



Dallas City Council Agenda

Kenneth L. Woods, Jr., Presiding

Monday, December 9, 2024

7:00 PM

Dallas City Hall, 187 SE Court St. Dallas, OR 97338

All persons addressing the Council will please use the table at the front of the Council. All testimony is electronically streamed and recorded via the City of Dallas YouTube Channel:

<https://www.dallasor.gov/community/page/dallasyoutube>

| AGENDA ITEM | RECOMMENDED ACTION |
|---|--------------------|
| 1. ROLL CALL, PLEDGE OF ALLEGIANCE | |
| 2. INTRODUCTIONS, RECOGNITIONS, PROCLAMATIONS | |
| 3. PUBLIC HEARING a) Development Code Updates addressing requirements in Senate Bill 1537 – #LA-24-01 p.4 | MOTION |
| 4. PUBLIC COMMENT (SEE PAGE 3 FOR MORE INFORMATION) <i>This time is provided for citizens to comment on municipal issues and any agenda items other than public hearings.</i> <u>To submit public comment by live telephone, please call:</u> +1 253 215 8782 MEETING ID: 213 855 0622 *We encourage you to be logged into the public comment queue by 7:00pm* | |
| 5. CONSENT AGENDA <i>The following items are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member so requests, in which case the item will be removed from the Consent Agenda and considered separately.</i> a) October 2024 Financial Report p.21 b) Approve the November 18, 2024 Work Session Meeting Minutes p.43 c) Approve the November 18, 2024 City Council Meeting Minutes p.44 d) Cancellation of the December 16, 2024 City Council Meeting p.47 e) Canvass of November 5, 2024 General Election Results p.48 | MOTION |
| 6. ITEMS REMOVED FROM CONSENT AGENDA | |
| 7. REPORTS OR COMMENTS FROM MAYOR AND COUNCIL MEMBERS | |
| 8. REPORTS FROM CITY MANAGER AND STAFF | |

COUNCIL

Mayor

Kenneth L Woods, Jr.

Council President

Michael Schilling

Councilor

Nancy Adams

Councilor

Carlos Barrientos

Councilor

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Councilor

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Kim Herring

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7:00 pm

| | |
|--|---|
| <p>9. FIRST READING OF ORDINANCES</p> <p>a) Ordinance No. 1903 - Adopting Legislative Amendment 24-01, amending provisions of the Dallas Development Code, relating to the Planning Official and limited land use decisions; and declaring an emergency p.51</p> | |
| <p>10. SECOND READING OF ORDINANCES</p> <p>a) Ordinance No. 1901 - declaring 9.2 acres, more or less, of territory being Tax Lot 400 and a portion of Tax Lot 1400 on Polk County Assessor’s Map 7.5.29CA, and a portion of the neighboring property, Tax Lot 1304 on Assessor’s Map 7.5.29CD, annexed to the City of Dallas and withdrawn from Southwestern Polk County Rural Fire Protection District; and designating the zoning of said property as Residential Low Density (RL) p.79</p> <p>b) Ordinance No. 1902 - declaring .33 acres, more or less, of territory being Tax Lot 10000, on Polk County Assessor’s Map 7.5.32CD, annexed to the City of Dallas and withdrawn from Southwestern Polk County Rural Fire Protection District; and designating the zoning of said property as Residential Low Density (RL) p.88</p> | <p>ROLL CALL VOTE</p> <p>ROLL CALL VOTE</p> |
| <p>11. RESOLUTIONS</p> <p>a) Resolution No. 3539 - Approving changes in rates for refuse and recycling collection service and related services, and repealing Resolution No. 3518 p.94</p> <p>b) Resolution No. 3540 - Adopting Amendments to the Dallas City Council Rules of Procedure p.100</p> | <p>ROLL CALL VOTE</p> <p>ROLL CALL VOTE</p> |
| <p>The Executive Session will commence after the Urban Renewal Agency Board of Directors meeting.</p> | |
| <p>12. EXECUTIVE SESSION</p> <p>a) Pursuant to ORS 192.660(2)(i), which allows the Council to meet in executive session to review and evaluate the employment-related performance of the chief executive officer of any public body</p> | |
| <p>13. OTHER BUSINESS</p> | |
| <p>14. ADJOURNMENT</p> | |

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We encourage you to be logged into the public comment queue by 7:00PM to ensure your comments will be received

Step 1: Dial: **+1 (253) 215-8782**

Step 2: Enter Meeting ID: **213 855 0622**


Step 3: Press **#**. This will set your participant ID as your telephone number.

Helpful Tips:

- Make sure to call in before the meeting start time
- You will be asked to speak during the public comment portion of the meeting (See page 1 of the meeting agenda). You will be called upon by phone number once the public comment period begins. All testimony will be electronically recorded.
- Do not use your speakerphone when calling to submit public comments as it may affect call quality.
- Turn off the volume on YouTube if you choose to watch the video live on YouTube while simultaneously commenting via telephone, otherwise you may experience audio feedback.
- Press ***6** to unmute yourself when asked by the recording secretary or presiding officer.



CITY COUNCIL STAFF REPORT

MEETING DATE: December 9, 2024
STAFF REPORT DATE: December 9, 2024
AGENDA ITEM NO. 3.a
TOPIC: Development Code Updates addressing requirements in Senate Bill 1537 (2024)
PREPARED BY: Chase Ballew, City Planner
APPROVED BY:  City Manager
ATTACHMENTS: A – Planning Commission Staff Report

RECOMMENDED ACTION:

Hold the public hearing, accept any public testimony, and vote to approve the proposed text amendments, as presented, subject to the adoption of an ordinance.

BACKGROUND:

As noted in the Planning Commission staff report (**Attachment A**), Senate Bill 1537 (2024) requires certain land use applications to be processed as limited land use decisions, meaning no public hearing. These actions may be appealed locally. Staff has drafted amendments to the City’s development code to reflect compliance with Senate Bill 1537, and those amendments are located in Exhibit A of the Planning Commission Staff Report (**Attachment A**). The Planning Commission held a public hearing on November 21, 2024. The recommendation of the Planning Commission is to approve the proposed text amendments, as presented.

Senate Bill 1537 requires these amendments to be in place by December 31, 2024. The ordinance implementing these administrative changes will have its first reading at the December 9, 2024 City Council meeting with an emergency clause to allow for immediate adoption. The second reading and vote for adoption will take place on January 6, 2025. With the holiday followed by the weekend the first week of January 2025, this ordinance will be effective shortly after the state required deadline.

SUMMARY TIMELINE:

11/14/2024 – Planning Commission hearing on proposed text amendments
12/9/2024 – City Council hearing on proposed text amendments
12/9/2024 – Ordinance scheduled for its first reading

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1/6/2025 – Ordinance scheduled for its second reading with a vote to adopt; with emergency clause

FISCAL IMPACT:

None.

RECOMMENDED MOTION:

I move to approve the proposed text amendments, as presented, and direct the City Attorney to prepare an ordinance.

CITY OF DALLAS PLANNING COMMISSION STAFF REPORT

Meeting Date: November 14, 2024
Topic: Development Code Updates - #LA-24-01

Application Type: Legislative Amendment
Applicant: City of Dallas
Exhibits: A – Draft Code Amendments

RECOMMENDED ACTION

Recommend to City Council that the code updates be adopted.

BACKGROUND:

The Dallas Development Code regulates development within the city, and is regularly updated as community conditions change and as required by changes in state and federal law.

Oregon Senate Bill 1537, passed by the state legislature in the 2024 session, includes numerous provisions intended to incentivize and streamline the development of housing in the state. One particular provision relates to how land use applications are processed, requiring that:

“...Local government shall process as a limited land use decision any application for the development of housing within an urban growth boundary that requests:

- (a) Partitions, subdivisions, replats or property line adjustments under ORS 92.010 to 92.192;*
- (b) Site plan review;*
- (c) Extensions, alterations or expansions of nonconforming uses; or*
- (d) Adjustments to land use regulations, as defined...”*

In this context, processing an application “as a limited land use decision” means that the land use decision is to be made without a public hearing, as an administrative decision by city staff via a Type II procedure, and not by the Planning Commission, under the Type III procedure. Accordingly, staff has proposed the attached code amendment to implement this change. State law provides that a local government may allow an appeal of an administrative limited land use decision. The proposed amendment provides for an appeal of an administrative decision to either the Planning Commission or the City Council, depending on the nature of the application. An appeal from an administrative limited land use decision is a de novo appeal, to be conducted in the manner of a Type III quasi-judicial hearing.

CODE AMENDMENT PROCEDURE:

As described in Chapter 4.7.020 of the Dallas Development Code, all code amendments shall follow the Type IV procedure as governed by DDC.4.1.050. Under this procedure, the Planning Commission shall hold public hearing and make a recommendation to the City Council on any proposed changes, after which the City Council shall hold public hearing and decide whether to adopt the changes. If the City Council approves that code change, the City Attorney will prepare the draft ordinances which is subject to first and second reading by Council.

CODE AMENDMENT APPROVAL CRITERIA:

DDC.4.7.020. – Legislative Amendments

“Legislative amendments are policy decisions made by City Council. They are reviewed using the Type IV procedure in Section 4.1.050 and shall conform to the Transportation Planning Rule provisions in Section 4.7.060, as applicable.”

Staff finds the proposed amendments to the development code identified in Exhibit A are necessary to comply with the applicable sections of Senate Bill 1537. Further staff finds the Transportation Planning Rule does not apply to the proposed text amendments.

RECOMMENDED MOTION:

I move to recommend the City Council approve of the proposed text amendments to the Dallas Development Code, as drafted in Exhibit A.

1.2.090 Official Action

- A. **Official Actions.** The City of Dallas City Council, Planning Commission, and Planning Official, as applicable, are vested with authority to issue permits and grant approvals in conformance with this Code. **All references to the Planning Official in this code shall include the Planning Official's designee unless the context clearly requires a different interpretation.** City officials shall issue no permit and grant no approval for any development or use that violates or fails to comply with conditions or standards imposed to carry out this Code.
- B. **Void Actions.** Any permit or approval issued or granted in conflict with the provisions of this Code shall be void, unless it is modified by the City to conform to the Code. The Planning Official shall determine when an approval is void and he or she may modify the approval, or refer it back to the original decision-making body for modification, to make it conform to the Code.
- C. **Notices and Validity of Actions.** The failure of any person to receive mailed notice or failure to post a notice shall not invalidate any actions pursuant to this Code, provided a good faith effort was made to notify all parties entitled to notice.

4.1.10 Purpose And Applicability Of Review Procedures

- A. **Purpose.** The purpose of this chapter is to establish standard decision-making procedures that will enable the City, the applicant, and the public to reasonably review applications and participate in the local decision-making process in a timely and effective way. Table 4.1.010 provides a key for determining the review procedure and the decision-making body for particular approvals.
- B. **Applicability of Review Procedures.** All land use and development permit applications and approvals, except building permits, shall be decided by using the procedures contained in this chapter. The procedure "type" assigned to each application governs the decision-making process for that permit or approval. There are four types of permit/approval procedures as described in subsections 1-4 below. Table lists the City's land use and development approvals and their required review procedure(s).
 1. **Type I Procedure (Administrative).** Type I decisions are made by the City Planning Official without public notice and without a public hearing. The Type I procedure is used when there are clear and objective approval criteria, and applying City standards and criteria requires no use of discretion;
 2. **Type II Procedure (Administrative, with right to appeal).** Type II decisions are made by the City Planning Official with public notice and an opportunity for appeal. **An appeal of a Type II decision is heard by the Planning Commission;**
 3. **Type III Procedure (Quasi-Judicial).** Type III decisions are made by the Planning Commission after a public hearing, with appeals reviewed by the City Council.
 4. **Type IV Procedure (Legislative).** Type IV procedures apply to legislative matters. Legislative matters involve the creation, revision, or large-scale implementation of public policy (e.g., adoption of land use regulations, zone changes, and comprehensive plan amendments). Type IV matters are considered initially by the Planning Commission with final decisions made by the City Council.

| Table 4.1.010 Summary of Approvals and Appeal Rights by Type of Review Procedure | | | |
|---|--|---|----------------------------|
| Approvals* | Review Procedures | Applicable Regulations | Local Appeal Body** |
| Access Permit (public street) | Type I | Chapters 3.1, 4.2, 4.3; Engineering Design Standards | <u>None</u> |
| Annexation | Type IV | Chapter 4.10 | <u>None</u> |
| Code Interpretation | Type II | Chapter 4.8 | <u>City Council</u> |
| Code Text Amendment | Type IV | Chapter 4.7 | <u>None</u> |
| Comprehensive Plan Amendment | Type IV | Chapter 4.7 & Comprehensive Plan | <u>None</u> |
| Conditional Use Permit | Type III | Chapter 4.4 | <u>Planning Commission</u> |
| Home Occupation Permit Type I | Type I | Chapter 4.9; See also ; Section 2.2.020 | <u>None</u> |
| Home Occupation Permit Type II | Type II | Chapter 4.9; See also ; Section 2.2.020 | <u>Planning Commission</u> |
| Master Planned Development | Type III | Chapter 4.5 | <u>City Council</u> |
| Modification to Approval | Type II/III (minor or major) | Chapter 4.6 | Same as original approval |
| Land Use District Map Change Quasi- Judicial (does not require a plan amendment) Legislative (plan amendment) | Type III <u>IV</u> Type IV | Chapter 4.7 Chapter 4.7 | <u>None</u> |
| Property Line Adjustments, including Lot Consolidations | Type I | Chapter 4.3 | <u>None</u> |
| Legal Lot Determination | Type I | Chapter 5.3 | <u>None</u> |

| | | | |
|---|----------------------------------|--------------------------|-------------------------------------|
| Non-Conforming Use or Development Confirmation | Type II | Chapter 5.2 | Planning Commission |
| Partition or Replat of 2-3 lots | Type II | Chapter 4.3 | Planning Commission |
| Land Use Review | Type I/II | Chapter 4.2 | None |
| Site Design Review | Type II | | Planning Commission |
| Site Design Review w/- Adjustment | Type III | | = |
| Subdivision or Replat of >3 lots Preliminary Plat Final Plat | Type III II Type I | Chapter 4.3 | City Council |
| Temporary Use Permit (includes Temporary Medical Hardship Dwelling) | Type I/II/ III | Chapter 4.9, Chapter 2.2 | Planning Commission |
| Variance | | | Planning Commission |
| Class A | Type II | Chapter 5.1 | Planning Commission |
| Class B | Type III | Chapter 5.1 | Planning Commission |

* The applicant may be required to obtain approvals from other agencies, such as a road authority or natural resource regulatory agency, for some types of approvals. The City’s failure to notify the applicant of any requirement or procedure of another agency shall not invalidate a permit or action taken by the City under this Code.

** Appeals to the Planning Commission may instead be referred to the City Council at the discretion of the Planning Official.

4.1.030 Type II Procedure (Administrative, with right to appeal)**A. Application Requirements.**

1. Application Forms. Type II applications shall be made on forms provided by the City Planning Official.
2. Submittal Information. The application shall:
 - a. Include the information requested on the application form;
 - b. Be filed with one copy of a narrative statement that explains how the application satisfies each and all of the relevant criteria and standards in sufficient detail for review and decision-making. Note: additional information may be required under the specific application requirements for each approval, e.g., Chapters 4.2 (Land Use Review), 4.3 (Land Divisions), 4.6 (Modifications), 4.8 (Code Interpretations), and 4.9 (Miscellaneous Permits); and
 - c. Be accompanied by the required fee.
 - d. Be accompanied by a list of property owners of record within one hundred (100) feet of the subject site (by tax map and lot number) and mailing labels for the same.

B. Notice of Application for Type II Administrative Decision.

1. ~~Before making a Type II Administrative Decision, Upon determining a Type II application to be complete,~~ the City Planning Official shall mail notice of the application to:
 - a. All owners of record of real property within a minimum of 100 feet of the ~~subject~~ entire contiguous site for which the application was made;
 - b. Any person who submits a written request to receive a notice; ~~and~~
 - c. Any neighborhood or community organization recognized by the governing body and whose boundaries include the site; and
 - d. Any governmental agency that is entitled to notice under an intergovernmental agreement entered into with the City. The City may notify other affected agencies. The City shall notify the road authority, and rail authority and owner, when there is a proposed development abutting or affecting their transportation facility and allow the agency to review, comment on, and suggest conditions of approval for the application. The failure of another agency to respond with written comments on a pending application shall not invalidate an action or permit approval made by the City under this Code.
2. The purpose of the notice is to give nearby property owners and other interested people the opportunity to submit written comments about the application before the Type II decision is made. The goal of this notice is to invite people to participate early in the decision-making process.
3. Notice of a pending Type II Administrative Decision shall:
 - a. Provide a 14-day period for submitting written comments before a decision is made ~~on the permit~~; List the relevant approval criteria by name and number of code sections; this information may be summarized by Code chapter, provided the notice has sufficient detail to help the public identify and locate applicable code criteria;
 - b. State the place, date and time the comments are due, and the person to whom the comments should be addressed;

- c. Include the name and telephone number of a contact person regarding the Administrative Decision;
 - d. Describe proposal and identify the specific permits or approvals requested;
 - e. Describe the street address or other easily understandable reference to the location of the site;
 - f. ~~State that if any person fails to address the relevant approval criteria with enough detail, they may not be able to appeal to the Land Use Board of Appeals or Circuit Court on that issue. Only comments on the relevant approval criteria are considered relevant evidence;~~ State that issues which may provide the basis for an appeal to the Land Use Board of Appeals shall be raised in writing prior to the expiration of the comment period. Issues shall be raised with sufficient specificity to enable the decision maker to respond to the issue;
 - g. State that all evidence relied upon by the City Planning Official to make this decision is in the public record, available for public review. Copies of this evidence can be obtained at a reasonable cost from the City;
 - h. State that after the comment period closes, the City Planning Official shall issue a Type II Administrative Decision, and that the decision shall be mailed to the applicant and to anyone else who submitted written comments or who is otherwise legally entitled to notice;
 - i. Contain the following notice: “Notice to mortgagee, lien holder, vendor, or seller: The City of Dallas Development Code requires that if you receive this notice it shall be promptly forwarded to the purchaser or person in fee title to the property.”
- C. Administrative Decision Requirements.** The City Planning Official shall make a Type II written decision addressing all of the relevant approval criteria and standards. Based upon the criteria and standards, and the facts contained within the record, the City Planning Official shall approve, approve with conditions, or deny the requested permit or action. Alternatively, the City Planning Official may refer the application to the Planning Commission for review in a public hearing, in which case the public shall be notified of the hearing and the review shall proceed following the Type III procedures in Section 4.1.040.
- D. Notice of Decision.**
- 1. Within five (5) days after the City Planning Official signs the Type II decision, a Notice of Decision shall be sent by mail to:
 - a. The applicant and all owners or contract purchasers of record of the site that is the subject of the application;

- b. Any person who submitted a written request to receive notice, or provided comments during the application-review period;
 - ~~e. Any City recognized neighborhood group or association whose boundaries include the site; and~~
 - ~~d.c.~~ Any governmental agency that is entitled to notice under an intergovernmental agreement entered into with the City, and other agencies that were notified or provided comments during the application review period.
2. The City Planning Official shall cause an affidavit of mailing the notice to be prepared and made a part of the file. The affidavit shall show the date the notice was mailed and shall demonstrate that the notice was mailed to the parties above and was mailed within the time required by law.
 3. The Type II Notice of Decision shall contain:
 - a. A description of the applicant’s proposal and the City’s decision on the proposal (i.e., may be a summary);
 - b. The address or other geographic description of the property proposed for development, including a map of the property in relation to the surrounding area, where applicable;
 - c. A statement of where the City’s decision can be obtained;
 - d. The date the decision shall become final, unless appealed;
 - e. A statement that all persons entitled to notice may appeal the decision; and
 - f. A statement briefly explaining how to file an appeal, the deadline for filing an appeal, and where to obtain further information concerning the appeal process.
- E. Final Decision and Effective Date.** A Type II ~~administrative~~ decision is final for purposes of appeal, when it is mailed by the City. A Type II ~~administrative~~ decision is effective on the day after the appeal period expires. The appeal period runs fourteen (14) days from the date the decision is mailed. Upon appeal, the decision becomes effective when the City takes final action on the appeal.
- F. Appeal.** A Type II ~~administrative~~ decision may be appealed ~~to the Planning Commission~~ as follows:
1. Who may appeal. The following people have legal standing to appeal a Type II ~~Administrative~~ Decision:
 - a. The applicant or owner of the subject property;
 - b. Any person who was entitled to written notice of the Type II decision;
 - c. Any other person who participated in the proceeding by submitting written comments on the application to the City by the specified deadline.
 2. Appeal filing procedure.
 - a. *Notice of appeal.* Any person with standing to appeal, as provided in subsection 1, above, may appeal a Type II ~~Administrative~~ Decision by filing a Notice of Appeal according to the following procedures. *The appeal shall be heard by the Local Appeal Body designated in Table 4.1.010; provided, appeals designated to the Planning Commission may instead be referred to the City Council at the discretion of the Planning Official.*
 - b. *Time for filing.* A Notice of Appeal shall be filed with the City

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Planning Official within fourteen (14) days of the date the Notice of Decision was mailed.

- c. *Content of notice of appeal.* The Notice of Appeal be accompanied by the required filing fee and shall contain:
- (1) An identification of the decision being appealed, including the date of the decision;
 - (2) A statement demonstrating the person filing the Notice of Appeal has standing to appeal;
 - (3) A statement explaining the specific issues being raised on appeal; and
 - (4) If the appellant is not the applicant, a statement demonstrating that the appeal issues were raised during the comment period.
3. Scope of appeal. The appeal of a Type II ~~Administrative~~ Decision by a person with standing shall be a hearing *de novo*, ~~before the Planning Commission.~~ ~~The meaning the~~ appeal shall not be limited to the application materials, evidence and other documentation, and specific issues raised in the Type II-~~administrative~~ review, but may include other relevant evidence and arguments. The ~~Planning Commission~~ Local Appeal Body may allow additional evidence, testimony or argument concerning any relevant standard, criterion, condition, or issue.
4. Appeal procedures. Sections 4.1.040.C - E, governing notice, hearing procedures and decision process for Type III decisions shall apply to all Type II ~~Administrative~~ Appeals.
5. Further Appeal. The decision of the ~~Planning Commission~~ Local Appeal Body designated in Table 4.1.010 regarding an appeal of a Type II ~~Administrative~~ Decision is the final decision of the City. ~~City Council within the time provided in 4.1.040.G.2.b.~~

4.1.40 Type III Procedure (Quasi-Judicial)

- A. **Pre-application Conference.** A pre-application conference is required for all Type III applications. The requirements and procedures for a pre-application conference are described in Section 4.1.060.
- B. **Application Requirements.**
1. Application forms. Type III applications shall be made on forms provided by the City Planning Official; ~~if a Type II application is referred to a Type III hearing, either voluntarily by the applicant or staff, or upon appeal, no new application is required.~~
 2. Submittal Information. When a Type III application is required, it shall:
 - a. Include the information requested on the application form;
 - b. Be filed with one copy of a narrative statement that explains how the application satisfies each and all of the relevant criteria and standards in sufficient detail for review and decision-making. Note: additional information may be required under the specific application requirements for each approval, e.g., Chapters 4.2 (Land Use Review and Site Design Review), 4.3 (Land Divisions), 4.6 (Modifications), 4.8 (Code Interpretations), and 4.9 (Miscellaneous Permits); and

- c. Be accompanied by the required fee.
- d. Be accompanied by a list of property owners of record within one hundred (100) feet of the subject site (by tax map and lot number) and mailing labels for the same.

C. Notice of Hearing.

1. Mailed notice. The City shall mail the notice of the Type III action. The records of the Polk County Assessor's Office are the official records for determining ownership. Notice of a Type III application hearing or Type II appeal hearing shall be given by the City Planning Official in the following manner:
 - a. At least 20 days before the hearing date, notice shall be mailed to:
 - (1) The applicant and all owners or contract purchasers of record of the property that is the subject of the application;
 - (2) All property owners of record within 100 feet of the site;
 - (3) Any governmental agency that is entitled to notice under an intergovernmental agreement entered into with the City. The City may notify other affected agencies. The City shall notify the road authority, and rail authority and owner, when there is a proposed development abutting or affecting their transportation facility and allow the agency to review, comment on, and suggest conditions of approval for the application.
 - (4) Any neighborhood or community organization recognized by the City Council and whose boundaries include the subject property;
 - (5) Any person who submits a written request to receive notice;
 - (6) For appeals, the appellant and all persons who provided testimony in the original decision; and
 - (7) For a land use district change affecting a manufactured home or mobile home park, all mailing addresses within the park, in accordance with ORS 227.175.
 - b. The City Planning Official shall have an affidavit of notice be prepared and made a part of the file. The affidavit shall state the date that the notice was mailed to the persons who must receive notice.
 - c. At least fourteen (14) business days before the hearing, notice of the hearing shall be printed in a newspaper of general circulation in the

City. The newspaper's affidavit of publication of the notice shall be made part of the administrative record.

2. Content of Notice. Notice of ~~appeal of a Type II Administrative decision and notice of~~ a Type III hearing to be mailed and published per Subsection 1 above shall contain the following information:
- a. The nature of the application and the proposed land use or uses that could be authorized for the property;
 - b. The applicable criteria and standards from the development code(s) that apply to the application;
 - c. The street address or other easily understood geographical reference to the subject property;
 - d. The date, time, and location of the public hearing;
 - e. A statement that the failure to raise an issue in person, or by letter at the hearing, or failure to provide statements or evidence sufficient to afford the decision-maker an opportunity to respond to the issue, means that an appeal based on that issue cannot be filed with the State Land Use Board of Appeals;
 - f. The name of a City representative to contact and the telephone number where additional information on the application may be obtained;
 - g. A statement that a copy of the application, all documents and evidence submitted by or for the applicant, and the applicable criteria and standards can be reviewed at Dallas City Hall at no cost and that copies shall be provided at a reasonable cost;
 - h. A statement that a copy of the City's staff report and recommendation to the hearings body shall be available for review at no cost at least seven days before the hearing, and that a copy shall be provided on request at a reasonable cost;
 - i. A general explanation of the requirements to submit testimony, and the procedure for conducting public hearings; and
 - j. The following notice: "Notice to mortgagee, lien holder, vendor, or seller: The City of Dallas Development Code requires that if you receive this notice it shall be promptly forwarded to the purchaser or person in fee title to the property."

D. Conduct of the Public Hearing.

1. At the commencement of the hearing, the chair or convener of the Planning Commission, or his or her designee, shall state to those in attendance:
 - a. The applicable approval criteria and standards that apply to the application or appeal;
 - b. A statement that testimony and evidence shall concern the approval criteria described in the staff report, or other criteria in the comprehensive plan or land use regulations that the person testifying believes to apply to the decision;
 - c. A statement that failure to raise an issue with sufficient detail to give the hearings body and the parties an opportunity to respond to the

issue, means that no appeal may be made to the State Land Use Board of Appeals on that issue;

- d. A statement that, at the conclusion of the initial evidentiary hearing, any participant may ask the Planning Commission for an opportunity to present additional relevant evidence or testimony that is within the scope of the hearing, and that, if the Planning Commission grants the request, it will schedule a date to continue the hearing as provided in paragraph 2 of this subsection, or leave the record open for additional written evidence or testimony as provided paragraph 3 of this subsection.
2. If the Planning Commission grants a continuance, the completion of the hearing shall be continued to a date, time, and place at least seven days after the date of the first evidentiary hearing. An opportunity shall be provided at the second hearing for persons to present and respond to new written evidence and oral testimony. If new written evidence is submitted at the second hearing, any person may request, before the conclusion of the second hearing, that the record be left open for at least seven days, so that they can submit additional written evidence or testimony in response to the new written evidence;
3. If the Planning Commission leaves the record open for additional written evidence or testimony, the record shall be left open for at least seven days after the hearing. Any participant may ask the City in writing for an opportunity to respond to new evidence submitted during the period that the record was left open. If such a request is filed, the Planning Commission shall reopen the record.
 - a. When the Planning Commission reopens the record to admit new evidence or testimony, any person may raise new issues that relate to that new evidence or testimony;
 - b. An extension of the hearing or record granted pursuant to Section 4.1.040.D is subject to the limitations of ORS 227.178 (“120-day rule”), unless the continuance or extension is requested or agreed to by the applicant;
 - c. If requested by the applicant, the City shall allow the applicant at least seven (7) days after the record is closed to all other persons to submit final written arguments in support of the application, unless the applicant expressly waives this right. The applicant’s final submittal shall be part of the record but shall not include any new evidence;
4. The record shall contain all testimony and evidence that is submitted to the City and that the hearings body has not rejected;
5. In making its decision, the hearings body may take notice of facts not in the hearing record (e.g., local, state, or federal regulations; previous city decisions; case law; staff reports). The review authority must announce its intention to take notice of such facts in its deliberations, and allow persons who previously participated in the hearing to request the hearing record be reopened, if necessary, to present evidence concerning the noticed facts;
6. The review authority shall retain custody of the record until the City issues a

- final decision.
7. Participants ~~in the appeal of a Type II Administrative decision or participants~~ in a Type III hearing are entitled to an impartial review authority as free from potential conflicts of interest and pre-hearing *ex parte* contacts as reasonably possible. Where questions related to conflict of interest or *ex parte* contact are concerned, public hearings shall be conducted pursuant to State law.
 8. Presenting and receiving evidence.
 - a. The Planning Commission may set reasonable time limits for oral presentations and may limit or exclude cumulative, repetitious, irrelevant or personally derogatory testimony or evidence;
 - b. No oral testimony shall be accepted after the close of the public hearing. Written testimony may be received after the close of the public hearing, only as provided in Section 4.1.040.D;
 - c. Members of the Planning Commission may visit the property and the surrounding area, and may use information obtained during the site visit to support their decision, if the information relied upon is disclosed at the beginning of the hearing and an opportunity is provided to dispute the evidence.

E. The Decision Process.

1. Basis for decision. Decisions on Type III applications, ~~and any action taken on an appeal of a Type II Administrative decision,~~ shall be based on standards and criteria in this Code. The decision on such application or appeal shall relate to the applicable Code standards and criteria.
2. Findings and conclusions. The written decision shall explain the relevant criteria and standards, state the facts relied upon in rendering the decision, and justify the decision according to the criteria, standards, and facts.
3. Form of decision. The Planning Commission shall issue a final written order containing the findings and conclusions required in subsection 2, which approves, denies, or approves with specific conditions. The Planning Commission may also issue appropriate intermediate rulings when more than one permit or decision is required.
4. Decision-making time limits. A final order for any Type III decision ~~or action on a Type II Administrative Appeal~~ shall be signed by the chair of the Planning Commission and filed by the City Planning Official within ten (10) business days after the decision or action is made.
5. Notice of Decision. Written notice of a Type III decision, ~~or action on an appeal of Type II Administrative Appeal,~~ shall be mailed to the applicant and to all participants of record within ten (10) business days after the decision is made. Failure of any person to receive mailed notice shall not invalidate the decision or action, provided that a good faith attempt was made to mail the notice.
6. Final Decision and Effective Date. A Type III decision, ~~or action on a Type II Administrative Appeal,~~ is final for purposes of appeal to the City Council on the date it is mailed by the City. The decision is effective on the day after the

- appeal period for the decision expires.
- F. **Appeals.** Appeals from the Planning Commission on ~~Type II Administrative Appeals and~~ Type III decisions are heard by City Council as follows:
1. Who may appeal. The following people have legal standing to appeal a ~~Type II Administrative Decision or~~ Type III Decision from the Planning Commission to the City Council:
 - a. The applicant or owner of the subject property;
 - b. Any other person who participated in the proceeding by submitting oral or written comments.
 2. Appeal filing procedure.
 - a. *Notice of appeal.* Any person with standing to appeal, as provided in subsection 1, above, may appeal a ~~Type II Administrative Appeal or~~ Type III Decision by filing a Notice of Appeal according to the following procedures.
 - b. *Time for filing.* A Notice of Appeal of a ~~Type II Administrative Appeal or~~ Type III Decision shall be filed with the City Planning Official within ten (10) business days after the notice of decision is mailed.
 - c. *Content of notice of appeal.* The Notice of Appeal shall be accompanied by the required filing fee, and shall contain:
 - (1) An identification of the decision being appealed, including the date of the decision;
 - (2) A statement demonstrating the person filing the Notice of Appeal has standing to appeal;
 - (3) A statement explaining the specific issues being raised on appeal;
 - (4) If the appellant is not the applicant, a statement demonstrating that the appeal issues were raised during the comment period.
 3. Scope of review. An appeal of a ~~Type II Administrative Appeal or a~~ Type III Decision shall be limited to *de novo* review on the record of the decision being appealed.
 4. Review on the Record.
 - a. For the purpose of *de novo* review on the record under section 3., above, the record shall include the following:
A factual report prepared by the Planning Official; All exhibits, materials, pleadings, memoranda, stipulations, oral and written testimony and motions submitted to and received or considered by the Planning Commission in reaching the decision under review; The final order and findings of fact adopted by the Planning Commission; The Notice of Appeal filed by the appellant; and The minutes of the Planning Commission's public hearings on the matter, including a transcript of the hearings if requested by or presented to the City Council.
 - b. All parties to the hearing before the Planning Commission shall receive notice of the proposed hearing on *de novo* review on the record, indicating the date, time and place of the review, and of the right to present argument to the City Council as provided in subsection c.,

below.


- c. The City Council shall make its decision based upon the record after first granting the right to present argument, but not to introduce additional evidence, to the parties to the hearing before the Planning Commission.
 - d. In considering the appeal, the City Council need only consider those matters specifically raised by the appellant. The City Council may consider other matters if it so desires.
 - e. The appellant shall have the burden of proof and persuasion on appeal.
5. The Decision Process.
- a. Basis for decision. Decisions on appeal to the City Council shall be based on standards and criteria in this Code. The decision on such appeal shall relate to the applicable Code standards and criteria.
 - b. Findings and conclusions. The written decision shall explain the relevant criteria and standards, state the facts relied upon in rendering the decision, and justify the decision according to the criteria, standards, and facts.
 - c. Form of decision. The City Council shall issue a final written order containing the findings and conclusions required in subparagraph b., which either approves, denies, or approves with specific conditions.
 - d. Decision-making time limits. A final order on any appeal to the City Council shall be signed by the Mayor or President of the City Council and filed by the City Planning Official within ten (10) business days after the decision is made.
 - e. Notice of Decision. Written notice of a decision on an appeal to the City Council shall be mailed to the applicant and to all participants of record within ten (10) business days after the decision is made. Failure of any person to receive mailed notice shall not invalidate the decision or action, provided that a good faith attempt was made to mail the notice.
 - f. Final Decision and Effective Date. A decision of the City Council is final on the date it is mailed by the City. The decision is effective on the day after the appeal period for the decision expires.
6. Further Appeal to LUBA. The City Council's decision may be appealed to the State Land Use Board of Appeals pursuant to ORS 197.805 - 197.860.



CITY OF DALLAS

OREGON

CITY COUNCIL STAFF REPORT

MEETING DATE: December 9, 2024
AGENDA ITEM NO. 5.a
TOPIC: October 2024 Financial Report
PREPARED BY: Cecilia Ward
APPROVED BY:  City Manager
ATTACHMENTS: A – October 2024 Financial Report

RECOMMENDED ACTION:

Information Only

BACKGROUND:

October 2024 financial highlights:

Percent collected/spent should be at 33.33%. This can vary up or down depending on seasonal or one-time revenues and expenditures.

The following budgeted capital improvement payments were made in October:

- General Fund – Facilities – Building Improvements – city hall restroom upgrades \$8,150
- General Fund – Facilities – Building Improvements – city hall chimney/roof repair \$6,934
- General Fund – Fire Department – Vehicles – equipment build Ford F250 \$15,304
- General Fund – Police Department – Equipment – radios \$4,929
- General Fund – Parks Department – Vehicles – equipment Ford F250 \$1,747
- General Fund – ARPA Projects – LaCreole Node phase 2 \$11,850
- General Fund – ARPA Projects – Preliminary Design Police Station/Topographic Survey \$54,260
- Street Fund – Sidewalks – repair \$3,626
- Park SDC – Fir Villa Trailhead Design \$7,550
- Sewer SDC – Engineering LaCreole Sewer Project - \$2,764
- Sewer Fund – WWTF Capital Improvement – Engineering UV disinfection project \$18,227
- Sewer Fund – WWTF Equipment Replacement – Kubota tractor \$16,031
- Water Fund – Water Line Replacement – Douglas St engineering \$28,500
- Water Fund – Clay St Line Rehab – engineering \$5,495
- Street, Sewer, Water, Stormwater, Fleet Funds – PW building – materials \$24,853

SUMMARY TIMELINE:

NA

FISCAL IMPACT:

NA

RECOMMENDED MOTION:

NA - Approval of consent agenda acknowledges this report.

City Mission: We are a welcoming, safe and livable community dedicated to people and business



Financial Statement Versus Budget

| | | October 2024-2025 MTD Activity | 2024-2025 YTD Activity | 2024-2025 Budget | Budget Remaining | % of Budget Used |
|--------------------------|-------------------------------------|--------------------------------------|---------------------------|----------------------|----------------------|---------------------|
| 10 - GENERAL FUND | | | | | | |
| Revenue | | | | | | |
| 10-400-00-5900 | BEGINNING BALANCE | 0.00 | 0.00 | 4,000,000.00 | 4,000,000.00 | 0% |
| 10-410-01-4210 | LICENSES | 0.00 | 100.00 | 1,500.00 | 1,400.00 | 7% |
| 10-410-01-4481 | PLANNING | 3,738.66 | 40,234.54 | 90,000.00 | 49,765.46 | 45% |
| 10-420-01-4440 | AMBULANCE FEES | 230,023.89 | 676,578.97 | 2,000,000.00 | 1,323,421.03 | 34% |
| 10-420-01-4441 | FIRE MED MEMBERSHIP | 33,005.00 | 34,870.00 | 50,000.00 | 15,130.00 | 70% |
| 10-420-01-4444 | GEMT CCO PROGRAM | 0.00 | 0.00 | 200,000.00 | 200,000.00 | 0% |
| 10-420-01-4446 | FIRE CHARGES FOR SERVICES | 20.00 | 20.00 | 1,000.00 | 980.00 | 2% |
| 10-420-01-4447 | PUBLIC SAFETY FEE - POLICE AND FIRE | 93,727.42 | 353,294.45 | 1,015,000.00 | 661,705.55 | 35% |
| 10-420-01-4510 | FINES AND FORFEITURES | 6,647.90 | 35,526.27 | 80,000.00 | 44,473.73 | 44% |
| 10-420-01-4511 | PARKING FINES | 0.00 | 266.35 | 2,000.00 | 1,733.65 | 13% |
| 10-420-01-4515 | COURT COSTS | 3,883.40 | 14,034.25 | 35,000.00 | 20,965.75 | 40% |
| 10-420-01-4518 | SUSPENDED LICENSES | 125.00 | 450.00 | 1,500.00 | 1,050.00 | 30% |
| 10-440-01-4480 | AQUATIC CENTER | 39,147.86 | 200,168.44 | 550,000.00 | 349,831.56 | 36% |
| 10-440-01-4486 | COMMUNITY EVENT FEES/SPONSORSHI | 0.00 | 3,485.00 | 15,000.00 | 11,515.00 | 23% |
| 10-440-01-4535 | LIBRARY CCRLS-CHEMEKETA | 0.00 | 31,833.25 | 127,333.00 | 95,499.75 | 25% |
| 10-450-00-4100 | CURRENT PROPERTY TAXES | 0.00 | 30,297.42 | 5,950,000.00 | 5,919,702.58 | 1% |
| 10-450-00-4110 | DELINQUENT PROPERTY TAXES | 0.00 | 28,235.50 | 85,000.00 | 56,764.50 | 33% |
| 10-455-00-4150 | CIGARETTE TAX APPORTIONMENT | 821.08 | 2,837.38 | 11,000.00 | 8,162.62 | 26% |
| 10-455-00-4151 | STATE REVENUE SHARING | 0.00 | 0.00 | 220,000.00 | 220,000.00 | 0% |
| 10-455-00-4152 | OLCC TAX APPORTIONMENT | 24,587.41 | 46,903.70 | 340,000.00 | 293,096.30 | 14% |
| 10-455-00-4180 | TRANSIENT LODGING TAX | 38,256.85 | 38,256.85 | 140,000.00 | 101,743.15 | 27% |
| 10-455-00-4354 | OTHER STATE REVENUES | 0.00 | 0.00 | 100,000.00 | 100,000.00 | 0% |
| 10-460-00-4140 | POWER FRANCHISE | 76,150.75 | 246,114.68 | 900,000.00 | 653,885.32 | 27% |
| 10-460-00-4142 | GAS FRANCHISE | 0.00 | 0.00 | 320,000.00 | 320,000.00 | 0% |
| 10-460-00-4144 | GARBAGE FRANCHISE | 80,132.75 | 80,132.75 | 260,000.00 | 179,867.25 | 31% |
| 10-460-00-4145 | DATA FRANCHISE | 43,019.34 | 43,019.34 | 150,000.00 | 106,980.66 | 29% |
| 10-460-00-4146 | TELEPHONE FRANCHISE | 1,679.49 | 1,679.49 | 22,000.00 | 20,320.51 | 8% |
| 10-460-00-4147 | CABLEVISION FRANCHISE | 0.00 | 0.00 | 80,000.00 | 80,000.00 | 0% |
| 10-470-00-4361 | SENIOR CENTER PROGRAMS | 0.00 | 434.69 | 15,000.00 | 14,565.31 | 3% |
| 10-470-00-4922 | REIMBURSEMENTS & FUND TRANSFER | 131,973.33 | 527,893.32 | 1,583,680.00 | 1,055,786.68 | 33% |
| 10-480-00-4610 | INTEREST ON INVESTMENTS | 12,203.29 | 69,388.05 | 350,000.00 | 280,611.95 | 20% |
| 10-480-00-4829 | AMERICAN RESCUE PLAN | 0.00 | 0.00 | 875,000.00 | 875,000.00 | 0% |
| 10-480-00-4830 | MISCELLANEOUS REVENUE | 9,363.46 | 96,080.53 | 200,000.00 | 103,919.47 | 48% |
| 10-499-00-4943 | TRANSFER FROM POLICE/FF FEE FUND | 0.00 | 0.00 | 140,000.00 | 140,000.00 | 0% |
| 10-499-00-4948 | TRANSFER FROM UR-DEBT SERVICE | 0.00 | 0.00 | 62,350.00 | 62,350.00 | 0% |
| Revenue Totals | | 828,506.88 | 2,602,135.22 | 19,972,363.00 | 17,370,227.78 | 13% |
| Expense | | | | | | |
| Administration | | | | | | |
| 10-020-50-6051 | SALARIES | 38,432.73 | 153,731.48 | 450,000.00 | 296,268.52 | 34% |
| 10-020-50-6061 | FRINGE BENEFITS | 19,665.48 | 78,225.16 | 264,000.00 | 185,774.84 | 30% |
| 10-020-50-6208 | PUBLIC NOTICES | 0.00 | 0.00 | 2,000.00 | 2,000.00 | 0% |
| 10-020-50-6210 | MATERIALS AND SUPPLIES | 247.35 | 1,058.68 | 6,000.00 | 4,941.32 | 18% |
| 10-020-50-6309 | REPAIRS AND MAINTENANCE | 0.00 | 0.00 | 2,000.00 | 2,000.00 | 0% |
| 10-020-50-6391 | MAYOR EXPENSES | 288.36 | 2,595.76 | 6,000.00 | 3,404.24 | 43% |
| 10-020-50-6392 | COUNCIL EXPENSES | 1,445.00 | 19,177.71 | 20,000.00 | 822.29 | 96% |
| 10-020-50-6401 | TELECOMMUNICATIONS | 21.29 | 84.97 | 300.00 | 215.03 | 28% |
| 10-020-50-6430 | MAINTENANCE & RENTAL CONTRACTS | 710.61 | 3,029.44 | 11,000.00 | 7,970.56 | 28% |
| 10-020-50-6452 | COMPUTER SERVICES | 28.13 | 1,232.86 | 10,000.00 | 8,767.14 | 12% |
| 10-020-50-6465 | PROFESSIONAL SERVICES | 7,040.27 | 7,664.91 | 75,000.00 | 67,335.09 | 10% |
| 10-020-50-6468 | CITY ATTORNEY | 4,900.00 | 19,600.00 | 65,000.00 | 45,400.00 | 30% |
| 10-020-50-6475 | EMPLOYEE DEVELOPMENT | 98.96 | 3,144.25 | 7,000.00 | 3,855.75 | 45% |
| 10-020-50-6476 | EMERGENCY MANAGEMENT | 0.00 | 283.69 | 1,000.00 | 716.31 | 28% |

Dallas City Council Meeting
 Monday, December 9, 2024
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Financial Statement Versus Budget

For Fiscal: 2024-2025 Period Ending: 10/31/2024

| ... | ... | October 2024-2025 MTD Activity | 2024-2025 YTD Activity | 2024-2025 Budget | Budget Remaining | % of Budget Used |
|----------------|------------------------------|---|-----------------------------------|-----------------------------|-----------------------------|-----------------------------|
| 10-020-50-6477 | RISK MANAGEMENT | 0.00 | 0.00 | 500.00 | 500.00 | 0% |
| 10-020-50-6481 | TRAVEL AND EDUCATION | 1,727.59 | 6,789.17 | 14,000.00 | 7,210.83 | 48% |
| 10-020-50-6600 | MISCELLANEOUS | 738.01 | 1,565.83 | 10,000.00 | 8,434.17 | 16% |
| 10-020-50-6953 | CAPITAL IMPROVEMENT RESERVES | 0.00 | 0.00 | 9,000.00 | 9,000.00 | 0% |
| | Administration Totals | 75,343.78 | 298,183.91 | 952,800.00 | 654,616.09 | 31% |

Financial Statement Versus Budget

For Fiscal: 2024-2025 Period Ending: 10/31/2024

| ... | ... | October 2024-2025 MTD Activity | 2024-2025 YTD Activity | 2024-2025 Budget | Budget Remaining | % of Budget Used |
|----------------|--------------------------------|--------------------------------------|---------------------------|---------------------|---------------------|---------------------|
| Finance | | | | | | |
| 10-030-50-6051 | SALARIES | 30,533.29 | 120,677.67 | 368,000.00 | 247,322.33 | 33% |
| 10-030-50-6061 | FRINGE BENEFITS | 14,474.70 | 57,328.29 | 193,000.00 | 135,671.71 | 30% |
| 10-030-50-6202 | POSTAGE | 154.85 | 4,039.60 | 9,000.00 | 4,960.40 | 45% |
| 10-030-50-6209 | PUBLIC NOTICES/ADVERTISING | 0.00 | 0.00 | 500.00 | 500.00 | 0% |
| 10-030-50-6210 | MATERIALS AND SUPPLIES | 627.32 | 2,693.84 | 7,500.00 | 4,806.16 | 36% |
| 10-030-50-6350 | OFFICE EXPENSES | 61.77 | 586.63 | 2,500.00 | 1,913.37 | 23% |
| 10-030-50-6401 | TELECOMMUNICATIONS | 341.20 | 1,225.18 | 6,500.00 | 5,274.82 | 19% |
| 10-030-50-6430 | MAINTENANCE & RENTAL CONTRACTS | 47.81 | 1,247.34 | 3,500.00 | 2,252.66 | 36% |
| 10-030-50-6452 | COMPUTER SERVICES | 817.13 | 2,842.46 | 65,000.00 | 62,157.54 | 4% |
| 10-030-50-6464 | BILLING SERVICES | 3,550.30 | 14,316.99 | 38,000.00 | 23,683.01 | 38% |
| 10-030-50-6465 | PROFESSIONAL SERVICES | 11,994.52 | 41,555.83 | 115,000.00 | 73,444.17 | 36% |
| 10-030-50-6471 | AUDIT | 0.00 | 11,810.00 | 60,000.00 | 48,190.00 | 20% |
| 10-030-50-6478 | MUNICIPAL MEMBERSHIPS | 0.00 | 20,387.64 | 34,000.00 | 13,612.36 | 60% |
| 10-030-50-6481 | TRAVEL AND EDUCATION | 50.00 | 720.00 | 9,000.00 | 8,280.00 | 8% |
| 10-030-50-6953 | CAPITAL IMPROVEMENT RESERVES | 0.00 | 0.00 | 9,000.00 | 9,000.00 | 0% |
| | Finance Totals | 62,652.89 | 279,431.47 | 920,500.00 | 641,068.53 | 30% |

| ... | ... | October 2024-2025 MTD Activity | 2024-2025 YTD Activity | 2024-2025 Budget | Budget Remaining | % of Budget Used |
|----------------|-------------------------------------|--------------------------------------|---------------------------|---------------------|---------------------|---------------------|
| Facilities | | | | | | |
| 10-040-50-6051 | SALARIES | 9,997.89 | 39,536.70 | 118,000.00 | 78,463.30 | 34% |
| 10-040-50-6061 | FRINGE BENEFITS | 5,357.34 | 20,413.55 | 73,000.00 | 52,586.45 | 28% |
| 10-040-50-6210 | MATERIALS AND SUPPLIES | 831.11 | 4,203.89 | 18,000.00 | 13,796.11 | 23% |
| 10-040-50-6309 | REPAIRS AND MAINTENANCE | 2,160.12 | 10,054.63 | 45,000.00 | 34,945.37 | 22% |
| 10-040-50-6355 | SAFETY/OSHA | 215.60 | 1,193.76 | 2,000.00 | 806.24 | 60% |
| 10-040-50-6401 | TELECOMMUNICATIONS | 191.07 | 610.74 | 2,000.00 | 1,389.26 | 31% |
| 10-040-50-6406 | HVAC, ENERGY AND LIGHTING | 2,158.83 | 9,398.96 | 30,000.00 | 20,601.04 | 31% |
| 10-040-50-6407 | SENIOR CENTER UTILITIES/MAINTENANCE | 1,029.00 | 3,819.56 | 10,000.00 | 6,180.44 | 38% |
| 10-040-50-6430 | MAINTENANCE & RENTAL CONTRACTS | 239.00 | 850.40 | 2,500.00 | 1,649.60 | 34% |
| 10-040-50-6433 | FLEET SERVICE TOTAL CARE PROGRAM | 130.00 | 520.00 | 1,560.00 | 1,040.00 | 33% |
| 10-040-50-6444 | SENIOR CENTER CONTRACT | 0.00 | 42,000.00 | 42,000.00 | 0.00 | 100% |
| 10-040-50-6452 | COMPUTER SERVICES | 28.13 | 479.90 | 2,000.00 | 1,520.10 | 24% |
| 10-040-50-6465 | PROFESSIONAL SERVICES | 1,132.16 | 2,306.55 | 10,000.00 | 7,693.45 | 23% |
| 10-040-50-6481 | TRAVEL AND EDUCATION | 0.00 | 0.00 | 3,000.00 | 3,000.00 | 0% |
| 10-040-50-6504 | BUILDING IMPROVEMENTS | 15,083.51 | 15,083.51 | 115,000.00 | 99,916.49 | 13% |
| 10-040-50-6600 | MISCELLANEOUS | 680.53 | 3,409.46 | 7,500.00 | 4,090.54 | 45% |
| 10-040-50-6953 | CAPITAL IMPROVEMENT RESERVES | 0.00 | 0.00 | 10,000.00 | 10,000.00 | 0% |
| | Facilities Totals | 39,234.29 | 153,881.61 | 491,560.00 | 337,678.39 | 31% |

Financial Statement Versus Budget

For Fiscal: 2024-2025 Period Ending: 10/31/2024

| ... | ... | October 2024-2025 MTD Activity | 2024-2025 YTD Activity | 2024-2025 Budget | Budget Remaining | % of Budget Used |
|-----------------|------------------------|--------------------------------------|---------------------------|---------------------|---------------------|---------------------|
| Municipal Court | | | | | | |
| 10-050-51-6051 | SALARIES | 6,158.63 | 24,877.36 | 80,000.00 | 55,122.64 | 31% |
| 10-050-51-6061 | FRINGE BENEFITS | 3,188.00 | 12,850.13 | 45,000.00 | 32,149.87 | 29% |
| 10-050-51-6201 | OFFICE SUPPLIES | 0.00 | 190.96 | 4,000.00 | 3,809.04 | 5% |
| 10-050-51-6210 | MATERIALS AND SUPPLIES | 108.90 | 2,106.34 | 6,000.00 | 3,893.66 | 35% |
| 10-050-51-6402 | TELECOMMUNICATIONS | 12.53 | 50.00 | 200.00 | 150.00 | 25% |
| 10-050-51-6452 | COMPUTER SERVICES | 1,528.13 | 1,999.24 | 12,000.00 | 10,000.76 | 17% |
| 10-050-51-6465 | PROFESSIONAL SERVICES | 6,910.90 | 28,527.47 | 75,000.00 | 46,472.53 | 38% |
| 10-050-51-6469 | PROSECUTION | 3,675.00 | 14,700.00 | 44,100.00 | 29,400.00 | 33% |
| 10-050-51-6481 | TRAVEL AND EDUCATION | 0.00 | 0.00 | 3,700.00 | 3,700.00 | 0% |
| | Municipal Court Totals | 21,582.09 | 85,301.50 | 270,000.00 | 184,698.50 | 32% |

Financial Statement Versus Budget

For Fiscal: 2024-2025 Period Ending: 10/31/2024

| ... | ... | October 2024-2025 MTD Activity | 2024-2025 YTD Activity | 2024-2025 Budget | Budget Remaining | % of Budget Used |
|-----------------|-----------------------------------|--------------------------------------|---------------------------|---------------------|---------------------|---------------------|
| Fire Department | | | | | | |
| 10-070-51-6051 | SALARIES | 166,782.85 | 690,739.00 | 2,055,000.00 | 1,364,261.00 | 34% |
| 10-070-51-6053 | OVERTIME | 18,412.88 | 121,351.57 | 160,000.00 | 38,648.43 | 76% |
| 10-070-51-6061 | FRINGE BENEFITS | 104,258.29 | 435,104.75 | 1,320,000.00 | 884,895.25 | 33% |
| 10-070-51-6201 | OFFICE SUPPLIES | 142.21 | 3,253.48 | 6,000.00 | 2,746.52 | 54% |
| 10-070-51-6207 | FIRE MED ADVERTISING | 0.00 | 0.00 | 7,200.00 | 7,200.00 | 0% |
| 10-070-51-6211 | MATERIAL & SUPPLIES/LAUNDRY | 15,754.43 | 44,521.76 | 120,000.00 | 75,478.24 | 37% |
| 10-070-51-6240 | FUEL | 4,452.62 | 18,176.56 | 75,000.00 | 56,823.44 | 24% |
| 10-070-51-6270 | UNIFORM ALLOWANCE | 0.00 | 937.16 | 30,000.00 | 29,062.84 | 3% |
| 10-070-51-6309 | REPAIRS AND MAINTENANCE | 864.71 | 9,772.91 | 43,000.00 | 33,227.09 | 23% |
| 10-070-51-6315 | REPLACEMENT - EQUIPMENT | 17.46 | 1,413.40 | 25,000.00 | 23,586.60 | 6% |
| 10-070-51-6318 | REPLACEMENT - RADIOS/PAGERS | 667.70 | 2,166.12 | 10,000.00 | 7,833.88 | 22% |
| 10-070-51-6319 | REPLACEMENT - TURNOUTS | 3,584.96 | 4,158.29 | 40,000.00 | 35,841.71 | 10% |
| 10-070-51-6401 | TELECOMMUNICATIONS | 982.51 | 3,911.35 | 13,000.00 | 9,088.65 | 30% |
| 10-070-51-6406 | HVAC, ENERGY AND LIGHTING | 1,819.02 | 6,774.74 | 22,500.00 | 15,725.26 | 30% |
| 10-070-51-6430 | MAINTENANCE & RENTAL CONTRACTS | 4,698.56 | 14,897.07 | 35,000.00 | 20,102.93 | 43% |
| 10-070-51-6433 | FLEET SERVICE TOTAL CARE PROGRAM | 7,106.67 | 28,426.68 | 85,280.00 | 56,853.32 | 33% |
| 10-070-51-6452 | COMPUTER SERVICES | 567.18 | 7,759.89 | 40,000.00 | 32,240.11 | 19% |
| 10-070-51-6461 | DISPATCH SERVICES | 4,475.00 | 49,721.64 | 195,000.00 | 145,278.36 | 25% |
| 10-070-51-6465 | PROFESSIONAL SERVICES | 27,598.92 | 67,049.60 | 190,000.00 | 122,950.40 | 35% |
| 10-070-51-6474 | FIRE PREVENTION PROGRAM | 0.00 | 89.22 | 7,500.00 | 7,410.78 | 1% |
| 10-070-51-6481 | TRAVEL AND EDUCATION | 9,921.32 | 16,851.28 | 47,500.00 | 30,648.72 | 35% |
| 10-070-51-6500 | EQUIPMENT | 0.00 | 6,226.68 | 117,500.00 | 111,273.32 | 5% |
| 10-070-51-6501 | VEHICLES | 15,303.70 | 79,741.43 | 80,000.00 | 258.57 | 100% |
| 10-070-51-6801 | DEBT SERVICE - PRINCIPAL | 43,583.83 | 43,583.83 | 43,584.00 | 0.17 | 100% |
| 10-070-51-6802 | DEBT SERVICE - INTEREST | 1,229.17 | 1,229.17 | 1,230.00 | 0.83 | 100% |
| 10-070-51-6914 | TRANSFER TO FIRE VOLUNTEER APPR 1 | 7,541.25 | 30,165.00 | 90,495.00 | 60,330.00 | 33% |
| 10-070-51-6953 | CAPITAL IMPROVEMENT RESERVES | 0.00 | 0.00 | 9,500.00 | 9,500.00 | 0% |
| | Fire Department Totals | 439,765.24 | 1,688,022.58 | 4,869,289.00 | 3,181,266.42 | 35% |

| ... | ... | October 2024-2025 MTD Activity | 2024-2025 YTD Activity | 2024-2025 Budget | Budget Remaining | % of Budget Used |
|-------------------|----------------------------------|--------------------------------------|---------------------------|---------------------|---------------------|---------------------|
| Police Department | | | | | | |
| 10-080-51-6051 | SALARIES | 214,966.72 | 843,371.48 | 2,405,000.00 | 1,561,628.52 | 35% |
| 10-080-51-6053 | OVERTIME | 8,625.06 | 33,948.73 | 125,000.00 | 91,051.27 | 27% |
| 10-080-51-6061 | FRINGE BENEFITS | 120,281.60 | 473,652.77 | 1,515,000.00 | 1,041,347.23 | 31% |
| 10-080-51-6201 | OFFICE SUPPLIES | 445.76 | 1,365.19 | 5,500.00 | 4,134.81 | 25% |
| 10-080-51-6210 | MATERIALS AND SUPPLIES | 450.63 | 2,323.93 | 8,000.00 | 5,676.07 | 29% |
| 10-080-51-6231 | WEAPONS SKILLS | 0.00 | 327.66 | 7,500.00 | 7,172.34 | 4% |
| 10-080-51-6232 | INVESTIGATIONS | 321.63 | 4,202.51 | 10,000.00 | 5,797.49 | 42% |
| 10-080-51-6235 | FIRING RANGE IMPROVEMENTS | 45.69 | 916.61 | 3,500.00 | 2,583.39 | 26% |
| 10-080-51-6236 | EVIDENCE CONTROL | 293.49 | 990.88 | 2,500.00 | 1,509.12 | 40% |
| 10-080-51-6240 | FUEL | 4,141.05 | 15,947.82 | 55,000.00 | 39,052.18 | 29% |
| 10-080-51-6272 | UNIFORMS & CLEANING | 175.95 | 5,689.02 | 20,000.00 | 14,310.98 | 28% |
| 10-080-51-6315 | OTHER EQUIPMENT | 355.79 | 1,991.86 | 10,000.00 | 8,008.14 | 20% |
| 10-080-51-6355 | SAFETY/OSHA | 134.97 | 134.97 | 8,000.00 | 7,865.03 | 2% |
| 10-080-51-6401 | TELECOMMUNICATIONS | 2,132.26 | 7,980.35 | 23,500.00 | 15,519.65 | 34% |
| 10-080-51-6430 | MAINTENANCE & RENTAL CONTRACTS | 5,894.77 | 12,987.08 | 31,000.00 | 18,012.92 | 42% |
| 10-080-51-6433 | FLEET SERVICE TOTAL CARE PROGRAM | 7,800.00 | 31,200.00 | 93,600.00 | 62,400.00 | 33% |
| 10-080-51-6452 | COMPUTER SERVICES | 863.45 | 9,684.90 | 45,000.00 | 35,315.10 | 22% |
| 10-080-51-6461 | DISPATCH SERVICES | 0.00 | 68,563.68 | 270,000.00 | 201,436.32 | 25% |
| 10-080-51-6465 | PROFESSIONAL SERVICES | 522.94 | 18,087.01 | 43,000.00 | 24,912.99 | 42% |
| 10-080-51-6472 | COMMUNITY RELATIONS | 28.30 | 351.55 | 1,300.00 | 948.45 | 27% |
| 10-080-51-6475 | EMPLOYEE DEVELOPMENT | 0.00 | 0.00 | 3,000.00 | 3,000.00 | 0% |
| 10-080-51-6479 | PROFESSIONAL MEMBERSHIPS | 0.00 | 152.00 | 1,500.00 | 1,348.00 | 10% |
| 10-080-51-6481 | TRAVEL AND TRAINING | 2,654.81 | 6,554.91 | 19,000.00 | 12,445.09 | 34% |
| 10-080-51-6500 | EQUIPMENT | 4,928.82 | 80,035.03 | 111,100.00 | 31,064.97 | 72% |
| 10-080-51-6501 | VEHICLES | 164.01 | 44,773.51 | 80,000.00 | 35,226.49 | 56% |
| 10-080-51-6740 | RAIN/MARK43 | 6,127.50 | 8,975.40 | 27,500.00 | 18,524.60 | 33% |
| 10-080-51-6745 | RESERVE OFFICERS | 0.00 | 0.00 | 3,250.00 | 3,250.00 | 0% |
| 10-080-51-6953 | CAPITAL IMPROVEMENT RESERVES | 0.00 | 0.00 | 15,900.00 | 15,900.00 | 0% |
| | Police Department Totals | 381,355.20 | 1,674,208.85 | 4,943,650.00 | 3,269,441.15 | 34% |

| ... | ... | October 2024-2025 MTD Activity | 2024-2025 YTD Activity | 2024-2025 Budget | Budget Remaining | % of Budget Used |
|----------------|--------------------------------|--------------------------------------|---------------------------|---------------------|---------------------|---------------------|
| Library | | | | | | |
| 10-090-53-6051 | SALARIES | 35,314.71 | 137,914.98 | 418,000.00 | 280,085.02 | 33% |
| 10-090-53-6061 | FRINGE BENEFITS | 15,959.98 | 62,784.90 | 220,000.00 | 157,215.10 | 29% |
| 10-090-53-6201 | OFFICE SUPPLIES | 202.81 | 1,212.87 | 4,500.00 | 3,287.13 | 27% |
| 10-090-53-6202 | POSTAGE | 0.00 | 16.96 | 250.00 | 233.04 | 7% |
| 10-090-53-6210 | MATERIALS AND SUPPLIES | 258.97 | 1,522.61 | 4,500.00 | 2,977.39 | 34% |
| 10-090-53-6260 | PERIODICALS | 2,022.20 | 2,022.20 | 3,500.00 | 1,477.80 | 58% |
| 10-090-53-6300 | MAINTENANCE & RENTAL CONTRACTS | 180.00 | 1,175.00 | 5,000.00 | 3,825.00 | 24% |
| 10-090-53-6309 | REPAIRS AND MAINTENANCE | 0.00 | 730.16 | 9,000.00 | 8,269.84 | 8% |
| 10-090-53-6358 | E-RESOURCES/AUDIO VISUAL | 617.90 | 1,373.57 | 4,000.00 | 2,626.43 | 34% |
| 10-090-53-6359 | BOOKS | 4,468.11 | 19,758.67 | 56,000.00 | 36,241.33 | 35% |
| 10-090-53-6396 | SPECIAL PROGRAMS | 0.00 | 0.00 | 3,000.00 | 3,000.00 | 0% |
| 10-090-53-6401 | TELECOMMUNICATIONS | 169.65 | 661.65 | 2,750.00 | 2,088.35 | 24% |
| 10-090-53-6406 | HVAC, ENERGY AND LIGHTING | 1,238.07 | 4,352.40 | 17,000.00 | 12,647.60 | 26% |
| 10-090-53-6452 | COMPUTER SERVICES | 0.00 | 2,245.08 | 4,000.00 | 1,754.92 | 56% |
| 10-090-53-6466 | PROFESSIONAL SERVICES-CCRLS | 207.42 | 283.92 | 3,000.00 | 2,716.08 | 9% |
| 10-090-53-6481 | TRAVEL AND EDUCATION | 0.00 | 1,952.79 | 3,000.00 | 1,047.21 | 65% |
| 10-090-53-6600 | MISCELLANEOUS | 770.36 | 1,187.47 | 3,000.00 | 1,812.53 | 40% |
| 10-090-53-6953 | CAPITAL IMPROVEMENT RESERVES | 0.00 | 0.00 | 45,000.00 | 45,000.00 | 0% |
| | Library Totals | 61,410.18 | 239,195.23 | 805,500.00 | 566,304.77 | 30% |

| ... | ... | October 2024-2025 MTD Activity | 2024-2025 YTD Activity | 2024-2025 Budget | Budget Remaining | % of Budget Used |
|----------------|----------------------------------|--------------------------------------|---------------------------|---------------------|---------------------|---------------------|
| Parks | | | | | | |
| 10-103-53-6051 | SALARIES | 25,715.46 | 99,354.91 | 358,000.00 | 258,645.09 | 28% |
| 10-103-53-6053 | OVERTIME | 0.00 | 362.01 | 1,000.00 | 637.99 | 36% |
| 10-103-53-6061 | FRINGE BENEFITS | 13,364.79 | 52,821.05 | 185,000.00 | 132,178.95 | 29% |
| 10-103-53-6210 | MATERIALS AND SUPPLIES | 1,536.72 | 3,847.89 | 16,000.00 | 12,152.11 | 24% |
| 10-103-53-6240 | FUEL | 0.00 | 1,307.17 | 11,000.00 | 9,692.83 | 12% |
| 10-103-53-6309 | REPAIRS AND MAINTENANCE | 665.09 | 784.69 | 9,000.00 | 8,215.31 | 9% |
| 10-103-53-6323 | MISCELLANEOUS TOOLS | 57.49 | 57.49 | 4,000.00 | 3,942.51 | 1% |
| 10-103-53-6401 | TELECOMMUNICATIONS | 165.73 | 654.93 | 2,500.00 | 1,845.07 | 26% |
| 10-103-53-6406 | HVAC, ENERGY AND LIGHTING | 460.69 | 1,795.61 | 8,000.00 | 6,204.39 | 22% |
| 10-103-53-6430 | MAINTENANCE & RENTAL CONTRACTS | 755.00 | 3,625.00 | 9,000.00 | 5,375.00 | 40% |
| 10-103-53-6433 | FLEET SERVICE TOTAL CARE PROGRAM | 1,993.33 | 7,973.32 | 23,920.00 | 15,946.68 | 33% |
| 10-103-53-6452 | COMPUTER SERVICES | 28.13 | 1,513.55 | 3,000.00 | 1,486.45 | 50% |
| 10-103-53-6459 | RECREATION | 0.00 | 675.00 | 2,000.00 | 1,325.00 | 34% |
| 10-103-53-6460 | COMMUNITY EVENTS AND PROMOTION | 1,261.75 | 44,072.51 | 70,000.00 | 25,927.49 | 63% |
| 10-103-53-6465 | PROFESSIONAL SERVICES | 120.46 | 985.13 | 15,000.00 | 14,014.87 | 7% |
| 10-103-53-6475 | EMPLOYEE DEVELOPMENT | 0.00 | 0.00 | 1,000.00 | 1,000.00 | 0% |
| 10-103-53-6481 | TRAVEL AND EDUCATION | 863.13 | 2,556.81 | 5,000.00 | 2,443.19 | 51% |
| 10-103-53-6483 | VEGITATION MANAGEMENT | 0.00 | 346.00 | 10,000.00 | 9,654.00 | 3% |
| 10-103-53-6501 | VEHICLES | 1,747.00 | 78,290.71 | 80,000.00 | 1,709.29 | 98% |
| 10-103-53-6504 | BUILDING/PARK IMPROVEMENTS | 0.00 | 0.00 | 30,000.00 | 30,000.00 | 0% |
| 10-103-53-6953 | CAPITAL IMPROVEMENT RESERVES | 0.00 | 0.00 | 16,000.00 | 16,000.00 | 0% |
| | Parks Totals | 48,734.77 | 301,023.78 | 859,420.00 | 558,396.22 | 35% |

| ... | ... | October 2024-2025 MTD Activity | 2024-2025 YTD Activity | 2024-2025 Budget | Budget Remaining | % of Budget Used |
|----------------|---------------------------------|--------------------------------------|---------------------------|---------------------|---------------------|---------------------|
| Aquatic Center | | | | | | |
| 10-105-53-6051 | SALARIES | 43,644.53 | 197,826.12 | 500,000.00 | 302,173.88 | 40% |
| 10-105-53-6053 | OVERTIME | 0.00 | 768.90 | 10,000.00 | 9,231.10 | 8% |
| 10-105-53-6061 | FRINGE BENEFITS | 14,293.72 | 58,750.72 | 175,000.00 | 116,249.28 | 34% |
| 10-105-53-6204 | PRINTING & POSTAGE | 0.00 | 0.00 | 100.00 | 100.00 | 0% |
| 10-105-53-6207 | ADVERTISING | 0.00 | 995.00 | 2,700.00 | 1,705.00 | 37% |
| 10-105-53-6210 | MATERIALS AND SUPPLIES | 6.25 | 110.59 | 3,500.00 | 3,389.41 | 3% |
| 10-105-53-6212 | SUPPLIES - JANITORIAL | 882.33 | 3,592.49 | 11,000.00 | 7,407.51 | 33% |
| 10-105-53-6223 | PRO SHOP & CONCESSIONS | 767.72 | 11,190.98 | 35,000.00 | 23,809.02 | 32% |
| 10-105-53-6224 | PROGRAM SUPPLIES | 400.45 | 522.91 | 2,200.00 | 1,677.09 | 24% |
| 10-105-53-6234 | UNIFORMS | 0.00 | 485.00 | 1,000.00 | 515.00 | 49% |
| 10-105-53-6251 | CHEMICALS | 2,299.58 | 11,939.49 | 40,000.00 | 28,060.51 | 30% |
| 10-105-53-6309 | REPAIRS AND MAINTENANCE | 1,977.52 | 5,332.22 | 35,000.00 | 29,667.78 | 15% |
| 10-105-53-6350 | OFFICE EXPENSES | 27.71 | 528.94 | 2,000.00 | 1,471.06 | 26% |
| 10-105-53-6400 | ELECTRICAL SERVICE | 8,302.46 | 33,816.99 | 90,000.00 | 56,183.01 | 38% |
| 10-105-53-6401 | TELECOMMUNICATIONS | 466.48 | 2,165.60 | 7,200.00 | 5,034.40 | 30% |
| 10-105-53-6412 | GAS SERVICE | 10,087.48 | 24,344.16 | 90,000.00 | 65,655.84 | 27% |
| 10-105-53-6452 | COMPUTER SERVICES | 292.46 | 1,748.96 | 9,000.00 | 7,251.04 | 19% |
| 10-105-53-6465 | PROFESSIONAL SERVICES | 680.85 | 5,220.68 | 25,000.00 | 19,779.32 | 21% |
| 10-105-53-6481 | TRAVEL AND EDUCATION | 15.60 | 407.60 | 2,000.00 | 1,592.40 | 20% |
| 10-105-53-6482 | PROFESSIONAL SERVICES-ACTIVENET | 1,826.87 | 10,083.10 | 28,000.00 | 17,916.90 | 36% |
| 10-105-53-6500 | EQUIPMENT | 0.00 | 1,396.00 | 100,000.00 | 98,604.00 | 1% |
| 10-105-53-6600 | MISCELLANEOUS | 115.56 | 589.05 | 5,000.00 | 4,410.95 | 12% |
| | Aquatic Center Totals | 86,087.57 | 371,815.50 | 1,173,700.00 | 801,884.50 | 32% |

| ... | ... | October 2024-2025 MTD Activity | 2024-2025 YTD Activity | 2024-2025 Budget | Budget Remaining | % of Budget Used |
|------------------------------------|---|--------------------------------------|---------------------------|---------------------|---------------------|---------------------|
| Economic and Community Development | | | | | | |
| 10-108-50-6051 | SALARIES | 32,277.63 | 127,215.50 | 425,000.00 | 297,784.50 | 30% |
| 10-108-50-6061 | FRINGE BENEFITS | 15,642.49 | 61,899.46 | 225,000.00 | 163,100.54 | 28% |
| 10-108-50-6200 | MATERIALS AND SUPPLIES | 143.22 | 247.30 | 2,500.00 | 2,252.70 | 10% |
| 10-108-50-6205 | PRINTING | 0.00 | 0.00 | 500.00 | 500.00 | 0% |
| 10-108-50-6209 | PUBLIC NOTICES/ADVERTISING | 539.79 | 1,115.84 | 1,200.00 | 84.16 | 93% |
| 10-108-50-6240 | FUEL | 35.40 | 545.24 | 2,200.00 | 1,654.76 | 25% |
| 10-108-50-6350 | OFFICE EXPENSES | 35.10 | 156.20 | 2,500.00 | 2,343.80 | 6% |
| 10-108-50-6394 | PLANNING COMMISSION EXPENSES | 0.00 | 0.00 | 500.00 | 500.00 | 0% |
| 10-108-50-6395 | TOURISM | 21,552.52 | 43,291.84 | 85,000.00 | 41,708.16 | 51% |
| 10-108-50-6397 | ECONOMIC DEVELOPMENT | 5,920.00 | 5,920.00 | 41,000.00 | 35,080.00 | 14% |
| 10-108-50-6401 | TELECOMMUNICATIONS | 159.43 | 637.24 | 1,700.00 | 1,062.76 | 37% |
| 10-108-50-6433 | FLEET SERVICE TOTAL CARE PROGRAM | 346.67 | 1,386.68 | 4,160.00 | 2,773.32 | 33% |
| 10-108-50-6452 | COMPUTER SERVICES | 28.12 | 1,786.00 | 10,000.00 | 8,214.00 | 18% |
| 10-108-50-6457 | WEED ABATEMENT | 1,282.87 | 2,618.98 | 10,000.00 | 7,381.02 | 26% |
| 10-108-50-6458 | RV ABATEMENT | 0.00 | 2,000.00 | 6,000.00 | 4,000.00 | 33% |
| 10-108-50-6465 | PROFESSIONAL SERVICES | 196.65 | 3,572.19 | 43,000.00 | 39,427.81 | 8% |
| 10-108-50-6481 | TRAVEL AND EDUCATION | 5,054.70 | 10,364.57 | 15,000.00 | 4,635.43 | 69% |
| 10-108-50-6600 | MISCELLANEOUS | 116.99 | 1,545.11 | 5,000.00 | 3,454.89 | 31% |
| 10-108-50-6953 | CAPITAL IMPROVEMENT RESERVES | 0.00 | 0.00 | 18,000.00 | 18,000.00 | 0% |
| | Economic and Community Development Totals | 83,331.58 | 264,302.15 | 898,260.00 | 633,957.85 | 29% |

| ... | ... | October 2024-2025 MTD Activity | 2024-2025 YTD Activity | 2024-2025 Budget | Budget Remaining | % of Budget Used |
|--------------------------------|---------------------------------------|--------------------------------------|---------------------------|---------------------|---------------------|---------------------|
| Non-Departmental & Contingency | | | | | | |
| 10-111-50-6502 | ARPA PROJECTS | 66,110.46 | 209,887.70 | 875,000.00 | 665,112.30 | 24% |
| 10-111-50-6503 | IT EQUIPMENT | 0.00 | 4,620.00 | 54,000.00 | 49,380.00 | 9% |
| 10-111-50-6801 | DEBT SERVICE-UR PRINCIPAL | 0.00 | 0.00 | 40,000.00 | 40,000.00 | 0% |
| 10-111-50-6815 | DEBT SERVICE UR-INTEREST | 0.00 | 0.00 | 22,350.00 | 22,350.00 | 0% |
| 10-111-50-6823 | 2016 JEFFERSON ST BLDG-PRINCIPAL | 2,284.00 | 9,120.00 | 27,500.00 | 18,380.00 | 33% |
| 10-111-50-6824 | 2016 JEFFERSON ST BLDG-INTEREST | 64.00 | 272.00 | 645.00 | 373.00 | 42% |
| 10-111-50-6928 | TRANSFER TO SEWER SDC-LOAN REIME | 0.00 | 0.00 | 1,735.00 | 1,735.00 | 0% |
| 10-111-50-6932 | TRANSFER TO RISK MANAGEMENT FUNI | 0.00 | 418,000.00 | 418,000.00 | 0.00 | 100% |
| 10-111-50-6937 | TRANSFER TO LONG-TERM DEBT FUND | 10,500.12 | 42,000.48 | 126,002.00 | 84,001.52 | 33% |
| 10-111-50-6970 | OPERATING CONTINGENCIES | 0.00 | 0.00 | 335,000.00 | 335,000.00 | 0% |
| 10-111-50-6990 | UNAPPROPRIATED FUND BALANCE | 0.00 | 0.00 | 1,887,452.00 | 1,887,452.00 | 0% |
| | Non-Departmental & Contingency Totals | 78,958.58 | 683,900.18 | 3,787,684.00 | 3,103,783.82 | 18% |

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| Expense Totals | 1,378,456.17 | 6,039,266.76 | 19,972,363.00 | 13,933,096.24 | 30% |
|-----------------------|---------------------|---------------------|----------------------|----------------------|------------|

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|-------------------------------|--------------------|----------------------|-------------|---------------------|-----------|
| Revenues Over Expenses | -549,949.29 | -3,437,131.54 | 0.00 | 3,437,131.54 | 0% |
|-------------------------------|--------------------|----------------------|-------------|---------------------|-----------|

14 - RISK MANAGEMENT FUND

Revenue

| | | | | | | |
|----------------|-----------------------------------|------------------|-------------------|-------------------|------------------|------------|
| 14-400-00-5900 | BEGINNING BALANCE | 0.00 | 0.00 | 5,000.00 | 5,000.00 | 0% |
| 14-480-00-4830 | MISCELLANEOUS REVENUE | 13,230.00 | 14,674.57 | 20,000.00 | 5,325.43 | 73% |
| 14-499-00-4930 | TRANSFER FROM GENERAL FUND | 0.00 | 418,000.00 | 418,000.00 | 0.00 | 100% |
| 14-499-00-4932 | TRANSFER FROM BUILDING INSPECTION | 0.00 | 9,000.00 | 9,000.00 | 0.00 | 100% |
| 14-499-00-4944 | TRANSFER FROM PUBLIC WORKS | 0.00 | 233,000.00 | 233,000.00 | 0.00 | 100% |
| | Revenue Totals | 13,230.00 | 674,674.57 | 685,000.00 | 10,325.43 | 98% |

Expense

| | | | | | | |
|-----------------|---------------------------------|-----------|------------|------------|------------|------|
| Risk Management | | | | | | |
| 14-140-50-6210 | MATERIALS AND SUPPLIES | 0.00 | 0.00 | 20,000.00 | 20,000.00 | 0% |
| 14-140-50-6441 | PROPERTY/AUTO INSURANCE | 6,673.42 | 247,045.06 | 205,000.00 | -42,045.06 | 121% |
| 14-140-50-6442 | LIABILITY INSURANCE | 7,554.50 | 219,329.91 | 250,000.00 | 30,670.09 | 88% |
| 14-140-50-6443 | WORKERS' COMPENSATION INSURANCE | 1,711.13 | 100,365.90 | 205,000.00 | 104,634.10 | 49% |
| 14-140-50-6980 | OPERATING CONTINGENCIES | 0.00 | 0.00 | 5,000.00 | 5,000.00 | 0% |
| | Risk Management Totals | 15,939.05 | 566,740.87 | 685,000.00 | 118,259.13 | 83% |

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|-----------------------|------------------|-------------------|-------------------|-------------------|------------|
| Expense Totals | 15,939.05 | 566,740.87 | 685,000.00 | 118,259.13 | 83% |
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|-------------------------------|------------------|-------------------|-------------|--------------------|-----------|
| Revenues Over Expenses | -2,709.05 | 107,933.70 | 0.00 | -107,933.70 | 0% |
|-------------------------------|------------------|-------------------|-------------|--------------------|-----------|

15 - BUILDING INSPECTIONS FUND

Revenue

| | | | | | | |
|----------------|-------------------------------|------------------|-------------------|---------------------|---------------------|------------|
| 15-400-00-5900 | BEGINNING BALANCE | 0.00 | 0.00 | 1,500,000.00 | 1,500,000.00 | 0% |
| 15-410-01-4230 | PERMITS | 50,933.32 | 351,875.06 | 740,000.00 | 388,124.94 | 48% |
| 15-455-00-4115 | CONSTRUCTION EXCISE TAX (CET) | 4,509.96 | 30,376.04 | 60,000.00 | 29,623.96 | 51% |
| 15-480-00-4830 | MISCELLANEOUS REVENUE | 2,378.50 | 17,256.91 | 20,000.00 | 2,743.09 | 86% |
| 15-499-00-4963 | TRANSFER FROM SDC FUND | 4,358.33 | 17,433.32 | 52,300.00 | 34,866.68 | 33% |
| | Revenue Totals | 62,180.11 | 416,941.33 | 2,372,300.00 | 1,955,358.67 | 18% |

Expense

| | | | | | | |
|---------------------------|----------------------------------|-----------|------------|------------|------------|-----|
| Building Inspections Fund | | | | | | |
| 15-115-50-6051 | SALARIES | 31,967.39 | 133,605.01 | 405,000.00 | 271,394.99 | 33% |
| 15-115-50-6061 | FRINGE BENEFITS | 17,185.93 | 70,881.65 | 265,000.00 | 194,118.35 | 27% |
| 15-115-50-6210 | MATERIALS AND SUPPLIES | 0.00 | 220.00 | 5,000.00 | 4,780.00 | 4% |
| 15-115-50-6240 | FUEL | 262.06 | 937.15 | 3,500.00 | 2,562.85 | 27% |
| 15-115-50-6401 | TELECOMMUNICATIONS | 288.55 | 1,139.18 | 4,000.00 | 2,860.82 | 28% |
| 15-115-50-6433 | FLEET SERVICE TOTAL CARE PROGRAM | 346.67 | 1,386.68 | 4,160.00 | 2,773.32 | 33% |
| 15-115-50-6452 | COMPUTER SERVICES | 0.00 | 734.76 | 4,500.00 | 3,765.24 | 16% |
| 15-115-50-6456 | E-PERMITTING SERVICES | 2,239.94 | 11,578.28 | 50,000.00 | 38,421.72 | 23% |
| 15-115-50-6465 | PROFESSIONAL SERVICES | 490.21 | 921.31 | 4,000.00 | 3,078.69 | 23% |
| 15-115-50-6481 | TRAVEL AND EDUCATION | 130.40 | 1,963.25 | 6,000.00 | 4,036.75 | 33% |

| ... | ... | October 2024-2025 MTD Activity | 2024-2025 YTD Activity | 2024-2025 Budget | Budget Remaining | % of Budget Used |
|-------------------------------|----------------------------------|--------------------------------------|---------------------------|---------------------|---------------------|---------------------|
| 15-115-50-6600 | MISCELLANEOUS | 285.00 | 574.42 | 2,000.00 | 1,425.58 | 29% |
| 15-115-50-6605 | CONSTRUCTION EXCISE TAX - DALLAS | 0.00 | 25,339.91 | 60,000.00 | 34,660.09 | 42% |
| 15-115-50-6900 | TRANSFER TO GENERAL FUND | 5,416.67 | 21,666.68 | 65,000.00 | 43,333.32 | 33% |
| 15-115-50-6932 | TRANSFER TO RISK MANAGEMENT FUNI | 0.00 | 9,000.00 | 9,000.00 | 0.00 | 100% |
| 15-115-50-6937 | TRANSFER TO LONG-TERM DEBT FUND | 601.33 | 2,405.32 | 7,216.00 | 4,810.68 | 33% |
| 15-115-50-6980 | OPERATING CONTINGENCIES | 0.00 | 0.00 | 1,477,924.00 | 1,477,924.00 | 0% |
| | Building Inspections Fund Totals | 59,214.15 | 282,353.60 | 2,372,300.00 | 2,089,946.40 | 12% |
| Expense Totals | | 59,214.15 | 282,353.60 | 2,372,300.00 | 2,089,946.40 | 12% |
| Revenues Over Expenses | | 2,965.96 | 134,587.73 | 0.00 | -134,587.73 | 0% |

20 - STREET FUND

| Revenue | | | | | | |
|-----------------------|---------------------------------|-------------------|-------------------|---------------------|---------------------|------------|
| 20-400-00-5900 | BEGINNING BALANCE | 0.00 | 0.00 | 2,700,000.00 | 2,700,000.00 | 0% |
| 20-430-01-4220 | PROPORTIONATE SHARE FEE-BARBERR | 0.00 | 7,700.00 | 30,000.00 | 22,300.00 | 26% |
| 20-430-01-4831 | MISCELLANEOUS STREET | 5,472.44 | 19,300.78 | 60,000.00 | 40,699.22 | 32% |
| 20-430-02-4332 | STATE HIGHWAY APPROPRIATIONS | 131,975.31 | 349,766.14 | 1,445,000.00 | 1,095,233.86 | 24% |
| 20-480-00-4610 | INTEREST ON INVESTMENTS | 13,620.42 | 60,392.46 | 150,000.00 | 89,607.54 | 40% |
| Revenue Totals | | 151,068.17 | 437,159.38 | 4,385,000.00 | 3,947,840.62 | 10% |

Expense

| | | | | | | |
|----------------------------|-----------------------------------|-----------|------------|--------------|--------------|------|
| Street Admin & Engineering | | | | | | |
| 20-021-52-6051 | SALARIES | 20,144.98 | 78,663.64 | 280,000.00 | 201,336.36 | 28% |
| 20-021-52-6053 | OVERTIME | 0.00 | 43.93 | 2,000.00 | 1,956.07 | 2% |
| 20-021-52-6061 | FRINGE BENEFITS | 12,729.73 | 46,737.17 | 196,000.00 | 149,262.83 | 24% |
| 20-021-52-6210 | MATERIALS AND SUPPLIES | 5,841.45 | 39,910.92 | 75,000.00 | 35,089.08 | 53% |
| 20-021-52-6307 | VEHICLE-EQUIPMENT EXPENSES | 4,791.67 | 19,166.68 | 57,500.00 | 38,333.32 | 33% |
| 20-021-52-6309 | REPAIRS AND MAINTENANCE | 0.00 | 0.00 | 3,000.00 | 3,000.00 | 0% |
| 20-021-52-6314 | TRAFFIC SIGNAL MAINTENANCE | 27.88 | 107.40 | 8,000.00 | 7,892.60 | 1% |
| 20-021-52-6320 | TOOLS | 267.14 | 979.45 | 5,000.00 | 4,020.55 | 20% |
| 20-021-52-6401 | TELECOMMUNICATIONS | 278.16 | 1,096.03 | 3,500.00 | 2,403.97 | 31% |
| 20-021-52-6415 | STREET LIGHTING | 8,052.67 | 31,690.98 | 75,000.00 | 43,309.02 | 42% |
| 20-021-52-6452 | COMPUTER SERVICES | 3.46 | 1,983.12 | 5,000.00 | 3,016.88 | 40% |
| 20-021-52-6465 | PROFESSIONAL SERVICES | 1,851.55 | 4,748.77 | 50,000.00 | 45,251.23 | 9% |
| 20-021-52-6475 | EMPLOYEE DEVELOPMENT | 54.98 | 108.22 | 5,000.00 | 4,891.78 | 2% |
| 20-021-52-6480 | SAFETY EQUIPMENT & TRAINING | 7.50 | 1,212.60 | 4,000.00 | 2,787.40 | 30% |
| 20-021-52-6481 | TRAVEL AND EDUCATION | 66.66 | 676.81 | 5,000.00 | 4,323.19 | 14% |
| 20-021-52-6500 | EQUIPMENT | 0.00 | 0.00 | 109,000.00 | 109,000.00 | 0% |
| 20-021-52-6520 | CONTRACTUAL OVERLAYS | 0.00 | 0.00 | 300,000.00 | 300,000.00 | 0% |
| 20-021-52-6521 | SIDEWALKS | 3,626.34 | 10,226.34 | 100,000.00 | 89,773.66 | 10% |
| 20-021-52-6526 | PUBLIC WORKS BUILDING | 3,727.93 | 12,471.01 | 200,000.00 | 187,528.99 | 6% |
| 20-021-52-6840 | 2019 MAIN ST LOAN - PRINCIPAL | 0.00 | 0.00 | 31,000.00 | 31,000.00 | 0% |
| 20-021-52-6841 | 2019 MAIN ST LOAN - INTEREST | 0.00 | 0.00 | 17,400.00 | 17,400.00 | 0% |
| 20-021-52-6842 | 2021 STREET LOAN - PRINCIPAL | 0.00 | 0.00 | 380,000.00 | 380,000.00 | 0% |
| 20-021-52-6843 | 2021 STREET LOAN - INTEREST | 0.00 | 0.00 | 48,622.00 | 48,622.00 | 0% |
| 20-021-52-6900 | TRANSFER TO GENERAL FUND | 13,500.00 | 54,000.00 | 162,000.00 | 108,000.00 | 33% |
| 20-021-52-6928 | TRANSFER TO SEWER SDC-LOAN REIME | 4,996.13 | 19,984.52 | 59,954.00 | 39,969.48 | 33% |
| 20-021-52-6932 | TRANSFER TO RISK MANAGEMENT FUNI | 0.00 | 24,500.00 | 24,500.00 | 0.00 | 100% |
| 20-021-52-6937 | TRANSFER TO LONG-TERM DEBT FUND | 817.19 | 3,268.76 | 9,806.00 | 6,537.24 | 33% |
| 20-021-52-6956 | SPECIAL RESERVES-BARBERRY NODE | 0.00 | 0.00 | 350,000.00 | 350,000.00 | 0% |
| | Street Admin & Engineering Totals | 80,785.42 | 351,576.35 | 2,566,282.00 | 2,214,705.65 | 14% |

| ... | ... | October 2024-2025 MTD Activity | 2024-2025 YTD Activity | 2024-2025 Budget | Budget Remaining | % of Budget Used |
|-------------------------------|-----------------------------------|--------------------------------------|---------------------------|---------------------|---------------------|---------------------|
| Debt Service & Contingency | | | | | | |
| 20-026-52-6970 | OPERATING CONTINGENCIES | 0.00 | 0.00 | 1,818,718.00 | 1,818,718.00 | 0% |
| | Debt Service & Contingency Totals | 0.00 | 0.00 | 1,818,718.00 | 1,818,718.00 | 0% |
| Expense Totals | | 80,785.42 | 351,576.35 | 4,385,000.00 | 4,033,423.65 | 8% |
| Revenues Over Expenses | | 70,282.75 | 85,583.03 | 0.00 | -85,583.03 | 0% |

24 - SYSTEMS DEVELOPMENT FUND

| Revenue | | | | | | |
|-----------------------|---------------------------------|------------------|-------------------|----------------------|----------------------|-----------|
| 24-400-00-5928 | BEGINNING BALANCE - STREET SDC | 0.00 | 0.00 | 2,050,000.00 | 2,050,000.00 | 0% |
| 24-400-00-5938 | BEGINNING BALANCE - PARK SDC | 0.00 | 0.00 | 2,045,000.00 | 2,045,000.00 | 0% |
| 24-400-00-5942 | BEGINNING BALANCE - WATER SDC | 0.00 | 0.00 | 4,290,000.00 | 4,290,000.00 | 0% |
| 24-400-00-5950 | BEGINNING BALANCE - SEWER SDC | 0.00 | 0.00 | 5,645,000.00 | 5,645,000.00 | 0% |
| 24-400-00-5975 | BEGINNING BALANCE - STORM SDC | 0.00 | 0.00 | 805,000.00 | 805,000.00 | 0% |
| 24-410-01-4454 | SEWER SDC CHARGES | 23,911.62 | 146,917.11 | 760,000.00 | 613,082.89 | 19% |
| 24-430-01-4453 | STORM SDC CHARGES | 5,350.36 | 38,817.26 | 135,000.00 | 96,182.74 | 29% |
| 24-430-01-4455 | STREET SDC CHARGES | 16,062.84 | 135,208.56 | 535,000.00 | 399,791.44 | 25% |
| 24-440-01-4456 | PARK SDC CHARGES | 13,099.12 | 160,264.60 | 380,000.00 | 219,735.40 | 42% |
| 24-444-03-4916 | REIMBURSEMENTS-WATER SDC LOAN T | 7,148.14 | 28,592.56 | 85,778.00 | 57,185.44 | 33% |
| 24-444-03-4917 | REIMBURSEMENTS - SEWER SDC LOAN | 0.00 | 0.00 | 42,391.00 | 42,391.00 | 0% |
| 24-444-03-4918 | REIMBURSEMENTS-SEWER SDC LOAN F | 6,453.85 | 25,815.40 | 77,447.00 | 51,631.60 | 33% |
| 24-470-00-4452 | WATER SDC CHARGES | 23,391.30 | 145,191.47 | 760,000.00 | 614,808.53 | 19% |
| Revenue Totals | | 95,417.23 | 680,806.96 | 17,610,616.00 | 16,929,809.04 | 4% |

| Expense | | | | | | |
|-------------------------------|-----------------------------------|-------------------|-------------------|----------------------|----------------------|-----------|
| Systems Development | | | | | | |
| 24-095-52-6580 | STREET PROJECTS | 731.64 | 731.64 | 2,549,250.00 | 2,548,518.36 | 0% |
| 24-095-52-6588 | STORM PROJECTS | 0.00 | 0.00 | 932,200.00 | 932,200.00 | 0% |
| 24-095-52-6901 | TRANSFER TO GENERAL FUND-STREET | 1,833.33 | 7,333.32 | 22,000.00 | 14,666.68 | 33% |
| 24-095-52-6902 | TRANSFER TO BUILDING FUND-STREET | 1,145.83 | 4,583.32 | 13,750.00 | 9,166.68 | 33% |
| 24-095-53-6552 | PARK PROJECTS | 156,871.00 | 183,208.66 | 2,407,125.00 | 2,223,916.34 | 8% |
| 24-095-53-6901 | TRANSFER TO GENERAL FUND-PARK SC | 916.67 | 3,666.68 | 11,000.00 | 7,333.32 | 33% |
| 24-095-53-6902 | TRANSFER TO BUILDING FUND-PARK SC | 572.92 | 2,291.68 | 6,875.00 | 4,583.32 | 33% |
| 24-095-55-6591 | WATER PROJECTS/OVERSIZING | 318.75 | 611.00 | 5,096,973.00 | 5,096,362.00 | 0% |
| 24-095-55-6901 | TRANSFER TO GENERAL FUND-WATER S | 1,990.00 | 7,960.00 | 23,880.00 | 15,920.00 | 33% |
| 24-095-55-6902 | TRANSFER TO BUILDING FUND-WATER S | 1,243.75 | 4,975.00 | 14,925.00 | 9,950.00 | 33% |
| 24-095-56-6596 | SEWER PROJECTS/ OVERSIZING | 2,763.75 | 27,578.05 | 6,489,088.00 | 6,461,509.95 | 0% |
| 24-095-56-6901 | TRANSFER TO GENERAL FUND-SEWER S | 1,833.33 | 7,333.32 | 22,000.00 | 14,666.68 | 33% |
| 24-095-56-6902 | TRANSFER TO BUILDING FUND-SEWER S | 1,145.83 | 4,583.32 | 13,750.00 | 9,166.68 | 33% |
| 24-095-57-6901 | TRANSFER TO GENERAL FUND-STORM S | 400.00 | 1,600.00 | 4,800.00 | 3,200.00 | 33% |
| 24-095-57-6902 | TRANSFER TO BUILDING FUND-STORM S | 250.00 | 1,000.00 | 3,000.00 | 2,000.00 | 33% |
| | Systems Development Totals | 172,016.80 | 257,455.99 | 17,610,616.00 | 17,353,160.01 | 1% |
| Expense Totals | | 172,016.80 | 257,455.99 | 17,610,616.00 | 17,353,160.01 | 1% |
| Revenues Over Expenses | | -76,599.57 | 423,350.97 | 0.00 | -423,350.97 | 0% |

26 - TRUST FUND

| ... | ... | October 2024-2025 MTD Activity | 2024-2025 YTD Activity | 2024-2025 Budget | Budget Remaining | % of Budget Used |
|-----------------------|-------------------------------------|--------------------------------------|---------------------------|---------------------|---------------------|---------------------|
| Revenue | | | | | | |
| 26-400-00-5921 | BEGINNING BALANCE - FIRE BOVARD SC | 0.00 | 19,078.31 | 19,078.00 | -0.31 | 100% |
| 26-400-00-5922 | BEGINNING BALANCE - FIRE EXTRICATIC | 0.00 | 40,927.17 | 35,000.00 | -5,927.17 | 117% |
| 26-400-00-5931 | BEGINNING BALANCE - FIRE VOL APPRE | 0.00 | 78,837.61 | 33,000.00 | -45,837.61 | 239% |
| 26-400-00-5939 | BEGINNING BALANCE - PARK | 0.00 | 34,615.04 | 36,350.00 | 1,734.96 | 95% |
| 26-400-00-5941 | BEGINNING BALANCE - LIBRARY | 0.00 | 7,956.70 | 10,000.00 | 2,043.30 | 80% |
| 26-400-00-5949 | BEGINNING BALANCE - DELBERT HUNTE | 0.00 | 11,386.72 | 5,000.00 | -6,386.72 | 228% |
| 26-400-00-5952 | BEGINNING BALANCE - FRIENDS OF THE | 0.00 | 13,423.65 | 3,000.00 | -10,423.65 | 447% |
| 26-400-00-5954 | BEGINNING BALANCE - MISC DONATION | 0.00 | 5,032.83 | 3,500.00 | -1,532.83 | 144% |
| 26-400-00-5955 | BEGINNING BALANCE - OTHER FIRE TRL | 0.00 | 3,198.12 | 3,198.00 | -0.12 | 100% |
| 26-420-02-4331 | FIRE EXTRICATION TEAM | 0.00 | 0.00 | 10,000.00 | 10,000.00 | 0% |
| 26-420-02-4711 | TRANSFER IN GF-FIRE VOLUNTEER APP | 7,541.25 | 30,165.00 | 90,495.00 | 60,330.00 | 33% |
| 26-420-02-4712 | FIRE VOLUNTEER APPRECIATION TRUS | 100.00 | 176.50 | 750.00 | 573.50 | 24% |
| 26-420-03-4702 | HARPY BOVARD SCHOLARSHIP | 300.00 | 400.00 | 0.00 | -400.00 | 0% |
| 26-440-01-4740 | PARK DEVELOPMENT TRUST | 2,000.00 | 9,500.00 | 2,000.00 | -7,500.00 | 475% |
| 26-440-02-4707 | LIBRARY | 2,707.00 | 9,263.61 | 30,000.00 | 20,736.39 | 31% |
| 26-440-03-4351 | FRIENDS OF THE DALLAS AQUATIC CEN | 0.00 | 5,050.00 | 20,000.00 | 14,950.00 | 25% |
| 26-440-15-4750 | DELBERT HUNTER ARBORETUM TRUST | 1,190.00 | 8,071.00 | 15,000.00 | 6,929.00 | 54% |
| 26-480-00-4743 | MISCELLANEOUS DONATION TRUST | 32.50 | 134.80 | 5,000.00 | 4,865.20 | 3% |
| Revenue Totals | | 13,870.75 | 277,217.06 | 321,371.00 | 44,153.94 | 86% |

| | | | | | | |
|-----------------------|------------------------------------|------------------|------------------|-------------------|-------------------|------------|
| Expense | | | | | | |
| Trust Fund | | | | | | |
| 26-011-50-6710 | MISCELLANEOUS DONATION TRUST | 0.00 | 49.56 | 8,500.00 | 8,450.44 | 1% |
| 26-011-51-6532 | FIRE TR - EXTRICATION EXPENDITURES | 0.00 | 0.00 | 45,000.00 | 45,000.00 | 0% |
| 26-011-51-6534 | FIRE TRUST - OTHER EXPEND. | 0.00 | 0.00 | 3,198.00 | 3,198.00 | 0% |
| 26-011-51-6770 | FIRE RESERVE-FUTURE SCHOLARSHIP | 0.00 | 0.00 | 16,078.00 | 16,078.00 | 0% |
| 26-011-51-6771 | FIRE TR - HARPY BOVARD SCHOLARSHII | 0.00 | 3,000.00 | 3,000.00 | 0.00 | 100% |
| 26-011-51-6772 | FIRE VOLUNTEER APPRECIATION TRUS | 1,088.74 | 14,479.80 | 124,245.00 | 109,765.20 | 12% |
| 26-011-53-6541 | FRIENDS OF THE DALLAS AQUATIC CEN | 4,876.50 | 14,166.35 | 23,000.00 | 8,833.65 | 62% |
| 26-011-53-6551 | PARK DEVELOPMENT TRUST EXP | 12,380.11 | 17,478.76 | 38,350.00 | 20,871.24 | 46% |
| 26-011-53-6558 | LIBRARY TRUST EXPENDITURES | 1,427.74 | 7,384.45 | 40,000.00 | 32,615.55 | 18% |
| 26-011-53-6725 | DELBERT HUNTER ARBORETUM EXPEN | 1,116.38 | 9,505.53 | 20,000.00 | 10,494.47 | 48% |
| Trust Fund Totals | | 20,889.47 | 66,064.45 | 321,371.00 | 255,306.55 | 21% |
| Expense Totals | | 20,889.47 | 66,064.45 | 321,371.00 | 255,306.55 | 21% |

| | | | | | | |
|-------------------------------|--|------------------|-------------------|-------------|--------------------|-----------|
| Revenues Over Expenses | | -7,018.72 | 211,152.61 | 0.00 | -211,152.61 | 0% |
|-------------------------------|--|------------------|-------------------|-------------|--------------------|-----------|

28 - GRANTS FUND

| | | | | | | |
|-----------------------|-----------------------------------|-----------------|------------------|-------------------|-------------------|-----------|
| Revenue | | | | | | |
| 28-400-00-5970 | BEGINNING BALANCE - READY TO READ | 0.00 | 0.00 | 500.00 | 500.00 | 0% |
| 28-420-02-4381 | POLICING GRANTS | 0.00 | 0.00 | 2,500.00 | 2,500.00 | 0% |
| 28-420-03-4309 | FEMA AFG FIRE GRANT | 0.00 | 0.00 | 5,000.00 | 5,000.00 | 0% |
| 28-420-03-4311 | FEMA AFG FIRE GRANT-SAFER | 0.00 | 0.00 | 5,000.00 | 5,000.00 | 0% |
| 28-420-03-4320 | OSFM WFS STAFFING GRANT | 0.00 | 0.00 | 5,000.00 | 5,000.00 | 0% |
| 28-420-03-4321 | FEMA FIRE PREVENTION/SAFETY | 0.00 | 0.00 | 5,000.00 | 5,000.00 | 0% |
| 28-420-03-4389 | EMERGENCY OPERATIONS CENTER GR | 0.00 | 0.00 | 5,000.00 | 5,000.00 | 0% |
| 28-430-03-4319 | SAFE ROUTES TO SCHOOL GRANT | 0.00 | 0.00 | 5,000.00 | 5,000.00 | 0% |
| 28-440-02-4326 | DLCD TA GRANT | 0.00 | 0.00 | 18,000.00 | 18,000.00 | 0% |
| 28-440-02-4327 | CERTIFIED LOCAL GOVT GRANT | 5,207.27 | 5,207.27 | 5,000.00 | -207.27 | 104% |
| 28-440-02-4340 | READY TO READ GRANT | 0.00 | 0.00 | 3,000.00 | 3,000.00 | 0% |
| 28-440-02-4348 | LIBRARY GRANT | 0.00 | 5,000.00 | 5,000.00 | 0.00 | 100% |
| 28-440-03-4344 | ODOT GRANT - PARK TRAIL | 0.00 | 0.00 | 5,000.00 | 5,000.00 | 0% |
| 28-440-03-4345 | PARKS GRANT-MISCELLANEOUS | 0.00 | 0.00 | 5,000.00 | 5,000.00 | 0% |
| 28-440-03-4346 | OR PARKS AND REC GRANT - SMALL | 0.00 | 0.00 | 27,340.00 | 27,340.00 | 0% |
| 28-440-03-4347 | OR PARKS AND REC GRANT - LARGE | 0.00 | 0.00 | 148,080.00 | 148,080.00 | 0% |
| 28-440-03-4352 | OPRD LWCF GRANT | 0.00 | 0.00 | 619,008.00 | 619,008.00 | 0% |
| 28-440-03-4353 | OPRD PICKLEBALL COURTS | 0.00 | 0.00 | 5,000.00 | 5,000.00 | 0% |
| Revenue Totals | | 5,207.27 | 10,207.27 | 873,428.00 | 863,220.73 | 1% |

| ... | ... | October 2024-2025 MTD Activity | 2024-2025 YTD Activity | 2024-2025 Budget | Budget Remaining | % of Budget Used |
|----------------|-----------------------------------|--------------------------------------|---------------------------|---------------------|---------------------|---------------------|
| Expense | | | | | | |
| Grants Fund | | | | | | |
| 28-012-51-6531 | FEMA AFG FIRE GRANT | 0.00 | 0.00 | 5,000.00 | 5,000.00 | 0% |
| 28-012-51-6570 | POLICE EQUIPMENT | 0.00 | 0.00 | 2,500.00 | 2,500.00 | 0% |
| 28-012-51-6905 | TRANSFER TO GENERAL FUND-Fire AFG | 0.00 | 0.00 | 5,000.00 | 5,000.00 | 0% |
| 28-012-51-7510 | EMERGENCY OPERATIONS CENTER GR | 0.00 | 4,381.15 | 5,000.00 | 618.85 | 88% |
| 28-012-51-7511 | OSFM GRANT | 0.00 | 0.00 | 5,000.00 | 5,000.00 | 0% |
| 28-012-52-6536 | SAFE ROUTES TO SCHOOL GRANT | 0.00 | 0.00 | 5,000.00 | 5,000.00 | 0% |
| 28-012-52-6561 | CERTIFIED LOCAL GOVT GRANT | 195.04 | 2,844.74 | 5,000.00 | 2,155.26 | 57% |
| 28-012-52-7520 | DLCD TA GRANT | 0.00 | 0.00 | 18,000.00 | 18,000.00 | 0% |
| 28-012-53-6515 | LIBRARY GRANT | 0.00 | 0.00 | 5,000.00 | 5,000.00 | 0% |
| 28-012-53-6516 | FEMA FIRE PREVENTION/SAFETY | 0.00 | 0.00 | 5,000.00 | 5,000.00 | 0% |
| 28-012-53-6540 | JOHN BARNARD PARK | 0.00 | 0.00 | 619,008.00 | 619,008.00 | 0% |
| 28-012-53-6546 | PARKS GRANT - MISCELLANEOUS | 0.00 | 0.00 | 5,000.00 | 5,000.00 | 0% |
| 28-012-53-6547 | PARK TRAIL | 0.00 | 0.00 | 5,000.00 | 5,000.00 | 0% |
| 28-012-53-6556 | READY TO READ | 0.00 | 765.92 | 3,500.00 | 2,734.08 | 22% |
| 28-012-53-6559 | JAPANESE GARDEN RESTORATION | 0.00 | 42,804.00 | 148,080.00 | 105,276.00 | 29% |
| 28-012-53-7530 | PICKLEBALL COURTS | 0.00 | 0.00 | 5,000.00 | 5,000.00 | 0% |
| 28-012-53-7531 | CITY PARK - PATH REHAB | 0.00 | 0.00 | 27,340.00 | 27,340.00 | 0% |
| 28-012-55-7515 | OWRD GRANT-MERCER DAM FISH PASS | 2,580.75 | 4,646.40 | 0.00 | -4,646.40 | 0% |
| | Grants Fund Totals | 2,775.79 | 55,442.21 | 873,428.00 | 817,985.79 | 6% |

| | | | | | |
|-----------------------|-----------------|------------------|-------------------|-------------------|-----------|
| Expense Totals | 2,775.79 | 55,442.21 | 873,428.00 | 817,985.79 | 6% |
|-----------------------|-----------------|------------------|-------------------|-------------------|-----------|

| | | | | | |
|-------------------------------|-----------------|-------------------|-------------|------------------|-----------|
| Revenues Over Expenses | 2,431.48 | -45,234.94 | 0.00 | 45,234.94 | 0% |
|-------------------------------|-----------------|-------------------|-------------|------------------|-----------|

29 - DALLAS DOWNTOWN URBAN RENEWAL FUND

| Revenue | | | | | | |
|-----------------------|---------------------------|-----------------|------------------|-------------------|-------------------|-----------|
| 29-400-00-5900 | BEGINNING BALANCE | 0.00 | 0.00 | 375,000.00 | 375,000.00 | 0% |
| 29-450-00-4100 | CURRENT PROPERTY TAXES | 0.00 | 1,140.57 | 225,000.00 | 223,859.43 | 1% |
| 29-450-00-4110 | DELINQUENT PROPERTY TAXES | 0.00 | 1,182.36 | 3,000.00 | 1,817.64 | 39% |
| 29-480-00-4610 | INTEREST ON INVESTMENTS | 2,667.13 | 10,786.42 | 30,000.00 | 19,213.58 | 36% |
| 29-480-00-4830 | MISCELLANEOUS REVENUE | 0.00 | 0.00 | 15,000.00 | 15,000.00 | 0% |
| Revenue Totals | | 2,667.13 | 13,109.35 | 648,000.00 | 634,890.65 | 2% |

| Expense | | | | | | |
|-------------------------------|--------------------------------------|-----------|------------|------------|------------|-----|
| Downtown Dallas Urban Renewal | | | | | | |
| 29-019-50-6051 | SALARIES | 538.44 | 2,153.76 | 6,500.00 | 4,346.24 | 33% |
| 29-019-50-6061 | FRINGE BENEFITS | 242.56 | 970.27 | 3,000.00 | 2,029.73 | 32% |
| 29-019-50-6210 | MATERIALS AND SUPPLIES | 0.00 | 0.00 | 250.00 | 250.00 | 0% |
| 29-019-50-6465 | PROFESSIONAL SERVICES | 0.00 | 1,540.00 | 50,000.00 | 48,460.00 | 3% |
| 29-019-50-6473 | BUILDING IMPROVEMENT GRANT PROGI | 21,209.00 | 21,209.00 | 75,000.00 | 53,791.00 | 28% |
| 29-019-50-6484 | MINOR IMPROVEMENT GRANT | 2,000.00 | 4,000.00 | 10,000.00 | 6,000.00 | 40% |
| 29-019-50-6507 | SPECIAL PROJECTS | 0.00 | 0.00 | 10,000.00 | 10,000.00 | 0% |
| 29-019-50-6553 | PROPERTY AQUISITION | 21,445.81 | 182,844.47 | 310,000.00 | 127,155.53 | 59% |
| 29-019-50-6600 | MISCELLANEOUS | 283.70 | 283.70 | 2,000.00 | 1,716.30 | 14% |
| 29-019-50-6908 | TRANSFER TO GF-DEBT SERVICE | 0.00 | 0.00 | 62,350.00 | 62,350.00 | 0% |
| 29-019-50-6955 | DEBT SERVICE RESERVE | 0.00 | 0.00 | 62,350.00 | 62,350.00 | 0% |
| 29-019-50-6980 | OPERATING CONTINGENCIES | 0.00 | 0.00 | 56,550.00 | 56,550.00 | 0% |
| | Downtown Dallas Urban Renewal Totals | 45,719.51 | 213,001.20 | 648,000.00 | 434,998.80 | 33% |

| | | | | | |
|-----------------------|------------------|-------------------|-------------------|-------------------|------------|
| Expense Totals | 45,719.51 | 213,001.20 | 648,000.00 | 434,998.80 | 33% |
|-----------------------|------------------|-------------------|-------------------|-------------------|------------|

| | | | | | |
|-------------------------------|-------------------|--------------------|-------------|-------------------|-----------|
| Revenues Over Expenses | -43,052.38 | -199,891.85 | 0.00 | 199,891.85 | 0% |
|-------------------------------|-------------------|--------------------|-------------|-------------------|-----------|

31 - SOUTH DALLAS URBAN RENEWAL FUND

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| ... | ... | October 2024-2025 MTD Activity | 2024-2025 YTD Activity | 2024-2025 Budget | Budget Remaining | % of Budget Used |
|---|-----------------------------|--------------------------------------|---------------------------|---------------------|---------------------|---------------------|
| Revenue | | | | | | |
| 31-400-00-5900 | BEGINNING BALANCE | 0.00 | 0.00 | 57,000.00 | 57,000.00 | 0% |
| 31-450-00-4100 | CURRENT PROPERTY TAXES | 0.00 | 386.11 | 70,000.00 | 69,613.89 | 1% |
| 31-450-00-4110 | DELINQUENT PROPERTY TAX | 0.00 | 133.17 | 1,000.00 | 866.83 | 13% |
| 31-480-00-4610 | INTEREST ON INVESTMENTS | 311.12 | 1,176.26 | 2,000.00 | 823.74 | 59% |
| 31-480-00-4830 | MISCELLANEOUS REVENUE | 0.00 | 0.00 | 500.00 | 500.00 | 0% |
| Revenue Totals | | 311.12 | 1,695.54 | 130,500.00 | 128,804.46 | 1% |
| Expense | | | | | | |
| South Dallas Urban Renewal | | | | | | |
| 31-310-50-6051 | SALARIES | 532.91 | 2,131.65 | 6,500.00 | 4,368.35 | 33% |
| 31-310-50-6061 | FRINGE BENEFITS | 248.05 | 991.99 | 3,000.00 | 2,008.01 | 33% |
| 31-310-50-6210 | MATERIALS AND SUPPLIES | 235.00 | 235.00 | 10,000.00 | 9,765.00 | 2% |
| 31-310-50-6465 | PROFESSIONAL SERVICES | 0.00 | 0.00 | 15,000.00 | 15,000.00 | 0% |
| 31-310-50-6600 | MISCELLANEOUS | 733.71 | 733.71 | 10,000.00 | 9,266.29 | 7% |
| 31-310-50-6980 | OPERATING CONTINGENCIES | 0.00 | 0.00 | 86,000.00 | 86,000.00 | 0% |
| South Dallas Urban Renewal Totals | | 1,749.67 | 4,092.35 | 130,500.00 | 126,407.65 | 3% |
| Expense Totals | | 1,749.67 | 4,092.35 | 130,500.00 | 126,407.65 | 3% |
| Revenues Over Expenses | | -1,438.55 | -2,396.81 | 0.00 | 2,396.81 | 0% |
| 45 - GENERAL LONG TERM DEBT FUND | | | | | | |
| Revenue | | | | | | |
| 45-470-00-4901 | TRANSFER IN - GENERAL FUND | 10,500.12 | 42,000.48 | 126,002.00 | 84,001.52 | 33% |
| 45-470-00-4912 | TRANSFER IN - SEWER FUND | 1,742.31 | 6,969.24 | 20,908.00 | 13,938.76 | 33% |
| 45-470-00-4913 | TRANSFER IN - FLEET FUND | 323.79 | 1,295.16 | 3,886.00 | 2,590.84 | 33% |
| 45-470-00-4914 | TRANSFER IN - STREET FUND | 817.19 | 3,268.76 | 9,806.00 | 6,537.24 | 33% |
| 45-470-00-4915 | TRANSFER IN - WATER FUND | 1,433.94 | 5,735.76 | 17,207.00 | 11,471.24 | 33% |
| 45-470-00-4919 | TRANSFER IN - BUILDING FUND | 601.33 | 2,405.32 | 7,216.00 | 4,810.68 | 33% |
| Revenue Totals | | 15,418.68 | 61,674.72 | 185,025.00 | 123,350.28 | 33% |
| Expense | | | | | | |
| General Long Term Debt | | | | | | |
| 45-016-32-6801 | DEBT SERVICE - PRINCIPAL | 0.00 | 0.00 | 155,000.00 | 155,000.00 | 0% |
| 45-016-54-6802 | DEBT SERVICE - INTEREST | 0.00 | 0.00 | 30,025.00 | 30,025.00 | 0% |
| General Long Term Debt Totals | | 0.00 | 0.00 | 185,025.00 | 185,025.00 | 0% |
| Expense Totals | | 0.00 | 0.00 | 185,025.00 | 185,025.00 | 0% |
| Revenues Over Expenses | | 15,418.68 | 61,674.72 | 0.00 | -61,674.72 | 0% |
| 50 - SEWER FUND | | | | | | |
| Revenue | | | | | | |
| 50-400-00-5900 | BEGINNING BALANCE | 0.00 | 0.00 | 4,250,000.00 | 4,250,000.00 | 0% |
| 50-444-01-4469 | SEWER SERVICE CHARGES | 341,769.26 | 1,371,571.53 | 4,100,000.00 | 2,728,428.47 | 33% |
| 50-444-01-4834 | MISCELLANEOUS SEWER | 6,811.71 | 23,675.67 | 85,000.00 | 61,324.33 | 28% |
| 50-480-00-4610 | INTEREST ON INVESTMENTS | 21,898.70 | 87,165.64 | 175,000.00 | 87,834.36 | 50% |
| Revenue Totals | | 370,479.67 | 1,482,412.84 | 8,610,000.00 | 7,127,587.16 | 17% |

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| ... | ... | October 2024-2025 MTD Activity | 2024-2025 YTD Activity | 2024-2025 Budget | Budget Remaining | % of Budget Used |
|---------------------------|----------------------------------|--------------------------------------|---------------------------|---------------------|---------------------|---------------------|
| Expense | | | | | | |
| Sewer Admin & Engineering | | | | | | |
| 50-031-56-6051 | SALARIES | 40,863.02 | 161,256.58 | 478,000.00 | 316,743.42 | 34% |
| 50-031-56-6053 | OVERTIME | 44.70 | 278.29 | 4,000.00 | 3,721.71 | 7% |
| 50-031-56-6061 | FRINGE BENEFITS | 24,557.78 | 94,924.75 | 346,000.00 | 251,075.25 | 27% |
| 50-031-56-6210 | MATERIALS AND SUPPLIES | 4,883.96 | 6,949.30 | 25,000.00 | 18,050.70 | 28% |
| 50-031-56-6275 | DEQ PERMITS | 0.00 | 0.00 | 32,000.00 | 32,000.00 | 0% |
| 50-031-56-6307 | VEHICLE-EQUIPMENT EXPENSES | 12,591.67 | 50,366.68 | 151,100.00 | 100,733.32 | 33% |
| 50-031-56-6309 | REPAIRS AND MAINTENANCE | 8,859.18 | 9,944.88 | 100,000.00 | 90,055.12 | 10% |
| 50-031-56-6320 | TOOLS | 0.00 | 54.10 | 6,000.00 | 5,945.90 | 1% |
| 50-031-56-6401 | TELECOMMUNICATIONS | 394.62 | 1,580.32 | 4,300.00 | 2,719.68 | 37% |
| 50-031-56-6406 | HVAC, ENERGY AND LIGHTING | 208.70 | 954.46 | 5,000.00 | 4,045.54 | 19% |
| 50-031-56-6452 | COMPUTER SERVICES | 3.46 | 4,043.11 | 10,000.00 | 5,956.89 | 40% |
| 50-031-56-6465 | PROFESSIONAL SERVICES | 78,816.11 | 402,068.29 | 1,150,000.00 | 747,931.71 | 35% |
| 50-031-56-6475 | EMPLOYEE DEVELOPMENT | 7,065.02 | 7,160.60 | 4,000.00 | -3,160.60 | 179% |
| 50-031-56-6480 | SAFETY EQUIPMENT & TRAINING | 7.50 | 1,053.03 | 4,500.00 | 3,446.97 | 23% |
| 50-031-56-6481 | TRAVEL AND EDUCATION | 113.18 | 3,981.24 | 12,000.00 | 8,018.76 | 33% |
| 50-031-56-6500 | EQUIPMENT | -5.00 | -5.00 | 119,000.00 | 119,005.00 | 0% |
| 50-031-56-6526 | PUBLIC WORKS BUILDING | 7,455.80 | 21,469.55 | 400,000.00 | 378,530.45 | 5% |
| 50-031-56-6579 | I & I | 0.00 | 1,155.00 | 100,000.00 | 98,845.00 | 1% |
| 50-031-56-6594 | WWTF CAPITAL IMPROVEMENTS | 21,135.69 | 484,379.71 | 800,000.00 | 315,620.29 | 61% |
| 50-031-56-6598 | SEWER REPLACEMENT PROJECTS | 0.00 | 35,903.49 | 235,000.00 | 199,096.51 | 15% |
| 50-031-56-6599 | WWTF EQUIPMENT REPLACEMENT | 16,030.56 | 16,182.56 | 250,000.00 | 233,817.44 | 6% |
| 50-031-56-6900 | TRANSFER TO GENERAL FUND | 49,083.33 | 196,333.32 | 589,000.00 | 392,666.68 | 33% |
| 50-031-56-6932 | TRANSFER TO RISK MANAGEMENT FUNI | 0.00 | 120,000.00 | 120,000.00 | 0.00 | 100% |
| 50-031-56-6937 | TRANSFER TO LONG-TERM DEBT FUND | 1,742.31 | 6,969.24 | 20,908.00 | 13,938.76 | 33% |
| | Sewer Admin & Engineering Totals | 273,851.59 | 1,627,003.50 | 4,965,808.00 | 3,338,804.50 | 33% |

| ... | ... | October 2024-2025 MTD Activity | 2024-2025 YTD Activity | 2024-2025 Budget | Budget Remaining | % of Budget Used |
|-------------------------------|-----------------------------------|--------------------------------------|---------------------------|---------------------|---------------------|---------------------|
| Debt Service & Contingency | | | | | | |
| 50-036-56-6820 | 2017 SEWER LOAN-PRINCIPAL | 0.00 | 0.00 | 60,000.00 | 60,000.00 | 0% |
| 50-036-56-6821 | 2017 SEWER LOAN-INTEREST | 0.00 | 6,785.40 | 13,571.00 | 6,785.60 | 50% |
| 50-036-56-6970 | OPERATING CONTINGENCIES | 0.00 | 0.00 | 3,570,621.00 | 3,570,621.00 | 0% |
| | Debt Service & Contingency Totals | 0.00 | 6,785.40 | 3,644,192.00 | 3,637,406.60 | 0% |
| Expense Totals | | 273,851.59 | 1,633,788.90 | 8,610,000.00 | 6,976,211.10 | 19% |
| Revenues Over Expenses | | 96,628.08 | -151,376.06 | 0.00 | 151,376.06 | 0% |

51 - STORMWATER FUND

| Revenue | | | | | | |
|-----------------------|----------------------------|-------------------|-------------------|---------------------|---------------------|------------|
| 51-400-00-5900 | BEGINNING BALANCE | 0.00 | 0.00 | 2,100,000.00 | 2,100,000.00 | 0% |
| 51-445-01-4490 | STORMWATER SERVICE CHARGES | 109,466.16 | 437,534.62 | 1,325,000.00 | 887,465.38 | 33% |
| 51-445-01-4833 | MISCELLANEOUS STORMWATER | 0.00 | 0.00 | 2,000.00 | 2,000.00 | 0% |
| 51-480-00-4610 | INTEREST ON INVESTMENTS | 11,367.70 | 42,314.78 | 60,000.00 | 17,685.22 | 71% |
| Revenue Totals | | 120,833.86 | 479,849.40 | 3,487,000.00 | 3,007,150.60 | 14% |

| Expense | | | | | | |
|-------------------------------|----------------------------------|------------------|-------------------|---------------------|---------------------|-----------|
| Stormwater Maintenance | | | | | | |
| 51-051-57-6051 | SALARIES | 5,013.18 | 18,669.94 | 110,000.00 | 91,330.06 | 17% |
| 51-051-57-6053 | OVERTIME | 44.70 | 196.68 | 2,000.00 | 1,803.32 | 10% |
| 51-051-57-6061 | FRINGE BENEFITS | 2,541.84 | 9,941.25 | 68,000.00 | 58,058.75 | 15% |
| 51-051-57-6210 | MATERIALS AND SUPPLIES | 3,733.87 | 7,225.57 | 11,000.00 | 3,774.43 | 66% |
| 51-051-57-6275 | DEQ PERMITS | 0.00 | 0.00 | 2,000.00 | 2,000.00 | 0% |
| 51-051-57-6307 | VEHICLE-EQUIPMENT EXPENSE | 3,058.33 | 12,233.32 | 36,700.00 | 24,466.68 | 33% |
| 51-051-57-6309 | REPAIRS AND MAINTENANCE | 0.00 | 0.00 | 4,800.00 | 4,800.00 | 0% |
| 51-051-57-6312 | MATERIAL DISPOSAL | 3,600.51 | 22,592.62 | 35,000.00 | 12,407.38 | 65% |
| 51-051-57-6320 | TOOLS | 0.00 | 0.00 | 3,500.00 | 3,500.00 | 0% |
| 51-051-57-6401 | TELECOMMUNICATIONS | 15.89 | 63.41 | 700.00 | 636.59 | 9% |
| 51-051-57-6452 | COMPUTER SERVICES | 3.46 | 1,485.02 | 3,600.00 | 2,114.98 | 41% |
| 51-051-57-6465 | PROFESSIONAL SERVICES | 884.50 | 14,541.82 | 120,000.00 | 105,458.18 | 12% |
| 51-051-57-6475 | EMPLOYEE DEVELOPMENT | 0.00 | 95.58 | 2,200.00 | 2,104.42 | 4% |
| 51-051-57-6480 | SAFETY EQUIPMENT & TRAINING | 0.00 | 616.22 | 4,500.00 | 3,883.78 | 14% |
| 51-051-57-6481 | TRAVEL AND EDUCATION | 66.67 | 2,369.33 | 7,500.00 | 5,130.67 | 32% |
| 51-051-57-6500 | EQUIPMENT | 0.00 | 0.00 | 69,000.00 | 69,000.00 | 0% |
| 51-051-57-6522 | STORMWATER PROJECTS | 0.00 | 0.00 | 50,000.00 | 50,000.00 | 0% |
| 51-051-57-6526 | PUBLIC WORKS BUILDING | 2,485.26 | 11,786.36 | 135,000.00 | 123,213.64 | 9% |
| 51-051-57-6900 | TRANSFER TO GENERAL FUND | 9,750.00 | 39,000.00 | 117,000.00 | 78,000.00 | 33% |
| 51-051-57-6928 | TRANSFER TO SEWER SDC-LOAN REIME | 1,457.72 | 5,830.88 | 17,493.00 | 11,662.12 | 33% |
| 51-051-57-6932 | TRANSFER TO RISK MANAGEMENT FUNI | 0.00 | 4,000.00 | 4,000.00 | 0.00 | 100% |
| 51-051-57-6980 | OPERATING CONTINGENCIES | 0.00 | 0.00 | 2,683,007.00 | 2,683,007.00 | 0% |
| | Stormwater Maintenance Totals | 32,655.93 | 150,648.00 | 3,487,000.00 | 3,336,352.00 | 4% |
| Expense Totals | | 32,655.93 | 150,648.00 | 3,487,000.00 | 3,336,352.00 | 4% |
| Revenues Over Expenses | | 88,177.93 | 329,201.40 | 0.00 | -329,201.40 | 0% |

52 - WATER FUND

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| ... | ... | October 2024-2025 MTD Activity | 2024-2025 YTD Activity | 2024-2025 Budget | Budget Remaining | % of Budget Used |
|----------------------------------|----------------------------------|--------------------------------------|---------------------------|----------------------|---------------------|---------------------|
| Revenue | | | | | | |
| 52-400-00-5900 | BEGINNING BALANCE | 0.00 | 0.00 | 4,050,000.00 | 4,050,000.00 | 0% |
| 52-442-01-4463 | SALE OF WATER | 461,741.19 | 2,095,601.85 | 5,000,000.00 | 2,904,398.15 | 42% |
| 52-442-01-4465 | NEW ACCOUNT FEES | 1,713.98 | 6,964.85 | 18,000.00 | 11,035.15 | 39% |
| 52-442-01-4468 | SERVICE CONNECTIONS | 2,472.00 | 15,450.00 | 75,000.00 | 59,550.00 | 21% |
| 52-442-01-4832 | MISCELLANEOUS WATER | 10,243.17 | 40,075.16 | 100,000.00 | 59,924.84 | 40% |
| 52-442-03-4900 | FINANCE PROCEEDS | 0.00 | 0.00 | 600,000.00 | 600,000.00 | 0% |
| 52-480-00-4610 | INTEREST ON INVESTMENTS | 28,060.20 | 100,923.04 | 175,000.00 | 74,076.96 | 58% |
| Revenue Totals | | 504,230.54 | 2,259,014.90 | 10,018,000.00 | 7,758,985.10 | 23% |
| Expense | | | | | | |
| Water Admin & Engineering | | | | | | |
| 52-041-55-6051 | SALARIES | 55,294.64 | 226,924.71 | 665,000.00 | 438,075.29 | 34% |
| 52-041-55-6053 | OVERTIME | 3,230.31 | 14,026.51 | 30,000.00 | 15,973.49 | 47% |
| 52-041-55-6061 | FRINGE BENEFITS | 33,957.83 | 132,823.68 | 438,000.00 | 305,176.32 | 30% |
| 52-041-55-6210 | MATERIALS AND SUPPLIES | 23,465.89 | 142,249.22 | 360,000.00 | 217,750.78 | 40% |
| 52-041-55-6265 | PERMITS | 0.00 | 1,527.76 | 12,000.00 | 10,472.24 | 13% |
| 52-041-55-6307 | VEHICLE-EQUIPMENT EXPENSES | 9,125.00 | 36,500.00 | 109,500.00 | 73,000.00 | 33% |
| 52-041-55-6309 | REPAIRS AND MAINTENANCE | 3,588.94 | 9,749.22 | 65,000.00 | 55,250.78 | 15% |
| 52-041-55-6320 | TOOLS | 0.00 | 264.84 | 6,000.00 | 5,735.16 | 4% |
| 52-041-55-6401 | TELECOMMUNICATIONS | 1,338.26 | 5,020.95 | 14,000.00 | 8,979.05 | 36% |
| 52-041-55-6406 | HVAC, ENERGY AND LIGHTING | 11,713.35 | 58,782.37 | 135,000.00 | 76,217.63 | 44% |
| 52-041-55-6452 | COMPUTER SERVICES | 267.80 | 10,118.03 | 15,000.00 | 4,881.97 | 67% |
| 52-041-55-6465 | PROFESSIONAL SERVICES | 5,430.68 | 29,331.29 | 120,000.00 | 90,668.71 | 24% |
| 52-041-55-6475 | EMPLOYEE DEVELOPMENT | 106.00 | 211.00 | 5,000.00 | 4,789.00 | 4% |
| 52-041-55-6480 | SAFETY EQUIPMENT & TRAINING | 857.22 | 1,717.22 | 3,000.00 | 1,282.78 | 57% |
| 52-041-55-6481 | TRAVEL AND EDUCATION | 525.00 | 2,630.05 | 7,000.00 | 4,369.95 | 38% |
| 52-041-55-6500 | EQUIPMENT | 0.00 | 0.00 | 84,000.00 | 84,000.00 | 0% |
| 52-041-55-6526 | PUBLIC WORKS BUILDING | 7,455.77 | 24,941.91 | 400,000.00 | 375,058.09 | 6% |
| 52-041-55-6562 | CLAY STREET LINE REHAB | 5,495.00 | 5,495.00 | 150,000.00 | 144,505.00 | 4% |
| 52-041-55-6564 | WTP CAPITAL IMPROVEMENTS | 0.00 | -750.00 | 130,000.00 | 130,750.00 | -1% |
| 52-041-55-6589 | WATER LINE REPLACEMENT PROJECTS | 28,500.00 | 37,750.00 | 100,000.00 | 62,250.00 | 38% |
| 52-041-55-6592 | CLAY ST RESERVOIR PROJECT | 976.57 | 2,738.11 | 600,000.00 | 597,261.89 | 0% |
| 52-041-55-6900 | TRANSFER TO GENERAL FUND | 44,583.33 | 178,333.32 | 535,000.00 | 356,666.68 | 33% |
| 52-041-55-6932 | TRANSFER TO RISK MANAGEMENT FUNI | 0.00 | 47,000.00 | 47,000.00 | 0.00 | 100% |
| 52-041-55-6934 | TRANSFER TO WATER SDC-LOAN REIME | 7,148.14 | 28,592.56 | 85,778.00 | 57,185.44 | 33% |
| 52-041-55-6937 | TRANSFER TO LONG-TERM DEBT FUND | 1,433.94 | 5,735.76 | 17,207.00 | 11,471.24 | 33% |
| Water Admin & Engineering Totals | | 244,493.67 | 1,001,713.51 | 4,133,485.00 | 3,131,771.49 | 24% |

| ... | ... | October 2024-2025 MTD Activity | 2024-2025 YTD Activity | 2024-2025 Budget | Budget Remaining | % of Budget Used |
|----------------------------|-----------------------------------|--------------------------------------|---------------------------|---------------------|---------------------|---------------------|
| Debt Service & Contingency | | | | | | |
| 52-046-55-6830 | 2015 SRF LOAN - PRINCIPAL | 0.00 | 0.00 | 45,207.00 | 45,207.00 | 0% |
| 52-046-55-6831 | 2015 SRF LOAN - INTEREST | 0.00 | 0.00 | 27,529.00 | 27,529.00 | 0% |
| 52-046-55-6832 | 2016 DEQ CWSRF LOAN-PRINCIPAL | 0.00 | 0.00 | 84,872.00 | 84,872.00 | 0% |
| 52-046-55-6833 | 2016 DEQ CWSRF LOAN-INTEREST | 0.00 | 0.00 | 18,088.00 | 18,088.00 | 0% |
| 52-046-55-6834 | 2017 WATER LOAN - PRINCIPAL | 0.00 | 0.00 | 365,000.00 | 365,000.00 | 0% |
| 52-046-55-6835 | 2017 WATER LOAN - INTEREST | 0.00 | 32,497.65 | 65,120.00 | 32,622.35 | 50% |
| 52-046-55-6836 | 2022 SPWF LOAN - PRINCIPAL | 0.00 | 0.00 | 70,000.00 | 70,000.00 | 0% |
| 52-046-55-6837 | 2022 SPWF LOAN - INTEREST | 0.00 | 0.00 | 10,000.00 | 10,000.00 | 0% |
| 52-046-55-6954 | WATER STORAGE RESERVE | 0.00 | 0.00 | 2,500,000.00 | 2,500,000.00 | 0% |
| 52-046-55-6970 | OPERATING CONTINGENCIES | 0.00 | 0.00 | 2,698,699.00 | 2,698,699.00 | 0% |
| | Debt Service & Contingency Totals | 0.00 | 32,497.65 | 5,884,515.00 | 5,852,017.35 | 1% |

| | | | | | | |
|-------------------------------|--|-------------------|---------------------|----------------------|----------------------|------------|
| Expense Totals | | 244,493.67 | 1,034,211.16 | 10,018,000.00 | 8,983,788.84 | 10% |
| Revenues Over Expenses | | 259,736.87 | 1,224,803.74 | 0.00 | -1,224,803.74 | 0% |

58 - FLEET MANAGEMENT FUND

| Revenue | | | | | | |
|-----------------------|----------------------------------|------------------|-------------------|---------------------|-------------------|------------|
| 58-400-00-5900 | BEGINNING BALANCE | 0.00 | 0.00 | 395,000.00 | 395,000.00 | 0% |
| 58-470-00-4906 | REIMBURSED SERVICES | 10,817.30 | 38,086.98 | 160,000.00 | 121,913.02 | 24% |
| 58-480-00-4470 | GAS AND OIL REIMBURSEMENT | 0.00 | 2,060.08 | 10,000.00 | 7,939.92 | 21% |
| 58-480-00-4472 | FLEET SERVICE TOTAL CARE PROGRAM | 29,566.67 | 118,266.68 | 354,800.00 | 236,533.32 | 33% |
| 58-480-00-4473 | FLEET SERVICE TOTAL CARE PROGRAM | 17,376.67 | 69,506.68 | 208,520.00 | 139,013.32 | 33% |
| 58-480-00-4474 | FLEET SERVICE TOTAL CARE PROGRAM | 346.67 | 1,386.68 | 4,160.00 | 2,773.32 | 33% |
| 58-480-00-4835 | SALE OF EQUIPMENT | 0.00 | 0.00 | 5,000.00 | 5,000.00 | 0% |
| Revenue Totals | | 58,107.31 | 229,307.10 | 1,137,480.00 | 908,172.90 | 20% |

| Expense | | | | | | |
|-----------------------|----------------------------------|-----------|------------|--------------|------------|------|
| Fleet Management Fund | | | | | | |
| 58-075-50-6051 | SALARIES | 17,824.55 | 74,892.25 | 208,000.00 | 133,107.75 | 36% |
| 58-075-50-6061 | FRINGE BENEFITS | 9,449.87 | 39,850.28 | 133,000.00 | 93,149.72 | 30% |
| 58-075-50-6210 | MATERIALS AND SUPPLIES | 372.71 | 3,184.75 | 7,000.00 | 3,815.25 | 45% |
| 58-075-50-6241 | FUEL & OIL | 6,692.50 | 28,381.25 | 90,000.00 | 61,618.75 | 32% |
| 58-075-50-6245 | PARTS AND SERVICE | 11,160.41 | 54,601.20 | 205,000.00 | 150,398.80 | 27% |
| 58-075-50-6246 | PARTS AND SERVICE-INTERGOVT | 2,276.19 | 14,224.58 | 45,000.00 | 30,775.42 | 32% |
| 58-075-50-6309 | REPAIRS AND MAINTENANCE | 367.87 | 1,471.48 | 6,000.00 | 4,528.52 | 25% |
| 58-075-50-6320 | TOOLS | 429.00 | 3,510.31 | 25,000.00 | 21,489.69 | 14% |
| 58-075-50-6401 | TELECOMMUNICATIONS | 460.63 | 1,900.33 | 5,000.00 | 3,099.67 | 38% |
| 58-075-50-6406 | HVAC, ENERGY AND LIGHTING | 1,062.95 | 4,078.00 | 15,000.00 | 10,922.00 | 27% |
| 58-075-50-6452 | COMPUTER SERVICES | 292.46 | 1,968.68 | 15,000.00 | 13,031.32 | 13% |
| 58-075-50-6481 | TRAVEL AND EDUCATION | 0.00 | 2,085.00 | 5,000.00 | 2,915.00 | 42% |
| 58-075-50-6500 | EQUIPMENT | 0.00 | 17,688.16 | 29,000.00 | 11,311.84 | 61% |
| 58-075-50-6526 | PUBLIC WORKS BUILDING | 3,727.92 | 11,887.43 | 200,000.00 | 188,112.57 | 6% |
| 58-075-50-6600 | MISCELLANEOUS | 182.22 | 735.57 | 5,000.00 | 4,264.43 | 15% |
| 58-075-50-6900 | TRANSFER TO GENERAL FUND | 2,666.67 | 10,666.68 | 32,000.00 | 21,333.32 | 33% |
| 58-075-50-6928 | TRANSFER TO SEWER SDC-LOAN REIME | 0.00 | 0.00 | 42,391.00 | 42,391.00 | 0% |
| 58-075-50-6932 | TRANSFER TO RISK MANAGEMENT FUNI | 0.00 | 37,500.00 | 37,500.00 | 0.00 | 100% |
| 58-075-50-6937 | TRANSFER TO LONG-TERM DEBT FUND | 323.79 | 1,295.16 | 3,885.00 | 2,589.84 | 33% |
| 58-075-50-6980 | OPERATING CONTINGENCIES | 0.00 | 0.00 | 28,704.00 | 28,704.00 | 0% |
| | Fleet Management Fund Totals | 57,289.74 | 309,921.11 | 1,137,480.00 | 827,558.89 | 27% |

| | | | | | | |
|-------------------------------|--|------------------|-------------------|---------------------|-------------------|------------|
| Expense Totals | | 57,289.74 | 309,921.11 | 1,137,480.00 | 827,558.89 | 27% |
| Revenues Over Expenses | | 817.57 | -80,614.01 | 0.00 | 80,614.01 | 0% |

Dallas City Council Meeting
 Monday, December 9, 2024
 Page 42 of 120



**MEETING MINUTES
DALLAS CITY COUNCIL WORK SESSION
187 SE COURT ST, DALLAS OR 97338**

Monday, November 18, 2024

1 Mayor Kenneth L. Woods, Jr. called the City Council Work Session to order on Monday, No-
2 vember 18, 2024 at 6:00 pm.

3 **ROLL CALL**

4 **Councilors Present:** Council President Michael Schilling, Councilor Nancy Adams, Councilor
5 Carlos Barrientos, Councilor Larry Briggs, Councilor Kirsten Collins, Councilor Kim Fitzgerald,
6 and Councilor David Shein

7 **Mayor or Councilors Excused:** Councilor Micah Jantz and Councilor Debbie Virden

8 **Also Present:** Mayor Kenneth L. Woods, Jr., City Manager Brian Latta, City Attorney Lane
9 Shetterly, Fire & EMS Chief April Wallace, Police Chief Tom Simpson, Economic & Communi-
10 ty Development Director Charlie Mitchell, and City Recorder Kim Herring

11 **Transfer Facility**

12 Greg Hansen, Polk County Administrator and Austin McGuigan, Polk County Community De-
13 velopment Director, presented information regarding the need for a transfer station within Polk
14 County. They are looking for some direction from the City Council as to whether they agree with
15 the need. The council voiced some concern over the increased cost with the facility and it was
16 highlighted that the cost would be less if there was a transfer facility in Polk County vs the coffin
17 Butte landfill filling up and having the trash hauled elsewhere. After some discussion, the coun-
18 cil came to a consensus to consider an intergovernmental agreement with Polk County for a
19 transfer facility.

20 **OTHER BUSINESS - None**

21 **ADJOURNMENT:** 6:35 pm



**MEETING MINUTES
DALLAS CITY COUNCIL
187 SE COURT ST, DALLAS, OR 97338**

Monday, November 18, 2024

1 Mayor Kenneth L. Woods, Jr. called the City Council meeting to order on Monday, November
2 18, 2024 at 7:00 pm.

3 **ROLL CALL**

4 **Councilors Present:** Council President Michael Schilling, Councilor Nancy Adams, Councilor
5 Carlos Barrientos, Councilor Larry Briggs, Councilor Kirsten Collins, Councilor Kim Fitzgerald,
6 and Councilor David Shein

7 **Mayor or Councilors Excused:** Councilor Micah Jantz and Councilor Debbie Virden

8 **Also Present:** Mayor Kenneth L. Woods, Jr., City Manager Brian Latta, City Attorney Lane
9 Shetterly, Fire & EMS Chief April Wallace, Police Chief Tom Simpson, Economic & Communi-
10 ty Development Director Charlie Mitchell, and City Recorder Kim Herring

11 **INTRODUCTIONS, RECOGNITION, PROCLAMATIONS**

12 April Wallace, Fire & EMS Chief, came forward and invited Mayor Woods to cut the ribbon at
13 the “Push In” of the new fire engine on Wednesday, Dec. 4th at 6:00 pm. The entire council was
14 invited to attend and participate in the “Push In”, which is a fire service tradition any time a new
15 piece of equipment enters service.

16 **PUBLIC HEARINGS**

17 a) Development Code Updates addressing requirements in Senate Bill 1537 – #LA-24-01

18 Mr. Latta explained that this item is being postponed to the next meeting on Dec. 9th at
19 7:00 pm. The Planning Commission was unable to meet on November 14th, due to a lack
20 of quorum which delays the City Council Public Hearing.

21 **PUBLIC COMMENT**

22 Ann Hurd, Friends of the Dallas Aquatic Center, provided an update on the progress of their
23 fundraising.

24 Lu Ann Meyer, Dallas School Board member, provided information regarding musical instru-
25 ment drive. The music program is seeking donations of new or gently used musical instruments
26 to help the local schools grow their music programs.

27 **CONSENT AGENDA**

28 a) Approve the November 4, 2024 Work Session Meeting Minutes

29 b) Approve the November 4, 2024 City Council Meeting Minutes

30 Councilor Shein made a motion to approve the consent agenda as presented. Councilor Adams
31 seconded the motion. The vote was taken and the motion passed with a vote of 7-0.

32 **REPORTS OR COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

33 Councilor Collins encouraged the council to adopt a more stringent attendance policy for the
34 council and reminded everyone that the council should show up and be prepared for each meet-
35 ing.

36 Councilor Barrientos offered words of support for the school musical instrument drive.

37 Councilor Shein thanked Jennifer Ward and the Parks Department for such a magnificent Japa-
38 nese garden.

39 **REPORTS FROM CITY MANAGER AND STAFF**

40 a) **Republic Services**

1 Mr. Latta introduced Julie Jackson, Republic Services Municipal Manager, who present-
2 ed information regarding the proposed rate increase of 4.1%. Councilor Adams made a
3 motion to direct the City Attorney to prepare a resolution approving a 4.1% increase to
4 the Republic Services Rates, effective January 1, 2025. Councilor Shein seconded the
5 motion. Councilor Adams amended the motion to reflect that the new rates wouldn't take
6 effect until February 1, 2025. The vote was taken and passed with a vote of 5-2 with
7 Councilors Briggs and Fitzgerald voting NO.

8 **b) Public Works Building Project Update**

9 Gary Marks presented information regarding the construction of the new Public Works
10 building. Construction is projected to begin in January with completion in September.
11 The estimated cost of the project is just under \$5 million and he will come back at a fu-
12 ture date to request approval of a comprehensive infrastructure loan to finance part of the
13 construction costs as well as some funds for the Godsey Road project and the Ellen-
14 dale/Levens intersection.

15 **c) Creation of Technical Advisory Committee for the Transportation System Plan Pro-**
16 **ject and Appointment of Members**

17 Mr. Latta presented a staff report outlining the request for council to approve the for-
18 mation of a technical advisory committee to assist with the Transportation System Plan
19 update project and appoint members. City staff is seeking an exception to the two-
20 committee limit for Rich Spofford and Trevor Petersen, as their involvement with this
21 committee is directly related to their role on the other committees on which they serve.
22 Councilor Briggs made a motion to form the Transportation System Plan Project Tech-
23 nical Advisory Committee and appoint as its members the individuals listed in Attach-
24 ment A and exempt Rich Spofford and Trevor Petersen from the two-committee limit in
25 the manual. Councilor Adams seconded the motion. The vote was taken and the motion
26 passed with a vote of 7-0.

27 **d) FEMA Pre-implementation Compliance Measures**

28 Mr. Latta presented the staff report. The city has received insufficient information to fully
29 evaluate the three options presented by FEMA and how they could be implemented local-
30 ly. Staff are recommending to the City Council to wait for additional guidance from FE-
31 MA before fully selecting one of the three measures. If the City Council agrees with
32 staff's recommendation to wait for further guidance on the permit-by-permit review, then
33 we will notify FEMA of this approach by the December 1, 2024 deadline. There was a
34 consensus to implement the permit-by-permit approval process.

35 **e) Veteran's Day Celebration**

36 Each year following the Veteran's Day Fireworks Display, the City receives a handful of
37 complaints from veterans or those concerned about veterans who may suffer from PTSD.
38 The public concern generally involves concern for our local military veterans with whom
39 the loud noise from the fireworks show may trigger episodes of post-traumatic stress. In
40 an effort to be sensitive to the needs of those whom the fireworks display are intended to
41 celebrate, city staff would like to have a discussion with the Buildings and Grounds
42 Committee on how we can best celebrate Veteran's Day as a community in the years
43 ahead. Councilor Collins would like to see the city reach out to various veterans' organi-
44 zations to see how they would like to celebrate this day as well as to subject matter ex-
45 perts on how to best communicate the effects of such events. There was a consensus to
46 move this subject to the Buildings and Grounds Committee for review.

47 **FIRST READING OF ORDINANCES**

48 **a) Ordinance No. 1901 – declaring 9.2 acres, more or less, of territory being Tax Lot**
49 **400 and a portion of Tax Lot 1400 on Polk County Assessor's Map 7.5.29CA, and a**
50 **portion of the neighboring property, Tax Lot 1304 on Assessor's Map 7.5.29CD, an-**
51 **nexed to the City of Dallas and withdrawn from Southwestern Polk County Rural**
52 **Fire Protection District; and designating the zoning of said property as Residential**
53 **Low Density (RL)**

54 Mr. Latta read the ordinance title and Mayor Woods declared that Ordinance No. 1901
55 passed the first reading.



1 **b) Ordinance No. 1902 – declaring .33 acres, more or less, of territory being Tax Lot**
2 **10000, on Polk County Assessor’s Map 7.5.32CD, annexed to the City of Dallas and**
3 **withdrawn from Southwestern Polk County Rural Fire Protection District; and des-**
4 **ignating the zoning of said property as Residential Low Density (RL)**

5 Mr. Latta read the ordinance title and Mayor Woods declared that Ordinance No. 1902
6 passed the first reading.

7 **RESOLUTIONS**

8 **a) Resolution No. 3538 – A resolution honoring Mark O. Hatfield and renaming Birch**
9 **Park as Mark O. Hatfield Park**

10 Mr. Latta reviewed the staff report. Mayor Woods asked city staff to recommend a facili-
11 ty to be named in honor of Mark O. Hatfield. City staff recommend renaming Birch Park
12 to Mark O. Hatfield Park. Birch Park was built in the 1970s and is located in the older
13 portion of the city, near the childhood home of Mark Hatfield. The Mayor called for a roll
14 call vote. Resolution No. 3538 passed with a vote of 7-0.

15 **ADJOURNMENT: 8:32 pm**

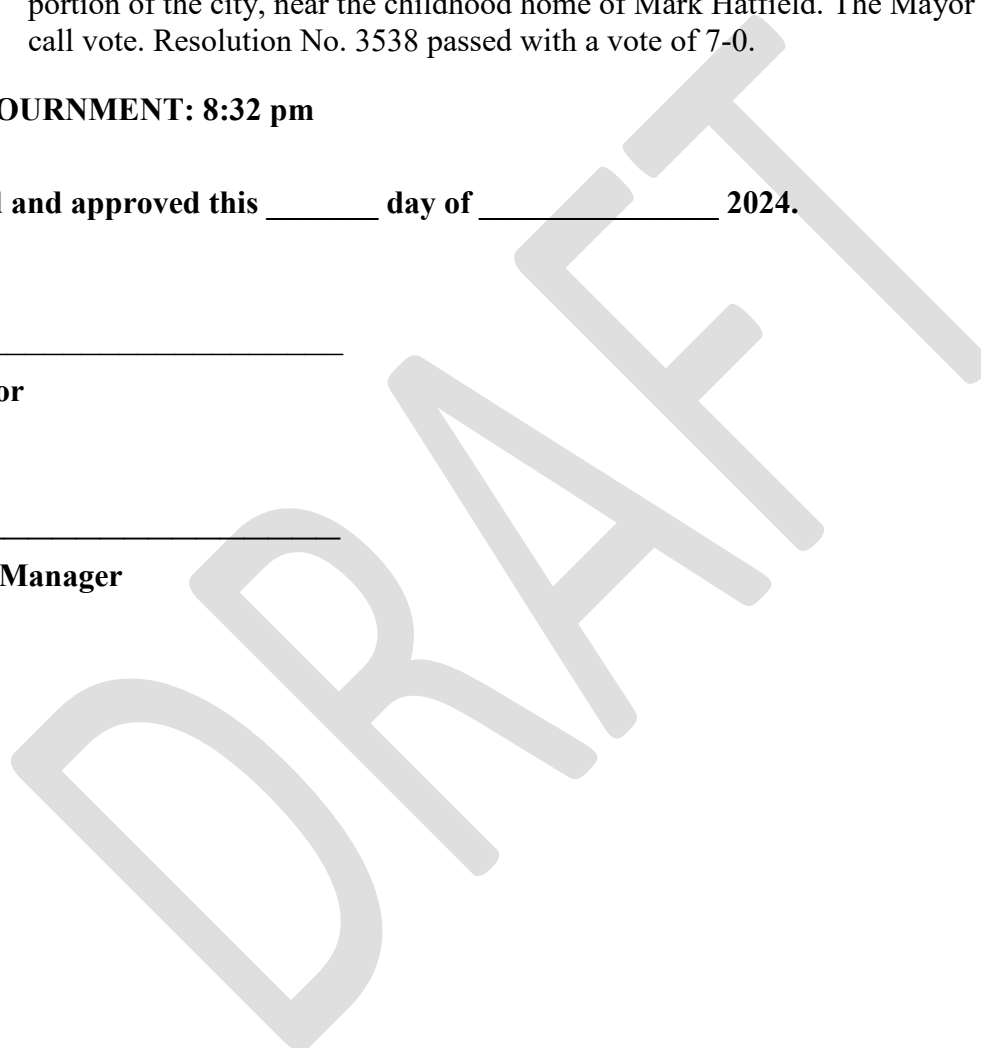
16 **Read and approved this _____ day of _____ 2024.**

17
18 _____

19 **Mayor**


20
21 _____

22 **City Manager**





**CITY COUNCIL
STAFF REPORT**

MEETING DATE: December 9, 2024
AGENDA ITEM NO. 5.d
TOPIC: Canceling December 16, 2024 City Council Meeting
PREPARED BY: Emily Gagner
APPROVED BY:  City Manager
ATTACHMENTS: N/A

RECOMMENDED ACTION:

Approve canceling the December 16, 2024 City Council meeting

BACKGROUND:

The next regularly scheduled council meeting is on December 16, 2024. We have no urgent agenda items at this time, and the City Council traditionally cancels this meeting due to its proximity to the Christmas holiday. As always, we can call a meeting if the need arises.

On a similar note, the December Council committee meetings normally scheduled for December 23rd at 4pm have been canceled.

SUMMARY TIMELINE:

N/A

FISCAL IMPACT:

N/A

RECOMMENDED MOTION:

N/A – Approval of the Consent Agenda will approve meeting cancelation



**CITY COUNCIL
STAFF REPORT**

MEETING DATE: December 9, 2024
AGENDA ITEM NO. 5.e
TOPIC: Canvass of November 5, 2024 General Election Results
PREPARED BY: Kim Herring, City Recorder
APPROVED BY: *KL* City Manager
ATTACHMENTS: A – November 5, 2024 General Election Abstract of Votes

RECOMMENDED ACTION:

With approval of the Consent Agenda, the Council is accepting the results of the November 5, 2024 General Election.

BACKGROUND:

As required by the City Charter of the City of Dallas, the Council must canvass the results of the City election held November 5, 2024, for the positions of Mayor and City Councilors. The Abstract of Votes provided to us by the Elections Officer of Polk County is included as **Attachment A.**

The City Council must accept these results so they may be made a part of the permanent record to comply with the City Charter.

SUMMARY TIMELINE:

November 5, 2024 - General Election

December 9, 2024 - City Council accepts the canvass of November 5, 2024 General Election results

FISCAL IMPACT:

None

RECOMMENDED MOTION:

Approval of the Consent Agenda accepts the canvass of the November 5, 2024 General Election results.

ATTACHMENTS:

A – November 5, 2024 General Election Abstract of Votes



POLK COUNTY

CLERK & RECORDER

POLK COUNTY COURTHOUSE * 850 MAIN STREET * DALLAS, OREGON 97338
(503) 623-9217 * FAX (503) 623-0717 * williams.kim@co.polk.or.us

Kimberly Williams
County Clerk

December 2, 2024

City of Dallas,

Enclosed you will find the certification of results for the City of Dallas races in the General Election held on November 5, 2024 in Polk County, Oregon.

Feel free to contact me or our office if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Cole Steckley". The signature is fluid and cursive.

Cole Steckley
Polk County Chief Elections Clerk
steckley.cole@co.polk.or.us

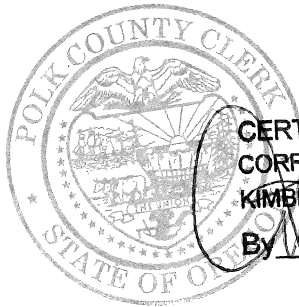
City of Dallas, Mayor City of Dallas

| Vote For 1 | TOTAL | VOTE % |
|-------------------------|--------------|----------------|
| Nancy Adams | 3,880 | 47.43% |
| Rich Slack | 4,222 | 51.61% |
| Write-In Totals | 78 | 0.95% |
| Total Votes Cast | 8,180 | 100.00% |
| Overvotes | 0 | |
| Undervotes | 2,080 | |

City of Dallas, Council Members City of Dallas

| Vote For 5 | TOTAL | VOTE % |
|-------------------------|---------------|----------------|
| Debbie Virden | 4,874 | 14.73% |
| Carlos Barrientos | 5,257 | 15.89% |
| Anthony Blosser | 5,039 | 15.23% |
| Lauren May | 3,781 | 11.43% |
| Kirsten Collins | 4,278 | 12.93% |
| Kimberly Fitzgerald | 4,936 | 14.92% |
| Troy Hazelton | 4,530 | 13.69% |
| Write-In Totals | 384 | 1.16% |
| Total Votes Cast | 33,079 | 100.00% |
| Overvotes | 175 | |
| Undervotes | 18,046 | |

Dallas City Council Meeting
Monday, December 9, 2024
Page 50 of 120



CERTIFIED TO BE A TRUE AND
CORRECT COPY OF THE ORIGINAL.

KIMBERLY WILLIAMS POLK COUNTY CLERK

By *Kimberly Williams* Deputy



**CITY COUNCIL
STAFF REPORT**

MEETING DATE: December 9, 2024
AGENDA ITEM NO. 9.a
TOPIC: First Reading of Ordinance 1903
PREPARED BY: *BL* Brian Latta, City Manager
ATTACHMENTS: A – Ordinance 1903

RECOMMENDED ACTION:

Staff recommends the City Council allow Ordinance 1903 to pass its first reading.

BACKGROUND:

The City Council held a public hearing on proposed amendments to the city’s development code in order to comply with certain provisions contained in senate bill 1537 (2024). The City Council approved of the proposed amendments subject to the adoption of an ordinance. Ordinance 1903 (**Attachment A**) is the instrument to enact the approved amendments.

SUMMARY TIMELINE:

November 21, 2024 – Dallas Planning Commission held a public hearing and recommended the City Council approve of the proposed amendments to the development code, as presented.

December 9, 2024 – Dallas City Council will hold a public hearing on the proposed code amendments. Staff recommends the council approve of the proposed amendments, as presented.

December 9, 2024 – Assuming the City Council approves of the proposed amendments, as presented, the City Council will consider Ordinance 1903 to pass its first reading.

FISCAL IMPACT:

None

RECOMMENDED MOTION:

N/A – Ordinance 1903 is scheduled for its first reading.

**CITY OF DALLAS
ORDINANCE NO. 1903**

**AN ORDINANCE ADOPTING LEGISLATIVE AMENDMENT 24-01, AMENDING
PROVISIONS OF THE DALLAS DEVELOPMENT CODE, RELATING TO THE
PLANNING OFFICIAL AND LIMITED LAND USE DECISIONS; AND
DECLARING AN EMERGENCY.**

WHEREAS, the Dallas Planning Commission considered amendments to the Dallas Development Code relating to the Planning Official and limited land use decisions in the City; and

WHEREAS, the City duly notified the Oregon Department of Land Conservation and Development of the proposed Development Code amendments not less than 35 days prior to the first evidentiary hearing and the Department did not object to the proposed changes, and

WHEREAS, the Dallas Planning Commission held a public hearing on said amendments, on November 21, 2024, at which time the public was given full opportunity to be present and heard on the matter; and

WHEREAS, the Dallas City Council held a public hearing on said amendments on December 9, 2024, at which time the public was given full opportunity to be present and heard on the matter; and

WHEREAS, the City Council found and hereby finds that the amendments to the Dallas Development Code as shown are in the public interest to approve;

NOW THEREFORE, be it ordained by the City Council of the City of Dallas, in the State of Oregon, as follows:

SECTION 1: **AMENDMENT** “4.1.010 Purpose And Applicability Of Review Procedures” of the Dallas Development Code is hereby *amended* as follows:

BEFORE AMENDMENT

4.1.010 Purpose And Applicability Of Review Procedures

- A. **Purpose.** The purpose of this chapter is to establish standard decision-making procedures that will enable the City, the applicant, and the public to reasonably review applications and participate in the local decision-making process in a timely and effective way. Table 4.1.010 provides a key for determining the review procedure and the decision-making body for particular approvals.
- B. **Applicability of Review Procedures.** All land use and development permit applications and approvals, except building permits, shall be decided by using the

procedures contained in this chapter. The procedure “type” assigned to each application governs the decision-making process for that permit or approval. There are four types of permit/approval procedures as described in subsections 1-4 below. Table 4.1.010 lists the City’s land use and development approvals and their required review procedure(s).

1. Type I Procedure (Administrative). Type I decisions are made by the City Planning Official, or someone he or she officially designates, without public notice and without a public hearing. The Type I procedure is used when there are clear and objective approval criteria, and applying City standards and criteria requires no use of discretion;
2. Type II Procedure (Administrative). Type II decisions are made by the City Planning Official with public notice and an opportunity for appeal. An appeal of a Type II decision is heard by the Planning Commission;
3. Type III Procedure (Quasi-Judicial). Type III decisions are made by the Planning Commission after a public hearing, with appeals reviewed by the City Council.
4. Type IV Procedure (Legislative). Type IV procedures apply to legislative matters. Legislative matters involve the creation, revision, or large-scale implementation of public policy (e.g., adoption of land use regulations, zone changes, and comprehensive plan amendments). Type IV matters are considered initially by the Planning Commission with final decisions made by the City Council.

| Table 4.1.010 Summary of Approvals by Type of Review Procedure | | |
|---|--------------------------|--|
| Approvals* | Review Procedures | Applicable Regulations |
| Access Permit (public street) | Type I | Chapters 3.1, 4.2, 4.3; Engineering Design Standards |
| Annexation | Type IV | Chapter 4.10 |
| Code Interpretation | Type II | Chapter 4.8 |
| Code Text Amendment | Type IV | Chapter 4.7 |
| Comprehensive Plan Amendment | Type IV | Chapter 4.7 & Comprehensive Plan |
| Conditional Use Permit | Type III | Chapter 4.4 |
| Home Occupation Permit Type I | Type I | Chapter 4.9; See also, Section 2.2.020 |

| | | |
|--|------------------------------|--|
| Home Occupation Permit Type III | Type III | Chapter 4.9; See also, Section 2.2.020 |
| Master Planned Development | Type III | Chapter 4.5 |
| Modification to Approval | Type II/III (minor or major) | Chapter 4.6 |
| Land Use District Map Change Quasi-Judicial (does not require a plan amendment) Legislative (plan amendment) | Type III Type IV | Chapter 4.7 Chapter 4.7 |
| Property Line Adjustments, including Lot Consolidations | Type I | Chapter 4.3 |
| Legal Lot Determination | Type I | Chapter 5.3 |
| Non-Conforming Use or Development Confirmation | Type I | Chapter 5.2 |
| Partition or Replat of 2-3 lots | Type II | Chapter 4.3 |
| Land Use Review | Type I/II | Chapter 4.2 |
| Site Design Review | Type II | |
| Site Design Review w/ Adjustment | Type III | |
| Subdivision or Replat of >3 lots Preliminary Plat Final Plat | Type III Type I | Chapter 4.3 |
| Temporary Use Permit (includes Temporary Medical Hardship Dwelling) | Type I/II/III | Chapter 4.9, Chapter 2.2 |
| Variance | | |
| Class A | Type II | Chapter 5.1 |
| Class B | Type III | Chapter 5.1 |

* The applicant may be required to obtain approvals from other agencies, such as a road authority or natural resource regulatory agency, for some types of approvals. The City's failure to notify the applicant of any requirement or procedure of another agency shall not invalidate a permit or action taken by the City under this Code.

AFTER AMENDMENT

4.1.010 Purpose And Applicability Of Review Procedures

- A. **Purpose.** The purpose of this chapter is to establish standard decision-making procedures that will enable the City, the applicant, and the public to reasonably review applications and participate in the local decision-making process in a timely and effective way. Table 4.1.010 provides a key for determining the review procedure and the decision-making body for particular approvals.
- B. **Applicability of Review Procedures.** All land use and development permit applications and approvals, except building permits, shall be decided by using the procedures contained in this chapter. The procedure “type” assigned to each application governs the decision-making process for that permit or approval. There are four types of permit/approval procedures as described in subsections 1-4 below. Table 4.1.010 lists the City’s land use and development approvals and their required review procedure(s).
 - 1. **Type I Procedure (Administrative).** Type I decisions are made by the City Planning Official, or someone he or she officially designates, without public notice and without a public hearing. The Type I procedure is used when there are clear and objective approval criteria, and applying City standards and criteria requires no use of discretion;
 - 2. **Type II Procedure (~~Administrative~~ Limited Land Use).** Type II decisions are made by the City Planning Official with public notice and an opportunity for appeal. ~~An appeal of a Type II decision is heard by the Planning Commission;~~
 - 3. **Type III Procedure (Quasi-Judicial).** Type III decisions are made by the Planning Commission after a public hearing, with appeals reviewed by the City Council.
 - 4. **Type IV Procedure (Legislative).** Type IV procedures apply to legislative matters. Legislative matters involve the creation, revision, or large-scale implementation of public policy (e.g., adoption of land use regulations, zone changes, and comprehensive plan amendments). Type IV matters are considered initially by the Planning Commission with final decisions made by the City Council.

| Approvals* | Review Procedures | Applicable Regulations | Local Appeal Body |
|-------------------------------|--------------------------|---|--------------------------|
| Access Permit (public street) | Type I | Chapters 3.1, 4.2, 4.3; Engineering Design Standards | <u>None</u> |
| Annexation | Type IV | Chapter 4.10 | <u>None</u> |
| Code Interpretation | Type II | Chapter 4.8 | <u>City Council</u> |

| | | | |
|--|--|--|--|
| | | | il |
| Code Text Amendment | Type IV | Chapter 4.7 | None |
| Comprehensive Plan Amendment | Type IV | Chapter 4.7 & Comprehensive Plan | None |
| Conditional Use Permit | Type III | Chapter 4.4 | City Council il |
| Home Occupation Permit Type I Home Occupation Permit Type III | Type I Type III | Chapter 4.9; See also , Section 2.2.020 Chapter 4.9; See also , Section 2.2.020 | None City Council il |
| Master Planned Development | Type III | Chapter 4.5 | City Council il |
| Modification to Approval | Type II/III (minor or major) | Chapter 4.6 | |
| Land Use District Map Change Quasi-Judicial (does not require a plan amendment) Legislative (plan amendment) | Type III IV Type IV | Chapter 4.7 Chapter 4.7 | None |
| Property Line Adjustments, including Lot Consolidations | Type I | Chapter 4.3 | None |
| Legal Lot Determination | Type I | Chapter 5.3 | None |
| Non-Conforming Use or Development Confirmation | Type I | Chapter 5.2 | None |
| Partition or Replat of 2-3 lots | Type II | Chapter 4.3 | Planning Commission |
| Land Use Review | Type I/II | Chapter 4.2 | None |
| Site Design Review | Type II | | Planning |

| | | | |
|---|-------------------------------------|-----------------------------|---|
| | | | Comm ission |
| Site Design Review w/ Adjustment | Type III | | -- |
| Subdivision or Replat of >3 lots Preliminary Plat Final Plat | Type III II Type I | Chapter 4.3 | City Counc il |
| Temporary Use Permit (includes Temporary Medical Hardship Dwelling) | Type I/II/ III | Chapter 4.9, Chapter 2.2 | Planni ng Comm ission |
| Variance | | | -- |
| Class A | Type II | Chapter 5.1 | Planni ng Comm ission |
| Class B | Type III | Chapter 5.1 | City Counc il |

* The applicant may be required to obtain approvals from other agencies, such as a road authority or natural resource regulatory agency, for some types of approvals. The City's failure to notify the applicant of any requirement or procedure of another agency shall not invalidate a permit or action taken by the City under this Code.

SECTION 2: AMENDMENT "4.1.030 Type II Procedure (Administrative)"
of the Dallas Development Code is hereby *amended* as follows:

BEFORE AMENDMENT

4.1.030 Type II Procedure (Administrative)

A. Application Requirements.

1. Application Forms. Type II applications shall be made on forms provided by the City Planning Official.
2. Submittal Information. The application shall:
 - a. Include the information requested on the application form;
 - b. Be filed with one copy of a narrative statement that explains how the application satisfies each and all of the relevant criteria and standards

in sufficient detail for review and decision-making. Note: additional information may be required under the specific application requirements for each approval, *e.g.*, Chapters 4.2 (Land Use Review), 4.3 (Land Divisions), 4.6 (Modifications), 4.8 (Code Interpretations), and 4.9 (Miscellaneous Permits); and

- c. Be accompanied by the required fee.
- d. Be accompanied by a list of property owners of record within one hundred (100) feet of the subject site (by tax map and lot number) and mailing labels for the same.

B. Notice of Application for Type II Administrative Decision.

1. Before making a Type II Administrative Decision, the City Planning Official shall mail notice to:
 - a. All owners of record of real property within a minimum of 100 feet of the subject site;
 - b. Any person who submits a written request to receive a notice; and
 - c. Any governmental agency that is entitled to notice under an intergovernmental agreement entered into with the City. The City may notify other affected agencies. The City shall notify the road authority, and rail authority and owner, when there is a proposed development abutting or affecting their transportation facility and allow the agency to review, comment on, and suggest conditions of approval for the application. The failure of another agency to respond with written comments on a pending application shall not invalidate an action or permit approval made by the City under this Code.
2. The purpose of the notice is to give nearby property owners and other interested people the opportunity to submit written comments about the application before the Type II decision is made. The goal of this notice is to invite people to participate early in the decision-making process.
3. Notice of a pending Type II Administrative Decision shall:
 - a. Provide a 14-day period for submitting written comments before a decision is made on the permit;
 - b. List the relevant approval criteria by name and number of code sections; this information may be summarized by Code chapter, provided the notice has sufficient detail to help the public identify and locate applicable code criteria;
 - c. State the place, date and time the comments are due, and the person to whom the comments should be addressed;
 - d. Include the name and telephone number of a contact person regarding the Administrative Decision;
 - e. Describe proposal and identify the specific permits or approvals requested;
 - f. Describe the street address or other easily understandable reference to the location of the site;
 - g. State that if any person fails to address the relevant approval criteria with enough detail, they may not be able to appeal to the Land Use

Board of Appeals or Circuit Court on that issue. Only comments on the relevant approval criteria are considered relevant evidence;

- h. State that all evidence relied upon by the City Planning Official to make this decision is in the public record, available for public review. Copies of this evidence can be obtained at a reasonable cost from the City;
- i. State that after the comment period closes, the City Planning Official shall issue a Type II Administrative Decision, and that the decision shall be mailed to the applicant and to anyone else who submitted written comments or who is otherwise legally entitled to notice;
- j. Contain the following notice: “Notice to mortgagee, lien holder, vendor, or seller: The City of Dallas Development Code requires that if you receive this notice it shall be promptly forwarded to the purchaser or person in fee title to the property.”

C. **Administrative Decision Requirements.** The City Planning Official shall make a Type II written decision addressing all of the relevant approval criteria and standards. Based upon the criteria and standards, and the facts contained within the record, the City Planning Official shall approve, approve with conditions, or deny the requested permit or action. Alternatively, the City Planning Official may refer the application to the Planning Commission for review in a public hearing, in which case the public shall be notified of the hearing and the review shall proceed following the Type III procedures in Section 4.1.040.

D. **Notice of Decision.**

- 1. Within five (5) days after the City Planning Official signs the Type II decision, a Notice of Decision shall be sent by mail to:
 - a. The applicant and all owners or contract purchasers of record of the site that is the subject of the application;
 - b. Any person who submitted a written request to receive notice, or provided comments during the application-review period;
 - c. Any City-recognized neighborhood group or association whose boundaries include the site; and
 - d. Any governmental agency that is entitled to notice under an intergovernmental agreement entered into with the City, and other agencies that were notified or provided comments during the application review period.
- 2. The City Planning Official shall cause an affidavit of mailing the notice to be prepared and made a part of the file. The affidavit shall show the date the notice was mailed and shall demonstrate that the notice was mailed to the parties above and was mailed within the time required by law.
- 3. The Type II Notice of Decision shall contain:
 - a. A description of the applicant’s proposal and the City’s decision on the proposal (i.e., may be a summary);
 - b. The address or other geographic description of the property proposed for development, including a map of the property in relation to the surrounding area, where applicable;

- c. A statement of where the City’s decision can be obtained;
 - d. The date the decision shall become final, unless appealed;
 - e. A statement that all persons entitled to notice may appeal the decision; and
 - f. A statement briefly explaining how to file an appeal, the deadline for filing an appeal, and where to obtain further information concerning the appeal process.
- E. **Final Decision and Effective Date.** A Type II administrative decision is final for purposes of appeal, when it is mailed by the City. A Type II administrative decision is effective on the day after the appeal period expires. The appeal period runs fourteen (14) days from the date the decision is mailed. Upon appeal, the decision becomes effective when the City takes final action on the appeal.
- F. **Appeal.** A Type II administrative decision may be appealed to the Planning Commission as follows:
1. Who may appeal. The following people have legal standing to appeal a Type II Administrative Decision:
 - a. The applicant or owner of the subject property;
 - b. Any person who was entitled to written notice of the Type II decision;
 - c. Any other person who participated in the proceeding by submitting written comments on the application to the City by the specified deadline.
 2. Appeal filing procedure.
 - a. *Notice of appeal.* Any person with standing to appeal, as provided in subsection 1, above, may appeal a Type II Administrative Decision by filing a Notice of Appeal according to the following procedures.
 - b. *Time for filing.* A Notice of Appeal shall be filed with the City Planning Official within fourteen (14) days of the date the Notice of Decision was mailed.
 - c. *Content of notice of appeal.* The Notice of Appeal be accompanied by the required filing fee and shall contain:
 - (1) An identification of the decision being appealed, including the date of the decision;
 - (2) A statement demonstrating the person filing the Notice of Appeal has standing to appeal;
 - (3) A statement explaining the specific issues being raised on appeal; and
 - (4) If the appellant is not the applicant, a statement demonstrating that the appeal issues were raised during the comment period.
 3. Scope of appeal. The appeal of a Type II Administrative Decision by a person with standing shall be a hearing *de novo* before the Planning Commission. The appeal shall not be limited to the application materials, evidence and other documentation, and specific issues raised in the Type II administrative review, but may include other relevant evidence and arguments. The Planning Commission may allow additional evidence, testimony or argument

- concerning any relevant standard, criterion, condition, or issue.
4. Appeal procedures. Sections 4.1.040.C - E, governing notice, hearing procedures and decision process for Type III decisions shall apply to all Type II Administrative Appeals.
 5. Further Appeal to City Council. The decision of the Planning Commission regarding an appeal of a Type II Administrative Decision is the final decision of the City unless appealed to City Council within the time provided in 4.1.040.G.2.b.

A F T E R A M E N D M E N T

4.1.030 Type II Procedure (~~Administrative~~Limited Land Use)

A. Application Requirements.

1. Application Forms. Type II applications shall be made on forms provided by the City Planning Official.
2. Submittal Information. The application shall:
 - a. Include the information requested on the application form;
 - b. Be filed with one copy of a narrative statement that explains how the application satisfies each and all of the relevant criteria and standards in sufficient detail for review and decision-making. Note: additional information may be required under the specific application requirements for each approval, e.g., Chapters 4.2 (Land Use Review), 4.3 (Land Divisions), 4.6 (Modifications), 4.8 (Code Interpretations), and 4.9 (Miscellaneous Permits); and
 - c. Be accompanied by the required fee.
 - d. Be accompanied by a list of property owners of record within one hundred (100) feet of the subject site (by tax map and lot number) and mailing labels for the same.

B. Notice of Application ~~for Type II Administrative Decision~~.

1. ~~Before making a Type II Administrative Decision;~~Upon determining a Type II application to be complete, the City Planning Official shall mail notice of application to:
 - a. All owners of record of real property within a minimum of 100 feet of the ~~subject~~ entire contiguous site for which the application was made;
 - b. Any person who submits a written request to receive a notice; ~~and~~
 - c. Any neighborhood or community organization recognized by the governing body and whose boundaries include the site; and
 - d. Any governmental agency that is entitled to notice under an intergovernmental agreement entered into with the City. The City may notify other affected agencies. The City shall notify the road authority, and rail authority and owner, when there is a proposed development abutting or affecting their transportation facility and allow the agency to review, comment on, and suggest conditions of approval for the application. The failure of another agency to respond with written

comments on a pending application shall not invalidate an action or permit approval made by the City under this Code.

2. The purpose of the notice is to give nearby property owners and other interested people the opportunity to submit written comments about the application before the Type II decision is made. The goal of this notice is to invite people to participate early in the decision-making process.
3. Notice of a pending Type II Administrative Decision shall:
 - a. Provide a 14-day period for submitting written comments before a decision is made ~~on the permit~~;
 - b. List the relevant approval criteria by name and number of code sections; this information may be summarized by Code chapter, provided the notice has sufficient detail to help the public identify and locate applicable code criteria;
 - c. State the place, date and time the comments are due, and the person to whom the comments should be addressed;
 - d. Include the name and telephone number of a contact person regarding the Administrative Decision;
 - e. Describe proposal and identify the specific permits or approvals requested;
 - f. Describe the street address or other easily understandable reference to the location of the site;
 - g. ~~State that if any person fails to address the relevant approval criteria with enough detail, they may not be able to appeal to the Land Use Board of Appeals or Circuit Court on that issue. Only comments on the relevant approval criteria are considered relevant evidence; State that issues which may provide the basis for an appeal to the Land Use Board of Appeals shall be raised in writing prior to the expiration of the comment period. Issues shall be raised with sufficient specificity to enable the decision maker to respond to the issue;~~
 - h. State that all evidence relied upon by the City Planning Official to make this decision is in the public record, available for public review. Copies of this evidence can be obtained at a reasonable cost from the City;
 - i. State that after the comment period closes, the City Planning Official shall issue a Type II Administrative Decision, and that the decision shall be mailed to the applicant and to anyone else who submitted written comments or who is otherwise legally entitled to notice;
 - j. Contain the following notice: “Notice to mortgagee, lien holder, vendor, or seller: The City of Dallas Development Code requires that if you receive this notice it shall be promptly forwarded to the purchaser or person in fee title to the property.”

C. **Administrative Decision Requirements.** The City Planning Official shall make a Type II written decision addressing all of the relevant approval criteria and standards. Based upon the criteria and standards, and the facts contained within the record, the City Planning Official shall approve, approve with conditions, or deny the requested

permit or action. Alternatively, the City Planning Official may refer the application to the Planning Commission for review in a public hearing, in which case the public shall be notified of the hearing and the review shall proceed following the Type III procedures in Section 4.1.040.

D. Notice of Decision.

1. Within five (5) days after the City Planning Official signs the Type II decision, a Notice of Decision shall be sent by mail to:
 - a. The applicant and all owners or contract purchasers of record of the site that is the subject of the application;
 - b. Any person who submitted a written request to receive notice, or provided comments during the application-review period;
 - c. ~~Any City-recognized neighborhood group or association whose boundaries include the site; and~~
 - d. Any governmental agency that is entitled to notice under an intergovernmental agreement entered into with the City, and other agencies that were notified or provided comments during the application review period.
2. The City Planning Official shall cause an affidavit of mailing the notice to be prepared and made a part of the file. The affidavit shall show the date the notice was mailed and shall demonstrate that the notice was mailed to the parties above and was mailed within the time required by law.
3. The Type II Notice of Decision shall contain:
 - a. A description of the applicant's proposal and the City's decision on the proposal (i.e., may be a summary);
 - b. The address or other geographic description of the property proposed for development, including a map of the property in relation to the surrounding area, where applicable;
 - c. A statement of where the City's decision can be obtained;
 - d. The date the decision shall become final, unless appealed;
 - e. A statement that all persons entitled to notice may appeal the decision; and
 - f. A statement briefly explaining how to file an appeal, the deadline for filing an appeal, and where to obtain further information concerning the appeal process.

E. Final Decision and Effective Date. A Type II ~~administrative~~ decision is final for purposes of appeal, when it is mailed by the City. A Type II ~~administrative~~ decision is effective on the day after the appeal period expires. The appeal period runs fourteen (14) days from the date the decision is mailed. Upon appeal, the decision becomes effective when the City takes final action on the appeal.

F. Appeal. A Type II ~~administrative~~ decision may be appealed ~~to the Planning Commission~~ as follows:

1. Who may appeal. The following people have legal standing to appeal a Type II ~~Administrative~~ Decision:
 - a. The applicant or owner of the subject property;
 - b. Any person who was entitled to written notice of the Type II decision;

- c. Any other person who participated in the proceeding by submitting written comments on the application to the City by the specified deadline.
2. Appeal filing procedure.
- a. *Notice of appeal.* Any person with standing to appeal, as provided in subsection 1, above, may appeal a Type II ~~Administrative~~ Decision by filing a Notice of Appeal according to the following procedures.
 - b. *Time for filing.* A Notice of Appeal shall be filed with the City Planning Official within fourteen (14) days of the date the Notice of Decision was mailed.
 - c. *Content of notice of appeal.* The Notice of Appeal be accompanied by the required filing fee and shall contain:
 - (1) An identification of the decision being appealed, including the date of the decision;
 - (2) A statement demonstrating the person filing the Notice of Appeal has standing to appeal;
 - (3) A statement explaining the specific issues being raised on appeal; and
 - (4) If the appellant is not the applicant, a statement demonstrating that the appeal issues were raised during the comment period.
3. Scope of appeal. The appeal of a Type II ~~Administrative~~ Decision by a person with standing shall be a hearing *de novo*, ~~before the Planning Commission.~~ ~~The meaning the~~ appeal shall not be limited to the application materials, evidence and other documentation, and specific issues raised in the Type II ~~administrative~~ review, but may include other relevant evidence and arguments. The ~~Planning Commission~~ appeal body may allow additional evidence, testimony or argument concerning any relevant standard, criterion, condition, or issue.
4. Appeal procedures. Sections 4.1.040.C - E, governing notice, hearing procedures and decision process for Type III decisions shall apply to all Type II ~~Administrative~~ Appeals.
5. Further Appeal to City Council. The decision of the ~~Planning Commission~~ appeal body regarding an appeal of a Type II ~~Administrative~~ Decision is the final decision of the City unless appealed to the Oregon Land Use Board of Appeals ~~City Council within the time provided in 4.1.040.G.2.b.~~

SECTION 3: AMENDMENT “4.1.040 Type III Procedure (Quasi-Judicial)”
of the Dallas Development Code is hereby *amended* as follows:

BEFORE AMENDMENT

4.1.040 Type III Procedure (Quasi-Judicial)

A. **Pre-application Conference.** A pre-application conference is required for all Type III applications. The requirements and procedures for a pre-application conference are described in Section 4.1.060.

B. **Application Requirements.**

1. Application forms. Type III applications shall be made on forms provided by the City Planning Official; if a Type II application is referred to a Type III hearing, either voluntarily by the applicant or staff, or upon appeal, no new application is required.
2. Submittal Information. When a Type III application is required, it shall:
 - a. Include the information requested on the application form;
 - b. Be filed with one copy of a narrative statement that explains how the application satisfies each and all of the relevant criteria and standards in sufficient detail for review and decision-making. Note: additional information may be required under the specific application requirements for each approval, e.g., Chapters 4.2 (Land Use Review and Site Design Review), 4.3 (Land Divisions), 4.6 (Modifications), 4.8 (Code Interpretations), and 4.9 (Miscellaneous Permits); and
 - c. Be accompanied by the required fee.
 - d. Be accompanied by a list of property owners of record within one hundred (100) feet of the subject site (by tax map and lot number) and mailing labels for the same.

C. **Notice of Hearing.**

1. Mailed notice. The City shall mail the notice of the Type III action. The records of the Polk County Assessor's Office are the official records for determining ownership. Notice of a Type III application hearing or Type II appeal hearing shall be given by the City Planning Official in the following manner:
 - a. At least 20 days before the hearing date, notice shall be mailed to:
 - (1) The applicant and all owners or contract purchasers of record of the property that is the subject of the application;
 - (2) All property owners of record within 100 feet of the site;
 - (3) Any governmental agency that is entitled to notice under an intergovernmental agreement entered into with the City. The City may notify other affected agencies. The City shall notify the road authority, and rail authority and owner, when there is a proposed development abutting or affecting their transportation facility and allow the agency to review, comment on, and suggest conditions of approval for the application.
 - (4) Any neighborhood or community organization recognized by the City Council and whose boundaries include the subject property;
 - (5) Any person who submits a written request to receive notice;
 - (6) For appeals, the appellant and all persons who provided testimony in the original decision; and

- (7) For a land use district change affecting a manufactured home or mobile home park, all mailing addresses within the park, in accordance with ORS 227.175.
 - b. The City Planning Official shall have an affidavit of notice be prepared and made a part of the file. The affidavit shall state the date that the notice was mailed to the persons who must receive notice.
 - c. At least fourteen (14) business days before the hearing, notice of the hearing shall be printed in a newspaper of general circulation in the City. The newspaper's affidavit of publication of the notice shall be made part of the administrative record.
2. Content of Notice. Notice of appeal of a Type II Administrative decision and notice of a Type III hearing to be mailed and published per Subsection 1 above shall contain the following information:
- a. The nature of the application and the proposed land use or uses that could be authorized for the property;
 - b. The applicable criteria and standards from the development code(s) that apply to the application;
 - c. The street address or other easily understood geographical reference to the subject property;
 - d. The date, time, and location of the public hearing;
 - e. A statement that the failure to raise an issue in person, or by letter at the hearing, or failure to provide statements or evidence sufficient to afford the decision-maker an opportunity to respond to the issue, means that an appeal based on that issue cannot be filed with the State Land Use Board of Appeals;
 - f. The name of a City representative to contact and the telephone number where additional information on the application may be obtained;
 - g. A statement that a copy of the application, all documents and evidence submitted by or for the applicant, and the applicable criteria and standards can be reviewed at Dallas City Hall at no cost and that copies shall be provided at a reasonable cost;
 - h. A statement that a copy of the City's staff report and recommendation to the hearings body shall be available for review at no cost at least seven days before the hearing, and that a copy shall be provided on request at a reasonable cost;
 - i. A general explanation of the requirements to submit testimony, and the procedure for conducting public hearings; and
 - j. The following notice: "Notice to mortgagee, lien holder, vendor, or seller: The City of Dallas Development Code requires that if you receive this notice it shall be promptly forwarded to the purchaser or person in fee title to the property."

D. Conduct of the Public Hearing.

- 1. At the commencement of the hearing, the chair or convener of the Planning Commission, or his or her designee, shall state to those in attendance:

- a. The applicable approval criteria and standards that apply to the application or appeal;
 - b. A statement that testimony and evidence shall concern the approval criteria described in the staff report, or other criteria in the comprehensive plan or land use regulations that the person testifying believes to apply to the decision;
 - c. A statement that failure to raise an issue with sufficient detail to give the hearings body and the parties an opportunity to respond to the issue, means that no appeal may be made to the State Land Use Board of Appeals on that issue;
 - d. A statement that, at the conclusion of the initial evidentiary hearing, any participant may ask the Planning Commission for an opportunity to present additional relevant evidence or testimony that is within the scope of the hearing, and that, if the Planning Commission grants the request, it will schedule a date to continue the hearing as provided in paragraph 2 of this subsection, or leave the record open for additional written evidence or testimony as provided paragraph 3 of this subsection.
2. If the Planning Commission grants a continuance, the completion of the hearing shall be continued to a date, time, and place at least seven days after the date of the first evidentiary hearing. An opportunity shall be provided at the second hearing for persons to present and respond to new written evidence and oral testimony. If new written evidence is submitted at the second hearing, any person may request, before the conclusion of the second hearing, that the record be left open for at least seven days, so that they can submit additional written evidence or testimony in response to the new written evidence;
 3. If the Planning Commission leaves the record open for additional written evidence or testimony, the record shall be left open for at least seven days after the hearing. Any participant may ask the City in writing for an opportunity to respond to new evidence submitted during the period that the record was left open. If such a request is filed, the Planning Commission shall reopen the record.
 - a. When the Planning Commission reopens the record to admit new evidence or testimony, any person may raise new issues that relate to that new evidence or testimony;
 - b. An extension of the hearing or record granted pursuant to Section 4.1.040.D is subject to the limitations of ORS 227.178 (“120-day rule”), unless the continuance or extension is requested or agreed to by the applicant;
 - c. If requested by the applicant, the City shall allow the applicant at least seven (7) days after the record is closed to all other persons to submit final written arguments in support of the application, unless the applicant expressly waives this right. The applicant’s final submittal shall be part of the record but shall not include any new evidence;
 4. The record shall contain all testimony and evidence that is submitted to the

City and that the hearings body has not rejected;

5. In making its decision, the hearings body may take notice of facts not in the hearing record (e.g., local, state, or federal regulations; previous city decisions; case law; staff reports). The review authority must announce its intention to take notice of such facts in its deliberations, and allow persons who previously participated in the hearing to request the hearing record be reopened, if necessary, to present evidence concerning the noticed facts;
6. The review authority shall retain custody of the record until the City issues a final decision.
7. Participants in the appeal of a Type II Administrative decision or participants in a Type III hearing are entitled to an impartial review authority as free from potential conflicts of interest and pre-hearing *ex parte* contacts as reasonably possible. Where questions related to conflict of interest or *ex parte* contact are concerned, public hearings shall be conducted pursuant to State law.
8. Presenting and receiving evidence.
 - a. The Planning Commission may set reasonable time limits for oral presentations and may limit or exclude cumulative, repetitious, irrelevant or personally derogatory testimony or evidence;
 - b. No oral testimony shall be accepted after the close of the public hearing. Written testimony may be received after the close of the public hearing, only as provided in Section 4.1.040.D;
 - c. Members of the Planning Commission may visit the property and the surrounding area, and may use information obtained during the site visit to support their decision, if the information relied upon is disclosed at the beginning of the hearing and an opportunity is provided to dispute the evidence.

E. The Decision Process.

1. Basis for decision. Decisions on Type III applications, and any action taken on an appeal of a Type II Administrative decision, shall be based on standards and criteria in this Code. The decision on such application or appeal shall relate to the applicable Code standards and criteria.
2. Findings and conclusions. The written decision shall explain the relevant criteria and standards, state the facts relied upon in rendering the decision, and justify the decision according to the criteria, standards, and facts.
3. Form of decision. The Planning Commission shall issue a final written order containing the findings and conclusions required in subsection 2, which approves, denies, or approves with specific conditions. The Planning Commission may also issue appropriate intermediate rulings when more than one permit or decision is required.
4. Decision-making time limits. A final order for any Type III decision or action on a Type II Administrative Appeal shall be signed by the chair of the Planning Commission and filed by the City Planning Official within ten (10) business days after the decision or action is made.
5. Notice of Decision. Written notice of a Type III decision, or action on an

appeal of Type II Administrative Appeal, shall be mailed to the applicant and to all participants of record within ten (10) business days after the decision is made. Failure of any person to receive mailed notice shall not invalidate the decision or action, provided that a good faith attempt was made to mail the notice.

6. Final Decision and Effective Date. A Type III decision, or action on a Type II Administrative Appeal, is final for purposes of appeal to the City Council on the date it is mailed by the City. The decision is effective on the day after the appeal period for the decision expires.

F. Appeal to City Council. Appeals from the Planning Commission on Type II Administrative Appeals and Type III decisions are heard by City Council as follows:

1. Who may appeal. The following people have legal standing to appeal a Type II Administrative Decision or Type III Decision from the Planning Commission to the City Council:
 - a. The applicant or owner of the subject property;
 - b. Any other person who participated in the proceeding by submitting oral or written comments.
2. Appeal filing procedure.
 - a. *Notice of appeal*. Any person with standing to appeal, as provided in subsection 1, above, may appeal a Type II Administrative Appeal or Type III Decision by filing a Notice of Appeal according to the following procedures.
 - b. *Time for filing*. A Notice of Appeal of a Type II Administrative Appeal or Type III Decision shall be filed with the City Planning Official within ten (10) business days after the notice of decision is mailed.
 - c. *Content of notice of appeal*. The Notice of Appeal shall be accompanied by the required filing fee, and shall contain:
 - (1) An identification of the decision being appealed, including the date of the decision;
 - (2) A statement demonstrating the person filing the Notice of Appeal has standing to appeal;
 - (3) A statement explaining the specific issues being raised on appeal;
 - (4) If the appellant is not the applicant, a statement demonstrating that the appeal issues were raised during the comment period.
3. Scope of review. An appeal of a Type II Administrative Appeal or a Type III Decision shall be limited to *de novo* review on the record of the decision being appealed.
4. Review on the Record.
 - a. For the purpose of *de novo* review on the record under section 3., above, the record shall include the following:
 - (1) A factual report prepared by the Planning Official;
 - (2) All exhibits, materials, pleadings, memoranda, stipulations, oral and written testimony and motions submitted to and

- received or considered by the Planning Commission in reaching the decision under review;
- (3) The final order and findings of fact adopted by the Planning Commission;
 - (4) The Notice of Appeal filed by the appellant; and
 - (5) The minutes of the Planning Commission's public hearings on the matter, including a transcript of the hearings if requested by or presented to the City Council.
- b. All parties to the hearing before the Planning Commission shall receive notice of the proposed hearing on *de novo* review on the record, indicating the date, time and place of the review, and of the right to present argument to the City Council as provided in subsection c., below.
 - c. The City Council shall make its decision based upon the record after first granting the right to present argument, but not to introduce additional evidence, to the parties to the hearing before the Planning Commission.
 - d. In considering the appeal, the City Council need only consider those matters specifically raised by the appellant. The City Council may consider other matters if it so desires.
 - e. The appellant shall have the burden of proof and persuasion on appeal.
5. The Decision Process.
- a. Basis for decision. Decisions on appeal to the City Council shall be based on standards and criteria in this Code. The decision on such appeal shall relate to the applicable Code standards and criteria.
 - b. Findings and conclusions. The written decision shall explain the relevant criteria and standards, state the facts relied upon in rendering the decision, and justify the decision according to the criteria, standards, and facts.
 - c. Form of decision. The City Council shall issue a final written order containing the findings and conclusions required in subparagraph b., which either approves, denies, or approves with specific conditions.
 - d. Decision-making time limits. A final order on any appeal to the City Council shall be signed by the Mayor or President of the City Council and filed by the City Planning Official within ten (10) business days after the decision is made.
 - e. Notice of Decision. Written notice of a decision on an appeal to the City Council shall be mailed to the applicant and to all participants of record within ten (10) business days after the decision is made. Failure of any person to receive mailed notice shall not invalidate the decision or action, provided that a good faith attempt was made to mail the notice.
 - f. Final Decision and Effective Date. A decision of the City Council is final on the date it is mailed by the City. The decision is effective on

- the day after the appeal period for the decision expires.
6. Further Appeal to LUBA. The City Council's decision may be appealed to the State Land Use Board of Appeals pursuant to ORS 197.805 - 197.860.

AFTER AMENDMENT

4.1.040 Type III Procedure (Quasi-Judicial)

- A. **Pre-application Conference.** A pre-application conference is required for all Type III applications. The requirements and procedures for a pre-application conference are described in Section 4.1.060.
- B. **Application Requirements.**
 1. Application forms. Type III applications shall be made on forms provided by the City Planning Official; ~~if a Type II application is referred to a Type III hearing, either voluntarily by the applicant or staff, or upon appeal, no new application is required.~~
 2. Submittal Information. When a Type III application is required, it shall:
 - a. Include the information requested on the application form;
 - b. Be filed with one copy of a narrative statement that explains how the application satisfies each and all of the relevant criteria and standards in sufficient detail for review and decision-making. Note: additional information may be required under the specific application requirements for each approval, e.g., Chapters 4.2 (Land Use Review and Site Design Review), 4.3 (Land Divisions), 4.6 (Modifications), 4.8 (Code Interpretations), and 4.9 (Miscellaneous Permits); and
 - c. Be accompanied by the required fee.
 - d. Be accompanied by a list of property owners of record within one hundred (100) feet of the subject site (by tax map and lot number) and mailing labels for the same.
- C. **Notice of Hearing.**
 1. Mailed notice. The City shall mail the notice of the Type III action. The records of the Polk County Assessor's Office are the official records for determining ownership. Notice of a Type III application hearing or Type II appeal hearing shall be given by the City Planning Official in the following manner:
 - a. At least 20 days before the hearing date, notice shall be mailed to:
 - (1) The applicant and all owners or contract purchasers of record of the property that is the subject of the application;
 - (2) All property owners of record within 100 feet of the site;
 - (3) Any governmental agency that is entitled to notice under an intergovernmental agreement entered into with the City. The City may notify other affected agencies. The City shall notify the road authority, and rail authority and owner, when there is a proposed development abutting or affecting their transportation facility and allow the agency to review,

comment on, and suggest conditions of approval for the application.

- (4) Any neighborhood or community organization recognized by the City Council and whose boundaries include the subject property;
 - (5) Any person who submits a written request to receive notice;
 - (6) For appeals, the appellant and all persons who provided testimony in the original decision; and
 - (7) For a land use district change affecting a manufactured home or mobile home park, all mailing addresses within the park, in accordance with ORS 227.175.
- b. The City Planning Official shall have an affidavit of notice be prepared and made a part of the file. The affidavit shall state the date that the notice was mailed to the persons who must receive notice.
 - c. At least fourteen (14) business days before the hearing, notice of the hearing shall be printed in a newspaper of general circulation in the City. The newspaper's affidavit of publication of the notice shall be made part of the administrative record.
2. Content of Notice. Notice of ~~appeal of a Type II Administrative decision and notice of~~ a Type III hearing to be mailed and published per Subsection 1 above shall contain the following information:
- a. The nature of the application and the proposed land use or uses that could be authorized for the property;
 - b. The applicable criteria and standards from the development code(s) that apply to the application;
 - c. The street address or other easily understood geographical reference to the subject property;
 - d. The date, time, and location of the public hearing;
 - e. A statement that the failure to raise an issue in person, or by letter at the hearing, or failure to provide statements or evidence sufficient to afford the decision-maker an opportunity to respond to the issue, means that an appeal based on that issue cannot be filed with the State Land Use Board of Appeals;
 - f. The name of a City representative to contact and the telephone number where additional information on the application may be obtained;
 - g. A statement that a copy of the application, all documents and evidence submitted by or for the applicant, and the applicable criteria and standards can be reviewed at Dallas City Hall at no cost and that copies shall be provided at a reasonable cost;
 - h. A statement that a copy of the City's staff report and recommendation to the hearings body shall be available for review at no cost at least seven days before the hearing, and that a copy shall be provided on request at a reasonable cost;
 - i. A general explanation of the requirements to submit testimony, and

- the procedure for conducting public hearings; and
- j. The following notice: “Notice to mortgagee, lien holder, vendor, or seller: The City of Dallas Development Code requires that if you receive this notice it shall be promptly forwarded to the purchaser or person in fee title to the property.”

D. Conduct of the Public Hearing.

1. At the commencement of the hearing, the chair or convener of the Planning Commission, or his or her designee, shall state to those in attendance:
 - a. The applicable approval criteria and standards that apply to the application or appeal;
 - b. A statement that testimony and evidence shall concern the approval criteria described in the staff report, or other criteria in the comprehensive plan or land use regulations that the person testifying believes to apply to the decision;
 - c. A statement that failure to raise an issue with sufficient detail to give the hearings body and the parties an opportunity to respond to the issue, means that no appeal may be made to the State Land Use Board of Appeals on that issue;
 - d. A statement that, at the conclusion of the initial evidentiary hearing, any participant may ask the Planning Commission for an opportunity to present additional relevant evidence or testimony that is within the scope of the hearing, and that, if the Planning Commission grants the request, it will schedule a date to continue the hearing as provided in paragraph 2 of this subsection, or leave the record open for additional written evidence or testimony as provided paragraph 3 of this subsection.
2. If the Planning Commission grants a continuance, the completion of the hearing shall be continued to a date, time, and place at least seven days after the date of the first evidentiary hearing. An opportunity shall be provided at the second hearing for persons to present and respond to new written evidence and oral testimony. If new written evidence is submitted at the second hearing, any person may request, before the conclusion of the second hearing, that the record be left open for at least seven days, so that they can submit additional written evidence or testimony in response to the new written evidence;
3. If the Planning Commission leaves the record open for additional written evidence or testimony, the record shall be left open for at least seven days after the hearing. Any participant may ask the City in writing for an opportunity to respond to new evidence submitted during the period that the record was left open. If such a request is filed, the Planning Commission shall reopen the record.
 - a. When the Planning Commission reopens the record to admit new evidence or testimony, any person may raise new issues that relate to that new evidence or testimony;
 - b. An extension of the hearing or record granted pursuant to Section 4.1.040.D is subject to the limitations of ORS 227.178 (“120-day

rule”), unless the continuance or extension is requested or agreed to by the applicant;

- c. If requested by the applicant, the City shall allow the applicant at least seven (7) days after the record is closed to all other persons to submit final written arguments in support of the application, unless the applicant expressly waives this right. The applicant’s final submittal shall be part of the record but shall not include any new evidence;
4. The record shall contain all testimony and evidence that is submitted to the City and that the hearings body has not rejected;
5. In making its decision, the hearings body may take notice of facts not in the hearing record (e.g., local, state, or federal regulations; previous city decisions; case law; staff reports). The review authority must announce its intention to take notice of such facts in its deliberations, and allow persons who previously participated in the hearing to request the hearing record be reopened, if necessary, to present evidence concerning the noticed facts;
6. The review authority shall retain custody of the record until the City issues a final decision.
7. Participants ~~in the appeal of a Type II Administrative decision or participants~~ in a Type III hearing are entitled to an impartial review authority as free from potential conflicts of interest and pre-hearing *ex parte* contacts as reasonably possible. Where questions related to conflict of interest or *ex parte* contact are concerned, public hearings shall be conducted pursuant to State law.
8. Presenting and receiving evidence.
 - a. The Planning Commission may set reasonable time limits for oral presentations and may limit or exclude cumulative, repetitious, irrelevant or personally derogatory testimony or evidence;
 - b. No oral testimony shall be accepted after the close of the public hearing. Written testimony may be received after the close of the public hearing, only as provided in Section 4.1.040.D;
 - c. Members of the Planning Commission may visit the property and the surrounding area, and may use information obtained during the site visit to support their decision, if the information relied upon is disclosed at the beginning of the hearing and an opportunity is provided to dispute the evidence.

E. The Decision Process.

1. Basis for decision. Decisions on Type III applications, ~~and any action taken on an appeal of a Type II Administrative decision,~~ shall be based on standards and criteria in this Code. The decision on such application or appeal shall relate to the applicable Code standards and criteria.
2. Findings and conclusions. The written decision shall explain the relevant criteria and standards, state the facts relied upon in rendering the decision, and justify the decision according to the criteria, standards, and facts.
3. Form of decision. The Planning Commission shall issue a final written order containing the findings and conclusions required in subsection 2, which

approves, denies, or approves with specific conditions. The Planning Commission may also issue appropriate intermediate rulings when more than one permit or decision is required.

4. Decision-making time limits. A final order for any Type III decision ~~or action on a Type II Administrative Appeal~~ shall be signed by the chair of the Planning Commission and filed by the City Planning Official within ten (10) business days after the decision or action is made.

5. Notice of Decision. Written notice of a Type III decision, ~~or action on an appeal of Type II Administrative Appeal~~, shall be mailed to the applicant and to all participants of record within ten (10) business days after the decision is made. Failure of any person to receive mailed notice shall not invalidate the decision or action, provided that a good faith attempt was made to mail the notice.

6. Final Decision and Effective Date. A Type III decision, ~~or action on a Type II Administrative Appeal~~, is final for purposes of appeal to the City Council on the date it is mailed by the City. The decision is effective on the day after the appeal period for the decision expires.

F. **Appeal to City Council.** Appeals from the Planning Commission on ~~Type II Administrative Appeals and~~ Type III decisions are heard by City Council as follows:

1. Who may appeal. The following people have legal standing to appeal a ~~Type II Administrative Decision or~~ Type III Decision from the Planning Commission to the City Council:

- a. The applicant or owner of the subject property;
- b. Any other person who participated in the proceeding by submitting oral or written comments.

2. Appeal filing procedure.

a. *Notice of appeal.* Any person with standing to appeal, as provided in subsection 1, above, may appeal a ~~Type II Administrative Appeal or~~ Type III Decision by filing a Notice of Appeal according to the following procedures.

b. *Time for filing.* A Notice of Appeal of a ~~Type II Administrative Appeal or~~ Type III Decision shall be filed with the City Planning Official within ten (10) business days after the notice of decision is mailed.

c. *Content of notice of appeal.* The Notice of Appeal shall be accompanied by the required filing fee, and shall contain:

- (1) An identification of the decision being appealed, including the date of the decision;
- (2) A statement demonstrating the person filing the Notice of Appeal has standing to appeal;
- (3) A statement explaining the specific issues being raised on appeal;
- (4) If the appellant is not the applicant, a statement demonstrating that the appeal issues were raised during the comment period.

3.

Scope of review. An appeal of a ~~Type II Administrative Appeal or a~~ Type III Decision shall be limited to *de novo* review on the record of the decision being appealed.

4. Review on the Record.

- a. For the purpose of *de novo* review on the record under section 3., above, the record shall include the following:
A factual report prepared by the Planning Official; All exhibits, materials, pleadings, memoranda, stipulations, oral and written testimony and motions submitted to and received or considered by the Planning Commission in reaching the decision under review; The final order and findings of fact adopted by the Planning Commission; The Notice of Appeal filed by the appellant; and The minutes of the Planning Commission's public hearings on the matter, including a transcript of the hearings if requested by or presented to the City Council.
- b. All parties to the hearing before the Planning Commission shall receive notice of the proposed hearing on *de novo* review on the record, indicating the date, time and place of the review, and of the right to present argument to the City Council as provided in subsection c., below.
- c. The City Council shall make its decision based upon the record after first granting the right to present argument, but not to introduce additional evidence, to the parties to the hearing before the Planning Commission.
- d. In considering the appeal, the City Council need only consider those matters specifically raised by the appellant. The City Council may consider other matters if it so desires.
- e. The appellant shall have the burden of proof and persuasion on appeal.

5. The Decision Process.

- a. Basis for decision. Decisions on appeal to the City Council shall be based on standards and criteria in this Code. The decision on such appeal shall relate to the applicable Code standards and criteria.
- b. Findings and conclusions. The written decision shall explain the relevant criteria and standards, state the facts relied upon in rendering the decision, and justify the decision according to the criteria, standards, and facts.
- c. Form of decision. The City Council shall issue a final written order containing the findings and conclusions required in subparagraph b., which either approves, denies, or approves with specific conditions.
- d. Decision-making time limits. A final order on any appeal to the City Council shall be signed by the Mayor or President of the City Council and filed by the City Planning Official within ten (10) business days after the decision is made.

- e. Notice of Decision. Written notice of a decision on an appeal to the City Council shall be mailed to the applicant and to all participants of record within ten (10) business days after the decision is made. Failure of any person to receive mailed notice shall not invalidate the decision or action, provided that a good faith attempt was made to mail the notice.
 - f. Final Decision and Effective Date. A decision of the City Council is final on the date it is mailed by the City. The decision is effective on the day after the appeal period for the decision expires.
6. Further Appeal to LUBA. The City Council's decision may be appealed to the State Land Use Board of Appeals pursuant to ORS 197.805 - 197.860.

SECTION 4: Legislative Amendment 24-01 amending Sections 1.2.090, 4.1.010, 4.1.030 and 4.1.040, of the Dallas Development Code, and amending Table 4.1.040, is hereby adopted and approved.

SECTION 5: The Staff Report of Chase Ballew, City Planner, dated December 9, 2024, inclusive of the exhibits attached thereto, all of which are in the record of the proceeding, is hereby adopted as the findings and conclusions of the City Council in support of the adoption of said Legislative Amendment, and the text amendments to the Dallas Development Code, as set forth herein.

SECTION 6: This ordinance being necessary for the health, safety and welfare of the City, an emergency is hereby declared and this ordinance shall take effect upon second reading and approval by the Mayor.

PASSED AND ADOPTED BY THE CITY OF DALLAS CITY COUNCIL

_____.

Presiding Officer

Attest


Kenneth L. Woods, Jr., Mayor, City of
Dallas

Brian Latta, City Manager, City of
Dallas

Lane P. Shetterly, City Attorney, City
of Dallas



**CITY COUNCIL
STAFF REPORT**

MEETING DATE: December 9, 2024
AGENDA ITEM NO. 10.a
TOPIC: Second Reading of Ordinance No. 1901, an Ordinance declaring 9.2 acres, more or less, of territory being Tax Lot 400 and a portion of Tax Lot 1400 on Polk County Assessor’s Map 7.5.29CA, and a portion of the neighboring property, Tax Lot 1304 on Assessor’s Map 7.5.29CD, annexed to the City of Dallas and withdrawn from Southwestern Polk County Rural Fire Protection District; and designating the zoning of said property as Residential Low Density (RL).
PREPARED BY:  Brian Latta, City Manager
ATTACHMENTS: A – Ordinance No. 1901

RECOMMENDED ACTION:

Ordinance No. 1901 is scheduled for its second reading and vote to adopt.

BACKGROUND:

On October 21, 2024, the City Council held a public hearing and voted to approve the annexation and zone change for portion of the properties identified on Polk County Assessors Map 7.5.29CD as tax lots 1304 and 1400, and the whole of property identified on Polk County Assessors Map 7.5.29CA as tax lot 400, subject to the adoption of an ordinance.

The draft ordinance has been prepared by the City Attorney, and is included with this report as **Attachment A**.

Staff recommends the City Council allow Ordinance No. 1901 to pass its second reading, followed by a vote of the council to adopt the ordinance.

SUMMARY TIMELINE:

September 12, 2024 – Dallas Planning Commission held a public hearing and recommended the City Council approve the annexation and zone change.

October 21, 2024 – Dallas City Council held a public hearing and approved the annexation and zone change, subject to the adoption of an ordinance.

Our Mission: We are a welcoming, safe and livable community dedicated to people and business.

November 18, 2024 – Ordinance No. 1901 passes its first reading.

December 9, 2024 – Ordinance No. 1901 is scheduled for its second reading and vote to adopt.

FISCAL IMPACT:

None

RECOMMENDED MOTION:

Not applicable. Ordinances are voted on by a roll call vote.

ORDINANCE NO. 1901

An Ordinance declaring 9.2 acres, more or less, of territory being Tax Lot 400 and a portion of Tax Lot 1400 on Polk County Assessor’s Map 7.5.29CA, and a portion of the neighboring property, Tax Lot 1304 on Assessor’s Map 7.5.29CD, annexed to the City of Dallas and withdrawn from Southwestern Polk County Rural Fire Protection District; and designating the zoning of said property as Residential Low Density (RL).

WHEREAS, the owner of the real property described on Exhibits A, B and C, attached hereto and by reference incorporated herein which is contiguous to the City of Dallas, did petition the City to annex that territory to the City and withdraw said territory from the Southwestern Polk County Rural Fire Protection District (ANX 24-01); and

WHEREAS, there are no electors residing on the subject property whose consent to annexation is required pursuant to ORS 222.125; and

WHEREAS, said territory is a part of the Southwestern Polk County Rural Fire Protection District; and

WHEREAS, as a further part of the same application, the applicant applied to designate the subject property as Residential Low Density (RL) (ZC 24-02); and

WHEREAS, after due notice and a public hearing on September 12, 2024, the Dallas Planning Commission recommended to the City Council that it approve the requested annexation and withdrawal of said territory from the Southwestern Polk County Rural Fire Protection District, and the zoning designation of the subject property as RL; and

WHEREAS, after due notice, the City Council held a public hearing on said annexation petition and zone designation application on October 21, 2024, and at the conclusion thereof found that the proposed annexation and withdrawal of said territory from the Southwestern Polk County Rural Fire Protection District and the requested zone designation should be approved;

NOW, THEREFORE, THE CITY OF DALLAS DOES ORDAIN AS FOLLOWS:

Section 1. That the real property described on Exhibits A, B, and C attached hereto and by reference incorporated herein be, and the same hereby is,

declared to be duly annexed to the City of Dallas, Polk County, Oregon and shall forever be a part of the City of Dallas.

Section 2. That the approval of this annexation is based upon the following findings and conclusions:

- A. The sole owner of the territory to be annexed, consented in writing to the annexation, and filed a statement of consent to annexation with the City.
- B. There are no electors residing on the subject property whose consent to annexation is required pursuant to ORS 222.125.
- C. The subject property is located within the City's Urban Growth Boundary and is planned and available for annexation and development.
- D. The proposed zoning for the annexed area as RL is consistent with the Comprehensive Plan.
- E. The subject property is contiguous to and a logical and orderly extension of the City.
- F. The property can be provided with the full range of urban facilities, and therefore approval of the annexation is consistent with the Dallas Comprehensive Plan.
- G. The application, as approved by the City Council, is consistent with the annexation policies contained in the Comprehensive Plan and meets the requirements of all standards of review.

Section 3. That the annexed territory described on Exhibits A, B, and C is hereby declared to be withdrawn from the Southwestern Polk County Rural Fire Protection District.

Section 4. That the zoning designation of the real property described on Exhibits A, B, and C attached hereto, is hereby established in part as Residential Low Density, as shown on the map attached hereto as Exhibit D and by reference incorporated herein.

Section 5. That the staff report on this matter, for the City Council Meeting dated October 21, 2024, inclusive of the exhibits attached thereto, be, and it hereby is, incorporated herein by reference, and the Findings and Conclusions therein are hereby adopted and approved in support of the annexation and zone designation.

Section 6. That the owner of the subject property shall enter into a development agreement with the City of Dallas to pay three point one percent (3.1%) of the total project costs to improve the intersection of W. Ellendale Avenue and Levens Street, in mitigation of the significant effect of the zone change, as described in the staff report for the City Council Meeting dated October 21, 2024.

Read for the first time: November 18, 2024
Read for the second time: December 9, 2024
Adopted by the City Council: December 9, 2024
Approved by the Mayor: December 9, 2024

KENNETH L. WOODS, JR., MAYOR

ATTEST:

APPROVED AS TO FORM:

BRIAN LATTA
CITY MANAGER

LANE P. SHETTERLY
CITY ATTORNEY

EXHIBIT A

A tract of land situated in the southwest one-quarter of Section 29, Township 7 South, Range 5 West, of the Willamette Meridian, Polk County, Oregon, being a portion of that property described in Instrument Number 2017-000092, Polk County Deed Records, and more particularly described as follows:

Beginning on the south line of that property conveyed to Harlan Howard by Instrument Number 2005-005740, Polk County Deed Records, being also on the east line of that property conveyed to Carver Development, LLC, by Instrument Number 2017-003379, Polk County Deed Records;

thence, along the south line of said Howard property, North 88°13'28" East, 684.85 feet to the northwest corner of that property conveyed to Mendell by Book 296, Page 1799, Polk County Deed Records;

thence, along the west line of said Mendell property, South 00°06'20" East, 566.37 feet to the north line of Parcel 1 of Partition Plat 1999-26, Polk County Plat Records;

thence, along the north line of said Parcel 1, North 89°57'33" West, 137.67 feet to the northwest corner thereof;


thence, along the west line of said Parcel 1, South 01°59'25" West, 28.17 feet;

thence, South 89°59'02" West, 545.85 feet to the east line of said Carver Development property;

thence, along the east line of said Carver Development property, North 00°06'20" West, 573.37 feet to the Point of Beginning.

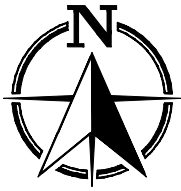
Containing 9.09 acres, more or less.

REGISTERED
PROFESSIONAL
LAND SURVEYOR



OREGON
SEPTEMBER 12, 2017
STEVEN LEE HOWELL
91569

RENEWS: 6-30-2025



SCALE: 1" = 200'

HARLAN HOWARD
INSTR. NO. 2005-005740

N88°13'28"E 684.85'

N00°06'20"W 573.37'

S00°06'20"E 566.37'

SUBJECT AREA
REMAINDER OF
INSTR. NO. 2017-000092
9.09 ACRES

MENDELL
BOOK 296, PAGE 1799

CARVER DEVELOPMENT, LLC
INSTR. NO. 2017-003379

N89°57'33"W 137.67'

S01°59'25"W 28.17'

S89°59'02"W 545.85'

PARCEL 1
P.P. 1999-26

FUTURE
SUBDIVISION PLAT

PARCEL 2
P.P. 1999-26

**REGISTERED
PROFESSIONAL
LAND SURVEYOR**

Signature
**OREGON
SEPTEMBER 12, 2017
STEVEN LEE HOWELL
91569**

RENEWS: 6-30-2025

W. ELLENDALE AVENUE

NW WOODS LANE

EXHIBIT B

IN THE SW 1/4 OF SECTION 29,
TOWNSHIP 7 SOUTH, RANGE 5 WEST, W.M.
POLK COUNTY, OREGON

DATE: DECEMBER 18, 2023

SURVEYED FOR: MRB ENTERPRISES, INC.



FFN SURVEYING

7230 3rd Street SE #145, Turner, OR 97392
P: (503) 558-3330 E: info@ffnsurveying.com

JOB NO.
21-285

SHEET
1/1

EXHIBIT C

Parcel 1, Partition Plat 1999-0026, Book of Partition Plats for Polk County, Oregon,
Recorded September 15, 1999.

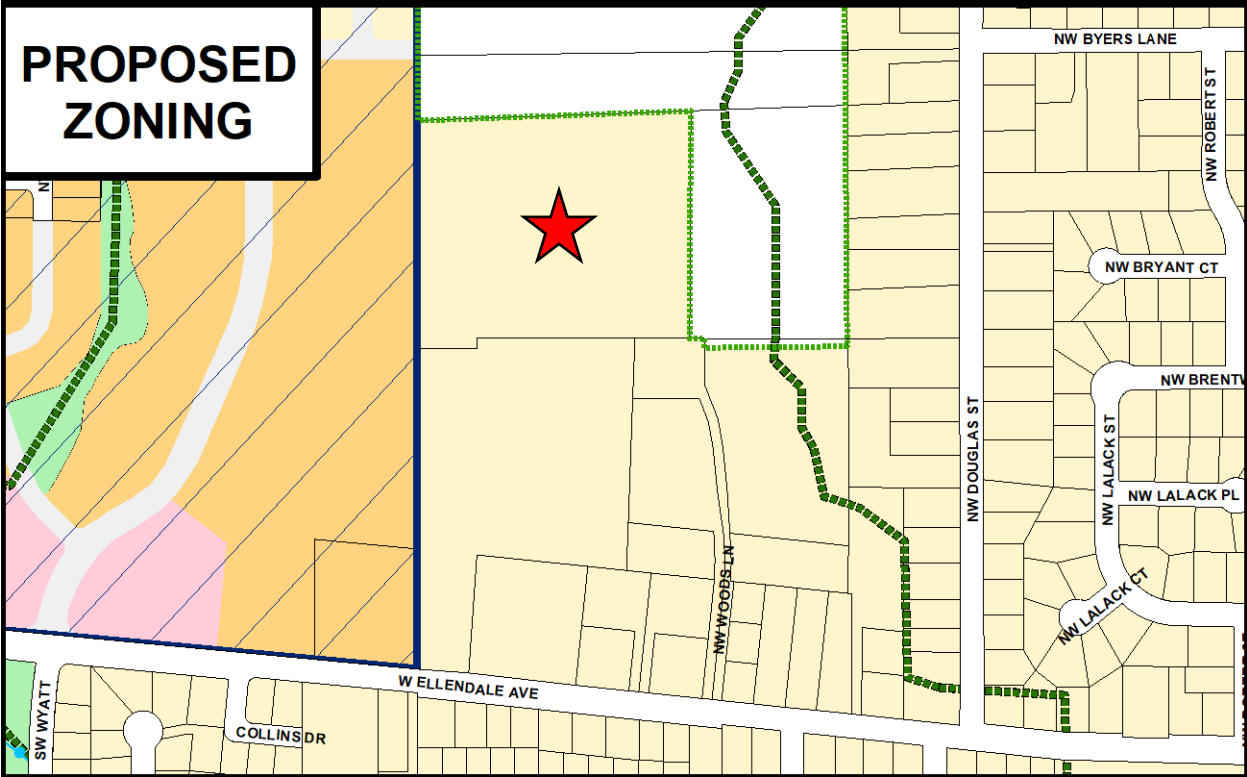
SAVE AND EXCEPT that portion of said parcel already lying within the incorporated
boundary of the City of Dallas.

EXHIBIT D


Rezoning Site


RM Residential Medium Density
RH Residential High Density

RL Residential Low Density
POS Parks and Open Space





**CITY COUNCIL
STAFF REPORT**

MEETING DATE: December 9, 2024
AGENDA ITEM NO. 10.b
TOPIC: Second Reading of Ordinance No. 1902, an Ordinance declaring .33 acres, more or less, of territory being Tax Lot 10000, on Polk County Assessor’s Map 7.5.32CD, annexed to the City of Dallas and withdrawn from Southwestern Polk County Rural Fire Protection District; and designating the zoning of said property as Residential Low Density (RL)
PREPARED BY:  Brian Latta, City Manager
ATTACHMENTS: A – Ordinance No. 1902

RECOMMENDED ACTION:

Ordinance No. 1902 is scheduled for its second reading and vote to adopt.

BACKGROUND:

On October 21, 2024, the City Council held a public hearing and voted to approve the annexation and zone change for the property identified on Polk County Assessors Map 7.5.32CD as tax lots 10000, subject to the adoption of an ordinance.

The draft ordinance has been prepared by the City Attorney, and is included with this report as **Attachment A**.

Staff recommends the City Council allow Ordinance No. 1902 to pass its second reading, followed by a vote of the council to adopt the ordinance.

SUMMARY TIMELINE:

- September 12, 2024 – Dallas Planning Commission held a public hearing and recommended the City Council approve the annexation and zone change.
- October 21, 2024 – Dallas City Council held a public hearing and approved the annexation and zone change, subject to the adoption of an ordinance.
- November 18, 2024 – Ordinance No. 1902 passes its first reading.
- December 9, 2024 – Ordinance No. 1902 is scheduled for its second reading and vote to adopt.

FISCAL IMPACT:

None

RECOMMENDED MOTION:

Not applicable. Ordinances are voted on by a roll call vote.

ORDINANCE NO. _____

An Ordinance declaring .33 acres, more or less, of territory being Tax Lot 10000, on Polk County Assessor’s Map 7.5.32CD, annexed to the City of Dallas and withdrawn from Southwestern Polk County Rural Fire Protection District; and designating the zoning of said property as Residential Low Density (RL).

WHEREAS, the owner of the real property described on Exhibit 1, attached hereto and by reference incorporated herein which is contiguous to the City of Dallas, did petition the City to annex that territory to the City and withdraw said territory from the Southwestern Polk County Rural Fire Protection District (ANX 24-03); and

WHEREAS, there are no electors residing on the subject property whose consent to annexation is required pursuant to ORS 222.125; and

WHEREAS, said territory is a part of the Southwestern Polk County Rural Fire Protection District; and

WHEREAS, as a further part of the same application, the applicant applied to designate the subject property as Residential Low Density (RL) (ZC 24-05); and

WHEREAS, after due notice and a public hearing on September 12, 2024, the Dallas Planning Commission recommended to the City Council that it approve the requested annexation and withdrawal of said territory from the Southwestern Polk County Rural Fire Protection District, and the zoning designation of the subject property as RL; and

WHEREAS, after due notice, the City Council held a public hearing on said annexation petition and zone designation application on October 21, 2024, and at the conclusion thereof found that the proposed annexation and withdrawal of said territory from the Southwestern Polk County Rural Fire Protection District and the requested zone designation should be approved;

NOW, THEREFORE, THE CITY OF DALLAS DOES ORDAIN AS FOLLOWS:

Section 1. That the real property described on Exhibit 1 attached hereto and by reference incorporated herein be, and the same hereby is, declared to be duly annexed to the City of Dallas, Polk County, Oregon and shall forever be a part of the City of Dallas.

Section 2. That the approval of this annexation is based upon the following findings and conclusions:

- A. The sole owner of the territory to be annexed, consented in writing to the annexation, and filed a statement of consent to annexation with the City.
- B. There are no electors residing on the subject property whose consent to annexation is required pursuant to ORS 222.125.
- C. The subject property is located within the City's Urban Growth Boundary and is planned and available for annexation and development.
- D. The proposed zoning for the annexed area as RL is consistent with the Comprehensive Plan.
- E. The subject property is contiguous to and a logical and orderly extension of the City.
- F. The property can be provided with the full range of urban facilities, and therefore approval of the annexation is consistent with the Dallas Comprehensive Plan.
- G. The application, as approved by the City Council, is consistent with the annexation policies contained in the Comprehensive Plan and meets the requirements of all standards of review.

Section 3. That the annexed territory described on Exhibit 1 is hereby declared to be withdrawn from the Southwestern Polk County Rural Fire Protection District.

Section 4. That the zoning designation of the real property described on Exhibit 1 attached hereto, is hereby established in part as Residential Low Density, as shown on the map attached hereto as Exhibit 2 and by reference incorporated herein.

Section 5. That the staff report on this matter, for the City Council Meeting dated October 21, 2024, inclusive of the exhibits attached thereto, be, and it hereby is, incorporated herein by reference, and the Findings and Conclusions therein are hereby adopted and approved in support of the annexation and zone designation.

Read for the first time: _____, 2024

Read for the second time: _____, 2024

Adopted by the City Council: _____, 2024
Approved by the Mayor: _____, 2024

KENNETH L. WOODS, JR., MAYOR

ATTEST:

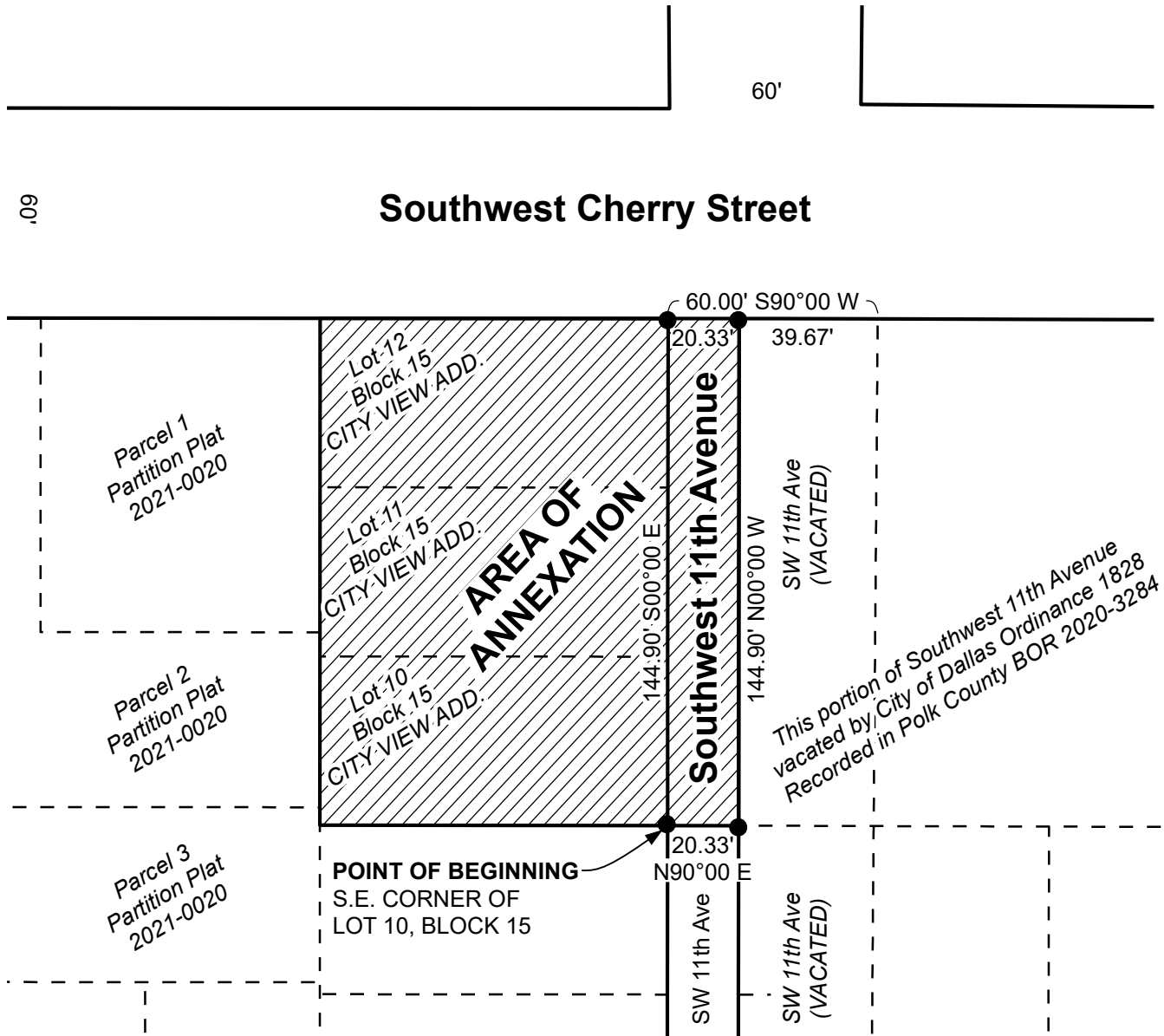
APPROVED AS TO FORM:

BRIAN LATTA
CITY MANAGER

LANE P. SHETTERLY
CITY ATTORNEY

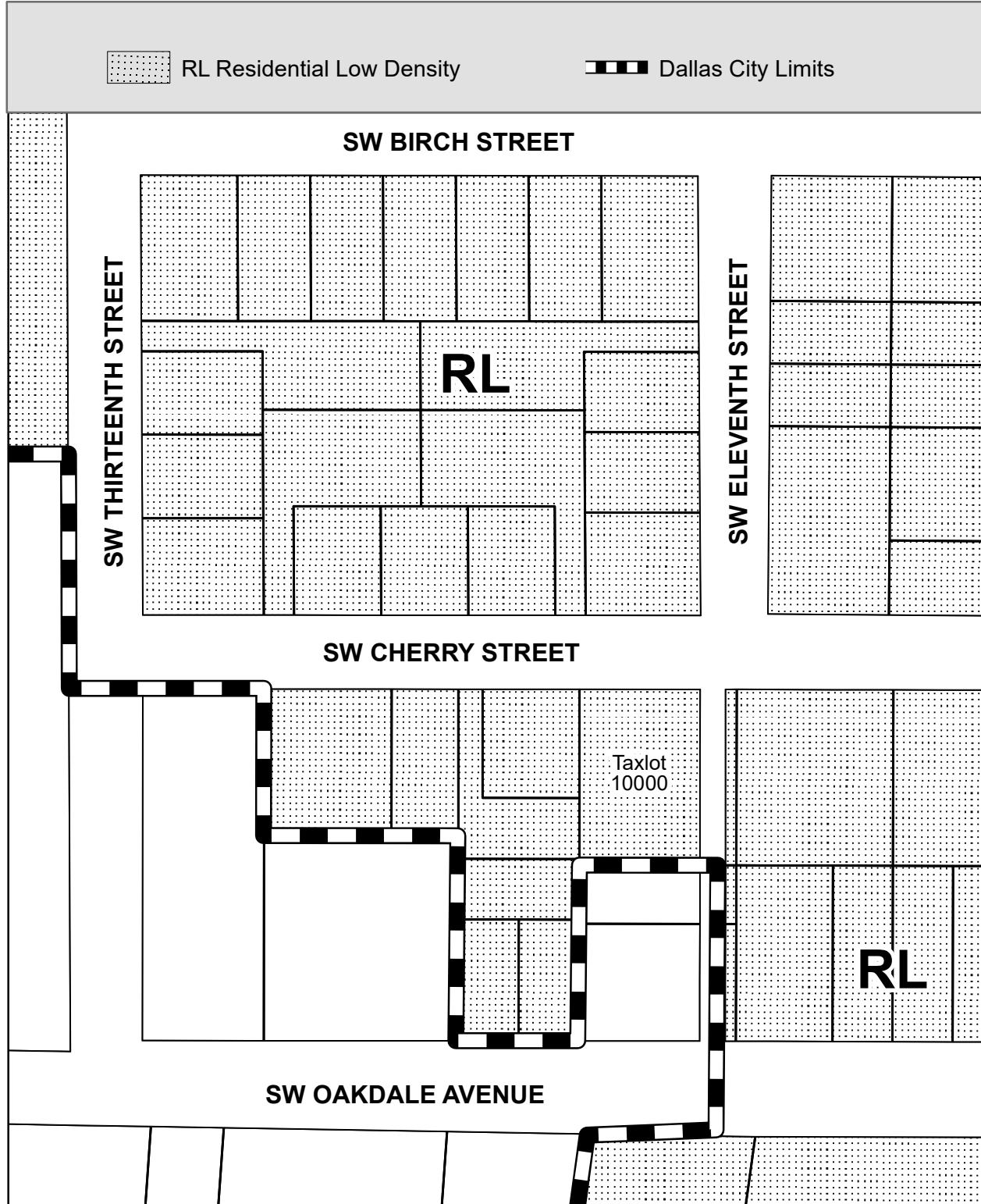
EXHIBIT 1

FOR ANNEXATION OF LAND INTO THE CITY OF DALLAS
SECTION 32, TOWNSHIP 7 SOUTH, RANGE 5 WEST
WILLAMETTE MERIDIAN, POLK COUNTY, OREGON




LOTS 10, 11, AND 12, BLOCK 15 IN CITY VIEW ADDITION TO DALLAS, POLK COUNTY, OREGON
(PLAT VOLUME 1, PAGE 90)
TOGETHER WITH THAT PORTION OF SW 11TH AVENUE ABUTTING SAID LOTS, DESCRIBED AS:
BEGINNING AT THE SE CORNER OF THE AFOREMENTIONED LOT 10 OF BLOCK 15;
THENCE EAST 20.33 FEET TO A POINT INTERSECTING THE DALLAS CITY LIMITS;
THENCE NORTH 144.90 FEET ALONG SAID CITY LIMITS TO A POINT INTERSECTING THE SOUTH
RIGHT-OF-WAY LINE OF SW CHERRY STREET;
THENCE WEST 20.33 FEET ALONG SAID RIGHT-OF-WAY LINE, SUCH LINE ALSO BEING THE CITY LIMITS,
TO THE NE CORNER OF THE AFOREMENTIONED LOT 12 OF BLOCK 15;
THENCE SOUTH 144.90 FEET TO THE POINT OF BEGINNING.

EXHIBIT 2





**CITY COUNCIL
STAFF REPORT**

MEETING DATE: December 9, 2024
AGENDA ITEM NO. 11.a
TOPIC: Resolution No. 3539, A Resolution approving changes in rates for refuse and recycling collection service and related services, and repealing Resolution No. 3518
PREPARED BY:  City Manager
ATTACHMENTS: A – Resolution 3539
B – Rate Sheet

RECOMMENDED ACTION:

Staff recommends the City Council approve Resolution 3539.

BACKGROUND:

On November 18, 2024, the City Council directed the City Attorney to prepare a resolution enacting rate increases for our refuse and recycling service provided by Republic Services.

The proposed resolution to enact the new rates has been prepared and is included with this report at **Attachment A**. **Attachment B** is the new rate sheet.

SUMMARY TIMELINE:

November 18, 2024 – Republic Services presented their annual report and a proposal for new rates effective February 1, 2024
December 9, 2024 – City Council will consider Resolution 3539.

FISCAL IMPACT:

- Rates for all services would increase by 4.1%

RECOMMENDED MOTION:

N/A – Resolutions are considered by a roll call vote.

ATTACHMENTS:

A – Resolution 3539
B – Rate Sheet

RESOLUTION NO. 3539

A Resolution approving changes in rates for refuse and recycling collection service and related services, and repealing Resolution No. 3518.

WHEREAS, Corvallis Disposal Co., the owner and holder of the exclusive right, privilege and franchise to collect, transport and transfer waste within the City of Dallas, has applied to the City Council of the City of Dallas for changes in the rates for solid waste collection and recycling and related services as set forth in Resolution No. 3518 of the City of Dallas adopted and approved on November 20, 2023; and

WHEREAS, the City Council reviewed said application and determined therefrom that the desired service and rate changes are justifiable and that the new rates and services hereinafter set forth are reasonable and should be approved; NOW, THEREFORE,

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

Section 1. The schedule of rates and charges established by Corvallis Disposal Co., and which are now on file at the City Manager's office, may be changed in accordance with the request of the Corvallis Disposal Co., to those amounts for those services as shown on Exhibit 1, attached hereto and by reference incorporated herein.

Section 2. The rates for those services set forth herein in Section 1 above shall become effective as of billing dates beginning on February 1, 2025, and on said date Resolution No. 3518, is repealed.

Adopted: December 9, 2024
Approved: December 9, 2024

KENNETH L. WOODS, JR., MAYOR

ATTEST:

APPROVED AS TO FORM:

BRIAN LATTA,
CITY MANAGER

LANE P. SHETTERLY,
CITY ATTORNEY

| Dallas Rates Effective 2/1/2025 | |
|---------------------------------|-------|
| Residential Rate: | 4.10% |
| Commercial Rate: | 4.10% |
| Industrial Rate: | 4.10% |

| RESIDENTIAL SERVICE RATES: | | | | |
|--|-----------------|--------------------|-------------|----------------|
| Residential Roll Cart | Current Monthly | Current Bi-Monthly | New Monthly | New Bi-Monthly |
| 1 Can (hand pickup) | \$29.56 | \$59.12 | \$30.77 | \$61.54 |
| 20 gal | \$25.29 | \$50.58 | \$26.33 | \$52.66 |
| 20 gal bi-weekly (for comparison) | \$21.70 | \$43.40 | \$22.59 | \$45.18 |
| 32 gal | \$27.19 | \$54.38 | \$28.30 | \$56.61 |
| 32 gal on-call (per pickup) | \$17.07 | N/A | \$17.77 | N/A |
| 64 gal | \$34.25 | \$68.50 | \$35.65 | \$71.31 |
| 90 gal | \$41.73 | \$83.47 | \$43.44 | \$86.89 |
| Extra Rec | \$13.07 | \$26.14 | \$13.61 | \$27.21 |
| Extra YC | \$13.07 | \$26.14 | \$13.61 | \$27.21 |
| Monthly Recycling Processing Surcharge | \$2.00 | \$4.00 | \$2.08 | \$4.16 |
| Rec only | \$17.07 | \$34.14 | \$17.77 | \$35.54 |
| Up the drive | \$26.24 | \$52.49 | \$27.32 | \$54.64 |
| YC Only | \$13.07 | \$26.14 | \$13.61 | \$27.21 |

| Misc. Charges and Limited Services | Current Rate | New Rate |
|---|--------------|----------|
| APP-Appliance Without Freon | \$39.14 | \$40.74 |
| APN-Appliance With Freon | \$50.66 | \$52.73 |
| FUR-Furniture | \$40.47 | \$42.13 |
| BU 1 - Dead large animal | \$38.21 | \$39.77 |
| MAT - Mattress or Boxspring | \$35.47 | \$36.92 |
| EXB-Extra 32 gal can/bag/box/heavy | \$8.75 | \$9.11 |
| TRE-Christmas Trees (up to 8 ft and no tinsel, flocked, or after community tree pickup) | \$11.49 | \$11.96 |
| TIR-Tires w/o rim | \$14.65 | \$15.25 |
| BU3-Tires with rim | \$21.87 | \$22.77 |
| Truck Tires-ADTB | \$36.57 | \$38.07 |
| Truck Tires with rim-ADTB | \$43.85 | \$45.64 |
| Residential Extra Pickup (same day) | Hourly | Hourly |
| Residential Container Exchange (one time per year no charge) | \$23.31 | \$24.27 |
| Residential Delivery - Per Cart | \$10.00 | \$10.00 |

INDUSTRIAL SERVICE RATES:

| Drop Box - Solid Waste - Open Top/Lidded | New Rate | | | | |
|--|-----------------|-----------------|-----------------|-----------------|-----------------|
| | 10 | 20 | 30 | 40 | 40 |
| PREPAYMENT | \$325.00 | \$325.00 | \$325.00 | \$325.00 | \$325.00 |
| Delivery | \$57.93 | \$60.46 | \$60.46 | \$60.46 | \$62.94 |
| Haul | \$296.60 | \$309.52 | \$325.20 | \$341.02 | \$355.00 |
| Disposal | Pass Thru | Pass Thru | Pass Thru | Pass Thru | Pass Thru |
| Environmental Fee | Pass Thru | Pass Thru | Pass Thru | Pass Thru | Pass Thru |
| Dry Run | \$57.93 | \$60.46 | \$60.46 | \$60.46 | \$62.94 |
| Temp Rent - starts day after delivery | \$359.14 | \$374.78 | \$374.78 | \$374.78 | \$390.15 |
| Perm Rent | \$155.86 | \$139.55 | \$139.55 | \$139.55 | \$145.27 |
| Perm Rent Lidded | \$155.86 | \$162.65 | \$162.65 | \$169.69 | \$176.65 |
| Perm Rent Lidded not crank | \$187.49 | \$195.65 | \$195.65 | \$202.93 | \$203.68 |

| Compactor - Solid Waste/Cardboard | New Rate | | | | |
|---------------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| | 15 | 20 | 30 | 40 | 40 |
| PREPAYMENT | \$350.00 | \$350.00 | \$350.00 | \$400.00 | \$400.00 |
| Delivery | \$61.18 | \$59.58 | \$59.58 | \$59.58 | \$62.03 |
| Haul | \$262.24 | \$262.24 | \$262.24 | \$279.73 | \$291.20 |
| Disposal | Pass Thru | Pass Thru | Pass Thru | Pass Thru | Pass Thru |
| Environmental Fee | Pass Thru | Pass Thru | Pass Thru | Pass Thru | Pass Thru |
| Dry Run | \$71.82 | \$71.82 | \$71.82 | \$71.82 | \$74.76 |
| Temp Rent - starts day after delivery | \$437.20 | \$437.20 | \$437.20 | \$437.20 | \$455.12 |
| Perm Rent | \$144.24 | \$144.24 | \$144.24 | \$144.24 | \$150.15 |
| Perm Rent Lidded | \$175.23 | \$175.23 | \$175.23 | \$175.23 | \$182.41 |

| Security Box | New Rate |
|-------------------------------------|----------|
| Delivery per hour, one hour minimum | 40 |
| Rent | \$36.89 |
| | \$120.00 |

| Misc. Charges and Limited Services | New Rate | New Rate |
|--|----------|----------|
| Delivery - Industrial | \$61.18 | \$63.69 |
| Dry Run/Empty Removal-DRY (Industrial) | \$71.82 | \$74.76 |
| EXC - Industrial Exchange | Hourly | Hourly |
| EXC - Industrial Exchange Offsite | Hourly | Hourly |
| Industrial Relocate-REL | \$78.68 | \$81.91 |

COMMERCIAL SERVICE RATES:

| Temporary Commercial Container Size | | New Rate | |
|-------------------------------------|---------|----------|---------|
| DUMP | EX DUMP | DUMP | EX DUMP |
| 2 yd On Call | \$42.91 | \$81.91 | \$44.67 |


| Commercial Rear Load - Manual Container Size | NA | Weekly Collection Frequency (# Collections Per Week) | | | | | RENT | ON CALL / EXT | New Rate | | | | | RENT |
|--|----------|--|----------|----------|----------|-----|---------|---------------|----------|----------|----------|----------|---------|------|
| | | 2 | 3 | 4 | 5 | 1 | | | 2 | 3 | 4 | 5 | | |
| 1 yd | \$136.01 | \$258.57 | \$376.34 | \$496.55 | \$617.02 | N/A | \$41.07 | \$136.01 | \$258.57 | \$376.34 | \$496.55 | \$617.02 | \$41.07 | N/A |
| 1.5 yd | \$159.26 | \$299.65 | \$440.05 | \$580.60 | \$721.04 | N/A | \$50.05 | \$165.79 | \$311.94 | \$458.09 | \$604.40 | \$750.60 | \$52.11 | N/A |
| 2 yd | \$193.46 | \$367.85 | \$541.76 | \$824.94 | \$715.61 | N/A | \$60.35 | \$201.39 | \$382.93 | \$563.97 | \$858.77 | \$744.95 | \$62.83 | N/A |

| Misc. Charges and Limited Services | Current Rate | New Rate |
|---|--------------|----------|
| Commercial Food Waste - Emptied Weekly | NA | NA |
| Commercial Food Waste - Emptied Weekly- extra cart (each) | NA | NA |
| Commercial Container Delivery/Redelivery | \$35.00 | \$35.00 |
| Commercial Exchange | NA | NA |
| Dry Run/Empty Removal-DRY (Commercial) | \$71.82 | \$74.76 |
| Each Extra Person Req To Pu Loose Garbage Per Min-EP1 | \$1.18 | \$1.23 |
| Time per minute to p/u loose garbage-MIN | \$1.18 | \$1.23 |
| EP1- Container Off-route pickup- in area (25 min) | \$65.56 | \$68.25 |
| EP1- Container Off-route pickup-out of area (25 min) | \$65.56 | \$68.25 |
| Commercial Yard Debris Each Extra Cart | NA | NA |
| Commercial Comingle Recycling | \$2.11 | \$2.19 |
| Extra loose garbage per Yard-EXY | \$33.51 | \$34.88 |
| EXY- Extra Yardage (Commercial) | \$33.51 | \$34.88 |
| LLK-Locking Container Set Up (Commercial) | \$65.56 | \$68.25 |
| LOC-Lock & Key | NA | NA |
| XCS- Container overweight charges per 500lbs | NA | NA |

| Fee | Current | New |
|---|-------------|-------------|
| Account Origination Fee | \$ 10.00 | \$ 10.00 |
| Cart Recovery/Replacement | \$ 75.00 | \$ 75.00 |
| Commercial Container Recovery Fee | \$ 480.00 | \$ 480.00 |
| Industrial Container Recovery Fee | \$ 3,000.00 | \$ 3,000.00 |
| Contaminated Recycle or Yard Waste Cart | \$ 15.00 | \$ 15.00 |
| Late Fee | 1.50% | 1.50% |
| Monthly Recycle Processing Surcharge | \$ 2.00 | \$ 2.00 |
| Returned Check Fee | \$ 25.00 | \$ 25.00 |
| Service Interrupt Fee | \$ 30.00 | \$ 30.00 |



CITY COUNCIL STAFF REPORT

MEETING DATE: December 9, 2024
AGENDA ITEM NO. 11.b
TOPIC: Resolution No. 3540 Amending the Council Rules
PREPARED BY: Emily Gagner
APPROVED BY:  City Manager
ATTACHMENTS: Resolution No. 3540

RECOMMENDED ACTION:

Adopt Resolution No. 3540

BACKGROUND:

Councilor Briggs requested the Public Administration Committee review the Council Rules of Procedure to make a change to section 7.6(e) regarding Public Comment. His recommendation was to change the language to read "...Testimony will be limited to **three** minutes, unless a **longer** time is announced by the Mayor..."

Additionally, staff sought the input from Mayor-elect Slack. He indicated a preference of simply stating testimony be limited to three minutes with no discretion by the Mayor for shorter or longer time.

The Public Administration Committee discussed the proposal, and once it was determined that the Council can always change the amount of time for comments by a majority vote, the committee recommended the Council adopt the change to three minutes with no discretion by the Mayor. That change is reflected in the resolution before you.

Staff will bring the full Council Rules of Procedure before the Public Administration Committee in January for a full review with the new committee members.

SUMMARY TIMELINE:

November 25, 2024 – Public Administration Committee reviews the council rules of procedure and recommends change(s)
December 9, 2024 – City Council adopts Resolution 3540 to adopt the proposed amendment to the council rules of procedure

RECOMMENDED MOTION:

None – Resolutions are adopted by roll call vote

RESOLUTION NO. 3540

A Resolution Adopting Amendments to the Dallas City Council Rules of Procedure.

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

Section 1. The Dallas City Council Rules of Procedure, with the amendments shown in Exhibit 1, and by reference incorporated herein, are hereby approved and adopted.

Approved: December 9, 2024

Adopted: December 9, 2024

KENNETH L. WOODS, JR., MAYOR

ATTEST:

APPROVED AS TO FORM:

BRIAN LATTA,
CITY MANAGER

LANE P. SHETTERLY,
CITY ATTORNEY



City Council Rules of Procedure

First Review Date January 27, 2009
Adopted by Council December 5, 2011
Amended by Council February 4, 2013
Amended by Council November 3, 2014
Amended by Council February 17, 2015 (Effective July 1, 2015)
Amended by Council September 18, 2017
Amended by Council April 15, 2018
Amended by Council April 15, 2019
Amended by Council January 19, 2021
Amended by Council April 5, 2021
Amended by Council February 7, 2022
Amended by Council February 21, 2023
Amended by Council December 9, 2024

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SECTION 1 – PURPOSE

The purpose of this document is to outline the rules of the Council and procedures for Council proceedings.

SECTION 2 – AUTHORITY

The Charter of the City of Dallas provides that the Council shall adopt rules for the government of its members and proceedings. The following rules shall be in effect upon their adoption by the Council and shall remain in effect until they are amended or new rules are adopted. These rules shall be presented to all City Council members during the first work session in January of odd-number years following general elections. Regardless whether appointed or elected, each Councilor shall sign that they have reviewed and received a copy of these rules within 30 days of taking office. The City Recorder shall retain the signature copy.

SECTION 3 – GENERAL RULES

3.1 Open Meetings

All meetings will be held in accordance with the Oregon public meeting requirements of Oregon law (ORS 192.610 to 192.690) which is herein incorporated by reference into these rules. To the extent that any local procedure conflicts with the Public Meetings Law, the latter shall prevail. No final action of the Council shall have legal effect unless the motion and the vote by which it is disposed of take place at a proceeding that is open to the public.

3.2 Quorum; Compelling Attendance

A majority of the members of the Council shall constitute a quorum for its business. Chapter IV, Section 14 of the City Charter provides that if less than a quorum is present for a meeting, a smaller number may meet and compel the attendance of absent members in a manner provided by ordinance or the rules of the council. In that case, a majority of the members present may direct the Chief of Police, or a city police officer under the direction of the Chief, to undertake a search for the absent members and bring them to the council meeting. Council members consent to be brought by the Chief of Police or a city police officer under the direction of the Chief when acting under the authority of this rule.

3.3 Rules of Order

Proceedings of the Council shall be conducted according to the provisions of the City's Charter, the City Code, these rules, and, when not so governed, in accordance with the parliamentary procedure contained in *Robert's Rules of Order*. However, strict adherence to the requirements of these rules is not required. No action of the Council shall be in violation of this section or deemed invalid for the reason that the action was not in conformance with *Robert's Rules of Order*. Any Councilor may move a question, second a motion, debate and vote.

3.4 Address by Council Members

Every Councilor desiring to speak to an issue will address the Presiding Officer and upon recognition, will confine remarks to the issue under debate. Councilors questioning, seeking clarification, or soliciting a recommendation from staff will direct the concern to the City Manager or the City Attorney. The City Manager may respond directly or may redirect the inquiry to a staff member.

SECTION 4 – COUNCIL MEETINGS

4.1 Regular Meeting

The Dallas City Council will meet in regular session at least once per month. The regular meeting shall be held on the first and/or third Monday of each month at such place and hour as the Council may prescribe. If the regular meeting falls on a legal holiday, the meeting shall be convened at the same time and place on the next business day, unless the meeting has been cancelled by the Council in accordance with Rule 4.7

4.2 Work Sessions

In addition to the regular meetings of the Council under Rule 4.1, a meeting, or any portion thereof, may be designated as a work session. The City Council may hold a work session at a time and place in the City that the Council may prescribe. Work sessions will be used to review forthcoming projects of the City, determine goals for the ensuing year, receive progress reports on current programs or projects, or to hold open discussions on any City-related subject. Typically, a work session designation indicates that matters of substance will be discussed, but that final action will not be taken. Notice of work sessions shall be given in the same manner as notice of regular meetings. Work sessions shall be open to the public, however an opportunity for public testimony will only be allowed at the discretion of the Presiding Officer, or by a majority vote of the Council members.

4.3 Special Meetings

The Mayor upon his own motion may, or at the request of three members of the Council shall, by giving notice thereof to all members of the Council, call a special meeting of the Council for a time not earlier than twenty-four hours after the notice is given. Only the subject(s) listed on the special meeting agenda may be acted upon.

4.4 Emergency Meetings

In the case of an actual emergency, an emergency meeting of the Council may be called by common consent of all available Councilors upon such notice as is appropriate to the circumstances. The minutes of the emergency meeting shall describe the emergency justifying less than 24 hours notice. Attempts will be made to contact the media to provide notice of the emergency meeting. Chapter IV, Section 13 of the City Charter provides that in the absence or incapacity of the mayor, an emergency meeting may be called by the council president or, in the absence of the council president, by the most senior member of the council available to call the meeting.

4.5 Executive Session

The Mayor may call any regular, special, or emergency meeting into executive session by citing the specific provision of ORS 192.660 which authorizes the session. Executive sessions may also be separately scheduled pursuant to the requirements for special meetings. Prior to opening an executive session, the Presiding Officer shall announce:

- a) The purpose of the executive session;
- b) The state statute authorizing the executive session; and
- c) Notification to all present, including the media, that matters discussed in executive session are not to be disclosed or reported to the public.

Executive sessions shall be held in accordance with the Oregon Public Meetings Law. Matters discussed in executive session shall be exempt from public disclosure pursuant to state statutes. No formal or final action may be taken during an executive session, but an opinion or consensus of the Council may be gathered. To make a final decision, the Presiding Officer shall call the meeting into open session or place the decision on the agenda of a future open session. Executive session shall be closed to all persons except:

- a) The City Council;
- b) Persons reporting to the Council on the subject of the executive session;
- c) The City Manager unless directed otherwise by the Council;
- d) News media representatives, unless excluded by the Public Meeting Law (The Presiding Officer shall instruct any media representatives present not to disclose the substance of any discussion during executive session);
- e) And other persons authorized by the City Council to attend.
- f) No elected official who declares an actual conflict of interest on a topic to be discussed in executive session shall remain in the room during such executive session discussion.

Council members will keep all written materials and verbal information provided to them in executive session or on matters of confidentiality under law in complete confidence to ensure that the City's position is not compromised. No mention of the information read or heard should be made to anyone other than other Council members, the City Manager or the City Attorney, except that a Councilor may describe generally the purpose for which an executive session was held.

If the Council, pursuant to an executive session provides direction or consensus to staff on proposed terms and conditions for any type of negotiations whether it be related to property acquisition or disposal, pending or likely claim or litigation, or employee negotiations, all contact with the other parties shall be made by designated staff or representatives handling the negotiation or litigation. A Council member shall not have any contact or discussion with any other party or its representative nor communicate any executive session discussion.

4.6 Participation by Telephone or Other Electronic Media

All in-person City Council meetings are recorded and broadcast in real time over the internet. Members of the public may participate during the public comment portion of the meeting by calling into the meeting via a designated telephone number listed on the published agenda.

Any Council or committee meeting may, upon Council or committee approval or, in the event of an emergency, upon determination by the Mayor (or, in the case of a committee of the council, by the committee chair), be conducted only by telephonic conference call or other electronic communication, and any Councilor may participate in such a meeting by telephone or other electronic communication, as available. Notice and opportunity for public access to a meeting held by telephonic conference call or other electronic communication shall be provided, and such meeting shall be conducted in accordance with the Oregon Public Meetings Law. For executive sessions at which media attendance is provided under the Public Meetings Law, the media must be provided with access to the telephonic or electronic communication meeting.

4.7 Cancellation of Meeting

Upon a majority vote of the whole number of the City Council, a meeting may be canceled when deemed appropriate. The Charter requires one regular meeting be held each month. Notice of cancellation shall be posted on the bulletin board at City Hall, distributed to members of the media, and to interested citizens.

4.8 Americans With Disabilities Act

All meetings of the Council shall be held in compliance with the Americans with Disabilities Act.

4.9 Attendance Duty

It is the duty of each member of the City Council to attend all meetings of the Council. The Charter provides in Chapter VII, Section 28(b)(3) that a Council office shall be deemed vacant upon a Councilor's absence from the city for 30 days without the consent of Council or upon the absence from meetings of the Council for 60 days without like consent. Consent will be given for good cause, subject to section 4.10.

Good cause shall include, but is not limited to:

- a) Illness;
- b) Family obligations;
- c) Employment requirements;
- d) Scheduled vacations; or
- e) Other City business

4.10 Excused Absence

When a Council member cannot attend a meeting of the Council for one of the reasons described in Rule 4.9 a) – e), the member shall notify the City Recorder prior to the meeting and the member’s absence shall be deemed excused. If the member’s absence is for a reason other than described in Rule 4.9. a) – e), the member shall notify the Council President prior to the meeting, and must state the reason for his or her absence. If the Council President determines the reason is for good cause, as identified in Rule 4.9, above, the Council President will excuse the absence and notify the City Recorder and Council. If there are no objections from other Councilors, the absence shall be listed in the minutes as excused. If the Council President does not excuse the absence, the Council President will notify the City Recorder and inform the Council at the meeting and, if there are no objections from other Councilors, the absence shall be listed in the minutes as unexcused. If a Councilor objects to the Council President’s determination that another Councilor’s absence is excused or unexcused, the Council will determine the question by vote. A Councilor whose absence has been determined to be unexcused may, at the next meeting at which the Councilor is in attendance, ask the Council to reconsider its determination.

SECTION 5 – THE PRESIDING OFFICER

5.1 Mayor

The Mayor shall preside at all regular and special meetings, work sessions, and executive sessions of the City Council. The Mayor is entitled to vote in case of a tie vote of the Council, except on the final passage of an ordinance. The Mayor shall preserve order and enforce the rules of the Council.

5.2 Council President

At the first meeting of the Council in each odd-numbered year, the Council will elect a Council President from its membership. In the Mayor's absence from a Council meeting, the President shall preside over it. Whenever the Mayor is unable to perform the functions of his office, the President shall act as Mayor.

5.3 Sergeant at Arms

The Sergeant at Arms will be the Council President. It will be the duty of the Sergeant at Arms to assist the Presiding Officer, as appropriate, to maintain the order and decorum at all meetings. The Council President may appoint a designee to act as the Sergeant at Arms.

5.4 Absence of Mayor and Council President

In the absence of the Mayor and Council President, the Council shall elect a Councilor to serve as presiding officer as its first order of business. The Presiding Officer will immediately assume the duty of Sergeant at Arms, or appoint a designee to do so. Any Councilor may call a meeting to order for the purpose of electing a presiding officer.

SECTION 6 – DECORUM AND ORDER

6.1 Presiding Officer

The Presiding Officer shall enforce the rules of the Council. In addition, the Presiding Officer has the authority to preserve decorum and decide all points of order, subject to the appeal to the Council. The Presiding Officer shall enforce order, prevent personal attacks or impugning members' motives, and restrict in debate to the question under discussion.

6.2 Councilors

Councilors shall maintain order and decorum during Council meetings, and shall not by conversation or other action, delay or interrupt the proceedings or refuse to obey the order of conduct or these Rules. Councilors shall when addressing staff, members of the public, or other councilors, confine themselves to questions or issues then under discussion, shall not engage in personal attacks, shall not impugn the motives of any speaker, and shall at all times while in session or otherwise, conduct themselves in a manner appropriate to the dignity of their office.

6.3 Staff and Public

All persons attending Council meetings shall observe the same rules of procedure, decorum, and good conduct applicable to the members of the Council.

6.4 Signs

Members of the public may attend Council meetings with signs, subject to the following limitations for safety and good order:

- a) No sign may be larger than 1.5 square feet.
- b) Signs may not be waved or held in such a manner as to prevent any person from seeing the Council.
- c) Signs may not be attached to sharp-pointed sticks or other elements.

6.5 Removal of Any Person

The Presiding Officer may eject from the meeting any person in attendance, including any Councilor, who becomes disorderly, abusive, or disruptive, or who fails or refuses to obey the matter of order or procedure. The Presiding Officer or Sergeant at Arms may summon the assistance of the City of Dallas Police to assist in maintaining order. In case the Presiding Officer should fail to act, any member of the Council may obtain the floor and move to require enforcement of this rule.

**SECTION 7 – AGENDA AND ORDER OF BUSINESS; STAFF REPORTS AND CITY ATTORNEY
REVIEW OF CERTAIN ACTIONS**

7.1 Setting the Agenda

The Mayor and City Manager shall determine the business to be placed on the Council meeting agenda. Any Councilor may request that an item be placed on the Council agenda.

7.2 Consent Agenda

A consent agenda will be among the first items on the Council agenda. At the beginning of the Council meeting, the Presiding Officer will ask if any Council member wishes to have any item removed from the consent agenda for deliberation. If any Council member requests that an item be removed, it will be removed. Any item removed from the consent agenda shall be discussed and acted upon following approval of other consent agenda items. When there are no more items to be removed, the Presiding Officer will ask the Council for a motion to approve the consent agenda.

7.3 Agenda Distribution

Promptly after it is developed, the agenda for a regular meeting or work session shall be distributed with any supporting materials not later than 48 hours prior to the meeting to members of the Council, staff, news media, and interested citizens who have requested the agenda. The agenda for a special or emergency meeting shall be made available as appropriate under the circumstances.

7.4 Special Accommodations

All Council meeting agendas shall contain proper notice of the City's intent to conduct the meeting in accordance with the Americans with Disabilities Act and any person needing accommodation may contact the City Manager's office at least 48 hours prior to the meeting time to request necessary accommodations. Such notice shall provide the telephone number at which the City Manager may be contacted.

7.5 Alteration of the Agenda

- a) **New Matters:** Except in emergency meetings, matters not on the printed agenda may come before the Council as determined by the Presiding Officer or a majority of the Council.

7.6 Order of Business

The general rule to the business at regular meetings of the City Council will be:

- a) **Call to Order** – The Presiding Officer shall call the meeting to order.
- b) **Roll Call** – The City Recorder shall call the name of each Councilor and note each Councilor's attendance or absence in the record, under the guidelines

- set forth in Section 4.8 and 4.9 to establish a quorum is present to conduct business.
- c) **Pledge of Allegiance** – The Presiding Officer or designee shall lead the Council and audience in the Pledge of Allegiance.
 - d) **Introductions, Recognition, Proclamations** – This is the opportunity for the Council to be introduced to new city staff, mayoral proclamations, or special recognitions/awards be shared.
 - e) **Public Comment**– An opportunity for members of the audience shall be given to address the Council on any matter, other than those issues on the agenda scheduled for public hearing. Participants must state their name and address for the record prior to addressing the Council. Testimony will be limited to five~~three~~ minutes, ~~unless a shorter time is announced by the Mayor~~. Items brought before the Council from the public during public testimony should be referred to the staff for appropriate action and a report returned to the Council if requested.
 - f) **Public Hearings** – A public hearing shall be held on each matter required by state law or City policy. Written and oral testimony shall be heard prior to Council action.
 - g) **Consent Agenda** – The consent agenda shall consist of a list of routine, non-controversial matters, not typically requiring discussion, presented for Council approval by a single motion.
 - h) **Items Removed from Consent Agenda** – Any item removed from the consent agenda will be discussed, and if appropriate, acted upon.
 - i) **Reports or Comments from the Council Members** – Special reports from various boards and commissions may be given at this time. In addition, awards, proclamations, or Council liaison reports may also be presented.
 - j) **Reports from City Manager and Staff** – Time provided for City staff to bring administrative action (items that require formal action or Council direction) before the Council. This includes a monthly financial report.
 - k) **First Reading of Ordinances** – The Mayor shall declare an Ordinance to have passed its first reading.
 - l) **Second Reading of Ordinances** – Unless an emergency was declared, an Ordinance will be brought for a second reading at the Council meeting following the first reading. After the Mayor has declared the Ordinance to have passed its second reading, a roll call vote will be taken.
 - m) **Resolutions** – Resolutions shall be read and a roll call vote taken.
 - n) **Other Business** – Time provided for members of the Council or City staff to bring new or old matters before the Council. These matters need not be specifically listed on the agenda, but formal action on these matters should be deferred until a subsequent Council meeting.
 - o) **Adjournment** – Following completion of all matters listed on the agenda, the Presiding Officer shall declare the meeting adjourned.

7.7 Recess

The Presiding Officer may recess any meeting of the Council upon the consensus of the majority of the members present. The Presiding Officer shall announce the time in which the meeting shall reconvene.

7.8 Staff Reports

Each item of business that comes before the council for action will be presented with a staff report that explains the item and provides a recommended action, including options for action, where appropriate. The staff report will be distributed to the Council with the agenda prior to the meeting at which it is to be presented for action. The Council may grant exceptions to this requirement for good cause, as the Council may determine.

7.9 Legal Counsel Review

All resolutions, ordinances and contracts brought before the Council for approval will be reviewed first for legal sufficiency by the City Attorney, and will bear the attestation "Approved as to Form" for the City Attorney's signature.

SECTION 8 – MINUTES

8.1 Recording of minutes

Minutes are the official record of the City Council meetings. They record the substance of a meeting and should be a clear, accurate, concise, informative record of the proceedings. Minutes will generally follow the chronological order of items considered during a meeting. Minutes are not a verbatim transcript. It is general practice to video record the meetings of the City Council for back up reference. Draft minutes will be made available to the public within a reasonable time after the meeting. The minutes are to include, at a minimum:

- a) Councilors present;
- b) All motions, proposals, resolutions, orders, ordinances, and measures proposed and their disposition;
- c) The result of all votes and the vote of each Councilor by name;
- d) The substance of any discussion on any matter; and
- e) A reference to any public document discussed.

8.2 Distribution of Minutes

Draft minutes are distributed to the City Council with the agenda on which those minutes appear as an item for approval.

8.3 Correction and Approval of the Minutes

Approval of the minutes usually takes place at the next regular meeting following the date of the minutes under approval. Generally, minutes appear on the agenda under the consent agenda. If minor changes are made to the minutes, a Councilor may offer such amendment prior to the consent agenda being approved. For extensive amendments, the minutes should be pulled off the consent agenda for consideration. All corrections will appear in the minutes of the meeting when the changes took place.

If a Councilor has a concern over the reporting of minutes, it is that Councilor's responsibility to review the recording of the meeting and bring corrections forward to the City Council at the next regular meeting with the recording cued, ready to be played if necessary. It is not appropriate to expend staff time when only one member of Council is requesting the review.

SECTION 9 – VOTING

9.1 Method of Voting

The vote on any question shall be taken by voice or by roll call vote. The vote shall be taken by roll call at the direction of the Mayor or at the request of any Councilor. The minutes shall reflect the vote of each Councilor by name. The Mayor is entitled to vote in case of a tie vote of the City Council, except on the final passage of an ordinance.

9.2 Order of Voting

Roll call votes shall be called in alphabetical order by last name, on a rotational basis.

9.3 Vote Required

Except as otherwise provided in the City Charter, the concurrence of a majority of the whole number of the council is necessary to decide a question. Chapter IV, Section 19 of the City Charter provides that a council member who is present for a vote of the council may not abstain from voting, but must vote aye or nay, and the council may postpone a vote, or recess or adjourn a meeting of the council, to compel an absent council member to attend and vote. A majority of the council present may compel an absent member to attend and vote in the manner provided in Rule 3.2.

SECTION 10 – CONFLICT OF INTEREST / BIAS / EX-PARTE CONTACT

10.1 Conflict of Interest

Prior to participating in any deliberation , a Councilor shall declare any potential or actual conflict of interest. No Councilor shall participate in any manner regarding an agenda item if doing so would create an actual conflict of interest, except as otherwise provided by state law.

- a) "Potential Conflict of Interest" means any action by a Councilor which could be to the private pecuniary benefit or detriment of the Councilor or a member of the Councilor's household, or a business with which the Councilor or member of the Councilor's household is associated. "Potential conflict of interest" does not include pecuniary effects arising out of:
 - i. Membership in a particular occupation or class required by law as a prerequisite to holding the office of Councilor; or
 - ii. An action which would affect to the same degree a class consisting of an industry, occupation, or other group to which the Councilor or a member of the Councilor's household belongs.
- b) "Actual Conflict of Interest" means any action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which would be to the private pecuniary benefit or detriment of the person or the person's relative or any business with which the person or a relative of the person is associated unless the pecuniary benefit or detriment arises out of circumstances described in (a) of this section.

10.2 Bias

No Councilor shall participate in any manner in a quasi-judicial decision if the Councilor has actual bias regarding the decision.

- a) "Quasi-judicial decision" means a decision involving the application of existing criteria to identified persons or properties.
- b) "Actual Bias" means prejudice or prejudgment of facts to such a degree that a Councilor is incapable of rendering an objective decision on the merits of the case.

10.3 Ex-Parte Contact

Before participating in any quasi-judicial decision, a Councilor shall declare any ex-parte contacts. An ex-parte contact is an oral or written communication by a member of the public with a member of the Council regarding the facts of the case made outside of the public hearing process during the pendency of a proceeding. (Communication with staff is not an ex-parte contact). Effective declaration of an ex-parte contact shall include identification of the party and disclosure of the nature of the communication.

SECTION 11 – COUNCIL STANDING COMMITTEES (DCC 2.050)

The Mayor shall at the first regular meeting in January of each year, or as soon thereafter as convenient, appoint Council standing committees. Each Council standing committee shall comply with the Council Rules of Procedure, subject to the following exceptions and additions:

- a) The Mayor, in consultation with the appointee, shall appoint a chair of the Council standing committees to serve as presiding officer.
- b) Council standing committees shall consist of:
 - i. Committee on public works.
 - ii. Committee on public safety.
 - iii. Committee on public building and grounds.
 - iv. Committee on public administration.
- c) At the regular meeting of the council following a committee meeting, the committees shall make a report of their activities.

SECTION 12 – COMMUNICATIONS WITH PUBLIC EMPLOYEES

Except for inquiries relating to City services made as a private citizen, elected officials shall deal with employees of the City who are subject to the direction and supervision of the City Manager solely through the City Manager, and shall not make inquiries to, or investigations of, or give orders to any such employees, either publicly or privately.

Appendix A: Adopted Council Policies

The council has adopted other policies not contained in these Council Rules. To view a copy of these policies, please contact the City Manager's office.

CITY OF DALLAS

CITY COUNCIL RULES OF PROCEDURE

ACKNOWLEDGMENT

I have received, read and understand the contents of the City Council Rules of Procedure. I agree to comply with the provisions of the City Council Rules of Procedure.

Signature _____

Printed Name _____ Date _____

(This form should be signed, dated and returned to the City Recorder.)