



Dallas City Council Agenda

Rich Slack, Presiding
Monday, January 6, 2025
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. SWEARING IN OF MAYOR AND CITY COUNCILORS ROLL CALL, PLEDGE OF ALLEGIANCE | |
| 2. INTRODUCTIONS, RECOGNITIONS, PROCLAMATIONS | |
| 3. 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* | |
| 4. 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> | MOTION |
| a) November 2024 Financial Report p.4 b) Approve the December 9, 2024 Work Session Meeting Minutes p.27 c) Approve the December 9, 2024 City Council Meeting Minutes p.28 d) OLCC Application for Court Street Pub and Grub Full on-premises license p.31 | |
| 5. ITEMS REMOVED FROM CONSENT AGENDA | |
| 6. REPORTS OR COMMENTS FROM MAYOR AND COUNCIL MEMBERS | |
| a) Council Vacancy p.36 b) Council President Election p.39 | MOTION MOTION |
| 7. REPORTS FROM CITY MANAGER AND STAFF | MOTION |
| a) City Committee, Commission & Board Appointments p.40 b) Legislative Lobbying p.66 | |

COUNCIL

Mayor

Rich Slack

Council President

Michael Schilling

Councilor

Carlos Barrientos

Councilor

Anthony Blosser

Councilor

Larry Briggs

Councilor

Kim Fitzgerald

Councilor

Micah Jantz

Councilor

David Shein

Councilor

Debbie Virden

CITY STAFF

City Manager

Brian Latta

Asst. City Manager

Emily Gagner

City Attorney

Lane Shetterly

Police Chief

Tom Simpson

Fire & EMS Chief

April Wallace

Economic & Community

Development Director

Charlie Mitchell

Public Works Director

Gary Marks

Library Director

Mark Johnson

Finance Director

Cecilia Ward

City Recorder

Kim Herring



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7:00 pm

8. SECOND READING OF ORDINANCES

- 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.68

ROLL CALL
VOTE

9. OTHER BUSINESS

10. ADJOURNMENT



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Watch a Dallas City Council Meeting or Planning Commission Meeting Live on Youtube

Visit: www.dallasor.gov/community/page/dallasyoutube

Submit public testimony at a Dallas City Council Meeting or Planning Commission Meeting by Phone

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: January 6, 2024
AGENDA ITEM NO. 4.a
TOPIC: November 2024 Financial Report
PREPARED BY: Cecilia Ward
APPROVED BY: *SL* City Manager
ATTACHMENTS: A – November 2024 Financial Report

RECOMMENDED ACTION:

Information Only

BACKGROUND:

November 2024 financial highlights:
Percent collected/spent should be at 41.67%. This can vary up or down depending on seasonal or one-time revenues and expenditures.

The following budgeted capital improvement payments were made in November:

- General Fund – ARPA Projects – Security cameras \$123,574
- General Fund – ARPA Projects – Preliminary Design Police Station/Topographic Survey \$71,319
- Park SDC – Fir Villa Trailhead Design \$1,100
- Park SDC – Pickleball Court Engineering \$13,125
- Water SDC – Mercer Dam permit review \$4,050
- Sewer SDC – Engineering La Creole Sewer Project - \$887
- Sewer Fund – WWTF Capital Improvement – Engineering, Construction UV disinfection project \$141,119
- Sewer Fund – WWTF Equipment Replacement – replacement part for fine screen \$107,612
- Water Fund – Water Line Replacement – Douglas St engineering \$7,000
- Water Fund – Clay St Line Reservoir Project – engineering \$1,244
- Water Fund – Clay St Line Reservoir Project – contractor \$299,333
- Street, Sewer, Water, Stormwater, Fleet Funds – PW building – materials \$9,039

FISCAL IMPACT:

\$779,402 – Total spent on capital projects in November.

RECOMMENDED MOTION:

N/A - Approval of consent agenda acknowledges this report.



Financial Statement Versus Budget

| ... | ... | November 2024-2025 MTD Activity | 2024-2025 YTD Activity | 2024-2025 Budget | Budget Remaining | % of Budget Used |
|--------------------------|---------------------------|---------------------------------------|---------------------------|----------------------|----------------------|---------------------|
| 10 - GENERAL FUND | | | | | | |
| 4 - 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 | 10,300.16 | 50,534.70 | 90,000.00 | 39,465.30 | 56% |
| 10-420-01-4440 | AMBULANCE FEES | 181,890.60 | 858,469.57 | 2,000,000.00 | 1,141,530.43 | 43% |
| 10-420-01-4441 | FIRE MED MEMBERSHIP | 19,405.00 | 54,275.00 | 50,000.00 | -4,275.00 | 109% |
| 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 SERVIC | 0.00 | 20.00 | 1,000.00 | 980.00 | 2% |
| 10-420-01-4447 | PUBLIC SAFETY FEE - POLIC | 95,513.07 | 448,807.52 | 1,015,000.00 | 566,192.48 | 44% |
| 10-420-01-4510 | FINES AND FORFEITURES | 6,044.66 | 41,570.93 | 80,000.00 | 38,429.07 | 52% |
| 10-420-01-4511 | PARKING FINES | 60.00 | 326.35 | 2,000.00 | 1,673.65 | 16% |
| 10-420-01-4515 | COURT COSTS | 4,018.39 | 18,052.64 | 35,000.00 | 16,947.36 | 52% |
| 10-420-01-4518 | SUSPENDED LICENSES | 10.00 | 460.00 | 1,500.00 | 1,040.00 | 31% |
| 10-440-01-4480 | AQUATIC CENTER | 35,636.45 | 235,804.89 | 550,000.00 | 314,195.11 | 43% |
| 10-440-01-4486 | COMMUNITY EVENT FEES/SI | 0.00 | 3,485.00 | 15,000.00 | 11,515.00 | 23% |
| 10-440-01-4535 | LIBRARY CCRLS-CHEMEKET | 0.00 | 31,833.25 | 127,333.00 | 95,499.75 | 25% |
| 10-450-00-4100 | CURRENT PROPERTY TAXES | 5,128,552.06 | 5,159,059.68 | 5,950,000.00 | 790,940.32 | 87% |
| 10-450-00-4110 | DELINQUENT PROPERTY TA | 18,561.38 | 66,460.00 | 85,000.00 | 18,540.00 | 78% |
| 10-455-00-4150 | CIGARETTE TAX APPORTION | 956.62 | 3,794.00 | 11,000.00 | 7,206.00 | 34% |
| 10-455-00-4151 | STATE REVENUE SHARING | 36,609.42 | 36,609.42 | 220,000.00 | 183,390.58 | 17% |
| 10-455-00-4152 | OLCC TAX APPORTIONMENT | 16,667.36 | 63,571.06 | 340,000.00 | 276,428.94 | 19% |
| 10-455-00-4180 | TRANSIENT LODGING TAX | 4,027.74 | 42,284.59 | 140,000.00 | 97,715.41 | 30% |
| 10-455-00-4354 | OTHER STATE REVENUES | 0.00 | 0.00 | 100,000.00 | 100,000.00 | 0% |
| 10-460-00-4140 | POWER FRANCHISE | 67,137.29 | 313,251.97 | 900,000.00 | 586,748.03 | 35% |
| 10-460-00-4142 | GAS FRANCHISE | 0.00 | 0.00 | 320,000.00 | 320,000.00 | 0% |
| 10-460-00-4144 | GARBAGE FRANCHISE | 109.09 | 80,241.84 | 260,000.00 | 179,758.16 | 31% |
| 10-460-00-4145 | DATA FRANCHISE | 0.00 | 43,019.34 | 150,000.00 | 106,980.66 | 29% |
| 10-460-00-4146 | TELEPHONE FRANCHISE | 607.50 | 2,286.99 | 22,000.00 | 19,713.01 | 10% |
| 10-460-00-4147 | CABLEVISION FRANCHISE | 18,409.41 | 18,409.41 | 80,000.00 | 61,590.59 | 23% |
| 10-470-00-4361 | SENIOR CENTER PROGRAM | 0.00 | 434.69 | 15,000.00 | 14,565.31 | 3% |
| 10-470-00-4922 | REIMBURSEMENTS & FUND | 131,973.33 | 659,866.65 | 1,583,680.00 | 923,813.35 | 42% |
| 10-480-00-4610 | INTEREST ON INVESTMENTS | 10,670.93 | 80,058.98 | 350,000.00 | 269,941.02 | 23% |
| 10-480-00-4829 | AMERICAN RESCUE PLAN | 0.00 | 0.00 | 875,000.00 | 875,000.00 | 0% |
| 10-480-00-4830 | MISCELLANEOUS REVENUE | 82,338.14 | 177,187.17 | 200,000.00 | 22,812.83 | 89% |
| 10-499-00-4943 | TRANSFER FROM POLICE/FF | 0.00 | 0.00 | 140,000.00 | 140,000.00 | 0% |
| 10-499-00-4948 | TRANSFER FROM UR-DEBT | 0.00 | 0.00 | 62,350.00 | 62,350.00 | 0% |
| Revenue Totals | | 5,869,498.60 | 8,490,275.64 | 19,972,363.00 | 11,482,087.36 | 43% |

5 - Expense

| | | | | | | |
|----------------|-------------------------|-----------|------------|------------|------------|------|
| Administration | | | | | | |
| 10-020-50-6051 | SALARIES | 38,432.73 | 192,164.21 | 450,000.00 | 257,835.79 | 43% |
| 10-020-50-6061 | FRINGE BENEFITS | 19,665.48 | 97,890.64 | 264,000.00 | 166,109.36 | 37% |
| 10-020-50-6208 | PUBLIC NOTICES | 235.00 | 235.00 | 2,000.00 | 1,765.00 | 12% |
| 10-020-50-6210 | MATERIALS AND SUPPLIES | 325.52 | 1,384.20 | 6,000.00 | 4,615.80 | 23% |
| 10-020-50-6309 | REPAIRS AND MAINTENANCE | 0.00 | 0.00 | 2,000.00 | 2,000.00 | 0% |
| 10-020-50-6391 | MAYOR EXPENSES | 499.41 | 3,115.00 | 6,000.00 | 2,885.00 | 52% |
| 10-020-50-6392 | COUNCIL EXPENSES | 2,260.99 | 20,324.60 | 20,000.00 | -324.60 | 102% |
| 10-020-50-6401 | TELECOMMUNICATIONS | 21.29 | 106.26 | 300.00 | 193.74 | 35% |
| 10-020-50-6430 | MAINTENANCE & RENTAL CO | 1,102.91 | 4,132.35 | 11,000.00 | 6,867.65 | 38% |
| 10-020-50-6452 | COMPUTER SERVICES | 301.25 | 2,245.96 | 10,000.00 | 7,754.04 | 22% |
| 10-020-50-6465 | PROFESSIONAL SERVICES | 6,471.01 | 19,635.92 | 75,000.00 | 55,364.08 | 26% |
| 10-020-50-6468 | CITY ATTORNEY | 4,900.00 | 24,500.00 | 65,000.00 | 40,500.00 | 38% |
| 10-020-50-6475 | EMPLOYEE DEVELOPMENT | 340.82 | 3,485.07 | 7,000.00 | 3,514.93 | 50% |
| 10-020-50-6476 | EMERGENCY MANAGEMENT | 0.00 | 303.52 | 1,000.00 | 696.48 | 30% |

Financial Statement Versus Budget

For Fiscal: 2024-2025 Period Ending: 11/30/2024

| ... | ... | November 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 | 1,500.25 | 8,289.42 | 14,000.00 | 5,710.58 | 59% |
| 10-020-50-6600 | MISCELLANEOUS | 1,071.96 | 2,637.79 | 10,000.00 | 7,362.21 | 26% |
| 10-020-50-6953 | CAPITAL IMPROVEMENT RE: | 0.00 | 0.00 | 9,000.00 | 9,000.00 | 0% |
| | Administration Totals | 77,128.62 | 380,449.94 | 952,800.00 | 572,350.06 | 40% |

Financial Statement Versus Budget

For Fiscal: 2024-2025 Period Ending: 11/30/2024

| ... | ... | November 2024-2025 MTD Activity | 2024-2025 YTD Activity | 2024-2025 Budget | Budget Remaining | % of Budget Used |
|----------------|--------------------------|---------------------------------------|---------------------------|---------------------|---------------------|---------------------|
| Finance | | | | | | |
| 10-030-50-6051 | SALARIES | 30,481.17 | 151,158.84 | 368,000.00 | 216,841.16 | 41% |
| 10-030-50-6061 | FRINGE BENEFITS | 14,456.37 | 71,784.66 | 193,000.00 | 121,215.34 | 37% |
| 10-030-50-6202 | POSTAGE | 88.23 | 4,127.83 | 9,000.00 | 4,872.17 | 46% |
| 10-030-50-6209 | PUBLIC NOTICES/ADVERTISI | 0.00 | 0.00 | 500.00 | 500.00 | 0% |
| 10-030-50-6210 | MATERIALS AND SUPPLIES | 296.22 | 2,990.06 | 7,500.00 | 4,509.94 | 40% |
| 10-030-50-6350 | OFFICE EXPENSES | 64.48 | 651.11 | 2,500.00 | 1,848.89 | 26% |
| 10-030-50-6401 | TELECOMMUNICATIONS | 341.20 | 1,566.38 | 6,500.00 | 4,933.62 | 24% |
| 10-030-50-6430 | MAINTENANCE & RENTAL CC | 46.46 | 1,293.80 | 3,500.00 | 2,206.20 | 37% |
| 10-030-50-6452 | COMPUTER SERVICES | 28.13 | 3,832.97 | 65,000.00 | 61,167.03 | 6% |
| 10-030-50-6464 | BILLING SERVICES | 3,526.33 | 17,843.32 | 38,000.00 | 20,156.68 | 47% |
| 10-030-50-6465 | PROFESSIONAL SERVICES | 9,306.59 | 50,496.45 | 115,000.00 | 64,503.55 | 44% |
| 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 | 30,429.64 | 34,000.00 | 3,570.36 | 89% |
| 10-030-50-6481 | TRAVEL AND EDUCATION | 0.00 | 720.00 | 9,000.00 | 8,280.00 | 8% |
| 10-030-50-6953 | CAPITAL IMPROVEMENT REI | 0.00 | 0.00 | 9,000.00 | 9,000.00 | 0% |
| | Finance Totals | 58,635.18 | 348,705.06 | 920,500.00 | 571,794.94 | 38% |

Financial Statement Versus Budget

For Fiscal: 2024-2025 Period Ending: 11/30/2024

| ... | ... | November 2024-2025 MTD Activity | 2024-2025 YTD Activity | 2024-2025 Budget | Budget Remaining | % of Budget Used |
|----------------|-------------------------------------|---------------------------------------|---------------------------|---------------------|---------------------|---------------------|
| Facilities | | | | | | |
| 10-040-50-6051 | SALARIES | 9,724.51 | 49,261.21 | 118,000.00 | 68,738.79 | 42% |
| 10-040-50-6061 | FRINGE BENEFITS | 5,260.94 | 25,674.49 | 73,000.00 | 47,325.51 | 35% |
| 10-040-50-6210 | MATERIALS AND SUPPLIES | 851.41 | 5,116.65 | 18,000.00 | 12,883.35 | 28% |
| 10-040-50-6309 | REPAIRS AND MAINTENANCE | 2,493.02 | 15,000.90 | 45,000.00 | 29,999.10 | 33% |
| 10-040-50-6355 | SAFETY/OSHA | 410.50 | 1,604.26 | 2,000.00 | 395.74 | 80% |
| 10-040-50-6401 | TELECOMMUNICATIONS | 182.68 | 793.42 | 2,000.00 | 1,206.58 | 40% |
| 10-040-50-6406 | HVAC, ENERGY AND LIGHTING | 1,565.93 | 10,964.89 | 30,000.00 | 19,035.11 | 37% |
| 10-040-50-6407 | SENIOR CENTER UTILITIES/MAINTENANCE | 0.00 | 5,167.00 | 10,000.00 | 4,833.00 | 52% |
| 10-040-50-6430 | MAINTENANCE & RENTAL CONTRACTS | 191.20 | 1,041.60 | 2,500.00 | 1,458.40 | 42% |
| 10-040-50-6433 | FLEET SERVICE TOTAL CARPOOLING | 130.00 | 650.00 | 1,560.00 | 910.00 | 42% |
| 10-040-50-6444 | SENIOR CENTER CONTRACTS | 0.00 | 42,000.00 | 42,000.00 | 0.00 | 100% |
| 10-040-50-6452 | COMPUTER SERVICES | 28.13 | 773.52 | 2,000.00 | 1,226.48 | 39% |
| 10-040-50-6465 | PROFESSIONAL SERVICES | 710.46 | 3,350.01 | 10,000.00 | 6,649.99 | 34% |
| 10-040-50-6481 | TRAVEL AND EDUCATION | 0.00 | 0.00 | 3,000.00 | 3,000.00 | 0% |
| 10-040-50-6504 | BUILDING IMPROVEMENTS | 0.00 | 15,083.51 | 115,000.00 | 99,916.49 | 13% |
| 10-040-50-6600 | MISCELLANEOUS | 604.52 | 4,203.98 | 7,500.00 | 3,296.02 | 56% |
| 10-040-50-6953 | CAPITAL IMPROVEMENT RESERVE | 0.00 | 0.00 | 10,000.00 | 10,000.00 | 0% |
| | Facilities Totals | 22,153.30 | 180,685.44 | 491,560.00 | 310,874.56 | 37% |

Financial Statement Versus Budget

For Fiscal: 2024-2025 Period Ending: 11/30/2024

| ... | ... | November 2024-2025 MTD Activity | 2024-2025 YTD Activity | 2024-2025 Budget | Budget Remaining | % of Budget Used |
|-----------------|------------------------|---------------------------------------|---------------------------|---------------------|---------------------|---------------------|
| Municipal Court | | | | | | |
| 10-050-51-6051 | SALARIES | 6,452.59 | 31,329.95 | 80,000.00 | 48,670.05 | 39% |
| 10-050-51-6061 | FRINGE BENEFITS | 3,307.29 | 16,157.42 | 45,000.00 | 28,842.58 | 36% |
| 10-050-51-6201 | OFFICE SUPPLIES | 79.85 | 270.81 | 4,000.00 | 3,729.19 | 7% |
| 10-050-51-6210 | MATERIALS AND SUPPLIES | 333.38 | 2,439.72 | 6,000.00 | 3,560.28 | 41% |
| 10-050-51-6402 | TELECOMMUNICATIONS | 12.53 | 62.53 | 200.00 | 137.47 | 31% |
| 10-050-51-6452 | COMPUTER SERVICES | 164.69 | 2,387.14 | 12,000.00 | 9,612.86 | 20% |
| 10-050-51-6465 | PROFESSIONAL SERVICES | 7,520.46 | 36,047.93 | 75,000.00 | 38,952.07 | 48% |
| 10-050-51-6469 | PROSECUTION | 3,675.00 | 18,375.00 | 44,100.00 | 25,725.00 | 42% |
| 10-050-51-6481 | TRAVEL AND EDUCATION | 0.00 | 0.00 | 3,700.00 | 3,700.00 | 0% |
| | Municipal Court Totals | 21,545.79 | 107,070.50 | 270,000.00 | 162,929.50 | 40% |

Financial Statement Versus Budget

For Fiscal: 2024-2025 Period Ending: 11/30/2024

| ... | ... | November 2024-2025 MTD Activity | 2024-2025 YTD Activity | 2024-2025 Budget | Budget Remaining | % of Budget Used |
|-----------------|----------------------------|---------------------------------------|---------------------------|---------------------|---------------------|---------------------|
| Fire Department | | | | | | |
| 10-070-51-6051 | SALARIES | 182,759.44 | 873,498.44 | 2,055,000.00 | 1,181,501.56 | 43% |
| 10-070-51-6053 | OVERTIME | 22,368.62 | 143,720.19 | 160,000.00 | 16,279.81 | 90% |
| 10-070-51-6061 | FRINGE BENEFITS | 108,595.78 | 543,700.53 | 1,320,000.00 | 776,299.47 | 41% |
| 10-070-51-6201 | OFFICE SUPPLIES | 429.60 | 3,683.08 | 6,000.00 | 2,316.92 | 61% |
| 10-070-51-6207 | FIRE MED ADVERTISING | 0.00 | 0.00 | 7,200.00 | 7,200.00 | 0% |
| 10-070-51-6211 | MATERIAL & SUPPLIES/LAUN | 5,038.88 | 49,560.64 | 120,000.00 | 70,439.36 | 41% |
| 10-070-51-6240 | FUEL | 2,566.04 | 20,742.60 | 75,000.00 | 54,257.40 | 28% |
| 10-070-51-6270 | UNIFORM ALLOWANCE | 537.64 | 1,474.80 | 30,000.00 | 28,525.20 | 5% |
| 10-070-51-6309 | REPAIRS AND MAINTENANCE | 4,233.46 | 14,006.37 | 43,000.00 | 28,993.63 | 33% |
| 10-070-51-6315 | REPLACEMENT - EQUIPMENT | 352.85 | 1,766.25 | 25,000.00 | 23,233.75 | 7% |
| 10-070-51-6318 | REPLACEMENT - RADIOS/PA | 0.00 | 2,166.12 | 10,000.00 | 7,833.88 | 22% |
| 10-070-51-6319 | REPLACEMENT - TURNOUTS | 3,129.45 | 7,287.74 | 40,000.00 | 32,712.26 | 18% |
| 10-070-51-6401 | TELECOMMUNICATIONS | 976.57 | 4,887.92 | 13,000.00 | 8,112.08 | 38% |
| 10-070-51-6406 | HVAC, ENERGY AND LIGHTING | 1,209.57 | 7,984.31 | 22,500.00 | 14,515.69 | 35% |
| 10-070-51-6430 | MAINTENANCE & RENTAL COSTS | 862.67 | 15,759.74 | 35,000.00 | 19,240.26 | 45% |
| 10-070-51-6433 | FLEET SERVICE TOTAL CAR | 7,106.67 | 35,533.35 | 85,280.00 | 49,746.65 | 42% |
| 10-070-51-6452 | COMPUTER SERVICES | 871.87 | 12,215.94 | 40,000.00 | 27,784.06 | 31% |
| 10-070-51-6461 | DISPATCH SERVICES | 39,735.30 | 89,456.94 | 195,000.00 | 105,543.06 | 46% |
| 10-070-51-6465 | PROFESSIONAL SERVICES | 17,921.70 | 85,271.30 | 190,000.00 | 104,728.70 | 45% |
| 10-070-51-6474 | FIRE PREVENTION PROGRAMS | 719.79 | 809.01 | 7,500.00 | 6,690.99 | 11% |
| 10-070-51-6481 | TRAVEL AND EDUCATION | 3,618.80 | 20,470.08 | 47,500.00 | 27,029.92 | 43% |
| 10-070-51-6500 | EQUIPMENT | 0.00 | 9,540.12 | 117,500.00 | 107,959.88 | 8% |
| 10-070-51-6501 | VEHICLES | 0.00 | 79,741.43 | 80,000.00 | 258.57 | 100% |
| 10-070-51-6801 | DEBT SERVICE - PRINCIPAL | 0.00 | 43,583.83 | 43,584.00 | 0.17 | 100% |
| 10-070-51-6802 | DEBT SERVICE - INTEREST | 0.00 | 1,229.17 | 1,230.00 | 0.83 | 100% |
| 10-070-51-6914 | TRANSFER TO FIRE VOLUNT | 7,541.25 | 37,706.25 | 90,495.00 | 52,788.75 | 42% |
| 10-070-51-6953 | CAPITAL IMPROVEMENT RES | 0.00 | 0.00 | 9,500.00 | 9,500.00 | 0% |
| | Fire Department Totals | 410,575.95 | 2,105,796.15 | 4,869,289.00 | 2,763,492.85 | 43% |

Financial Statement Versus Budget

For Fiscal: 2024-2025 Period Ending: 11/30/2024

| ... | ... | November 2024-2025 MTD Activity | 2024-2025 YTD Activity | 2024-2025 Budget | Budget Remaining | % of Budget Used |
|-------------------|--------------------------|---------------------------------------|---------------------------|---------------------|---------------------|---------------------|
| Police Department | | | | | | |
| 10-080-51-6051 | SALARIES | 209,695.82 | 1,053,067.30 | 2,405,000.00 | 1,351,932.70 | 44% |
| 10-080-51-6053 | OVERTIME | 15,135.04 | 49,083.77 | 125,000.00 | 75,916.23 | 39% |
| 10-080-51-6061 | FRINGE BENEFITS | 123,782.50 | 597,435.27 | 1,515,000.00 | 917,564.73 | 39% |
| 10-080-51-6201 | OFFICE SUPPLIES | 270.47 | 1,635.66 | 5,500.00 | 3,864.34 | 30% |
| 10-080-51-6210 | MATERIALS AND SUPPLIES | 509.70 | 2,833.63 | 8,000.00 | 5,166.37 | 35% |
| 10-080-51-6231 | WEAPONS SKILLS | 279.96 | 607.62 | 7,500.00 | 6,892.38 | 8% |
| 10-080-51-6232 | INVESTIGATIONS | 358.78 | 4,561.29 | 10,000.00 | 5,438.71 | 46% |
| 10-080-51-6235 | FIRING RANGE IMPROVEMEI | 37.71 | 954.32 | 3,500.00 | 2,545.68 | 27% |
| 10-080-51-6236 | EVIDENCE CONTROL | 923.17 | 1,914.05 | 2,500.00 | 585.95 | 77% |
| 10-080-51-6240 | FUEL | 1,649.65 | 17,597.47 | 55,000.00 | 37,402.53 | 32% |
| 10-080-51-6272 | UNIFORMS & CLEANING | 4,323.75 | 10,069.10 | 20,000.00 | 9,930.90 | 50% |
| 10-080-51-6315 | OTHER EQUIPMENT | 0.00 | 1,991.86 | 10,000.00 | 8,008.14 | 20% |
| 10-080-51-6355 | SAFETY/OSHA | 918.96 | 1,053.93 | 8,000.00 | 6,946.07 | 13% |
| 10-080-51-6401 | TELECOMMUNICATIONS | 2,134.86 | 10,115.21 | 23,500.00 | 13,384.79 | 43% |
| 10-080-51-6430 | MAINTENANCE & RENTAL CC | 287.77 | 13,274.85 | 31,000.00 | 17,725.15 | 43% |
| 10-080-51-6433 | FLEET SERVICE TOTAL CARI | 7,800.00 | 39,000.00 | 93,600.00 | 54,600.00 | 42% |
| 10-080-51-6452 | COMPUTER SERVICES | 1,237.03 | 17,543.78 | 45,000.00 | 27,456.22 | 39% |
| 10-080-51-6461 | DISPATCH SERVICES | 68,502.14 | 137,065.82 | 270,000.00 | 132,934.18 | 51% |
| 10-080-51-6465 | PROFESSIONAL SERVICES | 13,467.11 | 31,554.12 | 43,000.00 | 11,445.88 | 73% |
| 10-080-51-6472 | COMMUNITY RELATIONS | 234.61 | 822.86 | 1,300.00 | 477.14 | 63% |
| 10-080-51-6475 | EMPLOYEE DEVELOPMENT | 263.46 | 263.46 | 3,000.00 | 2,736.54 | 9% |
| 10-080-51-6479 | PROFESSIONAL MEMBERSH | 0.00 | 152.00 | 1,500.00 | 1,348.00 | 10% |
| 10-080-51-6481 | TRAVEL AND TRAINING | 2,224.79 | 8,779.70 | 19,000.00 | 10,220.30 | 46% |
| 10-080-51-6500 | EQUIPMENT | 0.00 | 82,006.93 | 111,100.00 | 29,093.07 | 74% |
| 10-080-51-6501 | VEHICLES | 0.00 | 44,773.51 | 80,000.00 | 35,226.49 | 56% |
| 10-080-51-6740 | RAIN/MARK43 | 0.00 | 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 RE: | 0.00 | 0.00 | 15,900.00 | 15,900.00 | 0% |
| | Police Department Totals | 454,037.28 | 2,137,132.91 | 4,943,650.00 | 2,806,517.09 | 43% |

Financial Statement Versus Budget

For Fiscal: 2024-2025 Period Ending: 11/30/2024

| ... | ... | November 2024-2025 MTD Activity | 2024-2025 YTD Activity | 2024-2025 Budget | Budget Remaining | % of Budget Used |
|----------------|----------------------------------|---------------------------------------|---------------------------|---------------------|---------------------|---------------------|
| Library | | | | | | |
| 10-090-53-6051 | SALARIES | 35,293.61 | 173,208.59 | 418,000.00 | 244,791.41 | 41% |
| 10-090-53-6061 | FRINGE BENEFITS | 16,411.82 | 79,196.72 | 220,000.00 | 140,803.28 | 36% |
| 10-090-53-6201 | OFFICE SUPPLIES | 284.08 | 1,496.95 | 4,500.00 | 3,003.05 | 33% |
| 10-090-53-6202 | POSTAGE | 0.00 | 16.96 | 250.00 | 233.04 | 7% |
| 10-090-53-6210 | MATERIALS AND SUPPLIES | 195.14 | 1,717.75 | 4,500.00 | 2,782.25 | 38% |
| 10-090-53-6260 | PERIODICALS | 39.00 | 2,061.20 | 3,500.00 | 1,438.80 | 59% |
| 10-090-53-6300 | MAINTENANCE & RENTAL CO | 0.00 | 1,175.00 | 5,000.00 | 3,825.00 | 24% |
| 10-090-53-6309 | REPAIRS AND MAINTENANCE | 0.00 | 839.25 | 9,000.00 | 8,160.75 | 9% |
| 10-090-53-6358 | E-RESOURCES/AUDIO VISUAL | 26.98 | 1,400.55 | 4,000.00 | 2,599.45 | 35% |
| 10-090-53-6359 | BOOKS | 5,090.79 | 24,849.46 | 56,000.00 | 31,150.54 | 44% |
| 10-090-53-6396 | SPECIAL PROGRAMS | 500.00 | 500.00 | 3,000.00 | 2,500.00 | 17% |
| 10-090-53-6401 | TELECOMMUNICATIONS | 169.14 | 830.79 | 2,750.00 | 1,919.21 | 30% |
| 10-090-53-6406 | HVAC, ENERGY AND LIGHTING | 699.90 | 5,052.30 | 17,000.00 | 11,947.70 | 30% |
| 10-090-53-6452 | COMPUTER SERVICES | 0.00 | 2,483.02 | 4,000.00 | 1,516.98 | 62% |
| 10-090-53-6466 | PROFESSIONAL SERVICES-CONSULTING | 25.50 | 309.42 | 3,000.00 | 2,690.58 | 10% |
| 10-090-53-6481 | TRAVEL AND EDUCATION | 50.00 | 2,002.79 | 3,000.00 | 997.21 | 67% |
| 10-090-53-6600 | MISCELLANEOUS | 178.36 | 1,365.83 | 3,000.00 | 1,634.17 | 46% |
| 10-090-53-6953 | CAPITAL IMPROVEMENT RESERVE | 0.00 | 0.00 | 45,000.00 | 45,000.00 | 0% |
| | Library Totals | 58,964.32 | 298,506.58 | 805,500.00 | 506,993.42 | 37% |

Financial Statement Versus Budget

For Fiscal: 2024-2025 Period Ending: 11/30/2024

| ... | ... | November 2024-2025 MTD Activity | 2024-2025 YTD Activity | 2024-2025 Budget | Budget Remaining | % of Budget Used |
|----------------|-------------------------------|---------------------------------------|---------------------------|---------------------|---------------------|---------------------|
| Parks | | | | | | |
| 10-103-53-6051 | SALARIES | 25,930.60 | 125,285.51 | 358,000.00 | 232,714.49 | 35% |
| 10-103-53-6053 | OVERTIME | 0.00 | 362.01 | 1,000.00 | 637.99 | 36% |
| 10-103-53-6061 | FRINGE BENEFITS | 13,376.35 | 66,197.40 | 185,000.00 | 118,802.60 | 36% |
| 10-103-53-6210 | MATERIALS AND SUPPLIES | 295.13 | 4,143.02 | 16,000.00 | 11,856.98 | 26% |
| 10-103-53-6240 | FUEL | 558.91 | 2,307.51 | 11,000.00 | 8,692.49 | 21% |
| 10-103-53-6309 | REPAIRS AND MAINTENANCE | 34.43 | 819.12 | 9,000.00 | 8,180.88 | 9% |
| 10-103-53-6323 | MISCELLANEOUS TOOLS | 0.00 | 57.49 | 4,000.00 | 3,942.51 | 1% |
| 10-103-53-6401 | TELECOMMUNICATIONS | 165.73 | 820.66 | 2,500.00 | 1,679.34 | 33% |
| 10-103-53-6406 | HVAC, ENERGY AND LIGHTING | 780.06 | 2,575.67 | 8,000.00 | 5,424.33 | 32% |
| 10-103-53-6430 | MAINTENANCE & RENTAL COSTS | 520.00 | 4,270.00 | 9,000.00 | 4,730.00 | 47% |
| 10-103-53-6433 | FLEET SERVICE TOTAL CAPITAL | 1,993.33 | 9,966.65 | 23,920.00 | 13,953.35 | 42% |
| 10-103-53-6452 | COMPUTER SERVICES | 28.13 | 2,258.01 | 3,000.00 | 741.99 | 75% |
| 10-103-53-6459 | RECREATION | 0.00 | 675.00 | 2,000.00 | 1,325.00 | 34% |
| 10-103-53-6460 | COMMUNITY EVENTS AND PROGRAMS | 5,898.32 | 49,970.83 | 70,000.00 | 20,029.17 | 71% |
| 10-103-53-6465 | PROFESSIONAL SERVICES | 8.25 | 993.38 | 15,000.00 | 14,006.62 | 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 | 0.00 | 2,556.81 | 5,000.00 | 2,443.19 | 51% |
| 10-103-53-6483 | VEGETATION MANAGEMENT | 1,497.80 | 1,843.80 | 10,000.00 | 8,156.20 | 18% |
| 10-103-53-6501 | VEHICLES | 0.00 | 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 RESERVE | 0.00 | 0.00 | 16,000.00 | 16,000.00 | 0% |
| | Parks Totals | 51,087.04 | 353,393.58 | 859,420.00 | 506,026.42 | 41% |

Financial Statement Versus Budget

For Fiscal: 2024-2025 Period Ending: 11/30/2024

| ... | ... | November 2024-2025 MTD Activity | 2024-2025 YTD Activity | 2024-2025 Budget | Budget Remaining | % of Budget Used |
|----------------|--------------------------|---------------------------------------|---------------------------|---------------------|---------------------|---------------------|
| Aquatic Center | | | | | | |
| 10-105-53-6051 | SALARIES | 43,217.45 | 241,043.57 | 500,000.00 | 258,956.43 | 48% |
| 10-105-53-6053 | OVERTIME | 1,819.99 | 2,588.89 | 10,000.00 | 7,411.11 | 26% |
| 10-105-53-6061 | FRINGE BENEFITS | 14,432.37 | 73,183.09 | 175,000.00 | 101,816.91 | 42% |
| 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 | 131.25 | 241.84 | 3,500.00 | 3,258.16 | 7% |
| 10-105-53-6212 | SUPPLIES - JANITORIAL | 853.39 | 4,445.88 | 11,000.00 | 6,554.12 | 40% |
| 10-105-53-6223 | PRO SHOP & CONCESSIONS | 2,906.00 | 14,096.98 | 35,000.00 | 20,903.02 | 40% |
| 10-105-53-6224 | PROGRAM SUPPLIES | 442.01 | 964.92 | 2,200.00 | 1,235.08 | 44% |
| 10-105-53-6234 | UNIFORMS | 0.00 | 485.00 | 1,000.00 | 515.00 | 49% |
| 10-105-53-6251 | CHEMICALS | 739.12 | 12,678.61 | 40,000.00 | 27,321.39 | 32% |
| 10-105-53-6309 | REPAIRS AND MAINTENANCE | 548.67 | 7,080.89 | 35,000.00 | 27,919.11 | 20% |
| 10-105-53-6350 | OFFICE EXPENSES | 12.04 | 540.98 | 2,000.00 | 1,459.02 | 27% |
| 10-105-53-6400 | ELECTRICAL SERVICE | 8,212.03 | 42,029.02 | 90,000.00 | 47,970.98 | 47% |
| 10-105-53-6401 | TELECOMMUNICATIONS | 467.99 | 2,633.59 | 7,200.00 | 4,566.41 | 37% |
| 10-105-53-6412 | GAS SERVICE | 0.00 | 24,344.16 | 90,000.00 | 65,655.84 | 27% |
| 10-105-53-6452 | COMPUTER SERVICES | 28.12 | 2,548.64 | 9,000.00 | 6,451.36 | 28% |
| 10-105-53-6465 | PROFESSIONAL SERVICES | 866.87 | 6,087.55 | 25,000.00 | 18,912.45 | 24% |
| 10-105-53-6481 | TRAVEL AND EDUCATION | 0.00 | 407.60 | 2,000.00 | 1,592.40 | 20% |
| 10-105-53-6482 | PROFESSIONAL SERVICES-/- | 2,016.13 | 12,099.23 | 28,000.00 | 15,900.77 | 43% |
| 10-105-53-6500 | EQUIPMENT | 0.00 | 1,396.00 | 100,000.00 | 98,604.00 | 1% |
| 10-105-53-6600 | MISCELLANEOUS | 151.42 | 740.47 | 5,000.00 | 4,259.53 | 15% |
| | Aquatic Center Totals | 76,844.85 | 450,631.91 | 1,173,700.00 | 723,068.09 | 38% |

Financial Statement Versus Budget

For Fiscal: 2024-2025 Period Ending: 11/30/2024

| ... | ... | November 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 | 32,427.06 | 159,642.56 | 425,000.00 | 265,357.44 | 38% |
| 10-108-50-6061 | FRINGE BENEFITS | 15,695.03 | 77,594.49 | 225,000.00 | 147,405.51 | 34% |
| 10-108-50-6200 | MATERIALS AND SUPPLIES | 0.00 | 247.30 | 2,500.00 | 2,252.70 | 10% |
| 10-108-50-6205 | PRINTING | 46.10 | 46.10 | 500.00 | 453.90 | 9% |
| 10-108-50-6209 | PUBLIC NOTICES/ADVERTISI | 412.47 | 1,528.31 | 1,200.00 | -328.31 | 127% |
| 10-108-50-6240 | FUEL | 171.05 | 795.93 | 2,200.00 | 1,404.07 | 36% |
| 10-108-50-6350 | OFFICE EXPENSES | 0.00 | 156.20 | 2,500.00 | 2,343.80 | 6% |
| 10-108-50-6394 | PLANNING COMMISSION EXI | 0.00 | 0.00 | 500.00 | 500.00 | 0% |
| 10-108-50-6395 | TOURISM | 168.55 | 43,460.39 | 85,000.00 | 41,539.61 | 51% |
| 10-108-50-6397 | ECONOMIC DEVELOPMENT | 0.00 | 5,920.00 | 41,000.00 | 35,080.00 | 14% |
| 10-108-50-6401 | TELECOMMUNICATIONS | 159.43 | 796.67 | 1,700.00 | 903.33 | 47% |
| 10-108-50-6433 | FLEET SERVICE TOTAL CARI | 346.67 | 1,733.35 | 4,160.00 | 2,426.65 | 42% |
| 10-108-50-6452 | COMPUTER SERVICES | 28.12 | 2,337.06 | 10,000.00 | 7,662.94 | 23% |
| 10-108-50-6457 | WEED ABATEMENT | 20.37 | 2,639.35 | 10,000.00 | 7,360.65 | 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 | 84.44 | 3,656.63 | 43,000.00 | 39,343.37 | 9% |
| 10-108-50-6481 | TRAVEL AND EDUCATION | 1,947.61 | 12,312.18 | 15,000.00 | 2,687.82 | 82% |
| 10-108-50-6600 | MISCELLANEOUS | 892.69 | 2,437.80 | 5,000.00 | 2,562.20 | 49% |
| 10-108-50-6953 | CAPITAL IMPROVEMENT RE | 0.00 | 0.00 | 18,000.00 | 18,000.00 | 0% |
| Economic and Community Development Totals | | 52,399.59 | 317,304.32 | 898,260.00 | 580,955.68 | 35% |

| ... | ... | November 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 | 194,893.05 | 465,964.75 | 875,000.00 | 409,035.25 | 53% |
| 10-111-50-6503 | IT EQUIPMENT | 0.00 | 12,870.00 | 54,000.00 | 41,130.00 | 24% |
| 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 | 11,168.53 | 11,168.53 | 22,350.00 | 11,181.47 | 50% |
| 10-111-50-6823 | 2016 JEFFERSON ST BLDG-F | 2,287.00 | 11,407.00 | 27,500.00 | 16,093.00 | 41% |
| 10-111-50-6824 | 2016 JEFFERSON ST BLDG-II | 61.00 | 333.00 | 645.00 | 312.00 | 52% |
| 10-111-50-6928 | TRANSFER TO SEWER SDC- | 0.00 | 0.00 | 1,735.00 | 1,735.00 | 0% |
| 10-111-50-6932 | TRANSFER TO RISK MANAGE | 0.00 | 418,000.00 | 418,000.00 | 0.00 | 100% |
| 10-111-50-6937 | TRANSFER TO LONG-TERM I | 10,500.12 | 52,500.60 | 126,002.00 | 73,501.40 | 42% |
| 10-111-50-6970 | OPERATING CONTINGENCIE | 0.00 | 0.00 | 335,000.00 | 335,000.00 | 0% |
| 10-111-50-6990 | UNAPPROPRIATED FUND BA | 0.00 | 0.00 | 1,887,452.00 | 1,887,452.00 | 0% |
| Non-Departmental & Contingency Totals | | 218,909.70 | 972,243.88 | 3,787,684.00 | 2,815,440.12 | 26% |

| | | | | | |
|-----------------------|---------------------|---------------------|----------------------|----------------------|------------|
| Expense Totals | 1,502,281.62 | 7,651,920.27 | 19,972,363.00 | 12,320,442.73 | 38% |
|-----------------------|---------------------|---------------------|----------------------|----------------------|------------|

| | | | | | |
|-------------------------------|---------------------|-------------------|-------------|--------------------|-----------|
| Revenues Over Expenses | 4,367,216.98 | 838,355.37 | 0.00 | -838,355.37 | 0% |
|-------------------------------|---------------------|-------------------|-------------|--------------------|-----------|

14 - RISK MANAGEMENT FUND

4 - Revenue

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

5 - 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 INSURANC | 0.00 | 247,045.06 | 205,000.00 | -42,045.06 | 121% |
| 14-140-50-6442 | LIABILITY INSURANCE | 0.00 | 219,329.91 | 250,000.00 | 30,670.09 | 88% |
| 14-140-50-6443 | WORKERS' COMPENSATION | 0.00 | 100,365.90 | 205,000.00 | 104,634.10 | 49% |
| 14-140-50-6980 | OPERATING CONTINGENCIE | 0.00 | 0.00 | 5,000.00 | 5,000.00 | 0% |
| Risk Management Totals | | 0.00 | 566,740.87 | 685,000.00 | 118,259.13 | 83% |

| | | | | | |
|-----------------------|-------------|-------------------|-------------------|-------------------|------------|
| Expense Totals | 0.00 | 566,740.87 | 685,000.00 | 118,259.13 | 83% |
|-----------------------|-------------|-------------------|-------------------|-------------------|------------|

| | | | | | |
|-------------------------------|-------------|-------------------|-------------|--------------------|-----------|
| Revenues Over Expenses | 0.00 | 107,933.70 | 0.00 | -107,933.70 | 0% |
|-------------------------------|-------------|-------------------|-------------|--------------------|-----------|

15 - BUILDING INSPECTIONS FUND

4 - 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 | 71,862.44 | 423,737.50 | 740,000.00 | 316,262.50 | 57% |
| 15-455-00-4115 | CONSTRUCTION EXCISE TA | 13,692.64 | 44,068.68 | 60,000.00 | 15,931.32 | 73% |
| 15-480-00-4830 | MISCELLANEOUS REVENUE | 3,606.44 | 20,863.35 | 20,000.00 | -863.35 | 104% |
| 15-499-00-4963 | TRANSFER FROM SDC FUNC | 4,358.33 | 21,791.65 | 52,300.00 | 30,508.35 | 42% |
| Revenue Totals | | 93,519.85 | 510,461.18 | 2,372,300.00 | 1,861,838.82 | 22% |

5 - Expense

| | | | | | | |
|---------------------------|-------------------------|-----------|------------|------------|------------|-----|
| Building Inspections Fund | | | | | | |
| 15-115-50-6051 | SALARIES | 37,763.72 | 171,368.73 | 405,000.00 | 233,631.27 | 42% |
| 15-115-50-6061 | FRINGE BENEFITS | 18,169.35 | 89,051.00 | 265,000.00 | 175,949.00 | 34% |
| 15-115-50-6210 | MATERIALS AND SUPPLIES | 1,384.01 | 1,604.01 | 5,000.00 | 3,395.99 | 32% |
| 15-115-50-6240 | FUEL | 111.21 | 1,048.36 | 3,500.00 | 2,451.64 | 30% |
| 15-115-50-6401 | TELECOMMUNICATIONS | 290.64 | 1,429.82 | 4,000.00 | 2,570.18 | 36% |
| 15-115-50-6433 | FLEET SERVICE TOTAL CAR | 346.67 | 1,733.35 | 4,160.00 | 2,426.65 | 42% |
| 15-115-50-6452 | COMPUTER SERVICES | 0.00 | 1,083.40 | 4,500.00 | 3,416.60 | 24% |
| 15-115-50-6456 | E-PERMITTING SERVICES | 2,201.56 | 13,779.84 | 50,000.00 | 36,220.16 | 28% |
| 15-115-50-6465 | PROFESSIONAL SERVICES | 362.71 | 1,322.70 | 4,000.00 | 2,677.30 | 33% |
| 15-115-50-6481 | TRAVEL AND EDUCATION | 795.00 | 2,758.25 | 6,000.00 | 3,241.75 | 46% |

| ... | ... | November 2024-2025 MTD Activity | 2024-2025 YTD Activity | 2024-2025 Budget | Budget Remaining | % of Budget Used |
|-------------------------------|----------------------------------|---------------------------------------|---------------------------|---------------------|---------------------|---------------------|
| 15-115-50-6600 | MISCELLANEOUS | 26.66 | 601.08 | 2,000.00 | 1,398.92 | 30% |
| 15-115-50-6605 | CONSTRUCTION EXCISE TA | 0.00 | 25,339.91 | 60,000.00 | 34,660.09 | 42% |
| 15-115-50-6900 | TRANSFER TO GENERAL FU | 5,416.67 | 27,083.35 | 65,000.00 | 37,916.65 | 42% |
| 15-115-50-6932 | TRANSFER TO RISK MANAGI | 0.00 | 9,000.00 | 9,000.00 | 0.00 | 100% |
| 15-115-50-6937 | TRANSFER TO LONG-TERM I | 601.33 | 3,006.65 | 7,216.00 | 4,209.35 | 42% |
| 15-115-50-6980 | OPERATING CONTINGENCIE | 0.00 | 0.00 | 1,477,924.00 | 1,477,924.00 | 0% |
| | Building Inspections Fund Totals | 67,469.53 | 350,210.45 | 2,372,300.00 | 2,022,089.55 | 15% |
| Expense Totals | | 67,469.53 | 350,210.45 | 2,372,300.00 | 2,022,089.55 | 15% |
| Revenues Over Expenses | | 26,050.32 | 160,250.73 | 0.00 | -160,250.73 | 0% |

18 - POLICE OFFICER FEE AND FIREFIGHTER/EMS FEE

| 4 - Revenue | | | | | | |
|-----------------------|-------------------------|-------------|-------------|-------------------|-------------------|-----------|
| 18-400-00-5900 | BEGINNING BALANCE-POLIC | 0.00 | 0.00 | 40,000.00 | 40,000.00 | 0% |
| 18-400-00-5901 | BEGINNING BALANCE-FF/EM | 0.00 | 0.00 | 100,000.00 | 100,000.00 | 0% |
| Revenue Totals | | 0.00 | 0.00 | 140,000.00 | 140,000.00 | 0% |

5 - Expense

| Police Officer Fee and Firefighter/EMS Fee | | | | | | |
|--|---|-------------|-------------|-------------------|-------------------|-----------|
| 18-218-51-6900 | TRANSFER TO GENERAL FU | 0.00 | 0.00 | 140,000.00 | 140,000.00 | 0% |
| | Police Officer Fee and Firefighter/EMS Fee Totals | 0.00 | 0.00 | 140,000.00 | 140,000.00 | 0% |
| Expense Totals | | 0.00 | 0.00 | 140,000.00 | 140,000.00 | 0% |
| Revenues Over Expenses | | 0.00 | 0.00 | 0.00 | 0.00 | 0% |

20 - STREET FUND

| 4 - 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 FE | 0.00 | 7,700.00 | 30,000.00 | 22,300.00 | 26% |
| 20-430-01-4831 | MISCELLANEOUS STREET | 6,669.28 | 25,970.06 | 60,000.00 | 34,029.94 | 43% |
| 20-430-02-4332 | STATE HIGHWAY APPROPRI | 119,290.12 | 469,056.26 | 1,445,000.00 | 975,943.74 | 32% |
| 20-480-00-4610 | INTEREST ON INVESTMENT | 14,558.28 | 74,950.74 | 150,000.00 | 75,049.26 | 50% |
| Revenue Totals | | 140,517.68 | 577,677.06 | 4,385,000.00 | 3,807,322.94 | 13% |

5 - Expense

| Street Admin & Engineering | | | | | | |
|----------------------------|----------------------------|-----------|-----------|------------|------------|-----|
| 20-021-52-6051 | SALARIES | 20,170.71 | 98,834.35 | 280,000.00 | 181,165.65 | 35% |
| 20-021-52-6053 | OVERTIME | 0.00 | 43.93 | 2,000.00 | 1,956.07 | 2% |
| 20-021-52-6061 | FRINGE BENEFITS | 11,870.77 | 58,607.94 | 196,000.00 | 137,392.06 | 30% |
| 20-021-52-6210 | MATERIALS AND SUPPLIES | 9,660.20 | 49,952.37 | 75,000.00 | 25,047.63 | 67% |
| 20-021-52-6307 | VEHICLE-EQUIPMENT EXPE | 4,791.67 | 23,958.35 | 57,500.00 | 33,541.65 | 42% |
| 20-021-52-6309 | REPAIRS AND MAINTENANC | 0.00 | 0.00 | 3,000.00 | 3,000.00 | 0% |
| 20-021-52-6314 | TRAFFIC SIGNAL MAINTENAI | 308.49 | 415.89 | 8,000.00 | 7,584.11 | 5% |
| 20-021-52-6320 | TOOLS | 298.20 | 1,277.65 | 5,000.00 | 3,722.35 | 26% |
| 20-021-52-6401 | TELECOMMUNICATIONS | 278.16 | 1,374.19 | 3,500.00 | 2,125.81 | 39% |
| 20-021-52-6415 | STREET LIGHTING | 8,017.29 | 39,708.27 | 75,000.00 | 35,291.73 | 53% |
| 20-021-52-6452 | COMPUTER SERVICES | 28.12 | 2,828.85 | 5,000.00 | 2,171.15 | 57% |
| 20-021-52-6465 | PROFESSIONAL SERVICES | 861.41 | 5,703.36 | 50,000.00 | 44,296.64 | 11% |
| 20-021-52-6475 | EMPLOYEE DEVELOPMENT | 13.27 | 121.49 | 5,000.00 | 4,878.51 | 2% |
| 20-021-52-6480 | SAFETY EQUIPMENT & TRAI | 959.39 | 2,171.99 | 4,000.00 | 1,828.01 | 54% |
| 20-021-52-6481 | TRAVEL AND EDUCATION | 0.00 | 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 | 0.00 | 10,226.34 | 100,000.00 | 89,773.66 | 10% |
| 20-021-52-6526 | PUBLIC WORKS BUILDING | 1,267.27 | 14,938.28 | 200,000.00 | 185,061.72 | 7% |
| 20-021-52-6840 | 2019 MAIN ST LOAN - PRINCI | 0.00 | 0.00 | 31,000.00 | 31,000.00 | 0% |
| 20-021-52-6841 | 2019 MAIN ST LOAN - INTERE | 8,694.97 | 8,694.97 | 17,400.00 | 8,705.03 | 50% |
| 20-021-52-6842 | 2021 STREET LOAN - PRINCI | 0.00 | 0.00 | 380,000.00 | 380,000.00 | 0% |
| 20-021-52-6843 | 2021 STREET LOAN - INTERE | 0.00 | 0.00 | 48,622.00 | 48,622.00 | 0% |

Financial Statement Versus Budget

For Fiscal: 2024-2025 Period Ending: 11/30/2024

| ... | ... | November 2024-2025 MTD Activity | 2024-2025 YTD Activity | 2024-2025 Budget | Budget Remaining | % of Budget Used |
|----------------|-----------------------------------|---------------------------------------|---------------------------|---------------------|---------------------|---------------------|
| 20-021-52-6900 | TRANSFER TO GENERAL FU | 13,500.00 | 67,500.00 | 162,000.00 | 94,500.00 | 42% |
| 20-021-52-6928 | TRANSFER TO SEWER SDC- | 4,996.13 | 24,980.65 | 59,954.00 | 34,973.35 | 42% |
| 20-021-52-6932 | TRANSFER TO RISK MANAGI | 0.00 | 24,500.00 | 24,500.00 | 0.00 | 100% |
| 20-021-52-6937 | TRANSFER TO LONG-TERM I | 817.19 | 4,085.95 | 9,806.00 | 5,720.05 | 42% |
| 20-021-52-6956 | SPECIAL RESERVES-BARBEI | 0.00 | 0.00 | 350,000.00 | 350,000.00 | 0% |
| | Street Admin & Engineering Totals | 86,533.24 | 440,601.63 | 2,566,282.00 | 2,125,680.37 | 17% |

| ... | ... | November 2024-2025 MTD Activity | 2024-2025 YTD Activity | 2024-2025 Budget | Budget Remaining | % of Budget Used |
|-------------------------------|-----------------------------------|---------------------------------------|---------------------------|---------------------|---------------------|---------------------|
| Debt Service & Contingency | | | | | | |
| 20-026-52-6970 | OPERATING CONTINGENCIE | 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 | | 86,533.24 | 440,601.63 | 4,385,000.00 | 3,944,398.37 | 10% |
| Revenues Over Expenses | | 53,984.44 | 137,075.43 | 0.00 | -137,075.43 | 0% |

24 - SYSTEMS DEVELOPMENT FUND

4 - Revenue

| | | | | | | |
|-----------------------|---------------------------|-------------------|-------------------|----------------------|----------------------|-----------|
| 24-400-00-5928 | BEGINNING BALANCE - STRE | 0.00 | 0.00 | 2,050,000.00 | 2,050,000.00 | 0% |
| 24-400-00-5938 | BEGINNING BALANCE - PARK | 0.00 | 0.00 | 2,045,000.00 | 2,045,000.00 | 0% |
| 24-400-00-5942 | BEGINNING BALANCE - WATER | 0.00 | 0.00 | 4,290,000.00 | 4,290,000.00 | 0% |
| 24-400-00-5950 | BEGINNING BALANCE - SEWER | 0.00 | 0.00 | 5,645,000.00 | 5,645,000.00 | 0% |
| 24-400-00-5975 | BEGINNING BALANCE - STORM | 0.00 | 0.00 | 805,000.00 | 805,000.00 | 0% |
| 24-410-01-4454 | SEWER SDC CHARGES | 79,334.64 | 226,251.75 | 760,000.00 | 533,748.25 | 30% |
| 24-430-01-4453 | STORM SDC CHARGES | 18,234.90 | 57,052.16 | 135,000.00 | 77,947.84 | 42% |
| 24-430-01-4455 | STREET SDC CHARGES | 57,973.68 | 193,182.24 | 535,000.00 | 341,817.76 | 36% |
| 24-440-01-4456 | PARK SDC CHARGES | 44,942.24 | 205,206.84 | 380,000.00 | 174,793.16 | 54% |
| 24-444-03-4916 | REIMBURSEMENTS-WATER | 7,148.14 | 35,740.70 | 85,778.00 | 50,037.30 | 42% |
| 24-444-03-4917 | REIMBURSEMENTS - SEWER | 0.00 | 0.00 | 42,391.00 | 42,391.00 | 0% |
| 24-444-03-4918 | REIMBURSEMENTS-SEWER | 6,453.85 | 32,269.25 | 77,447.00 | 45,177.75 | 42% |
| 24-470-00-4452 | WATER SDC CHARGES | 77,608.32 | 222,799.79 | 760,000.00 | 537,200.21 | 29% |
| Revenue Totals | | 291,695.77 | 972,502.73 | 17,610,616.00 | 16,638,113.27 | 6% |

5 - Expense

| | | | | | | |
|-------------------------------|----------------------------|-------------------|-------------------|----------------------|----------------------|-----------|
| Systems Development | | | | | | |
| 24-095-52-6580 | STREET PROJECTS | 0.00 | 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 | 1,833.33 | 9,166.65 | 22,000.00 | 12,833.35 | 42% |
| 24-095-52-6902 | TRANSFER TO BUILDING FUND | 1,145.83 | 5,729.15 | 13,750.00 | 8,020.85 | 42% |
| 24-095-53-6552 | PARK PROJECTS | 14,225.00 | 197,433.66 | 2,407,125.00 | 2,209,691.34 | 8% |
| 24-095-53-6901 | TRANSFER TO GENERAL FUND | 916.67 | 4,583.35 | 11,000.00 | 6,416.65 | 42% |
| 24-095-53-6902 | TRANSFER TO BUILDING FUND | 572.92 | 2,864.60 | 6,875.00 | 4,010.40 | 42% |
| 24-095-55-6591 | WATER PROJECTS/OVERSIZE | 4,050.00 | 4,661.00 | 5,096,973.00 | 5,092,312.00 | 0% |
| 24-095-55-6901 | TRANSFER TO GENERAL FUND | 1,990.00 | 9,950.00 | 23,880.00 | 13,930.00 | 42% |
| 24-095-55-6902 | TRANSFER TO BUILDING FUND | 1,243.75 | 6,218.75 | 14,925.00 | 8,706.25 | 42% |
| 24-095-56-6596 | SEWER PROJECTS/ OVERSIZE | 886.50 | 28,464.55 | 6,489,088.00 | 6,460,623.45 | 0% |
| 24-095-56-6901 | TRANSFER TO GENERAL FUND | 1,833.33 | 9,166.65 | 22,000.00 | 12,833.35 | 42% |
| 24-095-56-6902 | TRANSFER TO BUILDING FUND | 1,145.83 | 5,729.15 | 13,750.00 | 8,020.85 | 42% |
| 24-095-57-6901 | TRANSFER TO GENERAL FUND | 400.00 | 2,000.00 | 4,800.00 | 2,800.00 | 42% |
| 24-095-57-6902 | TRANSFER TO BUILDING FUND | 250.00 | 1,250.00 | 3,000.00 | 1,750.00 | 42% |
| | Systems Development Totals | 30,493.16 | 287,949.15 | 17,610,616.00 | 17,322,666.85 | 2% |
| Expense Totals | | 30,493.16 | 287,949.15 | 17,610,616.00 | 17,322,666.85 | 2% |
| Revenues Over Expenses | | 261,202.61 | 684,553.58 | 0.00 | -684,553.58 | 0% |

26 - TRUST FUND

| ... | ... | November 2024-2025 MTD Activity | 2024-2025 YTD Activity | 2024-2025 Budget | Budget Remaining | % of Budget Used |
|-----------------------|---------------------------|---------------------------------------|---------------------------|---------------------|---------------------|---------------------|
| 4 - Revenue | | | | | | |
| 26-400-00-5921 | BEGINNING BALANCE - FIRE | 0.00 | 19,078.31 | 19,078.00 | -0.31 | 100% |
| 26-400-00-5922 | BEGINNING BALANCE - FIRE | 0.00 | 40,927.17 | 35,000.00 | -5,927.17 | 117% |
| 26-400-00-5931 | BEGINNING BALANCE - FIRE | 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 - LIBR. | 0.00 | 7,956.70 | 10,000.00 | 2,043.30 | 80% |
| 26-400-00-5949 | BEGINNING BALANCE - DELE | 0.00 | 11,386.72 | 5,000.00 | -6,386.72 | 228% |
| 26-400-00-5952 | BEGINNING BALANCE - FRIE | 0.00 | 13,423.65 | 3,000.00 | -10,423.65 | 447% |
| 26-400-00-5954 | BEGINNING BALANCE - MISC | 0.00 | 5,032.83 | 3,500.00 | -1,532.83 | 144% |
| 26-400-00-5955 | BEGINNING BALANCE - OTHI | 0.00 | 3,198.12 | 3,198.00 | -0.12 | 100% |
| 26-420-02-4331 | FIRE EXTRICATION TEAM | 16,000.00 | 16,000.00 | 10,000.00 | -6,000.00 | 160% |
| 26-420-02-4711 | TRANSFER IN GF-FIRE VOLU | 7,541.25 | 37,706.25 | 90,495.00 | 52,788.75 | 42% |
| 26-420-02-4712 | FIRE VOLUNTEER APPRECIAT | 38.00 | 214.50 | 750.00 | 535.50 | 29% |
| 26-420-03-4702 | HARPY BOVARD SCHOLARS | 0.00 | 400.00 | 0.00 | -400.00 | 0% |
| 26-440-01-4740 | PARK DEVELOPMENT TRUST | 0.00 | 9,500.00 | 2,000.00 | -7,500.00 | 475% |
| 26-440-02-4707 | LIBRARY | 14,737.19 | 25,232.30 | 30,000.00 | 4,767.70 | 84% |
| 26-440-03-4351 | FRIENDS OF THE DALLAS AC | 5,000.00 | 10,050.00 | 20,000.00 | 9,950.00 | 50% |
| 26-440-15-4750 | DELBERT HUNTER ARBORE | 1,130.00 | 9,201.00 | 15,000.00 | 5,799.00 | 61% |
| 26-480-00-4743 | MISCELLANEOUS DONATION | 46.40 | 181.20 | 5,000.00 | 4,818.80 | 4% |
| Revenue Totals | | 44,492.84 | 322,941.40 | 321,371.00 | -1,570.40 | 100% |

| | | | | | | |
|-----------------------|---------------------------|------------------|------------------|-------------------|-------------------|------------|
| 5 - Expense | | | | | | |
| Trust Fund | | | | | | |
| 26-011-50-6710 | MISCELLANEOUS DONATION | 0.00 | 49.56 | 8,500.00 | 8,450.44 | 1% |
| 26-011-51-6532 | FIRE TR - EXTRICATION EXP | 0.00 | 4,545.00 | 45,000.00 | 40,455.00 | 10% |
| 26-011-51-6534 | FIRE TRUST - OTHER EXPEN | 0.00 | 0.00 | 3,198.00 | 3,198.00 | 0% |
| 26-011-51-6770 | FIRE RESERVE-FUTURE SCH | 0.00 | 0.00 | 16,078.00 | 16,078.00 | 0% |
| 26-011-51-6771 | FIRE TR - HARPY BOVARD SI | 0.00 | 3,000.00 | 3,000.00 | 0.00 | 100% |
| 26-011-51-6772 | FIRE VOLUNTEER APPRECIAT | 2,995.45 | 17,475.25 | 124,245.00 | 106,769.75 | 14% |
| 26-011-53-6541 | FRIENDS OF THE DALLAS AC | 5,573.43 | 19,739.78 | 23,000.00 | 3,260.22 | 86% |
| 26-011-53-6551 | PARK DEVELOPMENT TRUST | 0.00 | 17,478.76 | 38,350.00 | 20,871.24 | 46% |
| 26-011-53-6558 | LIBRARY TRUST EXPENDITU | 2,103.94 | 22,608.89 | 40,000.00 | 17,391.11 | 57% |
| 26-011-53-6725 | DELBERT HUNTER ARBORE | 0.00 | 9,505.53 | 20,000.00 | 10,494.47 | 48% |
| | Trust Fund Totals | 10,672.82 | 94,402.77 | 321,371.00 | 226,968.23 | 29% |
| Expense Totals | | 10,672.82 | 94,402.77 | 321,371.00 | 226,968.23 | 29% |

| | | | | | | |
|-------------------------------|--|------------------|-------------------|-------------|--------------------|-----------|
| Revenues Over Expenses | | 33,820.02 | 228,538.63 | 0.00 | -228,538.63 | 0% |
|-------------------------------|--|------------------|-------------------|-------------|--------------------|-----------|

28 - GRANTS FUND

| | | | | | | |
|-----------------------|--------------------------|------------------|------------------|-------------------|-------------------|-----------|
| 4 - Revenue | | | | | | |
| 28-400-00-5970 | BEGINNING BALANCE - REAL | 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-SAF | 0.00 | 0.00 | 5,000.00 | 5,000.00 | 0% |
| 28-420-03-4320 | OSFM WFS STAFFING GRAN | 0.00 | 0.00 | 5,000.00 | 5,000.00 | 0% |
| 28-420-03-4321 | FEMA FIRE PREVENTION/SA | 0.00 | 0.00 | 5,000.00 | 5,000.00 | 0% |
| 28-420-03-4389 | EMERGENCY OPERATIONS (| 0.00 | 0.00 | 5,000.00 | 5,000.00 | 0% |
| 28-430-03-4319 | SAFE ROUTES TO SCHOOL (| 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 GR | 0.00 | 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-MISCELLANE | 0.00 | 0.00 | 5,000.00 | 5,000.00 | 0% |
| 28-440-03-4346 | OR PARKS AND REC GRANT | 11,551.80 | 11,551.80 | 27,340.00 | 15,788.20 | 42% |
| 28-440-03-4347 | OR PARKS AND REC GRANT | 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 | | 11,551.80 | 21,759.07 | 873,428.00 | 851,668.93 | 2% |

| ... | ... | November 2024-2025 MTD Activity | 2024-2025 YTD Activity | 2024-2025 Budget | Budget Remaining | % of Budget Used |
|-------------------------------|-------------------------|---------------------------------------|---------------------------|---------------------|---------------------|---------------------|
| 5 - 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 | 918.95 | 918.95 | 2,500.00 | 1,581.05 | 37% |
| 28-012-51-6905 | TRANSFER TO GENERAL FU | 0.00 | 0.00 | 5,000.00 | 5,000.00 | 0% |
| 28-012-51-7510 | EMERGENCY OPERATIONS (| 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 (| 0.00 | 0.00 | 5,000.00 | 5,000.00 | 0% |
| 28-012-52-6561 | CERTIFIED LOCAL GOVT GR | 0.00 | 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/SA | 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 - MISCELLAN | 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 RESTOF | 0.00 | 148,080.00 | 148,080.00 | 0.00 | 100% |
| 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 | 467.00 | 5,113.40 | 0.00 | -5,113.40 | 0% |
| | Grants Fund Totals | 1,385.95 | 162,104.16 | 873,428.00 | 711,323.84 | 19% |
| Expense Totals | | 1,385.95 | 162,104.16 | 873,428.00 | 711,323.84 | 19% |
| Revenues Over Expenses | | 10,165.85 | -140,345.09 | 0.00 | 140,345.09 | 0% |

29 - DALLAS DOWNTOWN URBAN RENEWAL FUND

| 4 - Revenue | | | | | | |
|-----------------------|------------------------|-------------------|-------------------|-------------------|-------------------|------------|
| 29-400-00-5900 | BEGINNING BALANCE | 0.00 | 0.00 | 375,000.00 | 375,000.00 | 0% |
| 29-450-00-4100 | CURRENT PROPERTY TAXE | 186,739.06 | 187,887.54 | 225,000.00 | 37,112.46 | 84% |
| 29-450-00-4110 | DELINQUENT PROPERTY TA | 731.61 | 2,700.58 | 3,000.00 | 299.42 | 90% |
| 29-480-00-4610 | INTEREST ON INVESTMENT | 2,991.67 | 13,781.54 | 30,000.00 | 16,218.46 | 46% |
| 29-480-00-4830 | MISCELLANEOUS REVENUE | 0.00 | 0.00 | 15,000.00 | 15,000.00 | 0% |
| Revenue Totals | | 190,462.34 | 204,369.66 | 648,000.00 | 443,630.34 | 32% |

| 5 - Expense | | | | | | |
|-------------------------------|--------------------------------------|-------------------|-------------------|-------------------|-------------------|------------|
| Downtown Dallas Urban Renewal | | | | | | |
| 29-019-50-6051 | SALARIES | 538.42 | 2,692.18 | 6,500.00 | 3,807.82 | 41% |
| 29-019-50-6061 | FRINGE BENEFITS | 242.54 | 1,212.81 | 3,000.00 | 1,787.19 | 40% |
| 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 GF | 0.00 | 21,209.00 | 75,000.00 | 53,791.00 | 28% |
| 29-019-50-6484 | MINOR IMPROVEMENT GRAI | 1,000.00 | 5,000.00 | 10,000.00 | 5,000.00 | 50% |
| 29-019-50-6507 | SPECIAL PROJECTS | 0.00 | 0.00 | 10,000.00 | 10,000.00 | 0% |
| 29-019-50-6553 | PROPERTY AQUISITION | 10,080.24 | 192,924.71 | 310,000.00 | 117,075.29 | 62% |
| 29-019-50-6600 | MISCELLANEOUS | 0.00 | 283.70 | 2,000.00 | 1,716.30 | 14% |
| 29-019-50-6908 | TRANSFER TO GF-DEBT SEF | 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 CONTINGENCIE | 0.00 | 0.00 | 56,550.00 | 56,550.00 | 0% |
| | Downtown Dallas Urban Renewal Totals | 11,861.20 | 224,862.40 | 648,000.00 | 423,137.60 | 35% |
| Expense Totals | | 11,861.20 | 224,862.40 | 648,000.00 | 423,137.60 | 35% |
| Revenues Over Expenses | | 178,601.14 | -20,492.74 | 0.00 | 20,492.74 | 0% |

31 - SOUTH DALLAS URBAN RENEWAL FUND

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| ... | ... | November 2024-2025 MTD Activity | 2024-2025 YTD Activity | 2024-2025 Budget | Budget Remaining | % of Budget Used |
|---|-----------------------------|---------------------------------------|---------------------------|---------------------|---------------------|---------------------|
| 4 - 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 | 91,745.71 | 92,134.50 | 70,000.00 | -22,134.50 | 132% |
| 31-450-00-4110 | DELINQUENT PROPERTY TAXES | 129.51 | 423.60 | 1,000.00 | 576.40 | 42% |
| 31-480-00-4610 | INTEREST ON INVESTMENTS | 321.38 | 1,498.81 | 2,000.00 | 501.19 | 75% |
| 31-480-00-4830 | MISCELLANEOUS REVENUE | 0.00 | 0.00 | 500.00 | 500.00 | 0% |
| Revenue Totals | | 92,196.60 | 94,056.91 | 130,500.00 | 36,443.09 | 72% |
| 5 - Expense | | | | | | |
| South Dallas Urban Renewal | | | | | | |
| 31-310-50-6051 | SALARIES | 532.91 | 2,664.56 | 6,500.00 | 3,835.44 | 41% |
| 31-310-50-6061 | FRINGE BENEFITS | 248.01 | 1,240.00 | 3,000.00 | 1,760.00 | 41% |
| 31-310-50-6210 | MATERIALS AND SUPPLIES | 0.00 | 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 | 0.00 | 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 | | 780.92 | 4,873.27 | 130,500.00 | 125,626.73 | 4% |
| Expense Totals | | 780.92 | 4,873.27 | 130,500.00 | 125,626.73 | 4% |
| Revenues Over Expenses | | 91,415.68 | 89,183.64 | 0.00 | -89,183.64 | 0% |
| 45 - GENERAL LONG TERM DEBT FUND | | | | | | |
| 4 - Revenue | | | | | | |
| 45-470-00-4901 | TRANSFER IN - GENERAL FUND | 10,500.12 | 52,500.60 | 126,002.00 | 73,501.40 | 42% |
| 45-470-00-4912 | TRANSFER IN - SEWER FUND | 1,742.31 | 8,711.55 | 20,908.00 | 12,196.45 | 42% |
| 45-470-00-4913 | TRANSFER IN - FLEET FUND | 323.79 | 1,618.95 | 3,886.00 | 2,267.05 | 42% |
| 45-470-00-4914 | TRANSFER IN - STREET FUND | 817.19 | 4,085.95 | 9,806.00 | 5,720.05 | 42% |
| 45-470-00-4915 | TRANSFER IN - WATER FUND | 1,433.94 | 7,169.70 | 17,207.00 | 10,037.30 | 42% |
| 45-470-00-4919 | TRANSFER IN - BUILDING FUND | 601.33 | 3,006.65 | 7,216.00 | 4,209.35 | 42% |
| Revenue Totals | | 15,418.68 | 77,093.40 | 185,025.00 | 107,931.60 | 42% |
| 5 - 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 | 15,012.00 | 15,012.00 | 30,025.00 | 15,013.00 | 50% |
| General Long Term Debt Totals | | 15,012.00 | 15,012.00 | 185,025.00 | 170,013.00 | 8% |
| Expense Totals | | 15,012.00 | 15,012.00 | 185,025.00 | 170,013.00 | 8% |
| Revenues Over Expenses | | 406.68 | 62,081.40 | 0.00 | -62,081.40 | 0% |
| 50 - SEWER FUND | | | | | | |
| 4 - 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 | 335,433.89 | 1,707,005.42 | 4,100,000.00 | 2,392,994.58 | 42% |
| 50-444-01-4834 | MISCELLANEOUS SEWER | 8,800.46 | 32,476.13 | 85,000.00 | 52,523.87 | 38% |
| 50-480-00-4610 | INTEREST ON INVESTMENTS | 23,028.65 | 110,194.29 | 175,000.00 | 64,805.71 | 63% |
| Revenue Totals | | 367,263.00 | 1,849,675.84 | 8,610,000.00 | 6,760,324.16 | 21% |

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| ... | ... | November 2024-2025 MTD Activity | 2024-2025 YTD Activity | 2024-2025 Budget | Budget Remaining | % of Budget Used |
|---------------------------|----------------------------------|---------------------------------------|---------------------------|---------------------|---------------------|---------------------|
| 5 - Expense | | | | | | |
| Sewer Admin & Engineering | | | | | | |
| 50-031-56-6051 | SALARIES | 40,972.62 | 202,229.20 | 478,000.00 | 275,770.80 | 42% |
| 50-031-56-6053 | OVERTIME | 0.00 | 278.29 | 4,000.00 | 3,721.71 | 7% |
| 50-031-56-6061 | FRINGE BENEFITS | 23,712.82 | 118,637.57 | 346,000.00 | 227,362.43 | 34% |
| 50-031-56-6210 | MATERIALS AND SUPPLIES | 6,259.84 | 13,209.14 | 25,000.00 | 11,790.86 | 53% |
| 50-031-56-6275 | DEQ PERMITS | 22,593.00 | 22,593.00 | 32,000.00 | 9,407.00 | 71% |
| 50-031-56-6307 | VEHICLE-EQUIPMENT EXPEN | 12,591.67 | 62,958.35 | 151,100.00 | 88,141.65 | 42% |
| 50-031-56-6309 | REPAIRS AND MAINTENANC | 0.00 | 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 | 491.70 | 2,072.02 | 4,300.00 | 2,227.98 | 48% |
| 50-031-56-6406 | HVAC, ENERGY AND LIGHTIN | 272.57 | 1,227.03 | 5,000.00 | 3,772.97 | 25% |
| 50-031-56-6452 | COMPUTER SERVICES | 28.12 | 4,938.03 | 10,000.00 | 5,061.97 | 49% |
| 50-031-56-6465 | PROFESSIONAL SERVICES | 84,125.75 | 486,428.15 | 1,150,000.00 | 663,571.85 | 42% |
| 50-031-56-6475 | EMPLOYEE DEVELOPMENT | 900.52 | 8,061.12 | 4,000.00 | -4,061.12 | 202% |
| 50-031-56-6480 | SAFETY EQUIPMENT & TRAIL | 949.89 | 2,002.92 | 4,500.00 | 2,497.08 | 45% |
| 50-031-56-6481 | TRAVEL AND EDUCATION | 0.00 | 3,981.24 | 12,000.00 | 8,018.76 | 33% |
| 50-031-56-6500 | EQUIPMENT | 0.00 | -5.00 | 119,000.00 | 119,005.00 | 0% |
| 50-031-56-6526 | PUBLIC WORKS BUILDING | 2,534.53 | 26,404.08 | 400,000.00 | 373,595.92 | 7% |
| 50-031-56-6579 | I & I | 0.00 | 1,155.00 | 100,000.00 | 98,845.00 | 1% |
| 50-031-56-6594 | WWTF CAPITAL IMPROVEME | 141,118.92 | 625,498.63 | 800,000.00 | 174,501.37 | 78% |
| 50-031-56-6598 | SEWER REPLACEMENT PRO | 0.00 | 35,903.49 | 235,000.00 | 199,096.51 | 15% |
| 50-031-56-6599 | WWTF EQUIPMENT REPLACI | 107,612.00 | 123,794.56 | 250,000.00 | 126,205.44 | 50% |
| 50-031-56-6900 | TRANSFER TO GENERAL FU | 49,083.33 | 245,416.65 | 589,000.00 | 343,583.35 | 42% |
| 50-031-56-6932 | TRANSFER TO RISK MANAGI | 0.00 | 120,000.00 | 120,000.00 | 0.00 | 100% |
| 50-031-56-6937 | TRANSFER TO LONG-TERM I | 1,742.31 | 8,711.55 | 20,908.00 | 12,196.45 | 42% |
| | Sewer Admin & Engineering Totals | 494,989.59 | 2,125,494.00 | 4,965,808.00 | 2,840,314.00 | 43% |

| ... | ... | November 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-PRINCIP/ | 0.00 | 0.00 | 60,000.00 | 60,000.00 | 0% |
| 50-036-56-6821 | 2017 SEWER LOAN-INTERES | 0.00 | 6,785.40 | 13,571.00 | 6,785.60 | 50% |
| 50-036-56-6970 | OPERATING CONTINGENCIE | 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 | | 494,989.59 | 2,132,279.40 | 8,610,000.00 | 6,477,720.60 | 25% |
| Revenues Over Expenses | | -127,726.59 | -282,603.56 | 0.00 | 282,603.56 | 0% |

51 - STORMWATER FUND

| 4 - 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 CH/ | 105,817.74 | 543,352.36 | 1,325,000.00 | 781,647.64 | 41% |
| 51-445-01-4833 | MISCELLANEOUS STORMWA | 0.00 | 0.00 | 2,000.00 | 2,000.00 | 0% |
| 51-480-00-4610 | INTEREST ON INVESTMENT\$ | 12,237.80 | 54,552.58 | 60,000.00 | 5,447.42 | 91% |
| Revenue Totals | | 118,055.54 | 597,904.94 | 3,487,000.00 | 2,889,095.06 | 17% |

5 - Expense

| | | | | | | |
|-------------------------------|-------------------------------|------------------|-------------------|---------------------|---------------------|-----------|
| Stormwater Maintenance | | | | | | |
| 51-051-57-6051 | SALARIES | 5,062.37 | 23,732.31 | 110,000.00 | 86,267.69 | 22% |
| 51-051-57-6053 | OVERTIME | 0.00 | 196.68 | 2,000.00 | 1,803.32 | 10% |
| 51-051-57-6061 | FRINGE BENEFITS | 2,543.55 | 12,484.80 | 68,000.00 | 55,515.20 | 18% |
| 51-051-57-6210 | MATERIALS AND SUPPLIES | 3,820.15 | 11,045.72 | 11,000.00 | -45.72 | 100% |
| 51-051-57-6275 | DEQ PERMITS | 0.00 | 0.00 | 2,000.00 | 2,000.00 | 0% |
| 51-051-57-6307 | VEHICLE-EQUIPMENT EXPEI | 3,058.33 | 15,291.65 | 36,700.00 | 21,408.35 | 42% |
| 51-051-57-6309 | REPAIRS AND MAINTENANC | 0.00 | 0.00 | 4,800.00 | 4,800.00 | 0% |
| 51-051-57-6312 | MATERIAL DISPOSAL | 437.20 | 23,029.82 | 35,000.00 | 11,970.18 | 66% |
| 51-051-57-6320 | TOOLS | 0.00 | 0.00 | 3,500.00 | 3,500.00 | 0% |
| 51-051-57-6401 | TELECOMMUNICATIONS | 15.89 | 79.30 | 700.00 | 620.70 | 11% |
| 51-051-57-6452 | COMPUTER SERVICES | 28.12 | 2,190.48 | 3,600.00 | 1,409.52 | 61% |
| 51-051-57-6465 | PROFESSIONAL SERVICES | 6,252.00 | 20,793.82 | 120,000.00 | 99,206.18 | 17% |
| 51-051-57-6475 | EMPLOYEE DEVELOPMENT | 13.26 | 108.84 | 2,200.00 | 2,091.16 | 5% |
| 51-051-57-6480 | SAFETY EQUIPMENT & TRAIL | 950.15 | 1,566.37 | 4,500.00 | 2,933.63 | 35% |
| 51-051-57-6481 | TRAVEL AND EDUCATION | 0.00 | 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 | 851.68 | 13,438.04 | 135,000.00 | 121,561.96 | 10% |
| 51-051-57-6900 | TRANSFER TO GENERAL FU | 9,750.00 | 48,750.00 | 117,000.00 | 68,250.00 | 42% |
| 51-051-57-6928 | TRANSFER TO SEWER SDC- | 1,457.72 | 7,288.60 | 17,493.00 | 10,204.40 | 42% |
| 51-051-57-6932 | TRANSFER TO RISK MANAGI | 0.00 | 4,000.00 | 4,000.00 | 0.00 | 100% |
| 51-051-57-6980 | OPERATING CONTINGENCIE | 0.00 | 0.00 | 2,683,007.00 | 2,683,007.00 | 0% |
| | Stormwater Maintenance Totals | 34,240.42 | 186,365.76 | 3,487,000.00 | 3,300,634.24 | 5% |
| Expense Totals | | 34,240.42 | 186,365.76 | 3,487,000.00 | 3,300,634.24 | 5% |
| Revenues Over Expenses | | 83,815.12 | 411,539.18 | 0.00 | -411,539.18 | 0% |

52 - WATER FUND

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| ... | ... | November 2024-2025 MTD Activity | 2024-2025 YTD Activity | 2024-2025 Budget | Budget Remaining | % of Budget Used |
|----------------------------------|-----------------------------|---------------------------------------|---------------------------|----------------------|---------------------|---------------------|
| 4 - 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 | 376,091.80 | 2,471,693.65 | 5,000,000.00 | 2,528,306.35 | 49% |
| 52-442-01-4465 | NEW ACCOUNT FEES | 1,853.90 | 8,818.75 | 18,000.00 | 9,181.25 | 49% |
| 52-442-01-4468 | SERVICE CONNECTIONS | 9,270.00 | 24,720.00 | 75,000.00 | 50,280.00 | 33% |
| 52-442-01-4832 | MISCELLANEOUS WATER | 13,269.31 | 53,344.47 | 100,000.00 | 46,655.53 | 53% |
| 52-442-03-4900 | FINANCE PROCEEDS | 0.00 | 0.00 | 600,000.00 | 600,000.00 | 0% |
| 52-480-00-4610 | INTEREST ON INVESTMENTS | 30,548.14 | 131,471.18 | 175,000.00 | 43,528.82 | 75% |
| Revenue Totals | | 431,033.15 | 2,690,048.05 | 10,018,000.00 | 7,327,951.95 | 27% |
| 5 - Expense | | | | | | |
| Water Admin & Engineering | | | | | | |
| 52-041-55-6051 | SALARIES | 54,218.08 | 281,142.79 | 665,000.00 | 383,857.21 | 42% |
| 52-041-55-6053 | OVERTIME | 3,375.32 | 17,401.83 | 30,000.00 | 12,598.17 | 58% |
| 52-041-55-6061 | FRINGE BENEFITS | 31,239.93 | 164,063.61 | 438,000.00 | 273,936.39 | 37% |
| 52-041-55-6210 | MATERIALS AND SUPPLIES | 19,410.60 | 161,814.30 | 360,000.00 | 198,185.70 | 45% |
| 52-041-55-6265 | PERMITS | 200.00 | 1,727.76 | 12,000.00 | 10,272.24 | 14% |
| 52-041-55-6307 | VEHICLE-EQUIPMENT EXPEN | 9,125.00 | 45,625.00 | 109,500.00 | 63,875.00 | 42% |
| 52-041-55-6309 | REPAIRS AND MAINTENANCE | 5,329.54 | 18,164.02 | 65,000.00 | 46,835.98 | 28% |
| 52-041-55-6320 | TOOLS | 0.00 | 264.84 | 6,000.00 | 5,735.16 | 4% |
| 52-041-55-6401 | TELECOMMUNICATIONS | 1,282.72 | 6,303.67 | 14,000.00 | 7,696.33 | 45% |
| 52-041-55-6406 | HVAC, ENERGY AND LIGHTING | 11,509.81 | 70,292.18 | 135,000.00 | 64,707.82 | 52% |
| 52-041-55-6452 | COMPUTER SERVICES | 28.12 | 11,315.65 | 15,000.00 | 3,684.35 | 75% |
| 52-041-55-6465 | PROFESSIONAL SERVICES | 5,441.38 | 35,022.18 | 120,000.00 | 84,977.82 | 29% |
| 52-041-55-6475 | EMPLOYEE DEVELOPMENT | 0.00 | 211.00 | 5,000.00 | 4,789.00 | 4% |
| 52-041-55-6480 | SAFETY EQUIPMENT & TRAINING | 7.15 | 1,724.37 | 3,000.00 | 1,275.63 | 57% |
| 52-041-55-6481 | TRAVEL AND EDUCATION | 253.50 | 2,883.55 | 7,000.00 | 4,116.45 | 41% |
| 52-041-55-6500 | EQUIPMENT | 0.00 | 0.00 | 84,000.00 | 84,000.00 | 0% |
| 52-041-55-6526 | PUBLIC WORKS BUILDING | 2,534.49 | 29,876.40 | 400,000.00 | 370,123.60 | 7% |
| 52-041-55-6562 | CLAY STREET LINE REHAB | 0.00 | 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 | 7,000.00 | 44,750.00 | 100,000.00 | 55,250.00 | 45% |
| 52-041-55-6592 | CLAY ST RESERVOIR PROJECT | 300,576.37 | 303,314.48 | 600,000.00 | 296,685.52 | 51% |
| 52-041-55-6900 | TRANSFER TO GENERAL FUND | 44,583.33 | 222,916.65 | 535,000.00 | 312,083.35 | 42% |
| 52-041-55-6932 | TRANSFER TO RISK MANAGEMENT | 0.00 | 47,000.00 | 47,000.00 | 0.00 | 100% |
| 52-041-55-6934 | TRANSFER TO WATER SDC-I | 7,148.14 | 35,740.70 | 85,778.00 | 50,037.30 | 42% |
| 52-041-55-6937 | TRANSFER TO LONG-TERM I | 1,433.94 | 7,169.70 | 17,207.00 | 10,037.30 | 42% |
| Water Admin & Engineering Totals | | 504,697.42 | 1,513,469.68 | 4,133,485.00 | 2,620,015.32 | 37% |

| ... | ... | November 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-PRII | 0.00 | 0.00 | 84,872.00 | 84,872.00 | 0% |
| 52-046-55-6833 | 2016 DEQ CWSRF LOAN-INTI | 0.00 | 0.00 | 18,088.00 | 18,088.00 | 0% |
| 52-046-55-6834 | 2017 WATER LOAN - PRINCIP | 0.00 | 0.00 | 365,000.00 | 365,000.00 | 0% |
| 52-046-55-6835 | 2017 WATER LOAN - INTERE | 0.00 | 32,497.65 | 65,120.00 | 32,622.35 | 50% |
| 52-046-55-6836 | 2022 SPWF LOAN - PRINCIPA | 0.00 | 0.00 | 70,000.00 | 70,000.00 | 0% |
| 52-046-55-6837 | 2022 SPWF LOAN - INTERES | 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 CONTINGENCIE | 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 | | 504,697.42 | 1,545,967.33 | 10,018,000.00 | 8,472,032.67 | 15% |
| Revenues Over Expenses | | -73,664.27 | 1,144,080.72 | 0.00 | -1,144,080.72 | 0% |

58 - FLEET MANAGEMENT FUND

| 4 - Revenue | | | | | | |
|-----------------------|--------------------------|------------------|-------------------|---------------------|-------------------|------------|
| 58-400-00-5900 | BEGINNING BALANCE | 0.00 | 0.00 | 395,000.00 | 395,000.00 | 0% |
| 58-470-00-4906 | REIMBURSED SERVICES | 4,570.94 | 42,657.92 | 160,000.00 | 117,342.08 | 27% |
| 58-480-00-4470 | GAS AND OIL REIMBURSEME | 882.41 | 3,524.91 | 10,000.00 | 6,475.09 | 35% |
| 58-480-00-4472 | FLEET SERVICE TOTAL CARI | 29,566.67 | 147,833.35 | 354,800.00 | 206,966.65 | 42% |
| 58-480-00-4473 | FLEET SERVICE TOTAL CARI | 17,376.67 | 86,883.35 | 208,520.00 | 121,636.65 | 42% |
| 58-480-00-4474 | FLEET SERVICE TOTAL CARI | 346.67 | 1,733.35 | 4,160.00 | 2,426.65 | 42% |
| 58-480-00-4835 | SALE OF EQUIPMENT | 0.00 | 0.00 | 5,000.00 | 5,000.00 | 0% |
| Revenue Totals | | 52,743.36 | 282,632.88 | 1,137,480.00 | 854,847.12 | 25% |

5 - Expense

| Fleet Management Fund | | | | | | |
|-----------------------|------------------------------|-----------|------------|--------------|------------|------|
| 58-075-50-6051 | SALARIES | 14,323.39 | 89,215.64 | 208,000.00 | 118,784.36 | 43% |
| 58-075-50-6061 | FRINGE BENEFITS | 7,903.50 | 47,753.78 | 133,000.00 | 85,246.22 | 36% |
| 58-075-50-6210 | MATERIALS AND SUPPLIES | 461.76 | 4,124.98 | 7,000.00 | 2,875.02 | 59% |
| 58-075-50-6241 | FUEL & OIL | 4,043.52 | 32,424.77 | 90,000.00 | 57,575.23 | 36% |
| 58-075-50-6245 | PARTS AND SERVICE | 8,133.03 | 62,848.45 | 205,000.00 | 142,151.55 | 31% |
| 58-075-50-6246 | PARTS AND SERVICE-INTER | 4,576.33 | 18,837.08 | 45,000.00 | 26,162.92 | 42% |
| 58-075-50-6309 | REPAIRS AND MAINTENANC | 367.87 | 1,839.35 | 6,000.00 | 4,160.65 | 31% |
| 58-075-50-6320 | TOOLS | 10.28 | 3,520.59 | 25,000.00 | 21,479.41 | 14% |
| 58-075-50-6401 | TELECOMMUNICATIONS | 460.18 | 2,360.51 | 5,000.00 | 2,639.49 | 47% |
| 58-075-50-6406 | HVAC, ENERGY AND LIGHTI | 1,367.44 | 5,445.44 | 15,000.00 | 9,554.56 | 36% |
| 58-075-50-6452 | COMPUTER SERVICES | 423.12 | 2,664.93 | 15,000.00 | 12,335.07 | 18% |
| 58-075-50-6481 | TRAVEL AND EDUCATION | 135.00 | 2,220.00 | 5,000.00 | 2,780.00 | 44% |
| 58-075-50-6500 | EQUIPMENT | 0.00 | 17,688.16 | 29,000.00 | 11,311.84 | 61% |
| 58-075-50-6526 | PUBLIC WORKS BUILDING | 1,850.84 | 14,938.27 | 200,000.00 | 185,061.73 | 7% |
| 58-075-50-6600 | MISCELLANEOUS | 0.00 | 735.57 | 5,000.00 | 4,264.43 | 15% |
| 58-075-50-6900 | TRANSFER TO GENERAL FU | 2,666.67 | 13,333.35 | 32,000.00 | 18,666.65 | 42% |
| 58-075-50-6928 | TRANSFER TO SEWER SDC- | 0.00 | 0.00 | 42,391.00 | 42,391.00 | 0% |
| 58-075-50-6932 | TRANSFER TO RISK MANAGI | 0.00 | 37,500.00 | 37,500.00 | 0.00 | 100% |
| 58-075-50-6937 | TRANSFER TO LONG-TERM I | 323.79 | 1,618.95 | 3,885.00 | 2,266.05 | 42% |
| 58-075-50-6980 | OPERATING CONTINGENCIE | 0.00 | 0.00 | 28,704.00 | 28,704.00 | 0% |
| | Fleet Management Fund Totals | 47,046.72 | 359,069.82 | 1,137,480.00 | 778,410.18 | 32% |

| | | | | | | |
|-------------------------------|--|------------------|-------------------|---------------------|-------------------|------------|
| Expense Totals | | 47,046.72 | 359,069.82 | 1,137,480.00 | 778,410.18 | 32% |
| Revenues Over Expenses | | 5,696.64 | -76,436.94 | 0.00 | 76,436.94 | 0% |

Dallas City Council Meeting
 Monday, January 6, 2025
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**MEETING MINUTES
DALLAS CITY COUNCIL WORK SESSION
187 SE COURT ST, DALLAS OR 97338**

Monday, December 9, 2024

1 Mayor Kenneth L. Woods, Jr. called the City Council Work Session to order on December 9,
2 2024 at 5:30 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 Councilor Micah Jantz, Councilor David Shein, and Councilor Debbie Virden

7 **Mayor or Councilors Excused:** none

8 **Also Present:** Mayor Kenneth L. Woods, Jr., City Manager Brian Latta, Assistant City Manager
9 Emily Gagner, City Attorney Lane Shetterly, Fire & EMS Chief April Wallace, Police Chief
10 Tom Simpson, Library Director Mark Greenhalgh-Johnson and City Recorder Kim Herring

11 **LIBRARY ANNUAL UPDATE**

12 Mr. Latta introduced Andrea McAllister, Library Aide, who presented the annual report. She
13 highlighted the library inventory, circulation number and the variety of events held throughout
14 the year. The library programming includes free events for children and adults of all ages.

15 **POLICE STATION UPDATE**

16 Mr. Latta introduced Jeff Humphreys and Adam Goldberg from Mackenzie who have been
17 working on the design of the new police station. Mr. Humphreys and Mr. Goldberg reviewed
18 their report with information including why a new police station is needed. The proposed floor
19 plans were reviewed as well as a mock-up of the exterior of the building. There was an open
20 house held on October 10, 2024 to receive input from the public on the proposed design. The
21 next open house is scheduled for December 17, 2024 at 6:00 pm. Tours of the current facility are
22 available to anyone interested and more information is available on the city's website. Mr. Latta
23 went over the next steps in the process and the potential tax rate per \$1,000 of assessed value.
24 The estimated cost of construction and furnishing is \$15.4 - \$17.2 million. The City has already
25 applied for one grant to offset the construction costs and will continue to explore various oppor-
26 tunities to assist with funding.

27 **OTHER BUSINESS**

28 **ADJOURNMENT:** 6:40 pm



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

Monday, December 9, 2024

1 Mayor Kenneth L. Woods, Jr. called the City Council meeting to order on Monday, December 9,
2 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 Councilor Micah Jantz, Councilor David Shein, and Councilor Debbie Virden

7 **Mayor or Councilors Excused:** None

8 **Also Present:** Mayor Kenneth L. Woods, Jr., City Manager Brian Latta, Assistant City Manager
9 Emily Gagner, City Attorney Lane Shetterly, Fire & EMS Chief April Wallace, Police Chief
10 Tom Simpson, Public Works Director Gary Marks, Economic & Community Development Di-
11 rector Charlie Mitchell, and City Recorder Kim Herring

12 **PUBLIC HEARINGS**

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

14 Mayor Woods opened the public hearing at 7:02 pm. No conflicts of interest were de-
15 clared. Mr. Latta reviewed the staff report highlighting the changes to the code as well as
16 some further corrections that need to be made. These corrections will be reflected in the
17 ordinance during the second reading in January. The emergency clause is included since
18 this was supposed to be done prior to December 31st but due to a Planning Commission
19 meeting being cancelled it was delayed. The second reading will occur on January 6th and
20 take effect immediately. The public hearing was closed at 7:19 pm. Councilor Shein
21 made a motion to approve the proposed text amendments, as corrected, and direct the
22 City Attorney to prepare an ordinance. Councilor Adams seconded the motion. The vote
23 was taken and the motion passed with a vote of 9-0.

24 **PUBLIC COMMENT**

25 Ann Hurd, Friends of the Dallas Aquatic Center, provided an update on their fundraising efforts.

26 Robert Greenway provided general comments to council.

27 **CONSENT AGENDA**

- 28 a) October 2024 Financial Report
29 b) Approve the November 18, 2024 Work Session Meeting Minutes
30 c) Approve the November 18, 2024 City Council Meeting Minutes
31 d) Cancellation of the December 16, 2024 City Council Meeting
32 e) Canvass of November 5, 2024 General Election Results

33 Councilor Schilling made a motion to approve the Consent Agenda as presented. Councilor
34 Shein seconded the motion. The vote was taken and the motion passed with a vote of 9-0.

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

36 Councilor Collins read a statement regarding the lack of diversity in the newly elected council.

37 Councilor Adams reminded everyone that this is her last meeting on the council and thanked the
38 council for their hard work on expanding the city's water supply and the La Creole Node expan-
39 sion.

40 Councilor Virden commented on the Christmas celebration downtown on Saturday. She said
41 several students from Morrison Campus attended and really enjoyed the free event.

42 Councilor Barrientos has applied to be on the board of the Mid-Willamette Valley Community
43 Action Agency.

1 Mayor Woods, who is retiring effective December 31st after 42 years of service, thanked every-
2 one for their support during his time of service to the City.

3 Councilor Shein thanked everyone who volunteers with the city and kudos to the Mayor for 42
4 years of voluntary service.

5 **FIRST READING OF ORDINANCES**

6 a) Ordinance No. 1903 – Adopting Legislative Amendment 24-01, amending provisions of
7 the Dallas Development Code, relating to the Planning Official and limited land use deci-
8 sions; and declaring an emergency

9 Mr. Latta reviewed the staff report and reminded everyone that the corrections mentioned
10 during the public hearing will be made and reflected in the ordinance during the second
11 reading on January 6th.

12 **SECOND READING OF ORDINANCES**

13 a) Ordinance No. 1901 - declaring 9.2 acres, more or less, of territory being Tax Lot 400
14 and a portion of Tax Lot 1400 on Polk County Assessor’s Map 7.5.29CA, and a portion
15 of the neighboring property, Tax Lot 1304 on Assessor’s Map 7.5.29CD, annexed to the
16 City of Dallas and withdrawn from Southwestern Polk County Rural Fire Protection Dis-
17 trict; and designating the zoning of said property as Residential Low Density (RL)

18 Mr. Latta read the title of the ordinance and Mayor Woods called for a roll call vote. The
19 vote was taken and Ordinance No. 1901 passed with a 9-0 vote.

20 b) Ordinance No. 1902 - declaring .33 acres, more or less, of territory being Tax Lot 10000,
21 on Polk County Assessor’s Map 7.5.32CD, annexed to the City of Dallas and withdrawn
22 from Southwestern Polk County Rural Fire Protection District; and designating the zon-
23 ing of said property as Residential Low Density (RL)

24 Mr. Latta read the title of the ordinance and Mayor Woods called for a roll call vote. The
25 vote was taken and Ordinance No. 1902 passed with a 9-0 vote.

26 **RESOLUTIONS**

27 a) Resolution No. 3539 – Approving changes in rates for refuse and recycling collection
28 service and related services, and repealing Resolution No. 3518

29 Mr. Latta presented the staff report. The council discussed the methodology that is used
30 by Republic Services to determine the proposed increase. They would like to address the
31 methodology to determine if the CPI is a negative number will Republic Services lower
32 the collection rates. Mr. Latta will discuss this with Republic and report back to the coun-
33 cil. The Mayor called for a roll call vote. Resolution No. 3539 passed with a vote of 5-4
34 with Councilors Briggs, Fitzgerald, Jantz and Virden voting NO.

35 b) Resolution No. 3540 – Adopting Amendments to the Dallas City Council Rules of Proce-
36 dure

37 Mr. Latta presented the staff report. There is one proposed change to Section 7.6(e) Pub-
38 lic Comment – Testimony will be limited to three minutes. The Mayor called for a roll
39 call vote. Resolution No. 3540 passed with a vote of 9-0.

40 **Mayor Woods recessed the meeting at 8:10pm to convene the meeting of the Urban Renew-**
41 **al Agency. The meeting was reconvened at 8:14pm.**

42 **EXECUTIVE SESSION**

43 **Pursuant to ORS 192.660(2)(i), which allows the Council to meet in executive session to re-**
44 **view and evaluate the employment-related performance of the chief executive officer of any**
45 **public body**

46 Mayor Woods recessed the regular meeting of the Council and called the Executive Session to
47 order at 8:14 pm.

48 The Council meeting was reconvened at 8:57 pm.



1 Councilor Shein made a motion to amend the City Manager’s Employment Contract to allow for
2 outside employment subject to prior approval and ongoing review by the city council. The refer-
3 enced review would address any impact the outside employment had with regard to responsibili-
4 ties within the contract with the City. Councilor Adams seconded the motion. The vote was taken
5 and the motion passed with a vote of 9-0.

6 **ADJOURNMENT: 8:59 pm**

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

8

9 _____

10 **Mayor**

11

12 _____

13 **City Manager**

DRAFT



**CITY COUNCIL
STAFF REPORT**

MEETING DATE: January 6, 2025
AGENDA ITEM NO. 4.d
TOPIC: OLCC Application for Court Street Pub and Grub Full on-premises license
PREPARED BY: Kim Herring, City Recorder
APPROVED BY: *SH* City Manager
ATTACHMENTS: A – Application for new liquor license from Court Street Pub and Grub

RECOMMENDED ACTION:

Staff recommends the City Council approve the OLCC application for a new full on-premises liquor license for Court Street Pub and Grub at 186 SW Court Street.

BACKGROUND:

Court Street Pub and Grub has submitted a Liquor License Application for full on-premises sales.

Staff has reviewed the OLCC application, including a criminal background check, and have found no items of concern.

SUMMARY TIMELINE:

January 6, 2025 – City Council considers for approval the OLCC application for a new liquor license for Court Street Pub and Grub.

FISCAL IMPACT:

None

RECOMMENDED MOTION:

N/A – Approval of the consent agenda will recommend to the OLCC that the Council approves the application.



OLCC 24-06
\$100.00

OREGON LIQUOR & CANNABIS COMMISSION

Local Government Recommendation – Liquor License

| Annual Liquor License Types | |
|--|--------------------------------|
| Off-Premises Sales | Brewery-Public House |
| Limited On-Premises Sales | Brewery |
| Full On-Premises, Caterer | Distillery |
| Full On-Premises, Commercial | Grower Sales Privilege |
| Full On-Premises, For Profit Private Club | Winery |
| Full On-Premises, Non Profit Private Club | Wholesale Malt Beverage & Wine |
| Full On-Premises, Other Public Location | Warehouse |
| Full On-Premises, Public Passenger Carrier | |

Section 1 – Submission – To be completed by Applicant:

License Information

Legal Entity/Individual Applicant Name(s): Victor Manuel Rabanales

Proposed Trade Name: Court Street Pub and Grub

Premises Address: 186 SW Court St Unit:

City: Dallas County: Polk Zip: 97338

Application Type: New License Application Change of Ownership Change of Location

License Type: Additional Location for an Existing License

Application Contact Information

Contact Name: Victor Rabanales Phone:

Mailing Address:

City: Salem State: OR Zip: 97301

Email Address: courtstreet1503@outlook.com

Business Details

Please check all that apply to your proposed business operations at this location:

Manufacturing/Production

Retail Off-Premises Sales

Retail On-Premises Sales & Consumption

If there will be On-Premises Consumption at this location:

Indoor Consumption Outdoor Consumption

Proposing to Allow Minors

Section 1 continued on next page

Dallas City Council Meeting
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Local Government Recommendation – Liquor License

Section 1 Continued – Submission - To be completed by Applicant:

Legal Entity/Individual Applicant Name(s): *Victor Manuel Rabanales*

Proposed Trade Name: *Court Street Pub and Grub*

IMPORTANT: You MUST submit this form to the local government PRIOR to submitting to OLCC.
Section 2 must be completed *by the local government* for this form to be accepted with your CAMP application.

Section 2 – Acceptance - To be completed by Local Government:

Local Government Recommendation Proof of Acceptance

After accepting this form, please return a copy to the applicant with received and accepted information

City or County Name: *City of Dallas*

Optional Date Received Stamp

Date Application Received: **RECEIVED DEC 03 2024**

Received by: *Kim Herring*

Section 3 – Recommendation - To be completed by Local Government:

- Recommend this license be granted
- Recommend this license be denied (Please include documentation that meets [OAR 845-005-0308](#))
- No Recommendation/Neutral

Name of Reviewing Official:

Title:

Date:

Signature:

After providing your recommendation and signature, please return this form to the applicant.

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OREGON LIQUOR & CANNABIS COMMISSION INDIVIDUAL HISTORY FORM

PRINT FORM

RESET FORM

RECEIVED DEC 06 2024

| | | | | |
|---|-------------------------------------|-----------------|-------------------------|--------------------------|
| 1. Name (Print): | Babanales _{Last} | | Victor _{First} | Manuel _{Middle} |
| 2. Other names used (maiden, other): | | | | |
| 3. Do you have a Social Security Number (SSN) issued by the United States Social Security Administration? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | If yes, you must list your SSN: | | | |
| <p>SOCIAL SECURITY NUMBER DISCLOSURE: As part of your application for an initial or renewal license, Federal and State laws require you to provide your Social Security Number (SSN) to the Oregon Liquor Control Commission (OLCC) for child support enforcement purposes (42 USC § 666(a)(13) & ORS 25.785). If you are an applicant or licensee and fail to provide your SSN, the OLCC may refuse to process your application. Your SSN will be used only for child support enforcement purposes unless you indicate below.</p> <p>Based on our authority under ORS 471.311 and OAR 845-005-0312(6), we are requesting your <u>voluntary consent</u> to use your SSN for the following administrative purposes only: to match your license application to your Alcohol Server Education records (where applicable), and to ensure your identity for criminal records checks. OLCC will not deny you any rights, benefits or privileges otherwise provided by law if you do not consent to use of your SSN for these administrative purposes (5 USC § 552(a)).</p> | | | | |
| 4. Do you consent to the OLCC's use of my SSN as described above? Check this box: | <input checked="" type="checkbox"/> | | | |
| 5. Date of Birth (DOB): | (mm) | (dd) | (YYYY) | |
| 6. Driver License or State ID #: | | | | 7. State OR |
| 8. Contact Phone: | | | | |
| 9. E-mail Address: | Courtreet1503@outlook.COM | | | |
| 10. Mailing Address: | (Number and Street) | Salem (City) | OR (State) | 97301 (Zip Code) |
| <p>11. In the past 10 years, have you been convicted of a felony or a misdemeanor in a U.S. state outside of Oregon?</p> <p>No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> (If yes, explain in the space provided, below) Unsure <input type="checkbox"/> Choose this option and provide an explanation if, for example: you were arrested or went to court, but are unsure of whether there was a conviction; you paid a fine or served probation or parole, but are unsure of whether there was a conviction; or if you know you had a conviction, but you are unsure of whether the conviction has been removed from your record, etc.</p> | | | | |

Dallas City Council Meeting
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OREGON LIQUOR & CANNABIS COMMISSION
INDIVIDUAL HISTORY FORM

12. Do you, or any entity that you are a part of, **currently hold** or **have you previously held** a recreational marijuana license in Oregon? (Note: marijuana worker permits are not marijuana licenses.)

No Yes Please list licenses (and year(s) licensed) below Unsure Please include an explanation:

13. Do you, or any entity that you are a part of, hold an alcohol license in a U.S. state outside of Oregon?

No Yes Please list licenses (and year(s) licensed) below Unsure Please include an explanation:

14. Do you or any entity that you are a part of, have any other liquor license applications pending with the OLCC?

No Yes Please list applications below Unsure Please include an explanation:

You must sign your own form (electronic signature acceptable). Another individual, such as your attorney or an individual with power of attorney, **may not** sign your form.

Affirmation

Even if I receive assistance in completing this form, I affirm by my signature below, that my answers on this form are true and complete. I understand the OLCC will use the above information to check my records, including but not limited to my criminal history. I understand that if my answers are not true and complete, the OLCC may deny my license application.

| | | | |
|---------------|--------------------------------|-----------------|------------------|
| Name (Print): | Rabanales Last | Victor First | Manuel Middle |
| Signature: | <i>Victor Manuel Rabanales</i> | | Date: 12-4-24 |


This box for OLCC use ONLY

_____ Does the individual currently hold, or has the individual previously held, an OLCC- issued liquor license?

Dallas City Council Meeting
 Monday, January 6, 2025
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CITY COUNCIL STAFF REPORT

MEETING DATE: January 6, 2025
AGENDA ITEM NO. 6.a
TOPIC: Council Vacancy
PREPARED BY:  Brian Latta, City Manager
ATTACHMENTS: None

RECOMMENDED ACTION:

Staff recommends:

- The City Council declare the council member vacancy created by Troy Hazelton
- The City Council determine the process for appointing a new city council member

BACKGROUND:

In the November 2024 general election, candidate Troy Hazelton was elected to the Dallas City Council. Since the election, Troy Hazelton has moved his primary residence outside of the Dallas city limits. This action by Mr. Hazelton results in his no longer possessing the qualifications for the office and creates a vacancy on the City Council. See Section 28 of the City Charter below.

Section 28 What Creates Vacancy

An office becomes vacant:

2. *Upon declaration of the council after:*
 - a. *The incumbent ceases to possess the qualifications for the office;*

Residency within the city limits of Dallas is a qualification of office for elected officials, according to Section 12 of the City Charter.

According to Section 28 of the City Charter, the City Council will declare the position vacant. There is a recommended motion to make this declaration at the conclusion of this staff report. Prior to the council declaration, Mr. Hazelton requested a few minutes of time before the City Council to talk about these circumstances.

Filling a vacancy is also described in the City Charter. Section 29 of the charter states in part, “Vacancies in elective offices in the city shall be filled by a vote of a majority of the incumbent members of the council.” The process is not defined further. Therefore, the City Council determines the process to select a qualified candidate to fill the vacancy.

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

In past vacancies, the City Council has:

- Identified a qualified individual and directed the city manager to solicit interest from the selected person prior to a council vote; or
- Solicited applications from qualified candidates, and conducted interviews with the candidates prior to a council vote; or
- Selected the next highest council or mayor candidate vote getter on the most recent general election.

The City Council may select any of the processes outlined above or may determine a different process altogether. City staff recommends that whatever process is selected that the process be completed and a new councilor appointed by January 21, 2025.

The primary benefit for the quick turnaround time is that there are several important actions and topics that will be before the City Council in the first few months of 2025, and it will be beneficial to have the whole body of councilors participate in these discussions and actions. The topics include the Public Safety General Obligation Bond, City Council goal setting, Council Rules of Procedure update, and the inter-fund loan for the Public Works Building. Other benefits of a shortened timeline are avoiding potential quorum issues, and completing committee assignments.

A few adverse consequences of making a quick decision could be

- The candidate pool may be small
- Insufficient time to properly advertise the vacancy
- Insufficient time to fully vet the candidates

If the City Council chooses to “interview” the candidates, staff recommends having the candidates provide written responses to questions deemed appropriate by the Council. Because of Oregon public meeting laws, the Council may not interview council candidates in a one on one setting. Rather, each of the candidates would be in the room at the same time with the ability to hear and play off of each other’s answers. By having the candidates provide written responses in advance of the council meeting, the City Council will be able to evaluate each candidate’s unique answers to each question, providing a truer comparison.

The following are recommended interview questions:

- a. What inspired you to want to be a Dallas City Council member?
- b. What do you think the role of the local government is in economic development?
- c. What do you feel is the greatest strength of our community?
- d. Tell us about your volunteer efforts and community involvement.
- e. What is your philosophy of local government and its role?

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

- f. Tell us about a conversation you've had or ideas you have about improving the livability for the citizens of Dallas?
- g. One of Dallas's values in our Strategic plan reads, "We are an organization that protects individual rights and honors diversity. Civil communication, respect for others, compassion, and a sense of humor are essential tools in our organization. We value what makes each person unique and strive to respect and treat each other with dignity." Please share your thoughts about this value statement?
- h. What do you think are the three most important concerns facing Dallas?
- i. What are your thoughts related to the City of Dallas's relationship with surrounding jurisdictions?
- j. What do you hope to do during the first six months on the council?
- k. What do you hope to learn in the first six months on the council? What do you expect to teach us?
- l. Knowing Dallas has a limited tax base and budget, are there specific areas where you would reduce or increase funding?
- m. When faced with a complex problem with multiple solutions, what process would you use to select the best solution to the problem?
- n. Please describe your understanding of the relationship between the City Council and Staff.
- o. If there were three things in Dallas you were permitted to do, whether it be to add, eliminate or change anything, what would those be?
- p. There are nine City Council positions. What do you believe are the advantages and disadvantages of collective decision-making and shared leadership?

SUMMARY TIMELINE:

January 6, 2025 – City Council declares city council member vacancy

January 6, 2025 – City Council selects process to fill vacancy and directs city staff to implement the process

January 21, 2025 – City Council votes to appoint new city councilor

FISCAL IMPACT:

None

RECOMMENDED MOTION:

I move to declare a vacancy on the Dallas City Council.


ATTACHMENTS:

None

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**CITY COUNCIL
STAFF REPORT**

MEETING DATE: January 6, 2025
AGENDA ITEM NO. 6.b
TOPIC: Council President Election
PREPARED BY: Emily Gagner
APPROVED BY:  City Manager
ATTACHMENTS: None

RECOMMENDED ACTION:

Nominate and elect a council president.

BACKGROUND:

Section 18 of the Dallas Charter of 2014 states, "...at its first meeting of each odd-numbered year, the council shall elect a president from its membership. In the mayor's absence from a council meeting, the president shall preside over it and shall be entitled to vote when presiding over the council as president in place of the mayor. Whenever the mayor is unable to perform the functions of the mayor's office, the president shall act as mayor, but shall not have the power of veto."

Additionally, the Council Rules of Procedure state Council President will act as the Sergeant at Arms and will assist the Presiding Officer, as appropriate, to maintain the order and decorum at all meetings.

The Council should first make nominations for the Council President position. If there is only one nominee, the Council may confirm the Council President by voice vote. If there is more than one candidate, we will use a ballot system whereby each Councilor will write his or her selection on the ballot provided. The City Recorder will then read each ballot aloud. When a single councilor obtains five votes, that councilor will be declared Council President.

SUMMARY TIMELINE:

01/06/2025 – City Council will nominate and elect a Council President

FISCAL IMPACT:

None

RECOMMENDED MOTION:

NA



**CITY COUNCIL
STAFF REPORT**

MEETING DATE: January 6, 2025
AGENDA ITEM NO. 7.a
TOPIC: City Committee, Commission and Board Appointments
PREPARED BY: *SL* City Manager
ATTACHMENTS: A – Applications for Appointments

RECOMMENDED ACTION:

Staff recommends the City Council appoint individuals to open positions on the Budget Committee (4), Economic Development Commission (4), Library Board (2), and Historic Preservation Commission (1).

Mayor Slack has recommended the following individuals to fill the vacancies on the Economic Development Commission, Library Board, and the Historic Preservation Commission.

Table 1

| Name of Appointee | Committee, Commission and Board | Term of Service |
|------------------------------|--|------------------------------|
| Peter Cairns ¹ | Economic Development Commission | January 2025 – December 2028 |
| Brian Dalton ¹ | Economic Development Commission | January 2025 – December 2028 |
| Douglas Wellock ² | Economic Development Commission | January 2025 – December 2028 |
| Troy Hazelton ² | Economic Development Commission | January 2025 – December 2028 |
| Judith Audin ¹ | Library Board | January 2025 – December 2028 |
| Judy Hansen ¹ | Library Board | January 2025 – December 2028 |
| Ron Woodruff ² | Historic Preservation Commission | January 2025 – December 2028 |

¹Continuing member

²New member

BACKGROUND:

The City Council appoints individuals to serve on various City Committees, Commissions and Boards. Consistent with the municipal code, the Mayor has provided recommended candidates for the Economic Development Commission, Library Board, and Historic Preservation Commission. The mayor-recommended candidates for the Economic Development Commission, Library Board, and Historic Preservation Commission are noted in Table 1 above. The Budget Committee members are selected by the City Council without a recommendation by the Mayor.

Table 2 below lists the candidates who have applied to serve on the Budget Committee. There are four open positions for the Budget Committee and three applicants. The City Council should select from the table below.

Table 2: Budget Committee Candidates

| Name of Candidate | Term of Service |
|-------------------------------|------------------------------|
| Holly Williamson ¹ | January 2025 – December 2027 |
| Todd Brumfield ¹ | January 2025 – December 2027 |
| Nancy Adams ² | January 2025 – December 2027 |

¹Continuing member

²New member

SUMMARY TIMELINE:

January 6, 2025 – City Council appoints members to the advisory Committees, Commissions and Boards

FISCAL IMPACT:

None

RECOMMENDED MOTION:

I move to approve **[INSERT TWO NAMES]** to serve on the Library Board; **[INSERT ONE NAME]** to serve on the Historic Preservation Commission; and **[INSERT FOUR NAMES]** to serve on the Economic Development Commission, all with terms from January 1, 2025 to December 31, 2028.

Further, I move to appoint **[INSERT THREE NAMES]** to serve on the Budget Committee with terms from January 1, 2025 to December 31, 2027.

ATTACHMENTS:

A – Applications for Appointments

Citizen Committee Interest Form

| |
|------------------------------|
| Official Use Only |
| Date Rec'd <u>11.30.2024</u> |
| Date Appt _____ |
| BCC _____ |

Applicant's Name

Complete Address

Complete Mailing Address

Phone

Email

Occupation and Employer

Are you a Dallas resident? Yes No

- | | |
|---|---|
| <input type="checkbox"/> Budget Committee | <input type="checkbox"/> Parks Advisory Board / Tree Board |
| <input checked="" type="checkbox"/> Economic Development Commission | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Historic Preservation Commission | <input checked="" type="checkbox"/> Urban Renewal District Advisory Committee |
| <input type="checkbox"/> Library Board | |

I am interested in being on a waiting list if there are no current vacancies on the committee(s) I selected.

Budget Committee members must be registered to vote in Oregon. If you would like to serve on the Budget Committee, are you registered to vote in Oregon? Yes No

Please write a brief narrative describing your interest, qualifications, and what you hope to accomplish in this position. If you need additional space, please attach as a separate document a resume or other information you feel would be helpful.

Economic development for Dallas is crucial for the city and Polk County. I bring 20 years of experience in product and brand management for Fortune 500 companies. I also have over a decade of small business ownership experience. My experience combined with my involvement with the development of

the Mill Property provides me the opportunity to leverage the needs of the city, county, industry, and community.

Educational Background

High School

College

Degree

Please describe any previous Volunteer/Committee Experience

EDC committee member, Kids Soccer Coach, theatre and graduation set building, Alzheimer's event support, Car Club President, Non-Native plant removal, Polk County Road trash removal.

Authorization Waiver

I have completed the above questions and to the best of my knowledge, what has been stated is true. If appointed, I agree to serve without reimbursement of any kind. I understand that I may be subject to a criminal records check. I further understand that irrespective of any criminal records check, the City of Dallas may decline my volunteer application or volunteer services at any time.

Applicant's Signature

Date

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Please return completed form to: **City Manager's Office**
187 SE Court Street
Dallas, OR 97338
503-831-3502
recorder@dallasor.gov

Citizen Committee Interest Form

Official Use Only
RECEIVED NOV 27 2024
Date Rec'd _____
Date Appt _____
BCC _____

Applicant's Name

Complete Address

Complete Mailing Address

Phone

Email

Occupation and Employer

Are you a Dallas resident? Yes No

- | | |
|---|--|
| <input type="checkbox"/> Budget Committee | <input type="checkbox"/> Parks Advisory Board / Tree Board |
| <input checked="" type="checkbox"/> Economic Development Commission | <input type="checkbox"/> Planning Commission |
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Educational Background

High School

College

Degree

Please describe any previous Volunteer/Committee Experience

Authorization Waiver

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recorder@dallasor.gov

Citizen Committee Interest Form

Official Use Only
RECEIVED DEC 02 2024
Date Rec'd _____
Date Appt _____
BCC _____

Applicant's Name Troy Hazelton

Complete Address Dallas OR 97338

Complete Mailing Address same

Phone _____

Email _____

Occupation and Employer General Contractor, owner, Hazelton Construction LLC

Are you a Dallas resident? Yes No

- | | |
|--|---|
| <input type="checkbox"/> Budget Committee | <input type="checkbox"/> Parks Advisory Board / Tree Board |
| <input checked="" type="checkbox"/> Economic Development Commission | <input type="checkbox"/> Planning Commission |
| <input checked="" type="checkbox"/> Historic Preservation Commission | <input checked="" type="checkbox"/> Urban Renewal District Advisory Committee |
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page on Back

Educational Background

High School

College

Degree

Please describe any previous Volunteer/Committee Experience

Authorization Waiver

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Date

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Citizen Committee Interest Form

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Date Rec'd _____
Date Appt _____
BCC _____

Applicant's Name **Douglas Wellock**

Complete Address _____

Complete Mailing Address _____

Phone _____

Email _____

Occupation and Employer **Retired Engineer**

Are you a Dallas resident? Yes No

- | | |
|--|---|
| <input type="checkbox"/> Budget Committee | <input type="checkbox"/> Parks Advisory Board / Tree Board |
| <input checked="" type="checkbox"/> Economic Development Commission | <input checked="" type="checkbox"/> Planning Commission |
| <input checked="" type="checkbox"/> Historic Preservation Commission | <input checked="" type="checkbox"/> Urban Renewal District Advisory Committee |
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Educational Background

High School

College

Degree

Please describe any previous Volunteer/Committee Experience

Authorization Waiver

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Date

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Citizen Committee Interest Form

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|-------------------|
| Official Use Only |
| Date Rec'd _____ |
| Date Appt _____ |
| BCC _____ |

Applicant's Name

Complete Address

Complete Mailing Address

Phone

Email

Occupation and Employer

Are you a Dallas resident? Yes No

- | | |
|---|--|
| <input type="checkbox"/> Budget Committee | <input type="checkbox"/> Parks Advisory Board / Tree Board |
| <input type="checkbox"/> Economic Development Commission | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Historic Preservation Commission | <input type="checkbox"/> Urban Renewal District Advisory Committee |
| <input checked="" type="checkbox"/> Library Board | |

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Please write a brief narrative describing your interest, qualifications, and what you hope to accomplish in this position. If you need additional space, please attach as a separate document a resume or other information you feel would be helpful.

I have served on the Library Board before and I continue to have an interest in how the Library is run and used by Dallas residents. I am also a member of the Board of Directors for the Friends of the Library. I bring Friends of the Library information and concerns to the Library Board.

Educational Background

High School

College

Degree

Please describe any previous Volunteer/Committee Experience

Volunteer Board member on the Dallas Friends of the Library
Been on the Library Board for several years.

Authorization Waiver

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Applicant's Signature

Date

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503-831-3502
recorder@dallasor.gov

Citizen Committee Interest Form

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|-------------------|-------|
| Official Use Only | |
| Date Rec'd | _____ |
| Date Appt | _____ |
| BCC | _____ |

Applicant's Name *Judy Hansen*

Complete Address *Dallas OR 97338*

Complete Mailing Address *same*

Phone

Email

Occupation and Employer *retired*

Are you a Dallas resident? Yes No

Budget Committee

Parks Advisory Board / Tree Board

Economic Development Commission

Planning Commission

Historic Preservation Commission

Urban Renewal District Advisory Committee

Library Board

I am interested in being on a waiting list if there are no current vacancies on the committee(s) I selected.

Budget Committee members must be registered to vote in Oregon. If you would like to serve on the Budget Committee, are you registered to vote in Oregon? Yes No

Please write a brief narrative describing your interest, qualifications, and what you hope to accomplish in this position. If you need additional space, please attach as a separate document a resume or other information you feel would be helpful.

I am currently serving on the Library Board; my term expires in Dec. 2024. I have been involved with the library since moving here in 2001, as a volunteer, book club member & Library Board member. I would like to continue on the board, it is an important component of the library. I have learned a lot about our city and the library during my term of service, and would love to continue.

Educational Background

High School *Mendo Atherton HS, Atherton CA*

College *Willamette University* Degree

Please describe any previous Volunteer/Committee Experience

*library volunteer
book club member
library board member*

Authorization Waiver

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Applicant's Signature *Judy W Hansen* Date *11-21-24*

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503-831-3502
recorder@dallasor.gov**

Citizen Committee Interest Form

Official Use Only
RECEIVED DEC 02 2024
Date Rec'd _____
Date Appt _____
BCC _____

Applicant's Name Troy Hazelton

Complete Address Dallas OR 97338

Complete Mailing Address same

Phone _____

Email _____

Occupation and Employer General Contractor, owner, Hazelton Construction LLC

Are you a Dallas resident? Yes No

- | | |
|--|---|
| <input type="checkbox"/> Budget Committee | <input type="checkbox"/> Parks Advisory Board / Tree Board |
| <input checked="" type="checkbox"/> Economic Development Commission | <input type="checkbox"/> Planning Commission |
| <input checked="" type="checkbox"/> Historic Preservation Commission | <input checked="" type="checkbox"/> Urban Renewal District Advisory Committee |
| <input type="checkbox"/> Library Board | |

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Please write a brief narrative describing your interest, qualifications, and what you hope to accomplish in this position. If you need additional space, please attach as a separate document a resume or other information you feel would be helpful.

page on Back

Educational Background

High School

College

Degree

Please describe any previous Volunteer/Committee Experience

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Applicant's Signature

Date

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recorder@dallasor.gov

Citizen Committee Interest Form

Official Use Only
RECEIVED OCT 21 2024
Date Rec'd _____
Date Appt _____
BCC _____

Applicant's Name **Douglas Wellock**

Complete Address _____

Complete Mailing Address _____

Phone _____

Email _____

Occupation and Employer **Retired Engineer**

Are you a Dallas resident? Yes No

- | | |
|--|---|
| <input type="checkbox"/> Budget Committee | <input type="checkbox"/> Parks Advisory Board / Tree Board |
| <input checked="" type="checkbox"/> Economic Development Commission | <input checked="" type="checkbox"/> Planning Commission |
| <input checked="" type="checkbox"/> Historic Preservation Commission | <input checked="" type="checkbox"/> Urban Renewal District Advisory Committee |
| <input type="checkbox"/> Library Board | |

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Please write a brief narrative describing your interest, qualifications, and what you hope to accomplish in this position. If you need additional space, please attach as a separate document a resume or other information you feel would be helpful.

My goal is to contribute to the continuous improvement of Dallas as a place to live and work. Looking to the future, Dallas must not simply become a bedroom community with jobs located elsewhere. This would not give us a good tax base and would not help to develop a sense of community.

Educational Background

High School

College

Degree

Please describe any previous Volunteer/Committee Experience

I am currently a member of the Bridlewood Home Owners Association.

Authorization Waiver

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Applicant's Signature

Date

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recorder@dallasor.gov

Citizen Committee Interest Form

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|-----------------------|
| Official Use Only |
| Date Rec'd 10.11.2024 |
| Date Appt _____ |
| BCC _____ |

Applicant's Name RON WOODRUFF

Complete Address _____

Complete Mailing Address MONMOUTH, OR 97361

Phone _____

Email _____

Occupation and Employer SELF-EMPLOYED ARCHITECT

Are you a Dallas resident? Yes No

- | | |
|--|---|
| <input type="checkbox"/> Budget Committee | <input type="checkbox"/> Parks Advisory Board / Tree Board |
| <input type="checkbox"/> Economic Development Commission | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Historic Landmarks Advisory Committee | <input type="checkbox"/> Urban Renewal District Advisory Committee |
| <input type="checkbox"/> Library Board | <input checked="" type="checkbox"/> <u>HISTORIC PRESERVATION COMMISSION</u> |

I am interested in being on a waiting list if there are no current vacancies on the committee(s) I selected.

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Please write a brief narrative describing your interest, qualifications, and what you hope to accomplish in this position. If you need additional space, please attach as a separate document a resume or other information you feel would be helpful.

I HAVE BEEN A REGISTERED OR. ARCHITECT FOR OVER 40 YEARS AND HAVE SERVED ON MANY HISTORICAL BOARDS AND COMMISSIONS. I HOPE TO USE MY HISTORICAL RESTORATION EXPERIENCE IN HELPING DALLAS RESTORE THE MANY HISTORIC PERIOD STYLE BUILDINGS, THEREFORE ENCOURAGING THE LOCAL RETAIL AND RESIDENTIAL OCCUPANCIES OF MANY UNDER UTILIZED BUILDINGS IN THE DOWNTOWN AREA.

Educational Background

High School MILWAUKIE H. School

College PORTLAND STATE UNIV. & U. of O.

Degree Bach of Arch.

Please describe any previous Volunteer/Committee Experience

I HAVE BEEN ON THE VANCOUVER, WA PROJECT REVIEW COMMITTEE WHICH REVIEWED ALL BUILDING IMPROVEMENTS IN HISTORIC DOWNTOWN AREA FOR 8 YEARS. WAS ON YANC. WA. PLANNING COMMISSION FOR ABOUT 10 MONTHS WAS ON THE CITY ARTS BOARD WITH THE PORTLAND PARKS DIV.

Authorization Waiver

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Applicant's Signature RB Woodruff

Date Oct. 11, 2024

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Citizen Committee Interest Form

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|------------------------------|
| Official Use Only |
| Date Rec'd <u>11.25.2024</u> |
| Date Appt _____ |
| BCC _____ |

Applicant's Name

Complete Address

Complete Mailing Address

Phone

Email

Occupation and Employer

Are you a Dallas resident? Yes No

Budget Committee

Parks Advisory Board / Tree Board

Economic Development Commission

Planning Commission

Historic Preservation Commission

Urban Renewal District Advisory Committee

Library Board

I am interested in being on a waiting list if there are no current vacancies on the committee(s) I selected.

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Educational Background

High School

College

Degree

Please describe any previous Volunteer/Committee Experience

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Applicant's Signature

Nancy J Adams

Date

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Citizen Committee Interest Form

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|------------------------------|
| Official Use Only |
| Date Rec'd <u>11.12.2024</u> |
| Date Appt _____ |
| BCC _____ |

Applicant's Name

Complete Address

Complete Mailing Address

Phone

Email

Occupation and Employer

Are you a Dallas resident? Yes No

- | | |
|---|--|
| <input checked="" type="checkbox"/> Budget Committee | <input type="checkbox"/> Parks Advisory Board / Tree Board |
| <input type="checkbox"/> Economic Development Commission | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Historic Preservation Commission | <input type="checkbox"/> Urban Renewal District Advisory Committee |
| <input type="checkbox"/> Library Board | |

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Please write a brief narrative describing your interest, qualifications, and what you hope to accomplish in this position. If you need additional space, please attach as a separate document a resume or other information you feel would be helpful.

I have previously served on the budget committee and would like to do so again. I am retired from the City of Dallas; I was the Fire/EMS Chief at the time. I am very familiar with the city's budget process, and I believe I can be useful in reviewing the draft and asking pertinent questions.

Educational Background

High School

College

Degree

Please describe any previous Volunteer/Committee Experience

Authorization Waiver

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| Date Appt. _____ |
| BCC _____ |

Applicant's Name

Complete Address

Complete Mailing Address

Phone

Email

Occupation and Employer

Are you a Dallas resident? Yes No

- | | |
|---|--|
| <input checked="" type="checkbox"/> Budget Committee | <input type="checkbox"/> Parks Advisory Board / Tree Board |
| <input type="checkbox"/> Economic Development Commission | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Historic Preservation Commission | <input type="checkbox"/> Urban Renewal District Advisory Committee |
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I would like to continue to serve.

Educational Background

High School
College Degree

Please describe any previous Volunteer/Committee Experience

A lot. My family always volunteers.
Church, Community ect
Resource center

Authorization Waiver

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Applicant's Signature Date

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CITY COUNCIL STAFF REPORT

MEETING DATE: January 6, 2025
AGENDA ITEM NO. 7.b
TOPIC: Legislative Lobbying
PREPARED BY:  Brian Latta, City Manager
ATTACHMENTS: None

RECOMMENDED ACTION:

City Manager is seeking consensus on an approach for the city of Dallas's lobbying efforts in the 2025 legislative session.

BACKGROUND:

The 83rd Oregon Legislative Assembly will convene on January 21, 2025 for the long session, typically ending in June. During the session, the city of Dallas may want to engage and provide testimony in support of or in opposition to certain bills. Often, the window of opportunity to provide testimony on a bill or its amendments is less than a week. This presents a unique challenge for the City Council to engage as a whole body in the state's legislative process, because our bi-weekly meeting schedule does not align well with the timing and schedule of submitting testimony on bills.

In prior years, the Dallas City Council has designated the city manager to be the city's lead lobbyist, and councilors have participated as legislative advisors to the city manager on bills under review. In this scenario, the city manager will be tracking proposed bills for which the city of Dallas may want to provide testimony. These bills, and their amendments, will be shared with any councilor who wishes to review and provide advice on the bills. The city manager will be responsible for making the decision on whether or not to provide testimony on the bills.

Alternative lobbying approaches include:

- Bringing bills, and their amendments, to the City Council during our regularly scheduled meetings, as timing allows, for review and discussion by the whole council.
- Creating an ad hoc legislative committee comprised of a subset of city councilors who could meet repeatedly during the session to review bills and provide testimony. This committee would be subject to public meetings laws and requirements, but would be more nimble than the full council.

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

- No city lobbying. Rely on others, such as the League of Oregon Cities and other cities, to advocate on our behalf.

The City Manager recommends and is seeking consensus from the City Council to designate the city manager as the city’s lead lobbyist, with city councilors to advise the city manager on state legislative matters.

As a reminder, the Dallas City Council selected as its legislative priorities for the 2025 session:

- Infrastructure Funding
- Restoration of Recreation Immunity
- Alcohol Tax
- Transportation Funding Package
- Lodging Tax Flexibility

In addition, the City Council sent a letter to its legislators and legislative leadership regarding the need to address ORS 195.530 which is the Oregon law that codified the Martin v. Boise decision regarding sitting, sleeping and lying outside on public property. This case was effectively overturned by the US Supreme Court earlier this year via the Johnson v. Grants Pass case.

Several of the city’s priorities are mirrored in the League of Oregon Cities legislative priorities listed below:

- Community Infrastructure and Housing Development Funding
- Transportation Package
- Recreational Immunity
- Behavioral Health Enhancements
- Lodging Tax Flexibility
- Shelter Funding and Homelessness Response
- Address Energy Affordability Challenges from Rising Utility Costs
- Operator-in-Training Apprenticeships
- ORS 195.530 Johnson v. Grants Pass

SUMMARY TIMELINE:

January 6, 2025 – City Council to consider best method of legislative lobbying
January 21, 2025 – Oregon’s 83rd Legislative Assembly begins
June 2025 – Oregon’s 83rd Legislative Assembly ends

FISCAL IMPACT:

None

RECOMMENDED MOTION:

N/A – seeking consensus on a process for legislative lobbying.

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



**CITY COUNCIL
STAFF REPORT**

MEETING DATE: January 6, 2025
AGENDA ITEM NO. 8.a
TOPIC: Second 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 second reading and vote to adopt.

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. This ordinance includes an emergency adoption clause and will become effective upon passage.

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 – The City Council approved of the proposed amendments, as amended. The City Council allowed Ordinance 1903 to pass its first reading.
January 6, 2025 – The City Council will consider Ordinance 1903 for its second reading and vote to adopt.

FISCAL IMPACT:

None

RECOMMENDED MOTION:

N/A – Ordinance 1903 is scheduled for its second reading and vote to adopt.

**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, THE CITY OF DALLAS DOES ORDAIN AS FOLLOWS:

SECTION 1: **AMENDMENT** “1.2.090 Official Action” of the Dallas Development Code is hereby *amended* as follows:

BEFORE AMENDMENT

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. 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.

AFTER AMENDMENT

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.

SECTION 2: 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 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 |
| 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~~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 <u>and Appeal Rights</u> by Type of Review Procedure | | | |
|--|--------------------------|---|-----------------------------------|
| Approvals* | Review Procedures | Applicable Regulations | <u>Local Appeal Body**</u> |
| 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>City Council</u> |
| <u>Home Occupation Permit Type I</u> | <u>Type I</u> | <u>Chapter 4.9; See also, Section 2.2.020</u> | <u>None</u> |
| <u>Home Occupation Permit Type II</u> | <u>Type II</u> | <u>Chapter 4.9; Section 2.2.020</u> | <u>Planning Commission</u> |
| Home Occupation Permit Type I | Type I | Chapter 4.9; See also, Section 2.2.020 | Planning Commission |
| Home Occupation Permit Type III | Type III | Chapter 4.9; See also, Section 2.2.020 | Planning Commission |
| Master Planned Development | Type III | Chapter 4.5 | <u>City Council</u> |
| Modification to Approval | Type II/III (minor or major) | Chapter 4.6 | <u>City Council</u> |
| Land Use District Map Change Quasi-Judicial (does not require a plan amendment) Legislative (plan amendment) | Type III <u>Type IV</u> | 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 <u>II</u> | Chapter 5.2 | <u>Planning Commission</u> |
| Partition or Replat of 2-3 lots | Type II | Chapter 4.3 | <u>Planning Commission</u> |
| Land Use Review | Type I <u>H</u> | Chapter 4.2 | <u>None</u> |
| Site Design Review | Type II | | <u>Planning Commission</u> |
| Site Design Review w/ Adjustment | Type III | | |

| | | | |
|--|--|-----------------------------|----------------------------|
| Subdivision or Replat of >3 lots Preliminary Plat Final Plat | Type III <u>II</u> Type I | Chapter 4.3 | <u>City Council</u> |
| <u>Subdivision or Replat of >3 lots Final Plat</u> | <u>Type I</u> | <u>Chapter 4.3</u> | <u>None</u> |
| Temporary Use Permit (includes Temporary Medical Hardship Dwelling) | Type I/II/ III | Chapter 4.9, Chapter 2.2 | <u>Planning Commission</u> |
| Variance | | | |
| Class A | Type II | Chapter 5.1 | <u>Planning Commission</u> |
| Class B | Type III | Chapter 5.1 | <u>City Council</u> |

* 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.

SECTION 3: 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.

AFTER AMENDMENT

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~~;
 - 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 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.

~~The applicant and all owners or contract purchasers of record of the site that is the subject of the application; Any person who submitted a written request to receive notice, or provided comments during the application-review period; Any City-recognized neighborhood group or association whose boundaries include the site; and 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 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 to City Council. 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

~~unless appealed to City Council within the time provided in 4.1.040.G.2.b.~~

SECTION 4: 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 5: 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 6: 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 7: 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

Richard Slack, Mayor, City of Dallas

Brian Latta, City Manager, City of
Dallas

Lane P. Shetterly, City Attorney, City
of Dallas