



**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

City Recorder  
Emily Gagner

# Dallas City Council Agenda

Monday, May 17, 2010, 7:00 p.m.

Mayor Jim Fairchild, Presiding

Dallas City Hall  
187 SE Court Street  
Dallas, Oregon 97338

*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 sign in on the provided card.*

<u>ITEM</u>	<u>RECOMMENDED ACTION</u>
1. ROLL CALL AND PLEDGE OF ALLEGIANCE	
2. 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>	
3. 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>	
a. A public hearing on a request for an off-premise sign p. 3	Public Hearing
4. CONSENT AGENDA <i>The following items are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member so requests, in which case the item will be removed from the Consent Agenda and considered separately.</i>	
a. Approval of May 3, 2010 City Council Minutes p. 16	
b. Acknowledge April monthly reports p. 18	
5. ITEMS REMOVED FROM CONSENT AGENDA	
6. REPORTS OR COMMENTS FROM THE COUNCIL MEMBERS	
7. REPORTS FROM CITY MANAGER AND STAFF	
a. Auditor selection p. 30	Motion
b. Council project	Information
c. Other	
8. RESOLUTIONS	
9. FIRST READING OF ORDINANCE	
10. SECOND READING OF ORDINANCE	

# 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.

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11. OTHER BUSINESS

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12. ADJOURNMENT

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**Note:** Following the Council meeting, there will be meeting of the Budget Committee.

# DALLAS CITY COUNCIL REPORT

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

<i>City of Dallas</i>	<b>Agenda Item No. 3.a</b>	<b>Topic:</b> Public Hearing: Little Caesar's request for off-site signage and signage in the right-of-way (Shakerboards)
<b>Prepared By:</b> Jason Locke, Community Development Director	<b>Meeting Date:</b> May 17, 2010	<b>Attachments:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Approved By:</b> Jerry Wyatt		

**RECOMMENDED ACTION:** Hold the public hearing, take testimony from interested parties, and determine whether to allow the requested activity. Staff cannot make a positive recommendation on this request based on the potential impacts and issues discussed below. However, if the Council approves the request, staff recommends that the Council impose conditions that would limit the number of shakerboarders to two (2) at any given time and that they be limited from the intersection of Jasper Street westward to the driveway access at Jasper Crossing.

**BACKGROUND:** The City Council received a requested from Mr. Steve Victor, owner of the local Little Caesar's franchise located at 210 West Ellendale, to allow the use of "shakerboards" off-site and in the public right-of-way. "Shakerboards" are signs held or waved around by the employees of the business. They are generally located at intersections, although Mr. Victor has stated that they also may walk up and down the sidewalk in front of the store. The purpose of the activity is to direct people to a certain business that may be located some distance away or to capture attention. In this case, it appears that Mr. Victor would primarily target the North Dallas intersection and the area in front of the store. They were engaged in this activity when the business first opened, and were informed by city staff and the City Attorney that this activity was prohibited.

The issues that staff has identified with this request are:

- 1) **Safety:** Regardless of the guidance set out in the "shakerboard" handbook (see attached), there are real safety concerns including the distraction of drivers and sidewalk access.
- 2) **Precedent:** Whatever decision is made, it will set a precedent on this issue. If allowed, we will be assured of other businesses making the same request. As a worst case scenario, if business A and business B both sell the same product, business B may decide that the use of a shakerboard in front of or in close proximity to business A may be an effective way to attract customers that otherwise may patronize business A. Obviously, there could be many permutations to this situation, none of which are desirable.
- 3) **Necessity:** Mr. Victor has stated, in his e-mail dated 4/5/10, that the prohibition on shakerboarding has resulted in a severe decline in his business. There is no way to confirm the veracity of the claim, although it is doubtful that this factor alone has caused this situation. There is also the fact that there is no signage on W. Ellendale, as the sign

structure that was in the process of being constructed by the owners of Jasper Crossing has been abandoned, and therefore, none of the businesses have good visible signage other than what is located on the building itself.

**FISCAL IMPACT:** None

**ATTACHMENTS:**

- 1) 4/5/10 e-mail from Steve Victor
- 2) Sign application
- 3) Shakerboard training guidelines
- 4) Letter from City Attorney regarding shakerboard activities
- 5) Public Hearing Notice

**From:** PAT MITCHELL <dallaslcp@hotmail.com>  
**To:** <jerry.wyatt@ci.dallas.or.us>  
**Date:** 4/5/2010 9:38 AM  
**Subject:** FW:

From: lilczrs@msn.com  
To: dallaslcp@hotmail.com  
Subject:  
Date: Mon, 5 Apr 2010 16:14:49 +0000

To the City of Dallas,

For the past 8 years Little Caesars Pizza has been running a National Special called HOT-N-READY. What this consists of is a Large Pizza cooked and ready for pickup all day, everyday. For several years this special has been voted "The Best Value in America". However, in order for the special to work properly we need to be able to take full advantage of every marketing tool possible. One of the most effective tool is the ability to use what we call SHAKER BOARDING. For this we hire several employees to work outside the store holding high quality signs advertising the HOT-N-READY special during lunch and dinner time. These SHAKER BOARDERS walk up and down the side walks either in front of the store or at the main intersections of town close to the store. This type of Marketing is a key attribute to our success in being able to promote this special, without it our Business is in jeopardy.

We currently own and operate several stores in 6 different towns and have never been told by the town that we are unable to utilize this very effective type of marketing. Dallas however, has certain sign ordinance that has prohibited use from doing so. This has caused a severe decline in sales and has made us reduce our staff. With the state of the Economy any decrease in sales at any location hurts the entire company. Furthermore, with the decrease in sales we further add to the unemployment rate.

What we are asking for the ability to be able to use Shaker Boarding in the town of Dallas. It has been proven by our Corporate Office that has been in Business for 50 years, that Shaker Boarding is a must in order to be effective in the success of HOT-N-READY. What this also does is allows use to employ at least 2 more people, which is also very important to a small town. In addition to the immediate employment to 2 people, with the increased sales potential, we will be able to give our current employees more hours and maybe even be able to hire additional employees.

Furthermore, our Shaker Boarding employees are trained to be courteous not only to passing cars, but also pedestrians using the sidewalks, we will always step aside and give them the right-of-way. Our signs are also professional made and are very tasteful and attractive.

Thank you for taking the time to discuss this matter, and we hope you are able to grant us the ability to grow and prosper our Business in the town of Dallas.

Sincerely,  
Steve Victor  
Owner



APPLICATION FOR SIGN PERMIT

CITY OF DALLAS

Permit Number: \_\_\_\_\_  
 Date Issued: \_\_\_\_\_  
 Issued By: \_\_\_\_\_

Site Address: 210 W. Ellendale Av #104  
 Owners Name: Steve Victor Sign Made by: Little Caesar Corporate  
 Address: 153 G ST Address: \_\_\_\_\_  
 City/State/Zip: Springfield / OR / 97477 City/State/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
541-521-6333 541-741-1691  
 Lessee Name: Mike Victor Installers Name: \_\_\_\_\_  
 Address: 2175 Stan Creek Dr. Address: NA  
 City/State/Zip: Eugene / OR / 97401 City/State/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
541-517-4481

DETAILS OF CONSTRUCTION, INSTALLATION AND ILLUMINATION

Applicant must provide two (2) drawings of plans and specifications of sign including the method of construction and attachment to building or ground.

Length 3' Width 2' Thickness 1/2" Number of Transformers NA  
 Height Above Sidewalk 3-5 ft. Voltage NA Amps NA  
 Projection Beyond Property Line \_\_\_\_\_ Underwriters Label No. NA  
 Name of Electrician Connecting Sign: NA

Item	Description	Quantity	Unit	Amount
1. Issuance of Permit	City and State and Protection Sign	1	Permit	\$
	SEPA sign (height 18" x 24" max)	1	Permit	\$
	Sign	1	Permit	\$
	SEPA sign (height 18" x 24" max)	1	Permit	\$
2. Miscellaneous Fees	Inspection fee (initial)	1	Permit	\$
	Inspection fee (re-inspection)	1	Permit	\$
	Inspection fee (re-inspection)	1	Permit	\$
	Additional plan review required by changes, additions or deletions (approved by City)	1	Permit	\$
	Special permit (separate fee)	1	Permit	\$
3. Grand Total				\$

NOTE: Any permit issued under this application will be void if the applicant does not provide a copy of the permit to the City of Dallas, Oregon. Electrical permits are issued by Park County, 1000 Commercial, 800 S Main Street, Dallas, Oregon.

I agree to erect sign according to above description and specifications and the Sign Ordinances of the City of Dallas, Oregon.

I am the property owner doing my own work.  
 I am the property owner hiring a construction contractor. Registration # \_\_\_\_\_ Expires: \_\_\_\_\_  
 I am registered with the Construction Contractors Board. Registration # \_\_\_\_\_ Expires: \_\_\_\_\_

24 hour Notice of Inspection request is required: \_\_\_\_\_

Phone # (503) 821-3941

I hereby certify that the information on this application is true and correct. All work to be performed shall be in accordance with all applicable laws and codes. I understand and acknowledge the attached Information Notice to Property Owners About Construction Requirements.

Name: Steve Victor Address: 210 W. Ellendale  
 Signature: [Signature] Date: 4/22/10

For Mitchell  
 dallaslep@hotmail.com

04-22-10P04:21 RCVD



04-22-10P04:21 RCVD



04-22-10P04:21 RCVD

# CAEARS ADVANCED RATING DEVELOPMENT SYSTEM

Station Introduction: 20 minutes



Shakerboarding is enormously fun and is an effective tool that Little Caesars uses to market its HOT-N-READY® pizzas. Shakerboarding, a form of Local Store Marketing (LSM), is where our employees, with sign in hand, spend time outside of our restaurants attracting the attention of potential customers by shaking, waving and moving the shakerboard sign.

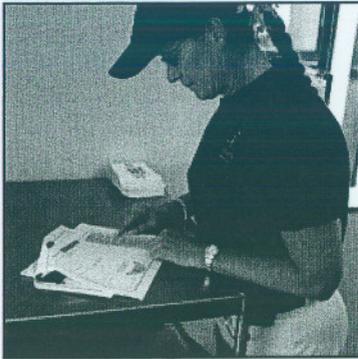


*Job helpers are additional quick reference tools for each station.*

## Shakerboarding



## Shakerboarding CARD 1: Shaking the Board



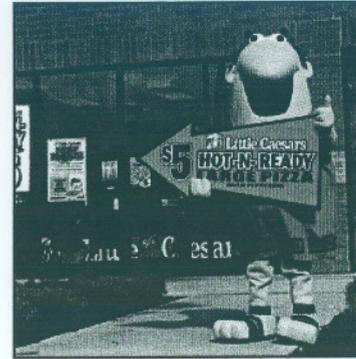
- Review all guidelines and policies before shakerboarding.



- Always wear the shakerboard safety vest. The vest makes you more visible to oncoming traffic and helps to keep you safe.



- Hold board in front of you and continually shake the board in any direction (up, down, sideways, etc.).
- Stay on the sidewalk and follow the rules! Your safety is first!
- Practice your moves. The idea is to draw attention to the store.
- Be friendly and outgoing – smile!



### Suggested Shakerboarding Times

11:30 a.m to 1:00 p.m.

4:00 p.m. to 8:00 p.m.

(Check with your supervisor or owner/operator)



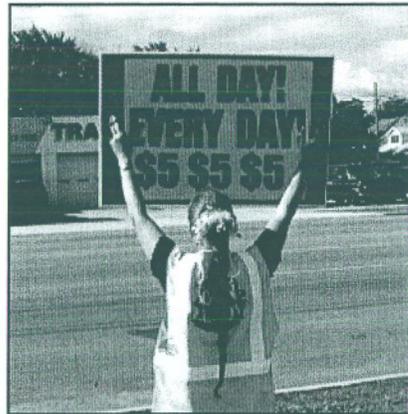
### Guidelines

Before any employee engages in shakerboard activity, the manager must make sure that:

- ✓ No employee under the age of 18 can shakerboard.
- ✓ Employee has been thoroughly trained on all shakerboard policies and procedures.
- ✓ An area outside the store has been identified where shakerboarding will be permitted. The sidewalk is always the preferred area for shakerboarding. When a sidewalk is not present, the shakerboarding area must be at least five feet from the roadway.
- ✓ Store management will supervise shakerboarding activities.



## Shakerboarding CARD 2: Good to Know



1. Employees must be at least 18 years of age and in proper uniform.
2. Employees must be on the sidewalk. When a sidewalk is not present, the shakerboarding area must be at least five feet from the roadway.
3. Employees will not stand on objects while shakerboarding.
4. Employees will never step onto or cross the road while using the shakerboard.
5. Employees will never use the shakerboard on the median of the roadway.
6. Store management will supervise shakerboarding activities.
7. Employees will never engage in horseplay, inappropriate behavior or any unsafe activities while shaking the board.
8. To limit distractions, off-duty employees, friends and family are not allowed within the shakerboard area.
9. Employees will never approach or get into any vehicle.
10. If a passerby harasses an employee or an employee is injured while shakerboarding, it must be reported to management immediately.
11. Employees will keep the board in front of him/her at all times.
12. Do not use shakerboard if inclement weather is present and danger exists (i.e. lightning).
13. Never obstruct your view with the shakerboard.
14. All breaks from shakerboarding activities have to be approved by management and taken inside Little Caesars® store.
15. Shakerboard activities during the twilight hours will only be allowed in well-lit areas.
16. Employees must return to the store at the completion of his/her shakerboarding shift.
17. Smoking is not allowed.
18. Talking on cell phone or wearing any type of headphone device is not allowed.
19. Always wear safety vest when shakerboarding.
20. Shakerboarders should keep an eye on the condition of the parking lot and pick up trash as needed.

## Shakerboarding Demonstrate and Explain

### Pre-test with Manager or Station Trainer

Have trainee demonstrate and explain the following procedures:

1. Demonstrate the proper way to shakerboard.
2. Explain where the shakerboarder must stand if there is no sidewalk.
3. Explain the age restrictions for shakerboarding.
4. Explain what you should do if you are harassed while shakerboarding.
5. Explain why we always wear the orange safety vest.
6. Explain why off-duty employees, friends and family are not allowed in the shakerboarding area.
7. Explain why shakerboarding is one of the most important positions that we have?

### Final Certification by Supervisor

1. Are all employees permitted to shakerboard?
2. How far must you be from the roadway?
3. Why are headphones not allowed while shakerboarding?
4. What are the recommended times to shakerboard?
5. Demonstrate key ways to attract attention while shakerboarding.
6. List two safety precautions that must be practiced when shakerboarding?

### Four Step Method of Training

1. Explain the task in detail.
2. Demonstrate and explain the task in detail.
3. Have employee demonstrate and explain task.
4. Provide positive feedback.

**Always work on quality first and speed second.  
Speed will come with practice.**



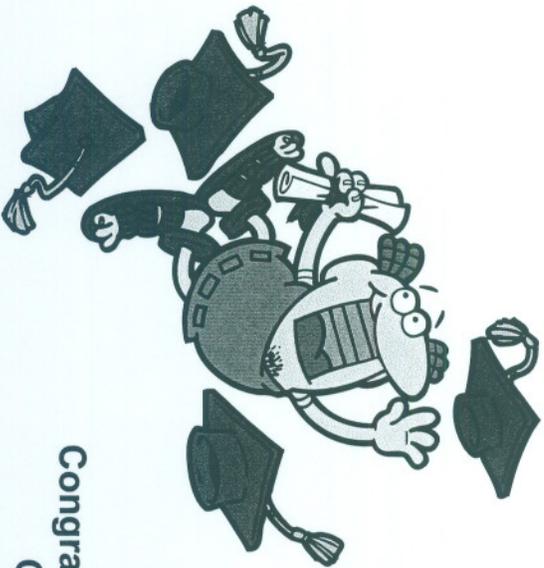
## Shakerboarding Demonstrate & Explain Answers

### Pre-test Answers

1. Hold sign at eye level, face oncoming traffic, move around, wave to the customers.
2. In a designated area at least five feet from the roadway. (CARD 2)
3. Must be at least 18 years of age. (CARD 2)
4. Notify your manager. (CARD 2)
5. Increases visibility and keeps employee safe. (CARD 1)
6. To limit distractions. (CARD 2)
7. It is one of the best Local Store Marketing (LSM) tools that we have and it's the number one way to increase HOT-N-READY® awareness. (Overview)

### Final Certification Answers

1. No, only those who are 18 or older.
2. A minimum of five feet.
3. Impedes on your awareness and could put your safety at risk.
4. 11:30 a.m. to 1:00 p.m. & 4:00 p.m. to 8:00 p.m. (Use guidelines for your area.)
5. Employee should:
  - Hold sign at eye level
  - Face oncoming traffic
  - Wave at customers
  - Dance around (move the board)
  - Smile and have fun
6. Employee states 2 of the following:
  - Stand at least five feet away from the roadway
  - Stay on sidewalk
  - No headphones
  - Wear the safety vest at all times, do not cross street, never engage in horseplay



**Congratulations! With a score of 100%, you are  
C.A.R.D.S. certified at this station.**

7-6-09

Mr. Steve Victor  
183 Q Street  
Springfield, OR 97477

Re: Little Caesar Hand-held Off Premise Signs

Dear Mr. Victor:

I am the City Attorney for the City of Dallas, Oregon. John Swanson, of the Dallas Planning Department, has asked me to provide you with our analysis of the legal status of hand-held off premise business advertising signs under the Dallas City Code (DCC). Specifically, with regard to this question, it is my understanding that your Dallas Little Caesar's store on West Ellendale Avenue has employed individuals to hold signs off the store premises to advertise the store. This letter addresses the applicability of the city code to those signs.

To begin with, these hand-held signs are "signs" within the definition of "sign" in the Dallas Sign Ordinance, codified as DCC 9.901:

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

"(a) Is designed, used or intended for advertising purposes or to inform or to attract the attention of the public; and

"(b) Is viewable from a public street, public right-of-way or private area open to public vehicular traffic; and

"(c) Is not a national flag or a flag of a political subdivision.

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

Further, they are "temporary signs," under the definition in Section 9.901:

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

- - and come under the "Off Premise Signs" regulations in Chapter H of the code. ("Off premise sign" is also defined in Section 9.901 to mean "[a] sign which identifies, is associated with or gives directions to a use or activity and

which sign is located on premises other than where the activity or use is located and which is not a temporary sign.") Section 9.974 says "off premise ground signs, wall signs, and temporary signs (excluding off premise temporary ground signs) are permitted," but only in commercial and industrial zones outside the downtown core area (Sec. 9.975). But off premise signs require a permit that "may be approved only by the city council after a public hearing." Section 9.977. Further, signs may not be displayed in the public right-of-way without the city council's prior consent. DCC 9.912(3).

Putting all of this together, your signs, as they have been displayed, are temporary off premise signs under the Dallas Sign Ordinance, that may be displayed in commercial and industrial zones outside the downtown core area, but only with council approval after a public hearing, and only outside of the public right-of-way unless consent to display in the right-of-way is given by the council.

Violation of the Dallas Sign Ordinance is a civil infraction, punishable under DCC 9.995 by a fine of up to \$500 per day for each day a violation continues.

I understand it is not the city's wish to prosecute any violation of the sign ordinance that may have occurred up to this point, but to explain to you the applicability of the code to your signs, and advise you that further violation will be subject to action by the city.

Thank you for your interest in this matter and your cooperation.

Yours very truly,

LANE P. SHETTERLY

1  
2  
3

4 The Dallas City Council met in regular session on Monday, May 3, 2010, at 7:02 p.m. in the  
5 Council Chambers of City Hall with Mayor Jim Fairchild presiding.

6 **ROLL CALL AND PLEDGE OF ALLEGIANCE**

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

10 Also present were: City Manager Jerry Wyatt, City Attorney Lane Shetterly, Fire Chief Bill  
11 Hahn, Finance Director Cecilia Ward, Police Chief John Teague, and Recording Secretary Emily  
12 Gagner.

13 Mayor Fairchild led the Pledge of Allegiance.

14 **QUESTIONS OR COMMENTS FROM THE AUDIENCE**

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

17 Glen Scatterday stated the Council has had a failure to communicate. He explained the public is  
18 mad at the Council. Mr. Scatterday indicated that if everyone had the facts on why revenue was  
19 down and why the City needs to fix the streets, no one would vote against the street fee. He  
20 advised that he had talked to people who say it is not the fact that the fee shouldn't be passed, but  
21 that they want to teach the Council a lesson. Mr. Scatterday commented that he heard the words  
22 underhanded, sneaky, and illegal used to describe the Council and stated it all comes down to  
23 failed communication. Mr. Scatterday said the Council should have put information in writing  
24 and put a press release in the Itemizer Observer. He recommended the City have a quarter page  
25 in the paper monthly about what is going on and what is coming up to communicate with the  
26 people. Mr. Scatterday reiterated that the Council needs to increase their communication.

27 **PUBLIC HEARINGS**

28 **CONSENT AGENDA**

29 It was moved by Councilor Shein and seconded by Councilor Lawson to approve the Consent  
30 Agenda as presented. The motion CARRIED UNANIMOUSLY.

31 Items approved by the Consent Agenda were: a) approval of April 19, 2010 City Council  
32 minutes; b) approval of election forms for November 2010 Council and Mayoral elections; c)  
33 acknowledge election procedure for November 2010 Council and Mayoral elections; d)  
34 acknowledge report of April 26 Public Safety Committee meeting; and e) acknowledge report of  
35 April 26 Public Works Committee meeting.

36 **ITEMS REMOVED FROM CONSENT AGENDA**

37 **REPORTS OR COMMENTS FROM COUNCIL MEMBERS**

38 Councilor Voves reported that he attended the recent City Open House and was duly impressed  
39 with the information provided and the format it was provided in. He thanked the City and the  
40 Department Heads.

41 Council President Dalton thanked former Councilman Scatterday for his support. He noted the  
42 street fee process had been arduous. He commented that he recently went back to the meeting in  
43 December when the Council had the first reading of the street fee ordinance and no one from the  
44 public came to speak for or against the fee. Council President Dalton commented that with that  
45 lack of guidance from the public, the Council does sometimes make decisions in a vacuum.

46 Mayor Fairchild noted he spent some time with the Building Official at the Open House and  
47 learned a lot about things he didn't know. Councilor Wilson stated the Open House was  
48 extremely well done, noting staff was very proud of what they had to show and what they did for  
49 the City. She said the pride they showed in their work was appreciated. Councilor Shein stated

1 the Open House was well done. He said communication is a tough nut to crack and  
2 acknowledged he didn't know what to do about it. Councilor Shein noted attendance at the Open  
3 House was substantially less than last year and commented that if people don't want to make  
4 minimal effort to know what the City is doing, he didn't know how to get their attention.

5 Mr. Wyatt stated the City did advertise more this year than last year for the Open House and  
6 asked the Council to think about whether the City should do something like that more often or at  
7 a different time, such as during the community feed. He noted the Open House is a great  
8 opportunity for citizens to see what they get for their property taxes and fees.

9 **REPORTS FROM CITY MANAGER AND STAFF**

10 OTHER

11 **RESOLUTIONS**

12 **FIRST READING OF ORDINANCE**

13 **SECOND READING OF ORDINANCE**

14 **Ordinance No. 1723:** An Ordinance granting an electric utility franchise and general utility  
15 easement to PacifiCorp.

16 Mayor Fairchild declared Ordinance No. 1723 to have passed its second reading. A roll call vote  
17 was taken and Mayor Fairchild declared Ordinance No. 1723 to have PASSED BY A  
18 UNANIMOUS VOTE.

19 **OTHER BUSINESS**

20 There being no further business, the meeting adjourned at 7:16 p.m.

21 Read and approved this \_\_\_\_\_ day of \_\_\_\_\_ 2010.

22  
23  
24  
25 \_\_\_\_\_  
26 Mayor

26 ATTEST:  
27 \_\_\_\_\_  
28 City Manager

## 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

### APRIL 2010 Monthly Report - Planning, Building, Code Enforcement

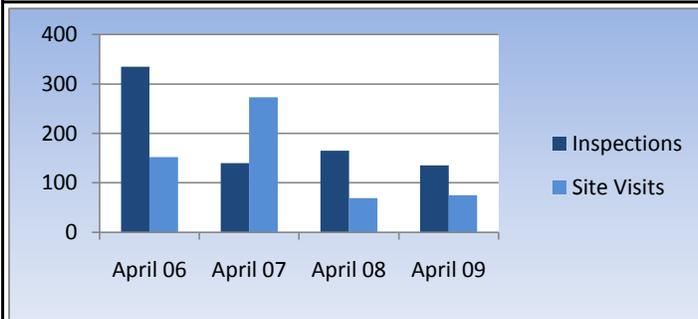
REVENUES		Month	Fiscal YTD
Planning	Apr-10	\$ 11,007	\$ 23,548
Building	Apr-10	\$ 14,947	\$ 84,290

#### LAND USE APPLICATIONS

	Sign	Home Occupation	Conditional Use	Variance	Partition / Replat	Subdivision	Annexation	Zone Change
Apr-10	0	0	1	0	3	1	0	0
YTD 2010	3	2	3	0	4	1	0	1
Apr-09	0	1	0	0	0	0	0	0
YTD 2009	2	1	0	0	0	0	0	0

#### INSPECTIONS AND SITE VISITS

**Monthly:** Inspections - 135      Site Visits - 75  
**Year to Date:** Inspections - 467      Site Visits - 259



#### CODE ENFORCEMENT

<b>Current Open Cases:</b>	26
<b>New Cases processed in March</b>	
6.505 Abandoned Vehicles	9
6.32 Vehicles Stored on Street	19
5.584 Vehicles Stored on Prop	6
5.582 Junk	4
5.556 Scattering Rubbish	8
5.588 Graffiti	0
6.125 Obstructions	4
Other Ordinances	3
<b>Number of Followups</b>	<b>124</b>

#### BUILDING PERMIT SUMMARY

Permit Use	Apr-10	Apr-09	YTD Total 2010	YTD Total 2009	YTD Valuation 2010	YTD Valuation 2009
New Single Family	7	0	14	3	\$2,881,872	\$ 522,451
New Duplex	0	0	0	0	0	0
New Multifamily	0	0	0	1	0	3,759,944
Residential Remodel	2	6	20	17	330,899	435,488
Residential Accessory Building	2	0	5	4	51,417	55,388
New Commercial	0	0	1	0	2,000	0
Commercial Remodel	2	3	14	14	206,763	334,380
New Industrial	0	1	0	1	0	46,530
Industrial Remodel	0	0	0	0	0	0
Public Building	0	0	0	2	0	6,533
Mobile Home Accessory	0	0	0	0	0	0
Misc./No Fee Permits	0	0	0	0	0	0
<b>Total All Categories</b>	<b>13</b>	<b>10</b>	<b>54</b>	<b>42</b>	<b>3,472,951</b>	<b>5,160,714</b>

# DALLAS AQUATIC CENTER



Director - Jason Locke  
 Supervisor - Tina Paul

## APRIL 2010 MONTHLY REPORT

REVENUE	Month	Fiscal YTD
	Apr-10	\$25,408
	Apr-09	\$31,978
		\$326,437
		\$384,250

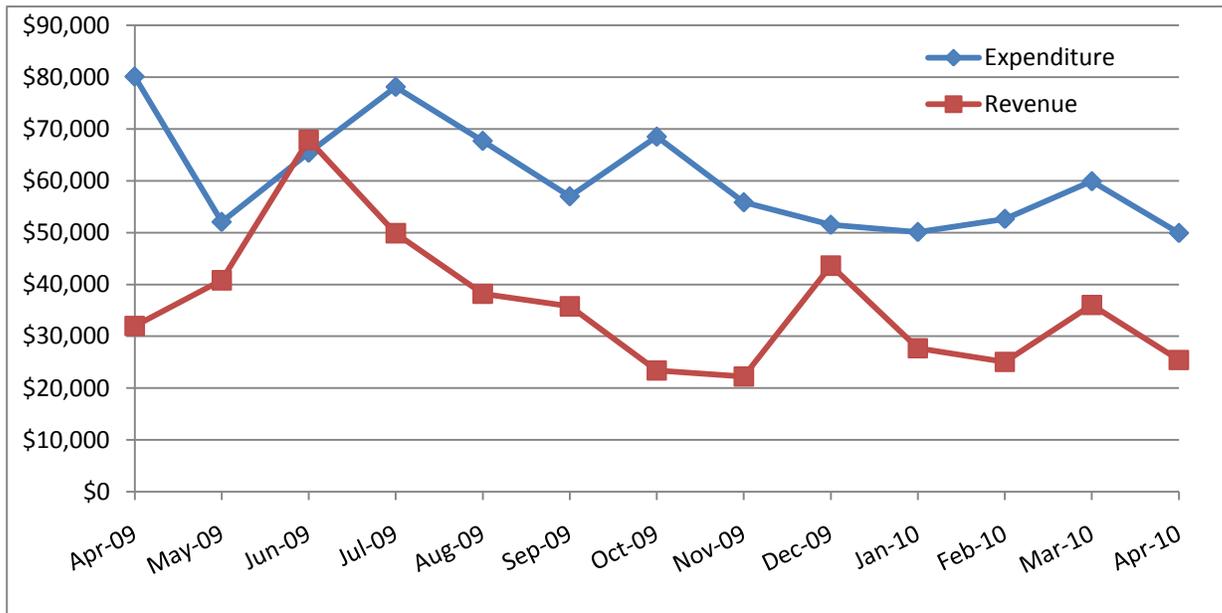
Current Members:	
Annual	804
3-month Water Aerobics	21

EXPENDITURES	Month	Fiscal YTD
	Apr-10	\$49,941
	Apr-09	\$80,801
		\$593,041
		\$788,674

Monthly Attendance:	
APRIL	6,847
Year to Date	79,981

Utility Costs:	Apr-10	Fiscal YTD
Natural Gas	\$4,907	\$59,848
Electricity	\$5,399	\$53,088

**R/E Ratio = 55%**  
 (Revenue/Expenditure)



**Dallas Public Library  
Monthly Report for April 2010**

**Circulation Statistics**

<b>Adult</b>	<b>Apr 2010</b>	<b>Apr 2009</b>	<b>Children</b>	<b>Apr 2010</b>	<b>Apr 2009</b>
<b>Print Materials</b>	7868	7127	<b>Print Materials</b>	2965	2767
<b>Books on Tape/CD</b>	488	496	<b>Books on Tape/CD</b>	212	181
<b>AV Materials</b>	1365	1379	<b>AV Materials</b>	1073	848
<b>Misc. items</b>	1015	1041			
<b>2010 Year to Date</b>	<b>42,611</b>		<b>2010 Year to Date</b>	<b>16,886</b>	
<b>Remote Renewals</b>	<b>1062</b>		<b>2010 Year to Date</b>	<b>3990</b>	
<b>Combined Total</b>	<b>63,487</b>				

**Additional Activity**

	<b>Apr 2010</b>	<b>Apr 2009</b>	<b>Year to Date 2010</b>
<b>Non-Resident User Fees</b>	\$ 450.00	\$ 290.00	\$ 2590.00
<b>Fines Collected</b>	\$ 873.24	\$ 698.79	\$ 3169.24
<b>Photocopies</b>	\$ 100.51	\$ 72.54	\$ 450.35
<b>Reference Questions</b>	1044	1250	4343
<b>Volunteer Hours</b>	315	255	1367.5

**Registered Patrons –Apr 2010**

<b>City Residents</b>		<b>Non-Resident – Fee Paid</b>		<b>Non-Resident - Restricted</b>	
Adult	5671	Adult	362	Adult	1256
Child	1409	Child	62	Child	5
YA (12-17)	437	YA (12-17)	29	YA (12-17)	162
<b>Total</b>	<b>7515</b>	<b>Total Fee</b>	<b>453</b>	Kids C.A.R.E.	466
				<b>Total Restricted</b>	<b>1889</b>
<b>Non-Resident Total</b>	<b>2342</b>				
<b>Total Registered Patrons</b>	<b>9859</b>				

Spring sessions of both Infant/Toddler and Preschool Storytimes are in high demand and continue to be popular with children and their caregivers. During April 225 young patrons attended in these fun and exciting programs.

**DALLAS LIBRARY BOARD  
CITY HALL  
April 20, 2010**

The Library Board met on Tuesday, April 20, 2010 at 4:05 pm in the City Hall (Public Works) Conference Room. Board members present were Darla Newton, Morty Feder, and Marge Hilts, Grace Scatterday and Marianne Moore. In addition to the Board, Mayor Jim Fairchild and Library Supervisor Donna Zehner were present.

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

The Library Supervisor provided the Board with a report on the current status of the Library. As has been mentioned several times in the past, the Library continues to be a very busy place. The Library staff conducted a Patron Count the previous week. The results were shared with the Board, and supported the statement that the Library continues to be a very busy place. As previously shared with the Board, sometime this spring, CCRLS will be joining WorldCat, an online worldwide catalog. In preparation for this move, the Library is continuing to perform a series of inventories, particularly in our special collections. At the same time, donations of materials to the Library continue to be productive, as the Library has added or traded out copies of many items.

On Saturday, March 6<sup>th</sup> the Library once again hosted Hobby Day. We had a wonderful turnout, both with participants displaying their hobbies/collectibles and with patrons visiting and browsing throughout the Library. Another successful Hobby Day.

Spring Break programs and events were, as always, very well attended. Programs were primarily held in the Civic Center. The Civic Center allows for greater attendance, and our events grow each year!!

Donna announced that Fran Jarvis was recently selected as the Volunteer of the Quarter. Fran is a long time volunteer at the Library, working on indexing the newspaper microfilm. This resource is invaluable in providing assistance to researchers and genealogists. The Library is very pleased to see her recognized for her efforts.

On Thursday, April 29, 2010 the City will be holding an Open House from 4-6pm. The Open House will be held in the Civic Center, and all members of the community are invited to come and visit, see what happens in the various departments throughout the City.

The Friends hosted the second of a new format series of events sponsored by the Oregon Humanities. Entitled the Conversation Project, a program entitled **Your Land, My Land** focusing on Oregon's natural resources and how they are used and recognized in Oregon to provide our unique identity. Work continues on the 2 grants/bequests we currently have from Trust Management. The first grant is almost completed, and a report will be sent in sometime in May.

The Friends are working hard on the upcoming Book Sale. We've had a wonderful collection of materials donated, so the Book Sale looks to be of extra good quality this year. We hope to keep the donations coming.

The Friends received a grant from the Dallas Community Foundation, in the amount of \$1000. These funds will be used for a variety of materials, both adult and children's.

In other business, the Mayor reported on the upcoming fiscal year's budget (2010-2011). In this budget it is proposed that additional hours be added back into the Library budget, both for open hours to the public, and staff hours. While this is not yet confirmed through the budget process, the Mayor is confident this will happen.

There being no further business, the next meeting date was set for July 20, 2010.

The meeting was adjourned at 5:03 pm.

COUNCIL REPORT – APRIL 2010

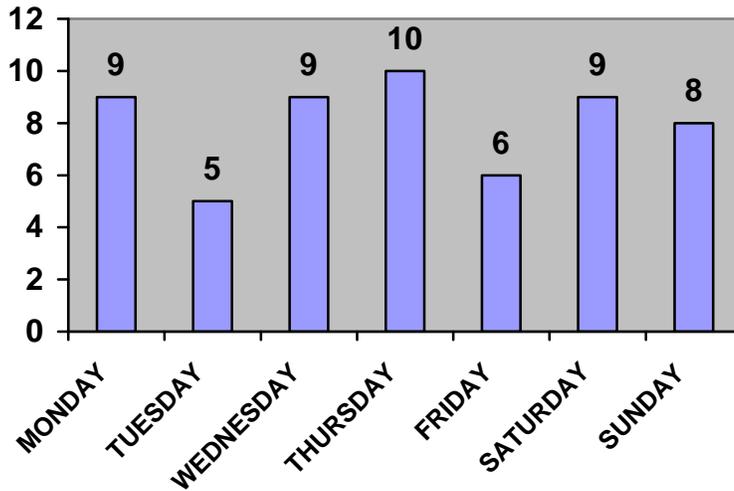
To: Mayor & City Council Members

From: Fire Chief Bill Hahn

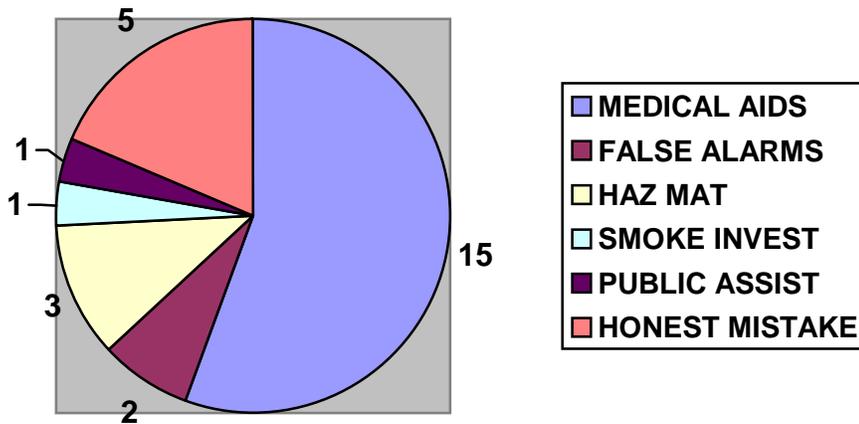
**Dallas Fire Department:**

Station 100 responded to 27 city calls and 29 rural responses for a total of 56, these are divided out by the day of the week.

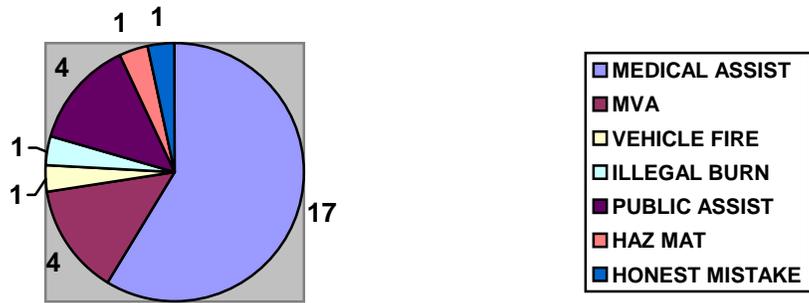
**April Fire Reponses by Day**



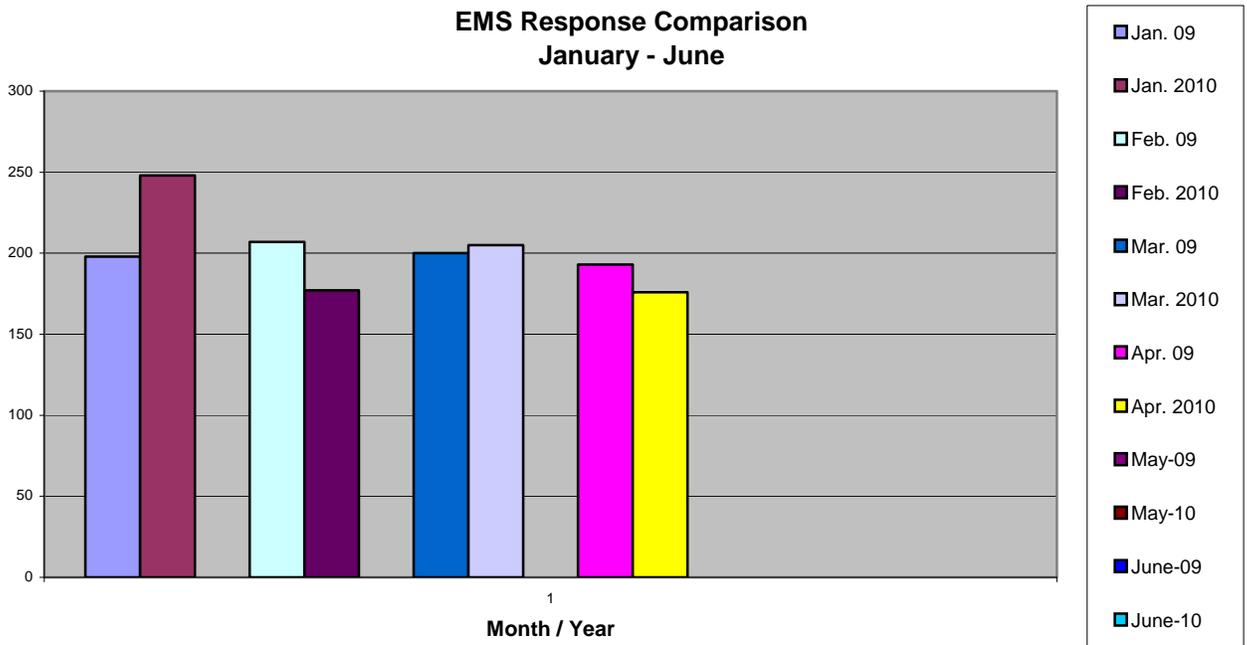
City responded to the following incidents during the month from station 100.



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



Dallas Emergency Medical Service:



# DALLAS POLICE DEPARTMENT

APRIL 2010

## Investigations / Arrests

Animal Offenses	Clear by Arr	07
Assaults	Clear by Arr	03
Carrying Concealed Weapon	Clear by Arr	01
Criminal Mischief	Clear by Arr	02
Curfew	Clear by Ref	01
Disorderly Conduct	Clear by Arr	03
DUII	Clear by Arr	05
Driving While Suspended	Clear by Arr	01
Drug Offenses	Clear by Arr	02
Fail Perform Duties Driver	Clear by Arr	01
False Info Police Officer	Clear by Arr	01
Fail Carry Present License	Clear by Arr	05
Fail Supervise Child	Clear by Arr	01
Harassment	Clear by Arr	02
Interference Police Report	Clear by Arr	01
Invasion of Privacy	Clear by Arr	01
Minor in Possession	Clear by Arr	01
Ordinance Offense	Clear by Arr	02
Police Officer Custody (Mental)	Clear by Arr	01
Possession Inhalants	Clear by Arr	01
Reckless Driving	Clear by Arr	03
Runaway	Clear by Ref	06
Strangulation	Clear by Arr	01
Theft	Clear by Arr	09
Trespass	Clear by Arr	01
Unnecessary Noise	Clear by Arr	01
Violation Restraining Order	Clear by Arr	01
Warrants	Clear by Arr	12

### **76 TOTAL ARRESTS**

(APR '09 Arrests: 64 )

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

15	Speeding Violations
11	License Violation
22	No Insurance or Fail to Carry Proof
15	Moving Violations
05	All Other

### **JUVENILES**

Ten juveniles were referred to juvenile authorities for their actions

### **PARKING CITES ISS: 32**

### **DOG IMPOUNDS: 13**

### **TOTAL CALLS FOR SERVICE: 700** (Apr '09: 844 )

Incident Case No.'s: 436 / CAD Event Reports: 264

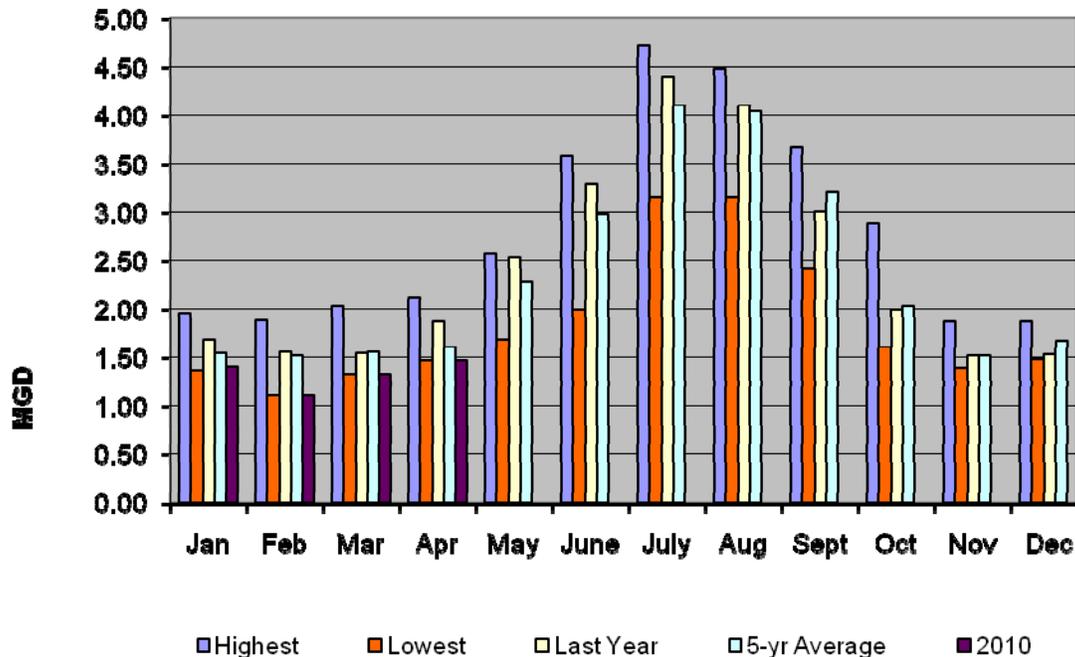
# DEPARTMENT OF PUBLIC WORKS

## Monthly Report for April 2010

### Water Division

	<u>2010</u>	<u>Unit</u>		<u>2009</u>	<u>Unit</u>
Total Discharge to Town	45.48	MG		56.42	MG
Total Water Raw	55.59	MG		62.34	MG
Peak Day	(4-9) 2.19	MG	(4-21)	2.81	MG
Daily Average-Raw	1.79	MGD		2.07	MGD
Daily Average-City	1.47	MGD		1.88	MGD
Backwash Water	2.54	MG		3.90	MG
Filter to Waste	0.33	MG		.71	MG
Discharge Water	0.00	MG		.10	MG
ASR Injection	7.24	MG		7.13	MG
Average High Temp	59 <sup>o</sup>	F		60 <sup>o</sup>	F
Average Low Temp	40 <sup>o</sup>	F		38 <sup>o</sup>	F
Total Precipitation	4.35	Inches		1.34	Inches

**Average Daily Treated Water Production**

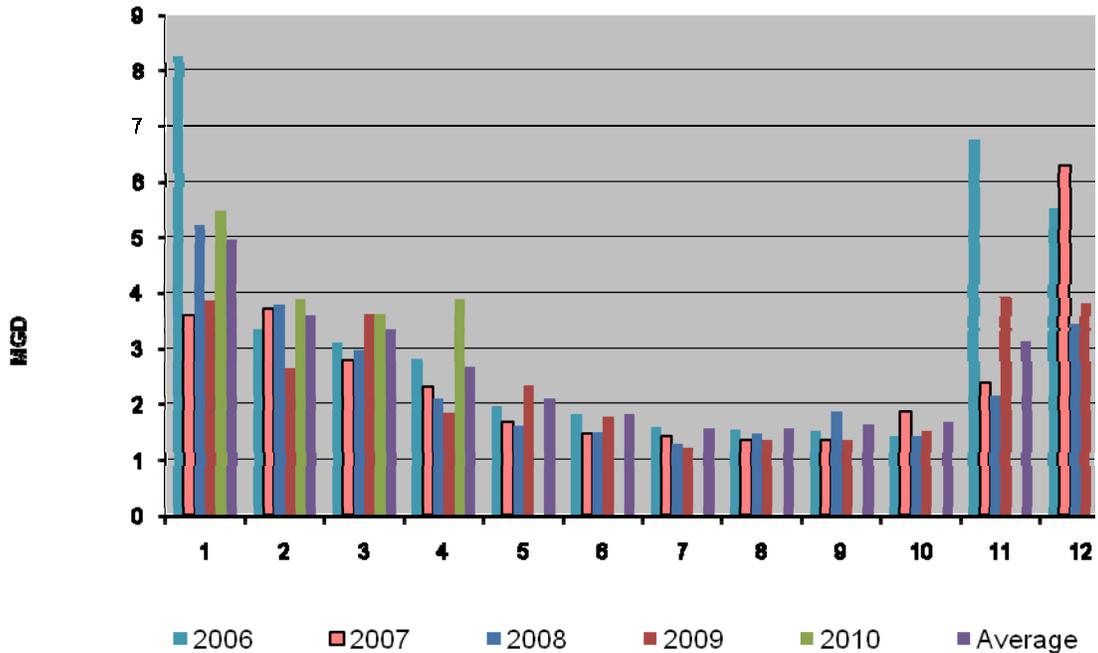


# Wastewater Division

## Effluent Flow

	<u>2010</u>	<u>Units</u>	<u>2009</u>	<u>Units</u>
Monthly Total Flow	116.41	MG	55.1	MG
Peak Day Flow	(April 2)	7.65	(April 2)	2.48
Daily Average Flow	3.88	MG	1.84	MG

**Effluent - Average Daily Discharge by Month**



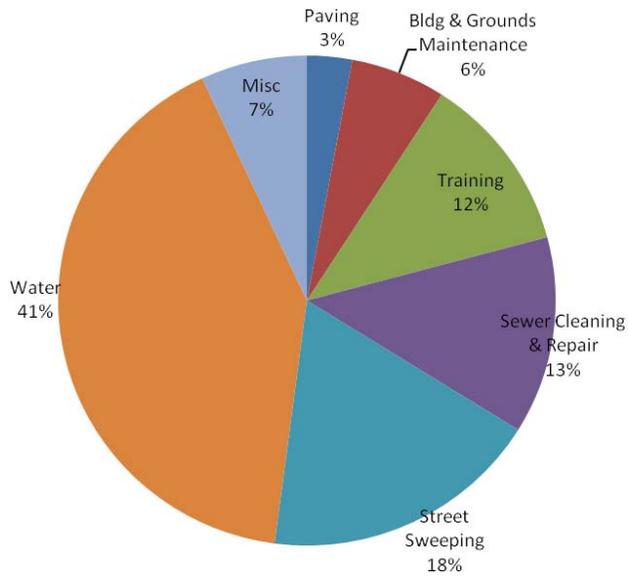
## Plant Maintenance

- ✓ Cleaned blackberry bushes off fence line along West Humus Pond.
- ✓ Conducted semi-annual generator load test. No issues.
- ✓ Thermography inspection (testing of electrical equipment) conducted. All issues were taken care of at the time of inspection.
- ✓ Completed cleaning of the rest of the pole barn.
- ✓ Monthly preventative maintenance completed.

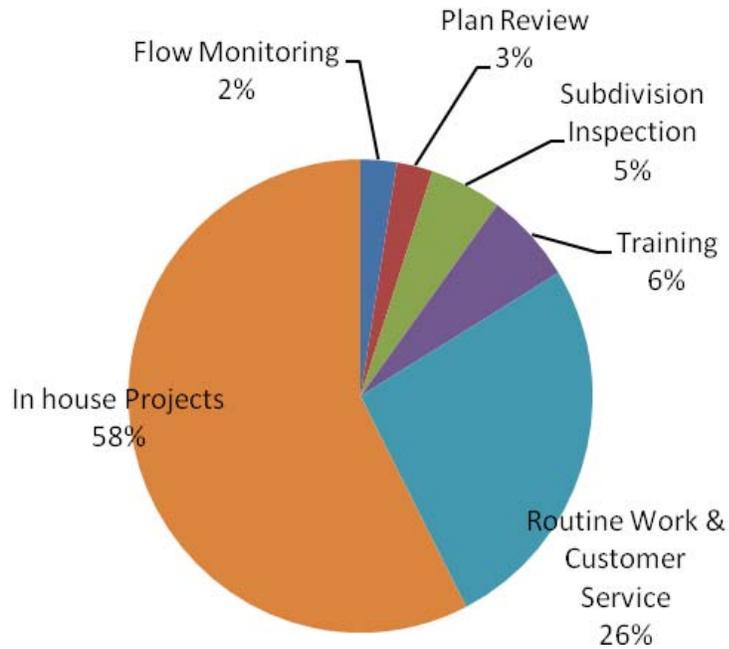
## Plant Performance

The plant met all required permit parameters in April.

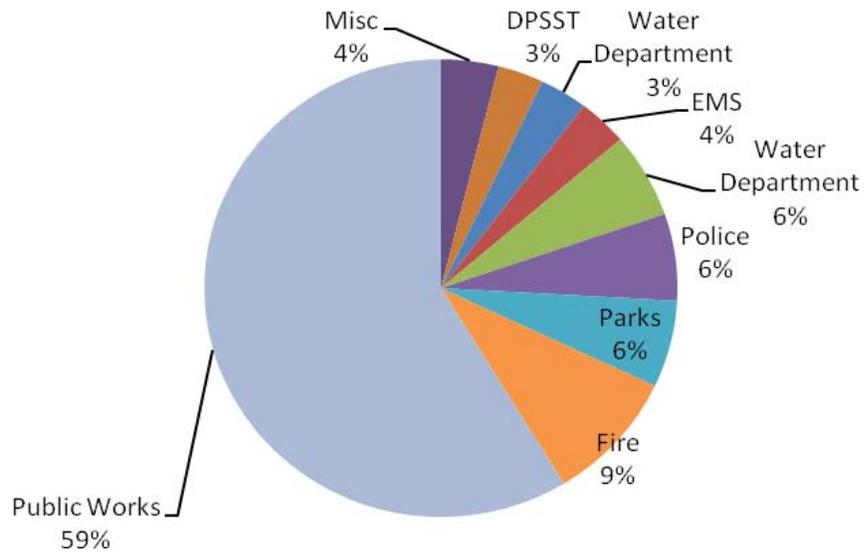
## Street and Construction Division



## Engineering



# Fleet Management



# DALLAS CITY COUNCIL REPORT

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

<i>City of Dallas</i>	<b>Agenda Item No.</b> <b>7 a</b>	<b>Topic:</b> Municipal Auditor Selection
<b>Prepared By:</b> Emily Gagner	<b>Meeting Date:</b> May 17, 2010	<b>Attachments:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Approved By:</b> Jerry Wyatt		

RECOMMENDED MOTION:

Move to appoint Merina & Company, LLP as the City’s municipal auditor.

BACKGROUND:

The City issued a request for proposals (RFP) in February. After reviewing all the submissions, the top three auditors were asked to give a presentation to the Council. Following the presentations, the Council and staff were asked to rate the three audit firms. I compiled everyone’s ratings, and the audit firms were ranked as follows:

1. Merina & Company, LLP
2. LeMaster Daniels
3. Boldt, Carlisle & Smith LLC

The consensus of several reviewers was that Merina rated strongly because of their specialty in Oregon municipal audits, as well as their experience with GFOA reviews. Staff all feels very comfortable recommending Merina & Company to be the City’s audit firm.

FISCAL IMPACT:

NA

ATTACHMENTS:

None