

# Dallas City Council

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

Monday, February 5, 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 January 16, 2007, Council meeting.
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### 3. REPORTS OR COMMENTS FROM COUNCIL MEMBERS

- 3.1. Council of Governments Attendance Award
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- 3.2. Mayor's November, December and January monthly reports.
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- 3.3. Report of January 22, 2007, Administrative Committee Meeting (Wes Scroggin, Chair).
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- 3.4. Report of January 22, 2007, Public Safety Committee Meeting (Rich Slack, Chair).
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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. Presentation by Charter Communication representative on improvements to the Cable TV system in Dallas.
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- b. Mid-year budget review.
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c. Set goal setting session.

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d. Discussion regarding criteria for City Manager's evaluation.

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e. Notice to the Department of Environmental Quality requesting postponement of construction of new wastewater filter plant.

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f. .Update on management contract for the Wastewater Treatment Facility.

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g. OLCC annual renewals.

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h. Department Head reports for the month of December.

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i. Other

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## **6. COMMUNICATIONS AND PETITIONS**

6.1. OLCC change of ownership application for Chevron Station (Jackpot Market).

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## **7. PUBLIC HEARINGS**

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## **8. RESOLUTIONS**

8.1. Resolution No. 3115: A Resolution authorizing the transfer of budgetary funds.

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## **9. FIRST READING OF ORDINANCES**

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## **10. SECOND READING OF ORDINANCES**

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## **11. OTHER BUSINESS**

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## **12. ADJOURNMENT**

**NOTE: There will be an Executive Session immediately following the Council meeting to discuss real property transactions as authorized in ORS 192.660(2)(e).**

The Dallas City Council met in regular session on Tuesday, January 16, 2007, 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 Jackie Lawson, Councilor Kevin Marshall, Councilor Wes Scroggin, Councilor David Shein, Councilor Rich Slack, and Councilor LaVonne Wilson.

Also present were: City Manager Roger Jordan, Police Chief Jim Harper, Community Development Director Jerry Wyatt, Public Works Director Fred Braun, Assistant 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 January 2, 2007, Council meeting approved as printed.

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

### **COUNCIL PRESIDENT'S DECEMBER REPORT**

Mayor Fairchild asked if there were any questions about Council President Ken Woods' report for December. There were none.

Mayor Fairchild indicated that he has heard from a number of people that the Public Works staff have done a great job of keeping streets open and usable. He asked Public Works Director Fred Braun to pass the compliment on to his staff. City Manager Roger Jordan noted that the Library and Aquatic Center have stayed open all day and City Hall has been fully staffed.

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

### **BUDGET CALENDAR FOR 2007-08**

Mr. Jordan presented the proposed budget calendar for 2007-08. He said it was the typical budget process we have used in the past. He asked the Council to adopt the budget calendar.

Councilor Warren Lamb moved to approve the 2007-08 budget calendar as presented. The motion was duly seconded and CARRIED UNANIMOUSLY with Council President Ken Woods, Councilor Brian Dalton, Councilor Kevin Marshall, Councilor Warren Lamb, Councilor Jackie Lawson, Councilor Wes Scroggin, Councilor David Shein, Councilor Rich Slack, and Councilor LaVonne Wilson voting YES.

### **RESIGNATION FROM BUDGET COMMITTEE**

Mr. Jordan reported that Herb Harms has resigned from the Budget Committee. Mayor Fairchild noted that last year the Council increased the membership on this committee by one. He asked if they want to keep it at that level or drop it back to the previous level. In response to question about the reason for adding a person, Mayor Fairchild answered that there was an additional interested person so they appointed him. Councilor David Shein asked if he has anyone for the position. Mayor Fairchild answered that there is no one in particular, although there is a person who might be interested. He noted that the first Budget Committee meeting is April 16, so he will check to see if that person is interested.

### **AGENT FOR REGIONAL AUTOMATED INFORMATION NETWORK GRANT**

Mr. Jordan indicated the staff was recommending that the Council authorize the City to be the grant agency for the Regional Automated Information Network (RAIN) grant previously administered by Stayton. He explained that RAIN is the computer system that is used by the dispatch center and it helps the police do their job. He noted that he has been Chair of the RAIN Board in

1 the past and Police Chief Jim Harper is the Chair this year. Mr. Jordan added that he doesn't ant-  
2 cipate a significant time expenditure for City staff in conjunction with administering this grant.

3 Councilor Jackie Lawson moved to authorize the City to be the grant agency for the Regional  
4 Automated Information Network (RAIN) grant. The motion was duly seconded and CARRIED  
5 UNANIMOUSLY with Council President Ken Woods, Councilor Brian Dalton, Councilor Kevin  
6 Marshall, Councilor Warren Lamb, Councilor Jackie Lawson, Councilor Wes Scroggin, Coun-  
7 cilor David Shein, Councilor Rich Slack, and Councilor LaVonne Wilson voting YES.

#### 8 COUNCIL LEGISLATIVE COMMITTEE

9 Mr. Jordan said he was recommending having a Council Legislative Committee this year as we  
10 have in the past. Mayor Fairchild pointed out that the Council President has been involved in the  
11 past. Mr. Jordan noted that in the past the Committee has had lunch meetings. He explained that  
12 the Committee includes the Mayor, the Council President and the Chairs or a representative of  
13 the four Council Committees. Councilor Wes Scroggin indicated that he would not be able to  
14 serve and he asked other members of the Administrative Committee if anyone would be inter-  
15 ested. Councilor Shein said he would do it. Mayor Fairchild explained that the Committee re-  
16 views bills before the legislature and decides which ones they need to study more. Mr. Jordan  
17 pointed out that Assistant City Manager Kim Marr would be staff for the Committee. Mayor  
18 Fairchild noted that the Committee would also visit with the City's legislators and tell them the  
19 City's position on the issues.

20 Mr. Jordan suggested having their first meeting at noon on January 24, then meeting on February  
21 7 and February 21, and scheduling addition meetings after that if needed. The Legislative Com-  
22 mittee members agreed to the meeting schedule as proposed.

#### 23 JANUARY PLANNING COMMISSION REPORT

24 Mr. Jordan reported on the January 9, 2007, Planning Commission meeting. He explained that  
25 as a result of subdivision approvals at this meeting, there are only 19 subdivision lots available  
26 under the existing allocation plan that goes to August 2007. He noted that with the Aquifer Stor-  
27 age and Recovery System (ASR) capacity, the City will have a new water availability analysis  
28 done. He reported that the Planning Commission approved an eight-lot subdivision on SE Acad-  
29 emy, a two-lot partition on Orchard Drive, a 23-lot subdivision on SW Clay, a two-lot partition  
30 on SE Fir Villa, a nine-lot subdivision on NW Denton, and a Conditional Use to allow a duplex  
31 on Miller Avenue. He explained that the subdivision on West Clay will require the developer's  
32 participation in half-street improvements to West Clay.

#### 33 DECEMBER BILLS

34 Mr. Jordan asked if there were any questions about the bills for December. There were none.

#### 35 COMMUNICATIONS AND PETITIONS

#### 36 LETTER CONCERNING GROCERY STORES IN DALLAS

37 Mr. Jordan reviewed a letter from Judy Luther concerning Dallas needing more grocery stores.  
38 He indicated that he sent a letter thanking her for her concerns and to let her know the City and  
39 Economic Development Commission work with businesses interested in coming to town. Coun-  
40 cilor Scroggin asked about her comment that stores were "blocked by City restraints". Mr. Jor-  
41 dan answered that he was not aware of any instances where a store didn't come here because of  
42 something the City required. He noted that it could be in areas where there is not adequate infra-  
43 structure. Mayor Fairchild remarked that he knows Ms. Luther and he asked her for specific in-  
44 formation so he can check further on it. Council President Ken Woods noted that he has heard  
45 the same comments and has tried to clarify it. He said that some people act like the City has a  
46 franchise with Safeway so no one else comes in, and he wondered about a newspaper article ex-  
47 plaining that it is not true. Mr. Jordan responded that there is letter being prepared to be signed  
48 by the Mayor and Economic Development Commission Chair encouraging businesses to look at  
49 Dallas. Councilor Shein agreed that there is a public relations issue because he has heard the  
50 same thing. Mr. Jordan pointed out that the City works with businesses through the Economic  
51 Development Commission and the Chamber. He added that he thinks it is more of a competition

1 issue and Monmouth, Independence, and Salem are part of the Dallas market. He indicated that  
2 he will take the letter to the Economic Development Commission.

3 There being no further business, the meeting adjourned at 8:11 p.m.

4 Read and approved this \_\_\_\_\_ day of \_\_\_\_\_ 2007.

5 \_\_\_\_\_  
6 Mayor

7 ATTEST:

8 \_\_\_\_\_  
9 City Manager



# 2007 Certificate of Recognition

For being the most represented member  
at this year's Mid-Willamette Valley  
Council of Governments  
Annual Meeting.



Chair, Board of Directors



Executive Director

# MEMORANDUM

Date: January 25, 2007  
To: City Council Members  
From: Mayor Fairchild   
Re: November 2006 Activities

## Meetings and activities attended representing the City:

November 3            10:15 a.m. to 11:15 a.m. – Met with League of Oregon Cities (LOC) Executive Director.  
                              12:30 p.m. to 1:30 p.m. – Participated in ribbon cutting for Envy Spa’s grand opening  
                              6:00 p.m. to 6:30 p.m. – Attended Dallas Library’s Volunteer Dessert.

November 6            7:30 p.m. to 9:30 p.m. – City Council meeting.

November 8            10:00 a.m. to 12:30 p.m. – Chaired LOC Community Development Committee meeting – Salem.

November 9            Noon to 1:00 p.m. – Planning Commission Workshop.

November 13           1:30 p.m. to 2:30 p.m. – Spoke at West Valley Hospital Auxiliary meeting  
                              3:30 p.m. to 4:30 p.m. – Attended general meeting of Greenway Homeowners Association and discussed where City fit in on concerns about mobile home parks statewide being closed and sold for residential development.

November 16 & 17    Chaired LOC Board of Director’s meeting - Astoria.

November 18           Dallas High School Booster Club auction.

November 20           Noon to 1:00 p.m. – attended Chamber of Commerce Forum.  
                              2:00 p.m. to 3:00 p.m. – met with LOC Executive Director.  
                              7:30 p.m. to 9:30 p.m. – City Council meeting.

November 27           4:00 p.m. to 5:30 p.m. – Council Administrative & Public Safety Committee meetings.

November 28           10:30 a.m. to 11:30 a.m. – met with Councilor Scatterday.  
                              7:00 p.m. to 8:30 p.m. – attended Parks and Recreation Board meeting.

- November 29      8:30 a.m. to 10:00 a.m. – At LOC in preparation for National League of Cities (NLC) meeting in Reno in December. Discussed Oregon Cities’ positions on federal policy and legislation.
- November 30      9:00 a.m. to 11:00 a.m. – Chaired Construction Contractors Board TEACH Committee - Salem.

JF:meh

# MEMORANDUM

Date: January 25, 2007  
To: City Council Members  
From: Mayor Fairchild   
Re: December 2006 Activities

## Meetings and activities attended representing the City:

- |              |   |   |
|--------------|---|---|
| December 1   | 7:00 a.m. to 8:00 a.m.  | - Mayors/Managers/Commissioners breakfast, Monmouth.  |
|              | 5:30 p.m. to 6:30 p.m.  | - Attended Chamber of Commerce Christmas Tree Lighting and gave Christmas proclamation.     |
| December 2   | 1:45 p.m. to 2:30 p.m.  | - Attended National Guard Holiday Dinner & Santa Visit. Thanked the Unit for their service. |
|              | 6:00 p.m. to 10:00 p.m.   | - Attended West Valley Hospital Christmas Party – Eola Winery.                              |
| December 3   | 4:00 p.m. to 7:00 p.m.  | - Attended Salem Hospital CEO's open house - Salem.   |
| December 4   | 7:30 p.m. to 9:30 p.m.  | - City Council meeting.   |
| December 5-9 | Attended National League of Cities (NLC) Annual Congress of Cities, Reno, NV. |   |
| December 11  | 3:00 p.m. to 4:00 p.m.  | - For Salvation Army, participated in Celebrity Bell Ringing, Salem.                        |
| December 12  | 3:30 p.m. to 4:30 p.m.  | - COG Board of Directors meeting, Salem.  |
| December 13  | 3:30 p.m. to 4:30 p.m.  | - With City Manager Jordan, hosted Christmas Coffee for staff.                              |
|              | 6:30 p.m. to 8:30 p.m.  | - Attended Mid-Willamette Valley Mayor's Coalition meeting - Independence.                  |
| December 14  | 2:30 p.m. to 3:30 p.m.  | - Met with Council President Ken Woods to review City Manager's evaluation.                 |
| December 16  | 4:00 p.m. to 7:00 p.m.  | - Attended Albany Mayor Chuck McLaran's retirement reception.                               |
| December 18  | Noon to 1:00 p.m.   | - Chamber of Commerce Forum.  |
|              | 7:30 p.m. to 9:30 p.m.  | - City Council meeting.   |

December Activities

Page 2

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|-------------|------------------------|--|
| December 20 | 8:00 a.m. to 9:00 a.m. | - Met with Daktronics, Booster Club & Dallas High School on plan to improve athletic facilities' score boards. |
|             | 5:00 p.m. to 8:00 p.m. | - Attended Corvallis Mayor Helen Berg's retirement reception.  |
| December 30 | 2:00 p.m. to 5:00 p.m. | - Attended Buck and Donna Buchanan's 50 <sup>th</sup> Wedding Anniversary.                                     |

JF:meh

# MEMORANDUM

Date: February 2, 2007  
To: City Council Members  
From: Mayor Fairchild   
Re: January 2007 Activities

## Meetings and activities attended representing the City:

January 2	7:30 p.m. to 9:30 p.m.	City Council meeting.
January 3	1:00 p.m. to 2:00 p.m. 5:00 p.m. to 6:00 p.m.	Participated in League of Oregon Cities (LOC) press conference on Legislative positions – State Capitol. Participated in LOC/Mayors’ reception for Legislative staff. The City of Dallas supplied one of the gift baskets for the raffle - State Capitol.
January 4	Noon to 1:00 p.m.	Planning Commission Workshop.
January 6	2:00 p.m. to 3:30 p.m.	Attended Senator Wyden’s Town Hall meeting – Monmouth.
January 13	7:00 p.m. to 9:00 p.m.	Attended Linda Fast’s retirement reception.
January 16	7:30 p.m. to 9:30 p.m.	City Council meeting.
January 17	7:00 p.m. to 8:30 p.m.	Senior Center site selection meeting.
January 18	Noon to 1:00 p.m. 7:00 p.m. to 8:30 p.m.	Economic Development Commission meeting. Urban Renewal District Advisory Committee meeting.
January 19	8:00 a.m. to 9:00 a.m. 10:30 a.m. to 11:30 a.m. 6:00 p.m. to 9:00 p.m.	West Valley Hospital (WVH) Foundation Board meeting. Attended WVH surgeon candidate reception. Attended Chamber of Commerce Community Awards ceremony.
January 23	9:00 a.m. to 2:00 p.m. 4:00 p.m. to 5:30 p.m.	Participated on the “Closing the Achievement Gap” Blue Ribbon Panel. Selected winning school – Salem Administrative and Public Safety Committee meetings.

January 23	7:00 p.m. to 8:30 p.m.	Parks and Recreation Committee meeting.
January 24	Noon to 1:00 p.m. 2:00 p.m. to 4:00 p.m.	Council Legislative Committee. Oregon State Community Development Forum – Salem.
January 25	9:00 a.m. to 10:30 a.m. Noon to 1:00 p.m.	Met with Chelsea Pope, Chamber Manager, on chamber position on transit tax. Sounds of summer Selection Committee.
January 26	7:00 a.m. to 8:00 a.m. 10:00 a.m. to 9:00 p.m.	Mayors/Managers/Commissioners monthly meeting – Monmouth. LOC Board of Directors meeting - Salem.
January 29	3:00 p.m. to 5:00 p.m.	Testified against HB 2404 (involving staffing in non-striking collective bargaining agreements) – State Capitol.
January 31	Noon to 1:00 p.m. 6:00 p.m. to 9:00 p.m.	New Council members orientation workshop. Mid-Willamette Valley Council of Governments Dinner – Spirit Mountain.

JF:meh

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3 Members Present: Chair Wes Scroggin, Kevin Marshall, David Shein, and Rick Slack.

4 Also Present: Mayor Jim Fairchild, City Manager Roger Jordan, Finance Director Marcia  
5 Baragary, Deputy Police Chief Tom Simpson, Fire Chief Todd Carpenter, Assistant City Manager  
6 Kim Marr, and Recording Secretary Marsha Heeter.

7 Chair Wes Scroggin called the meeting to order at 4:31 p.m.

### 8 **Discussion Concerning Salary Range Adjustments**

9 City Manager Roger Jordan reported that he is recommending that non-represented employees have  
10 4% added to the top of existing salary ranges, and that employees be awarded special merit increases  
11 of 1.5% effective February 1, 2007 and 2008. He explained that in the past, we have done salary  
12 comparability studies every two or three years, and this year he felt that it would be better to take the  
13 money for the study and use it to make this change to the ranges. He noted that the 1.5% is compa-  
14 rable to the increase given to Police Association members. He indicated that he discussed this pro-  
15 posal with employees and they agreed to do this in lieu of a comparability study this year. In re-  
16 sponse to a question, Mr. Jordan said this would be in addition to the cost of living increasing in  
17 July, which is reviewed and approved by the Council in May. Mr. Slack asked the cost of the merit  
18 increases. Mr. Jordan answered that he estimates it would cost about \$15,000 from the General  
19 Fund. He noted that about \$10,000 of that would have been the cost of the study. He added that  
20 there would also be amounts in the utility funds, and all are adequately funded. Mr. Slack asked  
21 about other things like insurance. Mr. Jordan answered that the City has compared fringe benefit  
22 costs and Dallas is in line with what other cities provide. He noted that the CPI review later this year  
23 will include the cost of insurance. He advised that all previous studies have shown that Dallas is in  
24 the market place with regards to fringe benefits. David Shein asked who Dallas is compared to. Mr.  
25 Jordan answered that they are cities of comparable size. He noted that the City has a list of cities that  
26 we have used for comparison for years. Wes Scroggin asked how many employees this will affect.  
27 Mr. Jordan answered that it would be about 100. Chair Scroggin asked how many of those are at the  
28 top of their ranges. Mr. Jordan answered that there are about 70% that are. Chair Scroggin asked if  
29 the City had any problems keeping employees or recruiting them. Mr. Jordan answered that we have  
30 had no problems recruiting, but we have lost some people because they reached the top of their  
31 ranges and had no opportunities for advancement.

32 Mr. Slack moved to recommend the proposed salary range adjustment to the Council. The motion  
33 was duly seconded and carried unanimously.

### 34 **Discussion Concerning Financial Software Conversion**

35 Finance Director Marcia Baragary indicated that there had been discussion at a previous committee  
36 meeting about changing software for Financial services. She explained that a larger company (Har-  
37 ris) bought the small company we were using and there was some concern about them maintaining  
38 our system, especially since all the programmers involved with our system have left, and the new  
39 ones are having to learn a new system. She noted that there is not a crises, since the software works.  
40 Ms. Baragary pointed out that PERS is requiring a change in reporting methods and Harris said the

1 change will be available before the end of month. She indicated that we are looking at some new  
2 software packages, but the process is taking longer than she thought because we have to integrate  
3 budgeting, utilities, the receptor, etc. Mr. Slack asked how long our agreement with Harris is for.  
4 Ms. Baragary answered that it is for one year. Mr. Jordan added that it is a continuous agreement.  
5 He pointed out that this would be the last software converted from DOS to Windows. He said an-  
6 other conversion would be from billing by postcard to a bill in an envelope.

#### 7 **Assistant City Manager's Report**

8 Ms. Marr reviewed her report on personnel changes, noting that they interviewed for a Water Utility  
9 Worker and have a potential hire. Mr. Shein asked what WSI stands for. Ms. Marr answered that it  
10 stands for Water Safety Instructor. Chair Scroggin asked the status of the handicapped doors for the  
11 Aquatic Center. Mr. Jordan answered that Community Development Director Jerry Wyatt was work-  
12 ing on a contract for those and Dallas Glass will be putting the new doors in. Ms. Marr checked and  
13 the doors should be in this week.

#### 14 **Finance Director's Report**

15 Finance Director Marcia Baragary reported that they have finished with the audit and are now start-  
16 ing on next year's budget. She indicated that they will do the six-month budget review at a February  
17 Council meeting.

#### 18 **Other**

19 There was no other business and the meeting was adjourned at 4:56 p.m.

# MEMORANDUM

Date: January 19, 2007

To: Mayor Fairchild and Administrative Committee

From: Roger Jordan, City Manager 

Re: Salary Range Change

Recommendation: Amend the non-represented employee salary range schedule by adding 4% to the top of the current ranges and authorize a 1.5% merit eligibility February 1, 2007 and February 1, 2008.

Background: As you are aware, we included funds in the 2006-07 budget to complete a comprehensive compensation analysis for non-represented employee positions. Over the past 20 years, as provided for in our agreement with the employees, we have done comparability studies every two or three years. The study evaluates city positions and ensures we are paying within the market place. The results of these studies have been that 25%-30% of positions were affected by each study, although they were usually different positions each time.

The consultant indicated that a comprehensive analysis would cost approximately \$10,000. During meetings with the consultant and employees, it became obvious that the most important issue is that our salary range structure is too narrow between the bottom and top bracket. Most cities and districts have six to eight steps some have more. Dallas has only five; therefore, our employees reach the top after only four and a half years. Unless they get a promotion or reclassification, they are not eligible for any further merit increases after reaching the top of the range. As you know, most employees stay with the City for a long time and employees have expressed concern about the narrowness of the salary ranges.

I met with employee representatives and we agreed that rather than spend money on a comprehensive analysis by position, that we use the funds budgeted for the study to add a step to the salary bracket across all ranges. The employee representatives and I further agreed in the meet and confer session, in order to implement these range changes to individual employees' salaries, we would, as we did in the police contract, award a 1.5% merit increase on February 1, 2007 and another in 2008. This would spread the cost over two separate budget cycles. This would be in lieu of waiting and doing a 2% increase on July 1, 2007 and 2008, as we have in the past.

The employees and I agreed to recommend this range change instead of doing a full compensation comparability study. Since this is a merit-based system, this change would not affect the meet and confer negotiations with employees for a July cost of living raise.

If you have any questions or comments about the proposal, please feel free to call me.

RJ:meh

# MEMORANDUM

To: Roger Jordan, City Manager  
From: Kim Marr, Assistant City Manager   
Date: January 19, 2007  
Re: Administrative Committee

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- I. New Hires (3)  
  
Aquatic Center: **Carli Stewart** (WSI); **Molly Farkac** (Lifeguard);  
**Andrea Johnson** (Lifeguard)  
  
Just completed the interview process for a new Water Utility Worker I.
- II. Employee Administrative Rules are in the final stages of completion.
- III. Continue to work with LOC on the website conversion. Training was pushed to the end of January – February.
- IV. Fire House: The Public Works Department is taking care of the contract to have the ADA ramp completed at the Fire House when weather permits. The smoke alarms have been installed as required by the building department.
- V. Consulted with LGPI on compensation study with some adjustments to the process.
- VI. Working with staff on the Senior Center advisory group, Urban Renewal sub-committees and overall Urban Renewal Advisory Committee.
- VII. Keeping current on all personnel issues with the Finance Department.
- VIII. Preparing to work on the ICMA Performance Measurements with Department Heads during the month of February, (due in March).

# MEMORANDUM

To: Roger Jordan

From: Marcia Baragary

Date: January 22, 2007

Re: Administrative Committee

- I. Audit for Fiscal Year 2005-2006 presented to Council at January 2 meeting.
- II. Meeting with Department Heads regarding Mid-Year Budget Analysis for Fiscal Year 2006-2007
- III. Questions from the Committee

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Members Present: Chair Rich Slack, Kevin Marshall, Wes Scroggin, and David Shein.

Also Present: Mayor Jim Fairchild, City Manager Roger Jordan, Deputy Police Chief Tom Simpson, Fire Chief Todd Carpenter, Finance Director Marcia Baragary, Assistant City Manager Kim Marr, and Recording Secretary Marsha Heeter.

Chair Rich Slack called the meeting to order at 4:02 p.m.

**Report on Status of Fire and Ambulance Management Review**

Mr. Jordan advised that the agenda packet included the scope of work for the organization and management review of the Fire and Ambulance Department. He explained that this will be an update to previous reviews and the results will be available in March. He said the Department should get its goals and objectives for the next five years from the review. He pointed out that we already know the facilities need to be upgraded and remodeled. Chair Slack clarified that the items in the scope of work that were lined out won't be reviewed. Mr. Jordan responded that they reduced the scope so the cost would be less, and for some of the items like dispatch, a review wouldn't be beneficial. He noted that Emergency Services Consulting inc. (ESCi) is the same company that did the previous Fire Department reviews.

**Update on Conversion of Shelton Street Fire House**

Mr. Jordan indicated that Fire staff members have requested that the Fire Administrative Offices be moved into the Shelton Street house. He said they are making sure it meets code requirements. Assistant City Manager Kim Marr reported they have put smoke detectors in all rooms, the electrical system has been upgraded, and the ADA ramp will be put in shortly. Mr. Jordan noted that the EMS coordinator's office is there already. He remarked that the property will have to be rezoned and the staff will be taking care of that for all the City property on the block. There was discussion concerning making sure there are restroom/shower facilities for women at the Fire Hall. In response to a question, Mr. Jordan indicated that the staff will be looking at accessibility issues. Wes Scroggin commented that he would like more specificity as to what the rooms in the Shelton Street house will be used for. Mr. Jordan said he would provide a detailed plan.

**Update on Police Department Remodeling Project**

Deputy Police Chief Tom Simpson reported that the remodel project is moving along. He indicated that they have power to the lights now, and they are finishing up with carpeting and installing doors. He said there is a walk through with the Architect scheduled for February 5. Ms. Marr noted that the last thing will be the fire door by the stairs by the elevator. Mayor Fairchild remarked that they need to make sure the water fountain works or throw it out. Mr. Jordan responded that he has given instructions to remove the water fountain. David Shein asked about a move in date. Deputy Chief Simpson answered that they should be able to start moving in after

1 the February 5 walk through if everything is okay. Mr. Jordan said they anticipate moving in by  
2 the middle of February.

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4 **Status of County-wide Drug Enforcement Program**

5 Deputy Chief Simpson reported that the drug enforcement team has been very active and has  
6 made some arrests. Mr. Jordan reminded the Committee that the City pays 50% of the cost of  
7 one position and the other cities are providing officers.

8 **Police Department Report**

9 Deputy Chief Simpson reviewed the Police Department report and noted that Officer Todd will  
10 complete the Academy April 27 instead of May 1.

11 **Report from Fire Department and Ambulance Service**

12 Chief Carpenter reviewed the Fire and Ambulance report. He explained that firefighters need at  
13 least 60 hours for recertification and with the program the Department has, he doesn't anticipate  
14 any problems meeting that. He added that all officers are accredited to at least the minimum  
15 training level. He reported that they had a 24 hour training session on Saturday and they had a  
16 lot of real calls in addition to the training scenarios.

17 **OTHER**

18 There was no other business and the meeting was adjourned at 4:30 p.m.



~ Scope of Work ~  
**Current Emergency Services Delivery Analysis**  
**Dallas, Oregon**  
**Version 2 – 12/20/06**  
**(Adjusted to meet client expectations)**

**Activity:** Conduct a complete and thorough organizational analysis of the fire department based on the elements included in the following tasks and provides geographic and demand-based service delivery models utilizing GIS mapping and related technology.

**Task 1: Organization Overview** - An overview of the organization shall be developed evaluating:

- Responsibilities and line of authority
- Compliance with attributes of successful organizations
- History, formation, and general description of the fire department today
- Chain of command
- Organizational structure
- Brief overview of fire and EMS operating budget, funding, fees, taxation, and financial resources
- Financial impact and cost apportionment of service delivery to rural district
- ~~EMS budget, resources, and cost recovery~~
- Current description of the fire suppression and service delivery infrastructure

**Task 2: Management Components** - Areas to be evaluated include:

- Mission, vision, strategic planning, goals, and objectives
- Adequacy of standard operating guidelines, rules and regulations, and policies
- ~~Financial controls~~
- Internal evaluation of critical issues
- Internal evaluation of future challenges
- Internal and external communications
- Decision making processes
- Document control
- Security
- Reporting and records

**Task 3: Planning for Fire Protection, Rescue, and EMS** - The planning processes within the agency shall be reviewed. Key components will:

- Review and evaluate the adequacy of the current planning process
- Identifying critical issues and analyzing current and future services
- Review elements of tactical planning within the organization
- Review elements of operational planning within the organization
- Review elements of master planning within the organization
- Make recommendations relative to future planning process needs



**Task 4: Risk Management** – Review and make recommendations on various elements within the operation of the agency that present or mitigate risks of civil or legal action, injury, or illness that would have a detrimental effect on the organization, including:

- Compliance programs for regulations and standards
- ~~Analysis of risk management strategy~~
- ~~Analyze risks associated with current employment practices~~
- ~~Analyze risks associated with current termination practices~~
- Analyze risks associated with current training practices
- Review safety policies, practices, and programs
- Review job-related injury processes
- ~~Review liability insurance programs~~
- ~~Review property insurance programs~~

**Task 5: Personnel Management** - Personnel management programs shall be reviewed, focusing on:

- Policies, rules, regulations, manuals, and handbooks
- Reports and records
- Compensation
- Labor-management relationship and issues
- Certifications and licensing
- Disciplinary process
- Counseling services
- The application and recruitment process
- Testing, measuring, and promotion processes
- Health and wellness programs

**Task 6: Staffing** - Review the staffing levels of the fire department. Areas to be considered include:

- Review and evaluate administration and support staffing levels
- Review and evaluate operational staffing levels
- Review staff allocation to various functions, divisions, and facilities
- Analyze current staffing performance for incidents
- Review firefighter / EMS staff distribution
- Review responsibilities and activity levels of personnel

**Task 7: Capital Assets and Capital Improvement Programs** – Review status of current major capital assets (facilities and apparatus), methods of financing capital needs, and analyze future needs relative to the purchase of necessary capital improvement items including:



**Facilities** - Tour and make recommendations in areas critical of current station location and future station considerations. Items to be contained in the report include:

- Location
- Age, condition, serviceability
- Apparatus and equipment needs
- Staffing needs
- Traffic patterns
- Street grid networks
- Land use criteria
- Jurisdiction boundaries
- Future service demands
- Changing demographics
- Viability of volunteers
- Projected growth and trends

**Apparatus / Vehicles** - Review and make recommendations regarding inventory of apparatus and equipment. Items to be reviewed include:

- Age, condition, and serviceability
- Distribution and deployment
- Maintenance
- Regulations compliance
- Future needs
- Support equipment
- Apparatus and equipment replacement plan(s)

**Task 8: Delivery Systems: Suppression, Rescue, and EMS** – Review and make recommendations in areas specifically involved in, or affecting, service levels and performance. Areas to be reviewed shall include, but not necessarily be limited to:

- Overview of dispatch performance, alarm systems, and communications
- Dispatch capabilities and methods
- Comparison of current performance to local or national standards
- Facility deployment strategies, analyzed through GIS software as appropriate
- Resource deployment strategies, analyzed through GIS software as appropriate
- Fire and EMS integration
- Suppression, rescue, EMS, and other specialized programs scope of delivery
- Incident control and management
- Standard response practices
- Mutual aid, automatic aid plans and agreements, frequency and type of use
- Methods of communication
- Inter-department training

**Task 9: Training Program** - Review and make overall recommendations in critical areas involving training. Items to be reviewed include:

- General training competencies
- Training administration
- Training schedule
- Training facilities
- Training program goals and objectives
- Training procedures and manuals



- Record keeping
- Clerical support

**Task 10: Fire Prevention/Public Education Program** - Review the department's efforts toward fire injury prevention and public education programs. Elements to be evaluated include:

- Code enforcement activities
- New construction inspection and involvement
- General inspection program
- Fire and injury public education programs
- Fire investigations
- Pre-incident planning
- Statistical collection and analysis

# MEMORANDUM

**TO: ROGER JORDAN, CITY MANAGER**  
**FROM: JIM HARPER, CHIEF OF POLICE**  
**DATE: JANUARY 22, 2007**  
**SUBJECT: SAFETY COMMITTEE REPORT**

## *Items from the Police Department:*

### **I. Personnel**

Shawn Todd is attending the new sixteen-week academy. He is expected to graduate May 1, 2007.

Colby Hamilton is doing well with his Field Training Officer.

### **II. Reserve Officers**

The Reserve or Cart Academy is in full swing. We have two reserves currently attending.

### **III. Other Updates**

Facilities - Walls are being painted, doors installed, and wiring is completed. The project continues to move forward.

Emergency Management - We have an emergency management review in January. We are currently setting up a new pad with a new larger generator to handle all of City hall.

# *The City of Dallas Fire and EMS Public Safety Report for January 22, 2007*

## ***Personnel***

The Fire Department will be swearing in two firefighters who have completed their probation and training academy. Tony James and Paul McCallum will be sworn in on the evening of February 7 at the Dallas Fire station.

Joanna Jarvis joins the team filling the vacancy left by Linda Fast who retired December 31, 2006. Joanna started training and development mid-November and is now assigned to the Administrative Assistant position.

Fire recruitment has 4 persons enrolled in the fire academy, which started January '07. Two academies a year are conducted.

The EMS Department has brought on board 3 new EMTs, who have successfully completed the EMS academy. They are Gabe Weston, EMT Basic, Travis Lock, EMT Basic and Dean Ward EMT Intermediate.

The next EMS academy starting in February currently has 2 Paramedics and 1 EMT Basic enrolled.



## ***Fire Training Update***

\*The department has completed the new mandatory recertification training hours required by the Department of Public Safety Standards and Training of Oregon. Basic Firefighters are now required to have 60 hours of recertification training every two years. In addition, personnel with higher levels of accreditation and training are now required to have additional hours over the minimum requirement.

\*The department has made history by achieving Fire Ground Leader certifications for all fire officers. This is the first time this has been accomplished. Credit goes to the development program established for upcoming officer.

## ***Dallas Fire Department Community and Association Events Schedule***

January 7, Christmas decoration take down  
January 13, Linda Fast's retirement party  
February 7, Swearing in new firefighters  
February 10, Sweetheart banquet  
February 17-18, Winter Fire School with DPSST  
June 17, Father's day breakfast  
July 20, Water ball  
July 21, TERC extrication and summerfest  
August 20-24, Jr. Police and Fire academy  
September 15, Fallen Firefighter memorial services DPSST  
September, Department picnic  
September, Department steak and corn feed  
October 31, Halloween trick or treat  
November 18, Christmas decorations installed  
December 8, Breakfast with Santa  
December 18, Candy sacking  
December 19, Christmas party  
December 31, New Year's eve party

\*Drill time has been officially changed to 7:00PM. Drill is now designed to allow for all apparatus to be checked out followed by documentation. In the past, apparatus check outs were non routine and problematic due to only a handful of members participating. The purpose of this change is to provide mandatory time for apparatus checks and equipment orientation before going to the drill grounds. The Chief Officers will evaluate the program on the effectiveness.

### ***Emergency Operations***

The department along with the City will be reviewing and looking for gaps within the emergency operations plans of the City departments and utilities and outside safety agencies. The goal is make sure that plans will coordinate with each department and discipline. The State Fire Marshal's Officer will evaluate each plan followed by testing the documents with a simulated hazardous material incident that requires a multi-department and agency response to mitigate the incident.



### ***24-Hour Drill***



Another 24-hour drill has been scheduled for January 20<sup>th</sup>. The group will form as an “on-duty engine company”. This program’s mission is to provide the community with a rapid response engine and provide scenario-based training. The Training Division will provide the engine company with six different, real-life scenarios which will be set up through out town. Scenarios will include a motor vehicle accident, emergency medical call and real fire training. Another mission is to market the department for recruitment by training in the public arena.

# MEMORANDUM

Date: February 5, 2007  
To: Mayor Fairchild and City Council Members  
From: Roger Jordan, City Manager  
Marcia Baragary, Finance Director  
Re: Mid-Year Analysis of the 2006-2007 Budget

Attached is the mid-year evaluation of the 2006-2007 Budget. Each line item appropriation and revenue projection has been thoroughly analyzed by reviewing actual revenues and expenditures from July through December 2006. Based upon our review, the General Fund, Ambulance Fund, Sewer Fund and Water Funds will require use of some of their Rainy Day savings to balance.

In the case of the General Fund, expenditures in the Fire Department and Police Department for property purchase and remodeling will exceed \$350,000. In addition, it will be necessary to transfer \$55,000 to the Ambulance Fund to make up for a shortfall in Ambulance Rate revenue. However, at the end of the 2006-2007 budget year, we are still projecting a carryover of almost \$1,465,000. A portion of the carryover (\$180,000) is reserved for the Building Department. The remaining \$1,285,000 carryover is consistent with our three year Fiscal Forecast. The Sewer and Water Funds will also use a portion of their beginning balances, primarily for capital projects. In the Sewer Fund, we are anticipating completing almost \$900,000 in storm improvements and sewer line replacement. In the Water Fund, installation of a new computer system at the Water Treatment Plant will cost \$200,000 with an additional \$200,000 from Water SDC.

The following tables are summaries by fund of the revised estimates of revenue and expenditures. The right hand column represents the revised estimates and should be compared to the original budget on the left-hand side. In addition, at the bottom of each fund, we show the anticipated balance that will be carried forward into the 2007-2008 budget, barring any unforeseen emergencies. Our policy is to protect the Rainy Day reserves while maintaining services to the public as much as possible and achieving the goals of the City Council.

If you have any questions or comments concerning this six-month budget review, please contact either Marcia or me.

RJ:meh  
Attachments

## GENERAL FUND

The revised estimate for General Fund revenues predicts a 2% increase over budgeted amounts. This is due to a larger than expected increase in assessed property values and additional revenues from court fines, state liquor distributions, and the Aquatic Center. However, building permit and planning fees will be less than anticipated due to a decrease in building activity from the previous year. As noted, increases and decreases in Building Department revenue and expenditures are netted against the portion of the carryover balance dedicated to the Building Reserve. The beginning balance carried over from the 2005-2006 fiscal year was consistent with the beginning balance included in our 2006-2007 budget.

General Fund expenditures include Capital Outlay of \$85,000 in the Fire Department and \$270,000 in the Police Department for purchase and remodel of facilities. The City also invested almost \$50,000 in exterior repairs of the Carnegie Building. We are anticipating that expenditures will exceed the original budgeted amount in several departments. In the Municipal Court, the contract for the City Prosecutor slightly exceeded the anticipated amount. In the Fire Department, a consultant has been hired to perform a management review. Several factors contributed to the need to adjust the Parks Department budget, including replacement of playground equipment and bridge decking and an extensive program for trimming and removing trees in City parks. Recreation Department expenditures include the cost for a Senior Center study. At the Aquatic Center, major pool and equipment repairs have been completed. In addition, the Revised Estimate exceeds the Non-Departmental budget due to a \$55,000 transfer to the Ambulance Fund.

We anticipate some savings in fringe benefits, due to reasonable increases in health insurance costs. Also, the sale in 2005 of pension bonds to pay off the City's PERS transition liability will result in some savings in PERS costs.

Even with the major investments in capital projects, we are projecting that the General Fund carryover for the 2007-2008 fiscal year will be almost \$1,465,000. Excluding the amount reserved for the Building Department, the Non-Dedicated Reserve will still be almost \$1,285,000. This carryover is consistent with carryover projected in our Three Year Fiscal Forecast.

We will continue to closely monitor personal services, materials and services and capital outlay expenditures and focus on operating all City Departments in the most cost-effective manner possible. Our goal is to save as much as possible to carry into next year's budget.

**GENERAL FUND**

	<b>Approved Budget</b>	<b>Revised Estimate</b>
<b><u>Revenue:</u></b>	<b><u>7/1/06</u></b>	<b><u>1/31/07</u></b>
Receipts	5,697,915	5,830,775
Beginning Balance	<u>1,847,805</u>	<u>1,848,153</u>
Total Revenue	\$ 7,545,720	\$ 7,678,928
<b><u>Expenditures:</u></b>		
Municipal Court	282,445	286,000
Fire Department	790,891	810,000
Police Department	2,631,939	2,530,000
Library	521,588	482,000
Public Facilities	15,328	15,000
Parks	221,885	245,000
Recreation	108,060	140,000
Aquatic Center	834,110	863,000
Inspections	399,828	399,000
Planning	274,826	247,000
Non-Departmental	<u>142,000</u>	<u>197,000</u>
Total Expenditures	\$ 6,222,900	\$ 6,214,000
Contingency	375,000	-
Unappropriated Ending Fund Balance	<u>947,820</u>	<u>-</u>
TOTAL GENERAL FUND	\$ 7,545,720	\$ 6,214,000

**TOTAL ESTIMATED CARRYOVER BALANCE 7/1/07      \$ 1,464,928**

**Per Revised Estimate**

Total Estimated Carryover Balance 7/1/07	\$ 1,464,928
Building Reserve 7/1/07	<u>180,000</u>
Non-Dedicated 7/1/07	<u><u>\$ 1,284,928</u></u>

**Per Three Year Fiscal Forecast**

Total Estimated Carryover Balance 7/1/07	\$ 1,447,820
Building Reserve 7/1/07	<u>150,000</u>
Non-Dedicated 7/1/07	<u><u>\$ 1,297,820</u></u>

**STREET FUND**

Receipts in the Street Fund are expected to be consistent with our budget estimate. The approved 2006-2007 Construction budget included overlays that might not have been completed by June 30, 2006. However, all overlays were completed on schedule and, therefore, were not carried over into the 2006-2007 budget year.

We are projecting that all overlays included in the 2006-2007 budget will be completed by the end of the fiscal year, leaving a sufficient carryover for next year's budget and maintaining City streets in satisfactory condition.

	<b>Approved Budget <u>7/1/06</u></b>	<b>Revised Estimate <u>1/31/07</u></b>
<b><u>Revenue:</u></b>		
Receipts	828,300	830,000
Transfer	-	-
Beginning Balance	<u>354,213</u>	<u>230,336</u>
Total Revenue	\$ 1,182,513	\$ 1,060,336
<b><u>Expenditures:</u></b>		
Administration and Engineering	285,699	275,000
Maintenance	274,723	267,000
Construction	349,630	209,000
Marking and Lighting	<u>144,673</u>	<u>141,000</u>
Total Expenditures	\$ 1,054,725	\$ 892,000
Contingency	<u>127,788</u>	<u>-</u>
TOTAL STREET FUND	\$ 1,182,513	\$ 892,000

**TOTAL ESTIMATED CARRYOVER BALANCE 7/1/07     \$ 168,336**

**Per Revised Estimate**

Total Estimated Carryover Balance 7/1/07     \$ 168,336

**Per Three Year Fiscal Forecast**

Total Estimated Carryover Balance 7/1/07     \$ 155,788





**IMPROVEMENT BOND AND INTEREST FUND**

We are projecting a number of projects performed by the City for which we are reimbursed. One example of a reimbursable contract is the agreement between the City and the Dallas School District for paving a school parking lot. Since these costs are reimbursed, the City will receive the revenues to offset all expenditures. Some agreements allow for payments to be made to the City over several years.

	<b>Approved Budget</b>	<b>Revised Estimate</b>
	<b><u>7/1/06</u></b>	<b><u>1/31/07</u></b>
<b><u>Revenue:</u></b>		
Receipts	129,000	113,000
Bond proceeds	-	-
Beginning Balance	<u>88,213</u>	<u>95,875</u>
Total Revenue	\$ 217,213	\$ 208,875
<b><u>Expenditures:</u></b>		
Construction	100,000	76,300
Debt Service	-	-
Other/transfer	-	-
Improvement Loans	<u>117,213</u>	<u>132,000</u>
Total Expenditures	\$ 217,213	\$ 208,300

**TOTAL ESTIMATED CARRYOVER BALANCE 7/1/07**      **\$ 575**

## OUTSIDE WATER FUND

Reserves in this fund are used to improve the water distribution system outside the City. Water customers outside the City pay a monthly surcharge of \$5.00 to help keep their system in good repair and for improvements. The water line upgrade scheduled for this fiscal year is related to Ellendale Water District improvements.

	<b>Approved Budget</b> <b><u>7/1/06</u></b>	<b>Revised Estimate</b> <b><u>1/31/07</u></b>
<b><u>Revenue:</u></b>		
Receipts	20,000	20,000
Beginning Balance	<u>56,796</u>	<u>111,667</u>
Total Revenue	\$ 76,796	\$ 131,667
<b><u>Expenditures:</u></b>		
Personal Services	15,500	15,500
Materials and Services	<u>40,500</u>	<u>40,500</u>
Total Expenditures	\$ 56,000	\$ 56,000
Reimb. Users withdrawing from system	10,000	-
Reserve for future construction	<u>10,796</u>	<u>-</u>
TOTAL OUTSIDE WATER FUND	\$ 76,796	\$ 56,000

**TOTAL ESTIMATED CARRYOVER BALANCE 7/1/07**      **\$ 75,667**

## SHOP SERVICES FUND

All construction and maintenance equipment owned by the City is assigned a rental rate and rented from Shop Services to the various departments. Rental fees are charged to jobs or projects every time a piece of equipment is used. Also, Shop Services charges the Police, Fire and Ambulance Departments for the mechanics' labor, fuel and parts used to maintain their vehicles.

The Approved Budget for Materials and Services includes a reserve for equipment replacement. This year, we will be completing some building and grounds maintenance and improvement projects.

	<b>Approved Budget <u>7/1/06</u></b>	<b>Revised Estimate <u>1/31/07</u></b>
<b><u>Revenue:</u></b>		
Receipts	519,000	529,000
Beginning Balance	<u>99,620</u>	<u>138,402</u>
Total Revenue	\$ 618,620	\$ 667,402
<b><u>Expenditures:</u></b>		
Personal Services	140,793	135,000
Materials and Service	342,827	254,000
Capital Outlay	<u>135,000</u>	<u>135,000</u>
Total Expenditures	\$ 618,620	\$ 524,000
<b>TOTAL ESTIMATED CARRYOVER BALANCE 7/1/07</b>		<b><u>\$ 143,402</u></b>

## REVENUE SHARING

The Revenue Sharing Fund receives revenue from the State Revenue Sharing program. The source of these funds is liquor sales. Receipts are expected to be approximately \$4,500 more than budgeted.

This year's budget provides for revenue sharing funds to be transferred to the Ambulance Fund.

	<b>Approved Budget</b> <b><u>7/1/06</u></b>	<b>Revised Estimate</b> <b><u>1/31/07</u></b>
<b><u>Revenue:</u></b>		
State Treasury	92,975	97,500
Beginning Balance	<u>2,025</u>	<u>4,372</u>
Total Revenue	\$ 95,000	\$ 101,872
<b><u>Expenditures:</u></b>		
Transfer to Ambulance Fund	<u>95,000</u>	<u>95,000</u>
Total Expenditures	\$ 95,000	\$ 95,000

**TOTAL ESTIMATED CARRYOVER BALANCE 7/1/07**     \$ 6,872

**SYSTEM DEVELOPMENT FUND**

Interest earnings on the fund balance and fees for new construction help build a reserve in this fund to pay future costs for oversized streets, sewer, and water systems, as well as other public facilities, to serve the community. The actual revenue is anticipated to be less than budgeted due to lower than anticipated building activity. This year's budget includes funds to help pay for costs of Water Quality Monitoring, new software at the Water Treatment Facility, Miller Avenue street and storm improvements, and other oversizing and improvement projects.

	<b>Approved Budget <u>7/1/06</u></b>	<b>Revised Estimate <u>1/31/07</u></b>
<b><u>Revenue:</u></b>		
Receipts	2,370,000	1,790,000
Beginning Balance	<u>6,311,405</u>	<u>6,639,114</u>
Total Revenue	\$ 8,681,405	\$ 8,429,114
<b><u>Expenditures:</u></b>		
Oversizing Improvements	4,405	-
Water Projects	1,745,000	998,000
Sewer Projects	5,670,000	500,000
Street Projects	735,000	317,000
Park Projects	132,000	30,000
Storm Sewer Projects	395,000	360,000
Transfer to Sewer Fund	-	-
Transfer to Water Fund	-	-
Transfer to Street Fund	-	-
Contingency	-	-
Reserve	-	-
Total Expenditures	<u>\$ 8,681,405</u>	<u>\$ 2,205,000</u>

**TOTAL ESTIMATED CARRYOVER BALANCE 7/1/07      \$ 6,224,114**

**GENERAL OBLIGATION BOND FUND**

Taxes are levied to pay the principal and interest due on bonds sold to finance the cost of the Library and Senior Center, fire equipment and the ambulance facility, transportation improvements, the aquatic center, and the new fire and ambulance vehicles and equipment. The Unappropriated Ending Fund Balance is used to pay July interest debt service payments since we do not receive tax revenues until November.

	<b>Approved Budget</b>	<b>Revised Estimate</b>
	<b><u>7/1/06</u></b>	<b><u>1/31/07</u></b>
<b><u>Revenue:</u></b>		
Current/Delinquent Taxes	740,000	740,000
Beginning Balance	<u>215,347</u>	<u>208,358</u>
Total Revenue	\$ 955,347	\$ 948,358
<b><u>Expenditures:</u></b>		
Debt Service	744,240	744,240
Unappropriated Ending Fund Balance	<u>211,107</u>	<u>-</u>
Total Expenditures	\$ 955,347	\$ 744,240
<b>TOTAL ESTIMATED CARRYOVER BALANCE 7/1/07</b>		<b><u><u>\$ 204,118</u></u></b>

## TRUST FUNDS

Cash in these funds is held in trust for specific programs or projects. They are dedicated funds and are not available for operating costs.

	<b>Approved Budget <u>7/1/06</u></b>	<b>Revised Estimate <u>1/31/07</u></b>
<b><u>Revenue:</u></b>		
Park Trust	10,500	1,000
Skate Park Trust	5,000	4,000
Fire Equipment Trust	127,300	68,000
Ambulance Equipment Trust	5,000	-
Library Trust	18,000	8,000
Bail Trust	100,000	100,000
Improvement Trust	250,000	250,000
Street Improvement Trust	250,000	170,000
Police Trust	35,000	30,000
Development Park Trust	25,000	-
Civic Center Deposit Trust	5,000	2,000
Economic Development Trust	7,000	2,000
Aquatic Center Trust	<u>24,000</u>	<u>4,000</u>
Total Revenue	\$ 861,800	\$ 639,000
<b><u>Expenditures:</u></b>		
Park Trust	10,500	1,000
Skate Park Trust	5,000	4,000
Fire Equipment Trust	127,300	68,000
Ambulance Trust	5,000	-
Library Trust	18,000	8,000
Bail Trust	100,000	100,000
Improvement Trust	250,000	250,000
Street Improvement Trust	250,000	170,000
Police Trust	35,000	30,000
Development Park Trust	25,000	-
Civic Center Deposit Trust	5,000	2,000
Economic Development Trust	7,000	2,000
Aquatic Center Trust	<u>24,000</u>	<u>4,000</u>
Total Expenditures	\$ 861,800	\$ 639,000
<b>TOTAL ESTIMATED CARRYOVER BALANCE 7/1/07</b>		<b><u><u>\$ -</u></u></b>

**GRANT FUND**

The grant fund is used to separate the major grants received by the City from other general operations. This year’s budget includes the Library “Ready to Read” grant, funds for the Core Area Redevelopment Manager, the Industrial Redevelopment Manager, the School Resource Officer, the Community Activities Coordinator, the CERT program, and the Microenterprise grant.

	<b>Approved Budget <u>7/1/06</u></b>	<b>Revised Estimate <u>1/31/07</u></b>
<b><u>Revenue:</u></b>		
Total Revenue	\$ 744,000	\$ 255,000
<b><u>Expenditures:</u></b>		
Total Expenditures	\$ 744,000	\$ 255,000
<b>TOTAL ESTIMATED CARRYOVER BALANCE 7/1/07</b>		<b><u><u>\$ -</u></u></b>

**INTERNAL SERVICES FUND**

The Internal Service Fund is used to allocate costs for services furnished exclusively to other departments of the City. The Fund includes expenditures of the Mayor, City Council, Human Resources/ Public Information Office, City Manager's Office, Finance Office, and City Attorney's Office. All costs are reimbursed on the basis of estimated time spent in the various operations of the City.

	<b>Approved Budget <u>7/1/06</u></b>	<b>Revised Estimate <u>1/31/07</u></b>
<b><u>Revenue:</u></b>		
Total Revenue	\$ 1,083,088	\$ 1,055,500
<b><u>Expenditures:</u></b>		
Mayor and City Council	26,000	16,500
Human Resources	87,892	87,800
City Manager's Office	288,354	288,000
Finance Office	497,005	478,000
Facilities Maintenance	129,437	129,000
City Attorney	54,400	56,200
Total Expenditures	\$ 1,083,087	\$ 1,055,500

**TOTAL ESTIMATED CARRYOVER BALANCE 7/1/07**     \$ \_\_\_\_\_ -

**CAPITAL IMPROVEMENT FUND**

This year's revenue includes proceeds from the sale of property, a water system improvement loan, and interest earned on ODOT funds received for the Levens Street Bridge reconstruction. If the Levens Street Bridge project is not completed this year, those funds will be carried over for the next fiscal year.

	<b>Approved Budget <u>7/1/06</u></b>	<b>Revised Estimate <u>1/31/07</u></b>
<b><u>Revenue:</u></b>		
Total Revenue	\$ 5,325,000	\$ 624,000
<b><u>Expenditures:</u></b>		
Total Expenditures	\$ 5,325,000	\$ 624,000

**TOTAL ESTIMATED CARRYOVER BALANCE 7/1/07**      \$ -

**AMBULANCE FUND**

Ambulance revenue continues to be negatively impacted by the reduction in Medicare reimbursements. This year's budget provides for the transfer of Revenue Sharing funds and an additional transfer of \$55,000 from the General Fund to offset the shortfall in ambulance rate revenues. Unfortunately, salary and fringe benefit costs will exceed the approved budget due to workers compensation claims. Materials and Services expenditures will be closely monitored.

	<b>Approved Budget <u>7/1/06</u></b>	<b>Revised Estimate <u>1/31/07</u></b>
<b><u>Revenue:</u></b>		
Receipts	810,000	775,000
Transfer	95,000	150,000
Beginning Balance	<u>30,573</u>	<u>13,606</u>
Total Revenue	\$ 935,573	\$ 938,606
<b><u>Expenditures:</u></b>		
Personal Services	666,747	680,000
Materials and Services	260,826	250,000
Capital Outlay	<u>8,000</u>	<u>-</u>
Total Expenditures	\$ 935,573	\$ 930,000
Contingency	-	
Unappropriated Ending Balance	<u>-</u>	
<b>TOTAL AMBULANCE FUND</b>	<b>\$ 935,573</b>	<b>\$ 930,000</b>

**TOTAL ESTIMATED CARRYOVER BALANCE 7/1/07     \$ 8,606**

## GENERAL LONG TERM DEBT FUND

This fund was established to account for the PERS pension bonds sold in 2005. Each month, a transfer is made from the operating funds fringe benefit accounts to this fund. Principal and interest payments on the pension bonds are then paid from this fund.

	<b>Approved Budget <u>7/1/06</u></b>	<b>Revised Estimate <u>1/31/07</u></b>
<b><u>Revenue:</u></b>		
Revenue from Other Funds	78,450	78,450
Beginning Balance	<u>-</u>	<u>-</u>
Total Revenue	\$ 78,450	\$ 78,450
<b><u>Expenditures:</u></b>		
Debt Service	78,450	78,450
Unappropriated Ending Balance	<u>-</u>	<u>-</u>
<b>TOTAL GENERAL LONG TERM DEBT FUND</b>	<b>\$ 78,450</b>	<b>\$ 78,450</b>

**TOTAL ESTIMATED CARRYOVER BALANCE 7/1/07**      \$ -

# MEMORANDUM

Date: February 2, 2007

To: Mayor Jim Fairchild and Council Members

From: Roger Jordan, City Manager 

Re: 2007 City Goal Setting Session

Recommendation: Set a date for the 2007 goal setting session.

Background: It is time for the Council to review its goals so they can be used during preparation of the 2007-08 budget. I am recommending that we hold a goal setting session on Wednesday, February 28. As in the past, we can have a dinner meeting starting at 5:30 p.m.

We will have a staff report on the current goals available by the February 20 Council meeting, which will allow the Council a week to review the report and make comments.

If you have any questions or comments, we can discuss this further at Monday's meeting.

RJ:meh

# MEMORANDUM

Date: February 2, 2007  
To: City Council Members  
From: Roger Jordan, City Manager   
Re: City Manager's Annual Evaluation Criteria

Mayor Fairchild reminded me that the Council agreed to review the criteria and form for the City Manager's evaluation at the beginning of the year. Attached is a copy of the current City Manager evaluation criteria and form.

As you will recall, the Council agreed to set an executive session for the initial discussion on the evaluation. I would recommend having the executive session at the February 20, 2007 regular Council meeting. As you know, the council will need to reconvene in regular session adopt the criteria and form to be used for the 2007 evaluation.

If you have any questions or comments before Monday's meeting, please call me.

RJ:meh

# MEMORANDUM

Date: February 2, 2007

To: Mayor Jim Fairchild and City Council Members

From: Roger Jordan, City Manager 

Re: Notice to the Department of Environmental Quality

Recommended Action: Authorize the City Manager to give notice to the Department of Environmental Quality (DEQ) requesting postponement of construction of a wastewater filter plant while further studies are completed.

Background: With the announcement of the TTM/Tyco closure, which was our only industrial waste discharger, many of the issues faced by the City for design of the new filter system changed. Specifically, the metals issue may not require the same treatment process including the sophistication of building an additional filter process. After meeting with CH2M Hill and DEQ, the staff is recommending that we postpone implementation for two years, which will give us an opportunity to complete further analysis as to whether the proposed filter system is the most cost effective system improvement. Given the changes to our wastewater system with the closure, we have to consider what our next steps will be as we market the TTM/Tyco facility to new industrial users.

As you are aware, we are already meeting the water quality standards set by our DEQ permit. As we discuss the issue with CH2M Hill and DEQ, it is only reasonable that we take the time necessary to ensure the most cost effective system is built for our community.

If you have any questions or comments before Monday's meeting, please call me.

RJ:meh

# MEMORANDUM

Date: February 2, 2007

To: Mayor Jim Fairchild and City Council Members

From: Roger Jordan, City Manager 

Re: Update on the Wastewater Treatment Facility Management Contract

This is to follow up my previous information concerning the operating agreement we have with OMI (Operations Management International, Inc.) for management services at the Dallas Wastewater Treatment Facility. As we previously discussed, Public Works Director Fred Braun and I agreed that since there were management issues at the Wastewater Treatment Facility, a need for a new computerized maintenance system, and the increasing complexity of regulations and technical issues, we would contract with OMI to assist with implementing the new proposed system improvements and improve the overall maintenance and operation of the plant.

As we have discussed, the operation of both the Wastewater Treatment Facility and the Water Treatment Plant have become very regulated and complex requiring more and more technical qualifications for our employees. While our operations have worked well in the past and have always been maintained within the rules, Fred and I continue to believe that the technical operation at the Wastewater Treatment Facility requires additional professional outside assistance to ensure optimal plant operation and compliance with ever-changing regulation.

After using OMI management services for the past couple of months, we feel that continuation of the contract has become an essential part of the operations. This is especially important now since we are facing a decision about whether we need a new filter plant. I recently agreed to extend this management services contract with OMI for two years. Under the contract, OMI will provide a working manager on the site in addition to providing expertise as we decide what to do with our treatment system over the next couple of years.

Coincidentally, one of our three employees at the plant, who was in training, asked to be released to work for OMI, and we agreed. Therefore, with the OMI working management employee and our two current operators, we will continue with three FTE at the Wastewater Treatment Facility. OMI has agreed that the former employee will be available to cover times where the City is short of manpower at the plant.

If you have any questions or comments before the meeting, please feel free to contact me.

RJ:meh

# MEMORANDUM

Date: February 1, 2007  
To: Mayor Jim Fairchild and City Council Members  
From: Roger Jordan, City Manager   
Re: OLCC Liquor License Renewal Process

Recommendation: Endorse all OLCC renewal applications for existing establishments.

Background: As you may recall, there has been a change in the way that the Oregon Liquor Control Commission processes liquor license renewals. Instead of each applicant bringing in an application for the Council to review, OLCC has sent us a list of all licenses up for renewal.

The staff has reviewed the list and we are recommending endorsement. However, we are working with the owner of Blondie's and OLCC to address staff concerns about incidents in the area.

Please feel free to contact me if you have any questions or comments.

RJ:meh

## 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 December 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	Variations	Partitions / Replats	Subdivisions	Street Plans	Annexations	Zone Changes
Dec 2006	0	2	0	0	0	0	0	0	0
<b>YTD 2006</b>	16	10	7	11	9	9	0	1	3
Dec 2005	0	0	0	0	0	0	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	264
Site Visits	157	257	307	260	305	310	228	276	320	348	226	143
<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	Dec 2006	Dec 2005	2006 YTD Total	2005 Total Annual Summary	2006 Valuation through December	2005 Total Annual Valuation
New Single Family	4	27	135	171	\$ 27,817,118	\$ 33,479,636
New Duplex's	0	0	4	4	1,014,008	915,649
New Multifamily	0	0	2	0	7,252,179	0
Residential Remodel	3	4	57	40	1,179,230	1,058,694
Residential Accessory Bldg.	1	0	11	12	242,455	180,521
New Commercial	0	1	4	6	183,242	1,490,164
Commercial Remodel	1	2	32	14	1,560,685	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	0	1	1	9,136	3,662
Misc. / No Fee Permits	0	0	5	1	0	17,293
<b>Total All Categories</b>	<b>9</b>	<b>34</b>	<b>254</b>	<b>252</b>	<b>\$ 39,384,817</b>	<b>\$ 38,598,532</b>

**TYPE II APPLICATIONS - STATUS**

<b>DATE</b>	<b>APPLICANT</b>	<b>ADD #</b>	<b>DIR</b>	<b>STREET</b>	<b>NOTIFIED NEIGHBORS</b>	<b>APPROVED</b>	<b>NOTES</b>
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
12/11/06	Dave Theiss	538	NW	Byers Ln.	Yes 12/1/06	Yes	36.2% lot coverage

# DALLAS AQUATIC CENTER

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

## Monthly Report for December 2006

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.

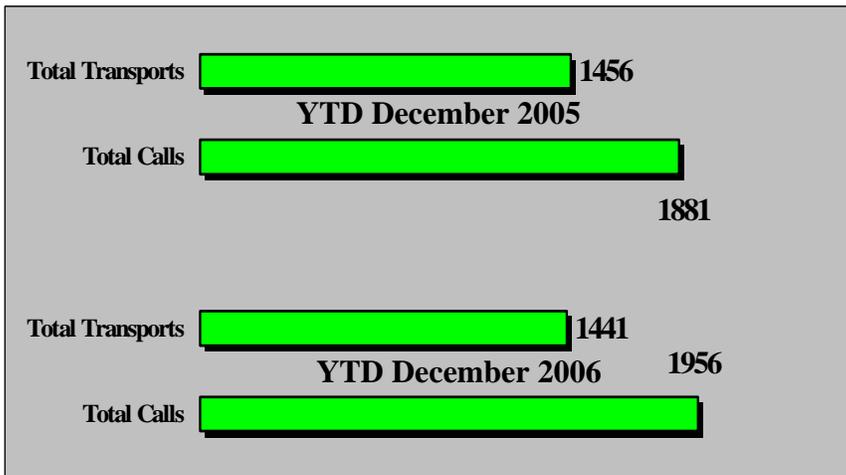
	December	2006		2005		2004		2003	
		Units	Net Sales						
1.	Admissions	3,317	11,743	3,151	9,412	2,816	7,928	1,809	5,703
2.	Annual Memberships Passes	13	2,883	2	600	9	3,125	6	2,663
3.	Coupon Books (All types)	54	3,543	32	2,136	47	3,042	23	1,461
4.	Water Aerobic Passes	26	831	26	1,209	32	1,480	29	1,443
5.	Gift Certificates	26	570	13	295	35	835	22	415
6.	Pro Shop	144	1,040	124	1,329	14	1,424	80	1,152
7.	Concessions	2,051	1,931	1,848	1,823	1,577	1,437	880	881
8.	Pass Redemption	563	0	448	0	534	0	282	0
9.	Middle School	187	4,620	0	0	0	0	0	0
10.	Special Events	23	28	0	0	0	0	0	0
	<b>Total Net Sales</b>		<b>27,189</b>		<b>16,804</b>		<b>19,271</b>		<b>13,718</b>

Difference                      \$ 10,385

### 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	27,189	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
<b>Fiscal YTD</b>	<b>\$ 163,536</b>	<b>\$ 319,100</b>	<b>\$ 309,924</b>	<b>\$ 261,810</b>	<b>\$ 208,468</b>

## *City of Dallas Fire and EMS Departments*



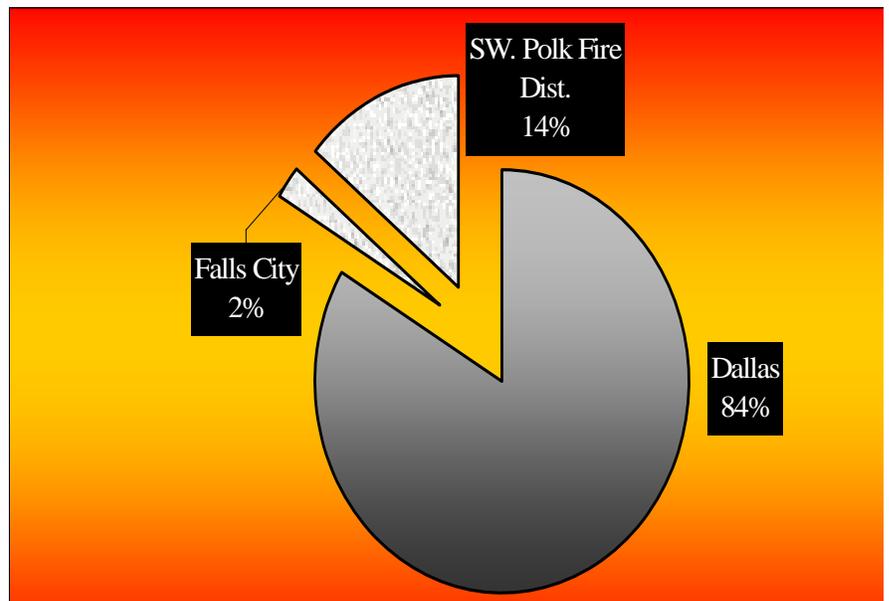
### *City Council Report December 2006*

#### *Pre-hospital Services*

For the month of December, 26% of the services provided did not require the patient to be transported to a medical facility. Total calls for the month of December were 177 with 132 patients transported.

### *Originating Location for Ambulance Services*

The ambulance service responded to 5 requests for mutual aid to other Fire/EMS agencies within the Marion, Polk and Yamhill County regions.



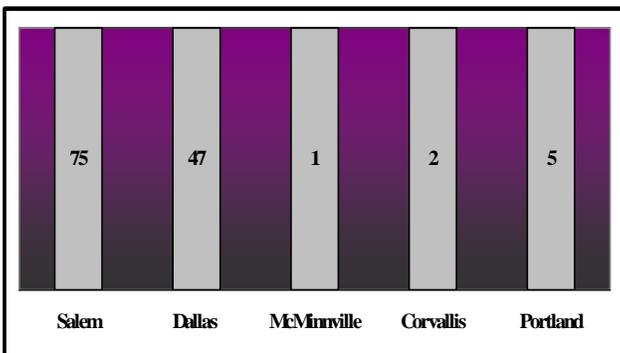
### *Average*

#### *Response Time*

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

7:41 Minutes

#### *Ambulance transports to area hospitals for December 2006*

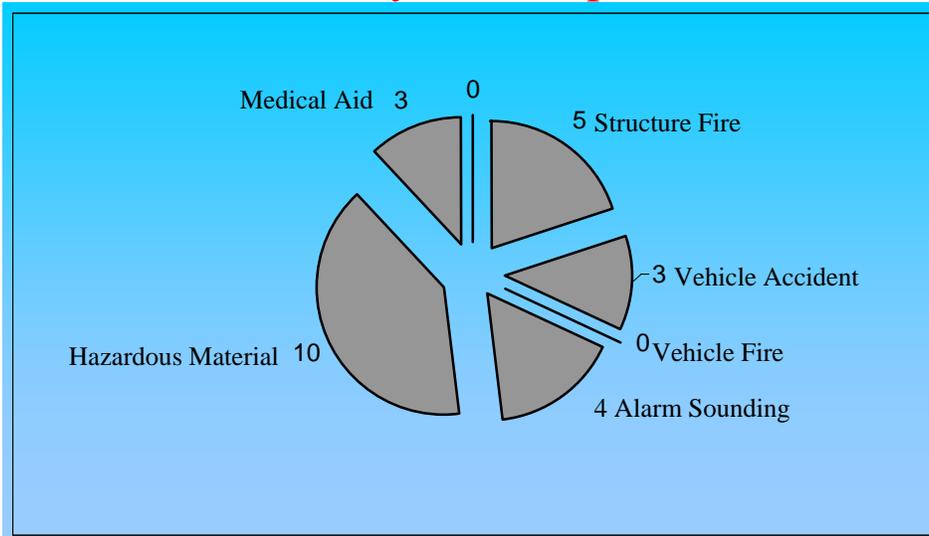


#### *Points of Interest for December*

*Average call time was 1hr. and 13 minutes.  
Medic 101 responded to 145 calls  
Medic 102 responded to 31 calls  
Medic 103 responded to 1 call 93% percent of patients' required Advanced Life Support services*

# Fire Department Run Report for December 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 32 calls within the City of Dallas City limits for the month of December. Responses to illegal or burn complaints and smoke investigations are not shown on the chart.

The City of Dallas Station had 36 calls serving the SW Polk Service area for the month of December.

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

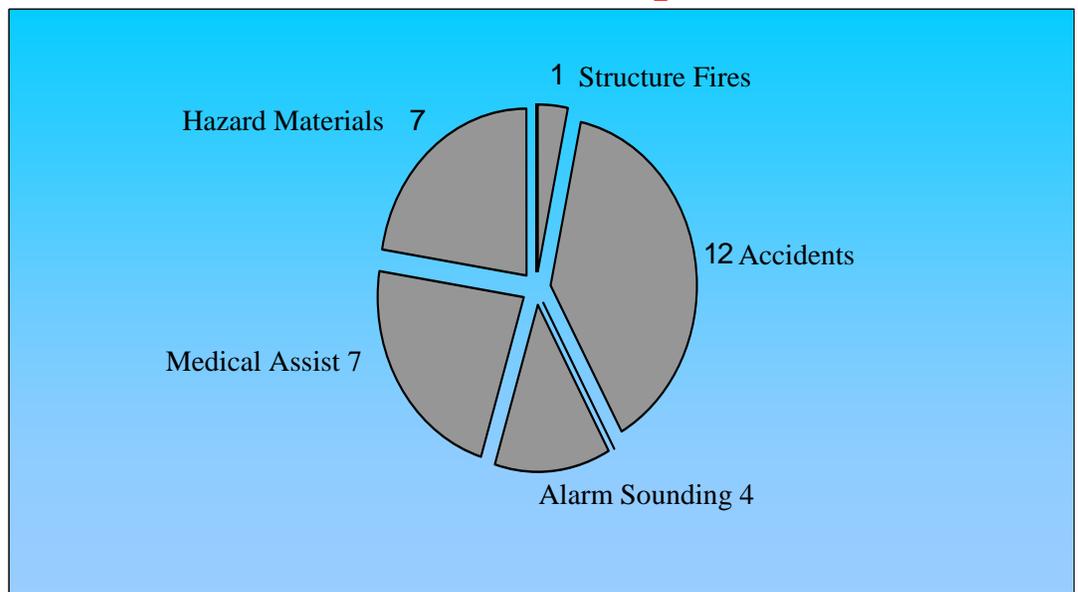
**\*1449 total hours**

**\*20.13 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, December 2006**

**Date: January 17, 2007**

The month of December found 745 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 December found the Children's Room bustling with energy as the Fall Sessions of both Infant/Toddler and Preschool Storytimes concluded. Both Storytimes will take a short break for the Holidays and Winter Sessions will begin in early January. Storytime attendance brought in 60 young people. Class/Daycare visits accounted for 16 young ones hearing stories and learning about the Library. In all, 76 young people participated in events at the Library during December. The Children's Room continues to be popular with 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. December statistics show a steady use of this user-friendly, multi-use database. A total of 49 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 860 questions being answered this month. Working on a variety of projects, our volunteers donated a total of 203 hours during the month of December.

**Dallas Public Library  
Monthly Report for December 2006**

**CIRCULATION STATISTICS**

<b>ADULT</b>	<b>December 2006</b>	<b>December 2005</b>	<b>Year to Date 2006</b>
Non-Fiction	1312	1406	18,941
Fiction	2066	2105	26,804
New Books	2117	2189	28,380
Paperbacks	625	768	8533
Periodicals	198	296	3709
Sound Recordings	274	321	2413
Books on Tape	378	371	5086
Videotapes	435	531	5855
DVDs	275	310	3695
Media Bags	435	519	5799
CD-ROMS	4	3	50
ILL (in)	5	2	23
ILL (out)	0	0	4
NVL loans (in)	2	5	16
NVL loans (out)	0	0	0
Internet Workstations	745	803	11,142
Equipment	38	50	559
<b>Adult Total</b>	<b>8909</b>	<b>9679</b>	<b>121,009</b>
<b>CHILDREN'S</b>			
Non-Fiction	474	466	7089
Fiction	1643	1677	23,656
New Books	86	240	2343
Periodicals	54	35	873
Sound Recordings	42	50	710
Books on Tape	166	145	2489
Videotapes	363	369	4441
DVDs	106	75	1228
CD-ROMS	36	26	659
CD-ROMS (in house)	87	78	1211
<b>Children's Total</b>	<b>3057</b>	<b>3161</b>	<b>44,699</b>
<b>Remote Renewals</b>	<b>686</b>	<b>540</b>	<b>7330</b>
<b>Monthly Total</b>	<b>12,652</b>	<b>12,837</b>	<b>173,008</b>

**Dallas Public Library  
Monthly Report for December 2006**

**REGISTERED PATRONS – December 2006**

<b>City Residents</b>	
Adult	5547
Child	1665
YA (12-17)	956
<b>Total</b>	<b>8168</b>
<b>Non-Resident – Fee</b>	
Adult	421
Child	72
YA (12-17)	112
<b>Total Fee</b>	<b>605</b>
<b>Non-Resident –Restricted</b>	
Adult	1361
Child	457
YA (12-17)	226
Kids Card	480
<b>Total Restricted</b>	<b>2524</b>
<b>Non-Resident Total</b>	<b>3129</b>
<b>Total Registered Patrons</b>	<b>11,297</b>

**ADDITIONAL ACTIVITY**

	<b>December 2006</b>	<b>December 2005</b>	<b>Year to Date 2006</b>
<b>Non-Resident User Fees</b>	\$ 410.00	\$ 570.00	\$ 6950.00
<b>Fines Collected</b>	\$ 773.27	\$ 1429.45	\$ 12,692.09
<b>Photocopies</b>	\$ 43.65	\$ 65.50	\$ 1026.52
<b>Reference Questions</b>	860	1360	15,048
<b>Volunteer Hours</b>	203	152	2830.5

# MEMORANDUM

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

**TO:           ROGER JORDAN**

**FROM:       CHIEF JIM HARPER**

**February 5, 2007**

***Some of the current trends and observations are:***

- Shawn Todd is doing well in the sixteen-week police academy. We continue to monitor his progress weekly.
- Colby Hamilton is with his field trainer completing the FTO manual.
- The remodel is going well, doors are being installed, and electrical is almost completed. Carpeting and floor cover are being scheduled. It's beginning to look like an office space.

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

34 Speeding Violations  
09 License Violation  
19 Insurance Violations  
03 Safety Violations  
25 Other

**Investigations by this Department**

06	Assaults	Clear by Arr	09
27	Animal Offenses (general)	Clear by Arr	03
02	Burglaries	Clear by Arr	02
01	Conspiracy Commit Burglary	Clear by Arr	01
01	Contributing Sex Del Minor	Clear by Arr	01
02	Curfew	Clear by Arr	02
12	Criminal Mischief	Clear by Arr	08
02	Disorderly Conduct	Clear by Arr	02
07	DUII	Clear by Arr	07
05	Drug Offenses	Clear by Arr	05
04	Driving While Suspended	Clear by Arr	04
02	False Info Police Officer	Clear by Arr	02
03	Fail Carry Present License	Clear by Arr	02
06	Forgery	Clear by Arr	02
02	Hit & Run	Clear by Arr	02
02	Harassment	Clear by Arr	02
01	Hindering Prosecution	Clear by Arr	01
01	Incest	Clear by Arr	01
01	Improper Use 911	Clear by Arr	01
02	Menacing	Clear by Arr	02
08	Minor in Possession	Clear by Arr	12
02	Reckless Driving	Clear by Arr	02
03	Resisting Arrest	Clear by Arr	03
01	Restraining Order Vio	Clear by Arr	01
03	Robbery	Clear by Arr	02
08	Runaway	Clear by Arr	03
02	Sex Abuse I	Clear by Arr	02
01	Sex Abuse III	Clear by Arr	01
01	Sexual Misconduct	Clear by Arr	01
01	Sodomy	Clear by Arr	01
01	Strangulation	Clear by Arr	01
17	Thefts	Clear by Arr	05
03	Identity Theft	Clear by Arr	03
10	Trespass	Clear by Arr	05
10	Warrants	Clear by Arr	10

42 Assist Public  
31 Assist Law  
29 Suspicious Activity  
13 Suspicious Vehicles  
11 Suspicious Persons  
15 Disturbances  
19 911 Hangup  
11 Welfare Checks  
10 Assist Traffic  
18 False Alarms  
06 Civil Complaints  
10 Noise Complaints  
21 FIR (Field Investigation Report)  
10 Accidents

### **Arrests by this Department**

04 Assaults  
03 Animal Offenses  
01 Conspiracy Commit Burglary  
01 Contributing Sexual Delinquency Minor  
08 Criminal Mischief  
02 Curfew  
02 Disorderly Conduct  
05 Drug Offenses  
07 DUII's  
04 Driving While Suspend  
02 Fail Carry & Present License  
02 False Information Police Officer  
02 Forgery  
02 Harassment  
01 Hindering Prosecution  
02 Hit & Run  
03 Identity Theft  
01 Improper Use 911  
01 Incest  
03 Interfere Police  
01 Menacing  
08 Minor In Possession  
01 Reckless Driving  
01 Recklessly Endangering

03 Resisting Arrest  
01 Restraining Order Violation  
02 Robbery  
03 Runaway  
01 Sexual Misconduct  
02 Sex Abuse I  
01 Sex Abuse III  
01 Sodomy I  
01 Strangulation  
07 Thefts  
01 Trespass  
10 Warrants

**100 TOTAL ARRESTS**

**Arrests for Nov '05: 105**

**JUVENILES**

Sixteen juveniles were referred to Juvenile Authorities for their actions.

**CALLS FOR SERVICE:**

**856 TOTAL**

175 Incident Case Numbers

681 Event Numbers

\*\*\* Code Enforcement Report (*see attached*)

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

\*\*\* Reserve Hours 300

DALLAS POLICE DEPARTMENT						
CODE ENFORCEMENT REPORT						
December			2006		Code Officer Totten	
NUMBER OF TOWED VEHICLES						0
NUMBER OF CITATIONS ISSUED						13
NUMBER OF FOLLOW-UP ACTIVITIES COMPLETED						141
NEW CASES STARTED:						
DCC # 5.584 - INOPERABLE VEHICLES (PRIVATE PROPERTY)						10
DCC # 6.320 - VEHICLES STORED ON STREET/PARK STRIP						15
DCC # 6.505 - ABANDONED VEHICLES						12
DCC # 5.582 - JUNK						4
DCC # 5.556 - SCATTERING RUBBISH (PRIVATE PROPERTY)						6
DCC # 6.315 - TRUCK PARKING						0
DCC # 6.310 - PROHIBITED STOPPING & PARKING						0
DCC # 5.276 - CAMPING ON PUBLIC PROPERTY						0
DCC # 6.605 - PARKING REGULATIONS (CAMPING)						0
DCC # 6.125 - OBSTRUCTING STREETS OR SIDEWALKS						3
DCC # 5.588 - GRAFFITI						0
<b>HABITUAL PROBLEMS / OTHER ISSUES:</b>						
Tom & Vicki Smith will finish their cleanup on January 2, 2007.						
David Leifneit was convicted of three counts of illegally parked vehicle.						
<b>NARRATIVE:</b>						
The thirteen citations were for parking violations.						
<b>Approved:</b>						

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

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

		<u>Water Division</u>				
		<u>2006</u>	<u>Unit</u>		<u>2005</u>	<u>Unit</u>
Total Discharge to Town		42.2	MG		42.63	MG
Total Water Raw		54.8	MG		48.87	MG
Peak Day	12/16/06	2.88	MG	12/21/05	2.35	MG
Daily Average-Raw		1.77	MGD		1.57	MGD
Daily Average-City		1.36	MGD		1.57	MGD
Backwash Water		4.01	MG		2.81	MG
Filter to Waste		0.85	MG		2.34	MG
Flushing		0.10	MG		0.10	MG
Discharge Water		0.10	MG		0.10	MG
Meter and Process Error	2.3%	1.24	MG	1.9%	0.89	MG
Average High Temp		46.2	° F		45.9	° F
Average Low Temp		32.9	° F		33.7	° F
Total Precipitation		7.35	Inches		11.52	Inches

Mercer Dam and Watershed:

- Visual inspections were done on December 18 and 25.
- Full walking inspections were done on December 8 and 29.

Intake Pump Station:

- Reporting okay.
- Performed monthly and quarterly compressor oil changes.

Water Treatment Plant:

- Reporting okay.
- Worked on Plant Operation Manual
- Calibrated chemical pumps
- Continued ASR monitoring

Reservoirs:

- Reporting okay
- Performed quarterly air compressor oil change

New Services: Five new 3/4" services were installed at: 1078 and 1090 SW Linden Lane; 345 NW Eakin Dr; 334 NW Reed Ln; and 538 NW Byers Ln.

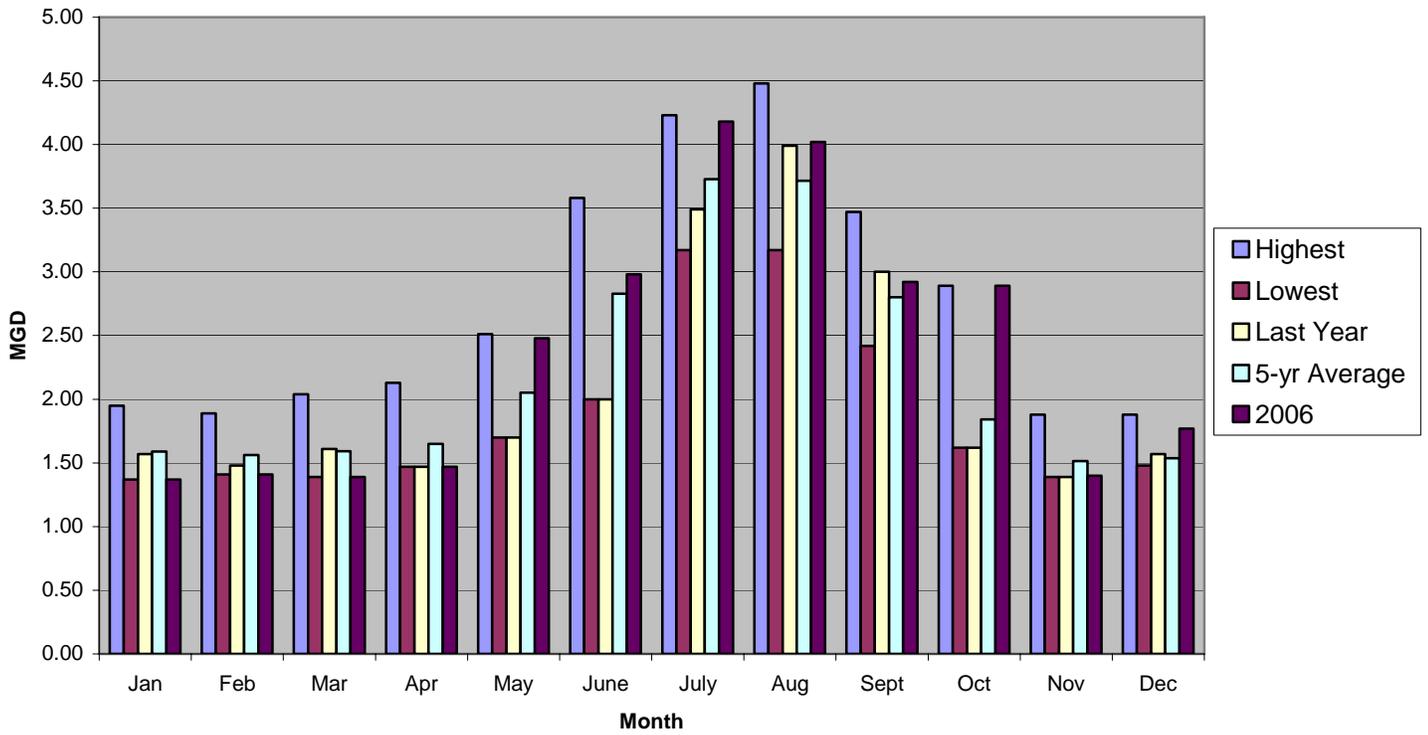
Repairs Leaks at:

Repaired leak in 3/4" copper service in Bridlewood.

Worked on:

- Reading meters
- Meter maintenance
- Worked on the Miller project – water services, valve boxes, etc.
- Turned valves

### Average Daily Treated Water Production



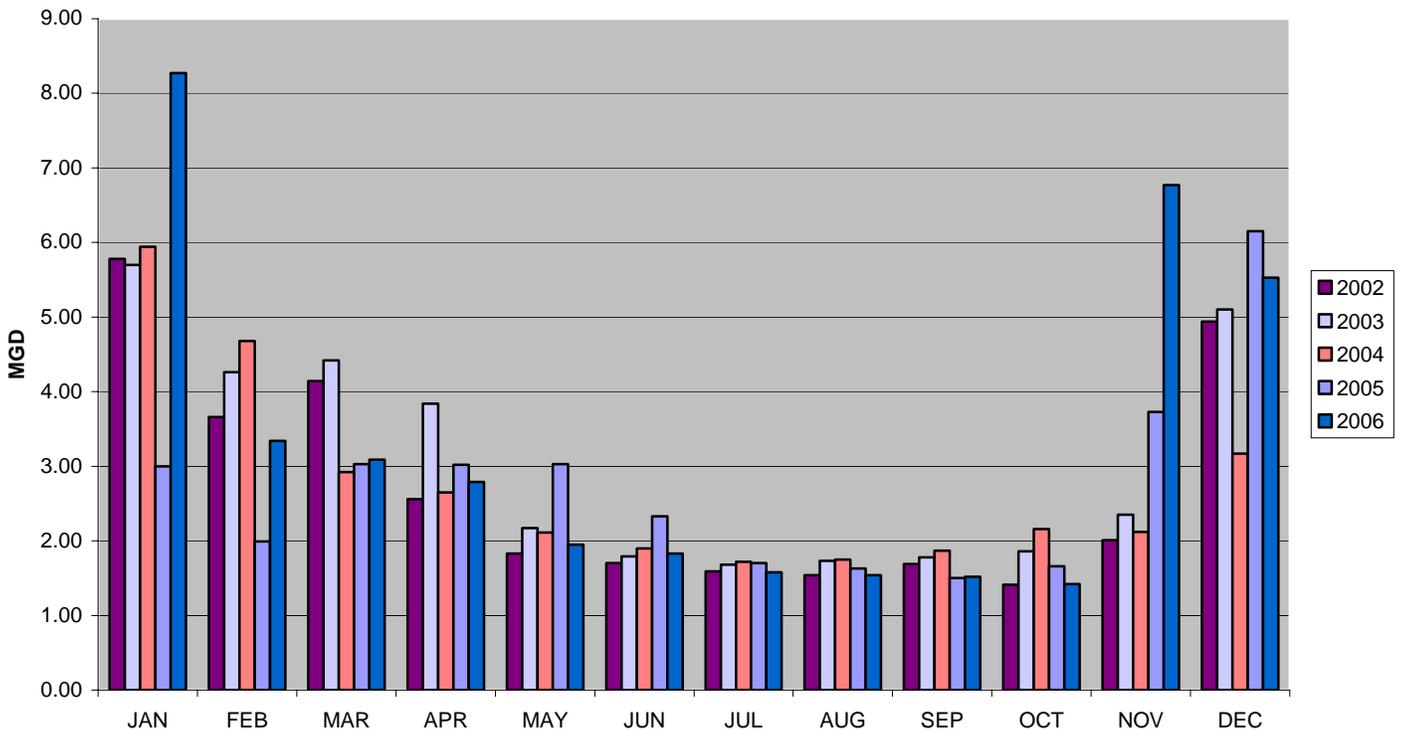
**Wastewater Division**  
Effluent Flow

	<u>2006</u>	<u>Units</u>		<u>2005</u>	<u>Units</u>	
Monthly Total Flow	171.28	MG		190.67	MG	
Peak Day Flow	12/14/06	15.04	MG	12/22/05	14.34	MG
Daily Average Flow	5.53	MG		6.15	MG	

Special Events:

- Replaced effluent pH probe and fixed problems with reading difference at probe and on Wonderware
- Had a problem reading flow at septage station
- Had problems with scum pits on both clarifiers
- All backflow devices were tested & passed
- Problem with Influent Pump #4 – pulled a huge tangle of rope out of the impeller. The high speed windings were also bad, so replaced with a spare pump
- Had heavy rains on the 24<sup>th</sup>, causing bypass for a 24 hour period. Approx 3 million gallons bypassed.
- Top of roof on old control building blown off
- #3 RAS pump out of service

**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>
Street Sweeping	329
Leaf Harvest	271
Storm Maintenance & Repair	58
Sewer Maintenance & Repair	35
Alleys	34
Lift Station Maintenance	28
Utility Locates	22
Open Ditch Cleaning	17
Signs	13
Street Painting	4
Snow Removal	3
Paving	3
Uglow Storm #3359	80
Christmas Lights	25

## **Parks Division**

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

- Cleaned leaves from shrub beds
- Removed leaves from park building roofs
- Applied fertilizer to lawn and shrub areas
- Repaired damage caused by vandalism
- Washed outside of park buildings
- Performed regular mowing of all parks
- Performed monthly safety check of playground equipment on December 15.
- Mulched/accumulated leaves from lawn areas
- Removed leaves from trails
- Pruned/removed trees
- Picked up fallen limbs from storm damage
- Pruned shrubs from storm damage
- Performed equipment service checks/repairs
- Removed broken merry-go-round from New Side of City Park
- Edged all parks
- Pruned Jefferson Island, Fountain Island, and Aquatic Center parking lot
- Fertilized all park turf with 16-16-16
- Lost 3 trees in City Park due to high winds on December 14

## 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 under review.
- Paisley Addition: Plans under review.
- Cynthian Oaks, Phase 2: Under construction.
- Ellendale Estates: Plans under review.
- 3-Lot Partition on SW Linden (Wiensz/Suderman): Plans under review.

### 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: Bridge design underway; sanitary re-routing completed.
- 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.
- City Shop Storage Building: Lot graded. Paving postponed due to weather conditions.
- Finished Water Reservoir: S Main survey complete; water system modeling results under review
- Ellendale Street Light @ Walmart: Bid awarded.
- City Hall Sidewalk: Under construction.

### Routine Work:

- Map Updates: Ongoing.
- Utility Locates: Normal
- Engineering, Project Scoping, Public Assistance: Normal
- Planning Commission / City Council / Community Development Team: Normal
- Watershed: Attended mtgs/project coordination Rickreall and Luckiamute Watershed Councils.
- WWTF-NPDES: 2006 Biosolids Report submitted to DEQ. Equipment selected for 3-Water replacement. Continuing sludge drying operations. Preparing revised NPDES Permit Application
- Water Treatment Facility/Water Supply: Initiate ASR storage cycle. Water intake modifications completed.
- 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

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

### Shop Services

- Ongoing maintenance on vehicles, machinery & construction equipment
- Winter storm equipment preparation and troubleshooting

Shop services hours were divided into the following areas:

Ambulance	2.50 hrs.
Community Development	10.50 hrs.
Falls City Fire	1.50 hrs.
Fire	20.50 hrs.
Parks	11.00 hrs.
Police	17.50 hrs.
Public Works	235.00 hrs.
Rural Fire	5.50 hrs.
Snow Removal	7.00 hrs.
Wastewater Treatment Facility	25.00 hrs.

### Support Services

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

# MEMORANDUM

Date: February 1, 2007

To: Mayor Jim Fairchild and City Council Members

From: Roger Jordan, City Manager 

Re: Change of Ownership OLCC Liquor License Application

Recommendation: Endorse the OLCC Change of Ownership application for Dallas Chevron, 129 E. Ellendale Avenue

Background: The City received an OLCC application for Change of Ownership application for Dallas Chevron, formerly Jackpot Food Mart and Deli. The new owner is Rohitesh Inc., and the applicant is Rohitesh Singh. The business will have a manager, Kavita Chand.

The Police Chief has reviewed the application has no items of concern, I recommend endorsement.

Please feel free to contact me if you have any questions or comments.

RJ:meh

RESOLUTION NO. 3115

A Resolution authorizing the transfer of budgetary funds.

WHEREAS, it is necessary to transfer the appropriation authority of \$4,000 from the General Fund, Non-Departmental and Contingency Department, Contingency Appropriation to the General Fund, Municipal Court Department, Prosecution Appropriation for unanticipated costs related to the City Prosecutor's contract; and

WHEREAS, it is necessary to transfer the appropriation authority of \$20,000 from the General Fund, Non-Departmental and Contingency Department, Contingency Appropriation, with \$15,000 to the General Fund, Fire Department, Contractual Services Appropriation for unanticipated costs for a management consultant's contract, and with \$5,000 to the General Fund, Fire Department, Operation and Maintenance of Equipment Appropriation for unanticipated equipment maintenance costs; and

WHEREAS, it is necessary to transfer the appropriation authority of \$24,000 from the General Fund, Non-Departmental and Contingency Department, Contingency Appropriation, with \$10,000 thereof to the General Fund, Parks Department, Supplies Appropriation for the unanticipated cost of playground equipment and bridge decking, and with \$14,000 to the General Fund, Parks Department, Contractual Services Appropriation for unanticipated costs of tree trimming and removal; and

WHEREAS, it is necessary to transfer the appropriation authority of \$32,000 from the General Fund, Non-Departmental and Contingency Department, Contingency Appropriation, with \$8,000 thereof to the General Fund, Recreation Department, Salaries and Fringe Benefits Appropriations for unanticipated additional personnel costs, including fringe benefits costs, and with \$24,000 to the General Fund, Recreation Department, Contractual Services Appropriation for unanticipated extra costs of the Senior Center study; and

WHEREAS, it is necessary to transfer the appropriation authority of \$29,000 from the General Fund, Non-Departmental and Contingency Department, Contingency Appropriation, with \$10,000 thereof to the General Fund, Aquatic Center Department, Gas Service Appropriation for unanticipated costs related to natural gas increases, and with \$19,000 to the General Fund, Aquatic Center Department, Maintenance of Building and Grounds Appropriation for unanticipated costs related to pool and equipment repairs; and

WHEREAS, it is necessary to transfer the appropriation authority of \$65,000 from the Sewer Fund, Debt Service and Contingency Department, Contingency Appropriation, with \$20,000 thereof to the Sewer Fund, Maintenance Department, Salaries and Fringe Benefits Appropriations and with \$20,000 to the Sewer Fund, Maintenance Department, Operation and Maintenance of Equipment Appropriation for unanticipated costs for additional maintenance to the Sewer System, and with \$25,000 to the Sewer Fund, Wastewater Treatment Facility Department, Contractual Services Appropriation for the unanticipated cost for a management contract; and

WHEREAS, it is necessary to transfer the appropriation authority of \$256,000 from the Water Fund, Debt Service and Contingency Department, Contingency Appropriation, with \$10,000 thereof to the Water Fund, Maintenance Department, Salary and Fringe Benefits Appropriations for unanticipated costs for additional maintenance to the Water System, with \$20,000 thereof to the Water Fund, Water Treatment Facility Department, Salary and Fringe Benefits Appropriation for unanticipated additional personnel costs, including fringe benefit costs, with \$26,000 to the Water Fund, Water Treatment Facility Department, Maintenance of Building and Grounds Appropriation for unanticipated additional maintenance of the Water Treatment Facility, and with \$200,000 to the Water Fund, Water Treatment Facility Department, Capital Outlay Appropriation for unanticipated costs of a software logic program for the Water Treatment Facility; and

WHEREAS, it is necessary to transfer the appropriation authority of \$2,000 from the Internal Services Fund, Finance Department, Supplies Appropriation to the Internal Services Fund, City Attorney Department, Contractual Services Appropriation for the unanticipated increase in the City Attorney's contract; NOW, THEREFORE,

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

Section 1. That the City Manager be, and he hereby is, authorized and directed to transfer the appropriation authority of \$4,000 from the General Fund, Non-Departmental and Contingency Department, Contingency Appropriation to the General Fund, Municipal Court Department, Prosecution Appropriation.

Section 2. That the City Manager be, and he hereby is, authorized and directed to transfer the appropriation authority of \$20,000 from the General Fund, Non-Departmental and Contingency Department, Contingency Appropriation, with \$15,000 thereof to the General Fund, Fire Department, Contractual Services Appropriation, and with \$5,000 thereof to the General Fund, Fire Department, Operation and Maintenance of Equipment Appropriation.

Section 3. That the City Manager be, and he hereby is, authorized and directed to transfer the appropriation authority of \$24,000 from the General Fund, Non-Departmental and Contingency Department, Contingency Appropriation, with \$10,000 thereof to the General Fund, Parks Department, Supplies Appropriation, and with \$14,000 thereof to the General Fund, Parks Department, Contractual Services Appropriation.

Section 4. That the City Manager be, and he hereby is, authorized and directed to transfer the appropriation authority of \$32,000 from the General Fund, Non-Departmental and Contingency Department, Contingency Appropriation, with \$8,000 thereof to the General Fund, Recreation Department, Salaries and Fringe Benefits Appropriation, and with \$24,000 thereof to the General Fund, Recreation Department, Contractual Services Appropriation.

Section 5. That the City Manager be, and he hereby is, authorized and directed to transfer the appropriation authority of \$29,000 from General Fund, Non-Departmental and Contingency, Contingency Appropriation, with \$10,000 thereof to the General Fund, Aquatic

Center Department, Gas Service Appropriation, and with \$19,000 thereof to the General Fund, Aquatic Center Department, Maintenance of Building and Grounds Appropriation.

Section 6. That the City Manager be, and he hereby is, authorized and directed to transfer the appropriation authority of \$65,000 from the Sewer Fund, Debt Service and Contingency Department, Contingency Appropriation, with \$20,000 thereof to the Sewer Fund, Maintenance Department, Salaries and Fringe benefits Appropriations, with \$20,000 thereof to the Sewer Fund, Maintenance Department, Operation and Maintenance of Equipment Appropriation, and with \$25,000 to the Sewer Fund, Wastewater Treatment Facility Department, Contractual Services Appropriation.

Section 7. That the City Manager be, and he hereby is, authorized and directed to transfer the appropriation authority of \$256,000 from the Water Fund, Debt Service and Contingency Department, Contingency Appropriation, with \$10,000 thereof to the Water Fund, Maintenance Department, Salary and Fringe Benefits Appropriations, with \$20,000 thereof to the Water Fund, Water Treatment Facility Department, Salary and Fringe Benefits Appropriations, with \$26,000 to the Water Fund, Water Treatment Facility Department, Maintenance of Building and Grounds Appropriation, and with \$200,000 to the Water Fund, Water Treatment Facility Department, Capital Outlay Appropriation.

Section 8. That the City Manager be, and he hereby is, authorized and directed to transfer the appropriation authority of \$2,000 from the Internal Services Fund, Finance Department, Supplies Appropriation, to the Internal Services Fund, City Attorney Department, Contractual Services Appropriation.

Section 9. This Resolution shall be effective upon its passage.

Adopted: February 5, 2007  
Approved: February 5, 2007

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James B. Fairchild, Mayor

ATTEST:

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Roger Jordan, City Manager