

Dallas City Council

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

Monday, August 6, 2007, 7:30 PM

Mayor Jim Fairchild, Presiding

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AGENDA

1. ROLL CALL

2. APPROVAL OF MINUTES

- 2.1. Approval of minutes of the July 16, 2007, Council meeting.
-

3. REPORTS OR COMMENTS FROM COUNCIL MEMBERS

- 3.1. Discussion concerning Councilor Rich Slack's resignation and filling the vacancy.
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- 3.2. Council President's reports for June and July.
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- 3.3. July 23, 2007 Administrative Committee Report (Wes Scroggin, Chair).
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- 3.4. July 23, 2007 Public Safety Committee Report (Rich Slack, Chair).
-

4. QUESTIONS AND/OR COMMENTS FROM THE AUDIENCE

5. REPORTS OF SPECIAL COMMITTEES AND CITY OFFICERS

- 5.1. City Manager's Reports

- a. Notice of award of Certificate of Achievement for Excellence in Financial Reporting.
-

- b. Draft community profile and ad for city manager position.
-

- c. Report on bids received for the Fir Villa project.
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d. Discussion concerning City newsletter.

e. Report on the July 10, 2007, Planning Commission meeting.

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

g. Other.

6. COMMUNICATIONS AND PETITIONS

6.1. OLCC Change of Ownership Application for Center Market #14 (formerly Fairview Market).

7. PUBLIC HEARINGS

8. RESOLUTIONS

9. FIRST READING OF ORDINANCE

10. SECOND READING OF ORDINANCE

10.1. Ordinance No. 1677: An Ordinance continuing the City's Public Facilities Strategy for the allocation of water hookups by regulating the issuance of building permits, repealing conflicting provisions of Ordinance Nos. 1534, 1541, 1576 and 1635 and Resolution Nos. 2675 and 2880, and declaring an emergency.

11. OTHER BUSINESS

12. ADJOURNMENT

NOTE: There will be an Executive Session following the Council Meeting to discuss a real property transaction as authorized in ORS 192.660(2)(e).

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The Dallas City Council met in regular session on Monday, July 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, City Attorney Anthony James, Fire Chief Bill Hahn, Police Chief Jim Harper, Community Development Director Jerry Wyatt, Public Works Director Fred Braun, Finance Director Marcia Baragary, Library Director Donna Zehner, Assistant City Manager Kim Marr, and Recording Secretary Marsha Heeter.

APPROVAL OF MINUTES

Councilor Wes Scroggin indicated that Page 2 Line 54 says he wants applicants coming from two different pools: assistant city managers and managers from smaller cities who want to move up, and that's not what he meant. The wording was changed to "Councilor Scroggin anticipates that someone who has been city manager at a smaller city and wants to move up, or someone who has been an assistant and is ready to move up would be the most likely candidates". After hearing no further corrections or additions, Mayor Fairchild declared the minutes of the July 2, 2007, Council meeting approved as corrected.

REPORTS OR COMMENTS FROM COUNCIL MEMBERS

Mayor Fairchild reminded Councilors to let the staff know if they are planning to attend the City picnic on July 24. He also asked the Councilors planning to attend the League of Oregon Cities (LOC) conference in Bend, Sept. 27-29, to let staff know if they will or won't be going, so we can release any extra rooms. He advised that the City will host a hospitality room on Friday evening and use up any leftovers on Saturday afternoon before the banquet. He noted that no City funds will be used for the supplies for the hospitality room.

Mayor Fairchild announced that the funeral for Corporal Kory Weins, who died in Iraq, will be Wednesday at Faith Evangelical Free Church. Mayor Fairchild noted that Corporal Weins' father is a Dallas citizen. Mayor Fairchild indicated that he and City Manager Roger Jordan will be representing the City at the funeral.

Mayor Fairchild reminded the Council that there will be a workshop with Mike McCauley of the LOC on July 31 from 5:30 p.m. to 7:30 p.m. on the city manager recruitment process. He also reminded them that Summerfest is this week. Mayor Fairchild announced that he prepared a proclamation for Summerfest, and another declaring this week was in honor of the 162nd Engineers, the local National Guard unit.

"IF I WERE MAYOR" POSTER AND ESSAY CONTEST PRIZE AWARDS

Mayor Fairchild reported that the Oregon Mayors Association has an "If I were Mayor" contest each year, with Middle School students doing a poster and High School writing an essay. He indicated that the top essay and top poster are forwarded to the Oregon Mayors Association, where the top prize is a computer. He advised that at the local level, the first place prize is \$50, second is \$25, and third is \$10. Mayor Fairchild presented prizes to Christina LaMotte for first place poster, and Michaela Jones for second place poster. He noted that Erin McBride who won first place for the essay was not able to be here. He then presented prizes to Alex Tucker for second place essay, and Kendra Kuust for third place essay. He noted that Dominic Cheselka, who was not present, tied for third place essay.

QUESTIONS OR COMMENTS FROM THE AUDIENCE

Jane Henderson, a Dallas resident, remarked that she realized the City approved the final Fir Villa Road proposal. She wondered why the decision was made to improve it 10 years earlier

1 than citizens were told during the hearing on the Urban Growth Boundary industrial expansion.
2 She said she was told privately by a Councilor that it was at the request of the developer of Ceres
3 Gleann. She said she was also told that only one side of Fir Villa would be improved and she
4 understands that same developer requested that the second side of Fir Villa be improved. She
5 wondered how often developers come to the City and get requested improvements done. She
6 noted that only she and her neighbor have to pay a share because the person she purchased from
7 signed an improvement agreement. She said the neighbor was told that everyone would have to
8 pay because the City Manager anticipated that it would require formation of a Local Improve-
9 ment District. She said that if citizens are told something, the City should stick to it. She added
10 that she hasn't gotten some information she requested. Mr. Jordan responded that his opinion is
11 on record and the Council made the decision to proceed with the project. He noted that there are
12 two homes on the west side of Fir Villa that will also be paying a share of the project cost. He
13 added that the City will receive bids in the near future and move ahead with the project.

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

15 **CITY ATTORNEY SERVICES**

16 Mr. Jordan said he wanted to discuss the status of city attorney services in light of Mark Irick's
17 death. He advised that the actual agreement is with the firm, with Mr. Irick as the principal. Mr.
18 Jordan reported that he was contacted by Lane Shetterly who is considering returning to the firm
19 as the principal. Mr. Jordan added that the contract would come to the Council for renewal next
20 year. He explained that Mr. Shetterly has 20 years experience as deputy city attorney and is cer-
21 tainly qualified. He recommended notifying Mr. Shetterly that if he returns to the firm as princi-
22 pal, the City will work with Deputy City Attorney Anthony James until his return and the Coun-
23 cil would not reopen the contract at this time. Councilor David Shein asked when the contract
24 would be up for renewal in 2008. Mr. Jordan answered that it would be in July. Councilor Shein
25 asked if the contract mentions Mr. Irick by name. Mr. Jordan answered that the contract is for
26 the firm to provide services. Councilor Jackie Lawson asked how Mr. James feels about adding
27 duties to his job. Mr. James answered that he would be willing to make sure the transition to Mr.
28 Shetterly was smooth. Mr. Jordan noted that Mr. James has been working with him on some
29 general legal matters in addition to handling prosecution. In response to a question, Mr. James
30 said he was moving toward land use specialization. Councilor LaVonne Wilson asked when Mr.
31 Shetterly would return to the firm. Mr. Jordan answered that it would be by the end of August.
32 He added that if Mr. Shetterly chooses not to return to the practice, he would bring it back to the
33 Council. Mayor Fairchild confirmed that the consensus was to continue with the current con-
34 tract.

35 **STATUS OF LIGHT AT 790 SE FIR VILLA**

36 Mr. Jordan reported that the problem with the light at 790 SE Fir Villa hasn't gone away. He
37 indicated that the staff is trying a new approach, but he's not sure if we can reach a compromise
38 between the parties. Councilor Rich Slack asked if the staff has looked at other ordinances. Mr.
39 Jordan answered that Community Development Director Jerry Wyatt is doing research on that
40 now so can see standards set in other cities. He added that Mr. Wyatt has a light meter and has
41 measured the light in numerous places around 790 SE Fir Villa.

42 **ANNUAL COUNCIL DINNER**

43 Mr. Jordan commented that in the past, the annual Council dinner has been the Sunday after the
44 LOC conference. He reminded them that the conference is in Bend this year and he wondered if
45 they wanted to have the dinner the same day as they return from Bend or if wanted to set another
46 date. After discussion, the annual Council dinner was set for September 23, 6:30 p.m. at Mur-
47 phy's.

48 **WORKSHOP ON THE TRANSPORTATION SYSTEMS PLAN**

49 Mr. Jordan asked the Council to set a workshop for Thursday, July 26 on the proposed Transpor-
50 tation Systems Plan. He explained that the Department of Land Conservation and Development
51 staff wants an opportunity to discuss the plan with the Planning Commission and City Council.
52 He noted that this would be a land use issue, and they won't make any decisions at that meeting.
53 He added that he wouldn't be there, but Mr. Wyatt would run the meeting.

1 Councilor Scroggin moved to set the workshop for Thursday, July 26 at noon in the Civic Center
2 and to excuse Mr. Jordan. The motion was duly seconded and CARRIED UNANIMOUSLY
3 with Council President Ken Woods, Councilor Brian Dalton, Councilor Warren Lamb, Councilor
4 Jackie Lawson, Councilor Kevin Marshall, Councilor Wes Scroggin, Councilor David Shein,
5 Councilor Rich Slack, and Councilor LaVonne Wilson voting YES.

6 **JUNE BILLS**

7 Mr. Jordan asked if there were any questions about the bills for June. Councilor Scroggin asked
8 about #82602 for \$18,000 to the Itemizer for advertising. Mr. Jordan explained that's the print-
9 ing and mailing for the brochure sent to all residents. Councilor Shein asked about #82349 also
10 to the Itemizer. Mr. Jordan indicated that was more of the expense for the mailing.

11 **COMMUNICATIONS AND PETITIONS**

12 **ODOT OPEN HOUSE RE: OR22/PERRYDALE ROAD SAFETY PROJECT**

13 Mr. Jordan advised that the Council was invited to attend an ODOT open house regarding the
14 OR22/Perrydale Road safety project on Thursday, July 26 from 7:00 to 8:00 p.m. at the Polk
15 County Courthouse.

16 **FIRST READING OF ORDINANCES**

17 **Ordinance No. 1677**

18 An Ordinance continuing the City's Public Facilities Strategy for the allocation of water hookups
19 by regulating the issuance of building permits, repealing conflicting provisions of Ordinance
20 Nos. 1534, 1541, 1576 and 1635 and Resolution Nos. 2675 and 2880, and declaring an emer-
21 gency.

22 Mr. Jordan noted that the plan is for this ordinance to be effective after the second reading on
23 August 6. Mayor Fairchild declared Ordinance No. 1677 to have passed its first reading.

24 **SECOND READING OF ORDINANCES**

25 **Ordinance No. 1676**

26 An Ordinance changing the Comprehensive Plan designation of real property owned by the City
27 of Dallas from Multi-Family to Central Business District and changing the zoning designation of
28 said real property from Residential High Density to Central Business District.

29 Mayor Fairchild declared Ordinance No. 1676 to have passed its second reading. A Roll Call
30 vote was taken and Mayor Fairchild declared Ordinance No. 1676 to have PASSED by a
31 UNANIMOUS VOTE with Council President Woods, Councilor Dalton, Councilor Lamb,
32 Councilor Lawson, Councilor Marshall, Councilor Scroggin, Councilor Shein, Councilor Slack,
33 and Councilor Wilson voting YES.

34 **OTHER BUSINESS**

35 Councilor Lawson asked if there was some way to fast track the City legislation for adult busi-
36 nesses. Mr. Jordan answered that he has been discussing it with the City Attorney, who has
37 1,000 pages from Spokane to review. Mr. James said he was making sure an ordinance is written
38 so it can stand up against any appeal. Councilor Lawson said she would prefer to get something
39 on the books that could be amended. Councilor Warren Lamb said he would prefer to see it done
40 correctly first. He asked if anything could be done at the County level. Mayor Fairchild an-
41 swered that he doesn't think there's ever been anything done at the County level. Mr. James in-
42 dicated that there have been no ordinances written in Oregon that have stood up to a challenge.
43 Councilor Shein said he would like to see something but he agrees we should take the time to do
44 it right, especially since there is no immediate need for it. Mr. Jordan remarked that it is a very
45 complicated matter and we don't want to do an ordinance that could be overturned by the Court
46 of Appeals or the Supreme Court. He added that Mr. Irick had a good handle on this and his
47 death did set us back, but it shouldn't take months. Mayor Fairchild indicated that he wants
48 something good, but it doesn't have to be perfect. Councilor Shein asked for an estimated date.

1 Mr. Jordan said it should be ready by the end of September after Lane Shetterly has time to re-
2 view the issue with Mr. James.

3 There being no further business, the meeting adjourned at 8:16 p.m.

4 Read and approved this _____ day of _____ 2007.

5 _____
6 Mayor

7 ATTEST:

8 _____
9 City Manager

City of Dallas
187 SE Court Street
Dallas, Oregon 97338

August 1, 2007

To the Mayor and Members of the City Council,

I respectfully submit my resignation as a member of the Dallas City Council, effective August 1, 2007.

I have enjoyed my almost seven years of service as a council member, and have been blessed to work with individuals who have as much passion for this community as I do. However, I have reached a point in my life where I can no longer give the commitment necessary to be an effective councilperson.

I am looking forward to spending more time with my wife Kathy, and our two year old son Joshua. I am confident the remaining council and staff will continue to maintain and nurture the community we are proud to live in.

Sincerely,

A handwritten signature in black ink that reads "Rich Slack". The signature is written in a cursive style with a long horizontal flourish at the end.

Rich Slack
1027 SW Sequoia Lane
Dallas, Oregon

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MEMORANDUM

Date: July 26, 2007

To: Mayor Fairchild and City Council Members

From: Council President Ken Woods, Jr.

Subject: Council President's June 2007 Monthly Report

June 4 11:00 – 11:30 AM
Teleconference with City Attorney Mark Irick and Mayor Jim Fairchild

 1:30 – 2:30 PM
Teleconference with City Attorney Mark Irick and Mayor Jim Fairchild

 7:30 – 9:50 PM
City Council

June 7 3:30 – 6:00 PM
MWACT, Salem

June 11 6:30 – 8:00 PM
DHS HOF wrap up meeting

June 14 11:15 – 11:45 AM
Met with City Manager Roger Jordan

 7:00 – 8:10 PM
Urban Renewal District

June 18 7:30 – 9:25 PM
City Council

June 20 2:30 – 2:45 PM
Teleconference with CIS Board of Trustees

June 21 11:45 – 1:15 PM
City Council Workshop

June 25 2:30 – 4:14 PM
CIS Board of Trustees Audit Committee, Salem

 4:40 – 5:25 PM
Building & Grounds/Public Works Committee

KW

MEMORANDUM

Date: August 1, 2007

To: Mayor Fairchild and City Council Members

From: Council President Ken Woods, Jr.

Subject: Council President's July 2007 Monthly Report

July 2	7:30 – 9:35 PM City Council
July 9-13	Vacation
July 16	7:30 – 9:30 PM City Council
July 18	10:00 – 12:00 Noon Kory Wiens Funeral
July 19	12:00 – 1:15 PM Economic Development Commission
July 26	12:00 – 1:15 PM Transportation Systems Plan
July 31	5:30 – 8:40 PM City Manager Search Meeting

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

Also Present: Mayor Jim Fairchild, City Manager Roger Jordan, Community Development Director Jerry Wyatt, Finance Director Marcia Baragary, and Recording Secretary Marsha Heeter.

Chair Wes Scroggin called the meeting to order at 4:42 p.m.

Year-end Budget Balances

City Manager Roger Jordan reminded the Committee that one of the City’s principal sources of revenue for the first part of the fiscal year is the beginning balance. He advised that they missed the estimate on building permit revenue by \$100,000 because we didn’t have as much building as anticipated. He reported that the Police remodel cost \$100,000 more than anticipated, and there was more repair expense at the Aquatic Center. He noted that we finished the fiscal year with pretty much what was estimated. He commented that it is harder to control spending as the City gets bigger. He explained that because the Building Inspection Fund has \$90,000 in reserve instead of the estimated \$180,000, the General Fund carryover is \$90,000 less. He noted that this leaves \$1.217 million compared to the estimated \$1.28 million. He reminded them that the City needs part of that carryover for working capitol at the beginning of the year. He added that we should make up the difference over the next year or two. He reported that the Sewer, Water and Street Funds are very close to what was estimated. He added that when building is down, SDC revenue is also down. Finance Director Marcia Baragary reported that the Aquatic Center revenue for the year was almost \$450,000, which is up from \$350,000 a couple of years ago. She pointed out that they have not closed out the fiscal year yet so these are not the final figures. David Shein asked if we would see a budgetary impact from the services the City is privatizing. Mr. Jordan answered that the biggest impact from privatizing is the availability of specialized personnel to run the facilities. He added that the cost is about the same, but security, safety, and redundancy are the important factors.

Status of City Web Site

Mr. Jordan pointed out that the agenda packet included a sample of the first page of the new website. He indicated that there will be some changes to it yet. He told the Committee to contact Assistant City Manager Kim Marr if they have any comments. Rich Slack asked if there would be a test period before it goes live. Mr. Jordan said there would be. In response to a question he indicated that CivicPlus is a very professional company to work with.

Finance Director's Report

Finance Director Marcia Baragary reported that she delivered the required forms to the Tax Assessor by July 15. She indicated that the employee health insurance enrollment in July went well. She advised that they are closing out the 2006-07 fiscal year records and should be done by the end of week. She reported that the auditors are scheduled to be here in September.

1 Chair Scroggin asked about the number of employees taking health insurance plan A vs. plan
2 B. Ms. Baragary answered that it is about the same as last year: about 30 employees took the
3 90/10 plan where the employee pays a portion of the cost. Chair Scroggin asked if the City
4 pays for insurance for both employees if there is a couple where both work for the City. Mr.
5 Jordan answered that the City pays for both because the insurance company doesn't allow one
6 to opt out.

7 **Other**

8 Mayor Fairchild asked about the mini park by Arctic Circle. Mr. Jordan answered that the
9 staff is continuing to work on that. He said the City will probably get just the property it
10 needs for the trail system.

11 There was no other business and the meeting was adjourned at 5:02 p.m.

ADMINISTRATIVE COMMITTEE

Monday, July 23, 2007

4:00 p.m.

Wes Scroggin, Chair
Kevin Marshall
David Shein
Rich Slack

1. Report on year-end budget balances.

2. Report on status of City web site.

3. Finance Director's Report.

4. Other.

5. Adjourn



THE CITY OF DALLAS OREGON

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Calendar

July 10
Economic Development Commission

July 10
Sounds of Summer Concert
Joe Shinkle and 99W

July 23
Administrative and Public Safety Committees

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FAQs

[Lorem ipsum dolor sit amet sed do eiusmod tempor?](#)

[Neque porro quisquam est qui dolorem ipsum?](#)

[Quis autem vel eum voluptas nulla pariatur architecto?](#)

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MEMORANDUM

To: Roger Jordan

From: Marcia Baragary

Date: July 23, 2007

Re: Administrative Committee

- I. Budget for Fiscal Year 2007-2008 and Local Budget Forms for City of Dallas and Urban Renewal Agency submitted to Polk County Tax Assessor
- II. Completed Open Enrollment for Employee Health Insurance
- III. Working on closing Fiscal Year 2006-2007
- IV. 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, Police Chief Jim Harper, Community Development Director Jerry Wyatt, Finance Director Marcia Baragary, and Recording Secretary Marsha Heeter.

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

Report on Fire Department Facility Improvement Project

City Manager Roger Jordan reminded them that one of the goals of the City Council is to prepare an analysis of necessary facility improvements. He indicated that he is putting together the information for a possible bond levy both for the fire hall and training site. He explained that the process will include a review of the necessary improvements by the chief officers of the Volunteer Firefighters Association. He advised that he has sent correspondence requesting a long-term lease from Weyerhaeuser for the property where the fire training tower is next to Van Well's and if we get that, he will recommend improvements to the training site. He noted that he doesn't have a complete recommendation yet. He added that the focus would be on the Fire Department, although he is also looking at whether to purchase or lease a new ambulance and whether to include that in any possible levy. He said he asked John Stein to assist the staff in drafting a white paper, which should be to the Council in September.

Completion of Police Department Remodeling Project

Police Chief Jim Harper reported that the remodeling project is down to the final stages. He indicated that they recently had some cabinets added to the main patrol area for supplies, uniforms, etc., and the conference room is usable. He advised that the new records storage system that will hold a lot of records in a relatively small area will be installed in a couple of weeks. He added that the park area should have the sidewalk poured and be landscaped soon. He remarked that it is nice to have a quiet area in which to interview people. Mr. Jordan commented that the City Parks Division will do the landscaping. Chair Slack asked if there was any room out front for a bike rack. Mr. Jordan said he would look into that.

Countywide Drug Enforcement Program

Chief Harper indicated that on July 19 there was a meeting of the interagency drug team and he was briefed on activities up to this point and future activities. He said they have several major investigations underway and all this activity should have an impact on what is going on in this area. David Shein remarked that he recently talked with Judge Horner about the drug court program. Chief Harper agreed that the drug court program is an important part of dealing with the people involved in drug activities.

1 **Countywide Dog Pound**

2 Mr. Jordan advised that Polk County is not really moving any further on their dog pound. He
3 said he has authorized Chief Harper to make some improvements to the City's existing site.
4 He indicated that Polk County is looking at several options including sending dogs to Marion
5 County. He reminded the Committee that the City left the dog license fees with Polk County
6 so they could handle all of the City's dogs at no cost to the City, but they haven't made much
7 progress. He noted that the City doesn't want to provide housing for animals, but it will al-
8 ways need some sort of incidental programs for animals other than dogs. Kevin Marshall
9 asked if the City would continue to be a participant if Polk County goes with Marion County.
10 Mr. Jordan answered that he would have to check into that, and whether they would pick up
11 or if we would have to transport and the time involved to transport. Mr. Marshall wondered
12 about partnering with Monmouth and Independence. Mr. Jordan responded that in those cit-
13 ies, animal control is being taken care of by their police, but there is no real program and it
14 might be possible to work out something. Mr. Jordan noted that Polk County feels this is tied
15 into O&C funds, which were restored for only one year at this time. Wes Scroggin asked if
16 the facility at the Polk County Fairgrounds is still being considered. Chief Harper remarked
17 that he thinks they poured the slab. Mayor Fairchild said he doesn't think they got that far,
18 but they did put in the gravel and framed for the slab before the O&C funding came up. Mr.
19 Scroggin asked if there was anything available in the private sector. Mr. Jordan answered
20 that other areas have contracted with the Humane Society, and that might be possible except
21 in criminal cases like dog bites. Chief Harper pointed out that it costs about \$80 per dog to
22 deliver them to the Humane Society. Mr. Jordan said he would pursue privatization. Chair
23 Slack asked the estimated costs for our facility upgrade. Chief Harper said he didn't have a
24 figure yet. Mr. Jordan said he was thinking of minor things for a couple thousand dollars.
25 Mr. Jordan advised that the major expense is the daily maintenance of animals which has to
26 be done seven days a week.

27 **Police Department Report**

28 Chief Harper reviewed the Police Department report. He explained that they are looking at
29 some of their functions and determining how to cover those functions. Mr. Jordan remarked
30 that the changes allow us to have double officer coverage instead of single. Chief Harper re-
31 ported that things are busy. He advised that Shawn Todd, the last person hired, is now on
32 solo status and on patrol, so the Department is in the best position it has been in for four
33 years. He indicated that Summerfest went well. Chair Slack asked how many parade detour
34 incidents there were. Chief Harper said there were not many. He explained that they had
35 volunteers from Monmouth and Independence to help out. Fire Chief Bill Hahn advised that
36 they reported to three incidents: one vehicle accident, one boy with a foot caught in a wheel,
37 and a woman who fell. Mr. Marshall asked if we pay the officers from other the areas. Chief
38 Harper answered that we do not, that this is covered by our interagency agreements. He
39 added that a lot of them are reserves, and we helped out Independence for their 4th of July
40 celebration.

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

2 Fire Chief Bill Hahn reported that the Oregon Fire Instructors Conference recognized Sean
3 Condon for his outstanding commitment to training and coordination of the extrication classes
4 throughout the state. Chief Hahn reviewed the training attended by members of the Depart-
5 ment. He noted that Dallas hosted a bus extrication class attended by 33 people from various
6 departments in Oregon and Washington.

7 Chief Hahn reported that the EMS call volume is up and we are at full staffing. In response to
8 a question, Chief Hahn indicated that the City came in third in the extrication competition
9 over the weekend. He said he was pleased with the team's improvement since last year's
10 competition. He advised that the Boring team was first and the Ft. Lewis team was second.
11 He noted that all of the Ft. Lewis team is career staff, and they run an airport. He said they
12 were amazed that volunteers could do that well. Mr. Shein asked if they have had a meeting
13 about staffing for the second ambulance yet. Chief Hahn answered that the meeting will be
14 Tuesday and he will give a report to Mr. Jordan.

15 **Other**

16 There was no other business and the meeting was adjourned at 4:42 p.m.

PUBLIC SAFETY COMMITTEE

Monday, July 23, 2007

4:00 p.m.

Rich Slack, Chair
Kevin Marshall
Wes Scroggin
David Shein

1. Report on Fire Department facility improvement project.

2. Report on completion of the Police Department remodeling project.

3. Report on Countywide drug enforcement program.

4. Discussion concerning the countywide dog pound.

5. Report from Police Department.

6. Report from Fire Department and Ambulance Service.

7. Other

8. Adjourn

MEMORANDUM

TO: ROGER JORDAN, CITY MANAGER
FROM: JIM HARPER, CHIEF OF POLICE
DATE: JULY 23, 2007
RE: SAFETY COMMITTEE REPORT

Items from the Police Department:

I. Personnel

We are in the process of permanently filling our bailiff/animal control position, evidence and volunteer coordinator position. We are updating these job descriptions.

Shawn Todd has completed his field training. He graduated from the academy on April 27, 2007. He is now a solo officer.

II. Remodel

We are down to completing the park area, near the generator, and the installation of our records file system to finish the project.

The new interview room and offices are working well.

III. Other Updates

Summerfest will have been completed by the time this report comes out. Planning this year had to include the Levens Street bridge bypass. Because of this, the parade route was amended to allow for this variable.

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The City of Dallas Fire and EMS Public Safety Report for July 23, 2007

Fire Department:

Personnel:

The Fire Department will be swearing in three firefighters and three support members that have completed their probation and training academy. The firefighters are Jessica Buchholz, Josh Brehem, and Mike Genera. The new support members are Deborah Bull, Greg and Rebecca Rider. The swearing in will be held at the August 1st meeting.

Captain Sean Condon was recognized at the Oregon Fire Instructors Conference for being nominated for the outstanding commitment to training and coordination of extrication class throughout the state.

Members of the Dallas Fire Department sponsored a team and walked the track at the High School to support the Relay for Life.

On June 21, Josh Darland and I attended the funeral of Marion County Deputy Sheriff Kelly Fredinberg who was killed in the line of duty. Kelly had served as a Polk County Sheriff Deputy.

Fire Department and Ambulance staff attended the Funeral of our Attorney, Mark Irick, a great friend and supporter of the department.

Fire Training Update:

May 30th, Southwest Rural conducted a burn to learn on Old Military Road in the Salt Creek area, followed by a burn to learn in Rickreall on June 2nd, which was a large house next to the Rickreall Farm Supply. This was a large structure that provided for extensive training for Dallas, Rickreall and Polk County Fire District #1 personnel. These will be the last burn to learn that are possible until the Department of State Forestry lifts the burn ban.

Josh Darland and Dennis Unger attended a lecture class provided by Chief Dunn from New York on Command and Safety.

Josh Darland and Shawn Wagner attended a ladder operations class taught by Lt. Wilbur who is also a member of the New York Fire Department. This was a two-day course on operations and placement.

On Friday, July 20th the Department sponsored a symposium on bus extrication that was attended by approximately 33 students from various department throughout Oregon and Washington. The instructors were from Florida and Tennessee and will be judges for the Extrication competition held on Saturday.

Association and Prevention Items:

The Fire Department conducted their annual Father's Day breakfast on Fathers Day this year.

The Department worked with the Radio Operator's Association of Dallas to conduct a two-day training exercise at our training site. This went extremely well and they are interest in working with use to allow them to do more at the site.

Whitworth Elementary students walked to the station the last week of school for tours on June 4 & 6. Approximately 75 students attended the two-day event.

Dennis Unger provided an annual tour for students from the Blind school. This event is a delight for the students.

The annual Water ball event will occur on Friday, July 20th with a number of teams from the area participating.

The Department will be providing a first-aid station for the Art in the Park and Car Show on Sunday.

Emergency Operations:

Firefighters worked to control a couple of grass and brush fires prior to the burn ban going into effect.

On Saturday evening July 7th at 400 James Howe Road, Southwest Rural contained a barn fire assisted by State Forestry. The barn, partly filled with hay and a semi-truck loaded for delivery, caught fire about 5 PM. Member of the department were on scene to prevent the fire from spreading outside of the barn. Because of the amount of hay in the barn, it continued to burn for three additional days.

Emergency Medical Service:

Activity:

Our total transports for the year are up approximately eighteen percent.

Personnel:

On August 1 we will be back to full staff for our full time paramedic staff. We are having a staff meeting to come up with ideas for improving the ability to staff our second medic unit as weekends continue to be a challenge for EMS Coordinator Todd Brumfield.

Equipment:

Todd Brumfield is evaluating a new inter-osseous (IO) unit for IV site establishment that allow for either adult or child use.

Draft Job Requirements Profile for League of Oregon Cities website:

City Manager – Dallas, Oregon. (www.ci.dallas.or.us) Population 14,585 (20,000 in immediate community). Salary Range \$110,000 - \$130,000, plus excellent benefit package. City Manager retiring after 25 years. Dallas is a full service, growing community that has retained its small town charm. The City is well managed and fiscally sound. Located in the scenic Willamette Valley, it is close to the coast, world class wineries, mountains, colleges and a wide variety of recreational opportunities. Under the City's Charter, the manager reports to a 9 member City Council and is required to establish residency within the city limits.

The successful candidate will have an understanding and appreciation of the council-manager form of government, be an effective communicator who is able to build consensus and build upon the successful foundation of achievements in Dallas. He/she should also be an active and visible member of the community. The city is seeking an experienced leader who has respect for the City Council and its role in policy setting, working for the City Council as a group. The successful candidate will continue a respectful, team centered, and supportive work environment that attracts and retains excellent staff. Knowledge of urban renewal and funding, bonding, loans, grants, land use, development, and transportation infrastructure, along with labor and personnel law experience and skills are desired. Strong knowledge of finance and budgeting are required. The ability to understand and supervise full service operations, including contract administration, public works, fire, library, police, water, storm water, sanitary sewer, ambulance and parks and recreation, including an aquatic center is needed. The city manager should have strong negotiation skills and the ability to identify and anticipate issues and needs, while proposing alternate solutions. The city is looking for an individual who will understand community volunteerism and its importance to Dallas. The

city manager should be innovative and able to oversee technological advancement within the organization. Demonstrated intergovernmental relations skills are expected.

Issues facing Dallas include growth, infrastructure needs (both for new and replacement), especially related to transportation, planning for Master Plan and Urban Growth Boundary updates, public safety building needs, industrial and business development, continuing and expanded intergovernmental and educational partnerships, retention of students in the community after graduation, growing demand for recreation programs and parks, water supply and storage, meeting expectations of a growing senior population, continuing the City's focus on livability, accessing grant funding to support infrastructure replacement and development, having a sufficient pool of workers for growing and existing industrial base, downtown urban renewal, continuation of the City's strong financial position, inadequate ambulance reimbursements, redevelopment/renovation of housing in older sections of the City, continuing and improving the competitive aesthetic environment to attract robust housing and business strength and growth, harnessing and effectively facilitating greater public involvement and interaction, and staying current with and advancing technological infrastructure.

Minimum requirements include a Bachelor's Degree, 5 years as a city manager/administrator or as a major department head in a similar or larger community. A Masters Degree in Public Administration is preferred. Closing date October 1, 2007. Interested persons should submit a letter of interest, e-mail address, and resume to the League of Oregon Cities at P.O. Box 928, Salem, OR 97308-0928. In the application materials, please identify size of budget responsibilities, number of employees in each organization, and populations. Inquiries may be directed to the League of Oregon Cities at 503-588-6550 or jmoke@orcities.org.

Additional Information on the community:

Dallas is a wonderful family-oriented community of nearly 20,000 which is located in the middle of the beautiful, scenic Willamette Valley and near Salem, the State Capitol and Oregon's second largest city. There is a wide range of job opportunities in and around Dallas. Even with its rapid growth, Dallas still maintains its small town charm and atmosphere. Residents and visitors notice the Courthouse Square, the historic downtown and its park system. Dallas is well known for its cleanliness, its well-maintained wide, tree-lined streets, and the excellent condition of civic, residential, commercial, and industrial properties. The City government provides full municipal services including police, library, fire, emergency medical services, and well-maintained parks, as well as sponsoring cultural and leisure services. Dallas has highly acclaimed public schools and has exceptional recreation programs and opportunities for children and adults. The City works hard to ensure that growth is positive through its growth management program. This helps prevent growth from diminishing our quality of life, which is why residents say they live here. At the City, we provide water and sewer services and try hard to maintain a safe transportation system throughout the community including all forms of transportation. The Aquatic Center has become the premier family center in the community. The City partners with the Chamber and other community organizations to sponsor seasonal festivals and other community events and projects. As an example, the City, in conjunction with the business community, provides a summer concert series at the Rotary Performing Arts Stage. These and many other programs and services help to maintain the high quality of life enjoyed in Dallas. Our goal and commitment is to concentrate in the areas where our services will enhance the community and fulfill our mission of providing a safe and livable environment for our residents.

The people of Dallas participate in every facet of their community. They support careful, strategic planning; they enthusiastically volunteer; and they nurture positive progress. They

honor both tradition and innovation. Whether you come for a visit, come to stay, or already reside in the Dallas area, you'll agree it's the people, the community attributes and civic pride that help set us apart.

Draft Advertisement:

City Manager – Dallas, Oregon. (www.ci.dallas.or.us) Population 14,585 (20,000 in immediate community). Salary Range \$110,000 - \$130,000, plus excellent benefit package. City Manager retiring after 25 years. Dallas is a full service, growing community that has retained its small town charm. The City is well managed and fiscally sound. Located in the scenic Willamette Valley, it is close to the coast, world class wineries, mountains, colleges and a wide variety of recreational opportunities. Under the City's Charter, the manager reports to a 9 member City Council and is required to establish residency within the city limits. This is an exciting and excellent opportunity to work and live in a dynamic community.

The successful candidate will have an understanding and appreciation of the council-manager form of government, be an effective communicator who is able to build consensus and build upon the successful foundation of achievements in Dallas. He/she should also be an active and visible member of the community. The city is seeking an experienced leader who has respect for the City Council and its role in policy setting, working for the City Council as a group. Experience with growth and full service city operations is desired.

Minimum requirements include a Bachelor's Degree, 5 years as a city manager/administrator or as a major department head in a similar or larger community. A Masters Degree in Public Administration is preferred. Closing date October 1, 2007. Please go to the job openings section of www.orcities.org for a full profile and application instructions.

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MEMORANDUM

Date: August 3, 2007

To: Mayor Fairchild and City Council Members

From: Roger Jordan, City Manager 

Re: Bids Received for Fir Villa Street Improvement Project

Attached are copies of the bid summaries for the Fir Villa Road Storm and Street Improvements. Under the purchasing policy, I have given notice of our intent to award these contracts to the low bidder, North Santiam Paving.

Any appeals would be to the City Council and must be filed within three business days after receipt of the notice. In addition, State law allows for remonstrances up to seven days after notice.

If you have any questions before the Council meeting, please call me.

RJ:meh

MEMO

TO: ROGER JORDAN, CITY MANAGER
FROM: FRED BRAUN, DIRECTOR OF PUBLIC WORKS 
DATE: 08/02/07
RE: 2007 SE FIR VILLA RD STORM & STREET IMPROVEMENTS
BID OPENING

Following is a list of bids received for the 2007 SE Fir Villa Rd Storm & Street Improvements. The low bid was \$806,000.00, which is within the amount budgeted for this project. We intend to award the contract to North Santiam Paving on August 10, 2007.

Bidders	Bid Amount
KNIFE RIVER	\$1,006,034.00
RINKER	\$1,118,595.50
NORTH SANTIAM PAVING	\$806,000.00
K & E EXCAVATING	\$895,056.00
GELCO	\$952,232.50

Engineers Estimate: \$900,000

City of Dallas

Fall 2007



Inside

City News & Updates * Upcoming Events

Schools & Youth Programs * Senior News

Aquatic Center Information * City Calendar



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AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES - Regular meeting of June 12, 2007, and workshop of July 5, 2007.
4. ANNOUNCEMENT OF PUBLIC HEARING GUIDELINES
(Copies available in the slots at the door.)
5. PUBLIC HEARINGS
 - A) 7:30 PM A Public Hearing on the application of Gary and Kimberly Fitzgerald, owners, for a Variance to allow two accessory buildings totaling 2,400 square feet at 490 SE Fir Villa Road, in an RA, Residential Agriculture, zone.

A motion was made, seconded, and carried to approve the request, subject to the five (5) conditions listed in the staff report.
 - B) 7:30 PM A Public Hearing on the application of Eldon Bevins, owner, for a 2-lot Partition at 561 SW Levens Street, in an RS, Residential Single Family, zone.

A motion was made, seconded, and carried to approve the request, subject to the four (4) conditions listed in the staff report.
 - C) 7:30 PM A Public Hearing on the application of Orlene Satter, owner, and Les Oehler applicant for a 2-lot Partition at 1113 Monmouth Cutoff, in an RA, Residential Agriculture, zone.

A motion was made, seconded, and carried to approve the request, subject to the eleven (11) conditions listed in the staff report.
 - D) 7:30 PM A Public Hearing on the application of Eli Boylan, owner, for a 3-lot Partition at 198 and 222 SE Dimick Street, in an RMD, Residential Medium Density, zone.

A motion was made, seconded, and carried to approve the request, subject to the ten (10) conditions listed in the staff report, and an additional statement added to condition # 9, that "If a house remains, the house must meet the minimum setback requirements."
 - E) 7:30 PM A Public Hearing on the application of Jasper Crossing LLC, owner, and Mitch Teal, applicant, to Subdivide 5 lots in 3 phases at 250 W. Ellendale Avenue, in an CG, Commercial General, zone.

A motion was made, seconded, and carried to approve the request, subject to the eleven (11) conditions listed in the staff report.

6. OTHER BUSINESS

- A) _____

- B) _____

- C) _____

COMMUNITY DEVELOPMENT DEPARTMENT

City Manager Roger Jordan Director Jerry Wyatt Executive Secretary Laurie Roberts Building Official Ted Cuno Building Inspectors Ken Frederic Troy Skinner	Building & Grounds Ken Stoller Commercial Area Redevelopment Manager John Swanson Industrial Redevelopment Manager Kevin Watson
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Monthly Report June 2007

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.

2007 Land Use Applications

	Signs	Home Occupations	Conditional Uses	Variances	Partitions / Replats	Subdivisions	Street Plans	Annexations	Zone Changes
June 2007	0	0	0	1	3	0	0	0	0
YTD 2007	9	2	2	6	6	2	0	0	4
June 2006	0	1	1	0	0	3	0	1	0
Total 2006	16	10	7	11	9	9	0	1	3

Building Department:

Number of Inspections and Site Visits per Month												
	Jan	Feb	Mar	April	May	June	July	Aug	Sept.	Oct.	Nov.	Dec
2007												
Inspections	239	327	417	335	400	320						
Site Visits	135	150	196	152	188	165						
2006												
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
2005												
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
2004												
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

2007 Building Permits Summary

Permit Use	June 2007	June 2006	2007 YTD Total	2006 Total Annual Summary	2007 Valuation through June	2006 Total Annual Valuation
New Single Family	8	12	40	135	\$ 8,747,718	\$ 27,817,118
New Duplexes	0	0	0	4	0	1,014,008
New Multifamily	0	0	1	2	272,792	7,252,179
Residential Remodel	2	6	23	57	766,659	1,179,230
Residential Accessory Bldg.	2	0	11	11	185,188	242,455
New Commercial	2	0	8	4	2,867,870	183,242
Commercial Remodel	0	5	10	32	245,385	1,560,685
New Industrial	0	0	0	0	0	0
Industrial Remodel	0	0	0	1	0	67,323
Public Bldg.	1	1	4	2	35,816	59,440
Mobile Home Accessory	0	0	0	1	0	9,136
Misc. / No Fee Permits	0	2	0	5	0	0
Total All Categories	15	26	97	254	\$ 13,121,429	\$ 39,384,817

DALLAS AQUATIC CENTER

City Manager Roger Jordan	Supervisor Tina Paul
Director Jerry Wyatt	

Monthly Report for June 2007

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.

June Item	2007		2006		2005		2004	
	Units	Net Sales						
Admissions	6,832	\$ 20,710	4,456	\$ 18,685	5,310	\$ 16,103	5,819	\$ 17,722
Annual Memberships Passes	24	3,310	25	3,488	7	1,814	9	3,838
Annual Pass W Ex	1	405	0	0	0	0	0	0
Coupon Books (All types)	62	3,756	68	3,974	51	2,875	47	2,953
Water Aerobic Passes	27	1,265	29	1,406	38	4,450	36	1,857
Gift Certificates	3	45	8	105	3	45	10	160
Pro Shop	222	1,494	157	1,091	170	1,579	148	1,025
Concessions	3,905	3,924	3,333	3,151	2,720	2,562	3,238	2,624
Pass Redemption	509	0	771	0	739	0	740	0
Middle School	0	0	0	0	0	0	0	0
Special Events	7	27	127	3,107	0	0	0	0
Total Net Sales		\$ 34,936		\$ 35,007		\$ 29,428		\$ 30,179

Difference \$ (71)

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
	2007	2006	2005	2004	2003
January	29,407	26,019	25,551	19,224	15,372
February	30,277	27,321	25,304	22,533	14,215
March	43,156	30,594	32,541	29,149	21,518
April	26,709	27,095	26,937	22,714	24,249
May	31,186	26,172	22,775	20,053	13,377
June	34,936	35,007	29,428	30,179	21,724
Fiscal YTD	\$ 359,207	\$ 319,100	\$ 309,924	\$ 261,810	\$ 208,468

COUNCIL REPORT – JUNE 2007

To: Mayor & City Council Members

From: Fire Chief Bill Hahn

DALLAS FIRE DEPARTMENT

City Incidents

- 1 – Structure
- 3 – Illegal Burns
- 1 – Vehicle
- 7 – Alarm Sounding
- 4 – Hazardous Material
- 7 – Medical Assist
- 1 – Public Assist
- 1 – Smoke Investigation
- 3 – Other

Rural Incidents

- 13 – Motor Vehicle Accidents
- 3 – Illegal Burns
- 5 – Natural Vegetation
- 1 – Alarm Sounding
- 1 – Mutual Aid
- 9 – Medical Assist
- 1 – Public Assist
- 1 – Smoke Investigation
- 2 – Other

The Dallas Station responded to 28 City & 36 Rural for a total of 64 incidents for the month, of these calls 24 were daytime, 15 evening and 25 weekend responses.

An average of 14 firefighters responded on each incident during the month.

The Department finished up the school year for Whitworth Elementary with tours on June 4th and 6th, with approximately 75 students and parents. During the tours education is provided about the City, Rural and our Emergency Medical Service.

Josh Darland and Dennis Unger attended a training lecture by Vince Dunn, an Assistance Chief for the Fire Department of New York.

Josh Darland and Sean Condon attended training on ladder operations taught by Lieutenant Wilbur from New York.

Our department hosted a NIMS (National Incident Management Systems) class attended by multiple agencies throughout the Valley.

Our annual Fire Department Breakfast held on Father's Day was again a success with over 500 individuals attending.

The Dallas Radio Operator's Association held a two-day training activity at our training site one of their members is also a member of our support team.

Dennis Unger provided a tour for the mothers of pre-school Students. Approximately 50 students and parents attend the tour.

DALLAS EMERGENCY MEDICAL SERVICE

The total calls for June were 182, bringing the total calls for the year to 1126. This compares to 146 in June 2006 and a total of 970 for the same period last year.

One new paramedic has been hired to replace a member that has quit recently to return to school to become a Physician Assistant.

We will be meeting with the part-time medics to determine if there is a better system for assuring staffing on weekends.

MEMORANDUM

To: Roger Jordan, City Manager
From: Donna Zehner, Library Director
Re: Monthly Report, June 2007
Date: July 30, 2007

The month of June found 1019 patrons using the Library's Internet workstations. This service continues to be quite popular with our patrons. For those needing assistance in learning to use the Internet, arrangements will be made for volunteers and interested students to meet one-on-one.

The month of June found the Children's Room bustling with energy and excitement as the Summer Sessions of both Infant/Toddler and Preschool Storytimes are in full bloom. Storytime attendance brought in 193 young people. Class/Daycare visits accounted for 1671 young ones hearing stories and learning about the Library. A special Father's Day craft program brought 22 young crafters in to participate in this fun event. Summer Reading began the week after school was out, and already brought 204 interested and excited young people to these events. In all, 2090 young people participated in events at the Library during June. It is clearly evident that the Children's Room continues to be popular with the young people in our community. In the meantime, this year's Summer Reading Program, "Get a Clue @ Your Library", is most certainly a hit with the young people in the community.

The EBSCO full-text periodical database continues to be a popular resource, with patrons finding it easy to use. June statistics show a steady use of this user-friendly, multi-use database. A total of 51 searches were conducted this past month. As expected, use of this database has decreased since the school year came to a close.

The Reference Desk remains active, with a total of 826 questions being answered this month. Working on a variety of projects, our volunteers donated a total of 144 hours during the month of June.

CIRCULATION STATISTICS

ADULT	June 2007	June 2006	Year to Date 2007
Non-Fiction	1571	1388	9643
Fiction	2767	2314	15,031
New Books	2120	2619	13,436
Paperbacks	954	647	5203
Periodicals	279	304	1656
Sound Recordings	135	170	1072
Books on Tape	229	436	2001
Books on CD	212		846
Videotapes	425	524	2725
DVDs	374	298	1952
Media Bags	468	450	2742
CD-ROMS	4	6	30
ILL (in)	2	2	19
ILL (out)	1	0	26
NVL loans (in)	0	3	0
NVL loans (out)	3	0	5
Internet Workstations	1019	918	5938
Equipment	23	30	252
Adult Total	10,586	10,109	62,577
CHILDREN'S			
Non-Fiction	563	609	3885
Fiction	2362	2296	12,255
New Books	79	270	679
Periodicals	65	76	427
Sound Recordings	49	60	280
Books on Tape	203	224	1012
Books on CD	29		87
Videotapes	424	395	2324
DVDs	167	88	921
CD-ROMS	71	75	367
CD-ROMS (in house)	86	94	570
Children's Total	4098	4187	22,807
Remote Renewals	619	521	4117
Monthly Total	15,303	14,817	89,501

REGISTERED PATRONS – June 2007

City Residents	
Adult	6353
Child	1613
YA (12-17)	569
Total	8535
Non-Resident – Fee	
Adult	508
Child	96
YA (12-17)	45
Total Fee	649
Non-Resident –Restricted	
Adult	1534
Child	429
YA (12-17)	187
Kids Card	464
Total Restricted	2614
Non-Resident Total	3263
Total Registered Patrons	11,798

ADDITIONAL ACTIVITY

	June 2007	June 2006	Year to Date 2007
Non-Resident User Fees	\$ 500.00	\$ 440.00	\$ 4820.00
Fines Collected	\$ 1213.50	\$ 1418.68	\$ 6826.41
Photocopies	\$ 77.80	\$ 106.45	\$ 577.49
Reference Questions	826	569	6489
Volunteer Hours	144	203	1171

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MEMORANDUM

DALLAS POLICE DEPARTMENT MONTH OF JUNE 2007

TO: ROGER JORDAN AUG 6, 2007
FROM: CHIEF JIM HARPER

Some of the current trends and observations are:

- Calls for service are up from previous months, however, no specific crime trends have been noted.
- Manpower has stabilized with the completion of Officer Todd's field training. We currently do not have anyone out on extended leave.
- Training recently has consisted of maintaining required hours for survival skills, and certification maintenance.

The following is a summary of traffic violations committed:

42 Speeding Violations
10 License Violation
14 Insurance Violations
17 Moving Violations
03 Other

Investigation by this Department

55	Animal Ordinance Offenses	Clear by Arr	16
01	Animal Neglect	Clear by Arr	01
06	Assaults	Clear by Arr	02
03	Burglaries	Clear by Arr	00
01	Child Neglect	Clear by Arr	01
15	Criminal Mischief	Clear by Arr	04
02	Curfew	Clear by Arr	02
03	Disorderly Conduct	Clear by Arr	03
10	DUII	Clear by Arr	10
08	Drug Offenses	Clear by Arr	04
09	Driving While Suspended	Clear by Arr	09
10	Fail Carry Present License	Clear by Arr	10
04	Fail Perform Duties of Driver	Clear by Arr	01
08	Fraud	Clear by Arr	02
03	Harassment	Clear by Arr	03
02	Menacing	Clear by Arr	02
13	Minor in Possession	Clear by Arr	12
02	Negotiating Bad Check	Clear by Arr	02
01	Resisting Arrest	Clear by Arr	01
01	Reckless Driving	Clear by Arr	01
03	Runaway	Clear by Arr	03
25	Thefts	Clear by Arr	08
04	Trespass	Clear by Arr	04
03	Unlawful Entry Motor Vehicle	Clear by Arr	03
08	Warrants	Clear by Arr	08

* * *

84 Assist Public
38 Assist Law
31 Suspicious Activity
11 Suspicious Vehicles
09 Suspicious Persons
37 Disturbances
10 911 Hang-ups
15 Welfare Checks
06 Assist Traffic

DALLAS POLICE DEPARTMENT
CODE ENFORCEMENT REPORT

June **2007** **Code Officer Totten**

NUMBER OF TOWED VEHICLES	2
NUMBER OF CITATIONS ISSUED	7
NUMBER OF FOLLOW-UP ACTIVITIES COMPLETED	153

NEW CASES STARTED:

DCC # 5.584-INOPERABLE VEHICLES (PRIVATE PROPERTY)	5
DCC # 6.320-VEHICLES STORED ON STREET/PARK STRIP	20
DCC # 6.505-ABANDONED VEHICLES	21
DCC # 5.582-JUNK	0
DCC # 5.556-SCATTERING RUBBISH (PRIVATE PROPERTY)	4
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)	4
DCC # 6.125-OBSTRUCTING STREETS OR SIDEWALKS	17
DCC # 5.588-GRAFFITI	1

HABITUAL PROBLEMS/OTHER ISSUES:

NARRATIVE:

Seven citations for parking violations were issued this month.

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

**DEPARTMENT OF PUBLIC WORKS
 Monthly Report for June 2007**

		<u>Water Division</u>			
		<u>2007</u>	<u>Unit</u>	<u>2006</u>	<u>Unit</u>
Total Discharge to Town		93.63	MG	89.44	MG
Total Water Raw		107.91	MG	99.48	MG
Peak Day	06/20/07	4.32	MG	06/27/06	5.47 MG
Daily Average-Raw		3.60	MGD		3.32 MGD
Daily Average-City		3.12	MGD		2.98 MGD
Backwash Water		2.45	MG		2.41 MG
Filter to Waste		0.45	MG		1.54 MG
Flushing		0.10	MG		0.00 MG
Discharge Water		0.10	MG		0.10 MG
Meter and Process Error	3.9 %	4.08	MG	4.7 %	4.49 MG
ASR		7.10	MG		
Average High Temp		72.5	° F	75.7	° F
Average Low Temp		49.7	° F	53.1	° F
Total Precipitation		0.78	Inches	0.65	Inches

Mercer Dam and Watershed:

- Visual inspections were done on June 4, 14, 20, 25, 28, 29.
- Full walking inspections were done on June 10, 22.
- Installed weirs on June 14.

<u>Date</u>	<u>Dam Level</u>	<u>Discharge Rate</u>	<u>Rickreall Creek</u>	<u>Canyon Creek</u>	<u>Applegate Creek</u>
06/02/07	overflow	11.38 CFS 7.35 MGD			
06/10/07	overflow	8.02 CFS 5.1 MGD			
06/15/07	overflow	7.82 CFS 5.05 MGD	8.66 CFS 5.80 MGD	1.41 CFS 0.91 MGD	0.336 CFS 0.21 MGD
06/20/07	overflow	7.82 CFS 5.05 MGD	7.87 CFS 5.08 MGD	1.20 CFS 0.78 MGD	0.385 CFS 0.25 MGD
06/25/07	overflow	8.02 CFS 5.1 MGD	7.41 CFS 4.79 MGD	1.20 CFS 0.78 MGD	0.385 CFS 0.25 MGD
06/29/07	overflow	8.02 CFS 5.1 MGD	6.97 CFS 4.50 MGD	0.97 CFS 0.49 MGD	

Intake Pump Station:

- Reporting okay.
- New pumps are in
- Working on PLC

Water Treatment Plant:

- Reporting okay.
- Painted trim & doors inside and outside

Reservoirs: Reporting okay

New Services: Eight new 3/4" services were installed at: Park next to 705 SE Stoneridge Ln; 273 SW Bell Dr; 736 SE Glendover Ln; 230 SW Wyatt St; 669 NW Reed Ln; 1165, 1176 SW Forestry Ln; 1041, 1155 SW Linden Ln.

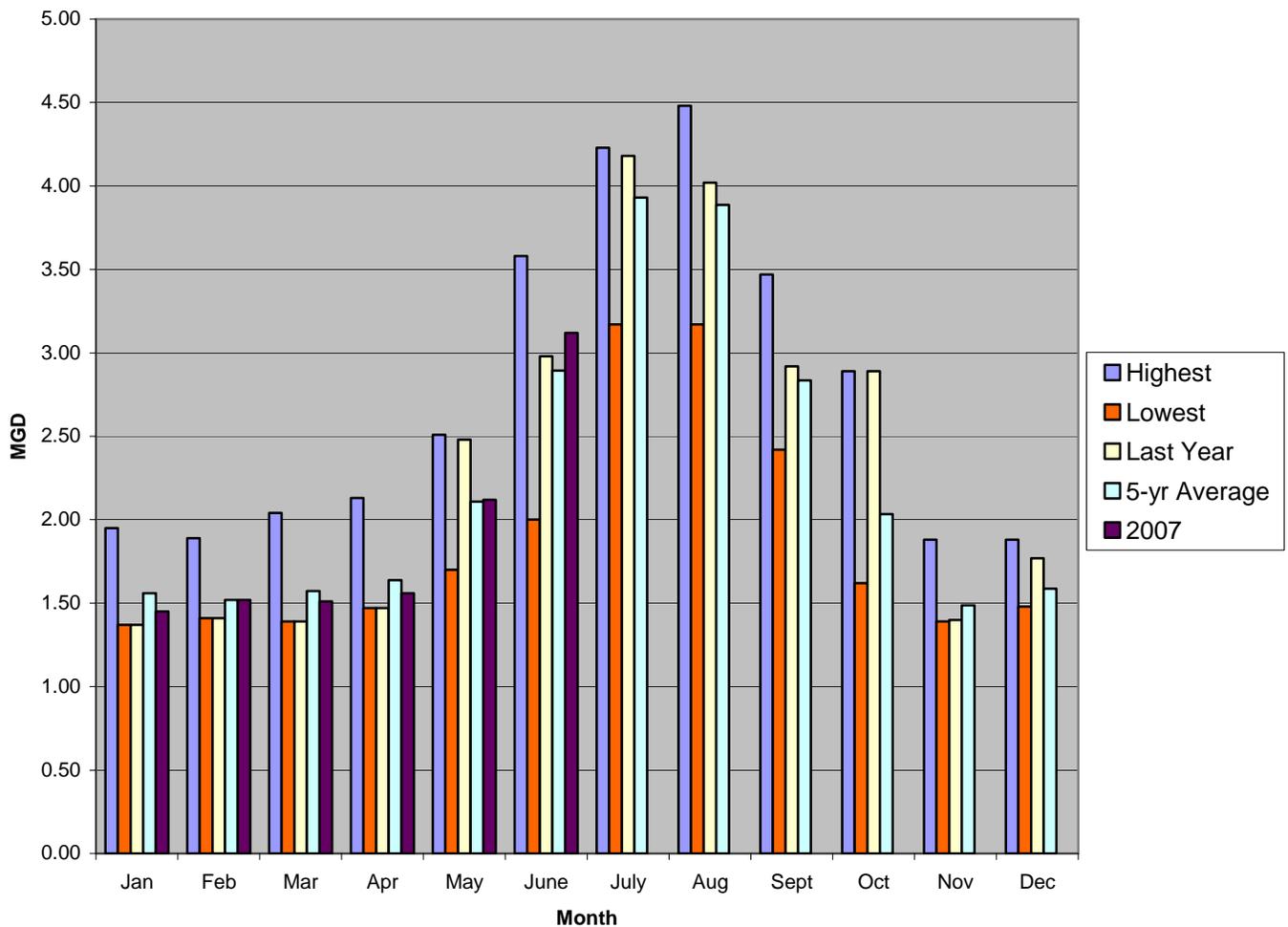
Repairs Leaks at:

At old pool on Levens – changed 2" PVC to 2" copper for 1 1/2" irrigation meter

Worked on:

- Read meters
- Locates
- Valve cards
- Hydrant cards
- Walked raw & finished water lines

Average Daily Treated Water Production



Wastewater Division

Effluent Flow

		<u>2007</u>	<u>Units</u>		<u>2006</u>	<u>Units</u>
Monthly Total Flow		43.69	MG		54.75	MG
Peak Day Flow	06/28/07	1.59	MG	06/01/06	2.55	MG
Daily Average Flow		1.46	MG		1.82	MG

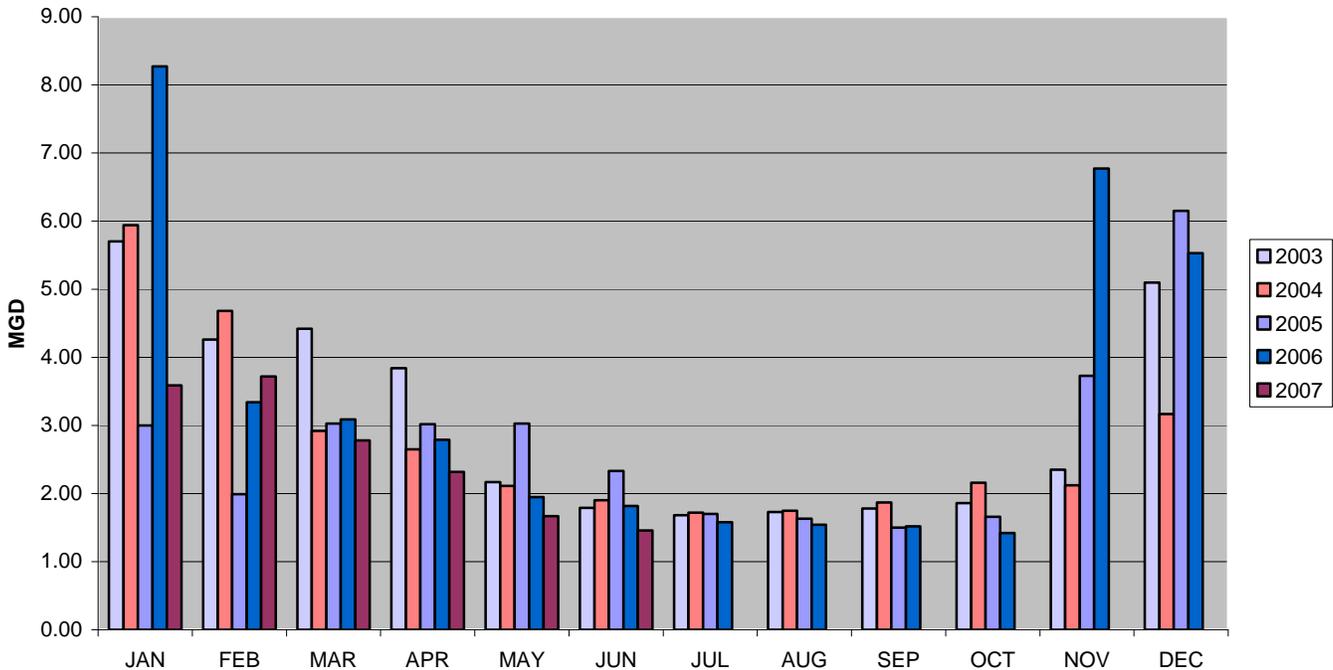
Plant Maintenance:

- Repaired influent pump station lower explosive limit (LEL) sensor
- Powdered magnesium oxide added at oxidation ditch to increase concentration of alkalinity for nitrification
- Repaired right rear axle on John Deere tractor
- Trane Oregon replaced the HVAC fan motor at the Solids Building electrical room and Operations Building HVAC three-way activator
- Installed Plant Water pump

Plant Performance:

The month of June had a lower daily flow average (MGD) than June 2006. Low plant flows coincide with low creek flows at Rickreall Creek. With the creek flow average below 6 cfs, plant effluent was required to be less than 1.3 mg/L ammonia. Operations met the stringent permit limits using process control by aging the nitrogen bacteria and saturating the bacteria with more air to increase the nitrification productivity.

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	206
Sewer Maintenance & Repair	98
Storm Maintenance & Repair	48
Utility Locates	31
Tree Trimming	29
Lift Station Maintenance	12
Sidewalk Maintenance & Repair	4
Signs	3
Paving	2
Building and Grounds Maintenance	2
Job #3360 – Kingsborough Park Storm Overflow	649
Job # 2236 – Miller Avenue Overlays	29

Parks Division

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

- Repaired damage caused by vandalism
- Performed regular mowing of all parks
- Weeded shrub beds and landscape areas
- Performed monthly safety check of playground equipment on June 15, 2007
- Repaired irrigation lines
- Removed leaves from trails
- Picked up fallen limbs
- Pruned shrubs
- Performed equipment service checks and/or repairs
- Cleaned up four burnt garbage cans.
- Crown rhododendrons in parks and at public buildings
- Removed vandalism at skate park with sandblaster
- Installed new irrigation controls at Gala Park
- Cleaned out fire pits
- Fertilized turf in all parks
- Sprayed curb grass on all curbs in town

Engineering

Subdivisions:

- Forestry Creek Meadows, Phase 4: As-builts under review.
- Ceres Gleann, Phase 4: As-builts under review.
- River Gleann, Phase 5: As-builts under review. Plat recorded.
- River Gleann, Phase 6: Plat recorded. Working on bank cleanup.
- Polk Station PUD: Preconstruction meeting held; construction underway.
- Paisley Addition: Plans approved. Project on hold.
- Cynthian Oaks, Phase 2: Working on after-paving checklist.
- Ellendale Estates: Working on after-paving checklist.

Commercial Developments:

- Dallas Retirement Village: Awaiting as-builts.
- Godsey Apartments: Awaiting as-builts.
- Godsey Storage Units: Phase II construction underway.
- Godsey Apartments Phase II: Construction complete; awaiting as-builts.
- Safeway Fuel: Plans reviewed and sent back to engineer.
- Les Schwab Remodel/Addition: Plans reviewed and sent back to engineer.

Programs / Projects:

- Fir Villa Street Improvements: Design and drafting underway.
- Phase II/ Monitoring: Plan submitted to DEQ for R/C.
- Raw Water Line Project: Under construction.
- Levens Street Bridge Replacement: Ross Bros & Co. moved equipment and materials to site.
- SE Monmouth Cut-off / Uglow Ave Intersection: Project shelved.
- Ambulance Parking Lot: Landscape remaining.
- Godsey Rd Sewer: Project shelved.
- Finished Water Reservoir: S Main project under design. Contract out for bid.
- Downtown Parking Lot: Preliminary design and estimate completed.
- Maple Street Sewer: Under construction.
- Intake Upgrade: Under construction.
- PLC Upgrade: 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: 3-Water replacement equipment ordered.
- Water Treatment Facility/Water Supply: Continued ASR storage cycle.
- Tracking Backflow testing
- Pavement Management: Information analysis.
- WWTF Intake Pump: Adjustable frequency drives installed.

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
- SCADA project
- Raw water transmission line project
- 2 MG reservoir tank project
- Park planning and project prioritization
- Levens Street bridge contract preparation
- SE Fir Villa Road storm and street improvements contract preparation

Shop Services

- Ongoing maintenance on vehicles, machinery & construction equipment

Shop services hours were divided into the following areas:

City Hall (Generator)	21.50 hrs.
Community Development	1.00 hr.
Fire	6.50 hrs.
Parks	1.00 hr.
Police	14.50 hrs.
Public Works	216.50 hrs.
Rural Fire	27.50 hr.
Wastewater Treatment Facility	22.50 hrs.
Water Treatment Plant/Intake	25.50 hrs.

Support Services

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

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**OREGON LIQUOR CONTROL COMMISSION
BUSINESS INFORMATION**



Please Print or Type

Applicant Name: Parvinder Kaur / Narnet Kaur / Jagmohan Singh Phone: 503-339-6814

Trade Name (dba): Center Market #14

Business Location Address: 1283 Fairview Street

City: Dallas ZIP Code: 97338

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday 7 am to 11 pm
 Monday 6 am to 11 pm
 Tuesday 6 am to 11 pm
 Wednesday 6 am to 11 pm
 Thursday 6 am to 11 pm
 Friday 6 am to 11 pm
 Saturday 6 am to 2 am

Outdoor Area Hours:

Sunday _____ to _____
 Monday _____ to _____
 Tuesday _____ to _____
 Wednesday _____ to _____
 Thursday _____ to _____
 Friday _____ to _____
 Saturday _____ to _____

The outdoor area is used for:

- Food service Hours: _____ to _____
- Alcohol service Hours: _____ to _____
- Enclosed, how _____

The exterior area is adequately viewed and/or supervised by Service Permittees.

(Investigator's Initials)

Seasonal Variations: Yes No If yes, explain: _____

ENTERTAINMENT

Check all that apply:

- Live Music
- Recorded Music
- DJ Music
- Dancing
- Nude Entertainers
- Karaoke
- Coin-operated Games
- Video Lottery Machines
- Social Gaming
- Pool Tables
- Other: _____

DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday _____ to _____
 Monday _____ to _____
 Tuesday _____ to _____
 Wednesday _____ to _____
 Thursday _____ to _____
 Friday _____ to _____
 Saturday _____ to _____

SEATING COUNT

Restaurant: _____
 Lounge: _____
 Banquet: _____
 Outdoor: _____
 Other (explain): _____
 Total Seating: _____

OLCC USE ONLY

Investigator Verified Seating: ____ (Y) ____ (N)

Investigator Initials: _____

Date: _____

I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: Narnet Kaur Date: 07/13/07

1-800-452-OLCC (6522)
 www.olcc.state.or.us

(rev. 04/03)

ORDINANCE NO. 1677

An Ordinance continuing the City's Public Facilities Strategy for the allocation of water hookups by regulating the issuance of building permits, repealing conflicting provisions of Ordinance Nos. 1534, 1541, 1576 and 1635 and Resolution Nos. 2675 and 2880, and declaring an emergency.

WHEREAS, the City has determined that the City's finished water storage capacity is insufficient to meet anticipated future water demands; and

WHEREAS, necessary improvements to the finished water storage capacity, viz., construction of a 2 to 3 million gallon storage reservoir, are anticipated not to be completed until the end of 2008; and

WHEREAS, the City has determined that, due to the above factors, without a continuation of the City's Public Facilities Strategy, the demand for water hookups is likely to exceed the available number of hookups, leading to a de facto moratorium on building permits within the City, including the denial of building permits; and

WHEREAS, City staff and CH2M have determined, based upon the methodology used in the June 2002 Water Master Plan Update, that there are 88 Commercial, Industrial and Public Use EDUs, 250 Single Family Residential EDUs (125 per year) and 69 Multi-Family EDUs available over the next two years, not including carryovers; and

WHEREAS, there are 119 Single Family EDUs, 258 Commercial, Industrial and Public Use EDUs, and 38 Multi-Family EDUs left over from the prior Public Facilities Strategy allocation which will carry over into this Public Facilities Strategy allocation; and

WHEREAS, the Oregon Department of Land Conservation and Development was provided written notice of this proposed extension of the Public Facilities Strategy and it has not objected to the proposal; and

WHEREAS, the Planning Commission, after due notice and public hearing held on June 12, 2007, reviewed and recommended to the City Council that it continue the Public Facilities Strategy as presented in its staff report; and

WHEREAS, after due notice and public hearing, the City Council, on July 2, 2007, adopted the recommendation of the Planning Commission to continue the Public Facilities Strategy through August 31, 2009, with 822 EDUs to be allocated during that period of time under the allocation system currently in effect; NOW, THEREFORE;

THE CITY OF DALLAS DOES ORDAIN AS FOLLOWS:

Section 1. The Public Facilities Strategy, as set forth in Ordinance Nos. 1534, 1541, 1576 and 1635, and Resolutions Nos. 2675 and 2880, is continued through August 31, 2009, with the following modifications:

1. The total number of building permits to be issued through August 31, 2009 shall not exceed 822 EDUs, which shall be allocated as follows:

a. 346 EDUs for Commercial, Industrial, and Public Uses which includes any previously non-allocated EDUs.

b. 107 EDUs for Multi-Family Residential.

c. 369 EDUs for Single Family Residential which includes any unused previously allocated EDUs.

(1) For purposes of the Single Family Residential allocation, a "year" shall be from September 1 through the following August 31.

Section 2. Any provisions of Ordinance Nos. 1534, 1541, 1576 and 1635 which are in conflict with the provisions of this Ordinance are hereby repealed and all non-conflicting provisions of said Ordinances are hereby ratified and confirmed, with the expiration date of Ordinance No. 1534 being extended to August 31, 2009.

Section 3. Resolutions Nos. 2675 and 2880, as amended are hereby continued, with the annual dates updated to 2007-2009.

Section 4. The immediate passage of this Ordinance being deemed necessary in order to prevent exceeding the capacity of the finished water storage capacity, and to ensure stability in development within the City, an emergency is hereby declared and this Ordinance shall take effect upon its passage by the City Council and approval by the Mayor and shall expire at 12:01 a.m. on September 1, 2009.

Read for the first time: July 16, 2007
Read for the second time: August 6, 2007
Passed by the City Council: August 6, 2007
Approved by the Mayor: August 6, 2007

MAYOR

ATTEST:

CITY MANAGER