

Dallas City Council

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

Tuesday, September 4, 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 August 20, 2007, Council meeting.
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3. REPORTS OR COMMENTS FROM COUNCIL MEMBERS

- 3.1. Report of August 27, 2007, Building and Grounds Committee Meeting (LaVonne Wilson, Chair).
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- 3.2. Report of August 27, 2007, Public Works Committee Meeting (Brian Dalton, Chair).
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- 3.3. Mayor Fairchild's July monthly report.
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4. QUESTIONS AND/OR COMMENTS FROM THE AUDIENCE

5. REPORTS OF SPECIAL COMMITTEES AND CITY OFFICERS

- 5.1. City Manager's Reports

- a. Scheduling Council Workshop on October 23 or 24 to discuss interview process.
-

- b. Staff report on lighting ordinance
-

- c. Report on and recommendation to contract with OMI for operation of Wastewater Treatment Facility.
-

d. Report on proposal for on-street parking along Fir Villa. (Report Tuesday evening)

e. Discussion concerning speed table (pedestrian safety device) on Levens Street.

f. Discussion concerning setting fee for withdrawal of property from historic district.

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

h. Reminder of upcoming events: Park trail open house and Public Works tour.

i. Other

6. COMMUNICATIONS AND PETITIONS

7. PUBLIC HEARINGS

8. RESOLUTIONS

9. FIRST READING OF ORDINANCE

10. SECOND READING OF ORDINANCE

11. OTHER BUSINESS

12. ADJOURNMENT

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

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The Dallas City Council met in regular session on Monday, August 20, 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, 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 Public Works Director Christy Ellis, and Recording Secretary Marsha Heeter.

APPROVAL OF MINUTES

After hearing no corrections or additions, Mayor Fairchild declared the minutes of the August 6, 2007, Council meeting, the July 31, 2007, Council workshop and the July 26, 2007 Joint Council/Planning Commission workshop approved as printed.

REPORTS OR COMMENTS FROM COUNCIL MEMBERS

Councilor David Shein asked if Mayor Fairchild found out if Rich Slack wants to continue serving on the committees he's on. Mayor Fairchild answered that Mr. Slack does want to continue on the Parks and Recreation Committee and the Sounds of Summer committee.

DISCUSSION CONCERNING COUNCILOR APPOINTMENT

City Attorney Anthony James reviewed his memo regarding what happened at the last meeting. He gave the opinion that the vote did not constitute a tie, and the original motion is to all intents and purposes dead unless someone wanted to change his or her vote because no candidate got five votes. Mayor Fairchild asked if anyone wanted to change his or her vote. No one did. Councilor Jackie Lawson asked about the last meeting where the Mayor said one of her motions was seconded and accepted erroneously. She noted that it was difficult to hear everything through the phone and she wondered why he made that ruling. Mayor Fairchild answered that it was because there was already a motion on the floor and her motion was not an amendment to that motion.

Councilor LaVonne Wilson moved to appoint Glen Scatterday to fill the remainder of Rich Slack's term. The motion was duly seconded. In response to a question, Mayor Fairchild clarified this was a motion to appoint, not a nomination. Councilor Shein asked for a roll call vote. Council President Ken Woods, Councilor Kevin Marshall, Councilor Wes Scroggin, and Councilor LaVonne Wilson voted YES, Councilor Warren Lamb and Councilor Jackie Lawson voted NO, and Councilor Brian Dalton and Councilor David Shein abstained.

City Attorney Anthony James advised that he did some research in Robert's Rules of Order and those who abstained would not be considered part of the vote, so the vote was 4-2. Councilor Shein noted that the Charter requires a majority of the whole Council, which is five votes; no matter how many are present. Mr. James responded that the Councilors have a right to do what they want, and the City Attorney's office provides advice. Councilor Dalton said he would prefer more research because it is also his understanding from the Charter that it takes five to transact business. Mayor Fairchild remarked that one choice would be to leave the position open until the next election. Mayor Fairchild announced that the motion FAILED.

Councilor Shein said he would like to get a clarification on how many votes it takes to pass something. Mr. James pointed out that Mr. Shetterly will be filling the City Attorney position in two weeks. Mr. James said he wouldn't do any further research unless the Council directed him to do so. Mayor Fairchild indicated that he feels it was the intent of the Charter to require five votes on ordinances and resolutions, and he is not clear if that is for all business. Councilor Shein noted that Section 19 of the Charter says "the concurrence of a majority of the whole number of the council shall be necessary to decide any question before the council" not just a majority of those present and voting. Councilor

1 Dalton suggested asking for a written opinion. Mr. James agreed that if one reads section 19 by itself,
2 it looks that way, but if one reads the Charter as a whole, and looks at the history of the Council, he
3 doesn't think that is the way to interpret it.

4 Councilor Dalton moved to ask for a written interpretation of the vote procedure and whether there
5 needs to be five affirmative votes on all questions. The motion was duly seconded and CARRIED by a
6 MAJORITY with Council President Ken Woods, Councilor Brian Dalton, Councilor Warren Lamb,
7 Councilor Jackie Lawson, Councilor Wes Scroggin, and Councilor David Shein voting YES and Coun-
8 cilor Kevin Marshall and Councilor LaVonne Wilson voting NO.

9 Councilor Lamb remarked that there have been situations in the past where the Council had to appoint
10 someone, but usually they had only one person. He said that this time, there were other people inter-
11 ested, but they didn't get a chance to talk to the Council to let them know why they wanted to be in-
12 volved. He indicated that he thinks they need to review the procedure and invite those who want to
13 become involved. Councilor Lawson concurred.

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

15 **CITY MANAGER RECRUITMENT PROCESS**

16 City Manager Roger Jordan presented the proposed schedule for the City Manager recruitment which
17 was provided by Mike McCauley, who asked to have the Council adopt the process. Mayor Fairchild
18 noted that the recruitment was being left open a little longer than originally mentioned because of the
19 scheduling of a major meeting where it could be publicized. Councilor Scroggin asked when the
20 Council would discuss the interview process. Council President Woods responded that the meeting for
21 that is shown as being either October 23 or 24. Mr. Jordan noted that it would be a workshop. Council
22 President Woods asked if it would be a daytime or evening meeting. Mr. Jordan answered that it
23 would be the Council's choice. Councilor Scroggin said he would like to make that determination at
24 the next Council meeting. Councilor Lawson pointed out that Wednesday nights are usually church
25 night. Council President Woods indicated that he would not be available Tuesday night, but he would
26 be available during the day. Mr. Jordan said he would put this on the agenda for the next meeting.

27 Councilor Shein moved to adopt the proposed schedule. The motion was duly seconded. Councilor
28 Dalton suggested that the schedule would remain flexible. Mayor Fairchild agreed that the schedule
29 was not set in concrete. The motion CARRIED UNANIMOUSLY with Council President Ken
30 Woods, Councilor Brian Dalton, Councilor Warren Lamb, Councilor Jackie Lawson, Councilor Kevin
31 Marshall, Councilor Wes Scroggin, Councilor David Shein, and Councilor LaVonne Wilson voting
32 YES.

33 **IMPLEMENTATION OF ESCI MANAGEMENT STUDY RECOMMENDATIONS**

34 Mr. Jordan explained that the Council had asked for a report on the Fire Department management
35 review. He asked Fire Chief Bill Hahn to give a report.

36 Chief Hahn reported that the Fire Department Officers met in May and determined the items that could
37 be done at no cost, low cost, or significant cost. He indicated that they did adopt a new organizational
38 structure and chain of command, using the battalion format. He noted that a white paper is being
39 prepared for the Council which will address a number of the items and other items will be addressed
40 later. He said they are addressing ways to improve communications, and the selection process and
41 testing for promotion. He added that they are looking at ways to recruit and retain members and
42 working on a long range master plan for equipment. He said the officers would like the Council to
43 look at implementing a sprinkler ordinance. Chief Hahn reported that the City complies with health
44 and safety regulations, but the NFPA is recommending a physical for each firefighter every year
45 because of the number of firefighters who die of heart attacks. He noted that because the Dallas Fire
46 Department does a good job maintaining its equipment, the equipment should last at least another 8
47 years.

48 Councilor Lamb asked if there would be a process for a periodic review to check on the progress.
49 Chief Hahn said he wasn't sure of the time frame for implementation. Councilor Lamb said that if
50 they can keep the Council posted, the Council can help as part of the team. Mr. Jordan responded that
51 there would be a review at budget time and they could probably do it every 6 months. Chief Hahn
52 commented that there was nothing in the study that they don't believe they can do.

1 PARK TRAIL SYSTEM

2 Mr. Jordan reminded the Council that we have been working on the park trail system in stages. He
3 advised that the next phase, from Levens Street to Main Street, is funded in the budget and is part of
4 the Levens Street Bridge project. He asked for authorization to move ahead with that project. He
5 noted that they need to have additional discussion about some other sections of the trail. He explained
6 that from LaCreole east, the developer will put in the trail. He noted that the trail is not in yet because
7 the City is reviewing with the state and feds about whether the trail conflicts with the wetlands area.
8 He indicated that the staff wants to identify the actual location of the trail along the property east of
9 LaCreole that is not owned by a developer, but is owned by the owner of the property across the creek.
10 Mr. Jordan suggested having an open house to let people know what the City is planning to do, as well
11 as go in and open up the area enough so the City can identify any wetlands and possible trail areas.
12 Mr. Jordan added that another concern is the areas where the trail is proposed and the property owners
13 might not be aware of it. He recommended hiring a consultant to help with the process.

14 Councilor Marshall moved to authorize the staff to initiate the process for identifying the location of the
15 trail system in the area between LaCreole and Hawthorne and to initiate construction of the trail between
16 Levens Street and Main Street. The motion was duly seconded. Councilor Scroggin remarked that we
17 are doing the easy part and will wind up with unconnected pieces of trail. Mr. Jordan responded that's
18 the third step, to bring in someone to assist with developing a plan for the rest of the trail. Councilor
19 Lawson asked if the two sections of the trail can work without the section in between and what power
20 does the City have if property owners are not willing to give up their backyards. Mr. Jordan answered
21 that the City already has most of property or is in negotiations. He added that in most cases, even
22 though the people don't realize it, the City owns the property. He pointed out that there are a couple of
23 areas where the plan includes switching to the other side of the creek. He indicated that the plan is to
24 install a bridge to carry utilities and then the Parks crew can put decking on the bridge for pedestrian
25 traffic. He added that the sections do work separately, but it is part of the Comprehensive Plan to have a
26 continuous trail. In response to a question, Mr. Jordan indicated that the trail between Levens and Main
27 would be the same width as the section by the Aquatic Center. He indicated that in some areas, the
28 dense, heavy brush will create a natural barrier, and in other areas the City has discussed putting up
29 fences. He noted that the expanded trail will increase park maintenance responsibilities. The motion
30 CARRIED UNANIMOUSLY with Council President Ken Woods, Councilor Brian Dalton, Councilor
31 Warren Lamb, Councilor Jackie Lawson, Councilor Kevin Marshall, Councilor Wes Scroggin,
32 Councilor David Shein, and Councilor LaVonne Wilson voting YES.

33 SENIOR CENTER ADVISORY COMMITTEE ACTIVITIES

34 Mr. Jordan reported on the Senior Center Advisory Committee activities. He indicated that it was not
35 yet time for a final report. He advised that the group will meet again on Friday, September 7 from 2
36 p.m. to 4 p.m. He said they have evaluated each site and will prepare a report that will be given to the
37 Council at the second meeting in September. Councilor Scroggin pointed out that the old pool site
38 mentions a civic center. Mr. Jordan said the Council has discussed that in the past, but no Council
39 decision has been made on it. Mayor Fairchild remarked that the old pool site is one site with
40 expansion possibilities.

41 REQUESTS FOR WATER OUTSIDE THE CITY LIMITS

42 Mr. Jordan reported that the City has had a number of requests for water from outside the City Limits.
43 He indicated that the policy provided in the agenda packet is the current policy. He noted that the main
44 area requesting water now is West Clay. He said that area could be a water district, but the problem is
45 that a water district is very expensive and the City wouldn't provide a subsidy. Mr. Jordan reviewed
46 the sources of the outside water policy and explained that to change the policy would require a major
47 legal process. He noted that a lot of people inside the City would ask why the City would sell water
48 outside the City if there is limited availability for people inside the City. Councilor Lamb asked about
49 the West Clay area. Mr. Jordan answered that it is all outside the Urban Growth Boundary. Councilor
50 Lamb asked what would happen if the group that is farther out wanted to annex to the City but the
51 nearer group doesn't. Mr. Jordan answered that it would be quite a process because the Urban Growth
52 Boundary would have to be extended and the City would have to meet the criteria for extending it.
53 Councilor Shein asked if the policy predates the Comprehensive Plan. Mr. Jordan answered that it
54 predates the current Comprehensive Plan. He pointed out that if a property had a home built before
55 1974, it could get water. He remarked that some people have split off lots even though they were told
56 the new lots couldn't get water.

1 AUGUST 14 PLANNING COMMISSION REPORT

2 Mr. Jordan reported on the August 14, 2007 Planning Commission meeting. He said there were two
3 items: an annexation request from the Fife Group, which the Commission recommended approving,
4 and a Variance that was approved subject to conditions.

5 JULY BILLS

6 Mr. Jordan asked if there were any questions about the bills for July. There were none.

7 COMMUNICATIONS AND PETITIONS

8 GOVERNING 101 TRAINING ON SEPTEMBER 7

9 Mr. Jordan announced that there would be a training opportunity on September 7 that some have al-
10 ready taken. Councilor Lamb commented that it was a good class. Mayor Fairchild remarked that it
11 would be good for a review, too, since things have changed over the years. He said to let the City
12 Manager's office know if someone wants to be registered for it.

13 LETTER FROM CHAMBER OF COMMERCE

14 Mr. Jordan indicated that the City received a thank you letter from the Chamber of Commerce.

15 OTHER BUSINESS

16 Councilor Shein asked about getting a tour of the water system. Mayor Fairchild indicated that this is
17 the time of the year to do it. He asked if any others were interested. Councilor Lawson, Councilor
18 Wilson, Councilor Scroggin, Councilor Marshall, and Councilor Shein were all interested. After dis-
19 cussion, the tour was set for Thursday, September 13 at 2 p.m. Mr. Jordan indicated that everyone in-
20 terested would meet in his office.

21 Mr. Jordan reported that the Fir Villa project will start next week. Councilor Scroggin noted that the
22 signs say it will be a three-month period and he wondered if it would take that long. Mr. Jordan an-
23 swered that it will. He indicated that they will be adding signs on Ellendale and Miller so motorists
24 don't turn on Fir Villa and get stuck in a long line. Councilor Scroggin wondered if there would be
25 any discussion about installing a signal at Fir Villa and Ellendale. Mr. Jordan answered that the signal
26 is on the State's list and is based on traffic volume. He said that he will be bringing to the Council a
27 proposal to have the City use SDCs to help pay for it so it is installed sooner.

28 At 9:01 p.m., Mayor Fairchild announced that there would be a recess and then an Executive Session
29 to discuss real property transactions as authorized in ORS 192.660(2)(e)

30 There being no further business after the Executive Session, the meeting was adjourned at 9:36 p.m.

31 Read and approved this _____ day of _____ 2007.

32 _____
33 Mayor

34 ATTEST:

35 _____
36 City Manager

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Members Present: Chair LaVonne Wilson, Councilor Dalton Dalton, and Warren Lamb, Jackie Lawson and Ken Woods, Jr.

Also Present: Mayor Jim Fairchild, City Manager Roger Jordan, Community Development Director Jerry Wyatt, Library Director Donna Zehner, and Recording Secretary Laurie Roberts.

Chair LaVonne Wilson called the meeting to order at 4:50 p.m.

Report on Development and Building Activities:

Mr. Wyatt reviewed a handout of the active subdivision map. He explained how lots available for building are tracked and pointed out that the development has occurred all over town. He stated there are 243 approved lots including infill, with 175 lots that are buildable lots because the plats have been signed and improvements are in. He added there are 114 building permits available with 30 more units to be allocated September 1st, and there is a running total used to assist with approvals and the Public Facility Strategy. Mr. Jordan stated that all areas are getting development within the concentric circle. He added development is phased, balanced and incremental offering a good market place choice.

Discussion on Mural Ordinance:

Mr. Wyatt explained that he took the information from the May Council meeting and added it to the ordinance recommendation and explained the changes. He confirmed that a maintenance plan is required and will be reviewed with the committee, and if a mural is not maintained, the City can give 15 days notice and repair or abate the work with a lien. He noted there is an appeal period. He stated there is a \$75 permit fee and the sign portion cost would be \$1.50/sq.ft. or \$50 minimum. He provided examples of other murals in different communities and noted the presentation would be on the PowerPoint for Monday night's Council meeting. He explained how the signage within a mural would be calculated and identified. Councilor Woods asked if murals would be for advertising. Mr. Wyatt stated they are not, and he identified that icons such as Coca-Cola could be considered historical. Mr. Jordan added that the Council can be appealed for decisions, and the sign code revisions would be brought back to Council. Councilor Dalton stated that some small town murals are beneficial to small towns and draw tourism, and suggested encouraging property owners to do the historic theme. Councilor Lawson stated that murals should not detract from the character of the neighborhood. Mr. Jordan stated the Council would need to decide who gets to review the murals, staff verses a committee, and it would be done through the approval process. Mr. Jordan added that using CRRT was mentioned and all decisions could be appealed to the Council, which is similar to the loan program on facades with a committee to advise staff. Councilor Dalton explained that there is an architect to review the façade loans so we do have some influence. Mr. Jordan stated there is the approval of the design and maintenance, which is the City staff's responsibility. Councilor Dalton asked that staff give guidelines on prep, paints, etc. Councilor Wilson agreed with the need to have that information available. Mr. Jordan stated the recommendation would be to advise staff to prepare an ordinance and instructions on murals. Mayor Fairchild called it a mural "tool box". Councilor Woods asked about working with the

1 business owner vs. the property owner. Mr. Jordan stated the owner would need to sign. Councilor Dalton moved that the staff present to the City Council an ordinance concerning murals as
2 presented in the staff report and attached presentation. The motion was seconded. Discussion
3 was held, and Mayor Fairchild suggested a committee be assigned. Councilor Woods asked if it
4 is only for commercial zones. Mr. Jordan confirmed it is commercial property only. A vote was
5 taken and the motion passed unanimously.
6

7 **Update on Economic Development:**

8 Industrial Redevelopment Program

9 Mr. Wyatt reported TTM is moved out and they are marketing the property through a realtor. He
10 noted the armory is looking at the site but have to go through funding mechanism. Councilor
11 Lamb asked about the prior interested party. Mr. Wyatt stated that it was too big for them but
12 they may partner with the Armory.

13 Commercial Redevelopment Program

14 Mr. Wyatt reported the Feed Store moved to Main Street.

15 Mr. Wyatt advised that the UGB expansion was appealed to LUBA and the case was heard 2
16 weeks ago and people objected to the County request. He explained that Attorney Doyle summa-
17 rized the case and the objectors had a chance to speak, and if it goes back to the County the find-
18 ings must be specific. He noted the request is solid.

19 Kevin Watson is working on the industrial inventory.

20 Mr. Jordan reported Weyerhaeuser announced their layoffs due to the retail market being down.
21 He added it is a temporary layoff of 22 employees and 150 remain, with hours cut from 100 to 80
22 hours, and a temporary market place adjustment.

23 Mr. Wyatt summarized that there have been lots of tenant improvements, a filling station, and
24 commercial projects are up. He noted that residential activity is down, which usually happens
25 when commercial is up.

26 **Report on Code Enforcement and Current Status:**

27 Mr. Wyatt explained there has been a rush of animal calls and property line disputes. Councilor
28 Dalton asked about the Blue Garden. Mr. Jordan stated staff would send a demand letter this
29 week, and the issue would go to Council at the first hearing in October if no action were taken.
30 Mr. Wyatt confirmed the last inspection was over a year ago. Mr. Jordan explained there have
31 been several projects presented and then the owners don't do it at the last minute. Councilor Dal-
32 ton explained that the drainage in the back is so bad the neighbors have to sandbag their buildings.
33 Councilor Lawson asked about the parking lot improvements. Mr. Jordan advised that the staff
34 would have to come up with a design that will need to be phased in. Councilor Wilson stated that
35 the building is a stymie to other improvements. Mr. Jordan advised the nuisance needs to get

1 back on the Council agenda as an enforcement action, and the parking lot should not be held up as
2 it has been.

3 Mr. Wyatt stated the Sounds of Summer program was very successful, and confirmed that Johnny
4 Limbo will be back. Mayor Fairchild stated they bring in a great crowd and they enjoy Dallas
5 adding they give Dallas a price break.

6 Councilor Dalton asked about removal of old stumps in the park strips. Mr. Jordan stated that he
7 isn't aware of any new ones, although there are some old ones, and any action would be a matter
8 of the Council's priorities.

9 Councilor Lawson asked about the light on Fir Villa. Mr. Jordan explained the issue is still there
10 and is very emotional for those involved and will be back to the Council for further action.

11 **Community Director's Report:**

12 Councilor Lamb asked about the Feed Store and if the safety inspections were done by Building
13 and Fire. Mr. Wyatt confirmed they were.

14 Councilor Lamb stated that enforcement officers need to recognize the owners that are trying to
15 comply and the officer can state we appreciate the efforts, for example, its not good if they are
16 fixing up an old home and then get in trouble for having debris. A friendly and good relationship
17 should be conveyed. Mr. Wyatt explained the site visit occurs first then a letter follows, if
18 needed. Councilor Lamb emphasized the importance of the presentation.

19 **Library Director's Report:**

20 Donna Zehner reported on the Computer systems and Chemeketa assistance and budget savings.
21 She explained the new CLRS Library that uses MP3 audio books downloading at 6 items for 10
22 days. She noted it is being enjoyed but advised the iPODS do not work. She stated eCommerce
23 should be available soon to pay online, and crediting payments to the correct library has been an
24 issue.

25 Ms. Zehner stated Channel 17 has been off and on, with a down day due to Charter. She ex-
26 plained that Felix at Charter has assisted with work for upgrading and saving money.

27 Ms. Zehner announced the following staffing changes: Dennis left for Arizona and Betty Simpson
28 has moved into that position, and volunteer student has taken over Betty's position. She noted the
29 Board minutes are attached.

30 Ms. Zehner reported the Summer Reading program had 60-150 young people attending activities,
31 and after Labor Day, story time and school closure activities would begin.

32 Ms. Zehner reported that \$2,255.20 was raised at the book sale, and was the best ever. Councilor
33 Lamb agreed adding that it was very fun, also. Ms. Zehner explained the bag sale and stated it
34 was fun to watch!

1 Ms. Zehner announced that Saturday, October 6, the Chautauqua program starts and food in our
2 lives will be the presentation.

3 Ms. Zehner explained that Trust Management is a group from Waldport and every other year
4 Friends can apply for a grant, and this year they received \$10,000. She stated the funds will be
5 used to replace the Children's resource computers that have educational programs on them, and
6 literacy materials for all ages in a variety of formats will also be obtained.

7 Councilor Dalton asked about the new website. Mr. Jordan reported he has reviewed it with
8 Kevin Watson and are trying to integrate changes into the site. He added that staff training is
9 scheduled for next week and support services will train later. He confirmed that the home page
10 brightness is being reviewed. He added that many changes would occur after it is initiated and the
11 staff will link information, and the search engine is another item being worked on. He announced
12 the release date is set for the middle of September.

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

BUILDING AND GROUNDS COMMITTEE

August 27, 2007

4:00 p.m.

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

1. Report on development and building activities.

2. Discussion concerning mural ordinance.

3. Update on Economic Development

- Industrial Redevelopment program_____

- Commercial Redevelopment program_____

4. Report on code enforcement and current status.

5. Report from Community Development Director.

6. Report from Library Director.

7. Other

8. Adjourn.

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MEMORANDUM

TO: Roger Jordan, City Manager
FROM: Jerry Wyatt, Community Development Director
DATE: August 30, 2007
SUBJECT: Sign Code Revision – Adding Murals to the Sign Code

MURAL SIGNS

Definitions.

Mural. Any painting, design or image applied to the exterior of a commercial building for artistic or aesthetic purposes that may or may not exceed the dimensional requirements for a commercial sign as defined by this code.

J. Mural Signs

- 9.990 A Mural Permit is a permit that requires a mural to enhance the architecture or aesthetics of a building or wall; does not detract from the character of the district in which it is located; and is not detrimental to the public health, safety, or welfare.
- 9.991 Mural applications must include a detailed rendering of the proposed design including content and colors, type of paint/materials, and a plan for maintenance of the mural after installation. The permit may be revoked if the mural deteriorates or is not maintained. The mural must be removed or painted within 15 days from notification to perform the work or the City will repair or abate the mural and place a lien on the property for the cost of work. Appeals of the decision of the Development Official may be made to the City Council.
- 9.992 Should the proposed mural have an advertising element to the design, the part of the mural containing the advertising element would be regulated by the size restrictions as otherwise defined in the Sign Code. Advertising elements of a proposed mural may not exceed 10% of the total area of the proposed design. The advertising elements are considered the area intended for “advertising purposes” to inform or to attract the attention of the public with text or images to a commercial business, enterprise or activity.
- 9.993 Fees. The fee for sign permit applications proposing a mural shall be \$75.00 per Mural. Advertising elements contained within a mural design will be assessed an additional fee according the standards outlined in the Sign Code for Wall Signs at \$1.50 per square foot or \$50.00 minimum.

May 21, 2007 City Council Meeting

- Mural applications must include a detailed rendering of the proposed design including content and colors, type of paint/materials, and a plan for maintenance of the mural after installation.
- A plan for maintenance of the mural after installation is required.
- The permit may be revoked if the mural deteriorates or is not maintained. The mural must be removed or painted within 15 days from notification to perform the work or the City will repair or abate the mural and place a lien on the property for the cost of work.
- Appeals of the decision of the Development Official may be made to the City Council.
- Advertising elements of a proposed mural may not exceed 10% of the total area of the proposed design.
- The fee for sign permit applications proposing a mural shall be \$75.00 per Mural.
- Advertising elements contained within a mural design will be assessed an additional fee according the standards outlined in the Sign Code for Wall Signs at \$1.50 per square foot or \$50.00 minimum.

Building & Grounds Committee Report

Community Development

To: Roger Jordan, City Manager
From: Jerry Wyatt, Community Development Director
Date: August 27, 2007

Average Planning / Building Activities:

- ❖ Average 89 daily phone calls for land development, zoning and development code review
- ❖ Average 66 daily phone calls for building, construction and property development
- ❖ Average 48 walk in daily visits to the Department
- ❖ Weekly - 13 predevelopment meetings

Weekly Building Inspection Average:

- ❖ Inspection:93
- ❖ Site Visits:47

Subdivision Status:

Status	Dev Agr	Subdivision	Approved	Developer	# Lots	#
Released	Pending	Ellendale Estates	April 11, 2006	West	20	20
Released	Pending	Glendale	March 14, 2006	Wiensz	8	3
<i>Pending Review</i>	<i>Pending</i>	<i>Polk Station PUD Phase I</i>	<i>April 11, 2006</i>	<i>Millennium Homes</i>	<i>24</i>	<i>24</i>
Released	Signed	Forestry Creek 4	March 14, 2006	CP Dev.	53	23
Released	Signed	River Gleann 5	August 16, 2005	Fowler	45	41
<i>Pending Review</i>	<i>Pending</i>	<i>Cynthian Oaks II</i>	<i>August 16, 2005</i>	<i>Primelan</i>	<i>44</i>	<i>44</i>
Released	Signed	Vista View North-Phase 2	April 2004	Villwock	22	15
Released	Signed	Roth Subdivision	March 2005	Roth	19	5
Released	Signed	Meadowhaven Heights	July 2004	Webster	20	5
Released	Signed	Gleann Craig-Phase I	August 2004	FIFE	15	4
Released	Signed	Ponderosa Ridge Estates	July 2004	Suburban Dev.	31	6
Released	Signed	North Oaks VI	June 2002	Hardin	27	3
Released	Signed	Ceres Gleann	Sept. 2000	FIFE	80	34

Total Lots: 243 approved lots
Buildable Lots: 175
SF Permits: 118 SF building permits available
Next Allocation: September 1, 2007 - 30

**Allocation Units (EDU) for Commercial and Multi-family Use
Ord. 1677 through August 2009**

Use	Beginning Balance EDU'S	Units Available as of 08/22/2007
Industrial and Commercial	346	
Multi-Family	107	
Single -Family	119	117

Commercial

- Safeway Fuel Station under construction
- CCC - under construction
- Fire house change of use - received plans – issued
- Les Schwab plan – issued
- TI Verizon 113 E. Ellendale - issued, under construction
- TI Anytime Fitness 115 E. Ellendale issued, under construction
- Uglow storage addition - Site Plan review underway
- Trinity Lutheran Church - civil drawings submitted
- Wal-Mart remodel received, \$150,000 val - ready to issue 5/9/07
- Valley Life Center TI – review under way
- Marine Boat Repair / Sales - opening
- Bovard St. – plan review meetings
- Proposed TI – old Safeway building corner of Mill and Church – plan review meetings
- 904 Main Street – proposed TI, L'Attitude– plan review meetings

(TI = Tenant improvement)

Industrial

- TTM – Out of the building, hired a realtor
- Feed Store on Ellendale relocating to Main Street
- Proposed use of future vacated Feed Store
- UGB Industrial Property Expansion Update - **LUBA**
- Land Use Inventory Project continues
- Marketing material is being designed
- TYCO relocating within the exiting facility
- Weyerhaeuser

August Code Review Compliance

1070 SE Monmouth Cut off – vehicles in the rear yard – City Attorney
 Blue Garden
 Fir Villa - Light
 24 Abandoned Sign letters sent
 257 NW Hillcrest Ave

Hawthorne Ave – Chickens
 257 Hillcrest – accessory bldg
 Virginia and Nancy Court – trash
 Mill Valley Square – pot holes
 321 Westwood – odor
 Jefferson Apt – Fence
 485 NE Dallas
 463 Fairhaven – property line disputes
 Ellendale / Main
 Church Street – dispute
 1134 SW maple – cleanup
 Bovard - Asbestos abatement
 485 NE Dallas Dr. – motorhome
 231 NE Fern – fencing
 684 Jasper – water drainage – fence
 299 Reed – fence, property lines
 Walnut Gas station - cleanup
 Center market – cleanup
 1459 Main – PL dispute
 217 LaCreole – trees
 211 Uglow – trash
 541 SW Cherry – trash
 River Drive – chickens in back yard
 Hillcrest – fence in r-o-w
 Ellendale / Main shopping center – dead trees in parking lot and r-o-w
 Jack pot – trash
 761 Ellendale – chickens
 300 LaCreole – trees
 1187 Oakdale – accessory building usage
 Fairview Market cleanup and PL fence

Recreation

Dallas Sounds of Summer Concert Series: The Sounds of Summer is over and planning for next year will begin in the fall. Some bands are already booked for next year.

Community Activities

Senior Activities:

Senior Music Jam, on Thursday, September 27. October

Senior Halloween Party will be Spooking it up on Saturday October 27!

In November, Stock up for the Holidays at **The Senior Holiday Bazaar** on Friday and Saturday, **November 9th and 10th!**

Mondays: Table Games 12:30 p.m.
 Movie Mondays (3rd Monday) 10:00 a.m.
 Tuesdays: Exercise 9am
 Hearing Aid Service 10am
 DAS Activities Committee (2nd Tuesday)

DAS Board Meeting (3rd Tuesday)
Craft and Sew (1st & 3rd Tuesdays) 1:00 p.m.
Bunco (2nd & 4th Tuesdays) 1:00 p.m.

Wednesdays:

Pinochle 1:00 p.m.

Thursdays:

10am Live Game Show "You've Still Got It" - (2nd Thursday) Learn more about your friends, win prizes and stay for lunch!

Bridge 1:00 p.m.

Senior Music Jam (4th Thursday) 6:30 p.m. Public welcome.

Fridays: Exercise 9:00 a.m. Pinochle 12:30 p.m.

Bingo 6:30pm 1st and 3rd Friday of the Month Public Welcome!

LaCreole Middle School

All Programs \$25 per 4-week session

Funday Monday- Open Gym Time!

Blow off steam in a fun safe, supervised environment. Mondays, 2:30-3:15pm

Theater Skills Stage Direction, Movement for Stage, Scene work, Improvisation and More!

Harmonic Convergence This Performance-Oriented Chamber Choir is for those singers who are ready to make a real time commitment. Auditions began Friday, August 24. Call Director Patty Hurley to schedule your time to shine! (503)623-7943

Rhythmaddicts Percussion, Modern Dance and Choreography for everyone, whether you can dance, play the drums or not! 2:30-4pm

Art and Artist The skills and techniques that made them great can help you express yourself, too. 2:30-4pm

Elementary Programs

Mondays have never been so much fun!

School is out early and there's so much to do!

Each 3 week session \$25 From 2pm-4pm

Oakdale Elementary:

Art Adventures with Mary Christensen

September 17-October 1 The Basics

Get used to the paints, pastels and pencils!

October 8-October 22-The Jungles of Rousseau

Explore and create your own wild jungles like artist Henri Rousseau!

October 29-November 19 The Circus of Calver

Color and form create the sights and sounds of the circus of Calver!

November 26-December 10 The Rockwell Holidays

Create a special holiday gift using the techniques of Norman Rockwell, America's favorite artist.

Lyle Elementary

Theater Skills

Basic Theater Skills September 17—October 1

Students will learn basic theater vocabulary, stage directions, and beginning performance skills.

Stage Movement and Mime October 8-October 22

takes a lot of work and imagination to look natural on stage! Students will participate in activities that focus on movement and imagination. They will also learn basic mime skills and use those skills to create skits.

Acting October 29-November 19

Students will practice a monologue and a scene for the three class days, improving in stage, presentation, and imagination skills.

Whitworth

Wiggle, Giggle and Move

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MEMORANDUM

To: Roger Jordan, City Manager
From: Donna Zehner, Library Director
Date: August 21, 2007
Re: Buildings & Grounds Meeting

1. Status of the Library

- General Information
- Channel 17 – update
- Staffing Changes
- Library Board Meeting, Minutes attached

2. Library Events & Activities

- Summer Reading Program – final

3. Friends of the Library – Projects & Activities

- Annual Book Sale – during SummerFest – final
- Chautauqua Program – *Food for Thought*, Sat., Oct.6, 2007

**DALLAS LIBRARY BOARD
CITY HALL
July 17, 2007**

The Library Board met on Tuesday, July 17, 2007 at 4:03pm in the City Hall Conference Room. Board members present were Grace Scatterday, Marge Hilts, Marianne Moore and Gwen VanDenBosch. Excused was Board member Darla Newton. In addition to the Board, Mayor Jim Fairchild and Library Director Donna Zehner were present.

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

The Library Director provided the Board with a report on the current status of the Library. The Director shared with the Board that the Library now has a collection of Books on CD. This collection will be expanded with funds from the Dallas Community Foundation. They are proving to be very popular with patrons. As indicated at the last meeting, the new shelving for the Library has arrived, and is set up. Patron response has been very positive. These will go a long way towards alleviating the severely crowded shelving situation. At the same time, the Library was the recipient of a rather large donation of music on CDs, along with several beautiful oak shelving units to house them. It is a very diverse collection, and the bookcases make receiving this collection a much easier proposition.

The Director updated the Board about some recent staff changes. Roxanne Wilcox has moved on to the Bethany Branch of the Cedar Mill Community Library, and Dennis Zinck, our college student, will be moving to Arizona to attend school. Betty Simpson will be moving into the position held by Dennis, and we will be hiring someone to replace Betty's hours. Hiring a replacement for Roxanne is on hold for the moment.

The Children's Room is very busy with the Summer Reading Program. Each event has been very well attended. This program continues until time for the Polk County Fair. Then Children's programming will take a break until after school starts back up again in September.

The Library will be receiving several computer upgrades in the next few days. Michael & Marcia from CCRLS will be coming out to change computer, update software, etc. Speaking of computer upgrades – the new Library2Go program will be available to all patrons of CCRLS beginning August 1st. This program allows patrons to use an MP3 player and download audio books. This began as a pilot program last year, with several counties participating, along with Salem Public Library. Given the popularity of this new feature, it was decided that all of CCRLS should participate in this new format.

The Friends of the Library will be holding their Annual Book Sale on Friday, July 20 and Saturday, July 21st. Of course, they will have the traditional "Bag Sale" the last hour of the sale on Saturday. The Friends have officially received a grant from Trust Management for \$10,000. This money will be used to update the Children's Resource computers and to focus on Literacy materials in a variety of formats for a variety of ages.

There being no other business, the next quarterly meeting date was set for October 16, 2007.

The meeting was adjourned at 4:45pm.

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

5 Also Present: Mayor Jim Fairchild, City Manager Roger Jordan, Public Works Director Fred
6 Braun, Assistant Public Works Director Christy Ellis, and Recording Secretary Laurie Roberts.

7 Chair Brian Dalton called the meeting to order at 4:00 p.m.

8 **Oregon Safe Routes to School Program Program:**

9 Christy Ellis reported that she met with Cory Bradshaw from the School District regarding
10 ODOT/Federal funding for the Oregon Safe Routes to School Program, and the district has set
11 Lyle and Oakdale as priorities. She explained there must be parent, walkability, and bikeability
12 surveys done to compile information and determine the best course of action after identifying
13 needs. She noted there is a push in the schools to reduce obesity and the schools are looking at
14 ways to increase activity. She stated the City would conduct the sidewalk survey and review the
15 trail system as an option, and the City and School District will apply for the funding in the
16 spring. Councilor Woods advised that the last MWACT recommendations fell flat and only two
17 Salem school areas with no sidewalks were considered. Mr. Jordan stated the staff time is wor-
18 thy as it will help the Council set priorities, although it is highly unlikely we would get the Fed-
19 eral funding. He added that our low student count would also have a negative affect. Councilor
20 Woods suggested the most likely location to be considered may be the River Drive location
21 where there are no sidewalks. Councilor Dalton added that since the kids brought it up maybe
22 that could help. Mr. Jordan confirmed that the City staff was requested to identify the sidewalks,
23 and the grant for the trail system may benefit from it also, with the data to be used to support
24 City projects.

25 **Sidewalk Program (continued):**

26 Mr. Jordan reported that Lane Shetterly would be working on the pending ordinance requiring
27 that sidewalks be installed during construction projects. He explained several available options
28 and projects to get the sidewalks installed, especially in older neighborhoods. He stated that the
29 survey would identify the Council's highest priorities and options they have, and when the ordi-
30 nance is ready there will be a workshop. Councilor Dalton mentioned the poor condition of the
31 Washington Street area. Mr. Jordan explained he asked staff to budget 2 blocks a year in the
32 older sections of town. Mr. Braun suggested the areas without the storm sewer would be done
33 first along with installing those improvements. Councilor Woods asked about doing the side-
34 walk or getting the funds when a sale occurs and if a sidewalk section could be done individually
35 in the middle of the block. Mr. Jordan stated it could be done that way, and added if you don't
36 get payment at the time of sale, its unlikely that you would get it. He added that the funds could
37 be collected and then the Council could decide where to spend it. Councilor Woods asked about
38 a non-contiguous LID. Mr. Jordan explained how that was done on the voluntary Westwood
39 project.
40

1 Park and Recreation Board Park Review Projects:

2 Playground Construction

3 Ms. Ellis reported that the installation of new playground equipment at the Dallas City Park is
4 almost done and there would be a ribbon cutting on Friday, August 31st at 2:00 pm. Mayor Fair-
5 child confirmed that the Park and Recreation advisors were all invited. Mr. Jordan noted that
6 there was a proposal at a previous meeting listing priorities for the parks, and new playground
7 equipment came out on top. Ms. Ellis explained that, in order to get started on the project, they
8 formed a committee of parents and members of the Park and Recreation Board and staff to review
9 and pick out new equipment. She indicated that there are two vendors on the state bid list who
10 bought in proposals. She added that they are planning to put the new equipment on the old side of
11 the park in the area between the park office and the Fredrickson-Seibert Memorial Shelter. Mr.
12 Woods asked if this would go to the Park and Recreation Board. Ms. Ellis answered that the
13 Board directed the committee to report to the Council for this project, and she confirmed that fu-
14 ture plans would also go through the Board.

15 Rotary Park Redevelopment

16 Ms. Ellis stated staff would be meeting on the Rotary Park redevelopment to plan the funding and
17 then would work with Dallas Rotary Club to begin the project.

18 Park Trail Open House

19 Mr. Jordan announced there would be a Park Trail Open House in the Civic Center for the area
20 between LaCreole and Hawthorne, and all the area property owners along the trail would be in-
21 vited. He described the machine used to cut out the trail system, and then the Council could de-
22 cide if that is where they want it. He stated that everyone in the area knows about it but there
23 may still be some people that would likely state that they prefer not to have the trail. He added
24 that the Barberry developer has to put in a section. He stressed the open house will be to give a
25 presentation about when, where and how it is being built, but it is not a public hearing. He
26 stressed that the Council would still have an opportunity to make changes. The Open House is
27 set for Thursday, September 6th from 6-7 pm in the Civic Center with the presentation at 6:15 pm.

28 Mayor Fairchild asked for a report on the dog park. Mr. Jordan reported that he has been hold-
29 ing on that project and it would be brought up at the next Park and Recreation Board meeting.
30 Ms. Ellis stated that the Kingsborough Park project was scored as a higher priority than the dog
31 park, and the votes were not clear about what they wanted. Mr. Jordan stated he anticipates the
32 old sewage treatment site is the preferred dog park site so far. Mayor Fairchild confirmed it
33 would be on the next Park and Recreation Board agenda.

34 **Update on Transportation Projects**

35 Levens Street Bridge Construction – Mr. Braun reported the bridge project is actually ahead of
36 schedule by maybe two weeks, and described the timing of the forming, pouring and curing. Mr.
37 Jordan added that there is a monetary incentive for the contractor to finish ahead of schedule. He

1 noted that there is a proposal for a speed table at Walnut. Mr. Braun described the speed table as
2 a hump that gives safety emphasis, and although it is not for speed control, the raised tables are
3 effective in reducing speeds at 30 mph. Mr. Jordan stated it is a staff recommendation that will
4 go to Council for a decision, and is really to focus on the truck route safety. Mr. Braun stated the
5 tables are used in Portland, Gresham and Eugene. Mr. Jordan said he would send out the specific
6 locations to the Council so they can go there and see what they are talking about. Councilor
7 Woods asked about the bid. Mr. Braun reported the project would be under the estimate but may
8 be over the bid if the City ends up paying out the incentive. Councilor Woods asked if there
9 would be any OTIA funds left over. Mr. Jordan stated no and explained why. Councilor Dalton
10 added that we want to encourage the trucks to use the truck route and not Main Street so he rec-
11 ommended they don't use speed bumps on the truck route. Mr. Jordan stated that decision would
12 be up to the Council. Councilors Woods and Lamb noted that trucks are not stopping for pedes-
13 trians. Mr. Jordan emphasized the contractor is really working for the incentive to get the
14 Levens Street bridge safely open and operating early. Councilor Dalton stated that is good due
15 to the related congestion. Discussion was held about the amount of traffic and where the conges-
16 tion is. Mr. Braun added that this is the only deficient bridge project.

17 Fir Villa Road

18 Mr. Braun reported the work on Fir Villa Road has started with the shoulder on east then west,
19 with the utility work next followed by the curbs and sidewalks. Councilor Dalton asked about
20 any progress at the vet clinic. Mr. Braun reported that the trees have been removed but the sign
21 issue has not been resolved. Mr. Jordan explained the widening of the intersection approach is
22 being pursued with ODOT, and the traffic light is low on the ODOT priority list. He explained
23 the Council would review the parking design in the next meeting or two. Mr. Braun explained
24 the two parking options. Mr. Jordan stated there is no parking in the area and we have to figure
25 out a way to get parking on Fir Villa and/or on the immediate side streets.

26 Jasper Street

27 Mr. Braun reported that the developer has applied for a grading permit and the paperwork is be-
28 ing reviewed and permits are pending.

29 **Update on Water Projects**

30 SRF Loan Program

31 Ms. Ellis reported that the State is finalizing the contract amendments and the City would be re-
32 questing reimbursement soon. There is a new administrator handling our loan.

33 Aquifer Storage and Recovery System Project

34 Mr. Braun gave a technical explanation about the Cycle 6 testing stating it wasn't as good as
35 hoped for, but improved after it was stopped for the weekend then retried. Mr. Jordan explained
36 that in Cycle 5 they had salt water and a small package osmosis system may need to be installed.
37 He explained that the City is getting prices ready noting that it is way too early to know if its go-
38 ing to be needed as it is still an experiment, but that staff feels its worth it. Councilor Dalton

1 confirmed it is in the testing stage and asked that if in time the salt water would disburse. Mr.
2 Braun explained the theory of how the system would work and answered questions. He stated
3 that the staff wants to get the most current information so the Council could make educated deci-
4 sions and know the risks involved.

5 Treated Water Tank Project

6 Ms. Ellis reported the City issued a notice of intent to award the bid for the treated water tank
7 project last week and that the Notice of Award is scheduled to be issued on the 29th if there are
8 no appeals. She advised the bid was significantly low but CH2M Hill reviewed the bid in detail
9 with the contractor and is comfortable with making the recommendation.

10 Intake Pipe

11 Mr. Braun stated the flow meter needs to be replaced around October. Councilor Dalton asked if
12 the old line would be abandoned. Mr. Braun stated it would be retained as a backup. Councilor
13 Dalton asked if the old station is in operation. Mr. Jordan stated the old one will be taken out
14 eventually after all is completed, but the diesel tank has been removed already. He stated the
15 Water Intake project would be part of the Council tour on September 13 at 2:00 pm.

16 Water Treatment Plant Computer System Update

17 Mr. Braun reported that the PLC system monitors everything and includes the computer, and
18 stated there are 3 areas left to hook up.

19 **Update on Wastewater and Storm Projects**

20 Water Quality Monitoring Project

21 Mr. Braun reported that a revised permit has been sent to DEQ and is tentatively approved so we
22 will continue with monitoring. He explained the Tyco lines were flushed and the cleaning of the
23 basins will be done to finalize that and remove the sludge. Councilor Dalton asked about the
24 impact without the TYCO water usage. Mr. Braun advised on the statistics. Mr. Jordan noted
25 that we gained water but lost revenue. Councilor Dalton asked about the cleanliness of the wa-
26 ter.

27 Storm Water Projects to Relieve Flooding:

28 LaCreole Overflow

29 Mr. Braun reported that the LaCreole project is under construction with the school crossing to be
30 done before school starts, and he described the location of the improvements. Mr. Jordan ex-
31 plained that this project is needed to catch the overflow and relieve the use of the ditch to avoid
32 flooding if the ditch overflows. He noted there is another area at Monmouth/Clow Corner that
33 will need to be done in the future.

34 West Clay

1 Mr. Braun stated the project on West Clay Street is pending storm drainage system approval
2 from the Corp of Engineers. Councilor Dalton stated that some residents on West Clay Street
3 have requested water. Mr. Jordan explained the situation and stated that the Council can make
4 decisions about outside water. He stated that the owners in the area are not against annexation
5 but there is a 50-50% split on who wants in and who does not, and that would be watched over
6 time. In response to Councilor Dalton's questions, Mr. Braun stated sewer and road improve-
7 ments costs in that area are very expensive and far exceed the average amount for the rest of the
8 City.

9 **Public Works Director's Report:**

10 No further information to report.

11 **Other**

12 There was no other business and the meeting was adjourned at 4:50 p.m.

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PUBLIC WORKS COMMITTEE

August 27, 2007

4:00 p.m.

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

1. Update on status of Oregon Safe Routes to School program.

2. Continued discussion concerning sidewalk program (continuous/repair)

3. Update on Park and Recreation Board park review project.

- Playground construction _____
 - Rotary Park Redevelopment _____
 - Park Trail Open House _____
-

4. Update on transportation projects:

- Levens Street Bridge Construction _____
 - Fir Villa Road _____
 - Jasper Street _____
-

5. Update on water projects

- SRF loan program _____
 - Aquifer Storage and Recovery System project _____
 - Treated Water Tank project _____
 - Intake Pipe project _____
 - Water Treatment Plant computer system update _____
-

6. Update on wastewater and storm projects

- Water quality monitoring project _____
 - Storm water project to relieve flooding
 - LaCreole overflow _____
 - West Clay _____
-

7. Operational report from Public Works Director (including Parks).

8. Other.

9. Adjourn.

MEMORANDUM

Date: August 20, 2007
To: City Council Members
From: Mayor Fairchild 
Re: July 2007 Activities

Meetings and activities attended representing the City:

July 2	7:30 p.m. to 9:00 p.m.	– City Council meeting
July 10	7:30 p.m. to 8:30 p.m.	– Planning Commission meeting
July 11	1:30 p.m. to 3:30 p.m. 3:40 p.m. to 4:45 p.m.	– Oregon 150 Board of Directors meeting, Portland – Oregon 150 Community Involvement Subcommittee meeting
July 12	1:30 p.m. to 2:30 p.m.	– Read proclamation at City Attorney Mark Irick’s funeral
July 16	7:30 p.m. to 9:30 p.m.	– City Council meeting
July 17	4:00 p.m. to 5:30 p.m. 6:00 p.m. to 7:00 p.m.	– Library Board meeting – Read opening proclamation at 2007 Summerfest sponsor reception
July 18	7:00 a.m. to 8:00 a.m. 10:00 a.m. to 2:00 p.m.	– Commercial Recruitment & Retention Committee meeting – Attended Cpl. Kory Wien’s funeral
July 19	Noon to 1:00 p.m. 6:30 p.m. to 8:30 p.m.	– Dallas Economic Development and Commission meeting – Gave welcome at Sounds of Summer concert
July 20	8:30 a.m. to 9:30 a.m. 6:00 p.m. to 9:00 p.m.	– Chaired West Valley Hospital Foundation Board meeting – Helped stuff participant bags for Car Show for Summerfest.
July 21	11:00 a.m. to Noon 12:30 p.m. to 1:30 p.m. 2:00 p.m. to 3:00 p.m.	– Rode in Summerfest parade. – sat (drowned) in dunk tank fund raiser - Summerfest – Helped set up for Rotary Breakfast in the Park - Summerfest
July 22	6:30 a.m. to 9:30 a.m. 2:00 p.m. to 3:00 p.m. 4:00 p.m. to 7:00 p.m.	– Flipped pancakes at Breakfast in the Park – Helped clean up after Breakfast in the Park – Helped hand out trophies at Car Show - Summerfest

- July 23 4:00 p.m. to 5:30 p.m. – Administrative and Public Safety Committee meetings.
- July 24 6:00 p.m. to 7:00 p.m. – Attended annual City picnic.
- July 25 11:00 a.m. to Noon – Participated in Oregon 150 Teleconference, Community Involvement Subcommittee
6:00 p.m. to 8:30 p.m. - Hosted Mid-Willamette Mayors coalition BBQ
- July 26 Noon to 1:30 p.m. - Chaired Transportation workshop for Council, Planning Commission and staff
6:30 p.m. to 8:30 p.m. - Gave welcome at Sounds of Summer concert
- July 27 7:00 a.m. to 8:00 a.m. - Attended Polk County Mayors/Managers/Commissioners monthly breakfast meeting.
- July 31 5:30 p.m. to 7:30 p.m. - Chaired City Council workshop on city manager recruitment, moderated by League of Oregon Cities Director Mike McCauley

JF:meh

MEMORANDUM

TO: Roger Jordan, City Manager
FROM: Jerry Wyatt, Community Development Director
DATE: August 24, 2007
SUBJECT: Overview of Light Pollution

SUMMARY:

Measurements taken on August 20, 2007
Measurements are in Foot Candles

Ceres Gleann sign – 1.46
Street light on Magnolia – 1.866
Street light reading across the street – .25
High setting directly underneath light at 790 SE Fir Villa Road – 1.06
High setting at the neighbor’s fence line between 2007 SE Magnolia Avenue and 790 SE Fir Villa Road- .473

Overview of Various Light Pollution Ordinances

In general, lighting is characterized to three categories:

Class I Lighting – All outdoor lighting associated with eating areas, assembly areas, billboards, signs, decorative effects, recreational facilities and similar applications.

Class II Lighting – All outdoor lighting used to illuminate walkways, roadways, equipment yards, parking lots and **outdoor security**.

Class III Lighting – Outdoor lighting used for decorative effects.

Staff has identified multiple local jurisdictions that have implemented a “light pollution ordinance.” This document will attempt to summarize these ordinances and how they relate to the City of Dallas’ current situation.

The communities researched found the need to protect the night sky from unnecessary light pollution. With that, the ordinances are used to protect property owners from unreasonable outdoor lighting and conserve energy.

Overall, the communities have the following requirements for residential buildings:

- Pole mounted light can be no more than 12 – 20 feet tall;
- Light must be fully shielded if it emits 1,000 lumens (fully shielded means light fixtures are shielded so that no light rays are directly emitted at angles above the horizontal plane with a non-adjustable mounting);

- Lighting with HID light sources in excess of 35 watts is prohibited, and/or the area 10ft beyond the property line only receives .25 of a foot candle of light;
- Flood lights shall not be visible from adjoining lots or streets;
- Flood lights may only be on motion detectors, not timers
- All lights within 25 feet of property line must be fully shielded.

In all, staff recommends taking a closer look at the ordinances adopted by Aspen, Colorado and Cochise County, Arizona. Both jurisdictions offer more extensive requirements for residential properties such as:

An outdoor lighting ordinance should focus on maintaining the health, safety, and welfare of the residents through the regulation of exterior lighting in order to:

- a. promote safety and security;
- b. help preserve the small town character;
- c. eliminate the escalation of nighttime light pollution;
- d. reduce glaring and offensive light sources;
- e. provide clear guidance to builders and developers;
- f. encourage the use of improved technologies for lighting;
- g. conserve energy; and,
- h. prevent inappropriate and poorly designed or installed outdoor lighting.

Typical Residential Lighting Standards:

- a. Outdoor lighting shall be 12 feet. or less in height unless it meets one or more of the following criteria:
 - Fully shielded with a non-adjustable mounting; or
 - Building mounted lighting directed back at a sign or building façade; or
 - Lighting on above grade decks or balconies, which shall be fully shielded.
- b. Outdoor lighting with HID light sources in excess of 35 watts (bulb or lamp) shall be prohibited. In addition, incandescent light sources including halogen shall not exceed 50 watts.
- c. Security lights shall be restricted as follows:
 - The point light source shall not be visible from adjoining lots or streets
 - Flood lights must be controlled by a switch or preferably a motion sensor activated only by motion within owner's property.
- d. Timer controlled flood lights shall be prohibited.

MEMORANDUM

Date: August 31, 2007

To: Mayor Jim Fairchild and City Council Members

From: Roger Jordan, City Manager 

Re: Wastewater Treatment Facility Operation Proposal

Recommendation: Ratify the City Manager's decision to contract with OMI to operate the Wastewater Treatment Facility.

Background: As you will recall, you authorized the staff to request proposals for operation of the Wastewater Treatment Facility. We received one proposal. The other company that operates wastewater treatment facilities in the state chose not to submit a proposal at this time since their work is concentrated in the Portland area. As you will also recall, the City has been using OMI under a management contract for some time. The staff sought your approval to expand the contract to the full operation like other cities throughout the state have done. Attached is a copy of the proposal including the price proposal. As you will note, the proposal would be substantially less than our current operating costs and the proposal met all of the requirements the staff put forth for safe operation of the treatment system.

OMI and the staff will make a full report at Tuesday's Council meeting on the conditions and the reasons we feel the operation should be contracted out. In addition, we will have a proposal for transition of the staff between the City and OMI, which is part of the contract conditions.

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

RJ:meh

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MEMORANDUM

Date: August 31, 2007

To: Mayor Jim Fairchild and City Council Members

From: Roger Jordan, City Manager 

Re: Wastewater Treatment Facility Operation Proposal

Recommendation: Ratify the City Manager's decision to contract with OMI to operate the Wastewater Treatment Facility.

Background: As you will recall, you authorized the staff to request proposals for operation of the Wastewater Treatment Facility. We received one proposal. The other company that operates wastewater treatment facilities in the state chose not to submit a proposal at this time since their work is concentrated in the Portland area. As you will also recall, the City has been using OMI under a management contract for some time. The staff sought your approval to expand the contract to the full operation like other cities throughout the state have done. Attached is a copy of the proposal including the price proposal. As you will note, the proposal would be substantially less than our current operating costs and the proposal met all of the requirements the staff put forth for safe operation of the treatment system.

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RJ:meh

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Executive Summary

CH2M HILL OMI Will Deliver High-Quality, Reliable Service at a Responsible Price

The City of Dallas (the City) has invested in its wastewater utility assets in recent years to meet citizen needs while keeping pace with community growth and evolving regulations. Our team appreciates our current opportunity, managing supervisory activities at the facilities. The City has the opportunity to select a longer-term operations partner that will carry its important investments into the future while effectively managing costs and delivering stellar service to its citizens. CH2M HILL OMI is confident in management approach as described in this proposal and our familiarity with the City's unique service needs. We offer Dallas a clear advantage via our knowledge of your facilities, commitment to quality, and continuous improvement. We will help the City maximize its return on investment by performing high-quality, high-value operations services.

CH2M HILL OMI is pleased to present the City with our proposal for operation, maintenance, and management (OM&M) of your wastewater treatment facilities. Our operations plan and price proposal represents CH2M HILL OMI's commitment to and understanding of the scope of services and accountabilities described in the Request for Proposal (RFP) and agreement general provisions. We are prepared to complete negotiations and enter into an agreement in accordance with the City's schedule.



CH2M HILL OMI provides innovative solutions that enhance the environment and quality of life. Our value proposition secures high-quality, reliable service at a responsible price for the City of Dallas and its citizens.

Key to our current partnership success in Dallas is Project Manager, Pat Kavan. Pat understands Dallas' unique wastewater utility operations and maintenance (O&M) needs. The knowledge, relationships with City staff, and proactive operations approaches he possesses are a clear benefit to the City. Under Pat's leadership, with support from Brian Helliwell and Gary Young, we will deliver, at a minimum, the services described in our proposal. Our team represents one of the best within CH2M HILL OMI. They are committed to excellence and using our systems and tools to deliver the absolute best service.

Sound Operating Approach

Our proposal outlines a solid operating plan that applies our considerable skills and experience. We have gained our experience by operating more than 190 wastewater and water facilities worldwide, including providing management services at the Dallas Wastewater Treatment Plant (WWTP) for the past 9 months. We currently perform complete O&M services at 40 facilities for 33 clients throughout Oregon, Washington, Idaho, and California. Our service approach provides the citizens of Dallas with continued effective and efficient wastewater treatment services. By assembling the right service delivery team, implementing proven facility optimization and asset management programs, improving performance measures and services assurances, and using the full resources of the CH2M HILL enterprise, we are uniquely prepared to continue to serve the City of Dallas in this expanded role.

In **Section 2, Operating Approach**, we propose Pat Kavan as Project Manager. He will be supported by CH2M HILL OMI's regional business and technical organization while also drawing upon the significant experience and historical knowledge of the existing staff. Our team will focus on client support and interaction, cost control and cost efficiency, proactive O&M, and infrastructure and capital asset protection. Pat will be supported by Gary Young, Regional Manager, Brian Helliwell, our Project Manager in Lebanon, and other technical and management resources. **Exhibit 1, CH2M HILL OMI Proposed Dallas Project Organization**, shows our proposed team. Our team has the knowledge and experience to address issues related to treatment process optimization, safety, quality, and project administration.

Exhibit 1
 CH2M HILL OMI Proposed Dallas Project Organization



Local and Regional Support *Specialists available to assist the City of Dallas*

Dallas 001
 D082007003OMI

- Gary Young, Regional Business Manager
- Brian Helliwell, Lebanon Project Manager
- Doug Atkinson, Sweet Home Project Manager
- Robert Watts, Sandy Project Manager
- Mike Re, Senior Operations Specialist
- Gerry Marsh, Maintenance Specialist
- Rusty Schwarz, Regional Maintenance Specialist
- Terry Dokken, Regional Technical Specialist
- Ruben Aranda, Regional Health and Safety Manager
- Jim Nail, Laboratory, IPP, and Permit Compliance

Also in **Section 2**, we define project-specific operations approaches for managing wastewater facility O&M. Our systems, processes, and tools will result in practical and efficient approaches for operations, maintenance, communication, safety, and training.

Since taking on supervisory responsibility in 2006, our team has implemented a number of improvements that have enhanced security, aesthetics, and associate safety. We also have made repairs that are key to continued capital investment protection. Examples of accomplishments include:

- Adjusted solids inventory by 30 percent to optimize nitrification processing.
- Coordinated installation of a plant water pump so that nonpotable water is used for daily washdown and irrigation activities. Potable water had previously been used for these activities.

- Coordinated with the City's maintenance team to repair the hypochlorite system that provides chlorination to plant water.
- Coordinated the repair program for Plan Drain Pump No. 2 to ensure redundancy is in place for this important system.

Dallas Benefits from CH2M HILL OMI's Experience, Resources, and Technical Expertise

The City of Dallas and CH2M HILL OMI have built a strong working relationship. Together, we focus on open communication, honesty, and respect and trust in all areas including cost containment and effectiveness, contract performance, planning for infrastructure protection and future capital needs, and staff commitment. Our partnership will focus on unit treatment costs, enhanced treatment facilities, and maintained ongoing regulatory compliance.

The CH2M HILL OMI team will provide the City with single-source accountability for all aspects of this project—including environmental compliance and long-term operations, maintenance, and management—while guaranteeing effluent quality through superior service delivery. CH2M HILL OMI associates will continue to protect the interests of the City and all community stakeholders by constantly looking for opportunities for efficiency, operational improvement, and cost savings.

The CH2M HILL OMI Team is the City's Best Possible OM&M Partner

CH2M HILL OMI understands the City's goals and objectives and we developed a service delivery plan and financial offer that will help the City attain its wastewater utility operations goals. We pledge to build on our strong relationship and bring the City the best possible technical, economic, environmental, and social benefits. Once you review our proposal, we trust you will see the CH2M HILL OMI team is the clear choice to serve as your OM&M partner on this important project.



Section 1

Required Information

Company Information

Full Legal Name: Operations Management International, Inc.

Our legal name is Operations Management International, Inc. CH2M HILL OMI is our branded name in the industry. As part of an enterprise-wide branding strategy, Operations Management International, Inc. became CH2M HILL OMI in the fall of 2006. Our new name emphasizes the broad engineering, construction, and operations capabilities we offer our clients as part of CH2M HILL. This is a logo/name change and it does not affect the legal status of our company. Our legal name remains Operations Management International, Inc.

Tax Id: 93-0784940

Corporate Headquarters:

9193 South Jamaica Street, Suite 400
Englewood, CO 80112

Telephone: 303/740-0019

Fax: 303/740-7061

Internet: <http://www.omi.ch2mhill.com>

Company History

CH2M HILL OMI is a wholly-owned subsidiary of CH2M HILL Companies, Ltd.

CH2M HILL OMI was founded by CH2M HILL on October 25, 1980 and incorporated in the State of California. The engineering firm of CH2M HILL, Inc. was founded in 1946 in Corvallis, Oregon. CH2M HILL OMI and CH2M HILL Companies have no outside control or ownership; the parent (CH2M HILL Companies, Ltd.) and all CH2M HILL Companies are 100-percent employee- and American-owned. Full-time employees hold all of the voting stock and no single employee or entity holds more than a 5-percent share of company stock. We have operated under the same legal name since our founding and have not been subject to takeovers or leveraged buyouts.

CH2M HILL provides project delivery for environmental and engineering projects in the water, transportation, energy, environment, and systems sectors. CH2M HILL OMI fulfills the operations role as part of CH2M HILL's water and operations business groups, contracting directly with municipalities, states, industries, and the federal government to provide a wide variety of operations solutions.

CH2M HILL OMI was officially formed in 1980 when CH2M HILL decided to expand the services provided by the technical specialists group. CH2M HILL OMI and CH2M HILL continue to work together with CH2M HILL providing the design and engineering portion of the work and CH2M HILL OMI delivering world-class O&M solutions ranging from process troubleshooting to full water and wastewater contract O&M, to city and public works operations.

Although municipalities like the City of Dallas are our core client group, CH2M HILL OMI also provides services to industrial clients and signed three landmark city services contracts in the State of Georgia—Sandy Springs, Johns Creek, and Milton. In addition, CH2M HILL OMI has added to the ancillary services it provides such as O&M consulting services, regulatory, and permitting assistance.

Absence of Conflict of Interest

CH2M HILL OMI has no association with any City of Dallas employee, City of Dallas Council member, or other officer, or employee or person who is payable in whole or in part by the City of Dallas. No City official has or had any direct or indirect personal interest in CH2M HILL OMI.

Subcontractors

CH2M HILL OMI intends to contract with local and state subcontractors for some services such as specialty maintenance, electrical repairs, and laboratory analysis. Other service providers may be identified during the course of the contract.

Wastewater Treatment Experience and References

CH2M HILL OMI's qualifications and proven track record differentiate us from other contract O&M service providers. CH2M HILL OMI is the O&M industry leader with the most successful track record, experience, and technical resources. We currently perform full contract O&M services at 23 facilities in Oregon for 17 clients. **Exhibit 2** (at the end of this section) lists 10 projects where CH2M HILL OMI performs full contract O&M services as requested in the RFP. All the projects listed are under a 5-year or longer term agreement. Please note that the information contained in **Exhibit 2** is privileged, and CH2M HILL OMI respectfully requests that the City **keep this material confidential**.

We encourage the City to contact any of the clients listed in **Exhibit 2** to verify CH2M HILL OMI's record of performance.

Our current project summary, which contains a full listing of all CH2M HILL OMI projects by state with project location, client name, contract start date, and size and type of facilities, is included in **Appendix B**.

Specific Experience

Our associates are familiar with the climate and weather patterns that can affect wastewater treatment operations in the area. We also are familiar with the complex regional, state, and federal regulations pertaining to environmental and safety compliance in the area. Our technical specialists are well-versed in typical treatment technologies in use throughout the Northwest region. Our experience includes work at the City's Wastewater Treatment Plant (WWTP), providing management support since November 2006. Project Manager Pat Kavan fulfills CH2M HILL OMI's onsite primary management role. Associates Doug Atkinson, Brian Helliwell, and Mike Re assisted city staff with schedules and work plans. Associates Jim Nail, Terry Dokken, and Rusty Schwarz also have been onsite to assess plant conditions and needs.

We have served many of our area clients for 10 years or more. This includes the City of Lebanon, Oregon (1982); the City of Cascade Locks, Oregon (1984); the City of Hood River, Oregon (1983); and the City of The Dalles, Oregon (1993). Several of our partnerships are profiled in the following narrative. Complete project descriptions are included in **Appendix B**.

Dallas, Oregon

CH2M HILL OMI provides management oversight at the City of Dallas WWTP. The City has been a long-term client of CH2M HILL for its engineering needs. CH2M HILL completed a construction upgrade in 1999 increasing capacity and adding year-round ammonia removal.

CH2M HILL OMI Project Manager Pat Kavan oversees two City employees. Additional CH2M HILL OMI personnel assist with work plans and have assessed plant conditions and needs. CH2M HILL OMI is responsible for meeting effluent permit standards and maintaining solids processing. CH2M HILL OMI is working with the City to install and implement a new computerized maintenance management system (CMMS) and the Operator 10 (Op10) operations data management program. The City anticipates both programs to be online by September 2007.

Accomplishments

- Nearing completion of entering all facility equipment in the CMMS; task lists and schedules are being finalized to begin using the program
- Installed and implemented Op10 operations management program
- Started up in-plant water system

Lebanon, Oregon

The Lebanon project is CH2M HILL OMI's longest operating partnership. In 1982, the City of Lebanon approved a 10-year contract for CH2M HILL OMI to begin managing its wastewater facilities. In 1984, the City included operating its water treatment plant (WTP) into this contract. CH2M HILL OMI provides O&M for both facilities, including two wastewater pumping stations. The Lebanon project manages its own biosolids handling, from thickening to digestion, and ultimately to land application.

Accomplishments

- Installed a sodium hypochlorite disinfection system replacing gaseous chlorine and eliminating associated environmental safety hazards
- Upgraded facilities with remote operating capability to facilitate offsite operations and monitoring
- Conducted rigorous performance test of water treatment facility to confirm production capabilities for the Water Master Plan
- 2003 Pacific Northwest Pollution Control Association West Central Section (PNCWA) Operator of the Year
- Improved treatment processes at the plants, thus improving plant efficiency, and maintained facility to perform beyond its design capabilities

Sandy, Oregon

CH2M HILL OMI performs O&M services at the City of Sandy WTP and WWTP. Located about 45 minutes southeast of Portland and 30 minutes from Mt. Hood, the Sandy project serves a population of 6,106. The contract, which began in November, 2002, also encompasses solid waste management and laboratory analysis.

The activated sludge WWTP has a capacity of 1.25 million gallons per day (mgd) and uses biochemical nutrient removal (BNR), and ultraviolet (UV) disinfection technologies. The WTP is a 2.6-mgd direct filtration plant and includes three pump stations and a water well.

Accomplishments

- Constructed a 1.5-meter belt press enabling disposal of cake sludge rather than liquid sludge
- Installation of belt press saves hauling time and allows associates to address other areas that need attention at the facilities

The Dalles, Oregon

The Dalles WWTP was originally built in 1954 and upgraded and expanded in 1978. It is a secondary treatment facility using activated sludge processes, with anaerobic digestion for sludge treatment.

The City hired CH2M HILL OMI in May 1993 to manage its WWTP. CH2M HILL OMI performs O&M services and manages the land application of biosolids and industrial pretreatment programs (IPP) at the 4.15-mgd facility.

Accomplishments

- Increased plant capacity from 3.5 to 4.15-mgd by updating and optimizing numerous pieces of facility equipment
- Installed fine bubble defusers in all aeration basins
- Installed variable frequency drives (VFDs) on all blowers, influent and effluent pumps, and return activated sludge pumps
- 2002 PNCWA Safety Program Award Category C

Sweet Home, Oregon

CH2M HILL OMI is operating water and wastewater utility systems under a public-private partnership with the City of Sweet Home. CH2M HILL OMI assumed responsibility for operations in December 2006. The scope of work includes WTP and WWTP operations, process control, data management, regulatory reporting, and general administration.

CH2M HILL OMI has automated the WTP so the facility can run for longer periods without being manned. Prior to this partnership, the plant was manned 10-20 hours per day to meet the City's water needs. The City is building a new WTP to be completed in 2008.

A unique aspect of the WWTP is that infiltration and inflow within the City permits plant operators to discharge to a nearby stream when flows exceed 7 mgd. Also at the WWTP, CH2M HILL OMI personnel designed and installed a sodium hypochlorite system to improve the disinfection process and remove the safety hazard of chlorine gas from the downtown facility. The system was operational within 9 months following startup.

Accomplishments

- Negotiated beneficial operating arrangement designed to maximize operating efficiency while maintaining operator safety and compliance
- Completed WTP automation to allow operation without being staffed
- Designed, installed, and started up sodium hypochlorite system for WWTP to improve disinfection

Capital Improvement Experience

CH2M HILL OMI has experience with capital improvement projects ranging from simple fiscal oversight to full subcontracting and financing. CH2M HILL OMI has worked with many of our clients to purchase and install small items such as pumps, blowers, and instrumentation under capital improvement budgets. CH2M HILL OMI staff members often draft specifications and other bid documents for use by the client as requested.

One of the reasons for CH2M HILL OMI's success as a contract operations firm is because of our ability to become part of the community and its municipal staff. We offer many of our clients short- and long-term capital programs including financing to enhance the treatment process.

For The Dalles, Oregon, CH2M HILL OMI submits an annual capital-improvement plan for the City's WWTP. A specific amount of funds are budgeted within CH2M HILL OMI's contract to directly purchase these capital items, allowing the City to use its personnel resources elsewhere rather than expending them on procurement procedures associated with purchasing capital equipment. Any funds not spent in this CH2M HILL OMI-controlled account are returned to the City annually.

CH2M HILL OMI is experienced in recommending improvements to client assets to meet changing conditions. For example, at the Fayetteville, Arkansas WWTP, CH2M HILL OMI recognized there was a need to shift away from the land application of liquid biosolids. The staff identified alternatives and developed a recommendation for new dewatering equipment and hauling sludge to a landfill. We submitted a complete proposal along with anticipated capital expenses and annual operating costs to the City for review. After City approval, CH2M HILL OMI purchased and installed the equipment within 8 months, just as some groups in the area were questioning whether the State should renew Fayetteville's land application permit.

CH2M HILL OMI is accustomed to conducting O&M services during capital improvement implementation, adapting as necessary to accommodate changing conditions and parameters. Whether being implemented by our parent firm CH2M HILL or another firm, CH2M HILL OMI associates focus on communication and planning to maintain a high level of service. Other examples CH2M HILL OMI's capital improvement experience includes:

San Marcos, Texas

When CH2M HILL OMI assumed operations in October 2005, the San Marcos WWTP was in the midst of an 18-month plant upgrade. CH2M HILL OMI personnel worked closely with the City's engineer, contractor, and the City throughout the upgrade process (including aeration basins upgrades, adding a new influent channel and auto bar screen, upgrading the solids handling area adding biosolids dewatering, and installing plantwide odor control). Staff had to operate the existing facilities in a way that allowed the contractor access to tanks for long periods of time. At times, the facilities' capacity was reduced due to construction activities. CH2M HILL OMI coordinated with the contractor

to facilitate equipment shut down at low flow times. Staff maintained compliance during the upgrade despite only having half of the normal capacity available.

Stephenville, Texas

The Stephenville WWTP had a history of being overloaded with solids in the plant and high inventory compliance issues. The City opted to install a belt press, however, they encountered issues with equipment suppliers' delivery and the completion date was delayed by 3 months. In the interim, CH2M HILL OMI associates found a way to lower solids inventory and maintain compliance for the City to avoid having to pay \$50,000 in extra liquid sludge hauling costs. Associates transferred the necessary amount of solids to an off-line primary clarifier until the new belt press came online. With the new equipment online, they gradually transferred the solids back to the plant to be disposed of in the normal method. The City saved \$50,000 in liquid sludge hauling costs and an additional \$4,600 in solids disposal savings.

Integrated Services Options

Where more major capital improvements are warranted, CH2M HILL OMI works closely with CH2M HILL HILL to identify opportunities for capital improvements and presents them for consideration and approval. CH2M HILL Inc. provides complete program management, planning, engineering design, technology, construction, financing, and project development services to private industry and public sector clients.

CH2M HILL Constructors Inc. (CCI), our construction services company, engages in all at-risk construction work for the CH2M HILL Companies, including design/build. CCI links with CH2M HILL OMI on all design/build/operate (DBO) projects.

CH2M HILL OMI and CH2M HILL have worked successfully on several recent facility improvement projects including:

Seattle, Washington

The CH2M HILL/CH2M HILL OMI team designed, built, and now operates the Seattle Public Utilities 185-mgd Cedar River water treatment facility. CH2M HILL, in partnership with M.A. Mortenson Construction Co., designed and built the plant, which CH2M HILL OMI will operate and maintain for up to 25 years. CH2M HILL OMI performed process and acceptance testing, startup, and extended commissioning. CH2M HILL OMI also developed and implemented a comprehensive asset management program supported by sophisticated data-management tools integrated into the facility's sitewide instrumentation and control (I&C) systems. Cedar's state-of-the-art facility provides ozonation and UV disinfection. It will supply 70 percent of the drinking water to Seattle and suburban water utilities, and ultimately will be capable of disinfecting 275 mgd. The Cedar treatment works also features the world's largest UV disinfection system.

San Diego, California

The San Diego County Water Authority board selected CH2M HILL/CH2M HILL OMI as the DBO provider for the new Twin Oaks Valley water treatment facility. The 100-mgd treatment plant will use combined submerged membrane filtration, ozone disinfection, advanced oxidation, and biological activated carbon to meet strict water quality standards for the San Diego metropolitan area. Upon its completion date slated for April 2008, it will be the largest WTP using membrane filtration in the world. The DBO contract includes a 15-year O&M contract with an option for an additional 5-year contract extension.

Clovis, California

CH2M HILL and CH2M HILL OMI are designing, building, and will operate a new 2.8-mgd sewage treatment/water reuse facility for the City of Clovis. Construction on the first phase of the facility began this summer. The first phase is expected to be finished in August 2008. The facility will be constructed in three phases. CH2M HILL OMI will operate the facility under a 10-year contract. Some of the factors leading to CH2M HILL's selection include a single-entity delivery of DBO services; state-of-the-art technologies, including membrane bioreactor and USFilter's Cannibal[®] Solids Reduction Process; a significantly reduced facility footprint that reduces the amount of space the facility will occupy to minimize its impact on the environment; and energy efficiency.

Odor Control Experience

Odor control presents one of the most difficult operational problems for wastewater treatment systems, particularly because there are many variables associated with odor problems. Odor levels cannot be analytically measured, so an odor's severity is subjectively determined. In addition, the severity of odor emissions differs from one treatment plant to another. The location of the collection system and treatment plant, the size of the plant site, the proximity to residential or commercial facilities, and the direction of prevailing winds are all important when determining the effect of odor problems.

The best odor control system available is source control. By preventing the formation of odors in the collection system and at the treatment plant through chemical addition, proper equipment, plant cleanliness, and operational procedures, odors can be greatly reduced. As demonstrated in **Exhibit 3**, our team has experienced great success dealing with odor problems at facilities. Our odor control plans, tailored to each location, resulted in fewer neighbor complaints and better overall community relations.

CH2M HILL OMI has initiated and conducted effective odor-control programs at domestic and international project sites. We work closely with clients, engineers, constructors, and the public to help select appropriate technology and identify effective program approaches. CH2M HILL OMI's standard residuals management, treatment process control, and optimization programs, which we implement upon assuming O&M responsibility for all new projects, often reduce or eliminate odors by returning facilities to their designed level of performance.

Exhibit 3
CH2M HILL OMI Odor Control Program Experience

Client	Site	Odor Treatment	Benefits delivered
Arizona			
Fort Mojave Tribal Utilities Authority	Fort Mojave Tribal Utilities Authority WWTP	Nitrate addition for liquid phase	Odor reduction and improved community relations
Arkansas			
City of Fayetteville	City of Fayetteville WWTP	Chemical oxidation for liquid phase, sulfur precipitation for liquid phase, and wet scrubbers for gas phase; cover sources and collect air	Reduced the time required for digestion by more than 50 percent during the winter months, and greatly reduced odor complaints from neighbors
California			
City of Auburn	City of Auburn WWTP	Odor control	Minimized odors plaguing the facility, implemented community awareness plan, including 24-hour odor hotline
Cities of Gilroy and Morgan Hill	South County Regional Wastewater Authority WWTP	Wet scrubbers for gas phase and chemical oxidation for liquid phase	Improved percolation rates and eliminated odor complaints; odor-complaint hotline was instituted
Connecticut			
City of New Haven	East Shore Water Pollution Abatement Facility	Wet scrubbers for gas phase and chemical oxidation for liquid phase	Because the new odor control facilities construction project was not completed on schedule in May 1999, CH2M HILL OMI initiated interim odor control measures for the summer of 1999 that resulted in fewer odor control complaints than previous years; completed odor control facilities have virtually eliminated odor complaints
Florida			
City of Key West	Richard A. Heyman Environmental Pollution Control Facility	Installed a multi-level organic media scrubber system that uses forced aeration and negative pressure to neutralize gases	Eliminated hydrogen sulfide odor at the largest pump station
City of Quincy	City of Quincy WWTP	Odor control using activated carbon	Mitigation of odor complaints

Client	Site	Odor Treatment	Benefits delivered
Idaho			
Crossroads of Idaho, Idaho	Crossroads of Idaho WWTP	Sulfur precipitation liquid phase	Odor reduction and improved community relations
City of Twin Falls	City of Twin Falls WWTP	Sulfur precipitation for liquid phase	Odor reduction and improved community relations
Michigan			
Western Townships Utilities Authority	Western Townships Utility Authority Wastewater Transportation System	Chemical oxidation for liquid phase and wet scrubbers for gas phase	Reduced odor complaints from the major lift station from an average over nine complaints to three or less
New Jersey			
North Hudson Sewerage Authority	Hoboken WWTP	Wet scrubbers for gas phase and chemical oxidation for liquid phase	Odor reduction and improved community relations
New Mexico			
City of Farmington	City of Farmington WWTP	Improved gas capture	Reduced serious odor problems
City of Grants	City of Grants WWTP	Nitrate addition for liquid phase	Provides an annual savings of \$74,952
City of Rio Rancho	Cabazon WWTP, Hawk Site WWTP, Plant No. 1 WWTP, Plant No. 2 Industrial Park Loop WWTP	Bioxide as an alternate chemical to ferric chloride in collection system	Reduced odor at lift stations
Town of Taos	Town of Taos WWTP	pH stabilization for liquid phase, wet scrubbers for gas phase	Odor reduction and improved community relations
Oregon			
Roseburg Urban Sanitary Authority	Roseburg Urban Sanitary Authority WWTP	Wet scrubbers for gas phase	Odor reduction and improved community relations
Pennsylvania			
Lehigh County	Lehigh County WWTP	Wet scrubber for gas phase, chemical oxidation for liquid phase, and oxygenation and aeration for liquid phase	Odor reduction and improved community relations

Exhibit 2

CH2M HILL OMI Wastewater O&M Experience and References

Facility and Client Contact	Size (mgd)	Process/Type	Scope of Work	Partnership Start Date	Agreement Term	Gross Annual Contract Value
Oregon						
City of Cascade Locks WWTP Mr. Bruce Bilodeau, Public Works Director P.O. Box 308 Cascade Locks, OR 97014 541/374-8484	0.493	Activated sludge Aerobic digestion Sequencing batch reactor UV disinfection	Designed maintenance management program Equipment rehabilitation/repair program WWTP O&M	October 1984	5 years	\$70,000
City of Hood River WWTP Mr. David Bick, City Engineer/Public Works Director P.O. Box 27 Hood River, OR 97031 541/387-5200	3	Activated sludge Anaerobic digestion Land application Primary clarifiers Screening-fixed Secondary clarifiers Secondary treatment Sludge disposal Sludge stabilization Thickening-gravity belt Thickening-holding tank decanting UV disinfection	Beneficial reuse of biosolids Designed maintenance management program Equipment rehabilitation/repair program Grease trap inspection IPP Sludge management WWTP O&M	June 1983	10 years	\$657,970
City of Lebanon WWTP Mr. Jim Ruef, Director of Public Works/Engineering 925 Main Street Lebanon, OR 97355 541/258-4262 City of Lebanon cont.	3	Activated sludge Aerobic digestion Dewatering Disinfection Drying beds Land application Lime stabilization Mixed media filtration	Capital improvement planning Equipment condition evaluation I&C systems evaluation Laboratory analysis Sewer system O&M Plant production capabilities evaluation Pump station O&M Sludge management	June 1982	10 years	\$1,063,105

Please note that the information contained in Exhibit 2 is privileged, and CH2M HILL OMI respectfully requests that the City keep this material confidential.



Facility and Client Contact	Size (mgd)	Process/Type	Scope of Work	Partnership Start Date	Agreement Term	Gross Annual Contract Value
		Pressure filters Screening-fixed Screening-rotary drum screen Screening-rotary screens Secondary clarifiers Secondary treatment Sludge disposal Sludge stabilization Thickening-gravity belt Thickening-holding tank decanting	Solid waste disposal permit WTP and WWTP O&M			
City of Sandy WWTP Mr. Mike Walker, Public Works Director 39250 Pioneer Blvd. Sandy, OR 97055 503/668-5533	1.25	Activated sludge Bar screen BNR Effluent filtration Land application Secondary clarifiers Sodium hypochlorite UV disinfection	Laboratory analysis Solid waste management WTP and WWTP O&M	December 2002	5 years	\$632,459
City of Sweet Home WWTP Mr. Michael J. Adams, Public Works Director 1140 12 th Avenue Sweet Home, OR 97386 541/367-6243 ext. 244	3	Activated sludge	Biosolids management Process control Regulatory reporting WTP and WWTP O&M	December 2006	10 years	\$657,694
City of The Dalles WWTP Mr. Dave Anderson, Public Works Director 313 Court Street The Dalles, OR 97058 541/296-5481	4.15	Activated sludge Anaerobic digestion Comminution and screening Contact stabilization Grit/Screenings removal Land application	Biosolids management IPP WWTP O&M	May 1993	5 years	\$774,191

Please note that the information contained in Exhibit 2 is privileged, and CH2M HILL OMI respectfully requests that the City keep this material confidential.

Facility and Client Contact	Size (mgd)	Process/Type	Scope of Work	Partnership Start Date	Agreement Term	Gross Annual Contract Value
City of The Dalles cont.		Screening-fine screen Secondary clarifiers Secondary treatment Sludge disposal Sludge stabilization Thickening-gravity belt UV disinfection				
Idaho						
City of Twin Falls WWTP Mr. Thomas J. Courtney, City Manager P.O. Box 1907 Twin Falls, ID 83303 208/735-7271	8.56	Activated sludge Anaerobic digestion Belt filter press (BFP) dewatering BFP thickening Biofilter Dewatering Grit/Screenings removal Land application Odor control-bio oxidation Primary clarifiers Secondary clarifiers Sludge stabilization Thickening-dissolved air floatation Thickening-gravity belt Thickening-holding tank decanting UV disinfection	Biosolids management IPP Pretreatment plant O&M WWTP O&M	May 1985	10 years	\$2,572,657

Please note that the information contained in Exhibit 2 is privileged, and CH2M HILL OMI respectfully requests that the City keep this material confidential.



Facility and Client Contact	Size (mgd)	Process/Type	Scope of Work	Partnership Start Date	Agreement Term	Gross Annual Contract Value
California						
City of Auburn WWTP Ms. Bernie Schroeder, Engineering Division Manager 1225 Lincoln Way Auburn, CA 95603 530/823-4211	1.67	Activated sludge BFP dewatering Chlorine disinfection Dechlorination Dewatering Extended aeration/activated sludge Filtration Landfill management Odor control Oxidation ditch Secondary clarifiers Sludge disposal	Collection system O&M Discharge stream dissolved oxygen monitoring Laboratory analysis Maintenance expansion for collection system Sludge management WWTP O&M	July 1993	5 years	\$1,541,209
South County Regional WWTP (Cities of Gilroy and Morgan Hill) Mr. Rick Smelser, City Engineer 7351 Rosanna Street Gilroy, CA 95020 408/846-0400	7.5	Activated sludge Aerated grit chambers BFP Dewatering Comminution and screening Dechlorination Dewatering Disinfection Effluent percolation Filtration Full nitrogen removal Grit/Screenings removal Influent pumping Odor control-gas phase-wet scrubbers Oxidation ditch Secondary clarifiers Sludge disposal	Capital improvement planning Effluent reuse program Emergency preparedness program and response plan Facility odor and air emission control plan Hazardous materials management Laboratory assistance Laboratory management plan Maintenance services New plant startup Operability review at of new facilities Process monitoring/optimization program Sludge management/reporting plan WWTP O&M	July 1984	15 years	\$4,906,225

Please note that the information contained in Exhibit 2 is privileged, and CH2M HILL OMI respectfully requests that the City keep this material confidential.

Facility and Client Contact	Size (mgd)	Process/Type	Scope of Work	Partnership Start Date	Agreement Term	Gross Annual Contract Value
Cities of Gilroy and Morgan Hill cont.		Solids processing, sludge conditioning facilities Tertiary treatment Water reclamation pumping				
Arizona						
Town of Prescott Valley WWTP Mr. Norm Davis, Public Works Director 7501 Civic Circle Prescott Valley, AZ 86314 928/759-3078	3.75	Activated sludge Anoxic/oxic BFP dewatering BNR Dewatering Filtration Lagoons Landfill management Oxidation ditch Screening-fixed Screening-rotary drum screen Secondary clarifiers Sludge disposal Tertiary treatment UV disinfection	Customer service Distribution and collection system O&M Lift stations O&M Meter reading WTP and WWTP O&M Water well O&M	November 1993	5 years	\$6,429,379

Please note that the information contained in Exhibit 2 is privileged, and CH2M HILL OMI respectfully requests that the City keep this material confidential.



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Operating Approach

Staffing Plan

CH2M HILL OMI will staff the Dallas project to satisfy the scope of services described in the RFP. Our staffing plan will comply with appropriate permit requirements. We will work with City staff to deliver each aspect of the project as promised. **Exhibit 4** shows our proposed Dallas organization structure.

Exhibit 4
CH2M HILL OMI Proposed Dallas Project Organization



Local and Regional Support *Specialists available to assist the City of Dallas*

Dallas 001
D082007003OMI

- Gary Young, Regional Business Manager
- Brian Helliwell, Lebanon Project Manager
- Doug Atkinson, Sweet Home Project Manager
- Robert Watts, Sandy Project Manager
- Mike Re, Senior Operations Specialist
- Gerry Marsh, Maintenance Specialist
- Rusty Schwarz, Regional Maintenance Specialist
- Terry Dokken, Regional Technical Specialist
- Ruben Aranda, Regional Health and Safety Manager
- Jim Nail, Laboratory, IPP, and Permit Compliance

CH2M HILL OMI Team

Each of our key staff members offers excellent qualifications and each applies unique talents and technical abilities to help the Project Manager direct activities and serve the City. Our management team represents four key functional areas: **onsite project management, regional and advisory support, regional technical support, and corporate management support** (see **Exhibit 4**). **Appendix A** includes resumes with education, certificates and licenses, professional background, and experience for key staff members.

CH2M HILL OMI's proposed Project Manager, Patrick Kavan will oversee day-to-day O&M of the Dallas project and is the company representative to the City. He will be responsible for coordinating associate mentoring and training, sampling, reporting, maintenance management, chemical management, process testing, client communication, regulatory compliance, and other required activities. Pat has the proper skill set to oversee and deliver your project with a focus on quality of service, cost-effectiveness, and optimization of equipment and project resources. He will assure your requests are handled quickly and efficiently and he will maintain open channels of communications between CH2M HILL OMI staff and the City of Dallas and its stakeholders.

Pat Kavan—Proposed Project Manager

Pat has performed management oversight at the WWTP for the past 9 months and is totally familiar with the Dallas facilities, infrastructures, and customer needs. Pat's knowledge of the facilities and relationships with City staff, regulators, and current City WWTP staff will provide the City with best-value services. Pat is a certified Oregon Class IV Wastewater Operator. He is skilled in wastewater operations, troubleshooting, and process control. His experience includes project management, laboratory, and operating roles.

Local Support

Brian Helliwell—Project Manager, Lebanon, Oregon

Brian serves as CH2M HILL OMI's Project Manager for wastewater and water systems operated in nearby Lebanon. He has assisted Dallas city staff with schedules and work plans and he is familiar with WWTP processes and current staff. Brian communicates with city administrators on a regular basis. He is available to immediately support the City personally or to provide staffing resources. Brian has more than 21 years of experience in O&M of wastewater facilities, pump stations, collections systems, and public works with emphasis on operational control strategies, dewatering biosolids, and land application.

Doug Atkinson—Project Manager, Sweet Home, Oregon

Doug is CH2M HILL OMI's Project Manager for wastewater and water systems in Sweet Home. He oversaw the first month of CH2M HILL OMI's management services at Dallas

and is familiar with the WWTP processes and current staff. Doug also is available to support the City personally or to provide staffing resources. He is a skilled mechanic with experience in preventive maintenance (PM), equipment monitoring, and maintenance supervision.

Robert Watts—Project Manager, Sandy, Oregon

Robert is Project Manager at the Sandy wastewater and water systems. He specializes in water and wastewater treatment and is a certified backflow tester. Robert will provide immediate management support and technical assistance, in addition to providing operational support, at the Dallas project.

Mike Re—Regional Technical Manager, Portland, Oregon

Mike's experience includes more than 29 years of WWTP and WTP O&M—including work at the City's WWTP. Mike offers the skills needed for troubleshooting operations, maintenance, and personnel issues. His expertise includes startup; personnel training, evaluation, and development; process control; and equipment operation and repair. His management and technical assistance will serve as a valuable resource to the Dallas WWTP when implementing CH2M HILL OMI's data management system and setting up cost accounting programs.

Gerry Marsh—Maintenance, Instrumentation, and Control Specialist, Portland, Oregon

Gerry is a Regional Maintenance Specialist skilled in development, programming, and operation of industrial information and control systems. He is experienced in installation, development, and operation of programmable logic controllers (PLCs), electrical system upgrades, and other vital components of I&C systems. His extensive systems knowledge and experience comes from more than 20 years of maintaining sophisticated equipment for wastewater and water facilities, heavy industry, and precision manufacturing.

Regional Support

Additional regional resource personnel will support local CH2M HILL OMI associates on a scheduled, regular basis. Resumes are provided in **Appendix A**.

Gary Young—Regional Business Manager

Gary will serve as a technical and contractual resource as well as a mentor to CH2M HILL OMI associates at the Dallas project. He will provide direct supervisory support for Pat and will serve as an O&M service liaison to the City. He is ultimately responsible for delivering services to CH2M HILL OMI's clients in Oregon, Washington, Idaho, and California. He has more than 23 years of experience in the water and wastewater industry in positions of increasing responsibility. His areas of expertise include process control, equipment startup, personnel training and supervision, and cost control. Gary holds the highest level operator certifications in Oregon, Washington, California, and ABC. He also is actively involved in wastewater training activities in the State of Oregon and with CH2M HILL OMI.

Rusty Schwarz—Regional Maintenance Specialist

Rusty manages CH2M HILL OMI's facility maintenance programs in the Western U.S. He has been at the Dallas WWTP to assess plant conditions and needs. He is skilled in development and implementation of CMMS and I&C systems. He also has trained maintenance staff, assisted with administration and budgeting, and managed equipment repair programs. Rusty will work with local project staff to confirm all maintenance management systems and tools are in place to protect and preserve City assets.

Terry Dokken—Regional Technical Specialist

Terry has more than 24 years of experience in the wastewater and water industry. He has direct experience of Dallas' WWTP and experience in all levels of plant operation from operator to supervisor to consultant to regional technical specialist. His areas of expertise include operations, operator training, process control, cost evaluation, standard operating procedure (SOP) preparation, implementation, and project startups. Terry will receive and review the weekly process control data from the Dallas WWTP. He has supported the staff during CH2M HILL OMI's management services contract by suggesting strategic optimization tasks and will continue to support the facility during the full O&M contract.

Ruben Aranda—Regional Health and Safety Manager

Ruben will manage the Dallas safety program as part of his duties as CH2M HILL OMI's Western and Central Regional Health and Safety Manager. Ruben's responsibilities will include assuring the Dallas project complies with all Occupational Health and Safety Act (OSHA), state, and local rules and regulations. His knowledge includes hazardous materials and OSHA regulations. He is responsible for safety evaluations, safety reviews, and training.

Jim Nail—Companywide Quality Coordinator, Laboratory, IPP, and Permit Compliance

Jim has more than 20 years of experience in the wastewater industry. His areas of expertise include laboratory analyses, sample collection, operations, and recordkeeping. He ran a fully accredited environmental laboratory. He has been onsite at the Dallas WWTP onsite to assess plant conditions and needs. He will continue to assist project personnel with laboratory, IPP, and permit compliance needs.

CH2M HILL OMI Resources

The CH2M HILL OMI team provides the City with single-source accountability for all aspects of this project—including environmental compliance and long-term O&M—while assuring water quality through our tested and proven service delivery. We have 99 associates at the 27 Oregon and Washington facilities we operate (**Exhibit 5**). CH2M HILL has an additional 1,050 personnel at local offices in Portland, Corvallis, Hillsboro, Salem, and The Dalles.

Our associates in the Pacific Northwest draw from a significant network of additional expertise available from 19,000 technical professionals within the CH2M HILL

enterprise around the world. Our global perspective combined with local CH2M HILL OMI and CH2M HILL operations, process, and design experience better enables our staff to understand and meet the challenges the City faces.

Exhibit 5
CH2M HILL OMI Oregon and Washington Projects



CH2M HILL OMI O&M Consulting Group

The City has and will continue to benefit from our O&M Consulting Group's wastewater expertise. Our O&M Consulting Group consists of experienced specialists skilled in every facet of wastewater and water treatment O&M, and system and facility automation. The O&M Consulting Group serves internal clients (CH2M HILL OMI projects) and external clients (cities, utilities, CH2M HILL, CH2M HILL clients, etc.) and focuses on O&M solutions. Rusty Schwarz, Terry Dokken, and Mike Re are members of the O&M Consulting Group and have applied their expertise at the Dallas WWTP to help with schedules, work plans, and assessing plant conditions and needs. Mr. Dokken's recent review of process control parameters allowed plant staff to establish operational targets designed to stabilize the biological process. Mr. Schwarz's equipment assessment has been helpful with the CMMS program implementation installed by CH2M HILL OMI.

O&M Consulting Group services include:

- **Consulting Services**—Process troubleshooting, facility startup and commissioning, performance testing, and system improvement recommendation. Specialists create facility staffing plans, write O&M manuals and procedures, perform plant design operability reviews, conduct pilot studies, perform O&M cost estimating, and conduct staff analysis and productivity studies.

- **IT Solutions & Services**—Computer hardware, software, or network solutions and upgrades. IT Specialists develop overall computer control strategies for computerized maintenance management systems and call centers.
- **Asset Services**—Condition assessments using proprietary software; determining facility asset operating longevity, life-cycle cost, and risk; and estimating repair and replacement costs and capital replacement costs.
- **Optimization Services**—Optimization lowering variable costs, benchmarking against database of 100 plus facilities, and providing web-enabled portal for access and analysis of the data.
- **Temporary Assistance**—Short-term advisory management and staff augmentation.

O&M Consulting Specialists average 20 years of direct experience and provide expertise in water and wastewater O&M, distribution and collection system O&M, I&C, and leading edge technologies such as membrane bioreactors.

Operations Specialists

Operations Specialists provide a wide range of services, working directly with internal and external clients. They often work with CH2M HILL engineering staff to engineer, construct, start up, commission, and transition new or modified water and wastewater treatment facilities. They also perform services at CH2M HILL OMI-operated facilities particularly when specific skills (such as troubleshooting specific technologies) are required or through temporary assignments. **Exhibit 6** shows some of the services Operations Specialists perform.

Exhibit 6
Operations Specialists Services

Operations Specialist Services	
<ul style="list-style-type: none"> • Design assistance • Operability design review • Value engineering • O&M manual development • Facility startup and commissioning services • Operator training • Estimate staffing and operating costs 	<ul style="list-style-type: none"> • Conduct operability reviews • Process control or management troubleshooting • Developing unit process control procedures (UPCPs) and SOPs • Assist with plant startups and evaluations • Perform condition assessment, estimating repair and replacement costs

Regional Technical and Maintenance Specialists

Typically, Regional Technical and Maintenance Specialists work directly with CH2M HILL OMI projects to increase efficiency and reduce variable O&M costs. This group sets, implements, supports, and enforces company O&M standards. They help regional and companywide coordinators with quality assurance/quality control (QA/QC) and provide technical and operating support to projects. They provide support and guidance to projects with implementing CH2M HILL OMI's maintenance management systems. Regional Specialists also work with external clients if a need arises. Regional Specialists services include:

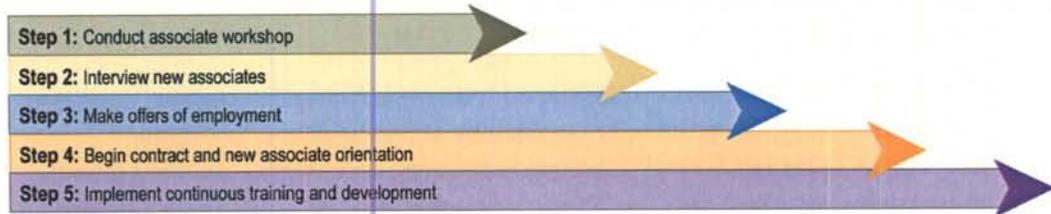
- Facilitating high technical performance at regional facilities
- Technical training
- Facility optimization
- Maintenance and asset management
- Startup and evaluations

Transition Plan

CH2M HILL OMI has successfully transitioned municipal associates at more than 130 facilities. Our five-step process in **Exhibit 7** has been tested and modified over time to give the City the smoothest associate transition possible by effectively communicating with all individuals involved in the operation of the facility. CH2M HILL OMI's intent is to discuss opportunities with each associate that is employed at the start of the contract that is adversely impacted during this transition.

Exhibit 7

Five-Step Transition Process



Dallas 003
D082007003OMI

- **Step 1—Conduct Associate Workshop.** To alleviate many of the existing associates' concerns, CH2M HILL OMI's first step will be to conduct a workshop with the associates to address questions and concerns they might have. CH2M HILL OMI will invite every potential associate, along with his or her spouse, to an associate workshop held during the evening to maximize participation. Prior to the meeting, an associate representative will gather questions submitted anonymously to each supervisor. We will answer all written questions along with any additional questions that our discussion may spark. At this workshop, we will demonstrate to associates that CH2M HILL OMI provides enhanced benefits, training, and career growth opportunities. It is our experience that many associates will embrace the concept of CH2M HILL OMI contract operations after they see that it provides direct and significant benefits to them and their families.
- **Step 2—Interview New Associates.** We sit down with every associate to discuss his/her personal history, job experiences, and ideas to improve the performance of the project. We use a comprehensive interview format to ensure that each associate is given an opportunity to express his/her thoughts. This private interview also allows the associate to bring up any additional personal questions not answered in the group setting.

- **Step 3—Make Employment Offers.** Every new CH2M HILL OMI associate is given a personalized letter detailing the specifics of the offer of employment with CH2M HILL OMI. This letter outlines job title, pay, and benefits, as well as a complete position description. The new associate is asked to sign this letter acknowledging his/her acceptance of CH2M HILL OMI's job offer.
- **Step 4—Begin Contract and New Associate Orientation.** At the time of project transition from the City of Dallas to CH2M HILL OMI, each new associate will meet with his/her supervisor and the startup team leader to discuss job duties and job assignments. This informal setting allows everyone to ask questions and resolve potential problems or misunderstandings. CH2M HILL OMI's experience in many new project startups has shown the value of taking time to resolve associate issues. This orientation to CH2M HILL OMI's culture and experience while seeking associate input is a proven formula for new project success.
- **Step 5—Implement Continuous Training and Development.** New associate training begins immediately with training in health and safety, optimization processes, laboratory, and industrial pretreatment and continues through the duration of the associate's association with CH2M HILL OMI.

CH2M HILL OMI has successfully transitioned operations from other contract operations firms and treatment facilities previously operated by public agencies. During the transition phase, CH2M HILL OMI's strength is focusing on staffing—working closely with the associates and client to define all the issues that must be addressed before and during startup. Periodic meetings ensure that the mobilization plan is implemented on schedule and with no disruption of operations. This approach provides a smooth transition from the City to CH2M HILL OMI.

As part of the project transition, CH2M HILL OMI will establish a project-training program. Initial development of the program includes the following activities:

- Review existing training needs assessments for each job classification to ensure a match with the new project's organization
- Identify classifications for which training needs and skills assessments must be developed
- Conduct needs analyses and assessment interviews with each new CH2M HILL OMI associate to identify key areas for focus of training
- Design a customized training program to address specific team and individual associate needs
- Schedule and conduct training
- Assess new CH2M HILL OMI associates, 6 to 9 months after transition, against the needs assessment models to ensure required skills are in place

- Every 6 months during associate performance appraisal meetings, incorporate training plans, assess progress, and expand training to meet needs

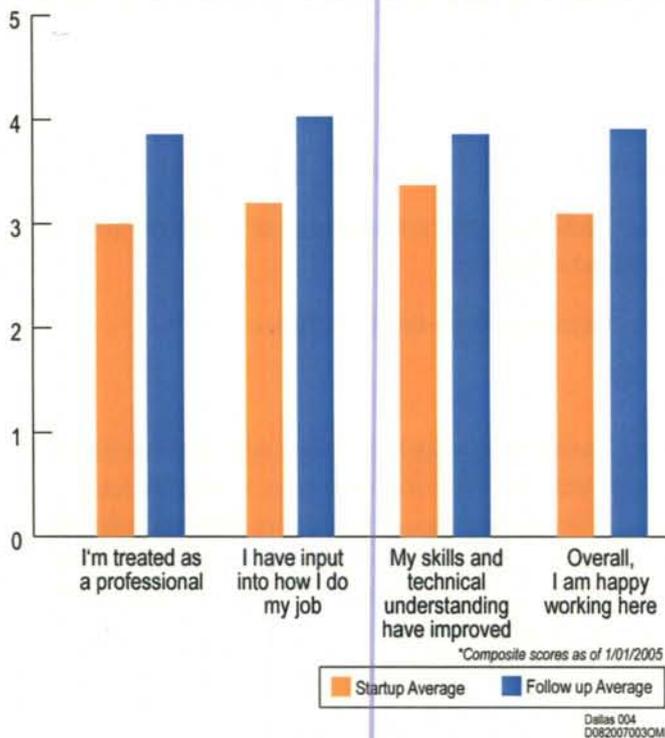
Associate Satisfaction

Evidence of our success in completing successful transitions comes from our associate satisfaction survey ratings. Confidential surveys of associates on project startup and again 6 months after CH2M HILL OMI's transition indicate a significant increase in satisfaction. New CH2M HILL OMI associates rate their satisfaction with their prior positions an average 3.25 on a 1-to-5 scale. After just 6 months with CH2M HILL OMI, new associates rate their job satisfaction nearly a point higher at an average 4.13.

Exhibit 8 presents results of the associate satisfaction survey.

Exhibit 8

CH2M HILL OMI Companywide Average New Project Associate Satisfaction Survey Composite Scores



Operating Plan

General O&M Philosophy

The CH2M HILL OMI team has a clear understanding of the Dallas WWTP. Our team has assisted the City with WWTP O&M during the past 9 months. During this time we worked with the City to install and implement a new CMMS and the Op10 operations data management program—key elements needed to operate the WWTP with consistency and more efficiently. We offer proven expertise in optimizing treatment facilities and our knowledge and depth of regional resources will continue to benefit the City and its stakeholders.

CH2M HILL OMI's overall O&M philosophy is based on proactive management of assets on behalf of the City. This basis of our asset-management-based approach is to provide effective and efficient operation, repair, and replacement in full compliance with the requirements of the City's objectives and our quality management objectives.

CH2M HILL OMI will work with the City to capitalize on existing skills and knowledge. We will blend the present resources with our specialized systems and procedures to:

- Implement facilities staffing and local resource management
- Deliver and exceed target levels of customer service
- Reduce operating costs through optimization of energy, chemical usage, and labor
- Manage assets to decrease maintenance and replacement costs
- Create an efficient and safe working environment and secure facilities
- Achieve and maintain job satisfaction for associates through training and career development
- Apply facility appearance standards to address housekeeping and aesthetics
- Manage risk by understanding the likelihood and consequences of problems and implementing plans for avoidance and mitigation
- Be a good neighbor through our community involvement program

Optimization

CH2M HILL OMI will define and implement a site-specific facility optimization plan for operation of the WWTP. This plan will guide the Project Manager as he and his team make process control decisions. We will use a computerized data management software program to track process parameters for reporting and process control purposes. The data is linked to a CH2M HILL OMI-proprietary process model that evaluates a number of key process parameters for each unit process and compares those parameters to facility benchmarks, CH2M HILL OMI-wide benchmarks, and industry standards.

CH2M HILL OMI's optimization plan will be implemented in two stages:

- **Stage One**—CH2M HILL OMI will perform a detailed evaluation of the WWTP and refine and document operating strategies. We will analyze treatment processes to confirm operating costs and to improve performance. During this stage, we will initiate steps to optimize the respective processes.
- **Stage Two**—CH2M HILL OMI will test and validate strategies and procedures on an ongoing basis. CH2M HILL OMI's onsite staff will continue with facility and operating strategy evaluations, seeking to define and refine more elusive improvements and changes, and verifying those mandating future capital improvements.

Process Improvement Tools

CH2M HILL OMI's wastewater treatment operational improvements and control strategy will build upon the tools described in **Exhibit 9**. By focusing on these areas, CH2M HILL OMI can maintain compliance with applicable regulatory requirements, and establish a good working relationship with the regulatory agencies and the community.

Exhibit 9
Process Improvement Tools

Tool	Function
Computer Process Models	Computerize daily monitoring and data collection and process control calculations. Benchmark results and develop trend plots.
Operational Performance Targets	Establish target values and ranges for critical process control parameters. Post target parameters on operational control boards located at appropriate locations throughout the plant.
Process Control Review	As needed, the Project Manager will discuss process control changes and issues with outside CH2M HILL OMI experts. These reviews maintain process control continuity.
Weekly Process Control Meetings	All CH2M HILL OMI-operated facilities perform and document weekly process control meetings. During the meeting performance targets are discussed and decisions made regarding process changes. The completed process control meeting notes are posted at the facility and emailed to our regional technical specialist. The regional technical specialist reviews the notes and comments back to the project on any unusual items.
Monthly Limits Reports	All CH2M HILL OMI projects report monthly on permit compliance to their regional manager and regional technical specialists. If an exceedance occurs, regional support works with the facility to determine the cause and take corrective actions.
Safety Program	CH2M HILL OMI's onsite personnel and regional safety team evaluate, recommend, and implement company safety programs corrective actions to maintain a safe and effective working environment.
Instrument Calibration Program	The CH2M HILL OMI Project Manager will set up a calibration schedule for all inline process instrumentation and laboratory equipment. This schedule properly maintains equipment accurately and reliably.
Odor Control Program	CH2M HILL OMI will follow a formal plan to minimize odors emanating from the plant.

Process Performance Benchmarking and Control

CH2M HILL OMI's unique approach provides a clear framework to assess permit compliance performance. The Project Manager will track system performance data and analyze trends to develop operating strategies.

CH2M HILL OMI documents SOPs that describe control of administrative and operations activities pertinent to achieving waste discharge quality as defined by permits. For each unit process at the Dallas WWTP, CH2M HILL OMI will generate UPCPs describing performance parameters, monitoring and control, and optimization actions. These procedures provide a means of monitoring and controlling the operations process to maintain permit compliance.

In addition, CH2M HILL OMI uses an internal benchmarking and optimization tool to establish and maintain best practices and efficiencies. This tool is customized for each client and includes the specific design parameters and processes associated with individual facilities.

WWTP Process Control Strategy

CH2M HILL OMI will establish a process model of the secondary system with a defined set of operational parameters for summer and winter conditions. Using a computer model with defined targets allows operators to enter plant laboratory data to determine if a process change is necessary. Establishing these limits and training all operators to use them assures continuity within the plant’s process.

Specific WWTP Improvements

Our initial WWTP Operating Plan is based on City-provided information, information collected during our due diligence activities, and our experience over the past 9 months. **Exhibit 10** summarizes a some of the improvements made to the plant during our management tenure. We will carry on our continuous improvement philosophy, looking for and implementing improvement measures, throughout the new contract term.

Exhibit 10
Dallas WWTP Improvements

Situation	Improvement	Benefit
High solids inventory	Adjusted solids inventory by 30 percent to optimize nitrification processing	Low solids inventory uses less air, less electricity, and less chemicals for nitrification; reduced electricity and chemical costs
Secondary Clarifiers No. 1 and 2 center waste activated sludge (WAS) sump and lateral line were plugged	Cleared obstruction using operator ingenuity and outside consulting services	Wasting from the center of the clarifier removes settled grit and thicker solids
Orbal bearings at aeration basin were not cleaned, inspected, and greased	Operators hose and grease bearings once per week	Proper PM of bearings prevents scored shafts that need replacement
Plant Drain Pump No. 2 not working	Coordinated with crane to lift pump out of Plant Drain wetwell for repair	A back-up plant drain pump ensures plant process water and drain water are removed from the plant when necessary
UV system operated in manual mode	Adjusted UV system to operate in automatic mode	Remote automatic mode reduces electricity by 10 to 15 percent while meeting permit requirements
Plant water pipes froze around Secondary Clarifier No. 2 last winter	Coordinate with contractor to retrofit piping with shut-off valves and drain valves	Plant water pipes are drained for winterization to prevent pipe freezing
Heating, ventilating, and air conditioning system at Return Activated Sludge/WAS Electrical Building is not operating	Coordinate with contractor to replace fan motor to provide proper ventilation for motor control center (MCC) control units	Proper ventilation is necessary to remove heat and prevent MCC units from failing due to thermal overload
UV system heater at PLC cabinet not working	Replaced heater in PLC cabinet	During winter, heat in the PLC cabinet is necessary to reduce potential failure of PLC system that supplies disinfection to the UV system

Maintenance Management Program

CH2M HILL OMI's O&M standards include an aggressive approach to facility maintenance. Our maintenance plans reduce maintenance and labor costs and environmental risk. CH2M HILL OMI staff will focus on reducing reactive maintenance at the Dallas WWTP by planning, tracking, and performing appropriate levels of time-based PM, condition-based predictive maintenance (PdM), and corrective maintenance (CM). This is essential to project success.

The objectives of our maintenance management program include:

- Plan and forecast labor and maintenance requirements
- Support system performance through equipment reliability and uninterrupted service
- Protect capital investments
- Control and reduce maintenance costs through effective PdM, PM, and CM
- Facilitate continuous improvement
- Confirm personnel and equipment safety

Repair and Replacement

CH2M HILL OMI uses a comprehensive whole lifecycle approach to protect and preserve facility assets. Our specific objectives for asset management in Dallas are to:

- Protect and enhance all capital assets, extend service life of major equipment and facilities, and enhance wastewater treatment system reliability
- Prevent catastrophic failure
- Identify current maintenance problems in existing facilities
- Undertake maintenance work efficiently and cost-effectively
- Integrate work performed by our subcontractors to track records, costs, and repair records properly
- Optimize capital requirements for repair work and/or asset replacement
- Integrate activities required to maintain manufacturers' warranties into maintenance programs
- Generate accurate data for future capital and asset planning
- Establish and maintain safety, environmental, and aesthetic standards
- Confirm that systems are in place to provide quick response times to maintenance issues that will protect the public and equipment

CH2M HILL OMI will use advanced tools and approaches to meet Dallas' asset-monitoring and performance needs. We will integrate data contained in the new CMMS to improve overall lifecycle costs for the City's assets.

By harnessing the power and flexibility of the existing supervisory control and data acquisition system, CH2M HILL OMI integrates real-time data gathered in the field to generate maintenance activities in the CMMS program. This type of integration increases productivity and sustains asset reliability.

Maintenance Tracking and Performance

CH2M HILL OMI will implement our proven maintenance systems and strategies at the City's WWTP facility. We will enter all equipment into the City's database with full nameplate information. Our staff consults O&M manuals to develop PM procedures and schedules for each piece of equipment. We will generate and print weekly PM work orders for plant O&M personnel to perform. For much of the major or significant equipment, we go above and beyond the manufacturer's recommendations for performing vibration analysis and thermographic testing to confirm proper operation and to enable us to identify small problems before they become costly repairs. We also use the database to track all plant CM whether it is performed by CH2M HILL OMI staff or outside contractors. In addition, we will develop a Critical Equipment Emergency Plan to identify how to handle potential critical equipment failures to minimize downtime and environmental impacts.

Communications and Reporting

CH2M HILL OMI tailors our communications approach to meet all reporting and client-communication requirements for the project. Our communications activities include:

- Daily communications
- Weekly meetings and client briefings
- Monthly and annual reports
- Customer-service satisfaction
- Regulatory reporting and liaison
- Emergency communications and response
- Construction coordination
- Media communication
- Special reports

CH2M HILL OMI recognizes that the dynamic process of formal and informal communications requires flexibility, accuracy, and sensitivity to the client's evolving needs. We will tailor our program to address all of the City's stated needs.

Effective communication with client staff, project associates, vendors, our partners, and customers is a part of our routine operating procedure. CH2M HILL OMI's open communication approach means no surprises for the client, complete understanding of project goals, and satisfied expectations. Our data-management and CMMS cover all aspects of O&M, laboratory, and budgetary information, as well as special programs designed to assist our clients. We will configure the format, interval, and content of our reports to answer the City's requirements.

Our reporting system includes executive and technical summaries to help interpret the data requested in the Monthly Operating Report and provides valuable information and explanations regarding trends and developments. CH2M HILL OMI gathers information and reports on general O&M, significant events, and pertinent staff changes. PM Schedules and Reports, Regulatory Reports, Safety Reports, Capital Improvement Reports, and Annual Budget Reports are included as part of our communications management system.

Indepth Reporting

In addition to O&M and laboratory reporting, our program covers budgetary information, as well as special programs designed to assist the client staff with inquiries from state and federal regulatory agencies. CH2M HILL OMI's management information systems generates data necessary to produce project reports requested by the client. Reports are tailored for the project and presented in a format consistent with the needs of the client.

CH2M HILL OMI's computerized cost control program keeps our project managers up-to-date on expenditures to monitor costs closely. Our experience demonstrates that project managers can most effectively manage their resources, both personnel and financial, when the information they need is readily available in a usable form. We provide our project managers with instant computer access to all financial details related to their projects including expenditures to date by expense type and by task (e.g., operations, maintenance, laboratory, and others). CH2M HILL OMI's project managers have project expenditures compared to budgets for the previous month and the project to date by the seventh day of each month. Our project managers also use onsite personal computer programs to manage costs.

Monthly and Annual Reporting

Upon project startup, our initial process begins with daily communications and feedback solicitation to eliminate missteps and to respond to changed conditions. During these daily discussions, methods for future report logistics are outlined. As soon as client representatives feel that the process is proceeding in the desired direction, CH2M HILL OMI's project management staff meets with the client weekly. By the time the first monthly report is generated, CH2M HILL OMI expects to have a well-developed format that meets client needs.

Monthly Reporting

We will generate our first monthly report in a draft format before the startup team report is finalized. This first monthly report will include the State of Oregon Monthly Compliance Report, laboratory reports, the required 30-day inventory, and all other reports required by agencies of jurisdiction.

Annual Reporting

Our annual report includes the required reviews of each of the plans identified in the RFP for formal annual review. It is important to note that CH2M HILL OMI continuously reviews and updates its processes; the annual review is a formal benchmark, and not the only time a process is adjusted. In addition to the required reviews and report relevant thereto, our annual report includes:

- An annual project status report summarizing project cost, process details, solids production, maintenance and repair, staffing, and other project related information
- Recommendations to improve operation, maintenance, and cost effectiveness

Laboratory Management

Laboratory management quality begins at each project with laboratory analysts and managers. These professionals follow CH2M HILL OMI's company standard procedures for sample gathering, handling, analysis, and data reporting. CH2M HILL OMI has established protocols for sample preparation, sample custody tracking, transport to outsourced laboratories for specialized analysis, and other core functions.

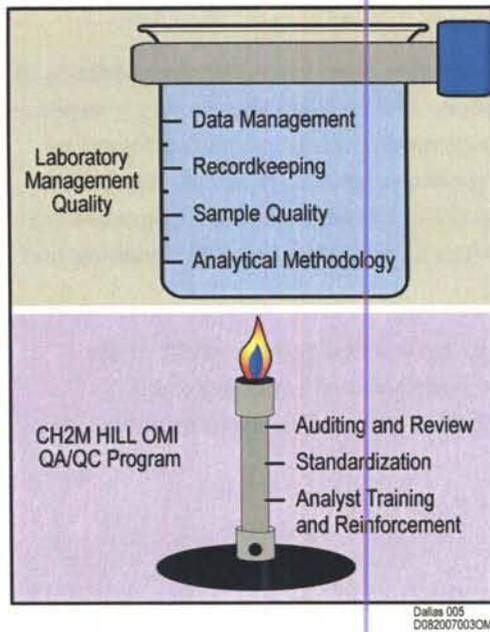
The CH2M HILL OMI laboratory manual and a sound QA/QC program form the basis of CH2M HILL OMI's quality approach from within the project. CH2M HILL OMI has developed the laboratory manual beyond the basic requirements established by state health and environmental protection agencies and the U.S. Environmental Protection Agency. CH2M HILL OMI has established an ongoing technical review committee, composed of highly trained laboratory staff across the country. This committee reviews the CH2M HILL OMI laboratory manual system periodically. These ongoing reviews help assure that CH2M HILL OMI's laboratory manual complies with the latest standard methods and government-approved procedures.

To confirm that laboratory procedure is followed and interpreted correctly, CH2M HILL OMI provides startup training for onsite staff. The Companywide Quality Coordinator of Laboratory Operations or the Regional Laboratory Coordinator coordinates laboratory procedures. Once all CH2M HILL OMI laboratory procedures are established, CH2M HILL OMI's strong QA/QC program affirms that the laboratory continues to produce quality results that are legally defensible. Strong QA/QC also supports decisions that protect the facility and enhance the environment.

CH2M HILL OMI Laboratory QA/QC Approach

Ongoing QA/QC activities are at the core of CH2M HILL OMI's laboratory quality program as shown in **Exhibit 11**. CH2M HILL OMI also has a network of resources for QA/QC in the areas of laboratory operations, industrial pretreatment, and maintenance. Companywide and Regional Coordinators work with senior delivery managers to meet all contractual and regulatory requirements, as well as CH2M HILL OMI's internal standards. Projects are audited regularly to confirm compliance with appropriate regulations and with CH2M HILL OMI company operating standards.

Exhibit 11
CH2M HILL OMI Laboratory QA/QC Program Key Components



QC requires trained technicians to apply approved methods to samples with known values (accuracy) and to perform duplicate analysis on (precision) to match results closely. Each CH2M HILL OMI laboratory must practice good QC to maintain the quality and reliability of laboratory results. By using precision accuracy testing and control charts, CH2M HILL OMI determines whether sampling and testing systems are performed at the desired level of quality. The graphs and charts necessary for these activities at the project site are prepared using CH2M HILL OMI's spreadsheet file "QC Stat." The "QC Stat" file is a comprehensive computerized laboratory QC system that establishes warning and control limits based on known values and historical data. The system also provides a means of identifying potentially questionable or unacceptable laboratory results. Questionable results require that testing must stop and corrective action must be taken to determine the cause of problems and prevent recurrences. Samples then are re-tested to maintain consistency.

Regional and Corporate Quality Control

CH2M HILL OMI regional and corporate support functions cover each laboratory. Laboratory QA/QC results are analyzed by Regional Coordinators and by the Companywide Quality Coordinator of Laboratory and Pretreatment Services. Laboratory QA/QC is reviewed by the Regional Coordinators and sent to the Companywide Coordinator of Laboratory and Pretreatment Services. Each CH2M HILL OMI laboratory sets its own control limits within the QA/QC program. The limits established also must meet a minimum company standard as set by the CH2M HILL OMI Capability Index (Cp and Cpk) system. The CH2M HILL OMI Cp and Cpk system accounts for the accuracy and precision of each laboratory test without regard to which laboratory is performing the testing. The system compares each laboratory's performance to this

standard to determine if the laboratory is operating in this range. Laboratories not meeting the minimum are provided assistance ranging from consultation to onsite audits to enhance performance.

The CH2M HILL OMI Regional Laboratory Coordinator, working under the guidance of the Companywide Quality Coordinator of Laboratory and Pretreatment Services, supports the project by communicating changes in laboratory regulations to projects affected by these changes. These may include tracking and reporting regional, political, regulatory, and project issues. The CH2M HILL OMI Regional Coordinator and the Companywide Coordinator of Laboratory and Pretreatment Services also address ongoing coaching and training needs at the project site as needed.

Each year, CH2M HILL OMI performs a complete review and systems audit of the project conducted by the Companywide Quality Coordinator of Laboratory and Pretreatment Services or a fully trained and qualified designee. The systems audit consists of inspecting the following procedures:

- Sampling
- Sample custody
- Sample storage and preservation
- Sample preparation
- Analytical methodology
- Data management
- PM
- Archiving data
- Other miscellaneous items pertaining to the laboratory

Health and Safety

Commitment to Health and Safety

Health and safety is important to CH2M HILL OMI in everything we do. We conduct our business in a manner that complies with all federal and state standards, provides safe and healthful working conditions for all our associates, and prevents property damage.

CH2M HILL OMI believes we are each directly responsible for ensuring our own safety and the safety of others around us. As part of CH2M HILL's broader Target Zero initiative, every CH2M HILL OMI associate must take responsibility to achieve zero incidents:

- Zero Injuries and illnesses (World Class Safety)
- Zero Adverse Impacts (Environmental Stewardship)
- Zero Errors, Omissions, and Defects (Perfect First-time Quality)

Safety is the priority consideration as associates plan and execute work activities. We never knowingly commit unsafe acts, and CH2M HILL OMI never requires associates to perform tasks without proper safety planning and analyses. Associates are CH2M HILL OMI's most important asset; it is our goal that every CH2M HILL OMI associate returns home from work safely every day.

Safety Manual

The guiding document of CH2M HILL OMI's Health and Safety Program is our Safety Manual which contains written programs and procedures that provide the foundation for a safe and healthful working environment for all CH2M HILL OMI associates. A copy of the manual resides in a public area at each facility we operate and is used as a reference tool and training guide. The Manual's programs and procedures comply with applicable health and safety regulations.

The Safety Manual is complemented at each facility with a site-specific Safety Plans binder. Staff use the binder to maintain all specific safety procedures for the particular facility. Additionally, safety regulations and policies are expanded, supplemented, and modified to comply with the most recent legislation or CH2M HILL OMI requirements. Safety records are kept and posted in accordance with OSHA recordkeeping requirements.

Proactive Approach

A proactive approach to identifying and addressing potential hazards is crucial to the success of the Health and Safety Program. CH2M HILL OMI management directs the enforcement of safety regulations with an emphasis on proactive incident prevention rather than after-the-fact incident investigations. All associates are trained to look for and to report unsafe conditions and acts. The Project Safety Team completes inspections and documents any unsafe condition or acts. Hazards identified as a result of these efforts—formal or informal—are mitigated immediately. Associates use the CMMS to issue and track work orders for hazards requiring repairs. The Project Safety Team makes associates aware of hazards via weekly tailgate sessions and by posting them on the facility's safety bulletin board. Health and safety facility responsibilities are shared broadly among onsite and support personnel. All associates have basic responsibilities outlined in CH2M HILL OMI's Safety Manual.

Health and Safety Training

Associate training is a critical element of CH2M HILL OMI's Health and Safety Program. CH2M HILL OMI maintains a standardized list of courses offered at each facility we manage. Standard training topics are listed in **Exhibit 12**.

Exhibit 12

CH2M HILL OMI Standard Health and Safety Training Topics

Standard Health and Safety Training Topics at every CH2M HILL OMI Project	
<ul style="list-style-type: none">• General health and safety awareness for all associates• Management of health and safety for managers• Chemical safety (hazard communication) for operator and maintenance staff• Safety equipment use such as gas monitors, respirators, and breathing apparatus	<ul style="list-style-type: none">• Confined space training• Job safety analysis (JSA) safety training• Electrical safety and lock out/tag out prevention• Fire prevention training• First aid/CPR training• Defensive driving

Training is not limited to the items on our standardized list. Associates may require additional safety training when new equipment or processes are introduced, new safety information becomes available, for newly-hired associates, or associate performance needs improvement. CH2M HILL OMI most commonly uses four types of safety training:

- On-the-job training
- Classroom teaching
- JSAs
- Manuals and rule books

Additionally, the Project Manager and Supervisors provide ongoing training for associates on a daily basis through their actions, words, and insistence that all health and safety procedures are adhered to and all safety equipment is used properly.

Health and Safety Communications

CH2M HILL OMI recognizes the significance of ongoing communications as a complement to our Health and Safety Program. We use a comprehensive communications program to promote health and safety. The goals of this award-winning program are to:

- Educate staff on the importance of safety and remove barriers causing unsafe behaviors
- Recognize and promote successes as a means of encouraging similar behaviors
- Share lessons learned as a means of preventing similar situations from occurring

As part of the communications program, associates receive CH2M HILL OMI's quarterly health and safety newsletter, *Inside Safety*, which covers topics ranging from how to write a JSA to lock out/tag out procedures. Associates with email accounts receive Safety Alerts, electronic bulletins sharing important safety news, lessons learned, and seasonal safety tips. In addition, each facility is encouraged to establish a safety bulletin board to post safety announcements and training schedules.

JSAs

CH2M HILL OMI takes as many precautions as necessary to keep our associates safe. In addition to preparing equipment SOPs, we also perform JSAs. This is the process of carefully studying and recording each step of a job associates perform and identifying existing or potential equipment, environment, or action-generated hazards. A complete and thorough JSA entails four essential steps:

- Analyzing/assessing/evaluating a job
- Breaking the job down into steps
- Identifying hazards, unsafe conditions, and unsafe work practices associated with the job
- Identifying the correct way to perform the job

Environmental Compliance Program

An environmental compliance program is an organized, systematic approach to maintain compliance with environmental, legal, and business requirements. CH2M HILL OMI's program is intended to generate consistent and predictable compliance with all applicable laws, regulations, and standards. CH2M HILL OMI's program consists of the following:

- A system for management and associate reporting
- A process for implementing new regulations and standards
- Short- and long-term compliance strategies

The staff is trained in and comply with the stated goals of the program (treatment, collection system, industrial pretreatment program, Information Collection Rule, air quality, occupational health and safety, Americans with Disabilities Act compliance, etc.); compliance is not limited to treatment plant effluent quality.

CH2M HILL OMI's Environmental Compliance Program exceeds industry standards. Besides meeting the legal requirements, predictable compliance is good business. Our processes help minimize the risk of non-compliance with its associated cost of remediation and loss of goodwill with the affected client.

Planning for compliance reduces a number of other risks. A culture that revolves around meeting compliance issues generates a safe and healthy work environment, gains and keeps credibility with regulatory agencies, minimizes costs as a consequence of compliance, does not risk compliance for cost savings, and generates positive relationships with environmentally concerned neighbors.

Up-front compliance planning lowers the chances of future non-compliance causing disruptions to contract compliance, business relationships, and public perceptions. It is significant to note that the U.S. Government, through the U.S. Sentencing Commission, places such importance on prevention of non-compliance that they recognize the value of such a plan by mitigating penalties for non-compliance incidents at institutions with fully implemented and comprehensive plans.

Facility Housekeeping

Keeping facilities clean and well-maintained is a key element in prolonging facility life. Maintaining a neat, clean, and litter-free environment improves the overall system safety and operation. It also is a source of pride for CH2M HILL OMI's customers and associates. CH2M HILL OMI recognizes that appearance is a priority for facilities under our management. We also recognize that the impression given at projects has a positive impact on clients, communities, and prospective clients. Our facility standards cover:

- Buildings/structures
- Grounds
- Vehicles/equipment
- Personal appearance

These standards apply to remote facilities such as lift stations, pump stations, associated grounds, and treatment facilities.

CH2M HILL OMI develops companywide and project-specific maintenance standards for all buildings, grounds, vehicles/equipment, and personal appearance, and produces a process for implementing these specific minimum standards. When these standards also are safety-related, they are given appropriate priority. These processes are implemented during project startup, and reviewed and updated biannually.

Well-mowed lawns, seasonal flowers, and additional landscaping are just a few of the ways that CH2M HILL OMI works with our clients to keep facilities picture perfect for citizens. CH2M HILL OMI is a good neighbor regarding noise and odor. By controlling activities in and around areas for concern, we abate any complaints.

Community Involvement

Community involvement is an essential part of the way CH2M HILL OMI does business. Our projects have a community involvement plan and budget in place as part of their annual project business plans. Effective community involvement programs benefit associates by providing an increased sense of value and improving morale. They also provide the community with additional resources they otherwise might not have. CH2M HILL OMI efforts focus on:

- **Protection of the environment.** Activities such as clean water campaigns, river/beach cleanups, and hazardous waste roundups
- **Education.** Activities such as open houses or plant tours, school programs, and speaking engagements
- **Social activities.** Activities supporting adopt-a-family, disaster relief, homeless or hunger programs

"Each year I look forward to participating in community involvement activities. It gives me to opportunity to work along side my friends and co-workers...and it provides a rewarding activity where I can contribute positively to the community"
—Rachel Johnson, Regional Business Analyst, Denver, Colorado

CH2M HILL OMI projects perform more than 100 community involvement activities annually. Our associates take pride in giving back to the community in which they live and work. Specific examples of community involvement activities are profiled below.

Coos Bay, Oregon

Coos Bay associates became an integral part of the community by participating in activities to benefit the environment. Associates work on the Great Oregon Beach Cleanup, adopt-a-highway, and the release of Chinook salmon into Coos Bay waters. Their activities earned the 2004 Stop Oregon Litter and Vandalism Award for volunteer efforts to preserve and enhance the Oregon environment.

Lebanon, Oregon

Lebanon associates help with several community events such as the Strawberry Festival and they are members of local organizations such as the Lions.

Sweet Home, Oregon

In 2007, the Sweet Home project donated traffic cones to assist with the Oregon Jamboree.

Walla Walla, Washington

After hearing professional motivational speaker and world record wheelchair athlete Chad Hymas at a CH2M HILL OMI safety conference, the Walla Walla Project Safety Team Leader, David Ells, organized a community safety forum with Chad in Walla Walla. David and other Walla Walla associates worked with a local hotel to get the conference center, staff, and audio visual equipment donated for the forum. They partnered with CH2M HILL OMI corporate staff to make event fliers and distributed them to local businesses and organizations. The project invited City, County, and school district employees; local offices of the U.S. Army Corp of Engineers, U.S. Forest Service, and Washington State Penitentiary employees; local business manufacturers, hospitals, neighboring cities, colleges, and civic organizations. The presentation was a success, increasing safety awareness throughout the community. The Walla Walla Public Works Director expressed his gratitude saying "Thank you for hosting Chad Hymas today at our safety inspirational talk...thank you for sharing this experience with the City and the community and being a true partner."

Walla Walla, Washington

In May 2006, associates in Walla Walla teamed with the City of Walla Walla to celebrate Public Works Week. Third grade students participated in the event that highlights how public works "works." Associates led students to various public works stations and conducted water education demonstrations. This is the fifth consecutive year the project teamed with the City for this event.

Enhancements

In addition to the O&M improvements noted above, upon establishing a 3-year contract, CH2M HILL OMI will re-build and connect the hypochlorite system to the in-plant water. This system has been off for several years and with the addition of a VFD to the system, it can be used to reduce the need for potable water. We also will bring in CH2M HILL OMI specialists to perform a basic equipment assessment, the start of an enhanced asset management program that the City may implement.

Additional Services

CH2M HILL OMI is committed to delivering exceptional O&M services at the City's WWTP from day one of operation. A team of specialists will be available at startup to help implement CH2M HILL OMI's systems, programs, and process tools. Once

completed, CH2M HILL OMI will continue to provide assistance to the City through operational resources in Lebanon, Sweet Home, Sandy, and CH2M HILL OMI's team of specialists.

As discussed earlier in this section, CH2M HILL OMI has excellent technical and management systems resources that will regularly support the City's operations team. These resources are 100-percent dedicated to the delivery of high quality O&M services to our clients. We are evaluating and improving our deployment of resources constantly to match the needs of our projects and customers through our continuous improvement process.

Our projects are supported through a variety of outlets designed to focus energy and talent on project quality, client service, safety, compliance, and consistent regulatory reporting.

Exhibit 4, CH2M HILL OMI Proposed Dallas Project Organization, presented in the staffing section, shows how CH2M HILL OMI's Regional O&M Consulting Group aligns with the Project Manager to support the City and local operations staff. This group includes Regional Technical Managers that set, implement, support, and enforce company O&M standards; help regional and companywide coordinators with QA/QC; and provide technical and operating support to projects. Other regional O&M specialists work closely with projects to support O&M standardization, compliance data gathering and reporting, and treatment process optimization. Additional resources aligned with the group include environmental compliance professionals and regional safety managers that support projects and customers directly.

Draft Contract Changes or Limitations

The draft contract does not include costs for biosolids removal because the initial period of the contract is for 9 months, followed by two 1-year terms. Any costs that occur for biosolids removal between October 1, 2007 and June 30, 2008 will be the responsibility of the City. Once the City determines the cost for biosolids removal in 2007, this will be added to the annual costs effective July 1, 2008.



Business Approach

CH2M HILL OMI will form a strong partnership with the City of Dallas. We will work closely with you to determine mutually beneficial approaches for handling the various business aspects of our relationship. CH2M HILL OMI's proposed approaches to the City's key business considerations are discussed below.

Assumption of Risks

CH2M HILL OMI guarantees that treated effluent from the WWTP will meet National Pollutant Discharge Elimination System (NPDES) permit requirements unless:

1. Plant influent does not contain adequate nutrients to support the biological process
2. Biologically toxic substances that cannot be removed by the existing processes enter the system
3. Dischargers into the system violate any or all regulations of the Sewer Use Ordinance
4. The flow, influent biochemical oxygen demand, and/or total suspended solids exceed the plant's design parameters

CH2M HILL OMI will be responsible for any penalty as a result of operational noncompliance that is a result of CH2M HILL OMI's negligence.

CH2M HILL OMI will pay all fines and civil penalties levied as a result of our negligent operation up to the amount of the annual contract value.

CH2M HILL OMI will exercise due diligence in all work performed and stand behind it.

Future Years' Price Adjustments

CH2M HILL OMI's approach to future years' pricing is discussed in the **Price Proposal** document. We also present details in **Section 4, Draft O&M Contract**. Our general philosophy is to address proposed fee adjustments annually through face-to-face discussions, with CH2M HILL OMI demonstrating clearly why an adjustment may be necessary. Adjustments will be negotiated annually, 90 days prior to the contract anniversary. We do however, recommend the formula presented in the **Price Proposal**

and **Section 4**, should the City and CH2M HILL OMI not agree on the terms of a price adjustment.

CH2M HILL OMI will evaluate, discuss, and negotiate with the City the impact of regulatory changes, improvements to existing systems, and other changes that potentially affect the cost of service to the City. We will approach your project in a cost-effective, fair, and equitable manner that meets your needs.

Maintenance and Repair

Our **Price Proposal** presents an annual maintenance and repair budget. If the expenditures for maintenance and repair in any contract year are less than the budgeted amount, we will rebate the difference between the budgeted amount and the actual expenditures to the City. Likewise, the City will pay repair and replacement costs that exceed the annual budget. To control repair and replacement costs, we will use an individual limit of \$5,000 per repair or replacement item as defined in the RFP. Any expenditure estimated to be above \$5,000 will require City approval before the work begins.

CH2M HILL OMI's CMMS is specifically designed to properly maintain equipment as required by the manufacturer's recommendation. CH2M HILL OMI's time- or run-based proactive maintenance program realizes maximized life-cycle costs for all equipment. All new equipment will be entered into the CMMS prior to commissioning to maintain 100 percent operational warranty compliance on these significant capital investments.

Capital Improvements and Guarantees

CH2M HILL OMI will work actively with the City to determine and plan for needed capital improvements for the facilities. Within the first 90 days of operation, CH2M HILL OMI will submit to the City a list of suggested capital improvements for the wastewater facilities. We will note all safety and OSHA compliance-related items.

CH2M HILL OMI will update this list annually and work with the City to prioritize capital improvements that bring the most value to the operations.

For any improvements operated by CH2M HILL OMI for which the City authorizes design/build services by CH2M HILL, we will provide a wrap-around performance guarantee. This guarantee provides that the improvements will operate effectively or be redesigned and constructed at no cost to the City. The concept of DBO allows the City to expedite regulatory agency requirements, to implement upgrades or build new facilities quickly, and to maintain operational compliance. Performance guarantees are established and one company is then responsible for meeting City requirements from design to operation. Operational compliance responsibility resides with that one company.

For minor capital improvements, either necessary to meet regulatory compliance or to enhance efficiencies, CH2M HILL OMI can provide these services at competitive rates

taking advantage of our extensive skills and equipment located within the geographic area.

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DALLAS - OREGON

Proprietary Notice

The information, ideas, and material contained in this document are the property of CH2M HILL OMI and may not be distributed, copied, or disclosed, in whole or in part, for any reason without written consent of CH2M HILL OMI.



Price Proposal for
**Operation, Maintenance,
and Management of the
Dallas Wastewater System**

August 2007



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Price Proposal

CH2M HILL OMI is pleased to present this cost proposal to perform operations, maintenance, and management (OM&M) services at the City of Dallas (the City) wastewater treatment facilities. Our proposed annual cost is based on the scope of services defined in the Request for Proposals (RFP) and information provided by the City for contract services to begin October 1, 2007. We look forward to further discussion related to the scope of service and possible alternatives to the scope to provide the most cost-effective contract to meet the City's goals.

Price Proposal

CH2M HILL OMI is pleased to present a lump-sum, not to exceed, cost for operation of the Dallas facilities. The costs shown in **Exhibit 1** are provided in accordance with Section II-3, Cost Schedule in the request for RFP. All costs are derived directly from City-provided information, onsite visits, and due-diligence.

CH2M HILL OMI recognizes the importance you place on providing the highest level of service for customers while protecting capital investments and assets. We are fully capable and prepared to provide this enhanced level of service with our onsite personnel in conjunction with local and regional resources.

The following definitions will apply to the line items within each phase and associated cost:

- **Personnel Services**—Includes, but is not limited to, salaries, wages, overtime, pay differential, longevity, unemployment compensation, holiday pay, meal allowance, education assistance, hospital, medical, dental plans, life insurance, retirement contributions, sick leave, and other costs directly attributable to employees
- **Utilities**—Includes, but is not limited to, electricity, natural gas, water, and heating fuels
- **Chemicals**—Includes all chemicals
- **Equipment**—Includes, but is not limited to, office equipment, laboratory equipment, safety equipment, tools, communication equipment, maintenance equipment, vehicles, mechanical equipment, and manually-operated equipment

- **Materials and Supplies**—Includes, but is not limited to, gasoline and diesel fuel, vehicle supplies, vehicle accessories, office supplies, duplicating and photo supplies, medical supplies, chemicals, laboratory supplies, clothing and uniforms, and other materials and supplies
- **Outside Services**—Includes, but is not limited to, equipment rentals, temporary and/or part-time help, legal fees, registrations, telephone, courier service, dues, subscriptions postage and freight charges, advertising, printing and binding, insurance, and other professional services
- **Solid Waste and Biosolids Management**—Solid waste and biosolids removal and disposal
- **Maintenance and Repair**—Includes the total of all maintenance and repair expenditures including, but not limited to, repair parts, maintenance equipment, maintenance supplies, outside maintenance services, oil and grease, packing, ultraviolet lamps, and maintenance equipment rental; contractor onsite labor shall not be included
- **Other**—Includes amortization of contractor-furnished capital and startup costs and any and all expenses not identified in any other specific category (must be detailed separately and attached)

Cost Assumptions

Costs are based upon projected prices for chemicals, fuel, and utilities provided by suppliers. CH2M HILL OMI requests an opportunity make an adjustment if the project starts after October 1, 2007. CH2M HILL OMI will submit a monthly invoice to the City that shall be due and payable on the first of the month for each month that services are performed. Any special requests by the City that are outside the scope of service will be reviewed by the City and CH2M HILL OMI to determine an agreeable fee for the added scope. If such an agreement can not be met, then Appendix B.3.2 of the contract, which indicates a 20 percent fee will be followed.

Laboratory costs and activities associated with Schedule C and D of the National Pollutant Discharge Elimination System permit that are not performed annually are not included in the base fee. Costs for laboratory testing that does not occur annually will be considered as a direct pass-through cost to the City.

CH2M HILL OMI's annual fee for biosolids removal is not included in this bid because solids removal for the City's fiscal year has ended. In the event that biosolids are removed prior to June 30, 2008, those costs will be paid directly by the City. The total costs for solids removal in 2007 (plus any price increases) will be added to the annual fee prior to an adjustment on July 1, 2008.

Exhibit 1

Price Proposal for 9 Months of Operations (October 1, 2007, through June 30, 2008)

Category	Cost
Personnel Services	\$199,356
Utilities	\$82,500
Chemicals	\$3,677
Equipment	\$31,065
Materials/Supplies	\$25,108
Outside Services	\$8,915
Solid Waste and Biosolids Management	\$0
Maintenance and Repair*	\$18,750
Other (Management Fee and Insurances)	\$23,120
TOTAL	\$392,491

*City currently expends approximately \$580,000 annually for these purposes

Exhibit 2

Estimated Price Proposal for a 12-month Operation

Category	Cost
Personnel Services	\$265,807
Utilities	\$110,000
Chemicals	\$4,903
Equipment	\$41,420
Materials/Supplies	\$33,477
Outside Services	\$11,887
Solid Waste and Biosolids Management	\$30,964
Maintenance and Repair*	\$25,000
Other (Management Fee and Insurances)	\$30,826
TOTAL	\$554,284

*City currently expends approximately \$580,000 annually for these purposes.

Details of Price Proposal

Based on the City's current budget, entering into a partnership with CH2M HILL OMI will result in a direct annual savings of \$25,716. Over the life of the agreement, the City could realize a savings of \$70,719 over the next 2.75 years.

As requested, CH2M HILL OMI did not include the cost of biosolids removal because the service should be completed by October 1, 2007. If the weather permits and additional solids can be removed, these costs will be paid directly by the City. Once biosolids removal costs are established for 2007, CH2M HILL OMI will incorporate these costs plus any rate increases into the base fee prior to the next annual adjustment.



Future Price Adjustments

As requested, CH2M HILL OMI provided a base fee, 9-month cost for this project. Our general philosophy is to address proposed fee adjustments annually through face-to-face discussions, with CH2M HILL OMI demonstrating clearly why an adjustment may be necessary. CH2M HILL OMI will present these justifications during our annual negotiations, 90 days prior to the contract anniversary. Should the City and CH2M HILL OMI not agree, we will defer to a mutually acceptable fall-back escalation clause using a combination of Employment Cost Index, Consumer Price Index, and Producer Price Index that most accurately reflects true conditions based on the final scope of services.

Terms and Conditions

CH2M HILL OMI provided a draft OM&M contract for the City's wastewater treatment facilities in **Section 4, Draft O&M Contract**. We incorporated terms and provisions specified in the RFP into this draft.

This draft agreement is based on similar partnership agreements CH2M HILL OMI uses with many clients around the country. It represents a foundation for developing a mutually beneficial partnership. We look forward to working with the City to finalize this draft document into an effective partnership agreement.

MEMORANDUM

Date: August 31, 2007

To: Mayor Jim Fairchild and City Council Members

From: Roger Jordan, City Manager



Re: Levens Street Speed Hump/Table

A possible speed hump/table was originally included as part of the Levens Street Bridge replacement project. Unfortunately, at the time that we approved the project, we didn't discuss the traffic calming or pedestrian safety improvements. It has come to my attention that there are substantial concerns from the trucking industry about this. Therefore, unless the Council feels otherwise, we will withdraw this from the bridge project and postpone any discussion until after completion of the bridge and analysis of the need for traffic calming devices on Levens Street.

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

RJ:meh

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MEMORANDUM

Date: August 31, 2007

To: Mayor Fairchild and Public Works Committee Members

From: Roger Jordan, City Manager 

Re: Recommended Fee Implementation

Recommendation: Direct staff to draft a resolution adopting \$100 as the fee for an application to remove a structure from the historic inventory.

Background: We currently do not have a designated fee for an application to remove a structure from the historic inventory. The Development Code does have a process that an applicant would go through, but we have never adopted a fee. The staff is recommending a fee of \$100.

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

RJ:meh

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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 July 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
July 2007	1	3	0	1	0	2	0	1	1
YTD 2007	10	5	2	7	6	4	0	1	5
July 2006	2	0	0	0	0	0	0	0	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	336					
Site Visits	135	150	196	152	188	165	169					
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	July 2007	July 2006	2007 YTD Total	2006 Total Annual Summary	2007 Valuation through July	2006 Total Annual Valuation
New Single Family	5	3	45	135	9,714,574	\$ 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	8	5	31	57	822,701	1,179,230
Residential Accessory Bldg.	0	3	11	11	185,188	242,455
New Commercial	2	1	10	4	3,577,870	183,242
Commercial Remodel	6	5	16	32	412,385	1,560,685
New Industrial	0	0	0	0	0	0
Industrial Remodel	0	0	0	1	0	67,323
Public Bldg.	1	0	5	2	45,816	59,440
Mobile Home Accessory	0	0	0	1	0	9,136
Misc. / No Fee Permits	0	0	0	5	0	0
Total All Categories	22	17	119	254	15,031,326	\$ 39,384,817

DALLAS AQUATIC CENTER

City Manager Roger Jordan	Supervisor Tina Paul
Director Jerry Wyatt	

Monthly Report for July 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.

July Item	2007		2006		2005		2004	
	Units	Net Sales						
Admissions	9,210	\$ 27,135	5,976	\$ 25,369	8,361	\$ 25,223	7,879	\$ 25,552
Annual Memberships Passes	24	4,232	27	4,887	7	1,875	5	2,363
Annual Pass W Ex	4	1,721	0	0	0	0	0	0
Coupon Books (All types)	73	4,331	62	3,286	41	2,293	64	3,545
Water Aerobic Passes	31	1,702	30	1,444	33	1,420	40	1,949
Gift Certificates	0	0	6	100	3	30	6	120
Pro Shop	296	2,133	273	1,854	218	1,692	232	2,039
Concessions	4,684	4,503	4,034	3,787	3,877	3,616	4,238	3,704
Pass Redemption	1,017	0	908	0	838	0	883	0
Middle School	0	0	14	0	0	0	7	0
Special Events	10	32	0	18	0	0	0	77
Total Net Sales		\$ 45,789		\$ 40,745		\$ 36,149		\$ 39,349

Difference \$ 5,044

Fiscal Year Net Sales

	2007	2006	2005	2004	2003	2002
July	\$ 45,789	\$ 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
	2008	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	\$ 45,789	\$ 359,207	\$ 319,100	\$ 309,924	\$ 261,810	\$ 208,468

COUNCIL REPORT – JULY 2007

To: Mayor & City Council Members

From: Fire Chief Bill Hahn

DALLAS FIRE DEPARTMENT

City Incidents

2 – Structure
8 – Motor Vehicle Accidents
2 – Illegal Burns
2 – Vegetation
1 – Alarm Sounding
1 – Hazardous Material
2 – Mutual Aid
5 – Medical Assistance
4 – Smoke Investigation
1 – Other

Rural Incidents

11 – Medical Assistance
20 – Motor Vehicle Accidents
1 – Illegal Burn
5 – Vegetation
3 – Alarm Sounding
1 – Hazardous Material
2 – Mutual Aid

The Dallas Station responded to 28 City & 43 rural for a total of 71 incidents for the month, of these calls 33 were daytime, 14 evening and 24 weekend responses.

An average of 17 firefighters responded on each incident during the month.

Polk County sent a Strike Team to the Egley Complex Conflagration near Hines, Oregon. The Dallas Station sent one city engine, one rural engine and 7 firefighters. West Valley fire district and Polk Fire District #1 each sent one individual that responded with our units. Dennis Unger served as assistant strike team leader, which is a requirement needed to attain his strike team leader qualifications.

The fire department kicked off the Summerfest celebration with the annual water ball competition. The department won ribbons for their antique apparatus. Members of the department walked in the parade making contact with the parade spectators. The annual Extrication competition was held on Saturday before and finishing after the parade.

Rickreall Captain Lee Jenkins died on July 26, following a strong fight against cancer. Captain Jenkins had over 33 years of dedicated service with the rural district.

DALLAS EMERGENCY MEDICAL SERVICE

The total calls for July were 208 bring the total calls for the year to 1,334. This compares to 183 in June 2006 and a total of 1,153 for the same period last year.

One new paramedic has been hired bring our service to full staff. Our new hire is an experienced paramedic that worked for Mercy Care in Medford.

A meeting was held with the part-time medic staff. We are working with the City Manager on ways to improve the number of individuals wishing to work on weekends.

MEMORANDUM

To: Roger Jordan, City Manager
From: Donna Zehner, Library Director
Re: Monthly Report, July 2007
Date: August 8, 2007

The month of July found 923 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 July found the Children's Room bustling with energy and excitement as the Summer Sessions of both Infant/Toddler and Preschool Story times are in full bloom. Story time attendance brought in 249 young people. Summer Reading brought 885 interested and excited young people to these events. The Young Adult program brought an additional 17 attendees to a special event just for them. In all, 1,134 young people participated in events at the Library during July. 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. July statistics show a steady use of this user-friendly, multi-use database. A total of 107 searches were conducted this past month.

The Reference Desk remains active, with a total of 995 questions being answered this month. Working on a variety of projects, our volunteers donated a total of 147 hours during the month of July.

CIRCULATION STATISTICS

ADULT	July 2007	July 2006	Year to Date 2007
Non-Fiction	1571	1543	11,215
Fiction	2388	2406	17,419
New Books	2000	2469	15,436
Paperbacks	1040	789	6243
Periodicals	302	343	1958
Sound Recordings	131	178	1203
Books on Tape	264	491	2265
Books on CD	199		1045
Videotapes	484	502	3209
DVDs	296	258	2248
Media Bags	450	450	3192
CD-ROMS	4	2	34
ILL (in)	2	0	21
ILL (out)	3	0	29
NVL loans (in)	0	0	0
NVL loans (out)	1	0	6
Internet Workstations	923	922	6861
Equipment	22	32	274
Adult Total	10,081	10,385	72,658
CHILDREN'S			
Non-Fiction	590	494	4475
Fiction	2393	2319	14,648
New Books	55	253	734
Periodicals	65	64	492
Sound Recordings	43	57	323
Books on Tape	203	191	1215
Books on CD	34		121
Videotapes	414	341	2738
DVDs	172	84	1093
CD-ROMS	85	70	452
CD-ROMS (in house)	87	105	657
Children's Total	4141	3978	26,948
Remote Renewals	730	640	4847
Monthly Total	14,952	15,003	104,453

REGISTERED PATRONS – July 2007

City Residents	
Adult	6390
Child	1638
YA (12-17)	574
Total	8602
Non-Resident – Fee	
Adult	507
Child	97
YA (12-17)	45
Total Fee	649
Non-Resident –Restricted	
Adult	1551
Child	438
YA (12-17)	189
Kids Card	471
Total Restricted	2828
Non-Resident Total	3477
Total Registered Patrons	12,079

ADDITIONAL ACTIVITY

	July 2007	July 2006	Year to Date 2007
Non-Resident User Fees	\$ 570.00	\$ 680.00	\$ 5390.00
Fines Collected	\$ 1177.95	\$ 1159.49	\$ 8004.36
Photocopies	\$ 85.10	\$ 74.32	\$ 662.59
Reference Questions	995	1179	7484
Volunteer Hours	147	173.5	1318

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MEMORANDUM

DALLAS POLICE DEPARTMENT MONTH OF JULY '07

TO: ROGER JORDAN SEPT 4, 2007

FROM: CHIEF JIM HARPER

Some of the current trends and observations are:

- Lt. Stevenson attended a course on supervision of School Resource programs with the Dallas High School staff.
- The Officers have just completed a refresher course on Field Sobriety Testing. These procedures are constantly being updated.
- The park area near our side entrance is being landscaped by Public Works. We recently poured the new sidewalk. It is coming together nicely.

The following is a summary of traffic violations committed:

39 Speeding Violations
12 License Violation
14 Insurance Violations
20 Moving Violations
12 Other

Investigation by this Department

51	Animal Ordinance Offenses	Clear by Arr	16
01	Animal Neglect	Clear by Arr	01
03	Assaults	Clear by Arr	08
04	Burglaries	Clear by Arr	02
03	Child Neglect	Clear by Arr	03
18	Criminal Mischief	Clear by Arr	05

02	Curfew	Clear by Arr	02
11	Disorderly Conduct	Clear by Arr	11
12	DUII	Clear by Arr	12
01	Drug Offenses	Clear by Arr	03
06	Driving While Suspended	Clear by Arr	06
01	Elude Police Officer	Clear by Arr	01
01	Escape III	Clear by Arr	01
05	Fail Carry Present License	Clear by Arr	05
02	Fail Perform Duties of Driver	Clear by Arr	02
01	Fail Register Sex Offender	Clear by Arr	01
07	Fraud	Clear by Arr	00
04	Furnishing Alcohol Minor	Clear by Arr	04
04	Harassment	Clear by Arr	13
01	Intimidation	Clear by Arr	01
02	Menacing	Clear by Arr	02
19	Minor in Possession	Clear by Arr	19
01	Possession Destruction Device	Clear by Arr	01
01	Possession Stolen Vehicle	Clear by Arr	01
01	Refusal Breath Test	Clear by Arr	01
01	Resisting Arrest	Clear by Arr	01
02	Reckless Driving	Clear by Arr	02
04	Runaway	Clear by Arr	04
38	Thefts	Clear by Arr	09
04	Trespass	Clear by Arr	01
02	Unlawful Entry Motor Vehicle	Clear by Arr	02
03	Warrants	Clear by Arr	03

* * *

97	Assist Public
28	Assist Law
26	Suspicious Activity
21	Suspicious Vehicles
15	Suspicious Persons
21	Disturbances
18	911 Hangup
14	Welfare Checks
14	Assist Traffic
19	False Alarms
14	Civil Complaints
38	Noise Complaints
44	FIR (Field Investigation Report)
19	Accidents

Arrests by this Department

16	Animal Ordinance Offenses	
01	Animal Neglect	
03	Assaults	
02	Burglary	
05	Criminal Mischief	
03	Child Neglect	
02	Curfew	
12	Disorderly Conduct	
03	Drug Offenses	
12	DUII's	
06	Driving While Suspended	
01	Eluding Police	
05	Fail Carry Present License	
02	Fail Perform Duties Driver	
04	Furnishing Alcohol to Minor	
13	Harassment	
19	Minor In Possession	
02	Menacing	
01	Possession of Destruction Device	
01	Possession of Stolen Vehicle	
02	Reckless Driving	
01	Refusal Breath Test	
01	Resisting Arrest	
04	Runaway	
09	Thefts	
01	Trespass	
02	Unlawful Entry Motor Vehicle	
03	Warrants	
136	TOTAL ARRESTS	Arrests for JUL'06: 90

JUVENILES

Sixteen juveniles were referred to Juvenile Authorities for their actions.

CALLS FOR SERVICE:	1119 TOTAL
	269 Case Numbers
	850 Event Numbers

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

*** Reserve Hours 75

DALLAS POLICE DEPARTMENT
CODE ENFORCEMENT REPORT

July 2007 Code Officer Totten

Number Of Towed Vehicles	0
Number Of Citations Issued	25
Number Of Follow-Up Activities Completed	192

New Cases Started:

DCC # 5.584-Inoperable Vehicles (Private Property)	20
Dcc # 6.320-Vehicles Stored On Street/Park Strip	22
DCC # 6.505-Abandoned Vehicles	15
DCC # 5.582-Junk	1
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)	1
DCC # 6.125-Obstructing Streets Or Sidewalks	4
DCC # 5.588-Graffiti	3
DCC # 7.500- Garage Sale	1

HABITUAL PROBLEMS/OTHER ISSUES:

NARRATIVE:

Twenty-five 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 July 2007**

		<u>Water Division</u>			
		<u>2007</u>	<u>Unit</u>	<u>2006</u>	<u>Unit</u>
Total Discharge to Town		119.75	MG	129.5	MG
Total Water Raw		135.49	MG	147.7	MG
Peak Day	07/12/07	6.05	MG	07/23/06	6.30 MG
	07/16/07				
Daily Average-Raw		4.22	MGD	4.34	MGD
Daily Average-City		3.76	MGD	4.18	MGD
Backwash Water		2.18	MG	3.16	MG
Filter to Waste		0.186	MG	1.97	MG
Flushing		0	MG	0.25	MG
Discharge Water		0.10	MG	0.10	MG
Meter and Process Error	%	0	MG	%	9.45 MG
ASR (In)		2.11	MG		MG
Average High Temp		83.00	° F	84.1	° F
Average Low Temp		56.7	° F	55.4	° F
Total Precipitation		0.34	Inches	0.07	Inches

Mercer Dam and Watershed:

- Visual inspections were done on July 9, 14, 16, 17, 19, 23, 24, 28, 30, 31.
- Full walking inspections were done on July 6 and 26.
- Removed flashboards on July 30 and 31.
- Worked on log booms, putting cables around the logs to a new main cable.

<u>Date</u>	<u>Dam Level</u>	<u>Discharge Rate</u>	<u>Rickreall Creek</u>	<u>Canyon Creek</u>	<u>Applegate Creek</u>
07/01/07	lost overflow	8.02 CFS 5.1 MGD			0.33 CFS 0.217 MGD
07/02/07	64'+	8.02 CFS 5.1 MGD	6.68 CFS 4.32 MGD	1.01 CFS 0.65 MGD	0.41 CFS 0.265 MGD
07/06/07	63.8'	9.02 CFS 5.83 MGD	5.49 CFS 3.55 MGD	0.76 CFS 0.49 MGD	0.31 CFS 0.20 MGD
07/09/07	63.4'	10.07 CFS 6.5 MGD	5.12 CFS 3.31 MGD	0.69 CFS 0.44 MGD	0.25 CFS 0.16 MGD
07/14/07	62.6'	11.60 CFS 7.49 MGD	4.66 CFS 3.01 MGD	0.55 CFS 0.36 MGD	0.21 CFS 0.14 MGD
07/16/07	62.2'	11.15 CFS 7.2 MGD	4.43 CFS 2.86 MGD	0.55 CFS 0.36 MGD	0.21 CFS 0.14 MGD
07/17/07	62.0'	8.6 CFS 5.5 MGD	5.37 CFS 3.47 MGD	0.62 CFS 0.40 MGD	0.23 CFS 0.15 MGD
07/19/07	61.85'	7.0 CFS 4.5 MGD	5.74 CFS 3.71 MGD	0.80 CFS 0.51 MGD	0.29 CFS 0.18 MGD
07/23/07	61.9'	6.8 CFS 4.4 MGD	4.77 CFS 3.08 MGD	0.76 CFS 0.49 MGD	0.25 CFS 0.16 MGD
07/24/07	61.9'	8.6 CFS 5.5 MGD	4.77 CFS 3.08 MGD	0.76 CFS 0.49 MGD	0.25 CFS 0.16 MGD
07/26/07	61.6'	9.2 CFS 5.9 MGD	4.33 CFS 2.79 MGD	0.52 CFS 0.33 MGD	0.21 CFS 0.14 MGD
07/28/07	61.35'	9.2 CFS 5.9 MGD	4.89 CFS 3.16 MGD	0.51 CFS 0.32 MGD	0.16 CFS 0.10 MGD

07/30/07	61.0'	9.4 CFS 6.1 MGD	3.61 CFS 2.33 MGD	0.49 CFS 0.31 MGD	0.17 CFS 0.11 MGD
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Intake Pump Station:

- Reporting okay.
- DC Electric and CH2M Hill are working on the PLC.
- Pushed plug out of raw line on July 13.

Water Treatment Plant:

- Reporting okay.
- Changing over from old PLC to new PLC most of the month.
- Experienced plant upset July 13-15 because of pushed out plug.

Reservoirs: Reporting okay

New Services: Four new 3/4" services were installed at: 1063 SW Linden Ln; 754 SE Stoneridge Ln; 786 SE Hawthorne Ave; 1314 SE Heather Ct.

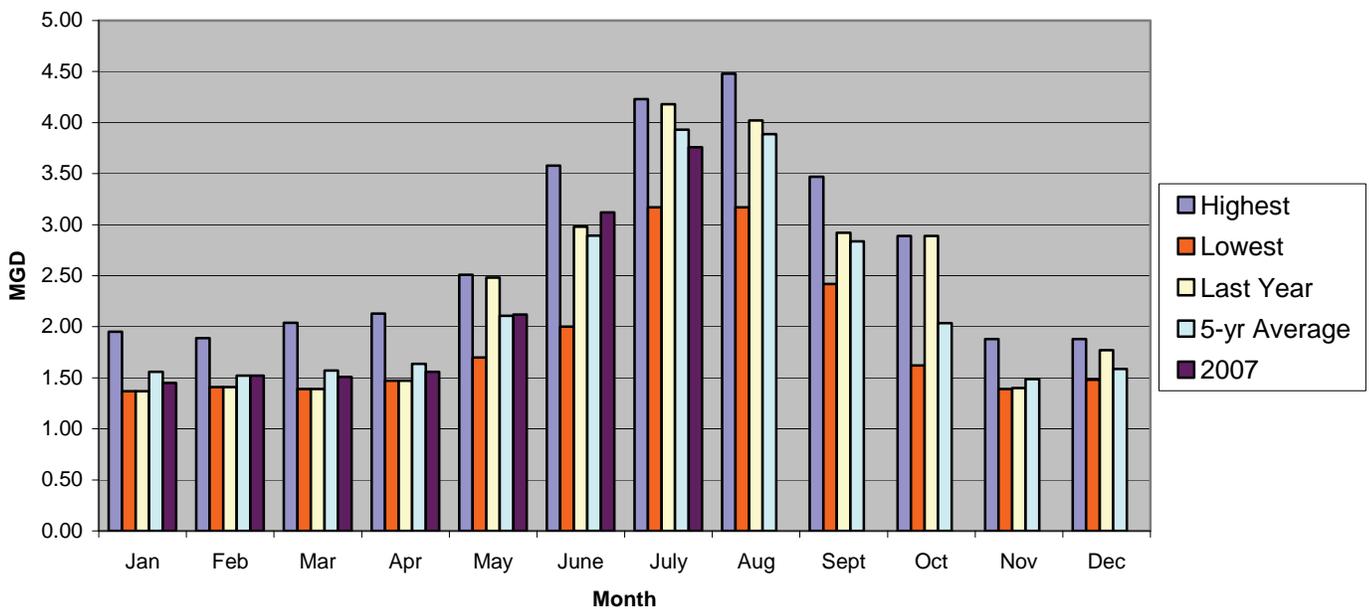
Repairs Leaks at:

- 2" line at 517 Main St. New pre-line pushed inside a 3" PVC line bored by Bulls Eye Directional Boring.
- 1" Copper at 703 Little John Ln – put in 4' of new 1" copper.
- Leaky valve at Clay and Main St – tightened packing.
- Leak at 2030 Magnolia – contractor did a poor job of cutting copper.

Worked on:

- Reading meters
- Repairing leaks
- Valve card updates
- Hydrant cards for new subdivisions
- Three taps for new services

Average Daily Treated Water Production



Wastewater Division
Effluent Flow

	<u>2007</u>	<u>Units</u>		<u>2006</u>	<u>Units</u>	
Monthly Total Flow	44.28	MG		49.10	MG	
Peak Day Flow	07/22/07	1.59	MG	07/24/06	1.74	MG
Daily Average Flow	1.43	MG		1.58	MG	

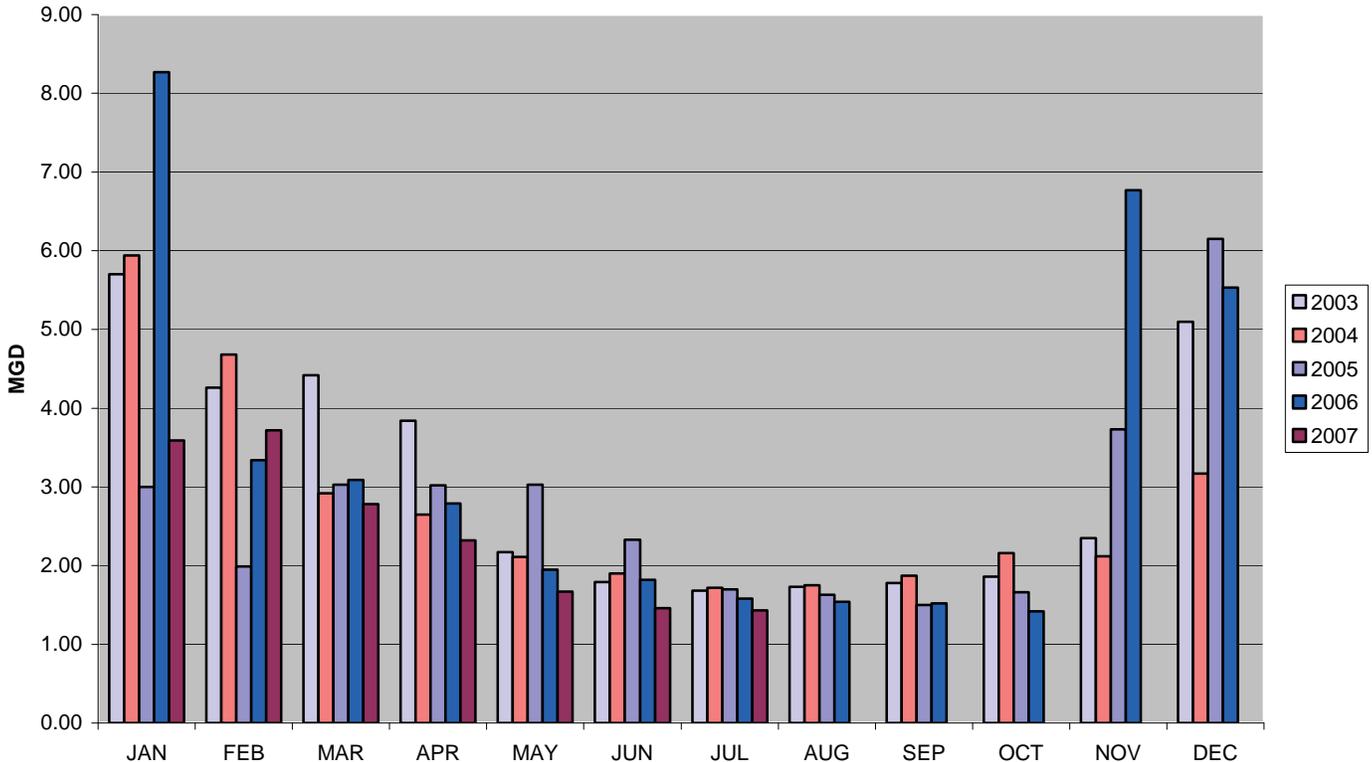
Plant Maintenance:

- Ordered hypochlorite for plant water system
- Ordered and received 3 oxidation ditch bearings
- Replaced mechanical seal on Aerator #1
- East Humus pond emptied; lab tests revealed solids at 65%
- Pressure washed Secondary #1
- Operation specialist arrived at plant to assess plant process

Plant Performance:

Plant process experienced hot weather in July. Solids wasting adjustments were made according to the increase in water temperature. The plant was performing exceptionally well toward the end of July with low solids and ammonia released in the plant effluent. The hot weather hastened drying the solids in the humus ponds. The solids in one pond were completely removed.

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 Painting	355
Street Sweeping	197
Lift Station Maintenance	43
Utility Locates	30
Sewer Maintenance & Repair	27
Tree Trimming	20
Building and Grounds Maintenance	9
Signs	6
Storm Maintenance & Repair	6
Paving	3
Job #3360 – Maple Street Sewer	209
Job #4206 – Water Main on Main St	24
Job # 2236 – Various Overlays	14
Mowing	14
WTP	6
WWTF	4
Job #5193 – River Gleann	3

Parks Division

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

- Cleaned leaves from shrub bed
- Cleaned and filled Japanese pond
- Repaired damage caused by vandalism
- Washed outside of park buildings
- Performed regular mowing of all parks
- Weeded shrub beds and landscape areas
- Performed monthly safety check of playground equipment on July 27, 2007
- Removed leaves from trails
- Picked up fallen limbs
- Performed equipment service check/repairs
- Removed old bark dust and rebarked trees in core area
- Repaired irrigation in east side of Japanese Garden
- Watered street treed along Ellendale and Miller Avenues
- Hooked up and activated irrigation in wetlands off Academy & Hawthorne
- Started dirt work on Police Station landscape project
- Replaced 2 sinks and 1 toilet damaged due to vandalism
- Moved tables to breakfast area for Rotary Club's Breakfast in the Park
- Purchased new Husqvarna push mower
- Cleaned up park from Summerfest activities
- Sprayed fence rows in parks with weed killer

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. As-builts under review.
- Polk Station PUD: Construction underway.
- Paisley Addition: Plans approved. Project on hold.
- Cynthian Oaks, Phase 2: Working on after-paving checklist.
- Ellendale Estates: Plat recorded. Trees to be installed in the fall.

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 approved.
- Les Schwab Remodel/Addition: Plans reviewed and sent back to engineer.

Programs / Projects:

- Fir Villa Street Improvements: Project out to bid.
- Phase II/ Monitoring: Plan submitted to DEQ for R/C; received preliminary approval.
- Raw Water Line Project: Under construction.
- Levens Street Bridge Replacement: Bridge demolished and piles driven.
- 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.
- Clay Street Storm Sewer: Under design

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 completed.
- 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 project
- SE Fir Villa Road storm and street improvements project
- LaCreole/Academy storm project

Shop Services

- Ongoing maintenance on vehicles, machinery & construction equipment

Shop services hours were divided into the following areas:

City Hall (Generator)	9.00 hrs.
EMS	14.50 hrs.
Fire	31.00 hrs.
Parks	3.00 hrs.
Police	27.00 hrs.
Public Works	172.00 hrs.
Rural Fire	33.00 hr.
Wastewater Treatment Facility	17.00 hrs.
Water Treatment Plant/Intake	24.50 hrs.

Support Services

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