

Dallas City Council

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

Monday, March 3, 2008, 7:30 p.m.

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 February 4, 2008, Council meeting.
 - 2.2. Approval of minutes of the February 19, 2008, Council meeting.
-

3. REPORTS OR COMMENTS FROM COUNCIL MEMBERS

- 3.1. Report of February 25, 2008 Building and Grounds Committee Meeting (Warren Lamb, Chair).
 - 3.2. Report of February 25, 2008 Public Works Committee Meeting (Jackie Lawson, Chair).
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4. QUESTIONS AND/OR COMMENTS FROM THE AUDIENCE

5. REPORTS OF SPECIAL COMMITTEES AND CITY OFFICERS

- 5.1. City Manager's Reports
 - a. Proposed Sewer Rate Increase
 - b. Public Works Fee Schedule Update
 - c. Park and Picnic Bench Recognition Plaque Program
-

d. Proposed Tree City USA Tree Ordinance

e. Citizen Survey Discussion

f. Department Head reports for the month of January (Community Development, Fire and Ambulance, Library, Police, and Public Works).

g. Other.

6. COMMUNICATIONS AND PETITIONS

7. PUBLIC HEARINGS

8. RESOLUTIONS

9. FIRST READING OF ORDINANCE

10. SECOND READING OF ORDINANCE

11. OTHER BUSINESS

12. ADJOURNMENT

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

ROLL CALL

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

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

APPROVAL OF MINUTES

Hearing no corrections, Mayor Fairchild declared the minutes of the January 22, 2008 Council meeting approved as presented.

REPORTS OR COMMENTS FROM COUNCIL MEMBERS

MAYOR'S STATE OF THE CITY MESSAGE

Mayor Fairchild presented his annual State of the City Message. A copy is attached to the original of these minutes.

MAYOR'S JANUARY MONTHLY REPORT

There were no questions or comments regarding the report.

Mayor Fairchild complimented the COG on the recent awards dinner.

Councilor Shein shared that he has received several public comments about the Levens Street Bridge, and questioned if anything can be done to improve the rough pavement. Mr. Wyatt explained that it was built to standards and some roughness helps in the ice, however, the staff will look into grinding and other options that may be done to smooth it out.

COMMITTEE REPORTS OF JANUARY 28, 2008

Administrative Committee Meeting – Councilor Marshall, Chair

Councilor Marshall reported on the topics presented to the Administrative Committee meeting as included in the agenda packet. He advised there were three action items.

Councilor Marshall reviewed the terms of the Hotel/Motel Tax Resolution and the Visitor Center Agreement, which included the changes that were made by the Committee since the previous Council meeting. He advised that the Resolution is being presented later in the meeting, and with Council consensus, discussion would continue during the presentation of the Resolution.

Councilor Marshall reported on the Employee Recognition Program that was presented for consideration by the City Manager. Councilor Marshall moved to accept the program. The motion was seconded and CARRIED UNANIMOUSLY with Council President Ken Woods, Jr., Councilor Brian Dalton, Councilor Warren Lamb, Councilor Jackie Lawson, Councilor Kevin Marshall, Councilor Wes Scroggin, Councilor David Shein, Councilor Dave Voves, and Councilor LaVonne Wilson voting YES.

Councilor Marshall reviewed the City Manager's request to discontinue the Verizon Cell Phone Benefit program as presented by City Manager Wyatt. The program is no longer needed and analog phones are being taken out of service in February. Councilor Marshall moved to approve discontinuation of the benefit program. The motion was seconded. Discussion was held about

1 the past program, and it was confirmed that the volunteers no longer use the phones or pagers.
2 The motion CARRIED UNANIMOUSLY with Council President Ken Woods, Jr., Councilor
3 Brian Dalton, Councilor Warren Lamb, Councilor Jackie Lawson, Councilor Kevin Marshall,
4 Councilor Wes Scroggin, Councilor David Shein, Councilor Dave Voves, and Councilor
5 LaVonne Wilson voting YES.

6 Chair Marshall reviewed the need for changes to the population and street directional signage to
7 direct people to the City Hall, Police, and Library. Tourism signs are regulated by the Chamber
8 of Commerce.

9 Chair Marshall advised that there was information provided in the packet about the annual
10 budget process and meeting dates, which will be covered in more detail as time progresses.

11 Chair Marshall stated the Assistant City Manager's and Finance Director's reports were
12 reviewed. Director Baragary confirmed that the payroll conversion to ADP went very well and
13 everyone got paid on time.

14 Public Safety Committee – Councilor Shein, Chair

15 Councilor Shein reviewed the topics presented at the Public Safety Committee meeting as
16 presented in the agenda packet, and advised there was one action item.

17 Councilor Shein reviewed the reasons for the changes in the parking spaces in front of City Hall.
18 He advised that the committee discussed the parking configuration, needs for the dedicated
19 police spaces, how many, and other parking options. It was agreed to assign four dedicated
20 police spaces and move them to the west, one ADA space, change a general space to allow two
21 15-minute spaces, and three regular public spaces. Councilor Shein moved to approve the
22 parking changes and direct the City Attorney to prepare a resolution. The motion was seconded.
23 Councilor Lamb asked about parking on the east side of the building on Jefferson Street by
24 employees as he receives public comments about that. Councilor Shein confirmed the committee
25 discussed this issue. Chief Harper advised that the prior City Manager designated parking on
26 Jefferson Street as public safety parking, and that the established policy could be reviewed at any
27 time. Councilor Lawson questioned the reasons for the original request for five police spaces.
28 Chief Harper provided the department reasons and confirmed the compromise was acceptable.
29 Councilor Lamb asked if the department has designated spaces. Chief Harper advised that all
30 employees are to park across the street in the public lot and the parking spaces in front of City
31 Hall would only be used for patrol cars and the public. The motion CARRIED
32 UNANIMOUSLY with Council President Ken Woods, Jr., Councilor Brian Dalton, Councilor
33 Warren Lamb, Councilor Jackie Lawson, Councilor Kevin Marshall, Councilor Wes Scroggin,
34 Councilor David Shein, Councilor Dave Voves, and Councilor LaVonne Wilson voting YES.

35 **QUESTIONS OR COMMENTS FROM THE AUDIENCE**

36
37 There were none.

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

39
40 **COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) for 2007**

41
42 Finance Director Marcia Baragary distributed the Comprehensive Annual Financial Report
43 (CAFR) and introduced Auditor Tom Glogau. Mr. Glogau advised that he performed the audit
44 and defined the two functions of a city as governmental and enterprise functions. He explained
45 the details of expenditures and how they relate to the functions. He advised that the overall
46 governmental function expenditures exceeded revenues by approximately \$1.88 million. He
47 explained the reasons were related to the lower than estimated SDC revenues and non-recurring
48 capital outlay expenditures. Net change in fund balances: General Fund (\$533,961), Systems
49 Development (\$474,630), and Capital Improvements (\$743,087). Mr. Glogau noted that Public
50 Safety is the primary expenditure at approximately one-third of all expenditures, and that is a
51 priority for the City of Dallas. He summarized by stating the report does not include the
52 important note that auditors are required to report anything done wrong and any statute
53 violations, and Dallas had none. He further informed the Council that Councilors or Citizen's

1 could contact him with questions at any time at no cost to them or the City as that is part of their
2 services. *Councilor Dalton: You mentioned that you start to feel uncomfortable around the 20*
3 *% level, where is your comfort threshold, what would you be shooting for to make you*
4 *comfortable? Mr. Glogau: Personally, if I was running the City, I would like 33%.*
5 *Councilor Dalton: In this case, it would be a little over \$2 million. Mr. Glogau: That's correct.*
6 *I happen to be relatively conservative and if something unexpected comes up I like to have the*
7 *cash in the bank to be able to do it and not scramble. Money doesn't come in on a regular basis;*
8 *it comes in one big lump and you live off of that the rest of the year and part of the next year.*
9 *It's always an art to have enough money on hand so that you are not threatening the stability of*
10 *the city, but not having so much that the people think you are unnecessarily hoarding. Councilor*
11 *Lamb: Seems like for all the years I've been on the Council we've talked about having \$1million*
12 *in the rainy day fund. Well, that thought process has got us in trouble a bit because it doesn't*
13 *keep up with inflation, we should say \$2 million probably. Mayor Fairchild indicated he would*
14 *agree. Councilor Shein referred to the graph on the general fund for the last 10 years and stated*
15 *it is very revealing. Mayor Fairchild indicated he would agree. Councilor Shein referred to the*
16 *graph showing the general fund over the last 10 years and stated it is very revealing.*

17 18 MID-YEAR BUDGET REVIEW

19
20 City Manager Wyatt reviewed the 2007-08 mid-year budget, explaining the effects of the
21 economic slowdown and the decrease in the permit revenue being lower than projected. Finance
22 Director Baragary reviewed the individual funds and concluded by stating she feels comfortable
23 about there being enough funds available until tax revenues come in, and that each department
24 has been advised to be very conservative. FEMA will reimburse some of the Street Fund costs
25 that were spent during the December storm event. Director Baragary advised that the 3-year
26 fiscal forecast is still in line, but costs are increasing in the treatment plants and the anticipated
27 water and sewer rate increases may be needed next year as anticipated to ensure that user fees are
28 paying the operating costs. City Manager Wyatt explained that capital improvement projects are
29 being reviewed by every department and a timeline will be established after more information is
30 covered at the workshop presentations. There will be an update on current project status and
31 each department has been challenged to work within their means, be efficient with items and
32 dollars, and find ways to save money. In response to questions about the funding for the police
33 project and how the funding was carried over to the next year, Finance Director Baragary
34 advised that the new generator and tank were not budgeted, which accounted for \$50-60,000.
35 She stated that the generator had already been used several times and is a valuable asset, which
36 affected the cost of the overall project. Councilor Voves asked about the Ambulance Fund and
37 City Manager Wyatt confirmed it would be discussed soon. Councilor Wilson thanked Finance
38 Director Baragary and City Manager Wyatt for sharing the difficult information and encouraged
39 everyone to realize we will get through this together.

40 41 GOAL SETTING SESSION

42
43 City Manager Wyatt requested a Goal Setting Session. The consensus was to hold it
44 Wednesday, March 5th at 5:30 p.m.

45 46 APPOINTMENT OF NEW BUDGET COMMITTEE MEMBERS

47 Mayor Fairchild recommended re-appointment of James Brown, Glen Scatterday and Lisa
48 Koloen to the Budget Committee for 3-year terms ending 1/1/11. He also recommended
49 appointment of Joanne Moss to fill the vacancy of Kristine Blanchard's term expiring 1/1/10,
50 and Pete Christensen to fill the vacancy of Dave Voves' term expiring 1/1/09. In response to
51 requests to review the applications, the Council was advised they could review them at the City
52 Manager's office. He advised the first budget meeting is April 21, 2008, and the appointments
53 would be done before then.

54 55 OLCC ANNUAL RENEWALS

56 City Manager Wyatt presented the OLCC License renewals. Councilor Voves moved to accept
57 endorsements of the OLCC renewals. The motion was seconded. Councilor Lamb asked about
58 the Shell Station. City Manager Wyatt confirmed the sales there come and go, and they may

1 reapply so they are still on the list. The motion CARRIED UNANIMOUSLY with Council
2 President Ken Woods, Jr., Councilor Brian Dalton, Councilor Warren Lamb, Councilor Jackie
3 Lawson, Councilor Kevin Marshall, Councilor Wes Scroggin, Councilor David Shein, Councilor
4 Dave Voves, and Councilor LaVonne Wilson voting YES.

5
6 **DEPARTMENT REPORTS FOR THE MONTH OF DECEMBER**

7
8 City Manager Wyatt presented the department reports. There were no questions or comments.

9
10 **REPEALING DCC 9.300 TO 9.405, RELATING TO CLAIMS FILED UNDER MEASURE 37**

11
12 City Manager Wyatt explained that DCC 9.300 to 9.405 needed to be repealed because Measure
13 37 has been replaced by Measure 49. Attorney Shetterly advised he will continue to monitor the
14 need to have a resolution for Measure 49.

15
16 **OTHER**

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18 **PUBLIC HEARINGS**

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20 **COMMUNICATIONS AND PETITIONS**

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22 **LETTER FROM THE DALLAS AREA SENIORS**

23
24 City Manager Wyatt advised there is a letter from the Dallas Area Seniors in the agenda packet
25 and called for any questions and advised that the signers were present in the audience. Mayor
26 Fairchild called for any comments. Jerry Wennstrom advised that he sent the letter and is on the
27 fundraising committee. He stated he feels the letter is self-explanatory as the current room is too
28 small so they need something else, and they realize they need to do anything they can to help
29 secure funding. He complimented the new City website.

30
31 **Council of Governments (COG) Annual Report**

32 The COG Annual report was presented by City Manager Wyatt, and copies are available at the
33 City Manager's office.

34
35 **Mayor Gwen VanDenBosch Award Presented to Mayor Fairchild**

36 City Manager Wyatt congratulated Mayor Fairchild on his receiving the Mayor VanDenBosch
37 award at the COG dinner.

38
39 **RESOLUTIONS**

40
41 **Resolution No. 3142: A Resolution providing for the distribution of transient lodging taxes**
42 **collected under Ordinance No. 1681 (Dallas City Code 7.870 through 7.922.)**

43
44 Mayor Fairchild confirmed the changes in the Resolution included a 2-year contract, continuous
45 cycle, only one entity is eligible and it allows for others in the future. He confirmed it meets the
46 approval of the Visitor's Center. Attorney Shetterly explained on page 21 of the committee
47 report of the packet there is a copy of the contract, which he reviewed. He noted the one-year
48 hiatus has been removed, and identified a correction in Section 1 to change the number from
49 9.924 to 7.922. Several questions were answered confirming there could be multiple entities as
50 long as they are 501(c)(3) and tourism based per ORS, and annual reports would be provided and
51 carried through to all future contracts. Councilor Lamb asked about the Council's option to
52 discontinue the tax. Mayor Fairchild confirmed that the resolution can be repealed at any time.
53 Councilor Shein asked if the funds could be held if they did not have an entity to grant them to.
54 Attorney Shetterly advised that they could and the City can also use the funds for tourism as it is
55 allocated in the budget. Mayor Fairchild confirmed the Visitor's Center is the current recipient.
56 Councilor Voves thanked the committee for problem solving.

57 A roll call vote was taken and Mayor Fairchild declared Resolution No. 3142 to have PASSED
58 BY A UNANIMOUS VOTE with Council President Ken Woods, Jr., Councilor Brian Dalton,

1 Councilor Jackie Lawson, Councilor Kevin Marshall, Councilor David Shein, Councilor Dave
2 Voves, and Councilor LaVonne Wilson voting YES.

3

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

5

6 City Manager Wyatt reviewed the request for the transfer of line items as presented earlier.

7 Councilor Dalton identified a correction to add a zero to the \$35,00 in the 5th paragraph. The
8 Resolution was so amended. A roll call vote was taken and Mayor Fairchild declared Resolution
9 No. 3145 to have PASSED BY A UNANIMOUS VOTE with Council President Ken Woods, Jr.,
10 Councilor Brian Dalton, Councilor Jackie Lawson, Councilor Kevin Marshall, Councilor David
11 Shein, Councilor Dave Voves, and Councilor LaVonne Wilson voting YES.

12

13 **FIRST READING OF ORDINANCE**

14

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

17

18 City Manager Wyatt stated the reason for the ordinance was to finalize approval of the
19 land use item presented at the last Council meeting. Mayor Fairchild declared Ordinance
20 1684 to have passed its first reading.

21

22 Ordinance No. 1685: An Ordinance repealing DCC 9.300 to 9.405, relating to claims filed under
23 Measure 37, ORS 197.352. Mayor Fairchild declared Ordinance 1685 to have passed its first
24 reading.

25

26 **SECOND READING OF ORDINANCE**

27

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

29

30 City Manager Wyatt reviewed the reason for the ordinance, which was to include murals
31 to the sign code. Councilor Lamb asked about enforcement. City Manager Wyatt
32 explained there is a maintenance section with a 15-day removal requirement in the Code.
33 Mayor Fairchild advised that in some circumstances they may want to keep the mural.
34 Attorney Shetterly stated the City must initiate the enforcement process, and the
35 ordinance is not changing the current requirements for signs.

36 Mayor Fairchild declared Ordinance No. 1683 to have passed its second reading. A Roll Call
37 vote was taken and Mayor Fairchild declared Ordinance No. 1683 to have PASSED BY A
38 UNANIMOUS VOTE with Council President Ken Woods, Jr., Councilor Brian Dalton,
39 Councilor Warren Lamb, Councilor Jackie Lawson, Councilor Kevin Marshall, Councilor Wes
40 Scroggin, Councilor David Shein, Councilor Dave Voves, and Councilor LaVonne Wilson
41 voting YES.

42

43 **OTHER BUSINESS**

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

45 Read and approved this _____ day of _____ 2008.

46

47

48

Mayor

49 ATTEST:

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51

City Manager

DALLAS CITY COUNCIL
Monday, February 19, 2008
Council Chambers

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The Dallas City Council met in regular session on Tuesday, February 19, 2008, at 7:30 p.m. in the Council Chambers of City Hall with Mayor Fairchild presiding.

ROLL CALL

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

Also present were: City Manager Jerry Wyatt, Attorney Teresa Ozias, Assistant City Manager Kim Marr, Police Chief Jim Harper, Fire Chief Bill Hahn, Public Works Director Fred Braun, Library Director Donna Zehner, Finance Director Marcia Baragary, Building Official Ted Cuno, Commercial Manager/Planner John Swanson and Deputy City Recorder Laurie Roberts.

APPROVAL OF MINUTES

Councilor Dalton commented that on page 3, lines 1 and 2 of the February 4, 2008 minutes, there was a far ranging and important discussion in which he recalls the auditor stated he was uncomfortable with 20% and he preferred around 30%. Councilor Dalton asked that the minutes be expanded to include more of the discussion as he felt that it was substantial information, and include the \$2 million dollar figure. Councilor Shein stated that was also his recollection and the figures were bare minimum. Mayor Fairchild stated that was an opinion and he also recalls the preferred amount as 30%. He advised that the tape would be reviewed and the consensus was to present the expanded minutes at the next council meeting.

REPORTS OR COMMENTS FROM COUNCIL MEMBERS

COUNCIL PRESIDENT'S JANUARY MONTHLY REPORT

There were no questions about the President's report.

Councilor Scroggin stated that Fir Villa is a real nice road and advised that there is a new speed limit going north but not one going south. Due to faster traffic on the nice road, he requested that a speed limit sign be installed southbound close to E. Ellendale Avenue.

Councilor Wilson asked if there would be a CARTS stop sign installed on SE Fir Villa Road. City Manager Wyatt confirmed that there would be a CARTS sign installed in about 6-8 weeks when the new shelters are installed.

City Manager Wyatt advised that there is an ODOT speed study being done. Councilor Scroggin asked how long the study would take and requested that a 40 mph sign be installed going south as soon as possible and could be changed after the study is completed.

Councilor Dalton advised that on February 27th at 5:30 p.m. there would be an Urban Renewal Development Advisory Meeting to discuss proposals from two design firms, with a recommendation to the Urban Renewal Board; and he stated they would like citizen participation. Councilor Woods stated that he and a few others were present at the presentations and was not available on the 27th so he requested the date be changed. After discussion, City Manager Wyatt advised other dates would be considered. Mr. Swanson advised that he would make sure that Councilor Woods was available. After several Council requests, Mayor Fairchild advised that Council would be notified of the new date and time.

QUESTIONS OR COMMENTS FROM THE AUDIENCE

There were none.

REPORTS OF SPECIAL COMMITTEES AND CITY OFFICER

APPOINTMENT OF NEW BUDGET COMMITTEE MEMBERS

1
2 Mayor Fairchild explained that the number of Budget Committee citizens and Council members
3 must be equal, and more citizens are allowed if wanted. He stated there were three applications
4 received and all are qualified with budget experience. His recommendation is to appoint all three
5 in addition to the re-appointment of the other three. Mayor Fairchild then recommended re-
6 appointment of James Brown, Glen Scatterday and Lisa Koloen to the Budget Committee for 3-
7 year terms ending 1/1/11. He recommended appointment of Joanne Moss to a 2-year term
8 ending 1/1/10; Lynn Hurt to fill the vacancy of Kristine Blanchard's term expiring 1/1/10, and
9 Pete Christensen to fill Dave Voves' term expiring 1/1/09. Council President Ken Woods, Jr.
10 made a motion to accept the recommendations as presented. The motion was seconded. The
11 motion CARRIED UNANIMOUSLY with Council President Ken Woods, Jr., Councilor Brian
12 Dalton, Councilor Warren Lamb, Councilor Kevin Marshall, Councilor Wes Scroggin, Councilor
13 David Shein, and Councilor LaVonne Wilson voting YES.

14
15 DEPARTMENT ANNUAL REPORTS

16
17 Public Works Report

18 Public Works Director Fred Braun presented the Public Works report stating the report is self-
19 explanatory. He identified that contracting out the operation of the wastewater treatment plant to
20 OMI was feasible and completed last year, and the goals for the year are to balance the budget.
21 Councilor Dalton asked about weed violations being down by half from last year. Director
22 Braun explained many vacant lots have been developed. Councilor Lamb asked about the
23 completion of the Levens Street Bridge. Director Braun said that lights are being done and
24 turned on this week; the plaques will be installed as soon as they are received; and, the
25 landscaping is to be completed soon. Councilor Shein asked about timers for the lights. Director
26 Braun advised they are on photocells. Councilor Woods asked about the rough deck. Director
27 Braun explained it met the standards and an overlay could be done, and he will have the staff do
28 profiles. Discussion was held about the feasibility of doing more work. City Manager Wyatt
29 noted the northbound lane is rougher. Councilor Wilson asked about water conservation.
30 Director Braun advised that will be discussed at the next Public Works Committee meeting.
31 Councilor Dalton asked about the ASR. Director Braun stated it is about 30% better than last
32 year, and stated more testing is needed before the next well is installed.

33
34 Building Department Report/ Community Development

35 Building Official Ted Cuno drew attention to page 15 of the report and stated the housing
36 construction trend is down. He reviewed the number of permits and inspections, and stated that
37 2007 was much like 2003 for comparison purposes. Councilor Dalton asked about projections
38 for 2008. Mr. Cuno advised that these figures are calendar based and predicts that there will be a
39 10% increase due to increased lot availability and completion of several pending projects.

40
41 Library Department Report

42 Library Director Donna Zehner stated bound copies are available, and gave a report on how the
43 numbers compare with other libraries. Councilor Scroggin asked about time limitations on the
44 computers users. Director Zehner explained that there is one 15-minute express computer and
45 four 45-minute regular terminals that stay fairly busy. She noted the volunteers program is
46 healthy and active, and there was a study on libraries and their importance to the community.

47
48 Fire/Ambulance Department Report

49 Fire Chief Bill Hahn presented the Fire and Ambulance department reports. He explained how
50 West Valley no longer being designated as a hospital increases trips. He reviewed staffing and
51 transports, and the Fire Med program. Councilor Marshall asked about the Corvallis transports.
52 Chief Hahn advised there are transports to four hospitals: Salem, McMinnville, West Valley and
53 Corvallis. Councilor Lamb asked about the status of West Valley. Chief Hahn advised it is now
54 only urgent care with no overnight stays.

55
56 Police Department Report

57 Police Chief Jim Harper stated Oregon Uniformed Crime Reports (OUCR) comes out at the end
58 of March or the first of April so the one page summary is just an overview, and he handed out a
59 code enforcement report. He gave a report on structure, chain of command, trends and
60 employment at the last workshop, and explained the graph showing the trends with activities and

1 calls on the rise. Chief Harper explained that as a county seat, whenever there is a problem
2 dealing with mental health or with parole and probation, calls are handled by the Dallas Police
3 Department. Chief Harper gave examples of unique calls that the general public would not be
4 aware of that have occurred in the last 30 days to identify the amount of time that is spent on
5 them. Councilor Dalton asked about cybercrime and where they are accounted for. Chief
6 Harper advised they are very time consuming including identity theft and fraud. Councilor
7 Scroggin asked about meth use and the impact on the department. Chief Harper advised the
8 supply lines have changed and there has not been a lab found in Dallas for a long time.
9 Councilor Scroggin asked if the County always has rooms in the jail. Chief Harper stated yes,
10 they are not at capacity and the City is allowed to use as many rooms as we want and are
11 available. Councilor Dalton asked about car thieves and incarceration.

12
13 City Manager Wyatt explained the purpose of the annual reports and how the departments use
14 them. He advised he is going to take information out of each annual report to prepare a
15 consolidated year-end review, and both the department reports and the consolidated report will
16 be put on the website with the consolidated report also available to handout.

17 18 CITIZEN SURVEY UPDATE

19 City Manager Wyatt advised that NW Survey and Data Services will be doing the survey and
20 handed out a survey packet and explained the questions. He advised that the calls will take
21 approximately 10-12 minutes and a sampling of 400 people is required. The staff questions will
22 be modified by NW Survey and Data Services. He explained the questions regarding the bond
23 measures. Councilor Woods requested adding a question about the website. Councilor Dalton
24 asked about a work session. City Manager Wyatt stated there would not be a work session.
25 Assistant City Manager Marr explained the process in which we give the survey company
26 general questions and they format the survey accordingly. Councilor Dalton asked for the packet
27 handout to be emailed to Council. Mayor Fairchild explained we are not trying to push in any
28 direction and are trying to see how citizens feel. Councilor Shein stated these are professionals
29 and we just tell them what we want to know. Councilor Scroggin asked about the question
30 regarding the tax base. City Manager Wyatt led discussion about the question about a tax base.
31 Councilor Scroggin commented that we don't want to ask a question if we are not going to make
32 a decision using it. Councilor Dalton used the general question about the sewer services, and it
33 either works or it doesn't. City Manager Wyatt explained the purpose of the question further.
34 Councilor Woods asked about the recreation services question being too vague. Councilor
35 Scroggin asked about the trail system, and if the company does any demographics. City
36 Manager Wyatt stated they do and open with a series of questions to get their demographics.
37 Councilor Marshall asked where the list comes from and is it objective. City Manager Wyatt
38 stated they have their own database that pollers use. City Manager Wyatt stated that the final
39 questions will be presented to the Council prior to going out.

40 41 BILLS OF THE CITY FOR THE MONTH OF JANUARY

42 Councilor Scroggin asked about payment #84265 for \$294,000. Public Works Director Braun
43 explained it was for earth moving and piping for the new tank, which included work at Clay
44 Street, and confirmed it was a bid awarded in October 2007.

45 46 OTHER

47 City Manager Wyatt included a handout on the work session draft agenda for March 5, 2008, at
48 5:30 p.m. in the Council Chambers. He stated it includes the 2008 goals and outcome and 2008-
49 09 suggested categories. He asked that any input from Council be sent to him.

50 51 PUBLIC HEARINGS

52 53 COMMUNICATIONS AND PETITIONS

54 55 STUDENT LETTER – CONSIDERATION OF BOYS AND GIRLS CLUB

56
57 City Manager Wyatt advised there was a letter received from a LaCreole student that won second
58 place in a contest and he wanted Council to be aware of it. Mayor Fairchild received a copy and
59 stated he appreciates the input as an area we can look at. Councilor Shein asked how much of
60 the suggestion overlaps what Kid's, Inc. offers. City Manager Wyatt explained that Kid's, Inc.

1 does various sports and it's a recreational program. He advised that The Boys & Girls Club is
2 mainly recreational and after school programs, and confirmed that Kid's, Inc. would be willing
3 to work with them and opportunities they offer. Kid's, Inc. is all volunteer based and the number
4 of kids and population has grown so they would welcome alternatives for the future.
5 Mayor Fairchild noted he or the staff would reply back to the student.

6
7 **RESOLUTIONS**

8
9 Resolution No. 3146: A Resolution establishing the Designation of Parking Stalls on SE Court
10 Street in front of Dallas City Hall.

11
12 City Manager Wyatt explained that this item went to the Public Safety Committee and was
13 forwarded to the Council. A roll call vote was taken and Mayor Fairchild declared Resolution
14 No. 3146 to have PASSED BY A UNANIMOUS VOTE with Council President Ken Woods, Jr.,
15 Councilor Brian Dalton, Councilor Warren Lamb, Councilor Kevin Marshall, Councilor Wes
16 Scroggin, Councilor David Shein, and Councilor LaVonne Wilson voting YES.

17
18 **FIRST READING OF ORDINANCE**

19
20 **SECOND READING OF ORDINANCE**

21
22 Ordinance No. 1684: An Ordinance amending the Dallas Comprehensive Plan Map for the
23 Wyatt Mixed Use Node.

24
25 City Manager Wyatt advised that the item went through the public hearing process. Mayor
26 Fairchild declared Ordinance No. 1684 to have passed its second reading. A Roll Call vote was
27 taken and Mayor Fairchild declared Ordinance No. 1684 to have PASSED BY A UNANIMOUS
28 VOTE with Council President Ken Woods, Jr., Councilor Brian Dalton, Councilor Warren
29 Lamb, Councilor Kevin Marshall, Councilor Wes Scroggin, Councilor David Shein, and
30 Councilor LaVonne Wilson voting YES.

31
32 Ordinance No. 1685: An Ordinance repealing DCC 9.300 to 9.405, relating to claims filed under
33 Measure 37, ORS 197.352.

34
35 City Manager Wyatt advised that this item repeals Measure 37. Mayor Fairchild declared
36 Ordinance No. 1685 to have passed its second reading. A Roll Call vote was taken and Mayor
37 Fairchild declared Ordinance No. 1685 to have PASSED BY A UNANIMOUS VOTE with
38 Council President Ken Woods, Jr., Councilor Brian Dalton, Councilor Warren Lamb, Councilor
39 Kevin Marshall, Councilor Wes Scroggin, Councilor David Shein, and Councilor LaVonne
40 Wilson voting YES.

41
42 **OTHER BUSINESS**

43 There being no further business, the meeting adjourned at 8:40 p.m.

44 Read and approved this _____ day of _____ 2008.

45
46 _____
47 Mayor

48 ATTEST:

49 _____
50 City Manager

POST MEETING AGENDA

BUILDING AND GROUNDS COMMITTEE

Monday, February 25, 2008

4:00 p.m.

Warren Lamb, Chair
Jackie Lawson
Dave Voves
Wes Scroggin

1. Library Director's Report
2. Community Development Director's Report
 - Tree Ordinance.
Item listed under City Manager's Report for recommendation.
 - Weekend Sandwich Board Sign Request
 - Late Comer Fees Reimbursement Agreements to Development
 - Flood Prevention Program
 - Code Issues Involving Feeding Wild Animals
 - School Building / Property Analysis for a New School
 - Building
 - Industrial
3. Other
4. Adjourn

Members Present: Chair Warren Lamb and Councilor Jackie Lawson. Excused: Councilor Scroggin and Councilor Voves.

Also Present: Mayor Jim Fairchild, City Manager Jerry Wyatt, Assistant City Manager Kim Marr, Public Works Director Fred Braun, Library Director Donna Zehner, Assistant Public Works Director Christy Ellis, Finance Director Marcia Baragary and Recording Secretary Laurie Roberts.

Chair Warren Lamb called the meeting to order at 4:00 p.m.

Library Director's Report:

City Manager Wyatt reviewed the Library report. There were no questions or comments.

Community Development Director's Report:

Tree Ordinance

Jerry Wyatt reported that for Tree City USA, the designated board is the Park & Recreation Board. All specifications are taken out of the Dallas City Code and Tree City USA guidelines. The property owner is responsible for maintaining and trimming trees in the right of way, and any removal of trees must be reviewed by the City. Trees in the downtown area are maintained by the City. Councilor Lawson questioned if there are any streetscape issues or any tree pruning requirements. Mr. Wyatt stated there are no issues with streetscape plans. He explained that the power company does whatever trimming they need to do. Mr. Braun explained the power companies are regulated by PUC guidelines. Councilor Lamb read the requirements in the ordinance for the power company. Discussion was held about aesthetics and what the private property owners are required and allowed to do. Mr. Braun stated the City recommends use of certified arborists but the staff will assist where allowed and for safety concerns; and advised that some trimming doesn't even fall under our guidelines. Mr. Wyatt advised that there is information available to the public.

Mayor Fairchild arrived at 4:10 p.m.

Weekend Sandwich Board Sign Request

Mr. Wyatt reviewed the letter from a local church requesting the city allow them to continue using their sandwich board signs for advertising their services at Whitworth on Sundays from 8:00 a.m. – 1:00 p.m. Discussion was held regarding the rules for open house and garage sale signs, and the possibility of allowing use under the current ordinance. Currently, churches are allowed one permanent long-term off premise sign. Councilors Lamb and Lawson discussed allowing one sign on the nearest arterial to allow advertising, but not on corners of main arterials. Allowing either one permanent sign or one frame sign until they have a permanent location and signage, blue directional signs and what days and hours to allow were also reviewed. After discussion, if

1 they don't have a permanent sign, the decision was made to allow one A-Frame sign on Sunday
2 only. Mr. Wyatt advised that the sign code must be modified and an application must be
3 processed using the current application process.

4 Late Comer Fees Reimbursement Agreements to Development

5 Mr. Wyatt advised that he would bring the issue back to the full committee at a later time. Gener-
6 al discussion was held about the fees and if notations could be placed on plat maps for identifica-
7 tion.

8 Flood Prevention Program

9 Mr. Wyatt presented the brochure on basement flooding. He highlighted the proposed programs
10 such as waiving permit fees and offering low interest loans, and advised an application would
11 need to be developed if these were approved by the Council. He added the brochure, without the
12 proposed programs listed on the back, is already available on the website.

13 Code Issues Involving Feeding Wild Animals

14 Mr. Wyatt advised that this item would be forwarded to the Public Safety Committee.

15 School Building / Property Analysis For A New School

16 Mr. Wyatt advised that the Dallas School District has a group reviewing both maintenance of cur-
17 rent facilities and the feasibility of building a new school, which is being presented to the school
18 board tonight. One of potential sites is a property near the wastewater plant and outside the city
19 limits and UGB, so the he thought it would be appropriate to advise the Council at this time. He
20 explained it's hard to find 50 flat undeveloped acres and showed the 3 potential sites on the map.
21 However, they need to do something about the repairs and maintenance issues at this time. Coun-
22 cilor Lawson asked what happened to the site in the Barberry area. Mr. Wyatt advised it could
23 only fit an elementary school, and there are wetlands issues there. Councilor Lamb looked at the
24 outline of the current high school site and compared how the city parcel would be a good site.
25 Mr. Wyatt indicated the current high school could be converted to a middle school, and the mid-
26 dle to an elementary school.

27 Building

28 Mr. Wyatt reported that the Allocation for permits expires in August 2009. He noted that there
29 are currently 160 residential permits available and 30 more available as of March 1, 2008. Also,
30 there is a large bank of units available for commercial and industrial.

31 Industrial

32 Councilor Lamb advised that the TTM property is on the market for \$6.5 million.

33 There was no other business and the meeting was adjourned at 4:34 p.m.

MEETING AGENDA

BUILDING AND GROUNDS COMMITTEE

Monday, February 25, 2008

4:00 p.m.

Warren Lamb, Chair
Jackie Lawson
Dave Voves
Wes Scroggin

1. Library Director's Report
2. Community Development Director's Report
3. Other
4. Adjourn

MEMORANDUM

To: Jerry Wyatt, City Manager
From: Donna Zehner, Library Director
Date: February 24, 2008
Re: Buildings & Grounds Meeting

1. Status of the Library

- General Information
- Additional shelving installed
- Memorial funds
- Computers - Gates computers updated
- E-Commerce - here and working well
- Library Board Meeting, Minutes attached

2. Library Events & Activities

- LSTA programs – Feb. 27th – “Basic Genealogy” 1-2:30pm and coming on March 19th, “Hidden Amazon.com”
- Hobby Day – Sat., March 8th, 10-1pm

3. Friends of the Library – Projects & Activities

- Chautauqua Program – *“In the Witches Garden: Hidden meaning of fairy tales”* - final
- Purchase of book ends & cases
- Invited to apply to Dallas Community Foundation – Anthony & Pearl Proal Grant
- Cultural Trust matching donation (taxes) grants, new record

Annual Circulation 2007

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
ADULT													
Non-Fiction	1586	1583	1806	1546	1551	1571	1572	1636	1407	1529	1310	1108	18,205
Fiction	2362	2181	2994	2266	2461	2767	2388	2507	2455	2570	2629	2156	29,736
New Books	2405	2174	2368	2119	2250	2120	2000	2240	1940	2155	1948	2103	25,822
Paperbacks	808	628	1059	870	884	954	1040	1000	1047	1196	1062	1080	11,628
Periodicals	254	277	340	231	275	279	302	320	267	298	227	225	3295
Sound Recordings	171	185	243	144	194	135	131	105	147	197	217	211	2080
Books on Tape	396	337	359	335	345	229	264	302	233	239	260	208	3507
Books on CD	0	37	186	198	213	212	199	218	182	192	194	274	2105
Videocassettes	544	421	461	388	486	425	484	406	405	405	386	531	5342
DVD Adult	361	316	368	251	282	374	296	278	278	329	287	275	3695
Media Bags	511	418	493	406	446	468	450	448	423	437	414	448	5362
CD-ROMS	7	6	4	3	6	4	4	6	3	2	5	0	50
ILL – in	0	3	3	2	9	2	2	16	6	8	7	10	68
ILL – out	0	3	3	2	17	1	3	5	3	19	19	7	82
NVL	0	1	1	0	0	3	1	0	2	0	1	2	11
Internet Workstations	915	890	1139	1011	964	1019	923	992	873	1054	872	799	11,451
Equipment	56	36	48	47	42	23	22	24	31	29	24	23	405
ADULT TOTAL	10,376	9496	11,875	9819	10,425	10,586	10,081	10,503	9702	10,659	9862	9460	122,844
CHILDREN'S													
Non-Fiction	692	631	667	699	633	563	590	500	557	671	607	441	7251
Fiction	2220	1859	2176	1751	1887	2362	2393	2318	1871	2149	2013	1676	24,675
New Books	172	113	108	90	117	79	55	62	52	46	25	32	951
Periodicals	65	33	107	95	62	65	65	59	38	46	39	35	709
Sound Recordings	51	42	41	47	50	49	43	22	56	59	41	49	550
Books on Tape	173	157	193	153	133	203	203	217	148	116	123	149	1968
Books on CD	0	14	15	10	19	29	34	24	21	18	31	16	231
Videocassettes	411	366	400	342	381	424	414	410	336	432	420	444	4780
DVD Children	145	157	182	124	146	167	172	154	118	148	120	138	1771
CD-ROM	65	45	76	46	64	71	85	89	44	69	59	38	751
CD-ROM - Ref	100	104	109	74	97	86	87	79	69	88	90	75	1058
CHILDREN'S Total	4094	3521	4074	3431	3589	4098	4141	3934	3310	3842	3568	3093	44,695
Remote Renewals	510	588	785	665	950	619	730	799	755	835	720	733	8689
Grand Total	14,980	13,605	16,734	13,915	14,964	15,303	14,952	15,236	13,767	15,336	14,150	13,286	176,228

DALLAS LIBRARY BOARD
CITY HALL
January 15, 2008

The Library Board met on Tuesday, January 15, 2008 at 4:09pm in the City Hall Conference Room. Board members present were Grace Scatterday, Darla Newton, Marge Hilts, Marianne Moore and Gwen VanDenBosch. In addition to the Board, Mayor Jim Fairchild and Library Director Donna Zehner were present.

The minutes from the October meeting were reviewed and approved by the Board.

The Library Director provided the Board with a report on the current status of the Library. The Holidays are over and things are moving ahead at the Library. The Director shared with the Board that the Library has received a number of donations and grants. One "grant" was from the State Attorney General's office, as part of an Anti-trust settlement. The funds were used to purchase music CDs in a subject area where we had very few CDs. We also received a significant Memorial Donation to purchase DVDs. Another group, the Altrusa group donated \$300 to purchase early readers. We continue to receive music CDs from our patron who had an Aunt that passed away. She will also be donating additional book cases. The Library has added additional shelving units, making patrons and shelvees alike very happy. We're doing computer upgrades on an on-going basis. We're looking to post for the Reference Librarian in the near future.

CCRLS has been busy with several upgrades, both hardware and software. Patrons are now able to pay fees and fines online, from the comfort of their own homes, or through the Library Public Access terminals. We are expecting a new Self Check terminal in the near future. We're also hoping to find volunteers interested in showing patrons how to use it.

The Friends of the Library have been busy with a variety of activities. Their support of the Volunteer Recognition event was substantial in that they paid for the books selected for the volunteers. With the discount we give them, through our jobber, they spent over \$1200, just for the books. The Event is quite popular with both the staff and the volunteers, and this year was no exception. Everyone had a great time.

Coming soon will be the second Chautauqua Program, Saturday, January 26th at 10:30am. Curt Yehnert from WOU will be presenting "In the Witches Garden: the Hidden Meaning of Fairytales". Curt previously presented his "Coyote Tales" at Dallas, and patrons are looking forward to this presentation.

The Friends had received a rather large grant from Trust Management (\$10,000) and are now ready to spend it, or rather the Library is ready to spend it for them. We will finally be purchasing the new computers, software, and literacy materials, as specified in the grant.

Something new for the Friends this year is the popularity of the Cultural Trust matching tax credit for donations made to specified non-profit groups, of which the Friends are fortunate to be included on this list. Total monetary donations this year were \$1350, a record for us. As more people become aware of this option, it is entirely possible we will exceed this amount next year.

Under Other Business, the Library Director mentioned the up coming Hobby Day event on Saturday, March 8th from 10-1pm. She invited Board members to share this with friends and neighbors, as they might have a special collection or hobby they would be willing to share with our patrons.

Also under Other Business, was an announcement of the up-coming program “Write It Before You Lose It” on Monday, February 11th from 1-3pm. This program is part of an LSTA Grant that a dozen of the CCRLS libraries are participating in, that promotes Services to Seniors in the local libraries. The Library will have 3-4 programs, on a variety of topics, aimed specifically for seniors.

Other Business also included the Calendar Year Circulation Statistics for 2007. The Director was pleased to note that circulation is up just over 3,000 for 2007.

There being no further business, the next meeting date was set for April 15th, 2008.

The meeting was adjourned at 4:59pm.

Building & Grounds Committee Report

Community Development

To: Building & Ground Committee
From: Jerry Wyatt, City Manager
Date: February 25, 2008

- Tree Ordinance
- Weekend Sandwich Board sign request
- Late comer fees reimbursement agreements to development
- Flood prevention program
- Code issues involving feeding wild animals
- School building / property analysis for a new school

Building

Total Lots: 243 approved lots
Buildable Lots: 170
SF Permits: 160 SF building permits available
Next Allocation: March 1, 2008 – 30

Allocation Units (EDU) for Commercial and Multi-family Use Ord. 1677 through August 2009

Use	Beginning Balance EDU'S	Units Available as of 02/21/2008
Industrial and Commercial	346	346
Multi-Family	107	107
Single -Family	119	141

Industrial

- TTM Update
- Land Use Inventory Project
- Marketing material update

How can the City help?



The City has established a new program available to property owners with basements. If approved:

- The City may waive costs associated with Building & Permit Fees.
- The City is offering a low-interest loan program to assist with the cost of installation of a backwater valve; up to \$10,000. **

** The City will also consider other proven, effective options to prevent basement flooding.

For information, please contact City Hall at 503.831.3502

City of Dallas

Dallas City Hall
187 SE Court St.
Dallas, OR 97338
Phone: 503.831.3502
Fax: 503.623.2339
Cty.mgr@ci.dallas.or.us



City of Dallas

Information on basement flood prevention.



Water can enter your basement for a number of reasons. The good news is that you can prevent or at least reduce the chance of this happening. Water in your basement is most likely to occur when there's been a heavy rainfall, snow is melting or we're experiencing a spring thaw.

People Serving People

Phone: 503.831.3502

Take the necessary steps to help prevent future flooding.



Causes for basement flooding:

- A leak in your home's foundation, basement walls, or basement windows or door
- Poor lot drainage
- Failure of the weeping tile system (foundation drains)
- Overflowing gutters
- Leaking/plugged downspouts
- A blocked connection between your home and the main sewer in the street
- A backflow of wastewater in the sewer system (or a combination of wastewater and rainwater from the sanitary or combined sewer system)
- Failure of a sump pump (in some areas) used to pump weeping tile water

Actions to take as homeowner:

Prior to any construction/remodeling, please ensure that all permitting requirements and fees are met.

- Check for and fix leaks in walls, floors, windows and foundations.
- Clear overflowing gutters and downspouts of leaves and other debris preventing proper drainage.
- Make sure your disconnected downspouts are draining properly, ideally 1.8 meters (six feet) from your basement walls.
- Have a plumber/drain man inspect your home's flood-proofing devices, such as backwater valves, sump pumps, floor drains or caps, to ensure they're working properly.
- Be sure your flood insurance is up to date.
- Do not block the sewer connection by pouring grease down the drain or flushing objects down the toilet.



- Be sure the grading around your home drains water away from all exterior walls.
- Repair/replace damaged weeping tile systems.
- Install a battery-powered sump pump as a back-up system to your other sump pump.

What is a Sanitary Sewer?

Sanitary Sewer is a system of pipes located in the street that are solely designed to transport wastewater to the treatment plant.

What is a Sewer lateral?

The sewer line that carries wastewater from the sanitary fixtures and floor drains inside your home or business to the City's main sewer line in the street is called a sewer lateral. The property owner is responsible to maintain the sewer lateral.

What is Backwater?

Sewer water normally flows in one direction, although under certain circumstances it can flow in the opposite direction, or "**backwater.**"

What is a Backwater valve?

Backwater valves are devices placed on customer service laterals to prevent sanitary sewer water from backflowing back into the property owner's home.

Dallas Church
PO Box 462
Dallas, OR 97338

Jerry Wyatt
Community Development Director
City of Dallas

Wednesday, January 23, 2008

Dear Jerry,

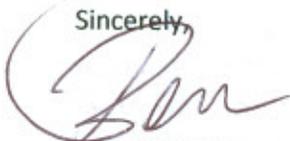
First of all, congratulations on your new role for the City of Dallas! I know Roger from my involvement in Dallas Rotary, and I've heard him say more than once that he left the city in "good hands"!

My name is Ben and I'm a Pastor in town leading a new church called Dallas Church. Recently I was contacted by a friend that works for the City of Dallas's Community Development department regarding sandwich board signs that my church uses on Sunday mornings. We utilize those signs to direct Dallas citizens to our worship gathering event held weekly at Whitworth Elementary School on Miller Avenue. My organization, Dallas Church, is only 4 months old and does not have permanent facilities for our gatherings or our staff offices. Therefore, we rely on tools like sandwich board signs to let people know where we meet each week. We have been diligent in keeping those signs up only on Sunday mornings. In fact, our sandwich board signs are put in place around 8am and are promptly removed by 1pm each Sunday that we hold our worship gathering events. We've been placing those signs up and removing them each Sunday since October 21st, 2007 without incident or complaint. After seeking good counsel from my involvement with different organizations such as Rotary, the Chamber of Commerce, and the Dallas Ministerial here in Dallas, I believed we were in fact operating appropriately and that we were complying with good practices. As a church, we want to be good neighbors and become well respected here in the Dallas.

In closing, please know that we invested considerable resources in creating high quality signs that are attractive and effective and would like to continue using them appropriately. Is there anything that you might be able to do to help us maintain utilizing these signs?

I look forward to finding a solution with you. I also hope to create a great working relationship for the future as Dallas Church and the City work to build the best place for our residents!

Sincerely,



Ben Bauman
Pastor



PO Box 462
Dallas, OR 97338

PHONE (503) 508-2001
E-MAIL info@dallaschurch.org
WEB SITE www.dallaschurch.org

ORDINANCE NO. 1680

An Ordinance amending the **PUBLIC IMPROVEMENTS** chapter of the Dallas City Code by adding new provisions thereto regarding trees.

WHEREAS, the City Council finds that the City benefits from a large number of trees, both natural growth and those that have been planted and grown throughout the years; and

WHEREAS, the preservation and maintenance of trees and wooded areas adds to the scenic beauty of the City, is necessary to preserve the ecology of the City and to retain a livable environment through the filtering effect of trees on air pollution, and to provide noise barriers; and

WHEREAS, the uncontrolled cutting or destruction of trees and wooded areas will increase erosion of topsoil, create flood hazards and the risk of landslides, reduce windbreaks and shaded areas, reduce property values through the encouragement of substandard development, and result in the destruction of existing aesthetic qualities; and

WHEREAS, the City intends to preserve as many trees as possible on developed and undeveloped lands; and

WHEREAS, the City Council finds it is in the public interest and safety to enact this ordinance; NOW, THEREFORE;

THE CITY OF DALLAS DOES ORDAIN AS FOLLOWS:

Section 1. The **PUBLIC IMPROVEMENTS** chapter of the Dallas City Code, Chapter 3, is hereby amended by adding the following sections thereto:

“TREES

“3.700. Definitions. For the purposes of Sections 3.700 through 3.750, the following definitions shall apply:

“(1) Board. The city park board established under DCC 2.550.

“(2) Park Trees. Trees, shrubs, bushes and all other woody vegetation in public parks, public trails and all areas owned by the city or to which the public has free access as a park.

“(3) Street Trees. Trees, shrubs, bushes and all other woody vegetation on land lying within the public right of way on all streets, or other public rights of way within the city.

“3.705. Duties and Responsibilities of Board.

“(1) The board shall study, investigate, develop and administer a written plan for the care, preservation, pruning, planting, replanting, and removal or other disposition of park trees and street trees. Such plan will be presented to the City Council and, upon approval by the City Council, shall constitute the official comprehensive tree plan of the city. Thereafter, the board shall periodically update and refine the comprehensive tree plan and present all such updates and refinements to the City Council for approval.

“(2) The board shall establish a tree inventory of street trees and park trees. The inventory shall be updated periodically, not less frequently than every three years.

“(3) The board, when requested by the City Council, shall consider, investigate, make findings upon, report and recommend to the City Council any special matter or questions arising within the scope of its duties and responsibilities under Sections 3.700 through 3.750.

“3.710. Size Classes and Tree Species to be Planted. The board shall develop and maintain a list of desirable street trees in three size classes, based on mature height: small (under 20 feet), medium (20 to 40 feet) and large (over 40 feet). Efforts shall be made to ensure a diversity of tree species. The board shall also develop and maintain a list of trees not suitable for planting as street trees.

“3. 715. Spacing. The spacing of street trees will be in accordance with the three tree species classes listed in Section 3.710, and no trees may be planted closer together than the following: small trees, 15 feet; medium trees, 25 feet; and large trees, 35 feet; except in special plantings designed or approved by a licensed landscape architect.

“3.720. Distance from Curbs, Street Corners, Fire Hydrants and Street Lights, and Utilities.

“(1) No street tree may be planted closer than five feet to any curb.

“(2) No street tree shall be planted within 20 feet of any street corner, measured from the point of nearest intersecting curbs or curblines.

“(3) No street tree shall be planted within 10 feet of any fire hydrant or street light.

“(4) No street tree, other than a species designated as a small tree under Section 3.710.

“3.725. Public Tree Care.

“(1) The city shall have the right to prune, maintain and remove trees, plants and shrubs planted within or extending over the lines of all streets, public rights of way and public grounds, as may be necessary to insure public safety or to preserve or enhance the beauty of such streets, public rights of way and public grounds.

“(2) The city may remove or cause to be removed any tree, plant or shrub which, by reason of its size, location or condition, constitutes a threat to public health or safety, or a hazard to any sewer line, electric power line, gas line, water line or other public improvements or facilities, or is affected with any injurious fungus, disease, insect or other pest. The removal of such trees, plants or shrubs shall be in the manner provided for the abatement of obnoxious vegetation as provided in DCC 5.450 through 5.460.

“3.730. Tree Topping.

“(1) Except as provided in subsection (3), it shall be unlawful for any person to top any street tree, park tree or other tree on public property, unless application is made to and approved by the board. For the purposes of this section, to “top” a tree is defined as the severe cutting back of limbs to stubs within the tree’s crown to such a degree so as to remove the normal canopy and cause unnatural disfigurement to the tree.

“(2) This section shall not apply in cases of emergency caused by storm damage or other unexpected casualty; provided, the person who directs or performs such emergency tree topping shall make a report such tree topping promptly to the board, including the grounds for such emergency.

“3.735. Tree pruning.

“(1) The owner of the property on which any street tree is situated, and the owner of any tree overhanging any street or public right of way shall regularly prune the branches so that the branches shall not significantly obstruct the light from any street lamp or obstruct the view of any street intersection, and so that there shall be a clear space of thirteen feet above the street surface or eight feet above the sidewalk surface.

“(2) All tree pruning of street trees shall be done in conformance with the American National Standards Institute A-300 standards for tree care operations.

“(3) The city shall have the right to prune any tree or shrub on private property when it significantly obstructs the light of any street lamp or impairs the view of a public street or any traffic control sign or device. The pruning of such trees, plants or shrubs shall be in the manner provided for the abatement of obnoxious

vegetation as provided in DCC 5.450 through 5.460.

“(4) Tree limbs that grow near high voltage electrical conductors shall be maintained clear of such conductors by the responsible electric utility in compliance with any franchise agreement. Except as otherwise provided in such franchise agreement, a utility tree trimming policy shall be subject to review and approval by the board prior to any trimming by a utility company.

“**3.740. Removal of stumps.** All stumps of street and park trees shall be removed below the surface of the ground so that the top of the stump shall not project above the surface of the ground.

“**3.745. Review by City Council.** Any person aggrieved by a decision of the board may appeal such decision to the City Council by filing a notice of appeal within ten days following the effective date of the decision appealed from. The City Council may by resolution establish a fee for any such appeal.

“**3.750 Penalty.** Any person found in violation of any provisions of Sections 3.700 through 3.750 shall, upon conviction, be subject to a fine not to exceed \$1000.”

Section 2. DCC 2.555 is amended to read as follows:

“**2.555 Duties.**

(1) The board shall make regular inspections of city park facilities, review the recreational, cultural and leisure needs of the city and make recommendations to the council and mayor on issues dealing with development, improvement, extension and promotion of park, recreation and leisure programs and facilities. The board shall also have such duties assigned to it under DCC 3.700 through 3.750.

(2) The board shall conduct its affairs according to Roberts Rules of Order.

Read for the first time: March 3, 2008

Read for the second time: March 17, 2008

Passed by the City Council: March 17, 2008

Approved by the Mayor: March 17, 2008

JAMES B. FAIRCHILD, MAYOR

ATTEST:

JERRY WYATT, CITY MANAGER

POST MEETING AGENDA

PUBLIC WORKS COMMITTEE

Monday, February 25, 2008

4:00 p.m.

Jackie Lawson, Chair
Warren Lamb
David Voves
Wes Scroggin

1. Proposed sewer rate increase.
Item listed on City Manager Report for recommendation for approval.
2. Review of Public Works fee schedule.
Item listed on City Manager Report for recommendation for approval.
3. Update on Park and Recreation projects.
 - Rotary Park Redevelopment
 - Park Trail
 - Commemorative Bench and Picnic Table ProgramItem listed on City Manager Report for recommendation for approval.

4. Update on transportation projects:
 - Fir Villa Road Completion Report
 - Jasper Street Update

5. Update on water projects
 - Aquifer Storage and Recovery System project
 - Treated Water Tank project

6. Update on storm drainage projects
 - Storm water project to relieve flooding

7. Operational report from Public Works Director (including Parks).

8. Other.

9. Adjourn.

Members Present: Chair Jackie Lawson and Warren Lamb. Excused: Wes Scroggin and Dave Voves.

Also Present: Mayor Jim Fairchild, City Manager Jerry Wyatt, Assistant City Manager Kim Marr, Public Works Director Fred Braun, Assistant Public Works Director Christy Ellis, Finance Director Marcia Baragary and Recording Secretary Laurie Roberts.

Chair Jackie Lawson called the meeting to order at 4:34 p.m.

Proposed Sewer Rate Increase

Mr. Braun explained the goal is to stabilize the department and we are currently running in a deficit. It has been three years since the last rate increase and other costs have increased significantly. He explained that past increases have been incremental, and 8% at \$38 would partially fill the deficit and 11% would fill it. Councilor Lamb asked why we waited three years for an increase and explained his recollection of the past. Discussion was held about going with a larger increase to get ahead of the curve and then review annually. Lawson agreed, since the difference is only \$.85, as long as it does not create a slush fund. Councilor Lamb also agreed to being proactive. Percentages and rate amounts were calculated and discussed. Mr. Braun noted concern about elderly and fixed income households. Councilor Lamb asked about assistance for low income. Ms. Baragary stated a 12% increase = \$39.20. Discussion was held about whether the rate should be presented as a percentage or a dollar amount. This doesn't include any capital costs, only operational costs, and operational costs have increased and we need to catch up. Councilors Lamb and Lawson agreed that we can't keep running on a deficit and asked if we need to cut back. Ms. Baragary advised that the deficit is \$200,000 per year. Mr. Braun stated the infrastructure has grown and we have contracted out more things. Councilor Lamb explained the importance of communication to the public. Ms. Baragary advised that residential account use a dollar amount, but a commercial and industrial increase needs to be a percentage. The recommendation was for an increase of 11.5% or \$4.00 to be brought as a Resolution to the Council along with an explanation.

Review of Public Works Fee Schedule

Mr. Braun reported that review of private development is not being covered. Currently, inspections are 5% of the commercial project, and then they reconcile at the end of the project, which is not accurate and is time consuming. After review of the projects, and other communities, he is recommending a flat fee based on a created formula. The inspection fees are inline. This will streamline the process and save man-hours in finance and be revenue neutral to Public Works. The recommendation was to adopt the revised fee schedule with a Resolution.

Recommend Fee Increases

Automatic water meter reading is coming up in the future, which will minimize the need to hire additional staff. Councilor Lawson asked how they work. Mr. Braun explained that all new me-

1 ters will be electronic and tested first, and the cost is \$300 meter to retro-fit over a 10-year pe-
2 riod. The meters will allow them to re-allocate manpower so it will eventually pay for itself.

3 **Update on Park and Recreation Projects**

4 Rotary Park Redevelopment

5 Christy Ellis explained that the Rotary Park improvements are being done by the National Guard
6 on April 5th and the following month. The work will include removing the fence and cleanup,
7 May work will be to cut and fill, and then the installation of playground equipment and
8 landscaping.

9 Park Trail

10 Mrs. Ellis announced the City received a donation for the park trail conceptual design and they
11 are getting the plans for the Ash Creek Trail to be used as a template to put ours together. They
12 will be coming back with a time frame and conceptual plans in the near future.

13

14 Commemorative Bench and Picnic Table Program

15

16 Mrs. Ellis presented the recommendation for the Commemorative Bench and Picnic Table Pro-
17 gram supported by the Park and Recreation Board. She provided an example of the bench mate-
18 rials from a catalog order in the cedar color, and advised they are proposing an increase to the
19 city's cost to pay for long-term maintenance. The costs are \$590 for the bench + \$250 for the
20 plaque + \$300 for shipping = \$1,140. After the markup, the actual sponsorship cost is a \$1,500
21 tax deductible donation to the Park Trust with the bench to be maintained for 10 years with an
22 election to continue the sponsorship at cost at that time. If there are no relatives left, benches in
23 good condition would be left, and guidelines were to attempt to contact the family and keep the
24 plaque one year before discarding. All information is listed the guidelines. Other communities
25 are using similar products, and one from 1995 was compared to a new one, they were equal.
26 Mayor Fairchild confirmed there would be cement installation used. Councilor Lawson asked if
27 any benches would have an historical theme, perhaps along the park trail system. Discussion was
28 held about options and expanding the program to offer different styles for different areas. Mrs.
29 Ellis presented the proposed program for the 32 current picnic tables in which a plaque would be
30 installed in the top of the tables by the staff at a cost of \$280 for the parts with a 30% markup =
31 \$400. There would be one plaque per table and the donor can choose their table. The plaque has
32 a limited number of characters and lines as shown in the agenda packet. The staff approves the
33 words, and there would be no logos allowed. A full presentation will be given at the March 3
34 Council meeting.

35

1 **Update on Transportation Projects**

2 Fir Villa Road Completion Report

3 Mr. Braun reported that the Fir Villa Road project is mostly completed with a few items left such
4 as striping and raising the sign at the veterinarian office. He explained public assistance is
5 needed to convince the property owner, Dr. Keck, that the sign is a visual clearance problem, and
6 the public should contact the property owner to share their concerns with him. He explained that
7 the wetlands plantings at the church site and the signs required by the DSL permit are done, and
8 monitoring reports will be done to prove plant survival for a period of time.

9 Jasper Street Update

10 Mr. Braun advised that the contractor for Jasper Crossing now has Wetlands and DSL approval
11 so they are proceeding with the Jasper Street extension. He stated there is a waterline in the road
12 and the developer will be getting SDC credits to pay for oversizing the project.

13 **Update on Water Projects**

14 Aquifer Storage and Recovery System Project (ASR):

15 Mr. Braun reported that the ASR capacity is increasing and is up 30%, which is better than ex-
16 pected. He stated we are 3 years into the project and at 5 years they expect full production. He
17 advised they are looking for a second site for another well to stay ahead and not get to a critical
18 point.

19 Treated Water Tank Project:

20 Mr. Braun reported that the treated water tank project is under construction and is due for com-
21 pletion by next fall and will provide an additional 2 million gallons. It is going as planned on
22 budget with no significant change orders. Councilor Lamb asked about increasing water capaci-
23 ty at Mercer Reservoir. Mr. Braun advised that would cost millions vs. \$750,000 for a new ASR,
24 and a separate combined reservoir is already being considered. Councilor Lamb asked about silt
25 in the reservoir. Mr. Braun explained the amount of silt has been improving as the last 2 years
26 have been less than 3%, and maybe the past fire and erosion were a factor. Mr. Braun stated he
27 could look into a dredging project and advised that dredging would mean significant regulation
28 and waste disposal concerns.

29 **Update on Storm Drainage Projects**

30 Storm Water Project to Relieve Flooding:

31 Mr. Braun reported that the Fir Villa and LaCreole projects are completed and functioning fine.
32 He identified a couple high-priority projects: Overflow on Monmouth Cutoff Highway to help
33 with historical flooding; and, EDA has received the application and we are the number 8 project
34 in line for the region which includes the West Coast, Guam and Hawaii, and we need to move up

1 on the Federal Funding amount for the \$3 million. He advised that anything can happen with the
2 funds and we have been keeping the pressure up and have letters from elected officials.

3 Councilor Lamb asked about the West Clay Street development area. Mr. Wyatt explained there
4 are 24 subdivision lots and the developer is working with other agencies needs and need to go
5 through with offsite improvements such as at the Polk County shops and by the residences on
6 SW Hunter Street, and they may need to go back to the Planning Commission. Councilor Lamb
7 asked why the utilities aren't going to Fairview Avenue. Mr. Braun advised that those pipes are
8 at capacity and can't be used. Councilor Lamb mentioned the recent flooding and questioned
9 how diverting the storm water could have prevented that. Mr. Braun confirmed there are some
10 recommendations, which he explained.

11 **Public Works Director's Operational Report:**

12 Mr. Braun advised that he received a letter from ODOT to the League of Oregon Cities regarding
13 signage, and handed out a sheet showing examples of the signage. He explained that ODOT in-
14 dicated they are not appropriate signs and are opposing them.

15 Mr. Braun explained that ODOT would be using black powder-coated and fluted decorative
16 bases for the new traffic light at Main and Washington Streets.

17 Mr. Braun advised that there are no formal written plans for emergency or drought and he pre-
18 sented the *Water Use Regulations During Drought or Emergency* to be brought back to the next
19 Public Works Committee meeting. He explained how a plan would allow the City to make ac-
20 commodations in a crisis.

21 Mr. Wyatt reported that the BMX area and fencing are on the Lyle School property. He advised
22 that if the site is removed there would be a chance that there would not be a BMX park tempora-
23 rarily. He noted that Santiam Bike shop mentioned considering helping the City with a project to
24 build a new bike park so the community needs to consider locations for the future.

25 Mrs. Ellis reported that Mayor Fairchild has made a Proclamation that Arbor Day is Friday,
26 April 25, 2008, and the City is planting a tree. She announced that the Arboretum is having ac-
27 tivities on Tuesday April 22 and Saturday April 26. Mr. Braun suggested the city tree be placed
28 at the new park by the Arctic Circle.

29 **Other**

30 There was no other business and the meeting was adjourned at 5:23p.m.

MEETING AGENDA

PUBLIC WORKS COMMITTEE

Monday, February 25, 2008

4:00 p.m.

Jackie Lawson, Chair

Warren Lamb

David Voves

Wes Scroggin

1. Proposed sewer rate increase.

2. Review of Public Works fee schedule.

3. Update on Park and Recreation projects.

- Rotary Park Redevelopment_____
- Park Trail_____
- Commemorative Bench and Picnic Table Program_____

4. Update on transportation projects:

- Fir Villa Road Completion Report_____
- Jasper Street Update_____

5. Update on water projects

- Aquifer Storage and Recovery System project_____
- Treated Water Tank project_____

6. Update on storm drainage projects

- Storm water project to relieve flooding

7. Operational report from Public Works Director (including Parks).

8. Other.

9. Adjourn.

MEMORANDUM

Date: February 20, 2008

To: Jerry Wyatt, City Manager

From: Fred Braun, Director of Public Works



Re: Proposed Sewer Rate Increase

As you are aware, the 2007-2008 budget approved by the Budget Committee and the City Council recommended a sewer rate increase for single family residential customers to be implemented in 2008. We have completed our mid-year analysis of the budget and confirmed that a rate increase is necessary to cover the costs of operating our sewer system. We are recommending a rate increase of approximately 8%, bringing the rate to \$38.00 per month for residential users. We recommend that the corresponding rates for commercial and industrial uses also be increased by 8%. The rates established would be effective with March usage on the April 2008 billing.

----- RESIDENTIAL SEWER RATES -----			
RESIDENTIAL SEWER RATE STUDY February 2008			
CITY	2007 POP.	02/08 SEWER RATES	Formula
CANBY U. B.	15,140	\$ 27.28	
FOREST GROVE	20,775	\$ 35.38	=\$22.29 + .1751 per 1000 gallons
HILLSBORO	88,300	\$ 32.24	=\$19.14 + 1.31/100CF average rate
INDEPENDENCE	7,170	\$ 24.82	
MCMINNVILLE	31,665	\$ 61.10	=\$16.59 + 4.35/100CF of water consumed
MONMOUTH	9,335	\$ 24.14	
NEWBERG	21,675	\$ 46.84	= \$7.84 + 3.90/100CF
OREGON CITY	30,060	\$ 25.25	
SALEM	152,290	\$ 43.94	=\$18.34 + 2.56/100CF
SILVERTON	9,205	\$ 59.67	=\$5.87 + 5.38/100CF
STAYTON	7,660	\$ 37.25	
WOODBURN	22,875	\$ 42.72	=\$22.62 up to 500CF; plus \$4.02 per 100CF above 500CF
AVERAGE OF OTHER CITIES		\$ 38.39	
DALLAS (07/07)	15,065	\$ 35.00	

The last Dallas sewer rate increase was approved February, 1998

COMMENTS 1 C.F.=7.48 GAL

PUBLIC WORKS FEE OVERVIEW

Current Fees

Proposed Fees

	Current Fees	Proposed Fees
Construction Specifications (Attachment A)	\$30.00	\$50.00
Commercial Plan Review and Inspection Fee (No Attachment)	No charge	\$0 to \$1,500 Valuation = \$50.00
		\$1,501 to \$50,000 Valuation = \$50.00 plus 3% value over \$1,500
		Over \$50,000 Valuation = \$1,500 plus 2% value over \$50,000
		Note: Valuation is based upon approved engineer's estimate of public improvement
Residential Plan Review and Inspection Fee (No Attachment)	No charge	\$200/lot
Subdivision Plan Review (Attachment B)	\$15.00/lot or \$100.00, whichever is greater	\$25.00/lot or \$500.00, whichever is greater
Subdivision Inspection Fee (No Attachment)	5% of Valuation paid into a refundable deposit	\$0 to \$1,500 Valuation = \$50.00
		\$1,501 to \$50,000 Valuation = \$50.00 plus 3% value over \$1,500
		Over \$50,000 Valuation = \$1,500 plus 2% value over \$50,000
		Note: Valuation is based upon approved engineer's estimate of public improvement
Application for Driveway Width Exceeding 24 Feet (Attachment C)	No charge	\$200.00
Encroachment Permit (Temporary use or construction within right-of-way) (Attachment D)	No charge	Non-Construction Items = \$25.00
		Construction Items:
		\$0 to \$1,500 Valuation = \$50.00
		\$1,501 to \$50,000 Valuation = \$50.00 plus 3% value over \$1,500
		Over \$50,000 Valuation = \$1,500 plus 2% value over \$50,000
Note: Valuation is based upon approved engineer's estimate of public improvement		
Application to Put Permanent Structure on City Right of Way (Attachment E)	No charge	\$200.00
Grading Permit (Attachment F)	No charge	50 cubic yards or less = \$50.00
		51 to 200 cubic yards = \$175.00
		201 to 1,000 cubic yards = \$275.00 plus \$30.00 for each additional 100 cubic yards or fraction thereof over 200 cu. yds.
		1,001 to 10,000 cubic yards = \$525.00 plus \$120.00 for each additional 1,000 cubic yards or fraction thereof over 1000 cu. yds.
		10,001 to 100,000 cubic yards = \$750.00 plus \$120.00 for each additional 10,000 cubic yards or fraction thereof over 10,000 cu. yds.
		100,001 cubic yards or more = \$1,850.00
Tree Removal Permit (Attachment G)	No charge	No charge
Sidewalk Permit	No charge	No charge
Weed Abatement	\$65.00/hour	\$90.00/hour

PUBLIC WORKS FEE OVERVIEW

Current Fees

Proposed Fees

Fire Hydrant Meter	\$50/set + \$50/month + water	\$100/set + \$50/month + water
Map and Copying Fees (Attachment H)	No changes proposed	

Sanitary Sewer Connection Charges: (Attachment H)		
<u>Subdivisions:</u>		
Storm or Sewer Lateral	\$0.00	\$0.00
Storm or Sewer Main	\$0.00	\$0.00
Total Sewer	\$0.00	\$0.00
<u>Inside Assessment Areas:</u>		
Storm or Sewer Lateral	\$1,200.00	\$1,500.00
Storm or Sewer Main	\$0.00	\$0.00
Total Sewer	\$1,200.00	\$1,500.00
<u>Outside Assessment Areas:</u>		
Storm or Sewer Lateral	\$1,200.00	\$1,500.00
Storm or Sewer Main	\$1,600.00	\$1,700.00
Total Sewer	\$2,800.00	\$3,200.00
Water Connection Charges: (Attachment H)		
<u>Subdivisions:</u>		
3/4" Water	\$100.00	\$350.00
1" Water	\$150.00	\$500.00
> 1" Water	Actual Cost + 15%	Actual Cost + 15%
<u>Inside Assessment Areas:</u>		
3/4" Water	\$650.00	\$950.00
1" Water	\$700.00	\$1,100.00
> 1" Water	Actual Cost + 15%	Actual Cost + 15%
<u>Outside Assessment Areas:</u>		
3/4" Water	\$2,850.00	\$3,600.00
1" Water	\$2,900.00	\$3,650.00
> 1" Water	Actual Cost + 15%	Actual Cost + 15%

CITY of DALLAS

Construction

Specifications

Department of Public Works



January 2008

ENGINEER'S PLAN REVIEW CHECKLIST Form EPR-S

PROJECT NAME _____ DATE _____

NOTE: THIS IS ONLY A PRELIMINARY PLAN CHECK. **EACH ITEM IS TO BE CHECKED OFF BY THE DESIGN ENGINEER AND SUBMITTED WITH THE PRELIMINARY SET OF PLANS.** UPON RECEIVING THE CHECKLIST AND PLANS THE CITY WILL BEGIN THE REVIEW PROCESS.

SUBMIT FOR PLAN REVIEW TO THE CITY OF DALLAS:

(The review process may take up to 60 days. The Engineer may schedule an appointment to discuss changes with City staff. The Engineer is to submit three corrected sets for construction inspection after plans are approved.)

_____ Date of first Plan Review submittal
Date sent

_____ Pay plan review fee to the City of Dallas. \$15/lot or \$100 which ever is greater.

_____ Submit copy of soil test or report. CBR or "R" value.

_____ Submit 3 sets of construction plans, stamped by a Registered Professional Engineer licensed to practice in the State of Oregon.

_____ Submit a copy of this form EPR-S with items checked or dated.

_____ First Plan Review submittal returned to Engineer
Date sent

_____ Second Plan Review submitted to City of Dallas
Date sent

_____ Second Plan Review submittal returned to Engineer
Date sent

_____ Additional Submittal (billed according to time and materials expended by the City)
Date sent

_____ Approved for Construction (Valid for 6 months)
Date

SUBMIT PLANS FOR UTILITY DESIGN LAYOUT TO THE FOLLOWING:

_____ Date sent	Charter Communications 484 NE Bovard Ave. Dallas, OR 97338 (503) 623-3241	_____ Date sent	Northwest Natural Gas Co. 3123 Broadway NE Salem, OR 97303 (503) 585-6611
_____ Date review		_____ Date review	
_____ Date sent	Pacific Power PO Box 248 Old Salem Rd NE Albany, OR 97321 (541) 967-6180	_____ Date sent	U.S. Post Office 786 SW Church St. Dallas, OR 97338 <u>(503) 623-2146</u>
_____ Date review		_____ Date review	
_____ Date sent	Qwest Communications Eng. Dept. Room 307 740 State St. Salem, OR 97301 (503) 399-5406		
_____ Date review			

Note: "Date Review" is for the Design Engineer to review utility plans for conflicts. Date would be after City and all utilities have plans returned to the engineer.

SUBMIT PLANS FOR OTHER PERTINENT PERMITS:

_____ **D.E.Q. NPDES Storm Water Discharge Permit 1200-C** for developments over 1 acre in size. If under 1 acre
Date sent submit plan to Dallas.
Oregon Department of Environmental Quality, Business Office
811 SW 6th Avenue
_____ Portland, OR 97204-1390
Date review Phone in Oregon 1-800-452-4011 to obtain a permit.

_____ **Along County Controlled Roadway**
Date sent Polk County, Public Works
751 SW Clay St.
_____ Dallas, OR 97338
Date review Phone (503) 623-9287

_____ **Along State Highway**
Date sent Oregon Department of Transportation
State Highway Division, Permit Unit
2960 E. State Street
PO Box 1430
_____ Salem, OR 97310
Date review Phone (503) 378-2636

_____ **State Lands** (Rickreall Creek, Ash Creek or wet land issues)
Date sent State of Oregon, Division of State Lands
775 Summer Street NE
_____ Salem, OR 97310
Date review Phone (503) 378-3805

_____ **U.S. Army Corps of Engineers** (Rickreall Creek, Ash Creek or wet land issues)
Date sent District Engineer
Attn: CENPP-PE-RP
PO Box 2946
_____ Portland, OR 97208-2946
Date review Phone (503) 326-6995

_____ **PRE-CONSTRUCTION CONFERENCE** is to be set up before any construction work and after City of Dallas
Date sent final approval of design plans and utility permits. Meeting will be at Dallas City Hall. The project engineer or developer will
make arrangements for the following people to be there:

1. City of Dallas
2. Project Engineer
3. Developer
4. Contractors
5. Utility Companies that received plans

_____ **INSPECTION DEPOSIT** of 5% of estimated cost of development to be deposited to the City of Dallas.
Date

GENERAL CONSTRUCTION PROCEDURE

- a. Call 1-800-332-2344 One-Call-Center and 623-3241 Charter Communications giving 48 hours, 2 working days of notice for utilities in the area to be marked. Also notify other jurisdictions whose permits require notification. State, County, etc.
- b. All material to comply with City of Dallas Specifications.
- c. Copy of insurance from contractors.
- d. All work is to be contained within the Project Limits unless written agreements are submitted to the City.
- e. The contractor is responsible for keeping the street clean of mud, rock or any other materials used or tracked by their project. If the City for any reason has to clean the streets or systems, it will be done at the developer’s expense and charged to the Engineering inspection fee.
- f. Any significant change orders are to be in writing from the engineer.
- g. Inspection time will include time on site and related office time.
- h. There is to be no work performed on the water system after the purification test. Water services must be set at the final location prior to the purification test. If the system has to be lowered in order to perform a repair or water service the line will need to be re-chlorinated and tested.

CITY OF DALLAS CONSTRUCTION SPECIFICATIONS are to be on kept site by the contractor.

CONSTRUCTION APPROVAL CHECKLIST can be made after paving.

REPRODUCIBLE AS-BUILTS: Submit within 30 days or 3 weeks of City’s initial acceptance.

PERFORMANCE BOND/WARRANTY for public improvements.

GENERAL PLAN REQUIREMENTS

- _____ Plan submittal requires the following sheets:
 - Design Plans (Street, Sanitary Sewer, Storm Drainage, and Domestic Water – On separate sheets.)
 - Grading Plans
 - Utility Plans
 - Erosion Control Plans
 - All Applicable Details
- _____ The plans shall be submitted on sheets 24” x 36”.
- _____ All plans shall be shown at 1”=50’ or less and shall show a graphical scale.
- _____ All profiles shall be shown with a horizontal scale identical to the plan and a vertical scale of 1”=5’ or less.
- _____ All profiles shall show existing centerline elevation, proposed centerline elevation, stations of intersections, proposed utility crossings and all existing utility crossings.
- _____ The plans shall identify the USGS elevation benchmark used for the survey and label all Temporary Bench Marks (TBM)
- _____ A title block and seal of the Registered Professional Engineer responsible for preparation of the plans shall appear on each sheet.
- _____ The title block shall be on the lower right hand corner. It shall contain the name of the project, featured drawing, sheet number, and revision dates. No previous dates are to be removed from the plans.
- _____ The cover sheet shall include the project name, sheet index, general notes, site plan, vicinity map and legend.
- _____ Plans are to show all abutting above ground obstructions, poles, hydrants, pedestals, transformers, signs etc.
- _____ Complied with Planning Commission requirements
- _____ Property maintenance agreements: property backyard laterals

DESIGN PLANS

STREET

- _____ Typical street cross-section and structure based on soil test and street loads. 2% shed style crown. Sidewalk and lot grade is to be part of the subdivision grading.
- _____ **Cross-sections required at returns, change of street width and each half station.**
- _____ Sidewalks are part of the street construction with the understanding that portions are postponed for installation with the construction of the dwelling. The following areas are required to install sidewalks at the time of street improvement:
 - _____ 1. Abutting lots with an existing dwelling.

- _____ 2. Mailbox locations
- _____ 3. Wheelchair ramps
- _____ 4. Along park or public lands
- _____ 5. Irregular shape lots, upon review

_____ Driveway accesses are to be 24 ft maximum, or two 18' within 100'. They are not to be located at the intersection corners or within 5' of property lines.

_____ **Plan Views**

_____ Right-of-way, property, platted lot number, easement lines and street names.

_____ Street minimum widths – Arterial 52 ft, Collector 40 ft, Local Residential 36 ft, and Cul-de-sac curb radius 40 ft.

_____ Minimum lot width of 60 ft. typical, 50 ft. minimum lot width in cul-de-sacs.

_____ Horizontal curve data of street centerlines.

_____ Top of curb elevations along curb returns at quarter-points. Concrete curb and gutter standard.

_____ Show wheelchair ramp location, mailbox locations and limits of sidewalk construction.

_____ Curb return radii: Arterial or Collector = 30 ft. min. ; Local residential = 20 ft. min.

_____ Right-of-way, property, platted lot number, easement lines and street names.

_____ City approved barricade at the end of dead end streets.

_____ **Profile Views**

_____ Grades are to be 0.5% minimum, 8% maximum unless approved by City Planning Commission.

_____ Location and stationing of street centerlines and curb faces.

_____ Grades, stationing of P.I. and vertical curve information. Vertical curves required when grade differential exceeds 2%.

STORM

_____ Local system sized for a 15-year storm event. Trunk system sized for a 25-year storm event. (Refer to City of Dallas Design Standards for *Stormwater Management*)

_____ Location of catchbasins, storm lines, and manholes. No manholes allowed outside of right-of-way, in sidewalk or curb, in gutter, wheel path, crosswalks or centerline. Preferred location in street 3'-6' from face of curb.

_____ Type of storm pipe, grade, backfill, and profiles of other utilities at crossings.

_____ **Mainline/Laterals**

_____ Mains shall be sized 12" diameter minimum with a minimum grade of 0.3%.

_____ All lots are to have a storm lateral constructed with minimum 4" **white** PVC.

_____ Storm laterals are to be 10 ft. down grade from the sanitary lateral near the center of the lot, or an alternate approved location.

_____ **Where feasible, design mainline to be 5 to 7 feet in depth.**

_____ **Manholes/Catchbasins**

_____ Catchbasins at property corners or radius point of intersections, avoiding wheelchair ramps. See typical drawing.

_____ Manholes required at vertical and horizontal changes. Maximum spacing 500 ft. Show rim and invert elevations on profile.

_____ Is receiving Storm System functional? Detention systems coordinate with City staff. Outlet riprap, grading, daylight.

_____ Original ground contour lines at same location of controlling profile of street.

_____ Interceptive systems preventing abutting land draining onto subdivision.

_____ Trench lateral at manholes on steep grades to relieve hydraulic head of trench.

SANITARY

_____ Only one sanitary sewer service connection per lot from City Sanitary main.

_____ **Mainline/Laterals**

_____ Type of sanitary pipe, grade, backfill, and profiles of other utilities at crossings.

_____ Pipe size – 8” minimum, 0.3% minimum grade.

_____ Where feasible design mainline depth is 6' to 9'

_____ Minimum separation between Storm = 1' ; Below Water =1.5' Vertical & Horizontal; Above Water = 10' Horizontal

_____ Laterals to the center of lots unless approved to meet topography.

_____ Use tees where possible for laterals, mainline stationing for tees and wyes.

_____ Minimum depth at right-of-way is 5 ½ feet. Dimension distance from property corner for end of lateral.

_____ Shared laterals between adjacent lots need to be 6” PVC with a cleanout, however they are discouraged.

_____ **Manholes**

_____ Manholes required at the change of grade or alignment. Maximum spacing is 500 ft.

_____ 0.1ft drop required on through pipe in manholes. 0.2 ft drop required for side entry mains. Do not exceed 0.8 ft drop in standard manholes.

_____ No manholes allowed outside of right-of-way, in sidewalks or curb, in gutter, wheel path, crosswalks or centerline. Standard location is 5' off centerline or 6' off curb opposite of storm side.

_____ Tapping existing manholes are to have the following note: “Tap existing manhole by core-drilling or sawing. Install approved commercial boot adapter with latex concrete bonding agent and non-shrink grout per specs. Re-channel manhole base per standard drawing.”

_____ Installing new manholes over existing concrete line have the following note: “Pour in place manhole base. Do not break into the existing main until after manhole has passed testing.

_____ Manholes less then 6' depth need note to indicate flat top.

_____ **WATER**

_____ Pipe – Ductile Iron, 4”-8” class 52, 10”-12” class 51, 18” and larger class 50.

_____ Standard location is 1' behind sidewalk or 6' behind face of curb.

_____ Minimum pipe cover is 36”. Where feasible mainline is to be 3 – 4 ft. Show profiles and areas where crossing other lines.

_____ Fire Hydrant location is per Fire Chief, but generally are to be at intersections and within 24” of the back of walk. Spacing of Hydrants is not to exceed 500 feet.

_____ Valve stems are to be within 4' of finish grade. Mains over 5' depth need valve nut extenders.

_____ Valves are not to be in the sidewalk, curb or gutter area 2' from curb, crosswalk or centerline.

_____ Meterboxes are to be 3' of side property lines and within 2' of back of sidewalk. No meterboxes are to be in the sidewalk, curb or street area.

_____ **GRADING PLAN**

_____ **A City of Dallas Grading Permit is required and all requirements therein met.**

_____ Show existing 2' contour lines for project (1' contour is preferred if drawing clarity isn't compromised).

_____ Show proposed 2'(or 1') contour lines for project superimposed over existing contours in bolder line.

_____ Fill notes to be shown:

_____ All fill on lots to be placed as directed by a Geotechnical Engineer and shall be engineered.

_____ All fill areas to be stripped of all organic material's prior to placement of fill material.

_____ Where will street excavations be deposited, off-site or on-site?

_____ **UTILITY PLAN**

_____ Show location of power, phone, cable and gas utility lines.

_____ Show size of utility conduits and utility crossing locations.

_____ Show lot service locations.

_____ Include all City of Dallas Typical Standard Details pertaining to Utility Plan locations and installation

_____ Show franchise utility crossing detail for private utilities.

_____ Show symbols legend.

- _____ Engineer is to verify with PP&L the need of additional Right-of-way or easements for the installation of transformers.
- _____ Engineer is to coordinate location of utilities at property corners. Power transformers & mailboxes should not be at the same corner.
- _____ Engineer is to coordinate location of metal Street Light Poles. Installation of pole(s) and illumination of light assemblies is required prior to release of building permits for the subdivision.
- _____ Easements for out of street R/W or platted Public utility easements.
- _____ Street trees per City of Dallas Standard Plans.
- _____ Notes to be shown on Utility Plan Sheet include:
 - _____ Street trees need to be planted prior to release of subdivision by the City of Dallas.
 - _____ City of Dallas will flag locations of all street trees at the request of the developer or contractor.
 - _____ All above ground pedestals to be within 7' of back of walk.

EROSION CONTROL PLAN

- _____ **A 1200-C Erosion Control Permit obtained if project area exceeds 1 acre.**
- _____ Erosion control should be noted or referenced on all plans.
- _____ Show location of silt fencing, straw bales and inlet protection.
- _____ Show construction access gravel areas.
- _____ Show all details pertinent to erosion control measures, including but not limited to:
 - _____ Straw-bail sediment barrier.
 - _____ Sediment Fence
 - _____ Biofilter Bags inlet barrier (temporary)
 - _____ Gravel & wire mesh inlet barrier.
 - _____ Gravel Construction Entrance
- _____ Show all recommended standard notes for erosion control on erosion control sheet.

APPLICATION FOR DRIVEWAY WIDTH EXCEEDING 24 FEET

Applicant: _____ Date: _____

Address of property: _____

Property Owner(s) as shown on record at Polk County Assessor's Office):

Mailing address of owner(s): _____

Phone Number of Applicant: _____

Attach a map (no larger than 8 1/2" x 11") showing the location of the property, including neighboring properties, showing exact location of the house and driveway. Be sure to note distance from driveway to nearest property line (must be at least 5 feet). **Failure to include requested map may delay processing of your application.**

Driveway width requested (cannot exceed 34 feet): _____

Reason for driveway width exceeding 24 feet: _____

To be completed by City Staff:

Map Distance to Property Line

Reviewed by Public Works Department: _____ (initials) Date: _____

Comments: _____

Reviewed by Com Dev Department: _____ (initials) Date: _____

Comments: _____

Approved Denied

Signed: _____ Date: _____
City Manager

After completion by Com Dev Department, copies will be distributed to applicant and City of Dallas Building Department.

APPLICATION TO PUT STRUCTURE ON CITY RIGHT OF WAY

Applicant: _____ Date: _____

Address of Property where structure is to be put:
_____Property Owner(s) (As shown on records at Polk County Assessor's Office):

Mailing Address of owner(s): _____

Please attach:

- a legal description of the property,
- a map showing the location of the property, and
- a drawing showing exact location requested for the structure. *Be sure to note location of any utility poles, water meters, fire hydrants, street signs, or other items in area where structure is proposed.*

Type of Structure:
_____Height of Structure: _____ (if height varies, note this on the drawing)
(Note: Depending on type and location of structure, there may be height limits. Check with Building Department.)Reason for placing it on the right of way:

_____**Note:** Installation of a structure more than 2' high on the public right of way **may** require any or all of the following:

- Notice to the Utilities using the right of way so they can comment on the proposed structure.
- Calling to have location of Utilities in public right of way marked before installation of structure.
- Signing of an agreement to remove structure, at owner's expense, when City or a utility needs to use the right of way.
- Recording of this agreement at Polk County Clerk's office, at owner's expense.
- Approval of Dallas Planning Commission for Structure heights above those allowed by ordinance.

After a review by the staff, this request will be forwarded to the City Manager and/or Planning Commission, as appropriate. If it is forwarded to the Planning Commission, the applicant will be notified of the date of the meeting at which it will be discussed. It is recommended that the applicant or a representative be at the meeting to answer any questions.

Community Development review completed by _____ Date: _____

Public Works review completed by: _____ Date: _____

Application approved Yes No_____
Date: _____

City Manager

The decision of City staff can be appealed to the City Council. Call 503-831-3502 for more information.

- Copy of approved form mailed to applicant on: _____ Agreement included.
- Copy to Public Works Department and Building Department on _____

**To be completed by City Staff:
(Internal Use only)**

Applicant: _____ Date: _____

Address of Property where structure is to be put:

Type and height of structure:

All required information was submitted.

Requires approval of Dallas Planning Commission because of height of proposed structure.
Date of Planning Commission meeting: _____

Requires notice to the Utilities so they can comment on the proposed structure.

Notice mailed: _____ Comment Deadline: _____

Concerns noted by Utilities: _____

Requires location of Utilities in public right of way marked before installation of structure.

Requires owners to sign agreement to remove structure, at owner's expense, when City or a utility needs to use the right of way.

Requires recording of this agreement at Polk County Clerk's office, at owner's expense.

Date notice sent to owner: _____

Date signed and recorded notice returned to City: _____

Requires _____

Requires _____

This form was completed by: _____

Date: _____



Grading Permit Requirements

All Projects

All projects require an erosion control plan when:

- There is 1 or more acres of disturbance OR
- Construction will or is likely to occur between September 15 and May 15.

All projects require an Oregon DEQ 1200-C (NPDES) Permit when the area of disturbance is 1 or more acres.

All projects require an Army Corps of Engineers 404 (or Nationwide) Permit for work within any wetland area, or below the ordinary high water mark in waters of the United States.

All projects require an Oregon DSL Permit for work within any creek, seasonal creek, or wetland area.

All projects require a U.S. Fish & Wildlife Incidental Take Permit for work within a designated Endangered Species Critical Habitat Area.

Commercial and Industrial

Commercial and industrial grading projects require a grading permit, a geotechnical report, and engineered plans, prepared by a civil engineer or licensed architect, for all proposed grading. Fill placement shall be certified in conformance with the provisions of the report. Hydraulic calculations are required for all projects exceeding 2 acres of development.

Subdivisions or Plats

Subdivision or Plat grading projects require a grading permit, a geotechnical report, and engineered plans, prepared by a civil engineer or licensed architect, for all proposed grading. Fill placement shall be certified in conformance with the provisions of the report. Hydraulic calculations are required for all subdivisions and are required for Plats exceeding 2 acres of development.

Residential

Single-family residential grading projects requiring a grading permit must provide a geotechnical report and engineered plans prepared by a civil engineer or licensed architect for all proposed grading. Fill placement shall be certified in conformance with the provisions of the report.

Nevertheless, engineered plans, soils reports, and fill certification are not required on a single residential lot that meets the following criteria:

- Less than 200 cubic yards of cut and 200 cubic yards of fill on a parcel less than 1 acre.
- AND -
- Cut slopes 2:1 and flatter for permanent features; temporary cuts for foundation not exceeding 5 feet.
- AND -
- No adverse change is made to the existing drainage pattern
- AND -
- Not in the 100-year floodplain or within 25 feet of a seasonal creek or wetland as defined by the Army Corps of Engineers and the City
- AND -
- Not part of a sequence of excavations on the same property which would exceed the limits stated herein
- AND-
- Fill less than 6" in depth in any area intended to support a structure or,
- Fill not intended to support a structure, less than 12 inches in depth and placed on natural terrain with a slope flatter than 5:1 (20 percent)

City Manager's Initials: _____

Date: _____



Grading Permit Exemptions

- A. Work accomplished upon land owned and controlled by the United States of America or by the state, and which is performed pursuant to a public program of some agency thereof;
- B. Any excavation, removal, fill, or deposit of any earth or other materials within a property which is dedicated or used or to be used for cemetery purposes; provided that such work is performed for burying the dead and does not affect the lateral support or increase the stresses in or pressure upon any adjacent or contiguous property not owned by the cemetery authority;
- C. Any grading operation which is conducted during a period of civil emergency or natural disaster and which is directly connected with, or related to, relief of conditions caused by such emergency or disaster;
- D. The depositing of rubbish or other material at any reclamation or rubbish disposal site operated by the city and grading work performed as part of such operation;
- E. Any work done in city streets, sidewalks, alleys, parkways, or easements by the city or pursuant to an encroachment permit;
- F. Excavations for utilities installed pursuant to permits issued by the Building Department;
- G. Reconstruction of paved parking lots that do not alter the existing drainage pattern installed pursuant to a permit issued by the Building Department;
- H. Grading, clearing, and the placement of topsoil for landscape purposes on a developed single-family residential parcel which is less than one acre of disturbance and not within 25 feet of a 100-year flood plain or designated wetland area.

If site grading meets all of the following requirements, a grading permit is NOT required (*most single family lots within existing subdivisions will meet the following criteria*):

- Less than 200 cubic yards of earthwork
- **AND** -
- Less than 6" of fill in any area
- **AND** -
- Vertical cut depth less than 2 feet from original grade and cut slopes less than 2:1 for permanent features. Temporary cuts for foundations may not exceed 4 feet.
- **AND** -
- No adverse change is made to the existing drainage pattern
- **AND** -
- Less than 1/2 acre of total disturbance
- **AND** -
- Not in the 100-year floodplain or within 25 feet of a seasonal creek or wetland as defined by the Army Corps of Engineers and the City
- **AND** -
- Not within a defined critical habitat area for endangered species

City Manager's Initials: _____

Date: _____



GRADING PERMIT

APPLICATION CHECKLIST

The following documents are required by the Public Works Department for grading permit submittals. Incomplete submittals will be returned unchecked with a request for additional information. Please place a check mark by each box to indicate inclusion in submittal.

Yes No NA

Completed **Grading Permit Application** form and application fee.

Two (2) complete sets of plans (24" x 36"). Plans shall contain the following information:

- 1) The scale of the grading plans shall not be more than one inch equaling fifty feet, nor less than one inch equaling twenty feet. The scale of details or sections shall not be less than one inch equaling one foot.
- 2) A vicinity sketch or other data adequately indicating the site location and address.
- 3) Property lines with dimensions and bearings of the property on which the work is to be performed. Show North arrow.
- 4) Amount (cubic yards) of cut and fill, top & toe of cut & fill slopes, direction of sheet and concentrated drainage.
- 5) Location of any existing buildings, structures, easements, utilities, and drainage channels on the property where the work is to be performed and the location of any building or structure on land of adjacent property owners within twenty-five feet of the property boundary.
- 6) Contours showing the topography of the existing ground. Contour intervals shall be consistent with the existing terrain and shall be accurate to accepted mapping standards for the map scale. Contours shall extend 25 feet past the boundary lines of any project and where unusual topography exists (i.e., permanent or seasonal natural watercourses, etc.) adjacent to a site and the contours shall be extended to include the same.
- 7) Elevations, dimensions, locations, extent, and the slopes of all proposed grading shown by contours and/or other means.
- 8) Details of all drainage devices, walls, cribbing, dams, or other protective devices to be constructed in connection with or as part of the proposed work.
- 9) All delineated wetlands and/or flood plains within the work area.
- 10) Contour maps submitted pursuant to this subsection shall bear the name of the person responsible therefor, professional stamp and license information and the date they were made and datum used.
- 11) A description of the vegetation to be cleared, show all trees over 6 inches in diameter in the disturbed areas.

Hydraulic calculations prepared by a civil engineer, together with a map showing the drainage area and calculated runoff of the area served by the drains, subdrain location, and approximate length. Estimates of existing and increased runoff resulting from the proposed work. Analysis of the downstream drainage system for any increased runoff or detention basin design in accordance with City of Dallas criteria.

Preliminary Geotechnical Report. At a minimum, the report shall include data regarding the nature, distribution and strength of existing soils, conclusions and recommendations for grading procedures, design criteria for corrective measures when necessary, adequacy of sites to be developed by the proposed grading, stability of slopes, R-value for soils within any proposed street areas, expansion index (ASTM D4829) for soils within proposed building sites, recommendations for foundation type and allowable design parameters therefore for any planned buildings. All recommendations included in the Report shall be incorporated into the grading permit plans, notes and/or specifications.

Final erosion control plan. Clearly indicate all BMP's to be incorporated in the work.

Disposal Site or stockpile location for excavated material: _____

Borrow Site location for fill material: _____

City Manager's Initials: _____

Date: _____

Grading Permit Application



City of Dallas
 187 SE Court Street, Dallas, OR 97338
 Ph: 503-623-2338 Fax: 503-623-2339

OFFICE USE ONLY	
Date recd:	Permit no.:
Date issued:	By:
Receipt no.:	Pmt type:

JOB SITE INFORMATION			
Job address:			
Lot:	Block:	Subdivision:	Tax map/tax lot:
Project name:			
Special conditions:			

OWNER		CIVIL ENGINEER:	
Name:		Name:	
Mailing address:		Address:	
City:	State:	ZIP:	City:
Phone:	Fax:	Email:	Contact person:
Owner's representative:		Phone:	
Phone:	Fax:	Email:	

APPLICANT			
Name:			
Mailing address:			
City:	State:	ZIP:	
Phone:	Fax:	Email:	

CONTRACTOR			
Business name:			
Address:			
City:	State:	ZIP:	
Phone:	Fax:	Email:	
CCB no:			
Notice: All contractors and subcontractors are required to be licensed with the Oregon Construction Contractors Board under provisions of ORS 701 and may be required to be licensed in the jurisdiction where work is being performed. If the applicant is exempt from licensing, the following reason applies: _____ _____			

DESCRIPTION OF WORK & INTENDED USE	

EXCAVATION	
Total volume	_____ cu. yds.
Max. depth	_____ ft.
Area	_____ sq. ft.

FILL	
Total volume	_____ cu. yds.
Max. depth	_____ ft.
Area	_____ sq. ft.

GEOLOGIST/GEOTECHNICAL ENGINEER			
Name:			
Address:			
City:	State:	ZIP:	
Contact person:			
Phone:	Fax:	Email:	

OFFICE USE ONLY	
Fees due upon application	\$ 50.00
Permit Fees	\$ _____
Total Due	\$ _____
Application receipt #:	_____
<i>Please refer to fee schedule.</i>	

I hereby certify I have read and examined this application and the attached checklist. All provisions of laws and ordinances governing this work will be complied with, whether specified herein or not.

Authorized signature: _____ Date: _____ Print name: _____

Notice: This permit application expires if a permit is not obtained within 180 days after it has been accepted as complete.

REQUIRED ATTACHMENTS	
<input type="checkbox"/> Application Checklist	<input type="checkbox"/> DEQ 1200-C Permit (for area > 1 acre)
<input type="checkbox"/> Grading Plan	<input type="checkbox"/> Army Corps of Engineers Permit (seasonal creek, floodway or wetland area)
<input type="checkbox"/> Preliminary Geotechnical Report	<input type="checkbox"/> DSL Permit (creek, seasonal creek or wetland areas)
<input type="checkbox"/> Erosion Control Plan	<input type="checkbox"/> U.S. Fish & Wildlife Permit (Endangered Species areas)

Planning Approval: By: _____ Date: _____
--

Engineering Approval: By: _____ Date: _____

City Mgr Approval: By: _____ Date: _____
--

**CITY OF DALLAS
PERMIT TO REMOVE OR PLANT TREE(S) IN THE RIGHT OF WAY**

A permit is required whenever you remove and/or plant a tree in the public right-of-way. If you remove a tree from the right-of-way, you may be required to plant a new one at or near the same location. This permit will cover both removal and planting as appropriate.

Name of Applicant: _____
Address: _____
Telephone Number: _____

TREE REMOVAL:

Type of tree(s) to be removed: _____
 Location of tree(s): _____
 Number of trees to be removed: _____
 Reason for removal: _____
 Name of contractor: _____
 Address of contractor: _____
 Telephone number of contractor: _____
 Date/Time work is scheduled: _____
 Removed tree(s) will be replaced with: _____

TREE PLANTING:

Type of tree(s) to be planted: _____
 Number of trees to be planted: _____
 Date/Time work is scheduled: _____

I certify that I am the legal owner of the property and agree to abide by the Dallas City Code concerning tree planting, removal, and /or replacement regulations.

 Property Owner's Signature

Removal and/or planting of the above-described tree(s) is hereby authorized by the City of Dallas in accordance with Development Code, Article IV Section 4.6; Public Right-of-Way landscaping requirements.

NOTE: Article IV, Section 4.6.70 requires that stumps be removed to a depth of six inches below the surface of the ground or grade of the street, whichever is greater in depth.

SPECIAL CONDITIONS:

Approval recommended by: _____
 Fred Braun, Director of Public Works Date

Approval Authorized by: _____
 Roger Jordan, City Manager Date

I accept the conditions outlined above and agree to abide by them.

Property Owner's Signature: _____
 Date

48 hours prior to digging (not counting weekends or holidays) call 1-800-332-2344 to arrange for all utility companies to mark the location of their underground utilities.

CURRENT FEES**Sanitary Sewer Connection Charges**

Following are the charges for connecting to a city sewer line, which shall be in addition to all other charges which may now or at any time hereafter be imposed:

Location		Sewer Lateral	Sewer Main	Total Sewer	DCC
(a)	Subdivisions	\$0	\$0	\$0	--
(b)	Inside Assessment Areas	\$1,200	\$0	\$1,200	4.304(1) & 4.102(2)
(c)	Outside Assessment Area	\$1,200	\$1,600	\$2,800	4.306(1)(a) & (b)

Water Connection Charges

Location		3/4" Water	1" Water	>1" Water
(a)	Subdivisions	\$100	\$150.00	Actual Cost + 15%
(b)	Inside Assessment Areas	\$650.00	\$700.00	Actual Cost + 15%
(c)	Outside Assessment Area	\$2,850.00	\$2,900.00	Actual Cost + 15%

Plan Review Fees

- ◇ \$15 per lot or \$100 whichever is greater
- ◇ *Must include copy of soil test or report w/ plans*
- ◇ *Must submit 3 sets of construction plans*
- ◇ *Must submit copy of EPR1 (Subdivisions) or EPR2 (Commercial)*

Map and Copying Fees

	Copy Machine	Computer Printed
8.5" x 11"	\$0.25	\$1.00
11" x 17"	\$0.25	\$2.00
	Lg Doc Copier	Computer Printed
Zoning Map 1"=800'	\$2.00	\$10.00
24" x 36" Maps	\$2.00	\$10.00
36" x 60"	NA	\$20.00
	TOPOGRAPHIC MAP Copy Machine	Computer Printed
8.5" x 11"	\$0.50	\$2.00
11" x 17"	\$1.00	\$5.00
	Lg Doc Copier	Computer Printed
24" x 36" Maps	\$5.00	\$15.00
36" x 60" Maps	NA	\$25.00



CITY OF DALLAS
 187 SE Court Street, Dallas, Oregon 97338
 Telephone: 503.623.2338 ~ Fax: 503.623.2339
 Web Site: www.ci.dallas.or.us

Commemorative Bench and Picnic Table Program Donation Request

Name: _____

Address: _____

City, State, ZIP: _____

Phone: _____ Fax: _____

Email: _____

The City of Dallas has established a Commemorative Bench and Picnic Table Program to ensure ongoing equitable donation opportunities within our city parks for individuals and organizations to maximize community benefit.

I would like to sponsor a Commemorative Bench. The cost is \$1,500.00.

Preferred Park: _____
 (City staff will assist in the site selection and location)

Bench Description: (one style, size, and color available)
 6 foot park bench with cedar colored recycled plastic slats in seat and back with 3 steel base supports in black. Also included is a custom 2" x 10" factory-installed cast bronze plaque. Installation by Parks Division staff.



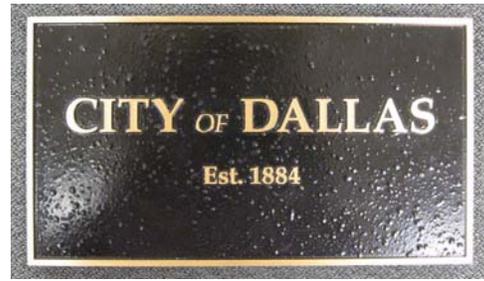
Desired bench plaque verbiage (Maximum 48 characters and spaces per line, subject to City approval - recommend maximum 26 characters per line, maximum 2 lines)

Line #1: _____

Line #2: _____

Line #3: _____

I would like to sponsor a stationary picnic table within the Dallas City Park. The cost is \$400.00 per table.



Sponsorship of one of these tables includes a 5" x 9" bronze plaque installed by our Parks Division. Please select your preferred location as identified on the attached map.

Table Number: _____

Desired picnic table plaque verbiage (Maximum 48 characters and spaces per line, subject to City approval - recommend maximum 30 characters per line, up to 3 lines)

Line #1: _____

Line #2: _____

Line #3: _____

I have read and understand the Commemorative Bench and Picnic Table Guidelines.

Note: The cost noted above for each bench or picnic table includes the purchase, the plaque, the concrete pad if applicable, and the installation. The cost also includes maintenance for the first 10 years. Beyond that time, any necessary repair or replacement will become the responsibility of the donor.

Tax Deductibility:

Since the bench or picnic table is a gift to the City, its total cost should be deductible to the purchaser as a gift making donor, subject to any legal requirements relating to the individual donor. You are encouraged to obtain the advice of your own tax advisor as to how such a gift applies to your own tax situation. Donors will be given a receipt from the City as evidence of their gift for tax deduction purposes.

Payment:

Credit Card

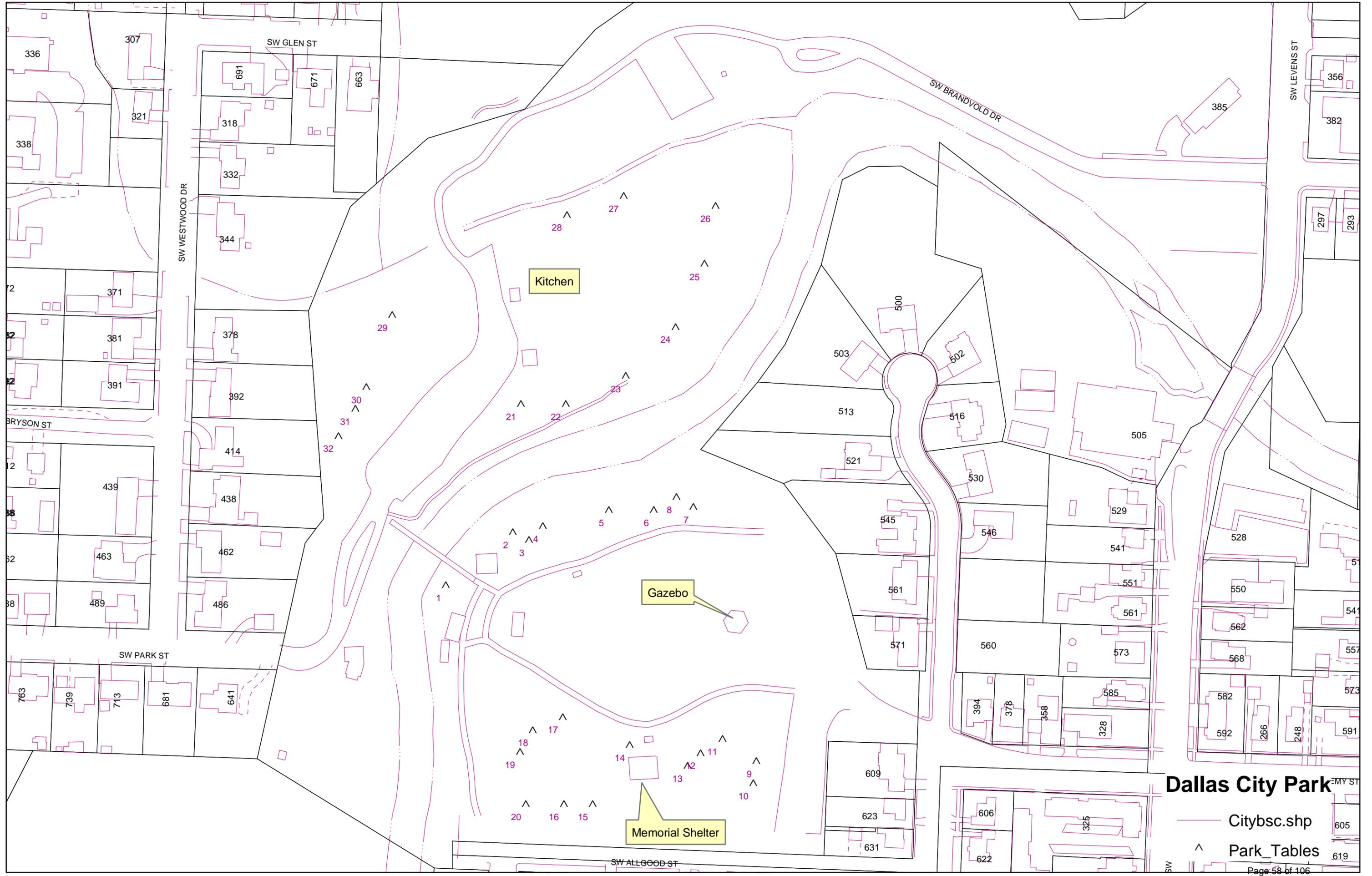
Check, payable to **City of Dallas Park Trust**

Visa Mastercard Card Number: _____ Expiration: _____

Name on credit card (print): _____ Signature **X** _____

Mail or deliver completed form to:
City of Dallas
Public Works Department
Parks Division
187 SE Court Street
Dallas, Oregon 97338

Questions? Contact 503.831.3562



Dallas City Park

- Citybsc.shp
- Park_Tables

CITY OF DALLAS
COMMEMORATIVE BENCH & PICNIC TABLE PROGRAM

1. Introduction:

The City of Dallas has received requests for donations to the Parks Division including bench and picnic table commemoration opportunities. In an effort to meet the needs of the community while enhancing the amenities throughout our parks system, the staff has prepared the following Commemorative Bench & Picnic Table Program guidelines. The creation of special guidelines will ensure ongoing, equitable donation opportunities for individuals and organizations and will maximize community benefit.

2. Request Procedure:

Members of the public may submit requests to sponsor a commemorative bench or picnic table to the Parks Division for consideration using a standard Commemorative Bench and Picnic Table Program Donation Request form. Donation request forms are available online at www.ci.dallas.or.us, in the Public Works Department, located at 187 SE Court Street, Dallas, OR 97338, or by calling (503) 831-3562. Completed donation request forms should be delivered to the Department of Public Works at the above address.

The Director of Public Works will review donation requests with the assistance of other staff for consistency with these guidelines. Sponsorship requests will be reviewed in a timely manner, typically within 10 days of donation request submittal. The City of Dallas retains the right to accept or deny donation requests. Special requests or appeals may be submitted in writing to the City Manager.

Upon approval, the sponsoring donor will be notified. At that time the donor shall submit a tax-deductible payment to the City of Dallas Park Trust account in the sum identified on the donation form.

3. General Criteria:

- A) Donations for bench or picnic table sponsorship typically must support the needs of a specific park or facility in compliance with an adopted plan or other written guideline regarding use, management or improvement of the park or facility.
- B) Preference will be given to donations that follow a prioritized list of approved locations identified by the City of Dallas.
- C) In the absence of an adopted plan or prioritized list of approved projects for a particular location, a donation request must demonstrate consistency with the customary use and best knowledge of future use of the desired location, as determined by staff review.
- D) Donations for bench or picnic table sponsorship shall include the true cost of donated items including staff time labor, materials, and permits used in procurement and establishment of the donation, and an

endowment contribution for maintenance.

4. Maintenance and Duration:

Donations made for use in a public space become the property of the public and will be maintained accordingly by the Parks Division under the administrative direction of the Director of Public Works. The Division can offer no guarantee or obligation, legal or otherwise, to maintain or replace signs, plaques, materials, equipment, structures, or other donated resources that are vandalized, lost, stolen or otherwise damaged or destroyed. However, maintenance of donated items may occur as follows:

The responsibility of the Division for maintenance or replacement of donated resources serving a direct, broad public benefit shall be treated as equal to the responsibility for maintenance and replacement of other City property, at the discretion of the Director, for a maximum period of ten (10) years, unless other provisions for maintenance and/or replacement have been stipulated to in a written agreement with the donor. Typically, maintenance staff is able to respond only to major vandalism, graffiti or other damage. Donors should be aware that staff are unable to carry out higher levels of care such as cleaning, sanding, polishing, oiling, or other treatments that address normal age and use. The Division reserves the right to remove or relocate donated items or donor recognition when reasonably required as a result of necessary park operations.

At any point after the ten-year period described above, if the condition of a donated item requires extensive maintenance or removal, an effort will be made to contact the original donor. Donors will be given the opportunity to replace the item at the actual cost at the time of replacement. If the donor declines to replace the item the item may be removed and may become available again to the general public as a donation opportunity. If practical, donation recognition shall be removed from deteriorated items and returned to the donor. If a donor cannot be reached, the Parks Division shall retain recognition material for a period of one year to be claimed by the donor. Unclaimed recognition may be recycled or discarded after one year.

5. Special Privileges:

Making a donation does not entitle the donor to any special privileges, other than those described herein, in the park rules, or as authorized and administered by the Division prior to the acceptance of the donation. Any requests by such parties shall be subject to the same approval criteria as a request by any member of the public.

6. Corporate Logos:

City parks are not considered appropriate venues for advertising, and it is therefore desirable to minimize the use of corporate names, logos, and slogans within the park environment. Corporate names (but not logos, tag lines or slogans) may be used in any form of recognition for donations as described in this program. Corporate logos may be

used to acknowledge donations outside of this program, subject to the approval of the City Manager.

7. Bench Sponsorship Donations:

Special guidelines shall apply to the sponsorship of benches, and recognition of bench donations, as follows:

Bench Catalog:

A catalog may be established by the Parks Division to provide a range of consistent, pre-approved bench donation opportunities throughout the park system. Bench locations and types, and donor recognition shall be established as part of the pre-determined catalog in accordance with these guidelines. Bench requests outside the catalog shall be considered, but potential donors will be encouraged to utilize approved bench donation opportunities.

Bench Types:

All bench designs and specifications shall be subject to Parks Division review to ensure consistency with the character of the bench location, other nearby site furnishings, and existing planning documents.

Bench Locations:

Benches shall be installed at each park site in accordance with the approved development plan, master plan, or an approved list of suitable bench locations as developed by the Division. All locations shall be subject to Parks Division review, including on-site investigation of utilities, irrigation, potential conflicts with trees, and other technical or functional factors potentially affected by a new bench installation. Modification of bench locations may be necessary following site investigation. The following general bench location criteria shall be considered in determining bench locations:

- A) Benches shall be located to serve as an appropriate resting place such as at the summit of a steep trail, at an interval along a trail, walkway, or esplanade, at a scenic overlook or other vista point, near playgrounds or other park amenities, and at other special locations. Benches should offer a comfortable place to enjoy the natural, historic, recreational or other features in the area or park.
- B) Benches shall be placed at intervals appropriate to the intended use and scale of the park, or other specific area within the park. For example, benches placed around a lawn area in a community park might be spaced closer than benches placed along the Rickreall Creek trail. Generally, benches in a natural setting shall be placed at an interval where only one bench at a time can be seen.
- C) Benches shall not be placed in a location attracting pedestrian traffic or activity that would damage natural resources, such as in a location to which visitors would make a new path through a pristine or sensitive natural area, or in a location where litter might cause particular maintenance problems. Bench locations shall avoid creating unsafe conditions, such as offering a platform

for children to stand on in order to climb a tree, or locations situated close to vehicular traffic lanes or other potential hazards.

- D) Benches shall be placed in locations that offer easy observation from public streets, commonly used facilities, frequented trails, etc to reduce the likelihood of negative use. Care should be taken to avoid hidden or dark locations that may encourage illegal or inappropriate activities.

Cost of Bench Donation:

The cost of bench sponsorships is outlined in the General Criteria identified in Section 3(D) and include direct costs, administrative costs, and a contribution to cover maintenance during the 10 year maintenance period.

Bench Donation Recognition:

Unless otherwise specified in the bench catalog, bench donations shall be recognized on the donated bench itself in a method that is subtle, subordinate to the character of the bench, and that avoids interfering with the comfort of the user. Recognition inscriptions shall typically include the words, "A Gift From [donor's name]" for a living donor, group, or organization and "In Memory of [person's name]" for a memorial donation. Appropriate methods of recognition include engraving, permanently attached metal plates, die-cast text provided by a bench manufacturer, or other method approved by the Parks Division. Methods of recognition shall be durable and resistant to vandalism.

Maintenance and Duration of Bench Donations:

Benches will be maintained according to Section 4, Maintenance and Duration, of these guidelines.

8. Picnic Table Donations

Special guidelines shall apply to the donation of picnic tables, and recognition of picnic table donations, as follows:

Existing Permanent Picnic Tables:

Existing stationary picnic tables have been identified as a commemorative donation opportunity within the Dallas City Park.

Picnic Table Catalog:

A catalog may be established by the Parks Division to provide a range of consistent, pre-approved picnic table donation opportunities throughout the park system. Table locations and types, and donor recognition shall be established as part of the pre-determined catalog in accordance with these guidelines. Table requests outside the catalog shall be considered, but potential donors will be encouraged to utilize approved picnic table donation opportunities.

Picnic Table Types:

All table designs and specifications shall be subject to Parks Division review to ensure consistency with the character of the picnic table location, other nearby site furnishings, and existing planning documents.

Picnic Table Locations:

Picnic tables shall be installed at each park site in accordance with the approved development plan, master plan, or an approved list of suitable locations as developed by the Division. All locations shall be subject to Parks Division review, including on-site investigation of utilities, irrigation, potential conflicts with trees, and other technical or functional factors potentially affected by installation. Modification of locations may be necessary following site investigation. The following general picnic table location criteria shall be considered in determining locations:

- A) Permanent stationary picnic tables have been previously constructed throughout the Dallas City Park and have been located to meet the needs of the public near shelters, playgrounds and other park amenities.
- B) Picnic tables shall be placed at intervals appropriate to the intended use and scale of the park, or other specific area within the park.
- C) Picnic tables shall not be placed in a location attracting pedestrian traffic or activity that would damage natural resources, such as in a location to which visitors would make a new path through a pristine or sensitive natural area, or in a location where litter might cause particular maintenance problems. In addition, picnic table locations shall avoid creating unsafe conditions, such as offering a platform for children to stand on in order to climb a tree, or locations situated close to vehicular traffic lanes or other potential hazards.

Cost of Picnic Table Donation:

The cost of picnic table sponsorships is outlined in the General Criteria identified in Section 3(D) and include direct costs, administrative costs, and a contribution to cover maintenance during the 10 year maintenance period. These costs shall vary depending upon whether sponsorship of an existing “permanent” picnic table is selected or whether a new picnic table is purchased.

Picnic Table Donation Recognition:

Picnic table donations shall be recognized on the donated table itself in a method that is subtle, subordinate to the character of the table, and that avoids interfering with the comfort of the user. Recognition inscriptions shall typically include the words, “A Gift From [donor’s name]” for a living donor, group, or organization and “In Memory of [person’s name]” for a memorial donation. Appropriate methods of recognition include engraving, permanently attached metal plates, die-cast text provided by a table manufacturer, or other method approved by the Parks Division. Methods of recognition shall be durable and resistant to vandalism.

Maintenance and Duration of Picnic Table Donations:

Picnic tables will be maintained according to Section 4, Maintenance and Duration, of these guidelines.

[End]

CITY MANAGER APPROVAL:

I have reviewed the guidelines contained herein pertaining to Commemorative Bench and Picnic Table Program and find that these guidelines are consistent with the goals and policies of the Parks Division of Public Works and other adopted City policies. Therefore, these guidelines are hereby adopted for use by staff in the application and administration of the program.

Dated this ____ day of _____, 2008.

Jerry Wyatt, City Manager

CITY OF DALLAS

TO: Mayor Jim Fairchild and City Council Members
FROM: Jerry Wyatt, City Manager
DATE: February 27, 2008
SUBJECT: Proposed Sewer Rate Increase

RECOMMENDED ACTION: Direct the City Attorney to prepare a Resolution with the proposed sewer rate increase of 11.5% to \$39.00. The current base rate on the sewer bill is \$35.00.

BACKGROUND: Included in the Public Works Committee agenda is the staff recommendation and committee discussion concerning a sewer rate increase. Currently the department has a \$200,000 a year deficit in operating cost. In order to balance the sewer account the staff is requesting an increase in the sewer rate. It was discussed to raise the rate once to meet the deficit instead of raising the rate over a period of time to balance the operating coast.

----- RESIDENTIAL SEWER RATES -----
RESIDENTIAL SEWER RATE STUDY February 2008

CITY	2007 POP.	02/08 SEWER RATES	Formula
CANBY U. B.	15,140	\$ 27.28	
FOREST GROVE	20,775	\$ 35.38	= \$22.29 + .1751 per 1000 gallons
HILLSBORO	88,300	\$ 32.24	= \$19.14 + 1.31/100CF average rate
INDEPENDENCE	7,170	\$ 24.82	
MCMINNVILLE	31,665	\$ 61.10	= \$16.59 + 4.35/100CF of water consumed
MONMOUTH	9,335	\$ 24.14	
NEWBERG	21,675	\$ 46.84	= \$7.84 + 3.90/100CF
OREGON CITY	30,060	\$ 25.25	
SALEM	152,290	\$ 43.94	= \$18.34 + 2.56/100CF
SILVERTON	9,205	\$ 59.67	= \$5.87 + 5.38/100CF
STAYTON	7,660	\$ 37.25	
WOODBURN	22,875	\$ 42.72	= \$22.62 up to 500CF; plus \$4.02 per 100CF above 500CF
AVERAGE OF OTHER CITIES		\$ 38.39	
DALLAS (07/07)	15,065	\$ 35.00	

The last Dallas sewer rate increase was approved February, 2005

COMMENTS 1 C.F.=7.48 GAL

CITY OF DALLAS

TO: Mayor Jim Fairchild and City Council Members
FROM: Jerry Wyatt, City Manager
DATE: February 27, 2008
SUBJECT: Proposed Public Works Fee Schedule

RECOMMENDED ACTION: Direct the City Attorney to prepare a Resolution with the proposed public works fee schedule as presented.

BACKGROUND: Included in the Public Works Committee agenda is the staff recommendation and committee discussion concerning the current and proposed public works fee schedule. Currently the department collects a 5% fee for commercial fee review and refunds the unused portion back to the developer. The current system requires staff time in other departments and requires unnecessary record keeping. Many of the fees have not been updated in several years or there has been no charge for permit reviews that have increased.

PUBLIC WORKS FEE OVERVIEW

Current Fees

Proposed Fees

	Current Fees	Proposed Fees
Construction Specifications (Attachment A)	\$30.00	\$50.00
Commercial Plan Review and Inspection Fee (No Attachment)	No charge	\$0 to \$1,500 Valuation = \$50.00
		\$1,501 to \$50,000 Valuation = \$50.00 plus 3% value over \$1,500
		Over \$50,000 Valuation = \$1,500 plus 2% value over \$50,000
		Note: Valuation is based upon approved engineer's estimate of public improvement
Residential Plan Review and Inspection Fee (No Attachment)	No charge	\$200/lot
Subdivision Plan Review (Attachment B)	\$15.00/lot or \$100.00, whichever is greater	\$25.00/lot or \$500.00, whichever is greater
Subdivision Inspection Fee (No Attachment)	5% of Valuation paid into a refundable deposit	\$0 to \$1,500 Valuation = \$50.00
		\$1,501 to \$50,000 Valuation = \$50.00 plus 3% value over \$1,500
		Over \$50,000 Valuation = \$1,500 plus 2% value over \$50,000
		Note: Valuation is based upon approved engineer's estimate of public improvement
Application for Driveway Width Exceeding 24 Feet (Attachment C)	No charge	\$200.00
Encroachment Permit (Temporary use or construction within right-of-way) (Attachment D)	No charge	Non-Construction Items = \$25.00
		Construction Items:
		\$0 to \$1,500 Valuation = \$50.00
		\$1,501 to \$50,000 Valuation = \$50.00 plus 3% value over \$1,500
		Over \$50,000 Valuation = \$1,500 plus 2% value over \$50,000
Note: Valuation is based upon approved engineer's estimate of public improvement		
Application to Put Permanent Structure on City Right of Way (Attachment E)	No charge	\$200.00
Grading Permit (Attachment F)	No charge	50 cubic yards or less = \$50.00
		51 to 200 cubic yards = \$175.00
		201 to 1,000 cubic yards = \$275.00 plus \$30.00 for each additional 100 cubic yards or fraction thereof over 200 cu. yds.
		1,001 to 10,000 cubic yards = \$525.00 plus \$120.00 for each additional 1,000 cubic yards or fraction thereof over 1000 cu. yds.
		10,001 to 100,000 cubic yards = \$750.00 plus \$120.00 for each additional 10,000 cubic yards or fraction thereof over 10,000 cu. yds.
		100,001 cubic yards or more = \$1,850.00
Tree Removal Permit (Attachment G)	No charge	No charge
Sidewalk Permit	No charge	No charge
Weed Abatement	\$65.00/hour	\$90.00/hour

PUBLIC WORKS FEE OVERVIEW

Current Fees

Proposed Fees

Fire Hydrant Meter	\$50/set + \$50/month + water	\$100/set + \$50/month + water
Map and Copying Fees (Attachment H)	No changes proposed	

Sanitary Sewer Connection Charges: (Attachment H)		
<u>Subdivisions:</u>		
Storm or Sewer Lateral	\$0.00	\$0.00
Storm or Sewer Main	\$0.00	\$0.00
Total Sewer	\$0.00	\$0.00
<u>Inside Assessment Areas:</u>		
Storm or Sewer Lateral	\$1,200.00	\$1,500.00
Storm or Sewer Main	\$0.00	\$0.00
Total Sewer	\$1,200.00	\$1,500.00
<u>Outside Assessment Areas:</u>		
Storm or Sewer Lateral	\$1,200.00	\$1,500.00
Storm or Sewer Main	\$1,600.00	\$1,700.00
Total Sewer	\$2,800.00	\$3,200.00
Water Connection Charges: (Attachment H)		
<u>Subdivisions:</u>		
3/4" Water	\$100.00	\$350.00
1" Water	\$150.00	\$500.00
> 1" Water	Actual Cost + 15%	Actual Cost + 15%
<u>Inside Assessment Areas:</u>		
3/4" Water	\$650.00	\$950.00
1" Water	\$700.00	\$1,100.00
> 1" Water	Actual Cost + 15%	Actual Cost + 15%
<u>Outside Assessment Areas:</u>		
3/4" Water	\$2,850.00	\$3,600.00
1" Water	\$2,900.00	\$3,650.00
> 1" Water	Actual Cost + 15%	Actual Cost + 15%

CITY OF DALLAS

TO: Mayor Jim Fairchild and City Council Members
FROM: Jerry Wyatt, City Manager
DATE: February 27, 2008
SUBJECT: Proposed Commemorative Bench and Picnic Table Program

RECOMMENDED ACTION: Review the proposed Commemorative Bench and Picnic Table Program. This item comes as a recommendation from the Parks and Recreation Board for approval.

BACKGROUND: Included in the Public Works Committee agenda is the staff recommendation and committee discussion concerning a proposed commemorative bench and picnic table program. A staff report will be presented at the Council meeting concerning the program.



CITY OF DALLAS
 187 SE Court Street, Dallas, Oregon 97338
 Telephone: 503.623.2338 ~ Fax: 503.623.2339
 Web Site: www.ci.dallas.or.us

Commemorative Bench and Picnic Table Program Donation Request

Name: _____

Address: _____

City, State, ZIP: _____

Phone: _____ Fax: _____

Email: _____

The City of Dallas has established a Commemorative Bench and Picnic Table Program to ensure ongoing equitable donation opportunities within our city parks for individuals and organizations to maximize community benefit.

I would like to sponsor a Commemorative Bench. The cost is \$1,500.00.

Preferred Park: _____
 (City staff will assist in the site selection and location)

Bench Description: (one style, size, and color available)
 6 foot park bench with cedar colored recycled plastic slats in seat and back with 3 steel base supports in black. Also included is a custom 2" x 10" factory-installed cast bronze plaque. Installation by Parks Division staff.



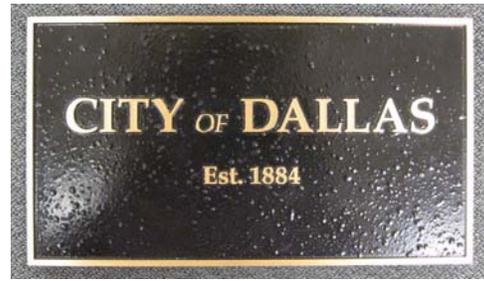
Desired bench plaque verbiage (Maximum 48 characters and spaces per line, subject to City approval - recommend maximum 26 characters per line, maximum 2 lines)

Line #1: _____

Line #2: _____

Line #3: _____

I would like to sponsor a stationary picnic table within the Dallas City Park. The cost is \$400.00 per table.



Sponsorship of one of these tables includes a 5" x 9" bronze plaque installed by our Parks Division. Please select your preferred location as identified on the attached map.

Table Number: _____

Desired picnic table plaque verbiage (Maximum 48 characters and spaces per line, subject to City approval - recommend maximum 30 characters per line, up to 3 lines)

Line #1: _____

Line #2: _____

Line #3: _____

I have read and understand the Commemorative Bench and Picnic Table Guidelines.

Note: The cost noted above for each bench or picnic table includes the purchase, the plaque, the concrete pad if applicable, and the installation. The cost also includes maintenance for the first 10 years. Beyond that time, any necessary repair or replacement will become the responsibility of the donor.

Tax Deductibility:

Since the bench or picnic table is a gift to the City, its total cost should be deductible to the purchaser as a gift making donor, subject to any legal requirements relating to the individual donor. You are encouraged to obtain the advice of your own tax advisor as to how such a gift applies to your own tax situation. Donors will be given a receipt from the City as evidence of their gift for tax deduction purposes.

Payment:

Credit Card

Check, payable to **City of Dallas Park Trust**

Visa Mastercard Card Number: _____ Expiration: _____

Name on credit card (print): _____ Signature **X** _____

Mail or deliver completed form to:
City of Dallas
Public Works Department
Parks Division
187 SE Court Street
Dallas, Oregon 97338

Questions? Contact 503.831.3562

CITY OF DALLAS
COMMEMORATIVE BENCH & PICNIC TABLE PROGRAM

1. Introduction:

The City of Dallas has received requests for donations to the Parks Division including bench and picnic table commemoration opportunities. In an effort to meet the needs of the community while enhancing the amenities throughout our parks system, the staff has prepared the following Commemorative Bench & Picnic Table Program guidelines. The creation of special guidelines will ensure ongoing, equitable donation opportunities for individuals and organizations and will maximize community benefit.

2. Request Procedure:

Members of the public may submit requests to sponsor a commemorative bench or picnic table to the Parks Division for consideration using a standard Commemorative Bench and Picnic Table Program Donation Request form. Donation request forms are available online at www.ci.dallas.or.us, in the Public Works Department, located at 187 SE Court Street, Dallas, OR 97338, or by calling (503) 831-3562. Completed donation request forms should be delivered to the Department of Public Works at the above address.

The Director of Public Works will review donation requests with the assistance of other staff for consistency with these guidelines. Sponsorship requests will be reviewed in a timely manner, typically within 10 days of donation request submittal. The City of Dallas retains the right to accept or deny donation requests. Special requests or appeals may be submitted in writing to the City Manager.

Upon approval, the sponsoring donor will be notified. At that time the donor shall submit a tax-deductible payment to the City of Dallas Park Trust account in the sum identified on the donation form.

3. General Criteria:

- A) Donations for bench or picnic table sponsorship typically must support the needs of a specific park or facility in compliance with an adopted plan or other written guideline regarding use, management or improvement of the park or facility.
- B) Preference will be given to donations that follow a prioritized list of approved locations identified by the City of Dallas.
- C) In the absence of an adopted plan or prioritized list of approved projects for a particular location, a donation request must demonstrate consistency with the customary use and best knowledge of future use of the desired location, as determined by staff review.
- D) Donations for bench or picnic table sponsorship shall include the true cost of donated items including staff time labor, materials, and permits used in procurement and establishment of the donation, and an

endowment contribution for maintenance.

4. Maintenance and Duration:

Donations made for use in a public space become the property of the public and will be maintained accordingly by the Parks Division under the administrative direction of the Director of Public Works. The Division can offer no guarantee or obligation, legal or otherwise, to maintain or replace signs, plaques, materials, equipment, structures, or other donated resources that are vandalized, lost, stolen or otherwise damaged or destroyed. However, maintenance of donated items may occur as follows:

The responsibility of the Division for maintenance or replacement of donated resources serving a direct, broad public benefit shall be treated as equal to the responsibility for maintenance and replacement of other City property, at the discretion of the Director, for a maximum period of ten (10) years, unless other provisions for maintenance and/or replacement have been stipulated to in a written agreement with the donor. Typically, maintenance staff is able to respond only to major vandalism, graffiti or other damage. Donors should be aware that staff are unable to carry out higher levels of care such as cleaning, sanding, polishing, oiling, or other treatments that address normal age and use. The Division reserves the right to remove or relocate donated items or donor recognition when reasonably required as a result of necessary park operations.

At any point after the ten-year period described above, if the condition of a donated item requires extensive maintenance or removal, an effort will be made to contact the original donor. Donors will be given the opportunity to replace the item at the actual cost at the time of replacement. If the donor declines to replace the item the item may be removed and may become available again to the general public as a donation opportunity. If practical, donation recognition shall be removed from deteriorated items and returned to the donor. If a donor cannot be reached, the Parks Division shall retain recognition material for a period of one year to be claimed by the donor. Unclaimed recognition may be recycled or discarded after one year.

5. Special Privileges:

Making a donation does not entitle the donor to any special privileges, other than those described herein, in the park rules, or as authorized and administered by the Division prior to the acceptance of the donation. Any requests by such parties shall be subject to the same approval criteria as a request by any member of the public.

6. Corporate Logos:

City parks are not considered appropriate venues for advertising, and it is therefore desirable to minimize the use of corporate names, logos, and slogans within the park environment. Corporate names (but not logos, tag lines or slogans) may be used in any form of recognition for donations as described in this program. Corporate logos may be

used to acknowledge donations outside of this program, subject to the approval of the City Manager.

7. Bench Sponsorship Donations:

Special guidelines shall apply to the sponsorship of benches, and recognition of bench donations, as follows:

Bench Catalog:

A catalog may be established by the Parks Division to provide a range of consistent, pre-approved bench donation opportunities throughout the park system. Bench locations and types, and donor recognition shall be established as part of the pre-determined catalog in accordance with these guidelines. Bench requests outside the catalog shall be considered, but potential donors will be encouraged to utilize approved bench donation opportunities.

Bench Types:

All bench designs and specifications shall be subject to Parks Division review to ensure consistency with the character of the bench location, other nearby site furnishings, and existing planning documents.

Bench Locations:

Benches shall be installed at each park site in accordance with the approved development plan, master plan, or an approved list of suitable bench locations as developed by the Division. All locations shall be subject to Parks Division review, including on-site investigation of utilities, irrigation, potential conflicts with trees, and other technical or functional factors potentially affected by a new bench installation. Modification of bench locations may be necessary following site investigation. The following general bench location criteria shall be considered in determining bench locations:

- A) Benches shall be located to serve as an appropriate resting place such as at the summit of a steep trail, at an interval along a trail, walkway, or esplanade, at a scenic overlook or other vista point, near playgrounds or other park amenities, and at other special locations. Benches should offer a comfortable place to enjoy the natural, historic, recreational or other features in the area or park.
- B) Benches shall be placed at intervals appropriate to the intended use and scale of the park, or other specific area within the park. For example, benches placed around a lawn area in a community park might be spaced closer than benches placed along the Rickreall Creek trail. Generally, benches in a natural setting shall be placed at an interval where only one bench at a time can be seen.
- C) Benches shall not be placed in a location attracting pedestrian traffic or activity that would damage natural resources, such as in a location to which visitors would make a new path through a pristine or sensitive natural area, or in a location where litter might cause particular maintenance problems. Bench locations shall avoid creating unsafe conditions, such as offering a platform

for children to stand on in order to climb a tree, or locations situated close to vehicular traffic lanes or other potential hazards.

- D) Benches shall be placed in locations that offer easy observation from public streets, commonly used facilities, frequented trails, etc to reduce the likelihood of negative use. Care should be taken to avoid hidden or dark locations that may encourage illegal or inappropriate activities.

Cost of Bench Donation:

The cost of bench sponsorships is outlined in the General Criteria identified in Section 3(D) and include direct costs, administrative costs, and a contribution to cover maintenance during the 10 year maintenance period.

Bench Donation Recognition:

Unless otherwise specified in the bench catalog, bench donations shall be recognized on the donated bench itself in a method that is subtle, subordinate to the character of the bench, and that avoids interfering with the comfort of the user. Recognition inscriptions shall typically include the words, "A Gift From [donor's name]" for a living donor, group, or organization and "In Memory of [person's name]" for a memorial donation. Appropriate methods of recognition include engraving, permanently attached metal plates, die-cast text provided by a bench manufacturer, or other method approved by the Parks Division. Methods of recognition shall be durable and resistant to vandalism.

Maintenance and Duration of Bench Donations:

Benches will be maintained according to Section 4, Maintenance and Duration, of these guidelines.

8. Picnic Table Donations

Special guidelines shall apply to the donation of picnic tables, and recognition of picnic table donations, as follows:

Existing Permanent Picnic Tables:

Existing stationary picnic tables have been identified as a commemorative donation opportunity within the Dallas City Park.

Picnic Table Catalog:

A catalog may be established by the Parks Division to provide a range of consistent, pre-approved picnic table donation opportunities throughout the park system. Table locations and types, and donor recognition shall be established as part of the pre-determined catalog in accordance with these guidelines. Table requests outside the catalog shall be considered, but potential donors will be encouraged to utilize approved picnic table donation opportunities.

Picnic Table Types:

All table designs and specifications shall be subject to Parks Division review to ensure consistency with the character of the picnic table location, other nearby site furnishings, and existing planning documents.

Picnic Table Locations:

Picnic tables shall be installed at each park site in accordance with the approved development plan, master plan, or an approved list of suitable locations as developed by the Division. All locations shall be subject to Parks Division review, including on-site investigation of utilities, irrigation, potential conflicts with trees, and other technical or functional factors potentially affected by installation. Modification of locations may be necessary following site investigation. The following general picnic table location criteria shall be considered in determining locations:

- A) Permanent stationary picnic tables have been previously constructed throughout the Dallas City Park and have been located to meet the needs of the public near shelters, playgrounds and other park amenities.
- B) Picnic tables shall be placed at intervals appropriate to the intended use and scale of the park, or other specific area within the park.
- C) Picnic tables shall not be placed in a location attracting pedestrian traffic or activity that would damage natural resources, such as in a location to which visitors would make a new path through a pristine or sensitive natural area, or in a location where litter might cause particular maintenance problems. In addition, picnic table locations shall avoid creating unsafe conditions, such as offering a platform for children to stand on in order to climb a tree, or locations situated close to vehicular traffic lanes or other potential hazards.

Cost of Picnic Table Donation:

The cost of picnic table sponsorships is outlined in the General Criteria identified in Section 3(D) and include direct costs, administrative costs, and a contribution to cover maintenance during the 10 year maintenance period. These costs shall vary depending upon whether sponsorship of an existing “permanent” picnic table is selected or whether a new picnic table is purchased.

Picnic Table Donation Recognition:

Picnic table donations shall be recognized on the donated table itself in a method that is subtle, subordinate to the character of the table, and that avoids interfering with the comfort of the user. Recognition inscriptions shall typically include the words, “A Gift From [donor’s name]” for a living donor, group, or organization and “In Memory of [person’s name]” for a memorial donation. Appropriate methods of recognition include engraving, permanently attached metal plates, die-cast text provided by a table manufacturer, or other method approved by the Parks Division. Methods of recognition shall be durable and resistant to vandalism.

Maintenance and Duration of Picnic Table Donations:

Picnic tables will be maintained according to Section 4, Maintenance and Duration, of these guidelines.

[End]

CITY MANAGER APPROVAL:

I have reviewed the guidelines contained herein pertaining to Commemorative Bench and Picnic Table Program and find that these guidelines are consistent with the goals and policies of the Parks Division of Public Works and other adopted City policies. Therefore, these guidelines are hereby adopted for use by staff in the application and administration of the program.

Dated this ____ day of _____, 2008.

Jerry Wyatt, City Manager

CITY OF DALLAS

TO: Mayor Jim Fairchild and City Council Members
FROM: Jerry Wyatt, City Manager
DATE: February 27, 2008
SUBJECT: Proposed Tree City USA Tree Ordinance

RECOMMENDED ACTION: Direct the City Attorney to prepare an Ordinance regarding the tree care that is in line with the requirements for the Tree City USA program and other existing city codes.

BACKGROUND: Included in the Building and Grounds Committee agenda is a draft Ordinance from the staff adding provisions regarding trees. A staff report will be presented at the Council meeting concerning the planting and care of trees as it relates to existing codes and the Tree City USA program.

ORDINANCE NO. 1680

An Ordinance amending the PUBLIC IMPROVEMENTS chapter of the Dallas City Code by adding new provisions thereto regarding trees.

WHEREAS, the City Council finds that the City benefits from a large number of trees, both natural growth and those that have been planted and grown throughout the years; and

WHEREAS, the preservation and maintenance of trees and wooded areas adds to the scenic beauty of the City, is necessary to preserve the ecology of the City and to retain a livable environment through the filtering effect of trees on air pollution, and to provide noise barriers; and

WHEREAS, the uncontrolled cutting or destruction of trees and wooded areas will increase erosion of topsoil, create flood hazards and the risk of landslides, reduce windbreaks and shaded areas, reduce property values through the encouragement of substandard development, and result in the destruction of existing aesthetic qualities; and

WHEREAS, the City intends to preserve as many trees as possible on developed and undeveloped lands; and

WHEREAS, the City Council finds it is in the public interest and safety to enact this ordinance; NOW, THEREFORE;

THE CITY OF DALLAS DOES ORDAIN AS FOLLOWS:

Section 1. The PUBLIC IMPROVEMENTS chapter of the Dallas City Code, Chapter 3, is hereby amended by adding the following sections thereto:

“TREES

“3.700. Definitions. For the purposes of Sections 3.700 through 3.750, the following definitions shall apply:

“(1) Board. The city park board established under DCC 2.550.

“(2) Park Trees. Trees, shrubs, bushes and all other woody vegetation in public parks, public trails and all areas owned by the city or to which the public has free access as a park.

“(3) Street Trees. Trees, shrubs, bushes and all other woody vegetation on land lying within the public right of way on all streets, or other public rights of way

within the city.

“3.705. Duties and Responsibilities of Board.

“(1) The board shall study, investigate, develop and administer a written plan for the care, preservation, pruning, planting, replanting, and removal or other disposition of park trees and street trees. Such plan will be presented to the City Council and, upon approval by the City Council, shall constitute the official comprehensive tree plan of the city. Thereafter, the board shall periodically update and refine the comprehensive tree plan and present all such updates and refinements to the City Council for approval.

“(2) The board shall establish a tree inventory of street trees and park trees. The inventory shall be updated periodically, not less frequently than every three years.

“(3) The board, when requested by the City Council, shall consider, investigate, make findings upon, report and recommend to the City Council any special matter or questions arising within the scope of its duties and responsibilities under Sections 3.700 through 3.750.

“3.710. Size Classes and Tree Species to be Planted. The board shall develop and maintain a list of desirable street trees in three size classes, based on mature height: small (under 20 feet), medium (20 to 40 feet) and large (over 40 feet). Efforts shall be made to ensure a diversity of tree species. The board shall also develop and maintain a list of trees not suitable for planting as street trees.

“3.715. Spacing. The spacing of street trees will be in accordance with the three tree species classes listed in Section 3.710, and no trees may be planted closer together than the following: small trees, 15 feet; medium trees, 25 feet; and large trees, 35 feet; except in special plantings designed or approved by a licensed landscape architect.

“3.720. Distance from Curbs, Street Corners, Fire Hydrants and Street Lights, and Utilities.

“(1) No street tree may be planted closer than five feet to any curb.

“(2) No street tree shall be planted within 20 feet of any street corner, measured from the point of nearest intersecting curbs or curblines.

“(3) No street tree shall be planted within 10 feet of any fire hydrant or street light.

“(4) No street tree, other than a species designated as a small tree under Section 3.710.

“3.725. Public Tree Care.

“(1) The city shall have the right to prune, maintain and remove trees, plants and shrubs planted within or extending over the lines of all streets, public rights of way and public grounds, as may be necessary to insure public safety or to preserve or enhance the beauty of such streets, public rights of way and public grounds.

“(2) The city may remove or cause to be removed any tree, plant or shrub which, by reason of its size, location or condition, constitutes a threat to public health or safety, or a hazard to any sewer line, electric power line, gas line, water line or other public improvements or facilities, or is affected with any injurious fungus, disease, insect or other pest. The removal of such trees, plants or shrubs shall be in the manner provided for the abatement of obnoxious vegetation as provided in DCC 5.450 through 5.460.

“3.730. Tree Topping.

“(1) Except as provided in subsection (3), it shall be unlawful for any person to top any street tree, park tree or other tree on public property, unless application is made to and approved by the board. For the purposes of this section, to “top” a tree is defined as the severe cutting back of limbs to stubs within the tree’s crown to such a degree so as to remove the normal canopy and cause unnatural disfigurement to the tree.

“(2) This section shall not apply in cases of emergency caused by storm damage or other unexpected casualty; provided, the person who directs or performs such emergency tree topping shall make a report such tree topping promptly to the board, including the grounds for such emergency.

“3.735. Tree pruning.

“(1) The owner of the property on which any street tree is situated, and the owner of any tree overhanging any street or public right of way shall regularly prune the branches so that the branches shall not significantly obstruct the light from any street lamp or obstruct the view of any street intersection, and so that there shall be a clear space of thirteen feet above the street surface or eight feet above the sidewalk surface.

“(2) All tree pruning of street trees shall be done in conformance with the American National Standards Institute A-300 standards for tree care operations.

“(3) The city shall have the right to prune any tree or shrub on private property when it significantly obstructs the light of any street lamp or impairs the view of a public street or any traffic control sign or device. The pruning of such trees, plants or shrubs shall be in the manner provided for the abatement of obnoxious vegetation as provided in DCC 5.450 through 5.460.

“(4) Tree limbs that grow near high voltage electrical conductors shall be maintained clear of such conductors by the responsible electric utility in compliance with any franchise agreement. Except as otherwise provided in such franchise agreement, a utility tree trimming policy shall be subject to review and approval by the board prior to any trimming by a utility company.

“3.740. Removal of stumps. All stumps of street and park trees shall be removed below the surface of the ground so that the top of the stump shall not project above the surface of the ground.

“3.745. Review by City Council. Any person aggrieved by a decision of the board may appeal such decision to the City Council by filing a notice of appeal within ten days following the effective date of the decision appealed from. The City Council may by resolution establish a fee for any such appeal.

“3.750 Penalty. Any person found in violation of any provisions of Sections 3.700 through 3.750 shall, upon conviction, be subject to a fine not to exceed \$1000.”

Section 2. DCC 2.555 is amended to read as follows:

“2.555 Duties.

(1) The board shall make regular inspections of city park facilities, review the recreational, cultural and leisure needs of the city and make recommendations to the council and mayor on issues dealing with development, improvement, extension and promotion of park, recreation and leisure programs and facilities. The board shall also have such duties assigned to it under DCC 3.700 through 3.750.

(2) The board shall conduct its affairs according to Roberts Rules of Order.

Read for the first time: March 17, 2008

Read for the second time: April 7, 2008

Passed by the City Council: April 7, 2008

Approved by the Mayor: April 7, 2008

JAMES B. FAIRCHILD, MAYOR

ATTEST:

JERRY WYATT, CITY MANAGER

DALLAS AQUATIC CENTER

City Manager Jerry Wyatt
 Building Director Ted Cuno

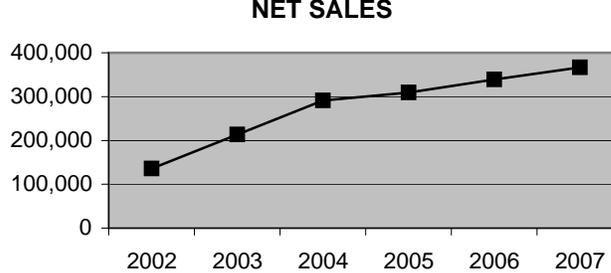
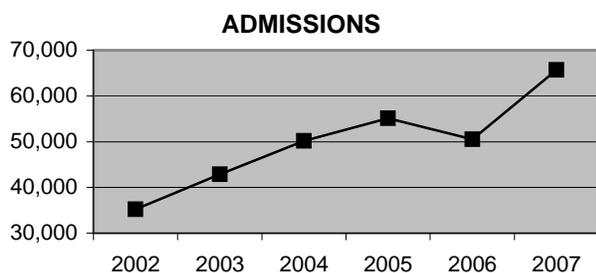
Supervisor Tina Paul

January 2008 Monthly Report

ACTIVITIES

January	2008		2007		2006		2005	
Item	Units	Net Sales						
Admission	4,926	\$ 14,391	4,577	\$ 12,681	4,180	\$ 12,277	3,409	\$ 11,055
Annual Membership Passes	34	8,348	31	7,158	15	4,955	16	6,005
Annual Pass W Ex	-	0	-	0	-	0	-	0
Coupon Books (All types)	62	3,819	56	3,713	54	3,421	40	2,565
Water Aerobic Passes	41	2,101	39	2,016	38	1,657	46	2,334
Gift Certificates	5	95	1	10	6	60	3	60
Pro Shop	178	1,794	171	1,419	168	1,534	139	1,432
Concessions	2,530	2,527	2,453	2,410	2,171	2,115	1,668	1,407
Pass Redemption	817	0	786	0	641	0	716	0
Middle School	91	4,550	-	0	-	0	36	693
Special Events	17	127	-	0	-	0	-	0
Total Net Sales		\$ 37,752		\$ 29,407		\$ 26,019		\$ 25,551
Difference:		\$ 8,345						

ADMISSION AND NET SALES



FISCAL YEAR NET SALES

	2008	2007	2006	2005	2004	2003
July	-	\$ 45,789	\$ 40,745	\$ 36,149	\$ 39,272	\$ 32,626
August	-	\$ 37,366	\$ 34,487	\$ 36,455	\$ 34,704	26,093
September	-	\$ 20,160	\$ 23,429	\$ 20,497	\$ 17,603	9,161
October		\$ 22,258	\$ 20,678	\$ 19,655	\$ 19,303	17,941
November		\$ 22,679	\$ 19,957	\$ 17,332	\$ 17,235	18,419
December		\$ 22,906	\$ 27,189	\$ 16,804	\$ 19,271	13,718
	2009	2008	2007	2006	2005	2004
January		\$ 37,752	\$ 29,407	\$ 26,019	\$ 25,551	19,224
February		\$ -	\$ 30,277	\$ 27,321	\$ 25,304	22,533
March		\$ -	\$ 43,156	\$ 30,594	\$ 32,541	29,149
April		\$ -	\$ 26,709	\$ 27,095	\$ 26,937	22,714
May		\$ -	\$ 31,186	\$ 26,172	\$ 22,775	20,053
June		\$ -	\$ 34,936	\$ 35,007	\$ 29,428	30,179
Fiscal Year Total:		\$ 208,910	\$ 362,156	\$ 319,100	\$ 309,924	\$ 261,810

COMMUNITY DEVELOPMENT

City Manager Jerry Wyatt

Director Jerry Wyatt

Secretary Patti Senger

Building & Grounds Ken Stoller

Building Official Ted Cuno

Building Inspectors

Ken Frederic Troy Skinner

Commercial Area Redevelopment Manager

John Swanson

Industrial Area Redevelopment Manager

Kevin Watson

January 2008 Monthly Report

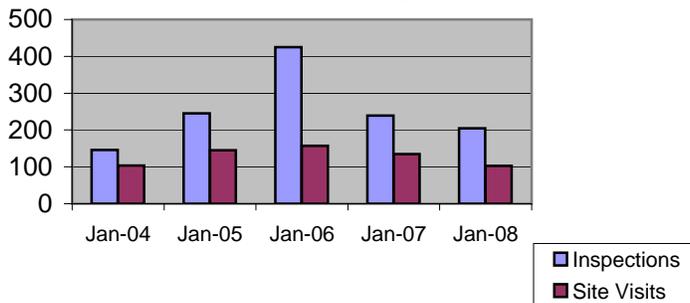
LAND USE APPLICATIONS

	Signs	Home Occupations	Conditional Uses	Variations	Partitions/ Replats	Subdivisions	Street Plans	Annexations	Zone Changes
Jan-08	0	1	0	1	0	0	0	0	0
YTD 2008	0	0	1	1	0	0	0	0	0
Jan-07	0	0	0	0	0	0	1	0	0
Total 2007	0	0	0	0	0	0	1	0	0

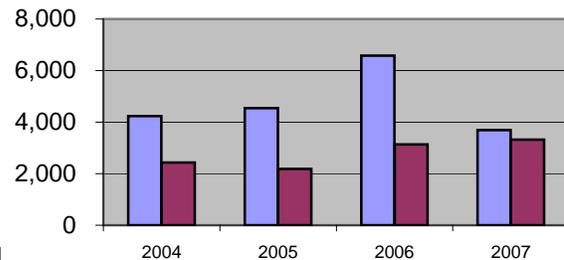
INSPECTIONS AND SITE VISITS

January Inspections: 205 Site Visits: 103	Year to Date Inspections: 205 Site Visits: 103
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Inspections and Site Visits Historically in January



Inspections and Site Visits Annually



BUILDING PERMIT SUMMARY

Permit Use	January 2008	January 2007	YTD Total 2008	Annual Total 2007	YTD Valuation 2008	Annual Valuation 2007
New Single Family	2	2	2	71	\$466,795	\$14,792,450
New Duplexes	0	0	0	0	0	0
New Multifamily	0	0	0	1	0	272,792
Residential Remodel	8	6	8	47	172,565	1,188,903
Residential Accessory Bldg.	0	2	0	21	0	379,298
New Commercial	1	2	1	12	144,135	4,199,410
Commercial Remodel	4	3	4	34	120,200	1,347,583
New Industrial	0	0	0	0	0	0
Industrail Remodel	0	0	0	0	0	0
Public Bldg.	0	0	0	10	0	140,159
Mobile Home Accessory	0	0	0	1	0	8,040
Misc. / No Fee Permits	0	0	0	0	0	0
Total All Categories	15	15	15	197	\$903,695	\$22,328,635

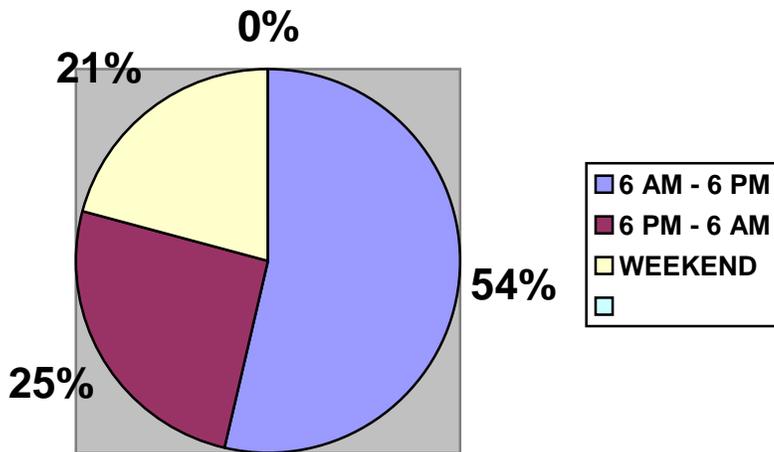
COUNCIL REPORT – JANUARY 2008

To: Mayor & City Council Members

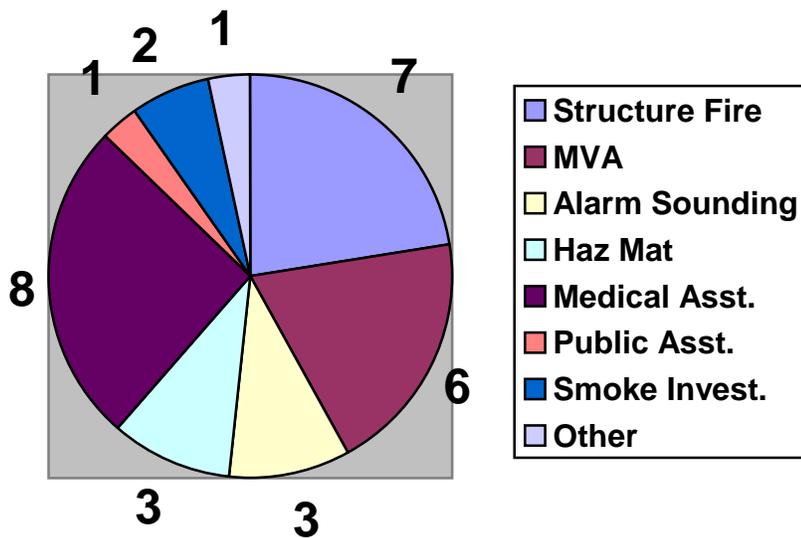
From: Fire Chief

Dallas Fire Department:

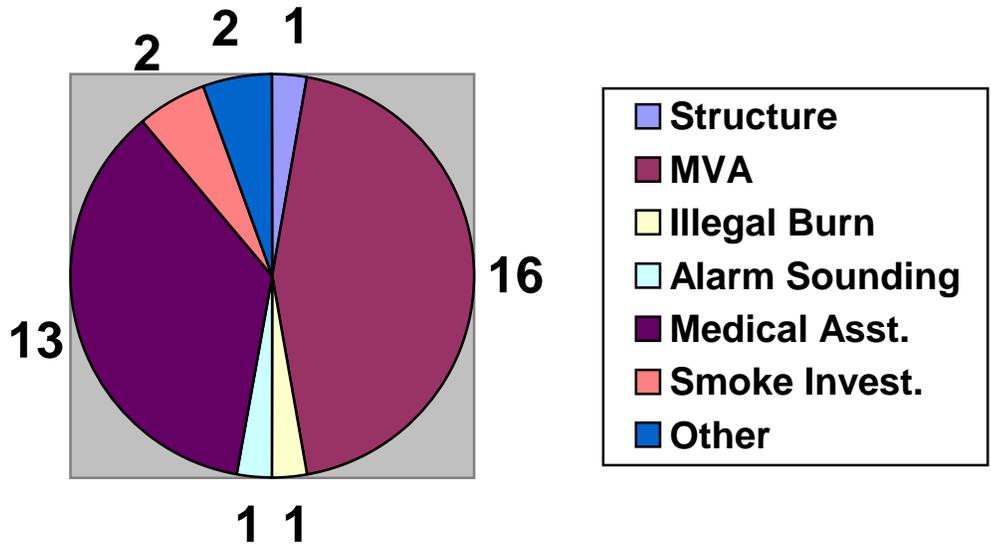
Station 100 responded to 67 calls of which 36 were between 6 AM – 6 PM, 17 between 6 PM – 6 AM and 14 during the weekend.



City Responded to the following incidents during the month from station



Rural responses by station 110 during the month were for the following incidents.

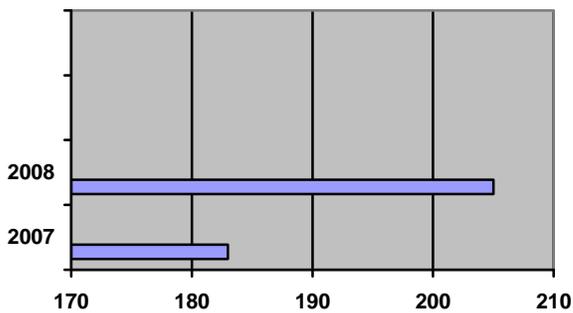


An assessment for the position of Lieutenant was held during January, seven individuals applied for the positions available. Two individuals were promoted; they are Todd Brumfield and Kevin Williams.

Your Fire Chief attended a two-day class on ballots and bonds presented jointly by the League, teachers union, and school director's organization.

Dallas Emergency Medical Service:

Calls continued where they left off in 2007 with an increase as shown below.



The Emergency Medical Service has taken delivery of the three new Zoll monitor/defibrillators. Training is currently being provided to all personnel with a date of March 3 to place them in-service.

As mentioned before the state will be requiring additional hours for the EMT'S (Paramedics, Intermediates, & Basics) for the recertification period for 2009-2011.

Emergency Medical Service director Todd Brumfield is now working on finalizing the specs for a new medic unit. Costs for new units continue to increase, this year the chassis has increased \$ 8000.00 over last years model because of omission controls.

MEMORANDUM

To: Jerry Wyatt, City Manager
From: Donna Zehner, Library Director
Re: Monthly Report, January 2008
Date: February 21, 2008

The month of January found 1044 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 January found the Children's Room lively and active, as the Winter sessions of both Infant/Toddler and Preschool Storytimes begin. Storytime attendance brought in 114 young people, to see and hear stories, while class visits brought in 46 young people and an additional 48 youngsters from a local preschool/daycare all had the opportunity to learn about books and 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 68 searches were conducted this past month.

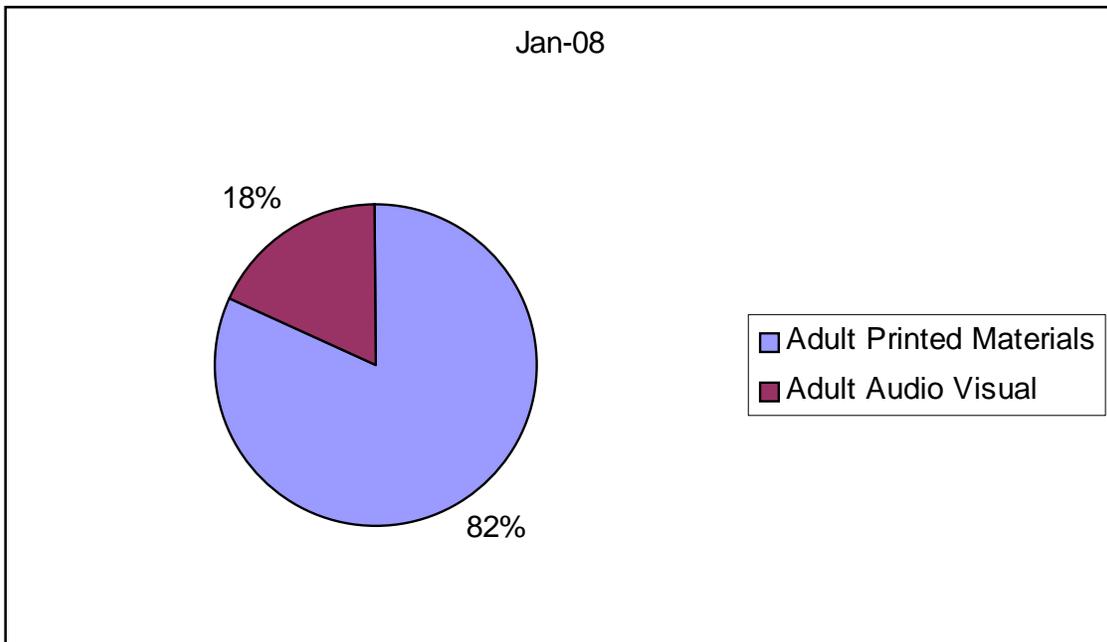
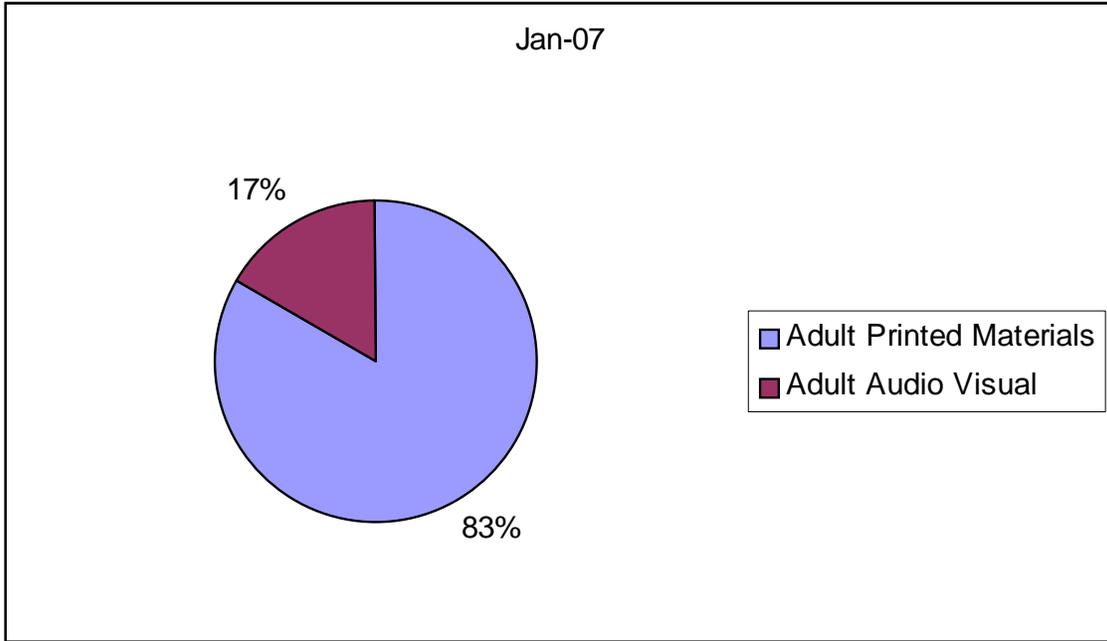
The Reference Desk remains active, with a total of 1357 questions being answered this month. Working on a variety of projects, our volunteers donated a total of 243.5 hours during the month of January.

**Dallas Public Library
Monthly Report for January 2008**

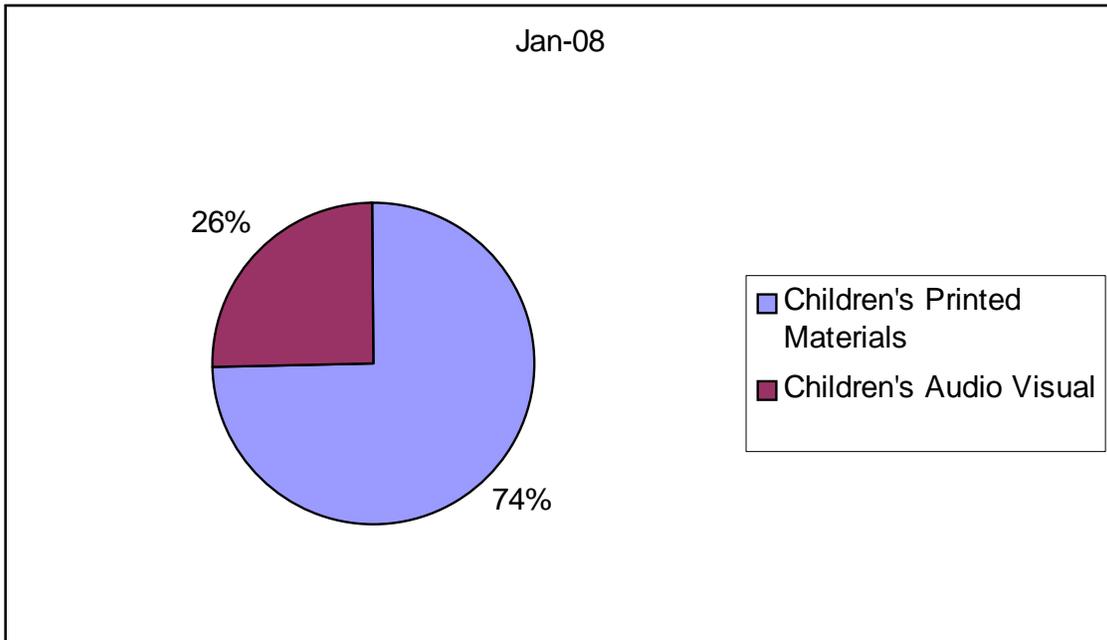
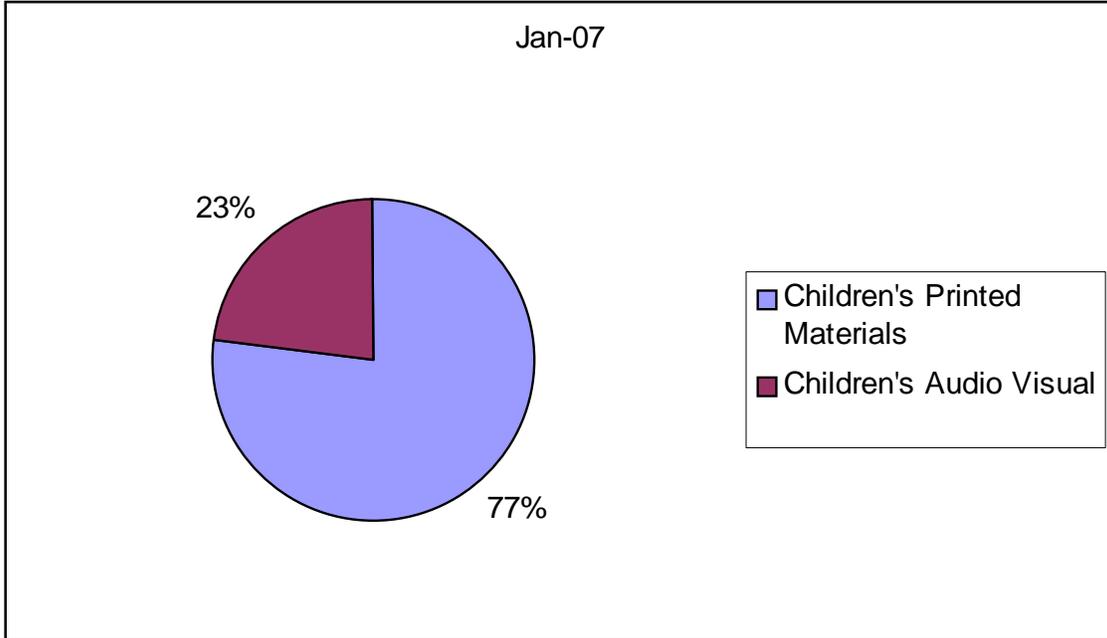
CIRCULATION STATISTICS

ADULT	January 2008	January 2007	Year to Date 2008
Non-Fiction	1655	1586	1655
Fiction	3112	2362	3112
New Books	2189	2405	2189
Paperbacks	1235	808	1235
Periodicals	221	254	221
Sound Recordings	265	171	265
Books on Tape	178	396	178
Books on CD	323		323
Videotapes	611	544	611
DVDs	525	361	525
Media Bags	504	511	504
CD-ROMS	2	7	2
ILL (in)	30	0	30
ILL (out)	0	0	0
NVL loans (in)	15	0	15
NVL loans (out)	5	0	5
Internet Workstations	1044	915	1044
Equipment	49	56	49
Adult Total	11,963	10,376	11,963
CHILDREN'S			
Non-Fiction	727	692	727
Fiction	2188	2220	2188
New Books	32	172	32
Periodicals	31	65	31
Sound Recordings	53	51	53
Books on Tape	185	173	185
Books on CD	30		30
Videotapes	456	411	456
DVDs	165	145	165
CD-ROMS	72	65	72
CD-ROMS (in house)	68	100	68
Children's Total	4007	4094	4007
Remote Renewals	904	510	904
Monthly Total	16,874	14,980	16,874

Dallas Public Library Monthly Report for January 2008



Dallas Public Library
Monthly Report for January 2008



**Dallas Public Library
Monthly Report for January 2008**

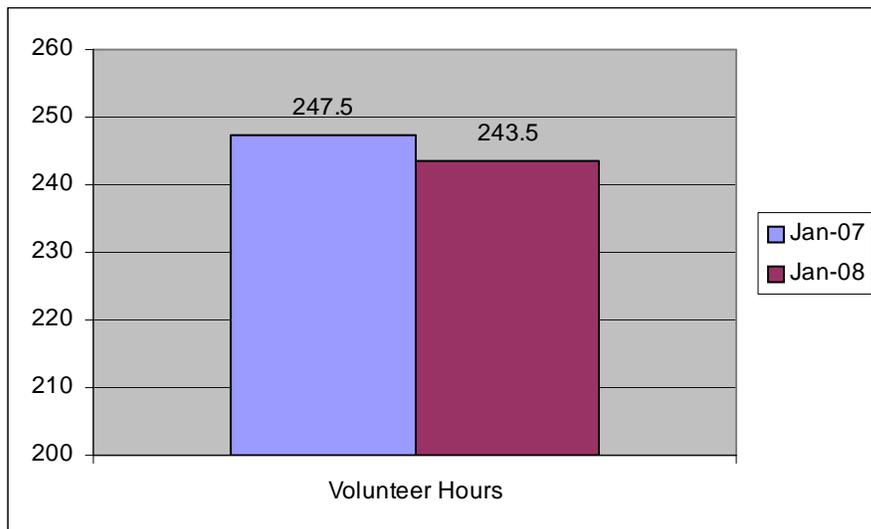
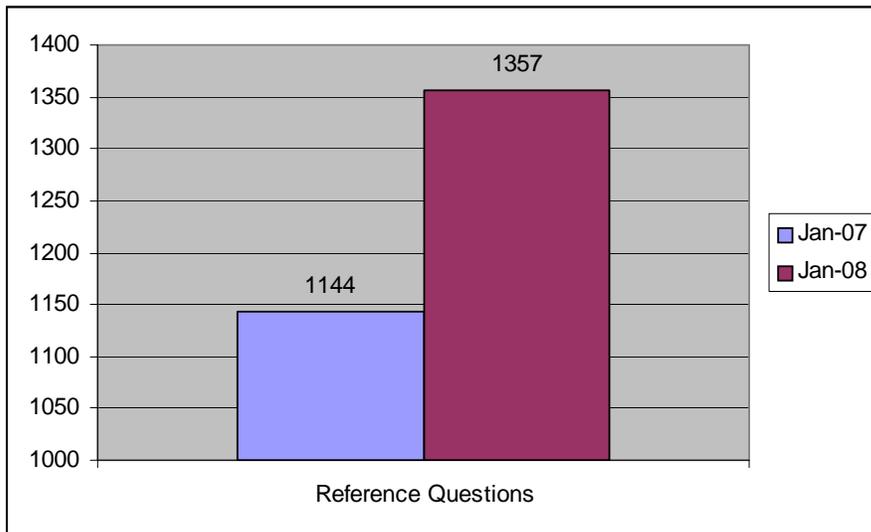
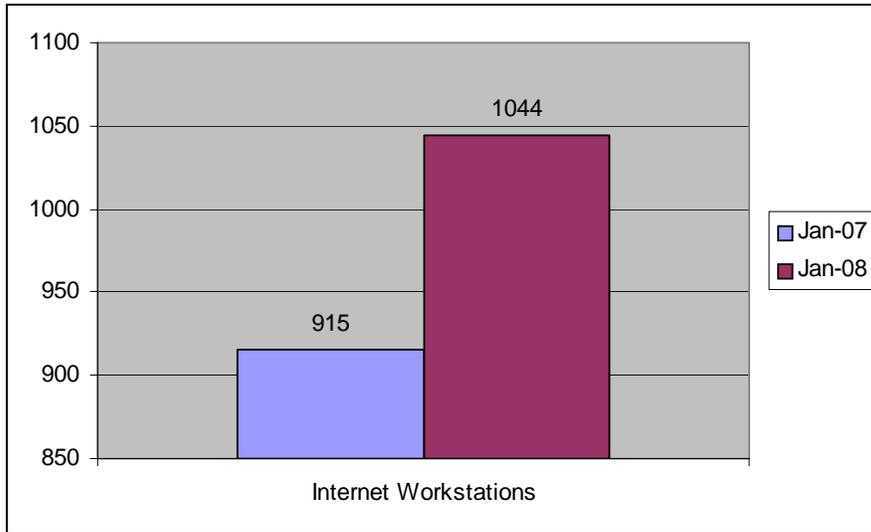
REGISTERED PATRONS – January 2008

City Residents	
Adult	6463
Child	1712
YA (12-17)	587
Total	8762
Non-Resident – Fee	
Adult	497
Child	95
YA (12-17)	41
Total Fee	633
Non-Resident –Restricted	
Adult	1559
Child	467
YA (12-17)	194
Kids Card	488
Total Restricted	2708
Non-Resident Total	3341
Total Registered Patrons	12,103

ADDITIONAL ACTIVITY

	January 2008	January 2007	Year to Date 2008
Non-Resident User Fees	\$ 1175.00	\$ 1080.00	\$ 1175.00
Fines Collected	\$ 1096.62	\$ 1252.03	\$ 1096.62
Photocopies	\$ 195.15	\$ 62.45	\$ 195.15
Reference Questions	1357	1144	1357
Volunteer Hours	243.5	247.5	243.5

Dallas Public Library Monthly Report for January 2008



JANUARY 2008

The following is a summary of traffic violations committed:

28	Speeding Violations
23	License Violation
30	Insurance Violations
39	Moving Violations
05	Equipment Violations
03	Safety Belt Violations
05	Other

Investigation by this Department

36	Animal Ordinance Offenses	Clear by Arr	04
04	Assaults	Clear by Arr	02
10	Criminal Mischief	Clear by Arr	02
01	Curfew	Clear by Arr	01
02	Disorderly Conduct	Clear by Arr	02
11	DUII	Clear by Arr	11
10	Driving While Suspended	Clear by Arr	10
05	Fail Carry Present License	Clear by Arr	05
01	False Info Police Report	Clear by Arr	01
02	Fail Perform Duties of Driver	Clear by Arr	02
01	Furnishing Alcohol Minor	Clear by Arr	01
06	Harassment	Clear by Arr	04
01	Interference Police	Clear by Arr	01
13	Minor in Possession Alcohol	Clear by Arr	13
01	Refusal Breath Test	Clear by Arr	01
01	Resisting Arrest	Clear by Arr	01
02	Runaway	Clear by Arr	02
02	Sex Offense	Clear by Arr	02
11	Thefts	Clear by Arr	02
03	Trespass	Clear by Arr	04
01	Unlawful Entry Motor Vehicle	Clear by Arr	01
01	Unlawful Use Motor Vehicle	Clear by Arr	01
07	Warrants	Clear by Arr	10
69	Assist Public		
39	Assist Law		
31	Suspicious Activity		
13	Suspicious Vehicles		
05	Suspicious Persons		

DALLAS POLICE DEPARTMENT

Community Service Officer

January

2008

Ed Totten

NUMBER OF TOWED VEHICLES	0
NUMBER OF CITATIONS ISSUED	16
NUMBER OF FOLLOW-UP ACTIVITIES COMPLETED	152

NEW CASES STARTED:

DCC # 5.584-INOPERABLE VEHICLES (PRIVATE PROPERTY)	11
DCC # 6.320-VEHICLES STORED ON STREET/PARK STRIP	24
DCC # 6.505-ABANDONED VEHICLES	6
DCC # 5.582-JUNK	1
DCC # 5.556-SCATTERING RUBBISH (PRIVATE PROPERTY)	13
DCC # 6.315-TRUCK PARKING	0
DCC # 6.310-PROHIBITED STOPPING & PARKING	0
DCC # 5.276-CAMPING ON PUBLIC PROPERTY	0
DCC # 6.605-PARKING REGULATIONS (CAMPING)	2
DCC # 6.125-OBSTRUCTING STREETS OR SIDEWALKS	2
DCC # 5.588-GRAFFITI	0

HABITUAL PROBLEMS/OTHER ISSUES: There has been no response from US Bank about cleaning up 1175 SW Fairview Avenue. I will keep contacting US Bank.

NARRATIVE:

I cited sixteen vehicles for parking violations.

APPROVED:

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

**DEPARTMENT OF PUBLIC WORKS
 Monthly Report for January 2008**

		<u>Water Division</u>				
		<u>2008</u>	<u>Unit</u>		<u>2007</u>	<u>Unit</u>
Total Discharge to Town		51.46	MG		45.01	MG
Total Water Raw		59.95	MG		58.97	MG
Peak Day	01/02/08	2.39	MG	01/15/07	2.23	MG
Daily Average-Raw		1.93	MGD		1.90	MGD
Daily Average-City		1.66	MGD		1.45	MGD
Backwash Water		3.08	MG		3.36	MG
Filter to Waste		0.29	MG		0.21	MG
Flushing		0.10	MG		0.20	MG
Discharge Water		0.10	MG		0.10	MG
Meter and Process Error	4.1%	2.43	MG	5.0%	2.87	MG
ASR down well total		7.35	MG			
Average High Temp		42.8	° F		45.6	° F
Average Low Temp		31.4	° F		30.5	° F
Total Precipitation		8.34	Inches		3.92	Inches

Mercer Dam and Watershed:

- Visual inspections were done on January 11 and 18.
- Full walking inspections were done on January 4 and 25.
- Two trees fell on road to the lower weir.

Intake Pump Station: Reporting okay.

Water Treatment Plant: Reporting okay.

Worked on:

- ♦ Daily, weekly, monthly, quarterly, yearly maintenance items
- ♦ Plant operations manual
- ♦ Finish new turbidity meters
- ♦ Clean up old poly systems
- ♦ Started calibration of chemical systems

Reservoirs: Reporting okay.

New Services: Two new 3/4" services were installed at: 1098 SW Forestry Ln; 1351 SE Heather St.

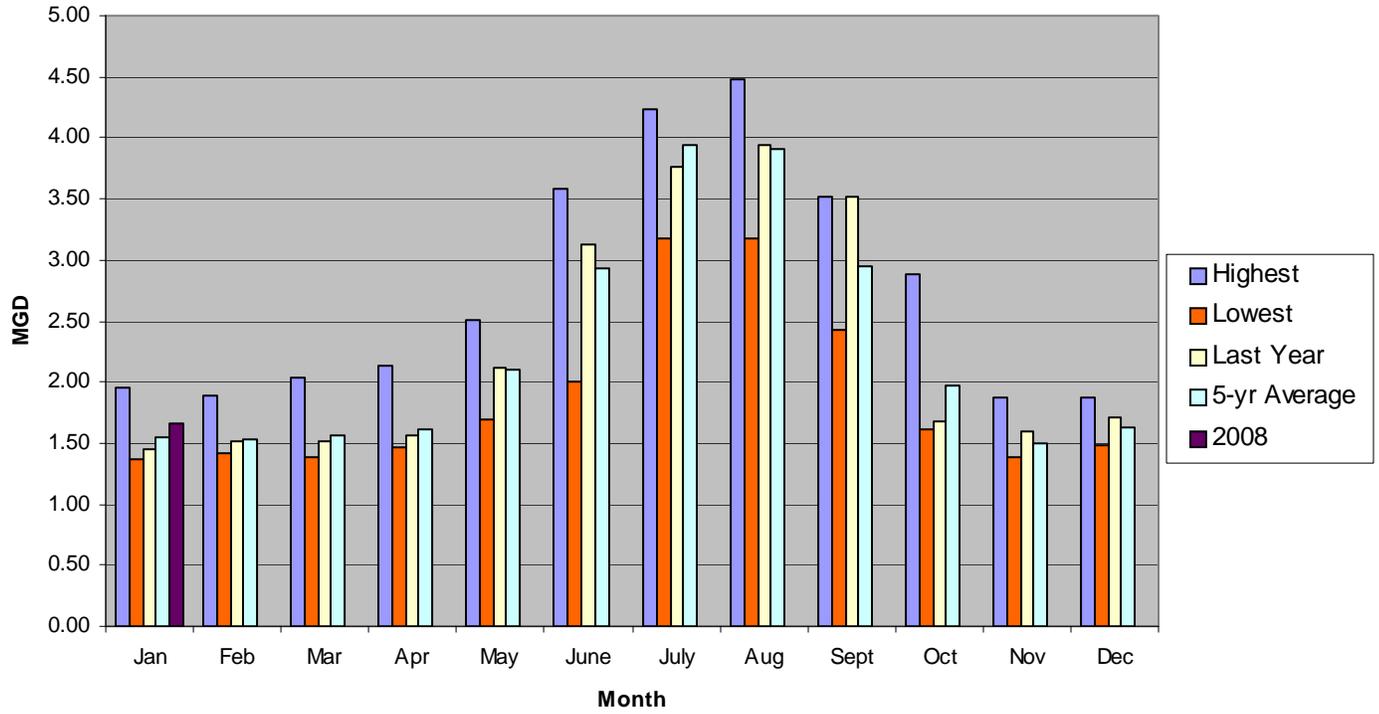
Repairs Leaks at:

- ♦ 6" main break on Donald St.
- ♦ Robb Mill Rd – Polk Co Public Works tore out 1" service on 1/16/08

Worked on:

- ♦ 2" Main Street water line
- ♦ Installed 11 Storz fittings on fire hydrants
- ♦ Shop irrigation service

Average Daily Treated Water Production



Wastewater Division

Effluent Flow

		<u>2008</u>	<u>Units</u>		<u>2007</u>	<u>Units</u>
Monthly Total Flow		162.22	MG		111.3	MG
Peak Day Flow	01/08/08	10.92	MG	01/06/07	7.22	MG
Daily Average Flow		5.23	MG		3.59	MG

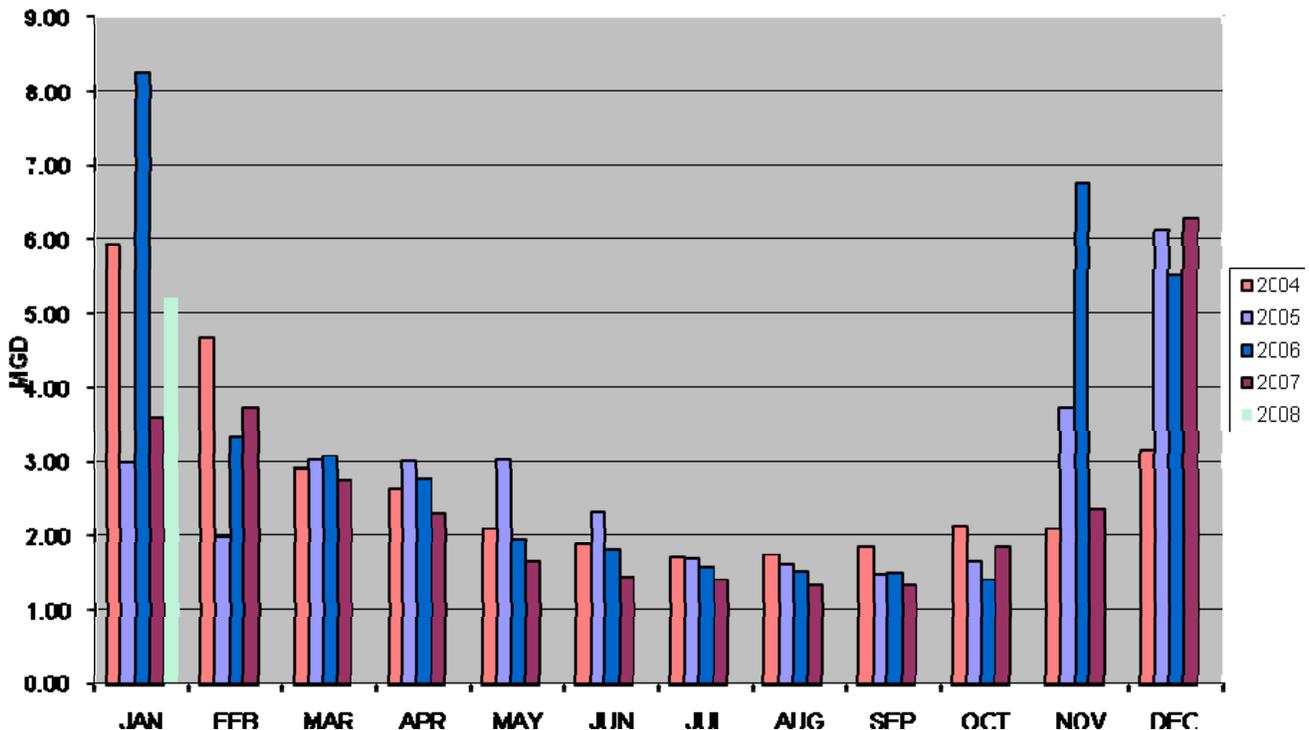
Plant Maintenance:

- ◆ Experienced multiple plant power failures on Friday, January 4, 2008
- ◆ Installed overflow plates at the aerators between the dry well and aerator motors
- ◆ Flushed and changed oil at aerator gear boxes
- ◆ Replaced O-rings at RAS pumps # 1 and 3
- ◆ Pressure washed RAS pump floor room and cleaned splashes from walls and pipes
- ◆ Removed dust accumulation at MCC room
- ◆ Repaired laboratory fume hood
- ◆ Performed decibel rating of all plant areas
- ◆ Repaired portable composite sampler, making it operational in case of emergencies
- ◆ Installed under warranty new effluent dissolved oxygen probe

Plant Performance:

Plant is operating efficiently, and is maintaining effluent ammonia levels well below permit standards. Following an OSHA meeting at the plant on January 29, 2008, the conclusion was that in general, the staff is performing housekeeping, equipment maintenance, and organization appropriately.

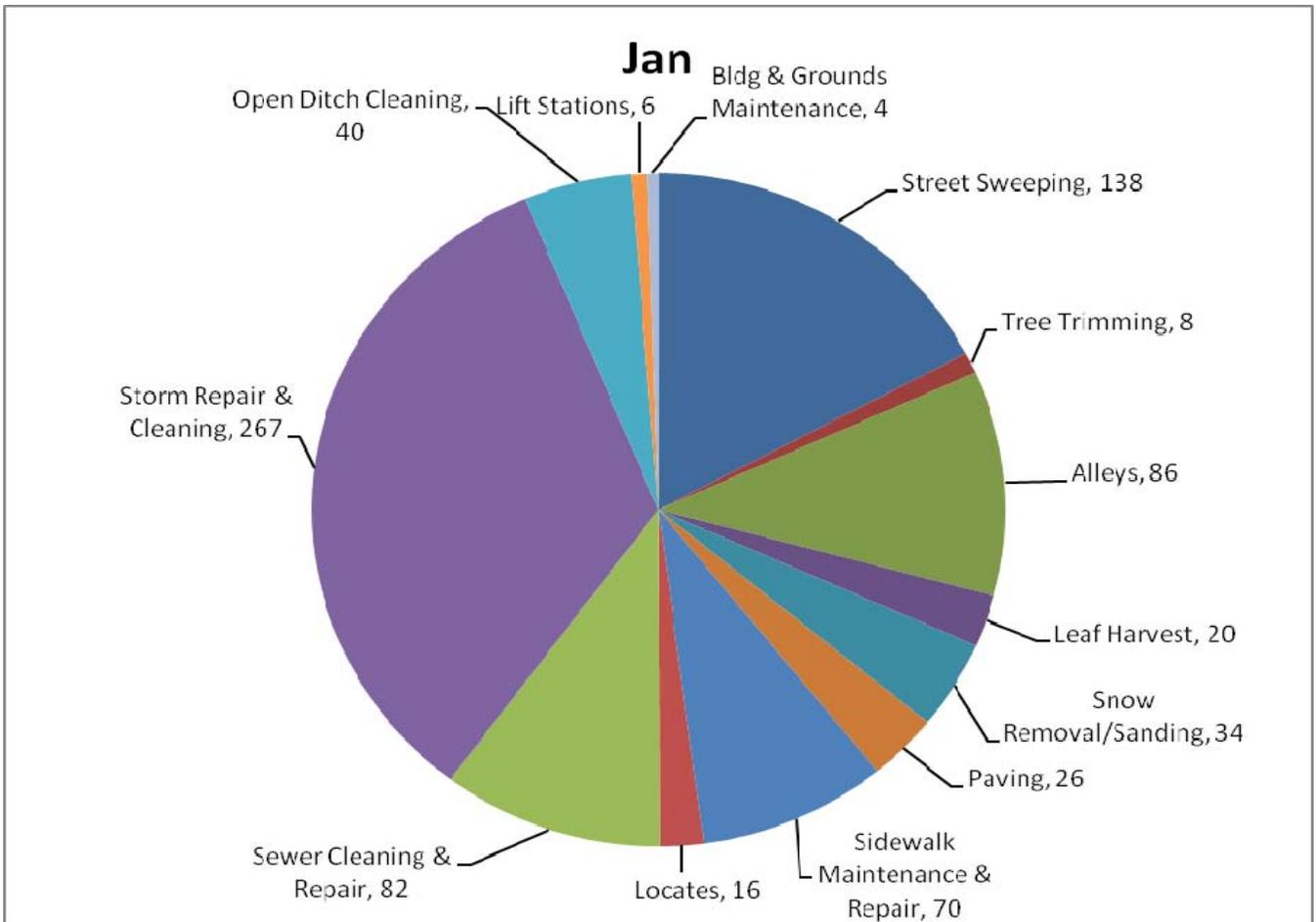
Effluent - Average Daily Discharge by Month



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.



Parks Division

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

- ◆ Cleaned leaves from shrub beds
- ◆ Applied bark dust to shrub beds
- ◆ Repaired damage caused by vandalism
- ◆ Performed monthly safety check of playground equipment on January 18, 2008
- ◆ Mulched/accumulated leaves from lawn areas
- ◆ Removed leaves from trails
- ◆ Picked up fallen limbs from storm damage
- ◆ Performed equipment service checks/repairs
- ◆ Pruned shrubs around ambulance station, fire station and old pool
- ◆ Worked on updating MSDS sheets
- ◆ Raked out shrub beds and removed debris
- ◆ Kept sidewalks around City buildings clear during winter weather
- ◆ Met with Polk Soil and Water District to discuss new park trail

Engineering

Subdivisions:

- Ceres Gleann, Phase 4: As-builts under review.
- River Gleann, Phase 5 and 6: As-builts under review.
- Paisley Addition: Preconstruction meeting held.
- Cynthian Oaks, Phase 2: As-builts under review.
- Ellendale Estates: As-builts under review.
- Oak View Estates: Waiting for construction to begin.
- Pacific Heights: Construction underway. 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.
- Phase II/ Monitoring: Plan approved by DEQ; second sampling event completed.
- Levens Street Bridge Replacement: Construction completed.
- SE Monmouth Cut-off / Uglow Ave Intersection: Project shelved.
- Ambulance Parking Lot: Landscape remaining.
- Main St Water Reservoir: Part of pipe installed in Main Street.
- 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.
- River Drive Water Line: Project design underway.
- Cherry Street Water Transmission Line: Research and design underway.

Routine Work:

- Map Updates: Ongoing.
- Utility Locates: Normal
- Engineering, Project Scoping, Public Assistance: Normal
- Planning Commission / City Council / Community Development Team: Normal
- Watershed: Attended meetings/project coordination Rickreall and Luckiamute Watershed Councils.
- WWTF-NPDES: Submitted required reports.
- Water Treatment Facility/Water Supply: ASR injection cycle initiated.
- 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
- OSHA inspection at Wastewater Treatment Facility
- CCIS assessment of welding procedure

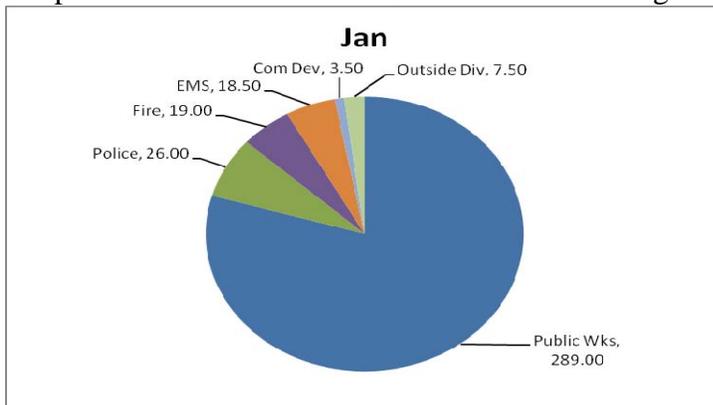
Additional Projects

- OECD Water improvement documentation and reimbursement request
- ASR pump station project
- 2 MG reservoir tank project
- Rotary Park improvement planning
- Shops gate and frontage improvements

Shop Services

- Ongoing maintenance on vehicles, machinery & construction equipment

Shop services hours were divided into the following areas:



Support Services

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