

# DALLAS CITY COUNCIL

## AGENDA

**Mayor Jim Fairchild Presiding**

**Monday, August 4, 2008, 7:30 PM**

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

All persons addressing the Council will please use the table at the front of the Council. All testimony is electronically recorded. Public participation is encouraged. If you desire to speak on any agenda item, please raise your hand to be recognized after the Mayor calls the item, or sign in on the provided card. If you wish to address the Council on any item not on the agenda, you may respond as the Mayor calls for questions and/or comments from the audience.

### **1. ROLL CALL**

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### **2. APPROVAL OF MINUTES**

- 2.1. Approval of minutes of the July 21, 2008, Council meeting (page 3)
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### **3. REPORTS OR COMMENTS FROM COUNCIL MEMBERS**

- 3.1. Report of July 28, 2008 Administrative Meeting (Kevin Marshall, Chair) (page 6)
- 3.2. Report of July 28, 2008 Public Safety Committee Meeting (David Shein, Chair) (page 13)
- 3.3. Mayor Jim Fairchild's monthly report for July (page 31)
- 3.4. Council President Ken Woods' monthly report for July (page 32)
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### **4. QUESTIONS AND/OR COMMENTS FROM THE AUDIENCE**

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### **5. REPORTS OF SPECIAL COMMITTEES AND CITY OFFICERS**

- 5.1. City Manager's Reports
- a. Reminder about August 13 TSP workshop
  - b. National Incident Management System (NIMS) Review (page 33)
  - c. Request for No Parking on Bridlewood Drive (page 36)
  - d. Street in Lieu Fee Proposal (page 39)
  - e. On-street parking review, 700 Block SW Church Street (page 42)
  - f. Stop sign request on Reed Lane (page 46)
  - g. Discussion concerning Annual Council Dinner

- h. Department reports for June (Community Development [49](#), Fire and Ambulance [53](#), Police [56](#), and Public Works [60](#)) ([page 49](#))
  - i. Other.
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## **6. COMMUNICATIONS AND PETITIONS**

- 6.1. Letter from Pacific Power regarding power interruptions ([page 67](#))
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## **7. PUBLIC HEARINGS**

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## **8. RESOLUTIONS**

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## **9. FIRST READING OF ORDINANCE**

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## **10. SECOND READING OF ORDINANCE**

- 10.1 Ordinance No. 1690: An Ordinance amending Chapter 7 of the Dallas City Code relating to transient lodging tax; and repealing conflicting provisions. ([page 68](#))
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## **11. OTHER BUSINESS**

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## **12. ADJOURNMENT**

\*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.

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4 The Dallas City Council met in regular session on Monday, July 21, 2008, at 7:30 p.m. in the  
5 Council Chambers of City Hall with Mayor Fairchild presiding.

6 **ROLL CALL**

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

10 Also present were: City Manager Jerry City Manager Wyatt, Assistant City Attorney Anthony  
11 James, Police Chief Jim Harper, Deputy Police Chief Tom Simpson, Community Development  
12 Director Jason Locke, Public Works Director Fred Braun, Finance Director Marcia Baragary,  
13 and Recording Secretary Emily Gagner.

14 **APPROVAL OF MINUTES**

15 Mayor Fairchild declared the minutes of the July 7, 2008, Council meeting approved as  
16 presented.

17 **REPORTS OR COMMENTS FROM COUNCIL MEMBERS**

18 Councilor Dalton noted there will be a meeting of the Urban Renewal District Advisory  
19 Committee on July 29 at 5:30 p.m. Greenworks will be making a presentation of their initial  
20 findings at that time, and the committee always welcomes citizen participation at those meetings.

21 Mayor Fairchild explained that tomorrow is the kickoff for Summerfest and invited everyone to  
22 come down to see what is happening Thursday through Sunday.

23 **QUESTIONS OR COMMENTS FROM THE AUDIENCE**

24 Larry Hood stated that he lives on Reed Lane and there are a lot of children in his neighborhood.  
25 His concern is that cars come down the hill on Reed Lane, which is a straight stretch downhill,  
26 and people speed. He is very concerned that the children on the street will get hurt. Mr. Wyatt  
27 stated we would refer this matter to the Public Safety Committee meeting on Monday, July 28, at  
28 which time there would be a full report.

29 Chelsea Pope, Executive Director of the Dallas Area Chamber of Commerce reiterated that  
30 Summerfest is this week. She noted new improvements, such as bringing back the teen dance at  
31 the Bank of America parking lot and more entertainment downtown than ever before. She is  
32 anticipating a larger turnout due to the economy keeping everyone closer to home this year. Ms  
33 Pope thanked the City staff, particularly the Public Works staff for all the work they have been  
34 doing to make downtown look great.

35 Rich Sliker, of Edward Jones, offered Edward Jones' services for the City's bond underwriting if  
36 the fire bond should pass in the election in November.

37 **REPORTS OF SPECIAL COMMITTEES AND CITY OFFICER**

38 Mr. Wyatt explained that there are a couple of trees on Main Street that are diseased or dying and  
39 the City has hired an arborist and tree removal company to remove them before Summerfest. In  
40 order to balance the look on the street, there are six trees that will be removed on the west side of  
41 Main Street between Mill and Court Streets.

42 **EMPLOYEE/VOLUNTEER RECOGNITION AWARDS**

43 Jerry introduced Mary Sandnes, the Volunteer of the Quarter Award recipient. Mary volunteers  
44 with the Police Department and does a tremendous amount of work. Jerry stated that she is an  
45 example of what the community has and we are proud to have Mary with the City. Mayor  
46 Fairchild presented Mary with a certificate and added that if there is music playing in City Hall,  
47 Mary is probably dancing to it. Ms Sandnes thanked the Police Chief and officers for putting up  
48 with her antics. She thanked Carlot and Sally for taking her under their wing and showing her  
49 what to do.

50 Jerry then introduced Emily Gagner, Executive Assistant to the City Manager and Assistant City  
51 Recorder, as the Employee of the Quarter award recipient. He stated Emily does an excellent job  
52 providing a high level of service to employees, the Council, and the public. Mayor Fairchild

1 presented Emily with a certificate. Ms Gagner thanked Jerry and the Mayor and said she loves  
2 working for the City.

### 3 OUTSIDE WATER REQUEST

4 Mr. Wyatt reviewed the recommendation, noting that 30 out of 35 properties on Hawthorne  
5 already get City water. He added that the property is contiguous to the City Limits and is in the  
6 Urban Growth Boundary. Mr. Wyatt reviewed Resolution 1954 that identifies when outside  
7 water can be granted and then he reviewed the fees the property owner would be required to pay  
8 before connecting to City water. Mr. Wyatt further explained that there is a “consent for  
9 annexation” included in the agreement, which states the property owners must agree to annex  
10 into the City whenever that decision is made by the City.

11 Councilor Shein asked what the logic is behind the \$5 per month charge. Mayor Fairchild  
12 explained that helps pay for upgrades and future maintenance on the outside water system.  
13 Councilor Scroggin asked if the agreement stays with the property. Mr. Wyatt confirmed that it  
14 does. There was some discussion about the process for annexing the Hawthorne subdivision into  
15 the City, and if that was done what improvements would need to be made.

16 The applicant, Lisa Gibson, stated she appreciates the Council’s consideration on this.

17 Ken Woods moved to authorize the City Manager to execute an agreement for nonresident water  
18 service, waiver of remonstrance, and consent to annexation and a local improvement district.  
19 The owner shall pay the following fees: water fee per Resolution 1954, water line lateral, water  
20 meter, water SDC fee, and street and park SDC fees. The motion was duly seconded and  
21 CARRIED UNANIMOUSLY with Council President Ken Woods, Jr., Councilor Brian Dalton,  
22 Councilor Warren Lamb, Councilor Jackie Lawson, Councilor Kevin Marshall, Councilor Wes  
23 Scroggin, Councilor David Shein, Councilor Dave Voves and Councilor LaVonne Wilson voting  
24 YES.

### 25 WATER SYSTEM SURVEY

26 Fred Braun, Public Works Director, advised that every 3 years the state looks at the City’s water  
27 system, including master planning. The results of the November 2007 survey were very  
28 congratulatory and everything looks to be in great shape.

### 29 STREET MAINTENANCE PROJECTS UPDATE

30 Mr. Braun explained that he runs the City’s paving projects through our Pavement Management  
31 System, and that prioritizes our street improvement projects. Since the last time we’ve  
32 prioritized our projects, the City has picked up a portion of West Ellendale from the County and  
33 it is in pretty bad shape. Because that section of road is a major part of our road system and it  
34 significantly affects commerce, staff would like to work on it immediately, before the winter  
35 rains set in, at a cost of about \$50,000. There is also work to be done on the LaCreole Bridge,  
36 where the sidewalk has settled and a railing is tilting outward. These two projects together  
37 should cost approximately the same as what is already budgeted to pave Bridlewood Drive.  
38 Further, if we defer the paving of Bridlewood Drive to the following fiscal year, it would only  
39 delay the project by about one month.

40 Councilor Dalton made a motion to authorize staff to complete projects on West Ellendale  
41 Avenue and at the LaCreole Bridge and authorize deferral of the SW Bridlewood Drive Overlay  
42 until fiscal year 2009-2010. The motion was duly seconded and CARRIED UNANIMOUSLY  
43 with Council President Ken Woods, Jr., Councilor Brian Dalton, Councilor Warren Lamb,  
44 Councilor Jackie Lawson, Councilor Kevin Marshall, Councilor Wes Scroggin, Councilor David  
45 Shein, Councilor Dave Voves and Councilor LaVonne Wilson voting YES.

### 46 REQUEST FOR “NO PARKING” ZONE ON BRIDLEWOOD DRIVE

47 Mr. Wyatt reviewed the request for a “No Parking” zone near the intersection of Bridlewood  
48 Drive and Kings Valley Highway. He stated staff has looked into the request and agree that such  
49 a zone should be created given the traffic and street width in that area. He added there will be no  
50 striping, just signs posted. Council President Woods recommended forwarding this request to  
51 the Public Safety Committee. Councilor Wilson made a motion to refer the request to the Public  
52 Safety Committee. The motion was duly seconded and CARRIED UNANIMOUSLY with  
53 Council President Ken Woods, Jr., Councilor Brian Dalton, Councilor Warren Lamb, Councilor  
54 Jackie Lawson, Councilor Kevin Marshall, Councilor Wes Scroggin, Councilor David Shein,

1 Councilor Dave Voves and Councilor LaVonne Wilson voting YES.

2 **COMMUNITY CENTER UPDATE**

3 Mr. Wyatt explained that Council recently had a workshop regarding the proposed Community  
4 Center. After the group looked at funding options, the consensus was to move forward on a  
5 conceptual drawing for a smaller facility that could be funded without a bond and using CDBG  
6 funds and other grant money. He stated he has been in contact with some other groups that  
7 might be interested in giving us some grants. He added he will continue to work with the Senior  
8 Center Advisory Committee and the Council to move forward with the Senior Center project  
9 based on the funding available.

10 **BILLS OF THE CITY FOR THE MONTH OF JUNE**

11 **OTHER**

12 **COMMUNICATIONS AND PETITIONS**

13 **OLCC APPLICATION FOR NEW OUTLET – L' ATTITUDE POINT ONE**

14 Mr. Wyatt reviewed the recommended motion. He explained that this was the application  
15 brought to the previous meeting and it has been submitted complete this time.

16 Councilor Dalton made a motion to recommend to the OLCC the approval of the application for  
17 a new establishment at 904 Main Street for L' Attitude Point One. The motion was duly  
18 seconded and CARRIED UNANIMOUSLY with Council President Ken Woods, Jr., Councilor  
19 Brian Dalton, Councilor Warren Lamb, Councilor Jackie Lawson, Councilor Kevin Marshall,  
20 Councilor Wes Scroggin, Councilor David Shein, Councilor Dave Voves and Councilor  
21 LaVonne Wilson voting YES.

22 **PUBLIC HEARINGS**

23 **RESOLUTIONS**

24 **FIRST READING OF ORDINANCE**

25 Ordinance No. 1690: An Ordinance amending Chapter 7 of the Dallas City Code relating to  
26 transient lodging tax; and repealing conflicting provisions.

27 City Manager Wyatt explained this Ordinance changes the collection period from a monthly to a  
28 quarterly basis. In response to a question, Mr. Wyatt stated this format will be easier for our  
29 staff.

30 Mayor Fairchild declared Ordinance 1690 to have passed its first reading.

31 **SECOND READING OF ORDINANCE**

32 Ordinance No. 1689: An Ordinance Amending DCC 6.305, 6.310, 6.325, and 6.365 regarding  
33 Parking Regulations; adding new provisions to Dallas City Code Chapter 6; and repealing  
34 conflicting provisions.

35 Mayor Fairchild declared Ordinance No. 1689 to have passed its second reading. A Roll Call  
36 vote was taken and Mayor Fairchild declared Ordinance No. 1689 to have PASSED BY A  
37 UNANIMOUS VOTE with Council President Ken Woods, Jr., Councilor Brian Dalton,  
38 Councilor Warren Lamb, Councilor Jackie Lawson, Councilor Kevin Marshall, Councilor Wes  
39 Scroggin, Councilor David Shein, and Councilor LaVonne Wilson voting YES.

40 **OTHER BUSINESS**

41 There being no further business, the meeting adjourned at 8:20 p.m.

42 Read and approved this \_\_\_\_\_ day of \_\_\_\_\_ 2008.

43 \_\_\_\_\_  
44 \_\_\_\_\_  
45 \_\_\_\_\_ Mayor

46 ATTEST:

47 \_\_\_\_\_  
48 City Manager

## **POST MEETING AGENDA**

### **ADMINISTRATIVE COMMITTEE**

Monday, July 28, 2008

4:00 p.m.

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

1. Street in Lieu Fee

**Moved to City Manager's Reports (item 5.1 d on agenda)**

2. Finance Director's Report

3. Assistant City Manager's Report

4. Other

5. Adjourn

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Members Present: Chair Kevin Marshall, Brian Dalton, David Shein, LaVonne Wilson, and Ken Woods, Jr.

Also Present: Mayor Jim Fairchild, City Manager Jerry Wyatt, Assistant City Manager Kim Marr, and Recording Secretary Emily Gagner.

Chair Kevin Marshall called the meeting to order at 5:00 p.m.

**Street In Lieu Fee**

Mr. Wyatt reviewed the staff report, explaining that the City currently follows this procedure, but we need to formalize it. Mr. Wyatt indicated that currently, people will buy property without knowing there is already an agreement that states they have to pay for street improvements. With the Street In Lieu fee, prior to the partition plat being signed, the property owner will have to pay for the street improvements. That money will then go into the street fund, and the plat will be recorded. Mr. Wyatt noted they are paying today's price for tomorrow's improvement, which could be quite a savings. He explained that the figures included in the staff report are the Public Works engineering estimate for a typical 60 foot lot. Councilor Woods asked if the numbers for a half-street improvement would change with inflation. Mr. Wyatt stated we would stipulate that we would look at the figures every two years, with a resolution for the increase. Councilor Dalton stressed that we must make it clear the cost is \$165 per lineal foot, not just \$9,900 per lot.

Councilor Wilson made a motion to recommend the Council direct staff to create a Resolution to establish a street in lieu fee for street improvements. The motion was duly seconded and carried unanimously.

**Finance Director's Report**

Mr. Wyatt pointed out that the auditors have been at City Hall and started the 2007-09 audit.

**Assistant City Manager's Report**

Assistant City Manager Kim Marr reviewed her report.

**Other**

Mr. Wyatt explained that staff is looking at a grant program for the façade improvement program. They are currently drafting the details of the grant program and an application form. The grants would be taken from the revolving loan fund that is already established. Councilor Dalton explained that the money in that fund started out as housing money and once it was paid back had no strings attached. He added that they would demand an architectural review, but the City could provide the architect, and if the project looks good, the City would fund the project reviewed through the Commercial Development Team. Mayor Fairchild stated it is important that the applicant puts money into the project as well as grant funds. Mr. Wyatt noted this is for the Committees information only.

Mr. Wyatt reported that there will be two groups of people touring Dallas during the LOC conference in Salem in October. The groups will be looking at the park, park trail, housing projects in Dallas, and the Aquatic Center.

There was no other business and the meeting was adjourned at 5:19 p.m.

## **MEETING AGENDA**

### **ADMINISTRATIVE COMMITTEE**

Monday, July 28, 2008

4:00 p.m.

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

1. Street in Lieu Fee
2. Finance Director's Report
3. Assistant City Manager's Report
4. Other
5. Adjourn

# Public Works Staff Report

May 22, 2008

RE: **Street In-Lieu Fee**

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## **Recommendation:**

Direct Staff to prepare a Resolution for establishment of an In-Lieu Fee for street improvements.

## **Background:**

Pursuant to Chapters 3.2 and 4.2 of the Dallas Development Code (ORD 1672), new and expanded development must have adequate public facilities. Public facilities include full street improvements, or half street improvements in the case of development along only one side of the street.

Improvements shall be installed and operational prior to permits or occupancy. Deferral of the improvements may be allowed if written agreements and/or financial assurance are provided by the Developer.

Past practice included installation of the street improvements or recordation of an improvement agreement. The recorded agreement would compel the owner of the property to install the improvements at a future time when directed to do so by the City. In many cases, the original owner of the property would sell to an unsuspecting buyer.

Lately, the City's policy is to have the improvements installed, or collect the cost of the improvements and place that money in a special account to be used for the future improvement of the roadway. Collection of the money has been done at the staff level and has been questioned by some developers. Establishment of a street in-lieu fee will formalize the internal process and reduce staff time responding to inquiries.

In-lieu fees would only be considered for isolated lots fronting partially improved streets, where installation of the improvements was impractical, or would be more practical as a larger project. In-lieu fees would not be considered for a new subdivision.

## **Fee Methodology:**

Calculation of the fee is based upon half street improvement of a typical 60 foot frontage for residential construction, or the full frontage for commercial/industrial construction. The fee for such, based upon average 2007 construction costs in Dallas, Oregon is as follows:

Item	Quantity	Unit	Unit Price	Total Price
Mobilization & Traffic Control	1	LS	\$1,000.00	\$1,000.00
Excavation	130	CY	\$12.00	\$1,560.00
Aggregate Base	180	TON	\$18.00	\$3,240.00
PCC Curb & Gutter	60	LF	\$15.00	\$900.00
PCC Sidewalk/Driveway	300	SF	\$4.00	\$1,200.00
AC Paving	40	TON	\$50.00	\$2,000.00
			Total:	\$9,900.00
Note: Cost is for a typical 28 foot half street with curb, gutter and sidewalk for a 60 foot lot.				
Lot frontage:	60	LF		
Unit price for construction:	\$165.00	\$/LF		

The above calculated costs do not include the cost of utilities. Utility costs would be in addition to the above street costs.

# MEMORANDUM

To: Jerry Wyatt

From: Marcia Baragary

Date: July 28, 2008

Re: Administrative Committee

- I. 2008-2009 City of Dallas and Urban Renewal Agency budgets delivered to Polk County Assessor's Office
- II. Closing 2007-08 Fiscal Year
- III. 2007-08 Preliminary Review with Auditors from Grove, Mueller & Swank
- IV. Questions from Committee

# MEMORANDUM

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

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## **New Hires and Exits**

Daniel Neazor has been hired as a full time Paramedic and will begin with the City on August 15, 2008.

Tandi Vidrio will begin as our new Court Clerk II on August 1, 2008.

The Ambulance Department has hired eight new part-time employees: Brayden Bigam, Joshua Brehm, Anthony James, Paul McCallum, Ryan Saltalmachia, Clete Schmitke, Erin Wheeler and Amy Yount.

The Aquatic Center has hired two new part-time Lifeguards: Gabe Rebischke and Jim Brown. Amiee Boudreau and David Buchan have resigned from the Aquatic Center effective the end of July.

## **Police**

The Police Department has scheduled written and physical fitness testing for eligible Police Officers on July 30.

## **Personnel Issues**

All employees have completed the healthcare enrollment process for the next fiscal year.

The City is in the final stages of negotiations with the Police Department.

## MEETING AGENDA

### PUBLIC SAFETY COMMITTEE

Monday, July 28, 2008

4:00 p.m.

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

1. No Parking Zone @ Bridlewood Drive

Moved to City Manager's Reports (item 5.1 c on agenda).

2. Stop Sign Request for Hillcrest & Reed Lane

Moved to City Manager's Reports (item 5.1 f on agenda).

3. Dog Licensing Update

4. Police Chief's Report

Moved Post Office Parking item to City Manager's Reports (item 5.1 e on agenda).

5. Fire Chief's Report

Moved NIMS review item to City Manager's Reports (item 5.1 b on agenda).

6. Other

7. Adjourn

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Members Present: Chair David Shein, Brian Dalton, Kevin Marshall, LaVonne Wilson, and Ken Woods, Jr.

Also Present: Mayor Jim Fairchild, City Manager Jerry Wyatt, Assistant City Manager Kim Marr, Fire Chief Bill Hahn, Police Chief Jim Harper, Deputy Police Chief Tom Simpson, and Recording Secretary Emily Gagner.

Chair David Shein called the meeting to order at 4:01 p.m.

**No Parking Zone at Bridlewood Drive**

Mr. Wyatt explained a request for a no parking zone from the Bridlewood Homeowners' Association, noting staff concurs with the request for no parking 100 feet west of the intersection of Bridlewood Drive and Kings Valley Highway. He noted staff sent a letter to the adjacent property owners explaining the proposal and inviting them to the meeting. After some discussion by the Committee members, it was decided the curb would be painted yellow in the no parking zone instead of using signs. After Councilor Woods expressed concern that we haven't heard from the adjacent property owners, Mr. Wyatt stated he would call or even knock on their door if necessary to talk with them about it.

Councilor Wilson made a motion to ask the Council to direct staff to prepare a Resolution for a no parking zone on Bridlewood Drive as requested and to paint the curb instead of placing signs. The motion was duly seconded and carried unanimously.

**Stop Sign Request for Hillcrest and Reed Lane**

Mr. Wyatt reviewed the request at the last Council meeting for a stop sign on Reed Lane. Mr. Braun explained that whenever you install a multi-way stop, there are certain warrants, or criteria, that must be met, which include certain traffic volumes and a minimum number of accidents must occur. Mr. Braun reviewed that traffic is stopped on Reed Lane just 500 feet to the east at Jasper, and that 500 feet to the west there is a 90° turn that slows traffic. Mr. Braun indicated staff recommends against a stop sign on Reed Lane at Hillcrest. Mr. Wyatt explained that there are several vacant lots in the area now, but once the area develops and there is more of a feeling of confinement, traffic will slow.

Councilor Dalton moved to recommend to the Council to not place a stop sign on Reed Lane at Hillcrest Drive. The motion was duly seconded and carried unanimously.

**Dog Licensing Update**

Deputy Police Chief Simpson summarized his report, noting staff has been working on protocol and procedures to implement the new Ordinance. They have purchased dog tags and software to run the program. Mr. Simpson stated we are using the same software as Polk County, so once our system is set up, we can transfer all Dallas data from Polk County to our

1 computer. Community Service Officer Todd Pendley works as the animal control officer.  
2 He is familiar with the system, knows the city and officers, and Mr. Simpson feels will be a  
3 good asset to the program.

4 Mr. Wyatt stated staff will come to the Council with a quarterly report to let them know  
5 where we are funding of the program and the CSO position. He added we want to start with a  
6 full time CSO position, and reduce it later if needed. That position will also do parking en-  
7 forcement, which is very important. In response to a question, Mr. Wyatt stated the position  
8 will never be fully funded by revenues generated by the dog program and parking enforce-  
9 ment. However, we can look at grants with the animal control if we maintain a no-kill animal  
10 facility. Chief Harper added we can apply for grants to increase adoptions too.

### 11 **Police Chief's Report**

12 Chief Harper reviewed the Police Chief's report. He explained that staff has looked at the  
13 parking situation in front of the Post Office on Church Street, and there is definitely a tenden-  
14 cy for the DHS employees to monopolize parking there. He noted we are looking at designat-  
15 ing certain spots in front of the Post Office as 15-minute spots so Post Office customers have  
16 adequate parking available.

17 Councilor Dalton commented that the parking situation has made that area very dangerous, as  
18 people often do U-turns to find parking places. There was some discussion about how many  
19 parking spaces would be needed, and Chief Harper stated he would have staff assess the area  
20 and have a number for the Resolution. Mr. Wyatt stated we would have a staff report for  
21 Monday's Council meeting.

22 Chief Harper stated August 21 starts the new parking program. He hopes it will have an im-  
23 pact on parking with the higher penalties. He will be sending a group email to the Polk Coun-  
24 ty employees to notify them that bails have gone up substantially. He added we will be noti-  
25 fying the newspaper, and will have information in the newsletter. Chief Harper noted for tru-  
26 ly chronic cases, they now have the boot, but he doesn't anticipate it will be used often.

27 Chief Harper stated that our Code is vague when it comes to the unnecessary noise ordinance.  
28 He reported people are making noise later and later, and they are getting a lot of calls between  
29 10 p.m. and midnight, especially in mixed-age neighborhoods. He noted some cities have cla-  
30 rified their unnecessary noise ordinances to state 10 p.m. to 6 a.m. as a quiet time. Chief Har-  
31 per stated he would research this further and bring it back for review.

32 There was some discussion about how early downtown was closed for the Summerfest parade  
33 on Saturday. Mr. Simpson explained he would coordinate better with Public Works, and  
34 noted staff always reviews what went wrong so it is addressed next year.

### 35 **Fire Department and Ambulance Service Report**

36 Fire Chief Bill Hahn reviewed his report. He reported that we were requested by the County  
37 to sign a verification of NIMS compliance, which would qualify us for grants through FEMA

1 and state agencies. He stated the Council has never officially adopted a statement that any-  
2 time there is an incident, the City will use NIMS protocol.

3 Councilor Marshall made a motion to recommend the Council adopt the Resolution as drafted  
4 acknowledging that we use NIMS. The motion was duly seconded and carried unanimously.

5 Chief Hahn reported that Congress passed a bill that increased the amount of funding ambul-  
6 ance companies receive for Medicare and Medicaid reimbursements – up 2% in urban and 3%  
7 in rural areas.

8 Councilor Dalton mentioned he's noticed the absence of the fire siren. Chief Hahn stated  
9 there was a malfunction and it would not stop. Councilor Dalton stated Council has already  
10 discussed the siren, and they want it. Mr. Wyatt stated he will look into the costs to repair it.

11 **Other**

12 There being no further business the meeting was adjourned at 4:59 p.m.

## **MEETING AGENDA**

### **PUBLIC SAFETY COMMITTEE**

Monday, July 28, 2008

4:00 p.m.

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

1. No Parking Zone at Bridlewood Drive
2. Stop Sign Request for Hillcrest & Reed Lane
3. Dog Licensing Update
4. Police Chief's Report
5. Fire Chief's Report
6. Other
7. Adjourn

# DALLAS PUBLIC SAFETY COMMITTEE

## REPORT

**TO: MAYOR JIM FAIRCHILD AND CITY COUNCIL**

<i>City of Dallas</i>	<b>Agenda Item No. 1.</b>	<b>Topic:</b> Request for “No Parking” Zone
<b>Prepared By:</b> Fred Braun	<b>Meeting Date:</b> July 28, 2008	<b>Attachments:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Approved By:</b> Jerry Wyatt		

### RECOMMENDED MOTION:

Direct the City Attorney to draft a Resolution prohibiting parking on Bridlewood Drive within 100 feet of Kings Valley Highway.

### BACKGROUND:

Attached is a request from the Bridlewood Homeowners Association requesting that the City look into creation of a No Parking zone near the intersection of Bridlewood Drive and Kings Valley Highway.

Staff has looked into the request and concurs that such a zone should be created due to the median in the roadway at this location. This median effectively narrows that roadway, and could create a problem for emergency vehicles making this turn if a larger car or truck was also parked adjacent to the curb.

Letters and maps were sent to the adjacent property owners to inform them of the proposal to create a “No Parking” zone on Bridlewood Drive and inviting them to attend the Committee meeting.

### FISCAL IMPACT:

Cost of signage installation \$300.

### ATTACHMENTS:

Letter from Bridlewood Homeowners Association dated May 20, 2008, and map of the area.

**Bridlewood Homeowners Association  
1450 Bridlewood Dr. # 23  
Dallas, OR 97338**

**City of Dallas  
Safety Committee  
PO Box 67  
Dallas, Oregon 97338**

**May 20, 2008**

**Good Morning,**

**The Bridlewood Board of Directors would like to propose creating a 'No Parking' zone along the curb in the incoming lane into our neighborhood. The street is narrow there and several people have noted that when vehicles are parked in the area it creates a hazard.**

**We have spoken with the homeowner who lives in the first house on the right, and he is in complete agreement that the curb should be painted yellow from the beginning of the entry and continue on, perhaps five feet, past the west side of his driveway. His family and guests would still have adequate parking in near proximity to his house, but the narrow part of the entry would be kept free of obstructions.**

**We feel that this would create a safer point of entry for our members and visitors alike.**

**We thank you for considering this matter. If you have any questions, or want a representative to meet with you in the area of concern, please feel free to call the manager.**

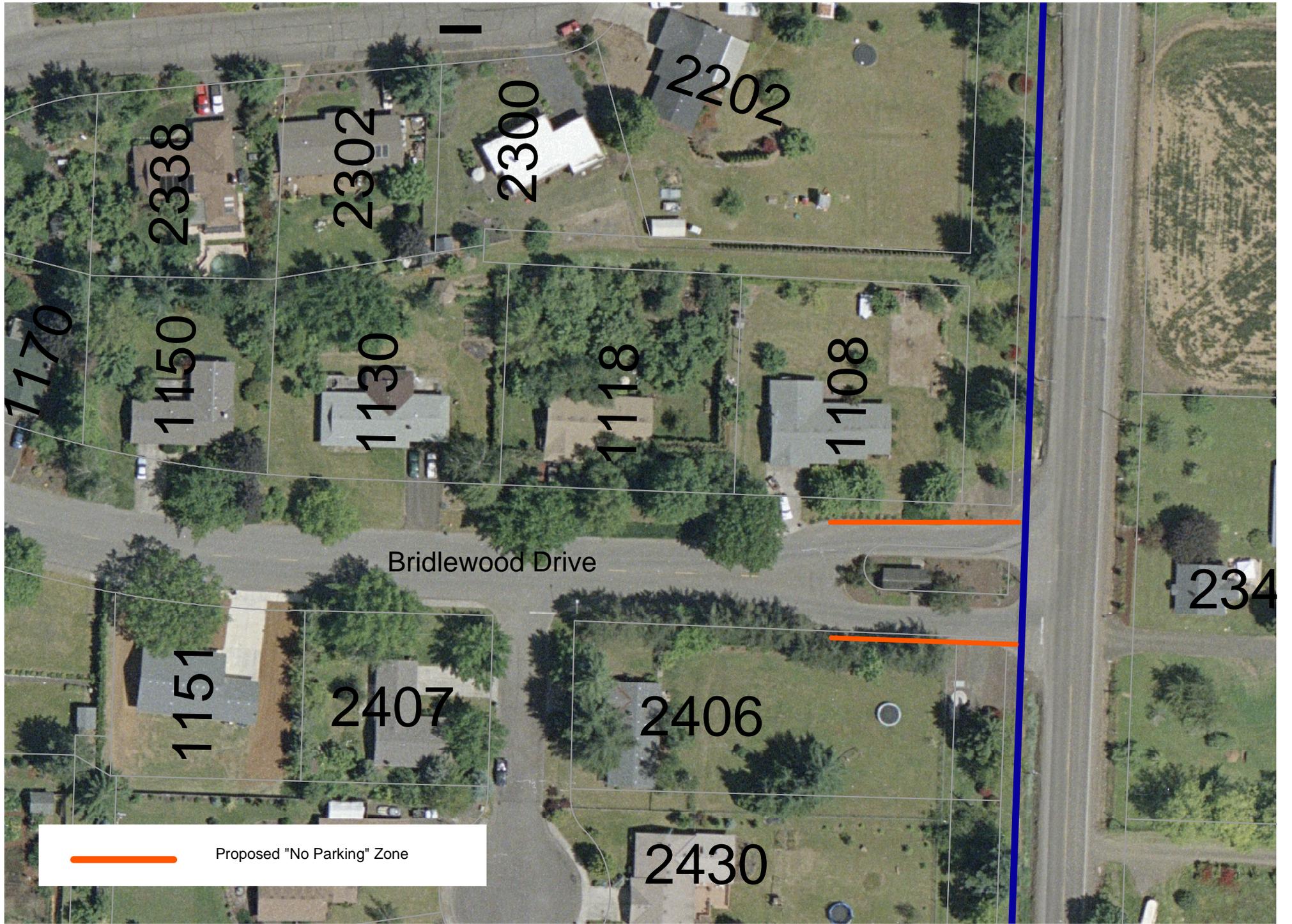
**Sincerely,**

**Bridlewood Homeowners Board of Directors**



**Sharon Thompson, Manager  
503-623-6924**

05-22-08P03:36 RCVD



 Proposed "No Parking" Zone

# MEMORANDUM

To: City Manager & Public Safety Committee

From: Fred Braun, Director of Public Works

Date: 7-21-08

Subject: Traffic Control at NW Reed Lane and NW Hillcrest Intersection.

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Attached is a map showing the subject intersection location. Concerns have been made by a resident regarding the lack of controls at the intersection and approach speed of traffic on NW Reed Lane. There are stop controls on NW Hillcrest.

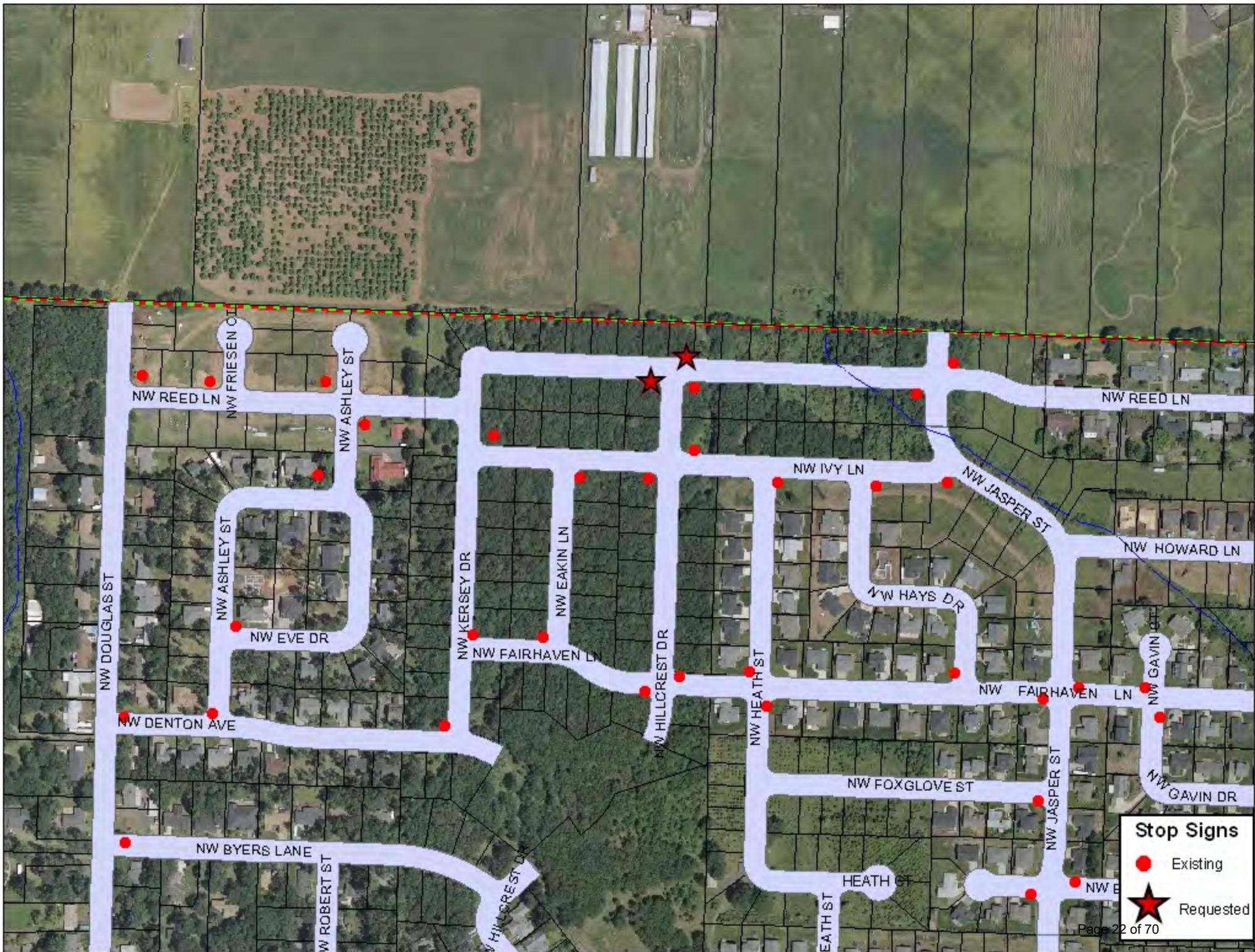
Functionally, NW Reed Lane serves as a minor collector street for the neighborhood, and NW Hillcrest ends at the intersection.

Traffic volumes at this location are relatively low, with approach volumes less than 100 vehicles per hour. To date, there has not been a significant accident history at this location (no reported accidents within the last 12 months).

Installation of a multi-way Stop (i.e. stops at all approaches) has specific warrants that must be met per MUTCD. In this instance, the traffic volumes on the minor approach would not meet the criteria for installation of a multi-way Stop. The minor approach volume must average at least 200 vehicles per hour for an 8 hour period. Stop signs tend to increase the frequency of rear-end type collisions. Given the current lack of accidents at this intersection, it is likely that the installation of a multi-way stop would increase the accident rate.

Stop signs are a traffic control device that should be used to improve the operation or safety at an intersection. Stop signs should not be used to slow down traffic. Traffic enforcement and public education are the preferred methods to address speeding vehicles.

Staff recommends against installation of a multi-way stop.



**Stop Signs**

● Existing

★ Requested

# MEMORANDUM

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date: July 16, 2008  
to: City Manager Jerry Wyatt  
from: Chief Jim Harper  
re: Staff Report - Dog Licensing Program

## **BACKGROUND**

This is an update to the May 27, 2008 presentation to the Public Safety Committee of the Dallas City Council. The submitted report recommended the Council adopt an ordinance which would allow the City to begin dog licensing for residents. A draft ordinance was prepared by the City Attorney and the recommendation moved forward.

On June 4, 2008, Chief Harper requested Lt Stevenson and I work together to coordinate the implementation of the new dog licensing program. Items to be considered for implementation include recommendations for license tracking software, license tags, community information, internal operating procedures and related training relative to the new program. Finally an orientation should be conducted for personnel directly involved with implementation.

On June 7, 2008, the Council gave final approval of a new ordinance for dog licensing, as recommended to—and by—the Public Safety Committee. The new ordinance goes into effect August 6, 2008.

## **FISCAL IMPACT**

**Animal Control FTE** (Community Service Officer & New and Enhanced Parking Program / approx per month) ..... \$2,538.00  
(40hrs per week, @ \$15.86 per hour)

**Animal Control and Shelter Software Package** (Helion Software, Inc.)  
Software License Fee (one-time cost)..... \$5,000.00

Installation, Training and Configuration ..... \$2,500.00  
 Yearly Support and Upgrades for First Year ..... (Included with Purchase)  
 Yearly Support and Upgrades for Subsequent Years..... \$1,500.00

\*This software is the same as Polk County uses, allowing us to directly upload City residents already in their system.

**Records Staff Time**

Additional staff time will be required by the Police Department records staff, primarily in the realm of interacting with customers who come to the front counter to purchase dog licenses. There are no cost increases directly associated with this function at this time, as existing staff (1.6 FTE) and Department volunteers **will absorb the extra workload**, in conjunction with the Finance Department staff who will receipt the money received.

**Data Entry**

To be analyzed for time required to enter dogs & owners into the records system, as well as time required to send annual renewals notices.

**Revenue Projections / Considerations from Licensing Fees**

Licensing Fee:  
 Altered dogs: \$15 yr / \$35 three yrs

Since we have no data readily available which outlines the percentage of altered, versus unaltered dogs in the City of Dallas, as well as dogs with or without microchip identification, all calculations will be based on the Altered Dog, with micro-chip rate. Deviations will result in additional revenue, rather than reductions.

- Currently approx. 2500 dogs of Dallas residents registered with Polk County  
 2500 @ \$13 \$32,500  
 2500 @ \$30 \$75,000 (for three years) > \$25,000 annually

**Considerations**

- A portion of the 2500 will have Polk licenses good potentially for 1-3 years
- Approximately 5000 residences within the City of Dallas
- Informational media campaign to inform City residents of licensing program

(news media; web page; City newsletter, Cable channel)

- Door-to-door awareness campaign within the City by Animal Control Officer, with the goal of confirming dog license needs, and working towards compliance.
- Full-time Animal Control Program previously funded & operational (Vehicle; kennels; control sticks; pound supplies), currently not funded in the '08-'09 budget year (revenue amount to be determined from licensing)
- Estimation of 33% of all Dallas households having one or more dogs. Based on this estimation, (and keeping with the conservative estimate) the potential revenue is referenced below.

33% x 1 dog	1650 dogs	\$21,450
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(If 30% of those have 2 dogs:)

33% x 2 dogs	545 dogs	\$7,085 (+21,450) = \$28,535
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(If 30% of those have 3 dogs:)

33% x 3 dogs	545 dogs	\$7,085 (+28,353) = \$35,620
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- A more aggressive animal control program, specifically regarding licensed dogs has the potential to increase the Municipal Court caseload. This would be related to enforcement actions against persons who resist compliance.
- Additional fines assessed would help off-set the increased costs of enforcement and judicial actions.
- There is an increased potential for future grant funding for well established dog and animal control programs, especially "no-kill" facilities.
- Long-term, major repairs should be anticipated to make the existing dog pound more serviceable for future, long-term use. (minor repairs recently accomplished)

## **RECOMMENDATION**

I recommend we seek approval from the City Manager to move forward with the proposals included herein, including an increase in the Animal Control Officer's hours, effective prior to new licensing program. Recommend we use our existing,

part-time/temporary hire for Animal Control due to his familiarity with our systems, knowledge of the community and established working relationship with our officers. Additionally, he should be re-classified as a full time Community Service Officer (CSO), assigned to Animal Control & Parking, and provided the benefits of an FTE.

Finally, I would recommend a program review after 6 months of operation, to assess the productivity and better project annual costs versus revenue. This will help establish supplemental costs of the program.

# MEMORANDUM

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**To:** Jerry Wyatt  
**From:** Jim Harper  
**Date:** July 21, 2008  
**Subject:** Public Safety Meeting July 28, 2008

Discussion concerning parking on SW Church St near the Dallas Post Office

Update on Parking in the downtown (August 6, 2008) Bail increase.

Update on animal control program with licensing attached (August 21, 2008).

Question or other items for Police.

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## *The City of Dallas Fire and EMS Public Safety Report For July 28, 2008*

### **Fire Department:**

#### **Personnel:**

Fire Department personnel conducted fire prevention activities in the Wal-Mart parking lot for their safety fair.

Father's Day breakfast was a huge success; the nice weather increased the number of people that attended. Fire truck rides were provided for the children and family members.

The Ham Radio group (R.O.A.D.S.) used the training tower site for their yearly event. The group spends the entire weekend contacting other operators around the country.

Members of the blind school attended a station tour, which is a yearly event. The students spent time exploring the turnouts, walking around and sitting in the trucks, and connecting and hooking up the fire hoses and nozzles.

The following individuals were promoted: Josh Darland to Assistant Chief and Greg Riemer and Dennis Unger to Deputy Chief, joining current Deputy Chief Bob Evans. Eriks Gabliks, Mike Bollman and Pat Tallon were promoted to Battalion Chief. These promotions became effective July 1<sup>st</sup> and complete the management team of the Department.

#### **Fire Training Update:**

Six member of the Department received first place in a vehicle extrication event held in Beaumont, Texas. The team had practiced for three months preparing for the competition. The team will compete in the extrication event here in Dallas over the Summerfest weekend.

#### **Fire Association:**

During the Summerfest activities, the Association will bring back the hydro-cart event that was held in Dallas in the 50's and again in the late 80's or early 90's. The carts are similar to go-carts, but are powered by a water stream from fire hoses.

#### **Other:**

It has come to my attention that we have not officially acknowledged that in emergency situations, the City of Dallas follows NIMS (National Incident Management System) protocol. In order to qualify for grants, the Council will

need to pass a Resolution stating we adopt NIMS for all government departments.

**Emergency Medical Service:**

**Activity:**

An assessment center for the hiring of a new paramedic and the development of a hiring list was conducted on July 1. A job offer was made and accepted by Daniel Neazor. Daniel was working for Woodburn Ambulance at the time that he accepted our offer. Daniel will begin his first shift with us on August 31<sup>st</sup>.

**Equipment:**

The City of Corvallis has taken delivery of a new medic unit built by the same company that is building ours. Todd Brumfield and Bill Hahn drove down, checked out the vehicle, drove it around Corvallis. The unit handles very well and the ride was fairly smooth considering the truck chassis.

# MEMORANDUM

Date: July 30, 2008  
To: City Council Members  
From: Mayor Fairchild  
Re: July 2008 Activities

## Meetings and activities attended representing the City:

July 7 7:30 p.m.to 9:30 p.m. - City Council meeting.

July 8 7:30 p.m.to 8:30 p.m. – Planning Commission.

July 9 11:30 a.m. to 1:00 p.m. – Council Workshop on Community Center Business Plan.

July 16 6:30 p.m.to 7:30 p.m. – Attended School District Bond Forum at Civic Center

July 17 Attended Sounds of Summer.

July 21 7:30 p.m.to 9:30 p.m. - City Council meeting.

July 22 2:00 p.m. to 3:00 p.m. – Senior Center Advisory Committee meeting.

July 24 Introduced group performing at Sounds of Summer  
Attended various Summerfest activities

July 25 8:00 a.m. to 9:00 a.m. – West Valley Hospital Foundation meeting.  
Attended various Summerfest activities

July 26 Participated in Summerfest parade and various Summerfest activities.  
Helped set up for Breakfast in the Park.

July 27 6:30 a.m. to 2:00 p.m. – Cooked pancakes at Breakfast in the Park and helped in clean up.  
Attended Art in the Park.  
3:00 p.m. to 4:00 p.m. – Helped give out Car Show awards.

July 28 4:00 p.m. to 5:30 p.m. – Council Administration and Public Safety Committee meetings.  
6:30 p.m. to 8:15 p.m. – Attended School Board meeting

July 29 5:30 p.m. to 6:30 p.m. – Urban Renewal Advisory Committee meeting.

July 30 6:00 p.m. to 8:00 p.m. – Attended City Picnic.

July 31 Traveled to Oregon Mayors Conference in Pendleton. Participated in tour of Pendleton’s Urban Renewal District.

JF:eg

# MEMORANDUM

**Date:** August 1, 2008  
**To:** Mayor Fairchild and City Council Members  
**From:** Council President Ken Woods, Jr.  
**Cc:** City Manager Jerry Wyatt  
**Subject:** Council President's July 2008 Monthly Report

July 7            7:30 – 8:15 PM  
**City Council Meeting**

July 9            11:30 – 12:35 PM  
**City Council Workshop - Senior Center**

July 12-19        Vacation

July 21           7:30 – 8:50 PM  
**City Council Meeting & City Council Executive Session**

July 28           4:00 – 5:20 PM  
**Administration/Public Safety Committee Meetings**

July 29           5:30 – 6:50 PM  
**Urban Renewal District Advisory Committee Meeting**

July 30           6:00 – 8:00 PM  
**City Picnic**

Ken Woods

# DALLAS CITY COUNCIL REPORT

**TO: MAYOR JIM FAIRCHILD AND CITY COUNCIL**

<i>City of Dallas</i>	<b>Agenda Item No.</b> 5.1 b	<b>Topic:</b> NIMS Review
<b>Prepared By:</b> Jerry Wyatt	<b>Meeting Date:</b> August 4, 2008	<b>Attachments:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Approved By:</b> Jerry Wyatt		

RECOMMENDED MOTION:

Direct the City Attorney to draft a Resolution designating the National Incident Management System (NIMS) as the basis for all incident management in the City of Dallas.

BACKGROUND:

In 2004, the Department of Homeland Security released the National Incident Management System (NIMS) as required by Homeland Security Presidential Directive (HSPD) established and designated the National Integration Center (NIC) Incident Management Systems Division to coordinate NIMS compliance. The National Incident Management System provides a consistent nationwide template to establish Federal, State, tribal and local governments as well as private sector and nongovernmental organizations to work together effectively and efficiently to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size or complexity.

FISCAL IMPACT:

Eligible for reimbursements, grants and funding

ATTACHMENTS:

Draft Resolution.

RESOLUTION NO. \_\_\_\_\_

A Resolution designating the National Incident Management System (NIMS) as the basis for all incident management in the City of Dallas

WHEREAS, the President in Homeland Security Directive (HSPD)-5, directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for Federal, State, local, and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity;

WHEREAS, the collective input and guidance from all Federal, State, local, and tribal homeland security partners has been, and will continue to be, vital to the development, effective implementation and utilization of a comprehensive NIMS;

WHEREAS, it is necessary and desirable that all Federal, State, local and tribal emergency agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management;

WHEREAS, to facilitate the most efficient and effective incident management it is critical that Federal, State, local, and tribal organizations utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters;

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the State's ability to utilize federal funding to enhance local and state agency readiness, maintain first responder safety, and streamline incident management processes.

WHEREAS, the Incident Command System components of NIMS are already an integral part of various incident management activities throughout the State, including current emergency management training programs; and

WHEREAS, the National Commission on Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Incident Command System;

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

Section 1. That the National Incident Management System (NIMS) be, and it hereby is, established as the standard for incident management in the City of Dallas.

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

Adopted August 4, 2008  
Approved August 4, 2008

\_\_\_\_\_  
JAMES B. FAIRCHILD, MAYOR

ATTEST:

\_\_\_\_\_  
JERRY WYATT, CITY MANAGER

# DALLAS CITY COUNCIL REPORT

**TO: MAYOR JIM FAIRCHILD AND CITY COUNCIL**

<i>City of Dallas</i>	<b>Agenda Item No.</b> 5.1 c	<b>Topic:</b> No Parking Request
<b>Prepared By:</b> Jerry Wyatt	<b>Meeting Date:</b> August 4, 2008	<b>Attachments:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Approved By:</b> Jerry Wyatt		

RECOMMENDED MOTION:

Direct the City Attorney to draft a Resolution prohibiting parking on Bridlewood Drive within 100 feet of Kings Valley Highway.

BACKGROUND:

This item was referred to the Public Safety Committee for review. Attached is a request from the Bridlewood Homeowners Association requesting that the City look into creation of a No Parking zone near the intersection of Bridlewood Drive and Kings Valley Highway.

Staff has looked into the request and concurs that such a zone should be created due to the median in the roadway at this location. This median effectively narrows that roadway, and could create a problem for emergency vehicles making this turn if a larger car or truck was also parked adjacent to the curb.

Letters and maps were sent to the adjacent property owners to inform them of the proposal to create a "No Parking" zone on Bridlewood Drive and inviting them to attend the Committee meeting.

FISCAL IMPACT:

Cost of paint \$100.

ATTACHMENTS:

Letter from Bridlewood Homeowners Association dated May 20, 2008, and map of the area.

**Bridlewood Homeowners Association  
1450 Bridlewood Dr. # 23  
Dallas, OR 97338**

**City of Dallas  
Safety Committee  
PO Box 67  
Dallas, Oregon 97338**

**May 20, 2008**

**Good Morning,**

**The Bridlewood Board of Directors would like to propose creating a 'No Parking' zone along the curb in the incoming lane into our neighborhood. The street is narrow there and several people have noted that when vehicles are parked in the area it creates a hazard.**

**We have spoken with the homeowner who lives in the first house on the right, and he is in complete agreement that the curb should be painted yellow from the beginning of the entry and continue on, perhaps five feet, past the west side of his driveway. His family and guests would still have adequate parking in near proximity to his house, but the narrow part of the entry would be kept free of obstructions.**

**We feel that this would create a safer point of entry for our members and visitors alike.**

**We thank you for considering this matter. If you have any questions, or want a representative to meet with you in the area of concern, please feel free to call the manager.**

**Sincerely,**

**Bridlewood Homeowners Board of Directors**



**Sharon Thompson, Manager  
503-623-6924**

05-22-08P03:36 RCVD



— Proposed "No Parking" Zone

# DALLAS CITY COUNCIL REPORT

**TO: MAYOR JIM FAIRCHILD AND CITY COUNCIL**

<i>City of Dallas</i>	<b>Agenda Item No.</b> 5.1 d	<b>Topic:</b> Street In Lieu Fee
<b>Prepared By:</b> Jerry Wyatt	<b>Meeting Date:</b> August 4, 2008	<b>Attachments:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Approved By:</b> Jerry Wyatt		

RECOMMENDED MOTION:

Direct the City Attorney to draft a Resolution for the establishment of a Street In-Lieu Fee for half street improvements.

BACKGROUND:

The item was discussed at the Administration Committee meeting with a modification to the formula that the fee be paid for actual lot frontage and that the price will be reviewed every other year.

Past practice included installation of the street improvements or recordation of an improvement agreement. The recorded agreement would compel the owner of the property to install the improvements at a future time when directed to do so by the City. In many cases, the original owner of the property would sell to an unsuspecting buyer.

Lately, the City’s policy is to have the improvements installed, or collect the cost of the improvements and place that money in a special account to be used for the future improvement of the roadway. Collection of the money has been done at the staff level and has been questioned by some developers. Establishment of a street in-lieu fee will formalize the internal process and reduce staff time responding to inquiries.

In-lieu fees would only be considered for isolated lots fronting partially improved streets, where installation of the improvements was impractical, or would be more practical as a larger project. In-lieu fees would not be considered for a new subdivision.

FISCAL IMPACT:

None.

ATTACHMENTS:

Public Works Staff Report.

# Public Works Staff Report

May 22, 2008

RE: **Street In-Lieu Fee**

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## **Recommendation:**

Direct Staff to prepare a Resolution for establishment of an In-Lieu Fee for street improvements.

## **Background:**

Pursuant to Chapters 3.2 and 4.2 of the Dallas Development Code (ORD 1672), new and expanded development must have adequate public facilities. Public facilities include full street improvements, or half street improvements in the case of development along only one side of the street.

Improvements shall be installed and operational prior to permits or occupancy. Deferral of the improvements may be allowed if written agreements and/or financial assurance are provided by the Developer.

Past practice included installation of the street improvements or recordation of an improvement agreement. The recorded agreement would compel the owner of the property to install the improvements at a future time when directed to do so by the City. In many cases, the original owner of the property would sell to an unsuspecting buyer.

Lately, the City's policy is to have the improvements installed, or collect the cost of the improvements and place that money in a special account to be used for the future improvement of the roadway. Collection of the money has been done at the staff level and has been questioned by some developers. Establishment of a street in-lieu fee will formalize the internal process and reduce staff time responding to inquiries.

In-lieu fees would only be considered for isolated lots fronting partially improved streets, where installation of the improvements was impractical, or would be more practical as a larger project. In-lieu fees would not be considered for a new subdivision.

## **Fee Methodology:**

Attached fee calculation is based upon half street improvement of a 60 foot frontage for residential construction. The fee for such, based upon average 2007 construction costs in Dallas, Oregon is as follows:

Item	Quantity	Unit	Unit Price	Total Price
Mobilization & Traffic Control	1	LS	\$1,000.00	\$1,000.00
Excavation	130	CY	\$12.00	\$1,560.00
Aggregate Base	180	TON	\$18.00	\$3,240.00
PCC Curb & Gutter	60	LF	\$15.00	\$900.00
PCC Sidewalk/Driveway	300	SF	\$4.00	\$1,200.00
AC Paving	40	TON	\$50.00	\$2,000.00
			Total:	\$9,900.00
Note: Cost is for a typical 28 foot half street with curb, gutter and sidewalk for a 60 foot lot.				
Lot frontage:	60	LF		
Unit price for construction:	\$165.00	\$/LF		

The above calculated costs do not include the cost of utilities. Utility costs would be in addition to the above street costs.

# DALLAS CITY COUNCIL REPORT

**TO: MAYOR JIM FAIRCHILD AND CITY COUNCIL**

<i>City of Dallas</i>	<b>Agenda Item No.</b> 5.1 e	<b>Topic:</b> 15 Minute Parking Request
<b>Prepared By:</b> Chief Harper	<b>Meeting Date:</b> August 4, 2008	<b>Attachments:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Approved By:</b> Jerry Wyatt		

**ACTION:**

Contact Department of Human Services (DHS) at 177 SW Oak Street for input on the on-street parking situation. Future action to direct the City Attorney to draft a Resolution to designate up to 7 parking spots in front of the Post Office as 30-minute parking spaces.

**BACKGROUND:**

Chief Harper has reviewed the parking situation in front of the Post Office on Church Street, and as noted that there is a tendency for the DHS employees to monopolize parking in front of the buildings. Chief Harper recommends that a solution would be to designate spots in front of the Post Office as 30-minute spots so Post Office customers have adequate parking available. Currently 16 on-street parking spaces exist on the east side of the 700 block of SW Church Street.

**FISCAL IMPACT:**

Cost of signs and/or paint \$500.

**ATTACHMENTS:**

Photo of on-street parking spaces, draft Resolution.





RESOLUTION NO. \_\_\_\_\_

A Resolution Establishing the Designation of Parking Stalls on the 700 Block of SW Church Street, in front of the United States Post Office.

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

Section 1. The first seven parking stalls on the east side of SW Church Street, north of the intersection of SW Mill Street, in front of the United States Post Office, are established as thirty-minute parking stalls.

Section 2. The Public Works Director shall mark and place appropriate signs at said parking stalls so as to inform the public of the requirements of this Resolution.

Section 3. Any prior resolutions establishing parking regulations contrary to those set forth herein are hereby repealed.

Adopted: August 4, 2008

Approved: August 4, 2008

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JAMES B. FAIRCHILD, MAYOR

ATTEST:

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JERRY WYATT, CITY MANAGER

# DALLAS CITY COUNCIL REPORT

**TO: MAYOR JIM FAIRCHILD AND CITY COUNCIL**

<i>City of Dallas</i>	<b>Agenda Item No.</b> 5.1 f	<b>Topic:</b> Multi way stop Request
<b>Prepared By:</b> Jerry Wyatt	<b>Meeting Date:</b> August 4, 2008	<b>Attachments:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Approved By:</b> Jerry Wyatt		

RECOMMENDED MOTION:

No action requested.

BACKGROUND:

Mr. Larry Hood spoke before the City Council at the July 21 Council meeting. Mr. Hood was concerned with the speed of traffic in the area. The item was referred to the Public Safety Committee for review. At the Public Safety Committee meeting the committee discussed the development of the neighborhood, the existing stop control locations and functionally how the traffic in the area moves. Currently there is a stop control on NW Hillcrest south of Reed Lane. Traffic volumes at this location are relatively low, with approach volumes less than 100 vehicles per hour. To date, there has not been a significant accident history at this location (no reported accidents within the last 12 months).

Installation of a multi-way stop (i.e. stops at all approaches) has specific warrants that must be met per MUTCD. In this instance, the traffic volumes on the minor approach would not meet the criteria for installation of a multi-way Stop. The minor approach volume must average at least 200 vehicles per hour for an 8 hour period. Stop signs tend to increase the frequency of rear-end type collisions. Given the current lack of accidents at this intersection, it is likely that the installation of a multi-way stop would increase the accident rate.

Stop signs are a traffic control device that should be used to improve the operation or safety at an intersection. Stop signs should not be used to slow down traffic. Traffic enforcement and public education are the preferred methods to address speeding vehicles.

FISCAL IMPACT: None

ATTACHMENTS:

Staff report from the Public Works Director Fred Braun. Map showing stop signs in the area.

# MEMORANDUM

To: City Manager & Public Safety Committee

From: Fred Braun, Director of Public Works

Date: 7-21-08

Subject: Traffic Control at NW Reed Lane and NW Hillcrest Intersection.

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Attached is a map showing the subject intersection location. Concerns have been made by a resident regarding the lack of controls at the intersection and approach speed of traffic on NW Reed Lane. There are stop controls on NW Hillcrest.

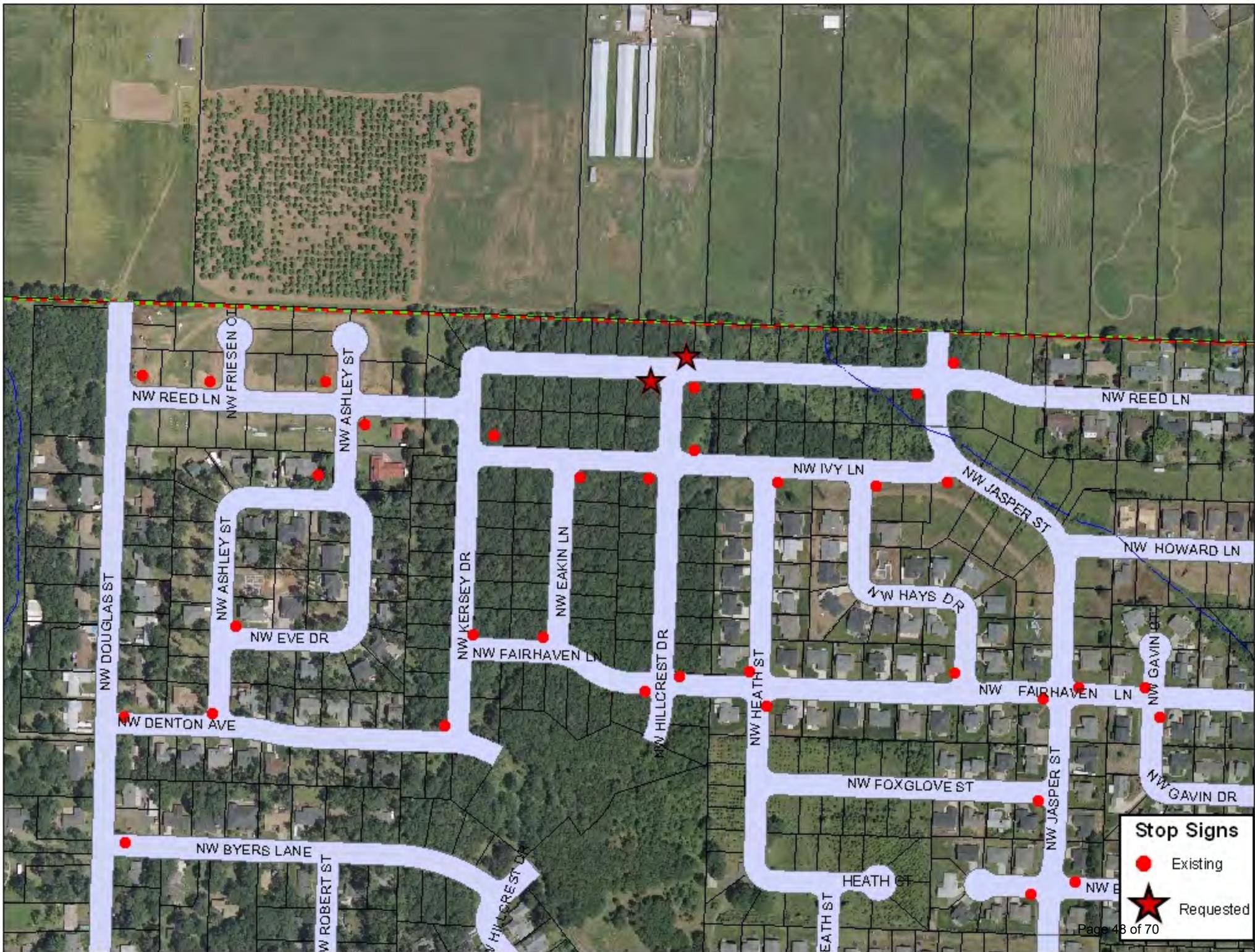
Functionally, NW Reed Lane serves as a minor collector street for the neighborhood, and NW Hillcrest ends at the intersection.

Traffic volumes at this location are relatively low, with approach volumes less than 100 vehicles per hour. To date, there has not been a significant accident history at this location (no reported accidents within the last 12 months).

Installation of a multi-way Stop (i.e. stops at all approaches) has specific warrants that must be met per MUTCD. In this instance, the traffic volumes on the minor approach would not meet the criteria for installation of a multi-way Stop. The minor approach volume must average at least 200 vehicles per hour for an 8 hour period. Stop signs tend to increase the frequency of rear-end type collisions. Given the current lack of accidents at this intersection, it is likely that the installation of a multi-way stop would increase the accident rate.

Stop signs are a traffic control device that should be used to improve the operation or safety at an intersection. Stop signs should not be used to slow down traffic. Traffic enforcement and public education are the preferred methods to address speeding vehicles.

Staff recommends against installation of a multi-way stop.



# COMMUNITY DEVELOPMENT

<b>City Manager</b>	Jerry Wyatt	<b>Building Official</b>	Ted Cuno
<b>Director</b>	Jason Locke	<b>Building Inspector</b>	Troy Skinner
<b>Assistant</b>	Laurie Roberts	<b>Planner</b>	John Swanson
<b>Building &amp; Grounds</b>	Ken Stoller		

## June 2008 Monthly Report - Planning & Building

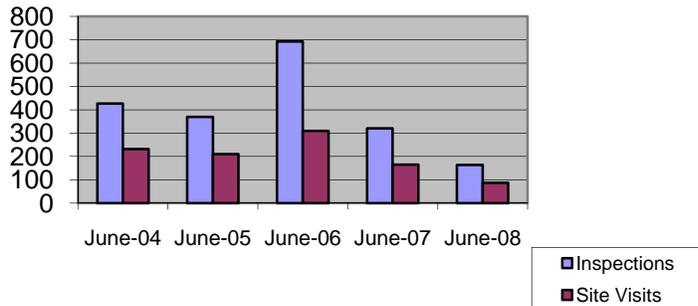
### LAND USE APPLICATIONS

	Signs	Home Occupations	Conditional Uses	Variances	Partitions/ Replats	Subdivisions	Street Plans	Annexations	Zone Changes
Jun-08	2	0	0	0	0	0	0	0	0
YTD 2008	5	5	2	3	2	0	0	0	1
Jun-07	0	0	0	1	3	0	0	0	0
Total 2007	15	5	7	10	8	3	0	1	5

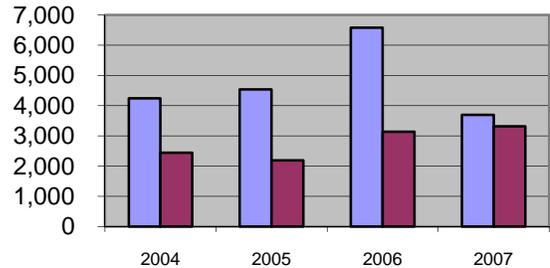
### INSPECTIONS AND SITE VISITS

<b>Monthly</b> Inspections: 290    Site Visits: 152	<b>Year to Date</b> Inspections: 1,261    Site Visits: 664
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**Inspections and Site Visits  
Historically in June**



**Inspections and Site Visits  
Annually**



### BUILDING PERMIT SUMMARY

Permit Use	June 2008	June 2007	YTD Total 2008	Annual Total 2007	YTD Valuation 2008	Annual Valuation 2007
New Single Family	0	8	19	71	\$3,579,404	\$27,817,118
New Duplexes	0	0	0	0	0	1,014,008
New Multifamily	0	0	0	1	0	7,252,179
Residential Remodel	5	2	36	47	1,038,658	1,179,230
Residential Accessory Bldg.	2	2	3	21	55,191	242,455
New Commercial	0	2	8	12	2,651,606	183,242
Commercial Remodel	3	0	23	34	508,000	1,560,685
New Industrial	0	0	0	0	0	0
Industrial Remodel	0	0	0	0	0	67,323
Public Bldg.	0	1	1	10	9,400	59,440
Mobile Home Accessory	0	0	0	1	0	9,136
Misc. / No Fee Permits	0	0	0	0	0	0
<b>Total All Categories</b>	<b>10</b>	<b>15</b>	<b>90</b>	<b>197</b>	<b>\$7,842,259</b>	<b>\$39,384,816</b>

# DALLAS AQUATIC CENTER

City Manager - Jerry Wyatt  
 Director - Jason Locke  
 Supervisor - Tina Paul

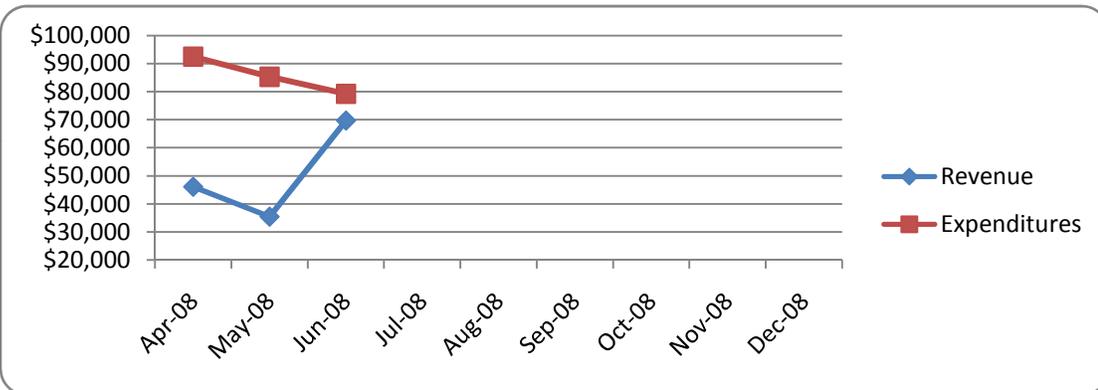
## JUNE 2008 MONTHLY REPORT

REVENUE	Jun-08	Fiscal YTD
General Admission	\$ 23,700	
Annual Membership	\$ 24,486	
Concessions	\$ 6,516	
Pool Rental/Parties	\$ 5,902	
Other	\$ 9,100	
Total	\$ 69,694	\$ 473,745

Current Members:	
Annual	435
3-month Water Aerobics	39

Monthly Attendance:	
June	9318

EXPENDITURES	Jun-08	Fiscal YTD
	\$79,222	\$958,867



Utility Costs:	Jun-08	Fiscal YTD
Natural Gas	\$ 7,522	\$ 140,828
Electricity	\$ 7,762	\$ 89,334

### Whats New:

- 1) A new pump was installed for the main pool.
- 2) New membership rates were implemented.
- 3) An energy audit was initiated, results to be available in August
- 4) Two new pumps will be installed in August for the leisure and therapy pools
- 5) The Junior Lifeguard program was started, with 28 kids signed up.

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

**Circulation Statistics**

<b>Adult</b>	<b>June 2008</b>	<b>June 2007</b>	<b>Children</b>	<b>June 2008</b>	<b>June 2007</b>
<b>Print Materials</b>	6784	7307	<b>Print Materials</b>	2819	3103
<b>Books on Tape/CD</b>	500	463	<b>Books on Tape/CD</b>	198	237
<b>AV Materials</b>	1098	915	<b>AV Materials</b>	816	801
<b>Misc. items</b>	1904	2125			
<b>2008 Year to Date</b>	<b>65,091</b>		<b>2008 Year to Date</b>	<b>24,403</b>	
<b>Remote Renewals</b>	<b>768</b>				
<b>Combined Total</b>	<b>94,746</b>				

**Additional Activity**

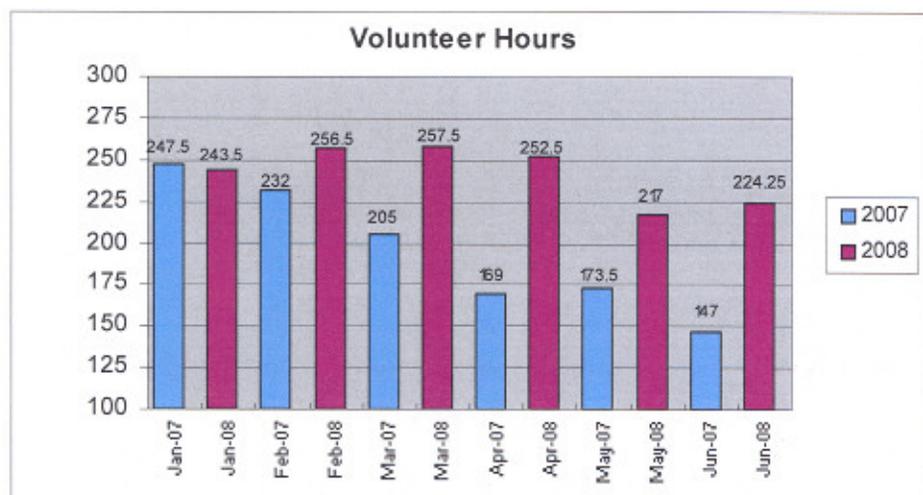
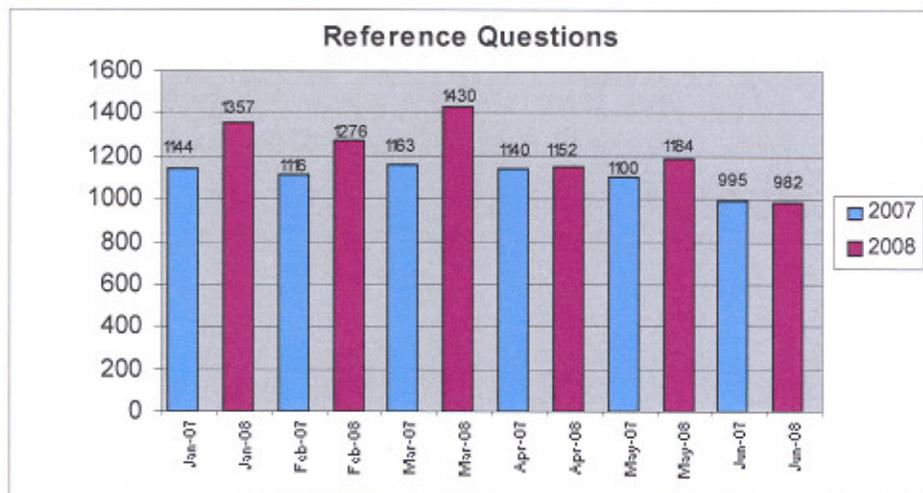
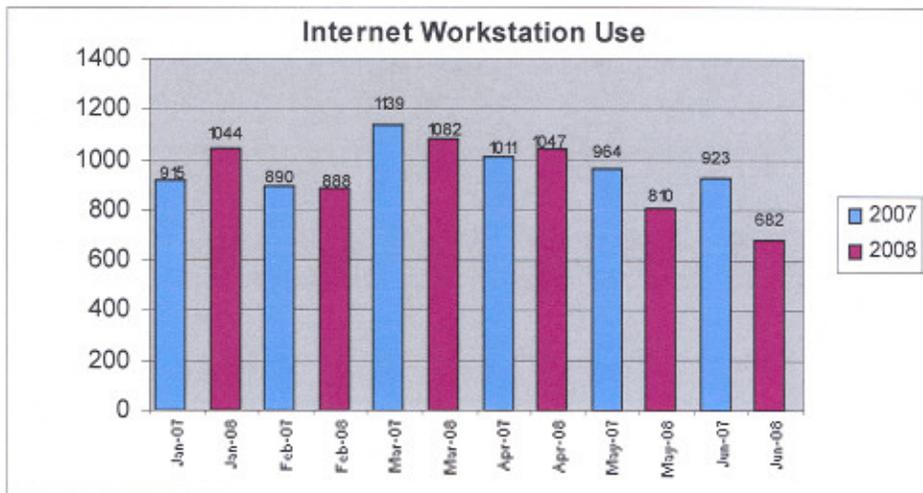
	<b>June 2008</b>	<b>June 2007</b>	<b>Year to Date 2008</b>
<b>Non-Resident User Fees</b>	\$ 490.00	\$ 570.00	\$ 3895.00
<b>Fines Collected</b>	\$ 702.89	\$ 1177.95	\$ 5520.69
<b>Photocopies</b>	\$ 93.70	\$ 85.10	\$ 8236.50
<b>Reference Questions</b>	982	995	7381
<b>Volunteer Hours</b>	224.25	147	1451.25

**Registered Patrons – June 2008**

<b>City Residents</b>		<b>Non-Resident – Fee Paid</b>		<b>Non-Resident - Restricted</b>	
Adult	6656	Adult	500	Adult	1580
Child	1781	Child	99	Child	469
YA (12-17)	612	YA (12-17)	43	YA (12-17)	206
<b>Total</b>	<b>9049</b>	<b>Total Fee</b>	<b>642</b>	Kids C.A.R.E.	498
				<b>Total Restricted</b>	<b>2753</b>
<b>Non-Resident Total</b>	<b>3395</b>				
<b>Total Registered Patrons</b>	<b>12,444</b>				

In addition, the month of June found the Children’s Room lively and active, as Summer Sessions of both Infant/Toddler and Preschool Storytimes began, as well as, the Summer Reading Program. Storytimes brought in 162 young people to hear stories and sing songs, with Summer Reading Program events bringing 231 excited participants to create T-Shirt designs and watch performer Angel Ocasio. A total of 393 young people enjoyed these special summer activities.

Something new is in the works at the Library. Staff and patrons are looking forward to the opportunity for patrons to check out their own materials at our new Self Check computer. This new computer and Self Check module is just about ready for service and will be available in the near future.



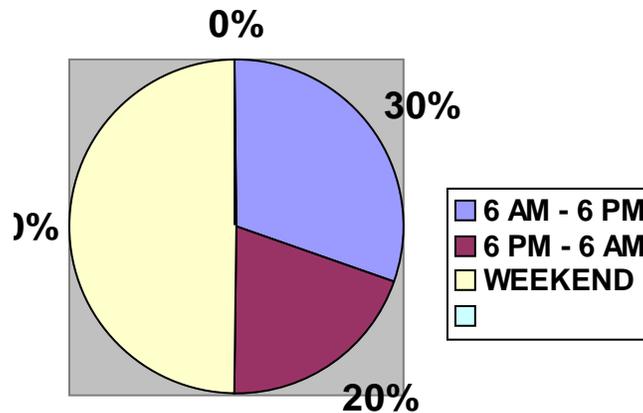
## COUNCIL REPORT – JUNE 2008

**To:** Mayor and City Council Members

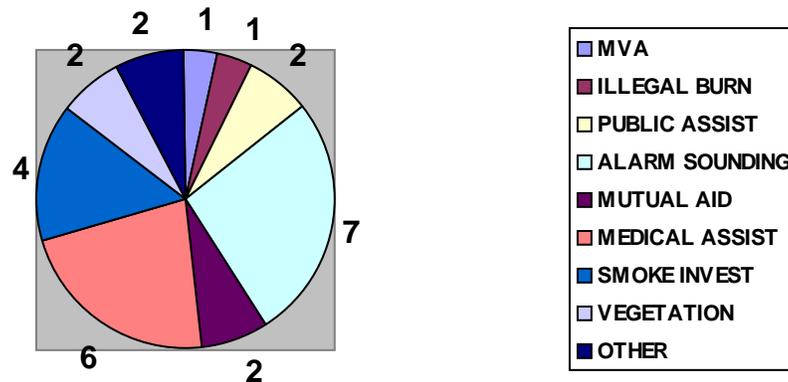
**From:** Fire Chief

Dallas Fire Department:

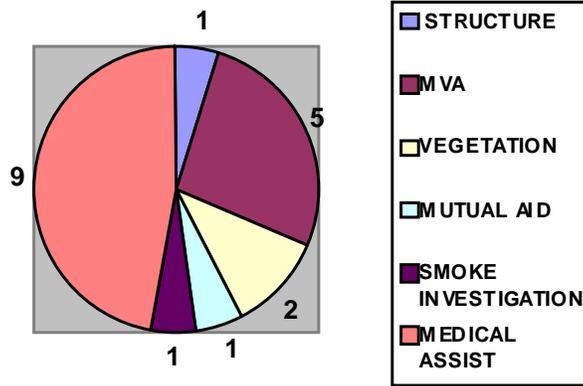
Station 100 responded to 46 calls of which 14 were between 6 AM – 6 PM, 9 between 6 PM – 6 AM and 23 during the weekend.



City Responded to the following incidents during the month from station 100.



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



The Department continues to work on preparing material for the Council in steps necessary for a November bond measure.

Association members hired an individual to strip and wax the station clubroom and the house committee cleaned all of the chairs.

The following individuals were promoted to the rank of Battalion Chief: Mike Bollman, Eriks Gabliks and Pat Tallon. Greg Riemer and Dennis Unger were promoted to the Deputy Chief level, joining Bob Evans; and finally Josh Darland was promoted to Assistant Chief.

The Father's Day breakfast continues to be a success and this year was no exception.

Members of the Auto Extrication Team competed in Beaumont, Texas, taking first place. Ken Waller was selected as the outstanding team captain of the event.

The Association is working with the City to have a secure area for individuals to leave their bikes during Sounds of Summer; the Fire Department volunteers will supervise the area.

## Dallas Emergency Medical Service:

Dallas Emergency Medical Service has advertised for paramedics to participate in an assessment center to be held on July 1<sup>st</sup>.

Todd Brumfield and Chief Hahn visited Corvallis Fire Department, which has just taken delivery of a new Medic unit similar to the one we have ordered.

The schedule for the new shifts of 48 hours working and 96 hours off will start July 1<sup>st</sup>; new SOG's have been developed for this three-month test.

The Senate passed legislation that will provide a 2% urban and a 3% rural increase in Medicare/Medicaid benefits reimbursements to the ambulance service.

# MEMORANDUM

## *DALLAS POLICE DEPARTMENT MONTH OF JUNE '08*

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

*Some of the current trends and observations are:*

- ❑ Summerfest went well. No major issues.
- ❑ Police Fire Academy for Kids starts August 4<sup>th</sup> in the Dallas Park.
- ❑ SRO (School Resource Officer) at Dallas High School is changing from Officer Vidrio to Officer Calef. Officer Calef is excited about his new program.
- ❑ Dog Licensing will begin August 6<sup>th</sup>. We will be going door-to-door.

## JUNE 2008

### The following is a summary of traffic violations committed:

18	Speeding Violations
20	License Violation
14	Insurance Violations
22	Moving Violations
03	Equipment Violations
04	Safety belt Violations
40	Fail Yield to Pedestrian Crosswalk
03	Other

### Investigations / Calls for Service by this Department

47	Animal Ordinance Offenses	Clear by Arr	24
08	Assaults	Clear by Arr	02
03	Child Neglect 2	Clear by Arr	03
18	Criminal Mischief	Clear by Arr	01
03	Criminal Mistreatment	Clear by Arr	03
04	Disorderly Conduct	Clear by Arr	04
06	DUII	Clear by Arr	06
02	Driving While Suspended	Clear by Arr	02
02	Drug Offenses	Clear by Arr	02
05	Fail Carry Present License	Clear by Arr	05
01	False Report to Police	Clear by Arr	01
01	Fail Perform Duties of Driver	Clear by Arr	01
03	Fraud	Clear by Arr	03
09	Harassment	Clear by Arr	02
01	Improper Use 9-1-1	Clear by Arr	01
05	Minor in Possession Alcohol	Clear by Arr	05
04	Ordinance Offenses	Clear by Arr	03
01	Recklessly Endangering	Clear by Arr	01
01	Reckless Driving	Clear by Arr	01
02	Refusal Breath Test	Clear by Arr	02
01	Resisting Arrest	Clear by Arr	01
02	Runaway	Clear by Arr	02
01	Sex Offense (Fail Register)	Clear by Arr	01
23	Thefts	Clear by Arr	04
05	Trespass	Clear by Arr	01
09	Warrants	Clear by Arr	09
103	Assist Public		
57	Assist Law		
40	Suspicious Activity		
11	Suspicious Vehicles		
11	Suspicious Persons		

33 Disturbances  
 08 911 Hangup  
 07 Welfare Checks  
 08 Assist Traffic  
 21 False Alarms  
 19 Civil Complaints  
 30 Noise Complaints  
 27 FIR (Field Investigation Report)  
 13 Accidents

**Arrests by this Department**

24 Animal Ordinance Offenses  
 02 Assault  
 03 Child Neglect II  
 01 Criminal Mischief  
 01 Criminal Mistreatment I  
 04 Disorderly Conduct  
 06 DUII's  
 02 Drug Offenses  
 08 Driving While Suspended  
 01 Fail Register Sex Offender  
 05 Fail Carry & Present License  
 01 Fail Perform Duties Driver  
 01 False Info Report  
 03 Fraud  
 02 Harassment  
 01 Improper Use 9-1-1  
 03 Ordinance Offense  
 05 Minor in Possession Alcohol  
 01 Reckless Driving  
 01 Reckless Endangering  
 01 Resisting Arrest  
 01 Restraining Order Violation  
 02 Refusal Breath Test  
 02 Runaway  
 01 Sex Offenses (Fail Register as Sex Offender)  
 04 Thefts  
 01 Trespass  
 09 Warrants  
**96 TOTAL ARRESTS** ( Arrests for Jun '07: 112)

**TOTAL CALLS FOR SERVICE:** 996 **TOTAL (Last yr: 961)**  
 172 Case Numbers  
 824 Event Numbers

**JUVENILES**

Eight juveniles were referred to juvenile authorities for their actions

DALLAS POLICE DEPARTMENT  
CODE ENFORCEMENT REPORT

**June 2008**

Community Service Officer Totten

<b>NUMBER OF TOWED VEHICLES</b>	<b>0</b>
<b>NUMBER OF CITATIONS ISSUED</b>	<b>11</b>
<b>NUMBER OF FOLLOW-UP ACTIVITIES COMPLETED</b>	<b>238</b>

**NEW CASES STARTED:**

<b>DCC # 5.584-INOPERABLE VEHICLES (PRIVATE PROPERTY)</b>	<b>17</b>
<b>DCC # 6.320-VEHICLES STORED ON STREET/PARK STRIP</b>	<b>30</b>
<b>DCC # 6.505-ABANDONED VEHICLES</b>	<b>13</b>
<b>DCC # 5.582-JUNK</b>	<b>2</b>
<b>DCC # 5.556-SCATTERING RUBBISH (PRIVATE PROPERTY)</b>	<b>19</b>
<b>DCC # 6.315-TRUCK PARKING</b>	<b>0</b>
<b>DCC # 6.310-PROHIBITED STOPPING &amp; PARKING</b>	<b>0</b>
<b>DCC # 5.276-CAMPING ON PUBLIC PROPERTY</b>	<b>0</b>
<b>DCC # 6.605-PARKING REGULATIONS (CAMPING)</b>	<b>0</b>
<b>DCC # 6.125-OBSTRUCTING STREETS OR SIDEWALKS</b>	<b>0</b>
<b>DCC # 5.588-GRAFFITI</b>	<b>1</b>
<b>DCC # 5.552- ATTRACTIVE NUISANCES</b>	<b>1</b>

**HABITUAL PROBLEMS/OTHER ISSUES:**

**NARRATIVE:**

Eleven citations were issued for parking violations.

**APPROVED:**

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

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

	<u>Water Division</u>			<u>2007</u>	<u>Unit</u>	
	<u>2008</u>	<u>Unit</u>				
Total Discharge to Town	105.56	MG		89.44	MG	
Total Water Raw	103.80	MG		99.48	MG	
Peak Day	6-29	4.96	MG	05/31/07	5.47	MG
Daily Average-Raw		3.46	MGD		3.32	MGD
Daily Average-City		3.52	MGD		2.98	MGD
Backwash Water		1.97	MG		2.41	MG
Filter to Waste		.10	MG		1.54	MG
Flushing		-	MG		0.00	MG
Discharge Water		.10	MG		0.10	MG
ASR Injected		7.17	MG			
Average High Temp		74.4	° F		75.7	° F
Average Low Temp		47.3	° F		53.1	° F
Total Precipitation		.03	Inches		0.65	Inches

Mercer Dam and Watershed: Reporting okay. In June we built log boom and worked on corralling debris. There is still overflow.

- Visual inspections were done on June 5, 11, 12, 13 and 23.
- Full walking inspections were done on June 4, 16 and 30.

<u>Date</u>	<u>Dam Level</u>	<u>Discharge Rate</u>	<u>Rickreall Creek</u>	<u>Canyon Creek</u>	<u>Applegate Creek</u>
06/02/08	overflow	6.13 CFS 3.96 MGD			
06/13/08	overflow	8.02 CFS 5.1 MGD			.43 CFS .28 MGD
06/16/08	overflow	8.02 CFS 5.10 MGD			.46 CFS 0.30 MGD
06/20/08	overflow	8.02 CFS 5.1 MGD			0.43 CFS 0.28 MGD
06/23/08	overflow	7.82 CFS 5.05 MGD			CFS MGD
06/26/08	overflow	7.85 CFS 5.05 MGD	12.54 CFS 8.2 MGD		0.36 CFS 0.23 MGD
06/30/08	overflow	9.02 CFS 5.83 MGD	10.22 CFS 6.06 MGD		0.27 CFS 0.17 MGD

Intake Pump Station: Reporting okay. All of the pumps are operational.

Water Treatment Plant: Reporting okay. Herb Crumley is working at the Water Treatment Plant 100% of the time and Dennis Schlegel is working 25% of the time. We are currently working with CH2M Hill on a paper management system to use at the Plant.

Worked on:

- ♦ Daily, weekly, monthly, quarterly, yearly maintenance items.

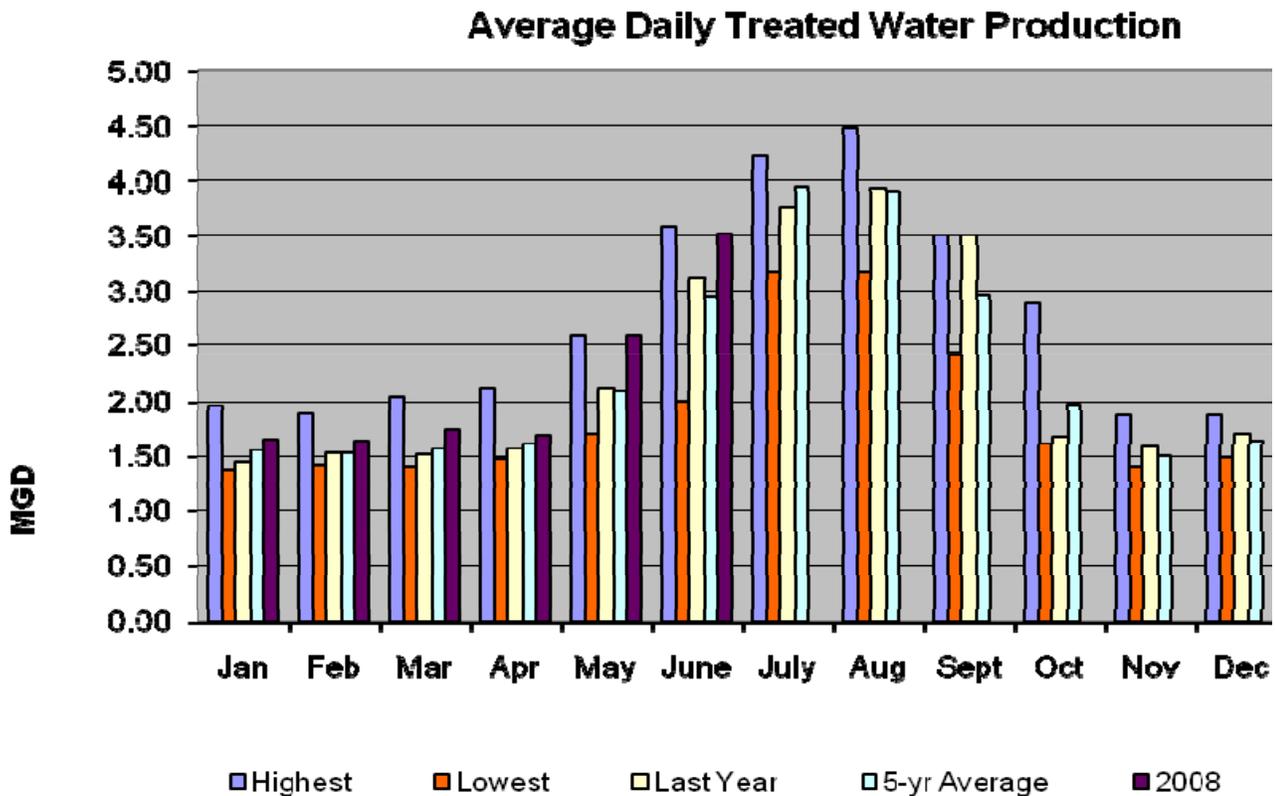
Reservoirs: Reporting okay.

New Services: There were no new services installed this month.

Repairs Leaks at: There were no repairs during this month.

Worked on:

- 12” River Drive line
- Meter Reading
- Meter Maintenance
- Corral Debris at Reservoir and reset the weirs



## Wastewater Division

### Effluent Flow

		<u>2008</u>	<u>Units</u>		<u>2007</u>	<u>Units</u>
Monthly Total Flow		38.94	MG		80.91	MG
Peak Day Flow	6/3/08	1.58	MG	6/1/07	5.01	MG
Daily Average Flow		1.30	MG		2.61	MG

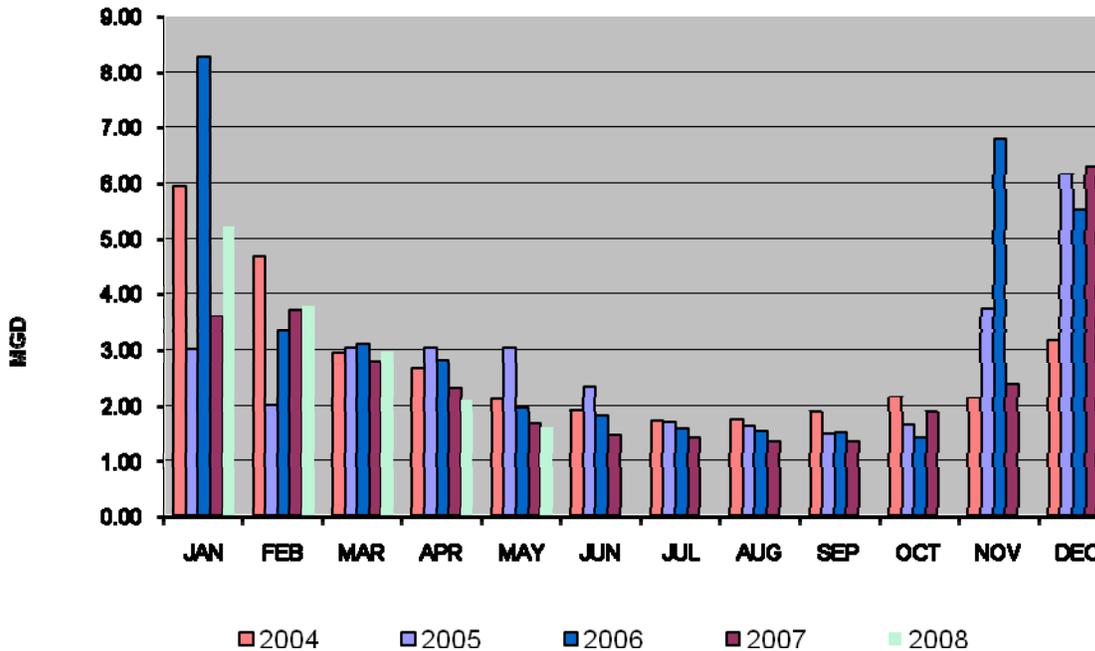
#### Plant Maintenance:

- The hoists were inspected.
- Air filters were replaced in the HVAC system.
- Water filters were replaced in the laboratory deionizing system.
- Bark dust placed on WWTP grounds.
- Ultra violet disinfection lambs ordered.
- John Deere oil gasket and water pump were replaced.

#### Plant Performance:

The humus ponds have been stirred daily and the biosolids are drying very well due to the summer heat. Biosolid haul-outs are forecasted for early August at the East Humus Pond and late August for the West Humus Pond. The biosolids tractor John Deere is operating well after replacement of an oil gasket and water pump.

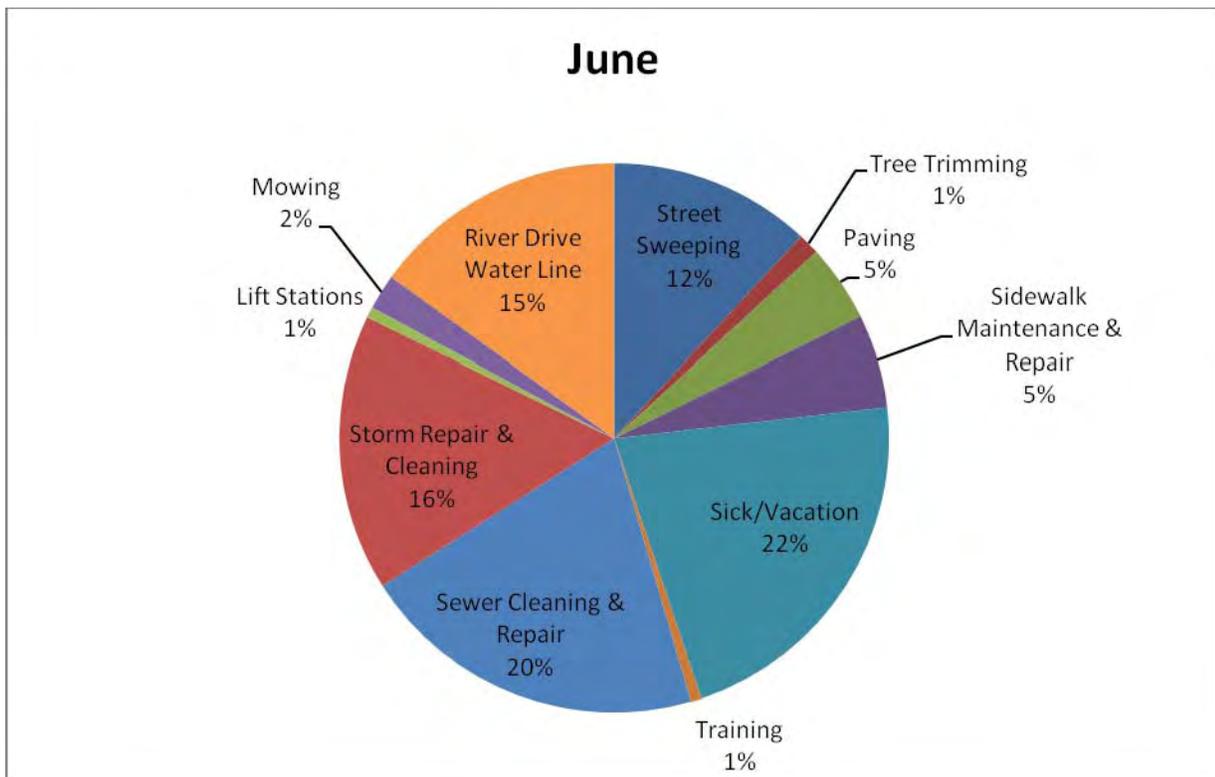
**Effluent - Average Daily Discharge by Month**



## 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 June:

- Cleaned leaves from shrub beds
- Cleaned and filled Japanese pond
- Applied bark dust to shrub beds
- Repaired damage caused by vandalism
- Washed outside of park buildings
- Performed regular mowing of all parks
- Performed monthly safety check of playground equipment on June 20, 2008
- Repaired irrigation lines
- Removed leaves from trails
- Pruned shrubs
- Equipment service checked and/or repaired
- Replaced backflow devices at Whitworth Complex
- Replaced backflow devices at Academy Performing Arts Stage
- Sprayed Curb Grass
- National Guard started excavation work at Rotary Park on June 14
- Removal of old bark and re-barked tree wells in Core Area
- Installed first Commemorative Park Bench with concrete
- Repaired irrigation at Academy wetlands
- Received delivery of 87 concrete retaining wall block for Rotary Park

## Engineering

### Subdivisions:

- Cynthian Oaks, Phase 2: Waiting for detention as-builts.
- Oak View Estates: Waiting for construction to begin.
- Pacific Heights: As-builts under review.
- River View Phase I: Waiting for permits.

### Commercial Developments:

- Trinity Lutheran Church: Plans sent back to engineer for revisions.
- DRV Ellendale Duplexes: Construction underway.
- Jasper Crossing Phase I: Construction underway.
- Ellendale Manor: Plans sent back to engineer.
- MAK Metals: Plans in for review.

### Programs / Projects:

- Phase II/ Monitoring: Plan approved by DEQ; third sampling event completed, preliminary results reviewed.
- Levens Street Bridge Replacement: Discussing fixes w/contractor.
- SE Monmouth Cut-off / Uglow Ave Intersection: Project shelved.
- Ambulance Parking Lot: Landscape remaining.
- Main St Water Reservoir: Pipe installed in Main Street. Tank constructed, painting complete; final piping, site grading, and road construction underway.
- Downtown Parking Lot: Preliminary design and estimate completed.
- Maple Street Sewer: Project on hold.
- Intake Upgrade: Testing underway.
- PLC Upgrade: New PLC online. Operations/reporting software upgrade initiated.
- Clay Street Storm Sewer: Project on hold.
- Updating City of Dallas Construction Specification book.
- River Drive Water Line: Line passed tests. Tie-overs underway.
- Cherry Street Water Transmission Line: Out to bid.

### 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 recovery cycle initiated.
- Tracking Backflow testing.
- Pavement Management: Information analysis.
- Sidewalk Inspections: Ongoing.
- Weed Abatement: Started May, ongoing through September.

## Administrative Services Division Activities – June 2008

### Project Management

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

### Public Information

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

### Safety

MSDS updates  
Safety meetings

### Additional Projects

OECCD Water improvement documentation and reimbursement request  
ASR pump station project  
2 MG reservoir tank project  
Rotary Park improvement planning and coordination  
Cherry Street water project

### Shop Services

Ongoing maintenance on vehicles, machinery & construction equipment  
Aquatic Center maintenance and pump replacement  
Electric vehicle research

Shop services hours were divided into the following areas:

Community Development	.50 hrs.
EMS	6.50 hrs.
Fire	3.00 hrs.
Outside Labor (Work performed within another division)	55.50 hrs.
Parks	3.00 hrs.
Police	21.00 hrs.
Public Works	200.00 hrs.
Rural Fire	36.00 hrs.
Street/Maintenance	2.00 hrs.
Wastewater Treatment Facility	5.50 hrs.
Water	8.50hrs.

### Support Services

Administrative support for Public Works  
Code Enforcement  
Map updates  
SOGs

July 24, 2008

Dallas City Sd  
PO Box 67  
Dallas, OR 97338-0067



Dear Dallas City Sd,

We are aware that your area has had several brief power interruptions over the last year. We apologize for the situation and understand that power outages can be inconvenient and, at times frustrating for our customers.

Please be assured that we are working to address and improve the power quality and reliability in your area by checking, adjusting, and in some cases replacing various pieces of our equipment to reduce the amount of flickers and brief power interruptions.

While we cannot guarantee that power interruptions will never occur, we do make every effort to minimize the number of power outages and restore service safely and quickly.

Please accept our apology for any inconvenience you have experienced as a result of these interruptions. Look forward to improved service as we continue to enhance the electrical system in your area. The improvement work is underway and will be completed by October 2008.

As always, you can contact us anytime, toll free at 1-888-221-7070 or visit us on the Web at [www.pacificpower.net](http://www.pacificpower.net).

Sincerely,



John Carrell  
Operations Manager



Karen Gilmore  
Vice President, Customer Services

ORDINANCE NO. 1690

An Ordinance amending Chapter 7 of the Dallas City Code relating to transient lodging tax; and repealing conflicting provisions.

THE CITY OF DALLAS DOES ORDAIN AS FOLLOWS:

Section 1. Section 7.882 of the Dallas City Code is hereby amended as follows:

“7.882 Due Date of Operator Payments. All taxes collected by any operator, less the five percent (5%) Collection Reimbursement Charge, are due and payable to the Tax Administrator on a calendar quarter basis on the fifteenth day of the first month following the end of the preceding calendar quarter (April 15, July 15, October 15 and January 15) and are delinquent on the last day of the month in which they are due. The Tax Administrator has authority to classify and/or district the operators by zones for determination of applicable tax periods and shall notify each operator of the due and delinquent dates for the operator's returns.”

Section 2. Section 7.884 of the Dallas City Code is hereby amended as follows:

“7.884 Returns. On or before the fifteenth day of the month following each calendar quarter of collection, a return for the preceding quarter’s tax collections shall be filed by each operator with the Tax Administrator. The return shall be filed in such form as the Tax Administrator may prescribe by every operator liable for payment of tax.

“(1) Returns shall show the amount of tax collected or otherwise due for the related period. The Tax Administrator may require returns to show the total rentals upon which tax was collected or otherwise due, gross receipts of those amounts and the amount of the rents exempt, if any.

“(2) The operator shall deliver the return, together with the remittance of the amount of the tax due, to the Tax Administrator, either by personal delivery or by mail.

“(3) The return shall be signed by the operator and certified as being true and accurate.”

Section 3. Section 7.890 of the Dallas City Code is hereby amended as follows:

7.890 Deficiency Determination. If the Tax Administrator determines that a return is incorrect, the Administrator shall compute and determine the amount required to be paid upon the basis of the facts contained in the return or returns or upon the basis of any information submitted to the City or additional information provided or obtained for Tax Administrator review. One or more deficiency determinations may be made of the amount due for one (1) or more than one (1) reporting period and the amount so determined shall be due and payable immediately upon service of notice, as herein provided, after which the amount determined is delinquent. Penalties and interest on deficiencies shall be charged as set forth in section 7.888.

(1) In making a determination, the Tax Administrator may offset tax overpayments, if any, which may have been previously made for a reporting period or periods or against penalties and interest on underpayments. Penalties and interest on underpayments shall be computed in the manner set forth in section 7.888.

(2) The Tax Administrator shall give the operator a written notice of a deficiency determination. The notice may be served personally or by mail. If by mail, the notice shall be addressed to the operator at the address as it appears on the records of the City.

(3) Except in the case of fraud or intent to evade the provisions of sections 7.870 through 7.924, or rules and regulations authorized hereunder, every deficiency determination shall be made and notice thereof mailed within three (3) years after the last day of the month following the close of the quarterly period for which the return was filed, or due to be filed, or within three (3) years after the return is filed, whichever period expires later.

(4) Any deficiency determination shall become due and payable immediately upon receipt of notice and shall become final within twenty (20) days after the Tax Administrator has given notice thereof; provided, however, the operator may petition for redemption and refund if the petition is filed before the determination becomes final as herein provided.

(5) If any operator shall fail or refuse to collect the tax or to make, within the time provided in sections 7.870 through 7.924, any return, or remittance of the tax, or any portion thereof, required by sections 7.870 through 7.924, or makes a fraudulent return, or otherwise willfully attempts to evade the provisions of this sections 7.870 through 7.924 , the Tax Administrator shall proceed in the manner as may be deemed best to obtain the facts and information on which to base an estimate of the tax due. As soon as the Tax Administrator has determined the tax due from any operator who has failed or refused to collect the same and to report and remit the tax, the Tax Administrator shall proceed to determine and assess against that operator the tax, interest and penalties provided for by sections 7.870 through 7.924. This determination and notice shall be made and mailed within three (3) years of the discovery by the Tax Administrator of any fraud, intent to evade or failure or refusal to collect the tax or failure to file a return. Any determination shall become due and payable upon receipt of notice and shall be final twenty (20) days after the Tax Administrator has given notice thereof; provided, however, the operator may petition the City Manager for redemption or refund if the petition is filed before the determination becomes final as herein provided.

Section 4. This Ordinance shall take effect on October 1, 2008; provided, that the first tax payment payable under DCC 7.882 and the first tax return to be filed under DCC 7.884

shall be due on January 15, 2009, for the full October, November and December, 2008 calendar quarter.

Section 5. Those provisions of Ordinance No. 1681 that conflict with this ordinance are hereby repealed.

Read for the first time: July 21, 2008  
Read for the second time: August 4, 2008  
Adopted by the City Council: August 4, 2008  
Approved by the Mayor: August 4, 2008

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JAMES B. FAIRCHILD, MAYOR

ATTEST:

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JERRY WYATT, CITY MANAGER