



Dallas City Council Agenda

Monday, December 7, 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 16, 2009, Council meeting p. 3	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	
a. Report of the November 23 Administrative Committee meeting (Ken Woods, Chair) p. 7	Information
b. Report of the November 23 Public Safety Committee meeting (Warren Lamb, Acting Chair) p. 14	Information
7. REPORTS OF SPECIAL COMMITTEES AND CITY OFFICERS	
City Manager's Reports	
a. Proposed Street Maintenance Fee ordinance p. 18	Motion
b. Preliminary 2009 population estimate p. 25	Information
c. Finance software conversion update p. 26	Information
d. Other	
8. COMMUNICATIONS AND PETITIONS	

Dallas City Council Agenda

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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.

9. RESOLUTIONS

10. FIRST READING OF ORDINANCE

- a. Ordinance No. 1709: An Ordinance amending Dallas City Code Section 2.995, relating to Dallas Development Commission, Urban Renewal Agency. **p. 31** First Reading
- b. Ordinance No. 1710: An Ordinance adopting the amended and restated Dallas Development Code; amending Dallas City Code Section 9.700; repealing the January 5, 2000 Dallas Development Code, as amended and updated January 22, 2002 and May 7, 2007; and repealing conflicting ordinances and Dallas City Code provisions. **p. 32** First Reading
- c. Ordinance No. 1711: An Ordinance amending the Dallas Zoning Map; and repealing the current Dallas Zoning Map. **p. 35** First Reading
- d. Ordinance No. 1712: An Ordinance amending the Dallas Comprehensive Plan Map; and repealing the current Dallas Comprehensive Plan Map. **p. 38** First Reading
- e. Ordinance No. 1713: An Ordinance amending the Dallas Comprehensive Plan; and amending Dallas City Code Section 9.600; and repealing prior conflicting ordinances. **p. 40** First Reading
- f. Ordinance No. 1714: An Ordinance amending provisions of the Dallas City Code Sections 3.804, 3.806, 3.808 and 3.814, relating to street trees; and repealing prior conflicting ordinances. **p. 44** First Reading

11. SECOND READING OF ORDINANCE

12. OTHER BUSINESS

13. ADJOURNMENT

DALLAS CITY COUNCIL
Monday, November 16, 2009
Council Chambers

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The Dallas City Council met in regular session on Monday, November 16, 2009, at 7:00 p.m. in the Council Chambers of City Hall with Mayor Jim Fairchild presiding.

ROLL CALL

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

Also present were: City Manager Jerry Wyatt, City Attorney Lane Shetterly, Assistant City Manager Kim Marr, Community Development Director Jason Locke, Fire Chief Bill Hahn, Police Chief John Teague, Finance Director Cecilia Ward, Public Works Director Fred Braun, and Recording Secretary Emily Gagner.

PLEDGE OF ALLEGIANCE TO THE FLAG

Mayor Fairchild led the Pledge of Allegiance to the Flag.

APPROVAL OF MINUTES

Mayor Fairchild declared the minutes of the November 2, 2009, Council meeting approved as presented.

QUESTIONS OR COMMENTS FROM THE AUDIENCE

Mayor Fairchild asked for comments or questions from the audience on items other than those on the agenda. There were none.

PUBLIC HEARINGS

REPORTS OR COMMENTS FROM COUNCIL MEMBERS

Mayor Fairchild stated he had spoken to Ray Olmstead, who is going to be sending a Christmas tree to the 162nd Engineering Company and wants to include Christmas cards from the cities represented by them. Mayor Fairchild indicated he had a card for the Council to sign.

Councilor Wilson reported that she had attended a meeting with the Oregon Community Foundation hosted by the Chamber that was very nice.

Councilor Dalton mentioned the volunteers would be putting up Christmas lights the following Saturday beginning at 8:00 a.m.

REPORTS OF SPECIAL COMMITTEES AND CITY OFFICERS

EMPLOYEE RECOGNITION

Mr. Wyatt presented a pen set to Jim Rodriguez in appreciation for over 20 years of service to the City of Dallas. Officer Rodriguez thanked Mr. Wyatt and the Council and said it was an honor to work with all the wonderful people at the City.

CITY MANAGER EVALUATION PROCESS

Mr. Wyatt explained the forms for the City Manager's evaluation process had been approved by the Council in February, and he asked for questions or comments. Council President Dalton asked the Councilors to please submit the evaluations via electronic format by December 1 to Ms. Gagner.

PARK TRAIL OPEN HOUSE

Mr. Wyatt explained he and Chief Teague attended a meeting on the proposed park trail on November 3 and addressed the citizens there. He indicated the citizens would like the City to host an open house so they could talk to the Council and review the history, purpose, and

1 function of the trail. Mr. Wyatt stated it would be appropriate to have an open house after the
2 first of the year, and he will keep the Council informed.

3 FORD INSTITUTE UPDATE

4 Mr. Wyatt reviewed a letter indicating Dallas was one of four communities selected as a Ford
5 Family Foundation Leadership Program community. Chelsea Pope, Executive Director for the
6 Dallas Area Chamber of Commerce, stated she has been through two classes and noted the Ford
7 Institute leadership program is a 5-year leadership program. She indicated everyone in the
8 community will have a chance to sign up for the classes and she hopes to build new leaders for
9 the community through this program.

10 STREET FEE FOLLOW-UP

11 Mr. Wyatt reviewed the questions that were asked at the three community chats that were held to
12 address the proposed street fee. He indicated the current proposal would charge every utility
13 sewer bill by the unit, so each single family residence or commercial business would be charged
14 as one, and every multi-family development would be charged by the unit. He reviewed the
15 timing, with the initial charge to start at the beginning of the fiscal year, or July 1, 2010, at \$2.50
16 and increasing by \$1 per year until it reached \$5.50 per year in 2013. Mr. Wyatt stated he
17 discussed putting the fee to a vote and why staff proposed a fee instead of a bond with the
18 citizens. He explained the City has a street maintenance issue, not a street capital improvement
19 issue, and the City needs a steady income, not a one-time lump-sum. He indicated that as far as
20 who would pay the fee in a landlord/tenant situation, whoever pays the utility bill would pay the
21 fee.

22 Council President Dalton asked how the City would manage it if people were delinquent on their
23 bill. Mr. Wyatt explained the City would address it the same as if they did not pay their water
24 bill, which includes contact, notice of late payment, and eventually the water is shut off. Mr.
25 Shetterly explained the fee could become enforceable as part of the water bill. Councilor
26 Scroggin asked if there was a hardship clause in place if someone cannot pay their water bill.
27 Mr. Wyatt explained they can meet with the Finance Director to arrange for payments, and she
28 can also put them in contact with other community resources. There was discussion about water
29 customers who request to have their water shut off for the winter paying the street fee. Mr.
30 Wyatt stated he would anticipate they wouldn't be charged the street fee in that case either.
31 Councilor Shein commented that if the logic is that we don't bill for water because they aren't
32 using the water, then it would follow that they wouldn't be using the streets either.

33 In response to a question, Mr. Shetterly explained that the Council could refer any action taken
34 by the Council to the voters at a cost of probably a few thousand dollars. He added because this
35 is a simple fee, it would pass by a straight majority.

36 Councilor Scroggin and Councilor Shein indicated they were in favor of having a periodic
37 review of the street maintenance fee, noting it would be good public relations given the
38 controversy surrounding the subject. There was discussion about the current Council not being
39 able to bind future Councils to a future course of action.

40 Councilor Wilson reported that she attended two community chats, and in listening to the
41 public's concerns, she hopes this Council will stay with the proposed rates as long as possible.
42 She commented that having a periodic review was important.

43 Councilor Shein noted on the list of streets that are in poor condition, there are around one
44 hundred streets rated below 50 and more than a dozen rated below 30. He asked if the City
45 doesn't do anything at all to generate more revenue for street maintenance, what proportion of
46 the streets on the list the City could get fixed. Mr. Braun explained that most of the streets rated
47 very poor were residential streets and the City does not have money to maintain residential
48 streets, so none of them would be maintained.

49 Councilor Lawson asked about the money that was allocated to the arterials each year, and asked
50 what the arterials in Dallas were rated. Mr. Braun stated he didn't have an exact number, but it
51 was probably in the high-60 range. Councilor Lawson asked about the possibility of using the
52 money for arterial maintenance for low-rated residential streets. Mr. Wyatt stated staff had

1 considered that, but once the arterials rating start to drop, that maintenance costs four times as
2 much because they are wider and handle more traffic. Councilor Lawson asked about the
3 consequences of deferring the arterial maintenance one year. Mr. Wyatt explained that the City
4 would still fall behind because maintenance is already behind, and a one-year fix would only be
5 a band-aid approach, so it wouldn't gain much. Mr. Braun advised that the way the City
6 allocates maintenance dollars is based on complex deterioration curves and if the City were to
7 take money from a street that deteriorates quickly and put it into a street with a flatter curve, the
8 City would end up spending more money.

9 Councilor Scroggin asked how much revenue would be generated with the \$2.50 per month fee
10 versus the \$5.50 per month fee. Mr. Wyatt stated the fee at \$2.50 per month would generate
11 about \$180,000 and at \$5.50 per month would generate about \$380,000 in revenue. Mayor
12 Fairchild explained that in the first few years, this fee will not keep the streets from continuing to
13 go downhill, but they will deteriorate at a lesser rate.

14 Henry Hammond asked if the street projects funded by this would be contracted out, or if the
15 City would have to hire more employees. Mr. Wyatt explained the City would not hire
16 additional employees and none of the money raised from the street fee would go to
17 administrative fees or overhead. Council President Dalton added that the fee revenue and
18 expenditures would be a separate budget item so it could be tracked very precisely.

19 Councilor Shein moved to have the City Attorney draft an ordinance to implement a street
20 improvement fee, working closely with staff to address all issues. Council President Dalton
21 seconded the motion. Mr. Shetterly asked if schools and non-profit organizations would be
22 charged the fee. Mr. Wyatt stated they would. Councilor Lawson asked if the Council would
23 still have the opportunity to decide after this was in ordinance form to put the issue to a vote.
24 Mr. Shetterly indicated he could redraft the ordinance to include that. Councilor Lawson asked
25 if instead of presenting it in ordinance form, if the Council could look at a concrete proposal so
26 they could discuss it further. Mayor Fairchild explained that the Council could discuss the
27 ordinance. Mr. Shetterly advised he would prepare a memorandum to walk the Council through
28 the ordinance to assist their review. Council President Dalton clarified that at the first meeting in
29 December it would not be the first reading of the ordinance, but a review of the draft. The
30 motion CARRIED UNANIMOUSLY with Council President Brian Dalton, Councilor Warren
31 Lamb, Councilor Jackie Lawson, Councilor Kevin Marshall, Councilor Wes Scroggin, Councilor
32 David Shein, Councilor Dave Voves, Councilor LaVonne Wilson and Councilor Ken Woods, Jr.
33 voting YES.

34 VISIONING MEETING

35 Mr. Wyatt reminded the Council of the visioning meeting scheduled for Tuesday, November 17
36 at 6:30 a.m. at the Dallas High School Bollman Auditorium. He indicated it would be a kick-off
37 event at which the Council will get an overview of what will be coming up in the next calendar
38 year.

39 DEVELOPMENT CODE ADOPTION

40 Mr. Locke reviewed the last editorial, conforming amendments to the development code as
41 discussed at the last Council meeting. He reviewed Attachment A.

42 Councilor Shein moved to direct staff to prepare the five ordinances listed in the staff report.
43 Councilor Lawson seconded the motion. Council President Dalton thanked Mr. Locke for the
44 enormous amount of work he put in to this, along with Mr. Shetterly, Mr. Wyatt, and staff. The
45 motion CARRIED UNANIMOUSLY with Council President Brian Dalton, Councilor Warren
46 Lamb, Councilor Jackie Lawson, Councilor Kevin Marshall, Councilor Wes Scroggin, Councilor
47 David Shein, Councilor Dave Voves, Councilor LaVonne Wilson and Councilor Ken Woods, Jr.
48 voting YES.

49 DEPARTMENT MONTHLY REPORTS

50 Council President Dalton commented on the item in the Parks report about repairing vandalism
51 again. He recommended looking at making the restrooms more vandal proof and suggested that
52 could be a goal for 2010. Mr. Wyatt advised he would like to move the two Park Board

1 recommendations regarding no smoking in the parks and changing the park hours to the
2 Administrative Committee instead of the Public Works Committee. The Council approved that
3 change.

4 In response to a question about the Dallas Aquatic Center report, Mr. Locke indicated the
5 analysis by the contractor shows the energy efficiency improvements are exceeding the predicted
6 energy savings by 20-30%.

7 **OTHER**

8 In response to a question about the dumpster on Main Street, Mr. Wyatt indicated it was placed
9 by the owner of the property above the Blue Garden building. He stated the owner was supposed
10 to complete a permit and provide proof of insurance by the end of the day or they would have to
11 remove the dumpster.

12 Mr. Wyatt pointed out the sign for the proposed Senior Center and indicated it would probably
13 be put up sometime in the following week.

14 **COMMUNICATIONS AND PETITIONS**

15 **RESOLUTIONS**

16 **FIRST READING OF ORDINANCE**

17 **SECOND READING OF ORDINANCE**

18 **OTHER BUSINESS**

19 Councilor Lawson reported it was nice to see another new business downtown and noted she
20 attended the open house for Some Things.

21 There being no further business, the meeting adjourned at 8:08 p.m.

22 Read and approved this _____ day of _____ 2009.

23
24
25 _____
26 Mayor

27 ATTEST:
28 _____
29 City Manager

Administrative Committee
Monday, November 23, 2009

Members Present: Chair Ken Woods, Jr., Brian Dalton, Warren Lamb and Jackie Lawson. Excused: La-
Vonne Wilson

Also Present: Mayor Jim Fairchild, City Manager Jerry Wyatt, Assistant City Manager Kim Marr, City
Attorney Lane Shetterly, Finance Director Cecilia Ward, Police Chief John Teague, Fire Chief Bill Hahn,
and Recording Secretary Emily Gagner.

Chair Woods called the meeting to order at 4:22 p.m.

Park Hours

Mr. Wyatt indicated the Park Board had discussed changing the park hours to reduce vandalism. He
stated the parks currently close at 10:30 p.m. year-round. He reported that only the gate off Allgood
Street near the Park Office is closed each night. He explained the gate at Brandvold can be closed, but
there is no gate off Park Street and that is the area where most of the vandalism occurs. He commented
this issue may be something staff needs to look at more in-depth and evaluate. He noted staff is working
to put in a camera system. Councilor Dalton recommended rehabilitating the current restrooms in the
park to make them more vandal-proof. The Committee directed staff to look into this issue further and
bring it back to the Committee at a later time.

No Smoking in Dallas Parks

Mr. Wyatt reported that the Park Board also discussed implementing a no smoking policy in the Dallas
parks. He introduced Randi Phillips, who is the Tobacco Prevention and Education Coordinator for Polk
County. Mr. Wyatt advised the committee that he has received many complaints of smoking in the parks,
and there have been a few incidents of hog fuel catching on fire from cigarettes, mostly in the Arboretum.
He did state that the City would not rely on the Police to drive through the park and enforce a no smoking
policy, but would instead rely on citizens and the Park crew for the main enforcement. Chief Teague in-
dicated he is concerned that if the Police drive through the park and there is someone smoking, the other
people in the park will wonder why the Police do not stop the smoking, and he felt it would be a lose-lose
situation for the cops. Councilor Dalton stated a compromise could be to implement a no smoking policy
in the arboretum only. Mr. Wyatt explained that a no smoking policy would also improve productivity in
the community service workers who tend to wander off to smoke. Councilor Lawson stated she would
recommend creating a no tobacco policy.

Ms. Phillips showed the Committee a bag full of cigarette butts she had picked up on a walk through the
park earlier in the day. She stated a no smoking policy would eliminate much of the litter in the park.
She advised the Committee that with the exception of one designated smoking area, every other park in
Independence is smoke free. Ms. Phillips stated that tobacco free policies can assist in changing social
norms, and explained that a policy such as this shows the children that use the parks that tobacco use and
smoking are not okay. She added that second hand smoke is more than an annoyance; it is a health ha-
zard. Ms. Phillips reported that only 16% of Polk County adults smoke, which means 84% aren't using.
She asked why the Council would want to cater to the 16%, and added this is about giving rights back to
the non-smokers.

There was discussion about smoke free versus tobacco free policies, as well as enforcement. Mr. Wyatt
stated a policy would have to be enforced by the park crew in the main City Park, but the outlying parks

1 would be more difficult. Councilor Lawson indicated it would give some comfort to those with kids in
2 the park to be able to approach someone who was smoking and ask them to stop. Ms. Phillips explained
3 that she could assist with media campaigns.

4 Councilor Woods asked for the verdict. Councilor Lamb stated he would like to have staff work with Ms.
5 Phillips to put something together and bring it back to the Administrative Committee. Mr. Shetterly asked
6 if all City parks would include the trail system, and if it would be no smoking or no tobacco. Ms. Phillips
7 recommended a no tobacco policy, noting people who use chewing tobacco spit, which is also a health
8 hazard.

9 **Dallas Development Commission name change Ordinance**

10 Mr. Wyatt explained that the Urban Renewal Agency was referred to by a strange name in the Code and
11 he would like to change it. Mr. Shetterly explained that the Code refers to the Urban Renewal Agency as
12 the Dallas Development Commission, but all audit reports reference the Urban Renewal Agency, so he
13 advised preparing an Ordinance to rename it the Dallas Development Commission, Urban Renewal Agen-
14 cy. Councilor Lawson moved to authorize staff to prepare an Ordinance. Councilor Lamb seconded the
15 motion, which CARRIED UNANIMOUSLY.

16 **Public Access Channel**

17 Mr. Wyatt reported he has been looking at Channel 17, the City's Public, Education, and Government
18 access (PEG) channel, for some time now, noting one goal he would like to see is using Channel 17 to
19 reach the community more than it is now. He stated he has been in contact with Charter. Mr. Wyatt indi-
20 cated the country's public access channel guru lives in Salem, Oregon, so he is hoping to get him to Dal-
21 las to find out what we can do. Mr. Wyatt explained the Channel 17 hardware is currently located in the
22 library, and much of the daily programming for Chemeketa is done through Chemeketa with a direct link
23 through CCRLS that is on auto pilot. He stated Channel 17 gives us the huge potential to get information
24 out to the community and it is not being utilized. Mr. Wyatt proposed using Visual Media to run the
25 Channel 17 hardware, noting money would be an issue.

26 Roger Pope of Visual Media stated there may be a possibility to renegotiate the proposed contract as far
27 as money was concerned. He reviewed the proposal, noting a major facet would be to get to the demo-
28 graphic of 55 and over. He indicated the City could kill two birds with one stone by getting content to
29 them and celebrating what it means to live in our community. He mentioned it would be possible to tele-
30 vise Summerfest and Sounds of Summer so those who couldn't get out could still enjoy the events and be
31 involved. He reviewed other options for the channel, including tourism, the arts, and local sporting
32 events. He stated the City wouldn't sell advertising on a public access channel, but businesses could
33 sponsor shows or events. He indicated that the proposal included Visual Media Center facilitating and
34 housing the equipment, making sure it is kept up to par. He stated they would also produce the City go-
35 vernmental content, which could include City Council meetings.

36 Councilor Lamb shared that he once spent a night in Yreka and the public access channel there was tele-
37 vising an event like our Sounds of Summer. He explained that they had set the camera up and left it, and
38 it caught some things they probably didn't want. Mr. Pope stated that everything they produced would be
39 professional. He added Mr. Wyatt would be their point of contact at the City and they would run ideas by
40 him before starting anything. There was some discussion about this channel only being available to Char-
41 ter Communication customers only. Councilor Lawson asked about the potential for the channel to pro-

1 vide education to students on photography and filmmaking for classroom credit. Mr. Pope stated the pos-
2 sibilities were infinite.

3 Mr. Pope stated the channel is only available to cable subscribers, but noted the content could be shared
4 with other public access channels, which is a regular practice.

5 Henry Hammond stated Salem's CCTV is also available online. Mr. Pope indicated Visual Media could
6 eventually stream the content on the internet and also provide looping DVDs of shows to the sponsors.

7 Councilor Dalton discussed the proposal, noting it talked about billing the City \$31,344 annually. He
8 noted there would be other beneficiaries such as the Chamber and School District and he asked if they
9 would get billed as well or if the City would be picking up the whole tab. Mr. Pope indicated that would
10 be the total annual cost and who would pay what would be determined. Mr. Wyatt stated the City can't
11 afford that amount, so he would need to discuss it. Mr. Shetterly stated he would need to look at the poli-
12 cy since it goes beyond PEG. There was discussion about censorship on a public access channel.

13 Councilor Dalton noted the video quality on Channel 17 is terrible now. He indicated his concern about
14 having great content but fuzzy video quality. Mayor Fairchild indicated that was one reason to move the
15 equipment. Mr. Pope discussed some technical issues that may be affecting the current quality.

16 Councilor Woods asked staff to address the Committee's concerns and bring that back to the next Com-
17 mittee meeting. Councilor Dalton asked staff to look at privacy issues, access issues, cost sharing, and
18 quality issues. Mr. Shetterly stated he would be interested to see what CCTV has.

19 **Finance Director's Report**

20 Ms. Ward stated the auditors were in the past week. She indicated she is monitoring the current budget
21 closely and starting to look at the 2010-11 budget. She reported she has a definite timeline for the new
22 software, with everything to be installed by the end of April. Councilor Lamb asked if the Police De-
23 partment got overtime pay. Mr. Wyatt stated they did, and noted this was the first year it was tracked
24 with its own line item in the budget. He explained he would be meeting with Chief Teague on Tuesday
25 because the department will go over that line item this year.

26 Mr. Wyatt reported that he held a Department Head retreat on the previous Friday where they looked at
27 revenues, which are very low, especially in building, planning, and streets, with the gas tax pass through
28 about \$100,000 lower than expected. He noted staff would present a mid-year budget analysis to the
29 Council in January. He noted that the League of Oregon Cities will need to be very strong in February,
30 because if the tax measure fails in January, the state will be going after a lot of the money that is currently
31 passed down to cities and counties. He stated that Dallas's materials and services expenditures are al-
32 ready very lean, so when looking at reducing expenditures further, that means reducing personnel in some
33 cases. He noted the City is at a point that reductions in staff will affect service levels. Councilor Lamb
34 indicated he would like the City to get the information out to the public through various media that we
35 just lost another \$100,000, noting the public needs to know why.

36 Councilor Dalton stated that the City typically looks at 3-year budget cycles, but if these hard times are a
37 10-year reality, the Council needs to take a hard look at a longer range. Mr. Wyatt stated he would like
38 the Administrative Committee to do that. Councilor Dalton stated Dallas has done a lot in the past that
39 the community has gotten used to, noting it would not be pleasant, but the City would have to cut servic-

1 es. He indicated it is quite likely the tax measure won't pass in January, so the Council must be very
2 candid about how it will manage the shortage. He added the City needed to be careful to not cut a popular
3 program. There was discussion about keeping the public informed of the difficulties the City is facing,
4 and to let the public know the Council is doing their job keeping track of finances.

5 **Assistant City Manager's Report**

6 Ms. Marr indicated the City has only hired a couple Aquatic Center employees because of resignations.
7 She stated she is working on updating the City's safety programs and an overall volunteer program.

8 **Other**

9 Mr. Wyatt reviewed a request he received from a thirteen-year-old young man named Zachary to place
10 100 yellow ribbons on trees along Main Street in honor of the 162nd Engineering Company. Councilor
11 Dalton indicated the City would need to set a definite stop date by which the ribbons would need to be
12 removed. Mr. Wyatt stated he would like a consensus so he could let the young man know he could start
13 planning.

14 Councilor Lawson moved to recommend to the full Council to approve staff to work with Zachary on his
15 proposal with a removal date. Councilor Lamb seconded the motion, which CARRIED UNANIMOUS-
16 LY.

17 Mr. Wyatt reviewed a dangerous dog situation where a loose dog attacked a deer at the City Shops. He
18 explained the deer was wounded badly. He noted the dangerous dog ordinance only addresses dogs at-
19 tacking or menacing a person or domestic animal. Councilor Lawson stated it is the nature of dogs to
20 hunt so she did not support changing the current code to address wildlife. Mr. Wyatt stated he would look
21 into the issue further.

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

MEETING AGENDA

ADMINISTRATIVE COMMITTEE

Monday, November 23, 2009

4:00 p.m.

Ken Woods, Jr., Chair
Brian Dalton
Warren Lamb
Jackie Lawson
LaVonne Wilson

1. Park hours
2. “No Smoking” in Dallas Parks
3. Dallas Development Commission name change Ordinance
4. Public Access Channel (Channel 17)
5. Finance Director’s Report
6. Assistant City Manager’s Report
7. Other
8. Adjourn

November 19, 2009

Zachary Odegard
17200 Oakdale rd
Dallas OR 97338
503-623-8991

Jerry Wyatt
City Manager
187 SE Court St
Dallas, OR 97338

Dear Mr. Wyatt,

My name is Zachary Odegard I am 13 years old, attend Lacreole middle school, and a member of the 4H Achievers.

I have always been passionate about supporting our troops. I recently attended the mobilization ceremony for the 161st engineer co of the National Guard, based right here in Dallas, the oldest co in Oregon. I do not know anyone in that company, I like many others simply attended to support our troops.

In my many trips to visit my grandparents, in passing through Fort Lewis, I have always noticed the yellow ribbons, on the overpass of the highway, for the soldiers that have been deployed, and I thought why can't I do that here.

My request is that I can place 100 yellow ribbons on the trees on Main St, on the block where Ray's home and garden is. The reason I have chosen this place is first, There is a lot of traffic on Main St, and I want people as they drive by, to remember though some of them may not support the war, that is no reason not to support our troops. Secondly I have contacted Ray, and he is willing to let me use his store as a collection site, for donations for our troops.

Members of Polk and Yamhill County 4H have already written 100 Christmas cards, for the soldiers, and a 100 cards to their families. I would like to make this an actual event, in hopes members of the community would participate. I know there may be other families who have soldier's deployed, and don't want them to be left out, so I would like them to be able to come down and place a yellow ribbon on a branch.

I have attached, my plan for the day, and even if no one else from the community attends, or that is not feasible, I would still like to go on with all my activities, as there will be several 4Hers present. I plan on videotaping the whole event and sending it to the 161st engineer co, so they know we care. That we as kids get it, and we are thinking of them, and thank them for fighting for our freedom, and letting me continue to live in a land where I can make my own choices.

If you are concerned about the ribbons littering the streets, my friend Sierra McBeth and I will be checking to make sure that area of the street is cleaned up.

Thank you for your time,
Zachary Odegard

If you agree for this to happen, I am attaching my plan of action for this event.

I would like for it to happen on Dec 12, at 9am. I would like to invite the community and the families of the soldiers. I have already been in contact with Kay Fristad, who is the chief public relation specialist for the Oregon military department. 503-584-3917 or kay.f.fristad@mil.state.or.us She has also forwarded my email to Joyce Hetland the family care coordinator for the Dallas/Salem area. She was very excited that I was trying to do this and has said that as soon as it is approved she would be happy to get a press release out.

I would like to begin my event a 9am at the academy building stage where the following will happen.

9Am pledge of allegiance, lead by a local cub scout troop or the 4H achievers.

9:10 The national anthem played by members of Dallas's jr high and high school bands

9:20 a moment of silence and prayer?

9:25 A thank you to soldiers/and families

9:30 God bless America sung by a fellow 4Her and disperse the ribbons for tying.

My problem with this is, is I don't know anything about the stage, if I can do it, if I have to supply my own microphones, if there is a charge? Can I do it for free?

I would like to tie the ribbons to the trees on Main Street, on the block that Ray's home and garden is on. If this event does become possible I have already contacted Ray, and he is willing to let me use his store as a collection site for items for the soldiers. I have a list of those item's Cans and cant's that I received from Operation Homefront OR.

I am also hoping to get Starbucks or someone to donate hot coco as we are tying the ribbons.

I would like to make this a community event, I will be placing a ribbon for every soldier in the 162nd engineer on the trees, however, I do not want family members in our community that nay have family members deployed to feel left out, so I would like them also to be able to place a yellow ribbon on a tree. *in other branches*

This was my little brain child, but I have many of the Polk county 4H clubs, that are excited about supporting our soldiers.

If you have any questions you can call me at 503-623-8991 you can talk to me (Zach) or my mom Laurie

1
2
3 Members Present: Brian Dalton, Warren Lamb, and Ken Woods, Jr. Excused: Chair LaVonne Wilson and
4 Jackie Lawson.

5 Also Present: Mayor Jim Fairchild, City Manager Jerry Wyatt, Assistant City Manager Kim Marr, City
6 Attorney Lane Shetterly, Finance Director Cecilia Ward, Police Chief John Teague, Fire Chief Bill Hahn,
7 and Recording Secretary Emily Gagner.

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

9 **Crime Reports available to the public**

10 Chief Teague handed out a document showing the website crimereports.com He indicated that as of De-
11 cember 1, every call received by the Dallas Police Department except for sex offenses will be uploaded to
12 this site and posted on the web. He stated his only concern is that it may generate a lot of calls from citi-
13 zens calling for details, noting if that happens, they may stop the program. Councilor Lamb asked for the
14 information to be provided to the full Council.

15 **Crosswalk Enforcement grants**

16 Chief Teague indicated the department did not apply for a crosswalk enforcement grant for next year. He
17 stated of the five accidents causing injury in a crosswalk, none of the five could have been prevented by
18 stronger enforcement. Chief Teague noted Dallas did participate over the past five years, during which
19 time they issued 226 citations each for a minimum \$242 fine. He explained that he did not feel it was in
20 the City's best interest to beat the public up over this. Councilor Dalton commented that he often sees
21 people very respectful of those laws. Chief Teague mentioned that there have been more accidents since
22 Dallas started aggressive enforcement than they did prior to that. Councilor Woods mentioned the cross-
23 walk on Ellendale Avenue at Uglow is very dangerous. The committee discussed the issues at that cross-
24 walk. Mr. Wyatt explained that the issue had been brought up to the state in the past. Mayor Fairchild
25 noted he just forwarded an email to ODOT regarding that crosswalk and ODOT replied they won't do an-
26 ything because the crosswalk does not meet the warrants. Councilor Woods asked staff to talk to the Post
27 Office about at least relocating the mailbox at the crosswalk.

28 **Detective Section**

29 Chief Teague reported that since they brought on two full time detectives, the department has solved some
30 significant burglaries that otherwise would have gone uninvestigated.

31 **Police Chief's Report**

32 Chief Teague reported that the Police Department would be changing uniforms and would have a new
33 patch, noting they were using grant money for almost all of it.

34 **Fire Chief's Report**

35 Chief Hahn noted that the Fire Department was in the process of reviewing all their SOGs. He reported
36 they have gone through the process of selecting new engineers. Councilor Lamb expressed his apprecia-
37 tion for the article in the Itemizer Observer the previous week. He indicated it should be a wake-up call
38 for the community to know what the Fire Department is about and how things have changed. Councilor

1 Dalton asked if there had been any interest after that article. Chief Hahn stated they had three contacts
2 and one is viable. There was discussion about support positions being available to anyone who wanted to
3 help out.

4 **Other**

5 There was no other business and the meeting was adjourned at 4:22.

MEETING AGENDA

PUBLIC SAFETY COMMITTEE

Monday, November 23, 2009

4:00 p.m.

LaVonne Wilson, Chair

Brian Dalton

Warren Lamb

Jackie Lawson

Ken Woods, Jr.

1. Crime Reports available to the public
2. Crosswalk Enforcement grants
3. Detective Section
4. Police Chief's Report
5. Fire Chief's Report
6. Other
7. Adjourn

JOHN TEAGUE - Fwd: Crime Reports

From: JOHN TEAGUE
Subject: Fwd: Crime Reports

This regards dispatch information being pushed out to www.crimereports.com by our dispatch center. The information is limited and is already available as public information. Our dispatch center and the agencies it serves will come on line Dec 1--all agencies, that is, except for Polk County, who decided to withhold their information for no particular reason.

Incidents of sex offenses, by the way, are not pushed out because we wanted rape and abuse victims to remain as anonymous as possible.

My only concern--which I voiced while I was at Keizer--is that I don't want our front desk being inundated with phone calls about something that occurred "in my neighborhood." We'll see.

Below is a screen shot of calls in Sweet Home. You can see there's not much info there. Maybe just enough to tease the neighbors into calling.

John

Search CrimeReports.com - Windows Internet Explorer

http://crimereports.com/map/index/?search=1950%20Mani%20Street+Sweet%20Home+OR&agencyzoomlevel=

1950 Mani Street Sweet Home OR [Get Report](#) [Search Help](#)

Examples: "695 Coleman Avenue, San Jose CA", "San Jose, CA", "95110"

Sort by: Crime | Date | Distance | Period (days): 3 | 7 | 14 | 30 | Calendar | Crime Types

View: Crimes | Currently viewing incidents from 11/05/2009 to 11/19/2009 | 8 c

THEFT 15 Nov 2009
1500 BLOCK TAMARACK ST
Distance: 0.4 miles
Identifier: 20096739
4:27 PM
THEFT 2ND DEG
Agency: Sweet Home Police Department
Send to Friend

THEFT 16 Nov 2009
1100 BLOCK LONG ST
Distance: 0.52 miles
Identifier: 20096742
6:02 PM
UNLAWFUL ENTRY INTO MOTOR VEH
Agency: Sweet Home Police Department
Send to Friend

Data provided by: Sweet Home Police Department

Print Friendly View | Distance Guide | Legend

The information on this site is for interest only and is subject to error and change based on data provided by police agencies.

Done

MEMORANDUM

To: Mayor James B. Fairchild and City Council

From: Lane P. Shetterly, City Attorney

Cc: Jerry Wyatt, City Manger

Date: December 2, 2009

Re: Street Maintenance Fee Ordinance - Draft

Attached, as the council directed me to prepare, is a draft ordinance establishing a Street Maintenance Fee.

The basic structure of the ordinance is based on the City of Jacksonville Public Safety Fee ordinance that was recently reviewed by the Oregon Supreme Court, and found to constitute a fee and not a property tax subject to Measures 5 and 50. As drafted, the ordinance will assess a fee of \$2.50 on each residential unit and non-residential unit in Dallas that receives a bill for water service. (Section 3.902). The fee will increase by \$1.00 on July 1 of each year, until July 1, 2014, at which time it will be fixed at \$5.50. (Section 3.902.) One alternative for the council to consider on this point would be to provide in the ordinance that the amount of the fee will be established by resolution, which is commonly done. I have drafted this ordinance with the amount of the fee included, so no separate resolution will be necessary (and so the amount of the fee is clearly set forth), but it would not be difficult to amend it to provide otherwise.

The funds raised by the fee will be dedicated to the maintenance and repair of City Streets (defined in Section 3.900(1) as a residential, collector or arterial street in the city that is not also a state highway), and "direct costs incidental thereto, and for no other purpose," and will be clearly segregated in the city budget. (Section 3.904.)

The fee will be collected on water and sewer utility bills and the person responsible for paying the water and sewer bill will be responsible for paying the fee. (Section 3.906.)

The City Manager will administer the fee program and the council will review it at least annually. (Section 3.908.)

Memorandum - Page 1

Enforcement of the street fee will be in the same manner as enforcement of a water bill, and failure to pay the fee will be grounds for the city withholding water service. (Section 3.910.)

The ordinance will sunset on June 30, 2020, unless the council takes action to repeal the sunset clause. (Section 3.910.)

I will be happy to answer questions about this at the council meeting.

ORDINANCE NO. _____

An Ordinance Establishing a Street Maintenance Fee.

WHEREAS, the Dallas City Council finds that the City Street system is a substantial capital investment of public resources and a significant capital asset that requires an ongoing program of maintenance and repair to maintain it in good and safe condition, fit for the purposes that it was established; and

WHEREAS, failure to maintain and repair streets results in the accelerated deterioration of their condition, resulting in increased costs of repair and reconstruction; and

WHEREAS, funding sources that have historically provided for the maintenance and repair of City Streets are declining in real and relative terms and are inadequate to maintain the street system in good condition; and

WHEREAS, a well maintained City Street system is important to the quality of life and economic well-being of the City, and to the health, safety and welfare of its residents;

WHEREAS, it is the intention of the Dallas City Council by the adoption of this ordinance to provide a funding mechanism to help pay for the benefits conferred on city residents and businesses by the provision of a well-maintained City Street system; NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DALLAS AS FOLLOWS:

Section 1. The following sections are adopted and added to Chapter 3 of the Dallas City Code:

3.900. Definitions.

For the purpose of Sections 3.900 through 3.910, the following definitions shall apply unless the context clearly indicates or requires a different meaning:

(1) City Street. A public residential, collector or arterial street within the city limits of the City of Dallas that is not a state highway or county road.

(2) Person. A natural person; unincorporated association; tenancy in common; partnership; corporation; limited liability company; cooperative; trust, any

governmental agency, including the State of Oregon but excluding the City of Dallas; and other entity in law or in fact.

(3) Responsible Party. The person owing the Street Maintenance Fee established under Sections 3.900 through 3.910.

(4) Developed Property. A parcel or portion of real property on which an improvement exists. Improvement on developed property includes, but is not limited to, buildings, parking lots, and outside storage.

(5) Non-Residential Unit. A structure or use of property that is primarily not for personal, domestic accommodation, such as a business or commercial enterprise. A non-residential structure which provides facilities for one or more businesses including, but not limited to, permanent provisions for access to the public, shall have each distinct business facility considered as a separate non-residential unit.

(6) Residential Unit. A residential structure which provides complete living facilities for one or more persons including, but not limited to, permanent provisions for living, sleeping, and sanitation. A home business in a residential zone will be regarded only as a residential unit, not as a nonresidential unit. An Ancillary Unit on a single-family parcel shall be considered as a separate residential unit. Multi-family residential property consisting of two or more dwelling units, condominium units or individual mobile home units have each unit considered as a separate residential unit. Transient Lodging shall not be considered as a Residential Unit.

(7) Transient Lodging. Lodging subject to the transient lodging tax established under Section 7.870 through 7.924.

3.902 Imposition of Street Maintenance Fee.

(1) There is hereby created a Street Maintenance Fee.

(2) The Street Maintenance Fee shall be assessed in equal amount to each residential unit and to each non-residential unit as determined by resolution of the City Council. Billing for the Street Maintenance Fee shall be as a line item on the city's regular water and sewer bill.

(3) Except as otherwise provided in subsection (5), below, the obligation to pay a Street Maintenance Fee arises when a responsible party uses or otherwise

benefits from Street Maintenance services. It is presumed that Street Maintenance services are used, and that a benefit arises, whenever the subject real property is a developed property.

(4) All developed properties within the city limits shall be charged the Street Maintenance Fee.

(5) Undeveloped properties shall not be charged a Street Maintenance Fee.

(6) The Street Maintenance Fee established in subsection (2), above, shall be assessed monthly as follows:

July 1, 2010 to June 30, 2011 -- \$2.50 per residential and nonresidential unit

July 1, 2011 to June 30, 2012 -- \$3.50 per residential and nonresidential unit

July 1, 2012 to June 30, 2013 -- \$4.50 per residential and nonresidential unit

Beginning July 1, 2013, and continuing thereafter until changed by the City Council, the Street Maintenance Fee shall be assessed monthly at the rate of \$5.50 per residential and nonresidential unit.

3.904. Dedication of Street Maintenance Fee Revenues.

All Street Maintenance Fee revenues derived shall be distinctly and clearly noted in both the revenue and expenditure sections of the city budget and shall be used for the maintenance and repair of City Streets and direct costs incidental thereto, and for no other purpose, in order to help provide for a safe, well-maintained City Street system. The Fees paid and collected by virtue of this ordinance shall not be used for general or other governmental or proprietary purposes of the City.

3.906. Collection.

(1) Street Maintenance Fees shall be collected monthly. Statements for the Fee shall be included as an additional item on the city monthly water and sewer utility billing.

(2) Unless another Responsible Person has agreed in writing to pay, and a copy of that writing is filed with the city, the persons responsible for paying the city's water and sewer utility charges are responsible for paying the Street Maintenance Fee, if the property is located within the city limits.

(3) A request for water or sewer service, the issuance of a building permit, or the occupancy of an un-serviced building will automatically initiate appropriate billing for the Street Maintenance Fee.

(4) There shall be no charge assessed for an undeveloped property until such time as building permits are issued for that property.

(5) The imposition of the Street Maintenance Fee shall be calculated on the basis of the number of residential or non-residential units supported, without regard to the number of water meters serving a particular property.

3.908. Program Administration; Review.

(1) Except as provided below, the City Manager shall be responsible for the administration of the Street Maintenance Fee program.

(2) The City Council will review the Street Maintenance Fee at least annually, as part of the budget development process of the City. Such review shall include, but is not limited to, a review of the amounts collected by the Street Maintenance Fee, the amounts spent on City Street maintenance and repair and the maintenance and repairs accomplished during the preceding year, the current and projected maintenance and repair needs of the City Street system, and the appropriateness of any scheduled increase in the Street Maintenance Fee under Section 3.902(6).

3.910. Enforcement.

(1) In addition to other lawful enforcement procedures, the city may enforce the collection of charges required by this chapter by withholding delivery of water to any premises where Street Maintenance Fees are delinquent or unpaid, and such other remedies as are provided for nonpayment of water and sewer fees.

(2) Notwithstanding any provision herein to the contrary, the city may institute any necessary legal proceedings to enforce the provisions of this chapter, including but not limited to injunctive relief and collection of charges owing. The city's enforcement rights shall be cumulative.

Section 2. This ordinance is repealed June 30, 2020.

Read for the first time:

Read for the second time:

Passed by the City Council:
Approved by the Mayor:

JAMES B. FAIRCHILD, MAYOR

ATTEST:

JERRY WYATT, CITY MANAGER

College of Urban and Public Affairs
Population Research Center

Post Office Box 751
Portland, Oregon 97207-0751
780 Urban Center
506 SW Mill St.

503-725-3922 tel
503-725-5199 fax
askprc@pdx.edu
www.pdx.edu/prc/

– IMPORTANT NOTICE –

Preliminary 2009 Population Estimate

November 15, 2009

To: **Dallas city**

Listed below is the preliminary population estimate for July 1, 2009. Also included are the certified 2008 estimate and 2000 Census figure. The July 1, 2009 estimate will be certified by December 15, 2009.

PRELIMINARY POPULATION ESTIMATE:

JULY 1, 2009: **15,445**

CERTIFIED POPULATION ESTIMATE:

JULY 1, 2008: **15,360**

CERTIFIED CENSUS FIGURE:

APRIL 1, 2000: **12,459**

If you have any questions, please contact:

Risa S. Proehl
Population Research Center
Portland State University
PO Box 751
Portland, OR 97207-0751

Telephone: (503) 725-5103
Fax: (503) 725-5199
E-mail: proehlr@pdx.edu

DALLAS CITY COUNCIL

REPORT

TO: MAYOR JIM FAIRCHILD AND CITY COUNCIL

<i>City of Dallas</i>	Agenda Item No. 7 c	Topic: Software Conversion Update
Prepared By: Cecilia Ward	Meeting Date: December 7, 2009	Attachments: Yes <input type="checkbox"/> No <input type="checkbox"/>
Approved By: Jerry Wyatt		

RECOMMENDED MOTION:

N/A

BACKGROUND:

Since selection of Tyler Technologies to provide the city’s new software, we had a kickoff meeting in September and continue to have bi-weekly status calls with the project manager from Tyler. At the end of October we received a confirmed schedule of on-site consultation/set-up dates and on-site implementation “live” dates. Preparation prior to these dates has been on-going.

Part of the preparation has been making decisions on forms and processes. After gathering information on outsourcing the printing and mailing of utility bills or keeping it in house, we found that it would be more cost effective and efficient to outsource.

As we move forward, we will continue working closely with Tyler to assure the best transition possible for our customers and staff.

FISCAL IMPACT:

N/A

ATTACHMENTS:

- Schedule
- Information flyer
- Sample utility bill

October 28, 2009

Cecilia Ward
City of Dallas
187 SE Court Street
Dallas, OR 97338

Dear Cecilia:

Congratulations on the computer software your City recently purchased through Tyler Technologies INCODE Products. Following is a list of training dates for your City, as per our discussions.

- * Week of December 7, 2009 – VX General Ledger Schema Segmentation; Financial Conversion Consultation/Set-Up
- * Week of January 11, 2010 – V8 Utility CIS Conversion Consultation/Set-Up
- Week of January 18, 2010 – VX Payroll Conversion Consultation/Set-Up
- Week of January 25, 2010 – VX Financial and Payroll Conversion Analyst Assistance Begins
- * Week of January 25, 2010 – V8 Utility CIS Conversion Analyst Assistance Begins
- Week of March 8, 2010 – Live VX General Ledger, Accounts Payable Conversion
- Week of March 22, 2010 – Live Payroll Conversion
- Week of March 29, 2010 – Live Payroll Conversion
- Week of April 5, 2010 – Live Payroll Conversion
- Week of April 5, 2010 – Live V8 Utility CIS Conversion; Live Cash Collections
- Week of April 12, 2010 – Utility CIS Conversion Continued

We are very excited about having the City of Dallas join our current customer base for these applications. I can assure you that we will do our best to train your City as smoothly and efficiently as possible.

Cecilia, if for any reason you need to reschedule these dates, please do so as soon as possible. Cancellation within one week prior to training could result in postponing training for several months due to the high volume of scheduled dates and could also result in a 10% rescheduling fee. Please feel free to contact me at any time if you have any questions or concerns.

Sincerely,



Erin Yeager
Project Manager

* Added dates:

Jan 5-7, 2010 - Court conversion
Consultation/Set-up

Week of Feb 8, 2010 - Live Court
Conversion

An Easier Way to Print and Mail Utility Statements – Custom-Designed for Municipal Utilities

CityBill Features:

- Secure reception of your data files
- Files formatted for laser imaging
- Folding, inserting, presorting and mailing service
- Delivery of utility bills to the USPS
- Online job tracking from your desktop

Benefits for You and Your Customers

- CityBill statements include an invoice, payment stub, outgoing envelope and reply envelope.
- Statements are easy to read, generate fast response and can include usage charts.
- DataProse delivers to the USPS within one business day of receiving your data files.
- It's a win-win proposition: faster payments to you and more information for your customers.

Simple Set-Up, Easy to Use

- Our partnerships with leading software providers streamline the set-up process; after you select format, fonts, and colors, we will print and mail your bills in a matter of days.
- CityBill utility bills conform to your graphic standards, using your logos and design elements.
- Detailed reporting gives you complete oversight of each bill run.
- Your single point of contact manages the entire process to ensure accuracy and quality.



CityBill Elements:

- Full-Page 8.5" x 11" Format
- Account Information and Detail with 13-Month Usage Graph
- Perforated Remittance Payment Coupon and Reply Envelope

...all with full-service printing, mailing and detailed reporting!

Optimize with NetBillSM Electronic Presentment and Payment

DATAprose[®]
A  Company

CALL TOLL-FREE 1-888-214-6680
www.dataprose.com



CITY OF
COTTAGE GROVE

400 EAST MAIN STREET
COTTAGE GROVE, OR 97424-2034
(541) 942-3346
www.cottagegrove.org

**SINGLE-PIECE 1 SGL T.9VA-0515-1-A-1
24 1 SP 0.440

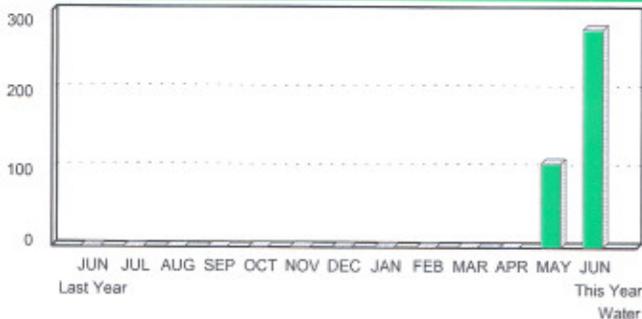


JOHN Q SAMPLE
1132 MAIN ST
SPRINGFIELD OR 97477

METER READING

Meter Number	Previous Reading	Current Reading	Consumption
0055128	9929	10207	278
6050728	22859	22859	0

WATER CONSUMPTION (in hundredths of gallons)



ACCOUNT INFORMATION

ACCOUNT NUMBER: 00-0570-00
 SERVICE ADDRESS: 1140 BIRCH AVE
 BILLING DATE: 06/18/2008
 SERVICE FROM: 05/07/08 TO 05/22/08
 LAST PAYMENT: 06/10/08 -22.00
DUE DATE: 06/27/08

CURRENT CHARGES

DESCRIPTION	AMOUNT
WATER	93.68
WATER DEBT	24.00
WATER SURCHARGE	15.57
WASTEWATER	94.83
WW IMPROV	16.25
STORM DRN	1.60
SD IMPROV	1.50
TOTAL CURRENT CHARGES	247.43

AMOUNT DUE

TOTAL CURRENT CHARGES	247.43
PAST DUE	508.53
TOTAL AMOUNT DUE	755.96

FINAL BILL



**YOUR ACCOUNT IS PAST DUE.
PLEASE REMIT PAYMENT IMMEDIATELY!**

SPECIAL MESSAGE

SESQUICENTENNIAL SWEET HEART'S BALL FEB. 14th
FROM 5:30-8pm
AMERICAN CANCER SOCIETY OPEN HOUSE FEB. 17th
FROM 6-8pm

See back for more details on these two events.

KEEP THIS PORTION FOR YOUR RECORDS

PAYMENT COUPON

PLEASE RETURN THIS PORTION ALONG WITH YOUR PAYMENT
PLEASE MAKE YOUR CHECK PAYABLE TO:
CITY OF COTTAGE GROVE

ACCOUNT NUMBER: 00-0570-00
 SERVICE ADDRESS: 1140 BIRCH AVE
 SERVICE FROM: 05/07/08 TO 05/22/08

DUE DATE: 06/27/08

JOHN Q SAMPLE
1132 MAIN ST
SPRINGFIELD OR 97477



AMOUNT DUE

TOTAL AMOUNT DUE BY 06/27/08	755.96
RAILROAD BRIDGE DONATION	\$

AMOUNT ENCLOSED

FINAL BILL

\$



CITY OF COTTAGE GROVE
400 EAST MAIN STREET
COTTAGE GROVE OR 97424-2034

Information

For information regarding your billing, call 541-942-3346, or inquire in person at the Finance Department at City Hall, 400 E Main St. Business hours are 8 a.m. to 5 p.m. Monday - Friday.

Payments

Payments can be made with cash, check, or money order at City Hall during business hours or payment can be made anytime by check or money order using the drop box inside the first set of double doors at City Hall. Please do not leave cash payments in drop box. *The City will not be responsible for cash payments left in the drop box.*

Checks that are returned for non sufficient funds or account closed will be added back to the account plus a \$25 fee; services may then be disconnected without further notice. When services are disconnected the account must be paid in full plus a \$22 reconnect fee; the account status will be reviewed and a deposit may be required before service is restored.

The City of Cottage Grove offers "auto-pay" by electronic funds transfer from your checking or savings account. Your bill will be mailed indicating *bank draft*, with funds deducted on the 10th of each month. If you are interested in "auto-pay" please contact us at 942-3346 for more information.

Delinquent Accounts

Bills are due on the 10th of the month. If your utility account becomes delinquent by thirty calendar days or more the finance department will give you written notice that the water service will be disconnected if the account is not paid in full within seven calendar days from the date of mailing. When services are disconnected the account must be paid in full plus a \$22 reconnect fee; the account status will be reviewed and a deposit may be required before service is restored.

Description of Utility Charges

Water is the metered water consumption. Readings are to the hundredth gallon.

Water Debt is for the repayment of the loan for the Row River Water Treatment plant.

Water Surcharge is for the repayment of the loan to expand the water treatment plant.

Wastewater is the wastewater used based on metered water consumption.

Wastewater Improvement is for the improvements of the City's wastewater treatment plant.

Storm Drain is for operations and maintenance of the storm drainage system.

Storm Improvement is the fund that will be used to improve the City's storm drainage system.

Broadband is high speed broadband service.

Service Fee is a non-refundable service fee.

Deposit is a refundable deposit.

Chambers Railroad Bridge Donation

"Round up for the Bridge"

The Chambers Railroad Bridge was constructed in 1925 and is one of two remaining covered railroad bridges west of the Mississippi River. The City has acquired the bridge and is pursuing restoration of this treasured piece of our heritage. Evaluation and restoration of the structure will be a major project. By "rounding-up" to the nearest dollar or any amount you choose, you can help restore this piece of our history. If you choose to donate, please indicate the amount on your payment coupon. All funds donated will be used to restore the bridge. For more information about the project, contact the City Manager at 942-5501. Thank You!

SPECIAL MESSAGE

SESQUICENTENNIAL SWEET HEART'S BALL

See you at the Sweet Heart's Ball Saturday, February 14th from 5:30-8pm at the Elks Lodge 755 N River Rd. in Cottage Grove. Tickets can be purchased at City Hall, Chamber of Commerce and other downtown businesses for \$25ea.

American Cancer Society Open House on Tuesday, February 17th from 6-8pm the Bohemia School Cafeteria. Free cancer information and screening, refreshments and raffle drawings. Come and see what ACS and Relay for Life can offer our community. For more information contact Niki Hampton at 767-9653.

ORDINANCE NO. 1709

An Ordinance amending Dallas City Code Section 2.995, relating to Dallas Development Commission, Urban Renewal Agency.

THE CITY OF DALLAS DOES ORDAIN AS FOLLOWS:

Section 1. Dallas City Code Section 2.995 is hereby amended to read as follows:

2.995 Dallas Development Commission, Urban Renewal Agency Established.

(1) Based on findings contained in the report on the proposed Downtown Dallas Urban Renewal Plan, the city council declares that blighted areas, as defined by ORS 457.010(1), exist within the city, and that there is need for an urban renewal agency to function within the city.

(2) The city council further declares that, pursuant to ORS 457.045(3), all of the rights, powers, duties, privileges and immunities granted to and vested in an urban renewal agency shall be exercised by and vested in the city council itself; provided, however, that any act of the city council acting as the urban renewal agency shall be, and shall be considered, the act of the urban renewal agency only and not of the city council.

(3) The corporate name of the urban renewal agency activated by this section shall be, and the agency shall be known as, the Dallas Development Commission, Urban Renewal Agency.

Read for the first time: December 7, 2009

Read for the second time: December 21, 2009

Adopted by the City Council: December 21, 2009

Approved by the Mayor: December 21, 2009

JAMES B. FAIRCHILD, MAYOR

ATTEST:

JERRY WYATT, CITY MANAGER

Ordinance - Page 1

ORDINANCE NO. 1710

An Ordinance adopting the amended and restated Dallas Development Code; amending Dallas City Code Section 9.700; repealing the January 5, 2000 Dallas Development Code, as amended and updated January 22, 2002 and May 7, 2007; and repealing conflicting ordinances and Dallas City Code provisions.

WHEREAS, the Dallas City Council has determined that it is timely and appropriate to update and amend the Dallas Development Code; and

WHEREAS, the City duly notified the Oregon Department of Land Conservation and Development of the proposed Development Code amendment not less than 45 days prior to the first evidentiary hearing and the Department did not object to the changes;

WHEREAS, after required public involvement, notices and public hearings before the Dallas Planning Commission and Dallas City Council, the City Council, on November 16, 2007, preliminarily approved the amended and restated Dallas Development Code, set forth in the document entitled "Dallas Development Code," now and continuously on file in the office of the City Manager, a copy of the cover page of which is attached hereto as Exhibit 1 and by reference incorporated herein, and the amendment of Dallas City Code Section 9.700, and the repeal of Dallas City Code Sections 9.100 - 9.110 (Vision Clearance), 9.150 - 9.180 (Fences) and 9.200 - 9.220 (Maps of Planned Collector, Arterial and Minor Streets) and prior conflicting ordinances; and

WHEREAS, the City Council found and hereby finds that the proposed Dallas Development Code conforms to the Dallas Comprehensive Plan, as amended, and applicable Statewide Planning Goals, and it is in the public interest to adopt it; NOW, THEREFORE,

THE CITY OF DALLAS DOES ORDAIN AS FOLLOWS:

Section 1. The Dallas Development Code, a copy of the cover page of which is attached hereto as Exhibit 1, now and continuously on file in the office of the City Manager, is hereby adopted as the zoning and development regulations for the City.

Section 2. Upon the effective date of this Ordinance, Ordinance No.1621,

Ordinance - Page 1

passed by the City Council and approved by the Mayor on January 22, 2002, and Ordinance No. 1672, passed by the City Council and approved by the Mayor on May 7, 2007, and the January 5, 2000 Development Code, are repealed.

Section 3. Dallas City Code Section 9.700 is hereby amended to read as follows:

9.700 Adoption of Dallas Development Code

The Dallas Development Code adopted by Ordinance No. 1710 on December 21, 2009, effective January 20, 2010, as now constituted and as it may be hereafter amended, is adopted by reference and made a part of this Code.

Section 4. Dallas City Code Sections 9.100 – 9.110 (Vision Clearance), 9.150 – 9.180 (Fences) and 9.200 – 9.220 (Maps of Planned Collector, Arterial and Minor Streets) are repealed upon the effective date of this ordinance.

Read for the first time: December 7, 2009
Read for the second time: December 21, 2009
Passed by the City Council: December 21, 2009
Approved by the Mayor: December 21, 2009

JAMES B. FAIRCHILD, MAYOR

ATTEST:

JERRY WYATT, CITY MANAGER



City of Dallas Development Code

**Adopted by Ordinance 1710
December 21, 2009**

Effective Date: January 22, 2010

Revised:

Date

Ordinance#

ORDINANCE NO. 1711

An Ordinance amending the Dallas Zoning Map; and repealing the current Dallas Zoning Map.

WHEREAS, Ordinance No. 1710 adopts the amended and restated Dallas Development Code as the zoning and development regulations of the City of Dallas; and

WHEREAS, adoption of the Dallas Development Code requires corresponding and conforming amendments to the Dallas Zoning Map, to ensure consistency between the Development Code and the Zoning Map; and

WHEREAS, the City duly notified the Oregon Department of Land Conservation and Development of the proposed Zoning Map amendment not less than 45 days prior to the first evidentiary hearing and the Department did not object to the proposed changes; and

WHEREAS, after required public involvement, notices and public hearings before the Dallas Planning Commission and Dallas City Council, the City Council preliminarily approved the conforming amendments to the Dallas Zoning Map on November 16, 2009; and

WHEREAS, the City Council found and hereby finds that the proposed amended Dallas Zoning Map conforms to the Dallas Comprehensive Plan, as amended, and applicable Statewide Planning Goals, and it is in the public interest to adopt it; NOW, THEREFORE,

THE CITY OF DALLAS DOES ORDAIN AS FOLLOWS:

Section 1. The map attached hereto and marked Exhibit 1 is hereby adopted as the amended Zoning Map for the City of Dallas, and the current Zoning Map for the City is hereby repealed.

Section 2. This ordinance shall be effective on the effective date of Ordinance No. 1710.

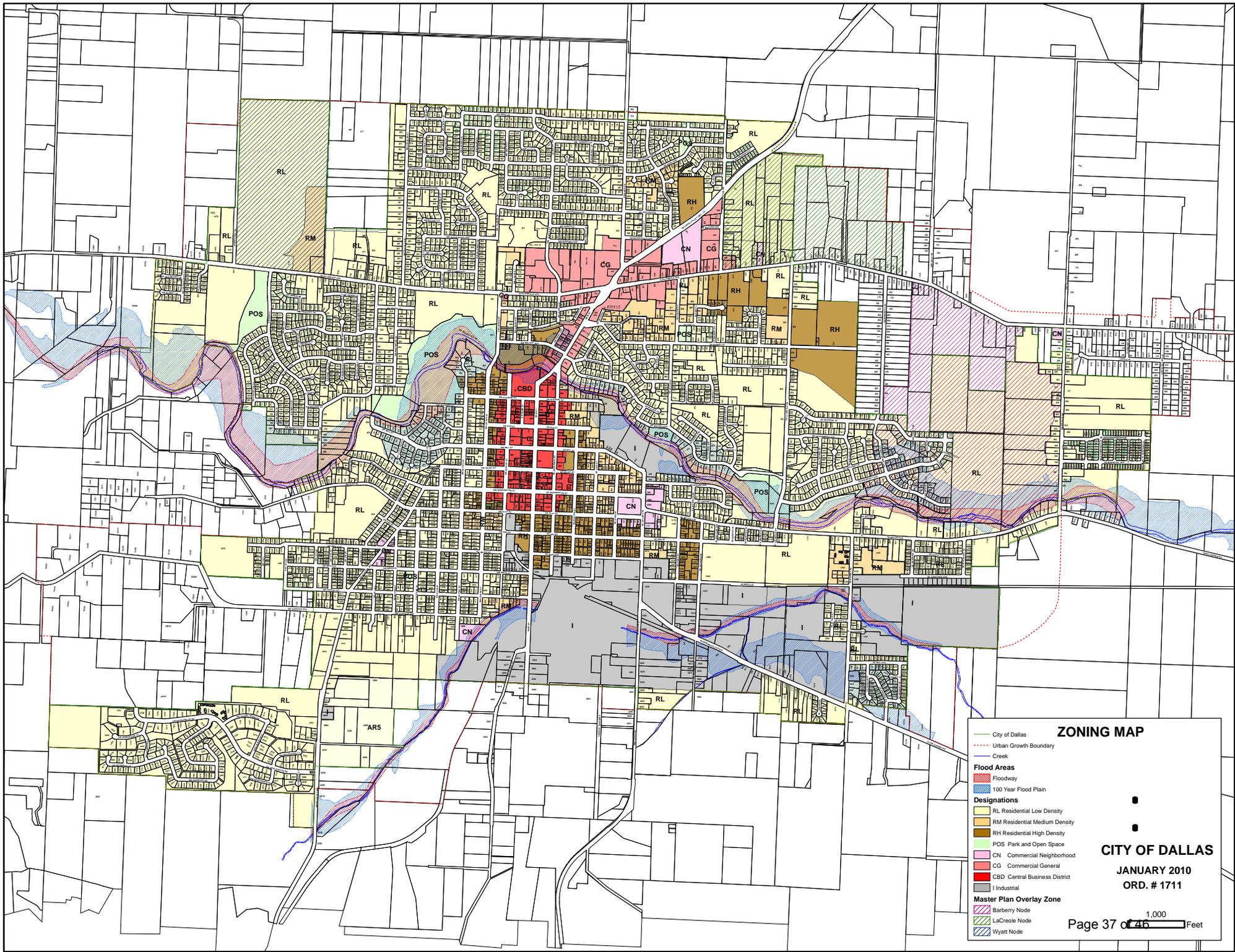
Read for the first time: December 7, 2009
Read for the second time: December 21, 2009
Adopted by the City Council: December 21, 2009

Approved by the Mayor: December 21, 2009

JAMES B. FAIRCHILD, MAYOR

ATTEST:

JERRY WYATT, CITY MANAGER



ORDINANCE NO. 1712

An Ordinance amending the Dallas Comprehensive Plan Map; and repealing the current Dallas Comprehensive Plan Map.

WHEREAS, Ordinance No. 1710 adopts the amended and restated Dallas Development Code as the zoning and development regulations of the City of Dallas, and Ordinance No. 1713 makes certain conforming text amendments to the Dallas Comprehensive Plan; and

WHEREAS, the text amendments in the Dallas Comprehensive Plan, require corresponding and conforming amendments to the Dallas Comprehensive Plan Map, to ensure consistency between the Comprehensive Plan and the Comprehensive Plan Map; and

WHEREAS, the City duly notified the Oregon Department of Land Conservation and Development of the proposed Comprehensive Plan Map amendment not less than 45 days prior to the first evidentiary hearing and the Department did not object to the proposed changes; and

WHEREAS, after required public involvement, notices and public hearings before the Dallas Planning Commission and Dallas City Council, the City Council preliminarily approved the conforming amendments to the Dallas Comprehensive Plan Map on November 16, 2009; and

WHEREAS, the City Council found and hereby finds that the proposed amended Dallas Comprehensive Plan Map conforms to applicable Statewide Planning Goals, and it is in the public interest to adopt it; NOW, THEREFORE,

THE CITY OF DALLAS DOES ORDAIN AS FOLLOWS:

Section 1. The map attached hereto and marked Exhibit 1 is hereby adopted as the amended Comprehensive Plan Map for the City of Dallas, and the current Comprehensive Plan Map for the City is hereby repealed.

Section 2. This ordinance shall be effective on the effective date of Ordinance No. 1713.

Read for the first time: December 7, 2009
Read for the second time: December 21, 2009
Adopted by the City Council: December 21, 2009
Approved by the Mayor: December 21, 2009

JAMES B. FAIRCHILD, MAYOR

ATTEST:

JERRY WYATT, CITY MANAGER

Ordinance - Page 1

ORDINANCE NO. 1713

An Ordinance amending the Dallas Comprehensive Plan; and amending Dallas City Code Section 9.600; and repealing prior conflicting ordinances.

WHEREAS, Ordinance No. 1710 adopts the amended and restated Dallas Development Code as the zoning and development regulations of the City of Dallas; and

WHEREAS, adoption of the Dallas Development Code requires corresponding and conforming amendments to the Dallas Comprehensive Plan, to ensure consistency between the Development Code and the Comprehensive Plan;

WHEREAS, the City duly notified the Oregon Department of Land Conservation and Development of the proposed Comprehensive Plan amendments not less than 45 days prior to the first evidentiary hearing and the Department did not object to the proposed changes; and

WHEREAS, after required public involvement, notices and public hearings before the Dallas Planning Commission and Dallas City Council, the City Council preliminarily approved the conforming amendments to the Dallas Comprehensive Plan on November 16, 2009; and

WHEREAS, the City Council found and hereby finds that the proposed amendments to the Dallas Comprehensive Plan conform to applicable Statewide Planning Goals, and it is in the public interest to adopt them; NOW, THEREFORE,

THE CITY OF DALLAS DOES ORDAIN AS FOLLOWS:

Section 1. Section 2.6 of the Dallas Comprehensive Plan is hereby amended to read in its entirety as follows:

2.6 Mixed Use Nodes

1. **LaCreole Mixed Use Node:** Concentrate general commercial uses that are automobile-oriented and that require large areas for development to locate in the north Dallas commercial area (LaCreole Drive north of E Ellendale Avenue).

- a) To implement this policy the city, working with affected property owners, shall develop a master-planned General Commercial node of approximately 30 buildable acres, as well as supporting multi-family and open space uses.
- b) In addition to meeting setback, buffering and lot coverage standards of the underlying commercial zoning district, the master plan shall reserve at least 5% of the General Commercial area for use as central, open, publicly-accessible plazas.

- 2. **Barberry & Wyatt Mixed Use Nodes:** Two master-planned Neighborhood Commercial nodes are shown on the Dallas Comprehensive Plan Map to accommodate long-term commercial needs and to minimize the distance Dallas citizens must travel for routine shopping needs.

Section 2. Section 3.2 of the Dallas Comprehensive Plan is hereby amended to read in its entirety as follows:

3.2 Master Plan Districts

A master plan of development, consistent with Residential Neighborhood Policies, shall be required and shall be approved by the Planning Commission prior to the approval of a zone change or annexation.

Section 3. Section 3.4 of the Dallas Comprehensive Plan is hereby amended to read in its entirety as follows:

3.4 Innovative Techniques

To ensure that affordable, higher density housing is provided consistent with the conservation of existing neighborhoods and identified natural resources, the following policies shall be implemented through the provisions of the Dallas Development Code:

- 1. Minimum as well as maximum residential densities shall be required in all residential zones to ensure that buildable residential land within the Dallas UGB is used efficiently and the public costs of providing urban services are minimized. The following densities shall apply to each net buildable acre (i.e., 43,650 square feet of

buildable area, exclusive of streets, recreational area, designated open space and public utilities):

- a) RL 04-09 dwelling units per net buildable acre
- b) RM 06-16 dwelling units per net buildable acre
- c) RH 10-40 dwelling units per net buildable acre

2. The use of new and innovative techniques, such as the planned development process, shall be encouraged to preserve natural amenities of a site, provide open space, ensure a smooth transition among different land uses, and provide for increased residential densities. At the time of rezoning, the City Council may require that a specific site be developed through the planned development process by adding a PD suffix to the zoning designation.
3. Master planning of multiple-ownership areas shall be required prior to annexations and zone changes.

Section 4. Dallas City Code Section 9.600 is amended to read as follows:

9.600 Plan Adoption.

(1) The City of Dallas Comprehensive Plan, Volume I, Goals and Policies, consisting of seven chapters, which is dated July 1, 1998, as amended by Ordinance No. 1713, adopted December 21, 2009, is hereby adopted as the Comprehensive Plan for the City of Dallas.

(2) The City of Dallas Comprehensive Plan, Volume II, Background Documents, consists of seven chapters that correspond with the seven chapters in Volume I; Volume II provides the factual basis, reasoning and conclusions that support the adoption of Volume I, Goals and Policies; however, Volume II expressly is not adopted by this section, nor is Volume II intended to be used as a land use policy document.

(3) Not less than three copies of the document referred to in subsections (1) and (2) shall be on file and available for public inspection and reproduction in the office of the director of community development of the City of Dallas during normal business hours.

Section 5. All prior and conflicting ordinances are hereby repealed.

Section 6. This ordinance shall be effective on the effective date of Ordinance No. 1710.

Read for the first time: December 7, 2009
Read for the second time: December 21, 2009
Passed by the City Council: December 21, 2009
Approved by the Mayor: December 21, 2009

JAMES B. FAIRCHILD, MAYOR

ATTEST:

JERRY WYATT, CITY MANAGER

ORDINANCE NO. 1714

An Ordinance amending provisions of the Dallas City Code Sections 3.804, 3.806, 3.808 and 3.814, relating to street trees; and repealing prior conflicting ordinances.

THE CITY OF DALLAS DOES ORDAIN AS FOLLOWS:

Section 1. Dallas City Code Section 3.804 is hereby amended to read as follows:

3.804 Size Classes and Tree Species to be Planted.

The Board shall develop and maintain a list of desirable street trees based the Growth Characteristics set forth in Dallas Development Code 3.2.040 A., and such other characteristics as the Board shall determine. Efforts shall be made to ensure a diversity of tree species. The Board shall also develop and maintain a list of trees not suitable for planting as street trees.

Section 2. Dallas City Code Section 3.806 is hereby amended to read as follows:

3.806 Spacing.

The spacing of street trees will be in accordance with the provisions of Dallas Development Code 3.2.040 C., except in special plantings designed or approved by a licensed landscape architect.

Section 3. Dallas City Code Section 3.808 is hereby amended to read as follows:

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

Except as approved for developments subject to land division or site design review pursuant to Dallas Development Code 3.2.040:

(1) No street tree may be planted closer than five feet to any curb, unless planted with a root guard or other appropriate device to prevent damage by the

roots to streets, curbs and sidewalks.

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

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

(4) No street tree shall be planted in such proximity to a public sanitary sewer, storm drainage or water line that the root system may cause a conflict with such public sanitary sewer, storm drainage or water line, unless planted with a root guard or other appropriate device to prevent damage by the roots to such utilities.

Section 4. Dallas City Code Section 3.814 is hereby amended to read as follows:

3.814 Street Tree Care and Pruning.

(1) The owner of the property on which any street tree is situated, and the owner of any tree overhanging any street or public right-of-way shall be responsible for maintenance of such street tree, and shall regularly prune the branches so that the branches shall not significantly obstruct the light from any street lamp or obstruct the view of any street intersection, and so that there shall be a clear space of 14 feet above the street surface or eight feet above the sidewalk surface.

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

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

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

Section 5. Ordinance 1680 and all prior and conflicting ordinances are hereby repealed.

Read for the first time: December 7, 2009
Read for the second time: December 21, 2009
Adopted by the City Council: December 21, 2009
Approved by the Mayor: December 21, 2009

JAMES B. FAIRCHILD, MAYOR

ATTEST:

JERRY WYATT, CITY MANAGER