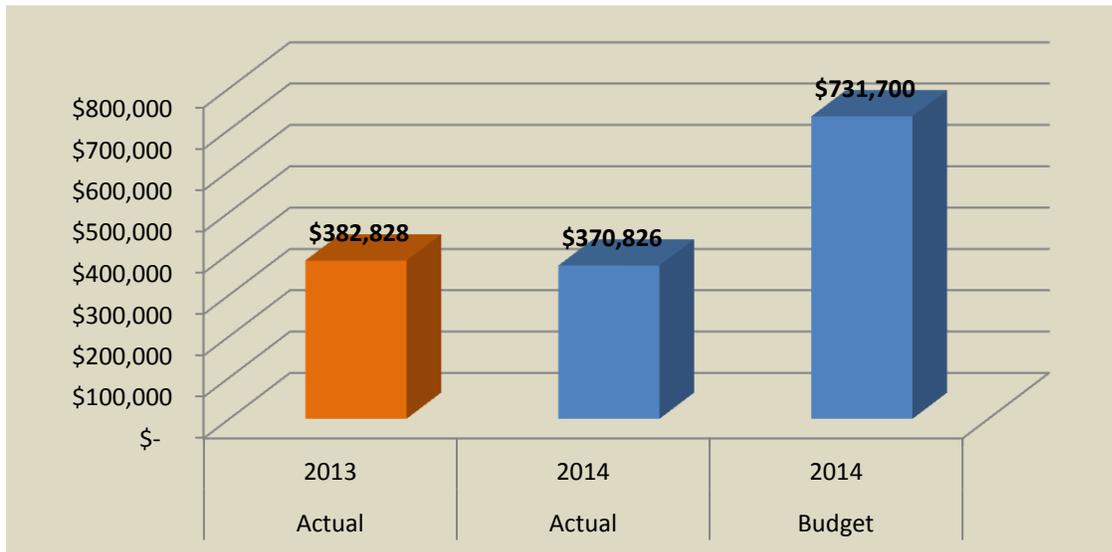
**50% Through the Fiscal Year**

**City of Dallas**  
**Monthly Financials**  
**December 2013**

**Department: Aquatic Center**

Description	Year-to-Date	Year-to-Date	Budget 2014	Budget Remaining	Percent Spent
	Actual 2013	Actual 2014			
Personal Services	\$ 218,251	\$ 210,347	\$ 410,000	\$ 199,653	51.3%
Materials and Supplies	139,577	135,479	271,700	136,221	49.9%
Capital Outlay	25,000	25,000	50,000	25,000	50.0%
	<b>\$ 382,828</b>	<b>\$ 370,826</b>	<b>\$ 731,700</b>	<b>\$ 360,874</b>	<b>50.7%</b>

Capital Expenditures:                      Equipment Reimbursement - \$50,000



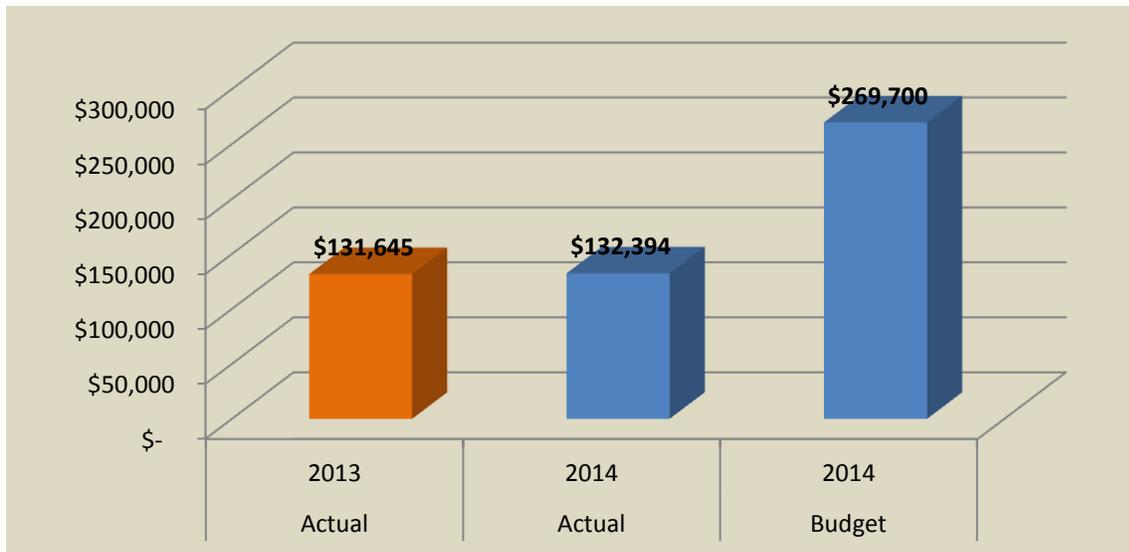
**50% Through the Fiscal Year**

**City of Dallas**  
**Monthly Financials**  
**December 2013**

**Department: Building Inspections**

Description	Year-to-Date	Year-to-Date	Budget 2014	Budget Remaining	Percent Spent
	Actual 2013	Actual 2014			
Personal Services	\$ 124,177	\$ 125,123	\$ 253,000	\$ 127,877	49.5%
Materials and Supplies	7,467	7,272	16,700	9,428	43.5%
	<b>\$ 131,645</b>	<b>\$ 132,394</b>	<b>\$ 269,700</b>	<b>\$ 137,306</b>	<b>49.1%</b>

There are no capital expenditures budgeted in this department.



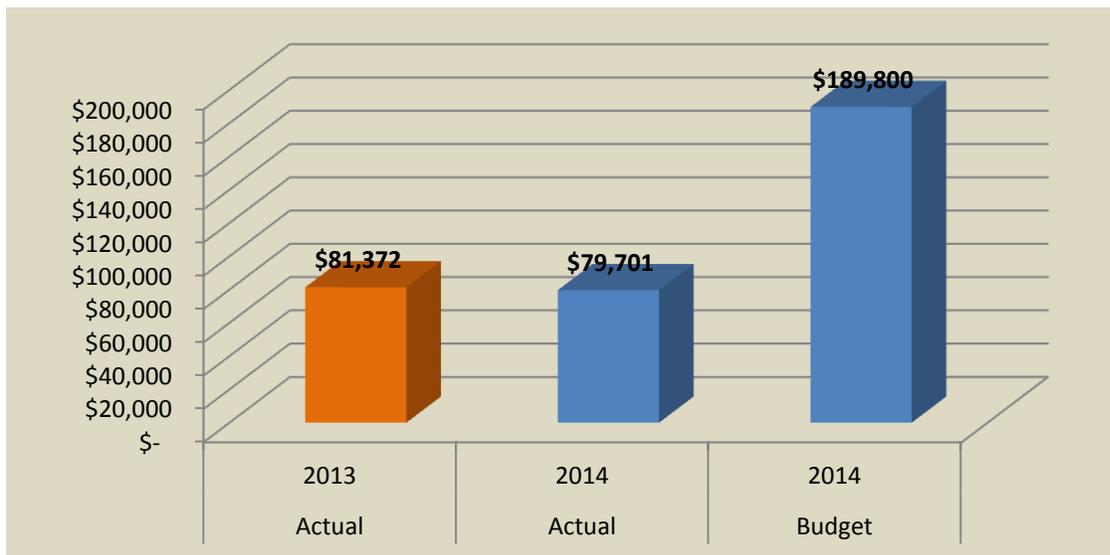
**50% Through the Fiscal Year**

**City of Dallas**  
**Monthly Financials**  
**December 2013**

**Department: Planning**

Description	Year-to-Date		Budget 2014	Budget Remaining	Percent Spent
	Actual 2013	Actual 2014			
Personal Services	\$ 71,461	\$ 71,607	\$ 147,000	\$ 75,393	48.7%
Materials and Supplies	8,211	6,394	39,400	33,006	16.2%
Transfers	1,700	1,700	3,400	1,700	50.0%
	<b>\$ 81,372</b>	<b>\$ 79,701</b>	<b>\$ 189,800</b>	<b>\$ 110,099</b>	<b>42.0%</b>

There are no capital expenditures budgeted in this department.



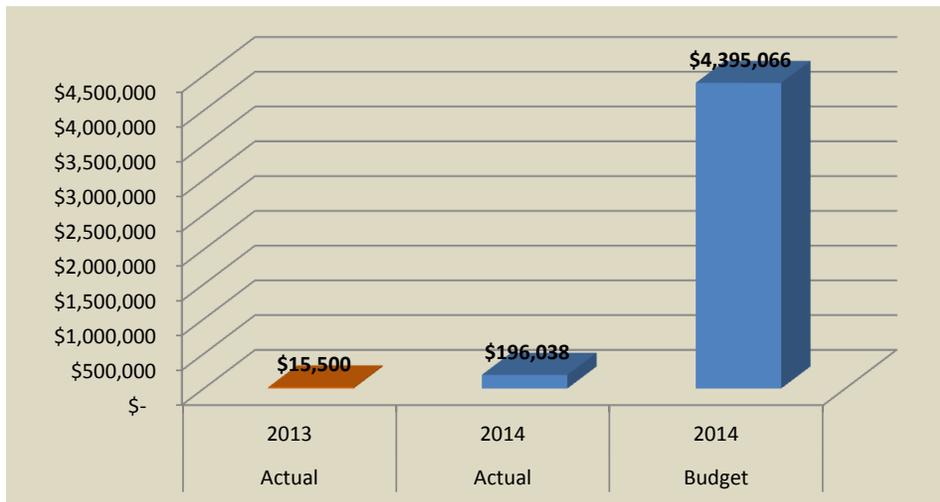
**50% Through the Fiscal Year**

**City of Dallas**  
**Monthly Financials**  
**December 2013**

Department: System Development Fund

Description	Year-to-Date		Budget 2014	Budget Remaining	Percent Collected
	Actual 2013	Actual 2014			
<b>Revenue</b>					
Streets SDC	\$ 18,254	\$ 31,377	\$ 50,000	\$ 18,623	62.8%
Parks SDC	37,662	61,323	100,000	38,677	61.3%
Water SDC	41,299	112,302	100,000	(12,302)	112.3%
Sewer SDC	12,904	116,761	60,000	(56,761)	194.6%
Storm Water SDC	13,658	25,056	30,000	4,944	83.5%
Transfers	630,500	127,566	160,066	32,500	79.7%
	<b>\$ 754,277</b>	<b>\$ 474,384</b>	<b>\$ 500,066</b>	<b>\$ (64,118)</b>	<b>94.9%</b>

Description	Year-to-Date		Budget 2014	Budget Remaining	Percent Spent
	Actual 2013	Actual 2014			
<b>Expenditures</b>					
Street SDC Projects	\$ -	\$ -	\$ 240,000	\$ 240,000	0.0%
Park SDC Projects	3,050	-	242,451	242,451	0.0%
Water SDC Projects	-	-	225,000	225,000	0.0%
Sewer SDC Projects	-	196,038	3,627,615	3,431,577	5.4%
Storm Water SDC Projects	-	-	60,000	60,000	0.0%
Transfers (none for 2014)	12,450	-	-	-	
	<b>\$ 15,500</b>	<b>\$ 196,038</b>	<b>\$ 4,395,066</b>	<b>\$ 4,199,028</b>	<b>4.5%</b>



50% Through the Fiscal Year

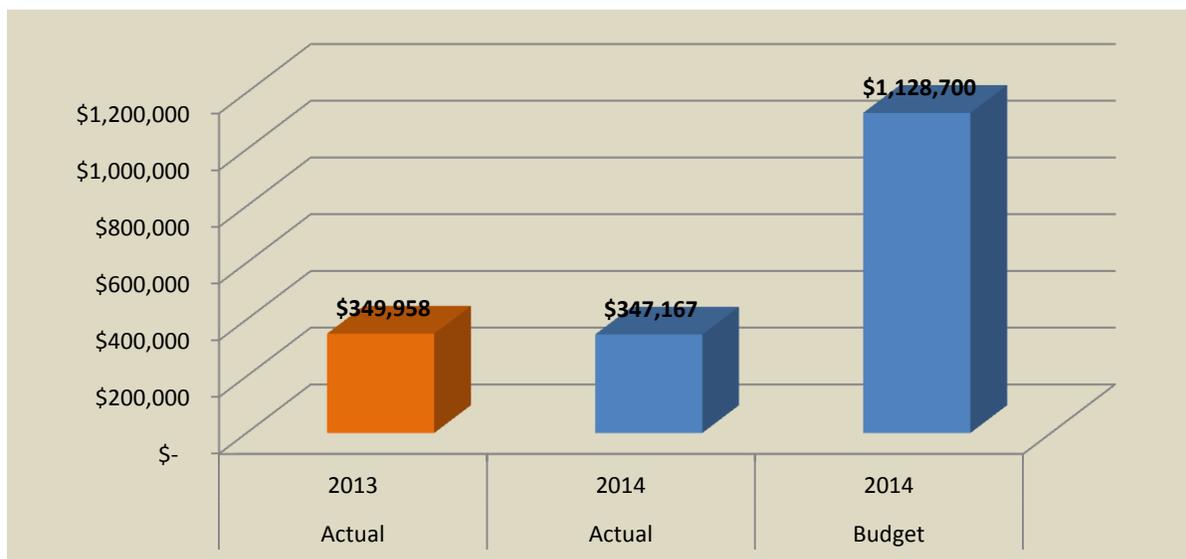
**City of Dallas**  
**Monthly Financials**  
**December 2013**

**Department: Streets**

Description	Year-to-Date	Year-to-Date	Budget 2014	Budget Remaining	Percent Collected
	Actual 2013	Actual 2014			
<b>Revenue</b>					
Highway Reimbursement & Appropriations	\$ 1,023,301	\$ 590,328	\$ 1,025,000	\$ 434,672	57.6%
Miscellaneous Revenue and Interest	11,363	64,391	66,060	1,669	97.5%
	<b>\$ 1,034,665</b>	<b>\$ 654,720</b>	<b>\$ 1,091,060</b>	<b>\$ 436,340</b>	<b>60.0%</b>

Description	Year-to-Date	Year-to-Date	Budget 2014	Budget Remaining	Percent Spent
	Actual 2013	Actual 2014			
<b>Expenditures</b>					
Personal Services	\$ 160,598	\$ 143,864	\$ 292,000	\$ 148,136	49.3%
Materials and Supplies	123,218	118,491	261,700	143,209	45.3%
Capital Outlay	26,141	44,812	495,000	450,188	9.1%
Transfers	40,000	40,000	80,000	40,000	50.0%
	<b>\$ 349,958</b>	<b>\$ 347,167</b>	<b>\$ 1,128,700</b>	<b>\$ 781,533</b>	<b>30.8%</b>

Capital Expenditures: Contractual Overlays - \$475,000  
Sidewalks - \$20,000



**50% Through the Fiscal Year**

**City of Dallas**  
**Monthly Financials**  
**December 2013**

Department: Sewer

Description	Year-to-Date		Budget 2014	Budget Remaining	Percent Collected
	Actual 2013	Actual 2014			
<b>Revenue</b>					
Service Charges and Hook Up Fees	\$ 2,966,626	\$ 1,542,714	\$ 3,037,000	\$ 1,494,286	50.8%
Miscellaneous Revenue and Interest	204,721	323,531	120,000	\$ (203,531)	269.6%
	<b>\$ 3,171,347</b>	<b>\$ 1,866,245</b>	<b>\$ 3,157,000</b>	<b>\$ 1,290,755</b>	<b>59.1%</b>

Description	Year-to-Date		Budget 2014	Budget Remaining	Percent Spent
	Actual 2013	Actual 2014			
<b>Expenditures</b>					
Personal Services	\$ 299,603	\$ 290,957	\$ 593,500	\$ 302,543	49.0%
Materials and Supplies	\$ 468,463	\$ 475,889	\$ 1,070,500	\$ 594,611	44.5%
Capital Outlay	\$ 94,794	\$ 591,005	\$ 810,000	\$ 218,995	73.0%
Transfers	\$ 375,332	\$ 275,000	\$ 550,000	\$ 275,000	50.0%
Debt Service (2013 in Debt Service Fund)	\$ -	\$ 92,259	\$ 1,004,550	\$ 912,291	9.2%
	<b>\$ 1,238,192</b>	<b>\$ 1,725,110</b>	<b>\$ 4,028,550</b>	<b>\$ 2,303,440</b>	<b>42.8%</b>

Capital Expenditures:

- Equipment - \$65,000
- Rickereall Crk Interceptor CIP - \$500,000
- Siphon Replacement - \$100,000
- I & I - \$25,000
- Storm Projects - \$20,000
- WWTF Capital Improvements - \$50,000
- Sewer Replacement Projects - \$50,000



**50% Through the Fiscal Year**

**City of Dallas**  
**Monthly Financials**  
**December 2013**

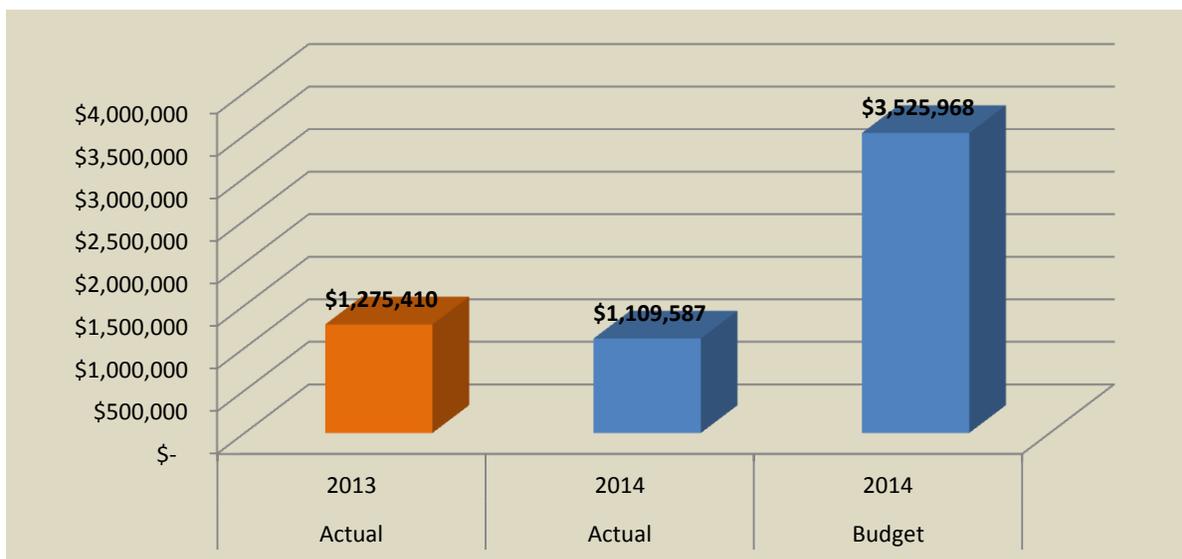
**Department: Water**

Description	Year-to-Date	Year-to-Date	Budget 2014	Budget Remaining	Percent Collected
	Actual 2013	Actual 2014			
<b>Revenue</b>					
Service Charges and Connection Fees	\$ 2,084,881	\$ 1,228,075	\$ 2,142,000	\$ 913,925	57.3%
Miscellaneous Revenue and Interest	49,558	53,497	1,545,000	1,491,503	3.5%
	<b>\$ 2,134,440</b>	<b>\$ 1,281,572</b>	<b>\$ 3,687,000</b>	<b>\$ 2,405,428</b>	<b>34.8%</b>

Description	Year-to-Date	Year-to-Date	Budget 2014	Budget Remaining	Percent Spent
	Actual 2013	Actual 2014			
<b>Expenditures</b>					
Personal Services	\$ 203,411	\$ 195,059	\$ 398,000	\$ 202,941	49.0%
Materials and Supplies	\$ 336,306	\$ 354,060	\$ 705,000	350,940	50.2%
Capital Outlay	\$ -	\$ -	\$ 1,650,000	1,650,000	0.0%
Transfers	\$ 735,693	\$ 212,500	\$ 425,000	212,500	50.0%
Debt Service (2013 in Debt Service Fund)	\$ -	\$ 347,967	\$ 347,968	1	100.0%
	<b>\$ 1,275,410</b>	<b>\$ 1,109,587</b>	<b>\$ 3,525,968</b>	<b>\$ 2,416,382</b>	<b>31.5%</b>

Capital Expenditures:

- AMR Project- \$1,500,000
- Water Line Replacement Project - \$50,000
- Transmission Water Line- \$100,000



**50% Through the Fiscal Year**

**City of Dallas**  
**Monthly Financials**  
**December 2013**

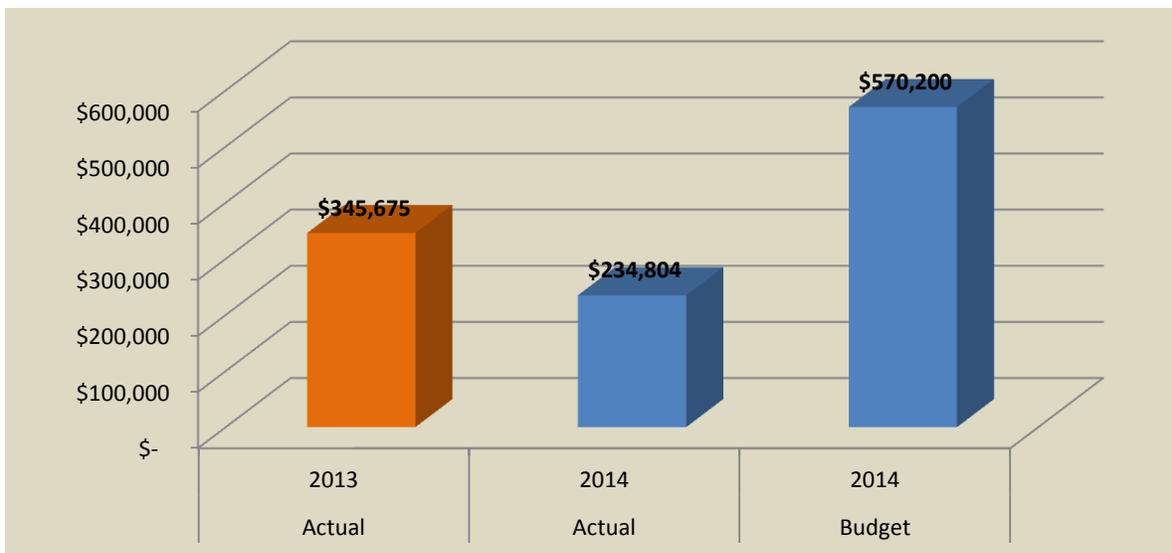
Department: Fleet

Description	Year-to-Date		Budget 2014	Budget Remaining	Percent Collected
	Actual 2013	Actual 2014			
<b>Revenue</b>					
Service Charges and Total Care	\$ 429,802	\$ 213,139	\$ 427,000	\$ 213,861	49.9%
Miscellaneous Revenue	103,958	45,358	84,800	39,443	53.5%
	<b>\$ 533,761</b>	<b>\$ 258,497</b>	<b>\$ 511,800</b>	<b>\$ 253,303</b>	<b>50.5%</b>

Description	Year-to-Date		Budget 2014	Budget Remaining	Percent Spent
	Actual 2013	Actual 2014			
<b>Expenditures</b>					
Personal Services	\$ 101,291	\$ 96,996	\$ 201,000	\$ 104,004	48.3%
Materials and Supplies	\$ 85,223	\$ 97,818	\$ 192,200	94,382	50.9%
Capital Outlay	\$ 119,162	\$ (10)	\$ 97,000	97,010	0.0%
Transfers	\$ 40,000	\$ 40,000	\$ 80,000	40,000	50.0%
	<b>\$ 345,675</b>	<b>\$ 234,804</b>	<b>\$ 570,200</b>	<b>\$ 335,396</b>	<b>41.2%</b>

Capital Expenditures:

Equipment - \$65,000 (Sewer Camera System)  
 Building Improvements - \$32,000



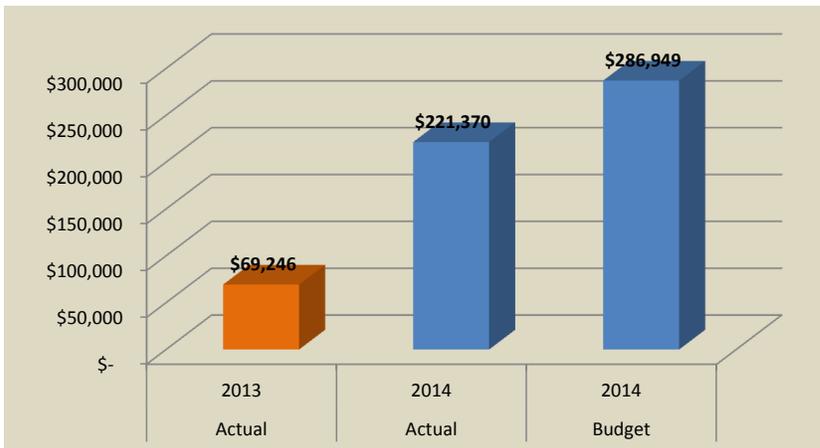
50% Through the Fiscal Year

**City of Dallas**  
**Monthly Financials**  
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**Department: Trust Fund**

Description	Year-to-Date		Budget 2014	Budget Remaining	Percent Collected
	Actual 2013	Actual 2014			
<b>Revenue</b>					
Aquatics	\$ -	\$ -	\$ -	\$ -	
Fire and Ambulance	34,669	18,766	30,000	11,234	62.6%
Street	-	-	-	-	
Transient Lodging	40,088	-	-	-	
Miscellaneous	811	591	1,000	409	59.1%
Economic Development	27,737	20,000	30,000	10,000	66.7%
Park	3,050	2,719	-	(2,719)	
Police	7,508	-	-	-	
Library	1,088	16,363	5,800	(10,563)	282.1%
	<b>\$ 114,952</b>	<b>\$ 58,440</b>	<b>\$ 66,800</b>	<b>\$ 8,360</b>	<b>87.5%</b>

Description	Year-to-Date		Budget 2014	Budget Remaining	Percent Spent
	Actual 2013	Actual 2014			
<b>Expenditures</b>					
Aquatics	\$ 6,379	\$ -	\$ -	\$ -	
Fire and Ambulance	22,257	21,669	61,274	39,605	35.4%
Street	-	-	-	-	
Transient Lodging	30,121	-	-	-	
Miscellaneous	240	115	3,000	2,885	3.8%
Economic Development	3,260	19,595	48,000	28,405	40.8%
Park	2,014	1,736	-	(1,736)	
Police	2,505	-	-	-	
Library	2,471	8,528	6,000	(2,528)	142.1%
Transfers	-	169,727	168,675	(1,052)	100.6%
	<b>\$ 69,246</b>	<b>\$ 221,370</b>	<b>\$ 286,949</b>	<b>\$ 65,579</b>	<b>77.1%</b>



**50% Through the Fiscal Year**

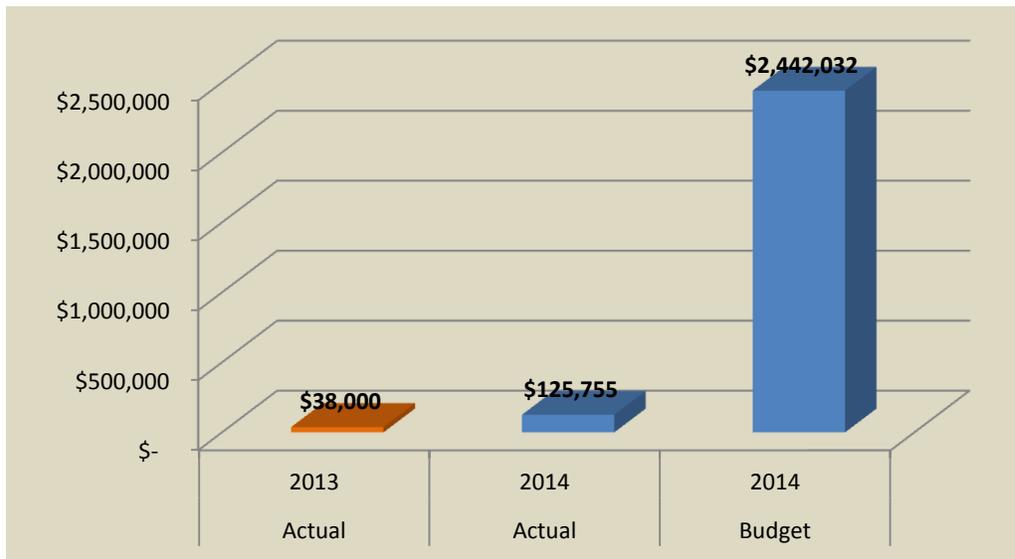
**City of Dallas**  
**Monthly Financials**  
**December 2013**

**Department: Grant Fund**

Description	Year-to-Date	Year-to-Date	Budget 2014	Budget Remaining	Percent Collected
	Actual 2013	Actual 2014			
<b>Revenue</b>					
Police	\$ 8,018	\$ 8,393	\$ 12,000	\$ 3,607	69.9%
Fire	38,047	-	456,532	456,532	0.0%
Parks and Trails	501	501	470,000	469,499	0.1%
Miscellaneous	769	26,020	1,503,500	1,477,480	1.7%
	<b>\$ 47,335</b>	<b>\$ 34,914</b>	<b>\$ 2,442,032</b>	<b>\$ 2,407,118</b>	<b>1.4%</b>

Description	Year-to-Date	Year-to-Date	Budget 2014	Budget Remaining	Percent Spent
	Actual 2013	Actual 2014			
<b>Expenditures</b>					
Police	\$ -	\$ 750	\$ 12,000	\$ 11,250	6.3%
Fire	38,000	-	456,532	456,532	0.0%
Parks and Trails	-	124,308	470,000	345,692	26.4%
Miscellaneous	-	697	1,503,500	2,803	0.0%
	<b>\$ 38,000</b>	<b>\$ 125,755</b>	<b>\$ 2,442,032</b>	<b>\$ 816,277</b>	<b>5.1%</b>

Grant Projects: Police - vests, misc.  
 Fire - Hydraulic rescue tool system, pumper  
 Parks and Trails - Rickreall Crk Trail System  
 Miscellaneous - CDBG; Ready to Read



**50% Through the Fiscal Year**

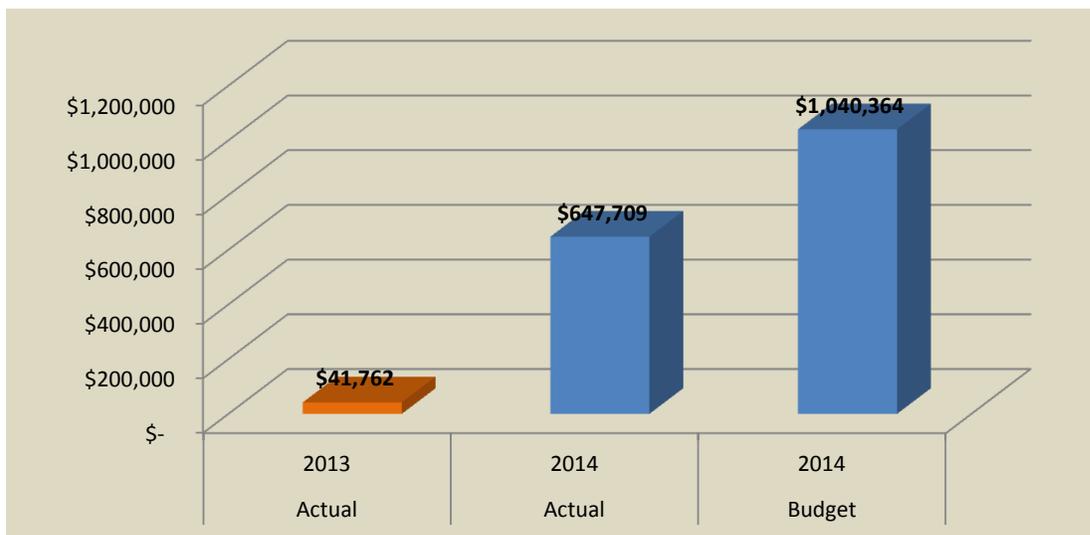
**City of Dallas**  
**Monthly Financials**  
**December 2013**

**Department: Urban Renewal Fund**

Description	Year-to-Date		Budget 2014	Budget Remaining	Percent Collected
	Actual 2013	Actual 2014			
<b>Revenue</b>					
Property Taxes	\$ 121,062	\$ 126,216	\$ 125,000	\$ (1,216)	101.0%
Interest Earnings	2,311	1,291	1,000	(291)	129.1%
Miscellaneous Revenue	-	50	1,000	950	5.0%
Finance Proceeds	-	750,000	750,000	-	100.0%
	<b>\$ 123,373</b>	<b>\$ 877,558</b>	<b>\$ 877,000</b>	<b>\$ (1,508)</b>	<b>100.1%</b>

Description	Year-to-Date		Budget 2014	Budget Remaining	Percent Spent
	Actual 2013	Actual 2014			
<b>Expenditures</b>					
Personal Services	\$ 7,203	\$ 8,168	\$ 16,000	\$ 7,832	51.1%
Materials and Services	-	11,798	13,000	1,202	90.8%
Debt Service	-	-	86,395	86,395	0.0%
Capital Expenditures	34,559	627,743	875,000	247,257	71.7%
Grants	-	-	40,000	40,000	0.0%
Transfers	-	-	9,969	9,969	0.0%
	<b>\$ 41,762</b>	<b>\$ 647,709</b>	<b>\$ 1,040,364</b>	<b>\$ 392,655</b>	<b>62.3%</b>

Capital Expenditures: 800/900 Block Main Street Project  
Property Acquisition



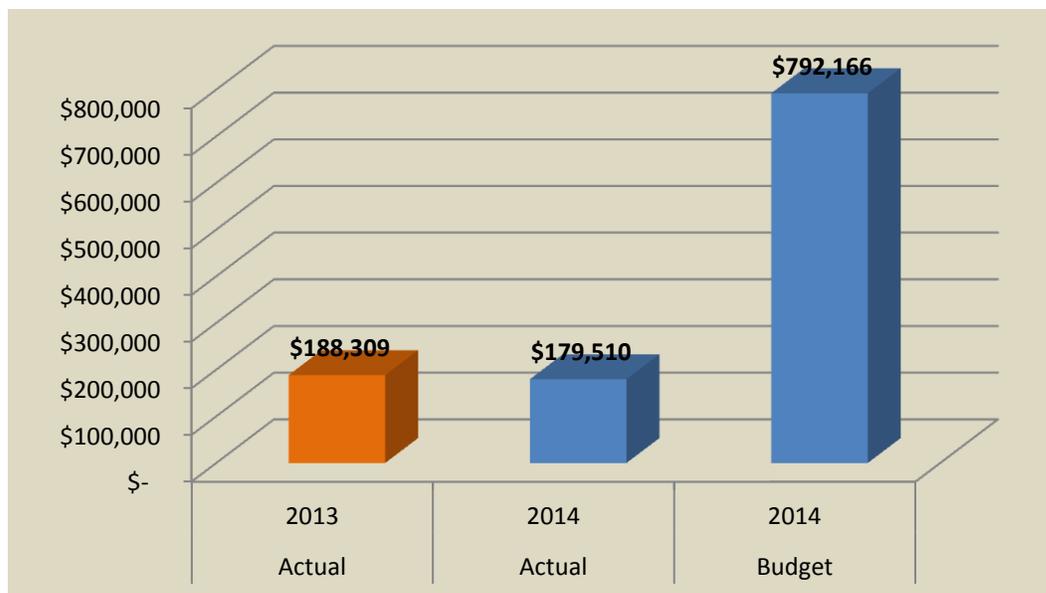
**50% Through the Fiscal Year**

**City of Dallas**  
**Monthly Financials**  
**December 2013**

**Department: General Obligation and Long Term Debt Funds**

Description	Year-to-Date Actual 2013	Year-to-Date Actual 2014	Budget 2014	Budget Remaining	Percent Collected
<b>Revenue</b>					
Property Taxes	\$ 651,120	\$ 658,687	\$ 735,000	\$ 76,313	89.6%
Transfers	\$ 53,005	\$ 53,410	\$ 109,627	56,217	48.7%
	<b>\$ 704,125</b>	<b>\$ 712,096</b>	<b>\$ 844,627</b>	<b>\$ 132,531</b>	<b>84.3%</b>

Description	Year-to-Date Actual 2013	Year-to-Date Actual 2014	Budget 2014	Budget Remaining	Percent Spent
<b>Expenditures</b>					
Principal	\$ 70,000	\$ 75,000	\$ 585,000	\$ 510,000	12.8%
Interest	118,309	104,510	207,166	102,656	50.4%
	<b>\$ 188,309</b>	<b>\$ 179,510</b>	<b>\$ 792,166</b>	<b>\$ 612,656</b>	<b>22.7%</b>



**50% Through the Fiscal Year**

# DALLAS CITY COUNCIL REPORT

TO: MAYOR BRIAN DALTON AND CITY COUNCIL

<i>City of Dallas</i>	<b>Agenda Item No. 9c</b>	<b>Topic:</b> Street CAC Final Report
<b>Prepared By:</b> Jason Locke, Community Development Director	<b>Meeting Date:</b> January 21, 2014	<b>Attachments:</b> Yes <input checked="" type="checkbox"/> No
<b>Approved By:</b> Ron Foggin, City Manager		

**RECOMMENDED ACTION:** Officially accept the Final Report of the Residential Street Funding Citizens Advisory Committee.

**BACKGROUND:** The Final Report of the Street CAC was presented to the Council at their January 7 workshop. At this point, staff is requesting that the report be officially accepted. No further action is necessary, and the Council is free to determine any future action on this matter.

**FISCAL IMPACT:** None.

**ATTACHMENTS:**

- 1) Final Report

# **Citizens' Advisory Committee for Residential Street Funding**

## **FINAL REPORT TO THE DALLAS CITY COUNCIL**



### **Members**

**Pete Christensen, Chairperson**

**Jared Cornman**

**Ray Olmstead**

**Dale Derouin**

**Nancie Rogers**

**Greg Hansen**

**Dave Weston**

**Rich Wolcott**

**Staff: Jason Locke, Community  
Development/Operations Director  
Patti Senger, Executive Assistant**

## INTRODUCTION

Dallas residential streets have been neglected for years. The city has not had funds to repair all city streets, so it has been forced to limit expenditures of available resources almost exclusively to collector and arterial streets (collectors and arterials are considered main roads that are wider and carry more traffic). After a failed attempt to pass a Street Maintenance Fee in 2009, in June 2012 the City Council appointed a Citizen Involvement Committee (CAC) to examine the issue of funding residential street repair and maintenance. The initial meetings of the CAC were devoted to the current conditions of the streets, how condition is measured, what the existing funding looked like, and what were some potential funding mechanisms. The CAC then turned to a solution phase, the result of which is contained in this report.

## KEY POINTS

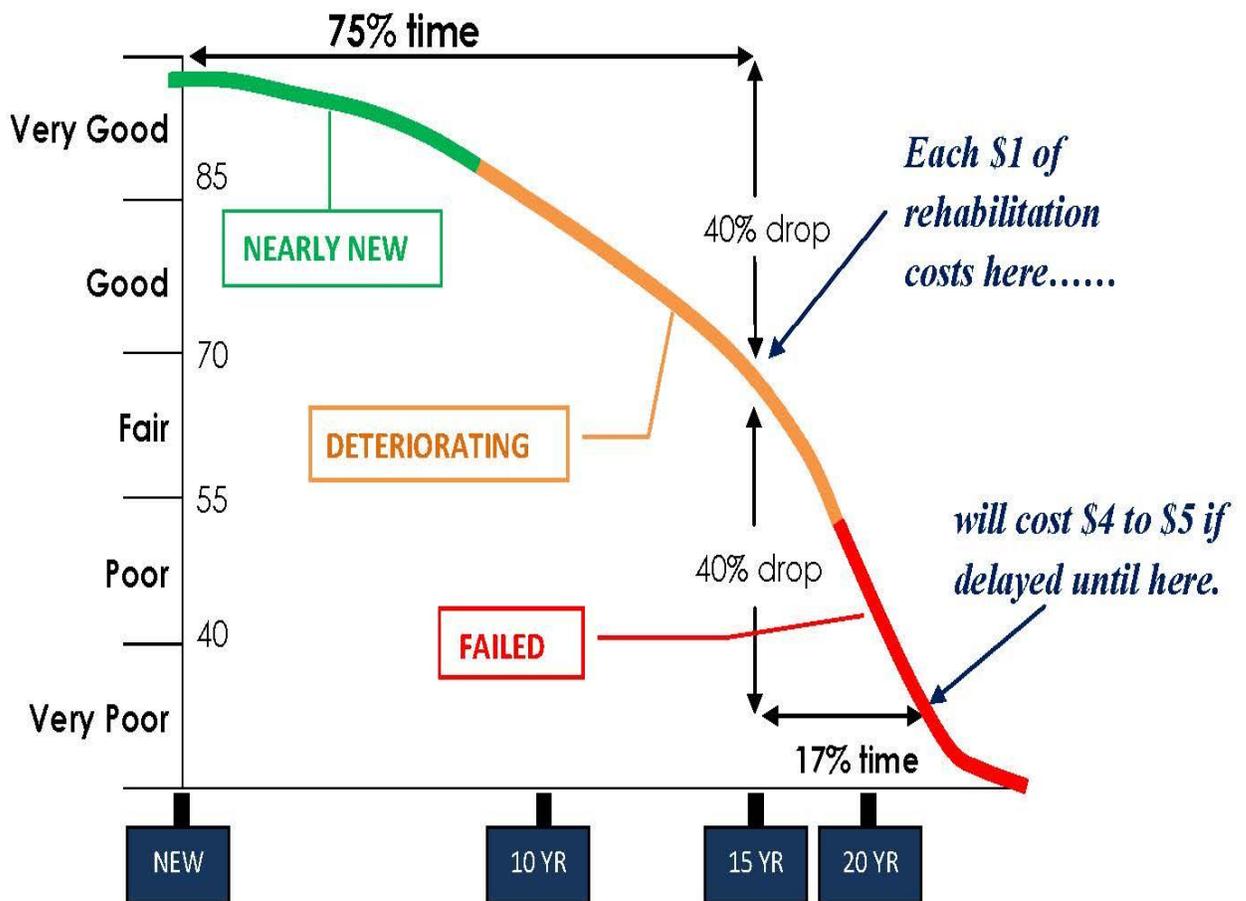
- **The City currently maintains 56+ miles of streets.**
- **The longer street maintenance is deferred, the more expensive repairs become.**
- **More than half of all City streets are below a PCI of 75. Of those streets, two-thirds are in poor or very poor condition.**
- **Revenue to maintain streets comes from state and federal sources, no General Fund monies are used. Current dedicated funding (gas tax) is projected to stay flat while costs go up.**
- **The City Council policy is to overlay Arterials and Collectors with available funds.**
- **The goal is to bring 90% of residential streets to good or very good condition.**

## STREET CONDITIONS

The City Council set a goal for streets in Dallas: that 90% of the streets be in good or very good condition (that is a Pavement Condition Index or PCI of 70 or better). Currently, there are 56 miles of street in Dallas, and the current average PCI is approximately 65 (fair) based on 2009 data. This is an average condition of all streets in Dallas; some streets will be in almost new condition, some will be deteriorating and need some repairs, while some streets are so compromised that they will need major reconstruction.

PCI Range	Condition Description	Required Maintenance
85-100	Very Good	None
70-85	Good	Thin Overlay
55-70	Fair	Medium to Thick Overlay
40-55	Poor	Thick Overlay and Localized Reconstruction
0-40	Very Poor	Reconstruction

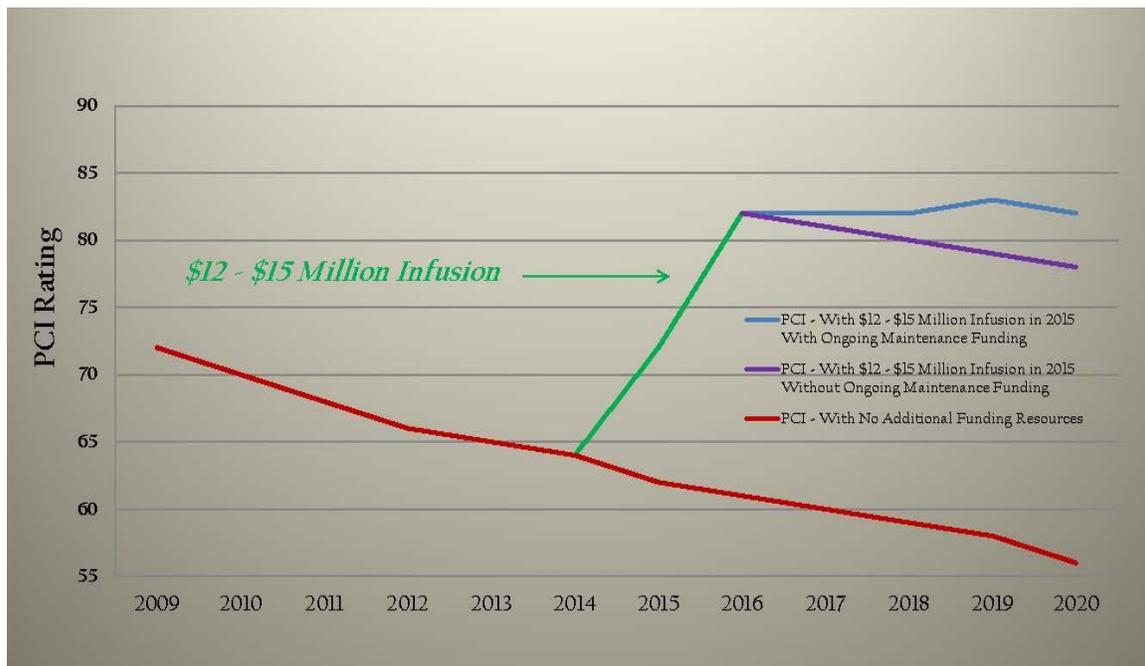
The life of a street goes through several stages from very good to very poor (see chart below). A new street will be in very good condition and will have a PCI near 100. Over the next 8 to 10 years, this paving will gradually show small amounts of wear but it will still be in a good to very good condition with a PCI from about 85 to 100, which we will refer to as “Nearly New”. Over the next few years, approximately 8 to 20 years, the paving will deteriorate faster and will need repairs from a light asphalt overlay to a thick overlay with a PCI from about 60 to 85, or a rating of fair to good, which we will refer to as “Deteriorating”. Note too that with ongoing maintenance any street will deteriorate much more slowly. Repairs at the “Deteriorating” stage are much less expensive (about 1/5 the cost of delayed repairs). If repairs are not made as the age of the street reaches 20 or more years, the condition continues to deteriorate, and the rating drops into the poor or very poor condition, a PCI below about 50. We will refer to this stage as “Failed”. Repairs at this stage are much more expensive, requiring at least a thick asphalt overlay, localized reconstruction, and possibly a complete reconstruction. See Appendix B for examples of streets in these various stages.



## Deferred Maintenance

The effects of deferred maintenance are shown on the chart below. Currently, our PCI average is about 65, or a fair rating (based on 2009 data). If nothing is done, the streets will gradually deteriorate (the red line) and will continue to get worse with no repairs. If a source of funding can be found, and streets are repaired or rebuilt, the average condition of the streets will improve (the green line). If no further repairs are conducted, the streets will again decline (the purple line), roughly the same path as our original red line. However, if there are funds to maintain the streets that have been repaired, the streets will not deteriorate as fast (the blue line). Dallas needs to find funds for a major repair or rebuild of streets **and** funds for ongoing maintenance so that our streets will stay in good condition for a longer time to protect the investment.

### DEFERRED MAINTENANCE SCENARIO COMPARISON



## Collector and Arterial Streets

Our collector and arterial streets (which include state highways) experience the fastest wear because they carry the largest number of vehicles and the heaviest vehicles. The city is providing limited funds to maintain city collectors and arterials. The Oregon Department of Transportation (ODOT) is responsible for the maintenance of state highways, and the city has partnered with ODOT to overlay state highways in some cases in order to get more “bang for the buck” for roads that may not otherwise have been repaired. Residential streets in the city have generally not been repaired as funds are not available.

## REPAIRING ALL STREETS

The approximate cost to repair residential streets is \$17.6 million. What would be the cost to repair **ALL** city streets? Staff revised its street condition estimate and determined the cost to repair all city streets would be approximately \$21.1million (see chart below).

	Residential Streets			Collectors			Arterials		
	Linear Feet	Cost/LF	Total	Linear Feet	Cost/LF	Total	Linear Feet	Cost/LF	Total
Reconstruction:	41,096	\$325	\$13,356,200	4,887	\$325	\$1,588,275	0	\$325	\$0
Thick OL	23,421	\$100	\$2,342,100	6,724	\$100	\$672,400	0	\$100	\$0
Medium OL	19,019	\$70	\$1,331,330	10,777	\$70	\$754,390	1,528	\$70	\$106,960
Thin OL	11,608	\$50	\$580,400	7,115	\$50	\$355,750	1,373	\$50	\$68,650
<b>Total:</b>	<b>95,144</b>		<b>\$17,610,030</b>	<b>29,503</b>		<b>\$3,370,815</b>	<b>2,901</b>		<b>\$175,610</b>
Combined Total:	Linear Feet: 127,548			Total Cost: \$21,156,455					

The tasks then, for this committee are first, to identify a major funding source for deferred maintenance issues and second, to suggest funding for ongoing maintenance of streets so that we protect our investment.

### Options considered by the committee to generate funds and the amount of funds:

- Street Utility Fee \$300-500,000/yr, doesn't fix streets
- Street Bond (General Obligation) Amount approved by voters
- Special Levy (3-5 Years) Amount approved by voters
- Street Fund Savings Minimal, less than \$50,000/year
- General Fund Not available unless cutting existing service
- Local Improvement Districts (LIDs) Decided by individual streets/neighborhood

### Options that are precluded or otherwise unfeasible:

- Local Gas Tax
- DMV Registration Surcharge
- Toll Roads
- Meals Tax

**The committee found that only a General Obligation Bond would generate the amount of funding to address the deferred maintenance and make the necessary street repairs.**

Based on this, the committee then studied several possible GO Bond scenarios issues that could address the deferred maintenance and would achieve the Council’s goal to have 90% of the residential streets in good or very good condition. The committee tried to balance the improvements needed in a bond issue, whether the resulting tax rate could be “affordable” to our citizens, and the likelihood our citizens would support a proposed levy.

### Bond Scenarios

	Bond Issue	Approximate Cost/\$1,000 AV (AV = Assessed Value )	Positives	Negatives
<b>A</b>	\$21 Million for 20 Years <b>Repair all Streets</b>	\$1.20/\$1,000 AV	•All streets will be repaired	•Streets will not last 20 years •Possibly too expensive for voters to pass •Too long without ongoing maintenance
<b>B</b>	\$12-15 Million for 20 Years <b>Repair as Much as Possible</b>	\$.75-\$1.00/\$1,000 AV	•Repair as much as possible •Begin with deteriorating streets •Less expensive, may be more acceptable to voters	•Can't repair all streets; leave failed to last •Some voters may complain that their streets were not repaired •Streets will not last 20 years
<b>C</b>	\$12-15 Million for 10 Years <b>Repair as Much as Possible</b>	\$1.45-\$1.85/\$1,000 AV	•Repair as much as possible •Begin with deteriorating streets •Less expensive, may be more acceptable to voters •Could go for another bond after 10 years	•Possibly too expensive for voters to pass •Can't repair all streets; leave failed to last •Some voters may complain that their streets were not repaired
<b>D</b>	\$10 Million for 10 Years <b>Repair as Much as Possible</b>	\$1.35/\$1,000 AV	•Repair as much as possible •Less expensive, may be more acceptable to voters •Could go for another bond after 10 years	•Can't repair all streets; leave failed to last •Some voters may complain that their streets were not repaired
<b>E</b>	\$10 Million for 10 Years <b>Thin Overlay on all Streets</b>	\$1.35/\$1,000 AV	•All Streets get at least an overlay •Less expensive, may be more acceptable to voters •Could go for another bond after 10 years	•Failed streets may not hold up for 10 years
<b>Ongoing Maintenance Funding</b>				
\$500,000-\$700,000 per Year <b>Any of the Bond Options will Work Will Work with Ongoing Maintenance Funding</b>				•What source of funding? •Requires another vote to implement.

### **Recommendation No. 1:**

**That the City Council seek a General Obligation Bond in the amount of \$10 million for 10 years.**

Rationale- A \$10 million bond will not repair all streets (\$21 million to repair all streets).

- Ten-year payoff of bond issue because a second bond issue will be needed to repair the streets not repaired in the first bond issue.
- While the committee would have liked to repair all streets now, they concluded that a \$10 million bond could be affordable for the citizens; a \$21 million bond would not be affordable.
- **Place the bond issue on the ballot as soon as possible. The longer we wait to put the bond issue on the ballot, the more expensive the cost of repairs.**
- Some persons in the community might suggest we should wait to improve our streets until: a) the economy gets better; b) we don't need the improvements now; c) the city should spend any bond issue proceeds on \_\_\_\_\_ (their favorite project); d) we can afford the street repair in the future better than now. While these are certainly valid considerations, the cost of street repair continues to grow and will only become even more expensive (remember the chart of the cost of repairing a "deteriorating" street is 1/5 the cost of rebuilding a "failed" street). Prudent use of taxpayer funds would seem to be to pick the option of street repair that will cost less than an option that will cost more.
- This would cost the owner of an average home (\$150,000 assessed value) approximately \$202/year.

**NOTE:** A \$10 million bond will not repair all streets (that would take \$21.1 million). Repair the deteriorating that need less repair to remain in good condition first. This will allow the most streets to be repaired and is the most cost effective approach. Once those streets are complete, then repair as many failed streets as funds allow. The streets that need reconstruction are very expensive to rebuild and since they are already failed, deterioration is not as much of an issue.

### **Recommendation No. 2:**

**Within five years of Bond approval, the City Council should seek a street maintenance fee or utility surcharge to generate \$300,000 to \$500,000 per year (in addition to the current \$200,000 city funds for street maintenance) for ongoing street maintenance to protect the investment just made by taxpayers.**

The second major problem is how to maintain streets once they are repaired. An ongoing maintenance fund is necessary to keep the repaired streets in good condition. There are minimal costs for street maintenance the first three years or so after repairs; then routine maintenance becomes very important to keep the streets in a good condition. Pay a small amount early to prevent damage rather than large amounts later for major repairs. A slogan

might be “Pay me now or pay me (much more) later” or getting a “bigger bang” for your street fund bucks.

The committee estimates \$500,000 to \$700,000 annually will be needed in ongoing maintenance funds. The city currently allocates about \$ 200,000 a year for maintenance (not nearly enough, and only for collector and arterial streets, not residential streets). So, about \$300,000 to \$500,000 in additional funding will be needed each year. Bond issues are not appropriate to fund maintenance; some form of fees on city services and/or utilities surcharge could provide these funds.

Additional information has been included in several appendices to this report.

- Appendix A Key Takeaways (Key Points) from earlier Street CAC meetings
- Appendix B Pictures illustrating various street conditions (PCI)
- Appendix C Survey tabulation from citizens hearing Street CAC presentations about streets
- Appendix D Possible citizen questions or statements regarding street repairs

## Appendix A

### Dallas Street Funding CAC KEY TAKEAWAYS

#### June 27, 2012

- *The City maintains 56+ miles of streets.*
- *The goal is to maintain an average PCI of 70 for all city streets.*
- *More than half of city streets are below PCI 75. Of those streets, 2/3 are in poor or very poor condition (requiring either thick overlays or reconstruction).*
- *The longer maintenance is deferred, the more expensive repairs become.*
- *Revenue to maintain streets comes from state and federal sources, no General Fund monies are used.*
- *Revenue from these sources will likely stay flat at between \$970,000 - \$1,000,000 per year into the foreseeable future.*
- *The City Council policy is to overlay Arterials and Collectors with available funds.*

#### July 25, 2012

- *Deferred maintenance costs will rise exponentially if nothing is done (\$7.5 million in 2013 - \$12 million in 2019 (based on 2003 data) (**\$17.6 million in deferred maintenance now**)*
- *A one-time \$7.5 million expenditure now and an additional \$700,000 per year would maintain the overall PCI at approximately 81. (based on 2003 data)*
- *The standards for new roads are much more stringent than 20 years ago, with a design life of 30-40 years.*
- *The City tries to get as much paving done as possible every year, including partnering with ODOT on State Highways like Main, Jefferson, and Washington.*

#### August 22, 2012

- *There are a number of potential funding mechanisms to address local street maintenance, including a street bond, street utility fee, special levy, savings from the existing street fund (maybe \$40,000/year), using general fund money, Local Improvement Districts, and a local sales tax. Each mechanism has advantages and disadvantages, and may or may not address the fiscal needs fully.*
- *Some mechanisms are either precluded or otherwise impractical: local gas tax, DMV registration surcharge, tolling*

#### September 26, 2012

- *It is important that citizens understand all of the issues and funding options*
- *The City's General Fund will not be able to make a contribution to the Street Fund (for local street paving) unless and until the budgetary strains are reduced or eliminated*
- *A robust public involvement process must take place before the Committee can make a recommendation to the City Council*

## **Appendix B**

### Examples of Various Stages of PCI

# SE Birch Street



PCI = 70

# SE Lyle Street



PCI = 55

# SE Lewis Street



PCI = 38



# SW Oregon Avenue



PCI = 24

# Appendix C

## Residential Street Maintenance Funding

### Citizen Advisory Committee

#### **STREET SURVEY - TALLY**

The purpose of this survey is to assist the Citizens Advisory Committee in getting feedback on local street maintenance and funding so that a recommendation can be made to the Dallas City Council

- 1) Overall, streets in Dallas seem to be in 5 Good 21 Fair 3 Poor condition
- 2) Currently, only arterial and collector streets (main routes) are being maintained. Residential streets are not being fixed. Is having maintained residential streets important to you? 24 Yes 1 No 2 Not sure
- 3) The level of street maintenance currently provided by the City of Dallas is good. 10 Agree 11 Disagree 8 Don't know
- 4) Would you support some form of fee or property tax to help fix and/or maintain residential streets? 21 Yes      No 8 Not sure

Comments: Grand Total of all Surveys  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name (Optional): \_\_\_\_\_

Are you a: 13 Business Owner 22 Resident

*Thank you for your feedback, it is important to the future of Dallas*

## Appendix D

Possible Questions or statements from the community (and committee responses).

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### **1. How did our streets get in such a bad condition? Why weren't they repaired sooner?**

**Response-** *There have not been adequate funds available for repairs or maintenance on Residential streets for many years, which is a problem experienced by cities across the country. The city also needs to explore the relationship between heavy vehicles (ie: garbage trucks) and other factors that contribute to the deterioration of the street system, particularly in residential areas.*

### **2. The tax rate seems too high.**

**Response-** *The Street CAC recommended a bond issue and tax rate that could be supported by Dallas residents. Do nothing, and future street repairs will be even more expensive. Dallas has tried to keep city taxes as low as possible. Comparing tax rates in Polk County: Dallas about \$15.50, Independence up to about \$19.20, West Salem about \$18.70, and Monmouth about \$17.00; even if this street bond issue were passed at \$1.35 or so per thousand assessed valuation, the Dallas tax rate would still be lower than West Salem, Independence, and about the same as Monmouth. No one likes to pay taxes, but we need to repair our streets. We can repair our streets and still have a tax rate lower than most areas of Polk County.*

### **3. How was the process different from the Street Utility Fee process of about five years ago?**

**Response-** *This process was undertaken by a group of appointed citizens, not city staff. The reasons it was being looked at again include:*

- *The problem is not going away, it is cheaper to repair streets now than to reconstruct them in the future.*
- *The Street CAC are citizen volunteers who studied the problem, studied the options to remedy the problem, and made a recommendation to solve the problem we feel the citizens can support.*
- *The public will ultimately need to support this proposal for the bond issue and street repair to occur.*

**4. If the bond issue is approved by the people, how will you decide which streets to repair?**

**Response-** *Overall, the city will look at how many vehicles travel on the street, the cost-effectiveness of repairs, and the preservation potential of the existing street. We suggest getting the most repair for the dollars available. To that end, we suggest first repairing streets that are in the deteriorating stage first. Second, do maintenance and minimal repairs to good streets so they continue in good condition. With the monies remaining, do as many of the failed streets as possible*

**5. I believe all streets should be repaired now.**

**Response-** *A \$ 10 million bond issue will not repair all streets, but will address about 70% of the problem. \$ 21 million is needed to repair all streets now. **The committee believes the community will not support a \$ 21 million bond issue at this time.***

**6. How long will a bond issue take to make the repairs?**

**Response-** *All bond issue funds and repairs must be completed in three years.*

## **7. Why would the bond only be for 10 years?**

**Response-** *Streets repaired (without ongoing maintenance) will begin to deteriorate again in 8-10 years. The committee believes a second bond issue will be needed to repair remaining streets plus the potential for redoing the streets previously repaired. If no ongoing maintenance funding is available for yearly repairs, all streets will deteriorate and need repairs. Plus, if another bond is necessary for streets or other issues deemed necessary by the Council, a 10-year bond provides flexibility.*

## **8. I voted against the Street Utility Fee five years ago.**

**Response-** *Streets still need repair; even more repairs and reconstruction are needed at more cost than five years ago. The problem only continues to get larger and more expensive.*

- *Everyone should have the opportunity to vote on the quality of streets they desire and are willing to financially support.*

## **9. We don't need the repairs. My street is just fine.**

**Response-** *Your street may be fine now, but it will deteriorate and need maintenance at some point. Keep in mind, the street system as a whole is not fine (many streets are currently in poor or very poor condition). The City street system is a valuable asset, and we feel that doing nothing is not an appropriate answer.*

## **10. I just don't like more taxes.**

**Response-** *Neither do we. However, letting streets deteriorate and face even more expensive repairs and reconstruction in the future does not seem like a good option or sound public policy to us. Making an investment and maintaining the asset is a good practice, both for public entities and homeowners alike.*

**11. Do Street CAC members get some pay or reimbursement, or other reasons to favor this proposal?**

**Response-** *We are all volunteers and receive no pay or reimbursement; we just want to improve Dallas.*

**12. Why did the City spend money on Main Street instead of fixing my street?**

**Response -** *Main Street was upgraded using Urban Renewal funds, which can only be spent within the Urban Renewal District, not in other areas of the City. (Plus, Main Street is an Arterial Street)*

**13. What will the bond money pay for?**

**Response –** *The bond would pay for fixing and overlaying streets by a contractor, and perhaps a temporary project manager. It would not pay for any new city staff or equipment.*

# DALLAS CITY COUNCIL REPORT

**TO: MAYOR BRIAN DALTON AND CITY COUNCIL**

<i>City of Dallas</i>	<b>Agenda Item No. 9d</b>	<b>Topic:</b> Dallas 2030 Vision
<b>Prepared By:</b> Jason Locke, Community Development Director	<b>Meeting Date:</b> January 21, 2014	<b>Attachments:</b> Yes <input checked="" type="checkbox"/> No
<b>Approved By:</b> Ron Foggin, City Manager		

**RECOMMENDED ACTION:** Adopt the Dallas 2030 Vision Statement.

**BACKGROUND:** The Council reviewed the Dallas 2030 Vision Statement at their December 2, 2013 workshop. This was a year-long effort involving a number of residents and stakeholders. The project was overseen by the Dallas Economic Development Commission. At their January 16, 2014 meeting, a motion was made and approved by the EDC to recommend adoption of the Dallas 2030 Vision Statement by the Council.

**FISCAL IMPACT:** None.

**ATTACHMENTS:**

- 1) Final Dallas 2030 Vision Statement

# A Guide to the DALLAS 2030 Vision

**OUR DALLAS 2030** is our community’s vision for the year 2030. Created by the Dallas, Oregon, community, this vision statement is intended to guide the City of Dallas and its public, private, civic and community-based partner organizations in the creating a more prosperous, better educated, safer, more engaged and better planned community in the future.

The OUR DALLAS 2030 vision statement is organized into three tiers that can be used separately or together:

1. **Overarching Vision.** The first tier (“Our Dallas 2030 Community Vision”) is an overarching vision statement for the entire community.
2. **Focus Area Visions.** The second tier is a series of more specific vision statements for each of five “focus areas,” including: Our Community and Identity; Our Economy and Jobs; Our Growth and Development; Our Health and Safety, and our Health and Learning.
3. **Focus Area Vision Elements.** The third tier is a series of specific vision ideas or “elements” for each of the focus areas.

Together, these three tiers form a comprehensive, “action ready” vision to guide and inform a more detailed, specific action and implementation plan to be developed.

All of the vision ideas contained in the OUR DALLAS 2030 vision statement are *aspirational*. They describe a desired future and not necessarily an existing set of conditions. They are written to make the reader feel present in the year 2030. At the same time, many of these ideas are intended to be achieved long before the year 2030 arrives.



## OUR DALLAS 2030 Community Vision

**WE ARE DALLAS 2030...**Set in the picturesque mid-Willamette Valley alongside the foothills of the Coast Range, we are a prosperous community that has preserved its small-town character. Our 1898 county courthouse looks out over our town square and revitalized historic downtown. We have planned well for our growth and development, updating essential infrastructure and strengthening our neighborhoods.

**WE ARE SAFE AND HEALTHY...**with state-of-the-art medical and emergency facilities and services that meet the needs of our growing population. A pristine Rickreall Creek is a focal point for our beautiful parks, natural areas and recreation opportunities that have expanded as we have grown.

**WE CARE DEEPLY...**for our community and one another. Community volunteerism and engagement is the foundation of our identity. We have built on our agricultural heritage to create a strong and innovative economy. We have invested in businesses that produce well-paying jobs. We support partnerships and a range of educational opportunities that prepare students for success in our community, workforce and world.

We vigorously engage in the life of our city and welcome our future. **WE ARE DALLAS 2030.**

# OUR COMMUNITY & IDENTITY

**OUR DALLAS IN 2030** is a vibrant community in a beautiful setting. We balance our community's growth and development, offering larger city amenities in a small-town setting. Our neighborhoods are safe, friendly, livable places where residents care for and connect with one another. We provide programs and activities for people of all ages. Volunteerism in Dallas is exceptional. Citizens are engaged in civic affairs and invested in our community's future. Business and government work together to support good jobs and growing families. We celebrate our community and its identity through our arts, culture and history.

## **Vision Elements for Our Community**

### **In 2030...**

- Dallas is an attractive, friendly community in a beautiful setting, including a vibrant downtown, revitalized historic core, and an outstanding quality of life.
- Dallas balances new growth and development with its small town feel.
- Dallas is a visitor destination that celebrates its rural location, beautiful setting, agricultural heritage and natural resources.
- Dallas maintains its small town culture and affordability while offering key amenities and attractions of a larger city, including a range of dining and shopping opportunities.
- Governments and businesses in Dallas work as a team to provide infrastructure and economic opportunities that support good jobs and growing families.
- Dallas citizens of all ages are proud of their city and involved in its civic affairs, engaged in important community issues, and invested in their city's future.
- Dallas offers numerous programs and activities that serve all age groups.
- Dallas is unique in the way its residents care for and connect with one another.
- Dallas stands out for its extensive community volunteerism and the exceptional commitment and quality of local volunteers.
- Dallas citizens celebrate their community, their city and its history with arts and cultural events and activities.
- Dallas neighborhoods are safe, friendly and livable places.

# OUR ECONOMY AND JOBS

**OUR DALLAS IN 2030** has an active business climate and investment environment with strong partnerships. The Dallas identity builds on our strong schools and quality of life, attracting and retaining workers of all incomes and their families. We offer an exceptionally well-trained workforce with high-quality job skills. We support small- and medium-sized businesses, as well as resource efficient and environmentally stable industries. We employ creative solutions for available building sites to promote new commercial development. Dallas embraces the wine and craft brewing industry as an important part of our agriculture and tourism economies.

## **Vision Elements for Our Economy and Jobs In 2030...**

- Dallas has an active business climate, including professional City staff, supportive regulations, community-minded bankers, essential infrastructure, and available land for commercial and industrial development.
- Dallas has a creative investment environment that supports business and economic development and the creation of jobs that provide a full range of incomes.
- Dallas has formed a strong economic development partnership with state and local governments, local businesses, and secondary and higher educational institutions.
- Dallas works with local schools, Chemeketa Community College, and workforce training and development organizations to provide an exceptionally well-trained workforce with high quality skills.
- Dallas recruits and supports small- and medium-sized businesses and entrepreneurs, focusing on incubation of new types of businesses (e.g., film, craft brewing, etc.).
- Dallas has established collaborative partnerships, including landowners, to develop its available industrial lands for new resource efficient and environmentally stable industries.
- Dallas promotes commercial development, through creative solutions for available building sites, new/renovated commercial buildings, an active commercial development and real estate community, and engaged property owners.
- Dallas has a strong identity and a marketing strategy to attract and retain workers that balance the community's income demographics.
- Dallas is a key visitor destination, with strong business partnerships, that embraces tourism at local farms, wineries/vineyards/craft breweries, and natural and active recreational areas.

# OUR EDUCATION AND LEARNING

**OUR DALLAS IN 2030** has a comprehensive regional education system that serves a diverse and growing student population. We support all types of education, providing a continuum of educational levels and skills that focus on well-educated students who are prepared for success in the world and the workforce. We also have expanded our pre-school, school readiness and early childhood development programs. Our schools have strong partnerships with local and regional college institutions, government and business, and have expanded innovative joint programs. Our community demonstrates its continued strong support for our schools, attending school activities and events, and building stronger connections between generations.

## **Vision Elements for Education and Learning In 2030...**

- Dallas sustains a comprehensive regional education system that serves a diverse and growing student population, providing a continuum of educational levels and skills.
- Dallas focuses its educational system on developing well-educated, well-rounded students, including a skilled work force that strengthens the region's economy and supports more jobs for a full range of incomes.
- Dallas supports all types of education, including public and private schools, as well as faith-based schools, home schooling, and online education.
- Dallas Public Schools have adequate funding for ongoing improvements, including new schools and sites, upgrades to existing facilities, top quality teachers and smaller class sizes, more elective courses in arts, science and technology, expanded extracurricular and athletic programs, and strengthened alternative programs.
- Dallas has strong partnerships between its schools and local and regional higher educational institutions, government and business.
- Dallas Schools have expanded their most innovative and creative programs such as its Chemeketa Community College Extended Campus, which can provide students with an associate's degree as part of their high school diploma.
- Dallas demonstrates its strong community support for school programs, including attendance at school activities and events.
- Dallas has a strong school support network, building intergenerational connections and contributions.
- Dallas has expanded pre-school including kindergarten, school readiness, and early childhood development programs.

# OUR GROWTH & DEVELOPMENT

**OUR DALLAS IN 2030** has proactive planning that preserves our small town identity and quality of life, actively involving the public in key growth and development decisions. We have planned for new industrial, commercial and residential development, resulting in business and job creation. The City addresses business requirements with innovative problem solving and fair and timely processing of licenses and permits. Dallas has upgraded its essential infrastructure, aggressively protecting our water resources and quality. We have fully revitalized our historic Downtown, and offer a full range of housing options to accommodate our growing population's diverse needs. New recreational and natural areas ensure that our parks remain a source of great civic pride.

## **Vision Elements for Our Growth and Development In 2030...**

- Dallas has a proactive comprehensive plan that prioritizes the city's future growth and development, preserves its small town identity, and enhances its quality of life.
- Dallas new industrial and commercial development to support the city's growth and economic advancement resulting in new businesses and jobs.
- Dallas plans for a full range of housing options to accommodate a growing population's needs.
- Dallas has fully revitalized its historic Downtown and historical architecture, with a vibrant mix of businesses and amenities where residents and visitors can shop, use local services, conduct business, and enjoy dining and entertainment.
- Dallas has upgraded and modernized its utilities and infrastructure to support community and economic development, including broadband and wireless access.
- The City of Dallas prioritizes business needs and requirements with innovative problem solving and fair and timely processing of business permits, licenses and related decisions and services.
- Dallas provides outstanding parks and new recreational facilities while protecting its natural areas as the community grows and expands.
- Dallas aggressively protects its watershed, water sources and water quality, expanding capacity to accommodate future population growth.
- The City of Dallas uses a variety of strategies to actively and effectively engage the public in planning and decisions for future growth and development.

# OUR HEALTH & SAFETY

**OUR DALLAS IN 2030** has comprehensive medical services that meet the needs of our growing population. Our local hospital is an established regional health care resource serving Dallas, Polk County and beyond. The City of Dallas has state-of-the-art police, fire and medical equipment and facilities and enhanced regional cooperation, supporting rapid, reliable emergency services. We are proud of our high levels of community health and wellness, the result of education, awareness and active lifestyles. We have programs and services for all of our at-risk populations, and provide outstanding, affordable programs and services for our retirees and seniors.

## **Vision Elements for Our Health and Safety**

### **In 2030...**

- Dallas has comprehensive medical services that meet the needs of its growing population, including local primary care physicians, medical professionals, emergency medical services, and urgent care.
- The hospital in Dallas is an established regional health care resource, with expanded facilities, programs and services.
- Dallas has broad access to community-based police, fire and medical services through enhanced regional cooperation.
- The City of Dallas has state-of-the-art police, fire and medical equipment and facilities supporting reliable emergency services.
- Dallas has responsive government, non-profit and faith-based programs and services for all of its at-risk populations.
- Dallas has strong community health and wellness through education, awareness, environmental health and safety measures, outdoor recreational activities, and active lifestyles.
- Dallas provides outstanding, affordable programs and services in the area of retirement and senior living.

# DALLAS CITY COUNCIL REPORT

**TO: MAYOR BRIAN DALTON AND CITY COUNCIL**

<i>City of Dallas</i>	<b>Agenda Item No.</b>	<b>Topic:</b> 2013 Fish Trap & Haul Report
<b>Prepared By:</b> F Braun	<b>Meeting Date:</b> January 21, 2014	<b>Attachments:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Approved By:</b> Ron Foggin		

RECOMMENDED MOTION:

Accept Information on volunteer fish trap & haul program.

BACKGROUND:

Mercer Dam was constructed more than 50 years ago. It is critical for the City’s water supply and allows the City to store water for the residents and businesses in the City. A negative impact from the dam is that it prevents native fish from migrating upstream of the structure into prime reproductive and rearing habitat.

In 2009, the City Council approved a program to trap and transport Coho Salmon from below the Dam, into Mercer Reservoir. The program is staffed by volunteers from The Rickreall Creek Watershed Council. In consideration for allowing the program, the City Council requested that the status of the program be reported back to the Council annually.

This year’s program was the most successful to date. Data for the program is as follows:

Program Year	Fish Trapped & Hauled
-----	-----
2009	28
2010	46
2011	57
2012	148
2013	178 (176 Coho, 2 cut-throat trout)

FISCAL IMPACT:

None.

ATTACHMENTS:

None.

# DALLAS CITY COUNCIL REPORT

**TO: MAYOR BRIAN DALTON AND CITY COUNCIL**

<i>City of Dallas</i>	<b>Agenda Item No. 10a</b>	<b>Topic:</b> Supplemental Budget Resolution
<b>Prepared By:</b> Cecilia Ward	<b>Meeting Date:</b> January 21, 2014	<b>Attachments:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Approved By:</b> Ron Foggin		

**RECOMMENDED MOTION:**

Approval of Supplemental Budget Resolution

**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.

Following are the necessary appropriation authority changes:

**General Fund:**

<i>Revenue</i>		Budget Resource	
		Original	Revised
Miscellaneous Revenue	Increase revenue by \$5,000 to record unanticipated CIS Risk Management Grant	\$ 40,000	\$ 45,000
Reimbursements and Fund Transfers	Increase revenue by \$18,000 to record additional transfer from Sewer Fund and Water Fund to cover additional costs for online bill pay/credit card fees due to higher usage of service than originally anticipated	\$1,150,000	\$1,168,000
<i>Expenditures</i>		Budget Requirement	
		Original	Revised
Parks Department-Materials and Services; Professional Services	Increase expenditure by \$4,000 for part of CIS Risk Management Grant to remove trees in park	\$ 11,500	\$ 15,500
Administration-Materials and Services; Risk Management	Increase expenditure by \$1,000 for part of CIS Risk Management Grant	\$ 2,000	\$ 3,000
Finance Department-Materials and Services; Professional Services	Increase expenditure by \$18,000 for additional costs for online bill pay/credit card fees due to higher usage of service than originally anticipated	\$ 47,500	\$ 65,500

*NOTE: Additional budget requirements will be established through Budget Transfer Resolution 3286.*

**Trust Fund:**

<i>Revenue</i>		Budget Resource	
		Original	Revised
Park Development Trust	Establish revenue line item for unanticipated park donations	\$0	\$ 4,000
Fire Trust	Establish revenue line item for unanticipated fire donations	\$0	\$ 3,000
Harpy Bovard Scholarship Trust	Establish revenue line item for unanticipated scholarship donations	\$0	\$ 3,000
Library Trust	Increase revenue \$14,200 for unanticipated donations	\$ 5,800	\$ 20,000
<i>Expenditures</i>		Budget Requirement	
		Original	Revised
Park Development Trust	Establish expenditure line item for unanticipated park donations	\$0	\$ 4,000
Fire Trust	Establish expenditure line item for unanticipated fire donations	\$0	\$ 3,000
Harpy Bovard Scholarship Trust	Increase expenditure \$3,000 for unanticipated scholarship donations	\$ 3,000	\$ 6,000
Library Trust	Increase expenditure \$14,200 for unanticipated donations	\$ 5,800	\$ 20,000

**FISCAL IMPACT:**

General Fund - 0

Trust Fund - 0

**ATTACHMENTS:**

Supplemental Budget Resolution 3285

RESOLUTION NO. 3285

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:

<b><u>Fund</u></b>	<b><u>2013-14 Budget Resources</u></b>	<b><u>2013-14 Budget Requirements</u></b>
<b><i>General:</i></b>		
Miscellaneous Revenue	\$45,000	
Reimbursements and Fund Transfers	\$1,168,000	
Parks Department-Materials and Services; Professional Services		\$15,500
Administration-Materials and Services; Risk Management		\$3,000
Finance Department-Materials and Services; Professional Services		\$65,000
Revised Total Resources	\$8,901,969	
Revised Total Requirements		\$8,901,969

Comments: Received \$5,000 risk management grant from CIS. Increased material and services in Parks and Administration by same amount. \$18,000 Fund Transfers(\$9,000 each from Sewer and Water). Increased material and supplies in Finance by same amount.

***Trust:***

Park Development Trust-Revenue	\$4,000	
Park Development Trust-Expenditure		\$4,000
Fire Trust-Revenue	\$3,000	
Fire Trust-Expenditure		\$3,000
Library Trust-Revenue	\$20,000	
Library Trust-Expenditure		\$20,000
Harpy Bovard Scholarship Trust-Revenue	\$3,000	
Harpy Bovard Scholarship Trust-Expenditure		\$3,000

Revised Total Resources	\$30,000	
Revised Total Requirements		\$30,000

Comments: Received unanticipated donations for Trust accounts (Library, Fire, Parks).

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

Adopted: January 21, 2014  
Approved: January 21, 2014

\_\_\_\_\_  
BRIAN W. DALTON, MAYOR

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
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>	<b>Agenda Item No. 10b</b>	<b>Topic:</b> Budget Transfer Resolution 3286
<b>Prepared By:</b> Cecilia Ward	<b>Meeting Date:</b> January 21, 2014	<b>Attachments:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Approved By:</b> Ron Foggin		

RECOMMENDED MOTION:

Approval of Budget Transfer Resolution 3286

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	Parks-Capital Outlay-Equipment	Purchase of large mower	\$ 45,000

**Sewer Fund:**

From:	To:	Purpose:	Amount:
Contingency	Transfers-Transfer to General Fund	Additional transfer to cover increase costs of online bill pay/credit card fees due to higher usage of service than originally anticipated	\$ 9,000

**Water Fund:**

From:	To:	Purpose:	Amount:
Contingency	Transfers-Transfer to General Fund	Additional transfer to cover increase costs of online bill pay/credit card fees due to higher usage of service than originally anticipated	\$ 9,000

FISCAL IMPACT:

Appropriation impact:

General Fund: Decrease Contingency from \$75,000 to \$30,000  
                   Increase Parks-Capital Outlay-Equipment from \$0 to \$45,000  
 Sewer Fund:    Decrease Contingency from \$1,208,450 to \$1,199,450  
                   Increase Transfer to General Fund from \$550,000 to \$559,000  
 Water Fund:    Decrease Contingency from \$661,032 to \$652,032  
                   Increase Transfer to General Fund from \$425,000 to \$434,000

ATTACHMENTS:

Budget Transfer Resolution 3286

RESOLUTION NO. 3286

A Resolution authorizing the transfer of budgetary funds.

WHEREAS, it is necessary to transfer the appropriation authority of \$45,000 from the General Fund, Operating Contingency, to the General Fund, Parks Department, for unanticipated mower; and

WHEREAS, it is necessary to transfer the appropriation authority of \$9,000 from the Sewer Fund, Operating Contingency, to the Sewer Fund, Transfers-Transfer to General Fund, for unanticipated online payment/credit card fees; and

WHEREAS, it is necessary to transfer the appropriation authority of \$9,000 from the Water Fund, Operating Contingency, to the Water Fund, Transfers-Transfer to General Fund, for unanticipated online payment/credit card fees;

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 \$45,000 from the General Fund, Operating Contingency, to the General Fund, Parks Department.

Section 2. That the City Manager be, and he hereby is, authorized and directed to transfer the appropriation authority of \$9,000 from the Sewer Fund, Operating Contingency, to the Sewer Fund, Transfers-Transfer to General Fund.

Section 3. That the City Manager be, and he hereby is, authorized and directed to transfer the appropriation authority of \$9,000 from the Water Fund, Operating Contingency, to the Water Fund, Transfers-Transfer to General Fund,

Section 3. This Resolution shall be effective upon its passage.

Adopted: January 21, 2014  
Approved: January 21, 2014

\_\_\_\_\_  
BRIAN W. DALTON, MAYOR

APPROVED AS TO FORM:

\_\_\_\_\_  
LANE P. SHETTERLY,  
CITY ATTORNEY

ATTEST:

\_\_\_\_\_  
RON FOGGIN, CITY MANAGER