

AGENDA

REGULAR CITY COUNCIL MEETING

November 13, 2023

5:30 p.m.

CITY HALL COUNCIL CHAMBER

313 COURT STREET

And

VIA ZOOM

<https://us06web.zoom.us/j/88147760127?pwd=bzF6UVBBS0EvaDIxTEVyRngrbExmQT09>

Meeting ID: 881 4776 0127

Passcode: 007612

1. CALL TO ORDER
2. ROLL CALL OF COUNCIL
3. PLEDGE OF ALLEGIANCE
4. APPROVAL OF AGENDA
5. PRESENTATIONS/PROCLAMATIONS
 - A. Local Government Academy Graduate Recognition
 - B. Northwest Accreditation Alliance Award of Compliance for The Dalles Police Department
6. AUDIENCE PARTICIPATION

During this portion of the meeting, anyone may speak on any subject which does not later appear on the agenda. Up to three minutes per person will be allowed. Citizens are encouraged to ask questions with the understanding that the City can either answer the question tonight or refer that question to the appropriate staff member who will get back to you within a reasonable amount of time. 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 COUNCIL REPORTS
9. CONSENT AGENDA

CITY OF THE DALLES

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

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.

- A. Approval of the October 23, 2023 Regular City Council Meeting Minutes

10. ACTION ITEMS

- A. Resolution No. 23-038 A Resolution Repealing Various Historical Resolutions for Legal Sufficiency

11. ADJOURNMENT

This meeting conducted VIA Zoom

Prepared by/
Amie Ell
City Clerk



AGENDA STAFF REPORT

AGENDA LOCATION: Item #9A

MEETING DATE: November 13, 2023

TO: Honorable Mayor and City Council

FROM: Amie Ell, City Clerk

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

- A. **ITEM:** Approval of the October 23, 2023 Regular City Council meeting minutes.

BUDGET IMPLICATIONS: None.

SYNOPSIS: The minutes of the October 23, 2023 Regular City Council meeting have been prepared and are submitted for review and approval.

RECOMMENDATION: That City Council review and approve the minutes of the October 23, 2023 Regular City Council meeting minutes.

MINUTES

CITY COUNCIL MEETING
COUNCIL CHAMBER, CITY HALL
OCTOBER 23, 2023
5:30 p.m.

VIA ZOOM/ IN PERSON

PRESIDING: Mayor Richard Mays

COUNCIL PRESENT: Darcy Long, Tim McGlothlin, Rod Runyon, Scott Randall, Dan Richardson

STAFF PRESENT: City Manager Matthew Klebes, City Attorney Jonathan Kara, City Clerk Amie Ell, Police Chief Tom Worthy, Finance Director Angie Wilson, Community Development Director Joshua Chandler, Human Resources Director Daniel Hunter, Abby Jara Executive Assistant, IT Manager David Collins

CALL TO ORDER

The meeting was called to order by Mayor Mays at 5:30 p.m.

ROLL CALL OF COUNCIL

Roll Call was conducted by City Clerk Ell. Long, McGlothlin, Runyon, Randall, Richardson present

PLEDGE OF ALLEGIANCE

Mayor Mays asked Councilor Richardson to lead the Pledge of Allegiance.

Councilor Richardson invited the audience to join in the Pledge of Allegiance.

APPROVAL OF AGENDA

It was moved by Long and seconded by Richardson to approve the agenda as submitted. The motion carried 5 to 0; Long, Richardson, Randall, Runyon, McGlothlin voting in favor; none opposed.

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AUDIENCE PARTICIPATION

Mayor Mays asked for audience participation. There was none.

CITY MANAGER REPORT

City Manager Matthew Klebes reported;

- New Executive Assistant to The City Manager, Abby Jara started last week
- First session of Local Government Academy last week, continues through November 13, 2023
- Dog River Pipeline now functioning
- The Beautification & Tree Committee residential tree grant program gave 25 trees
- Airport improvements, Quonset hut roofs and staging for South Apron project
- Department heads attended Executive Forum Advanced Leadership training
- Attended Wasco County Board of Commissioners work session presentation of market feasibility of a sports complex
- Wasco County Economic Development Commission starts process for determining Community Enhancement Project Priority List in December

CITY COUNCIL REPORTS

Randall reported:

- League of Oregon Cities Conference (LOC),
 - toured Eugene Airport and Regional Firefighting Training Center

Richardson reported;

- Commended staff work on Dog River Pipeline
- Traffic Safety Commission meeting
- Urban Renewal meeting, Tony's building demolition
- Working to support school bond in community

Runyon reported;

- Q-Life meeting
- LPSCC (Local Public Safety Coordinating Council)
- City Clerk retirement party
- Mid-Columbia Veterans Memorial Committee
- Sara Singer Wilson interview regarding City Council future Goal Setting
- Represented the City at Klickitat Salutes Veterans event
- Urban Renewal meeting

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- City Attorney Kara meeting
- Beef & Burgundy event w/ special guest former Alaska Governor Sarah Palin

Long reported;

- Spoke with City Manager regarding shopping cart ordinance
- Sara Singer Wilson City Council Goal Setting interview
- Meeting with City Manager
- Urban Renewal meeting, will wait for other downtown developments before moving forward with Tony's building location Request for Proposal (RFP) and Federal Street Plaza.
- Debrief with Community Outreach Team (COT) members who traveled to Washington D.C. in September
- COT regular meeting later this week

CONSENT AGENDA

It was moved by Long and seconded by McGlothlin to approve the Consent Agenda as presented. The motion carried 5 to 0, Long, McGlothlin, Randall, Runyon, Richardson voting in favor; none opposed.

Items approved on the consent agenda were: 1) The minutes of the October 9, 2023 Regular City Council Meeting.

ACTION ITEMS

Resolution No. 23-037 Approving a Rate Increase Averaging Approximately 2.65% Resulting from Increased Operational and Disposal Fee Costs Incurred by The Dalles Disposal Service, Effective January 1, 2024

Klebes reviewed the agenda staff report.

Jim Winterbottom, Waste Connections District Manager was invited to speak.

Winterbottom clarified the rate increase of 2.65% was determined by using 85% of Consumer Price Index (CPI), not 65% as was stated in the City Manger's staff report.

McGlothlin said Waste Connections is organized, courteous, helpful, efficient, orderly and involved in community events such as community clean-ups and Lion's tree removal events. He believes the rate to be justified and reasonable and supports passing the resolution.

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Richardson asked for clarification of where the decision to adjust by 85% of CPI comes from and if it is adjustable.

Winterbottom said the Dalles Disposal rate mirrors the rate of Wasco County Landfill who have a trigger in their license to automatically adjust to 85% of CPI.

Long thanked Winterbottom for working with the City Manger to ensure customers were represented. She asked about resources available for elderly or people who could not afford a rate change.

Winterbottom said anyone who is 85 or older receives free service and those who are low income got through Mid-Columbia Community Action Council (MCACC) to get a discount.

Klebes said the City Public Information Officer (PIO) would work to get the information about utility help programs out to the public.

It was moved by Randall and seconded by Richardson to adopt Resolution No. 23-037 A resolution approving a rate increase averaging approximately 2.65% resulting from increased operational and disposal fee costs incurred by The Dalles Disposal Service, effective January 1, 2024. The motion carried 5 to 0, Randall, Richardson, Long, McGlothlin, Runyon voting in favor; none opposed.

General Ordinance No. 23-1402 Amending The Dalles Municipal Code Title 8 (Business) By Creating Chapter 8.30 (Shopping Cart Retailers)

Klebes reviewed the staff report.

Klebes said he spoke with staff in Newport, Coos Bay and Milwaukie, cities that have similar ordinances in place. He said Coos Bay recently adopted their ordinance and they noticed a substantial drop in the number of abandoned carts, the Newport police chief said no fines were issued since their ordinance took affect in August of 2022, and Milwaukie highly recommended a shopping cart ordinance. He said Milwaukie's ordinance was adopted in 2008 and they suggested connecting retailers with entities to contract with for cart pick-ups such as Northwest Grocers Association and Northwest Cart Retrieval.

Kara said he had provided City Council with a copy of the ordinance on which the provisions required to comply with Oregon State Law (ORS) were highlighted in green.

Mayor Mays read from ordinance sections 8.30.05 B2 and 8.30.07 A and asked for clarification of fines and how the amounts were determined.

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Kara said the fine of up to \$50.00 was a requirement from the ORS. He said the choice not exceed \$500 in fines was made to be consistent with similar City nuisance ordinances and this fine is for other provisions in chapter that do not stem from cart retrieval.

McGlothlin reported he had spoken with a community volunteer who picks up grocery carts who reported the number of shopping carts being picked up from Fred Meyer's has drastically decreased since the installation of locking mechanism on the wheels.

McGlothlin said the focus of the ordinance is centered on holding shopping cart owners accountable and does not include provisions to stop the theft of shopping carts. He said the requirement to have a 1-800 phone number to report stolen property to retailers was an out-of-date method and would like to see options for using cell phone apps or a website.

McGlothlin said anyone pushing a cart in the right-of-way should be stopped and read a statement about being in possession of stolen property and be told to return the property or they may face legal action. He believed most would stop stealing the carts if they were repeatedly notified in this way.

McGlothlin said if storage was provided in a managed and supervised location people would have a protected place for their possessions. He said carts are currently being used for this purpose.

Mayor Mays asked to hear the opinion of the City Attorney on arresting people for being in possession of a stolen shopping cart and if this would violate state laws.

McGlothlin said there must be consequences to change behavior. He said addressing the problem of abandoned is one part of a larger problem.

Kara said this ordinance would be one tool in a toolkit of many. He said this ordinance arose from City Council's request for leadership staff to work on abating impacts of homelessness on the community and improving livability.

Kara said theft is a crime. He said the district attorney had informed him that he would not be prosecuting anyone experiencing homelessness with theft of a shopping cart.

Mayor Mays said the subject of homelessness would be a big part of the City Council's upcoming goal setting work session.

Klebes said to the 1-800 phone number requirement in the ordinance is a part of the ORS but this does not mean other means of reporting abandoned carts could not also be included. He said the

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ordinance includes preventative measures including signs be on premises of business as well as on the carts informing the removal of shopping carts from the property is theft.

Runyon said legislature requires “up to \$50.00” fine must be included, but he would like to see the “not to exceed \$500.00” removed. He said that more work needs to be done to clean-up The Dalles and he did not support the ordinance at this time.

Mayor Mays said the purpose is not to punish anyone.

Runyon said he did not think any fine was the right way to do this and more work was needed. He said the ORS was written nearly 15 years ago and it needs an update to modern day tools.

Long said a fine needs to exist for the ordinance to have teeth. She said the ordinance benefits retailers by notifying where their property is located. She was encouraged by the City Manager reporting positive responses from other cities. She said if the District Attorney is not going to prosecute theft of shopping carts she would like police not to be tied up with this issue as they have other things to be focusing on.

Klebes said changes to the ordinance could be made down the road. He asked council to consider the costs for the businesses to get the system up and running.

Mayor Mays spoke with mayors from Kaiser and Beaverton who are both happy with the results of similar shopping cart ordinances they have in place. He said he was concerned the interpretation of the definition of “abandoned cart” may not be consistent.

Klebes said the inclusion of the definition of abandoned cart in the proposed ordinance was added to ensure a cart would not be taken from an individual if it contained personal possessions. He said the store could take a photo to prove the cart was not meeting the definition of abandoned.

Richardson said the ordinance was proportional, feasible, appeared to be likely effective, have minimum burden on merchants and would impose a modest cost or workload on staff. He said there were two victims of stolen carts; the merchants and the community. He said he supported the ordinance.

Randall said the focus of the ordinance was to return the stolen property to the owner and he supports the ordinance.

Runyon said he would like a line to be added to the ordinance to make it clear the intention is to help the businesses retrieve stolen property.

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Klebes said if the ordinance were pass, there would be a 90-day period before implementation. He said the process would include outreach to businesses to educate on the results of the decision, to share information and resources, as well as an explanation that the purpose of the ordinance is to establish a process to return property to the owner.

Kara said staff could explore including provisions to waive fees when considering financial hardship.

Council discussed options for waiving fees for stores with fewer carts and the reason for a 90-day implementation instead of the normal 30 days.

Mayor Mays asked if anyone in the audience wanted to speak.

Sarah Mello, a resident of The Dalles asked council to pass the ordinance as written.

Mayor Mays asked the City Clerk to read the ordinance by title only.

City Clerk, Amie Ell read the ordinance by title only.

It was moved by Richardson and seconded by Long to adopt General Ordinance 23-1402 Amending The Dalles Municipal Code Title 8 (Business) By Creating Chapter 8.30 (Shopping Cart Retailers) by title only. The motion carried 3 to 2, Richardson, Long, Randall voting in favor; McGlothlin, Runyon opposed.

General Ordinance No. 23-1401 Amending The Dalles Municipal Code Title 5 (Offenses) for Legal Sufficiency

City Attorney Jonathan Kara reviewed the staff report.

Council had a discussion clarifying the changes being made were required due to House Bill 3115.

Mayor Mays asked the City Clerk to read the ordinance by title only.

City Clerk, Amie Ell read the ordinance by title only.

It was moved by McGlothlin and seconded by Runyon to adopt General Ordinance No. 23-1401 Amending The Dalles Municipal Code – Title 5 (offenses) for Legal Sufficiency, by title only. The motion carried 5 to 0, McGlothlin, Runyon, Long, Randall, Richardson voting in favor; none opposed.

DISCUSSION ITEMS

Short Term Rentals -2023 Update and Discussion

Community Development Director Joshua Chandler reviewed the staff report.

Runyon asked Chandler if there was a review process for Short Term Rental (STR) renewals.

Chandler said there is a review process, but no notifications are required for renewals.

Long said she was in favor of a moratorium on new applications for Non-Owner-Occupied (NOO) short-term rentals in residential areas to allow staff time to put new rules into place.

Chandler said the renewal fee is \$75.00 per room.

Mays asked if the fee could be greater for NOO STRs.

Richardson said he was supportive of a moratorium starting at the new year for NOO STRs. He asked staff to provide more data breaking down the number of NOO compared to owner occupied STRs.

Mayor Mays asked staff to provide council with a map showing the locations of STRs in the city. He asked about the possibility of restricting the number of NOO STRs in an area to limit high concentration in residential zones. He asked staff to provide a break down of STR numbers to show numbers in residential vs. commercial zones.

Chandler said the software being used to identify STRs in the city had found some violations. He said some of the owners were non-responsive and difficult to chase down. He said there has been an increase on average of 5 to 10 new STR applications per year.

Klebes said staff might consider a limit on new applications in place of a moratorium.

Chandler said he would rather not see restrictions in commercial zones and focus instead on NOO STR in residential zones.

Mayor Mays said he supports the inclusion of Good Neighbor Guidelines. He says a notification for residents within a 100 ft area is not adequate.

Runyon asked if residential homes were allowed in commercial zones on street level.

Chandler said ground floor must be permitted for commercial use.

Klebes asked council for consensus to have staff explore and bring back a moratorium on applications for new NOO STRs in residential zones for up to one year.

Mayor Mays asked if data could be provided to council showing how housing costs are affected by the increase in properties being purchased for use as STRs.

Mayor Mays asked the audience if anyone was present who wanted to speak.

Sarah Mello came up to speak. She said the difficulty for well-employed people to find housing in the area is a concern and protecting housing stock is of extreme importance. She said the Housing Needs Assessment presented at a previous council meeting had underestimated growth and overestimated housing availability.

Mello said impacts on the local hotel and motel businesses should also be considered as they provide employment and a tax base.

Mello stated her primary concern was with NOO STRs in residential zones.

ADJOURNMENT

Being no further business, the meeting adjourned at 8:09 p.m.

Submitted by/
Amie Ell, City Clerk

SIGNED:

Richard A. Mays, Mayor

ATTEST:

Amie Ell, City Clerk



AGENDA STAFF REPORT

AGENDA LOCATION: #10-A

MEETING DATE: November 13, 2023

TO: Honorable Mayor and City Council

FROM: Jonathan Kara, City Attorney

ISSUE: Adopting Resolution No. 23-038, a resolution repealing various historical resolutions for legal sufficiency

BACKGROUND:

Each city has a form of government categorized by the relative authorities vested in its council, mayor, and administration. The City implements the council-manager form of government pursuant to the 2020 City of The Dalles Charter. Inherent in that form of government is Council's role as the policymaker and the City Manager's role at implementing Council's policy directives through administration.

Council clearly has the dominant voice in the City's policy matters, and it exercises that policymaking legislatively through adoption of ordinances, the Comprehensive Plan, and (most importantly) the budget. Once those policies are adopted, directing those processes is administrative.

Chapter V (*Powers and Duties of Officers*), Section 21 (*City Manager*) of the Charter provides the City Manager is the administrative head of the City government and is the chief executive officer of the City with respect to the management of all City affairs placed in their charge by or under the Charter. Subsection 6 of that Section 21 indicates the City Manager is charged with supervision and control of the City's employees.

The City Manager has been working with Staff to review and update various internal and managerial policies and procedures to support the City's organizational efficiency. While that work is certainly part of an ongoing effort for the City's implementation of best practices, part of that review and update process involves some discrete assessments – namely, Staff identified various Council resolutions impacting the City's ability to

implement some policies clearly categorized by their substance as *administrative*.

I recommend the following resolutions be repealed to reflect the appropriate duties and legal and managerial authorities vested in the City Manager by Council and the Charter to administer Council's policymaking:

- A. **Resolution No. 93-047**, *a resolution identifying reimbursable costs for travel, training, conferences, food and lodging by authorized City personnel, and establishing procedures for reimbursement.*
- B. **Resolution No. 97-038**, *a resolution amending Resolution No. 93-047, City of The Dalles Travel Policy, specifically related to mileage reimbursement for use of private vehicles.*
- C. **Resolution No. 00-014**, *a resolution adopting rules to allow the City of The Dalles to negotiate with the lowest responsible and responsive bidder when bids exceed the City's cost estimate.*
- D. **Resolution No. 15-046**, *a resolution establishing a local grants policy.*

Copies of those 4 resolutions are attached to and made part of this Staff report.

Resolution Nos. 93-047 and 97-038 address the same topic: the City's Travel Policy. On August 14, 2023, the City Manager appropriately executed a different Travel Policy providing guidelines for allowed travel expenses for all City employees – substantively, that policy plainly implicates the City's *administration* and the City Manager's supervision and control of the City's employees. Candidly, Council in 1993 and 1997 overstepped when it adopted such an administrative policy directly impacting the day-to-day operations of the City, City Manager, and City staff.

Resolution No. 00-014 addresses a very specific public contracting issue relating to formal invitations to bid – technically, that policy should already be repealed consistent with Section 2 of Resolution No. 23-006, the resolution adopting the City's Local Contract Review Board Rules (effective February 14, 2023) earlier this year. That Section 2 repealed all previous and inconsistent City public contracting rules or regulations, but best practices suggest Council also include Resolution No. 00-014 in its repeal here tonight for transparency and clarity. Note: Resolution No. 00-014 is not necessarily administrative, but I still recommend its repeal due to Resolution No. 23-006 superseding its original provisions.

Resolution No. 15-046 addresses the process through which the City administers local grants – similar to Resolutions Nos. 93-047 and 97-038, that process is managerial in nature. While grant funding is certainly a Council function through the local budget process, the administration of those grants through a City funding program is squarely a City Manager responsibility. Council in 2015 should not have adopted Resolution 15-046 and, upon its repeal here tonight, the City Manager is prepared to move forward with the City's new local funding request process described to Council during the City Manager's report at a recent meeting.

BUDGET IMPLICATIONS: None.

COUNCIL ALTERNATIVES:

1. **Staff recommendation:** *Move to adopt Resolution No. 23-038, a resolution repealing various historical resolutions for legal sufficiency, as presented.*
2. Make modifications to then move to adopt Resolution No. 23-038, a resolution repealing various historical resolutions for legal sufficiency, as modified.
3. Decline adoption and provide Staff additional direction.

Attachments

Resolution No. 93-047
Resolution No. 97-038
Resolution No. 00-014
Resolution No. 15-046

RESOLUTION NO. 23-038

**A RESOLUTION REPEALING
VARIOUS HISTORICAL RESOLUTIONS
FOR LEGAL SUFFICIENCY**

WHEREAS, the City Council has adopted certain Resolutions which, from time to time, are superseded by other instruments or otherwise become outdated due to changes in law or fact; and

WHEREAS, the City Council finds repealing certain legally insufficient Resolutions to be in the City’s best interest and promote the public welfare.

**NOW, THEREFORE, THE COUNCIL OF THE CITY OF THE DALLES
RESOLVES AS FOLLOWS:**

1. Resolutions Repealed. The City Council hereby repeals the following Resolutions:

A. **Resolution No. 93-047**, *a resolution identifying reimbursable costs for travel, training, conferences, food and lodging by authorized City personnel, and establishing procedures for reimbursement.*

B. **Resolution No. 97-038**, *a resolution amending Resolution No. 93-047, City of The Dalles Travel Policy, specifically related to mileage reimbursement for use of private vehicles.*

C. **Resolution No. 00-014**, *a resolution adopting rules to allow the City of The Dalles to negotiate with the lowest responsible and responsive bidder when bids exceed the City’s cost estimate.*

D. **Resolution No. 15-046**, *a resolution establishing a local grants policy.*

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

PASSED AND ADOPTED THIS 13TH DAY OF NOVEMBER, 2023,

Voting Yes	Councilors:	_____
Voting No	Councilors:	_____
Abstaining	Councilors:	_____
Absent	Councilors:	_____

AND APPROVED BY THE MAYOR THIS 13TH DAY OF NOVEMBER, 2023.

Richard A. Mays, Mayor

ATTEST:

Amie Ell, City Clerk

RESOLUTION NO. 93-047

A RESOLUTION IDENTIFYING REIMBURSABLE COSTS FOR TRAVEL, TRAINING, CONFERENCES, FOOD AND LODGING BY AUTHORIZED CITY PERSONNEL, AND ESTABLISHING PROCEDURES FOR REIMBURSEMENT

WHEREAS, the need has arisen to establish a uniform and consistent policy concerning reimbursement for costs incurred by City personnel for travel, training, conferences, and food and lodging; and

WHEREAS, City staff and the City Manager have prepared a draft policy concerning reimbursement costs, which policy has been reviewed and approved by the City Council; NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL AS FOLLOWS:

Section 1. ALLOWABLE EXPENSES. Allowable expenses include expenditures which are necessary and reasonable, and incurred while on required business approved by the City.

A) Expenditures may include meals, lodging, registration fees, mileage or gas, parking fees, toll bridge fees, taxi, bus or air fare and other business related costs.

B) City required business may include seminars, conferences, workshops, training sessions, meetings or other assigned tasks.

C) The City will only pay the necessary and reasonable expenses incurred by authorized personnel. Authorized personnel may include an employee, Council



member, or commission member. No expenditures for a spouse or family members will be paid by the City.

Section 2. TRAVEL EXPENSES.

A) Use of City Vehicles. Subject to vehicle availability and dependability, authorized personnel should travel in City vehicles. Scheduling arrangements should be made in advance. All reasonable and necessary expenses for gas, oil, and repairs are reimbursable.

B) Use of Personal Vehicle. Authorized persons may be reimbursed for mileage under the following conditions:

1. Accurate record of business mileage is documented.

2. Proof of insurance has been provided. Personal insurance is primary, and the City will not reimburse for damages or costs to any personal vehicles while being used for City business.

3. Mileage expenses shall be reimbursed at the rate of \$.22 per mile. No additional expenses for gas, oil, or repairs will be paid by City.

C) Ride-Share Costs. No reimbursement will be allowed unless the cost-share agreement is approved in advance.

D) Commercial Carrier. Any commercial fare by bus, rail, or air will be paid at actual cost. Any commercial carrier costs must be approved in advance of travel by a department head or the City Manager.

E) Fines. Traffic citations, parking tickets, or other fines or penalties will not be reimbursed by the City. This includes equipment violations while using City vehicles. Authorized personnel shall check out the vehicle before driving.

Section 3. LODGING EXPENSES.

A) Hotel/Motel. Necessary and reasonable charges for rooms including taxes will be paid by the City at the single room rate. If single/double rate is used, no reimbursement to the City for a spouse is required.

B) Friends/Relatives. If arrangements are made to stay with friends or relatives while on City business, no expense will be paid for lodging by the City.

C) Recreational Vehicles. Necessary and reasonable charges for parking and hook-up fees will be paid by the City if use of the vehicle is approved in advance. Mileage reimbursement will be per Section 2(B).

D) Other Charges. Other charges, which are necessary and incurred while on City required business, will be paid as follows:

1. Telephone Charges. All required calls pertaining to City business and to the office. One call per night to home will be allowed when required to be away over night.

2. Entry Fees. When a sports tournament or game, such as golf, tennis, or a 10 K run, is

associated with a business trip, the City will not pay for the costs of participation.

3. Amenities. The City will not pay expenses associated with fitness center charges, beauty/barber shop charges, valet services, movie charges or video rentals, gift shop items, child care, entertainment or other personal expenses incurred by authorized persons.

Section 4. MEALS. Actual costs for necessary and reasonable meals, including tips, incurred by authorized personnel and authorized guests at City business functions, or when the authorized person is required to be out of town, shall be paid by the City.

A) A non-alcoholic beverage with the meal will be paid for by the City for authorized persons only.

B) When meals are charged to the room at hotels/motels, City will pay actual costs of meals for authorized person only at restaurant rate. No extra "room service" or other valet charges will be paid by City.

C) All persons authorized to charge meals reimbursable by the City are expected to use discretion. Excessive or unreasonable charges will not be reimbursed by the City.

D) When staying with friends or relatives, no food reimbursement will be made by the City for meals taken at their home. Any "in-lieu" payment of meals or lodging to cover inconvenience and save the City money, which the

authorized person desires to make, must be approved in advance.

Section 5. CONFERENCE/MEETING EXPENSES. Necessary and reasonable registration fees will be paid by the City for required conferences, seminars or meetings which have been approved and for which budget authority exists.

A) Once fees are advanced, the authorized person is obligated to attend the program or secure a refund to the City if he/she later decides not to go. Unless City requirements prevent the authorized person from attending, the authorized person will reimburse the City for registration fees not used as requested. Other extenuating circumstances that prevent the authorized person from attending will be dealt with on a case by case basis.

B) The City will not pay for registrations for a spouse and will not pay for social events associated with conferences such as golf tournaments, sightseeing trips, etc.

Section 6. REIMBURSEMENT PROCEDURES. All requests for advanced registration fees, lodging guarantees and/or travel advances must be approved by an authorized City official.

A) Budget authority must exist before any expenses are incurred or advanced.

B) Advances may be requested for the following expenses:

1. Registration fees

2. Hotel/Motel rooms
3. Estimated travel and meal expenses

C) Reimbursement for expenses and final accounting must be documented on the proper forms within ten (10) days of returning from a program. The Finance Department will provide forms and outline procedures for all City authorized persons who travel at the expense of the City.

PASSED AND ADOPTED THIS 7TH DAY OF JULY, 1993.

Voting Yes, Councilmembers: Wood, Koch, Davis, Holt
Voting No, Councilmembers: None
Absent, Councilmembers: Bailey
Abstaining, Councilmembers: None

AND APPROVED BY THE MAYOR THIS 7TH DAY OF JULY, 1993.

L. D. Les Cochenour
L. D. (Les) Cochenour, Mayor

Attest:

Julie Krueger
Julie Krueger, City Clerk

Request for Travel Advance

Purpose: _____

Amount requested: \$ _____

To cover anticipated:	Food	\$ _____
	Lodging	\$ _____
	Mileage	\$ _____
	Other	\$ _____

I understand that this advance is charged to me personally, and I agree that I will provide all receipts and information to satisfy settlement of this advance within 10 days of completion of this trip. I have read and understand the City's travel policy and agree to its terms and obligations.

Signed: _____

Approved: _____

Check No. _____

RESOLUTION NO. 97-038

**A RESOLUTION AMENDING RESOLUTION NO. 93-047,
CITY OF THE DALLES TRAVEL POLICY,
SPECIFICALLY RELATED TO MILEAGE
REIMBURSEMENT FOR USE OF PRIVATE VEHICLES**

WHEREAS, the City Council adopted a formal policy identifying reimbursable costs for travel, training, conferences, food and lodging, in 1993; and

WHEREAS, City staff has reviewed the current policy and determined one section has become outdated; and

WHEREAS, Section 2,B,3, setting out mileage expense reimbursement states a specific amount of \$.22 per mile as reimbursement; **NOW, THEREFORE,**

BE IT RESOLVED BY THE CITY COUNCIL AS FOLLOWS:

Section 1. Policy Amended. The City Council amends the City of The Dalles Policy adopted by Resolution No. 93-047 as follows:

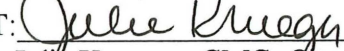
Section 2, B), 3 is revised to state: "Mileage expenses shall be reimbursed at the current IRS rate. No additional expenses for gas, oil or repairs will be paid by the City."

PASSED AND ADOPTED THIS 28TH DAY OF JULY, 1997

Voting Yes, Councilors: Davis, Barrett, Gosiak, Van Cleave
Voting No, Councilors: None
Absent, Councilors: McFadden
Abstaining, Councilors: None

AND APPROVED BY THE MAYOR THIS 28TH DAY OF JULY, 1997

SIGNED: 
David R. Beckley, Mayor

ATTEST: 
Julie Krueger, CMC, City Clerk

RESOLUTION NO. 00-014

A RESOLUTION ADOPTING RULES TO ALLOW THE CITY OF THE DALLES TO NEGOTIATE WITH THE LOWEST RESPONSIBLE AND RESPONSIVE BIDDER WHEN BIDS EXCEED THE CITY'S COST ESTIMATE

WHEREAS, ORS 279.015(1)(h) includes a provision which allows a public agency to adopt rules which would allow the public agency to negotiate with the lowest responsible and responsive bidder, prior to awarding a contract for a public improvement, in order to solicit value engineering and other options in an attempt to bring the project within the agency's cost estimate, where all responsive bids received exceed the agency's cost estimate; and

WHEREAS, the City of The Dalles, which qualifies as a "public agency" under public contract law, desires to adopt rules which will allow it to negotiate with the lowest responsible and responsive bidder under the circumstances outline in ORS 279.015(1)(h); NOW, THEREFORE

THE CITY COUNCIL OF THE DALLES RESOLVES AS FOLLOWS:

Section 1. Rules Adopted. Pursuant to the provisions of ORS 279.015(1)(h), the City Council of The City of The Dalles adopts the following rules which authorize negotiation with the lowest responsible and responsive bidder when bids exceed the City's cost estimate:

A) General. In accordance with ORS 297.015(1)(h), if all responsive and responsible bids on a competitively bid project exceed the City's cost estimate, prior to award of the contract, the City may negotiate Value Engineering and Other Options with the lowest responsive and responsible bidder in an attempt to bring the project within the City's estimate.

B) Definitions. The following definitions apply to these rules:

1) Cost Estimate: The City's most recent pre-bid, good faith assessment of anticipated contract costs, consisting either of an estimate of an architect, engineer or other qualified professional, or confidential cost calculation worksheets, where available, and otherwise consisting of formal planning or budgetary documents.

2) Other Options: Those items generally considered appropriate for negotiation in the competitive proposal process, which include details of contract performance, methods of construction, timing, assignment of risk in specified areas, fees and other matters which affect cost or quality, but excluding any material requirements previously announced in the solicitation process which would likely affect the field of competition.

3) Project: A contract for a public improvement as defined in ORS 279.011(8).

4) Value Engineering: Those proposed changes to the plans, specifications, or

other contract requirements which may be made, consistent with industry practice, under the original contract by mutual agreement in order to take advantage of potential cost savings without impairing the essential functions or characteristics of the public improvement. Cost savings include those resulting from life cycle costing, which may either increase or decrease absolute costs over varying time periods.

C) Rejection of Bids. In determining whether all responsive and responsible bids exceed the City's cost estimate, only those bids which have been formally rejected by the City in accordance with public contracting law shall be excluded from consideration.

D) Scope of Negotiations. Negotiations shall not result in an award of a contract if the scope of the Project is significantly changed from the original bid proposal. The scope is considered to have been significantly changed if the pool of competition would likely have been affected by that change; that is, if other bidders would have been expected to participate in the bidding process had the change been made during the solicitation process rather than during negotiations. These rules shall not be construed to prohibit resolicitation of trade subcontracts.

E) Discontinuing Negotiations. The City may discontinue negotiations at any time, and shall do so if it appears to the City that the apparent low bidder is not negotiating in good faith or fails to share cost and pricing information upon request. Failure to rebid any portion of the project, or to obtain subcontractor pricing information upon request, shall be considered a lack of good faith.

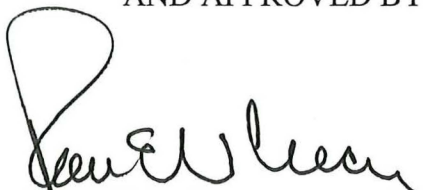
F) Limitation. Negotiations may only be undertaken with the lowest responsive and responsible bidder pursuant to ORS 279.015(1)(h). This statute does not provide any additional authority to further negotiate with bidders next in line for award of the contract.

G) Public Records. Notwithstanding any other provision of law, the records of a bidder used in contract negotiations pursuant to these rules are not subject to public inspection until after the negotiated contract has been awarded or the negotiation process has been terminated.

PASSED AND ADOPTED THIS 24TH DAY OF APRIL, 2000.

Voting Yes, Councilor: Davison, Wasser, Broehl, Davis
Voting No, Councilor: None
Absent, Councilor: Gosiak
Abstaining, Councilor: None

AND APPROVED BY THE MAYOR THIS 24TH DAY OF APRIL, 2000.



Robb Van Cleave, Mayor

ATTEST:



Julie Krueger, CMC/AAE, City Clerk

RESOLUTION NO. 15-046

A RESOLUTION ESTABLISHING A LOCAL GRANTS POLICY

WHEREAS, the City Council desires to establish a method for non-profit groups to apply for funding assistance for projects that will promote economic development, tourism, or social benefit to the community; and

WHEREAS, a policy has been drafted, including a process and criteria for applying;

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

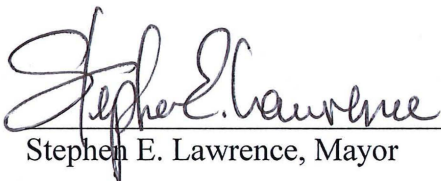
Section 1. Policy Approved. The City Council hereby adopts the Local Grants Policy and application, attached to this Resolution as Exhibit "A".

Section 2. Effective Date. This Resolution shall be effective November 23, 2015.

PASSED AND ADOPTED THIS 23RD DAY OF NOVEMBER, 2015

Voting Yes, Councilors: Elliott, Miller, Brown, McGlothlin, Spatz
Voting No, Councilors: None
Absent, Councilors: None
Abstaining, Councilors: None

AND APPROVED BY THE MAYOR THIS 23RD DAY OF NOVEMBER, 2015

SIGNED: 
Stephen E. Lawrence, Mayor

ATTEST: 
Julie Krueger, MMC, City Clerk



CITY OF THE DALLES
LOCAL GRANTS POLICY

The City of The Dalles will fund grants for projects and programs, as funds are available, to not for profit organizations within the City of The Dalles, who are able to demonstrate how they would stimulate economic development or tourism or provide social benefit in the community.

Annually, through the City's budget process, applications may be submitted for consideration.

Process

Applications will be accepted between January 1 and 31 each year.

Qualifying applications will be reviewed by the City Manager or designee, who will make recommendations to the City Council.

The City Council will make the final decision on which applications are approved for funding. Those applications will be included in the annual budget process for final approval.

Grant funds will be available after July 1.

Application Criteria

Applicant is a non-profit or not for profit organization.

Description of how the project or program will be an economic, tourism, or social benefit to the City of The Dalles.

Provide detailed budget.

If a grant is awarded, provide report, including proof that funds were spent as indicated.



CITY of THE DALLES

313 COURT STREET
THE DALLES, OR 97058

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

**CITY OF THE DALLES
LOCAL GRANTS APPLICATION**

The City of The Dalles will fund grants for projects and programs, as funds are available, to non-profit organizations within the City of The Dalles, who are able to demonstrate how they would stimulate economic development or tourism in the community, or provide social benefit for the community.

Applications are available at the City Clerk’s Office, 313 Court Street, The Dalles, between January 1 and January 31 each year. Applications will be reviewed by the City Manager or designee, who will make recommendations to the City Council. Approved applications will be submitted for funding through the annual budget process, with funds being awarded after July 1.

Criteria

- Applicant is a non-profit organization.
- Detailed budget to be submitted with application.
- Follow up for approved grants, including a report and proof funds were spent as indicated.

Organization: _____

Mailing Address: _____

Telephone Number: _____ Email address: _____

Contact Person: _____

Project/Use of Funds: _____

Amount Requested: _____

On a separate page, please describe how the funds will be used, including an explanation as to how your proposal will stimulate economic development or tourism in the community, or how it will provide social benefit for the community.

Return completed applications by January 31 to:

City Clerk
313 Court Street
The Dalles OR 97058
jkrueger@ci.the-dalles.or.us