

RESOLUTION NO. 18-020

**A RESOLUTION UPDATING A LIMITED ENGLISH PROFICIENCY
PLAN FOR THE CITY OF THE DALLES TO COMPLY WITH
REQUIREMENTS FOR FEDERAL FUNDING**

WHEREAS, the City of The Dalles has applied for financial assistance through the Community Development Block Grant Program administered by the United States Department of Housing and Urban Development, and received a grant for the Mid-Columbia Housing Repair Program; and

WHEREAS, City staff has been advised by representatives of this federal agency that the City needs to develop a Limited English Proficiency (LEP) Plan in order to comply with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000(d), et. seq., and other federal laws and regulations; and

WHEREAS, the City Council adopted Resolution No. 14-010 on April 28, 2014, adopting the LEP Plan; and

WHEREAS, City staff has prepared an update to the adopted LEP Plan for the City of The Dalles; and

WHEREAS, the updated LEP Plan developed by City staff has been reviewed and approved by representatives from the Infrastructure Finance Authority of the State Business Oregon Department, which agency is responsible for monitoring financial assistance provided for the Mid-Columbia Housing Repair Program which receives funding under the Community Block Grant Development Program, which in turn receives funding from the United States Department of Housing and Urban Development; and

WHEREAS, the City Council has determined that adoption of an updated LEP Plan developed by City staff is in the best interests of the welfare of the citizens of The Dalles;

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF THE DALLES
RESOLVES AS FOLLOWS:**

Section 1. Policy Adopted. The Limited English Proficiency (LEP) Plan, a copy of which is attached hereto and incorporated herein by this reference, is hereby approved and adopted to ensure compliance with Federal law.



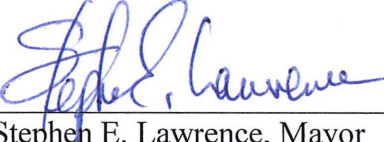
Section 2. Effective Date. This Resolution shall be effective as of June 11, 2018.

PASSED AND ADOPTED THIS 11th DAY OF JUNE, 2018

Voting Yes, Councilors: Brown, Elliott, Miller, McElathlin, Long-Curtiss
Voting No, Councilors: —
Absent, Councilors: —
Abstaining, Councilors: —


AND APPROVED BY THE MAYOR THIS 11th DAY OF JUNE, 2018

SIGNED:



Stephen E. Lawrence, Mayor

ATTEST:



Izetta Grossman, City Clerk

CITY OF THE DALLES LIMITED ENGLISH PROFICIENCY (LEP) PLAN

Adopted April 28, 2014
City Council Resolution No. 14-010

Updated June 11, 2018
City Council Resolution No. 18-020

CONTACT INFORMATION

Julie Krueger
City Manager
jkrueger@ci.the-dalles.or.us

City of The Dalles
City Hall
313 Court Street
The Dalles, OR 97058
Phone: (541) 296-5481 ♦ Fax: (541) 296-6906
Website address: www.ci.the-dalles.or.us

This document addresses the needs of the citizens of the
City of The Dalles with Limited English Proficiency

CITY OF THE DALLES OREGON LIMITED ENGLISH PROFICIENCY PLAN

INTRODUCTION

The City of The Dalles, Oregon is situated in Wasco County, Oregon with an approximate population of 15,646, as of July 1, 2017. The City encompasses a multitude of services, including the Mayor and City Council, City Manager, City Attorney, Planning, Finance, Police, Public Works, and a Library which is jointly operated with Wasco County.

The population of The Dalles is predominantly English speaking, with the largest minority language being Spanish. English is the primary language of approximately 84.7% of the population, with 12.9% speaking Spanish as their primary language. Limited English proficiency within the Spanish population represents approximately 41% of The Dalles' population over the age of five.

The City of The Dalles (City) undertakes to ensure that persons with Limited English Proficiency (LEP) shall not be discriminated against nor denied meaningful access to, and participation in, the programs and services provided by the City. In order to ensure meaningful access and participation for LEP persons, the City takes reasonable steps to see that language services are provided according to the provisions of the City's LEP Plan as described below.

The LEP Plan applies to all City administered programs, services and facilities, regardless of whether they receive Federal financial support or not. However, the LEP Plan does not apply to the operation or administration of any properties or projects wherein the City is not the primary owner (i.e., the City is a funding agency and not the entity with primary control over said property) and the primary owner qualifies as the recipient or sub-recipient of federal financial assistance.

It is the intent of the City, in providing language services to LEP persons, to achieve a balance that ensures meaningful access to programs and services while not incurring undue burdens on City resources.

The City Manager's office is the central coordinator for the LEP Plan and language services. The office provides oversight for implementation of the LEP Plan, coordinates and facilitates delivery of LEP language services, ensures that staff is informed on LEP services and procedures and directs the monitoring and assessment of the LEP Plan's effectiveness.

DEFINITIONS

Limited English Proficiency person. Any person who does not speak English as their primary language and who has a limited ability to speak. Such person or persons shall be entitled to language assistance at no cost to themselves with respect to a *particular type of service, benefit, or encounter.*

Vital document. Any document that contains information that is critical for obtaining or maintaining the services or benefits that are supported by Federal funds, or that are required by law. Such documents may include but are not limited to applications, consent forms, notices of participant rights and responsibilities, disciplinary notices, letters or notices that require a response from the participant or beneficiary, legal notices, and notices advising LEP persons of the availability of free language services.

Interpretation. The act of listening to spoken words in one language (the source) and orally translating it into another language (the target).

Translation. The replacement of a written text from one language into an equivalent written text in another language. NOTE: Some LEP persons cannot read in their own language and back up oral interpretation services may be needed for written documents.

Four-Factor Assessment. This is an assessment tool used by the City, as a recipient of federal funding, to determine the extent of its obligation to provide LEP services. These Four-Factors are: (1) the nature and importance of the program, activity, or service provided by the City of The Dalles; (2) the number or proportion of LEP persons eligible to be served or likely to be encountered by the program or grantee; (3) the frequency with which LEP persons come into contact with the program; and (4) the resources available to the recipient of the Federal funds to assure meaningful access to services by LEP persons.

WHO IS COVERED

Title VI of the Civil Rights Act of 1964, 42 U.S.C 2000(d), et. seq., and its implementing regulations provide that no person shall be subjected to discrimination on the basis of race, color, or national origin under any program or activity that receives Federal financial assistance.

Under regulations implementing Title VI of 1964, 42 U.S.C 2000(d), et. seq., (title VI), recipients of federal financial assistance have a responsibility to ensure meaningful access to their programs and activities by persons with LEP. The purpose of the LEP is to ensure that the City, as a recipient of Federal Funding, is complying with its Title VI responsibilities and that access to its programs or activities, normally provided in English, are accessible to LEP persons.

In order to avoid discrimination against LEP persons on grounds of national origin, the City has taken adequate steps to ensure that LEP persons receive the language assistance necessary to afford them meaningful access to the programs, services, and information the City provides, free of charge.

Pursuant to Executive Order 13166, the meaningful access requirement of the Title VI regulations and the Four-Factor analysis set forth in the LEP Guidance of the Federal Register (FR-4878-N-01) are to apply to programs and activities receiving federal assistance. Federal financial assistance includes grants, training, use of equipment, donations of surplus property, and other assistance.

Federally assisted recipients are required to make reasonable efforts to provide language assistance to ensure meaningful access for LEP persons to the recipient's programs and activities. To do this, the City has (1) conducted the Four-Factor assessment; (2) developed a language access plan (LAP); and (3) provided access to appropriate language assistance.

Coverage under Title VI and Executive Order 13166 extends to all of the City's programs or activities (i.e., to all parts of the City's operations). This is true, even if only one part of the City received the Federal assistance.

As the City encompasses a variety of services, application of the Four-Factor analysis varies depending upon the specific service.

FOUR-FACTOR ASSESSMENT

- 1. The nature and importance of the program, activity, or service provided by the City of The Dalles.**

The City recognizes that, within the range of programs and services it provides, some programs and services, such as those that directly impact the well-being of the local population, are of higher priority than others. While it is the City's intent to provide meaningful access to all participants and eligible persons, the availability of resources may limit the provision of language services in some instances.

Activities such as outreach, intake forms, legal actions, life and safety notices, and the like, have a high priority. Information about and an understanding of these activities should be effectively communicated.

The Police Department's interaction with LEP persons is also primarily with Spanish speakers. The department has a Spanish-speaking administrative staff person, who helps facilitate these communications. A Spanish-speaking officer who will assist the administrative staff person with translation services, as well as provide translation services during criminal investigations, has recently been hired by the department. Telephone translation services are also available. The Police provide an essential service and therefore accommodations for LEP persons are imperative in order to serve the public. For other services, the City provides on-call translation services.

In the coming months, the City – in partnership with Columbia Cascade Housing – will initiate a home repair program known as the Mid-Columbia Home Repair Program. By providing LEP persons with resources to access this experience, the City will reach a wider audience. However, this experience is not essential to the City's functioning or to the just treatment of its citizens, such as the Municipal Court and Police Services outlined below. For this reason, the extent and cost of accommodations for LEP persons should be proportionate.

2. The number or proportion of LEP persons eligible to be served or likely to be encountered by the program or grantee.

Data was gathered from the following sources to identify information on persons who speak languages other than English at home and who speak English "not well" or "not at all", which classifies them as Limited English Proficient (LEP):

- a. 2010 Census Data
- b. American Community Survey and Fact Finder Surveys
- c. City departments that serve/interact with LEP persons
- d. Local community college ESOL program

A review of the data on LEP persons in The Dalles revealed that the highest percentage of people that spoke a language other than English at home were Spanish speakers. The Spanish speaking population was 12.9% of the total population (please see Attachment A). The percentage of LEP individuals (spoke English "not well" or "not at all") was 6.3% of the total population and 41% of the Spanish speaking population.

3. The frequency with which LEP individuals come into contact with the service.

In its daily operations, the City has three departments that most commonly interact with and serve persons with limited English proficiency:

- a. The Municipal Court. When the Court interacts with LEP persons, primarily Spanish speaking persons, it provides translation services through either local professional translators (two providers) or telephone translation service companies (two-four providers). These providers all bill the City on a time-used basis, which can be costly.

However, this service is vital to ensuring citizens just access and treatment in the Court, validating the cost.

- b. The Police Department. This department's interaction with LEP persons is also primarily with Spanish speakers. The department has a Spanish speaking administrative staff person, who helps facilitate these communications. A Spanish-speaking officer who will assist the administrative staff person with translation services, as well provide translation services during criminal investigations, has recently been hired by the department. Telephone translation services are also available. Like the Court, the Police provide an essential service and therefore accommodations for LEP persons are imperative in order to serve the public.
- c. The Library (a joint City-County facility). The Library provides many services to the community in general as well as to LEP persons in particular. Frequency of visits by LEP persons is about 2-3 times per week on average and most are Spanish speakers. The Library has a staff person, with limited Spanish abilities, who assists these persons with Library related inquiries. Additionally, the Library circulates about 2,000 English as a Second Language print materials each year. Information was also gathered from the local community college in The Dalles. Columbia Gorge Community College has an on-site ESOL (English for Speakers of Other Languages) Program. Each year, they enroll approximately 75-100 students, the vast majority of whom are native Spanish speakers.

4. The resources available to the recipient of the Federal funds to assure meaningful access to the service by LEP persons.

The City's existing resources to service LEP persons are limited to those functions (Municipal Court and Police in particular) that are necessary to ensure just treatment of its citizens, including those whose native language is not English. For the Home Repair Program, the City anticipates less need for LEP services and plans to adjust LEP service delivery accordingly. The City, together with program partner Columbia Cascade Housing Corporation, will provide the following LEP services for both the "pre-implementation" stage and "operating" stage of the program:

- a. Brochures on site available in both English and Spanish.
- b. Information available in Spanish on the Mid-Columbia Housing Resource Center website.
- c. Bilingual English/Spanish staff at Columbia Cascade Housing Corporation.

Every three years, the City of The Dalles will conduct informal research (internally and with other community organizations that serve LEP persons) to determine the continued appropriateness of LEP services provided by the Home Repair Program. The City will use the Four-Factor Analysis as a guide for this research in order to assure financial feasibility and non-discriminatory service to LEP persons.

CITY OF THE DALLES LIMITED ENGLISH PROFICIENCY (LEP) PLAN

The City provides language services to LEP persons by a variety of methods based upon the relative numbers of such persons and the frequency of contacts or anticipated contacts. Reasonable steps are taken to accomplish this. Specifically, this LEP Plan outlines the City's approach to working with persons needing language assistance:

1. Identification of LEP Individuals who Need Language Assistance Activities include:

- A. Posting of notices in the lobby of the City Hall and in separate lobbies of other City facilities accessible by the public. These posted notices will be in commonly encountered languages and will encourage LEP person needing language assistance to self-identify.
- B. "Language Identification" cards (<http://www.lep.gov/resources/ISpeakCards2004.pdf>) will be available in the languages identified in the City's area of operations. The cards will also be used by staff on a day-to-day basis to determine and document the need for particular language services during routine activities and encounters.
- C. Notification to applicants for assistance, licensing, or permits that language services will be provided at no cost.
- D. Periodic reviews with staff to determine if the needs of residents with limited English continue to be met.

2. Provision of Language Assistance Measures Procedures and activities for the provision language assistance include:

A. Types of Language Services Available

1) Written Translation Measures

- Postings in conspicuous places in City Hall, Police Department Main Lobby, and any other City facility accessed by the public informing applicants or members of the general public that translation services are available at no charge to the individual who is seeking services or information regarding such services.
- The City has a list of interpreters and translators for staff to use when language services are required for LEP persons.

2) Oral Translation Measures

- For the Police Department, the City shall strive to ensure that at a minimum, at least one bilingual-Spanish staff person is available during normal business hours. In the event this staff person is not available, the City shall either arrange for another qualified translator to be available, or to use a friend or family member of the LEP person if appropriate, or contract with the telephone interpretive service.
- For City Hall and other public facilities, the City shall use the services of the bilingual Spanish staff person if available, and if they are not available, the City shall either arrange for another qualified translator to be available, or to use a friend or family member of the LEP person if appropriate, or contract with the telephone interpretive service.

3) Additional Measures to be Considered and Used Based on an Assessment of Need

- The following list outlines potential future measures that could be undertaken, should the level of need for LEP services increase from the current assessment.
- Use of and/or hiring bilingual staff to handle the majority of the verbal and written translation duties for the City. (Essential in the daily operations.) At the time of adoption of this LEP plan, one bilingual staff member is available during normal working hours.
- Centralizing language services and/or sharing language services with other Cities if/when available. (If needed to minimize costs.)

- Use of telephone (or video conferencing) interpreter services. (If prompt delivery of interpretation services is required.)
- Use of community volunteers (either individuals or community service agencies that provide services to one or more language groups). (When language service needs are more informal.)
- Pooling resources and/or standardization of documents and forms. (If needed to minimize costs.)
- Use of family members or friends. (When language service needs are more informal.)

B. Connecting Staff to Available Language Services Available

The City strives to ensure that at a minimum, at least one bilingual-Spanish speaking staff person is present during normal business hours, and shall provide interpretation in other languages when arranged for in advance.

C. Telephone System Protocols

If City staff cannot understand a LEP caller, and a translator is not immediately available, the caller's phone number is taken, and a bilingual interpreter/translator calls the individual back.

D. Responding to Written Communications from LEP Persons

The City uses a bilingual interpreter/translator to read and respond in the LEP's language in written communications.

E. Responding to In-Person Contact with LEP Persons

Should staff be unable to communicate with a LEP person, the City's bilingual interpreter/translator is contacted, and communications are either continued in-person or over the phone. Should the interpreter/translator be unavailable, contact information for the individual will be recorded, including nature of the inquiry, and an interpreter/translator will re-contact the person.

F. Ensuring the Competency of Interpreter and Translator Services

The City makes every reasonable effort to assure that the language services it provides to LEP persons are of the highest quality and that the competency of interpreters and translators is appropriate to the situation. This applies to both the use of internal bilingual employees and contracted interpreters and translators.

- 1) Interpreters (outside the use of internal bilingual employees). Oral interpretation of encounters, interviews, meetings and the like require a certain level of competency and professionalism on the part of the interpreter. These characteristics do not necessarily exist in a person who is simply bilingual. Likewise, formal certification while helpful may not always be required. Often the importance of the encounter or the consequences will direct the level of professionalism needed. When using an interpreter, the City uses the following general criteria to ensure effective communications with LEP persons:
 - a. Demonstrated proficiency in and ability to communicate information accurately in both English and in the other language and able to identify and employ the appropriate mode of interpreting (consecutive, simultaneous, summarization, or sight translation).

- b. Knowledge in both languages of any specialized terms or concepts particular to the City programs or services and of any particularized vocabulary and phraseology used by the LEP person, or the ability to explain either in English or the necessary language, the specialized term(s), concept(s), particularized vocabulary or phraseology.
 - c. Understanding of and ability to follow confidentiality and impartiality rules to the same extent that the City employee for whom they are interpreting or to the extent that their position requires or both.
 - d. Understanding of and adherence to their role as interpreter without deviating into a role as counselor, legal advisor, or other role.
 - e. Awareness of regionalisms (dialects) used by the LEP persons for whom they are interpreting.
- 2) Translators (outside the use of internal bilingual employees). When selecting translators, the list of criteria applied to determine competency and professionalism for interpreters above shall be applied to the extent that those criteria are appropriate. If a staff member who speaks the necessary language is not available, the City shall obtain translation and interpretation services from a certified translation/interpretation service.

3. Staff Training to Be Provided

The City reviews its LEP Plan with staff. The frequency of staff encounters with LEP persons determines the level of review. All employees who are likely to have contact with LEP persons are informed of the City's LEP Plan, and on how to work effectively with in-person and telephone interpreters, and to understand the dynamics of interpretation among LEP providers and interpreters.

Staff having the greatest contact is the first to be trained to effectively implement the LEP Plan. Those staff having the least amount of contact with LEP persons, at a minimum, is trained to be fully aware of the Plan so that they may reinforce its importance and ensure implementation by other staff.

LEP training is part of the orientation for all new employees who work with LEP persons. On-going employees receive an orientation on the LEP Plan.

4. Provision of Notice to LEP Persons

The City provides appropriate notice to LEP persons and language groups of the availability of free language services that ensure meaningful access to programs and services provided by the City. Notices in those appropriate languages informing LEP persons and groups shall be posted in common areas, offices, and anywhere that applications are taken. These notices shall explain how to receive language services.

5. LEP Plan Monitoring and Updating

The City monitors implementation of the LEP Plan on an ongoing basis, making revisions to policies and procedures as may be required periodically. The City also reviews (not less than annually) the overall effectiveness of its LEP Plan. This review considers information from the following sources and criteria as well as other factors as may be appropriate:

- A. Changes in demographics including new language groups and changes in the proportion of existing language groups, types of services, and other needs.

- B. Frequency of encounters with LEP persons. Whether existing language services are meeting needs of LEP persons.
- C. Whether existing language services are meeting needs of LEP persons.
- D. Availability of new resources including technology.
- E. Whether identified sources for assistance are still available and viable.
- F. How well staff understand and have implemented the LEP Plan.
- G. Feedback from the community at large and from minority language groups and persons.

Based upon findings of the periodic review, the City shall revise the LEP Plan to ensure its effectiveness in meeting the access and participation needs of LEP groups and persons.

6. Complaint Procedures and EO Monitoring

The City of The Dalles has a standard process for investigating all complaints. Members of the public may file a signed, written complaint up to one hundred and eighty (180) days from the date of alleged discrimination. Full procedures for filing a complaint, the City's procedures for investigating complaints, and the City's standard complaint form (in both English and Spanish) can be found as **Attachment B**. At a minimum, the complaint should include the following information:

- Name, mailing address, and how to contact complainant (i.e., telephone number, email address, etc.)
- How, when, where and why complainant alleges s/he was discriminated against. Include the location, names and contact information of any witnesses.
- Other significant information.

The complaint may be filed in writing at the following address:

City of The Dalles
City Attorney
313 Court Street
The Dalles, OR 97058
By Phone: 541 296-5481, extension 1122

Attachment A - Language Spoken at Home

Subject	City of The Dalles, Oregon					
	Total	Percent	Percent of specified language speakers	Percent of specified language speakers	Percent of specified language speakers	Percent of specified language speakers
			Speak English only or speak English "very well"	Percent speak English only or speak English "very well"	Speak English less than "very well"	Percent speak English less than "very well"
	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate
Population 5 years and over	14,162	(X)	13,295	93.7%	887	6.3%
Speak only English	12,017	84.7%	(X)	(X)	(X)	(X)
Speak a language other than English	2,165	15.3%	1.27%	59.0%	887	41.0%
SPEAK A LANGUAGE OTHER THAN ENGLISH						
Spanish	1,835	12.9%	1,084	59.1%	751	40.9%

Source: U.S. Census Bureau, 2012-2016 American Community Survey 5-year Estimates

Attachment B

Limited English Proficiency (LEP) Complaint Procedure

1. Any person with Limited English Proficiency (LEP) who believes that he or she has been denied meaningful access to any of the City's programs or activities may file a complaint with the City of The Dalles. A complaint may also be filed by a representative on behalf of such a person. All complaints will be referred to the City Attorney for review and action.
2. In order to have the complaint considered under this procedure, the complainant must file the complaint no later than 180 days after:
The date of alleged act of denial of or interference with access to City programs or activities;
or
 - a) Where there has been a continuing course of conduct, the date on which that conduct was discontinued.
 - b) In either case, the City of The Dalles may extend the time for filing or waive the time limit in the interest of justice, as long the City specifies in writing the reason for so doing.
3. Complaints shall be in writing and shall be signed by the complainant and/or the complainant's representative. Complaints shall set forth as fully as possible the facts and circumstances surrounding the alleged denial of or interference with access to City programs or activities. In the event that a person makes a verbal complaint of denial of or interference with access to City programs or activities to an officer or employee of the City, the person shall be interviewed by the City Attorney. If necessary, the City Attorney will assist the person in reducing the complaint to writing and submit the written version of the complaint to the person for signature. The complaint shall then be handled according to the City's investigative procedures.
4. Within 10 days, the City Attorney will acknowledge receipt of the allegations, and inform the complainant of action taken or proposed action to process the allegation.
5. Within 60 days, the City Attorney will conduct an investigation of the allegation and based on the information obtained, will render a recommendation for action in a report of findings to the City Manager. The complaint should be resolved by informal means whenever possible. Such informal attempts and their results will be summarized in the report of findings.
6. Within 90 days of receipt of the complaint, the City Manager will notify the complainant in writing of the final decision reached, including the proposed disposition of the matter.

(This page intentionally left blank.)



CITY of THE DALLES

313 COURT STREET
THE DALLES, OREGON 97058
(541) 296-5481

Complaint Form—English

Name _____

Address _____

City _____ State _____ Zip Code _____

Home Phone # _____

Work Phone # _____

In what way were you discriminated against? Please mark:

- Race
- National Origin
- Color
- Other

Date of Alleged Incident _____

Please explain as clearly as possible what happened and how you were discriminated against. Indicate who was involved. Be sure to include the names and contact information of any witnesses.

Have you filed this complaint with any other federal, state, or local agency or with any federal or state court?

- Yes
- No

** please turn page over *

If yes, please mark all that apply

- Federal agency
- Federal court
- State agency
- State court
- Local agency

Please provide information about a contact person at the agency/court where the complaint was filed.

Name _____

Address _____

City _____ State _____ Zip Code _____

Phone # _____

Please sign below. You may attach any written materials or other information that you think is relevant to your complaint.

Signature _____

Date _____

Please return this form to:

City of The Dalles
City Attorney
313 Court Street
The Dalles, OR 97058



CITY of THE DALLES

313 COURT STREET
THE DALLES, OREGON 97058
(541) 296-5481

Forma de Queja

Nombre _____

Domicilio _____

Ciudad _____ Estado _____ Código Postal _____

Numero de Teléfono de Casa # _____

Numero de Teléfono del Trabajo # _____

En qué forma fue usted discriminado? Por favor marque:

- Raza
- Origen Nacional
- Color
- Otro

Fecha del presunto incidente _____

Por favor explique claramente que fue lo que ocurrió y como fue usted discriminado/a. Indique quien fue involucrado. Asegúrese de incluir los nombres y la información de contacto de cualquier testigo.

A usted puesto una queja con cualquier otra agencia ya sea federal, estatal o local o en una corte federal o estatal?

- Si
- No

** vuelta a la pagina **

Si es que si, favor de checar los que apliquen

- Agencia Federal
- Tribunal Federal
- Agencia Estatal
- Tribunal Estatal
- Agencia local

Favor de proveer la información de contacto de la persona en la agencia/tribunal en donde fue archivada la queja.

Nombre _____

Domicilio _____

Ciudad _____ Estado _____ Código Postal _____

De Teléfono _____

Favor de firmar abajo. Usted puede adjuntar materiales escritas o cualquier otra información que crea usted revelen te a su queja.

Firma _____

Fecha _____

Favor de regresar esta forma a:

City of The Dalles
City Attorney
313 Court Street
The Dalles, OR 97058