



# Dallas City Council Agenda

Monday, November 16, 2009, 7:00 p.m.  
 Mayor Jim Fairchild, Presiding  
 Dallas City Hall  
 187 SE Court Street  
 Dallas, Oregon 97338

## City Council

Mayor  
 Jim Fairchild

Council President  
 Brian Dalton

Councilor  
 Warren Lamb

Councilor  
 Jackie Lawson

Councilor  
 Kevin Marshall

Councilor  
 Wes Scroggin

Councilor  
 David Shein

Councilor  
 David Voves

Councilor  
 LaVonne Wilson

Councilor  
 Ken Woods, Jr.

## Staff

City Manager  
 Jerry Wyatt

Asst. City Manager  
 Kim Marr

City Attorney  
 Lane Shetterly

Community Development  
 Director  
 Jason Locke

Finance Director  
 Cecilia Ward

Fire Chief  
 Bill Hahn

Police Chief  
 John Teague

Public Works Director  
 Fred Braun

*All persons addressing the Council will please use the table at the front of the Council. All testimony is electronically recorded. If you wish 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.*

<u>ITEM</u>	<u>RECOMMENDED ACTION</u>
1. ROLL CALL	
2. PLEDGE OF ALLEGIANCE TO THE FLAG	
3. APPROVAL OF MINUTES Approval of minutes of the Nov 2, 2009, Council meeting <b>p. 3</b>	Approval
4. QUESTIONS OR COMMENTS FROM THE AUDIENCE <i>This time is provided for citizens to address the Council or introduce items for Council consideration on any matters other than those on the agenda.</i>	
5. PUBLIC HEARINGS <i>Public comment will be allowed on items appearing on this portion of the agenda following a brief staff report presenting the item and action requested. The Mayor may limit testimony.</i>	
6. REPORTS OR COMMENTS FROM THE COUNCIL MEMBERS	
7. REPORTS OF SPECIAL COMMITTEES AND CITY OFFICERS	
City Manager's Reports	
a. Employee Recognition	Presentation
b. City Manager evaluation process <b>p. 7</b>	Discussion
c. Park Trail Open House	Information
d. Ford Institute update <b>p. 14</b>	Information
e. Street Fee follow-up <b>p. 15</b>	Information
f. Visioning Meeting	Update
g. Development Code adoption <b>p. 20</b>	Motion
h. Department monthly reports <b>p. 26</b>	Information

# Dallas City Council Agenda

## Page 2

### Our Vision

*Our vision is to foster an environment in which Dallas residents can take advantage of a vital, growing, and diversified community that provides a high quality of life.*

### Our Mission

*The mission of the City of Dallas is to maintain a safe, livable environment by providing open government with effective, efficient, and accountable service delivery.*

### Our Motto

*Commitment to the Community.  
People Serving People.*

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.

i. Other

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8. COMMUNICATIONS AND PETITIONS

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9. RESOLUTIONS

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10. FIRST READING OF ORDINANCE

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11. SECOND READING OF ORDINANCE

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12. OTHER BUSINESS

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13. ADJOURNMENT

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4 The Dallas City Council met in regular session on Monday, November 2, 2009, at 7:02 p.m. in  
5 the Council Chambers of City Hall with Mayor Jim Fairchild presiding.

6 **ROLL CALL**

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

10 Also present were: City Manager Jerry Wyatt, City Attorney Lane Shetterly, Assistant City  
11 Manager Kim Marr, Community Development Director Jason Locke, Fire Chief Bill Hahn,  
12 Police Chief John Teague, and Recording Secretary Emily Gagner.

13 **PLEDGE OF ALLEGIANCE TO THE FLAG**

14 Mayor Fairchild led the Pledge of Allegiance to the Flag.

15 **APPROVAL OF MINUTES**

16 Mayor Fairchild declared the minutes of the October 19, 2009, Council meeting approved as  
17 presented.

18 Mayor Fairchild displayed the 162<sup>nd</sup> Engineering Company's guidon that he was presented at the  
19 mobilization ceremony on Saturday. He stated they asked it to be displayed in City Hall until the  
20 company returns to Dallas.

21 **QUESTIONS OR COMMENTS FROM THE AUDIENCE**

22 Mayor Fairchild asked for comments or questions from the audience on items other than those on  
23 the agenda.

24 Michael Blanchard of the Dallas School Board addressed the Council on behalf of the School  
25 Board members to thank the Council for their support of the school bond measure, adding it was  
26 very much appreciated.

27 Chelsea Pope, Executive Director of the Dallas Area Chamber of Commerce, thanked the  
28 Council and staff for their help in making the Chamber's Halloween events a success.

29 **PUBLIC HEARINGS**

30 Public Hearing on revisions to the Dallas Development Code and Comprehensive Plan  
31 Amendments

32 Mayor Fairchild opened the public hearing at 7:08 p.m. He reviewed the procedure for the  
33 public hearing.

34 Mr. Locke introduced Scot Siegel of Siegel Planning. He then presented the staff report and  
35 reviewed the proposed changes to the Dallas Development Code and Comprehensive Plan  
36 amendments. Mr. Locke pointed out the Planning Commission had already worked on these  
37 revisions for quite some time before recommending them to the Council.

38 In response to a question, Mr. Locke explained that properties that are in non-conformance of the  
39 new Code will be left as is; the City wouldn't go back and require compliance on existing  
40 properties.

41 Mr. Locke discussed keeping chickens, but no roosters, in residential zones. Councilor Shein  
42 asked if that would require a change of the Municipal Code. Mr. Shetterly explained all the  
43 language about that is in the Development Code.

44 Councilor Shein asked if the purpose of in-lieu payments for open space was to discourage  
45 developers from eliminating open space, or if it was to make sure the City could provide open  
46 space. Mr. Locke explained it was both reasons, but the primary purpose was the latter.

1 Mr. Shetterly pointed out that Article 4 contained a change in the appeals process. He stated the  
2 current appeal process provides for a de novo hearing, which is when the Council hears the  
3 appeal as if there was no hearing in front of the Planning Commission. He indicated the new  
4 process on appeals from the Planning Commission will be that the Council will have a hearing  
5 on the record from the Planning Commission meeting; the Council will not get any new  
6 evidence. Mr. Shetterly commented that the parties that appeared in front of the Planning  
7 Commission can appear to make arguments based on the record and try to persuade the Council.

8 Mr. Shetterly remarked that there will be some Municipal Code changes regarding street and  
9 park trees in order to bring the Municipal Code into conformance with the new Development  
10 Code.

11 Councilor Scroggin commented that the proposed lot size minimum width and minimum length  
12 don't work out to the minimum lot size. Mr. Locke explained those minimums would give  
13 flexibility to developers, especially for in-fill lots, so they could allow a narrower lot, for  
14 instance, to fit it into the space available.

15 Councilor Lawson asked for clarification on the proposed height requirement of 28 feet instead  
16 of 32 feet. Mr. Locke explained that when they initially discussed this with the builders in the  
17 focus groups, they adjusted the way building height was measured and had 32 feet as the  
18 maximum height. However, the method of measuring building height was not changed, so the  
19 28 foot figure is the number it should be.

20 Councilor Lawson asked if Article 4 provides any checks or balances to the director waiving  
21 application requirements. Mr. Locke explained that is not a new provision; the director can only  
22 waive an application requirement if something is not applicable.

23 There was some discussion about when a non-conforming property would be required to meet  
24 the new standards. Mr. Locke explained anything that would require a permit would fall under  
25 the new standards.

26 Councilor Woods discussed his concern about the possibility of more options bringing in more  
27 undesirable development in town. Mr. Locke explained these proposed revisions provide for  
28 potentially different types of housing. He noted the Code does not state developers can develop  
29 whatever they want, it lists specific options for them.

30 Councilor Woods commented on Mr. Locke's statement that the Development Code will allow a  
31 wider range of businesses and asked if it would allow businesses the Council doesn't want, such  
32 as adult entertainment businesses. Mr. Locke explained some of the requirements for new  
33 businesses will actively discourage that type of business, noting items like orientation to the  
34 street and the opaqueness of windows would make it difficult for that type of business.

35 Councilor Shein asked how this code compares to other communities near Dallas as far as  
36 flexibility. Mr. Locke explained ours falls in the middle, with definite ease of use, but not  
37 allowing development for development's sake.

38 Mayor Fairchild suggested listening to the public and then setting up a workshop to finish  
39 answering any questions the Council might have. He stated he didn't want to micro-manage the  
40 staff, but wanted the philosophies to match.

41 Paul Trahan, Fowler Affiliates/Fife Group stated he was part of the initial focus group  
42 discussions and Mr. Locke and Mr. Siegler have done a good job with the proposed revisions.  
43 He indicated as a developer, he can see it is clear and concise and he knows what he needs to  
44 address. He urged the Council to move forward and adopt the new Code.

45 Ray Olmstead asked about the density ranges for the residential zones and why they seemed to  
46 overlap. He also asked if the new rules would allow cluster housing. Mr. Locke explained there  
47 is always some overlap in density ranges, because the density can depend on the property, the  
48 circumstances, and what the developer wants to do. He stated cluster housing would be allowed.  
49 Mr. Olmstead asked if the maximum 28 foot roof height is assuming a gable-roof building and if  
50 flat topped buildings would not be allowed. Mr. Locke explained one could build a flat-topped  
51 or mansard roof, but the maximum height would be 28 feet.

1 Sue Olmstead asked if the purpose of the Code revision was to not have agriculture in Dallas.  
2 Mayor Fairchild indicated any current agricultural land in Dallas would be grandfathered in. Ms.  
3 Olmstead indicated her concern that if there are a lot of housing options next to agriculture, it  
4 will push the agriculture out. She stated if that was the Council's purpose, they should say that  
5 up front. Mr. Shetterly explained that functionally, nothing has changed regarding agriculture  
6 with the Code revisions. He indicated agriculture in a city is just a transitional zone because  
7 cities are meant for urban development. Ms. Olmstead warned the Council about allowing  
8 chickens, particularly because the proposal talks about setbacks, but says nothing about the  
9 chickens being in cages. Mr. Shetterly noted the Code states the chickens must be kept in an  
10 area that is fenced. Mr. Locke stated all land that is in the City or Urban Growth Boundary and  
11 is currently used for small-scale agricultural purposes can continue to do so under the Code  
12 revisions; the change was in name only.

13 Mayor Fairchild closed public hearing at 8:21 p.m.

14 Councilor Wilson indicated she would like to get the consensus of the Council to see if they were  
15 ready to vote. She noted the Council had workshops and the Planning Commission and Mr.  
16 Locke and Mr. Siegel have already spent a lot of time on this. Councilor Scroggin stated he was  
17 ready to move forward.

18 Councilor Voves moved to adopt the revised Dallas Development Code and Comprehensive Plan  
19 Amendments. The motion was duly seconded.

20 Mr. Locke recommended the Council allow him and the City Attorney to review the document  
21 one final time to make sure there were no technical errors left, and bring back a list of final  
22 changes to the next Council meeting before moving forward.

23 The motion was withdrawn.

24 Mayor Fairchild confirmed it was the consensus of the Council to have staff bring back a final  
25 version of the Development Code revisions to the November 16 meeting, and then bring an  
26 Ordinance adopting the revisions to the first meeting in December.

## 27 **REPORTS OR COMMENTS FROM COUNCIL MEMBERS**

### 28 COMMITTEE REPORTS OF October 26, 2009

29 Building and Grounds Committee – Councilor Wes Scroggin, Chair

30 Councilor Scroggin reviewed the agenda items from the Building and Grounds Committee  
31 meeting.

32 Public Works Committee – Councilor Dave Voves, Chair

33 Councilor Voves reviewed the Public Works Committee agenda. Mr. Wyatt advised that staff  
34 had been in contact with the Post Office regarding moving the post office box on West Ellendale,  
35 but there has been no answer yet.

## 36 **REPORTS OF SPECIAL COMMITTEES AND CITY OFFICERS**

### 37 CHAMBER REQUEST

38 Mr. Wyatt reviewed a request from the Chamber of Commerce for assistance for the annual  
39 Christmas tree lighting ceremony.

40 Councilor Lawson moved to allow the City Manager to work with the Chamber on the annual  
41 Christmas Tree Lighting Ceremony. The motion was seconded by Councilor Marshall and  
42 CARRIED UNANIMOUSLY with Council President Brian Dalton, Councilor Warren Lamb,  
43 Councilor Jackie Lawson, Councilor Kevin Marshall, Councilor Wes Scroggin, Councilor David  
44 Shein, Councilor Dave Voves, Councilor LaVonne Wilson and Councilor Ken Woods, Jr.  
45 voting YES.

## 46 **PARK AND RECREATION BOARD RECOMMENDATIONS**

1 Mr. Wyatt reviewed the recommendations to the Council made by the Park and Recreation  
2 Board at their recent meeting. Mr. Wyatt discussed the issues the City has been experiencing  
3 with regard to vandalism in the park, noting most of the events happen after dark. Mr. Wyatt  
4 explained currently people can be in the park from 5:30 a.m. to 10:30 p.m. regardless of whether  
5 it is dark or light. He stated the Park Board feels changing the hours the park is open to “dawn to  
6 dusk” will eliminate some issues in the park. Mr. Wyatt reviewed the second recommendation,  
7 which was to ban smoking in the parks.

8 There was discussion about enforcement of these proposals. Mr. Wyatt stated these new rules  
9 would give the police the authority to stop someone, and they can exclude someone from the  
10 park for violating park rules. Councilor Lawson indicated a number of cities have moved to ban  
11 tobacco and smoking in all parks. She recommended the Council also ban smoking on the Park  
12 Trail. Councilor Dalton observed that only five of the eleven non-Council members of the Board  
13 were at the meeting. He stated he would like more input on these topics from the whole Board.  
14 Councilor Woods stated one of the initial discussions of the Park Trail was that it would be lit,  
15 and it wouldn't make sense to close it from dusk to dawn if it was lit. Mr. Wyatt stated if the  
16 Park Trail was lit, it would only be a small portion. There was discussion about whether the City  
17 should lock the gates into the City Park each night. Councilor Dalton commented that the small  
18 neighborhood parks tend to be a gathering point even after dark and indicated if the City puts up  
19 signs telling people to stay out, it isn't very friendly.

20 Mayor Fairchild indicated these were recommendations from the Park Board to the Council.  
21 Councilor Lamb recommended sending the proposals back to the Park Board so they could  
22 address how they could deter vandalism and what could be done differently.

23 Councilor Dalton recommended referring both issues to the Building and Grounds Committee to  
24 discuss at more length. The Council agreed.

#### 25 PARKING VARIANCE REQUEST

26 Mr. Wyatt reviewed a request from Blake Brinker of the Masonic Lodge to park a small camper  
27 trailer on Court Street during the three days they will be selling Christmas trees on the  
28 Courthouse lawn.

#### 29 HOLIDAY SCHEDULING

30 Mr. Wyatt discussed the upcoming holiday schedule. He asked the Council's permission to close  
31 City Hall at 4:00 p.m. on December 11 and December 17 so all staff can participate in those  
32 events. The Council agreed to allow the early closures.

#### 33 OTHER

#### 34 COMMUNICATIONS AND PETITIONS

#### 35 RESOLUTIONS

#### 36 FIRST READING OF ORDINANCE

#### 37 SECOND READING OF ORDINANCE

#### 38 OTHER BUSINESS

39 There being no further business, the meeting adjourned at 8:57 p.m.

40 Read and approved this \_\_\_\_\_ day of \_\_\_\_\_ 2009.

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\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Manager

**CITY OF DALLAS**  
**Performance Evaluation Procedure**  
**City Manager**

**Introduction**

The City Manager is a City employee. Under sections 10, 11, and 21 of the Dallas City Charter, the City Council is charged with the duty of selecting, hiring, and compensating the City Manager. The City Manager is thus the Council's employee, and his or her supervision is the Council's responsibility.

To be fair and effective, supervision must be based on performance benchmarks which are clearly defined and communicated so that performance can be evaluated objectively. Fairness demands that the standards be conveyed at the beginning of the rating period so that the City Manager knows exactly what is expected and how performance will be judged.

**Purpose**

The purpose of this document is to define a regular, structured, and consistent procedure for evaluating the City Manager's discharge of his or her duties and responsibilities as specified by the Charter, the City Code, and the City Council.

The objective of the performance evaluation is to provide an objective basis for recognizing and acknowledging exemplary performance, identifying areas for improvement if any, and determining appropriate compensation. The process is intended to insure that the management of City operations, personnel, and fiscal resources adhere consistently to the highest possible standard.

**Procedure**

The City Council shall conduct a periodic review and evaluation of the City Manager's work performance. The evaluation shall commend areas of good performance and identify areas for improvement where appropriate. It shall also be the basis for decisions regarding compensation and continued employment of the City Manager.

The review shall be conducted according to the following procedure:

1. In its first meeting of each calendar year, the Committee on Public Administration of the City Council shall review and recommend to the City Council the format and content of the Manager's evaluation documentation. The recommendations will include the following:
  - a. The Evaluation Form to be used.
  - b. The rating period, which shall be from January to December, or such other period as the Committee may specify.
2. At the next City Council meeting following the Public Administration Committee meeting, the City Council shall formally approve and adopt the Evaluation Form and rating period, either as recommended by the Committee on Public Administration or with such amendments as the Council shall deem necessary and appropriate. The procedure will be as defined herein, or as modified by the Council at the meeting.
3. Not later than one week following the Council's adoption of the Evaluation Form, rating period, and procedure, the Council President and the Chair of the Committee on Public Administration will meet in person with the City Manager to convey the Council's directions with regard to the performance evaluation. If the Council President or Chair of the Public Administration Committee is unavailable, the person most senior on the Council will act in substitution. This will apply to actions in #6 and #9 below as well.
4. Not later than the second Council meeting in November, a copy of the approved Evaluation Form will be provided to each Council member via electronic means. Paper copies will also be available to Councilors upon request.
5. Each Council member shall return his or her completed and dated Evaluation Form to the Assistant City Recorder not later than 5 working days prior to the first Council meeting in December. The information should be submitted on electronic media such as a flash drive, CD, or other such media [not via email]. Paper copies will be accepted but electronic copies are preferred. After receipt, a paper copy of each Councilor's Evaluation Form will be printed out by the Assistant Recorder for that Councilor to sign prior to the review session (paragraph 7 below). The Assistant City Recorder shall treat this information as extremely confidential.
6. The City Council President and the Chair of the Public Administration Committee shall compile the results of the Evaluation Forms as submitted. The compilation will

consist of averaging the numeric scores within each rating category, and compiling the written comments of Council members within each rating category. Comments shall not be edited or selectively parsed, but simply transcribed as written within each category. The final document will be the Performance Evaluation Summary.

7. At the last Council meeting in December, the Council will meet to review the City Manager's performance. Unless the City Manager explicitly requests an open hearing, the meeting will take place in executive session pursuant to ORS 192.660(2)(i). Printed copies of the Performance Evaluation Summary shall be distributed to Council members at that meeting. Individual Councilors desiring an advance copy of the Evaluation Summary can make arrangements with the Assistant City Recorder to obtain a copy prior to the meeting. To preserve maximum confidentiality, neither the completed individual evaluations nor the Evaluation Summary will be transmitted in whole or in part on the internet or via email. Councilors will treat the evaluation summary as confidential, and shall not copy or distribute the evaluation summary to any other person.
8. After the Council has completed its review of the performance evaluation, it shall meet with the City Manager to review the evaluation. This meeting will normally take place immediately following the Council's review, and shall be in executive session unless the City Manager explicitly requests an open hearing.
9. Following the review session(s), the City Manager will be furnished a written copy of the Evaluation Summary as well as the individual councilors' Evaluation Forms. These documents will be presented in person to the City Manager by the City Council President and the Chair of the Public Administration Committee, and copies will also be made a permanent part of the Manager's personnel file.

## **Compensation Review**

The performance of the City Manager has a direct bearing on his or her compensation package. As such, the performance review will include a review of the base salary and other benefits provided under the terms of the employment agreement of the Manager and adjustments, if any, will be made as deemed appropriate by the Council.

## **Evaluation Form**

The format for the Evaluation Form is attached. This form will be updated and approved every year as prescribed in the Procedure paragraph above.

## **Effective Date**

This policy will take effect on February 2, 2009, and will remain in effect until amended or rescinded by action of the City Council. If the criteria, standards, or policy directives governing the review should change, a public process shall be followed as outlined in ORS 192.610 to 192.690.



**4. Fiscal Management**

1    2    3    4    5    Not observed

Comments:

**5. Personal Traits**

1    2    3    4    5    Not observed

Comments:

**6. Intergovernmental Affairs**

1    2    3    4    5    Not observed

Comments:

**7. Planning and Implementation of Council Policies and Goals**

1    2    3    4    5    Not observed

Comments:





November 11, 2009

Jerry Wyatt  
City of Dallas  
187 SE Court Street  
Dallas, OR 97338

Dear Mr. Wyatt, Mayor Fairchild and Members of the Council,

As you know, Jerry & I partnered to contact the Ford Family Foundation earlier this year to request that Dallas be selected as a community to host the Leadership Program.

**On October 16, 2009 – we submitted 21 letters, requesting & supporting the program.**

- |                                       |   |
|---------------------------------------|---|
| 1. Dallas Area Chamber of Commerce    | 12. VORP                                    |
| 2. City of Dallas                     | 13. Itemizer Observer                       |
| 3. Sable House                        | 14. Dallas School District                  |
| 4. Dallas United Methodist Church     | 15. Chemeketa                               |
| 5. Shangri-La Corporation             | 16. United Way of the Mid-Willamette Valley |
| 6. MERIT Program                      | 17. Polk Community Development Corporation  |
| 7. SEDCOR                             | 18. OSU Federal Credit Union                |
| 8. Dallas Rotary/State Farm Insurance | 19. Pacific Power                           |
| 9. West Valley Hospital               | 20. Van Well Building Supply                |
| 10. After Darc/Visual Media Center    | 21. Dallas Christmas Cheer                  |
| 11. Dallas Community Foundation       |   |

**On October 26, 2009 – we received notification that Dallas was 1 of 4 communities selected!!**

I will be the main contact for all of the details over the next 5 years. The first Leadership Class will start in the fall of 2010... however, prep work will start in the Spring.

A nomination committee will be put together to publicize what the program is and how to apply to be a part of it. We will then will process all applications and choose individuals for the first class. Anyone interested in participating in the program {including your employees, family, friends, etc.} should eMail me [chelsea@dallasoregon.org](mailto:chelsea@dallasoregon.org) with Ford Institute in the subject line.

As a graduate of this program, I know that it will assist us in doing great things in and for our community. Please feel free to contact me if you have any comments, questions or concerns.

Sincerely,

Chelsea Pope  
Executive Director



## **PURPOSE**

On August 17, 2009, the Dallas City Council held a public hearing at City Hall to seek comments from interested citizens regarding the proposed implementation of a Street Maintenance Fee. The City has also held three community chats to discuss the proposed fee.

## **BACKGROUND**

There are 56.1 miles of streets in the City of Dallas, 3.8 miles of which are the responsibility of the Oregon Department of Transportation and 52.3 miles the responsibility of the City of Dallas. The construction of new streets within the city is paid for by the collection of System Development Charges on new construction and major remodels. Ongoing maintenance is paid for almost entirely from State Highway Funds, collected primarily from State-imposed fuel taxes and weight-mile charges on heavy vehicles. The City does not use local property taxes for street maintenance.

Even though the City has added about 13 miles of streets in the past decade and our remaining streets are aging, the money collected annually from the State Highway fund for maintenance has declined significantly since 2005. This decline has cut back the City's preventive maintenance program to the extent that we are on the cusp of a rapid acceleration of decay of the roadways. The long term consequence of continuing inadequate maintenance will be the requirement to rebuild the streets ahead of their full life cycle, a vastly more expensive option than funding an ongoing program of preventative maintenance.

In dollar terms, the City needs approximately \$400,000 more per year available in the budget for contract street reconstruction and overlays. The Street Maintenance Fee is intended to bridge this gap.

The City has held a public hearing, three community chats, spoken to several service groups and businesses and has had discussions concerning the proposed street maintenance fee on the Portland news, radio station, local and statewide newspapers, channel 17 and the City and Chamber web pages.

## QUESTIONS, STATEMENTS AND ANSWERS

### Why was there so much conflicting information out on the street regarding the cost to businesses?

Initially the confusing information about the amount a business would pay came from individuals that visited businesses with incorrect numbers and calculations based on faulty assumptions. These numbers were obtained from sources other than the City (newspaper articles, etc.) and did not represent the actual fee a business would pay.

### The Cost

Multi family, mobile home and manufactured home parks would be charged per unit  
Individual businesses would pay the same rate as a residential unit – Home Occupations would be excluded

Every Utility Sewer Bill would be charged the following:

Starting July 1, 2010 - \$2.50 a month

July 1, 2011 - \$3.50 a month

July 1, 2012 - \$4.50 a month

July 1, 2013 - \$5.50 a month

The current methodology is based on the following:

- The same fee for everyone ties the street maintenance element of a dollar amount to a 20-year maintenance plan prepared by the City of Dallas through the Capital Improvement Plan and Transportation System Plan.
- Uses actual road maintenance and repair projects on City streets, not state or county routes.
- Tailors the fee to the local data and need.
- The minimum fee is tied to single family trip generation.
- For consideration, a property must be occupied to be assessed the fee. If a property is unoccupied for 30 days or more, the owner may apply for a fee waiver for that period.

### Why do you need this fee now?

Pavement health worsens at an increasing rate as the pavement gets older if it is not properly maintained. The City at this point does not have enough in its budget for proper preventive maintenance. Like a roof that goes without periodic maintenance, eventually the underlying structure is so damaged that it can be repaired only at great cost. Without regular maintenance, an asphalt street's condition deteriorates 40% in the first 15 years of its life. Then, over the next 5 years, the street will deteriorate at such an accelerated rate that major construction is required. We are now at a critical point in this downward cycle

and it is vital that the City find a source of funding for an ongoing maintenance program in the very near future.

How can the Council impose this fee without a vote of the people?

The Council has been elected by the citizens to protect and monitor the investments of the community. The Council has the challenge of being good stewards of past improvements, and current and future investments in the infrastructure and operations. Taking care of the city streets is a major investment and establishing a fee to maintain the streets is no different than the existing user fees for the water and sewer infrastructure. When fees are established, and when needed to be increased, the Council acts on behalf of the citizens based on need, revenue, long term financial outcomes and priorities.

Street fees will be placed in a separate fund within the City budget whose revenues will pay for the operation and maintenance of that system.

**The street maintenance fee that is being proposed will be tracked through a separate line in the budget so that everyone can track the revenue and expenditures.**

Does the Council have the authority to enact a Street Maintenance Fee without a vote of the people?

Yes. Oregon state law and the Dallas City Charter provide broad authority to the elected members of the City Council to adopt an ordinance enacting a Street Maintenance Fee.

Why not have a street bond?

One option the Council has considered is a street improvement bond for repair and maintenance of the streets. However, such a bond, if approved by voters, would have a much greater financial burden on taxpayers and businesses than the proposed maintenance fee. For instance, the minimum amount the City would consider for a street bond would be around \$6,000,000. The average residence would pay over \$14.00 a month for a minimum of 15 years and a business office with an assessed value of \$200,000 would pay over \$14.00 a month for 15 years. Most businesses would be paying a much higher payment on their property tax bill.

Why not use Federal funds?

The City uses 100% of its allocation of Federal Gas Tax money for street maintenance. The City's allocation (approximately \$145,000) has not changed significantly in the last 5 years. In 2009 , the City received approximately \$350,000 in Federal stimulus money for street maintenance and repairs. It is unlikely that the stimulus program will continue into the future. The City receives State funding from its share of the Oregon Gas Tax. The arterial and collector streets in the city have in the past been maintained by these funds. Local

streets are maintained by the remainder of these funds, which have not been sufficient to provide adequate maintenance of these streets.

Who pays the landlord or the tenant?

**The proposed fee would be added as a line item to each utility bill. Whoever is legally responsible to pay for the utility bill would pay the fee.**

Which City streets does ODOT maintain?

ODOT maintains the following Streets inside the City of Dallas:

- East Ellendale Avenue - Main Street to City Limits
- Kings Valley Highway - City Limits to East Ellendale Avenue
- Main Street - East Ellendale Avenue to Washington St.
- Washington Street - SE Jefferson St to SW Fairview Avenue
- SE Jefferson Street - Washington St to Main Street
- SE Fairview Avenue - Washington St to City Limits

Why hasn't the City fixed this already?

The City Council discussed adopting the Street Maintenance Fee in 2003 and again in 2005. At that time, the fee was proposed to be \$1.50 per residence which was projected to meet the street maintenance needs well into the future. Based in part on negative public reaction, the Council chose to postpone action to see if other funding sources would fill the gap. Unfortunately, no other revenues have become available and meanwhile the streets have steadily deteriorated. The failure to adopt that fee years ago has now resulted in the higher proposed fee in order to catch up with the backlog of deferred maintenance. Should a fee not be adopted at this time, a few years from now the repair bill will be far greater.

Aren't there other ways to fund this?

The Council has considered alternatives to fund local street maintenance, including:

- Street Maintenance Fee
- Street Improvement Bond
- Local Improvement Districts
- Toll Roads
- Local Gas Tax
- Curtailing or eliminating other City services and use those funds for street maintenance

Only the Street Maintenance Fee has the acceptable trade-offs to be practical. For example, a local gas tax is more problematic due to legislative constraints, minimum revenue generated and would likely result in folks diverting their business to surrounding communities not burdened by a gas tax.

Will schools, churches and non-profits be charged?

Yes.

Log trucks and rock trucks cause the most damage. Will they be charged?

Large trucks pay a weight-mile tax to the State. A portion of this tax is sent to the City for reimbursing the cost of maintaining local roads experiencing the traffic of heavy vehicles.

Most of the log trucks and rock trucks do not drive on local streets, which is where most of the money from the proposed fee would be spent.

What about Section 8 low income housing?

One possible consideration for the Council would be to review households that qualify for the "Low Income Utility Program." Those households could be 100% exempt from the Street Maintenance Fee.

Is the proposed Street Maintenance Fee a tax or a fee?

It is a fee. The Oregon constitution defines a property tax as "any charge imposed by a governmental unit upon property or upon a property owner as a direct consequence of ownership of that property except incurred charges and assessments for local improvements." Article XI, Section 11b(2)(b).

In the case of Roseburg School Dist. v. City of Roseburg, the Oregon Supreme Court held that a storm drainage utility fee enacted by the city and imposed on persons who paid water charges or had the right to occupy property was a fee, and not a tax, because (1) the city had no lien provision that could burden the property and (2) the city had no mechanism for assessing default liability exclusively against the property owner. In Knapp v. City of Jacksonville, the Oregon Supreme Court held that a public safety fee, collected as a surcharge on sewer and water users, was also a fee and not a tax. The fee was added to all monthly water and sewer bills and was payable by the persons who were normally responsible for paying those bills. These cases provide clear guidance to the city in structuring the proposed fee so that it does not constitute a tax on property.

What will happen when the City receives the increase in the State passed gas tax?

The City's share of the State Highway fund allocation peaked in 2005/06. Last fiscal year, the City received only 87% of the 2005/06 allocation. With the added revenue from the 6 cent increase in state gas tax, the city will not equal revenues from the 2005/06 fiscal year until 2011/12. The result of any increase in funding for street maintenance would be reviewed on an annual basis. The Street Maintenance fee program funding could be reduced, increased or eliminated at any time by the Council.

# DALLAS CITY COUNCIL REPORT

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

<i>City of Dallas</i>	<b>Agenda Item No. 7 g</b>	<b>Topic:</b> Development Code Amendments
<b>Prepared By:</b> Jason Locke, Com Dev Director	<b>Meeting Date:</b> November 16, 2009	<b>Attachments:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Approved By:</b> Jerry Wyatt		

**RECOMMENDED ACTION:** Direct staff to prepare separate Ordinances that will:

- 1) Adopt the new Development Code as approved by the Planning Commission and incorporating the editorial, technical and conforming amendments contained in Attachment A of this report, and repealing DCC Chapter 9 sections relating to Vision Clearance (9.100 – 9.110), Fences 9.150 – 9.180), and Maps of Planned Thoroughfares (9.200 – 9.220), the provisions of which have been amended and incorporated in the new Development Code.
- 2) Adopt an amended Zoning Map that reflects the new and consolidated zoning designations in the new Development Code.
- 3) Adopt the Comprehensive Plan text changes as reflected in the Public Hearing staff report dated 10/26/2009.
- 4) Adopt an amended Comprehensive Plan map that reflects the new and consolidated land use designations.
- 5) Amend DCC Sections 3.800 to 3.820 (Trees) to conform to the street tree provisions in the new Development Code.

**BACKGROUND:** The City Council held a public hearing on the new development Code and associated amendments on November 2, 2009. At the close of the hearing, staff indicated that prior to making a motion to adopt, one final review was necessary in order to ensure that all technical, editorial, and conforming issues were addressed. Staff believes that Attachment A accomplishes the aforementioned, and recommends moving forward.

**FISCAL IMPACT:** None

**ATTACHMENTS:**

- A) Changes to Draft 5 of the Dallas Development Code

## ATTACHMENT A

### Changes to Draft 5 of the Dallas Development Code

#### Article 1

##### No Changes

#### Article 2

Page 2-12, Table 2.2.030, Reduce height of building from 32' to 28', add a 6% in lieu fee for subdivisions based on Assessor's RMV of the property

Page 2-15, Section 2.2.040 B.3. Correct erroneous cross reference to Table 2.1.030.

Page 2-75. Delete "Potential Graphic" on this page or add a graphic.

Page 2-82, Table 2.4.020, add requirement for caretaker dwelling that it must be an accessory use to the primary permitted use, RV Parks not allowed, and retail sales and service to be an accessory use only, and limited to 20,000 sq.ft of gross floor area.

Pages 2-92 to 2-102. Correct headings on these pages to "2.6."

#### Article 3

Page 3-1. Amend listing of reserved sections (in brackets) on this page to agree with the listing of reserved sections on page 3-58 (subject to addition of Section 3.5, Wireless Communication Facilities).

Page 3-55, Section 3.4.070 B. To this sentence, add "to the City's satisfaction," to-wit: ". . .to provide bonding or other performance guarantees to the City's satisfaction to ensure completion..."

Add Section 3.5, Wireless Communication Facilities (WCF), from existing Code, and properly cross reference.

#### Article 4

##### Revised 4.1.080 Neighborhood Meetings.

A. **Purpose.** Applicants are required to hold meetings with neighbors before submitting an

application for a master planned development, subdivision and multi-family housing projects containing more than 20 dwelling units. This is to ensure that affected property owners are given an opportunity to preview a proposal and offer input to the applicant before a plan is formally submitted to the City; thereby raising any concerns about the project and the project's compatibility with surrounding uses early in the design process when changes can be made relatively inexpensively.

**B. Notice.** Notice of the meeting must be given in writing and delivered in person or by certified mail, return receipt requested, to all of the property owners whose property is located within 100 feet of the site, at their addresses of record at the Polk County Assessor's office, at least 14 days before the meeting and at least 21 days before submitting the application to the City. The notice must state the time, place and purpose of the meeting, including a description of the proposed development.

**C. Meeting place, date and time.** The meeting must be held within the City limits at a location obtained or provided by the applicant with sufficient room for the expected attendance. The meeting place must be accessible to persons with disabilities. It must be scheduled at a date and time reasonably calculated to allow maximum participation by interested property owners.

**D. Conduct of meeting.** At the meeting, the applicant, or the applicant's agent, must present sufficient information about the proposed development to inform the property owners in attendance of the nature of the proposal and impacts it may have on neighboring properties, including transportation impacts. Persons attending must be allowed to ask questions and make comments. The applicant, or the applicant's agent, must make a sound, video or digital recording or keep written minutes of the meeting that give a true reflection of the matters discussed at the meeting and the views of the participants. The applicant must also make a list of names of persons attending the meeting.

**E. Filing requirements.** Proof of having held the meeting, even if no affected property owners attend, is required and must be submitted to the City with a land use application for the application to be deemed complete. Copies of the following information must accompany the land use application: a copy of the notice mailed, certified mail return receipts and all addresses for which notice was mailed (e.g., copy of mailing labels), a certificate of personal service as to those persons who were provided notice by personal service (including the date of service and the name of the person who provided service), a record or minutes of the meeting with a list of attendees, and copies of the meeting notice and all other written materials provided prior to or distributed at the meeting.

Page 4-54, Section 4.3.050 Change the language on granting of an extension to "may...grant" from "shall...grant".

**Revise annexation Section to:  
Chapter 4.10 - ANNEXATION**

Sections:

- 4.10.010 Purpose
- 4.10.015 Procedure
- 4.10.020 Application
- 4.10.025 Initiation by Council
- 4.10.030 Approval Standards
- 4.10.040 Boundaries
- 4.10.050 Statutory Procedure
- 4.10.060 Mapping

**4.10.010 Purpose.**

The purpose of this chapter is to provide for the orderly transition and rezoning of land from the Dallas Urban Growth Boundary into the City Limits and to ensure the requirements of boundary changes, the provision of public facilities, and land use compatibility have been adequately addressed.

**4.10.015 Procedure.**

All annexations shall be processed in the same manner as a Type IV procedure, with the exception that the requirements of state law regarding annexations shall be met.

**4.10.020 Application.**

Except for annexations initiated by the council pursuant to section 4.10.025, application for annexation shall include the following information:

- A. Consent to annexation which is non-revokable for a period of one year from its date.
- B. Agreement to deposit an amount sufficient to retire any outstanding indebtedness of special districts defined in ORS 222.510.
- C. Boundary description and map prepared in accordance with ORS 308.225. Such description and map shall be prepared by a registered land surveyor. The boundaries shall be surveyed and monumented as required by statute subsequent to Council approval of the proposed annexation.
- D. Written findings addressing the criteria in 4.10.030.
- E. Application by the property owner for a zone change and Comprehensive Plan amendment.
- G. The required fee set by resolution of the City Council.

**4.10.025 Initiation by Council.**

An annexation may be initiated by the Council on its own motion. The approval standards in section 4.10.030 shall apply. Provided, however, that in the case of annexation where current or probable public health hazard due to lack of full City sanitary sewer or water

services or the lot or lots proposed for annexation are an "island" completely surrounded by lands within the city limits, the only standards that apply shall be 4.10.030(A)

**4.10.030 Approval standards.**

An annexation may be approved if the proposed request for annexation conforms, or can be made to conform through the imposition of conditions, with the following approval criteria:

- A. The land is within the City's Urban Growth Boundary.
- B. The proposed zoning for the annexed area is consistent with the Comprehensive Plan, and a project, if proposed concurrently with the annexation, is an allowed use within the proposed zoning.
- C. The land is currently contiguous with the present City Limits.
- D. Adequate City facilities can and will be provided to and through the subject property, including water, sanitary sewer, and storm drainage.
- E. The annexation is consistent with the annexation policies contained in the Comprehensive Plan.
- F. Within Mixed Use Nodes, annexation shall only be permitted in conjunction with a Master Plan application submitted pursuant to Chapter 4.5.

**4.10.035 Boundaries.**

When an annexation is initiated by a private individual, the Planning Official may include other parcels of property in the proposed annexation to make a boundary extension more logical and to avoid parcels of land which are not incorporated but are partially or wholly surrounded by the City of Dallas. The Planning Official, in a report to the Planning Commission and Council, shall justify the inclusion of any parcels other than the parcel for which the petition is filed. The purpose of this section is to permit the Planning Commission and Council to make annexations extending the City's boundaries more logical and orderly.

**4.10.050 Statutory procedure.**

The applicant for the annexation shall also declare which procedure, under ORS Chapter 222, the applicant proposes that the City Council use, and supply evidence that the approval through this procedure is likely.

**17.118.060 Mapping.**

Within 2 months of adoption of the ordinance approving an annexation, the City shall cause the annexation to be included on the official zoning map of the City, and shall provide to Polk County and the State of Oregon copies of the official map and ordinance effecting the annexation.

**Article 5**

**No Changes**

## Article 6

**Page 6-48, 6.2.080, Building Height, change to read “Building Height is measured from the midpoint of the main gable to the finished grade at the highest point. In the case of flat roof, the height shall be measured to the highest point of the roof,** except where this Code specifies a different reference point.

Chimneys, bell towers, steeples, roof equipment, flag poles, and similar features that comprise less than ten percent (10%) of a structure’s roof area, extend not more than eight (8) feet above the highest point of the roof, and are not for human occupancy are exempt from the maximum building heights, provided that all applicable fire and building codes are met. Similar projections exceeding ten percent (10%) of the roof area or projecting more than eight (8) feet may be approved with a Conditional Use Permit pursuant to Chapter 4.4.

Add graphic\*\*\*

## 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>	Joanne Ballweber	<b>Planner</b>	John Swanson
<b>Building &amp; Grounds</b>	Ken Stoller	<b>Code Enforcement</b>	Ed Totten

### OCTOBER 2009 Monthly Report - Planning, Building, Code Enforcement

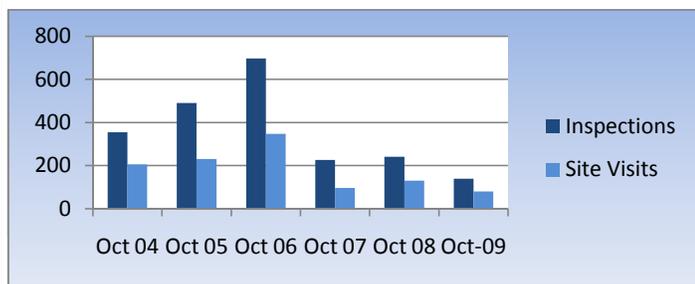
REVENUES		Month	Fiscal YTD
Planning	Oct-09	\$ 535	\$ 3,265
Building	Oct-09	\$ 7,881	\$ 32,977

#### LAND USE APPLICATIONS

	Sign	Home Occupation	Conditional Use	Variance	Partition / Replat	Subdivision	Street Plan	Annexation	Zone Change
Oct-09	0	1	1	0	0	0	0	0	0
YTD 2009	8	6	1	0	0	1	0	1	0
Oct-08	1	0	1	0	1	0	0	0	0
YTD 2008	13	8	4	4	5	0	0	0	1

#### INSPECTIONS AND SITE VISITS

<b>Monthly:</b> Inspections - 140	Site Visits - 81
<b>Year to Date:</b> Inspections - 1405	Site Visits - 769



#### CODE ENFORCEMENT

<b>Current Open Cases:</b>	26
<b>New Cases processed in June:</b>	
6.505 Abandoned Vehicles	2
6.32 Vehicles Stored on Street	4
5.584 Vehicles Stored on Prop	0
5.582 Junk	3
5.556 Scattering Rubbish	0
5.588 Graffiti	0
Other Ordinances	5
Number of Followups	22
Number of Parking Citations	3

#### BUILDING PERMIT SUMMARY

Permit Use	Oct-09	Oct-08	YTD Total 2009	Annual Total 2008	YTD Valuation 2009	Annual Valuation 2008
New Single Family	1	3	11	71	\$2,229,061	\$14,792,450
New Duplexes	0	0	0	0	0	0
New Multifamily	0	0	1	1	3,759,944	272,792
Residential Remodel	4	3	44	47	1,025,311	1,188,903
Residential Accessory Building	2	0	9	21	175,621	379,298
New Commercial	0	1	4	12	35,880	4,199,410
Commercial Remodel	2	6	37	34	1,323,042	1,347,583
New Industrial	0	0	1	0	46,503	0
Industrial Remodel	0	0	0	0	0	0
Public Building	0	1	4	10	73,853	140,159
Mobile Home Accessory	0	0	0	0	0	8,040
Misc./No Fee Permits	0	0	0	0	0	0
<b>Total All Categories</b>	<b>9</b>	<b>14</b>	<b>111</b>	<b>197</b>	<b>8,669,215.00</b>	<b>\$22,328,635</b>

# DALLAS AQUATIC CENTER



Director - Jason Locke  
 Supervisor - Tina Paul

## October 2009 MONTHLY REPORT

REVENUE	Month	Fiscal YTD
	Oct-09	\$23,409
	Oct-08	\$30,201

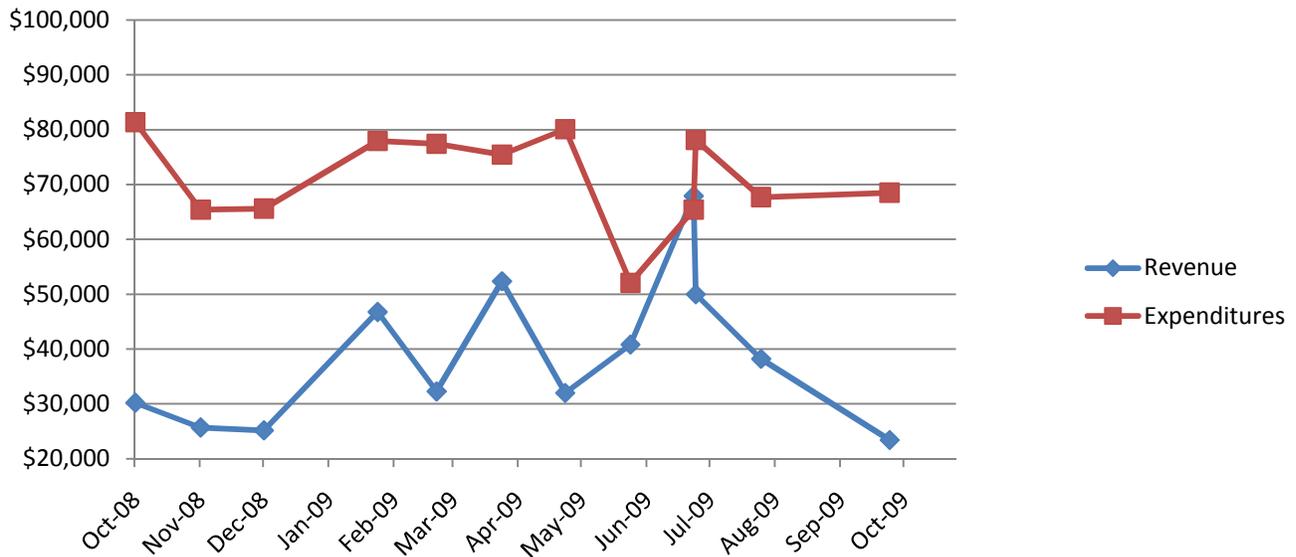
Current Members:	
Annual	787
3-month Water Aerobics	34

EXPENDITURES	Month	Fiscal YTD
	Oct-09	\$68,510
	Oct-08	\$81,371

Monthly Attendance:	
October	6,648
Fiscal YTD	33,831

Utility Costs:	Oct-09	Fiscal YTD
Natural Gas	\$8,026	\$23,269
Electricity	\$4,904	\$22,589

**R/E Ratio = 54.3%**  
 (Revenue/Expenditure)



**Dallas Public Library  
Monthly Report for October 2009**

**Circulation Statistics**

<b>Adult</b>	<b>Oct 2009</b>	<b>Oct 2008</b>	<b>Children</b>	<b>Oct 2009</b>	<b>Oct 2008</b>
<b>Print Materials</b>	7805	7447	<b>Print Materials</b>	3032	2752
<b>Books on Tape/CD</b>	632	527	<b>Books on Tape/CD</b>	137	157
<b>AV Materials</b>	1125	1162	<b>AV Materials</b>	998	901
<b>Misc. items</b>	1023	1097			
<b>2009 Year to Date</b>	<b>102,962</b>		<b>2009 Year to Date</b>	<b>38,365</b>	
<b>Remote Renewals</b>	<b>1081</b>		<b>2009 Year to Date</b>	<b>8981</b>	
<b>Combined Total</b>	<b>150,308</b>				

**Additional Activity**

	<b>Oct 2009</b>	<b>Oct 2008</b>	<b>Year to Date 2009</b>
<b>Non-Resident User Fees</b>	\$ 780.00	\$ 870.00	\$ 6190.00
<b>Fines Collected</b>	\$ 904.18	\$ 688.26	\$ 7261.75
<b>Photocopies</b>	\$ 153.17	\$ 116.58	\$ 9.446
<b>Reference Questions</b>	1151	1299	11,079
<b>Volunteer Hours</b>	245.5	234	2721

**Registered Patrons – October 2009**

<b>City Residents</b>		<b>Non-Resident – Fee Paid</b>		<b>Non-Resident - Restricted</b>	
Adult	5412	Adult	355	Adult	1198
Child	1349	Child	58	Child	369
YA (12-17)	416	YA (12-17)	30	YA (12-17)	157
<b>Total</b>	<b>7177</b>	<b>Total Fee</b>	<b>443</b>	Kids C.A.R.E.	451
				<b>Total Restricted</b>	<b>2175</b>
<b>Non-Resident Total</b>	<b>2618</b>				
<b>Total Registered Patrons</b>	<b>9795</b>				

Fall sessions of both Infant/Toddler and Preschool Storytimes continue to be popular with children, with 205 attendees during October. In addition, with 10 young readers participating in the Read to the Dog program, and 50 attending a craft program, we have a total of 265 children visiting the Library and participating in these fun and exciting events.

**DALLAS LIBRARY BOARD  
CITY HALL  
October 20, 2009**

The Library Board met on Tuesday, October 20, 2009 at 4:10 pm in the City Hall Conference Room. Board members present were Darla Newton, Morty Feder, and Marge Hiltz. Excused were Grace Scatterday and Marianne Moore. In addition to the Board, Library Supervisor Donna Zehner was present.

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

The Library Supervisor provided the Board with a report on the current status of the Library. Patrons continue to appreciate having the Library as a drop site for the Food Bank. With school back in session, the Library continues to be a very busy place. Bids are out for the new carpet, replacing the current hallway carpet. System-wide computer upgrades occurred in August, along with changing the look and feel of the online catalog (OPAC). At the same time, the Library received new wiring, courtesy of CCRLS, and we are now on a Fiber Optic connection. This should speed up our connections and increase ease of access to both the Internet and III Millennium. Currently, the Library is hosting an Easter Seals trainee. Her name is Joyzanne, and she is part of the training program for people who have been out of the workforce for a number of years. Read to the Dog continues to be a popular event with beginning readers.

The Summer Reading Program was very active this summer, with literally hundreds of children participating in the various events and activities. Of course, the crafts program was the biggest draw.

The Library will be holding our annual Volunteer Appreciation Event on Friday, Oct. 30<sup>th</sup>, beginning at 5pm. Given the time of the year, and close proximity to Halloween, it seemed natural to use this fun holiday as our theme.

The Friends annual Book Sale brought in \$2,168 this year, the second highest amount ever raised. The Friends will be purchasing additional AV bags, and a set of book cases to hold the new paperbacks. As has become the tradition, the Friends continue to support the Volunteer Appreciation event by purchasing the books used for recognizing our volunteers. The Friends received an unexpected surprise earlier this week – a check for \$10,000 from Trust Management. The check was part of an estate settlement, and is a one time event.

Under other business, an early announcement was made about the City's Community Holiday Dinner, set for Dec. 17th. The Library volunteered to decorate and assemble the "Treat" bags again this year, as well as assisting in a variety of other ways, i.e. setting up, serving, cleaning up, cooking/baking, etc. We are proud to say that **all** staff members will be participating in the event.

The next meeting date was set for January 19, 2010.

The meeting was adjourned at 5:00 pm.

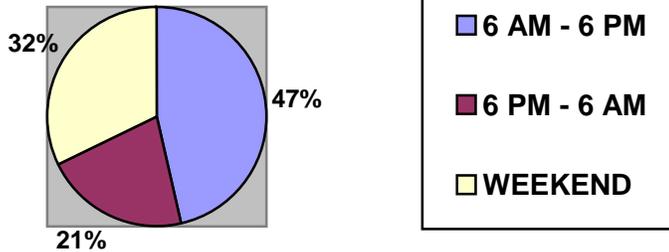
COUNCIL REPORT – OCTOBER 2009

To: Mayor & City Council Members

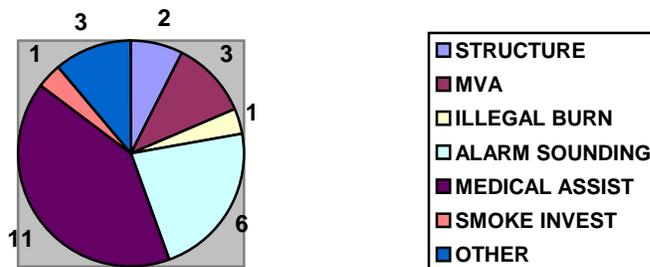
From: Fire Chief Bill Hahn

**Dallas Fire Department:**

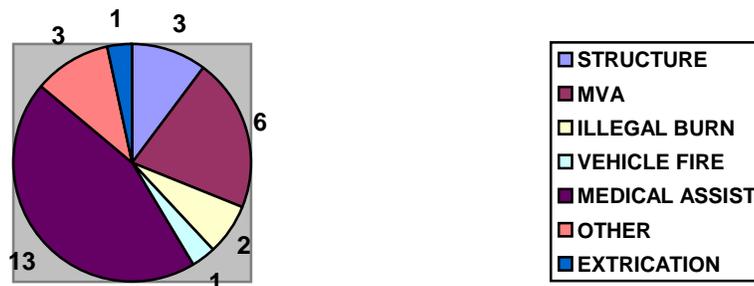
Station 100 responded to 56 calls of which 26 were between 6 AM – 6 PM, 12 between 6 PM – 6 AM and 18 during the weekend.



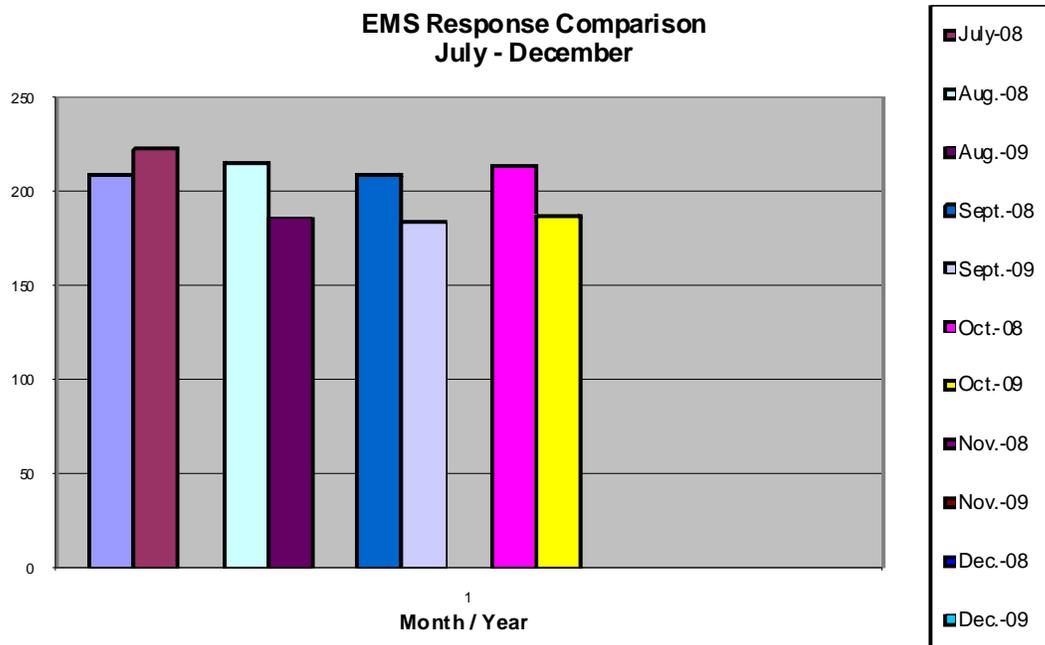
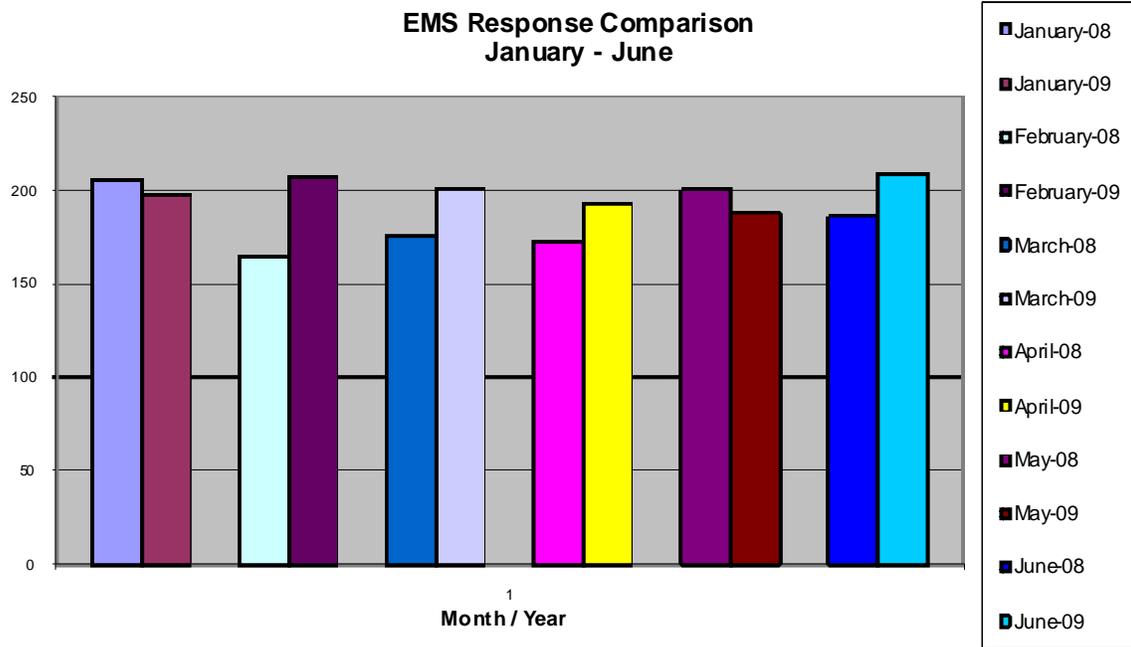
City Responded to the following incidents during the month from station 100.



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



Dallas Emergency Medical Service:



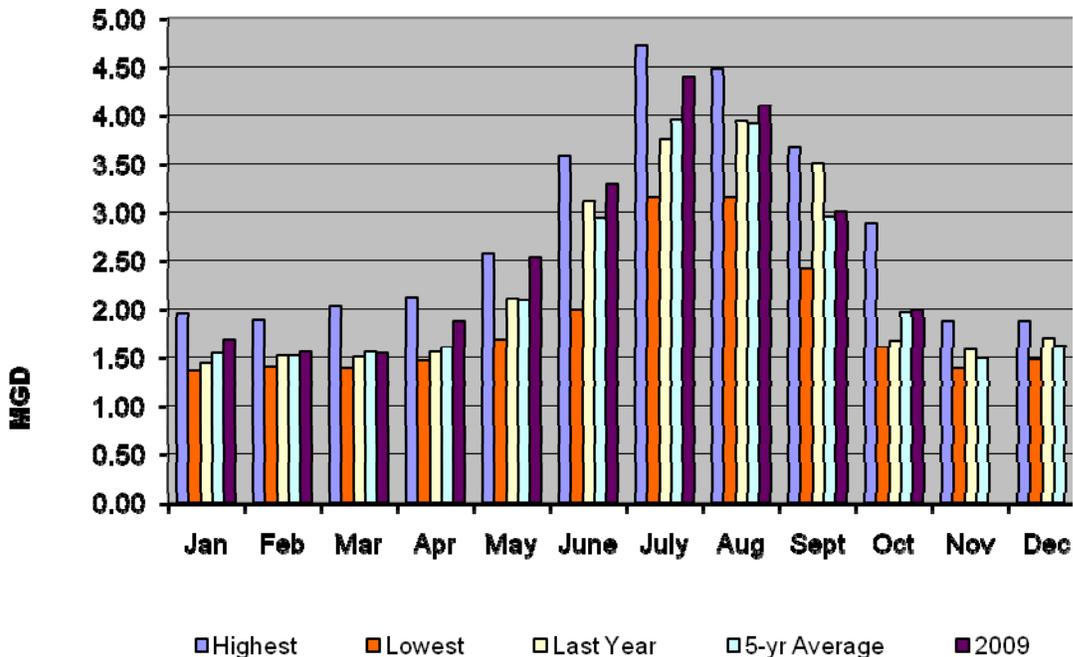
# DEPARTMENT OF PUBLIC WORKS

## Monthly Report for October 2009

### Water Division

	<u>2009</u>	<u>Unit</u>		<u>2008</u>	<u>Unit</u>	
Total Discharge to Town	53.01	MG		61.9	MG	
Total Water Raw	57.57	MG		57.5	MG	
Peak Day	(Oct. 1)	2.5	MG	(Oct. 1)	2.89	MG
Daily Average-Raw	1.9	MGD		1.86	MGD	
Daily Average-City	1.7	MGD		2.00	MGD	
Backwash Water	2.8	MG		2.09	MG	
Filter to Waste	1.7	MG		.19	MG	
Flushing		MG		.15	MG	
Discharge Water	.10	MG			.10	
ASR Injection		MG				
Average High Temp	63 °	F		63 °	F	
Average Low Temp	54 °	F		41 °	F	
Total Precipitation	2.61	Inches		.96	Inches	

**Average Daily Treated Water Production**

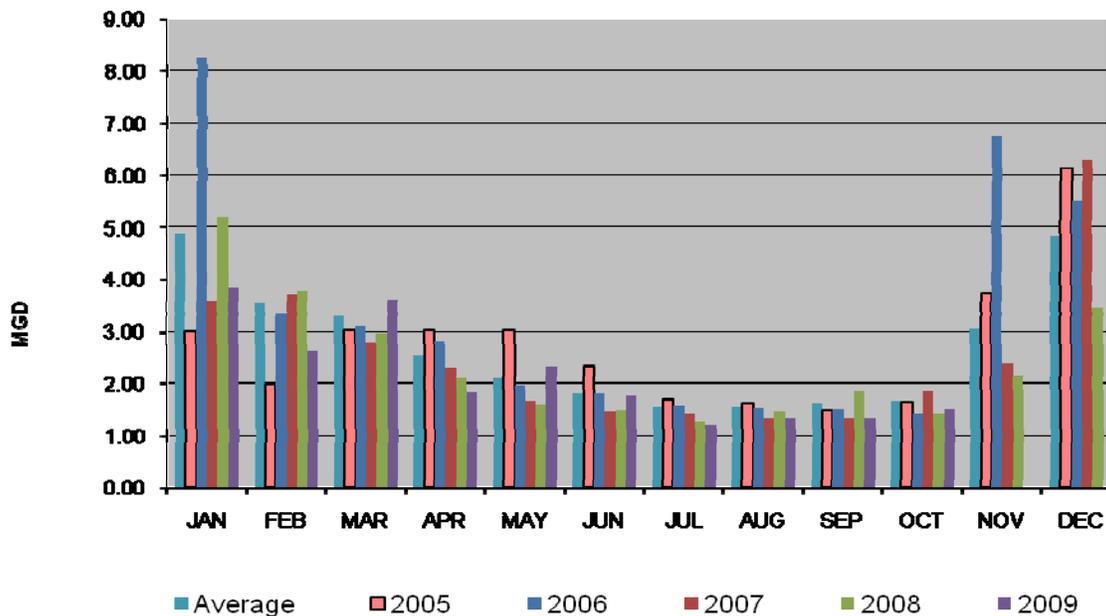


# Wastewater Division

## Effluent Flow

	<u>2009 Units</u>		<u>2008 Units</u>
Monthly Total Flow	40.64	MG	44.08 MG
Peak Day Flow (Oct. 27)	2.09	MG (Oct. 3)	2.12 MG
Daily Average Flow	1.52	MG	1.42 MG

**Effluent - Average Daily Discharge by Month**



## Plant Maintenance

- ✓ Replaced UPSs (uninterrupted power sources) in plant.
- ✓ Corrected faulty SCADA programming.
- ✓ Monthly PM (preventative maintenance) completed.

## Plant Performance

On October 10, a power outage to the wastewater facility caused an overflow into Rickreall Creek beginning 4:20 pm October 10, and lasting until 7 am October 11. Battery backups to the PLCs (program logic controllers) had failed as well. When power to the wastewater plant was restored, programming in the PLCs faulted causing them to recognize the plant in the same state before the power interruption occurred. Therefore, no signal was sent to any equipment to resume operation and no alarm sent to the operator. All influent flow overflowed to the creek rather than pumped to the plant. Approximately 750 million gallons overflowed into the creek. Upon discovery, equipment was brought back online manually and the facility was manned continuously until the cause could be discovered and corrected. Contributing factors to this issue have been corrected and further alarm systems have been put in place. Furthermore, battery maintenance for the PLC has been added to the routine maintenance schedule.

## Parks

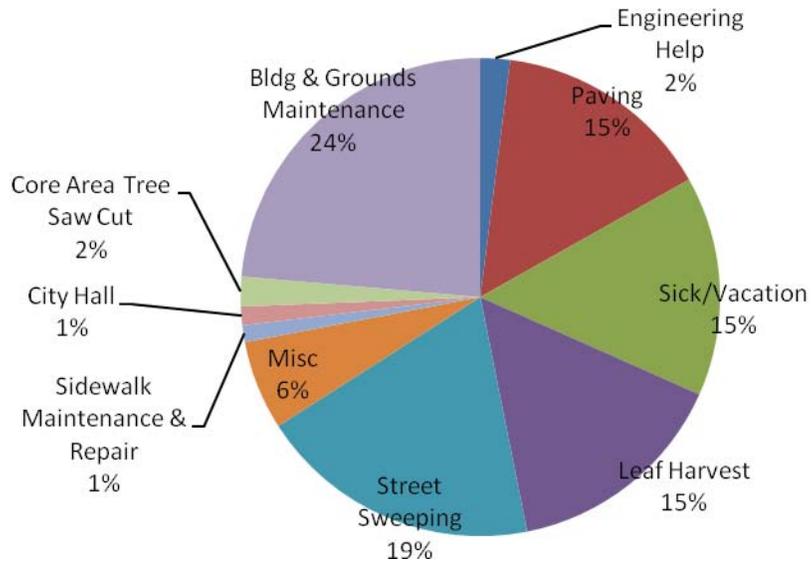
### The Parks department provided the following routine services:

- ✓ Cleaned leaves from shrub beds
- ✓ Repaired damage caused by vandalism in the restrooms
- ✓ Regular mowing of all parks
- ✓ Weed shrub beds and landscape areas
- ✓ Performed monthly safety check of playground equipment on October 16
- ✓ Repair irrigation lines in the Arboretum
- ✓ Bring in park tables for winter storage
- ✓ Shut down and drain all irrigation lines for winter
- ✓ Mulch or accumulate leaves from lawn areas
- ✓ Removed leaves from trails
- ✓ Closed and winterized restrooms
- ✓ Cancel garbage service winter (on call only)
- ✓ Pick up fallen limbs
- ✓ Prune shrubs
- ✓ Winter table maintenance and equipment repairs
- ✓ Equipment service checked and/or repaired
- ✓ Pruned Aquatic Center Shrubs,
- ✓ Removed Debris from Forestry Creek
- ✓ Cut down Scotch Broom along Academy Wetlands
- ✓ Replaced ten trees in Forestry Creek subdivision
- ✓ Landscaped front of Aquatic Center
- ✓ Planted 10 trees in Kingsborough Park
- ✓ Replace three street trees along Ellendale

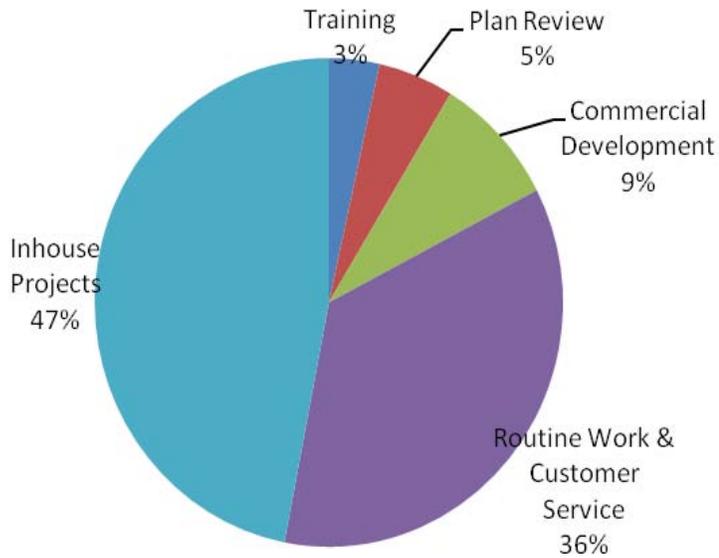
## Street and Construction Division

**Misc Includes:**

- Storm Repair & Cleaning <1%
- Training <1%
- Lift Stations 1%
- Sewer Cleaning & Repair 1%
- Street Painting 1%
- Tree Trimming 1%
- WTP 1%



## Engineering



# Fleet Management

