

Dallas City Council

Dallas City Hall*
187 SE Court Street
Dallas, OR 97338

Monday, February 4, 2008, 7:30 PM

Mayor Jim Fairchild Presiding

*Dallas City Hall is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to the City Manager's Office, 503-831-3502 or TDD 503-623-7355.

AGENDA

1. ROLL CALL

2. APPROVAL OF MINUTES

- 2.1. Approval of minutes of the January 22, 2008, Council meeting.
-

3. REPORTS OR COMMENTS FROM COUNCIL MEMBERS

- 3.1. Mayor's State of the City Message.
-

- 3.2. Mayor's January monthly report.
-

- 3.3. Report of January 28, 2008, Administrative Committee Meeting (Kevin Marshall, Chair).
-

- 3.4. Report of January 28, 2008, Public Safety Committee Meeting (David Shein, Chair).
-

4. QUESTIONS AND/OR COMMENTS FROM THE AUDIENCE

5. REPORTS OF SPECIAL COMMITTEES AND CITY OFFICERS

- 5.1. City Manager's Reports

- a. Mid-year budget review.
-

- b. Set the 2008/09 Goal Setting Session.
-

- c. Appointment of new Budget Committee members.

d. OLCC Annual Renewals

e. Department reports for the month of December.

f. Repealing DCC 9.300 to 9.405, relating to claims filed under Measure 37, ORS 197.352.

g. Other

6. COMMUNICATIONS AND PETITIONS

6.1. Letter from the Dallas Area Seniors.

7. PUBLIC HEARINGS

8. RESOLUTIONS

8.1. Resolution No. 3142: A Resolution providing for the distribution of transient lodging taxes collected under Ordinance No. 1681 (Dallas City Code 7.870 through 7.922.)

8.2. Resolution No. 3145: A Resolution authorizing the transfer of budgetary funds.

9. FIRST READING OF ORDINANCES

9.1. Ordinance No. 1684: An Ordinance amending the Dallas Comprehensive Plan Map for the Wyatt Mixed Use Node.

9.2. Ordinance No. 1685: An Ordinance repealing DCC 9.300 to 9.405, relating to claims filed under Measure 37, ORS 197.352

10. SECOND READING OF ORDINANCES

10.1. Ordinance No. 1683: An Ordinance amending the Dallas Sign Ordinance.

11. OTHER BUSINESS

12. ADJOURNMENT

DALLAS CITY COUNCIL
Monday, January 22, 2008
Council Chambers

1
2
3

4 The Dallas City Council met in regular session on Tuesday, January 22, 2008, at 7:30 p.m. in the
5 Council Chambers of City Hall with Mayor Fairchild presiding.

6 **ROLL CALL**

7 Council members present were: Council President Ken Woods, Jr., Councilor Brian Dalton,
8 Councilor Warren Lamb, Councilor Jackie Lawson, Councilor Kevin Marshall, Councilor David
9 Shein, Councilor Dave Voves, and Councilor LaVonne Wilson. Excused was: Councilor Wes
10 Scroggin.

11 Also present were: City Manager Jerry Wyatt, City Attorney Lane Shetterly, Assistant City
12 Manager Kim Marr, Police Chief Jim Harper, Fire Chief Bill Hahn, Public Works Director Fred
13 Braun, Library Director Donna Zehner, Finance Director Marcia Baragary, Building Official Ted
14 Cuno, and Deputy City Recorder Laurie Roberts.

15 **APPROVAL OF MINUTES**

16 Hearing no corrections or additions, Mayor Fairchild declared the minutes of the January 7, 2008
17 Council meeting approved as presented.

18 **REPORTS OR COMMENTS FROM COUNCIL MEMBERS**

19 Mayor Fairchild announced Jim Brown, Glen Scatterday and Lisa Koloen are interested in being
20 re-appointed to the Budget Committee, leaving two openings. He advised that notifications had
21 been placed in the *Itemizer-Observer*, the *Statesman Journal* and on the City webpage.

22 Councilor Dalton reported on the Chamber Community Awards event, acknowledging the Most
23 Improved Business of the Year was awarded to Councilor Lawson's World Gym located in an
24 historic building that is listed in the National Register. Other awards: Ken Jacroux-First Citizen,
25 Eldon Bevens-Lifetime Achievement Award, Buchanan Family-Exceptional Family, Dolores
26 Mondain Tiernan-Excellence in Arts, Skip and Betty Lowrie-Good Samaritan, Mitch Ratzlaff-
27 Junior First Citizen, Ruth Wagner-Educator of the Year, Citizens Bank Dallas Branch-Small
28 Business of the Year, and James W. Fowler Associates-Business of the Year. Councilor Shein
29 commented that the Chamber doesn't always give out all of the areas of awards like this year,
30 and he thanked Chamber Director Chelsea Pope for a good job.

31 Councilor Woods stated he noticed that ODOT extended the 35mph speed limit on E. Ellendale
32 Avenue by LaCreole Drive for a tenth of a mile. Mr. Wyatt confirmed that the City was
33 notified.

34 **QUESTIONS OR COMMENTS FROM THE AUDIENCE**

35

36 Mrs. Anderson, a resident in phase two of the Forestry Creek Subdivision, voiced concerns that
37 the guardrails were not installed over the culverts, and she has brought it to the attention of Mr.
38 Braun. City Manager Wyatt confirmed the installation of the railings started today. Mr. Braun
39 added that the railing at Newton Drive is scheduled to be done Monday or Tuesday but no later
40 than the end of the week. Mrs. Anderson questioned why it took so long. City Manager Wyatt
41 explained the railing was only a condition for the developer on the last phase, and the City is
42 installing them on the other phases. Mr. Braun advised that they were waiting on parts and all
43 the railings are planned to be installed by the end of the week. Mrs. Anderson stated she would
44 contact the City if the railings are not installed as advised.

45 **REPORTS OF SPECIAL COMMITTEES AND CITY OFFICERS**

46 **REVIEW AND APPROVAL OF BUDGET CALENDAR FOR FY 2008-09**

47 City Manager Wyatt presented the budget calendar for 2008-09 and advised of a time change on
48 April 21 and May 19 to 8:30 p.m. He asked the Council to consider adoption of the budget
49 calendar. Councilor Lamb moved to approve the revised 2008-09 budget calendar. The motion
50 was seconded and PASSED UNANIMOUSLY with Council President Ken Woods, Jr.,

1 Councilor Brian Dalton, Councilor Warren Lamb, Councilor Jackie Lawson, Councilor Kevin
2 Marshall, Councilor David Shein, Councilor Dave Voves, and Councilor LaVonne Wilson
3 voting YES.

4
5 **COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)**

6
7 City Manager Wyatt explained that the auditor was not able to attend tonight's meeting but he
8 would be at the February 4th meeting, and the Comprehensive Annual Financial Report would be
9 presented at that time.

10
11 **REPORT ON JANUARY 8, 2008 PLANNING COMMISSION MEETING**

12
13 City Manager Wyatt reviewed the two items from the Planning Commission, which were both
14 approved with conditions. He advised that the City of Dallas Transportation System Plan is still
15 under review and another workshop is being planned. He announced the results of the election
16 of officers, which were Chuck Lerwick, President, John Davis, Vice President and Patti Senger,
17 Recording Secretary. Councilors Shein and Woods requested a copy of the conditions for the
18 two items, and City Manager Wyatt confirmed he would forward the information to them.

19
20 **PUBLIC HEARINGS**

21
22 **PUBLIC HEARING – COMPREHENSIVE PLAN/ZONE CHANGE AMENDMENT**

23
24 Mayor Fairchild called for any declarations of ex-parte contact, conflicts of interest or site visits.
25 There were none voiced.

26
27 Mayor Fairchild declared the public hearing on the application of Ray Baker and Dan Carver,
28 owners, for a Mixed Use Node including Residential, Multi-family, Commercial Zoning and
29 Park Land at 1130 W. Ellendale Avenue, in an RA, Residential Agriculture, zone, open at 7:45
30 p.m., and called for the staff report. City Manager Wyatt presented the staff report.

31
32 Bill Lulay, North Santiam Engineer, explained they used the Comprehensive Plan guidelines to
33 come up with the various areas and they meet or exceed the requirements. He explained they
34 have worked on the project for several years and matched the topography and water features
35 within the park areas, and they did the street and storm improvements on W. Ellendale Avenue.
36 Councilor Shein asked about wetland areas. Mr. Lulay indicated where the various wetland
37 areas were located and explained that mitigation would be done as required. Councilor Dalton
38 asked about the RM zone and access onto James Howe Road versus W. Ellendale Avenue. Mr.
39 Lulay explained there is a creek and other development plans in the area, so access would need
40 to be on James Howe Road. Councilor Dalton asked about a landscape buffer on W. Ellendale
41 Avenue. Mr. Lulay stated they have not designed the landscaping, as there are pending sales and
42 that would be up to the other developers. Councilor Dalton asked if it would be a PUD as a
43 whole or a variety of housing, etc. Mr. Lulay explained the homes in the RSL zone could have
44 cottage style steep pitched roofs and the Commercial area could have a western theme, perhaps
45 covered walkways, and numerous types of structures. He continued, explaining the RSL zone
46 would offer cluster-type homes. He confirmed there would be CC&Rs. Councilor Lawson
47 questioned what sort of commercial projects would be there and if the buildings would be pre-
48 built or bare land sales. Mr. Lulay advised the businesses would be professional offices such as
49 veterinarian, business or medical, and stores like Starbucks, etc. Mr. Lulay stated the current
50 owners would construct the roads and utilities and sell parcels to other developers for the
51 structures. Councilor Shein questioned if there were any big box stores. Mr. Lulay confirmed
52 there would not be, as there is not enough room.

53
54 Mayor Fairchild called for any testimony from the audience. There was no public testimony so
55 he closed the public hearing at 7:55 p.m.

56
57 Councilor Shein moved to approve the change of the Comprehensive Plan Map and Zone
58 Change designation from RA, Residential Agriculture, to a Mixed Use Node including
59 Residential, Multi-Family, Commercial Zoning and Park Land at 1130 W. Ellendale Avenue, as
60 presented in the staff report and direct the City Attorney to prepare an Ordinance. Councilor

1 Lawson questioned since it is agriculture land would there be any related restrictions. Attorney
2 Shetterly advised the property is in the city limits and there are no restrictions of that nature. The
3 motion was seconded and CARRIED UNANIMOUSLY with Council President Ken Woods, Jr.,
4 Councilor Brian Dalton, Councilor Warren Lamb, Councilor Jackie Lawson, Councilor Kevin
5 Marshall, Councilor David Shein, Councilor Dave Voves, and Councilor LaVonne Wilson
6 voting YES.

7
8 **BILLS OF THE CITY FOR THE MONTH OF DECEMBER**
9

10 Councilor Lamb asked about the \$700 payable to Tom Dick. Finance Director Baragary
11 explained that Mr. Dick is an employee and he bought a tool box for the Fire Department. Fire
12 Chief Hahn explained that Mr. Dick is personally a member of the tool club and was able to find
13 the box at a discounted rate and this was for him to be reimbursed. City Manager Wyatt
14 explained that #84438 is for the Mayor and City Council email account, which is a group
15 account used for GroupWise licenses, and it can be used for any Councilor or employee if
16 needed. Councilor Lawson questioned why general employee expenses would be in the Council
17 account. City Manager Wyatt confirmed that the licenses were purchased for the Council at
18 about \$100 for each license.

19
20 **DISTRIBUTION OF MAYOR, COUNCIL AND STAFF CONTACT INFORMATION**
21

22 City Manager Wyatt explained the handout listing Council contact information, which includes
23 some confidential information, and requested that any changes be forwarded to the staff.
24

25 **UPDATE ON TRANSIENT LODGING TAX RESOLUTION**
26

27 City Manager Wyatt gave an update on the meeting to resolve the questions brought up by the
28 Chamber of Commerce. He stated the resolution had been revised to include a 2-year period
29 contract at 70% for the Dallas Visitor's Center and described what would be required in the
30 annual report and expenditure report, and a draft contract had been developed. He confirmed the
31 Visitor Center Board would have a City representative. He advised that more information, the
32 resolution and the contract would be presented at the Administrative Committee on January 28.
33 Councilor Shein asked about an escape clause. Attorney Shetterly advised there is a standard
34 provision for termination for concerns such as any contract violations or if the organization
35 dissolved or failed to be a 501(c)(3). Mayor Fairchild advised that after the Administrative
36 Committee reviews the items, they would come back to the Council for consideration.
37

38 **OTHER**
39

40 City Manager Wyatt gave an update on the nuisance property at 360 Mill Street stating there was
41 a building permit issued in 2005, which expired. He advised that the Building Official is
42 working with the property owner to bring it into compliance, and he would have the staff follow
43 up with Mrs. Moss.
44

45 **COMMUNICATIONS AND PETITIONS**
46

47 **RESOLUTIONS**
48

49 **FIRST READING OF ORDINANCE**
50

51 Ordinance No. 1683: An Ordinance amending the Dallas Sign Ordinance.
52

53 Mr. Wyatt updated the Council on the Ordinance. He explained that this is the previously
54 discussed ordinance addressing murals, and the fees were removed as requested. He
55 explained that the other item in the packet is the draft ordinance that identifies the
56 changes. Mayor Fairchild declared Ordinance 1683 to have passed its first reading.
57

58
59
60 **SECOND READING OF ORDINANCE**

1 **OTHER BUSINESS**

2 Councilor Lamb asked if nuisance ordinances cover the industrial areas, and requested that the
3 area by Monmouth Cutoff be reviewed. City Manager Wyatt indicated industrial areas are
4 included and he would follow up on the concerns.

5 There being no further business, the meeting adjourned at 8:12 p.m.

6 Read and approved this _____ day of _____ 2008.

7
8
9

Mayor

10 ATTEST:

11
12

City Manager

DRAFT

MEMORANDUM

Date: February 4, 2008
To: City Council Members
From: Mayor Fairchild
Re: January 2008 Activities

Meetings and activities attended representing the City:

January 3 9:00 a.m. to 9:30 a.m. – Participated in Youth Development Study Interview conducted by Washington University.
 12:00 p.m. to 1:00 p.m. – Attended Planning Commission workshop.
 2:30 p.m. to 3:30 p.m. – Attended Senator Wyden’s Town Hall meeting-Monmouth.

January 7 7:30 p.m. – 9:30 p.m. City Council meeting.

January 8 12:00 p.m.-3:30 p.m. Moderated for Geography contest-LaCreole Middle School Grades 7, 8, 9.
 2:00 p.m. to 4:00 p.m. – Attended FEMA briefing for local governments.
 7:30 p.m. to 8:30 p.m. – Planning Commission meeting.

January 9 4:30 p.m. to 6:00 p.m. – Attended Representative Hooley’s Open House-Salem.

January 10 11:00 a.m. to 12:00 p.m. – Met with Mike McCauley, Executive Director, League of Oregon Cities (LOC) – Salem.

January 15 4:00 p.m. to 5:30 p.m. – Attended Library Board meeting.

January 18 8:00 a.m. to 9:00 a.m. – Attended West Valley Hospital Foundation Board meeting.
 6:00 p.m. to 9:00 p.m. – Attended Dallas Chamber of Commerce Annual Community Awards Banquet.

January 22 7:00 a.m. to 8:00 a.m. – Polk County Mayors, Managers and Commissioners meeting. Exploring How to Work Together to Develop Regional Tourism-Monmouth.
 8:30 a.m. to 10:30 a.m. – Judged Dallas High School Extended Application Projects.
 7:30 p.m. to 9:30 p.m. – City Council meeting.

January 25 8:30 a.m. to 9:45 a.m. – LOC Conference Planning Committee meeting-Salem.
 10:00 a.m. to 7:00 p.m. – LOC Board of Directors meeting-Salem.

January 26 5:00 p.m. to 9:00 p.m. – Attended DHS Booster Club Auction-Rickreall.

January 28 12:00 p.m. to 1:00 p.m. – Attended Chamber of Commerce Forum.
 4:00 p.m. to 6:00 p.m. – City Council Administrative and Committees meetings.

January 29 7:00 p.m. to 8:30 p.m. – Parks & Recreation Committee meeting.

January 30 6:00 p.m. to 9:00 p.m. – Attended Mid-Willamette Council of Governments Annual Banquet-Western Oregon University.

POST MEETING AGENDA

ADMINISTRATIVE COMMITTEE

Monday, January 28, 2008

4:00 p.m.

Kevin Marshall, Chair
Brian Dalton
David Shein
LaVonne Wilson
Ken Woods, Jr.

1. Discussion concerning transient lodging tax resolution and contract.

Councilor Shein moved to revise the Resolution to change the year in Section 4 to 2009-10, and amend Section 5(4) to allow a 2-year continuous cycle of biennial award of grants; and forward the revised Resolution and the Agreement to the Council with a recommendation for approval.

2. Discussion about employee recognition program.

Councilor Wilson moved to accept the revised Employee Recognition Program and forward it to Council with a recommendation for approval.

3. Report on Verizon cell phone benefit cancellation.

Councilor Dalton moved to accept the request to discontinue the Verizon employee benefit program and forward it to the Council with a recommendation to approve discontinuation of the program.

4. Discussion concerning population and directional road way finding signs to City Hall and Library.

Staff to work with ODOT for signage placement.

5. Report on 2008/09 Budget Process.

Reviewed budget process outline.

6. Assistant City Manager's Report.

Attached.

7. Finance Director's Report.

Attached.

8. Update on Finance software conversion.

9. Other

10. Adjourn

1
2
3 Members Present: Chair Kevin Marshall, Brian Dalton, David Shein, and LaVonne Wilson. Absent: Ken
4 Woods, Jr.

5 Also Present: Mayor Jim Fairchild, City Manager Jerry Wyatt, City Attorney Lane Shetterly, Finance
6 Director Marcia Baragary, Police Chief Jim Harper, Fire Chief Bill Hahn, and Deputy City Recorder
7 Laurie Roberts.

8 Chair Kevin Marshall called the meeting to order at 4:52 p.m.

9 **Discussion concerning transient lodging tax resolution and contract**

10 City Manager Wyatt presented the proposed changes to the Resolution and Agreement. Attorney Shetter-
11 ly reviewed the following terms: the Visitor Center is the only entity that qualifies for distribution under
12 Section 3; the tax collection period starts at the April 1st inception for a 2-year period that ends June 30,
13 2010, followed by a 1-year hiatus with appropriations again at the end of the 2011 fiscal year. He noted
14 the Resolution could be changed at any time. Discussion was held about 1-year break in appropriations,
15 awarding of grants, reserve fund considerations, contract renewal, and biennial award of grants. Chamber
16 Manager Chelsea Pope shared her concern about the potential of losing future funding for operation of the
17 Visitor's Center. In response to a question, Attorney Shetterly advised that the missing Exhibit A of the
18 Agreement would be proof of the Visitor Center's 501(c)(3) that must be provided prior to or upon sign-
19 ing the agreement. Councilor Shein moved to revise the Resolution to change the year in Section 4 to
20 2009-10, and amend Section 5(4) to allow a 2-year continuous cycle of biennial award of grants; and for-
21 ward the revised Resolution and the Agreement to the Council with a recommendation for approval. The
22 motion was seconded and CARRIED UNANIMOUSLY with Councilor Marshall, Councilor Dalton,
23 Councilor Shein, and Councilor Wilson voting YES.

24 **Discussion about employee recognition program**

25 City Manger Wyatt presented a proposed Employee Recognition Program that he would like to implement
26 and asked for Council consideration. He described who is eligible and why, the nomination process, se-
27 lection, rewards, and recognition for recipients. Discussion was held about whether groups must share the
28 award and if money is always an appropriate award and the intent of motivation and ethics legislation. He
29 invited the Councilors to visit the project decor update project in the break room that was done by a
30 couple of employees with the help by the Mayor. Attorney Shetterly stated Ethics laws would not apply
31 to the program rewards. City Manager Wyatt made a revision to correct a minor discrepancy between
32 documents. Councilor Wilson moved to accept the revised Employee Recognition Program and forward
33 it to Council with a recommendation for approval. The motion was seconded and CARRIED UNANIM-
34 OUSLY with Councilor Marshall, Councilor Dalton, Councilor Shein, and Councilor Wilson voting YES.

35
36 **Report on Verizon cell phone benefit cancellation**

37 City Manager Wyatt reviewed the past employee benefit of the cell phone program originally approved by
38 the Council as an employee fringe benefit. He explained the City has changed to Nextel and the analog
39 phones will no longer be in service as of February 19, so it is the appropriate time to discontinue the bene-
40 fit. He added there approximately 15 phones that may still be in service and the staff is recommending

1 that the Verizon benefit be discontinued. Councilor Dalton moved to accept the request to discontinue
2 the Verizon employee benefit program and forward it to the Council with a recommendation to approve
3 discontinuation of the program. The motion was seconded and CARRIED UNANIMOUSLY with Coun-
4 cilor Marshall, Councilor Dalton, Councilor Shein, and Councilor Wilson voting YES.

5 **Discussion concerning population and directional road way finding signs to City Hall and the Li-**
6 **brary**

7 City Manager Wyatt explained that current street signage lacks directions to City Hall, Police, and Library
8 directional signs and population numbers, and the staff is working with ODOT for new signs, including
9 historical signs. Mayor Fairchild noted the blue tourism sign will need to be done through the Chamber
10 of Commerce.

11 **Report on 2008/09 Budget Process**

12 City Manager Wyatt presented the outline of the budget process for background information only. He
13 noted that the proposed Citizen Survey results could be back in time for the budget process. He pointed
14 out the important dates of April 21, May 19, June 2 and June 16.

15 **Assistant City Manager's Report**

16 City Manager Wyatt presented the Administrative Report since Kim Marr was currently at the interviews
17 for the Community Service Officer positions. Councilor Marshall asked if the listed open positions were
18 due to attrition or additions. City Manager Wyatt explained that all open positions currently exist within
19 the organization and there are no added positions.

20 **Finance Director's Report**

21 Finance Director Baragary reviewed the Finance Report as presented. She explained the ADP payroll
22 conversion process, which must be completed by tomorrow afternoon and was a lot of work to get setup.
23 In response to a question, she explained that the staff has worked with ADP in Clackamas and Seattle and
24 they have been great to work with. Councilor Wilson asked if direct deposit was optional. Director Bara-
25 gary confirmed direct deposit is optional.

26 **Update on Finance software conversion**

27 Finance Director Baragary advised that the ADP payroll information passes through to the budget and
28 software conversion had to be put on hold due to the ADP conversion. She explained the two systems
29 will interface with each other, and that through the process, she has realized how manual the current sys-
30 tems are.

31 **Other**

32 Councilor Dalton requested information on what the new committee members need to do.

33 **Other**

34 There was no other business and the meeting was adjourned at 5:35 p.m.

EMPLOYEE RECOGNITION PROGRAM

REWARDS AND RECOGNITION - Process

Eligibility

All City employees, volunteers, and contract employees.

Who can make a nomination?

Any member of the public, City employee, volunteer, contract employee, appointed or elected official can make a nomination. Restrictions are that you cannot nominate yourself, and a winner will not be eligible for a second nomination until one calendar year has elapsed. Employees are not limited in the number of nominations they can make in any nominating period. (January 1st to March 31st, April 1st to June 30th, July 1st to September 30th, and October 1st to December 31st).

How does a person make a nomination?

Nomination(s) must be submitted on the nomination form. Give detailed, factual information and be specific about what makes your nominee(s) outstanding. Explain how nominee meets the ideal(s) identified in the selection criteria. Nomination forms will be available in all departments and in the City Managers Office at City Hall. Nomination forms must be delivered or mailed to the City Managers Office in a sealed envelope. Nominations are kept confidential throughout the process and the nominators will not be made known to the Selection Committee. Deadline for submission is the end of each quarter i.e., March 31st, June 30th, September 30th, and December 31st. Awards presentations will be made at a regular meeting of City Council.

REWARDS AND RECOGNITION - Program Objectives

- ◆ To involve members of the public, employees, volunteers, contract employees, appointed or elected officials in continuous improvement of City services by recognizing excellent work by City of Dallas employees.
- ◆ To promote innovation that results in productivity and performance improvements.
- ◆ To promote team spirit and unity of purpose within the City based on shared achievement.
- ◆ To demonstrate trust and a commitment to the ideals of respect for others and the community.
- ◆ To involve the community and employees of the City of Dallas as a partner in the pursuit of excellence in customer service.

REWARDS AND RECOGNITION COMMITTEE - Composition

The Selection Committee is comprised of three department heads who will meet on an ad hoc basis.

REWARDS AND RECOGNITION - Selection Criteria

Award nominees must meet one or more of the following criteria:

Demonstrates a high level of service to the public.

For example, continuously displays tact and diplomacy in dealing with difficult situations or takes the extra step to achieve customer satisfaction.

Exhibits a leadership role.

For example, takes on additional duties when necessary so work will be completed in a timely, efficient manner.

Demonstrates a high level of service to the staff.

For example, willingness to work responsively with other employees, volunteers, appointed or elected official, or members of the community; looks for solutions to problems that help other City employees do their jobs more efficiently.

Acts to improve relations...

Between the public, employees, departments, other agencies, governmental bodies, or community groups. For example, shares information, ideas and resources with fellow employees.

Makes a substantial contribution to the City of Dallas that enhances the image of the City.

For example, performs significant volunteer service in the community.

Demonstrates improved efficiency, creativity and inventiveness.

For example, explores alternative solutions to problems and comes up with answers that work; or looks at existing processes and devises ways to make them better.

Performs in an outstanding and courageous manner during an emergency situation.

Consideration should be given to the consequences that would have resulted if the act had not been performed.

Exceptional performance in a one-time specific project or situation.

Task was completed in a timely and thorough manner and the work was of superior quality.

REWARDS AND RECOGNITION – Selection Process

- ◆ Nominations are made by any member of the public, employee, volunteer, contract employee, appointed or elected official on the nomination form, for any employee, volunteer, contract employee, appointed or elected official – except themselves.
- ◆ Any nominations received after one deadline will automatically be carried over to the next period.
- ◆ The Selection Committee may conduct informal interviews with the nominator to gather information on the nature of the nomination.
- ◆ One recipient will be selected each quarter by the Selection Committee.
- ◆ Awards will be presented at a regular meeting of the City Council by the Mayor, City Manager or Department Head.

RECOGNITION

- ◆ Name(s) added to a perpetual plaque to be hung in a prominent place in City Hall.
- ◆ Notification to local newspaper and in the City Newsletter.
- ◆ Certificate of Appreciation from the City of Dallas, signed by the Mayor.
- ◆ \$100 cash award or gift certificate for the recipient(s).

CITY OF DALLAS

EMPLOYEE RECOGNITION NOMINATION FORM

Any member of the public, City employee, volunteer, contract employee, appointed or elected official may nominate another City employee for consideration of this award. Nominations may be made for individuals or groups of individuals. Recipients will be selected by the Rewards & Recognition Committee. Submission deadline is March 31st, June 30th, September 30th and December 31st of each year.

Nominee _____

Name/Position

Details regarding nomination including how nominee(s) meets City's ideals:
(attach additional pages if necessary)

Person Making nomination: _____

Name/Department (if applicable) Signature

Address:

(The nominator will not be made known to the committee during their evaluation.)

FOR CONFIDENTIALITY, PLEASE SEAL NOMINATION IN AN
ENVELOPE AND SUBMIT TO THE CITY MANAGERS OFFICE AT
CITY HALL

MEMORANDUM

Date: January 30, 2008

To: Mayor Jim Fairchild and City Council Members

From: Jerry Wyatt, City Manager

Re: Discontinued Cell Phone Benefits

Recommended Action: Discontinue as a fringe benefit cell phone use for employees and volunteer firefighters currently on the City Plan.

Background:

In 1997 under the authorization of the Council, Mayor, City Attorney and City Manager it was agreed to offer City employees and volunteer firefighters reduced cell phone rates through the City and our cell phone vendor, Verizon Wireless. Under the plan, employees and volunteer firefighters reimbursed the City for their individual bills. At that time Verizon provided phone service to the City, but we have since switched to Nextel.

Due to the increased number of low cost phone plans available today and the increased staff time involved with tracking the bills, loss of phones, assistance for new phones and discontinuing phone service for employees and volunteer firefighters, the City would recommend discontinuing this benefit/service and have the employees/volunteer firefighters sign up for service with the vendor of their choice.

The City has contacted Verizon and discussed termination of the plan. The City reserves the right unilaterally to terminate the Plan at any time for any reason with fifteen (15) days notice to employees. Verizon has offered to meet with our employees on the plan to answer questions, and help with transfer of numbers, etc. to other plans as well as options available with Verizon.

Verizon announced the analog phones will be cancelled February 19, 2008.

MEETING AGENDA

ADMINISTRATIVE COMMITTEE

Monday, January 28, 2008

4:00 p.m.

Kevin Marshall, Chair
Brian Dalton
David Shein
LaVonne Wilson
Ken Woods, Jr.

1. Discussion concerning transient lodging tax resolution and contract.

2. Discussion about employee recognition program.

3. Report on Verizon cell phone benefit cancellation.

4. Discussion concerning population and directional road wayfinding and signs to City Hall and Library.

5. Report on 2008/09 Budget Process.

6. Assistant City Manager's Report.

7. Finance Director's Report.

8. Update on Finance software conversion.

9. Other

10. Adjourn

RESOLUTION NO. _____

A Resolution providing for the distribution of transient lodging taxes collected under Ordinance No. 1681 (Dallas City Code 7.870 through 9.924)

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

Section 1. This resolution shall establish the distribution of funds collected by the City as transient lodging taxes under Ordinance No. 1681 (Dallas City Code 7.870 through 9.924).

Section 2. Funds collected as transient lodging taxes shall be deposited to the Trust Fund, in the Transient Lodging Account, to be held and distributed as provided in this Resolution.

Section 3. Seventy percent (70%) of all transient lodging taxes received during the period beginning April 1, 2008 and ending June 30, 2010, shall be distributed on a periodic basis, not less frequently than quarter-annually, to an entity organized as an Oregon nonprofit corporation that is exempt from income tax under Section 501 (c) (3) of the Internal Revenue Code of 1986, as amended, which operates a visitors center that qualifies as a "tourism promotion agency" within the meaning of ORS 320.300(8), within the City of Dallas. The City Manager is authorized and directed to identify a qualifying entity under this resolution and to negotiate and enter into a contract or other agreement for the distribution of such taxes for the term provided in this section.

Section 4. Beginning after the end of the fiscal year 2010-11, the City Council shall, by resolution, appropriate not less than seventy percent (70%) of the transient lodging taxes received during the preceding fiscal year to fund tourism promotion, as defined in ORS 320.300(7) or tourism-related facilities as defined in ORS 320.300(9). (See Exhibit A for the definitions of "tourism promotion" and "tourism-related facilities.") Funds appropriated under this section shall be awarded based on competitive grant applications for funding as provided in Section 5.

Section 5. (1) At least sixty (60) days prior to awarding funds under Section 4, above, the City shall cause notice to be published in a newspaper of general circulation in the city, which notice shall invite qualified applicants to submit applications for funding to the City Manager by a date certain, not less than 30 days after the date of publication. In addition, the City may make such notice available by posting and direct distribution to persons or entities known to be qualified applicants, provided that all such applicants shall be required to submit their applications not later than the same day as provided in the published notice.

(2) Applications shall be submitted in writing, on forms provided by the City, with such additional supporting information as the City may require or permit, and shall be reviewed by the City Council.

(3) To be considered for funding, applications must demonstrate how the request for funds and the proposed use constitute “tourism promotion” or a “tourism-related facility.” Qualified applications shall be funded based on how the proposed use, in the judgment of the City Council, best advances tourism and economic development in the City.

(4) Notwithstanding Section 4, the City Council may elect not to distribute all of the funds available for tourism promotion and tourism-related facilities. In that event, any funds not awarded will carry forward in the Trust Fund to be added to the funds available for distribution for tourism promotion and tourism-related facilities at the next biennial award of grants.

Section 6. Any funds not appropriated pursuant to Sections 3 or 4 of this resolution may be appropriated to fund city services as provided in ORS 320.350(5)(b) and Ordinance 1681. Any amount not appropriated for city services in any one year under this section may be appropriated for tourism promotion or tourism-related facilities under Section 5, or carried forward and added to funds available for distribution in a succeeding year.

Adopted:
Approved:

JAMES B. FAIRCHILD, MAYOR

ATTEST:

JERRY WYATT
CITY MANAGER

EXHIBIT A

“Tourism promotion” means any of the following activities:

- (a) Advertising, publicizing or distributing information for the purpose of attracting and welcoming tourists;
- (b) Conducting strategic planning and research necessary to stimulate future tourism development;
- (c) Operating tourism promotion agencies; and
- (d) Marketing special events and festivals designed to attract tourists.

“Tourism-related facility”:

- (a) Means a conference center, convention center or visitor information center; and
- (b) Means other improved real property that has a useful life of 10 or more years and has a substantial purpose of supporting tourism or accommodating tourist activities.

TRANSIENT TAX DISTRIBUTION AGREEMENT

This agreement is made and entered into this ___ day of February, 2008, by and between the City of Dallas, an Oregon municipal corporation (Dallas), and Dallas Area Visitor's Center, Inc., an Oregon nonprofit corporation (Center).

RECITALS

- A. Dallas is an Oregon municipal corporation.
- B. Center is an Oregon nonprofit corporation, organized as a tourism promotion agency within the meaning of ORS 320.300(8) in the City of Dallas, with its principal place of business at 580 Main Street, Dallas, Polk County, Oregon. Center is also an organization exempt from income tax under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended. A copy of Center's Determination Letter from the Internal Revenue Service, confirming Center's tax-exempt status, is attached to this agreement as Exhibit A, and by reference incorporated herein.
- C. Dallas has enacted a Transient Lodging Tax, pursuant to ORS 320.350, effective April 1, 2008. The City Council of Dallas has, by resolution, directed that seventy percent (70%) of all transient lodging taxes received during the period beginning April 1, 2008 and ending June 30, 2010, shall be distributed on a periodic basis, not less frequently than quarter-annually, to an entity organized as an Oregon nonprofit corporation that is exempt from income tax under Section 501 (c) (3) of the Internal Revenue Code of 1986, as amended, which operates a visitors center that qualifies as a "tourism promotion agency" within the meaning of ORS 320.300(8), within the City of Dallas; and has further authorized and directed the City Manager to identify a qualifying entity under this resolution and to negotiate and enter into a contract or other agreement for the distribution of such taxes for the term provided in this section.
- D. Center is qualified to receive transient lodging tax revenue pursuant to the resolution and Oregon law.
- E. The City Manager has designated, and hereby designates Center to receive the distribution of transient lodging tax revenues, as provided by the resolution of City, subject to the terms and conditions set forth herein.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing and the mutual covenants

Transient Tax Distribution Agreement – Page 1
and obligations set forth herein, it is hereby agreed as follows:

1. City will distribute to Center seventy percent (70%) of all transient lodging taxes received by City for the period beginning April 1, 2008, and ending June 30, 2010. Such distributions shall be paid quarter-annually, within 15 days after the end of each calendar quarter, beginning with the first payment on July 15, 2008 (for the quarter ending June 30, 2008), and ending with the last payment on July 15, 2010 (for the quarter ending June 30, 2010).

2. Center shall use the funds distributed under this agreement for tourism promotion, as defined in ORS 320.300(7) or tourism-related facilities as defined in ORS 320.300(9), and for no other purpose.

3. During the term of this agreement, City shall have the right to designate one voting member of Center's board of directors as a City representative.

4. Center shall submit a report of its activities, including a financial report, to City annually, by not later than January 31 each year during the term of this agreement, and shall permit City to inspect and copy its books and records, from time to time, as City may reasonably require to ensure compliance with the terms of this agreement.

5. This agreement may be terminated by City before the end of the term provided herein in the event of any of the following:

(A) If Center ceases to be a nonprofit corporation on the records of the Oregon Secretary of State, Corporation Division;

(B) If Center becomes insolvent, or ceases to do business or to qualify as a tourism promotion agency within the meaning of ORS 320.300(8);

(C) If Center status as an entity exempt from taxation under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, is revoked;

(D) If Center otherwise fails to perform any obligation provided in this agreement.

6. Center agrees at all times to conduct its business and activities in compliance with all applicable local, state and federal laws, rules, ordinances and regulations, and shall not use or apply the transient lodging tax revenues distributed to it under this agreement in any manner not permitted for the use of such funds.

By: _____
Jerry Wyatt, City Manager

Dallas Area Visitor's Center, Inc.

By: _____
Title: _____

EMPLOYEE RECOGNITION PROGRAM

REWARDS AND RECOGNITION - Program Objectives

- ◆ To involve members of the public, employees, volunteers, contract employees, appointed or elected officials in continuous improvement of City services by recognizing excellent work by City of Dallas employees.
- ◆ To promote innovation that results in productivity and performance improvements.
- ◆ To promote team spirit and unity of purpose within the City based on shared achievement.
- ◆ To demonstrate trust and a commitment to the ideals of respect for others and the community.
- ◆ To involve the community and employees of the City of Dallas as a partner in the pursuit of excellence in customer service.

REWARDS AND RECOGNITION COMMITTEE - Composition

The Selection Committee is comprised of three department heads who will meet on an ad hoc basis.

REWARDS AND RECOGNITION - Selection Criteria

Award nominees must meet one or more of the following criteria:

Demonstrates a high level of service to the public.

For example, continuously displays tact and diplomacy in dealing with difficult situations or takes the extra step to achieve customer satisfaction.

Exhibits a leadership role.

For example, takes on additional duties when necessary so work will be completed in a timely, efficient manner.

Demonstrates a high level of service to the staff.

For example, willingness to work responsively with other employees, volunteers, appointed or elected official, or members of the community; looks for solutions to problems that help other City employees do their jobs more efficiently.

Acts to improve relations...

Between the public, employees, departments, other agencies, governmental bodies, or community groups. For example, shares information, ideas and resources with fellow employees.

Makes a substantial contribution to the City of Dallas that enhances the image of the City.

For example, performs significant volunteer service in the community.

Demonstrates improved efficiency, creativity and inventiveness.

For example, explores alternative solutions to problems and comes up with answers that work; or looks at existing processes and devises ways to make them better.

Performs in an outstanding and courageous manner during an emergency situation.

Consideration should be given to the consequences that would have resulted if the act had not been performed.

Exceptional performance in a one-time specific project or situation.

Task was completed in a timely and thorough manner and the work was of superior quality.

REWARDS AND RECOGNITION - Process

Eligibility

All City employees, volunteers, and contract employees.

Who can make a nomination?

Any member of the public, City employee, volunteer, contract employee, appointed or elected official can make a nomination. Restrictions are that you cannot nominate yourself, and a winner will not be eligible for a second nomination until one calendar year has elapsed. Employees are not limited in the number of nominations they can make in any nominating period. (January 1st to March 31st, April 1st to June 30th, July 1st to September 30th, and October 1st to December 31st).

How do I make a nomination?

Nomination(s) must be submitted on the nomination form. Give detailed, factual information and be specific about what makes your nominee(s) outstanding. Explain how nominee meets the ideal(s) identified in the selection criteria. Nomination forms will be available in all departments and in the Human Resources Department at City Hall. Nomination forms must be delivered or mailed to the Human Resources Department in a sealed envelope. Nominations are kept confidential throughout the process and the nominators will not be made known to the Selection Committee. Deadline for submission is the end of each quarter i.e., March 31st, June 30th, September 30th, and December 31st. Awards presentations will be made at a regular meeting of City Council.

REWARDS AND RECOGNITION – Selection Process

- ◆ Nominations are made by any member of the public, employee, volunteer, contract employee, appointed or elected official on the nomination form, for any employee, volunteer, contract employee, appointed or elected official – except themselves.
- ◆ Any nominations received after one deadline will automatically be carried over to the next period.
- ◆ The Selection Committee may conduct informal interviews with the nominator to gather information on the nature of the nomination.
- ◆ One recipient will be selected each quarter by the Selection Committee.
- ◆ Awards will be presented at a regular meeting of the City Council by the Mayor, City Manager or Department Head.

RECOGNITION

- ◆ Name(s) added to a perpetual plaque to be hung in a prominent place in City Hall.
- ◆ Notification to local newspaper and in the City Newsletter.
- ◆ Certificate of Appreciation from the City of Dallas, signed by the Mayor.
- ◆ \$100 cash award or gift certificate for the recipient.

CITY OF DALLAS

EMPLOYEE RECOGNITION NOMINATION FORM

Any member of the public, City employee, volunteer, contract employee, appointed or elected official may nominate another City employee for consideration of this award. Nominations may be made for individuals or groups of individuals. Recipients will be selected by the Rewards & Recognition Committee. Submission deadline is March 31st, June 30th, September 30th and December 31st of each year.

Nominee _____

Name/Position

Details regarding nomination including how nominee(s) meets City's ideals:
(attach additional pages if necessary)

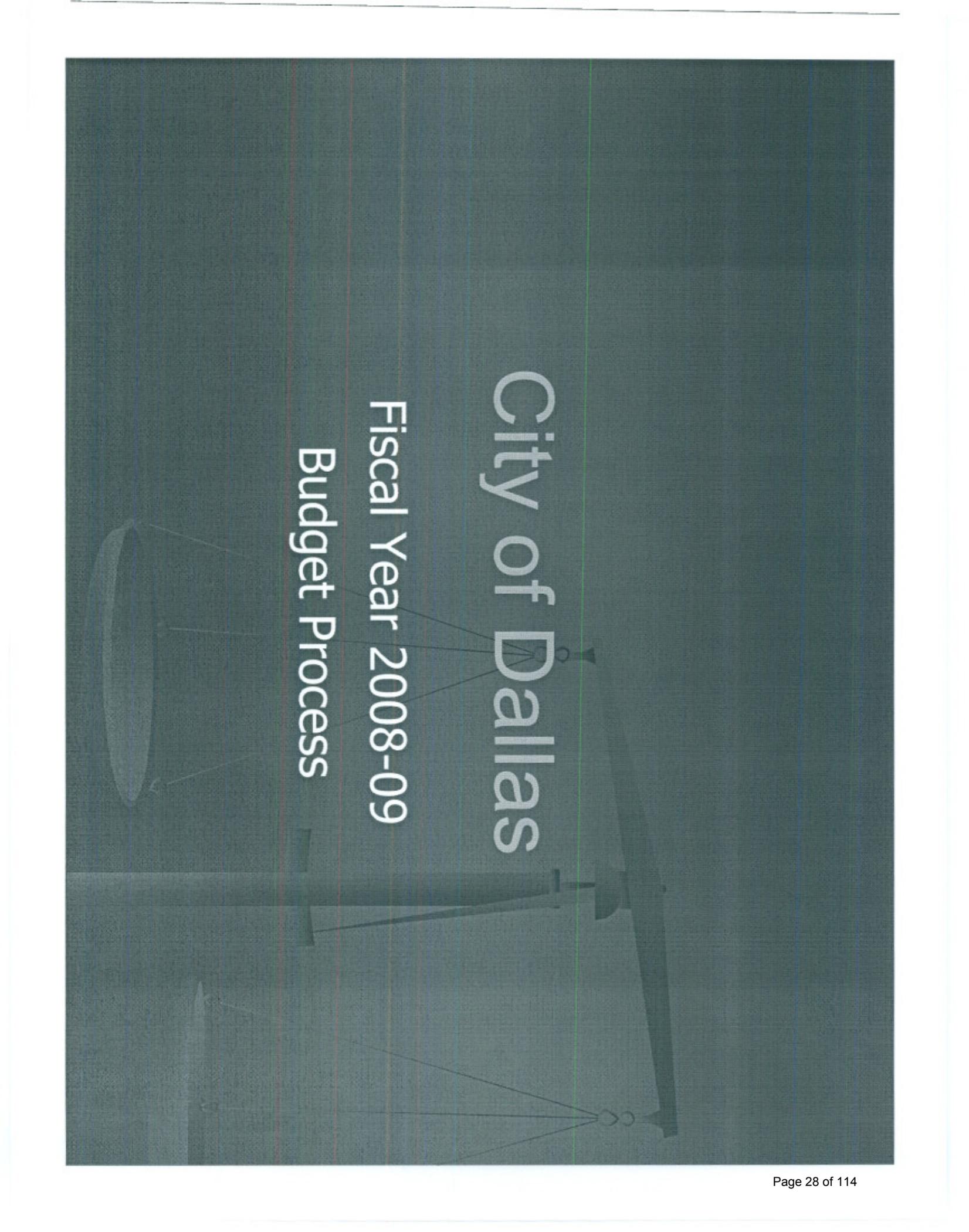
Person Making nomination: _____

Name/Department (if applicable) Signature

Address:

(The nominator will not be known to the committee during their evaluation.)

FOR CONFIDENTIALITY, PLEASE SEAL NOMINATION IN AN
ENVELOPE AND SUBMIT TO THE HUMAN RESOURCES DEPARTMENT
AT CITY HALL



City of Dallas

Fiscal Year 2008-09

Budget Process

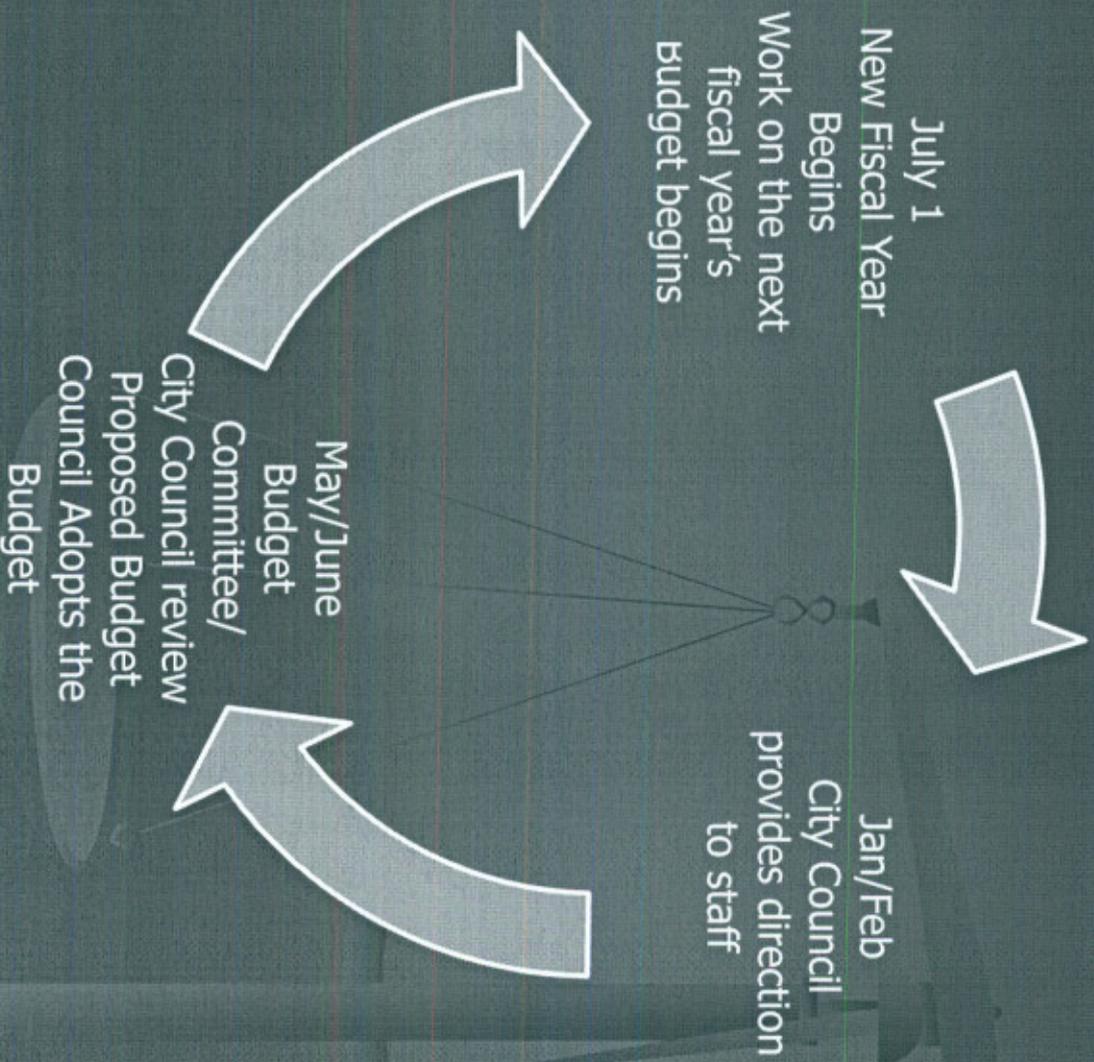
The Budget Process

- The City of Dallas, like all other cities, spends a considerable amount of time developing the budget each year. The allocation of resources is important to the City Council, citizens, and staff.
- The following information will help citizens understand when they can best participate in developing the City's budget.

Budget Process - Outline

- The City Manager submits a budget calendar and works with the city departments to draft a proposed budget to be presented to the Budget Committee for consideration and adoption through the public hearing process.

Budget Approval Process



Budget Process – Budget Committee Direction

- The Budget Committee's role, according to State Law, is to recommend a budget to the City Council to adopt.
- The Budget Committee will consider Council Goals, the results of the Citizens Survey, input from citizens at public hearings, the Proposed Capital Improvement Program, performance measures, and budget capacity.

Budget Process – Budget Committee Meetings

- Planning for the coming fiscal year (beginning July 1, 2008) is initiated at a series of meetings in April and May. The meetings are designed to provide information to the Budget Committee.
- Meeting dates are as follows:
April 21, May 19, June 2, June 16

Budget Process-April 21, 2008

The Budget Officer (City Manager) presents the proposed budget, prepared by City staff, to the Budget Committee. At the public hearing citizens may:

- Make general comments about the budget;
- Propose new services or the expansion of services already in place;
- Propose reductions or ending services currently offered.

Budget Process – April 22-May 16, 2008

At Budget Sub-Committee meetings,
Department Heads will share information
with the Budget Sub-Committees about:

- Current services,
- Costs to provide the services,
- Major issues the department is facing in the delivery of service, and
- Enhancements the department proposes.

Budget Process – May 19, 2008

Budget Sub-Committees' reports and recommendations are presented to the full Budget Committee. The public hearing provides citizens the opportunity to comment on the proposed budget. The Budget Committee passes a motion recommending the Budget to the City Council.

Budget Process – June 2, 2008

After the Budget:

- The City Council will hold a public hearing at 7:45 PM and invite comments on the Budget Committee's recommended Budget.

Budget Process – June 16, 2008

- The City Council adopts a resolution making appropriations and levying property taxes for the 2008-09 fiscal year.

Budget Process Meetings

All meetings are held in the City Council Chambers in City Hall at 187 SE Court Street. All meetings, except for the City Council public hearing, begin no earlier than 8:30 PM.

Budget Document

- The City's budget document is available all year at the City Manager's Office in City Hall and at the Finance Department at 187 SE Court Street. The budget document is also on-line at www.ci.dallas.or.us.

Budget Process – For More Information

- For more information about the City's budget process you can contact Finance Director Marcia Baragary at 503-831-3505 or at marcia.baragary@ci.dallas.or.us

MEMORANDUM

To: Jerry Wyatt, City Manager
From: Kim Marr, Assistant City Manager
Date: January 28, 2008
Re: Administrative Committee

- I. New Hires:
Jake Dyer has been hired as an Engineering Technician I.
- II. Job Openings – Advertised:
 - a) Community Service Officer: Property & Evidence/Bailiff/Community Liaison (30 hr./week)

Community Service Officer: Animal Control/Parking Enforcement (20 hr./week)

We will be interviewing on 1/28/08.
 - b) Community Development Director/Aquatic Center –Advertisement is out and closes 1/31/08.
 - c) Advertising for a Reference Librarian II. Closes: 2/20/08
- III. Working on updates to personnel rules and administrative rules that went into effect 1/01/08.
- IV. Continue to work on various projects in City Manager’s Office as well as personnel issues.

MEMORANDUM

To: Jerry Wyatt

From: Marcia Baragary

Date: January 28, 2008

Re: Administrative Committee

- I. Auditor will present 2006-07 Comprehensive Annual Financial Report to Council at February 4, 2008 Council meeting
- II. Will present 2007-08 Mid-Year Analysis to Council at February 4, 2008 Council meeting
- III. Schedule meetings with Department Heads in February to discuss 2008-09 budget
- IV. ADP will issue January 31st payroll checks
- V. Harris conversion of Budget software deferred until February
- VI. Review of Emergency Operations/FEMA training
- VII. Questions from Committee

POST MEETING AGENDA

PUBLIC SAFETY COMMITTEE

Monday, January 28, 2008

4:00 p.m.

David Shein, Chair
Brian Dalton
Kevin Marshall
LaVonne Wilson
Ken Woods, Jr.

1. Discussion concerning parking in front of City Hall.

Councilor Dalton moved to forward the request to the Council with a recommendation to accept the parking changes as revised and to direct the City Attorney to prepare a resolution.

2. Police Chief's report.

Attached.

3. Fire Chief's report.

Attached.

4. Other
-

5. Adjourn

1
2
3 Members Present: Chair David Shein, Brian Dalton, Kevin Marshall, and LaVonne Wilson.
4 Ken Woods, Jr. was excused.

5 Also Present: Mayor Jim Fairchild, City Manager Jerry Wyatt, City Attorney Lane Shetterly,
6 Fire Chief Bill Hahn, Police Chief Jim Harper, Finance Director Marcia Baragary, and
7 Deputy City Recorder Laurie Roberts. Chamber Manager Chelsea Pope was present.

8 Chair David Shein called the meeting to order at 4:03 p.m.

9 **Police Department Report**

10 **Discussion concerning parking in front of City Hall**

11
12 Police Chief Harper reviewed the department request for changes to the parking in front of
13 City Hall related to the Police Department relocation. He explained the need for the five ex-
14 clusive police parking spaces in front of the Police Department and the lack of a department
15 parking lot. He advised the project would require curb cuts, painting, and sidewalk changes.
16 Discussion was held about the current usage of all the parking spaces, other options for park-
17 ing, public versus employee parking, and the cost for each space. It was decided by the
18 Committee that four Police parking spaces in the relocated area were adequate. Councilor
19 Dalton moved to forward the request to the Council with a recommendation to accept the
20 parking changes as revised and direct the City Attorney to prepare a resolution. The motion
21 was seconded and CARRIED UNANIMOUSLY with Chair David Shein, Brian Dalton, Ke-
22 vin Marshall, and LaVonne Wilson voting YES.

23
24 Police Chief Harper gave a report on the emergency management progress and stated that
25 about 90% of the items on his list have been completed.

26
27 Police Chief Harper reported on the NIMS training and stated there would be another session
28 in February. Fire Chief Hahn reported on the higher level training coming up. Councilor
29 Shein asked about the federally mandated training. Chief Harper explained the various levels
30 and training required with each position. City Manager Wyatt advised that the community is
31 so small that almost all of the staff would be involved if there was an incident, so extensive
32 training is important.

33
34 Chief Harper provided information about recent officer training and conferences and ex-
35 plained the Carley Law that provides protocol for child related crimes. He added that high-
36 level training is involved and allows the department to keep up with mandates.

37
38 Chief Harper reported that DUIIs are the most labor intensive violations and laws that officers
39 have to contend with and training is extensive. Attorney Shetterly added that legislation is
40 continually changing, and is more complicated when it involves juveniles.

1 Chief Harper reviewed Internet and ID crimes and shared ways that people are affected, and
2 noted the level of expertise needed in these cases.

3

4 Chief Harper gave an update on ordinance enforcement and provided a handout. He stated he
5 feels this program has had a significant impact on the violations and he sees the positive im-
6 pact the program is having on the livability of Dallas. In response to questions, he confirmed
7 there were no new significant cases or assessments. Discussion was held about laws and vi-
8 olations involving camping and parking.

9

10 **Fire Department and Ambulance Service Report**

11

12 Fire Chief Hahn reviewed the department report including personnel, training, association and
13 prevention items, and emergency operations. There were no questions or comments.

14

15 Fire Chief Hahn reviewed the Emergency Medical Service activity and equipment as pre-
16 sented. Discussion was held about collecting fees from other agencies. Finance Director
17 Marcia Baragary explained the transport, supplies, and personnel account expenses, which are
18 most costly, and from an accounting standpoint, the more people that are transported is finan-
19 cially beneficial. Councilor Wilson questioned policy on customer care. Chief Hahn stated
20 their motto is prompt, nice, professional service for all customers. Councilor Shein asked
21 about the trend increase in transports, what is creating the increase, and what the future may
22 hold. Chief Hahn explained the effects of the hospital providing urgent care and that the ag-
23 ing population increase calls as related to longevity of patients. He noted the future needs to
24 be reviewed and explained that privatization could be an option.

25 **Other**

26 There being no further business the meeting was adjourned at 4:48 p.m.

CITY HALL PARKING



PD PD PD PD ADA 15 15 Reg Reg Reg

Ed Totten						January 28, 2008	
Community Service Officer Report for the last Six Months							
Ordinance#							
	August-07	September-07	October-07	November-07	December-07	January-08	
6.505	11	10	10	12	9	6	58
6.320	15	26	22	20	15	18	116
5.584	8	2	8	11	13	6	48
5.582	2	2	2	1	1	1	9
5.556	9	5	5	7	3	9	38
6.125	2	5	0	0	3	1	11
6.605	5	2	3	2	0	1	13
7.500	4	0	4	1	0	0	9
6.315	0	0	0	1	0	0	1
Total Cases per Month	56	52	54	55	44	42	
6.505	Abandoned Vehicles Prohibited						
6.320	Vehicles Stored on Streets or Park Strip						
5.584	Inoperable Vehicles (Private Property)						
5.582	Junk (Private Property)						
5.556	Scattering Rubbish (Private Property)						
6.125	Obstructing Streets or Sidewalks						
6.605	Parking Regulations (Campers, Trailers)						
7.500	Garage Sales						
6.315	Truck Parking						

MEETING AGENDA

PUBLIC SAFETY COMMITTEE

Monday, January 28, 2008

4:00 p.m.

David Shein, Chair
Brian Dalton
Kevin Marshall
LaVonne Wilson
Ken Woods, Jr.

1. Discussion concerning parking in front of City Hall.

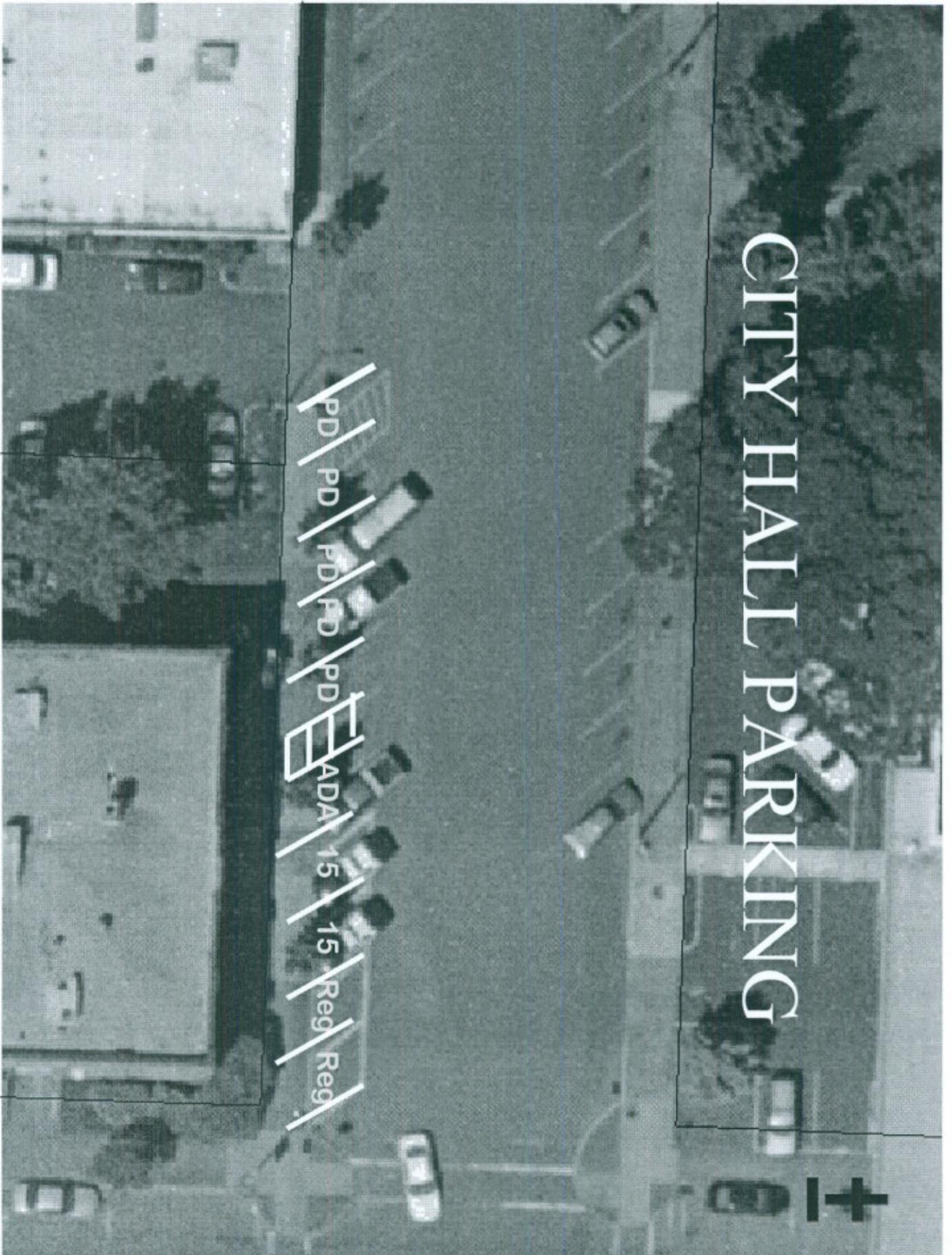
2. Police Chief's report.

3. Fire Chief's report.

4. Other

5. Adjourn

CITY HALL PARKING



TO: JERRY WYATT, CITY MANAGER

FROM: JIM HARPER, CHIEF OF POLICE

DATE: JANUARY 28, 2008

SUBJECT: SAFETY COMMITTEE REPORT

Items from the Police Department:

I. Public Safety Parking / Reconfiguration Court Street

Reconfigure public safety parking by designating five (5) spaces just east of the Itemizer parking lot. This eliminates the handicapped space in this area. Recommend making one (1) handicapped space in front of City Hall. Also, recommend two 15 or 30-minute spaces for patrons in front of City Hall.

II. Update on Emergency Management progress after post-event review.

II. Department Training

- a.) Major Crime conference
- b.) Legal updates – DUII
- c.) Sexual Assault and Child Abuse training

The City of Dallas Fire and EMS Public Safety Report For January 28, 2008

Fire Department:

Personnel:

Numerous members of the department assisted with the attempt to control the floodwaters brought by the winter storm.

The department had the annual testing completed of the ladder truck by American Test Center a nationwide testing company.

Rural District is considering a bond to purchase apparatus and construct a station in the Salt Creek area. Intention to build the station on grants does not look like a viable option at this time.

Jerry Wyatt and Bill Hahn had lunch with Rural Board Chairman Rod Watson to discuss the contract with the district.

Chief Hahn attended a department head retreat for team building and learned the expectations of the new City Manager.

Review of budget status was conducted on January 14th.

Chief Hahn attended the Fire Services meeting and the 911 Advisory meeting for Willamette Valley Communications Center.

Fire Training Update:

Josh Darland and Bill Hahn attended training on state and local government on December 3rd at Clackamas Fire District #1.

Bill Hahn, Kim Marr and Jerry Wyatt attended a class on Bonds and Ballots hosted by the League of Oregon Cities, Oregon School Boards Association and Association of Oregon Counties.

Association and Prevention Items:

Dallas firefighters hosted their annual breakfast with Santa on December 8th.

Dallas Fire Department officers hosted a firefighter appreciation evening by Volunteer Coordinator Dennis Unger at his home; it was a well-attended event.

As in the past members of the firefighters association had their annual family New Years party at the station. Members and their family attend dinner, a bowling event, swimming at the Aquatic Center, games and desert to welcome in the New Year.

Seven current engineers will participate in an assessment center on Wednesday evening for three lieutenant positions that are currently open. Two of these positions were created with the retirement of Steve and Brenda Faxon.

Emergency Operations:

On December 27th at 1:01 PM the department responded to a house fire, which resulted from wood to close to the masonry chimney. Moderate damage was caused to the home, all members of the family present at the time we able to escape without any injuries.

Emergency Medical Service:

Activity:

This year the ambulance responded to 2,334 calls for 2007, this compared to 1,956 in 2006. The total transports were 1,714 during 2007 compared with 1,441 for 2006.

Equipment:

Our EMS service has received three new Zoll monitor, defibrillators units, members are being trained in the use. We have conducted two training classes with a third session to be held on February 7th. When everyone feels comfortable they will be placed in service.

CITY OF DALLAS

TO: Mayor Fairchild and City Council Members

FROM: Jerry Wyatt, City Manager
Marcia Baragary, Finance Director

DATE: January 29, 2008

SUBJECT: Mid-Year Analysis of the 2007-2008 Budget

Attached is the mid-year evaluation of the 2007-2008 Budget. Each line item appropriation and revenue projection has been thoroughly analyzed by reviewing actual revenues and expenditures from July through December 2007. Based upon our review, the General Fund, Street Fund, Sewer Fund and Water Funds will require use of a portion of their Rainy Day savings to balance.

In the case of the General Fund, expenditures in the Police Department for the police facility remodel exceeded \$350,000. Approximately \$85,000 of that cost was carried over into the 2007-08 budget.

At the end of the 2007-08 budget year, we are projecting a carryover of just under \$940,000, which is approximately \$250,000 less than the projected carryover of \$1,190,894 in the Three Year Fiscal Forest.

The following tables are summaries by the fund of the revised estimates of revenue and expenditures compared to the revenues and expenditures included in the 2007-08 budget.

If you have any questions or comments concerning this six-month budget review, please contact either Marcia or me.

JW:pas

Attachments

General Fund

The revised estimate for the General Fund revenues predicts a decrease in the carryover over the proposed budgeted amount. This is due largely in part to the building permit revenue projection that was estimated to be \$400,000 for the 2007-2008 budget year and is anticipated to be \$250,000.

We are anticipating that expenditures will exceed the original budgeted amount in several departments.

- General Fund expenditures include over \$85,000 for the Police Department remodel of the facility that was not included in the 2007-2008 budget.
- In the Municipal Court the office remodel, increased activity, and the contract for the City Prosecutor will exceed the anticipated amounts for that budget by approximately \$25,000.
- Several factors contributed to the need to adjust the Aquatic Center budget by approximately \$30,000, including repairs to the boiler, emergency lighting, pumps and HVAC system as well as increase in concession sales.
- The Recreation Department budget contractual services needs to be adjusted by about \$30,000 due to the cost of the Senior Center study.

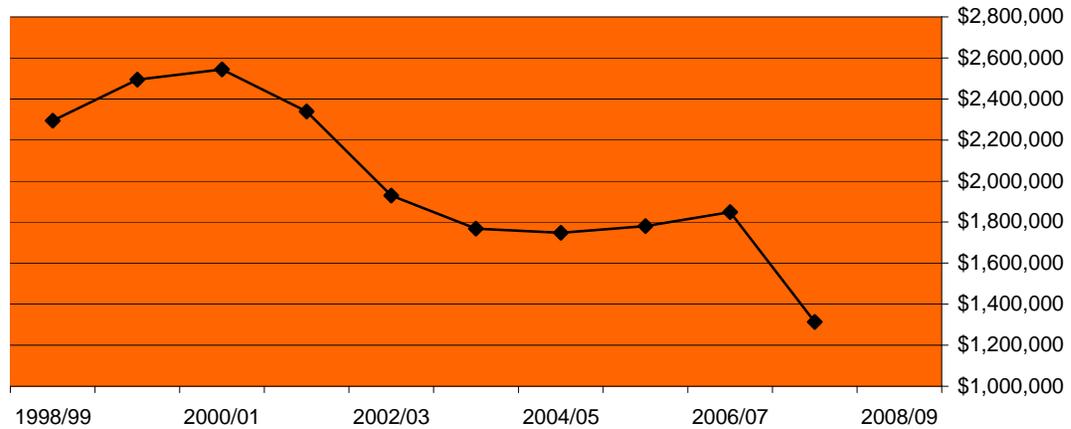
With the major investments in capital projects during 2007, we are projecting that a General Fund carryover for the 2007-2008 fiscal year will be just under \$940,000 instead of \$1,190,894.

We will continue to closely monitor personal services, materials and services, and capital outlay expenditures and focus on all city departments in the most cost effective manner possible. Our goal for the next six months is to save as much as possible to carry into next year's budget and to live within our means.



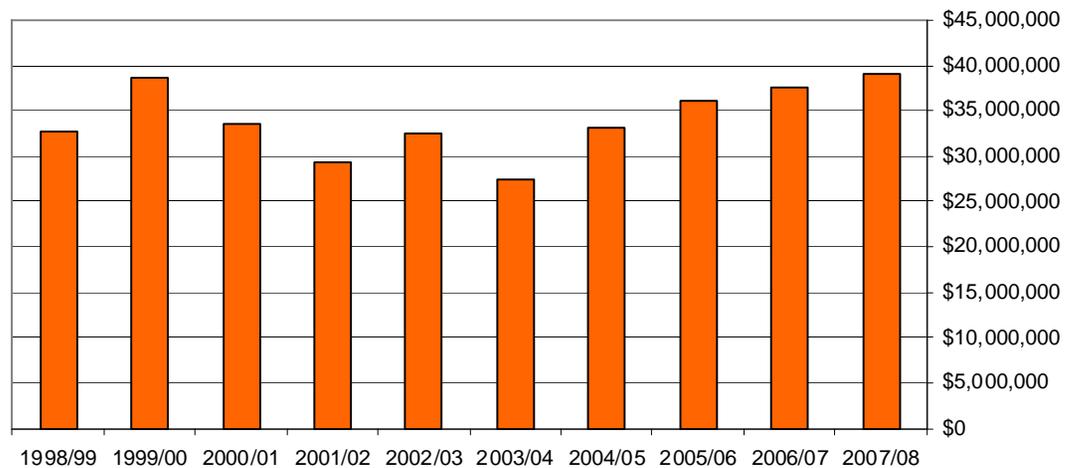
GENERAL FUND BEGINNING BALANCE

2007/08	-	\$1,314,191
2006/07	-	\$1,848,153
2005/06	-	\$1,779,784
2004/05	-	\$1,747,328
2003/04	-	\$1,768,437
2002/03	-	\$1,928,708
2001/02	-	\$2,339,367
2000/01	-	\$2,543,618
1999/00	-	\$2,494,274
1998/99	-	\$2,293,728



10 YEAR TOTAL BUDGET

2007/08	-	\$38,971,858
2006/07	-	\$37,624,256
2005/06	-	\$36,161,211
2004/05	-	\$33,048,429
2003/04	-	\$27,310,291
2002/03	-	\$32,466,047
2001/02	-	\$29,384,508
2000/01	-	\$33,472,711
1999/00	-	\$38,587,498
1998/99	-	\$32,621,764



GENERAL FUND

<u>Revenue:</u>	Approved Budget <u>7/1/07</u>	Revised Estimate <u>1/31/08</u>
Receipts	6,917,693	6,876,000
Beginning Balance	<u>1,464,928</u>	<u>1,314,191</u>
Total Revenue	\$ 8,382,621	\$ 8,190,191
<u>Expenditures:</u>		
Municipal Court	308,481	333,000
Ambulance	994,324	994,000
Fire Department	778,737	758,000
Police Department	2,442,544	2,525,000
Library	550,644	522,000
Public Facilities	15,328	15,000
Parks	252,398	250,000
Recreation	152,851	165,000
Aquatic Center	871,903	895,000
Inspections	432,669	420,000
Planning	291,517	277,000
Non-Departmental	<u>102,000</u>	<u>97,000</u>
Total Expenditures	\$ 7,193,396	\$ 7,251,000
Contingency	375,000	-
Unappropriated Ending Fund Balance	<u>814,225</u>	<u>-</u>
TOTAL GENERAL FUND	\$ 8,382,621	\$ 7,251,000

TOTAL ESTIMATED CARRYOVER BALANCE 7/1/08 \$ 939,191

Per Revised Estimate

Total Estimated Carryover Balance 7/1/07	\$ 939,191
Building Reserve 7/1/07	<u>-</u>
Non-Dedicated 7/1/07	<u>\$ 939,191</u>

Per Fiscal Report

Total Estimated Carryover Balance 7/1/08	\$ 1,339,225
Building Reserve 7/1/07	<u>148,331</u>
Non-Dedicated 7/1/07	<u>\$ 1,190,894</u>

STREET FUND

We are projecting that all projects budgeted in the Street Fund for fiscal year 2007-08 will be completed. Last year's beginning balance was higher than usual because a portion of the overlays were carried forward from the 2005-06 budget year.

	Approved Budget <u>7/1/07</u>	Revised Estimate <u>1/31/08</u>
<u>Revenue:</u>		
Receipts	835,550	849,000
Transfer	-	-
Beginning Balance	<u>212,336</u>	<u>201,751</u>
Total Revenue	\$ 1,047,886	\$ 1,050,751
<u>Expenditures:</u>		
Administration and Engineering	274,054	255,000
Maintenance	273,055	305,000
Construction	201,158	200,000
Marking and Lighting	<u>150,865</u>	<u>160,000</u>
Total Expenditures	\$ 899,131	\$ 920,000
Contingency	<u>148,755</u>	-
TOTAL STREET FUND	\$ 1,047,886	\$ 920,000

TOTAL ESTIMATED CARRYOVER BALANCE 7/1/08 \$ 130,751

SEWER FUND

We anticipate that all construction projects included in the 2007-08 Sewer Fund budget will not be completed by year end. We also project that expenditures in the Treatment and Pumping Department will be significantly more than budgeted due to deferred maintenance and other unanticipated operating expenditures.

	Approved Budget <u>7/1/07</u>	Revised Estimate <u>1/31/08</u>
<u>Revenue:</u>		
Receipts	2,884,000	2,870,000
Transfer	-	-
Beginning Balance	<u>2,783,030</u>	<u>2,838,015</u>
Total Revenue	\$ 5,667,030	\$ 5,708,015
<u>Expenditures:</u>		
Administration and Engineering	728,552	705,000
Maintenance	453,700	450,000
Non-Assessed construction	911,797	600,000
Treatment and Pumping	658,615	800,000
Debt Service	<u>1,166,965</u>	<u>1,167,000</u>
Total Expenditures	\$ 3,919,628	\$ 3,722,000
Contingency	500,000	-
Reserve	<u>1,247,402</u>	<u>-</u>
TOTAL SEWAGE DISPOSAL FUND	\$ 5,667,030	\$ 3,722,000

TOTAL ESTIMATED CARRYOVER BALANCE 7/1/08 **\$ 1,986,015**

WATER FUND

We are projecting that expenditures in the Water Treatment Treatment Plant Department will exceed the budgeted appropriations. This is due to increased personnel costs, increased cost of chemicals, and maintenance of the treatment plant.

	Approved Budget <u>7/1/07</u>	Revised Estimate <u>1/31/08</u>
<u>Revenue:</u>		
Receipts	2,025,000	2,009,000
Transfer	-	-
Beginning Balance	<u>1,043,017</u>	<u>1,223,837</u>
Total Revenue	\$ 3,068,017	\$ 3,232,837
<u>Expenditures:</u>		
Administration and Engineering	656,861	635,000
Maintenance and Customer Service	419,390	419,000
Construction	381,721	380,000
Treatment and Pumping	534,691	635,000
Debt Service	<u>207,615</u>	<u>207,615</u>
Total Expenditures	\$ 2,200,277	\$ 2,276,615
Contingency	400,000	-
Reserve	<u>467,740</u>	<u>-</u>
TOTAL WATER FUND	\$ 3,068,017	\$ 2,276,615

TOTAL ESTIMATED CARRYOVER BALANCE 7/1/08 \$ 956,222

IMPROVEMENT BOND AND INTEREST FUND

We are projecting a number of projects performed by the City for which we are reimbursed. Since these costs are reimbursed, the City will receive the revenues to offset all expenditures.

	Approved Budget <u>7/1/07</u>	Revised Estimate <u>1/31/08</u>
<u>Revenue:</u>		
Receipts	504,000	400,000
Bond proceeds	-	-
Beginning Balance	-	<u>6,344</u>
Total Revenue	\$ 504,000	\$ 406,344
<u>Expenditures:</u>		
Construction	400,000	300,000
Debt Service	-	-
Other/transfer	-	-
Improvement Loans	<u>104,000</u>	-
Total Expenditures	\$ 504,000	\$ 300,000
TOTAL ESTIMATED CARRYOVER BALANCE 7/1/08		<u><u>\$ 106,344</u></u>

OUTSIDE WATER FUND

Reserves in this fund are used to improve the water distribution system outside the City. Water customers outside the City pay a monthly surcharge of \$5.00 to help pay for repairs and improvements.

	Approved Budget <u>7/1/07</u>	Revised Estimate <u>1/31/08</u>
<u>Revenue:</u>		
Receipts	20,000	20,000
Beginning Balance	<u>75,667</u>	<u>133,189</u>
Total Revenue	\$ 76,796	\$ 153,189
<u>Expenditures:</u>		
Personal Services	15,500	15,500
Materials and Services	<u>40,500</u>	<u>40,500</u>
Total Expenditures	\$ 56,000	\$ 56,000
Reimb. Users withdrawing from system	-	-
Reserve for future construction	<u>39,667</u>	<u>-</u>
TOTAL OUTSIDE WATER FUND	\$ 95,667	\$ 56,000

TOTAL ESTIMATED CARRYOVER BALANCE 7/1/08 \$ 97,189

SHOP SERVICES FUND

All construction and maintenance equipment owned by the City is assigned a rental rate and rented from Shop Services to the various departments. Rental fees are charged to jobs or projects every time a piece of equipment is used. Also, Shop Services charges the Police, Fire, and Ambulance Departments for the mechanics' labor, fuel, and parts used to maintain their vehicles.

	Approved Budget <u>7/1/07</u>	Revised Estimate <u>1/31/08</u>
<u>Revenue:</u>		
Receipts	539,000	515,000
Beginning Balance	<u>123,402</u>	<u>186,095</u>
Total Revenue	\$ 662,402	\$ 701,095
<u>Expenditures:</u>		
Personal Services	137,848	115,000
Materials and Service	372,554	265,000
Capital Outlay	<u>152,000</u>	<u>192,000</u>
Total Expenditures	\$ 662,402	\$ 572,000
TOTAL ESTIMATED CARRYOVER BALANCE 7/1/08		<u>\$ 129,095</u>

REVENUE SHARING

The Revenue Sharing Fund receives revenue from the State Revenue Sharing program. The source of these funds is liquor sales.

	Approved Budget <u>7/1/07</u>	Revised Estimate <u>1/31/08</u>
<u>Revenue:</u>		
State Treasury	124,000	124,000
Beginning Balance	<u>6,875</u>	<u>3,710</u>
Total Revenue	\$ 130,875	\$ 127,710
<u>Expenditures:</u>		
Emergency Svs Transfer to General Fund	<u>130,875</u>	<u>127,000</u>
Total Expenditures	\$ 130,875	\$ 127,000
TOTAL ESTIMATED CARRYOVER BALANCE 7/1/08		<u><u>\$ 710</u></u>

SYSTEM DEVELOPMENT FUND

Interest earnings on the fund balance and fees for new construction help build a reserve in this fund to pay future costs for oversized streets, sewer, and water systems, as well as other public facilities. This year's budget includes funds for the Levens Street Bridge, the Water Treatment Plant PLC upgrade, and construction of storm drainage lines on Fir Villa Road.

	Approved Budget	Revised Estimate
	<u>7/1/07</u>	<u>1/31/08</u>
<u>Revenue:</u>		
Receipts	1,805,000	1,220,000
Beginning Balance	<u>6,131,105</u>	<u>6,164,483</u>
Total Revenue	\$ 7,936,105	\$ 7,384,483
<u>Expenditures:</u>		
Oversizing Improvements	4,405	-
Water Projects	1,050,700	350,000
Sewer Projects	5,811,000	300,000
Street Projects	450,000	350,000
Park Projects	335,000	300,000
Storm Sewer Projects	285,000	150,000
Transfer to Sewer Fund	-	-
Transfer to Water Fund	-	-
Transfer to Street Fund	-	-
Contingency	-	-
Reserve	-	-
Total Expenditures	<u>\$ 7,936,105</u>	<u>\$ 1,450,000</u>
TOTAL ESTIMATED CARRYOVER BALANCE 7/1/08		<u><u>\$ 5,934,483</u></u>

GENERAL OBLIGATION BOND FUND

Taxes are levied to pay the principal and interest due on bonds sold to finance the cost of the Library and Senior Center, fire equipment and the ambulance facility, transportation improvements, the aquatic center, and the new fire and ambulance vehicles and equipment. The Unappropriated Ending Fund Balance is used to pay July interest debt service payments since we do not receive tax revenues until November.

	Approved Budget	Revised Estimate
	<u>7/1/07</u>	<u>1/31/08</u>
<u>Revenue:</u>		
Current/Delinquent Taxes	720,000	720,000
Beginning Balance	<u>204,118</u>	<u>190,748</u>
Total Revenue	\$ 924,118	\$ 910,748
<u>Expenditures:</u>		
Debt Service	704,295	704,925
Unappropriated Ending Fund Balance	<u>219,823</u>	<u>-</u>
Total Expenditures	\$ 924,118	\$ 704,925
TOTAL ESTIMATED CARRYOVER BALANCE 7/1/08		<u>\$ 205,823</u>

TRUST FUNDS

Cash in these funds is held in trust for specific programs or projects. They are dedicated funds and are not available for operating costs.

	Approved Budget <u>7/1/07</u>	Revised Estimate <u>1/31/08</u>
<u>Revenue:</u>		
Park Trust	10,500	10,000
Skate Park Trust	5,000	1,000
Fire Equipment Trust	108,780	5,000
Ambulance Equipment Trust	5,000	-
Library Trust	9,000	5,000
Bail Trust	120,000	100,000
Improvement Trust	300,000	150,000
Street Improvement Trust	300,000	150,000
Police Trust	35,000	5,000
Development Park Trust	25,000	10,000
Civic Center Deposit Trust	3,000	1,000
Economic Development Trust	7,000	1,000
Aquatic Center Trust	<u>50,000</u>	<u>25,000</u>
Total Revenue	\$ 978,280	\$ 463,000
<u>Expenditures:</u>		
Park Trust	10,500	10,000
Skate Park Trust	5,000	1,000
Fire Equipment Trust	108,780	5,000
Ambulance Trust	5,000	-
Library Trust	9,000	5,000
Bail Trust	120,000	100,000
Improvement Trust	300,000	150,000
Street Improvement Trust	300,000	150,000
Police Trust	35,000	5,000
Development Park Trust	25,000	10,000
Civic Center Deposit Trust	3,000	1,000
Economic Development Trust	7,000	1,000
Aquatic Center Trust	<u>50,000</u>	<u>25,000</u>
Total Expenditures	\$ 978,280	\$ 463,000
TOTAL ESTIMATED CARRYOVER BALANCE 7/1/08		<u>\$ 515,280</u>

GRANT FUND

The grant fund is used to separate the major grants received by the City from other general operations. This year’s budget includes the Library “Ready to Read” grant, funds for the Core Area Redevelopment Manager, the Industrial Redevelopment Manager, the Community Activities Coordinator and the School Resource Officer.

	Approved Budget <u>7/1/07</u>	Revised Estimate <u>1/31/08</u>
<u>Revenue:</u>		
Total Revenue	\$ 544,000	\$ 234,000
<u>Expenditures:</u>		
Total Expenditures	\$ 544,000	\$ 234,000

TOTAL ESTIMATED CARRYOVER BALANCE 7/1/08 \$ 310,000

INTERNAL SERVICES FUND

The Internal Service Fund is used to allocate costs for services furnished exclusively to other departments of the City. The Fund includes expenditures of the Mayor, City Council, Human Resources/ Public Information Office, City Manager's Office, Finance Office, and City Attorney's Office. All costs are reimbursed on the basis of estimated time spent in the various operations of the City.

	Approved Budget <u>7/1/07</u>	Revised Estimate <u>1/31/08</u>
<u>Revenue:</u>		
Total Revenue	\$ 1,152,407	\$ 1,151,800
<u>Expenditures:</u>		
Mayor and City Council	26,000	26,000
Human Resources	99,573	99,500
City Manager's Office	301,886	301,800
Finance Office	520,296	520,200
Facilities Maintenance	144,353	144,000
City Attorney	<u>60,300</u>	<u>60,300</u>
Total Expenditures	\$ 1,152,407	\$ 1,151,800

TOTAL ESTIMATED CARRYOVER BALANCE 7/1/08 \$ 607

CAPITAL IMPROVEMENT FUND

This year's budgeted revenue included proceeds from a water system improvement loan and interest earned on ODOT funds received for the Levens Street Bridge reconstruction.

	Approved Budget <u>7/1/07</u>	Revised Estimate <u>1/31/08</u>
<u>Revenue:</u>		
Total Revenue	\$ 7,800,000	\$ 6,000,000
<u>Expenditures:</u>		
Total Expenditures	\$ 7,800,000	\$ 6,000,000
TOTAL ESTIMATED CARRYOVER BALANCE 7/1/08		<u>\$ 1,800,000</u>

GENERAL LONG TERM DEBT FUND

	Approved Budget <u>7/1/07</u>	Revised Estimate <u>1/31/08</u>
<u>Revenue:</u>		
Revenue from Other Funds	78,450	78,450
Beginning Balance	<u>-</u>	
Total Revenue	\$ 78,450	\$ 78,450
<u>Expenditures:</u>		
Debt Service	78,450	78,450
Unappropriated Ending Balance	<u>-</u>	
TOTAL GENERAL LONG TERM DEBT FUND	\$ 78,450	\$ 78,450

TOTAL ESTIMATED CARRYOVER BALANCE 7/1/08 \$ -

GENERAL FUND

Our current estimate for General Fund revenues predicts a 2% increase over budgeted amounts. This is primarily due to the continuing strong trend in residential construction and permit revenue. All other revenues are projected to be approximately the same as budgeted. The beginning balance carried over from the 2004-2005 fiscal year was stronger than anticipated, due to controlled spending and building permit revenue.

General Fund expenditures have been affected by two major property purchases and remodeling projects for the Police and Fire Departments. In addition, the increased building activity required additional staff, which will be paid with the additional revenue.

In the past, we were able to attain 5% to 7% savings in expenditures, largely due to lower than anticipated fringe benefit costs. In recent years, fringe benefit costs have increased drastically, causing us to use the fringe benefits appropriation and leaving no savings in those appropriations. Fortunately, this year we have not had large insurance claims that required payment of the deductible or retro payments as we had in previous years. If these costs do occur, we will need to use the General Fund contingency to pay these unanticipated insurance claims. Also, due to our conservative fiscal practices and a healthy General Fund Rainy Day reserve, we will have the money to complete temporary facility improvements for the Fire and Police facilities. We will continue to closely monitor personal services, materials and services and capital outlay expenditures and focus on operating all City Departments in the most cost-effective manner possible. Our goal is to save as much as possible to carry into next year's budget.

With controlled expenditures excluding the building reserve, and even with the Police and Fire facilities, we are anticipating that we will be able to end the year using only \$250,000 of the General Fund Rainy Day reserve. In the past we indicated that part of the Rainy Day reserve was dedicated to the Building Department. However, when applying indirect costs of building maintenance, heat, etc., we estimate that Building Department expenditures up to this year have equaled revenue. With this year's anticipated revenue and expenditures, we anticipate the Building Department will have approximately \$100,000 in reserve by the end of the year.

Of course, next year we will be required to make the second payment of \$80,000 for the Fire Department's house on Shelton Street and the second payment of \$50,000 on the Itemizer property for the Police facility. These additional expenses will come out of the Rainy Day Fund and mean that next year we will again have to be very conservative in our budgeting.

CITY OF DALLAS

TO: Mayor Jim Fairchild and Council Members

FROM: Jerry Wyatt, City Manager

DATE: February 1, 2008

SUBJECT: 2008/09 City Goal Setting Session

Recommendation: Set a date for the 2008/09 city goal setting session.

Background: It is that time of year to establish the 2008/09 goals that are used during the budget preparation of the 2008/09 budget. I am recommending that we hold a goal setting session on Wednesday, March 5. As in the past, we can have a dinner meeting starting at 5:30.

I will have a staff report on the current goals available by the February 19, 2008 Council meeting, which will allow the Council time to review the report and make comments.

Please feel free to contact me if you have any questions or comments.

CITY OF DALLAS

TO: Mayor Jim Fairchild and Council Members

FROM: Jerry Wyatt, City Manager

DATE: February 1, 2008

SUBJECT: OLCC Liquor License Renewal Process

Recommendation: Endorse all OLCC renewal applications for existing establishments.

Background: As you recall, with the change in the way the Oregon Liquor Control Commission processes liquor license renewals, I am presenting all of the licenses before the Council instead of bringing each license to review individually. The staff has reviewed the list and we are recommending endorsement.

Please feel free to contact me if you have any questions or comments.

M E M O

TO: JERRY WYATT
FROM: CHIEF HARPER
RE: OLCC ANNUAL RENEWALS
DATE: FEBRUARY 1, 2008

Attached is a copy of the notification for renewing licenses. An incident scan has been performed on the business establishments listed.

Please be advised there are no excessive incidents of concern.

Dist. #	License Number	Tradename	Participant	License Type	Premises Address
Local Government: DALLAS					
2	89066	ABBY'S LEGENDARY PIZZA	ABBY'S INC	L	174 W ELLENDALE AVE, DALLAS, OR
	90524	BLONDIE'S	BLONDIE'S BAR LLC	F-COM	186 SW COURT ST, DALLAS, OR
	89164	BOZEMAN'S	BOZEMAN'S INC	F-COM	962 MAIN ST, DALLAS, OR
	99702	CENTER MARKET #14	SINGH, JAGMOHAN KAUR, NAMEET KAUR, PARVINDER	O	1283 FAIRVIEW AVE, DALLAS, OR
	75535	CENTER MARKET #2	CENTER MARKET INC	O	216 SW WASHINGTON, DALLAS, OR
	92011	DALLAS CHEVRON	ROHITESH INC	O	129 E ELLENDALE, DALLAS, OR
	89474	DALLAS FUEL & FOODMART	JOHAR INTERNATIONAL INC	O	430 MAIN ST, DALLAS, OR
	92674	DALLAS SELECT MARKET	M & M INC	O	121 SW OAK, DALLAS, OR
	91846	HONG KONG RESTAURANT	CHIN, JANNY	F-COM	325 MAIN ST, DALLAS, OR
	90822	IXTAPA	IXTAPA DALLAS INC	F-COM	1320 FAIRVIEW SW, DALLAS, OR
	90237	MIRA MAR	MIRA MAR INC	F-COM	119 E ELLENDALE, DALLAS, OR
	92410	MURPHY'S GRILL	MURPHY'S GRILL LLC	F-COM	288 E ELLENDALE, DALLAS, OR
	90608	NEW NANYANG RESTAURANT	JIAN LI INC	L	413 MAIN ST, DALLAS, OR
	89630	NORTH DALLAS BAR & GRILL	NORTH DALLAS BAR & GRILL INC	O	170 E ELLENDALE, DALLAS, OR
	89631	NORTH DALLAS BAR & GRILL	NORTH DALLAS BAR & GRILL INC	F-COM	170 E ELLENDALE, DALLAS, OR
	100919	PEARL EVENT CENTER	NORVAL CORPORATION	L	857 MAIN ST, DALLAS, OR
	90028	RITE AID #5368	THRIFTY PAYLESS INC	O	178 W ELLENDALE AVE, DALLAS, OR
	90999	SAFEWAY STORE #4404	SAFEWAY INC	O	138 W ELLENDALE AVE, DALLAS, OR
	89060	SHELL 316	ARS FRESNO LLC	O	125 SW WASHINGTON, DALLAS, OR
	90154	STARLITE LANES	STARLITE LANES INC	L	394 MAIN ST, DALLAS, OR
	91206	THRIFTY MARKET	SAMMY ENTERPRISE INC	O	105 SW RAINBOW AVE, DALLAS, OR
	91179	TONY'S PLACE	FELTMAN, VIRGINIA	L	127 SW COURT, DALLAS, OR
	91180	TONY'S PLACE	FELTMAN, VIRGINIA	O	127 SW COURT, DALLAS, OR
	89428	UGO'S PIZZA PARLOR	GAGZDOS FAMCORP	L	967 MAIN ST, DALLAS, OR
	90899	WASHINGTON ST STEAKHOUSE & PUB	EMR CORP	F-COM	141 SW WASHINGTON ST, DALLAS, OR

COMMUNITY DEVELOPMENT DEPARTMENT

City Manager Jerry Wyatt Director Jerry Wyatt Secretary Patti Senger Building Official Ted Cuno Building Inspectors Ken Frederic Troy Skinner	Building & Grounds Ken Stoller Commercial Area Redevelopment Manager John Swanson Industrial Redevelopment Manager Kevin Watson
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Monthly Report December 2007

The Community Development Department continued to provide services related to the physical development and growth of the community. The Department worked with citizens, organizations, utility companies and other departments to plan for the orderly growth of Dallas in a variety of ways. The Department operates within the city structure, which is committed to managing growth efficiently, and effectively using public and private resources, and achieving a balance between public and private development goals.

2007 Land Use Applications

	Signs	Home Occupations	Conditional Uses	Variances	Partitions / Replats	Subdivisions	Street Plans	Annexations	Zone Changes
Dec. 2007	0	0	0	1	1	0	0	0	0
YTD 2007	15	5	7	10	8	3	0	1	5
Dec. 2006	0	2	0	0	0	0	0	0	0
Total 2006	16	10	7	11	9	9	0	1	3

Building Department:

Number of Inspections and Site Visits per Month												
	Jan	Feb	Mar	April	May	June	July	Aug	Sept.	Oct.	Nov.	Dec
2007												
Inspections	239	327	417	335	400	320	336	396	346	227	187	164
Site Visits	135	150	196	152	188	165	169	193	182	96	125	91
2006												
Inspections	425	508	664	556	683	692	472	578	661	697	376	264
Site Visits	157	257	307	260	305	310	228	276	320	348	226	143
2005												
Inspections	245	235	306	271	301	370	293	476	545	490	305	405
Site Visits	145	149	161	155	172	210	171	228	236	231	155	177
2004												
Inspections	146	284	370	352	392	426	420	417	417	355	306	353
Site Visits	104	163	211	192	223	232	242	228	241	206	192	203

2007 Building Permits Summary						
Permit Use	Dec. 2007	Dec. 2006	2007 YTD Total	2006 Total Annual Summary	2007 Valuation through Dec.	2006 Total Annual Valuation
New Single Family	6	4	71	135	14,792,450	\$ 27,817,118
New Duplexes	0	0	0	4	0	1,014,008
New Multifamily	0	0	1	2	272,792	7,252,179
Residential Remodel	1	3	47	57	1,188,903	1,179,230
Residential Accessory Bldg.	0	1	21	11	379,298	242,455
New Commercial	1	0	12	4	4,199,410	183,242
Commercial Remodel	1	1	34	32	1,347,583	1,560,685
New Industrial	0	0	0	0	0	0
Industrial Remodel	0	0	0	1	0	67,323
Public Bldg.	2	0	10	2	140,159	59,440
Mobile Home Accessory	0	0	1	1	8,040	9,136
Misc. / No Fee Permits	0	0	0	5	0	0
Total All Categories	11	9	197	254	\$ 22,328,635	\$ 39,384,817

DALLAS AQUATIC CENTER

City Manager Jerry Wyatt

Supervisor Tina Paul

Monthly Report for December 2007

The Dallas Aquatic Center continued to provide services related to the daily operations of the facility and its patrons. The Department worked with citizens and organizations to ensure safe and enjoyable aquatic recreation, skilled instruction, productive meetins, and various other recreational community activities and programs.

December Item	2007		2006		2005		2004	
	Units	Net Sales						
Admission	4,546	\$ 11,450	3,317	\$ 11,743	3,151	\$ 9,412	2,816	\$ 7,928
Annual Membership Passes	9	\$ 2,282	13	\$ 2,883	2	\$ 600	9	\$ 3,125
Annual Pass W Ex	-	\$ 405	-	\$ -	-	\$ -	-	\$ -
Coupon Bookx (All types)	54	\$ 3,502	54	\$ 3,543	32	\$ 2,136	47	\$ 3,042
Water Aerobic Passes	19	\$ 958	26	\$ 831	26	\$ 1,209	32	\$ 1,480
Gift Certificates	50	\$ 1,085	26	\$ 570	13	\$ 295	35	\$ 835
Pro Shop	111	\$ 1,291	144	\$ 1,040	124	\$ 1,329	14	\$ 1,424
Concessions	2,192	\$ 1,933	2,051	\$ 1,931	1,848	\$ 1,823	1,577	\$ 1,437
Pass Redemption	714	\$ -	563	\$ -	448	\$ -	534	\$ -
Middle School	-	\$ -	187	\$ 4,620	-	\$ -	-	\$ -
Special Events	-	\$ -	23	\$ 28	-	\$ -	-	\$ -
Total Net Sales		\$ 22,906		\$ 27,189		\$ 16,804		\$ 19,271

Difference \$ (4,283)

Fiscal Year Net Sales

	2007	2006	2005	2004	2003	2002
July	\$45,789	\$40,745	\$36,149	\$39,272	\$32,626	\$28,695
August	37,366	34,487	36,455	34,704	26,093	27,711
September	20,160	23,429	20,497	17,603	9,161	7,351
October	22,258	20,678	19,655	19,303	17,941	8,770
November	22,679	19,957	17,332	17,235	18,419	12,301
December	22,906	27,189	16,804	19,271	13,718	13,185
	2008	2007	2006	2005	2004	2003
January		29,407	26,019	25,551	19,224	15,372
February		30,277	27,321	25,304	22,533	14,215
March		43,156	30,594	32,541	29,149	21,518
April		26,709	27,095	26,937	22,714	24,249
May		31,186	26,172	22,775	20,053	13,377
June		34,936	35,007	29,428	30,179	21,724
Fiscal YTD	\$171,158	\$362,156	\$319,100	\$309,924	\$261,810	\$208,468

COUNCIL REPORT – DECEMBER 2007

To: Mayor & City Council Members

From: Fire Chief

DALLAS FIRE DEPARTMENT

City Incidents	Rural Incidents
5 – Structure Fires	2 – Structure Fire
2 – Motor Vehicle Accidents	17 – Motor Vehicle Accidents
1 – Vehicle Fire	1 – Public Assist
2 – Alarm Soundings	6 – Medical Assist
6 – Medical Assistance	6 – Medical Assistance
3 – Smoke Investigations	1 – Duty
1 – Hazardous Material	
4 – Public Assist	
2 – Other	
1 – Duty Officer Only	
2 – Mutual Aid	

The Dallas Station responded to 29 City & 27 rural for a total of 56 incidents for the month, of these calls 20 were daytime, 13 evening and 23 weekend responses.

An average of 17 firefighters responded on each incident during the month.

The Fire Chief attended a class on state and local government provided by the Northwest Association of Fire Trainers.

The Dallas Firefighters Association provided there annual Breakfast with Santa.

Department Heads from the City of Dallas used the upstairs kitchen of the fire station to provide the first annual employee appreciation breakfast.

The Dallas Fire Department Officers provided an appreciation desert for all the members of the department hosted by Battalion Chief Dennis Unger at his residence.

On December 27th firefighters controlled a fire at 1817 SE Holman that started from wood to close to the chimney.

Firefighters participated in their annual family New Years Eve party at the fire station. Members had dinner, went bowling, swimming at the aquatic center, played table games and ate desert while ushering in the New Year.

DALLAS EMERGENCY MEDICAL SERVICE

This year the ambulance responded to 2,334 calls for 2007, this compared to 1,956 in 2006. The total transports were 1,714 during 2007 compared with 1,441 for 2006.

Zoll monitor defibrillators have been ordered to replace our old life pack units that are 10 years old.

A bid for a new medic unit has been received from Hughes Fire Apparatus from Eugene. A review of the bid is being completed to assure it will meet the needs of the City.

MEMORANDUM

To: Jerry Wyatt, City Manager
From: Donna Zehner, Library Director
Re: Monthly Report, December 2007
Date: January 28, 2008

The month of December found 799 patrons using the Library's Internet workstations. This service continues to be quite popular with our patrons. For those needing assistance in learning to use the Internet, arrangements will be made for volunteers and interested students to meet one-on-one.

The month of December found the Children's Room lively and active, as the Fall sessions of both Infant/Toddler and Preschool Storytimes conclude. Winter sessions of both Storytimes will begin in mid-January. In the meantime, Storytime attendance brought in 120 young people, to see and hear stories, as well as learning about the library.

The EBSCO full-text periodical database continues to be a popular resource, with patrons finding it easy to use. With school in session, students are finding this user-friendly, multi-use database of benefit to their research. A total of 47 searches were conducted this past month.

The Reference Desk remains active, with a total of 923 questions being answered this month. Working on a variety of projects, our volunteers donated a total of 201.5 hours during the month of December.

**Dallas Public Library
Monthly Report for December 2007**

CIRCULATION STATISTICS

ADULT	December 2007	December 2006	Year to Date 2007
Non-Fiction	1108	1312	18,205
Fiction	2156	2066	29,736
New Books	2103	2117	25,822
Paperbacks	1080	625	11,628
Periodicals	225	198	3295
Sound Recordings	211	274	2080
Books on Tape	208	378	3507
Books on CD	274		2105
Videotapes	531	435	5342
DVDs	275	275	3695
Media Bags	448	435	5362
CD-ROMS	0	4	50
ILL (in)	10	5	68
ILL (out)	7	0	82
NVL loans (in)	0	2	0
NVL loans (out)	2	0	11
Internet Workstations	799	745	11,451
Equipment	23	38	405
Adult Total	9460	8909	122,844
CHILDREN'S			
Non-Fiction	441	474	7251
Fiction	1676	1643	24,675
New Books	32	86	951
Periodicals	35	54	709
Sound Recordings	49	42	550
Books on Tape	149	166	1968
Books on CD	16		231
Videotapes	444	363	4780
DVDs	138	106	1771
CD-ROMS	38	36	751
CD-ROMS (in house)	75	87	1058
Children's Total	3093	3057	44,695
Remote Renewals	733	686	8689
Monthly Total	13,286	12,652	176,228

**Dallas Public Library
Monthly Report for December 2007**

REGISTERED PATRONS – December 2007

City Residents	
Adult	6434
Child	1702
YA (12-17)	582
Total	8718
Non-Resident – Fee	
Adult	493
Child	95
YA (12-17)	41
Total Fee	629
Non-Resident –Restricted	
Adult	1571
Child	456
YA (12-17)	192
Kids Card	484
Total Restricted	2703
Non-Resident Total	3332
Total Registered Patrons	12,050

ADDITIONAL ACTIVITY

	December 2007	December 2006	Year to Date 2007
Non-Resident User Fees	\$ 650.00	\$ 410.00	\$ 7620.00
Fines Collected	\$ 665.79	\$ 773.27	\$ 13,735.64
Photocopies	\$ 84.75	\$ 43.65	\$ 1097.59
Reference Questions	923	860	12,829
Volunteer Hours	201.5	203	2248

MEMORANDUM

DALLAS POLICE DEPARTMENT MONTH OF DECEMBER '07

TO: JERRY WYATT **FEBRUARY 4, 2008**
FROM: CHIEF JIM HARPER

Some of the current trends and observations are:

- Our Bailiff/Evidence and Community Resource Program is currently looking for part-time people to fill these positions. They are all non-sworn and cover critical areas within community policing.
- We are in the process of applying for a grant to assist with pedestrian compliance. These are high complaint areas.

DECEMBER 2007

The following is a summary of traffic violations committed:

18 Speeding Violations
17 License Violation
22 Insurance Violations
37 Moving Violations
17 Equipment Violations
05 Safety Belt Violations

Investigation by this Department

19	Animal Ordinance Offenses	Clear by Arr	02
03	Assaults	Clear by Arr	03
02	Carrying Concealed Weapon	Clear by Arr	02
05	Criminal Mischief	Clear by Arr	00
03	Curfew	Clear by Arr	03
03	Disorderly Conduct	Clear by Arr	03
07	DUII	Clear by Arr	07
03	Drug Offenses	Clear by Arr	03
08	Driving While Suspended	Clear by Arr	08
11	Fail Carry Present License	Clear by Arr	11
02	False Info Police Report	Clear by Arr	02
02	Fail Perform Duties of Driver	Clear by Arr	02
01	Furnishing Alcohol Minor	Clear by Arr	02
01	Harassment	Clear by Arr	01
01	Interference Police	Clear by Arr	01
09	Minor in Possession Alcohol	Clear by Arr	09
01	Refusal Breath Test	Clear by Arr	01
01	Resisting Arrest	Clear by Arr	01
04	Runaway	Clear by Arr	04
03	Sex Offense	Clear by Arr	03
27	Thefts	Clear by Arr	08
06	Trespass	Clear by Arr	04
02	Unlawful Entry Motor Vehicle	Clear by Arr	02
13	Warrants	Clear by Arr	13
64	Assist Public		
43	Assist Law		
09	Suspicious Activity		
18	Suspicious Vehicles		

- 12 Suspicious Persons
- 21 Disturbances
- 10 911 Hangup
- 20 Welfare Checks
- 06 Assist Traffic
- 17 False Alarms
- 13 Civil Complaints
- 25 Noise Complaints
- 40 FIR (Field Investigation Report)
- 19 Accidents

Arrests by this Department

- 07 Animal Ordinance Offenses
- 03 Assaults
- 02 Carrying Concealed Weapon
- 01 Criminal Mischief
- 03 Curfew
- 03 Disorderly Conduct
- 03 Drug Offenses
- 07 DUII's
- 08 Driving While Suspended
- 11 Fail Carry & Present License
- 03 Fail Perform Duties Driver
- 01 False Info Report
- 01 Furnishing Alcohol to Minor
- 01 Harassment
- 01 Interference Police Report
- 01 Initiating a False Report
- 01 Menacing
- 09 Minor in Possession Tobacco
- 01 Resisting Arrest
- 01 Refusal Breath Test
- 03 Runaway
- 03 Sex Abuse
- 08 Thefts
- 04 Trespass
- 01 Unauthorized Use Motor Vehicle
- 14 Warrants
- 101 TOTAL ARRESTS**

Arrests for DEC '06: 100

JUVENILES

Thirteen juveniles were referred to Juvenile Authorities for their actions.

CALLS FOR SERVICE:	970 TOTAL	(Last yr: 856)
	173 Case Numbers	
	797 Event Numbers	

*** Code Enforcement Report (*see attached*)

*** Reserve Hours 75

DALLAS POLICE DEPARTMENT

Community Service Officer

December

2007

Ed J Totten

<u>NUMBER OF TOWED VEHICLES</u>	<u>0</u>
<u>NUMBER OF CITATIONS ISSUED</u>	<u>9</u>
<u>NUMBER OF FOLLOW-UP ACTIVITIES COMPLETED</u>	<u>97</u>

NEW CASES STARTED:

<u>DCC # 5.584-INOPERABLE VEHICLES (PRIVATE PROPERTY)</u>	<u>13</u>
<u>DCC # 6.320-VEHICLES STORED ON STREET/PARK STRIP</u>	<u>15</u>
<u>DCC # 6.505-ABANDONED VEHICLES</u>	<u>9</u>
<u>DCC # 5.582-JUNK</u>	<u>1</u>
<u>DCC # 5.556-SCATTERING RUBBISH (PRIVATE PROPERTY)</u>	<u>3</u>
<u>DCC # 6.315-TRUCK PARKING</u>	<u>0</u>
<u>DCC # 6.310-PROHIBITED STOPPING & PARKING</u>	<u>0</u>
<u>DCC # 5.276-CAMPING ON PUBLIC PROPERTY</u>	<u>0</u>
<u>DCC # 6.605-PARKING REGULATIONS (CAMPING)</u>	<u>0</u>
<u>DCC # 6.125-OBSTRUCTING STREETS OR SIDEWALKS</u>	<u>3</u>
<u>DCC # 5.588-GRAFFITI</u>	<u>0</u>
<u>DCC # 7.520- GARAGE SALE</u>	<u>0</u>

HABITUAL PROBLEMS/OTHER ISSUES: We are working with US Bank to clean up the property at 1175 SW Fairview Avenue.

NARRATIVE:

Nine citations for parking violations were issued this month.

APPROVED:

TO: JERRY WYATT, CITY MANAGER
 FROM: FRED BRAUN, DIRECTOR OF PUBLIC WORKS

**DEPARTMENT OF PUBLIC WORKS
 Monthly Report for December 2007**

		<u>Water Division</u>			
		<u>2007</u>	<u>Unit</u>	<u>2006</u>	<u>Unit</u>
Total Discharge to Town		50.00	MG	42.2	MG
Total Water Raw		54.00	MG	54.8	MG
Peak Day	12/07/07	2.90	MG	12/16/06	2.88 MG
Daily Average-Raw		1.71	MGD		1.77 MGD
Daily Average-City		1.61	MGD		1.36 MGD
Backwash Water		2.78	MG		4.01 MG
Filter to Waste		0.26	MG		0.85 MG
Flushing		0.25	MG		0.10 MG
Discharge Water		0.10	MG		0.10 MG
Meter & Process Error	%	3.39	MG	2.3%	1.24 MG
ASR down well total		4.50	MG		
ASR flush		22,176	Gallons		
Average High Temp		45.4	° F		46.2 ° F
Average Low Temp		34.8	° F		32.9 ° F
Total Precipitation		15.01	Inches		7.35 Inches

Mercer Dam and Watershed:

- Visual inspections were done on December 4, 5, 14, and 29.
- Full walking inspections were done on December 3, 6, and 21.
- Debris in Rockhouse Creek was cleaned by road crew to clear culvert & bridge channel.
- A lot of debris above upper log boom that still needs to be cleaned off the boom.

Intake Pump Station:

- Some work during flood to keep electrical control rooms from flooding, sandbagging, etc.
- Removed screen wash pump. Replace plumbing to raise pump 18" when reinstalled
- Trash racks on new intake bent too much to remove. Will need to be rebuilt.
- Log boom downstream anchor broke off. Will need to reattach with new anchor system.

Water Treatment Plant: Reporting okay.

- Continue PLC. Trying to clean up loose ends.
- Plant operation manual updates
- Start chemical MSDS review

Reservoirs: Reporting okay. Performed some work on cover pump at Clay Street.

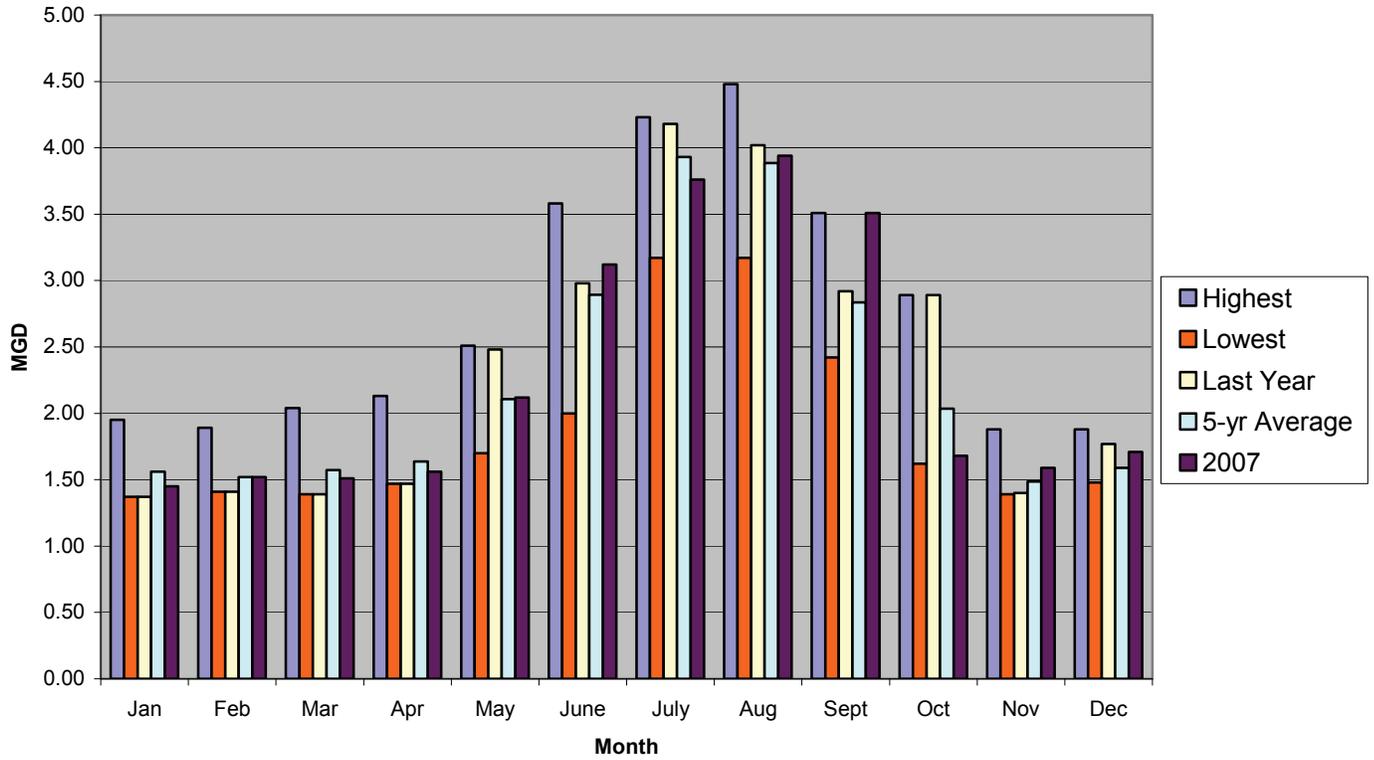
New Services: Six new 3/4" services were installed at: 462, 476, 478 SE Pine Pl; 1161, 1194 SW Forestry Ln; 544 SE Mifflin. Three 5/8 x 3/4" irrigation meters were installed on Fir Villa.

Repairs Leaks at: No leaks.

Worked on:

- ♦ Turned valves
- ♦ Meter reading
- ♦ Dirt sheet – street tree irrigation for Fir Villa
- ♦ Finished PLC
- ♦ Intake PLC air burst
- ♦ Flood damage at Intakes, Water Plant road

Average Daily Treated Water Production



Wastewater Division
Effluent Flow

		<u>2007</u>	<u>Units</u>		<u>2006</u>	<u>Units</u>
Monthly Total Flow		195.20	MG		171.28	MG
Peak Day Flow	12/03/07	15.02	MG	12/14/06	15.04	MG
Daily Average Flow		6.30	MG		5.53	MG

Plant Maintenance:

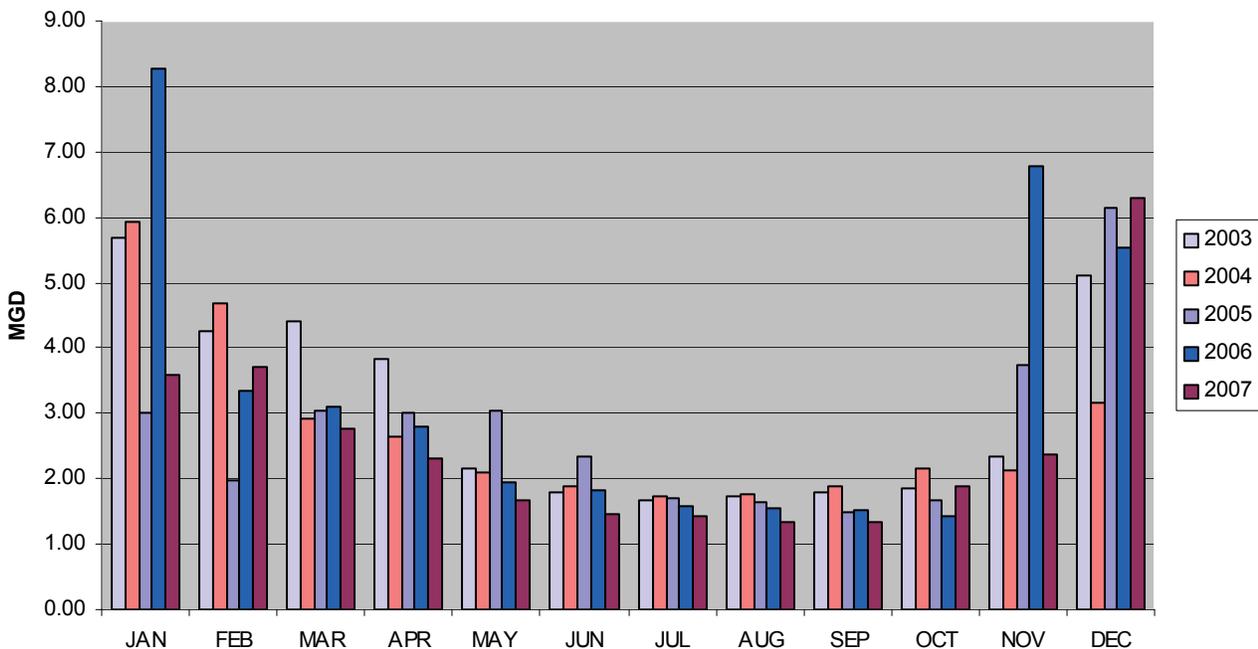
- ◆ Changed oil and bearing grease in aerator gear boxes to remove contaminants
- ◆ Motor in headworks screen #2 burned out
- ◆ Replaced Rickreall Creek staff gauge
- ◆ Cleaned digester aerator

Plant Performance:

The rain event at the beginning of December created plant overflow conditions of untreated water to Rickreall Creek. The overflow was in permit compliance due to the high flow conditions. High creek flows knocked over the Rickreall Creek staff gauge, which had to be replaced. Large amounts of gravel were washed into the headworks screens, shutting the headworks down and burning out one screening motor. The aerator dry wells, which contain the gearboxes, bearings, and electrical conduit, flooded.

Once the storm subsided, a local contractor replaced the staff gauge, repaired the motor and removed the gravel at the headworks screen channel, and removed all water contamination from the aerator dry wells by oiling and greasing the gearboxes and aerator bearings.

Effluent - Average Daily Discharge by Month



Street and Construction Division

Maintenance:

Catch basin maintenance, cold patching, curb and sidewalk repair, equipment and vehicle upkeep and repair, manhole grouting, mowing of City properties and/or rights of way, open ditch maintenance, painting of streets, plug and patching, preventative maintenance on sewer lift stations, reimbursable work, sanitary rehabilitation, sanitary repair and cleaning, service repair, shop and office, sign work, storm repair, street sweeping, tree trimming, unimproved streets and alleys, utility locates, and various other maintenance duties.

<u>Project / Task</u>	<u>Man Hours</u>
Sanitary Sewer Maintenance & Repair	161
Leaf Harvest	112
Street Sweeping	102
Storm Maintenance & Repair	67
Snow/Ice Removal	45
Alleys	43
Buildings and Grounds Maintenance	35
Lift Station Maintenance	31
Sidewalk Maintenance & Repair	11
Paving	10
Open Ditch Maintenance	10
Signs	9
Utility Locates	4
Job # 3366 & 2341 – Flood	284.5
Flood Overtime	91.25
Snow Overtime	30.5

Parks Division

The Parks department provided the following routine services during the month of December:

- ◆ Cleaned leaves from shrub beds
- ◆ Applied fertilizer to lawn and shrub areas
- ◆ Applied bark dust to shrub beds
- ◆ Repaired damage caused by vandalism
- ◆ Performed regular mowing of all parks
- ◆ Performed monthly safety check of playground equipment on December 21, 2007
- ◆ Mulched/accumulated leaves from lawn areas
- ◆ Removed leaves from trails
- ◆ Picked up fallen limbs from storm damage
- ◆ Pruned shrubs from storm damage
- ◆ Performed equipment service check/repairs
- ◆ Removed leaves from park building roofs
- ◆ Cleaned up old & new side of park from flood damage
- ◆ Removed three trees due to flood damage
- ◆ Installed 3 backflow devises along Fir Villa to accommodate new street trees
- ◆ Fertilized turf in all city parks

Engineering

Subdivisions:

- Forestry Creek Meadows, Phase 4: As-builts under review.
- Ceres Gleann, Phase 4: As-builts under review.
- River Gleann, Phase 5 and 6: As-builts under review.
- Polk Station PUD: As-builts under review.
- Paisley Addition: Plans approved.
- Cynthian Oaks, Phase 2: As-builts under review.
- Ellendale Estates: As-builts under review.
- Oak View Estates: Preconstruction meeting held. Waiting for construction to begin.
- Pacific Heights: Construction underway. Curbs completed; paving scheduled.

Commercial Developments:

- Dallas Retirement Village: Awaiting as-builts.
- Godsey Apartments: Awaiting as-builts.
- Godsey Storage Units: Phase II paved.
- Godsey Apartments Phase II: Awaiting as-builts.
- Safeway Fuel: As-builts under review.
- Les Schwab Remodel/Addition: Construction underway.
- Trinity Lutheran Church: Plans sent back to engineer for revisions.
- DRV Ellendale Duplexes: Plans reviewed and sent back to engineer for revisions.

Programs / Projects:

- Fir Villa Street Improvements: Construction completed. Waiting for striping, pending weather.
- Phase II/ Monitoring: Plan approved by DEQ; first sampling results reviewed.
- Levens Street Bridge Replacement: Construction completed; waiting for DCE to install meter.
- SE Monmouth Cut-off / Uglow Ave Intersection: Project shelved.
- Ambulance Parking Lot: Landscape remaining.
- Main St Water Reservoir: Site graded and foundation rock placed.
- Downtown Parking Lot: Preliminary design and estimate completed.
- Maple Street Sewer: Under construction.
- Intake Upgrade: Finalizing punch list items.
- PLC Upgrade: New PLC online; final testing underway.
- Clay Street Storm Sewer: Project on hold.
- Updating City of Dallas Construction Specification book.

Routine Work:

- Map Updates: Ongoing.
- Utility Locates: Normal
- Engineering, Project Scoping, Public Assistance: Normal
- Planning Commission / City Council / Community Development Team: Normal
- Watershed: Attended mtgs/project coordination Rickreall and Luckiamute Watershed Councils.
- WWTF-NPDES: Submitted required reports.
- Water Treatment Facility/Water Supply: Complete ASR recovery cycle.
- Tracking Backflow testing
- Pavement Management: Information analysis.

Administrative Services Division Activities

Project Management

- Continued tracking engineering task orders
- Reviewed invoices for payment recommendation
- Communication with various project managers on status of projects
- Reviewed contract documents
- Project meetings
- Project management

Public Information

- Web Page monitoring & updates for new web page
- Channel 17 notices

Safety

- MSDS updates
- Safety meetings

Additional Projects

- OECDD Water improvement documentation and reimbursement request
- ASR pump station project
- SCADA project
- Raw water transmission line project
- 2 MG reservoir tank project
- Rotary Park improvement planning
- Levens Street bridge project
- SE Fir Villa Road storm and street improvements project
- LaCreole/Academy storm project
- Shops gate and frontage improvements
- Storm operations and management

Shop Services

- Ongoing maintenance on vehicles, machinery & construction equipment
- Winter storm assistance
- Winter storm preparation

Shop services hours were divided into the following areas:

Community Development	1.00 hr.
EMS	12.50 hrs.
Fire	11.00 hrs.
Outside Labor (Work performed within another division)	34.50 hrs.
Parks	16.50 hrs.
Police	60.50 hrs.
Public Works	204.50 hrs.
Rural Fire	1.50 hrs.

Support Services

- Administrative support for Public Works
- Code Enforcement
- Map updates
- SOGs

CITY OF DALLAS

TO: Mayor Jim Fairchild and Council Members

FROM: Jerry Wyatt, City Manager

DATE: February 1, 2008

SUBJECT: Measure 37 Ordinance Repeal

Recommendation: Placed on the Council agenda under first reading of ordinances is an ordinance repealing DCC 9.300 to 9.405. This ordinance relates to claims filed under Measure 37, ORS 197.352. Because Measure 37 is no longer in effect and we will not be receiving any new Measure 37 claims, I am recommending that we repeal the sections in the Code.

Please feel free to contact me if you have any questions or comments.



January 30, 2008

Dear Mayor Fairchild and Council Members,

First I want to thank the City of Dallas for providing the space behind the City Library for the use of the Seniors in Dallas. When that room was first designated as a Senior Center it was probably adequate to handle the activities and people it was to serve.

Since that time the Dallas Area Seniors has grown. We currently have over 260 paid members and we are growing in numbers almost daily. We came to the City Council last year with a request that a larger facility be made available for the use of all Seniors in this community. After a review by a sub-committee, made up of Seniors and Council members, a site for a new Center was selected and approved by the City Council.

The Council has authorized the development of conceptual architectural drawings for a new Senior Center which were approved by the DAS site committee and presented to the City Council. The Council further authorized the City staff to pursue funding for the construction of a new Senior Center.

The Dallas Area Seniors are prepared to move forward to the completion of our new Senior Center and look forward to working with the Council and City staff in this effort. We have embarked upon a fundraising campaign and currently have over \$40,000 earmarked for the operational expenses of the building. By the end of 2008 we will have \$100,000 in that account. We have written a business plan which will be presented by City Manager Jerry Wyatt to the Council at their work meeting of February 6. We are

confident in the sustainability of fundraising efforts to provide operating funds for a new Senior Center.

Sincerely,



Jerry Wennstrom
Fundraising Committee
Dallas Area Seniors



June Krause
Fundraising Committee
Dallas Area Seniors

DAS Committee members
Candy Thommen, President DAS
Dick May
John Morris

- c. City Council Members
Mayor Jim Fairchild
Jerry Wyatt

RESOLUTION NO. 3142

A Resolution providing for the distribution of transient lodging taxes collected under Ordinance No. 1681 (Dallas City Code 7.870 through 7.922)

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

Section 1. This resolution shall establish the distribution of funds collected by the City as transient lodging taxes under Ordinance No. 1681 (Dallas City Code 7.870 through 9.924).

Section 2. Funds collected as transient lodging taxes shall be deposited to the Trust Fund, in the Transient Lodging Account, to be held and distributed as provided in this Resolution.

Section 3. Seventy percent (70%) of all transient lodging taxes received during the period beginning April 1, 2008 and ending June 30, 2010, shall be distributed on a periodic basis, not less frequently than quarter-annually, to an entity organized as an Oregon nonprofit corporation that is exempt from income tax under Section 501 (c) (3) of the Internal Revenue Code of 1986, as amended, which operates a visitors center that qualifies as a "tourism promotion agency" within the meaning of ORS 320.300(8), within the City of Dallas. The City Manager is authorized and directed to identify a qualifying entity under this resolution and to negotiate and enter into a contract or other agreement for the distribution of such taxes for the term provided in this section.

Section 4. Beginning after the end of the fiscal year 2009-10, and biennially thereafter, the City Council shall, by resolution, appropriate not less than seventy percent (70%) of the transient lodging taxes received during the preceding fiscal year to fund tourism promotion, as defined in ORS 320.300(7) or tourism-related facilities as defined in ORS 320.300(9). (See Exhibit A for the definitions of "tourism promotion" and "tourism-related facilities.") Funds appropriated under this section shall be awarded based on competitive applications for funding as provided in Section 5.

Section 5. (1) At least sixty (60) days prior to awarding funds under Section 4, above, the City shall cause notice to be published in a newspaper of general circulation in the city, which notice shall invite qualified applicants to submit applications for funding to the City Manager by a date certain, not less than 30 days after the date of publication. In addition, the City may make such notice available by posting and direct distribution to persons or entities known to be qualified applicants, provided that all such applicants shall be required to submit their applications not later than the same day as provided in the published notice.

(2) Applications shall be submitted in writing, on forms provided by the City, with such additional supporting information as the City may require or permit, and shall be reviewed by the City Council.

(3) To be considered for funding, applications must demonstrate how the request for funds and the proposed use constitute "tourism promotion" or a "tourism-related facility." Qualified applications shall be funded based on how the proposed use, in the judgment of the City Council, best advances tourism and economic development in the City.

(4) Funds awarded under this section shall be distributed pursuant to a written agreement with the recipient.

(5) Notwithstanding Section 4, the City Council may elect not to distribute all of the funds available for tourism promotion and tourism-related facilities. In that event, any funds not awarded will carry forward in the Trust Fund to be added to the funds available for distribution for tourism promotion and tourism-related facilities at the next biennial award of grants.

Section 6. Any funds not appropriated pursuant to Sections 3 or 4 of this resolution may be appropriated to fund city services as provided in ORS 320.350(5)(b) and Ordinance 1681. Any amount not appropriated for city services in any one year under this section may be appropriated for tourism promotion or tourism-related facilities under Section 5, or carried forward and added to funds available for distribution in a succeeding year.

Adopted: February 4, 2008
Approved: February 4, 2008

JAMES B. FAIRCHILD, MAYOR

ATTEST:

JERRY WYATT
CITY MANAGER

EXHIBIT A

“Tourism promotion” means any of the following activities:

- (a) Advertising, publicizing or distributing information for the purpose of attracting and welcoming tourists;
- (b) Conducting strategic planning and research necessary to stimulate future tourism development;
- (c) Operating tourism promotion agencies; and
- (d) Marketing special events and festivals designed to attract tourists.

“Tourism-related facility”:

- (a) Means a conference center, convention center or visitor information center; and
- (b) Means other improved real property that has a useful life of 10 or more years and has a substantial purpose of supporting tourism or accommodating tourist activities.

RESOLUTION NO. 3145

A Resolution authorizing the transfer of budgetary funds.

WHEREAS, it is necessary to transfer the appropriation authority of \$25,000 from the General Fund, Non-Departmental and Contingency Department, Contingency Appropriation, with \$6,500 thereof to the General Fund, Municipal Court Department, Supplies Appropriation for the unanticipated cost of office furniture, with \$16,000 thereof to the General Fund, Municipal Court Department, State and County Assessments Appropriation, and with \$2,500 thereof to the General Fund, Municipal Court Department, Prosecution Appropriation for unanticipated costs of increased caseload in the Municipal Court;

WHEREAS, it is necessary to transfer the appropriation authority of \$85,000 from the General Fund, Non-Departmental and Contingency Department, Contingency Appropriation with \$15,000 thereof to the General Fund, Police Department, Equipment and Maintenance Appropriation for the unanticipated increase in fuel and maintenance costs, and with \$70,000 thereof to the General Fund, Police Department, Capital Outlay Appropriation to pay the unanticipated costs of the Police facility remodel;

WHEREAS, it is necessary to transfer the appropriation authority of \$25,000 from the General Fund, Non-Departmental and Contingency Department, Contingency Appropriation to the General Fund, Aquatic Center Department, Repair and Maintenance Appropriation to pay the unanticipated costs of equipment repairs;

WHEREAS, it is necessary to transfer the appropriation authority of \$15,000 from the General Fund, Non-Departmental and Contingency Department, Contingency Appropriation to the General Fund, Recreation Department, Contractual Services Appropriation to pay unanticipated costs related to the Senior Center project;

WHEREAS, it is necessary to transfer the appropriation authority of \$35,000 from the Street Fund, Debt Service and Contingency Department, Contingency Appropriation, with \$15,000 thereof to Street Fund, Maintenance Department, Salary and Fringe Benefits Appropriation for unanticipated personnel costs related to the December 2007 storm, with \$10,000 thereof to the Street Fund, Maintenance Department, Insurance Appropriation, to pay for unanticipated costs related to a liability claim, and with \$10,000 thereof to the Street Fund, Marking and Lighting Department, Supplies Appropriation to pay for unanticipated costs of sign inventory;

WHEREAS, it necessary to transfer the appropriation authority of \$150,000 from the Sewer Fund, Debt Service and Contingency Department, Contingency Appropriation, with \$60,000 thereof to the Sewer Fund, Treatment and Pumping Department, Equipment and Maintenance Appropriation, and with \$90,000 to the Sewer Fund, Treatment and Pumping Department, Contractual Services Appropriation for unanticipated operating costs;

WHEREAS, it is necessary to transfer the appropriation authority of \$100,000 from the Water Fund, Debt Service and Contingency Department, Contingency Appropriation, with \$50,000 thereof to the Water Fund, Water Treatment Plant Department, Salary and Fringe Benefits Appropriation, with \$25,000 thereof to the Water Fund, Water Treatment Plant Department, Equipment and Maintenance Appropriation, and with \$25,000 to the Water Fund, Water Treatment Plant Department, Contractual Services Appropriation to pay for unanticipated operating costs;

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

Section 1. That the City Manager be, and he hereby is, authorized and directed to transfer the appropriation authority of \$25,000 from the General Fund, Non-Departmental and Contingency Department, Contingency Appropriation, with \$6,500 thereof to the General Fund, Municipal Court Department, Supplies Appropriation, with \$16,000 thereof to the General Fund, Municipal Court Department, State and County Assessments Appropriation, and with \$2,500 thereof to the General Fund, Municipal Court Department, Prosecution Appropriation.

Section 2. That the City Manager be, and he hereby is, authorized and directed to transfer the appropriation authority of \$85,000 from the General Fund, Non-Departmental and Contingency Department, Contingency Appropriation, with \$15,000 thereof to the General Fund, Police Department, Equipment and Maintenance Appropriation, and with \$70,000 thereof to the General Fund, Police Department, Capital Outlay Appropriation.

Section 3. That the City Manager be, and he hereby is, authorized and directed to transfer the appropriation authority of \$25,000 from the General Fund, Non-Departmental and Contingency Department, Contingency Appropriation to the General Fund, Aquatic Center Department, Repair and Maintenance Appropriation.

Section 4. That the City Manager be, and he hereby is, authorized and directed to transfer the appropriation authority of \$15,000 from the General Fund, Non-Departmental and Contingency Department, Contingency Appropriation to the General Fund, Recreation Department, Contractual Services Appropriation.

Section 5. That the City Manager be, and he hereby is, authorized and directed to transfer the appropriation authority of \$35,000 from the Street Fund, Debt Service and Contingency Department, Contingency Appropriation, with \$15,000 thereof to the Street Fund, Maintenance Department, Salary and Fringe Benefits Appropriation, with \$10,000 thereof to the Street Fund, Maintenance Department, Insurance Appropriation, and with \$10,000 thereof to the Street Fund, Marking and Lighting Department, Supplies Appropriation.

Section 6. That the City Manager be, and he hereby is, authorized and directed to transfer the appropriation authority of \$150,000 from the Sewer Fund, Debt Service and Contingency Department, Contingency Appropriation, with \$60,000 thereof to the Sewer Fund, Treatment and Pumping Department, Equipment and Maintenance Appropriation, and with \$90,000 thereof to the Sewer Fund, Treatment and Pumping Department, Contractual Services Appropriation.

Section 7. That the City Manager be, and he hereby is authorized and directed to transfer the appropriation authority of \$100,000 from the Water Fund, Debt Service and Contingency Department, Contingency Appropriation, with \$50,000 thereof to the Water Fund, Water Treatment Plant Department, Salary and Fringe Benefits Appropriation, with \$25,000 thereof to the Water Fund, Water Treatment Plant Department, Equipment and Maintenance Appropriation, and with \$25,000 thereof to the Water Fund, Water Treatment Plant Department, Contractual Services Appropriation.

Section 8. This Resolution shall be effective upon its passage.

Adopted: February 4, 2008
Approved: February 4, 2008

JAMES B. FAIRCHILD, MAYOR

ATTEST:

JERRY WYATT
CITY MANAGER

ORDINANCE NO. 1684

An Ordinance amending the Dallas Comprehensive Plan Map for the Wyatt Mixed Use Node.

WHEREAS, the owners of the property designated in the Dallas Comprehensive Plan as the Wyatt Mixed Use Node have made application to amend the Comprehensive Plan Map for said node; and

WHEREAS, after due notice and public hearing, the Planning Commission recommended to the City Council that it approve the requested Comprehensive Plan Map amendment; and

WHEREAS, after due notice, the City Council held a public hearing on said application on January 22, 2008, and at the conclusion thereof found that the proposed Comprehensive Plan Map amendment was supported by substantial evidence in the record and should be approved; NOW, THEREFORE,

THE CITY OF DALLAS DOES ORDAIN AS FOLLOWS:

Section 1. The application of the owners of the property designated in the Dallas Comprehensive Plan as the Wyatt Mixed Use Node be, and it hereby is, approved.

Section 2. The map attached hereto and marked Exhibit A is hereby adopted as the amended Comprehensive Plan Map for the Wyatt Mixed Use Node, and the current map of said node is hereby repealed.

Section 3. The Findings and Conclusions, including the Summary and Conditions, set forth in the staff reports on this matter before the Planning Commission and the City Council are hereby adopted and approved as the Findings and Conclusions and the Summary and Conditions in support of this Comprehensive Plan Map amendment.

Read for the first time: February 4, 2008
Read for the second time: February 19, 2008
Adopted by the City Council: February 19, 2008
Approved by the Mayor: February 19, 2008

JAMES B. FAIRCHILD, MAYOR

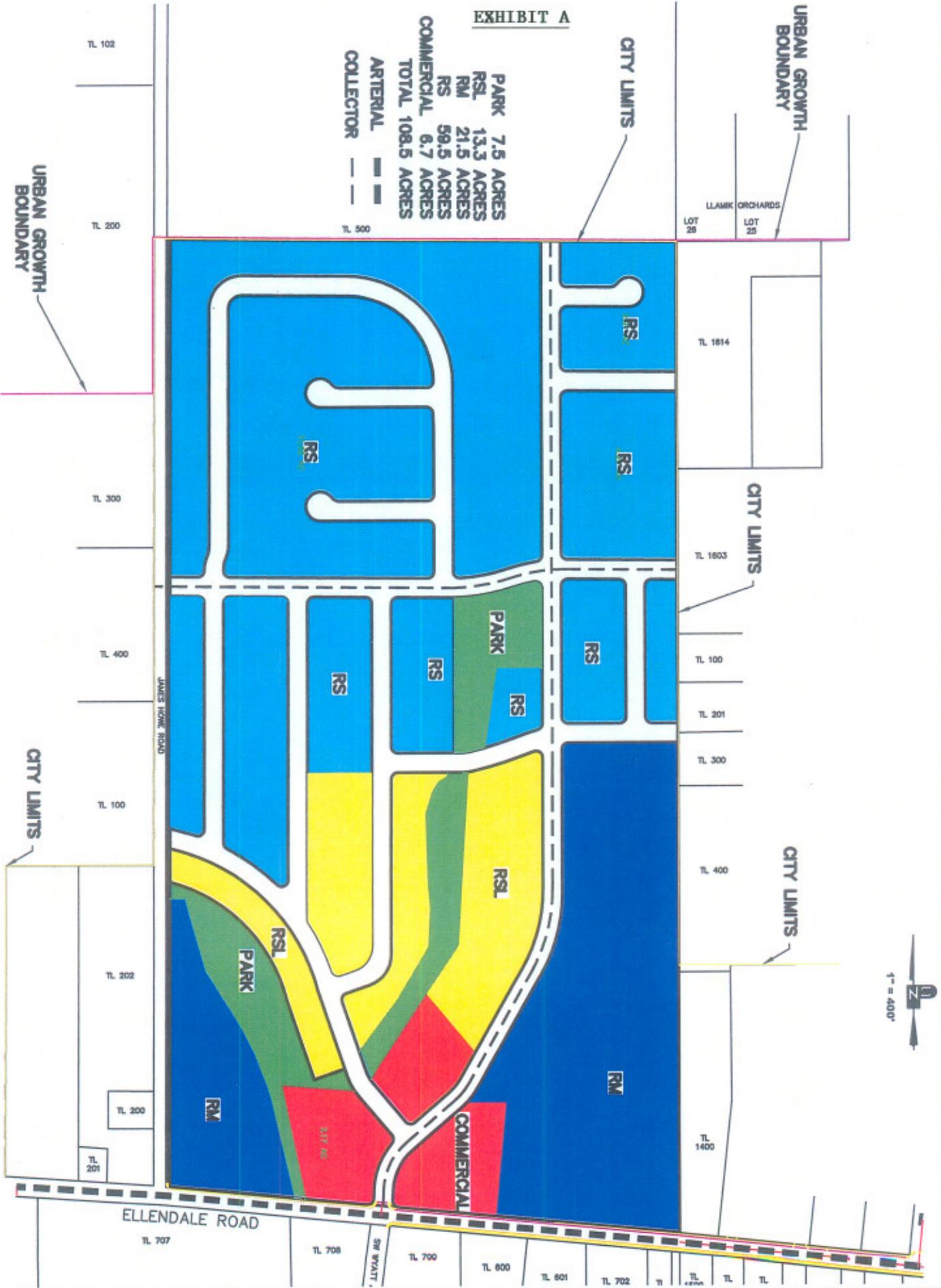
ATTEST:

JERRY WYATT, CITY MANAGER

EXHIBIT A

PARK 7.5 ACRES
 RSL 13.3 ACRES
 RM 21.5 ACRES
 RS 59.5 ACRES
 COMMERCIAL 6.7 ACRES
 TOTAL 108.5 ACRES

ARTERIAL ———
 COLLECTOR - - -



1 OF 1

DATE: 8/15
 SCALE: 1" = 400'

WYATT NODE
PROPOSED LAND USE AND TRANSPORTATION
CITY OF DALLAS OREGON

NORTH SANTIAM PAVING COMPANY
 2000 NORTH SANTIAM ROAD, P.O. BOX 100
 SEASIDE, OREGON 97138
 (503) 739-5400
 (503) 739-7200 FAX
 CONSTRUCTION • ENGINEERING • SURVEYING

ORDINANCE NO. 1685

An Ordinance repealing DCC 9.300 to 9.405, relating to claims filed under Measure 37, ORS 197.352.

THE CITY OF DALLAS DOES ORDAIN AS FOLLOWS:

Section 1. That Sections 9.300 to 9.405 of the Dallas City Code, relating to claims filed under Measure 37, ORS 197.352, be, and they hereby are, repealed.

Read for the first time: February 4, 2008

Read for the second time: February 19, 2008

Adopted by the City Council: February 19, 2008

Approved by the Mayor: February 19, 2008

JAMES B. FAIRCHILD, MAYOR

ATTEST:

JERRY WYATT, CITY MANAGER

ORDINANCE NO. 1683

An Ordinance amending the Dallas Sign Ordinance.

THE CITY OF DALLAS DOES ORDAIN AS FOLLOWS:

Section 1. DCC 9.901 is hereby amended to read as follows:

Definitions. As used in this Ordinance, unless the context requires otherwise, the following definitions shall apply:

Abandoned Sign. A sign, associated with a business, product, use or activity which has ceased to exist or is no longer conducted or available.

Area. The area contained within the lines drawn between the outer most points of a sign, but does not include essential sign structure, foundations or supports. The area of a sign having two display surfaces facing in opposite traffic directions shall be computed by measuring the largest face.

Awning. A temporary shelter supported entirely from the exterior wall of a building.

Bulletin Board. A board for public use in posting notices.

Canopy. A structure, other than an awning, made of cloth or metal with frames attached to a building and carried by a frame supported by the ground or sidewalk.

Director. The director of community development for the city of Dallas or a designee of the director.

Erect. To build, construct, attach, hang, place, suspend, or affix, and the painting of wall signs.

Facing or Surface. The surface of the sign upon, against, or through which the message is displayed or illustrated on the sign.

Ground Sign Permanent. A sign supported by one or more uprights or braces permanently affixed, attached to or implanted in the ground, and not attached to any building.

Ground Sign Temporary. A temporary sign supported by one or more uprights, braces or sides which is supported directly by the ground but is not permanently affixed, attached to or implanted in the ground, such as A-board or A-frame signs.

Illuminated Sign. Any sign which has characters, letters, figures or designs illuminated by electric lights or luminous tubes as a part of the sign proper.

Incombustible Material. Material which will not ignite at or below a temperature of one-thousand two hundred degrees Fahrenheit and will not continue to burn or glow at that temperature.

Marquee. A permanent roofed structure attached to and supported by the building and projected over public property.

Mural. Any painting, design or image applied to the exterior of a commercial building for artistic or aesthetic purposes, that may or may not exceed the dimensional requirements for a commercial sign as defined by this code.

Off Premise Sign. A sign which identifies, is associated with or gives directions to a use or activity and which sign is located on premises other than where the activity or use is located and which is not a temporary sign.

On Premise Sign. A sign which identifies, is associated with or gives directions to a use or activity and which sign is located on the premises where the activity or use is located and which is not a temporary sign.

Obscene Sign. A sign which contains words or pictures in which the dominant theme, taken as a whole, appeals to the prurient interest in sex or is patently offensive because it affronts the contemporary community standard relating to the description or representation of sexual material which is without redeeming social value.

Portable Merchandise Display. An outside display of merchandise which is not permanently attached or affixed to the ground or a building.

Projecting Sign. Any sign which is attached perpendicular to a building or

other structure and extends 12 inches beyond the line of the building or structure or 12 inches or more beyond the surface of that portion of the building or structure to which it is attached.

Roof Sign. A sign erected, constructed and maintained wholly upon or over the roof of any building with the principal support on the roof of the structure.

Sign. Any written message, light, other than a light used primarily to illuminate a building or premises, time-temperature display, street clock, emblem, mannequin located outside of a building, painting, drawing, portable merchandise display or any device, structure or fixture which:

- (a) Is designed, used or intended for advertising purposes or to inform or to attract the attention of the public; and
- (b) Is viewable from a public street, public right-of-way or private area open to public vehicular traffic; and
- (c) Is not a national flag or a flag of a political subdivision.

A sign includes the sign structure, display surface and all other parts of the sign.

Street Clock. Street clock shall mean any timepiece erected upon a standard, upon the sidewalk or on the exterior of any building or structure and placed and maintained by some person for the purpose of advertising their place of business.

Structural Trim. Structural trim shall mean the molding, battens, cappings, nailing strips, latticing and platforms which are attached to the sign structure.

Temporary Sign. A sign constructed of cloth, canvas, light fabric, cardboard, plywood, wood, wall board, plastic, sheet metal or other similar light material, with or without frames, which is not permanently erected or permanently affixed to any sign structure, sign tower, or building and which is not an electric sign or an internally illuminated sign and which is to be displayed for a limited period of time.

Structural Code. The State of Oregon Structural Specialty Code as adopted

by the city of Dallas, Oregon, a copy of which is on file in the office of the director.

Wall Facade for Signs. A sign structure erected upon the top of a wall or the face of a wall of a building in the same general plane as the wall of the building, which sign structure is intended for the placement of principal or secondary signs.

Wall Sign. All flat signs of solid face construction which are placed against a building or other structure and attached to the exterior front, rear, or side wall of any building, or other structure, or any other sign applied to, or mounted upon the wall or surface or which is parallel to the supporting surfaces and which does not extend more than 12 inches beyond the building line and is not attached to a wall at a height of less than 9 feet above the sidewalk or ground.

Section 2. The following sections are added to and made a part of the Dallas Sign Ordinance (DCC 9.900, et seq):

J. MURAL SIGNS

9.990 "Mural Permit" defined. As used in DCC 9.990 through 9.995, a "Mural Permit" is a permit that ensures a mural enhances the architecture or aesthetics of a building or wall, does not detract from the character of a district in which it is located, and is not detrimental to the public health, safety or welfare.

9.991 Applications and plan of maintenance. Mural applications must include a detailed rendering of the proposed design including content and colors, type of paint and materials, and a plan for maintenance of the mural after installation. The plan for maintenance must assure that the mural will be maintained in accordance with the standards for maintenance set forth in Section 9.909 of this Sign Ordinance.

9.992 Advertising. Should the proposed mural have an advertising element to the design, the part of the mural containing the advertising element shall be subject to the applicable size limitations set forth in Sections 9.937, 9.946 9.954, 9.976 and 9.982 of this Sign Ordinance. Advertising or non-artistic elements of a proposed mural may not exceed ten percent of the total area of the

proposed design.

9.993 Removal or repair; revocation of Mural License; Appeals. In the event the mural deteriorates or is not maintained in accordance with the plan of maintenance, the Director may give written notice to the building owner or other person responsible for the mural, directing such person to remove or repair the mural within 15 days from the date of mailing and posting of notice. Notice shall be mailed by first class mail, and a copy of the notice shall be posted in a conspicuous place on the mural. The notice shall state that if the mural is not removed or repaired within 15 days the mural permit shall be revoked and the City will remove or repair the mural, in which case the assessment shall be a lien against the property and may be levied and collected in the same manner as is provided for in the city's general ordinance regarding local improvement assessment procedures. The owner or other person responsible for the mural may appeal the notice from the Director by filing a written protest, in which case the City Council shall hold a hearing on the appeal within 30 days from receipt of the written protest. If the City Council affirms the notice from the Director, it shall, by resolution, direct that the building owner or person responsible for the mural remove or repair the mural within a time specified by the Council, but not less than ten days, and that if the mural is not removed or repaired within the time provided the mural permit shall be revoked and the City will remove or repair the mural, in which case the assessment shall be a lien against the property and may be levied and collected in the same manner as is provided for in the city's general ordinance regarding local improvement assessment procedures.

9.994 Fees. There shall be no fee for a mural permit application. Advertising elements contained within a mural design will be assessed a fee of \$1.50 per square foot, or \$50.00 minimum.

Section 3. Division IV of the Dallas Sign Ordinance (DCC 9.900, et seq) is amended as follows:

DIVISION IV APPEALS AND VARIANCES

9.996 Duties of the City Council. The city council will receive, hear and rule upon appeals from denials of permits, requests for off premise signs,

time-temperature display permits, and requests for variances.

9.997 Grounds for Variance – Generally. Except as provided in section 9.915, a variance to the provisions of this ordinance shall be approved only if the applicant demonstrates that the architectural design of the building, or the location of the building upon a building site, is so unusual or unique that a hardship will be created which will deny the applicant the same opportunity to erect a sign as other persons not burdened with such unusual or unique architectural design or building site would have.

9.998 Filing Deadline and Filing Fees.

(1) Reserved.

(2) A request for a variance under section 9.915 shall be filed with the director within sixty (60) days of the effective date of this ordinance.

(3) At the time an appeal from the denial of a permit, a request for a variance (including a variance under section 9.915), or a request for an off premise sign is filed, the applicant shall pay a filing fee of \$50.00.

9.999 Hearings. The city council shall hold a public hearing on an appeal, a request for variance or an off premise sign. Public notice shall be published in a newspaper of general circulation within the city at least seven days prior to the date of the hearing. The city council may continue its hearing on an appeal or variance from time to time, but in no event longer than thirty (30) days from its first hearing date. The decision of the city council shall be communicated to the applicant within ten (10) days of the final hearing.

Section 4. Division V of the Dallas Sign Code (DSS 9.900, et seq) is amended as follows:

DIVISION V – CONSTRUCTION, REPEAL OF CONFLICTING ORDINANCES, PENALTIES

9.9100 Construction. Any finding by any court of competent jurisdiction that any portion of this ordinance is unconstitutional or invalid shall not invalidate any other portion of this ordinance.

9.9101 Penalties. A violation of this ordinance is punishable by a fine not

to exceed \$500. Each day a violation continues shall constitute a separate offense.

Read for the first time: January 22, 2008
Read for the second time: February 4, 2008
Passed by the City Council: February 4, 2008
Approved by the Mayor: February 4, 2008

JAMES B. FAIRCHILD, MAYOR

ATTEST:

JERRY WYATT, CITY MANAGER