

# Dallas City Council

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

Tuesday, January 2, 2007, 7:30 PM

Mayor Jim Fairchild Presiding

\*Dallas City Hall is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to the City Manager's Office, 503-831-3502 or TDD 503-623-7355.

## AGENDA

### 1. ROLL CALL

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### 2. APPROVAL OF MINUTES

- 2.1. Approval of minutes of the December 18, 2006, Council meeting.
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### 3. REPORTS OR COMMENTS FROM COUNCIL MEMBERS

- 3.1. Swearing in of Mayor and re-elected and newly elected Councilors.
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- 3.2. Election of Council President
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- 3.3. Mayor's appointment of Council Standing Committees.
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- 3.4. Council appointments and re-appointments to the Budget Committee, Park and Recreation Board, and Planning Commission.
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- 3.5. Council ratification of City Manager's agreement.
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- 3.6. Council re-appointment of Municipal Judge.
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### 4. QUESTIONS AND/OR COMMENTS FROM THE AUDIENCE

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

- 5.1. City Manager's Reports

- a. Review of Audit of FY 2005-06 financial records.
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b. Status of Jasper Street condemnation process.

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c. Results of West Ellendale Avenue Speed Study.

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d. Department reports for November (Community Development, Fire and Ambulance, Library, Police, and Public Works)

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e. Other

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6. **COMMUNICATIONS AND PETITIONS**

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7. **PUBLIC HEARINGS**

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8. **RESOLUTIONS**

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9. **FIRST READING OF ORDINANCE**

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10. **SECOND READING OF ORDINANCE**

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11. **OTHER BUSINESS**

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12. **ADJOURNMENT**

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The Dallas City Council met in regular session on Monday, December 18, 2006, at 7:30 p.m. in the Council Chambers of City Hall with Mayor Jim Fairchild presiding.

**ROLL CALL**

Council members present were: Council President Ken Woods, Councilor Brian Dalton, Councilor Warren Lamb, Councilor Kevin Marshall, Councilor Glen Scatterday, Councilor Wes Scroggin, Councilor Rich Slack, and Councilor LaVonne Wilson. Members excused: Councilor Dave Winters

Also present were: City Manager Roger Jordan, City Attorney Mark Irick, Fire Chief Todd Carpenter, Police Chief Jim Harper, Community Development Director Jerry Wyatt, Finance Director Marcia Baragary, Library Director Donna Zehner, Assistant to the City Manager Kim Marr, and Recording Secretary Marsha Heeter.

**APPROVAL OF MINUTES**

After hearing no corrections or additions, Mayor Fairchild declared the minutes of the December 4, 2006, Council meeting approved as printed.

**REPORTS OR COMMENTS FROM COUNCIL MEMBERS**

**COUNCIL PRESIDENT’S NOVEMBER REPORT**

Mayor Fairchild asked if there were any questions about the Council President’s report. There were none.

Mayor Fairchild announced that both Council meetings in January will be on Tuesday because of the New Year’s Day and Martin Luther King Jr.’s Birthday holidays.

Mayor Fairchild explained that the format for the first meeting in January would be a little different. He indicated that he will open the meeting, take care of the minutes, and swear in the new and re-elected people. He will recess the meeting for a reception for about half an hour, in order to honor the Council members who are leaving as well as some Committee members, and then reconvene the Council meeting.

**REPORTS OF SPECIAL COMMITTEES AND CITY OFFICERS**

**REPORT ON TYCO CLOSURE PROCESS**

City Manager Roger Jordan reported that last Monday a group got together to discuss what the City and other agencies can do to help the TTM (Tyco) employees and the company. He noted that TTM wants to sell the building as soon as possible. He added that the Economic Development Commission and Kevin Watson, the Industrial Redevelopment Manager for the City, will be working on a strategy to recommend to the Council.

**APPOINTMENT TO DALLAS ECONOMIC DEVELOPMENT COMMISSION**

Mr. Jordan explained that when Councilor Glen Scatterday leaves the Council, that leaves his position on the Economic Development Commission open. Mr. Jordan advised that Councilor LaVonne Wilson has expressed an interest in being appointed. Mayor Fairchild remarked that over the next month or so, he would like to look at the structure of appointments to the Economic Development Commission, since it was set up in 1984 and might need some adjustments.

Council President Ken Woods moved to appoint Councilor Wilson to the DEDC. The motion was duly seconded and CARRIED UNANIMOUSLY with Council President Ken Woods, Councilor Brian Dalton, Councilor Kevin Marshall, Councilor Warren Lamb, Councilor Glen Scatterday, Councilor Wes Scroggin, Councilor Rich Slack, and Councilor LaVonne Wilson voting YES.

1 **REPORT ON SIDEWALK MAINTENANCE PROGRAM**

2 Mr. Jordan remarked that the Council has had a lot of discussion about sidewalks. He explained that  
3 the City does have a sidewalk maintenance program, but because of lack of staffing, we haven't been  
4 as aggressive with enforcing it. He indicated that a new engineering staff person was hired who will  
5 be inspecting all sidewalks to make sure they comply with the City's standards. He noted that the cur-  
6 rent ordinance calls for bringing all enforcement actions to the Council, and the staff have been han-  
7 dling them. He reminded them that the Council function is to set the policy and he will discuss this  
8 with the Public Works and Building and Grounds Committees next year.

9 **UPDATE ON AGREEMENT WITH RICKREALL COMMUNITY WATER ASSOCIATION.**

10 Mr. Jordan reported that he met, on the Council's behalf, with the Rickreall Community Water Asso-  
11 ciation Board. He said they understand the City's position about selling water to large industrial or  
12 commercial users and the intergovernmental agreement will be amended to address the City's con-  
13 cerns, including fire flow needs.

14 **NOVEMBER BILLS**

15 Mr. Jordan asked if there were any questions about the bills for November. There were none.

16 **OTHER**

17 **Emergency Operations Center**

18 Mr. Jordan advised that he did run an emergency operations center (EOC) because of the storm on  
19 Thursday. He indicated that he closed the Aquatic Center and the Library around 7 p.m. and opened  
20 the EOC. He noted that Polk County was not available, so he opened it in City Hall. He said there  
21 were a few calls and they learned what not to do next time. Mayor Fairchild commented that he had  
22 trouble contacting some radio stations because they don't answer phones after 5 p.m.

23 **Contract Award**

24 Mr. Jordan reminded the Council that if he awards an emergency contract, under the new purchasing  
25 law, he provides information on the contract to the Council at its next meeting. He explained they dis-  
26 covered, when the Aquifer Storage and Recovery System (ASR) went on line, that the Water Treat-  
27 ment Plant computer communicates with the intake but not with the ASR, and that will require an up-  
28 grade to the computer system. He noted that we would have had to upgrade the computer over the next  
29 couple of years anyway because the hardware and software are dated. In response to a question, Mr.  
30 Jordan indicated that that contract cost of \$225,000 does not include the hardware. He pointed out that  
31 there are adequate reserves in the budget for this, although it will lower the carryover amount. He  
32 added that this is not a temporary fix; it will last 10-20 years and will be able to handle multiple ASRs.  
33 Mr. Jordan noted that the program will be the City's, not CH2M Hill's, so even if they aren't available,  
34 the City will be able to find someone to take care of it.

35 Mr. Jordan advised that if anyone appeals issuing the contract, the appeal would come to the Council.

36 **RESOLUTIONS**

37 **Resolution No. 3113**

38 A Resolution modifying Park Systems Development Charges and repealing a portion of Resolu-  
39 tion No. 3102.

40 A Roll Call vote was taken and Mayor Fairchild declared Resolution No. 3113 to have PASSED by a  
41 UNANIMOUS VOTE with Council President Woods, Councilor Dalton, Councilor Lamb, Councilor  
42 Marshall, Councilor Scatterday, Councilor Scroggin, Councilor Slack, and Councilor Wilson voting  
43 YES.

1 **Resolution No. 3114**

2 A Resolution establishing a 15-minute parking stall and repealing conflicting resolutions.

3 Mayor Fairchild remarked that one of the people who has put in for a contract to run the liquor store  
4 would like to move it to the other corner, so the Council might possibly be asked to put a 15-minute  
5 space on the other end of the street in a few months. Mr. Jordan responded that the other businesses in  
6 that block are in favor of having a short-term space there. A Roll Call vote was taken and Mayor  
7 Fairchild declared Resolution No. 3114 to have PASSED by a UNANIMOUS VOTE with Council  
8 President Woods, Councilor Dalton, Councilor Lamb, Councilor Marshall, Councilor Scatterday,  
9 Councilor Scroggin, Councilor Slack, and Councilor Wilson voting YES.

10 **OTHER BUSINESS**

11 Mayor Fairchild announced that the Council would recess into an Executive Session to evaluate the  
12 City manager as authorized in ORS 192.660(I).

13 The meeting was recessed at 8:17 p.m.

14 Mayor Fairchild reconvened the Council meeting at 9:30 p.m.

15 Councilor Dalton moved to adopt the recommended compensation package with \$4,000 additional to  
16 Mr. Jordan's deferred compensation. The motion was duly seconded. Mayor Fairchild remarked that  
17 they think he has done a good job and look forward to continuing to work with him. The motion  
18 CARRIED UNANIMOUSLY with Council President Ken Woods, Councilor Brian Dalton, Councilor  
19 Kevin Marshall, Councilor Warren Lamb, Councilor Glen Scatterday, Councilor Wes Scroggin, Coun-  
20 cilor Rich Slack, and Councilor LaVonne Wilson voting YES. Mayor Fairchild reminded the Council  
21 that the evaluations were not for publication.

22 There being no further business, the meeting adjourned at 9:32 p.m.

23 Read and approved this \_\_\_\_\_ day of \_\_\_\_\_ 2006.

24 \_\_\_\_\_  
25 Mayor

26 ATTEST:

27 \_\_\_\_\_  
28 City Manager

# MEMORANDUM

Date: December 29, 2006  
To: Mayor Jim Fairchild and City Council Members  
From: Roger Jordan, City Manager   
Re: Council Appointments to Committees, Boards, and Commissions

Appointees to the Budget Committee, Parks and Recreation Board, and Planning Commission whose terms expire January 2007

## Budget Committee

Interested in reappointment: Kristine Blanchard  
Rich Wolcott

David Shein, now a Councilor, needs to be replaced.

*Glen Scatterday and Lorraine Anderson are interested in serving on this committee. The Mayor and I recommend Glen be appointed to continue as a citizen member of the Budget Committee.*

## Parks and Recreation Board

Interested in reappointment: Judy Boustead  
Barbara Chaney  
Richard Hoffman

There is one vacancy (Gail Burton resigned from a term which runs until January 2008)

In addition, Kevin Marshall has indicated his desire to be replaced.

*Mellisa Spivey and Christopher Castelli are interested in serving on this Board. The Mayor and I recommend appointing them to the Parks and Recreation Board.*

## Planning Commission

Patricia Miller's position was just filled by Doris Stefani

RJ:meh

## CITY MANAGER EMPLOYMENT AGREEMENT

THIS AGREEMENT, made and entered into this 27<sup>th</sup> day of December, 1988, by and between the city of Dallas, State of Oregon, a municipal corporation, hereinafter called the "City", as party of the first part, and Roger G. Jordan, hereinafter called the "Manager", as party of the second part, both of whom understand as follows:

WHEREAS, the City desires to continue to employ the services of Roger G. Jordan as City Manager of the City of Dallas, as provided by section 21 of the city Charter and Resolutions No. 2280 and 2323; and

WHEREAS, it is the desire of the City to provide certain benefits, establish certain conditions of employment, and to set working conditions of the Manager; and

WHEREAS, it is the desire of the city to (1) retain the services of the Manager and to provide inducement for him to remain in such employment, (2) make possible full work productivity by assuring the Manager's morale and peace of mind with respect to future security, (3) provide a deterrent against malfeasance or dishonesty for personal gain on the part of the Manager, and (4) provide a just means for terminating the Manager's services at such time as he may be unable to fully discharge his duties due to age or disability or when city may desire to otherwise terminate his employ; and

WHEREAS, the Manager desires to continue employment as City Manager of said City;

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

### Section 1. Duties.

City hereby agrees to continue to employ Roger G. Jordan as City Manager of the City to perform the functions and duties specified in Section 21 of the City Charter and to perform such other legally permissible and proper duties and functions as the City Council may from time to time assign.

### Section 2. Terms:

A. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the City to terminate the services of the Manager at any time, subject only to the provisions set forth in Section 3, Paragraphs A, B, and C, of this Agreement.

B. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Manager to resign at any time from his position with the City, subject only to the provision set forth in section 3, Paragraph D, of this agreement.

C. Manager agrees, except as specifically authorized by the City Council, to remain in the exclusive employ of the City for an indefinite period and not to become employed by any other employer until termination of his employment with the City as provided herein. The term "employed" shall not be construed to include occasional teaching, writing, or consulting work which does not interfere with the Manager's ability to effectively discharge his assigned duties, provided Manager does not spend more than ten (10) hours per week: in such activities without prior approval of the City Council.

### Section 3. Termination and Severance Pay.

A. In the event the Manager is terminated by the City during the term of this Agreement, the City agrees to compensate the Manager one month's salary, including all benefits covered by this Agreement, for each full year the Manager has been employed by the City at the date of termination up to a maximum of twelve (12) months salary. This compensation shall be paid in monthly installments, each of which shall be equal to the total monthly salary and benefits due and payable to the Manager for the last full month of employment prior to notice of termination. These payments shall continue as if the Manager had remained in City employ for the required number of months, or until the Manager secures and commences other employment, whichever first occurs.

B. In the event the Manager is terminated because he willfully and repeatedly fails or refuses to comply with the policies, rules, regulations and standards established by the Council which have been communicated to him or because he commits any felony, act of dishonesty, theft in any degree, willful misappropriation of City funds or other acts of willful misconduct connected with his employment, as that term is defined by State of Oregon employment law, or because he becomes physically incapable of performing his functions and duties and it reasonably appears such incapability will last for more than six (6) months, the City is discharged of responsibility with respect to the termination pay referenced in Section 3, Paragraph A, of this Agreement.

C. In the event that the City at any time during the employment term reduces the salary or other benefits (including retirement benefits) of the Manager in a greater percentage than an applicable across-the-board reduction for all City employees, or in the event the City refuses, following written notice, to comply with any other provision benefiting the Manager herein, or the Manager resigns following a suggestion, whether formal or informal, by the City Council that he resign, then, in that event, the Manager may at his option, be deemed to be "terminated" at the date of such reduction, such refusal to comply, or such suggestion within the meaning and context of the severance pay provision.

D. In the event the Manager voluntarily resigns his position with the City, then the Manager shall give the City forty-five (45) days notice in advance unless such notice requirement is waived or modified by mutual agreement between the Manager and the City Council. Should the Manager voluntarily resign without giving the advance notice required herein, he shall forfeit any accrued and unused paid vacation time, or compensation in lieu thereof, as of the effective date of such resignation, unless such failure to give notice is caused by substantial medical problems which require the Manager to resign without giving the required notice.

### Section 4. Salary.

City agrees to pay the Manager for his services rendered pursuant hereto a monthly base salary of \$4,234, payable in installments at the same time as other City employees are paid. Manager shall receive the same cost of living adjustments to his salary as are given to other city employees. In addition, the City Council agrees to review the base salary and other benefits of the Manager at the Manager's annual performance review, which shall be conducted in December, and to make such adjustments, if any, which it deems appropriate. The Manager shall receive a copy of the annual performance review, promptly upon its completion.

#### Section 5. Hours of Work.

Because Manager will devote a great deal of time outside normal office hours to the business of the City, flexibility in hours worked and work schedules benefit both City and Manager. Manager has sole discretion as to his work schedule. Work in excess of an average forty (40) hour week shall be deemed part of the professional responsibility for which Manager shall not be paid overtime; but for which he shall be allowed to offset, in part, by taking time off as he shall deem appropriate, provided he continue to fulfill his obligations under Section 1 of this Agreement.

#### Section 6. Automobile Allowance.

The City agrees to pay the Manager an allowance of \$350 per month as reimbursement for operational and depreciation costs of maintaining an automobile which is used by the Manager in discharging his duties.

#### Section 7. General Expenses.

The City recognizes that certain expenses of a nonpersonal and generally job-affiliated nature are incurred by the Manager and hereby agrees to reimburse him for expenses incurred upon receipt of duly-executed expense vouchers, receipts, statements, or personal affidavits in accordance with Federal, State and local laws as specified in the prevailing policy of the City.

#### Section 8. Dues and Subscriptions.

The City agrees to budget and pay the professional dues and subscriptions of the Manager necessary for his continuation and full participation in national, regional, state, and local associations and organizations necessary and desirable for his continued professional participation, growth, and advancement, and for the good of the City.

#### Section 9. Professional Development.

In accordance with City policy, the City agrees to budget and pay the registration, travel, and subsistence-expenses of the Manager for professional and official travel, meetings, and occasions which enable the manager to continue his professional development and pursue necessary official functions of the City.

#### Section 10. Civic Membership.

The City recognizes the desirability of representation in and before local civic and other organizations, and the Manager is authorized to become a member of civic clubs or organizations, for which the City shall pay membership dues. The Manager shall report to the City on each such membership before he joins.

#### Section 11. Fringe Benefits.

The Manager shall receive the same fringe benefits as other City employees currently receive and such fringe benefits as may hereafter be provided by the City to its other employees plus he shall receive two (2) weeks vacation time each year, which shall be in addition to the vacation time he would otherwise receive as a City employee.

Section 12. Retirement.

A. The Manager will continue to participate in the State of Oregon Public Employees' Retirement System (PERS) as required by law. The City will continue to pay the full minimum contribution to this system on behalf of the Manager.

B. In addition to the base salary paid by the City to Manager, the City agrees to credit and deposit \$200 per month into a deferred compensation program with the International City Management Retirement Corporation or such other deferred compensation, individual retirement account (IRA), or any other legal deferred compensation or retirement type of tax sheltered annuity program as may be designated by the Manager and as are legal under the laws of the State of Oregon.

Section 13. Arbitration.

All claims, disputes and other matters in question arising out of, or relating to, this Agreement or the breach thereof shall be decided by a panel of three (3) arbitrators if the parties mutually agree, in accordance with the Arbitration Rules of the American Arbitration Association then existing. The award rendered by the arbitrators shall be final, and judgment may be entered upon it in any court having jurisdiction thereof. Notice of the demand for arbitration shall be filed in writing with the other party to the Agreement together with the name of that party's arbitrator. The other party shall notify the demanding party within ten (10) days of its choice for arbitrator and the two (2) arbitrators shall then select a third arbitrator. In the event the parties arbitrators are unable to agree upon a 3rd arbitrator, a Circuit Judge of the Polk County Circuit Court shall be requested to select the arbitrator. The demand for arbitration -shall be made within a reasonable time after the claim, dispute or other matter in question has arisen, and in no event shall it be made after institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statute of limitations.

Section 14. Attorney's Fees.

In the event either party shall initiate any suit, action, or appeal on any matter related to this contract, then the court before whom such suit, action, or appeal is taken shall award to the prevailing party such attorney's fees as the court shall deem reasonable, and such award and all allowable costs of the event may be either added to or deducted from the balance due under this contract or be a separate obligation as appropriate.

Section 15. Amendments to this Agreement.

Amendments to this agreement shall be in writing, signed by both parties, except that changes to the Manager's salary and/or fringe benefits (including retirement benefits) may be made by motion of the City Council, subject to the provisions of Section 3, Paragraph C of this Agreement.

Section 16. General Provision.

A. The text herein shall constitute the entire agreement between the parties and supersedes Resolutions #2280 and 2323.

B. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of Manager.

C. If any provision, or any portion thereof, contained in this Agreement is held to be unconstitutional, invalid, or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

IN WITNESS WHEREOF, the City of Dallas has caused this Agreement to be signed and executed in its behalf by its Mayor, approved as to form by the City Attorney, and the Manager has signed and executed this Agreement, both in duplicate, the day and year first above written.

/s/ Gwen VanDenBosch  
MAYOR, CITY OF DALLAS  
STATE OF OREGON

APPROVED AS TO FORM:

/s/ Mark Irick  
CITY ATTORNEY

/s/ Roger Jordan  
CITY MANAGER

AMENDMENT TO CITY MANAGER EMPLOYMENT AGREE

The City Manager Employment Agreement made and entered into December 27, 1988 by and between the City of Dallas, State of Oregon, a municipal corporation, hereinafter called the "City", and Roger G. Jordan, hereinafter called the "Manager", is hereby amended by inserting the following in lieu of subsection (a) of Section 12 entitled "Retirement":

"The Manager will continue to participate in the State of Oregon Public Employees' Retirement System (PERS). The City will continue to pay the Manager's six percent (6%) employee contribution to PERS for so long as the City continues to pay or offers to continue to pay the six percent (6%) PERS pickup for other City employees."

IN WITNESS WHEREOF, the City of Dallas has caused this Amendment to be signed and executed on its behalf by its Mayor, approved as to form by the City Attorney, and the Manager has signed and executed this Amendment on October 17, 1994.

/s/ Gwen VanDenBosch  
MAYOR

/s/ Roger Jordan  
CITY MANAGER

Approved as to Form: /s/ Mark Irick  
CITY ATTORNEY

# MEMORANDUM

To: Roger Jordan  
From: Marcia Baragary  
Date: December 28, 2006  
Re: Auditor Suggestions

As you know, we continually review our procedures to identify areas where internal controls could be improved. During the course of this year's audit, we discussed several areas with auditors where existing controls might be strengthened. This memo addresses those areas. Most of the suggestions will require minimal time and effort to implement and I believe the benefits outweigh the costs.

## 1) Review of new vendors

During the processing of monthly accounts payable, approximately 6-8 new vendors are set up each month. Although our current authorization process for payments to vendors should prevent the creation of a fictitious vendor, I am suggesting that we add an additional control. When the Accounts Payable Clerk sets up a new vendor, she will forward the information to me for review. We will then request from the vendor their Employee Identification Number, etc. This will also simplify the process of sending 1099's in January.

## 2) Review of Internal Controls at Aquatic Center

There were no concerns identified regarding internal controls at the Aquatic Center. However, Aquatic Center staff processes a high volume of small dollar transactions and it may be helpful for me to work with the Aquatic Center Director to review existing controls.

## 3) Voided checks

Invoice detail is printed on each check that is produced. For some vendors, we may be paying 20 or more invoices with each check (Guy's Hardware, for example.) In those situations, the invoice detail prints on the first check and continues on to the subsequent check, which is then voided. We will ensure that all voided checks are mutilated.

## 4) Bank Reconciliations

Monthly bank reconciliations are completed by the Accountant. I review all reconciliations for accuracy, timeliness, adjusting entries, etc. To document my review, I will sign and date all reconciliations.

## 5) Daily Cash Reconciliation

Daily cash reconciliations are recorded on a form that includes adjusting items, cash over/short, etc. I review the forms daily. We will retain the forms for auditing purposes and the preparer and I will sign and date the form.

## 6) Escheat outstanding checks

We may have outstanding checks that need to be escheated to the State of Oregon. Stale-dated checks should be researched before escheating to ensure there are no other issues; for example, a check issued to a vendor that was not cashed but may have been re-issued.

7) Separate Accounts for Interfund Transfers

The auditors require a reconciliation of all transfers between funds. The reconciliation process would be cleaner if accounts were set up to specifically record just those transfers. We will consider this suggestion during next year's budgeting process.

Please let me know if you have any questions.

# MEMORANDUM

Date: December 29, 2006

To: Mayor Fairchild, City Council Members, and ~~City Manager~~



From: City Attorney Mark Irick

Re: Jasper Street Extension Condemnation

Negotiations with the attorney for Rite Aid regarding the condemnation of its property needed for the extension of Jasper Street have been successfully concluded, with Rite Aid agreeing to accept the appraised value of its property, which was \$62,800. It will take 2-3 weeks to prepare, sign, file, and obtain the Court's signature on the final paperwork. Once signed by the judge, the settlement document will immediately transfer ownership of the property to the City.

Additionally, I convinced First American Title to eliminate co-users of the Rite Aid property as exceptions in the title insurance policy we will purchase. Now, policy will ensure full clear and clean title to the property in the City.



# Oregon

Theodore R. Kulongoski, Governor

## Department of Transportation

Traffic-Roadway Section  
355 Capitol St. NE, 5<sup>th</sup> Floor  
Salem, OR 97301-3871  
(503) 986-3568  
Fax: (503) 986-4063

12-29-06A10:16 RCVD

December 28, 2006

TRA 7-2

File Code:

Fred Braun, Public Works Director  
City of Dallas  
187 SE Court Street  
Dallas, OR 97338-3159

Fred Lowe, Engineering Tech  
Polk County  
820 SW Ash Street  
Dallas, OR 97338-2112

Dear Rob,

As you requested, a speed zone investigation has been conducted on W Ellendale Avenue from SW River Drive to 615 feet west of SW Oregon Trail Drive (Request ID 4899). A copy of the report indicating the recommended speed zoning is enclosed.

Please let me know if the speed zone recommendation is acceptable. If it is, a speed zone order will be issued and a copy sent to you. If it is not acceptable, the matter can be presented at the next hearing held to decide contested speed zones.

Please provide a written response within 60 days after the date of this letter (by 3/23/2007).

If you have any questions, please call me at (503) 986-3609.

Sincerely,

  
for Paul Davis  
Traffic Investigations Coordinator

Enclosure(s)

Copy to:

Weldon Ryan, Traffic Investigator, ODOT Region 2

PD/cwc



OREGON DEPARTMENT OF TRANSPORTATION  
 Report Of Speed Zone Investigation  
 WEST ELLENDALE AVENUE  
 River Drive to 250' west of Martin Road @ Rickreall Creek  
 City of Dallas / Polk County  
 November 20, 2006



Recommendation: Rescind existing SZRP order 1410D dated August 12, 1998 and establish the following speed zoning.

<u>Section</u>	<u>Existing</u>	<u>Recommended</u>
<u>Investigated:</u>		
<b>A</b> From: River Drive To: 200' west of James Howe Road	25 mph (stat)	35 mph <u>1/</u>
From: 200' west of James Howe Road To: 80' west of SW Applegate Trail Drive	40 mph	35 mph <u>1/</u>
From: 80' west of SW Applegate Trail Drive To: 350' west of SW Oregon Trail Drive	40 mph	35 mph <u>2/</u>
From: 350' west of SW Applegate Trail Drive To: 0.12 mi west of SW Oregon Trail Drive	50 mph	35 mph <u>2/</u>

Not Investigated:

<b>B</b> From: 0.12 mi west of SW Oregon Trail Drive To: 250' west of Martin Rd @ Rickreall Creek	50 mph	50 mph <u>2/</u>
--	--------	------------------

- 1/ City of Dallas  
2/ Polk County

Historical Background:

Investigation requested by: Fred Braun, Director of Public Works

Requested Speed: To create a 30 mph zone.

Previous Action: Established SZRP order 1410D dated August 12, 1998.

<u>Investigation:</u>	<u>Section A</u>	<u>Section B</u>
Section Length	0.77	Not Investigated
85% Speed	39.75 mph	
2005 Accident Rate*	0	
2005 Average Daily Traffic	8000	
Culture Type & Density	Moderate Residential	
Horizontal Alignment	Tangent	
Vertical Alignment	Mostly Level	
Curve Signs & Speed Rider	None	
Existing Posted Speed	25/40 mph	
Recommended Speed	35 mph	
* Accidents per Million Vehicle Miles		

<u>Roadway Data</u>	<u>Section A</u>	<u>Section B</u>
Surface	Bituminous	Not Investigated
Width	23' - 40'	
Lanes	2	
Parking	Partially Prohibited	
Shoulders	Mostly Curb & Gutter	
Intersecting Streets	5	
Paved	5	
Stopped	5	
Signalized	0	
Pedestrian	14	
Bikes	2	

<u>Accident Data:</u>	<u>Section A</u>	<u>Section B</u>
Study Period	01/01/03-12/31/05	Not Investigated
Total Accidents	0	
Injuries	0	
Fatalities	0	
2005 Accidents	0	
2005 Accident Rate (R)	0	
2005 State Rate (r) <u>1/</u>	-	
Deviation (R-r)	-	

<u>Spot Speed Data:</u>	<u>Section A</u>	<u>Section B</u>
85% Speed	39.75 mph	Not Investigated
Pace Limits <u>2/</u>	30 - 39 mph	
% in Pace	70.6%	
Maximum Speed	57 mph	
Posted Speed	25/40 mph	
% Exceeding Posted Speed	85.8/35.3	
Computed Speed <u>3/</u>	39.75 mph	
Recommended Speed	35 mph	

1/ No comparable state rate available

2/ Ten mile-per-hour range containing the largest number of sampled vehicles.

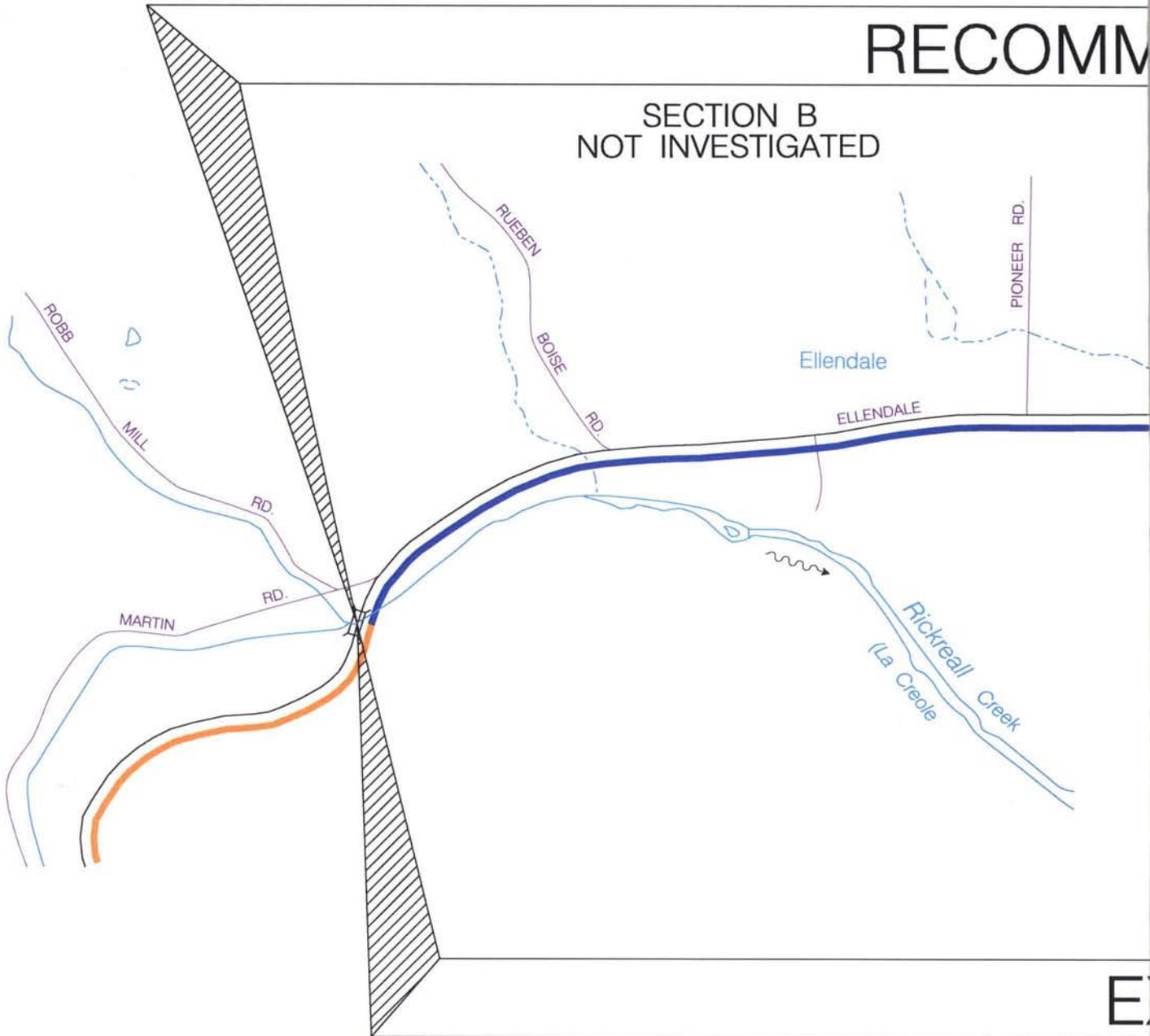
3/ 85% Speed minus deviation

Factors Influencing Recommendation: 85% Speed, pace limits, culture.

# WEST ELLENDALE AVENUE CITY OF DALLAS / POLK COU

RECOMM

SECTION B  
NOT INVESTIGATED



SCALE

800 0 800 1600 FEET

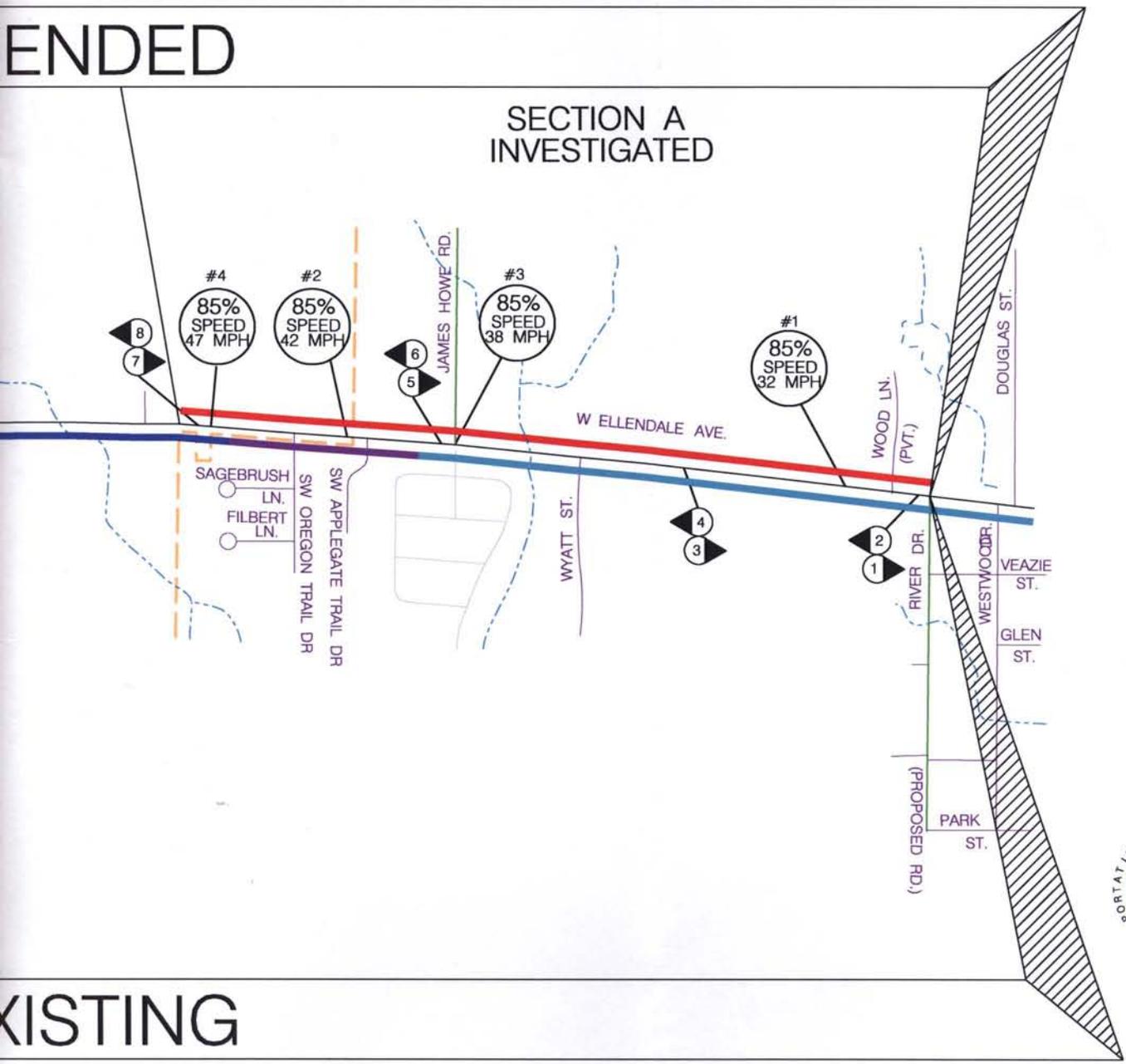
NTY

ENDED



### SECTION A INVESTIGATED

EXISTING

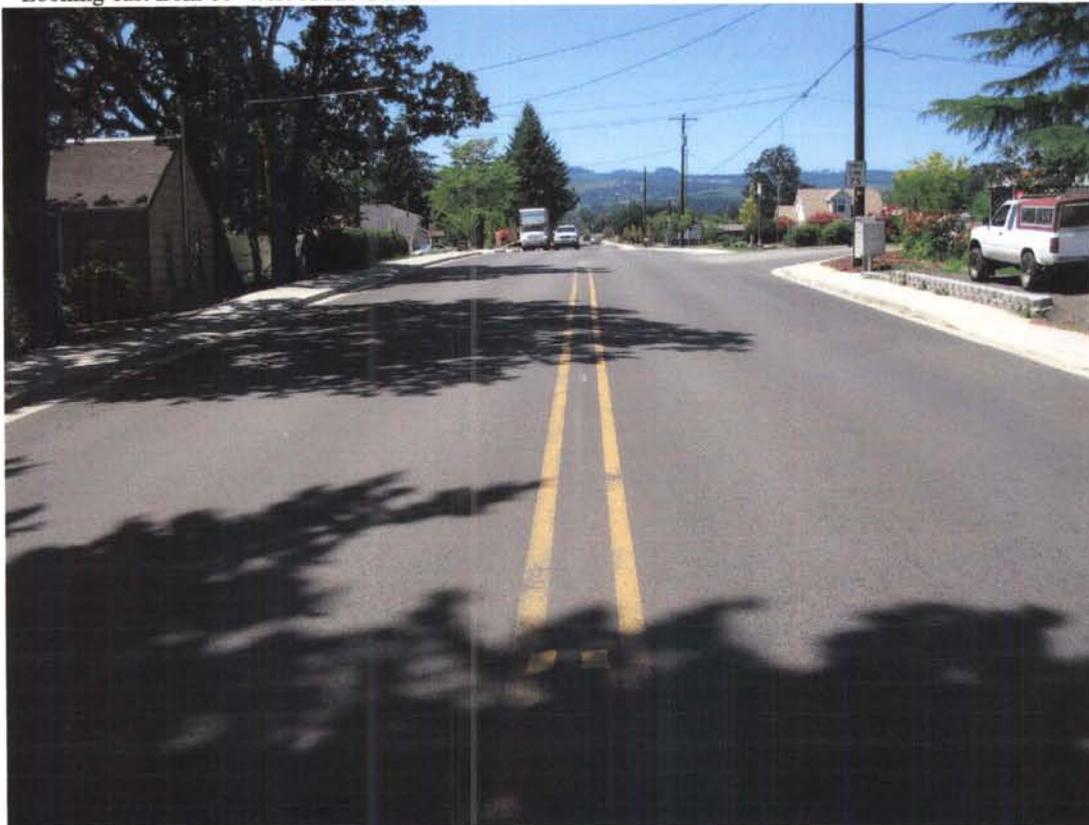


LEGEND	
	20 MPH
	25 MPH
	30 MPH
	35 MPH
	40 MPH
	45 MPH
	50 MPH
	55 MPH (STAT)
	CITY LIMITS

TYPICAL VIEWS  
WEST ELLENDALE AVENUE  
CITY OF DALLAS / POLK COUNTY  
OCTOBER 25, 2006



1. Looking east from 60' west of River Drive



2. Looking west from 60' west of River Drive

TYPICAL VIEWS  
WEST ELLENDALE AVENUE  
CITY OF DALLAS / POLK COUNTY  
OCTOBER 25, 2006



3. Looking east from 0.11 mi east of Wyatt Street



4. Looking west from 0.11 mi east of Wyatt Street

TYPICAL VIEWS  
WEST ELLENDALE AVENUE  
CITY OF DALLAS / POLK COUNTY  
OCTOBER 25, 2006



5. Looking east from 75' west of James Howe Road



6. Looking west from 75' west of James Howe Road

TYPICAL VIEWS  
WEST ELLENDALE AVENUE  
CITY OF DALLAS / POLK COUNTY  
OCTOBER 25, 2006



7. Looking east from 0.10 mi west of SW Oregon Trail Drive



8. Looking west from 0.10 mi west of SW Oregon Trail Drive



PELLEN1.txt

SpeedStat Version 2.3 11/96

Project ID : ELLEN1:48M  
 Street : ELLENDALE  
 Capture Zone : 250 W OF WOODS

Direction(s) : W-E  
 Posted Speed Limit: 25  
 Types of Vehicles : CARS-PICKUPS  
 Weather Conditions: SUNNY

\*\*\*\*\*

Filter Settings

Date Range : 06/20/06 Through 06/20/06  
 Time Range : 12:00:00A Through 12:00:00A  
 Direction(s) : Approaching & Departing  
 Types of Vehicles : All Vehicles

\*\*\*\*\*

Lowest Recorded Speed : 19                      15th Percentile : 25  
 Highest Recorded Speed : 38                      50th Percentile : 29  
 Average Speed : 28.6                              85th Percentile : 32  
 Vehicles Observed : 207                           95th Percentile : 35

10 MPH Pace Speed : 23 Through 32  
 Percent In Pace Speed : 85.0  
 Percent Under Pace Speed : 2.9  
 Percent Over Pace Speed : 12.1  
 Percent exceeding posted speed : 81.2

\*\*\*\*\*

SPEED	COUNT	PERCENT	CUM. %	SPEED	COUNT	PERCENT	CUM. %
15	0	0.0	0.0	28	28	13.5	48.8
16	0	0.0	0.0	29	22	10.6	59.4
17	0	0.0	0.0	30	26	12.6	72.0
18	0	0.0	0.0	31	21	10.1	82.1
19	1	0.5	0.5	32	12	5.8	87.9
20	0	0.0	0.5	33	9	4.3	92.3
21	1	0.5	1.0	34	5	2.4	94.7
22	4	1.9	2.9	35	5	2.4	97.1
23	10	4.8	7.7	36	4	1.9	99.0
24	9	4.3	12.1	37	1	0.5	99.5
25	14	6.8	18.8	38	1	0.5	100.0
26	18	8.7	27.5	39	0	0.0	100.0
27	16	7.7	35.3	40	0	0.0	100.0

PELLEN2.txt

SpeedStat Version 2.3 11/96  
 Project ID : ZELLEN:48M  
 Street : ELLENDALE  
 Capture Zone : 100' West of APPLGATE TRAIL DR  
 Direction(s) : W-E  
 Posted Speed Limit: 40  
 Types of Vehicles : CARS-PICKUPS  
 Weather Conditions: SUNNY

\*\*\*\*\*

Filter Settings  
 Date Range : 06/20/06 Through 06/20/06  
 Time Range : 12:00:00A Through 12:00:00A  
 Direction(s) : Approaching & Departing  
 Types of Vehicles : All Vehicles

\*\*\*\*\*

Lowest Recorded Speed : 24                      15th Percentile : 32  
 Highest Recorded Speed : 54                      50th Percentile : 37  
 Average Speed : 37.0                              85th Percentile : 42  
 Vehicles Observed : 200                           95th Percentile : 46  
 10 MPH Pace Speed : 32 Through 41  
 Percent In Pace Speed : 69.0  
 Percent Under Pace Speed : 13.0  
 Percent Over Pace Speed : 18.0  
 Percent exceeding posted speed : 23.5

\*\*\*\*\*

SPEED	COUNT	PERCENT	CUM.%	SPEED	COUNT	PERCENT	CUM.%
20	0	0.0	0.0	41	11	5.5	82.0
21	0	0.0	0.0	42	7	3.5	85.5
22	0	0.0	0.0	43	5	2.5	88.0
23	0	0.0	0.0	44	3	1.5	89.5
24	1	0.5	0.5	45	6	3.0	92.5
25	1	0.5	1.0	46	6	3.0	95.5
26	2	1.0	2.0	47	3	1.5	97.0
27	3	1.5	3.5	48	0	0.0	97.0
28	3	1.5	5.0	49	3	1.5	98.5
29	5	2.5	7.5	50	0	0.0	98.5
30	5	2.5	10.0	51	0	0.0	98.5
31	6	3.0	13.0	52	0	0.0	98.5
32	17	8.5	21.5	53	2	1.0	99.5
33	10	5.0	26.5	54	1	0.5	100.0
34	14	7.0	33.5	55	0	0.0	100.0
35	17	8.5	42.0	56	0	0.0	100.0
36	12	6.0	48.0	57	0	0.0	100.0
37	15	7.5	55.5	58	0	0.0	100.0
38	17	8.5	64.0	59	0	0.0	100.0
39	17	8.5	72.5	60	0	0.0	100.0
40	8	4.0	76.5				

PELLEN3.txt

SpeedStat Version 2.3 11/96  
 Project ID : 3ELLEN:48M  
 Street : ELLENDALE  
 Capture Zone : AT JAMES HOWE RD  
 Direction(s) : W-E  
 Posted Speed Limit: 25  
 Types of Vehicles : CARS-PICKUPS  
 Weather Conditions: SUNNY

\*\*\*\*\*

Filter Settings  
 Date Range : 06/22/06 Through 06/22/06  
 Time Range : 12:00:00A Through 12:00:00A  
 Direction(s) : Approaching & Departing  
 Types of Vehicles : All Vehicles

\*\*\*\*\*

Lowest Recorded Speed : 20                      15th Percentile : 26  
 Highest Recorded Speed : 49                      50th Percentile : 32  
 Average Speed : 32.3                              85th Percentile : 38  
 Vehicles Observed : 226                           95th Percentile : 42

10 MPH Pace Speed : 28 Through 37  
 Percent In Pace Speed : 66.8  
 Percent Under Pace Speed : 18.1  
 Percent Over Pace Speed : 15.0  
 Percent exceeding posted speed : 90.3

\*\*\*\*\*

SPEED	COUNT	PERCENT	CUM.%	SPEED	COUNT	PERCENT	CUM.%
15	0	0.0	0.0	36	13	5.8	81.9
16	0	0.0	0.0	37	7	3.1	85.0
17	0	0.0	0.0	38	6	2.7	87.6
18	0	0.0	0.0	39	5	2.2	89.8
19	0	0.0	0.0	40	5	2.2	92.0
20	1	0.4	0.4	41	4	1.8	93.8
21	3	1.3	1.8	42	7	3.1	96.9
22	2	0.9	2.7	43	4	1.8	98.7
23	6	2.7	5.3	44	0	0.0	98.7
24	6	2.7	8.0	45	1	0.4	99.1
25	4	1.8	9.7	46	0	0.0	99.1
26	13	5.8	15.5	47	0	0.0	99.1
27	6	2.7	18.1	48	0	0.0	99.1
28	6	2.7	20.8	49	2	0.9	100.0
29	19	8.4	29.2	50	0	0.0	100.0
30	11	4.9	34.1	51	0	0.0	100.0
31	21	9.3	43.4	52	0	0.0	100.0
32	27	11.9	55.3	53	0	0.0	100.0
33	19	8.4	63.7	54	0	0.0	100.0
34	14	6.2	69.9	55	0	0.0	100.0
35	14	6.2	76.1				

PELLEN4.txt

SpeedStat Version 2.3 11/96

Project ID : ELL4:48M  
Street : W ELLENDALE RD  
Capture Zone : 450 W OREGONTRAIL

Direction(s) : E-W  
Posted Speed Limit: 40  
Types of Vehicles : CARS-PICKUPS  
Weather Conditions: COLD-SUNNY

\*\*\*\*\*

Filter Settings

Date Range : 10/30/06 Through 10/30/06  
Time Range : 12:00:00A Through 12:00:00A  
Direction(s) : Approaching & Departing  
Types of Vehicles : All Vehicles

\*\*\*\*\*

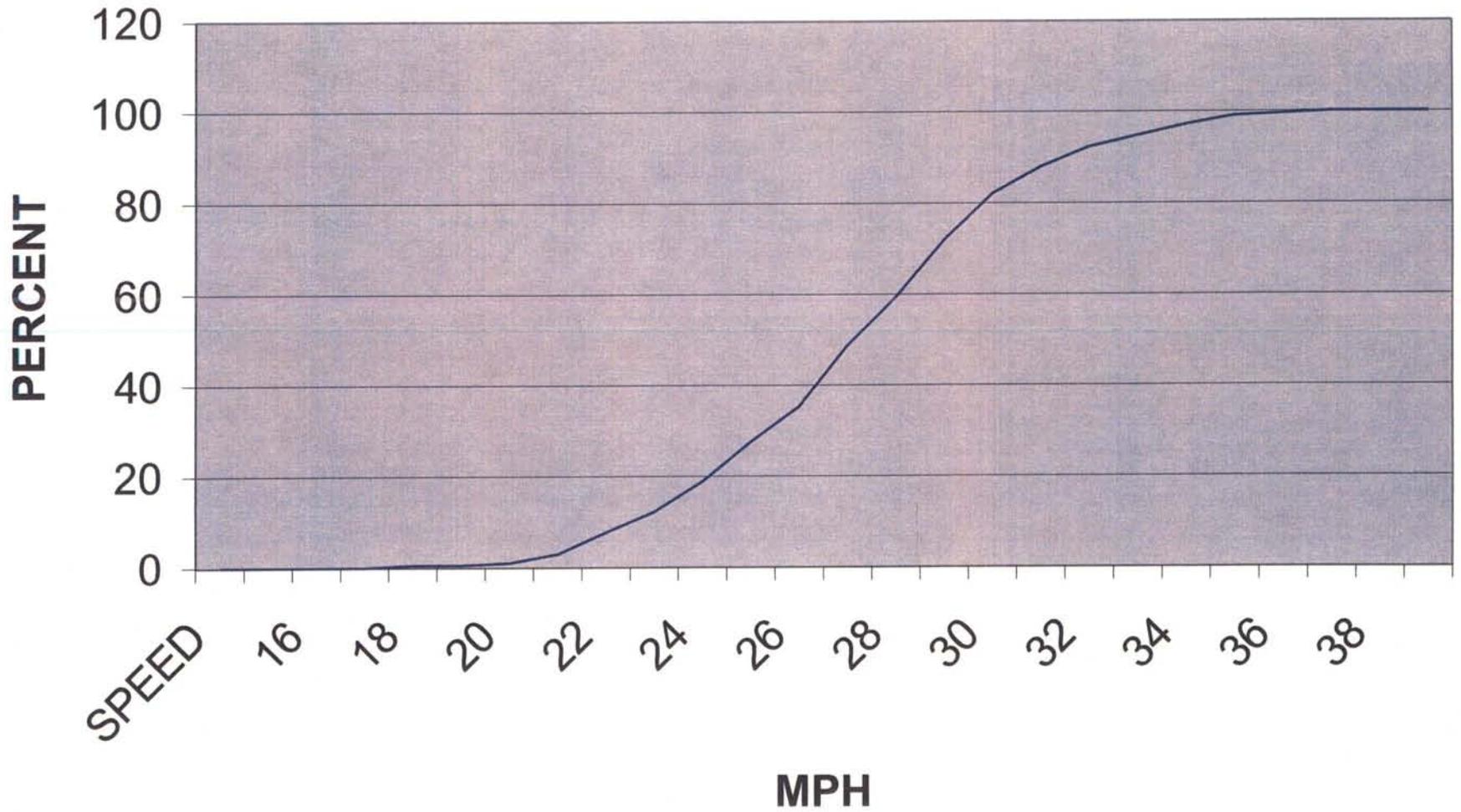
Lowest Recorded Speed : 28                      15th Percentile : 35  
Highest Recorded Speed : 57                      50th Percentile : 40  
Average Speed : 40.7                              85th Percentile : 47  
Vehicles Observed : 224                           95th Percentile : 51

10 MPH Pace Speed : 35 Through 44  
Percent In Pace Speed : 61.6  
Percent Under Pace Speed : 13.4  
Percent Over Pace Speed : 25.0  
Percent Exceeding Posted Speed : 47.3

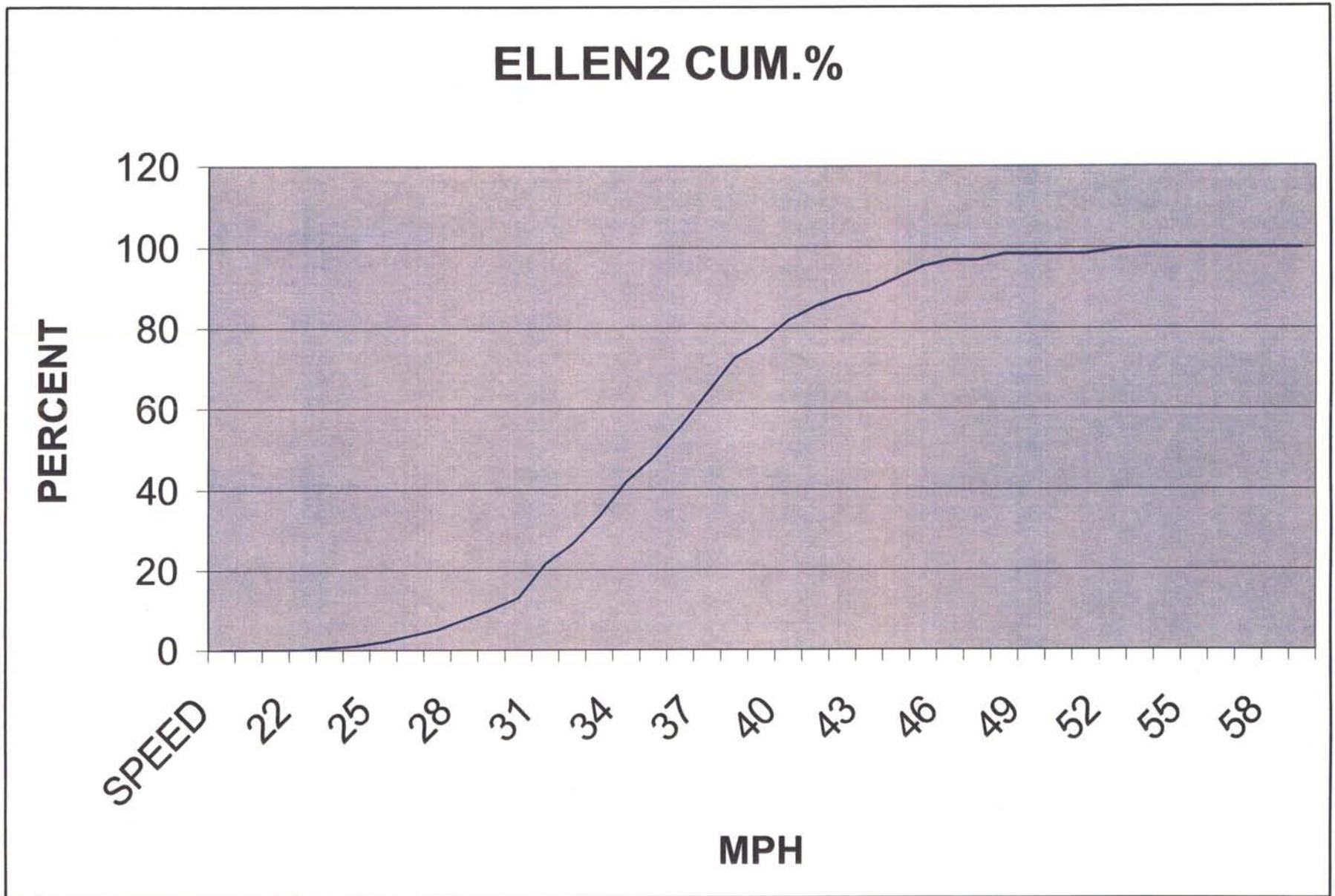
\*\*\*\*\*

SPEED	COUNT	PERCENT	CUM.%	SPEED	COUNT	PERCENT	CUM.%
25	0	0.0	0.0	46	11	4.9	83.9
26	0	0.0	0.0	47	10	4.5	88.4
27	0	0.0	0.0	48	6	2.7	91.1
28	2	0.9	0.9	49	6	2.7	93.8
29	2	0.9	1.8	50	1	0.4	94.2
30	6	2.7	4.5	51	2	0.9	95.1
31	4	1.8	6.3	52	2	0.9	96.0
32	1	0.4	6.7	53	3	1.3	97.3
33	9	4.0	10.7	54	2	0.9	98.2
34	6	2.7	13.4	55	1	0.4	98.7
35	12	5.4	18.8	56	1	0.4	99.1
36	10	4.5	23.2	57	2	0.9	100.0
37	12	5.4	28.6	58	0	0.0	100.0
38	15	6.7	35.3	59	0	0.0	100.0
39	18	8.0	43.3	60	0	0.0	100.0
40	21	9.4	52.7	61	0	0.0	100.0
41	19	8.5	61.2	62	0	0.0	100.0
42	12	5.4	66.5	63	0	0.0	100.0
43	9	4.0	70.5	64	0	0.0	100.0
44	10	4.5	75.0	65	0	0.0	100.0
45	9	4.0	79.0				

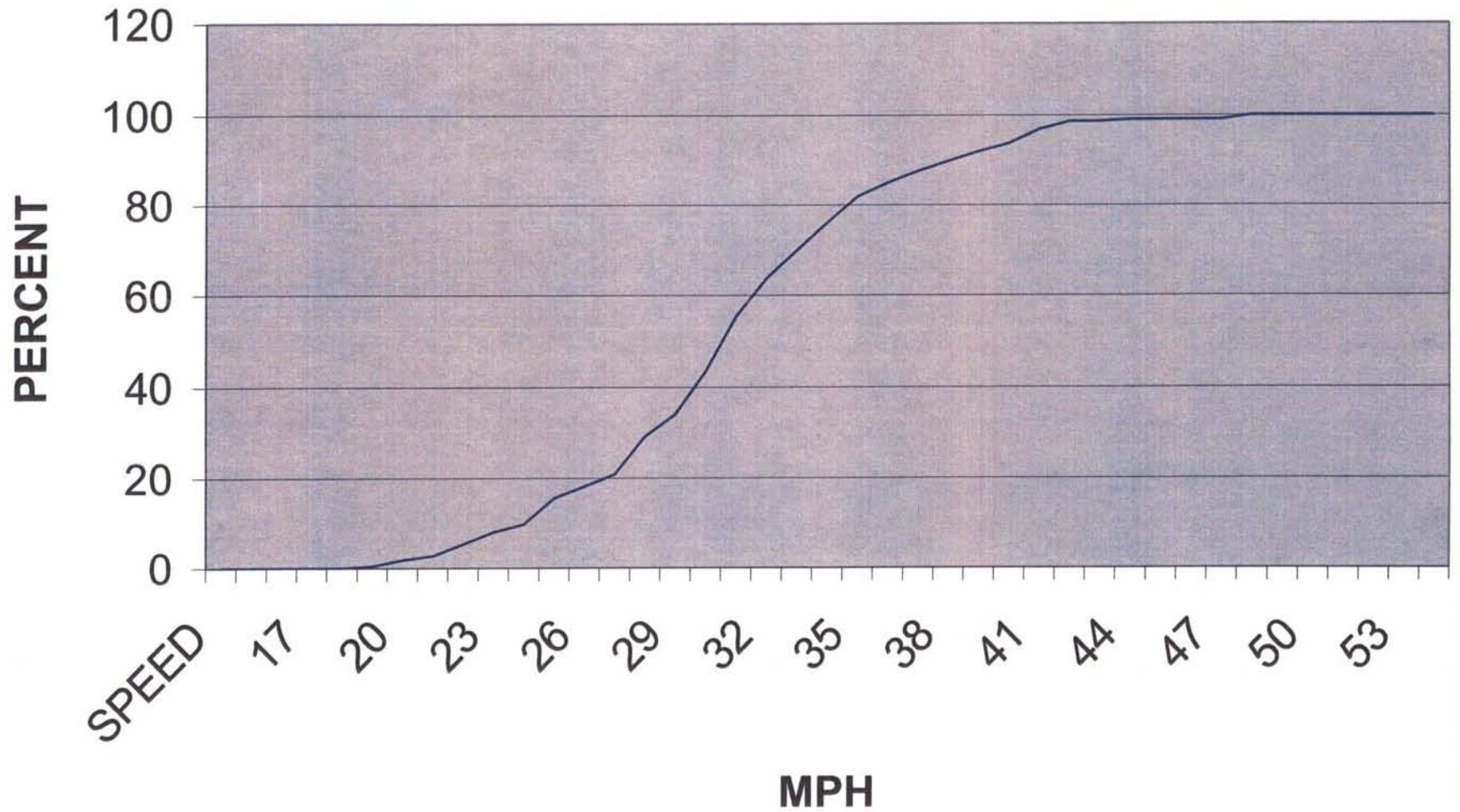
# ELLEN1 CUM.%



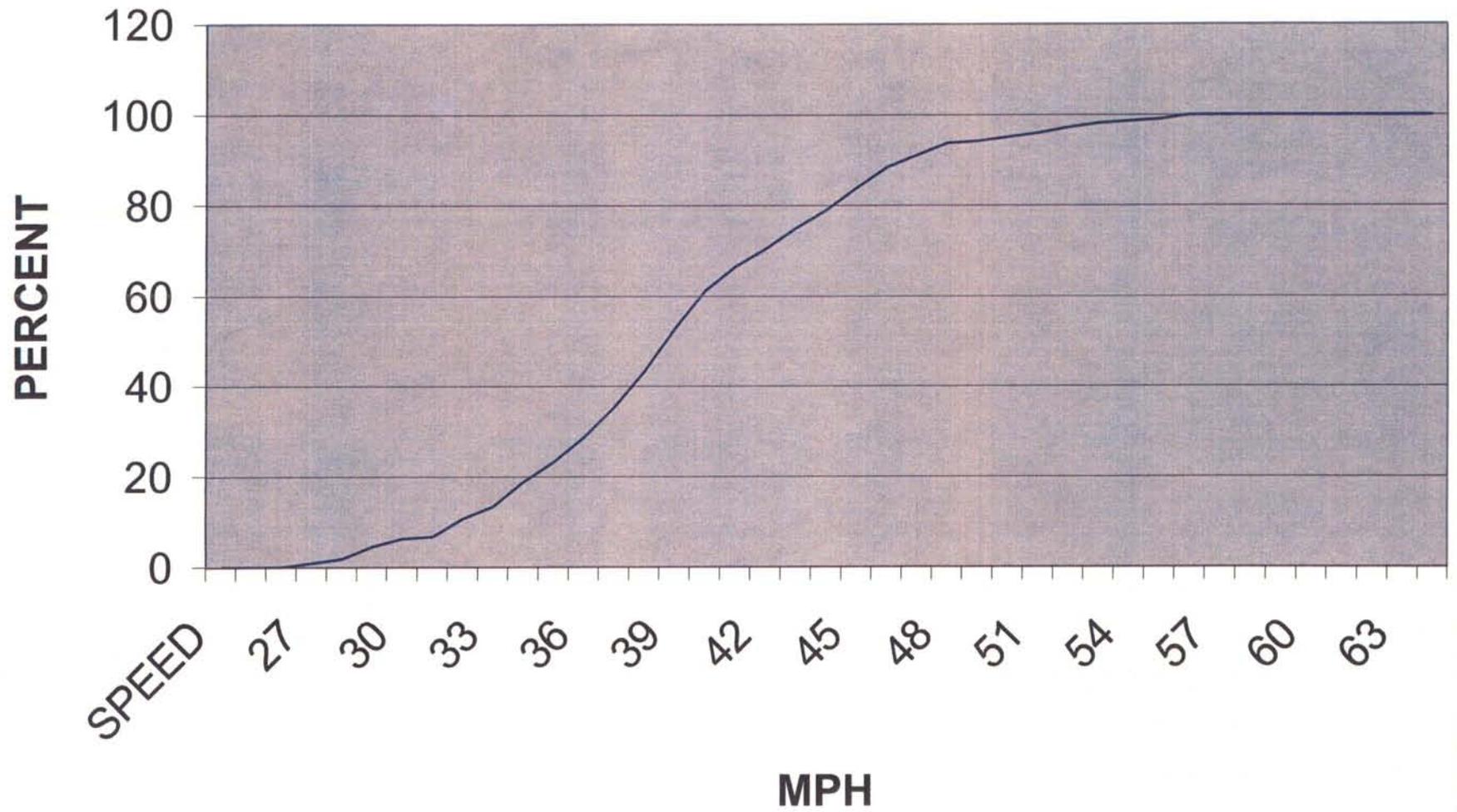
# ELLEN2 CUM.%



# ELLEN3 CUM.%



# ELLEN4 CUM.%



## COMMUNITY DEVELOPMENT DEPARTMENT

<b>City Manager</b> Roger Jordan <b>Director</b> Jerry Wyatt <b>Executive Secretary</b> Laurie Roberts	<b>Building &amp; Grounds</b> Ken Stoller
<b>Building Official</b> Ted Cuno <b>Building Inspectors</b> Ken Frederic    Troy Skinner	<b>Commercial Area Redevelopment Manager</b> John Swanson <b>Industrial Redevelopment Manager</b> Kevin Watson

### Monthly Report November 2006

The Community Development Department continued to provide services related to the physical development and growth of the community. The Department worked with citizens, organizations, utility companies and other departments to plan for the orderly growth of Dallas in a variety of ways. The Department operates within the city structure, which is committed to managing growth efficiently, and effectively using public and private resources, and achieving a balance between public and private development goals.

#### 2006 Land Use Applications

	Signs	Home Occupations	Conditional Uses	Variances	Partitions / Replats	Subdivisions	Street Plans	Annexations	Zone Changes
Nov 2006	2	1	1	0	3	2	0	0	0
<b>YTD 2006</b>	16	10	7	11	9	9	0	1	3
Nov 2005	2	1	0	0	0	1	0	0	0
<b>Total 2005</b>	18	6	7	4	2	6	1	5	5

#### Building Department:

Number of Inspections and Site Visits per Month												
	Jan	Feb	Mar	April	May	June	July	Aug	Sept.	Oct.	Nov.	Dec
<b>2006</b>												
Inspections	425	508	664	556	683	692	472	578	661	697	376	
Site Visits	157	257	307	260	305	310	228	228	320	348	226	
<b>2005</b>												
Inspections	245	235	306	271	301	370	293	476	545	490	305	405
Site Visits	145	149	161	155	172	210	171	228	236	231	155	177
<b>2004</b>												
Inspections	146	284	370	352	392	426	420	417	417	355	306	353
Site Visits	104	163	211	192	223	232	242	228	241	206	192	203

2006 Building Permits Summary						
Permit Use	Nov 2006	Nov 2005	2006 YTD Total	2005 Total Annual Summary	2006 Valuation through November	2005 Total Annual Valuation
New Single Family	2	0	131	171	27,105,229	\$ 33,479,636
New Duplex's	0	0	4	4	1,014,008	915,649
New Multifamily	0	0	1	0	3,328,885	0
Residential Remodel	1	2	54	40	1,054,519	1,058,694
Residential Accessory Bldg.	0	0	10	12	219,332	180,521
New Commercial	0	2	5	6	4,106,536	1,490,164
Commercial Remodel	0	0	31	14	1,513,685	1,134,875
New Industrial	0	0	0	1	0	220,832
Industrial Remodel	0	0	1	1	67,323	91,612
Public Bldg.	0	0	2	1	59,440	5,596
Mobile Home Accessory	0	1	1	1	9,136	3,662
Misc. / No Fee Permits	0	1	5	1	0	17,293
<b>Total All Categories</b>	3	6	245	252	38,478,094	\$ 38,598,532

**TYPE II APPLICATIONS - STATUS**

DATE	APPLICANT	ADD #	DIR	STREET	NOTIFIED NEIGHBORS	APPROVED	NOTES
02/14/06	Greenridge Construction	322	NW	Reed Ln	Yes 2/3	Yes	36.06% lot coverage
02/27/06	Tom Schmidt	1428	SE	Hawthorne Ave	Yes 2/14	Yes	36.02% lot coverage
03/09/06	Richard Gwyn	703	NE	Friesen Ct	Yes 2/24	Yes	22'-8" rear setback
03/13/06	Weigel Homes	607	NE	Kersey Dr	Yes 3/2	Yes	38% lot coverage
04/03/06	JDC Homes	1136	SW	Irick Ct	Yes 3/20	Yes	24'-6" roof height
04/03/06	Ridge View	347	NW	Reed Ln	Yes 3/21	Yes	37.37% lot coverage
04/03/06	Boylan Construction	610	NW	Reed Ln	Yes 3/22	Yes	37% lot coverage, 13'-6" street side setback
04/04/06	Tony Nunes	1404	SE	Hawthorne Ave	Yes 3/21	Yes	22'-6" rear setback
04/10/06	Weigel Homes	439	NW	Fairhaven Ln	Yes 3/30	Yes	26'-4" roof height
05/09/06	Michael Schilling	1383	SE	Hawthorne Ave	Yes 4/28	Yes	38% lot coverage
06/15/06	Weigel Homes	463	NW	Fairhaven Ln	Yes 5/30	Yes	22'-6" rear setback
07/11/06	AFB Enterprises Inc	1431	SW	11th St	Yes 6/29	Yes	35.5% lot coverage, 4'-6" side setbacks
08/18/06	Roth Built, Inc.	558	SE	Syron St.	Yes 8/7/06	Yes	25'-6" roof height
08/18/06	Roth Built, Inc.	531	SE	Mifflin St.	Yes 8/7/06	Yes	25'-6" roof height
08/18/06	Roth Built, Inc.	545	SE	Mifflin St.	Yes 8/7/06	Yes	25'-6" roof height
08/21/06	Roth Built, Inc.	533	SE	Mifflin St.	Yes 8/7/06	Yes	25'-6" roof height
08/21/06	Schmidt, Tom	1412	SE	Hawthorne Ave	Yes 8/7/06	Yes	38.5% lot coverage
08/28/06	Roth Built, Inc.	522	SE	Mifflin St.	Yes 8/17/06	Yes	22'-6" rear setback
08/28/06	Roth Built, Inc.	528	SE	Mifflin St.	Yes 8/17/06	Yes	22'-6" rear setback
08/28/06	Roth Built, Inc.	532	SE	Mifflin St.	Yes 8/17/06	Yes	22'-6" rear setback
09/06/06	Roth Built, Inc.	515	SE	Mifflin St.	Yes 8/24/06	Yes	25'-6" roof height
09/06/06	Beverly Brophy	165	SW	Westwood Dr.	Yes 8/21/06	Yes	16'-6" roof height on accessory building
10/06/06	No apps						
11/06/06	No apps						

## DALLAS AQUATIC CENTER

<b>City Manager</b> Roger Jordan	<b>Supervisor</b> Tina Paul
<b>Director</b> Jerry Wyatt	

The Dallas Aquatic Center continued to provide services related to the daily operations of the facility and its patrons. The Department worked with citizens and organizations to ensure safe and enjoyable aquatic recreation, skilled instruction, productive meetings, and various other recreational community activities and programs.

### Monthly Report for November 2006

Units	2006	2005	2004	2003	2002
Admissions	2,664	3,173	2,699	2,495	2,465
Annual Memberships Passes	6	7	6	6	3
Coupon Books	48	43	36	26	21
Water Aerobic Passes	26	17	28	43	0
Gift certificates	3	1	12	0	2
Pro Shop	112	97	118	87	115
Concessions	1,945	1,719	1,373	1,249	112
Pass Redemption	627	551	37	340	0
Middle School	0	31	6	52	0
Special Events	0	0	0	0	0
Rentals	36	0	0	0	0

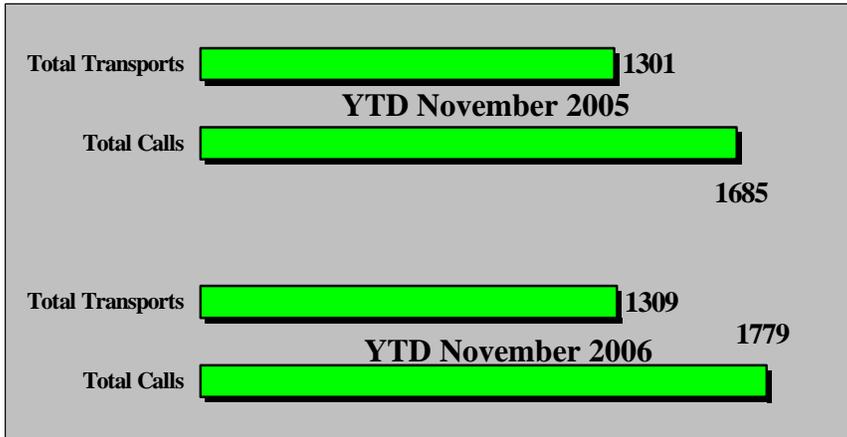
2006 Net Sales	2006	2005	2004	2003	2002
Admissions \$	11,356	9,233	7,470	7,910	6,437
Annual Memberships Passes	1,350	1,575	2,263	2,413	2,050
Coupon Books	2,970	2,675	2,260	1,636	1,496
Water Aerobic Passes	1,224	842	1,295	4,274	0
Gift certificates	30	35	135	0	20
Pro Shop	1,089	714	1,297	1,004	1,166
Concessions	1,938	1,668	1,235	1,182	1,132
Pass Redemption	0	0	0	0	0
Middle School	0	590	1,280	0	0
Special Events	0	0	0	0	0
<b>\$</b>	<b>19,957</b>	<b>17,332</b>	<b>17,235</b>	<b>18,419</b>	<b>12,301</b>

Difference      \$2,625

### Fiscal Year Net Sales

	2006	2005	2004	2003	2002
July	\$ 37,745	\$ 36,149	\$ 39,272	\$ 32,626	\$ 28,695
August	34,538	36,455	34,704	26,093	27,711
September	23,429	20,497	17,603	9,161	7,351
October	20,678	19,655	19,303	17,941	8,770
November	19,957	17,332	17,235	18,419	12,301
December		16,804	19,271	13,718	13,185
	<b>2007</b>	<b>2006</b>	<b>2005</b>	<b>2004</b>	<b>2003</b>
January		26,019	25,551	19,224	15,372
February		27,321	25,304	22,533	14,215
March		30,594	32,541	29,149	21,518
April		27,095	26,937	22,714	24,249
May		26,172	22,775	20,053	13,377
June		35,007	29,428	30,179	21,724
Fiscal YTD	\$136,347	\$ 319,100	\$ 309,924	\$ 261,810	\$ 208,468

## *City of Dallas Fire and EMS Departments*



### *City Council Report November 2006*

#### *Pre-hospital Services*

For the month of October, 24% of the services provided did not require the patient to be transported to a medical facility. Total calls for the month of November was 150 with 115 patients transported.

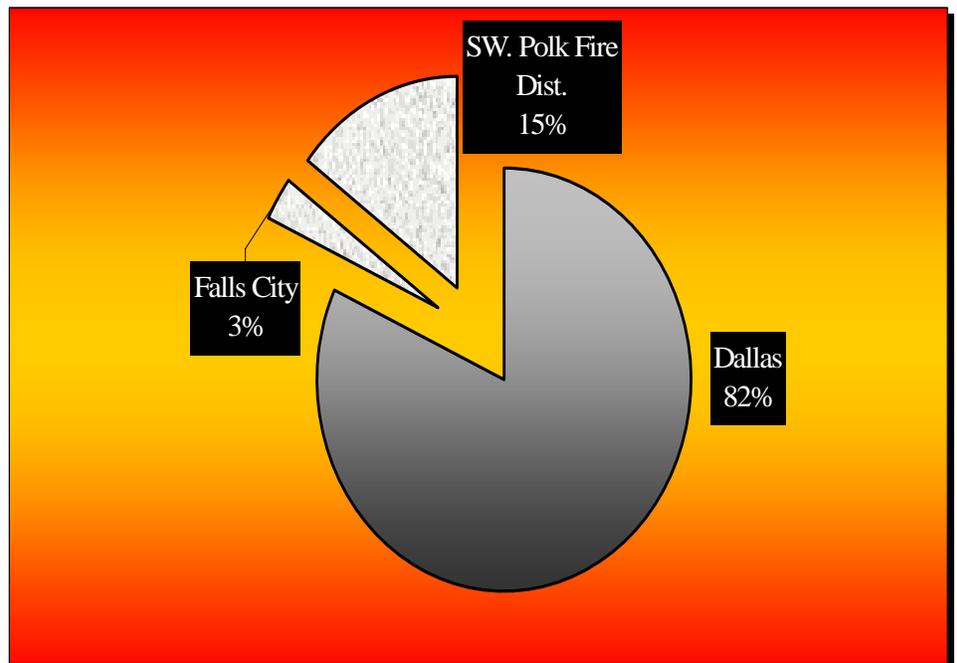
### *Originating Location for Ambulance Services*

The ambulance service responded to 1 requests for mutual aid to other Fire/EMS agencies within the Marion, Polk and Yamhill County regions.

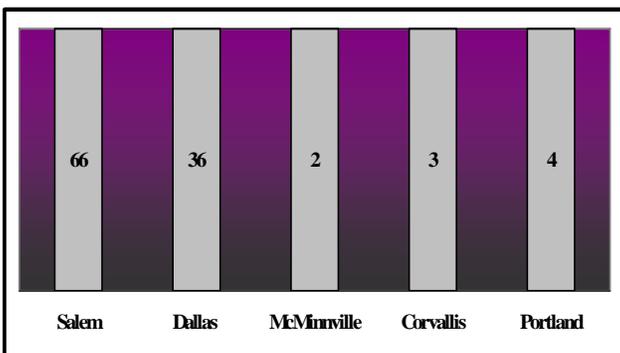
#### *Average Response Time*

*From time of notification to the ambulance arriving at the scene, serving a 350 sq. mile area from the Dallas Station.*

7:26 Minutes



*Ambulance transports to area hospitals for November 2006*

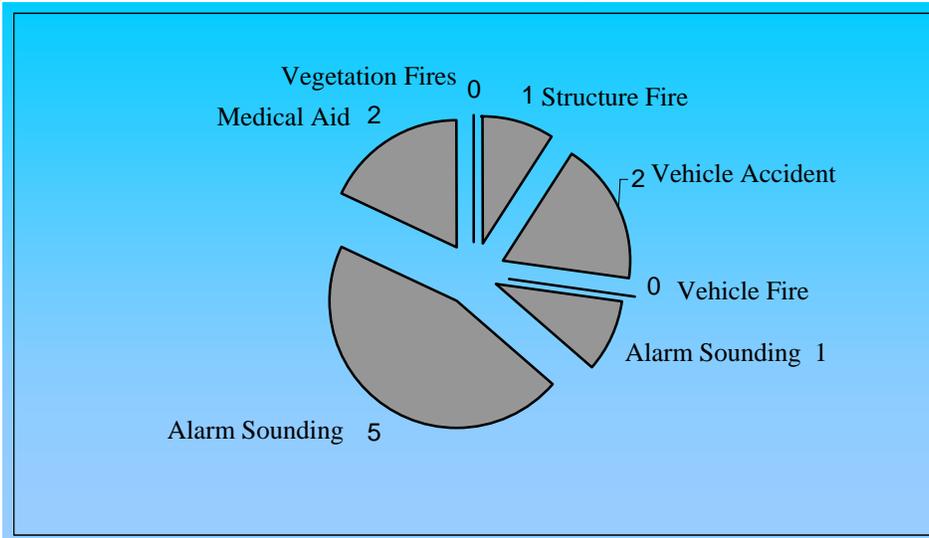


#### *Points of Interest for November*

*Average call time was 1hr. and 13 minutes.  
Medic 101 responded to 123 calls  
Medic 102 responded to 27 calls  
Medic 103 responded to 0 call  
87% percent of patients required Advanced Life Support services*

# Fire Department Run Report for November 2006

## City Fire Responses



Total responses for the City of Dallas Fire Department. Responses are divided between the SW Rural Fire District and the City of Dallas. Graphs demonstrate total responses from the Dallas Fire Station only.

The City of Dallas Station had 18 calls within the City of Dallas City limits for the month of November. Responses to illegal or burn complaints and smoke investigations are not shown on the chart.

The City of Dallas Station had 27 calls serving the SW Polk Service area for the month of November.

For the month of November. Total personnel hours for services provided by the volunteers.

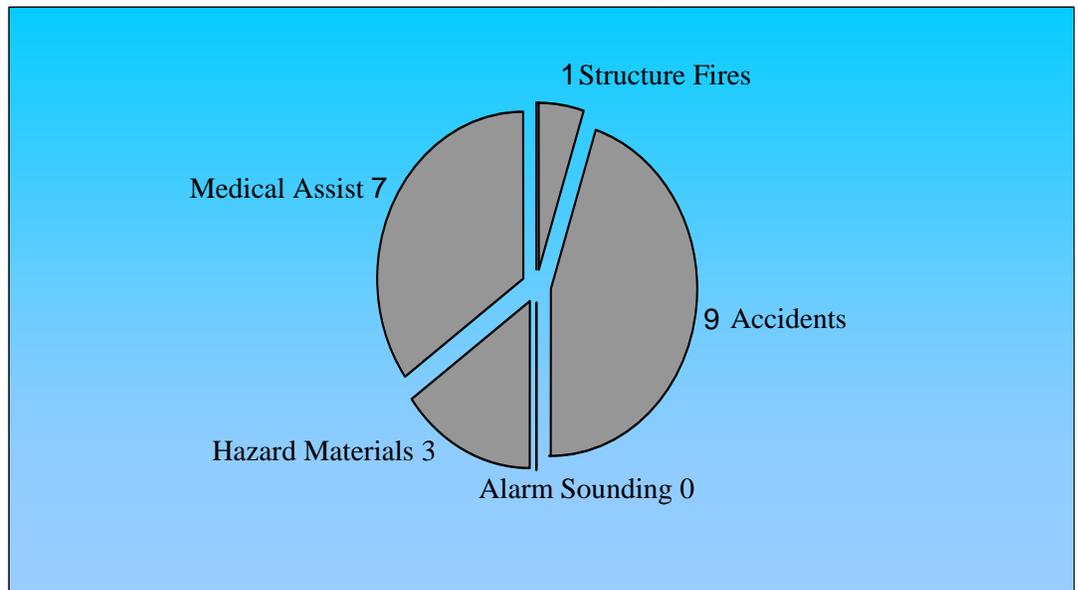
**\*1079 total hours**

**\*20 hours per volunteer**

\*Hours include training, drill time and fire response.

Responses to illegal or burn complaints and smoke investigations are not shown on the chart.

## Rural Fire Responses



## MEMORANDUM

**To:** Roger Jordan, City Manager  
**From:** Donna Zehner, Library Director  
**Re:** Monthly Report, November 2006  
**Date:** December 19, 2006

The month of November found 752 patrons using the Library's Internet workstations. This service continues to be quite popular with our patrons. For those needing assistance before the next workshop, arrangements will be made for volunteers and interested students to meet one-on-one.

The month of November found the Children's Room bustling with energy as the Fall Sessions of both Infant/Toddler and Preschool Story times continue. Story time attendance brought in 228 young people. Class/Daycare visits accounted for 37 young ones hearing stories and learning about the Library. In addition, special programs brought in another 14 children and young adults to the Library. In all, 279 young people participated in events at the Library during November. The Children's Room continues to be a happening place for the young people in our community.

The EBSCO full-text periodical database continues to be a popular resource, with patrons finding it easy to use. November statistics show a steady use of this user-friendly, multi-use database. A total of 69 searches were conducted this past month. As expected, use of this database increases during the school year.

The Reference Desk remains active, with a total of 912 questions being answered this month. Working on a variety of projects, our volunteers donated a total of 306.5 hours during the month of November.

## CIRCULATION STATISTICS

<b>ADULT</b>	<b>November 2006</b>	<b>November 2005</b>	<b>Year to Date 2006</b>
<b>Non-Fiction</b>	<b>1660</b>	<b>1606</b>	<b>17,629</b>
<b>Fiction</b>	<b>2364</b>	<b>2039</b>	<b>24,738</b>
<b>New Books</b>	<b>2306</b>	<b>2542</b>	<b>26,263</b>
<b>Paperbacks</b>	<b>673</b>	<b>772</b>	<b>7908</b>
<b>Periodicals</b>	<b>286</b>	<b>403</b>	<b>3,511</b>
<b>Sound Recordings</b>	<b>249</b>	<b>267</b>	<b>2139</b>
<b>Books on Tape</b>	<b>370</b>	<b>445</b>	<b>4708</b>
<b>Videotapes</b>	<b>411</b>	<b>593</b>	<b>5420</b>
<b>DVDs</b>	<b>274</b>	<b>358</b>	<b>3420</b>
<b>Media Bags</b>	<b>459</b>	<b>574</b>	<b>5364</b>
<b>CD-ROMS</b>	<b>10</b>	<b>2</b>	<b>46</b>
<b>ILL (in)</b>	<b>2</b>	<b>0</b>	<b>18</b>
<b>ILL (out)</b>	<b>1</b>	<b>0</b>	<b>4</b>
<b>NVL loans (in)</b>	<b>1</b>	<b>0</b>	<b>14</b>
<b>NVL loans (out)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Internet Workstations</b>	<b>752</b>	<b>770</b>	<b>10,397</b>
<b>Equipment</b>	<b>45</b>	<b>39</b>	<b>521</b>
<b>Adult Total</b>	<b>9863</b>	<b>10,410</b>	<b>112,100</b>
<b>CHILDREN'S</b>			
<b>Non-Fiction</b>	<b>631</b>	<b>680</b>	<b>6615</b>
<b>Fiction</b>	<b>2148</b>	<b>2184</b>	<b>22,013</b>
<b>New Books</b>	<b>140</b>	<b>309</b>	<b>2257</b>
<b>Periodicals</b>	<b>74</b>	<b>50</b>	<b>819</b>
<b>Sound Recordings</b>	<b>63</b>	<b>68</b>	<b>668</b>
<b>Books on Tape</b>	<b>218</b>	<b>286</b>	<b>2323</b>
<b>Videotapes</b>	<b>352</b>	<b>526</b>	<b>4078</b>
<b>DVDs</b>	<b>145</b>	<b>85</b>	<b>1122</b>
<b>CD-ROMS</b>	<b>52</b>	<b>48</b>	<b>623</b>
<b>CD-ROMS (in house)</b>	<b>91</b>	<b>133</b>	<b>1124</b>
<b>Children's Total</b>	<b>3914</b>	<b>4369</b>	<b>41,642</b>
<b>Remote Renewals</b>	<b>622</b>	<b>828</b>	<b>6644</b>
<b>Monthly Total</b>	<b>14,399</b>	<b>15,607</b>	<b>160,356</b>

**REGISTERED PATRONS – November 2006**

City Residents	
<b>Adult</b>	<b>5498</b>
Child	<b>1660</b>
<b>YA (12-17)</b>	<b>944</b>
Total	8102
Non-Resident – Fee	
<b>Adult</b>	<b>417</b>
Child	<b>72</b>
<b>YA (12-17)</b>	<b>112</b>
Total Fee	601
Non-Resident –Restricted	
<b>Adult</b>	<b>1353</b>
Child	<b>453</b>
<b>YA (12-17)</b>	<b>226</b>
<b>Kids Card</b>	<b>475</b>
Total Restricted	2507
Non-Resident Total	3108
Total Registered Patrons	11,210

**ADDITIONAL ACTIVITY**

	November 2006	November 2005	Year to Date 2006
Non-Resident User Fees	<b>\$ 460.00</b>	<b>\$ 330.00</b>	<b>\$ 6540.00</b>
Fines Collected	<b>\$ 898.81</b>	<b>\$ 1081.41</b>	<b>\$ 11,918.72</b>
Photocopies	<b>\$ 54.65</b>	<b>\$ 43.60</b>	<b>\$ 982.87</b>
Reference Questions	<b>912</b>	<b>1533</b>	<b>14,188</b>
Volunteer Hours	<b>306.5</b>	<b>153.5</b>	<b>2627.5</b>

# MEMORANDUM

## ***DALLAS POLICE DEPARTMENT MONTH OF NOVEMBER '06***

**TO: ROGER JORDAN**

**January 2, 2007**

**FROM: CHIEF JIM HARPER**

*Some of the current trends and observations are:*

- Colby Hamilton is nearing the end of his training at the Oregon Public Safety Academy (DPSST) in Salem. The Academy staff report he is doing well.
- Shawn Todd is continuing to work through the first portion of his Field Training and Evaluation Program (FTEP), and looks forward to starting at the Oregon Public Safety Academy in early January.
- The remodel is moving along. Most of the painting has been completed, and ceiling framework is installed.

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

20 Speeding Violations  
17 License Violation  
26 Insurance Violations  
04 Safety Violations  
47 Other

**Investigations by this Department**

04	Assaults	Clear by Arr	04
52	Animal Offenses (general)	Clear by Arr	06
04	Burglaries	Clear by Arr	02
01	Carrying Concealed Weapon	Clear by Arr	01
02	Curfew	Clear by Arr	02
15	Criminal Mischief	Clear by Arr	02
04	Disorderly Conduct	Clear by Arr	04
08	DUII	Clear by Arr	08
06	Drug Offenses	Clear by Arr	05
03	Driving While Suspended	Clear by Arr	03
04	Fail Carry Present License	Clear by Arr	04
03	Drinking in Public	Clear by Arr	02
06	Forgery	Clear by Arr	06
04	Furnishing Alcohol Minor	Clear by Arr	04
02	Hit & Run	Clear by Arr	02
01	Harassment	Clear by Arr	01
01	Interference Police	Clear by Arr	01
01	Offensive Littering	Clear by Arr	01
12	Minor in Possession	Clear by Arr	12
02	Prohibited Exposure	Clear by Arr	02
01	Rape I	Clear by Arr	pend
01	Reckless Driving	Clear by Arr	01
01	Recklessly Endangering	Clear by Arr	01
02	Resisting Arrest	Clear by Arr	02
01	Restraining Order Vio	Clear by Arr	01
05	Runaway	Clear by Arr	05
01	Sexual Misconduct	Clear by Arr	pend
01	Sex Abuse I	Clear by Arr	pend
01	Sex Abuse III	Clear by Arr	pend
20	Thefts	Clear by Arr	08
03	Trespass	Clear by Arr	01
17	Warrants	Clear by Arr	17
61	Assist Public		
39	Assist Law		
22	Suspicious Activity		
13	Suspicious Vehicles		

- 07 Suspicious Persons
- 22 Disturbances
- 20 911 Hangup
- 08 Welfare Checks
- 09 Assist Traffic
- 10 False Alarms
- 12 Civil Complaints
- 12 Noise Complaints
- 18 FIR (Field Investigation Report)
- 10 Accidents

**Arrests by this Department**

- 04 Assaults
- 06 Animal Offenses
- 02 Criminal Mischief
- 02 Curfew
- 04 Disorderly Conduct
- 06 Drug Offenses
- 11 DUII's
- 03 Driving While Suspended
- 02 Eluding Police Officer
- 02 Escape
- 04 Fail Carry Present License
- 03 Drinking in Public
- 02 Forgery
- 02 Furnishing Alcohol Minor
- 02 Harassment
- 02 Hit & Run
- 03 Interfere Police
- 01 Menacing
- 08 Minor In Possession
- 01 Reckless Driving
- 01 Recklessly Endangering
- 05 Runaway
- 08 Thefts
- 01 Trespass
- 17 Warrants
- 100 TOTAL ARRESTS**

**Arrests for Nov '05: 106**

**JUVENILES**

Thirteen juveniles were referred to Juvenile Authorities for their actions.

**CALLS FOR SERVICE:**

**857 TOTAL**  
212 Incident Case Numbers  
657 Event Numbers

\*\*\* Animal Control Report (*unavailable*)

\*\*\* Reserve Hours 300

**CODE ENFORCEMENT REPORT**

**NOVEMBER**

**2006**

**CODE OFFICER TOTTEN**

NUMBER OF TOWED VEHICLES	1
NUMBER OF CITATIONS ISSUED	10
NUMBER OF FOLLOWUP ACTIVITIES COMPLETED	157

**NEW CASES STARTED:**

DCC # 5.584 - INOPERABLE VEHICLES (PRIVATE PROPERTY)	15
DCC # 6.320 - VEHICLES STORED ON STREET/PARK STRIP	13
DCC # 6.505 - ABANDONED VEHICLES	11
DCC # 5.582 - JUNK	1
DCC # 5.556 - SCATTERING RUBBISH (PRIVATE PROPERTY)	4
DCC # 6.315 - TRUCK PARKING	
DCC # 6.310 - PROHIBITED STOPPING & PARKING	
DCC # 5.276 - CAMPING ON PUBLIC PROPERTY	
DCC # 6.605 - PARKING REGULATIONS (CAMPING)	2
DCC # 6.125 - OBSTRUCTING STREETS OR SIDEWALKS	1
DCC # 5.588 - GRAFFITI	2

**HABITUAL PROBLEMS / OTHER ISSUES:**

Tom & Vicki Smith are about 90% finished with their clean up. They have a deadline of January 2, 2007.

**NARRATIVE:**

All ten citations were for parking violations.

TO: ROGER JORDAN, CITY MANAGER  
 FROM: FRED BRAUN, DIRECTOR OF PUBLIC WORKS

**DEPARTMENT OF PUBLIC WORKS  
 Monthly Report for November 2006**

		<u>Water Division</u>			
		<u>2006</u>	<u>Unit</u>	<u>2005</u>	<u>Unit</u>
Total Discharge to Town		42.01	MG	41.60	MG
Total Water Raw		51.14	MG	47.42	MG
Peak Day	11/04/06	2.55	MG	11/03/05	2.92 MG
Daily Average-Raw		1.70	MGD		1.58 MGD
Daily Average-City		1.40	MGD		1.39 MGD
Backwash Water		4.61	MG		2.97 MG
Filter to Waste		0.126	MG		2.92 MG
Flushing		0.25	MG		0.10 MG
Discharge Water		0.10	MG		0.10 MG
Meter and Process Error	6.5%	3.05	MG	0%	0.27 MG
Average High Temp		52.6	° F		51.0 ° F
Average Low Temp		41.2	° F		34.0 ° F
Total Precipitation		15.15	Inches		6.04 Inches

Mercer Dam and Watershed:

- Visual inspections were done on November 3, 6, 13, and 27.
- Full walking inspections were done on November 9, 20, and 30.
- When the dam filled, there was a lot of trash above both log booms and below the lower log boom.

Date	<u>Dam Level</u>	<u>Discharge Rate</u>	<u>Rickreall Creek</u>	<u>Canyon Creek</u>	<u>Applegate Creek</u>
11/02/06 (STARTED RAINING)	33.8'	PULLED	PULLED	PULLED	PULLED
11/03/06	42.0'				
11/04/06 (FULL)	48.5'				
11/05/06	61.5'				
11/06/06	61.9'				

Intake Pump Station:

- Reporting okay.

Water Treatment Plant:

- Reporting okay.
- Worked on SOG's
- Skimmed filters

Reservoirs:

- Reporting okay

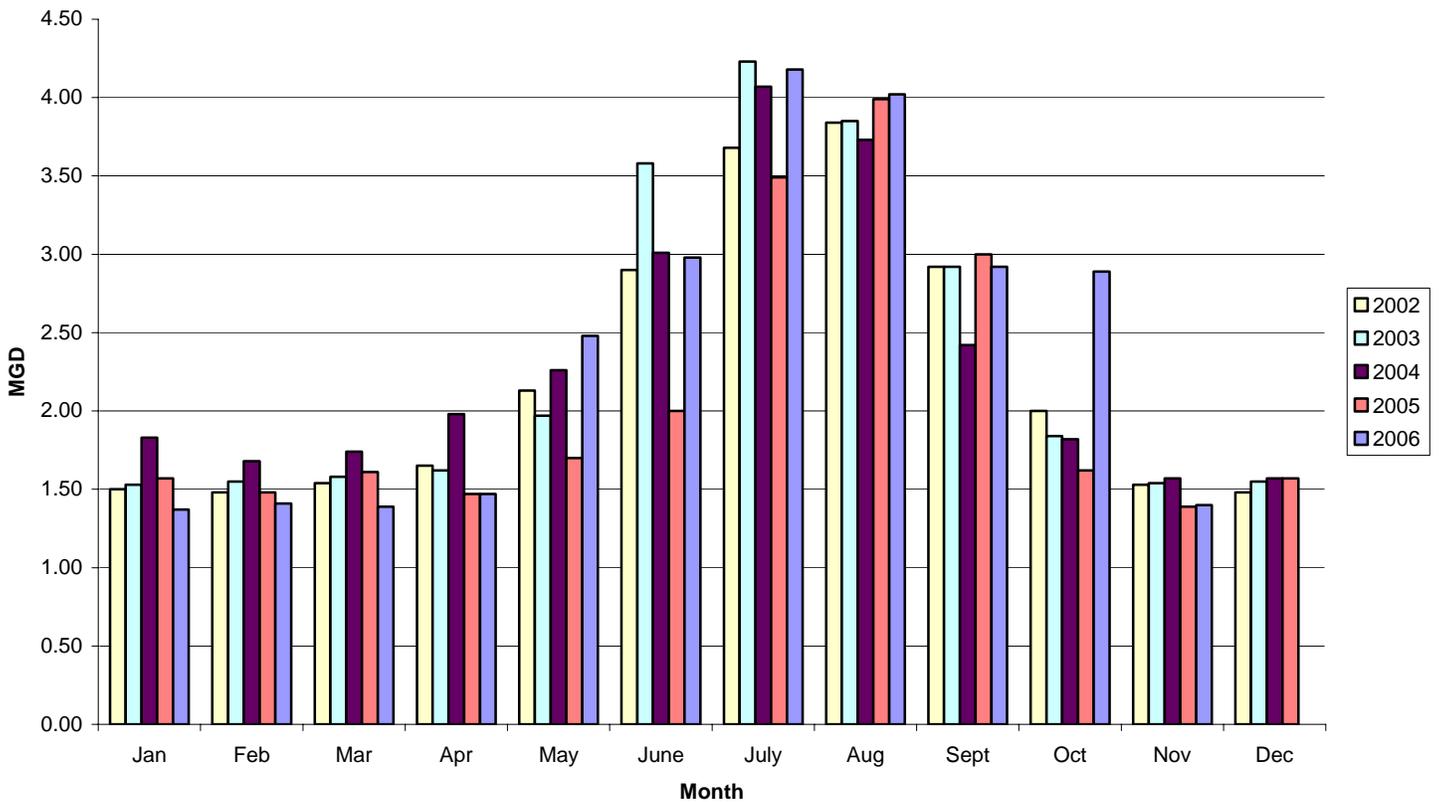
New Services: No new 3/4" services were installed.

Repairs Leaks at: 400 block of SE Uglow Ave; a 6” plug blew out at midnight. Turned water off and repaired at 9:00 AM on 11/23/06.

Worked on:

- Started valve turning
- Miller Avenue project as needed
- Meter reading
- Dirt sheet

**Treated Water - Daily Average to City**



## Wastewater Division

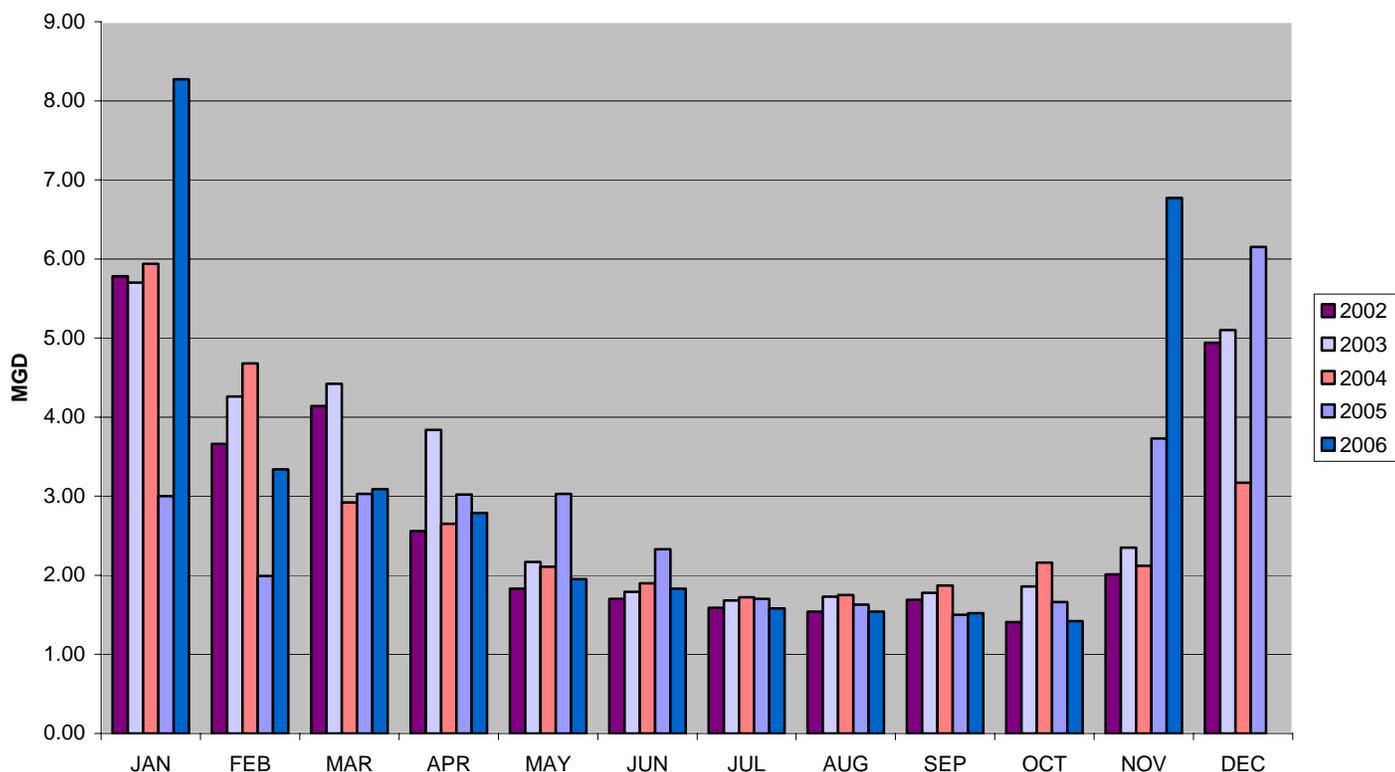
### Effluent Flow

		<u>2006</u>	<u>Units</u>		<u>2005</u>	<u>Units</u>
Monthly Total Flow		203.15	MG		111.76	MG
Peak Day Flow	11/06/06	12.37	MG	11/05/05	6.45	MG
Daily Average Flow		6.77	MG		3.73	MG

#### Special Events:

- Put clarifier #1 online
- OMI is assisting with work programming and overall facility analysis
- With heavy rains the first part of the month, the plant had a small overflow. Per DEQ, it was not enough to initiate the spill plan.
- Received spare shafts for aeration basin
- Updated HVAC system
- #3 influent pump failed – replaced with new spare, but have problems with soft start
- Had a power blip at the plant on Thanksgiving, causing some problems resetting the equipment.

**Effluent - Average Daily Discharge by Month**



## Street and Construction Division

### Maintenance:

Catch basin maintenance, cold patching, curb and sidewalk repair, equipment and vehicle upkeep and repair, manhole grouting, mowing of City properties and/or rights of way, open ditch maintenance, painting of streets, plug and patching, preventative maintenance on sewer lift stations, reimbursable work, sanitary rehabilitation, sanitary repair and cleaning, service repair, shop and office, sign work, storm repair, street sweeping, tree trimming, unimproved streets and alleys, utility locates, and various other maintenance duties.

<u>Project / Task</u>	<u>Man Hours</u>
Leaf Harvest	464
Street Sweeping	186
Sewer Maintenance & Repair	90
Storm Maintenance & Repair	76
Snow Removal	60
Utility Locates	20
Open Ditch Cleaning	19
Lift Station Maintenance	7
Paving	6
Street Painting	5
Signs	3
Building and Grounds Maintenance	2
Water Repair	8
Plug and Patch	1

## Parks Division

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

- Cleaned leaves from shrub beds
- Performed monthly safety check of playground equipment on November 17, 2006
- Mulched and accumulated leaves from lawn areas
- Removed leaves from trails
- Picked up fallen limbs
- Performed equipment service checks and/or repairs
- Removed leaves from park building roofs
- Repaired fence at Gala Park
- Pressure washed fast of main street fountain
- Harvested leaves
- Used snow removal equipment at City Hall and Aquatic Center

## Engineering

### Subdivisions:

- Forestry Creek Meadows, Phase 4: Under construction.
- Ceres Gleann, Phase 4: Awaiting as-builts.
- River Gleann, Phase 5 & 6: Under construction.
- Polk Station PUD: Plans submitted for review.
- Paisley Addition: Plans submitted for review.
- Cynthian Oaks, Phase 2: Under construction.

### Commercial Developments:

- Dallas Retirement Village: Awaiting as-builts.
- Godsey Apartments: Awaiting as-builts.
- Godsey Storage Units: Phase I accepted; reviewing Phase II
- Godsey Apartments Phase II: Construction complete; awaiting as-builts.

### Programs / Projects:

- Miller Street Improvements: Under construction.
- Fir Villa Street Improvements: Working on wetland analysis.
- Industrial Pretreatment: Preparing for 2006 audit.
- Phase II/ Monitoring: Phase II report submitted to DEQ. Conduct filter trials testing.
- Levens Street Bridge Replacement: On hold; sanitary re-routing underway.
- SE Monmouth Cut-off / Uglow Ave Intersection: Preliminary design
- Ambulance Parking Lot: Landscape remaining.
- Reed Lane Storm and Water: Working on as-builts.
- Godsey Rd Sewer: Design underway.
- Kingsborough Park Storm Project: Construction completed.
- City Shop Storage Building: Lot paving bid awarded to Salem Road.
- Finished Water Reservoir: South Main survey completed; water system modeling underway.
- Ellendale Street Light @ Wal-Mart: Bid awarded.

### Routine Work:

- Map Updates: Ongoing. Citywide CAD map started.
- Utility Locates: Normal
- Engineering, Project Scoping, Public Assistance: Normal
- Planning Commission / City Council / Community Development Team: Normal
- Watershed: Attended meetings/project coordination Rickreall and Luckiamute Watershed Councils.
- WWTF-NPDES: Annual sludge report submitted to DEQ. Preparing revised NPDES Permit Application
- Water Treatment Facility/Water Supply: Coordinate/assist on ASR development. Water intake modifications under construction.
- Tracking Backflow testing
- Pavement Management: Information analysis.

## Administrative Services Division Activities

### Project Management

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

### Public Information

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

### Safety

- MSDS updates
- Safety meetings

### Additional Projects

- OECDD Water improvement funding
- ASR pump station project
- Miller Avenue storm and street project
- Levens sanitary project
- Park Trail research
- Park Board meeting

### Shop Services

- Ongoing maintenance on vehicles, machinery & construction equipment
- Assisted with entry of new fuel trailer to equipment fleet
- Winter storm equipment preparation
- Purchased weed eater with power broom

Shop services hours were divided into the following areas:

Ambulance	7.50 hrs.
Community Development	5.00 hrs.
Falls City Fire	1.50 hrs.
Fire	7.50 hrs.
Parks	7.50 hrs.
Police	55.50 hrs.
Public Works	255.50 hrs.
Rural Fire	10.00 hrs.
Snow Removal	1.00 hr.
Wastewater Treatment Facility	1.00 hr.

### Support Services

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