

**AGENDA**

**REGULAR CITY COUNCIL MEETING**

June 8, 2015

5:30 p.m.

**CITY HALL COUNCIL CHAMBER**

313 COURT STREET

THE DALLES, OREGON

1. CALL TO ORDER
2. ROLL CALL OF COUNCIL
3. PLEDGE OF ALLEGIANCE
4. APPROVAL OF AGENDA
5. PRESENTATIONS/PROCLAMATIONS
6. AUDIENCE PARTICIPATION

During this portion of the meeting, anyone may speak on any subject which does not later appear on the agenda. Five minutes per person will be allowed. If a response by the City is requested, the speaker will be referred to the City Manager for further action. The issue may appear on a future meeting agenda for City Council consideration.

7. CITY MANAGER REPORT
8. CITY ATTORNEY REPORT
9. CITY COUNCIL REPORTS
10. CONSENT AGENDA

Items of a routine and non-controversial nature are placed on the Consent Agenda to allow the City Council to spend its time and energy on the important items and issues. Any Councilor may request an item be "pulled" from the Consent Agenda and be considered separately. Items pulled from the Consent Agenda will be placed on the Agenda at the end of the "Action Items" section.

**CITY OF THE DALLES**

*"By working together, we will provide services that enhance the vitality of The Dalles"*

- A. Approval of May 11, 2015 Regular City Council Meeting Minutes
- B. Approval of May 12, 2015 Special City Council Meeting Minutes
- C. Resolution No. 15-021 Supporting Assisted Housing Programs in the Community
- D. Approval of an Amendment to the City Council Rules

11. PUBLIC HEARINGS

- A. Public Hearing to Receive Testimony Regarding Proposed Uses of State Shared Revenues [**Agenda Staff Report #15-040**]
  - 1. Resolution No. 15-023 Declaring the City's Election to Receive State Revenues for Fiscal Year 2015-16
- B. Public Hearing to Receive Testimony Regarding the Proposed 2015-16 Fiscal Year Budget [**Agenda Staff Report #15-041**]
  - 1. Resolution No. 15-024 Adopting the 2015-16 Fiscal Year Budget for the City of The Dalles, Making Appropriations, Authorizing Expenditures, Levying Taxes, and Authorizing the City Manager to Take Such Action as Necessary to Carry Out the Adopted Budget

12. ACTION ITEMS

- A. Resolution No. 15-025 Authorizing Transfers of Funds Between Categories of the Special Assessments Fund [**Agenda Staff Report #15-044**]
- B. Approval of Addendum to OMI Contract for Operation of the Wastewater Treatment Plant [**Agenda Staff Report #15-043**]
- C. Approval of Exempt Employee Pay Plan [**Agenda Staff Report #15-042**]

13. DISCUSSION ITEMS

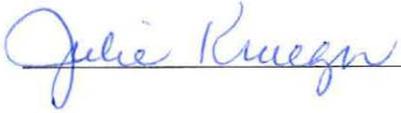
- A. Discussion Regarding Allocation of SAIF Refund and Review of Safety Program [**Agenda Staff Report #15-045**]

14. ADJOURNMENT

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This meeting conducted in a handicap accessible room.

Prepared by/  
Julie Krueger, MMC  
City Clerk

A handwritten signature in blue ink, reading "Julie Krueger", is written over a horizontal line.

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**AGENDA STAFF REPORT**  
**CITY OF THE DALLES**

<b>MEETING DATE</b>	<b>AGENDA LOCATION</b>	<b>AGENDA REPORT #</b>
June 8, 2015	Consent Agenda 10, A - D	N/A

**TO:** Honorable Mayor and City Council

**FROM:** Julie Krueger, MMC, City Clerk

**THRU:** Nolan K. Young, City Manager

**DATE:** May 27, 2015

**ISSUE:** Approving items on the Consent Agenda and authorizing City staff to sign contract documents.

A. **ITEM:** Approval of May 11, 2015 City Council Meeting Minutes.

**BUDGET IMPLICATIONS:** None.

**SYNOPSIS:** The minutes of the May 11, 2015 City Council meeting have been prepared and are submitted for review and approval.

**RECOMMENDATION:** That City Council review and approve the minutes of the May 11, 2015 City Council meeting.

B. **ITEM:** Approval of May 12, 2015 Special City Council Meeting Minutes.

**BUDGET IMPLICATIONS:** None.

**SYNOPSIS:** The minutes of the May 12, 2015 special City Council meeting have been prepared and are submitted for review and approval.

**RECOMMENDATION:** That City Council review and approve the minutes of the May 12, 2015 special City Council meeting.

C. **ITEM:** Resolution No. 15-021 Supporting Assisted Housing Programs in the Community.

**BUDGET IMPLICATIONS:** Adoption of the resolution will allow the City to complete the final draw process for the CDBG grant for Mid Columbia Regional Housing Repair Program.

**SYNOPSIS:** The City has received a CDBG Grant, Project #H13006 in the amount of \$400,000 for the Mid Columbia Regional Housing Repair Program. As a condition for receipt of the grant, all recipients are required to complete at least one additional fair housing activity for each grant prior to the final draw for funds. One of the approved additional activities consists of the adoption of a resolution supporting government assisted housing programs in the community and the publication in a local newspaper which states that the recipient is an active supporter of fair housing laws.

**RECOMMENDATION:** That City Council adopt Resolution No. 15-021.

D. **ITEM:** Approval of Amendment to City Council Rules.

**BUDGET IMPLICATIONS:** None.

**SYNOPSIS:** The City Council directed staff to prepare a policy addressing support or opposition to political type issues. Staff has prepared language to outline a process for this. It has been added to the City Council Rules, Section 7.10 (attached).

**RECOMMENDATION:** That City Council review and approve the addition of Section 7.10 to the City Council Rules, addressing requests to support or oppose environmental and/or human rights issues, initiatives, or ballot measures.

## MINUTES

REGULAR COUNCIL MEETING  
OF  
MAY 11, 2015  
5:30 P.M.

THE DALLES CITY HALL  
313 COURT STREET  
THE DALLES, OREGON

**PRESIDING:** Mayor Steve Lawrence

**COUNCIL PRESENT:** Dan Spatz, Tim McGlothlin, Linda Miller, Russ Brown, Taner Elliott

**COUNCIL ABSENT:** None

**STAFF PRESENT:** City Manager Nolan Young, City Attorney Gene Parker, City Clerk Julie Krueger, Administrative Fellow Daniel Hunter, Public Works Director Dave Anderson, Finance Director Kate Mast, Police Chief Jay Waterbury

### CALL TO ORDER

Mayor Lawrence called the meeting to order at 5:30 p.m.

### ROLL CALL

Roll call was conducted by City Clerk Krueger; all Councilors present.

### PLEDGE OF ALLEGIANCE

Mayor Lawrence invited the audience to join in the Pledge of Allegiance.

### APPROVAL OF AGENDA

It was moved by Miller and seconded by Elliott to approve the agenda, including the supplemental agenda. The motion carried unanimously.

MINUTES (Continued)  
Regular Council Meeting  
May 11, 2015  
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## **PRESENTATIONS/PROCLAMATIONS**

### **Hometown Days Proclamation**

Mayor Lawrence read a Proclamation declaring May 25 through July 4, 2015 as Hometown Days in The Dalles.

### **Presentation by School District #21 Regarding Proposed Use of Enterprise Zone Funds**

District Financial Officer Randy Anderson provided information regarding the mascot changes for the High School, including re-painting of the gym floor, updating scoreboards, championship banners and painting over murals that had the Indian logo on them.

Elliott asked if the uniforms needed to be changed first. Mr. Anderson said some of the smaller team uniforms had already been changed, but the larger teams would be completed later. He said the deadline for the mascot change was June, 2017.

## **AUDIENCE PARTICIPATION**

None.

## **CITY MANAGER REPORT**

City Manager Young noted the Fort Dalles Fourth Committee had sent a thank you note to the Council for their contribution to the 4<sup>th</sup> of July event. Young said there would be no Council meeting on May 25 due to the Memorial Day holiday, but that there may be an Urban Renewal Agency meeting on May 26. Young said the April goal reports had been placed in the City Council mailboxes.

## **CITY ATTORNEY REPORT**

City Attorney Parker reported the nuisances which had been cited through the Municipal Court had both been cleaned up by the property owners. He said the 13<sup>th</sup> Place tree issue had been assessed by an arborist and the report should be arriving later in the week. Parker said he would be attending a City Attorney's conference.

Parker said the City had received an application for a medical marijuana dispensary and would be processing that. In response to a question, Parker said the personal use of marijuana would be legal on July 1 and the OLCC was hoping to begin accepting applications for recreational marijuana licenses in January, 2016.

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### **CITY COUNCIL REPORTS**

Councilor Brown reported he had attended the opening of the Gizmo Science Museum at Wahtonka campus and was impressed with the displays. He said he would be attending the Council of Governments meeting on Tuesday.

Councilor Spatz said the QLife Agency had approved their budget and forwarded to the City and County for approval. Spatz said the Declaration of Cooperation for the Childhood Obesity Reduction Plan had been finalized and was ready for the Mayor's signature.

Councilor McGlothlin said the Community Clean Up had been a success. He thanked the Lions Club for helping and congratulated Public Works Secretary Cindy Keever for putting the program together. McGlothlin said the Airport had scheduled a Fly In for June 13 and reported that he had visited the Discover Center over the weekend and encouraged everyone to visit the facility.

Councilor Elliott said he had also attended the QLife Agency meeting where the budget was approved. He said he had attended a luncheon sponsored by the Union Pacific Railroad, where they discussed safety programs and training.

Councilor Miller reported that the Council had attended the Budget Committee meetings last week, approving the budget and forwarding to the Council for adoption.

Mayor Lawrence said he had attended the annual meeting of the Pioneer Association, where a very interesting program was presented about Ernest Kuck. Lawrence said he had joined other community leaders to give out awards for the wind turbine competition, held at the college, for middle school and high school students. He said he had also attended the luncheon hosted by Union Pacific Railroad and it had been a good opportunity for their official to hear concerns from cities in the Gorge, and for the attendees to hear what they were doing regarding safety and training. Lawrence said they needed to let citizens know this information to reduce fears about train disasters. Mayor Lawrence said he had been invited to speak to care givers at the Veteran's Home regarding issues of Vietnam Veterans, which would be future patients.

### **CONSENT AGENDA**

It was moved by Elliott and seconded by Miller to approve the items on the Consent Agenda. The motion carried unanimously.

The item approved by Consent Agenda was approval of April 27, 2015 City Council meeting minutes.

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Regular Council Meeting  
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## **PUBLIC HEARINGS**

### **Public Hearing to Receive Testimony Regarding Community Development Block Grant (CDBG) Home Repair Program**

Mayor Lawrence reviewed the procedures to be followed for the public hearing.

Dave Peters and Joel Madsen presented information about the home repair program and offered statistics. They thanked the City for sponsoring the grant and noted the next grant would be sponsored by Hood River County, but would also be a regional program, benefitting The Dalles. It was noted that they hoped to compile statistics to help broaden participation.

Mayor Lawrence said he hoped they could work with the Regional Strategies program to combine home repair projects into a group, so they would be eligible for that funding as well.

### **Testimony**

Hearing no testimony, the public hearing was closed.

## **CONTRACT REVIEW BOARD ACTIONS**

### **Resolution No. 15-020 Exempting the Public Contract for Purchase of a Used Mid-Size Excavator from Competitive Bidding Requirements**

City Attorney Parker and Public Works Director Anderson reviewed the staff reports. Parker explained the proposed resolution was needed to provide for an exemption to the Contract Review Board Rules. Anderson said staff had located an excavator and placed a refundable deposit to hold it until the Council made a decision regarding the purchase. He said the cost was \$75,000 and believed it would last the City for a long time period.

It was moved by McGlothlin and seconded by Spatz to adopt Resolution No. 15-020 exempting the public contract for purchase of a used mid-size excavator from competitive bidding requirements. The motion carried unanimously.

## **ACTION ITEMS**

### **Authorization to Purchase D Hangar at Columbia Gorge Regional Airport**

Airport Manager Chuck Covert reviewed the staff report. He said the hangar was currently fully occupied and there was a waiting list for spaces. In response to a question, Covert said the

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Airport would assume the current leases and once the hangar was paid for, it would bring additional revenue to the Airport.

It was moved by McGlothlin and seconded by Miller to authorize the execution of the Termination of Ground Lease with GRAI, LLC, Bill of Sale for Hangar "D", and assignment of sub-leases by GRAI, LLC, subject to approval of the documents by Klickitat County and GRAI, LLC. The motion carried unanimously.

#### Approval of Quality Life Agency Budget for 2015-16 Fiscal Year

Administrative Fellow Hunter reviewed the staff report.

Mayor Lawrence said the capital reserve was quite large. He asked if any major projects had been identified. Hunter said the Board was currently working on a strategic plan and future expansion was likely, but no specific projects were identified at this time.

It was moved by Spatz and seconded by Miller to approve the fiscal year 2015-16 QLife budget and work scope. The motion carried unanimously.

#### Consideration of Chamber of Commerce Tourism Work Plan and Budget

Chamber of Commerce President Lisa Farquharson reported on a meeting with some of her Board members and City representatives to better define the scope of work. She noted the revisions had been submitted and also handed out copies of the proposed revisions. In response to a question, she said the Chamber would be providing quarterly reports to the City Council, including objectives, tasks, and results.

Mayor Lawrence said work would be done to provide a more comprehensive process for next year's review.

Councilor Spatz said the Chamber was doing an excellent job on tourism for the community.

It was moved by Spatz and seconded by McGlothlin to approve the Chamber's proposed Community Marketing Program scope of work and budget for fiscal year 2015-16. The motion carried unanimously.

Approval of Economic Development Staffing Plan

City Manager Young reviewed the staff report. Young noted that there were 25 RARE positions in the current round of applicants and they had received 47 applications, so it was a competitive process and there was no guarantee the City would be one of the recipients.

Young noted the Business Development Recruiter was currently working on nine downtown projects, and four projects outside the downtown area. He said the downtown projects included two vertical housing projects, two businesses, one incubator center, a project that would relocate 52 jobs into the downtown, two markets, and the Neon Museum.

Councilor Elliott said the Budget Committee discussions had been to eliminate the RARE position from the proposal and he believed their discussion included phasing out the position of the Economic Development Specialist, who would now only be assigned to work on Riverfront Trail issues.

City Manager Young said he believed the RARE position was vital to the proposal because the two primary projects would be to address the Council goal of community curation, and the person would assist the Main Street Program to develop and implement a vision plan.

Young said the current plan for the Economic Development Specialist position was to have that person train the new Project Coordinator to take over the Enterprise Zone work and then to work limited hours, only on Riverfront Trail issues, through June, 2016. He said the Council could decide to phase out that position earlier if they chose to.

There was discussion regarding the Riverfront Trail project and a proposed alternate route. The consensus of the Council was that it would no longer be a riverfront trail if the new route was moved to the other side of the freeway. It was suggested the Riverfront Trail Committee end the trail where it was or to raise funds privately to continue along the original area along the river, because Federal grant funds could not be used where the original trail was planned.

City Manager Young said it may be possible to use the grant funds for trail development along the Mill Creek Greenway.

There was general agreement that the Economic Development Specialist position be phased out once the training for the Enterprise Zone work was completed.

There was discussion regarding the intern position. City Manager Young said he believed this four month position was important to help work on specific, short-term projects related to economic development.

Councilor Spatz questioned why only an internal posting would be done for the Project Coordinator position. City Manager Young said he believed there was a qualified pool of candidates internally.

Councilor Miller said she could support the proposal, with the elimination of the RARE position. There was additional discussion regarding the cost of the position and it was noted that elimination of the RARE position would help offset the cost of the new Project Coordinator position.

City Manager Young pointed out that some of the goals would need to be delayed with less staff to work on them.

Councilor Brown said there may be too many goals to realistically get completed in the time frame. Mayor Lawrence said some of the goals were not tied to money and were items to be investigated, such as the Municipal Court issue. He said all the goals couldn't be done at once.

It was moved by Spatz and seconded by Miller to approve the economic development staffing plan, including creation of a new full-time Project Coordinator position to be placed in range M of the exempt employee pay plan, removing the RARE position, and contingent on approval of the 2015-16 budget. The motion carried unanimously.

#### Approval of Distribution of Enterprise Zone Fees from the First Long Term Agreement

City Manager Young reviewed the staff report. He said a sub-committee consisting of the Mayor, himself, County Administrator Tyler Stone, and Wasco County Commissioner Rod Runyon met and recommended the fee be divided evenly between the City and County.

Will Norris, Columbia Gorge Community College, said the college had been receiving funds since 2007 and they were an important source of funds. He said the college had requested \$75,000 to develop a science program, using the money to award scholarships equaling 12 full time students and a half-time Advisor. He said having the funds would also help the college to secure additional state funding. Norris said maintaining enrollment was key to the success of the college. He thanked the City for funds received in the past and said if no funds were provided to the college this year, he hoped they would be considered for funding in future years.

Mayor Lawrence said the proposal had been reviewed by the sub-committee and they determined the proposal seemed to be a supplement to their budget. He said the proposal lacked detail and noted that two years ago, they specifically told the college that the \$75,000 contribution would conclude after two years.

Councilor Spatz said the college was beneficial in promoting economic development in the community and said it was unfortunate that the college wouldn't receive funding this year.

Rodger Nichols asked if the City or County was required to submit a work plan for the funds they were receiving.

City Manager Young said the City's portion was proposed as revenue in the General Fund and he was not aware of the County's plan for use of their portion of the funds. He said this proposal was only addressing the first Enterprise Zone Agreement.

It was moved by Miller and seconded by Brown to approve distribution of the 2015 Enterprise Zone fees from the 2005 Enterprise Zone Agreement, \$125,000 to the City of The Dalles General Fund and \$125,000 to Wasco County. The motion carried, Spatz and McGlothlin opposed.

## **DISCUSSION ITEMS**

### **Discussion Regarding Refunds of Pre-Paid Assessments for Public Improvements**

City Manager Young reviewed the staff report.

Mayor Lawrence asked if specific projects were budgeted within the Special Assessments Fund. City Manager Young said it was for future projects, but none were determined at this time.

It was moved by Spatz and seconded by McGlothlin to direct staff to prepare a budget amendment to refund \$65,302.26 to six property owners identified as those who paid into the fund in order to develop property.

Councilor Elliott said he would abstain from voting due to a potential conflict of interest.

The motion to direct staff to prepare a budget amendment to refund \$65,302.26 to six property owners identified as those who paid into the fund in order to develop property was voted on and carried unanimously, Elliott abstaining.

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**ADJOURNMENT**

Being no further business, the meeting adjourned at 7:24 p.m.

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Submitted by/  
Julie Krueger, MMC  
City Clerk

SIGNED:

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Stephen E. Lawrence, Mayor

ATTEST:

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Julie Krueger, MMC, City Clerk



## MINUTES

SPECIAL COUNCIL MEETING  
OF  
MAY 12, 2015  
5:30 P.M.

THE DALLES CITY HALL  
313 COURT STREET  
THE DALLES, OREGON

**PRESIDING:** Mayor Steve Lawrence

**COUNCIL PRESENT:** Dan Spatz, Tim McGlothlin, Linda Miller, Russ Brown, Taner Elliott

**COUNCIL ABSENT:** None

**STAFF PRESENT:** City Manager Nolan Young, City Attorney Gene Parker, City Clerk Julie Krueger

### CALL TO ORDER

Mayor Lawrence called the meeting to order at 5:30 p.m.

### ROLL CALL

Roll call was conducted by City Clerk Krueger, all Councilors present.

### APPROVAL OF AGENDA

It was moved by Spatz and seconded by McGlothlin to approve the agenda as presented. The motion carried unanimously.

### EXECUTIVE SESSION

Mayor Lawrence recessed the meeting to Executive Session at 5:32 p.m., in accordance with ORS 192.660 (2) ( I) to review and evaluate the employment related performance of the City Attorney.

### Reconvene to Open Session

The meeting reconvened to open session at 6:10 p.m.

There was discussion regarding the need to have the City's policies in a digital format for ease of researching. It was noted staff could work on that project.

It was moved by Brown and seconded by Spatz to direct the City Clerk to obtain salary information from similar sized cities, east of the Cascades and present the comparative information for Council consideration at their June 8 meeting. The motion carried unanimously.

Mayor Lawrence asked the Council to feel free to state when they disagree but to make sure they don't denigrate one another and asked that everyone behave in a courteous manner during discussions.

### Return to Executive Session

The meeting returned to Executive Session at 6:24 p.m. to review and evaluate the employment related performance of the City Manager

### Reconvene to Open Session

The meeting reconvened to open session at 7:30 p.m.

Mayor Lawrence noted that the City Manager had suggested he was willing to wait for six months to consider a salary adjustment and asked why he said that. City Manager Young said he was comfortable waiting for six months so he could show the City Council that he could sustain the work plan of the Council.

It was moved by Brown and seconded by McGlothlin to direct the City Clerk to obtain salary information from similar sized cities, east of the Cascades and present the comparative information for Council consideration at their June 8 meeting.

City Manager Young encouraged the Council to include tenure when researching City Manager salaries and said limiting the research to the east side may not be appropriate the his position.

The motion was voted on and carried unanimously.

MINUTES (Continued)  
Special Council Meeting  
May 12, 2015  
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**ADJOURNMENT**

The meeting adjourned at 7:35 p.m.

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Submitted by/  
Julie Krueger, MMC  
City Clerk

SIGNED:

\_\_\_\_\_  
Stephen E. Lawrence, Mayor

ATTEST:

\_\_\_\_\_  
Julie Krueger, MMC, City Clerk



**RESOLUTION NO. 15-021**

**A RESOLUTION DECLARING SUPPORT  
FOR ASSISTED HOUSING PROGRAMS**

**WHEREAS**, the City of The Dalles has received an Oregon Community Development Block Grant, Project #H13006 in the amount of \$400,000 for the Mid-Columbia Regional Housing Repair Program; and

**WHEREAS**, as a condition for receipt of a Community Development Block Grant, all recipients are required to complete at least one additional fair housing activity for each grant prior to the final draw for grant funds; and

**WHEREAS**, one of the approved additional fair housing activities consists of the adoption by the recipient's governing body of a resolution supporting government assisted housing programs in the community, and the publication in a local newspaper which states that the recipient is an active supporter of fair housing laws; and

**WHEREAS**, the City of The Dalles has certified in its grant contract with the State of Oregon that it will comply with the requirements of Title VIII of the Civil Rights Act of 1968 as amended, popularly known as the Fair Housing Act, and will take action to affirmatively further fair housing;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL AS  
FOLLOWS:**

Section 1. The City Council hereby declares that it is the policy of the City of The Dalles to encourage government-assisted housing as a source of affordable, safe and sanitary housing opportunities for persons of lower, middle and fixed incomes.

Section 2. This Resolution shall be effective as of June 8, 2015.

**PASSED AND ADOPTED THIS 8<sup>TH</sup> DAY OF JUNE, 2015.**

Voting Yes, Councilors: \_\_\_\_\_

Voting No, Councilors: \_\_\_\_\_

Absent, Councilors: \_\_\_\_\_

Abstaining, Councilors: \_\_\_\_\_

**AND APPROVED BY THE MAYOR THIS 8<sup>TH</sup> DAY OF JUNE, 2015.**

\_\_\_\_\_  
Stephen E. Lawrence, Mayor

ATTEST:

\_\_\_\_\_  
Julie Krueger, MMC, City Clerk



## **CITY OF THE DALLES CITY COUNCIL RULES**

### **Section 1. Authority.**

- 1.1 As authorized by the City Charter, The Dalles City Council established the following rules for the conduct of its meetings, proceedings and business. These rules shall be in effect from Council adoption until amended or until new rules are made by resolution.

### **Section 2. Mayor and Council President.**

- 2.1 The Charter provides for the Mayor to preside over Council meetings. In the Mayor's absence, the Council President shall preside.

- 2.2 Whenever the Mayor is unable to perform the functions of the office, the Council President shall act as Mayor.

Other duties assigned to the Council President are to attend committee meetings when another Councilor is unable to attend certain meetings or delegate to ensure a Council representative is in attendance.

- 2.3 In the absence of both the Mayor and the Council President, the Council will designate a senior member of the Council to serve as the presiding officer.

### **Section 3. Council Meetings.**

- 3.1 Regular Council meetings will be held on the second and fourth evening of each month for the purpose of conducting business.

Any other special meetings will be limited to two per week including the regular or workshop meetings. Additional meetings will require approval by a majority of the Council.

- 3.2 If possible, only one or two major topics (defined as issues of special interest, controversial, or difficult) will be scheduled per meeting.
- 3.3 Regular Council business meetings will begin at 5:30 p.m. Meetings will adjourn within three hours of the beginning of the meeting. In order for any meeting to continue past the normal adjournment time, a majority of the Council must agree.
- 3.4 Special meetings will be topic centered.

3.5 Citizen comments will be scheduled for all regular Council meetings that are open to the public. The Presiding Officer will state the ground rules at the start of each meeting. The Presiding Officer has the flexibility to extend or shorten the time limit on citizen comments.

The Presiding Officer will state the public hearing procedures before each hearing.

3.6 Staff/consultants will provide brief input and respond to questions.

3.7 Citizen and community group sign-in forms will be available at each meeting.

3.8 The City Clerk will keep an account of all proceedings of the Council in accordance with the statutory requirements and proceedings will be entered into a minute book constituting the official record of the Council.

Only Councilors or the City Clerk have the authority to make revisions to the minutes subject to a majority vote of the Council. If a citizen wishes to suggest a modification or revision, the request must be made through the Mayor, a Councilor, or the City Clerk.

3.9 Types of Meetings:

- (1) Regular - the Charter provides for regular meetings at least once each month at a location within the City boundaries.
- (2) Special - any Council meeting other than the regular Council meeting. Notice shall be given at least 24 hours in advance. A special meeting may be scheduled by the Mayor or at the request of three Councilors.
- (3) Emergency - a special meeting that is called with no more than 24 hours notice nor less than 3 hours notice. The minutes need to state the nature of the emergency. Emergency meetings may be held by consent of a majority of Councilors.
- (4) Executive (closed) - a special session that is closed except to the Council, City Manager, City Attorney, City Clerk, designated staff, and consultants. The media is allowed to attend but may not report, in accordance with the State open meeting law.

Executive Session subjects are limited to hiring the City Manager or City Attorney, dismissal or discipline, labor negotiations, real property transactions, exempt public records, trade negotiations, consultation with City Attorney on litigation or potential litigation, City Manager or City Attorney evaluations, public investments, and any other topic allowed by State statute.

No final action or decision may be made during an executive session. The Council may discuss, instruct, or reach a consensus; formal approval in public session satisfies legal decision-making requirements.

- 3.10 A regular meeting agenda will contain the following categories listed in order:
- A. CALL TO ORDER. The meeting is called to order by the Mayor or presiding officer.
  - B. ROLL CALL OF COUNCIL.
  - C. PLEDGE OF ALLEGIANCE.
  - D. APPROVAL OF AGENDA.
  - E. PROCLAMATIONS/PRESENTATIONS. Formal recognition is given by the Mayor or presiding officer. The Mayor will ask if anyone is present to speak on the matter.
  - F. AUDIENCE PARTICIPATION. Citizens may comment on Consent Agenda items or city related non-agenda issues (15 minutes maximum time; 5 minutes per speaker). If a response by the City is requested, the speaker will be referred to the City Manager for further action. The issue may appear on a future meeting for City Council consideration.
  - G. CITY MANAGER COMMENTS. The City Manager provides information to Council on current activities and issues, and sometimes requests direction.
  - H. CITY ATTORNEY COMMENTS.
  - I. CITY COUNCIL REPORTS. Councilors report on their committee and other City activities.
  - J. CONSENT AGENDA. Routine purchases, contracts, bid awards, council bills, resolutions, and other non-controversial items may be approved by one motion and vote. Any councilor may have any item removed for consideration under Action Items.
  - K. PUBLIC HEARINGS. Citizens may testify pro or con, on any item.
    - 1. General: Public hearing on Council bill, resolution or other proposed Council action (one hour maximum per hearing).

2. Legislative: Recommendation fro Planning Commission (one hour maximum per hearing: 15 minutes for staff report and questions, 15 minutes for proponent testimony, 15 minutes for opponent testimony and 15 minutes for questions and decision).
3. Quasi-Judicial: Recommendation from Planning Commission (One hour and 15 minutes per hearing: 10 minutes for staff report and questions, 15 minutes for applicant presentation, 15 minutes for proponent testimony, 15 minutes for opponent testimony, 5 minutes for applicant rebuttal, and 15 minutes for questions and decision).
4. Appeal from Planning Commission Decision (one hour and 15 minutes per hearing: 10 minutes for staff report and questions, 15 minutes for appellat presentation, 15 minutes for proponent testimony, 15 minutes for opponent testimony, 5 minutes for appellat rebuttal and 15 minutes for questions and decision).
5. The above mentioned time limits may be exceeded by a vote of the Council or Planning Commission if the matter before them is of a complex nature or requires extensive testimony from staff, the applicant, or opponents.

L. CONTRACT REVIEW BOARD ACTIONS.

M. ACTION ITEMS. Items for Council action are taken individually. Staff provides information and recommendation. Citizen comments are permitted at the discretion of the presiding officer.

1. Council Ordinance First Reading. A Council ordinance which is being introduced for the first time is scheduled for first reading.
2. Council Ordinance for Enactment. A Council ordinance is enacted when read for the second time and adopted (or only one time if Charter requirements are met). When enacted, an ordinance becomes enforceable as City law in 30 days, unless an emergency is declared.
3. Resolution. A Resolution provides for adoption of formal City policy or interpretation of a policy. Resolutions also set specific fees and City requirements and standards.

4. Council Measures or Proposals. This item provides a formal opportunity for Councilors to initiate policy items for discussion, decision and direction to staff. If an item warrants further research, Council will direct staff to provide a report.
5. Council Memoranda. Information to Council from staff or committees on status of projects or activities is presented as Council Memoranda from the City Manager.

N. DISCUSSION ITEMS.

O. ADJOURNMENT. The presiding officer adjourns the meeting.

#### **Section 4. Agenda.**

4.1 The City Clerk's office will prepare an agenda for each Council meeting specifying the time and place of the meeting and a brief general description of each item to be considered by the Council.

4.2 Items may be placed on the Council agenda by any of the following methods:

- (1) A majority vote of the Council
- (2) Consensus of the Council
- (3) By any Councilor advising the Mayor or City Manager
- (4) By the City Manager or City Attorney
- (5) By Department Managers or designee

Documentation for each agenda item will be received by the City Clerk by 5:00 p.m. on , just less than two weeks prior to the Council meeting on a . Agenda materials will be available to the Council, staff, media, and public by , 10 days prior to the meeting.

4.3 An item may be placed on the Council agenda after the agenda is closed and the notice published, if the Mayor, Councilor, or City Manager explains the necessity. The City Manager will notify the media and any known interested citizens as soon as possible after receiving information about the proposed agenda addition.

4.4 Sufficient time will be allowed between public hearings and other scheduled items so the public is not kept waiting unduly, and so the Council will have sufficient time to review relevant materials, to hear testimony and to deliberate.

4.5 Legally required and advertised public hearings will have higher priority than other time scheduled agenda items.

- 4.6 Agenda items that are continued from one meeting to another will have preference on the subsequent agenda to the extent possible.
- 4.7 The Mayor may, with the concurrence of the Council, consider agenda items out of order.

**Section 5. Public Hearing Procedural Requirements.**

- 5.1 Quasi-judicial hearings require a Council decision by using a certain process which includes criteria, evidence, and specific findings.

Legislative hearings do not always require a Council decision even though evidence is presented.

- 5.2 A Councilor's qualifications may be challenged for bias, prejudgement, personal interest, or other reasons. The challenge may prevail if it shows a Councilor cannot be impartial.

A Councilor will not participate in the discussion nor vote when any of the following conditions exist:

- (1) Family financial interests
- (2) Ownership of property within noticed area
- (3) Direct private interest
- (4) Other valid reasons showing a Councilor cannot be impartial

- 5.3 For quasi-judicial hearings, Councilors will refrain from having pre-hearing or ex-parte contacts relating to any issue of the hearing. If a Councilor has pre-hearing or ex-parte contact prior to any hearing, the Councilor will reveal this contact at the meeting and prior to the hearing. The Councilor also will state whether such contact affects their impartiality or ability to vote on the matter. The Councilor must state whether he or she will participate or abstain.
- 5.4 For quasi-judicial hearings, a Councilor may be disqualified from the hearing by a two-thirds vote of the Council. The Councilor subject to disqualification cannot vote on this motion.
- 5.5 For quasi-judicial hearings, a Councilor who was absent during the presentation of evidence cannot participate in any deliberations or decision regarding the matter unless the Councilor has reviewed all the evidence and testimony received.

**Section 6. Council Ordinances.**

- 6.1 All proposed ordinances will be prepared by the City Attorney.

- 6.2 Council Ordinances will be confined to one subject which shall be clearly stated in the title.
- 6.3 Council Ordinances will be read according to policy set forth in the City Charter.
- 6.4 The City Clerk or designee will number the ordinance, fil in the vote results, and obtain the signature of the Mayor and City Clerk within three days from the date passed.
- 6.5 Ordinances become effective 30 days after enactment unless a later date is specified, except ordinances that make appropriations and the annual tax levy, local improvements and assessments, and emergency ordinances.

**Section 7. Council Discussions.**

- 7.1 Before speaking, a Councilor will ask the presiding officer to be recognized.
- 7.2 Councilors will be direct and candid; Councilors need to be comfortable saying what they want and giving positive feedback.
- 7.3 Councilors will speak one at a time; allowing one another to finish; encouraging all Councilors to participate.
- 7.4 During decision making, Councilors will talk out differences when the minority tries to sway the majority, and once decisions are made, will support the decision. It is permissible to point out how opinions differ from the decision. For example: "Yes, disagreed. This is why my peers voted the way they did." Councilors will disagree in a way that is not destructive to the staff who follows the majority.
- 7.5 During the voting process, Councilors will express ideas (clarify positions), if at all possible, prior to the vote.
- 7.6 During public hearings, Councilors will be open to the ideas and input of the citizens and will suspend judgement until reading the packet information and listening to the ideas and opinions of others (Councilors, citizens, and staff). It is appropriate to defer action or refer back to staff, but Councilors will specify what new and/or additional information is needed and determine how long before it will be brought back. The presiding officer will seek consensus on the action the Council is to take.
- 7.7 During Council discussion, Councilors will ask questions to clarify information. Councilors will avoid disguising opinions in a question, and will state where they are unclear, then ask a question. Councilors will not ask leading questions (questions that are framed with an implied answer). Councilors will be conscious of the meeting time limit during discussion and debate; will identify items and the type of action and/or

information they are seeking through the agenda process; will articulate what the issue is; will help keep the group on track and to the point of the discussion; and will offer ideas and search out commonalities among Councilors' perspectives and opinions. Each member is responsible for facilitating the discussions.

- 7.8 Councilor should refrain from using the "calling for the question" parliamentary procedure for the sole purpose of blocking or stopping discussions.
- 7.9 Councilors will avoid asking people to appear at a Council meeting to state their complaint or question. Instead, as a first step, the matter will be referred to the City Manager or designee, or ask that the matter be placed on the agenda as a Council Measure with the appropriate background information. When citizens contact Councilors, the Councilors will ask these questions:
- (1) Have you contacted the City Manager? If yes, the Councilor will trace back through the Mayor or City Manager
  - (2) Will you write me a letter?
- 7.10 The City Council will not provide support or opposition for any political candidate. If a request is received to support or oppose environmental and/or human rights issues, initiatives, or ballot measures, the following steps will be taken:
- (1) The request must be made in writing and submitted to the City Manager's Office and must include a specific request for action.
  - (2) The City Manager and City Attorney will review the request and forward to the Mayor with a recommendation to either support, oppose, or take no action.
  - (3) The Mayor will present the information to the City Council and the City Council will determine whether they wish to take action on the request.

If the Council wishes to take an action, it must be by unanimous vote and the matter will be scheduled for consideration at a future City Council meeting. If approved, a letter will be sent on behalf of the Council, stating their position on the request.

If the Council chooses to take no action, a letter will be sent on behalf of the City Council stating the Council has decided to take no position on the request.

**Section 8. Comments and Testimony to Council.**

- 8.1 Persons addressing the Council are requested to step to the podium microphone, give their name and address for the record and unless further time is granted by the presiding officer, must limit comments to three minutes. All remarks will be addressed to the Council as a body. Any person making personal, impertinent, or slanderous remarks, or who becomes boisterous, threatening, or personally abusive while addressing Council may be requested to leave the meeting.
- 8.2 The presiding officer has the authority to preserve order at all meetings of the Council, to cause the removal of any person from any meeting for disorderly conduct, and to enforce the rules of the Council. The presiding officer may command the assistance of a Police Officer of the City to restore order at any meeting.

**Section 9. Motions.**

- 9.1 When a motion is made and seconded, it shall be clearly and concisely stated by its mover. The presiding officer will state the name of the Councilor who made the motion and the name of the Councilor who made the second.
- 9.2 When the Council concurs or agrees to an item that does not require a formal motion, the presiding officer will summarize the agreement at the conclusion of discussion.
- 9.3 A motion may be withdrawn by the mover at any time prior to debate, without the consent of the Council.
- 9.4 If a motion does not receive a second, it dies unless debate has commenced without a second. Some motions can proceed without a second, including nominations, withdrawal of motion, agenda order, request for roll call vote, and point of order.
- 9.5 A motion to table is not debatable and precludes all amendments or debate of the issue under consideration. If the motion prevails, the matter must be taken from the table at the same meeting.
- 9.6 A motion to postpone to a certain time is debatable and amendable, and may be reconsidered at the date and time designated in the motion.
- 9.7 A motion to postpone indefinitely is debatable and is not amendable, and may be reconsidered at the same meeting only if it received an affirmative vote. The object of this motion is not to postpone, but to reject the question without risking a direct vote when the maker of this motion is in doubt as to the outcome of the question.

- 9.8 A motion to call for the question shall close debate on the main motion and is not debatable.
- 9.9 A motion to amend can be made to a motion that is on the floor and has been seconded. An amendment is made by inserting or adding, striking out and inserting, or substituting words.
- 9.10 Council will discuss a motion only after the motion has been moved and seconded.
- 9.11 The motion maker, presiding officer, or City Clerk should repeat the motion prior to voting.
- 9.12 The City Clerk will record the vote for all action items.
- 9.13 At the conclusion of any vote, the City Clerk will inform the presiding officer of the results of the vote and the presiding officer will announce such results.
- 9.14 When a question has been decided, any Councilor who voted in the majority may move for a reconsideration, but no motion for the reconsideration of a vote shall be made after the ordinance, resolution or act has gone out of the possession of the Council.
- 9.15 The City Attorney shall decide all questions of interpretations of these rules and any other questions of a parliamentary nature which may arise at a Council meeting. All cases not provided for in these rules shall be governed by Robert' Rues of Order, Newly Revised.

**Section 10. Council Attendance at Meetings.**

- 10.1 Councilors will inform the Mayor, City Manager, or City Clerk if they are unable to attend any Council meeting. Lack of notification will constitute an unexcused absence. The Mayor will inform the Council President regarding an absence of the Mayor.
- 10.2 Vacancies in Office: Rules will be followed according to the City Charter.

**Section 11. Council Seating at Meetings.**

- 11.1 During regular Council meetings, the Mayor will be seated in the center with the City Manager and City Attorney seated on each side of the Mayor. No other seats are designated and Council may be seated in any order to the left and right of the Mayor, City Manager and City Attorney.
- 11.2 There will be no specified seating arrangement for any other Council meetings.

**Section 12. Media Representation at Council Meetings.**

- 12.1 All public meetings of the Council and its committees, commissions, and task forces, will be open to the media, freely subject to recording by radio, television, and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meeting.
- 12.2 media representatives are allowed to attend most Council executive sessions subject to the understanding that issues will not be reported.
- 12.3 Media representatives may be restricted from attending executive sessions involving deliberations with persons designated by the Council to carry on labor negotiations.

**Section 13. Council Meeting Staffing.**

- 13.1 The City Manager will attend all Council meetings unless excused. The City Manager may make recommendations to the Council and shall have the right to take part in all Council discussions but shall have no vote.
- 13.2 the City Attorney will attend all regular Council meetings unless excused, and will, upon request, give an opinion, either written or oral, on legal questions. The City Attorney acts as the Council's Parliamentarian.
- 13.3 The City Clerk will attend all Council meetings and keep the official minutes and perform such other duties as may be needed for the orderly conduct of meetings.
- 13.4 Department Managers will attend Council meetings upon request of the City Manager.

**Section 14. Council Relations With City Staff.**

- 14.1 City staff or Council will not argue during a public meeting.
- 14.2 There will be mutual respect from both staff and the Council of their respective roles and responsibilities when and if expressing criticism in a public meeting.
- 14.3 City staff will acknowledge the Council as policy makers, and the Council will acknowledge staff as administering the Council's policies.
- 14.4 All written informational material requested by individual Councilors or the Mayor will be submitted by staff to the entire Council with a notation indicating which Councilor requested the information.

- 14.5 Mayor and Councilors will not attempt to coerce or influence staff in the making of appointments, awarding of contracts, selection of consultants, the processing of development applications, or granting of city licenses and permits.
- 14.6 Mayor and Councilors will not attempt to change or interfere with the operating rules and practices of any City department. The City Manager will designate the necessary staff to conduct business for the Councilors, including handling correspondence, arranging appointments, and making travel arrangements.
- 14.7 Mail that is addressed to the Mayor and Council will be opened and circulated to the Mayor and Council as soon as practical after it arrives.
- 14.8 At no time will staff open any mail that is marked personal or confidential.
- 14.9 The Mayor and Councilors will not direct staff to initiate any action or prepare any report that is significant in nature, or initiate any project or study without the approval of a majority of the Council.
- 14.10 Mayor and Council requests for information can be made directly to staff. If the request would create a change in work assignments for any staff member, the request must be made to the City Manager.

**Section 15. Council Relationship with City Committees, Task Forces, and Commissions; Council Representation to Community Organizations, Other Agencies, and Media.**

- 15.1 The Mayor will appoint the committees and commissions of the City. The Mayor may request assistance from Councilors in making a recommendation. To encourage broad participation, service on City committees will be limited to specific terms. A citizen may not serve on more than two City committees simultaneously. Any citizen serving on two advisory bodies may not be chairperson of both committees simultaneously.
- 15.2 With the consent of the Council, the Mayor may remove a citizen from the City committee or commission prior to the expiration of the term of office. Reasons for removal may include, but are not limited to: missing three consecutive regular meetings of the committee or commission, disruptive or inappropriate behavior prior to, during, or after committee or commission meetings, which prohibit the advisory body from completing its business in a timely manner, or not acting in the best interest of the citizens or City. This includes preventing a committee or commission from carrying out its goals and objectives.

When the Mayor is satisfied that it would be in the best interest of the City and the committee or commission, a citizen may be removed from an advisory position by the following process:

- (1) The Mayor will request the citizen to submit a letter of resignation within 10 days from the Mayor's notification to committee or commission member. The Mayor's letter will contain the reasons for requesting the resignation. The citizen may submit a letter of response as to why he or she should remain on the committee or commission. This letter will be reviewed by the Council prior to action on the removal request from the Mayor.
- (2) The Mayor will request the item be placed on a regular Council meeting agenda for consideration for removal of the citizen from the committee or commission. The citizen will be notified of the Council meeting date when the issue will be discussed.
- (3) If the Council approves the Mayor's request for removal, the Mayor will send a letter to the citizen informing him or her that they have been removed from the committee or commission.

- 15.3 Members of the Council will not attempt to lobby or influence committee, task force, or commission members on any item under their consideration. It is important for the advisory bodies to make objective recommendations to the council on items before them. Councilors that attempt to influence committee, task force, or commission members on an item may prejudice or hinder their role in reviewing the recommendation as a member of the Council.
- 15.4 Councilors will have the right to attend meetings but should not become involved in committee, commission, or task force discussions unless they are a liaison member to that body.
- 15.5 the Mayor will make appointments of councilors to liaison positions on City committees. Rotation of Councilors to committees is encouraged. Councilors should make their committee choices known to the Mayor who will make the final decision.
- 15.6 If the Mayor or a Councilor represents the City before another governmental agency, before a community organization, or on the media, the official should first indicate the majority position of the Council. Personal opinions and comments may be expressed only if the Councilor clarifies that these statements do not represent the position of the Council.

**Section 16. City Manager/City Attorney Evaluation Process.**

- 16.1 Councilors and the City Manager or City Attorney will determine the evaluation form used for the evaluation.
- 16.2 The standards, criteria, and policy directives used in the evaluation of the City Manager or City Attorney will be adopted at a regular Council meeting in accordance with State law.
- 16.3 the Council will determine when the completed evaluations are due and who will collect these documents. Copies of the employee's contract will be provided to the entire Council. The original employment agreement shall be maintained in the City's official records.
- 16.4 The evaluation session will be scheduled for executive session.
- 16.5 At the evaluation session, the summary comments may be given, as well as individual comments by Councilors. The employee may respond at the conclusion of the Council comments. The employee's contract should be discussed and any recommendation may be concurred to by the Council.
- 16.6 Since the evaluation is held in executive session, attendance is usually restricted to the Mayor, Councilors, City Manager and City Attorney.
- 16.7 The last step of the evaluation process is to have the City Attorney prepare amendments, if any, to the employee's contract. This contract normally will be approved as a consent agenda item at the next regular Council meeting.

**Section 17. Confidentiality.**

- 17.1 Councilors will not repeat by name to persons not on the Council what others have said in a way that might embarrass fellow Councilors.
- 17.2 Councilors will keep all written materials provided to them on matters confidential under law in complete confidence to insure that the City's position is not compromised. No mention of information read or heard should be made to anyone other than other Councilors, the City Manager or City Attorney.

17.3 If the Council, in executive session, provides direction or consensus to staff on proposed terms and conditions for any type of negotiation whether it be related to property acquisition or disposal, pending or likely claim or litigation, or employee negotiations, all contact with the other parties shall be made by designated staff or representatives handling the negotiations or litigation. A Councilor will not have any contact or discussion with any other party or its representative nor communicate any executive session discussion.

17.4 All public statements, information, or press releases will be handled by designated staff or a Council spokesperson.

**Section 18. Council Expenses.**

18.1 Council will follow the same rules and procedures for reimbursement as those which apply to City employees, as are set forth in the purchasing procedures.

18.2 Councilor expenditures for other than reimbursements will follow purchasing rules which apply city-wide.

**Section 19. Public Records.**

19.1 Public records created or received by Councilors, will be transferred to the City Clerk for retention in accordance with Oregon public records law.

**Section 20. Miscellaneous.**

20.1 When gifts (Sister City gifts, etc.) are presented to the Mayor and Councilors, the main gift will become the property of the City for display purposes and the individual gifts to the Mayor and Councilors are for their personal use.

**Section 21. Suspension and Amendment of Rules.**

21.1 Any provision of these rules not governed by State law, City Charter, or Code may be temporarily suspended by a majority vote of the Council.

21.2 These rules may be amended or new rules adopted by a majority vote of the Council.

SIGNED AND DATED: June 8, 2015

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Mayor Stephen E. Lawrence

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Councilor at Large Taner Elliott

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Council Position #1 Tim McGlothlin

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Council Position #2 Dan Spatz

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Council Position #3 Russ Brown

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Council Position #4 Linda Miller



## AGENDA STAFF REPORT CITY OF THE DALLES

MEETING DATE	AGENDA LOCATION	AGENDA REPORT #
June 8, 2015	Public Hearings 11, A	15-040

**TO:** Honorable Mayor and City Council

**FROM:** Kate Mast, Finance Director

**THRU:** Nolan K. Young, City Manager *NK*

**DATE:** May 12, 2015

**ISSUE:** Public Hearing on Proposed Uses of State Revenue Sharing funds for FY15/16 and consideration of Resolution No. 15-023 declaring the City's election to receive State Revenues.

**BACKGROUND:** State Revenue Sharing Law, ORS 221.770, requires cities to pass a resolution each year stating that they elect to receive State Revenue Sharing money during the next fiscal year. The law mandates public hearings be held by each city, and a certification of these hearings is required. The required hearings are to be held: 1) before the Budget Committee to consider possible uses of the funds; and 2) before the City Council on the uses of the funds proposed by the Budget Committee or anyone else.

The City of The Dalles has traditionally used State Revenue Sharing funds to support activities in the General Fund. The Budget Committee held a Public Hearing on May 4, 2015, to consider possible uses of the funds, and then voted to recommend to the Council that they continue to use those funds to support the General Fund in FY15/16.

A Public Hearing on the proposed uses of State Revenue Sharing funds is scheduled before the City Council on June 8, 2015. The required Resolution (#15-023) electing to receive State Revenue Sharing funds in FY15/16 is included as an action item on the same agenda. The Resolution is not required to designate the uses of the funds, but only states the City's election to receive them.

**BUDGET IMPLICATIONS:** The budget for FY15/16, as approved by the Budget Committee, already includes the anticipated State Revenue Sharing funds as General Fund revenue.

**ALTERNATIVES:**

- A. Staff Recommendation: *Move to adopt Resolution No. 15-023 declaring the City's election to receive State revenues for Fiscal Year 2015/2016.*
- B. City Council could elect to not adopt Resolution No. 15-023, or could elect to assign the uses of State Revenue Sharing funds to a different purpose than proposed. Either decision would require changes to the proposed budget for FY15/16.

**RESOLUTION NO. 15-023**

**A RESOLUTION DECLARING THE CITY OF THE DALLES' ELECTION TO RECEIVE STATE REVENUES FOR FISCAL YEAR 2015-2016**

**WHEREAS**, State Revenue Sharing Law, ORS 221.770, requires cities to annually pass a resolution requesting State Revenue Sharing money; and

**WHEREAS**, the City's Budget Committee held the required Public Hearing on May 4, 2015, to consider possible uses of State Revenue Sharing funds in FY15/16; and

**WHEREAS**, the City Council held the required Public Hearing on June 8, 2015, to consider the uses of State Revenue Sharing funds in FY15/16 as proposed by the Budget Committee and others;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF THE DALLES, OREGON, AS FOLLOWS:**

Section 1. Election to Receive State Revenues in FY15/16. Pursuant to ORS 221.770, the City hereby elects to receive State Revenues for the Fiscal Year 2015/2016.

Section 2. Effective Date. This Resolution shall be considered effective as of July 1, 2015.

Section 3. Expiration Date. This Resolution shall expire upon receipt and acceptance of the Audit for FY15/16.

**PASSED AND ADOPTED THIS 8th DAY OF JUNE, 2015**

Voting Yes, Councilors: \_\_\_\_\_  
Voting No, Councilors: \_\_\_\_\_  
Absent, Councilors: \_\_\_\_\_  
Abstaining, Councilors: \_\_\_\_\_

**AND APPROVED BY THE MAYOR THIS 8th DAY OF JUNE, 2015**

SIGNED: \_\_\_\_\_ ATTEST: \_\_\_\_\_

\_\_\_\_\_  
Stephen E. Lawrence, Mayor  
\_\_\_\_\_  
Julie Krueger, MMC, City Clerk  
.....

I certify that a Public Hearing before the City of The Dalles Budget Committee was held on May 4, 2015, and a Public Hearing was held before the City of The Dalles City Council on June 8, 2015, giving citizens an opportunity to comment on use of State Revenue Sharing.

CERTIFIED BY:

\_\_\_\_\_  
Julie Krueger, MMC, City Clerk





## AGENDA STAFF REPORT CITY OF THE DALLES

MEETING DATE	AGENDA LOCATION	AGENDA REPORT #
June 8, 2015	Public Hearings 11, B	15-041

**TO:** Honorable Mayor and City Council

**FROM:** Kate Mast, Finance Director *my*

**THRU:** Nolan K. Young, City Manager

**DATE:** May 26, 2015

**ISSUE:** Public Hearing to Receive Testimony Regarding the Approved 2015-2016 Fiscal Budget, Changes Proposed by Staff, and Resolution No. 15-024 Adopting the FY15/16 Budget for the City of The Dalles.

**BACKGROUND:** The City Budget Committee reviewed the proposed budget on May 4, 5 and 6, 2015. They approved the budget, with some changes, on May 6, 2015. The City Council will hold the required Public Hearing on June 8, 2015. Oregon Budget Law allows a governing body, prior to final adoption, to make changes to a Fund approved by the Budget Committee in amounts up to \$5,000 or 10% of the operating portion of that Fund, whichever is greater. If the changes are greater than the limit allows, another Public Hearing must be held, with the required published notices, prior to adoption.

### **BUDGET IMPLICATIONS:**

An amendment is needed in the General Fund (001) to reflect the City Council decision (05/11/15) to eliminate the RARE participant from the Economic Development budget, so \$22,000 will be moved from the Economic Development Department into Contingency.

An amendment is needed in the Special Assessment Fund (036) to reflect the reduction of the approved Beginning Fund Balance and the Capital Projects line item due to the City Council decision (05/11/15) to provide \$65,303 in refunds in FY14/15 to customers who pre-paid for future public improvements.

An amendment is needed in the Special Grants Fund (018) to reflect a \$50,000 increase in the Beginning Fund Balance and in the WiFi Capital Projects, due to delay in Phase V of the WiFi system.

An amendment is needed in the Transportation System Reserve Fund (013) to reflect that the Scenic Drive Stabilization project, anticipated to be completed by June 30, will not be completed until July 31, 2015. The recommended change is for an additional \$77,168 to be rolled over into the Beginning Fund Balance and allocated to Capital Projects for this project.

An amendment is needed in the Water Utility Fund (051) to reflect that the Crow Creek Dam Bridge project will not be completed in FY14/15 due to work load challenges. The recommended change is for an additional \$20,000 to be carried over into the Beginning Fund Balance and allocated to the Improvements Other Than Buildings line item for this project.

Amendments are needed in the Sewer Special Reserve Fund (056) to reflect that the Sanitary Sewer Slipline project will not be completed by June 30, due to a change order, and the Scenic Drive Stabilization project encountered delays related to the relocation of over-head utilities and will not be completed by June 30. The recommended changes are for an additional \$81,562 for the Slipline project, and an additional \$98,910 for the utilities portion of the Scenic Drive Stabilization project, be added to the Beginning Fund Balance line item, and then allocated to the Sewer Lines and Storm Water Improvements line items respectively.

These proposed changes are shown in the table at the end of this staff report. The proposed resolution contains these recommended changes.

At this time no proposed changes exceed the 10% limit, so Council may approve the changes listed and adopt the proposed resolution on June 8, 2015, without another hearing.

#### **ALTERNATIVES:**

A. Staff Recommendation: Make two (2) motions:

**1. *Move to approve the proposed changes to the budget approved by the Budget Committee.***

**AND**

**2. *Move to adopt Resolution No. 15-024 Adopting the Fiscal Year 2015-2016 Budget for the City of The Dalles, making Appropriations, Authorizing Expenditures, Levying Taxes, and Authorizing the City Manager to Take Such Action as Necessary to Carry Out the Adopted Budget.***

B. City Council could elect to make more changes to the approved budget and direct staff to include those changes in the adopting resolution. If any such changes were to be greater than the limit allows, a second Public Hearing on June 22 would be required. In that case, the Council could move to approve those proposed changes to the budget that are within the \$5,000 or 10% limit, and to hold a public hearing on June 22, 2015, on only the proposed changes that exceed that limit.

If any other changes come to light before the Council meeting on June 8<sup>th</sup>, staff will present those during the Public Hearing on the approved budget.

<b>001 General Fund</b>			<b>Approved</b>		<b>Amended</b>
	<b>Description</b>	<b>Line Item #</b>	<b>Budget</b>	<b>Change</b>	<b>Budget</b>
Exp	City Mgr/Eco Development Dept	001-0350-417.31-10	82,864	(22,000)	60,864
Exp	General Fund Contingency	001-9500-490.88-00	548,935	22,000	570,935
Fund Net Change				-	

<b>036 Special Assessments Fund</b>			<b>Approved</b>		<b>Amended</b>
	<b>Description</b>	<b>Line Item #</b>	<b>Budget</b>	<b>Change</b>	<b>Budget</b>
Rev	Beginning Fund Balance	036-0000-300.00-00	172,893	(65,303)	107,590
Exp	Refunds	036-3600-419.75-10	384,125	(65,303)	318,822
Fund Net Change				(65,303)	

<b>018 Special Grants Fund</b>			<b>Approved</b>		<b>Amended</b>
	<b>Description</b>	<b>Line Item #</b>	<b>Budget</b>	<b>Change</b>	<b>Budget</b>
Rev	Beginning Fund Balance	018-0000-300.00-00	3,390,121	50,000	3,440,121
Exp	WiFi Capital Outlay	018-4700-415.75-10	-	50,000	50,000
Fund Net Change				50,000	

<b>013 Transportation System Reserve Fund</b>			<b>Approved</b>		<b>Amended</b>
	<b>Description</b>	<b>Line Item #</b>	<b>Budget</b>	<b>Change</b>	<b>Budget</b>
Rev	Beginning Fund Balance	013-0000-300.00-00	957,724	77,168	1,034,892
Exp	Capital Projects	013-1400-431.75-10	1,396,509	77,168	1,473,677
Fund Net Change				77,168	

<b>051 Water Utility Fund</b>			<b>Approved</b>		<b>Amended</b>
	<b>Description</b>	<b>Line Item #</b>	<b>Budget</b>	<b>Change</b>	<b>Budget</b>
Rev	Beginning Fund Balance	051-0000-300.00-00	544,805	20,000	564,805
Exp	Improvements Other Than Buildings	051-5000-510.73-30	-	20,000	20,000
Fund Net Change				20,000	

<b>056 Sewer Special Reserve Fund</b>			<b>Approved</b>		<b>Amended</b>
	<b>Description</b>	<b>Line Item #</b>	<b>Budget</b>	<b>Change</b>	<b>Budget</b>
Rev	Beginning Fund Balance	056-0000-300.00-00	2,533,961	180,472	2,714,433
Exp	Sewer Lines	056-5600-550.76-30	2,370,785	81,562	2,452,347
Exp	WiFi Capital Outlay	056-5600-550.76-40	894,825	98,910	993,735
Fund Net Change				180,472	

**RESOLUTION NO. 15-024**

**A RESOLUTION ADOPTING THE FISCAL YEAR 2015-2016 BUDGET FOR THE CITY OF THE DALLES, MAKING APPROPRIATIONS, AUTHORIZING EXPENDITURES, LEVYING TAXES, AND AUTHORIZING THE CITY MANAGER TO TAKE SUCH ACTION AS NECESSARY TO CARRY OUT THE ADOPTED BUDGET**

**WHEREAS**, the City Budget Committee has reviewed and acted on the proposed City budget, and, on May 6, 2015, approved and recommended a balanced budget to the City Council; and

**WHEREAS**, in accordance with State Law, the City held a Public Hearing on the approved budget on June 8, 2015; and

**WHEREAS**, the City Council has amended the budget previously approved by the Budget Committee, as permitted by ORS 294.435; and

**WHEREAS**, the City Council wishes to adopt the approved budget with amendments and carry out the programs identified in the budget;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL AS FOLLOWS:**

**Section 1. Clerical Changes.** The City Council hereby authorizes City staff to make the necessary clerical changes to the amended budget.

**Section 2. Adoption of the Budget.** The City Council of the City of The Dalles, Oregon, hereby adopts the budget for Fiscal Year 2015-2016 in the total of \$61,880,423, now on file in the office of the City Finance Director.

**Section 3. Setting Appropriations.** The amounts for the Fiscal Year beginning July 1, 2015 and for the purposes shown are hereby appropriated as follows:

<b>GENERAL FUND (001)</b>	
City Council	264,610
City Clerk	145,635
City Manager / Economic Development	494,224
Legal / Judicial	504,999
Finance / Utility Billing	546,874
Personnel	8,900
Planning Department	493,818
Police	3,498,022

Technology	272,297
City Hall / Transportation Center	386,069
Code Enforcement	91,134
Animal Control	78,684
Special Payments	527,530
Interfund Transfers	229,947
Contingency	570,935
<b>TOTAL GENERAL FUND (001) *</b>	<b>8,113,678</b>
<b>LIBRARY FUND (004)</b>	
Personnel Services	698,544
Materials & Services	621,902
Capital Outlay	822,299
Interfund Transfers	73,351
Contingency	213,671
<b>TOTAL LIBRARY FUND (004) **</b>	<b>2,429,767</b>
<b>STREET FUND (005)</b>	
Personnel Services	759,738
Materials & Services	626,008
Capital Outlay	299,217
Interfund Transfers	482,713
Contingency	102,853
<b>TOTAL STREET FUND (005)</b>	<b>2,270,529</b>
<b>PUBLIC WORKS RESERVE FUND (009)</b>	
Capital Outlay	400,501
<b>TOTAL PUBLIC WORKS RESERVE FUND (009)</b>	<b>400,501</b>
<b>UNEMPLOYMENT RESERVE FUND (010)</b>	
Personnel Services	83,149
<b>TOTAL UNEMPLOYMENT RESERVE FUND (010)</b>	<b>83,149</b>
<b>COMMUNITY BENEVOLENCE FUND - VIETNAM MEMORIAL (011)</b>	
Materials & Services	16,585
<b>TOTAL COMMUNITY BENEVOLENCE FUND (011)</b>	<b>16,585</b>
<b>TRANSPORTATION SYSTEM RESERVE FUND</b>	
Capital Outlay	1,396,509
Interfund Transfers	-
<b>TOTAL TRANSPORTATION SYSTEM RESERVE FUND (013)</b>	<b>1,396,509</b>
<b>SPECIAL GRANTS FUND (018)</b>	
Materials & Services	178,250
Capital Outlay	11,485,900
Interfund Transfers	3,500
<b>TOTAL SPECIAL GRANTS FUND (018)</b>	<b>11,667,650</b>

<b>STATE OFFICE BUILDING FUND (021)</b>	
Personnel Services	60,661
Materials & Services	167,487
Capital Outlay	17,000
Contingency	62,791
<b>TOTAL STATE OFFICE BUILDING FUND (021)</b>	<b>307,939</b>
<b>SPECIAL ASSESSMENTS FUND (036)</b>	
Materials & Services	56,700
Capital Outlay	318,822
Interfund Transfers	112,723
<b>TOTAL SPECIAL ASSESSMENTS FUND (036)</b>	<b>488,245</b>
<b>CAPITAL PROJECTS FUND (037)</b>	
Materials & Services	5,000
Capital Outlay	194,189
Debt Service	15,687
Interfund Transfers	140,000
<b>TOTAL CAPITAL PROJECTS FUND (037)</b>	<b>354,876</b>
<b>WATER REVENUE BOND FUND (041)</b>	
Debt Service	566,205
Contingency	400,000
<b>TOTAL WATER REVENUE BOND FUND (041)</b>	<b>966,205</b>
<b>FFCO 2008 BOND FUND (043)</b>	
Debt Service	302,530
<b>TOTAL FFCO 2008 BOND FUND (043)</b>	<b>302,530</b>
<b>2009 FFCO BOND FUND (044)</b>	
Debt Service	946,063
<b>TOTAL 2009 FFCO BOND FUND (044)</b>	<b>946,063</b>
<b>WATER FUND (51)</b>	
<b>WATER TREATMENT</b>	
Personnel Services	840,316
Materials & Services	531,243
<b>TOTAL WATER TREATMENT</b>	<b>1,371,559</b>
<b>WATER DISTRIBUTION</b>	
Personnel Services	1,230,807
Materials & Services	554,854
<b>TOTAL WATER DISTRIBUTION</b>	<b>1,785,661</b>
Capital Outlay	229,587
Interfund Transfers	2,781,904
Contingency	170,458
<b>TOTAL WATER FUND (051)</b>	<b>6,339,169</b>

<b>WATER CAPITAL RESERVE FUND (053)</b>	
Materials & Services	-
Capital Outlay	3,707,712
Debt Service	238,379
Interfund Transfers	598,786
Contingency	-
<b>TOTAL WATER CAPITAL RESERVE FUND (053)</b>	<b>4,544,877</b>
<b>WASTEWATER FUND (055)</b>	
Personnel Services	1,210,345
Materials & Services	1,686,394
Capital Outlay	113,756
Interfund Transfers	2,838,298
Contingency	162,962
<b>TOTAL WASTEWATER FUND (055)</b>	<b>6,011,755</b>
<b>SEWER CAPITAL RESERVE FUND (056)</b>	
Materials & Services	-
Capital Outlay	3,596,082
Interfund Transfers	6,971
<b>TOTAL SEWER CAPITAL RESERVE FUND (056)</b>	<b>3,603,053</b>
<b>SEWER PLANT CONSTRUCTION FUND (057)</b>	
Materials & Services	-
Capital Outlay	5,425,882
Interfund Transfers	552,385
<b>TOTAL SEWER PLAN CONSTRUCTION FUND (057)</b>	<b>5,978,267</b>
<b>SEWER DEBT SERVICE FUND (058)</b>	
Debt Service	552,385
Contingency	225,587
<b>TOTAL SEWER DEBT SERVICE FUND (058)</b>	<b>777,972</b>
<b>AIRPORT FUND (061)</b>	
Materials & Services	240,000
Capital Outlay	2,632,071
Contingency	26,617
<b>TOTAL AIRPORT FUND (061)</b>	<b>2,898,688</b>
<b>AIRPORT DEBT SERVICE FUND (062)</b>	
Debt Service	276,186
<b>TOTAL AIRPORT DEBT SERVICE FUND (062)</b>	<b>276,186</b>
<b>TOTAL ALL FUNDS</b>	<b>60,174,193</b>

**TOTAL ALL FUNDS** **60,174,193**

\* An Unappropriated Ending Fund Balance has been set for the General Fund in the amount of: **887,305**

\*\* An Unappropriated Ending Fund Balance has been set for the Library Fund in the amount of: **818,925**

**TOTAL ADOPTED BUDGET** **61,880,423**

**Section 4. Authority of City Manager.** The City Council hereby authorizes the City Manager to take such action as is necessary and consistent with State Statutes and City Ordinances, including, but not limited to, entering into contracts to carry out the programs, projects and services identified in the adopted budget.

**Section 5. Imposing and Categorizing the Tax.** The City Council of the City of The Dalles, Oregon, hereby imposes the taxes provided for in this adopted budget in the General Fund at the rate of \$3.0155 per \$1,000 of assessed value for operations, and that these taxes are hereby imposed and categorized for tax year 2015-2016 upon the assessed value of all taxable property within the City of The Dalles as of 12:01 AM, July 1, 2015.

	<b>Subject to General Government Limitation</b>	<b>Excluded from Limitation</b>
<b>TOTAL TAX IMPOSED</b>	<b>\$ 3.0155 per 1,000 of assessed value</b>	<b>0</b>

**Section 6. Certifying the Tax Levy.** The City Finance Director shall certify to the County Clerk and County Assessor, the tax levy made by this Resolution, and shall file with them and to the State of Oregon, copies of the budget as finally adopted.

**PASSED AND ADOPTED THIS 8th DAY OF JUNE, 2015**

Voting Yes, Councilors: \_\_\_\_\_

Voting No, Councilors: \_\_\_\_\_

Absent, Councilors: \_\_\_\_\_

Abstaining, Councilors: \_\_\_\_\_

**AND APPROVED BY THE MAYOR THIS 8th DAY OF JUNE, 2015**

SIGNED:

ATTEST:

\_\_\_\_\_  
Stephen E. Lawrence, Mayor

\_\_\_\_\_  
Julie Krueger, MMC, City Clerk



**CITY of THE DALLES**

313 COURT STREET  
THE DALLES, OREGON 97058

(541) 296-5481  
FAX (541) 296-6906

**AGENDA STAFF REPORT**  
CITY OF THE DALLES

MEETING DATE	AGENDA LOCATION	AGENDA REPORT #
June 8, 2015	Action Items 12, A	15-044

**TO:** Honorable Mayor and City Council

**FROM:** Kate Mast, Finance Director

**THRU:** Nolan K. Young, City Manager *nyj*

**DATE:** May 12, 2015

**ISSUE:** Resolution No. 15-025 Authorizing Transfers of Funds Between Categories of the Special Assessments Fund (036), Making Appropriations and Authorizing Expenditures for the Fiscal Year Ending June 30, 2015.

**BACKGROUND:** The City Council, at their regular meeting on May 11, 2015, directed that monies currently held by the City for single family residential properties that pre-paid for future public improvements, be refunded to those property owners. This requires a budget amendment to properly provide for making those refunds, which is the purpose of this proposed resolution.

**Special Assessments Fund (036):** The Budget Amendment Resolution No. 15-025 reduces the Capital Projects LID line item by a \$65,303, which will be used to increase the Materials & Services new "Refunds" line item to pay out the refunds listed below.

2511 East 12 <sup>th</sup> Street	Street and Storm	\$30,730.39
2409, 2415, 2419 East 19 <sup>th</sup> Street	Street improvements	\$18,565.00
2850 Old Dufur Road	Storm	\$10,055.50
2213 West 9 <sup>th</sup> Place	Storm	\$ 2,957.50
1812 Home Street	Storm	\$ 2,833.87
821 Pomona	Storm	\$ 160.00
	<b>TOTAL</b>	<b>\$65,302.26</b>

**BUDGET IMPLICATIONS:** The Budget Amendment Resolution No. 15-025 only transfers budget amounts between categories, so there is no increase or decrease in the total Special Assessments Fund budget.

**ALTERNATIVES:**

- A. **Staff Recommendation:** *Move to adopt Resolution No. 15-025 Authorizing Transfers of Funds Between Categories of the Special Assessments Fund, Making Appropriations and Authorizing Expenditures for the Fiscal Year Ending June 30, 2015.*
- B. Postpone the budget amendment and refunds to June 22, 2015, to allow for further research and discussion.

**RESOLUTION NO. 15-025**

**A RESOLUTION AUTHORIZING TRANSFERS OF FUNDS BETWEEN CATEGORIES OF THE SPECIAL ASSESSMENTS FUND (036), MAKING APPROPRIATIONS AND AUTHORIZING EXPENDITURES FOR THE FISCAL YEAR ENDING JUNE 30, 2015**

**WHEREAS**, during the budget year certain funds may experience expenditures above approved category limits; and

**WHEREAS**, Oregon Budget Law recognizes these events and allows for transferring of funds between approved category limits; and

**WHEREAS**, the City Council, at their regular meeting on May 11, 2015, directed that funds pre-paid by property owners for future public improvements that are currently being held by the City on certain single family residential properties, in the total amount of \$65,302.26, be refunded; and

**WHEREAS**, some reallocation of resources is necessary to correct the FY14/15 Budget to provide for those refunds;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL AS FOLLOWS:**

**Section 1. Authorizing Budget Transfers.** The City Council hereby authorizes the following transfers of funds between budgeted categories:

<u>FUND OR DEPT.</u>	<u>BUDGETED</u>	<u>RESOURCES NEEDED</u>	<u>REALLOCATED</u>
<b><u>SPECIAL ASSESSMENTS FUND (036)</u></b>			
from Capital Outlay	\$ 96,687	\$ 31,384	- \$ 65,303
from Materials & Services	\$ 41,200	\$ 106,503	+\$ 65,303

**Section 2. Effective Date.** This Resolution shall be effective upon adoption.

**PASSED AND ADOPTED THIS 8<sup>th</sup> DAY OF JUNE, 2015**

Voting Yes, Councilors: \_\_\_\_\_  
Voting No, Councilors: \_\_\_\_\_  
Absent, Councilors: \_\_\_\_\_  
Abstaining, Councilors: \_\_\_\_\_

**AND APPROVED BY THE MAYOR THIS 8th DAY OF JUNE, 2015**

SIGNED:

ATTEST:

\_\_\_\_\_  
Stephen E. Lawrence, Mayor

\_\_\_\_\_  
Julie Krueger, MMC, City Clerk





**CITY OF THE DALLES**  
Department of Public Works  
1215 West First Street  
The Dalles, Oregon 97058

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## **AGENDA STAFF REPORT**

### **CITY OF THE DALLES**

<b>MEETING DATE</b>	<b>AGENDA LOCATION</b>	<b>AGENDA REPORT #</b>
June 8, 2015	Action Item 12, 1B	15-043

**TO:** Honorable Mayor and City Council

**FROM:** Dave Anderson, Public Works Director

**THRU:** Nolan K. Young, City Manager *nyj*

**DATE:** May 26, 2015

**ISSUE:** Approval of Amendment No. 8 to Operations Management International (OMI) Agreement to operate the Wastewater Treatment Plant for Fiscal Year 2015-2016.

**RELATED CITY COUNCIL GOALS:** N.A.

**BACKGROUND:** The City entered into a 10-year contract with Operations Management International Inc, OMI, beginning July 1, 2008 to provide contract operation of the City's Wastewater Treatment Plant (WWTP). The upcoming 2015-16 fiscal year marks the eighth year of the 10-year contract. The current contract was negotiated after OMI had operated the City's WWTP for the prior 15 years under a series of 5-year contracts. The contract is renewed annually by approval of a contract amendment that updates costs based upon CPI-based formulas provided in the contract.

Some of the most significant items of the contract that outline OMI's scope of work are:

- OMI is responsible to pay any fines or civil penalties which may be levied by a regulatory agency for violations of the plant's permit
- There is an annual negotiation of price for each successive year of the contract. If negotiations should fail to reach an agreement, the contract provides a formula that is to be used as a default based upon a 12-month average CPI for All Urban Consumers plus 2%, limited to a maximum of 4% per year. To protect OMI in periods of higher inflation,

if the CPI is greater than 7%, the default increase will equal the CPI minus 1.5%. (Examples: if CPI is 5%, default contract cost increase would be capped at 4%. If CPI is 7.5%, cost increase would be  $7.5 - 1.5 = 6\%$ .) This allows OMI to make some gains in compensation during periods of very low inflation while OMI and the City would share the pain during periods of high inflation.

- OMI must provide a response time of personnel to the plant within ½ hour in emergencies, the same as the City requires for its Water and Sewer systems On-Call Operators.
- OMI provides all preventive maintenance on the plant.
- OMI maintains the City's Industrial Pretreatment Program, surveys the industrial users at least once every 3 years, assists in the evaluation of new industrial dischargers, and inspects and monitor permitted dischargers.
- OMI performs quarterly inspections of all facilities that are required to have grease traps (facilities with commercial-size kitchens, currently there are about 50 of them) and provides a report to the City summarizing the findings.

This proposed contract renewal reflects a total annual cost increase of 1.47% compared to the current 2014-15 fiscal year. This amendment will pay a management fee of \$135,617 to OMI, an increase of 1.90% over last year based upon the Consumer Price Index for All Urban Consumers (U.S. City Average) as per the terms of the contract. Direct costs of the facility (labor and benefits, materials and services) are increasing 1.40% to \$785,742. A philosophy of mutual risk/benefit has been maintained in the amendment as the City and OMI will equally split the costs of any increases in electrical costs above the budgeted amount up to 10%. The City remains liable for any electrical rate increased above the 10%.

The partnership between OMI and the City has been a successful one. One of OMI's first achievements under the operations contract was working with DEQ to reclassification the plant's capacity, thereby deferring needed capital improvements to help the City implement a funding schedule in support of an approved improvement plan. The contracts with OMI have provided a high level of expertise to the City's wastewater treatment plant operations and have contributed to the successful implementation of plant upgrades; OMI staff is actively involved in providing valuable input to the plant upgrade design-build project currently under way. Permit violations have been few and, when they have occurred, paid for by OMI. It may also be worth noting that one of the ways that the City has benefited financially from this contract is that OMI also operates systems in neighboring communities, Biggs and Mosier, and the personnel costs of some employees are shared among the three systems.

**BUDGET ALLOCATION:** The proposed 2015-16 budget approved by the Budget Committee includes \$962,829 in line 055-5500-550.31-10 of the Wastewater Fund for the contracted operation of the wastewater treatment plant. The total cost of the proposed contract amendment will be \$921,359 and is within the amount budgeted for this purpose.

**ALTERNATIVES:**

- A. **Staff Recommendation:** *Move to approve the contract amendment and authorize the City Manager to sign Amendment No. 8 to the Operations Management International agreement in an amount not to exceed \$921,359.00.*
- B. Deny award of the proposed contract amendment and provide additional direction to staff on how to proceed.

**AMENDMENT NO. 8**  
**To the**  
**OPERATIONS, MAINTENANCE AND MANAGEMENT SERVICES**  
**For**  
**THE CITY OF THE DALLES, OREGON**

This Amendment No. 8 to the Agreement for Operations, Maintenance, and Management Services for the City of The Dalles (the "Amendment") is made effective this 1st day of July 2015 by and between the City of The Dalles, Oregon (hereinafter "Owner") whose address for any formal notice is 313 Court Street, The Dalles, Oregon 97058 and Operations Management International, Inc. (hereinafter "CH2M HILL OMI") with offices at 9189 South Jamaica Street, Suite 400, Englewood, Colorado 80112. This is Amendment No. 7 to the Agreement dated July 1, 2008 between the Owner and CH2M HILL OMI ("Agreement").

NOW THEREFORE, Owner and CH2M HILL OMI agree to amend the Agreement as follows:

1. Appendix C, Subsection C.1.4 is deleted in its entirety and replaced with the following:

The Annual Fee for services under this Agreement is based on the following Project influent characteristics from the 2014 contract year:

<u>Parameter</u>	<u>Plant</u>
Flow, million gallons/day	2.11
BOD5, pounds per day	3,776
TSS, pounds per day	3,309

2. Appendix E, Subsection E.1.1 is deleted in its entirety and replaced with the following:

Owner shall pay to CH2M HILL OMI as compensation for services performed under this Agreement an Annual Fee of Nine Hundred Twenty One Thousand Three Hundred and Fifty Nine Dollars (\$921,359) for the contract year commencing July 1, 2015 and ending June 30, 2016. The Annual Fee is the sum of the estimated Total Direct Cost and Management Fee.

3. Appendix E, Subsection E.1.2 is deleted in its entirety and replaced with the following:

The estimated Total Direct Cost for providing services under this Agreement is Seven Hundred Eighty Five Thousand Seven Hundred Forty Two Dollars (\$785,742) for the contract year set forth in Appendix E.1.1. This amount shall not include any Costs which would ordinarily be Total Direct Costs but are incurred as a result of construction activities at the Project. Such costs shall be billed to and paid by Owner on a monthly basis, and shall not be considered Total Direct Costs for purposes of Subsections E.1.4 and E.1.5 of this Appendix E.

4. Appendix E, Subsection E.1.3 is deleted in its entirety and replaced with the following:

The Management Fee for providing services under this Agreement is One Hundred Thirty Three Thousand Seventy Four Dollars (\$135,617) for the contract year set forth in Appendix E.1.1. Subsequent years' Management Fee shall be adjusted by the Cost Adjustment Formula shown in E.3.

This Amendment together with the previous Amendments and the Agreement constitutes the entire agreement between the Parties and supersedes all prior oral and written understandings with respect to the subject matter set forth herein. Unless specifically stated all other terms and conditions of the Agreement shall remain in full

force and effect. Neither this Amendment nor the Agreement may be modified except in writing signed by an authorized representative of the Parties.

The Parties, intending to be legally bound, indicate their approval of the Amendment by their signatures below.

Authorized Signature:

**OPERATIONS MANAGEMENT  
INTERNATIONAL, INC.**  
A California corporation

Authorized Signature:

**CITY OF THE DALLES, OREGON**

\_\_\_\_\_  
Name: Scott Neelley  
Title: Vice President  
Date: \_\_\_\_\_

\_\_\_\_\_  
Name: Nolan Young  
Title: City Manager  
Date: \_\_\_\_\_



## AGENDA STAFF REPORT CITY OF THE DALLES

MEETING DATE	AGENDA LOCATION	AGENDA REPORT #
June 8, 2015	Action Item 12, C	15-042

**TO:** Honorable Mayor and City Council

**FROM:** Nolan K. Young, City Manager *nyj*

**DATE:** May 26, 2015

**ISSUE:** Consideration of a Compensation Package for Exempt Employees including Health Insurance Program

**PREVIOUS AGENDA STAFF REPORT:** #15-025, April 13, 2015.

**BACKGROUND:** For compensation purposes, the City has four categories of employees:

- 1) Exempt employees (Dept Managers, Supervisors, Confidential Secretaries, Planning Staff);
- 2) Contract employees (City Manager, City Attorney, and Municipal Court Judge);
- 3) SEIU represented general employees; and
- 4) Police Association employees.

For the last two categories, the City negotiates a labor contract. The SEIU employees will be in the second year of a three-year contract in FY 2015-16. They are scheduled to receive a 2% COLA on July 1, 2015. The City's insurance premium payment increase was capped at 8% in FY 2014-15 for SEIU employees. The three year Police Association contract is in its third year in FY 2015-16; a 2% COLA is scheduled for July 2015. The City's insurance premium payment increase is capped at 8% for the Police Association employees as well.

The City has three contract employees; City Attorney, City Manager, and Municipal Court Judge. The City Council annually considers a COLA and/or salary adjustment for these three after their annual evaluations. Evaluations were held in May. The City is currently paying for the full cost in insurance increases for the City Manager, and 85% dependent insurance pick up for the City Attorney. A recommendation for these two positions will be presented in a separate staff report.

Annually, the City Council also considers cost of living adjustment (COLA) or other salary adjustments for exempt employees. The exempt group has typically lagged behind salaries in comparable cities. In FY 2014-15 this group received a 2% COLA on July 1, 2014.

The annual Consumer Price Index (CPI) increase for 2014 is 1.9%. We have identified three alternatives for addressing the COLA for exempt employees.

1. Staff recommendation: A 2% COLA on July 1, 2015. This amount is the amount in the SEIU and Police Association contracts. The estimated additional costs for exempt employees would be \$69,365.
2. 1.9% on July 1, 2015. This equals the CPI increase for 2014. The estimated cost is \$65,897.
3. Approve some other COLA increase for exempt employees in fiscal year 2015-16.

**Insurance Cost Share:** We recommend that for the exempt employees we follow the 8% maximum increase of the City contribution toward the cost of monthly insurance premiums given to the Police Association and SEIU covered employees as is set out in their collective bargaining agreement with the City. Early indication is that our overall health care insurance premium increases will not exceed 8%.

The City council requested we investigate a change to our current insurance plans:

1. The City Council expressed interest in employees having more buy in for their health insurance benefits, moving from a 100% paid premiums for the employee portion, to a 90% paid premium for the employee; leaving the dependent paid premium at 85%. Table I is a comparison of current employee costs, compared to the cost if employees paid 10% of their premiums. 32 of the 34 exempt employees would not lose money if a 2% COLA was given and the 10% employee premium participation was implemented.

TABLE I

**Employee Monthly Premium Pickup**

	Current		FY 15-16 with 10% Employee
	FY 14-15	FY 15-16	
Employee	\$ -	\$ -	\$ 62.45
Employee + Spouse	\$ 99.60	\$ 107.72	\$ 170.17
Family	\$ 163.67	\$ 177.99	\$ 240.44

2. Deductible. We investigated the financial impact of moving our basic medical plan to a \$500, \$1000, or \$1500 deductible plan. We may wish to offer employees the option of a “buy up” alternative if they wish to continue to use the current \$250 deductible plan. Table III identifies monthly costs.

Table II below shows what the City’s increase in premium costs would be with each of the different deductibles.

Table II

Plan	% Increase(decrease)	Approximate Budget Impact	City's Savings
FY 2015-16 \$250 Deductible/\$2250 max *	8.75%	\$ 40,071	-
New \$500 Deductible/\$3500 max*	0.92%	\$ 4,200	\$ 35,851
New \$1,000 Deductible/\$3500 max*	(6.73%)	\$ (30,824)	\$ 70,895
New \$1,500 Deductible/ max*	(13.06%)	\$ (59,685)	\$ 99,756

The impact on the 34 exempt employees of a higher deductible plan will depend on their insurance claims. The initial exposure will be from the increase in the deductible from \$250 to \$500, \$1000 or \$1500. The out of pocket maximum would also increase from the current \$2,250 for one and \$4,500 for the maximum of two, to \$3,000 and \$7,000 for all of the higher deductible plans. The only other increase is in emergency room visits from \$150 to \$250 for the higher deductible plans. Employees will experience a lower cost for their 15% of the dependents premium if we choose a higher deductible plan.

The change in plan to a higher deductible could only be taken with the City's 34 exempt employees. The Police Association contract expires June 30, 2016 and the SEIU labor contract expires June 30, 2017. At those times, changes to the insurance package could be negotiated. We recommend that we wait until next year to consider these changes for any city employee. If we desire to make a change of more than a \$500 deductible we may want to phase it in over two or three years.

Table III reflects the impact to employees choosing to buy up the various options, to maintain the current \$250 deductible plan.

Table III

## Buy Up Monthly Costs to Employees

	From \$500 Deduct Plan	From \$1000 Deduct Plan	From \$1500 Deduct Plan
Employee	\$ 44.97	\$ 88.92	\$ 126.23
Employee + Spouse	\$ 96.67	\$ 191.17	\$ 269.24
Family	\$ 130.40	\$ 257.86	\$ 363.16

**COUNCIL ALTERNATIVES:**

1. **Staff Recommendation:** Approve an exempt employee compensation package for FY 2015-16 that includes: A 2% COLA effective July 1, 2015, and increases the City's contribution toward an employee's insurance premium no more than 8%.
2. Approve an exempt employee compensation package for FY 2015-16 that includes: 1.9% COLA July 1, 2015, and increases the City's contribution toward an employee's insurance premium no more than 8%.
3. 2% COLA and implement a policy to require all employees to contribute 10% of the health premiums for employee and 15% for dependents, effective July 1, 2016, subject to negotiations with the unions.
4. 2% COLA and implement a policy to require exempt employees to contribute 10% of

health premiums for employee and 15% for dependents, effective July 1, 2015.

5. Approve an exempt employee compensation package for FY 2015-16 to include a 2% COLA effective July 1 and implement a \$500, \$1,000 or \$1,500 deductible plan as the primary medical plan for exempt employees, with an option for employees to pay additional premiums to buy up to a \$250 deductible plan, for exempt employees.
6. Approve an exempt employee compensation package for FY 2015-16 to include a 2% COLA effective July 1 and implement a \$500, \$1,000 or \$1,500 deductible plan as the primary medical plan for exempt employees, with an option for employees to pay additional premiums to buy up to a \$250 deductible plan. And require exempt employees to contribute 10% of health premium for employee and 15% for dependents.
7. Approve some combination of the above listed alternatives.
8. Postpone action on exempt employee COLA or salary adjustment to allow for further research.
9. Approve some other exempt employee COLA and/or insurance premium contribution.



# CITY of THE DALLES

313 COURT STREET  
THE DALLES, OREGON 97058

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## AGENDA STAFF REPORT CITY OF THE DALLES

MEETING DATE	AGENDA LOCATION	AGENDA REPORT #
June 8, 2015	Discussion Item 13, A	15-045

**TO:** Mayor and City Council

**FROM:** Nolan K. Young, City Manager *nyj*

**DATE:** May 27, 2015

**ISSUE:** Review of the City's Safety Program and Request for Expenditure of SAIF refund

**RELATED COUNCIL GOAL:** Goal D: Balance Budget #4: Develop and implement a plan for getting our workers comp experience rating factor back down to a 0.9; develop an incentive based employee safety program. Goal D: Balance Budget #6: Prepare a report for the City Council on human resources and *safety program options prior to the fiscal year 2016-17 budget process.*

**BACKGROUND:** For more than a year we have been working hard to promote a culture of safety in the work place. Some citywide activities have included discussing safety at each of the two monthly Department Manager meetings, a reinvigoration of the safety committees at each of the City's work sites, and attendance of representatives at the citywide safety meetings.

Attached are the following documents that demonstrate some of the efforts being made at the Public Works Department:

1. January 7, 2015 Memorandum from Public Works Director to Division Managers regarding the "formation of a culture of safety in the workplace", signed by each of the six Public Works managers.
2. July 1, 2014 City of The Dalles Public Works Safety Enhancement Program.
3. Memorandum from Karen Skiles, Regulatory Compliance Officer regarding Public Works Department safety activities from July through October 2014.

4. A City of The Dalles Public Works Department accident reporting and analysis policy with flow chart.
5. Safety suggestion form used by the Public Works Department.

We believe these activities have had an impact on the safety record. Since December 2013 we have not had a time loss accident, a total of 520 days.

Also attached is a SAIF handout on stress and leadership skills that was provided to City Hall employees.

**SAIF REFUND:** This fiscal year the City has received a \$68,651 refund from SAIF. This is something that was provided to all SAIF employers as a premium refund based on the overall operation of the system. The City Council has discussed the intent of utilizing these funds specifically to increase employee safety. Working with the department managers we have identified five items to enhance employee safety.

1. **Without time loss injury signs:** (\$1,500) This is an item Council has indicated they would like to see. The intent would be to place two signs at Public Works, one at the Police Department, one at City Hall and one at the Library. If we wish to have electronic signs we would have to investigate the costs.
2. **Body Cameras:** (\$35,000) The Police Chief is still investigating how these can be properly deployed, including training and policies regarding record retention and availability. One of the reports we heard from those using body cameras is that it has reduced incidents of resisting arrest, which is where most of our police department workers comp claims are generated. If approved we would not purchase the cameras until the Police Chief had completed his investigation and brought it before the Council for discussion and consideration.
3. **Mats at circulation desk at Library:** (\$1,400) Library staff spends a lot of time on their feet on a hard floor, these mats would help with wear and tear and potential long term disability challenges from long hours of standing.
4. **Public Works Building Entry Cameras:** (\$3,342) This is for installation of cameras so office staff can see people as they enter the building. This has been a serious concern of office staff given the potential of active shooter incident and hostility potential. We learned in training last year that the likelihood of violence in the workplace is eight times greater than that of a fire.
5. **Public Works entry key pads:** (\$7,388) This is intended to add security to the Public Works facility. This would add security keypads and locks to the two employee used doors in the Public Works main building.

The total cost of these five items is \$48,730. This leaves an amount of \$20,021 remaining from the refund. We recommend this amount be placed in a line item in the City Council budget to create an incentive based employee safety program, as identified in Goal D:4, and other safety program options as identified in Goal D:6.

**BUDGET IMPLICATIONS:** Currently this refund money is in the General Fund as part of the beginning fund balance. Only the \$35,000 for the body cameras has been specifically budgeted. Once specific uses are determined we will amend the current year budget or next year's budget to allow for the expenditures this would include creating a new line item in the City Council fund for the remaining funds from the refund and future refunds to be placed to allow the Council to determine specifically how to expend those funds to enhance employee safety.

**COUNCIL ALTERNATIVES:** This is a Council discussion item. Once we have been given further direction we will prepare action items for the next Council agenda, including necessary budget amendments.



**CITY OF THE DALLES**  
Department of Public Works  
1215 West First Street  
The Dalles, Oregon 97058

**MEMORANDUM**

**TO: Public Works Division Managers**

**DATE: January 7, 2015**

**FROM: Dave Anderson, Director  
Department Of Public Works**

**RE: Promotion of a Culture of Safety in the Workplace**

This memorandum is to reinforce and add specificity to the direction that has previously been provided to all division managers within the Public Works Department related to the need to review and plan for safety issues when assigning work on a daily basis. For the Water Distribution, Wastewater Collection and Street Divisions these discussions are to continue to occur at the morning muster meetings when work is being assigned; for Wicks, these safety reviews will be discussed whenever work is assigned. These same concepts are to be applied to Engineering and Administrative Services staff. For larger projects that involve advance planning, safety issues are to be discussed related to the project as part of the advance planning effort. The goal of these efforts is to develop and reinforce a Culture of Safety within our workplace to avoid injury to employees and the public and prevent damage to equipment and property.

At a minimum, when work is being assigned, the division manager is to discuss potential hazards associated with the work to be performed and provide specific information and direction intended to mitigate those hazards with all affected employees. If a Job Hazard Analysis has been performed and/or a Standard Operating Procedure developed for the work to be performed, they should be reviewed with employees to refresh the employees' understanding of the related safety issues, including the required use of appropriate Personal Protective Equipment (PPE). If a task is repetitive, these discussions can be shorter daily "reminders" to employees about the risks and precautions associated with their assigned work. When an employee is assigned to serve Acting-in-Capacity (AIC) and make work assignments in the absence of the manager, before taking leave the manager is to reinforce with the AIC employee that safety is to be discussed and emphasized when work is assigned, including providing direction on methods to be used.

For each work assignment, the safety discussion will also include an opportunity for employees to raise any safety-related issues they can identify associated with the planned work. These issues are to be addressed before the employees are released to perform the work.

It's important to understand that these same issues of safety need to be considered and addressed during emergency operations as well as during planned routine work. This will become easier over time as a Culture of Safety is strengthened within each division and it becomes a more natural part of everyone's thinking and planning.

Division managers are required to support and emphasize the concepts of working safely with the employees they supervise. Employees are to be encouraged to communicate with co-workers, to look out for each other and to provide reminders to other employees when warranted. I also want managers to spot check the work sites within their divisions to confirm that employees are working safely. The first time an employee is found to be working in an unsafe manner contrary to Department policies, procedures or direction, the manager is to counsel the employee and document that such a discussion occurred. For a second instance of an employee being found to be working in a manner that is unsafe and contrary to training or direction they have received, disciplinary action is to be taken.

Division managers have the greatest opportunity, and therefore a higher level of responsibility, to ensure work place safety due to their direct contact with employees and front-line oversight of the work to be performed. In that role, there are also great opportunities to receive and develop ideas for improving workplace safety. Division managers are to continue to work with the employees they supervise to identify potential safety improvements that can be implemented either procedurally or through purchase and use of better equipment. Managers also need to be sure that they are leading by example as they enter work sites in the use of PPE and compliance with safety procedures.

Division Managers are to hold monthly “round-table” discussions with their crews to review and facilitate two-way communications about safety issues/ideas/concerns related to work undertaken in the preceding weeks. These discussions should be opportunities to review what went well and identify potential areas of improvement related to workplace safety. With these discussions, it is anticipated that the issues of safety will continue to remain in the forefront of thinking by both managers and employees, and increase “buy-in” of safety planning at all levels. The results of these discussions will be reviewed at the first Public Works staff meeting each month to provide an opportunity to share ideas across divisions.

Any future accident or near-miss investigations are to look closely at the issue of supervision provided for the job – did the manager discuss how to do the work safely with the employees before the work was undertaken? If not, managers, like employees, will be counseled and/or disciplined accordingly.

The Department is committed to improving safety and striving for an injury-free workplace. Success requires a commitment from all involved and this directive is intended to provide a common set of expectations among the Department’s management team toward meeting that goal.

## **City of The Dalles Public Works Department Safety Enhancement Program**

Public Works Department Management and Employees will, as a priority, take every opportunity to clearly promote safety in the performance of all work duties. To that end, the following program elements are to be implemented.

Continue to develop, maintain and reinforce the City's Safe Workplace culture through:

- Daily morning crew meetings for the Water Distribution, Wastewater Collection and Transportation Divisions to discuss safety, traffic control, etc., prior to starting the day's work and to discuss any issues that might have occurred the previous day.
- Weekly Department management meetings at which operational and safety topics will be discussed.
- Monthly Public Works site and Wicks Water Treatment Plant site Safety Committee Meetings
- Attendance of and participation in monthly City-wide Safety Committee meetings.
- Maintaining an open channel for all employees to discuss safety issues with their Division Manager, Department Director, or any Safety Committee member.

Continue to develop Standard Operating Procedures (SOPs) supported by Job Hazard Analyses (JHAs):

- Update and expand the Department's library of SOPs developed for use within each Division with input from affected employees.
- Complete JHAs for all significant routine tasks.
- Conduct detailed safety discussion of any non-routine tasks prior to initiating work.

Continue to investigate all accidents and reported near misses, and implement corrective actions to prevent reoccurrence of similar incidents:

- Continue to require reporting and investigation of accidents and "near misses" consistent with the Department's *Accident Reporting and Analysis Policy*, and provide that information to Safety Committees for analysis monthly.

Add to the safety knowledge base within the Department through outside training:

- Receive training for all employees in the SAIF Safety in Motion program; program to be completed during the winter 2014/15.

- Provide training to all Department managers in SAIF's Supervisors Safety Guide.
- Work with SAIF to evaluate the potential benefits of utilizing SAIF's Consultative Observation program and implement if desired.
- Continue to utilize the services of OSHA's Consultative Inspection program every 5 years.
- Apply lessons learned through the process related to the Wicks Water Treatment Plant's application for the OSHA Safety and Health Achievement and Recognition Program (SHARP) to the other divisions within the Department.

Continue to develop and maintain accurate information on the specific physical requirements of the essential functions for each position.

- Job descriptions were updated to provide this information in 2008.
- Provide updated job descriptions with specific physical requirements to doctors involved in the treatment or evaluation of any employee for light duty.
- Continue to use, and monitor closely, light duty as a transition and incentive to bring the employee back to full duty, as the employee's capabilities allow.

Continue to seek opportunities to improve ergonomics of work tasks; consider aging employee issues and the need to maintain their valuable experience while assisting them to continue to do their jobs as they age:

- Continue to look for opportunities to provide equipment or solutions to assist workers in the safe performance of their duties (i.e. - 2-person lift procedures, lift gates, hoists, manhole lifting tools, traffic message boards).
- Continue to partner with SAIF to purchase equipment, furniture and fixtures that will provide assistance and/or opportunities for injured employees to return to work or light duty, such as the flat files, pallet jack, computers, chairs and workstation recently purchased through SAIF Employer at Injury Program.



**CITY OF THE DALLES**  
Department of Public Works  
1215 West First Street  
The Dalles, Oregon 97058

## MEMORANDUM

**TO:** Dave Anderson **DATE:** November 17, 2014  
**FROM:** Karen Skiles, Regulatory Compliance  
**SUBJECT:** Public Works Department Safety Activities - July to October, 2014

**Training / inspection by outside agencies:**

Luke Betts, SAIF Safety Management Consultant, conducted three "Safety In Motion" training sessions with each of the individual department divisions – Water Distribution, Wastewater Collection and Streets and two sessions with the Wicks Water Treatment Plant employees. It has been Luke's desire to spread these trainings out over a longer period of time to keep the safety message fresh for employees.

Public Works sponsored a railroad safety training session at the Discovery Center presented by Jeffrey Dukes, UPRR Regional Hazardous Materials Manager. It was attended by 24 department employees, as well as representatives from Wasco County Emergency Mgt, North Central Public Health District, Wasco County Public Works, MCMC and Hood River County Environmental Health.

An OR-OSHA Safety Consultant was invited and performed an inspection and review of safety programs at the Wicks Water Treatment Plant in connection with being accepted into the Safety and Health Achievement Recognition Program (SHARP). The industrial hygiene portion of the consultation occurred on October 28, 2014.

Propane Safety: As requested through the PW Site Safety Committee, Cascade Propane has been scheduled to provide safety training to employees on dispensing propane from the large tank into the forklift or smaller tanks.

**Division safety topics:** The following topics have been distributed to division managers for discussion at morning muster meetings:

- Oregon highway worker fatalities in July 2014
- Heat illness
- Jobsite safety to prevent backover accidents
- Back to school safety
- Portable generators
- Hazard assessments

**Purchasing with safety in mind:** The Water Distribution Division is retrofitting equipment at a Sorosis Reservoir vault to reduce the risk of injury and facilitate confined space entry. The heavy steel vault cover will be replaced with a double-door aluminum cover, and a retractable entry ladder will be installed. Similarly, a heavy steel vault cover at Wicks has been replaced.

**Management Discussions:** Public Works managers have been involved in on-going in-depth discussions about department safety culture and accountability, based on the SAIF Supervisors Safety Guide.

**Job Hazard Analyses:** Performed by the Street Division on three jobs.

**Monthly site safety committee meetings**

Public Works Site Safety Committee - July 15, August 19, Sept 16, Oct 21

Site inspection: July 23, 2014; serious items have been corrected.

Wicks Water Treatment Site Safety Committee – July 24, August 19, Sept 26

Site inspection: Sept 26

**Emergency Response:** On September 18 The Dalles Transfer Station was evacuated due to the release of an unknown powder that allegedly killed some birds. Due to strong wind and downwind proximity of the Public Works Department, the Mid-Columbia Fire and Rescue, as Incident Commander for the event, ordered lockdown and sheltering-in-place of the Public Works Facility. Employees who were in the field were notified to avoid returning to the Public Works offices until cleared to do so. A “post-incident review” was conducted by Public Works Division Managers to evaluate the Department’s response to the emergency. This event provided motivation to update and finalize the PW Emergency Action Plans for fire, active shooter, and inhalation hazard events, including alarms, assembly points and employee training.

**Action on safety programs**

**Active Shooter Emergency Plan:** With the (free) assistance of a national safety consultant, Bo Mitchell of 911 Consulting, as well as input from Ed Goodman, TD City Police, the department has put together a site-specific plan for active shooter emergency response. Training will soon be provided to employees on recognition of the emergency alarm, actions they are to take, what to expect when law enforcement arrives, and the importance of assembling at designated locations to account for all employees. Other City work locations will be able to use some of the elements of the Public Works plan, but every plan must be site-specific.

**Annual review of Confined Space Entry program:** With the help of safety committee members, the written program for Confined Space Entry received its annual review in preparation for program and rescue training.

**Respiratory Protection Program** for the Wicks Water Treatment Plant was reviewed and updated. The section on handling chlorine gas was removed as this chemical is no longer in use at that facility.

**Accident Reporting and Analysis Policy** for the Department has been updated with input from all Division Managers. Refresher training for employees is scheduled for late November.

**Safety record**

There have been no time-loss accidents in the Public Works Department since December 2013. As of October 31, 2014, the Public Works Department has worked 311 days without a time-loss accident.



**CITY OF THE DALLES**  
Department of Public Works  
1215 West First Street  
The Dalles, Oregon 97058

**CITY OF THE DALLES — PUBLIC WORKS DEPARTMENT  
ACCIDENT REPORTING AND ANALYSIS POLICY**

**A. PURPOSE**

The purpose of this program is to establish requirements pertaining to the reporting and investigation of accidents involving personal injury or property damage in order to protect the safety and health of employees and the public. By analyzing the factors which contributed to or caused the accident, countermeasures can be identified to correct the areas identified and prevent future accidents.

**B. APPLICABLE LEGAL STANDARDS**

1. OAR 437-001-0760(3) Investigation of Injuries:  
“Each employer shall investigate or cause to be investigated every lost time injury that workers suffer in connection with their employment, to determine the means that should be taken to prevent recurrence. The employer shall promptly install any safeguard or take any corrective measure indicated or found advisable.”
2. OAR 437-001-0765(6)(g) Safety Committee/Accident Investigation:  
“The Safety Committee shall establish procedures for investigating all safety-related incidents including injury accidents, illnesses, and deaths. This rule shall not be construed to require the committee to conduct the investigations.”
3. OAR 437-001-0700 Reporting Fatalities and Hospitalizations to Oregon OSHA:  
“Employers are responsible to notify Oregon OSHA within 8 hours after occurrence or employer knowledge of workplace fatality or catastrophe, and within 24 hours of an injury resulting in overnight or longer hospital admission.”

**C. GENERAL RESPONSIBILITIES**

1. **Employer.** The employer is responsible to:
  - a. Ensure that all reported injuries, illnesses, exposures, near-misses, or reports of property damage are promptly investigated as to cause;
  - b. Ensure that Accident Procedures, as established in this policy, are carried out;
  - c. Arrive at recommendations to reduce recurrence; and
  - d. Ensure that corrective measures are implemented to reduce the likelihood of recurrence.
2. **Employee.** Employees are responsible to:
  - a. Immediately report to their supervisor any injury, illness, exposure, motor vehicle

accident, near-miss or any accident involving property damage, sustained in the scope of employment.

- b. Follow the Accident Procedures and cooperate fully with all accident investigations.
3. **Site Safety Committee.**
- a. The Site Safety Committee at each location is responsible to review the written Accident Analysis Reports and may provide further recommendations for prevention. Members who are trained in Accident Investigation may be involved with investigating the circumstances of the accident.
  - b. The Site Safety Committee tracks the list of corrective measures to assure that items are completed as scheduled.
  - c. Annually the Site Safety Committee evaluates the accident investigation procedures and provides recommendations for improvement.

#### D. ACCIDENT PROCEDURES

1. **Personal Injury.** The employee shall follow these procedures to report any injury, illness, near-miss, or any accident involving personal injury, sustained in the scope of employment.
  - a. The incident and/or condition must be reported to the employee's Supervisor immediately.
  - b. The injured employee shall complete side one of the Incident/Accident/ Illness Report form to provide details on the circumstances of the injury. The injured employee and his/her immediate supervisor will analyze the factors that contributed to the injury, list countermeasures for prevention, and record this information on the second page of the form. The form is then forwarded to the Regulatory Compliance Manager.
  - c. Any time that the work-related condition requires the services of a medical provider, the employee is further required to complete a SAIF *Report of Job Injury or Illness* Form 801. **The 801 must be filed with the Regulatory Compliance Manager within two working days of the accident.** SAIF must be notified within five working days of employer knowledge of a claim; therefore, if the employee is not available to complete and sign the 801, it must be completed as much as possible and submitted to SAIF.
2. **Motor Vehicle Accidents.** Any City employee who is involved in a motor vehicle accident while driving a City-owned vehicle, City-leased vehicle, or other vehicle being used on official City business, whether it is their fault or not, and whether the amount of damage is minor or not, shall follow this procedure:
  - a. STOP AT ONCE!! Check for personal injuries and call 9-1-1 for an ambulance if needed.
  - b. No vehicle shall be moved from the scene until the police arrive or photographs are taken, unless a greater hazard would be created by failure to remove the vehicle(s) from the scene.
  - c. Contact the City of The Dalles Police Department by vehicle radio or by telephone and provide the following information: Accident involves City employee and vehicle; location of accident; and name of caller. If the accident occurs outside the City of The Dalles, contact the Oregon State Police (OSP) or the law enforcement agency with the local jurisdiction.
  - d. Contact your Supervisor and provide the same information as in (c) above. The Supervisor should report to the scene of the accident as soon as possible and take photos of the accident if possible.
  - e. Exchange insurance information with the other driver. If other vehicle is unattended, leave a note and contact the owner ASAP. Write down names, license numbers, and other information regarding the accident and those people involved in it. Record this information on the insurance card in your vehicle. Be sure to record the name and address of any witnesses and the name and badge number of the responding police officer.
  - f. It is the driver's responsibility to submit the DMV form ("Oregon Traffic Accident and Insurance Report") to the DMV within 72 hours if there is any bodily injury and/or more than \$1500 damage to any vehicle or property, or if any vehicle is towed from the scene as a result of

damages. The "Oregon Traffic Accident and Insurance Report" can be downloaded from the internet at: [www.oregon.gov/ODOT/DMB/forms/vehicle/shtml](http://www.oregon.gov/ODOT/DMB/forms/vehicle/shtml).

- g. Employee fills out side one of the "Accident Analysis for Damage to City Vehicle or Other Equipment" form to provide details on the accident, after which the employee and his immediate supervisor will analyze the factors that contributed to the accident, list countermeasures for prevention, and record this information on page two of the form.

**3. Damage to City vehicle, equipment or property.** Employees shall follow these procedures to report any accident involving damage to a City vehicle, equipment or property.

- a. The incident and/or condition must be reported to the employee's Supervisor immediately.
- b. Employee fills out side one of the "Accident Analysis for Damage to City Vehicle or Other Equipment" form to provide details on the accident, after which the employee and his immediate supervisor will analyze the factors that contributed to the accident, list countermeasures for prevention, and record this information on page two of the form. The form is then forwarded to the Regulatory Compliance Manager.

**4. Drug and Alcohol Testing**

- a. For accidents or damage to a City vehicle, property or equipment:
  - i. For a CDL driver involved in an accident which resulted in a fatality or issuance of a moving violation, federal regulations require DOT post accident testing protocol.
  - ii. For a employee not operating a Commercial Motor Vehicle, City's *Policy and Procedures for a Drug and Alcohol Testing Program* requires post accident drug and alcohol testing if the City determines that there is probable cause to believe that the actions of the employee(s) involved materially contributed to the accident. Non-DOT post accident protocol is followed, which requires use of the non-DOT testing form and a Disclaimer Form for conducting the Breathalyzer Test.
  - iii. In either case (DOT or non-DOT protocol): The employee must be transported by a manager as soon as possible for drug and alcohol testing. The employee shall be tested as soon as possible, but for alcohol testing the time shall not exceed a period of eight (8) hours. Refer to the City's *Policy and Procedures for a Drug and Alcohol Testing Program* for details.
  - iv. The employee is placed on Administrative Leave pending receipt of test results.
- b. DOT-approved Drug and Alcohol testing facilities in The Dalles:
  - i. MCMC Occupational Health Services at Water's Edge, 551 Lone Pine Blvd, Suite 305, The Dalles; phone (541) 296-7811. Calling ahead is advisable.
  - ii. If MCMC Occupational Health is closed, use Mid-Columbia Medical Center at 1700 East 19<sup>th</sup> Street. Call the Laboratory (541-296-7225) ahead of arrival time to assure that a Breath Alcohol Technician will be there.

**5. Fatality & Catastrophe.** The City Manager or designee is required to report all work place fatalities and catastrophes to **OR-OSHA** within eight hours of knowledge at OR-OSHA's central office at **503-378-3272** or **1-800-922-2689** or by contacting the Oregon Emergency Response line at 1-800-452-0311.

- a. OR-OSHA requires that employers and their representatives not disturb the scene of a fatality or catastrophe, other than to conduct the rescue of an injured person, until authorized by the OR-OSHA Manager (or designee), or directed by a recognized law enforcement agency to do so.

- b. Further, all employee injuries resulting in admission to a hospital also require notice to OR-OSHA within 24 hours of knowledge. Such notice shall be accomplished by the City Manager or designee. If the incident occurs on a weekend or holiday, the supervisor should contact either the City Manager, the Administrative Services Officer, or the City Attorney.

## Employee Injured

### Medical attention is not needed:

1. Employee fills out Incident/Accident Report
2. Employee submits report to supervisor
3. Supervisor and employee complete analysis of causes and corrective measures
4. Report given to Regulatory Compliance Mgr
5. Safety committee reviews reports monthly

### Medical attention is needed:

1. For serious injuries, the top priority is for the employee to receive medical attention, with later follow up on paperwork.
2. In most cases, employee fills out SAIF 801 form and gives it to Reg Comp Mgr
3. Employee goes to doctor
4. Employee obtains Release to Return to Work from doctor at initial (and follow up) appointments and provides to Reg Comp Mgr
5. 801 is faxed to SAIF "800" number
6. Employee receives copy of 801
7. Modified duty is initiated when applicable
8. Employee keeps employer notified of status

## Possible Insurance Claim against City

Employee responds to incident and reports details of damage, such as sewer backup or water main break.

1. Each person involved in responding provides information from his/her perspective using Property Damage Report.
2. If sewer backup, Reg. Compliance Mgr must receive info quickly enough to be able to report to OERS/DEQ within 24 hours.
3. Property Damage Report is used to notify supervisor, PW Director, Reg. Compliance Mgr.
4. Property Damage Report is sent ASAP to City Attorney's secretary, who forwards it to the insurance company.

Employee witnesses an unsafe condition or an accident or incident involving injury or damage to property.

1. Employee fills out Employee Witness Report and provides to Regulatory Compliance Mgr. (or supervisor or PW Director).

**Property Damage Accident  
(Vehicle, equipment, property)  
Investigation Goal: To determine  
facts to prevent reoccurrence**

1. Employee reports damage to immediate supervisor as soon as possible on the day it occurs. If supervisor is not present, report to another manager.
2. Employee completes "Accident Analysis for Damage to City Vehicle or Other Equipment" form and provides to supervisor.
3. The accident is investigated ASAP, by trained members of Accident Analysis Team:
  - To collect basic information: Who, what, when, where, how, why
  - To visit scene of accident—Diagram, photograph
  - To write up chronology of events
  - To analyze causes (In four areas: Management, Employee, Environment, Equipment)
  - To formulate corrective action for prevention
6. Post-accident drug and alcohol testing is done ASAP, per DOT rules and City policy; employee on Admin Leave pending results.
7. Employee and supervisor evaluate causes and corrective action, using page 2 of the Accident Analysis form, and forward form to Regulatory Compliance Mgr.

1. The Site Safety Committee reviews the Accident Analysis report at its next meeting.
2. Committee evaluates the analysis, including causes and suggested corrective measures.
3. Committee tracks corrective measures to be sure they are completed as scheduled.

Annually the Site Safety Committee evaluates the accident investigation procedure and provides recommendations for improvement.

## SAFETY SUGGESTION

Name: \_\_\_\_\_ Date: \_\_\_\_\_

- Potential safety hazard                       Other  
 Near Miss

If more space is needed, use back of form.

Summary of concern:

Recommendations:

Safety Committee Review

Date:

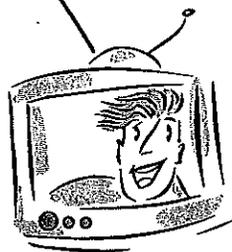
Action:

# Managing Work STRESS

*Stress from trouble, worry or changes in family or work life may affect your job performance. The following steps can help you cope with periods of high stress.*

**Step #1** Make a list of stressful events or activities:

- new job
- trouble at home
- not enough time to get work done



**Step #2** Identify the ways you usually deal with stress:

- watch T.V.
- take a walk
- eat, smoke or drink ✓

**Step #3**

Look over your list and put a check by responses that don't work or are bad for you.

**Step #4**

Brainstorm new responses—try to come up with three for each situation. For instance: If there's not enough time to get work done, try these tactics:

- Get to work earlier.
- List tasks in order of importance and work on the high-priority items first.
- Figure out if time is being wasted on unimportant or unnecessary tasks.

BRAINSTORM...  
ideas... ideas...



**Some stress can't be avoided. Learn coping techniques...**

- Take five deep breaths.
- Exercise more frequently.
- Learn relaxation or meditation techniques.
- Avoid unhealthy responses, such as using alcohol, drugs and cigarettes and overeating.

ATTITUDE & AWARENESS

**SAIF CORPORATION**  
On the job for Oregon [www.saif.com](http://www.saif.com)

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# Assess Your Stress

Not all stress is bad. But too much stress can hurt your mental and physical well-being. Use this checklist to watch for excess stress in your life:

- |  |  |
|--|--|
| <input type="checkbox"/> fatigue                             | <input type="checkbox"/> feeling overwhelmed or out of control |
| <input type="checkbox"/> sleeplessness                       | <input type="checkbox"/> poor concentration                    |
| <input type="checkbox"/> irritability, anxiety or depression | <input type="checkbox"/> frequent crying                       |
| <input type="checkbox"/> change in appetite                  | <input type="checkbox"/> muscle spasms                         |
| <input type="checkbox"/> headache, backache or chest pain    | <input type="checkbox"/> constipation or diarrhea              |
| <input type="checkbox"/> lasting negative attitude           | <input type="checkbox"/> shortness of breath                   |
| <input type="checkbox"/> numbness                            | <input type="checkbox"/> difficulty controlling your temper    |

If you're experiencing any of these symptoms, try some simple stress reduction techniques, such as deep breathing, relaxation or exercise.

If you checked many boxes, you may need more than these techniques. Consider asking your healthcare provider about counseling or other ways to cope with the stress in your life.

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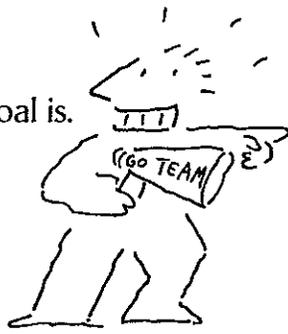
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# Focus on Leadership Skills

## Leaders are...

### ...Coaches

- They know what the goal is.
- They inspire the team.
- They are enthusiastic, fair, honest and supportive.
- They show interest in each member of the team.
- They help team members work out differences.



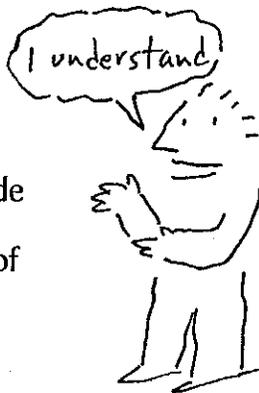
### ...Decision makers

- They take time to think about a problem.
- They clearly state the alternatives.
- They get input from others.
- They are willing to take risks.
- They learn from their mistakes.



### ...Communicators

- They say, write and show what they mean.
- They listen with a positive attitude and full attention.
- They use "I" statements instead of "you" statements.



### ...Assertive

- They state their feelings, expectations and needs.



## Making "I" statements

"I" statements are the best way to communicate your feelings, needs and expectations without putting the listener on the defensive, the way "you" statements can. Here are some examples:

### "You" statements:

*You always interrupt.  
You're late again!*

### "I" statements:

*I feel angry and frustrated when you interrupt me.  
I expect you to be on time.*

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# Communication Tips For a Diverse Workforce

If you look around at your coworkers, you may notice the workforce has become more diverse. At first you may feel uncomfortable around someone who seems different than you. Here are some tips to keep the lines of communication open:

Remember that everyone wants to be treated as individuals and judged on their own merits.



Try not to think in terms of "us" and "them." This will lead to tension and resentment.



If you are evaluating a coworker's job performance, make sure you focus on what they do, not who they are.



*Remember that this is a chance for you to learn and expand your experience!*

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