



## Dallas City Council Agenda

**Kenneth L. Woods, Jr., Presiding**  
**Monday, March 18, 2024**

**7:00 PM**

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

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

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

AGENDA ITEM	RECOMMENDED ACTION
1. ROLL CALL, PLEDGE OF ALLEGIANCE	
2. INTRODUCTIONS, RECOGNITIONS, PROCLAMATIONS	
3. PUBLIC HEARING a) Application for Comprehensive Plan Amendment and Zone Change of property located on Clow Corner Road p.4	MOTION
4. PUBLIC COMMENT (SEE PAGE 3 FOR MORE INFORMATION)  <i>This time is provided for citizens to comment on municipal issues and any agenda items other than public hearings.</i> <u>To submit public comment by live telephone, please call:</u> <b>+1 253 215 8782</b> <b>MEETING ID: 213 855 0622</b>  *We encourage you to be logged into the public comment queue by 7:00pm*	
5. CONSENT AGENDA  <i>The following items are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member so requests, in which case the item will be removed from the Consent Agenda and considered separately.</i>  a) Approval of March 4, 2024 Work Session Meeting Minutes p.54 b) Approval of March 4, 2024 City Council Meeting Minutes p.55 c) Recommend approval of the limited on-premises OLCC Application for Pots & Whatnots Pottery p.57 d) February 2024 Financial Report p.68	MOTION
6. ITEMS REMOVED FROM CONSENT AGENDA	
7. REPORTS OR COMMENTS FROM MAYOR AND COUNCIL MEMBERS	
8. REPORTS FROM CITY MANAGER AND STAFF  a) FY2023 Plan of Action Letter p.98	MOTION

### COUNCIL

#### Mayor

Kenneth L Woods, Jr.

#### Council President

Michael Schilling

#### Councilor

Nancy Adams

#### Councilor

Carlos Barrientos

#### Councilor

Larry Briggs

#### Councilor

Kirsten Collins

#### 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



**Dallas City Council Agenda**  
**Monday, March 18, 2024**  
**7:00 pm**

9. FIRST READING OF ORDINANCES

- a) Ordinance No. 1893 Amending Dallas City Code Section 6.325, relating to parking time limitations p.100

10. RESOLUTIONS

- a) Resolution No. 3523 Approving the application for an Oregon Parks and Recreation Department Local Government Grant Program grant for the construction of ten new pickeball courts at Dallas City Park and twenty accompanying diagonal parking spaces on the north side of Brandvold Dr., and authorizing the City Manager or the City Manager’s designee to sign and submit the application p.104

11. OTHER BUSINESS

12. ADJOURNMENT

ROLL CALL  
VOTE

City Council Meeting  
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## Guide for Remote Meeting Access

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

Visit: [www.dallasor.gov/community/page/dallasyoutube](http://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 OF DALLAS  
CITY COUNCIL  
STAFF REPORT**

**MEETING DATE:** March 18, 2024  
**AGENDA ITEM NO.** 3.a  
**TOPIC:** Public Hearing on an application for comprehensive plan amendment and zone change of property located on Clow Corner Road  
**LAND USE FILE #:** CPA-23-01 & ZC-23-02  
**PREPARED BY:** Chase Ballew, City Planner  
**APPROVED BY:**  City Manager  
**ATTACHMENTS:**  
A. Staff Report to Planning Commission  
B. Zoning Map prepared by City Staff  
C. Notice of Public Hearing  
D. Application Materials  
E. Letters of Public Testimony

**RECOMMENDED ACTION:**

Approve the Planning Commission recommendation in support of the requested amendment of the Comprehensive Plan and rezoning from Industrial to Medium-Density Residential (RM).

Direct the City Attorney to prepare an Ordinance for the subject property amending the comprehensive plan and designating the zoning of said property.

**BACKGROUND:**

The property owner, Ken Perkins, has submitted an application to change the comprehensive plan map designation from industrial to residential, and change the zoning from industrial to medium density residential of a parcel approximately 5.36 acres in size.

On February 13, 2024, the Dallas Planning Commission conducted a public hearing to consider the applicant's proposal and to receive public testimony. The applicant attended and addressed the Commission during the meeting. The Commission received public testimony. The Planning Commission deliberated and voted unanimously to forward to City Council their recommendation that the City Council approve the Comprehensive Plan amendment and zone change requests.

**COMPREHENSIVE PLAN AMENDMENT & ZONE CHANGE APPROVAL CRITERIA:**

The Approval Criteria for map changes are contained in section 4.10.030.B of the Dallas Development Code. In response to these criteria, Staff refer to the findings contained in the staff report dated February 6, 2024 which was presented to the Planning Commission.

Staff will supplement the Planning Commission staff report with an addition to the finding addressing comprehensive plan policy 2.1.4. That policy reads,

*Provide for an adequate short-term supply of suitable industrial land to respond to economic development opportunities as they arise. "Short-term supply" means suitable land that is ready for construction usually within one year of an application for a building permit or request for service extension.*

**Staff's Finding:** While the city's 20-year supply of industrial land demonstrates a surplus compared to the 20-year demand, portions of that supply are not ready for construction within one year of an application for a building permit. This site is suitable for development and could be considered part of the "short-term supply" of industrial land. There are two questions that must be answered. First, does the rezoning of this property away from industrial zoning create an inadequate short-term supply of industrial land? Second, in balancing competing comprehensive plan policies, is retaining the adequate short-term supply of industrial land more important than the reducing the deficit of medium density residential land? The Planning Commission's recommendation to the City Council is to approve the comprehensive plan amendment and zone change application. As such, the planning commission found that approval of the application retains an adequate supply of short-term industrial land and/or reduces the current 20-year planned deficit of medium density residential land.

**RECOMMENDED MOTION:**

I move to adopt the recommendation of the Planning Commission to approve the Comprehensive Plan amendment and zone change, and direct the City Attorney to prepare an Ordinance amending the Dallas Zoning Map to reflect this action.

**ATTACHMENTS**

- A. Staff Report to Planning Commission
- B. Zoning Map prepared by City Staff
- C. Notice of Public Hearing
- D. Application Materials
- E. Letters of Public Testimony

# ATTACHMENT A.1

## CITY OF DALLAS PLANNING COMMISSION STAFF REPORT

**Meeting Date:** February 6, 2023  
**Report Date:** February 13, 2023  
**Topic:** CPA-23-01 & ZC-23-02

**Application Type:** Comprehensive Plan Amendment & Zone Change  
**Applicant:** Ken Perkins  
**Location:** Clow Corner Road – Taxmap #8.5.3 Taxlot #801 – Parcel 3

### **APPROVAL CRITERIA:**

DDC Chapter 4.7 – Land Use District Map Amendments

### **RECOMMENDED ACTION**

That the Planning Commission reaffirm their recommendation that the City Council approve the request

Planning Commission made supportive recommendation at their December 2023 meeting, but this was based on out-of-date comprehensive plan policies, so this matter is being re-heard with current policies.

### **SITE INFORMATION**

**Current Zoning:** Industrial  
**Comprehensive Plan Map:** Industrial  
**Floodplain:** Yes  
**Riparian Corridor:** Yes  
**Wetlands:** No  
**Lot Size:** 5.36 Acres  
**Prior Land Use Approvals:** Urban Growth Boundary Expansion (2004)  
Annexation & Zone Change (2022)  
Partition (2023)

### **PROJECT OVERVIEW**

- Amend comprehensive plan from Industrial to Residential.
- Change zoning from Industrial (I) to Medium-Density Residential (RM).

### **BACKGROUND INFORMATION**

The property was annexed in 2022, and at that time the applicant requested a comprehensive plan change to residential for part of the site, which the city council denied, finding that because the property was larger than 10 acres the land qualified as ‘prime industrial’ under comprehensive plan policy 2.3.1.

Subsequently the property has been divided into three smaller parcels. Parcel 1 is undergoing wetland development permitting, Parcel 2 has received development approval for mini-storage, and Parcel 3, the subject of this application, is proposed for conversion to residential use.

# ATTACHMENT A.2

## **COMPREHENSIVE PLAN AMENDMENT / ZONE CHANGE APPROVAL CRITERIA**

The applicant proposes to amend the comprehensive plan and rezone the property. The applicable criteria are contained in the DDC 4.7.030.B, “*Criteria for Quasi-Judicial Amendments.*”

### ***CRITERION:***

*DDC 4.7.030.B.1 – Approval of the request is consistent with the Statewide Planning Goals.*

### ***FINDING:***

Oregon has 19 Statewide Planning Goals, of which six (6) are directly applicable to the approval criteria of this request and are discussed individually below.

**Goal 5 – Natural Resources:** This goal requires cities to protect natural resources and conserve scenic and historic areas and open spaces, with fifteen (15) resources specified. The subject property has a mapped riparian corridor and floodplain (North Fork Ash Creek on the north edge of the property) which are Goal 5 resources; to protect this resource the City of Dallas has standards for setbacks and storm water management that must be met at the time of development.

**Goal 7 – Natural Hazards:** This goal requires cities to adopt comprehensive plan measures that reduce risk to people and property from natural hazards, with six (6) hazards specified. As identified by the Oregon Department of Geology and Mineral Industries and incorporated into the Polk County Multi-Jurisdictional Hazard Mitigation Plan, the subject property is located in an area of the city with moderate risk of expansive soils. In accordance with Goal 7, the City of Dallas requires geotechnical evaluation of all new development, which can mitigate some of the expansive soil risk through site-specific design and engineering, such as structural foundation systems, as well as storm water management to reduce risk of rain-induced expansion and landslides.

**Goal 9 – Economy:** Goal 9 requires cities in develop Comprehensive Plans that inventory areas suitable for increased economic growth and activity. The 2020 Economic Opportunities Analysis identified a surplus of 168 acres of industrial land. Rezoning of the property to a non-industrial use would not reduce the 20-year supply of industrial land below the expected demand.

**Goal 10 – Housing:** This goal requires cities to encourage availability of adequate numbers of needed housing units at prices commensurate with the financial capabilities of Oregon households and allow flexibility of location, type, and density. The zone change would re-designate the subject property from industrial to medium-density residential, thereby allowing dwellings to be constructed, increasing the supply of needed housing units.

The 2019 Housing Needs Analysis found that over the next 20 years the city would have a 21 acre shortage of medium-density residential land. Since then only 9 acres have been rezoned, leaving a shortage of 12 acres of needed medium density residential land. The proposed comprehensive plan amendment and zone change would contribute to fulfilling the continued deficit.

**Goal 11 – Public Facilities:** This goal requires cities to plan and develop a timely, orderly and efficient arrangement of public facilities and services. Water, sanitary sewer, and storm drainage of adequate capacity are adjacent to the subject property. City services, including fire and police protection and health and recreation services, have adequate capacity to serve a development of the subject property.

**Goal 12 – Transportation:** This goal requires cities to provide and encourage a safe, convenient, and economic transportation system and to coordinate land use and transportation planning. Goal 12 is implemented by the Transportation Planning Rule (TPR) which requires cities to evaluate whether proposed

# ATTACHMENT A.3

plan amendments and zone changes are consistent with adopted land use and transportation plans, to ensure the system can accommodate the development.

The applicant's narrative concludes that the reasonable worst case development of the property would not have a significant impact on the functional classification of the roadways or reduce the performance of the roadways. Staff concurs that the amendment conforms with the provisions of the Transportation Planning Rule, so this criterion is met.

**Conclusion:** Given the application materials and the above information, the proposed amendment is consistent with the statewide planning goals, and this criterion is satisfied.

**CRITERION:**

*DDC 4.7.030.B.2 – Approval of the request is consistent with the Comprehensive Plan.*

**FINDING:**

Staff observe the Comprehensive Plan contains several policies applicable to the subject request. Below are the policies found in Chapter 2, 3, and 7 that staff finds relevant to the request and with staff's findings.

**Comprehensive Plan Chapter 2 – A Sustainable Dallas Economy**

*Policy 2.1.3 – Provide for an adequate supply of industrial land to accommodate the types and amount of economic development and industrial growth anticipated in the future, as described in the city's most recent Economic Opportunities Analysis. The supply of industrial land should provide a range of site sizes and locations to accommodate the market needs of a variety of industrial employment uses.*

The change to residential would reduce the supply of properties for employment use. However, the Economic Opportunities Analysis found a surplus of 168 acres of industrial land over the next 20 years, so there would still be ample land supply in a variety of sizes and locations.

*Policy 2.1.4 – Provide for an adequate short-term supply of suitable industrial land to respond to economic development opportunities as they arise. "Short-term supply" means suitable land that is ready for construction usually within one year of an application for a building permit or request for service extension.*

While the city's 20-year supply of industrial land demonstrates a surplus compared to the 20-year demand, large portions of that supply are not ready for construction within one year of an application for a building permit. This site is suitable for development and should be considered a part of the "short-term supply" of industrial land. The application to rezone the site from industrial to medium density residential would reduce the city's inventory of "short-term supply" of suitable industrial land to respond to economic opportunities as they arise.

*Policy 2.3.1 – Preserve prime industrial sites and reserve suitable land to provide a choice among sites for new industrial development prior to actual demand. Prime industrial sites include site characteristics that are difficult or impossible to replicate in the Dallas Urban Growth Boundary. These characteristics may also include: 1) sites / properties larger than 10*



# ATTACHMENT A.4

*acres, 2) sites with direct access to a highway or major arterial road, 3) sites with existing investments in infrastructure needed by industrial uses, and 4) sites / properties surrounded by properties that are planned Industrial.*

Prior to the partitioning of the parent property, the City Council determined this property, along with parcels 1 and 2 together, to be considered a prime industrial site.

Staff note that after the partition, parcel 3 is smaller than 10 acres, and does not have any previous investment in industrial-serving infrastructure. The site currently does not have direct access to a highway or major arterial, however a major arterial is planned to run along the east side of the subject site. The site is surrounded on three sides by other properties that are planned Industrial. Staff conclude that the site has some, but not all, of the characteristics to be considered prime industrial.

*Policy 2.3.2 – Land planned or zoned for Industrial shall be located along existing or planned streets identified as Arterial or Collector according to the Dallas Transportation Systems Plan.*

The property proposed for rezoning is located along the route of the planned future extension of SE Fir Villa Road, a Collector street as designated in the Dallas TSP.

## **Comprehensive Plan Chapter 3 – Livable Residential Neighborhoods:**

*Policy 3.1.1 – Each residential neighborhood shall be located within 1.5 miles of the Central Business District or land that is zoned or planned for general commercial or neighborhood commercial development.*

The property is located within 1.5 miles of the Central Business District.

*Policy 3.1.4 – Land planned or zoned to allow for multi-family housing shall be located adjacent to planned commercial areas or along arterial and collector streets, and shall be reserved exclusively for that purpose. Land planned or zoned to allow less dense attached middle family dwellings (like tri-plexes, four-plexes and townhomes) shall be located, in whole or in part, within a quarter mile of employment, retail and service centers but does not need to be located adjacent to planned commercial areas, or along arterials and collector streets. Land planned or zoned for medium density residential is an appropriate transition between land planned or zoned for high density residential and land planned or zoned for low density residential.*

The proposed rezoning would allow for less dense attached middle family dwellings. The property is located along the route of the planned future extension of SE Fir Villa Road, a Collector street, and is within a quarter mile of industrially-zoned employment areas as required by this policy.

*Policy 3.1.7 – Identified river and stream corridors, wetlands, flood hazard, steep hillsides and slide hazard areas where building would be hazardous shall be considered unbuildable, and shall be used to define neighborhood boundaries.*

The property contains a riparian corridor and flood hazard areas. Ash Creek is along the northern edge of the property, and thereby forms the boundary of the neighborhood.

# ATTACHMENT A.5

The Dallas Development Code has provisions for resource protection (e.g. top of creek setbacks) that help implement this policy during development.

## **Comprehensive Plan Chapter 7 – Public Facilities Plan:**

*Policy 7.2.3 – Prior to annexation, zone change or development approval, the City must make an affirmative determination that adequate sanitary sewer, water, storm drainage, transportation and park services are available to service the area to be annexed or rezoned, or the site to be developed.*

This policy is implemented by DDC 4.7.030.B.3 which requires such a determination, and is provided herein consistent with this policy.

**Conclusion:** Given the application materials and the above information, the proposed zone change, in balance, is consistent with the Comprehensive Plan, and has satisfied this criterion.

### **CRITERION:**

*DDC 4.7.030.B.3 – The property and affected area is presently provided with adequate public facilities, services and transportation networks to support the use, or such facilities, services and transportation networks are planned to be provided in the planning period.*

### **FINDING:**

Public Facilities – Sewer, water, and storm drainage main lines of adequate capacity to support development are located at the eastern terminus of SE Ana Avenue.

Public Services – Existing city services, including fire and police protection and health and recreation services, have adequate capacity to serve a development of the subject property. Water mains will need to be extended and fire hydrants installed to serve the development.

Transportation Networks – The applicant’s property is located at the terminus of a neighborhood street with adequate capacity to accommodate residential development. The property is also adjacent to the future extension of Fir Villa Road, a major collector which the Transportation System Plan envisions within the 20-year planning period, and which would provide additional capacity once completed.

**Conclusion:** Staff finds that the property and affected area are or can be served with adequate public facilities and services, and that this criterion is satisfied.

### **CRITERION:**

*DDC 4.7.030.B.4 – The change is in the public interest with regard to neighborhood or community conditions, or corrects a mistake or inconsistency in the comprehensive plan map or zoning map regarding the property which is the subject of the application.*

### **FINDING:**

The proposed change to medium-density residential (RM) may be found to be in the public interest, as the Housing Needs Analysis found a shortage of medium-density land, so this change will help reduce the RM land deficit without meaningfully impacting the surplus of industrial land.

# ATTACHMENT A.6

***CRITERION:***

*DDC 4.7.030.B.5 – The amendment conforms to the Transportation Planning Rule provisions under Section 4.7.060.*

***FINDING:***

The applicant’s narrative concludes that the reasonable worst case development of the property would not have a significant impact on the functional classification of the roadways or reduce the performance of the roadways. Staff concurs that the amendment conforms with the provisions of the Transportation Planning Rule, so this criterion is met.

**RECOMMENDED ACTION**

Staff recommends that the Comprehensive Plan Amendment, and Zone Change applications be approved.

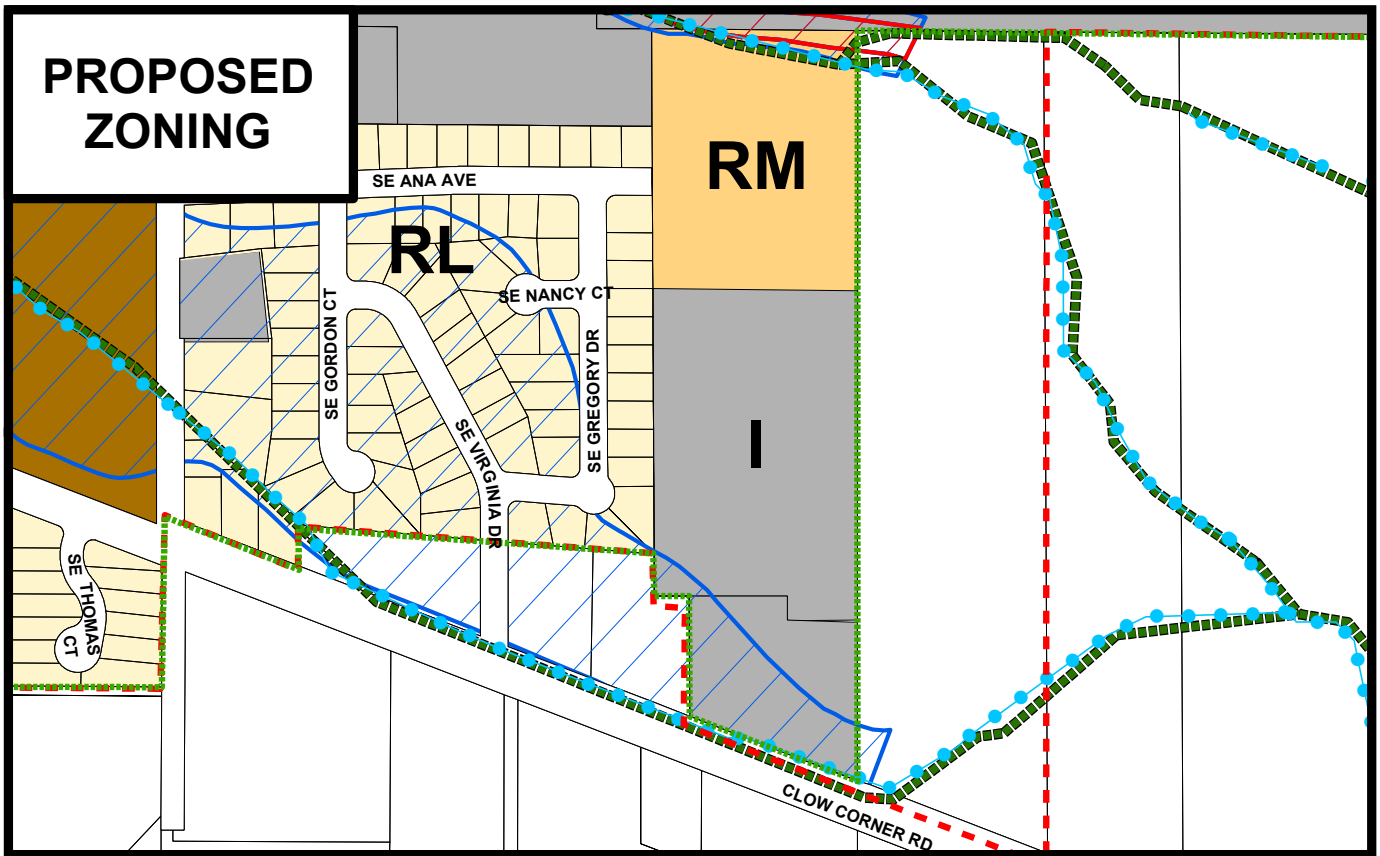
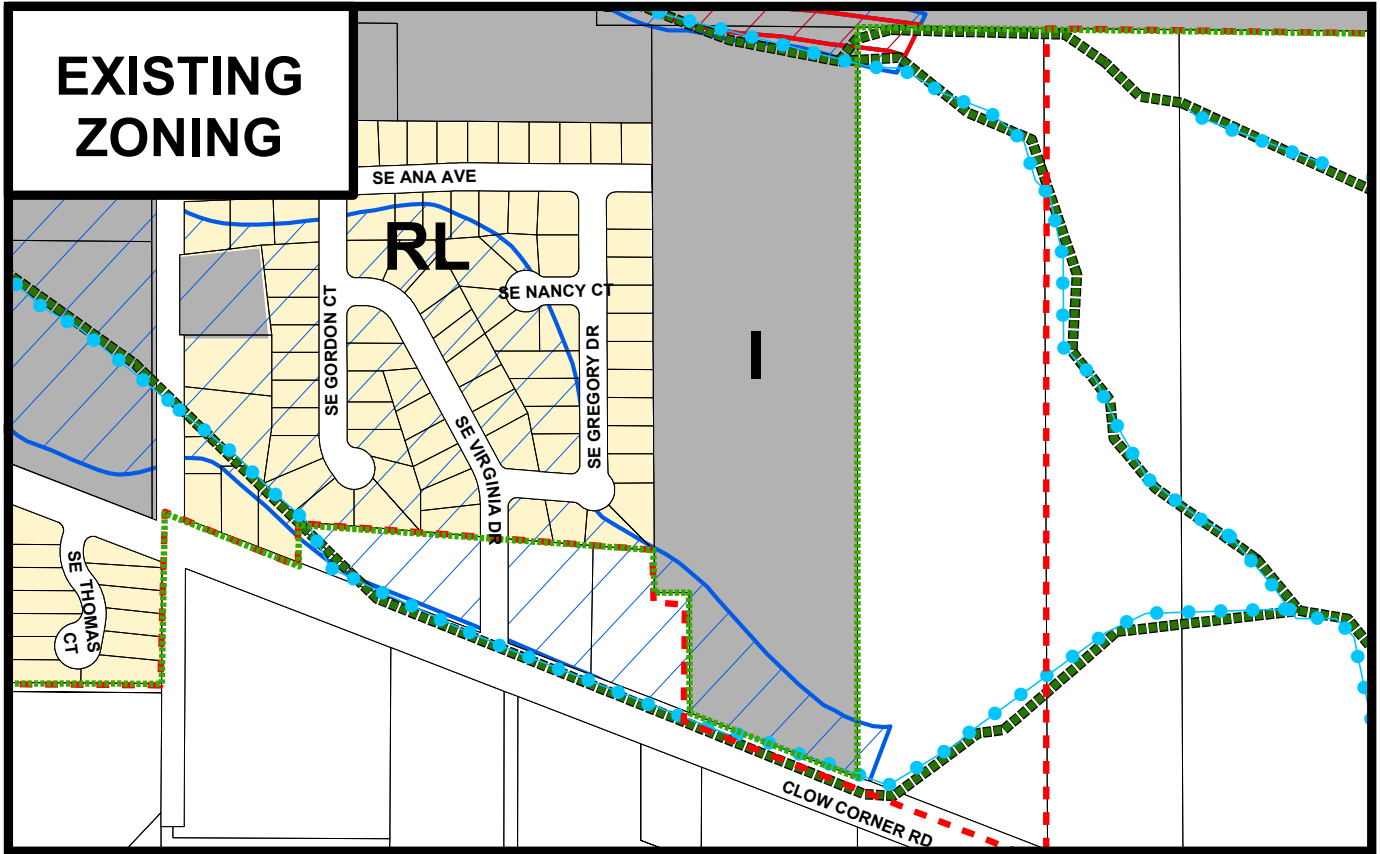
**RECOMMENDED MOTION:**

I move to recommend that the City Council approve the comprehensive plan amendment and zone change of the subject property.

**EXHIBITS:**

1. Zone Change Map by City Staff
2. Notice of Public Hearing
3. Applicant’s Written Narrative
4. Written Testimony

# ATTACHMENT B.1



**CITY OF DALLAS**  
**NOTICE OF PUBLIC HEARING**

**Comp. Plan Amendment #CPA-23-01 -- Zone Change #ZC-23-02**

***This matter has been referred back to the Planning Commission  
to correct an error in the supporting documentation***

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**PROPERTY LOCATION:** Clow Corner Road – Taxmap #8.5.3 Taxlot #801

**APPLICANT/OWNER:** Ken Perkins

**NATURE OF REQUEST:** Change comprehensive plan designation and zoning on 5.31 acres  
from Industrial to Medium-Density Residential.

**APPLICABLE CRITERIA:** DDC Chapter 4.7 – Land Use District Map Amendments

**HEARING DATE / TIME:** 7:00 p.m. Tuesday, February 13, 2024

**HEARING LOCATION:** **In Person:** Dallas City Hall, 187 SE Court Street, Dallas, Oregon  
**Telephone:** +1 253 215 8782 . . . . . Passcode: **213 855 0622**  
**Watch Online:** [www.dallasor.gov/community/page/dallasyoutube](http://www.dallasor.gov/community/page/dallasyoutube)

**CITY STAFF CONTACT:** Chase Ballew, City Planner Phone: 503-831-3570  
chase.ballew@dallasor.gov TDD: 503-623-7355

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At the above day and time the Dallas Planning Commission will hold a public hearing on the request to change comprehensive plan designations and zoning.

You may attend this meeting in-person at Dallas City Hall. You may also participate by telephone by dialing the number above and entering the passcode when prompted. Video of the proceedings will be broadcast live at the website above, but oral testimony must be in-person or by phone.

The Planning Commission will consider testimony which addresses the applicable criteria listed above. Testimony may be submitted in advance by writing to the Dallas Planning Department, 187 SE Court Street, Dallas, Oregon 97338, or given orally during the public hearing. The public hearing will be conducted in a manner that permits testimony from all interested parties.

At least seven days prior to the hearing the staff report, the application and documents and evidence submitted by or on behalf of the applicant, and the applicable approval criteria will be available for review online at [www.dallasor.gov/meetings](http://www.dallasor.gov/meetings) or in person at Dallas City Hall. Upon request, copies will be made at reasonable cost.

Failure of an issue to be raised in a hearing, in person or by letter, or failure to provide statements or evidence sufficient to afford the decision maker an opportunity to respond to the issue precludes appeal to the Land Use Board of Appeals (LUBA) based on that issue.

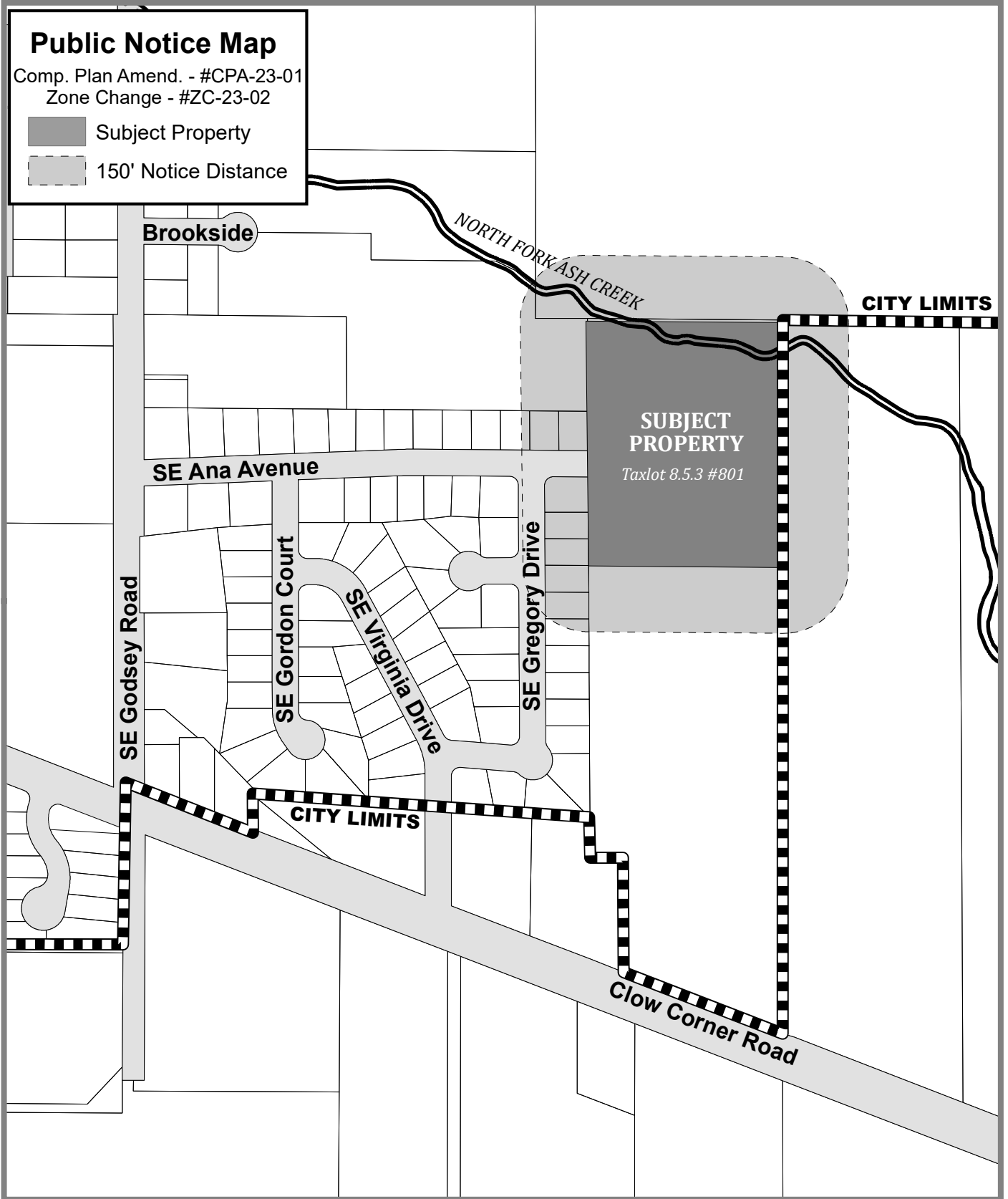
Dated: January 24, 2024

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**NOTICE TO MORTGAGEE, LIENHOLDER, VENDOR, OR SELLER, ORS 215 REQUIRES THAT IF YOU RECEIVE THIS NOTICE IT MUST BE PROMPTLY FORWARDED TO THE PURCHASER.**

The recipient of this notice is hereby responsible to promptly forward a copy of this notice to every person with a documented interest, including a renter or lessee.

# ATTACHMENT C.2





# ATTACHMENT D.1

## Land Use District Map Change

### Dallas Planning Department

#### Development Code Type III/IV Review

**Official Use Only:**

File No.: \_\_\_\_\_

Date: \_\_\_\_\_

Fee: \_\_\_\_\_  PAID

A change in land use district designations may be necessary from time to time to reflect changing community conditions, needs and desires, to correct mistakes, or to address changes in the law. A change in land use district map designation that involves a Comprehensive Plan map amendment is reviewed and approved by the City Council, upon receiving a recommendation from the Planning Commission. The Planning Commission reviews and makes the final decision on land use district map changes that do not involve Comprehensive Plan map amendments. NOTE: A Pre-application conference is required before a Land Use District Map Change application is submitted. Please return a completed application form with attachments, and the required fee to the City of Dallas Planning Department, City Hall, Second Floor, 187 SE Court Street, Dallas, OR 97338.

### Section 1 – Applicant Information

Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

### Section 2 – Property Owner Information (If not applicant)

Property Owner(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

### Section 3 – Project Description

Site Address: \_\_\_\_\_ Total Land Area: \_\_\_\_\_

Assessor Map/Taxlot No. \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Proposed Designation: \_\_\_\_\_

Comprehensive Plan Amendment Requested?:  Yes  No

Current Plan Designation: \_\_\_\_\_ Proposed Plan Designation: \_\_\_\_\_

Present Use of Property: \_\_\_\_\_

### Section 4 – Application Submittal Information

Please submit one electronic copy (PDF format preferred) and one paper copy of the information listed below:

- Completed application form;**
- Required fee;**

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# ATTACHMENT D.2

- Property deed and deed restrictions.** Copy of the deed and all existing and proposed restrictions or covenants, including those for access control.
- If Map Amendment, include a map showing the extent of the proposed change.**
- Written narrative that addresses the relevant criteria contained below:**
  - Approval of the request is consistent with the **Statewide Planning Goals**;
  - Approval of the request is consistent with the **Comprehensive Plan**;
  - The property and affected area is presently provided with **adequate public facilities**, services and transportation networks to support the use, or such facilities, services and transportation networks to support the use, or such facilities, services and transportation networks are planned to be provided in the planning period; and
  - The change is in the **public interest** with regard to neighborhood or community conditions, or corrects a mistake or inconsistency in the comprehensive plan map or zoning map regarding the property which is the subject of the application; and
  - The amendment conforms to the **Transportation Planning Rule** provisions under Section 4.7.060.
- Other Information** determined by the City Planning Official. The City may require studies or exhibits prepared by qualified professionals to address specific site features or project impacts (e.g., traffic, environmental features, natural hazards, etc.), in conformance with this Code.

## Section 5 – Signatures Required

I hereby certify the statements contained herein, along with the evidence submitted, are in all respects true and correct to the best of my knowledge:

### PROPERTY OWNER(S):

\_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_

### APPLICANT(S)

\_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_

## Section 6 – Transportation Planning Review (TPR)

When a development application includes a proposed comprehensive plan amendment or land use district change, the proposal shall be reviewed to determine whether it significantly affects a transportation facility, in accordance with Oregon Administrative Rule (OAR) 660-012-0060 (the Transportation Planning Rule - TPR) and the Traffic Impact Analysis provisions of Section 4.1.090. "Significant" means the proposal would:

1. Change the functional classification of an existing or planned transportation facility (exclusive of correction of map errors). This would occur, for example, when a proposal causes future traffic to exceed the levels associated with a "collector" street classification, requiring a change in the classification to an "arterial" street, as identified by the Dallas Transportation System Plan; or



## ATTACHMENT D.3

2. Change the standards implementing a functional classification system; or
3. As measured at the end of the planning period identified in the Dallas Transportation System Plan or the adopted plan of any other applicable roadway authority, allow types or levels of land use that would result in levels of travel or access that are inconsistent with the functional classification of an existing or planned transportation facility; or
4. Reduce the performance of an existing or planned transportation facility below the minimum acceptable performance standard identified in road authority's adopted plan; or
5. Worsen the performance of an existing or planned transportation facility that is otherwise projected to perform below the minimum acceptable performance standard identified in the road authority's adopted plan.
6. Where the City lacks specific transportation policies or standards, the City Council shall be consulted, as provided under Section 4.1.050 (Type IV Legislative Review).

Amendments to the Comprehensive Plan and land use regulations which significantly affect a transportation facility shall assure that allowed land uses are consistent with the function, capacity, and level of service of the facility identified in the Transportation System Plan. This shall be accomplished by one of the following:

1. Adopting measures that demonstrate that allowed land uses are consistent with the planned function of the transportation facility; or
2. Amending the Comprehensive Plan to provide transportation facilities, improvements, or services adequate to support the proposed land uses; such amendments shall include a funding plan to ensure the facility, improvement, or service will be provided by the end of the planning period; or
3. Altering land use designations, densities, or design requirements to reduce demand for automobile travel and meet travel needs through other modes of transportation; or
4. Amending the planned function, capacity or performance standards of the transportation facility; or
5. Providing other measures as a condition of development or through a development agreement or similar funding method, specifying when such measures will be provided.

### Section 6 – Review and Approval

**Official Use Only:**

Approved  Denied Reason for Denial: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# ATTACHMENT D.4

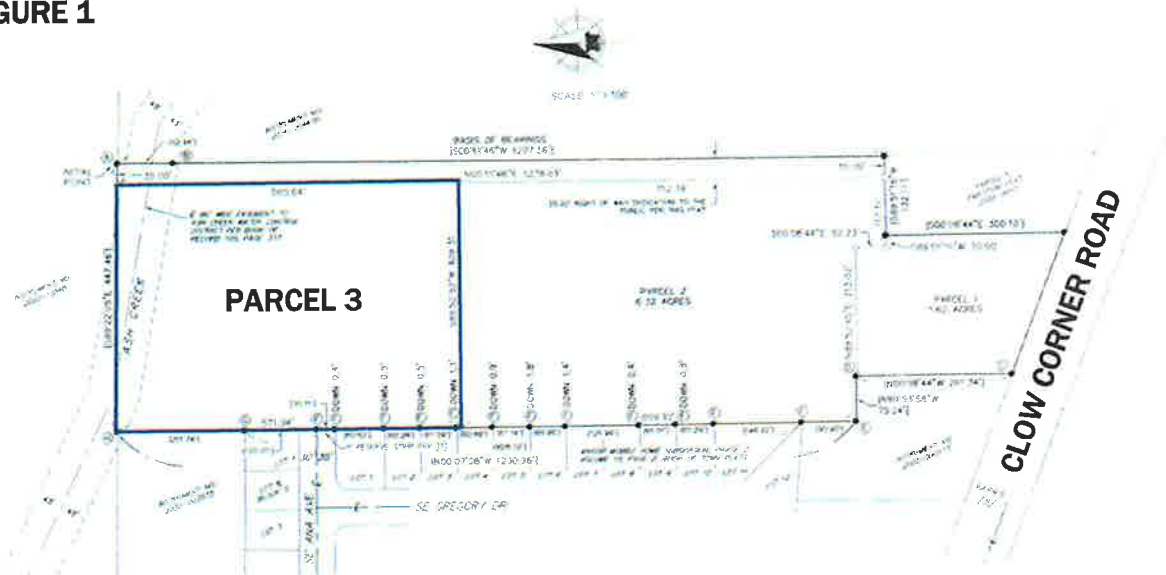
**DATE:** October 28, 2023  
**TO:** Dallas Planning Commission and City Council  
**FROM:** Ken Perkins  
**RE:** Comprehensive Plan Redesignation and Zoning Map Change  
Of Property Near Clow Corner Road

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This application seeks to change the Comprehensive Plan designation and zoning map classification for Parcel 3 of Partition Plat 2023-0010, 5.36 acres off Clow Corner Road.

The property was annexed into the City in 2022 as part of a larger parcel and was designated Industrial at that time. The originally annexed land has since been divided into three separate parcels (see Figure 1).

**FIGURE 1**



This request seeks to redesignate/rezone:

- Parcel 3 of Partition Plat 2023-0010 – 5.36 acres near Clow Corner Road as Residential (on the Comprehensive Plan Future Land Use Map) and Residential Medium Density (RM) (on the Dallas Zoning Map).

To consider this application, the Dallas Planning Commission and City Council must consider a variety of factors. These factors are laid out below.

## CRITERIA FOR QUASI-JUDICIAL AMENDMENTS

Under the Dallas Development Code, the Planning Commission and City Council are required to consider the follow criteria before adopting a quasi-judicial amendment.

# ATTACHMENT D.5

***B. Criteria for Quasi-Judicial Amendments. A recommendation or a decision to approve, approve with conditions or to deny an application for a quasi-judicial amendment shall be based on all of the following criteria:***

***1. Approval of the request is consistent with the Statewide Planning Goals;***

Analysis: The proposed redesignation/rezone is consistent with the Statewide Planning Goals (as demonstrated in Attachment A).

***2. Approval of the request is consistent with the Comprehensive Plan;***

Analysis: The applicant seeks:

- A change in the Comprehensive Plan Designation of the parcel from “Industrial” to “Residential.”
- A change to the zoning from “Industrial to “Residential Medium Density (RM).”

As outlined in Attachment B, the proposal complies with the “Residential Neighborhood” goals and policies of the Dallas Comprehensive Plan.

***3. The property and affected area is presently provided with adequate public facilities, services and transportation networks to support the use, or such facilities, services and transportation networks are planned to be provided in the planning period; and***

Analysis: The property proposed for redesignation/rezone is located in an area where future extensions of services can be provided in a feasible, efficient and economical manner. All public services and facilities needed for future development will be provided at levels that are adequate to serve the proposed uses and will be consistent with adopted City plans.

The City of Dallas maintains public services including sewer, water, and storm drainage facilities and will specify any needed changes to the existing service levels at the time a future subdivision is requested.

***4. The change is in the public interest with regard to neighborhood or community conditions, or corrects a mistake or inconsistency in the comprehensive plan map or zoning map regarding the property which is the subject of the application; and***

Analysis: The proposed Comprehensive Plan/zoning change is in the public interest.

Parcel 3 of Partition Plat 2023-0010 is directly east of the Angor Mobile Home (Phases 1 and 2) and English Addition subdivisions, and SE Ana Avenue provides access to the site. Using the existing residential street (SE Ana Avenue) to provide access to a future industrial use on the property would not respect the surrounding neighborhoods, and therefore would not be in the public interest. A change of the zoning from industrial to residential would be more compatible given the surrounding development.

The merits of the proposed change are further supported by City policy documents. According to the 2021 City Economic Opportunities Analysis, the City has too much land zoned for Industrial use, and according to the 2019 Housing Needs Analysis, the City has too little land zoned for Residential Medium Density Use. Rezoning the land in the area, would correct this imbalance while also helping to maintain the quality of life of the residential neighborhood on SE Ana Avenue.

These factors help demonstrate that the proposal satisfies a public interest.

# ATTACHMENT D.6

***5. The amendment conforms to the Transportation Planning Rule provisions under Section 4.7.060.***

Analysis: A Transportation Planning Rule (TPR) Analysis has been submitted along with this application (see Attachment C). Given the findings of that analysis, this standard is met.

# ATTACHMENT D.7

## **ATTACHMENT A STATEWIDE PLANNING GOALS RELATED TO THE PROPOSAL**

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The following Statewide Planning Goals apply to the proposed redesignation/rezone:

### Goal 1 – Citizen Involvement

The City's adopted Comprehensive Plan and development code implement the Statewide Citizen Involvement Goal, and the City will review the proposed application in accordance with the adopted public review process. Notice of the proposal will be mailed to nearby property owners and affected public agencies and be published in a newspaper of general circulation. The published notice will also identify applicable approval criteria.

Through the notification and public hearing process all interested parties will be afforded the opportunity to review the application, comment on the proposal, attend the public hearings, and participate in the decision. These procedures will satisfy the requirements of the Citizen Involvement Goal of the Oregon land use planning process.

### Goal 2 – Land Use Planning:

The City's adopted Comprehensive Plan implements and is acknowledged to be in compliance with the Statewide Land Use Planning Goal.

The proposed application is made in accordance with the Comprehensive Plan goals, policies and procedures, as well as the ordinances that implement the plan. A description of the proposal in relation to the intent of the plan, its applicable goals and policies, and the zone change criteria is included as part of this submittal. Facts and evidence have been provided to support and justify the proposed zone change, along with findings and evidence to support the application. For these reasons, the proposal conforms to the land use planning process established by this goal.

### Goal 5 – Natural Resources, Scenic and Historic Areas, and Open Spaces:

The City's adopted General Development, Scenic and Historic Areas, Natural Resources and Hazards Goals and Policies address this statewide goal.

The site has a stream (a branch of the North Fork of Ash Creek) that crosses the property, and future development of the site will occur in accordance with City requirements. A wetland delineation prepared by Zion Natural Resources Consulting located the ordinary high-water mark of the stream but did not note any other wetland on the property.

Given these facts, this change will be consistent with Goal 5 of the statewide planning goals.

### Goal 6 – Air, Water and Land Resources Quality:

The City's adopted Comprehensive Plan Goals and Policies related to Growth Management, Scenic and Historic Areas, Natural Resources and Hazards, Land Use and Transportation, along with adopted facilities plans, implement this goal.

Proposed development will be reviewed by the City and any applicable outside agencies for impacts on the environment and compliance with standards and regulations. Development will also be required to meet applicable water, sewer, and storm drainage system master plan requirements. Given these factors, this goal will be achieved.

# ATTACHMENT D.8

## Goal 8 – Recreational Needs:

The City’s adopted Comprehensive Plan Open Space, Parks and Recreation Element implements the Statewide Recreation Needs Goal by encouraging conservation and the identification of existing and needed park resources and identifying funding mechanisms. To help ensure that these goals and policies are met, the applicant will be required to dedicate land or pay a fee-in-lieu of dedication (during a future subdivision of the property) and pay system development charges (during the development of homes). With these mechanisms in place Goal 8 of the statewide planning goals will be achieved.

## Goal 9 – Economic Development:

The proposed redesignation/rezone will not have a negative impact on the economy of the City of Dallas.

According to the 2021 Economic Opportunities Analysis, the City of Dallas had 163 acres of surplus industrial land, and the redesignation/rezoning of the 5.36 acres to residential will help address a known need in the City. According to the 2019 Housing Needs Analysis, the City of Dallas had a deficit of 21.8 acres of Residential Medium Density land. Redesignating/rezoning this land will help to address this gap.

Further, the area proposed to be removed from the Industrial designation is not well suited for Industrial development. The westernmost portion of the site is bordered by a mix of industrial and residential uses, and is accessed by SE Ana Avenue, a local street. Vehicular trips to the site will have to occur via that road. Given the access to the property, the site is not well suited for industrial development. Removal of the 5.36 acres from the industrial surplus is therefore warranted.

## Goal 10 - Housing

The City of Dallas adopted a Housing Needs Analysis in 2019 to address Statewide Planning Goal 10 (Housing). Among the findings within that plan included the facts that:

- Dallas has an existing deficit for market-rate rental housing.
- Dallas has an existing deficit for affordable housing.

The applicant seeks to rezone 5.36 acres from Industrial (I) to Residential Medium Density (RM) to help address these needs. The zoning would allow the opportunity for the applicant to construct market-rate owner and renter housing, including some options with attached or common-wall construction, which at least theoretically would make the units more affordable than other new homes on the market. The housing would also help address a key factor that has driven up the costs of housing in the region – a lack in the supply of units.

The zoning would additionally allow the development to better tie into the adjacent residential neighborhood on SE Ana Avenue and SE Gregory Drive, and limit the potential negative impacts associated with having future industrial development accessed through the existing residential neighborhood. Currently, the neighborhood includes several single-family lots with a mixture of manufactured and stick-built homes and offers the opportunity for individuals to own a lower-cost affordable home in a pleasant rural setting. These features could be significantly impacted by the addition of new industrial truck traffic on the local residential streets. The Comprehensive Plan and zoning map change, as proposed, would significantly reduce the likelihood that industrial cut-through traffic would use the neighborhood and help ensure that all traffic along SE Ana Avenue would be residential in nature.

Further, the redesignation/rezoning of the land is appropriate in this instance because the City of Dallas 2021 Economic Opportunities Analysis identified that “Dallas has about 163 acres more of unconstrained vacant industrial land than the forecast shows will be needed over the 20-year planning

# ATTACHMENT D.9

period” (see page 43). Targeting the redesignation/rezoning of industrial land to ensure the protection of an existing residential neighborhood is an appropriate method to deal with this surplus.

## Goal 11 - Public Facilities and Services:

The City’s adopted Comprehensive Plan, development code and facilities plans implement this goal by requiring development to be served by public services. The property proposed to be redesignated/rezoned is located in an area where future extensions of services can be provided in a feasible, efficient and economical manner, and the services and facilities necessary for the property can be provided at levels that are adequate to serve the proposed uses.

The City maintains public services including sewer, water, and storm drainage facilities. The City will specify needed changes to existing service levels at the time a subdivision is requested.

Vehicle, bicycle, and pedestrian circulation systems will additionally be provided at the time of development and be designed to connect to activity centers in the Dallas urban area, as well as provide access to area residential, shopping, and schools.

The Dallas School District provides public education facilities. The education district’s master plan provides for growth in the district and has options to address demand. The education district reviews population growth factors to guide their planning, funding and location of new schools or provision of additional facilities at existing schools.

Other public/private service providers supply garbage, telephone, television, postal and internet services as needed by developments. Required public services and facilities to serve the developments will be determined by the City at the time development permits are requested. Given this variety of factors, the requirements of this goal will be met.

## Goal 12 – Transportation:

The City’s adopted Comprehensive Plan Transportation Goal and Policies implement the Statewide Transportation Goal by encouraging a safe, convenient and economic transportation system. Major streets surrounding the site are largely in place due to previous developments. A separate Traffic Planning Rule Analysis (TPR) analyzing conformance with the transportation goal has been submitted along with the application.

# ATTACHMENT D.10

## ATTACHMENT B COMPREHENSIVE PLAN GOALS AND POLICIES RELATED TO THE PROPOSAL

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The City of Dallas “Residential Neighborhood” Goals are as follows:

- A. To maintain and enhance the quality of existing residential neighborhoods and, through master planning, to ensure that new development is integrated into the community and results in new, high quality residential neighborhoods.*
- B. To encourage the development of a variety of housing types and densities to meet the needs and desires of the community, and assure that existing and future residents of the community have the opportunity to acquire safe and sanitary housing at reasonable cost.*

These goals are implemented through a variety of policies related to items such as:

- The siting of residential neighborhoods
- Innovative techniques
- Incentivizing construction of affordable housing
- Incentivizing construction of market-rate rental housing
- Optimizing available land within the UGB for Medium Density

The redesignation/rezoning of the Parcel 3 of Partition Plat 2023-0010 would offer the City the opportunity to optimize the land for RM and allow the applicant to develop a variety of housing types and densities (see Policy 3.10). Further, the designation would better compliment the character of the surrounding neighborhood, especially when compared with the Industrial uses that are presently allowed on the site. Compatibility between the future development of the site and the neighboring residential uses would be further assured through the future Planning Commission review of any subdivision that occurs on the site.

The City of Dallas adopted a Housing Needs Analysis in 2019 to meet Statewide Planning Goal 10 (Housing). According to the analysis, the City had a need for nearly 1,389 single-family detached homes, 554 multi-family dwelling units and 661 townhomes/duplexes. With the RM designation applied to the proposed site, the subject property could be developed with a variety of middle housing options such as cottage housing, duplexes, and townhomes as well as detached single-family dwelling. This Comprehensive Plan map change/rezone would help to maximize the options available and density of the site, while helping to meet housing needs in the City of Dallas.

At the time a subdivision application is submitted for the northern property, the development will be reviewed for compliance with the Dallas Development Code and applicable facilities plans. All public services and facilities needed will be provided at levels that are adequate to serve the proposed use. Roadways and sidewalks will additionally be provided onsite at the time of development and will connect to SE Ana Avenue. These facilities will connect to major population and employment centers in the Dallas urban area, and provide access to local neighborhood residential, shopping, and schools in the area (see Policy 3.1).

The additional policies below guide the location and design of residential neighborhoods in Dallas.

### ***3.1 Locational & Design Policies***

***Residential neighborhood areas shall be planned and developed consistent with the following design requirements:***

- 1. Each residential neighborhood shall be located within 1.5 miles of the Central Business District or land that is zoned or planned for general commercial or neighborhood commercial***



# ATTACHMENT D.11

## *development.*

**Analysis:** The development will be located with 1.5 miles from downtown Dallas. This standard will be achieved.

- 2. *Each residential neighborhood shall be served by a grid street system, which minimizes the use of cul-de-sacs, double-frontage lots and walled subdivisions.***

**Analysis:** No development application, other than the Comprehensive Plan and Zoning map change, is included as part of this application. As such, the exact road arrangement for the property has not been determined and will not be finalized until a subsequent subdivision is submitted.

Given this acknowledgment, some facts about the future road system through the property are clear:

- The property will connect to SE Ana Avenue to the west.
- The applicant dedicated the City a north/south connection as part of Partition Plat 2023-0010. This 35-foot-wide right-of-way will be able to connect to a similar 35-foot-wide strip on the parcel to the east, when it is developed, to allow connections north to properties across the North Fork of Ash Creek, as well as south to Clow Corner Road.

These connections should allow the City of Dallas to achieve a gridded street system in the area as future development occurs. This standard will be achieved.

- 3. *Each residential neighborhood within a Mixed-Use Node shall provide multi-family housing.***

**Analysis:** The subject property is not located within a Mixed-Use Node. This standard does not apply.

- 4. *Land planned or zoned to allow for multi-family housing shall be located adjacent to planned commercial areas or along arterial and collector streets, and shall be reserved exclusively for that purpose. Land planned or zoned to allow less dense attached middle family dwellings (like tri-plexes, four-plexes and townhomes) shall be located, in whole or in part, within a quarter mile of employment, retail and service centers but does not need to be located adjacent to planned commercial areas, or along arterials and collector streets. Land planned or zoned for medium density residential is an appropriate transition between land planned or zoned for high density residential and land planned or zoned for low density residential.***

**Analysis:** The subject property is intended for middle housing development and is not intended for larger multifamily options. As such, the proposal is required to be “located, in whole or in part, within a quarter mile of employment, retail and service centers.” The application meets this requirement. The proposed Comprehensive Plan and zoning map change for the northern property would be within 1,320 of land zoned for industrial use and roughly 1,600 feet from Ascentec Engineering. This standard will be achieved.

- 5. *Pedestrian and bicycle access shall be provided between commercial, open space and residential uses in all new development.***

**Analysis:** At the time of future development of the property, the applicant will construct improvements within the development and provide pedestrian and bicycle access to the rest of Dallas via the City facility on SE Ana Avenue. All improvements in the development will be designed in accordance with City standards.

Further, the applicant will pay System Development Charges at the time of building permit issuance, which will contribute to needed road improvements outside of the development site. While none of the projects included within the Transportation SDC methodology specifically address bike and pedestrian improvements, the plan notes that “aspects of ped and bike (are) included in all roadway improvement projects” (see the 2018

## ATTACHMENT D.12

Transportation System Development Charge Update, p. 15). Given these factors, this standard will be achieved.

- 6. Public or private park land shall be provided in proportion to residential development and in accordance with Chapter 4.5 (Level-of-Service).***

Analysis: The applicant will be required to dedicate land or pay a fee-in-lieu of dedication for park purposes during the future subdivision of the property and pay system development charges during the development of the area. Given these requirements, public or private park land will be provided as part of future development.

- 7. Identified river and stream corridors, wetlands, flood hazard, steep hillsides and slide hazard areas where building would be hazardous shall be considered unbuildable, and shall be used to define neighborhood boundaries.***

Analysis: The North Fork of Ash Creek travels across the property. This stream will act as a barrier and provide a clear transition to whatever type of development occurs on the parcel to the north (currently owned by Salem Health). A small floodplain, with established floodplain elevations is present around the stream and future residential development of the property will be designed to be consistent with the floodplain regulations.

A delineation of the northern parcel conducted by Zion Natural Resources Consulting did not reveal any wetlands on the site but did help define the Ordinary High-Water Mark of the stream.

- 8. Outside of the Mixed Use Node, high density residential zoning shall be limited to the area immediately adjacent to the Central Business District and to the General and neighborhood commercial zones.***

Analysis: The applicant seeks to build Residential Medium Density (RM) on the subject property. No RH zoning is proposed. As such, this standard does not apply.

- 9. Redevelopment of the second and third stories of buildings in the Central Business District for residential and commercial uses shall be encouraged.***

Analysis: The subject property is not located within the Central Business District. This policy does not apply.

# ATTACHMENT D.13

## ATTACHMENT C TRANSPORTATION PLANNING RULE ANALYSIS RELATED TO THE PROPOSAL

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To evaluate the potential traffic impact of the proposed comprehensive plan and zoning change associated with this application, it is important to consider how the potential traffic impacts of the new permitted uses relate to the traffic impacts of the existing permitted uses.

Given this acknowledgement, some of the highest potential traffic generators (according to Institute of Transportation Engineers data<sup>1</sup>) are already allowed within the Dallas Industrial Zone. Uses such as convenience stores, grocery stores, and tasting rooms are currently allowed within the zone as accessory uses. That is, if a primary use was built within the zone, an accessory convenience store, grocery store, or tasting room could also be allowed.<sup>2</sup> Assuming that these activities could be developed, the potential uses could generate anywhere between 109.27 PM Peak Hour trips per 1000 square feet gross floor area (GFA) for a “Gasoline/Service Station” (the highest number of trips for ITE data) and 11.36 PM Peak Hour trips per 1000 square feet GFA for a “Drinking Place.”

Beyond these potential accessory uses, the following uses are also allowed as primary uses by right within the Dallas Industrial Zone:

- Offices
- Quick Vehicle Servicing and Repair
- Industrial Service
- Manufacturing and Production
- Warehouse and Freight Movement
- Wholesale Sales
- Utilities

These activities range widely in trip generation rates: from 14.20 PM Peak Hour trips per 1000 square feet GFA for an “Automated Car Wash,” to 2.27 trips for “Utilities;” 1.97 for “Specialty Trade Contractors” and 0.19 trips for “Warehousing.” Rates for items such as offices range from 3.46 trips for a “Medical-Dental Office building to 1.74 trips per 1000 square foot GFA for a “Single-Tenant Office” building. Given these rates, the potential traffic impacts of the uses within the industrial zone vary substantially based the type of use proposed.<sup>3</sup>

### THE CHANGE TO RESIDENTIAL MEDIUM DENSITY

Given the large array of trip generation rates allowed within the Industrial Zone and assuming that a relatively conservative 50,000 square feet of the property were built (or slightly under 10,000 square feet of industrial building per acre), a large range of PM Peak Hour trips may occur. Assuming activities typical of an industrial zone (such as “Utilities” and “Specialty Trade Contractors”), between 98.5 trips and 113.5 trips could be generated.

The proposed change to residential would generate less trips, even if built out at the highest possible density. If the applicant were somehow able to achieve a single-family residential density of 16 units per acre, the maximum number of trips to be generated would be roughly 85.1 trips. This density of single-family homes however is not achievable given the minimum lot size of 5,000 square feet.

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<sup>1</sup> This attachment relied on the 10<sup>th</sup> Edition of the Institute of Transportation Engineers Trip Generation Manual for its data.

<sup>2</sup> While this might seem somewhat unlikely, several activities could achieve these ends. Potential methods for this to occur include the development of a food distribution center with a smaller retail outlet in front, an auto-oriented business, such as a large car wash with a secondary convenience store/ gas station, or a large brewery with a tasting room/ brewpub.

<sup>3</sup> Rates also vary substantially based on the quality of the business, though this is not easily accounted using ITE data.

# ATTACHMENT D.14

The applicant envisions establishing approximately 20 lots to be built out with duplexes in the development of the property. If this development were built, the applicant would generate between:

- 22.4 PM Peak Hour Trips (when using ITE Code “Multifamily Housing (Low-Rise)” with the PM Peak Rate of .56) and
- 27.6 PM Peak Hour Trips (when using ITE Code “Residential Planned Unit Development” with the PM Peak Rate of .69).

If the lot were zoned for residential development and built-out at maximum density (with 86 units), the property would accommodate between 48.2 and 59.3 PM Peak Hour trips using the “Multifamily Housing (Low-Rise)” and “Residential Planned Unit Development” rates. This potential number of trips is significantly less than allowed under the current zoning.

## ANALYSIS OF TRANSPORTATION PLANNING RULE CRITERIA

Given these considerations, an analysis of the proposed change with regard to OAR 660-012-0060, the Transportation Planning Rule, is offered below:

### **660-012-0060 Plan and Land Use Regulation Amendments**

*(1) If an amendment to a functional plan, an acknowledged comprehensive plan, or a land use regulation (including a zoning map) would significantly affect an existing or planned transportation facility, then the local government must put in place measures as provided in section (2) of this rule, unless the amendment is allowed under section (3), (9) or (10) of this rule. A plan or land use regulation amendment significantly affects a transportation facility if it would:*

*(a) Change the functional classification of an existing or planned transportation facility (exclusive of correction of map errors in an adopted plan);*

**Analysis:** The proposed redesignation/rezone will not change the functional classification of existing or planned transportation facilities. Clow Corner Road is considered a Minor Arterial within the Dallas Transportation System Plan (TSP) and the site has future minor arterial designated on the east end of the property. Neither classification will be impacted by the Comprehensive Plan/zoning changes.

*(b) Change standards implementing a functional classification system; or*

**Analysis:** The proposed redesignation/rezone will not alter the standards implementing a functional classification system. While the merits of the future minor arterial (given the environmental constraints associated with its future construction and the classification of the facility as an arterial that is intended to provide a connection to a collector) will be further explored as part of the upcoming Dallas TSP, the applicant has effectively provided for the roadway through the dedication of 35 feet to the road.

*(c) Result in any of the effects listed in paragraphs (A) through (C) of this subsection. If a local government is evaluating a performance standard based on projected levels of motor vehicle traffic, then the results must be based on projected conditions measured at the end of the planning period identified in the adopted TSP. As part of evaluating projected conditions, the amount of traffic projected to be generated within the area of the amendment may be reduced if the amendment includes an enforceable, ongoing requirement that would demonstrably limit traffic generation, including, but not limited to, transportation demand management. This reduction may diminish or completely eliminate the significant effect of the amendment.*

*(A) Types or levels of travel or access that are inconsistent with the functional classification of an existing or planned transportation facility;*

# ATTACHMENT D.15

Analysis: The proposed redesignation/rezone will not promote types of travel or access that are inconsistent with the functional classification of an existing or planned transportation facility. Residential traffic will be guided to existing local streets, and access spacing standards will continue to apply to the future arterial and Clow Corner Road.

*(B) Degrade the performance of an existing or planned transportation facility such that it would not meet the performance standards identified in the TSP or comprehensive plan; or*

Analysis: The proposed redesignation/rezone will likely encourage a smaller amount of PM Peak Hour trips than the existing allowed Industrial Development. As such, the changes will not degrade the performance of an existing or planned transportation facility.

*(C) Degrade the performance of an existing or planned transportation facility that is otherwise projected to not meet the performance standards identified in the TSP or comprehensive plan.*

Analysis: The proposed redesignation/rezone will likely promote a smaller number of PM Peak Hour trips than allowed in the existing Industrial zone. As such, the proposed redesignation/rezone will not degrade the performance of an existing or planned transportation facility.

## CONCLUSIONS

Based on these items, it is clear that a significant number of trips are currently allowed by right as a primary or accessory use within the Dallas Industrial Zone, and the proposed redesignation/rezone will generate a smaller amount of traffic than currently allowed. As such the proposed changes will not have a significant effect on a transportation facility.

# ATTACHMENT D.16

## **ATTACHMENT D ANALYSIS RELATED TO REMOVING NORTHERN PARCEL FROM INDUSTRIAL ZONE**

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To remove larger pieces of land from an industrial designation, the City is required to evaluate the proposal with regard to OAR 660-009 0010(4). This analysis is offered below.

### **OAR660-009-0010(4)**

*For a post-acknowledgement plan amendment under OAR chapter 660, division 18, that changes the plan designation of land in excess of two acres within an existing urban growth boundary from an industrial use designation to a non-industrial use designation, or an other employment use designation to any other use designation, a city or county must address all applicable planning requirements, and:*

- (a) Demonstrate that the proposed amendment is consistent with its most recent economic opportunities analysis and the parts of its acknowledged comprehensive plan which address the requirements of this division; or*
- (b) Amend its comprehensive plan to incorporate the proposed amendment, consistent with the requirements of this division; or*
- (c) Adopt a combination of the above, consistent with the requirements of this division.*

**Analysis:** The proposed redesignation/rezone of Parcel 3 of Partition Plat 2023-0010 is consistent with the City of Dallas' most recent economic opportunities analysis and will not have a negative impact on the economy of the City.

According to the 2021 Economic Opportunities Analysis, the City of Dallas had 163 acres of surplus industrial land. Removing the 5.36 acres associated with this proposal:

- Would help address a known need known in the City of Dallas. According to the 2019 Housing Needs Analysis, the City of Dallas had a deficit of 21.8 acres of Residential Medium Density (RM) land and redesignating/rezoning this land will help fill this gap.
- Would complement the neighboring residential properties in a better way than industrial development. The area proposed to be removed from the Industrial designation is not well suited for industrial development; the westernmost portion of the site is bordered by a mix of industrial and residential uses, and the property is accessed by SE Ana Avenue, a local residential street. Vehicular trips to the site will have to occur via that road.

Given the need for Residential Medium Density in the City, the relatively small size of the industrial property, and the neighboring residential development, the site is not well suited for industrial development. Removal of the 5.36 acres from the industrial surplus is therefore warranted.

# ATTACHMENT E.1

RECEIVED

JAN 10 2024

To Whom it May Concern:

The purpose of this letter is to express our support for the rezone of 5.36 acres (Parcel 3 of Partition Plat 2023-0010) from Industrial to Residential Medium (RM) Density. As homeowners/neighbors with investments in nearby property, we feel that our property value and neighborhood will be positively impacted by the zone change.

We have several reasons that we support the proposed change:

1. We have met with the developer, Ken Perkins, at a well-attended neighborhood meeting, and feel like he will develop the site in a way that respects our interests, including potentially incorporating a local park that will serve our neighborhood.
2. We would prefer homes with residents instead of industrial buildings and uses as neighbors. We believe that industrial uses may generate noise and emissions that may be incompatible with our peaceful low-density residential neighborhood.
3. We would prefer local residential traffic along SE Ana Avenue and SE Gregory Drive instead of industrial truck traffic. SE Ana Avenue is a local residential street, and having the road serve as access to the property will generate a significant amount of traffic, including trucks, on our local residential street.

Please consider this letter as my show of support for the rezone of Parcel 3 of Partition Plat 2023-0010 from Industrial to Residential Medium (RM) Density.

Sincerely,

Judith A BAKER  
Name

Judith A. Baker  
Signature

1-6-24  
Date

# ATTACHMENT E.2

RECEIVED

JAN 10 2024

To Whom it May Concern:

The purpose of this letter is to express our support for the rezone of 5.36 acres (Parcel 3 of Partition Plat 2023-0010) from Industrial to Residential Medium (RM) Density. As homeowners/neighbors with investments in nearby property, we feel that our property value and neighborhood will be positively impacted by the zone change.

We have several reasons that we support the proposed change:

1. We have met with the developer, Ken Perkins, at a well-attended neighborhood meeting, and feel like he will develop the site in a way that respects our interests, including potentially incorporating a local park that will serve our neighborhood.
2. We would prefer homes with residents instead of industrial buildings and uses as neighbors. We believe that industrial uses may generate noise and emissions that may be incompatible with our peaceful low-density residential neighborhood.
3. We would prefer local residential traffic along SE Ana Avenue and SE Gregory Drive instead of industrial truck traffic. SE Ana Avenue is a local residential street, and having the road serve as access to the property will generate a significant amount of traffic, including trucks, on our local residential street.

Please consider this letter as my show of support for the rezone of Parcel 3 of Partition Plat 2023-0010 from Industrial to Residential Medium (RM) Density.

Sincerely,

Nelda Carroll-Allegar

Name

Nelda S. Carroll-Allegar

Signature

1930 SE Virginia Dr, Dallas 97338

January 8, 2024

Date



# ATTACHMENT E.3

RECEIVED  
JAN 8 2024

To Whom it May Concern:

The purpose of this letter is to express our support for the rezone of 5.36 acres (Parcel 3 of Partition Plat 2023-0010) from Industrial to Residential Medium (RM) Density. As homeowners/neighbors with investments in nearby property, we feel that our property value and neighborhood will be positively impacted by the zone change.

We have several reasons that we support the proposed change:

1. We have met with the developer, Ken Perkins, at a well-attended neighborhood meeting, and feel like he will develop the site in a way that respects our interests, including potentially incorporating a local park that will serve our neighborhood.
2. We would prefer homes with residents instead of industrial buildings and uses as neighbors. We believe that industrial uses may generate noise and emissions that may be incompatible with our peaceful low-density residential neighborhood.
3. We would prefer local residential traffic along SE Ana Avenue and SE Gregory Drive instead of industrial truck traffic. SE Ana Avenue is a local residential street, and having the road serve as access to the property will generate a significant amount of traffic, including trucks, on our local residential street.

Please consider this letter as my show of support for the rezone of Parcel 3 of Partition Plat 2023-0010 from Industrial to Residential Medium (RM) Density.

Sincerely,

Nancy C Tidwell  
Name

Nancy C Tidwell  
Signature

12-31-2023  
Date

ATTACHMENT E.4

RECEIVED  
JAN 8 2024

RECEIVED  
JAN 8 2024

To Whom it May Concern:

The purpose of this letter is to express our support for the rezone of 5.36 acres (Parcel 3 of Partition Plat 2023-0010) from Industrial to Residential Medium (RM) Density. As homeowners/neighbors with investments in nearby property, we feel that our property value and neighborhood will be positively impacted by the zone change.

We have several reasons that we support the proposed change:

1. We have met with the developer, Ken Perkins, at a well-attended neighborhood meeting, and feel like he will develop the site in a way that respects our interests, including potentially incorporating a local park that will serve our neighborhood.
2. We would prefer homes with residents instead of industrial buildings and uses as neighbors. We believe that industrial uses may generate noise and emissions that may be incompatible with our peaceful low-density residential neighborhood.
3. We would prefer local residential traffic along SE Ana Avenue and SE Gregory Drive instead of industrial truck traffic. SE Ana Avenue is a local residential street, and having the road serve as access to the property will generate a significant amount of traffic, including trucks, on our local residential street.

Please consider this letter as my show of support for the rezone of Parcel 3 of Partition Plat 2023-0010 from Industrial to Residential Medium (RM) Density.

Sincerely,

Travis J Slack

Name

[Signature]

Signature

12/29/23

Date

(1997 SE Virginia Dr)

as a homeowner in the existing neighborhood I would rather see a park go up instead of industrial businesses but overall I would like to see nothing built on the property.

# ATTACHMENT E.5

RECEIVED  
JAN 8 2024

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Please consider this letter as my show of support for the rezone of Parcel 3 of Partition Plat 2023-0010 from Industrial to Residential Medium (RM) Density.

Sincerely,

*NUMN*  
*Kesey Nun*  
\_\_\_\_\_  
Name

*Kesey Nun*  
\_\_\_\_\_  
Signature

*1-3-24*  
\_\_\_\_\_  
Date

*1515 S. E. Ana Ave  
Dallas, TX 75238*

# ATTACHMENT E.6

RECEIVED

JAN 4 2024

To Whom it May Concern:

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Please consider this letter as my show of support for the rezone of Parcel 3 of Partition Plat 2023-0010 from Industrial to Residential Medium (RM) Density.

Sincerely,

Connie Morris - 1860 SE Gregory Dr

Name

Connie Morris

Signature

1-2-2024

Date

Please be considerate of our quiet residential neighborhood. I am sure you all value a quiet place for your families to grow in, play in and enjoy down time in.

# ATTACHMENT E.7

RECEIVED

JAN 4 2024

To Whom it May Concern:

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Please consider this letter as my show of support for the rezone of Parcel 3 of Partition Plat 2023-0010 from Industrial to Residential Medium (RM) Density.

Sincerely,

Vicki L. Ironmonger 1963 SE Gregory Dr  
Name

  
Signature

1-1-24  
Date

# ATTACHMENT E.8

RECEIVED

JAN 4 2024

To Whom it May Concern:

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Please consider this letter as my show of support for the rezone of Parcel 3 of Partition Plat 2023-0010 from Industrial to Residential Medium (RM) Density.

Sincerely,

Tom & Jennifer Stites

Name

 Jennifer Stites

Signature

10-1-24

1/1/2024

Date

ATTACHMENT E.9

RECEIVED

JAN 4 2024

To Whom it May Concern:

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Please consider this letter as my show of support for the rezone of Parcel 3 of Partition Plat 2023-0010 from Industrial to Residential Medium (RM) Density.

Sincerely,

*I can not be there for I am get ready for surge  
can not be around people ..*

Helen Jackson  
Name

*Thank You!*

\_\_\_\_\_  
Signature

01-04-24  
Date

ATTACHMENT E.10

RECEIVED  
JAN 8 2024

RECEIVED  
JAN 8 2024

To Whom it May Concern:

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Please consider this letter as my show of support for the rezone of Parcel 3 of Partition Plat 2023-0010 from Industrial to Residential Medium (RM) Density.

Sincerely, *No Rezoning of said property*

Cathy Williams  
Name

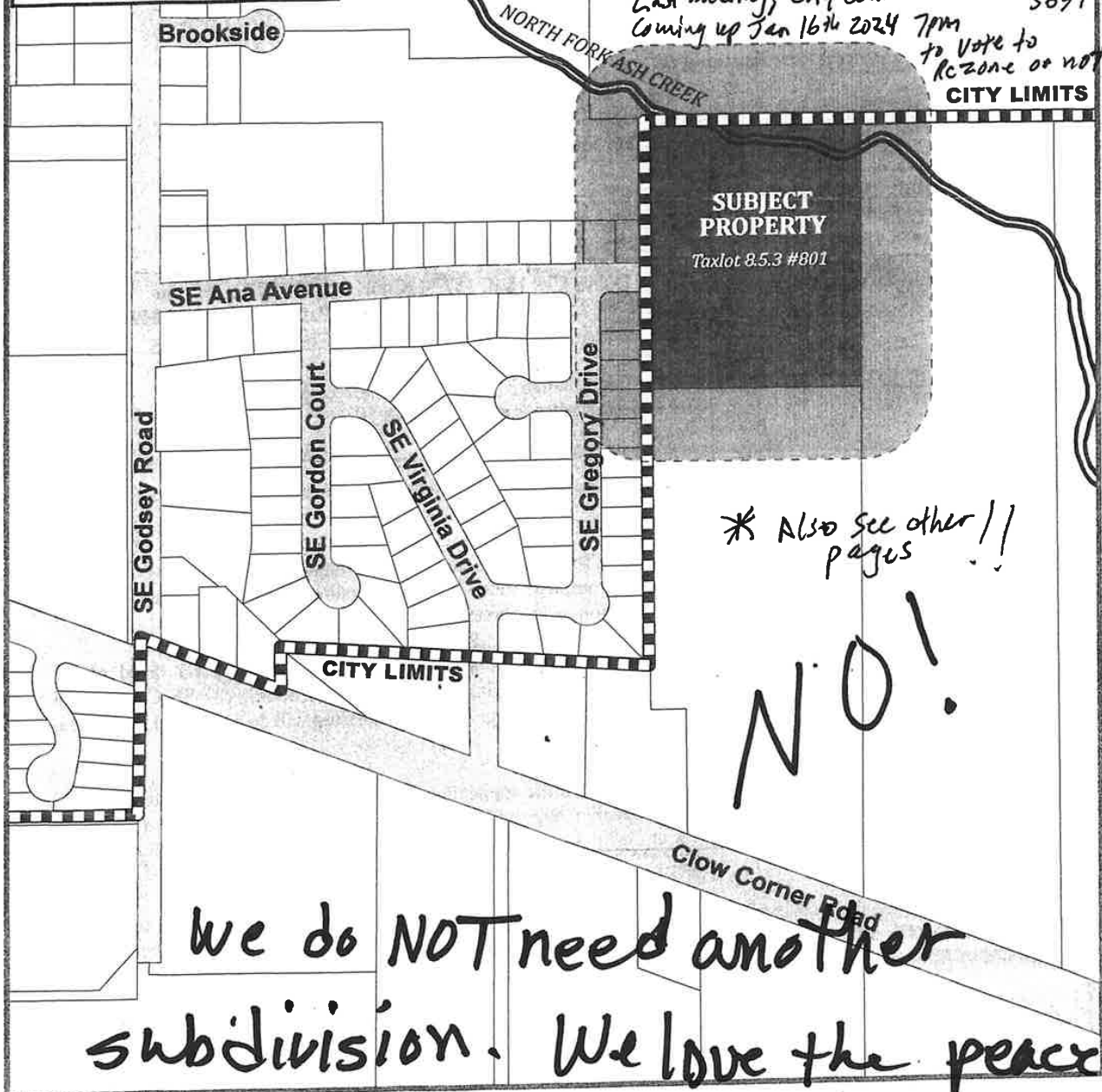
Cathy Williams  
Signature

Jan 3<sup>rd</sup> 2024  
Date



*\* Important: Please Read !!!*

**Public Notice Map**  
Comp. Plan Amend. - #CPA-23-01  
Zone Change - #ZC-23-02  
■ Subject Property  
▨ 150' Notice Distance



*We do NOT need another subdivision. We love the peace and quiet.*

Ken Perkins  
PO Box 74  
Independence, OR 97351

RECEIVED  
8 2024

# ATTACHMENT E.12

To Whom it May Concern:

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Please consider this letter as my show of support for the rezone of Parcel 3 of Partition Plat 2023-0010 from Industrial to Residential Medium (RM) Density.

Sincerely,

Krista Collins Krista Collins  
Name

\_\_\_\_\_  
Signature

1-3-24  
Date

# ATTACHMENT E.13

To Whom it May Concern:

The purpose of this letter is to express our support for the rezone of 5.36 acres (Parcel 3 of Partition Plat 2023-0010) from Industrial to Residential Medium (RM) Density. As homeowners/neighbors with investments in nearby property, we feel that our property value and neighborhood will be positively impacted by the zone change.

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Please consider this letter as my show of support for the rezone of Parcel 3 of Partition Plat 2023-0010 from Industrial to Residential Medium (RM) Density.

Sincerely,

Gary McGauran

Name



Signature

1.11.24

Date



OREGON

City Council

March 18, 2024

# Comprehensive Plan Amendment & Zone Change

Ken Perkins  
Clow Corner Road  
#CPA-23-01

**Request:**  
Change 5.36 Acres from  
Industrial to Medium-Density Residential (RM)

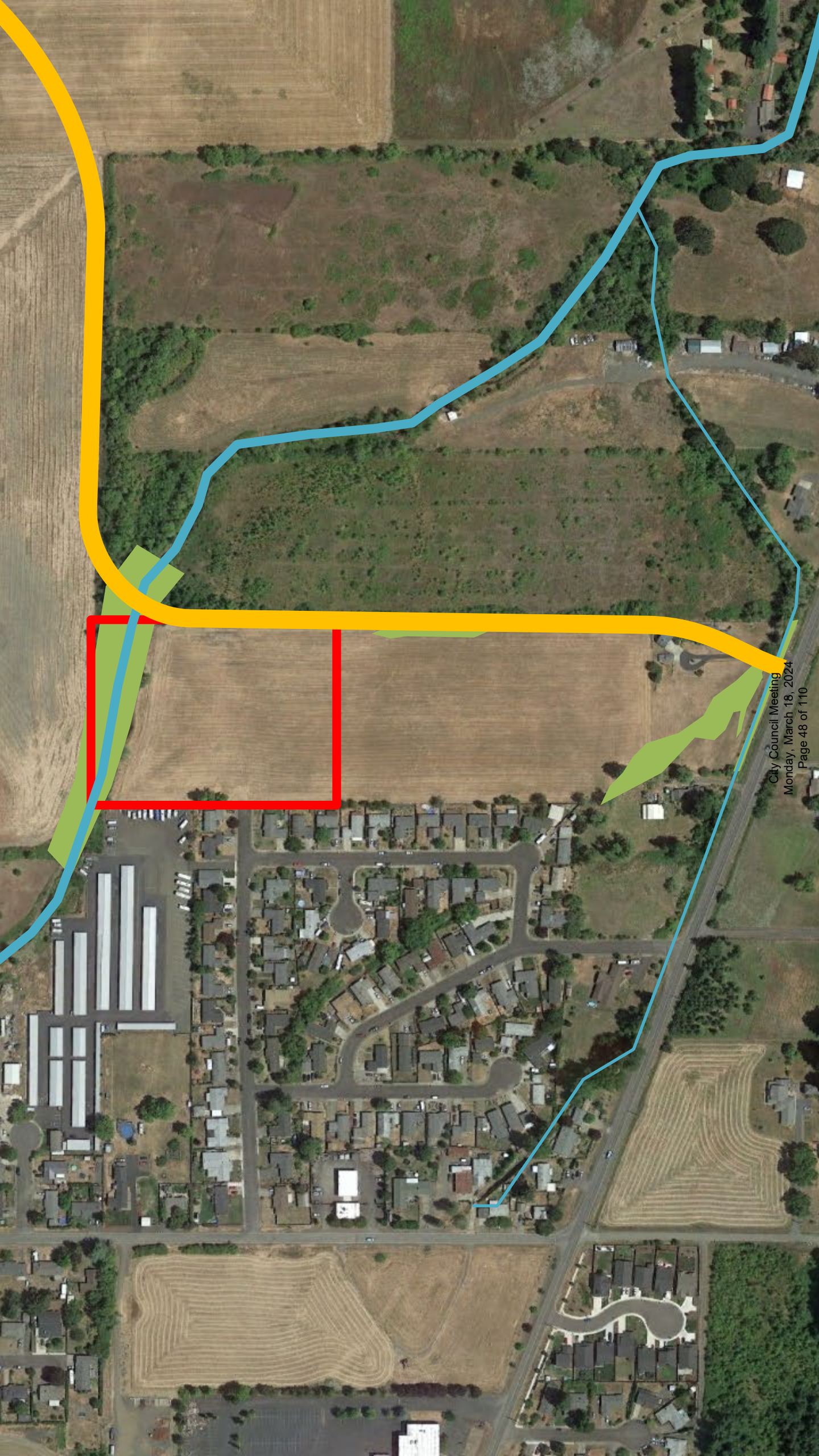
# Location

Clow Corner Road



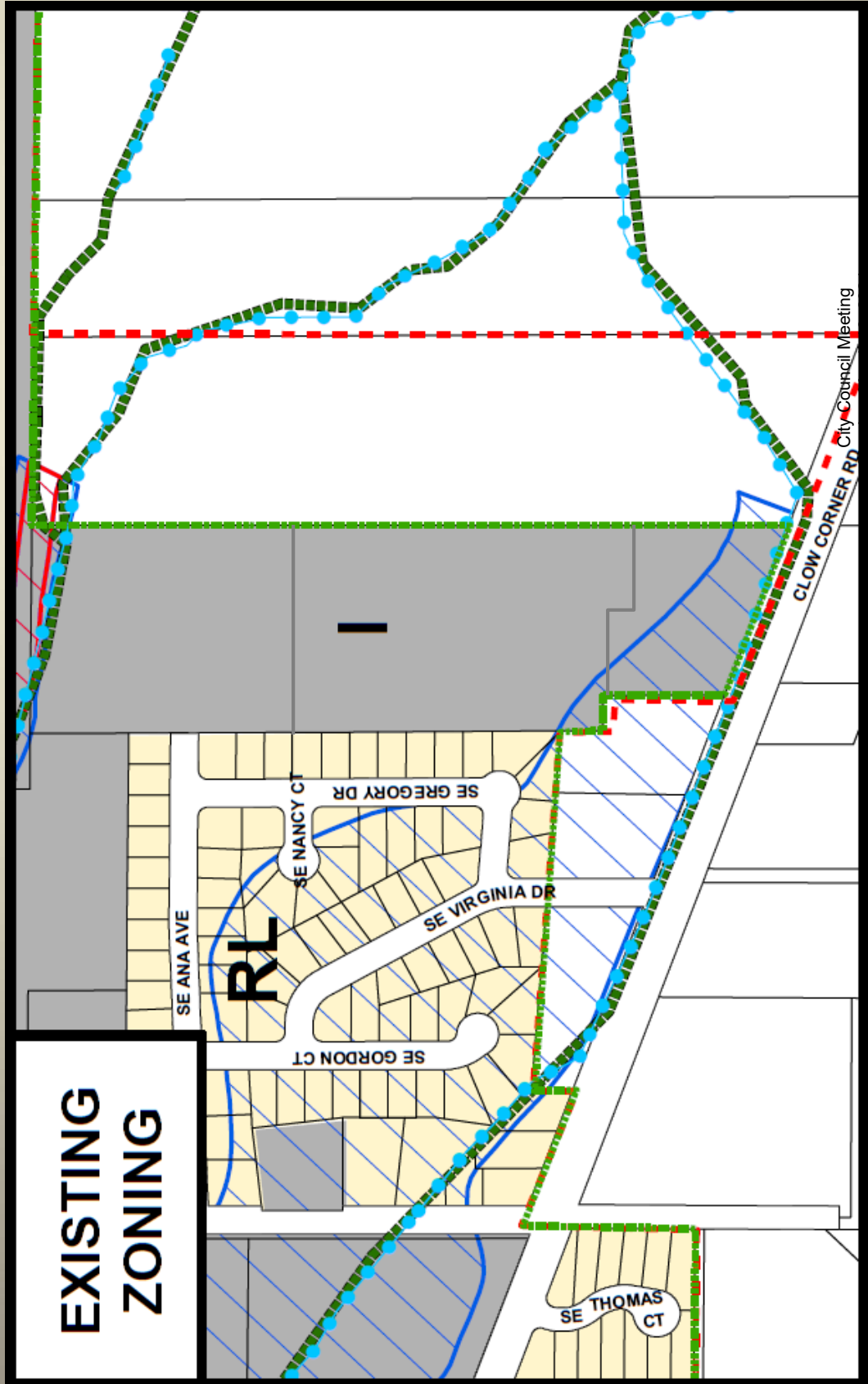
Image Credit: Google



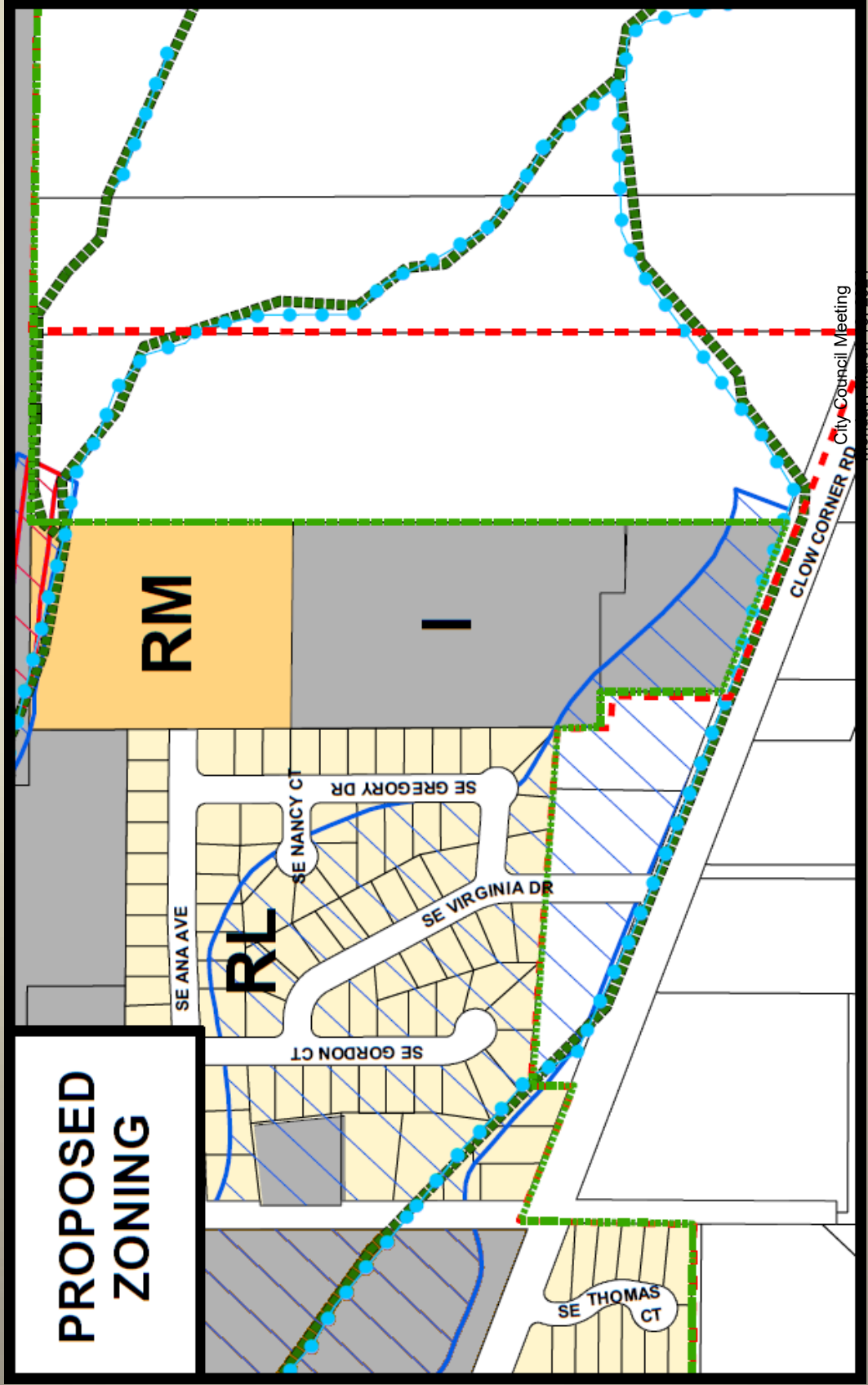




# Zoning



# Zoning



# Approval Criteria

- **Comp. Plan & Zone Change - 5 criteria**  
(DDC Section 4.7.030.B):
  - The request is consistent with the Statewide Planning Goals.
  - The request is consistent with the Comprehensive Plan.
  - Public facilities have adequate capacity to support.
  - The change is in the public interest.
  - The request conforms to the Transportation Planning Rule.

# Recommendation

- Affirm the Planning Commission's recommendation for Approval of the Comprehensive Plan Amendment and Zone Change.



OREGON

*City Council*

March 18, 2024



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

**Monday, March 4, 2024**

1 Council President Schilling called the City Council Work Session to order on Monday, March 4,  
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, and Councilor David Shein

7 **Mayor or Councilors Excused:** Mayor Kenneth L. Woods, Jr. and Councilor Debbie Virden

8 **Also Present:** City Manager Brian Latta, Assistant City Manager Emily Gagner, City Attorney  
9 Lane Shetterly, Police Chief Tom Simpson, Finance Director Cecilia Ward, Economic & Com-  
10 munity Development Director Charlie Mitchell, Library Director Mark Greenhalgh-Johnson and  
11 City Recorder Kim Herring

12 **SEDCOR Annual Report**

13 Erik Andersson and Alex Paraskevas from SEDCOR presented their annual report and enter-  
14 tained questions from the council.

15 **CDBG Grant Proposals**

16 Mr. Latta reviewed a staff report. B<sup>2</sup> Community Care and Polk CDC would like to partner with  
17 the City to apply for CDBG funding to support their projects. The purpose of the two presenta-  
18 tions is to make the Council aware of and learn more about these two potential projects. The City  
19 Council would make a decision at a later date whether to support these applications.

20 Blair Goldstein and Scott Allred from B<sup>2</sup> Community Care gave a presentation on a project with-  
21 in the City of Dallas to establish the only independent mental health facility aimed at delivering  
22 essential mental health services in our community.

23 Rita Grady and Kimberly Lyell from Polk CDC gave a presentation on two potential projects to  
24 assist in developing housing. These projects would require street and/or parking improvements  
25 as part of the application process.

26 **ADJOURNMENT: 6:52 PM**



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

**Monday, March 4, 2024**

1 Council President Schilling called the City Council meeting to order on Monday, March 4, 2024  
2 at 7:01 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, and Councilor David Shein

7 **Mayor or Councilors Excused:** Mayor Kenneth L. Woods, Jr. and Councilor Debbie Virden

8 **Also Present:** City Manager Brian Latta, Assistant City Manager Emily Gagner, City Attorney  
9 Lane Shetterly, Police Chief Tom Simpson, Fire & EMS Chief April Wallace, Finance Director  
10 Cecilia Ward, Public Works Director Gary Marks, Economic & Community Development Direc-  
11 tor Charlie Mitchell, Library Director Mark Greenhalgh-Johnson and City Recorder Kim Herring

12 **INTRODUCTIONS, RECOGNITION, PROCLAMATIONS**

13 Fire & EMS Chief April Wallace introduced Frank Ehrmantraut, Division Chief from Polk  
14 County Fire District No. 1 (Polk 1) and Kent McKnight, City of Dallas Fleet Maintenance Su-  
15 pervisor. In October of 2023 Kent was nominated for Emergency Vehicle Technician of the  
16 Year. The nominating agencies, Dallas Fire & EMS, Polk 1, Falls City Fire Department and  
17 DPSST want to acknowledge and thank Kent for his dedication to the departments that he serves.

18 Public Works Director Gary Marks introduced Zach Rowden who is the newest Utility Techni-  
19 cian.

20 **PUBLIC HEARING**

21 Mr. Latta gave an update of the public hearing regarding the application for comprehensive plan  
22 amendment and zone change of property located on Clow Corner Rd. The applicant didn't have  
23 all parties available today to continue the hearing and has asked for a postponement. Councilor  
24 Shein made a motion to postpone the hearing until March 18, 2024. The motion was seconded by  
25 Councilor Briggs. The motion passed with a vote of 8-0.

26 **PUBLIC COMMENTS**

27 Ann Hurd, Friends of the Dallas Aquatic Center, provided comment regarding their board meet-  
28 ings and provided an update on funding from banner sponsors.

29 Robert Greenway gave kudos to the Public Works Department and had some complaints regard-  
30 ing the sewer rates.

31 **CONSENT AGENDA**

- 32 a) **Approval of the February 20, 2024 Work Session Meeting Minutes**
- 33 b) **Approval of the February 20, 2024 City Council Meeting Minutes**

34 Councilor Briggs moved and Councilor Adams seconded to approve the Consent Agenda as pre-  
35 sented. The motion passed with a vote of 8-0.

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

37 Councilor Collins asked why Church at the Park had not made a presentation to the City of Dal-  
38 las when they have presented to other cities within Polk County. Mr. Latta stated that he had  
39 asked that question and they said that they hadn't been invited. There was a consensus among the  
40 council members that they would like to extend an invitation to Church at the Park to learn about  
41 who they are and what they do. This would have to be a general informational presentation and  
42 not include information about their proposed project in Dallas.

1 Councilor Briggs asked for an update on the industrial fire this morning. Fire & EMS Chief Wal-  
2 lace came forward and gave a brief report regarding the involved structures.

3 **REPORTS FROM CITY MANAGER AND STAFF**

4 Mr. Latta reported that Polk CDC had mentioned that there was a \$750,000 legislative ask for the  
5 Washington Street Project and it was cut through Ways & Means. The good news is that SB  
6 1530 was passed by the house today including \$1M for the LaCreole Node Sewer Project.

7 **SECOND READING OF ORDINANCES**

8 **Ordinance No. 1892 adopting new provisions of the Dallas Development Code, and amend-**  
9 **ing other provisions; and repealing all prior and conflicting ordinances**

10 Mr. Latta presented the staff report. Council President Schilling called for a roll call vote. Ordi-  
11 nance No. 1892 passed with a vote of 8-0.

12 **EXECUTIVE SESSION**

13 Council President Schilling called to order an Executive Session pursuant to ORS 192.660(2)(e)  
14 to conduct deliberations with persons designated by the governing body to negotiate real proper-  
15 ty transactions at 7:31 pm.

16 The Executive Session was closed and the regular meeting was reconvened at 8:01 pm

17 **ADJOURNMENT:** 8:01 pm

18 **Read and approved this 18<sup>th</sup> day of March 2024.**

19

20 \_\_\_\_\_

21 **Mayor**

22


23 \_\_\_\_\_

24 **City Manager**





**CITY COUNCIL  
STAFF REPORT**

**MEETING DATE:** March 18, 2024  
**AGENDA ITEM NO.** 5.c  
**TOPIC:** OLCC Application for Pots & Whatnots Pottery limited on-premises license  
**PREPARED BY:** Kim Herring, City Recorder  
**APPROVED BY:**  City Manager  
**ATTACHMENTS:** A – Application for new liquor license from Pots & Whatnots Pottery

**RECOMMENDED ACTION:**

That the City Council approve the OLCC application for a new limited on-premises liquor license for Pots & Whatnots Pottery at 137 SW Court Street.

**BACKGROUND:**

Pots & Whatnots Pottery has submitted a Liquor License Application for limited on-premises sales.

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

**SUMMARY TIMELINE:**

March 18, 2024 – City Council considers for approval the OLCC application for a new liquor license for Pots & Whatnots Pottery.

**FISCAL IMPACT:**

None

**RECOMMENDED MOTION:**

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

# LIQUOR LICENSE APPLICATION

Page 1 of 4

Check the appropriate license request option:

New Outlet |  Change of Ownership |  Greater Privilege |  Additional Privilege

Select the license type you are applying for.

More information about all license types is available [online](#).

## Full On-Premises

- Commercial
- Caterer
- Public Passenger Carrier
- Other Public Location
- For Profit Private Club
- Nonprofit Private Club

## Winery

- Primary location
- Additional locations:  2nd  3rd  4th  5th

## Brewery

- Primary location
- Additional locations:  2nd  3rd

## Brewery-Public House

- Primary location
- Additional locations:  2nd  3rd

## Grower Sales Privilege

- Primary location
- Additional locations:  2nd  3rd

## Distillery

- Primary location
- Additional tasting locations: (Use the DISTT form [HERE](#))

## Limited On-Premises

- Off Premises
- Warehouse
- Wholesale Malt Beverage and Wine

## LOCAL GOVERNMENT USE ONLY

LOCAL GOVERNMENT  
After providing your recommendation, return this form to the applicant **WITH** the recommendation marked below

Name of City OR County (not both)

City of Dallas

Please make sure the name of the Local Government is printed legibly or stamped below

## Date application received:

Optional: Date Stamp Received Below

- Recommend this license be granted
- Recommend this license be denied
- No Recommendation/Neutral

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Trade Name

City Council Meeting  
Monday, March 18, 2024  
Page 58 of 110

# LIQUOR LICENSE APPLICATION

Page 2 of 4

APPLICANT INFORMATION	
<p><b>Identify</b> the applicants applying for the license. This is the entity (example: corporation or LLC) or individual(s) applying for the license. Please add an additional page if more space is needed.</p>	
Name of entity or individual applicant #1:	Name of entity or individual applicant #2:
Pots & Whatnots Pottery, LLC	
Name of entity or individual applicant #3:	Name of entity or individual applicant #4:

BUSINESS INFORMATION		
<p><b>Trade Name</b> of the Business (name customers will see):</p> <p>Pots &amp; Whatnots Pottery, LLC</p>		
<p><b>Premises street address</b> (The physical location of the business and where the liquor license will be posted):</p> <p>137 SW Court St</p>		
City:	Zip Code:	
Dallas	97338	
County: Polk		
Business phone number:	Business email:	
503-480-9944	Contact@potswhatnotspottery.com	
<p><b>Business mailing address</b> (where we will send any items by mail as described in OAR 845-004-0065[1]):</p> <p>1080 SW Forestry LN</p>		
City:	State:	Zip Code:
Dallas	OR	97338
Does the business address currently have an OLCC liquor license? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Does the business address currently have an OLCC marijuana license? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

APPLICATION CONTACT INFORMATION – Provide the point of contact for this application. If this individual is <u>not</u> an applicant or licensee, the Authorized Representative Form must be completed and submitted with this application.	
<p><b>Application Contact Name:</b></p> <p>Sandra Dickman</p>	
Phone number:	Email:
503-480-9944	Sandrajkdickman@gmail.com

City Council Meeting  
 Monday, March 18, 2024  
 Page 59 of 110

# LIQUOR LICENSE APPLICATION

Page 3 of 4

## TERMS

- “Real property” means the real estate (land) and generally whatever is erected or affixed to the land (for example, the building) at the business address.
- “Common area” is a privately owned area where two or more parties (property tenants) have permission to use the area in common. Examples include the walking areas between stores at a shopping center, lobbies, hallways, patios, parking lots, etc. An area’s designation as a “common area” is typically identified in the lease or rental agreement.

## ATTESTATION – OWNERSHIP AND CONTROL OF THE BUSINESS AND PREMISES

- Each applicant listed in the “Application Information” section of this form has read and understands OAR 845-005-0311 and attests that:
  1. At least one applicant listed in the “Application Information” section of this form has the legal right to occupy and control the real property proposed to be licensed as shown by a property deed, lease, rental agreement, or similar document.
  2. No person not listed as an applicant in the “Application Information” section of this form has an ownership interest in the business proposed to be licensed, unless the person qualifies to have that ownership interest waived under OAR 845-005-0311.
  3. The licensed premises at the premises street address proposed to be licensed either:
    - a. Does not include any common areas; or
    - b. Does include one or more common areas; however, only the applicant(s) have the exclusive right to engage in alcohol sales and service in the area to be included as part of the licensed premises.
      - In this circumstance, the applicant(s) acknowledges responsibility for ensuring compliance with liquor laws within and in the immediate vicinity of the licensed premises, including in portions of the premises that are situated in “common areas” and that this requirement applies at all times, even when the business is closed.
  4. The licensed premises at the premises street address either:
    - a. Has no area on property controlled by a public entity (like a city, county, or state); or
    - b. Has one or more areas on property controlled by a public entity (like a city, county, or state) and the public entity has given at least one of the applicant(s) permission to exercise the privileges of the license in the area.

# LIQUOR LICENSE APPLICATION

Page 4 of 4

**Applicant Signature(s):** Each individual listed in the applicant information box on page 2 (entity or individuals applying for the license) must sign the application.

If an applicant listed in the applicant information box on page 2 is an entity (such as a corporation or limited liability company), at least one member or officer of the entity must sign the application.

• Each applicant listed in the "Application Information" section of this form has read and understands OLCC 845-006-0362 and attests that:

1. Upon licensure, each licensee is responsible for the conduct of others on the licensed premises, including in outdoor areas.
2. The licensed premises will be controlled to promote public safety and prevent problems and violations, with particular emphasis on preventing minors from obtaining or consuming alcoholic beverages, preventing over-service of alcoholic beverages, preventing open containers of alcoholic beverages from leaving the licensed premises unless allowed by OLCC rules, and preventing noisy, disorderly, and unlawful activity on the licensed premises.

I attest that all answers on all forms and documents, and all information provided to the OLCC as a part of this application, are true and complete.

<u>Sandra Dickman</u>	<u></u>	<u>01/15/24</u>
Applicant name	Signature	Date

_____	_____	_____
Applicant name	Signature	Date

_____	_____	_____
Applicant name	Signature	Date

_____	_____	_____
Applicant name	Signature	Date

**Applicant/Licensee Representative(s):** If you would like to designate a person/entity to act on your behalf you must complete the Authorized Representative Form. You may submit the form with the application or anytime thereafter. The form must be received by the OLCC before the representative can receive or submit information for the applicant.

*Please note that applicants/licensees are responsible for all information provided, even if an authorized representative submits additional forms on behalf of the applicant.*

City Council Meeting  
Monday, March 18, 2024  
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# OREGON LIQUOR & CANNABIS COMMISSION INDIVIDUAL HISTORY FORM

PRINT FORM

RESET FORM

1. Name (Print):	Dickman Last	Sandra First	J Middle
2. Other names used (maiden, other):	McClellan		
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:		
<b>SOCIAL SECURITY NUMBER DISCLOSURE:</b> 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.			
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).			
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):	[REDACTED]		
6. Driver License or State ID #:	[REDACTED]	7. State	
8. Contact Phone:	503-480-9944		
9. E-mail Address:	[REDACTED]		
10. Mailing Address:	1080 SW Forestry Ln (Number and Street)	Dallas (City)	OR 97338 (State) (Zip Code)
11. In the past 10 years, have you been convicted of a felony or a misdemeanor in a U.S. state outside of Oregon? 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>MARK43 <u>CR</u> CRIMETRACER <u>CR</u></p> <p>eCOURT <u>CR</u> QWHD <u>CR</u> AD HOC <u>CR</u></p> <p>By: <u>CR</u> Date <u>1-31-24</u></p>			

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):	Dickman Last	Sandra First	J Middle
Signature:			Date: 01/15/24

**This box for OLCC use ONLY**

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



Kim Herring <kim.herring@dallasor.gov>

**Re: OLCC Application**

1 message

**APRIL Wallace** <april.wallace@dallasor.gov>

Tue, Feb 20, 2024 at 11:44 AM

To: Kim Herring <kim.herring@dallasor.gov>

Cc: CHASE BALLEW <chase.ballew@dallasor.gov>, Gary Marks <gary.marks@dallasor.gov>

No concerns for DF&EMS

On Wed, Feb 14, 2024 at 9:33 AM Kim Herring <kim.herring@dallasor.gov> wrote:

Attached for your review is a new OLCC license request for a downtown business. Please let me know if you have any questions or concerns.

Thank you,

--

**Kim Herring**  
**Executive Assistant/City Recorder**  
**503-831-3502**



--

April Wallace  
Fire & EMS Chief  
503-831-3532







# DALLAS POLICE DEPARTMENT

THOMAS N. SIMPSON, CHIEF OF POLICE

187 SE COURT STREET, DALLAS, OR 97338  
503-831-3516 \* 503-623-7352 (F)

WWW.DALLASOR.GOV

## M E M O

TO: BRIAN LATTA  
CITY MANAGER

FROM: TOM SIMPSON  
CHIEF OF POLICE

RE: Pots & Whatnots Pottery, LLC  
Limited On-Premise License  
Location: 137 SW Court St

DATE: 1/31/2024

This application is for a Limited On-Premise Liquor License. The applicant applying is:  
Sandra Dickman.

A routine background check has been completed and has revealed no items of concern.

---

**Re: OLCC Application**

1 message

---

**CHASE BALLEW** <chase.ballew@dallasor.gov>

Wed, Feb 14, 2024 at 3:01 PM

To: Kim Herring <kim.herring@dallasor.gov>

Cc: Gary Marks <gary.marks@dallasor.gov>, APRIL Wallace <april.wallace@dallasor.gov>

no concerns

On Wed, Feb 14, 2024 at 9:33 AM Kim Herring <kim.herring@dallasor.gov> wrote:

Attached for your review is a new OLCC license request for a downtown business. Please let me know if you have any questions or concerns.

Thank you,

--

**Kim Herring**  
**Executive Assistant/City Recorder**  
**503-831-3502**





Kim Herring <kim.herring@dallasor.gov>

**Re: OLCC Application**

1 message

**Gary Marks** <gary.marks@dallasor.gov>  
To: Kim Herring <kim.herring@dallasor.gov>

Thu, Feb 15, 2024 at 6:52 AM

Public Works has no concerns with this application.

Gary B. Marks  
Public Works Director  
(503) 831-3555



On Wed, Feb 14, 2024 at 9:33 AM Kim Herring <kim.herring@dallasor.gov> wrote:

Attached for your review is a new OLCC license request for a downtown business. Please let me know if you have any questions or concerns.

Thank you,


--

**Kim Herring**  
**Executive Assistant/City Recorder**  
**503-831-3502**





**CITY COUNCIL  
STAFF REPORT**

**MEETING DATE:** March 18, 2024  
**AGENDA ITEM NO.** 5.d  
**TOPIC:** February 2024 Financial Report  
**PREPARED BY:** Cecilia Ward  
**APPROVED BY:**  City Manager  
**ATTACHMENTS:** A – February 2024 Financial Report

**RECOMMENDED ACTION:**

Information Only

**BACKGROUND:**

February 2024 financial highlights:

Percent collected/spent should be at 66.67%. This can vary up or down depending on seasonal or one-time revenues and expenditures.

The following budgeted capital improvement payments were made in February:

- General Fund – Parks – New siding & roofing Bldg F \$7,556
- General Fund – Aquatic Center – River pump \$15,000
- General Fund – ARPA Projects – LaCreole Node prep, review \$4,466
- Park SDC – RCTS Design Services Mill Section \$5,200
- Water SDC – Water Supply Expansion – engineering \$1,088
- Sewer Fund – Sewer Replacement Project – Poplar Farm Rehab \$27,050
- Water Fund – Clay St Reservoir Project – engineering \$400

**SUMMARY TIMELINE:**

NA

**FISCAL IMPACT:**

NA

**RECOMMENDED MOTION:**

NA - Approval of consent agenda acknowledges this report.



# Financial Statement Versus Budget

...	...	February 2023-2024 MTD Activity	2023-2024 YTD Activity	2023-2024 Budget	Budget Remaining	% of Budget Used
<b>10 - GENERAL FUND</b>						
<b>Revenue</b>						
10-400-00-5900	BEGINNING BALANCE	0.00	4,974,672.87	3,425,000.00	-1,549,672.87	145 %
10-400-00-5903	BEGINNING BALANCE - ARP/	0.00	0.00	3,070,000.00	3,070,000.00	0 %
10-410-01-4210	LICENSES	660.00	760.00	1,500.00	740.00	51 %
10-410-01-4481	PLANNING	22,654.19	87,863.52	80,000.00	-7,863.52	110 %
10-420-01-4440	AMBULANCE FEES	136,604.84	1,303,116.32	2,000,000.00	696,883.68	65 %
10-420-01-4441	FIRE MED MEMBERSHIP	1,170.00	54,425.00	60,000.00	5,575.00	91 %
10-420-01-4444	GEMT CCO PROGRAM	0.00	76,154.00	250,000.00	173,846.00	30 %
10-420-01-4446	FIRE CHARGES FOR SERVIC	0.00	375.00	0.00	-375.00	0 %
10-420-01-4510	FINES AND FORFEITURES	4,899.86	40,251.64	90,000.00	49,748.36	45 %
10-420-01-4511	PARKING FINES	220.00	650.00	4,000.00	3,350.00	16 %
10-420-01-4515	COURT COSTS	1,793.34	21,332.03	40,000.00	18,667.97	53 %
10-420-01-4518	SUSPENDED LICENSES	50.00	700.00	1,500.00	800.00	47 %
10-440-01-4480	AQUATIC CENTER	43,872.88	368,063.22	550,000.00	181,936.78	67 %
10-440-01-4486	COMMUNITY EVENT FEES/SI	681.00	7,106.00	15,000.00	7,894.00	47 %
10-440-01-4535	LIBRARY CCRLS-CHEMEKET	0.00	80,483.00	160,967.00	80,484.00	50 %
10-450-00-4100	CURRENT PROPERTY TAXES	22,518.81	5,389,969.02	5,640,000.00	250,030.98	96 %
10-450-00-4110	DELINQUENT PROPERTY TA	3,522.89	66,692.68	100,000.00	33,307.32	67 %
10-455-00-4150	CIGARETTE TAX APPORTION	943.02	7,318.84	11,000.00	3,681.16	67 %
10-455-00-4151	STATE REVENUE SHARING	57,775.16	108,491.16	200,000.00	91,508.84	54 %
10-455-00-4152	OLCC TAX APPORTIONMENT	43,558.67	189,712.52	340,000.00	150,287.48	56 %
10-455-00-4180	TRANSIENT LODGING TAX	21,401.53	67,143.52	140,000.00	72,856.48	48 %
10-455-00-4354	OTHER STATE REVENUES	19,165.88	99,600.94	0.00	-99,600.94	0 %
10-460-00-4140	POWER FRANCHISE	95,034.80	514,469.80	750,000.00	235,530.20	69 %
10-460-00-4142	GAS FRANCHISE	0.00	0.00	275,000.00	275,000.00	0 %
10-460-00-4144	GARBAGE FRANCHISE	50,613.55	121,669.27	235,000.00	113,330.73	52 %
10-460-00-4145	DATA FRANCHISE	0.00	35,067.10	130,000.00	94,932.90	27 %
10-460-00-4146	TELEPHONE FRANCHISE	21,129.49	23,294.27	28,000.00	4,705.73	83 %
10-460-00-4147	CABLEVISION FRANCHISE	20,481.08	40,740.06	90,000.00	49,259.94	45 %
10-470-00-4361	SENIOR CENTER PROGRAM	1,238.30	8,078.99	20,000.00	11,921.01	40 %
10-470-00-4922	REIMBURSEMENTS & FUND	131,973.33	1,055,786.64	1,583,680.00	527,893.36	67 %
10-480-00-4610	INTEREST ON INVESTMENTS	38,785.92	254,939.24	200,000.00	-54,939.24	127 %
10-480-00-4830	MISCELLANEOUS REVENUE	5,781.19	173,954.43	250,000.00	76,045.57	70 %
10-499-00-4948	TRANSFER FROM UR-DEBT	0.00	86,367.38	148,915.00	62,547.62	58 %
	Revenue Totals	746,529.73	15,259,248.46	19,889,562.00	4,630,313.54	77 %
<b>Expense</b>						
Administration						
10-020-50-6051	SALARIES	36,112.26	294,243.34	415,000.00	120,756.66	71 %
10-020-50-6061	FRINGE BENEFITS	19,663.73	156,574.38	250,000.00	93,425.62	63 %
10-020-50-6208	PUBLIC NOTICES	0.00	555.00	2,500.00	1,945.00	22 %
10-020-50-6210	MATERIALS AND SUPPLIES	15.96	4,407.25	6,000.00	1,592.75	73 %
10-020-50-6309	REPAIRS AND MAINTENANC	0.00	0.00	1,500.00	1,500.00	0 %
10-020-50-6391	MAYOR EXPENSES	148.92	3,527.54	6,000.00	2,472.46	59 %
10-020-50-6392	COUNCIL EXPENSES	14.70	4,550.25	15,000.00	10,449.75	30 %
10-020-50-6401	TELECOMMUNICATIONS	20.17	78.51	300.00	221.49	26 %
10-020-50-6430	MAINTENANCE & RENTAL CC	604.28	6,927.78	10,000.00	3,072.22	69 %
10-020-50-6452	COMPUTER SERVICES	28.13	5,137.24	10,000.00	4,862.76	51 %
10-020-50-6465	PROFESSIONAL SERVICES	16,845.09	56,289.30	100,000.00	43,710.70	56 %
10-020-50-6468	CITY ATTORNEY	4,900.00	39,200.00	59,000.00	19,800.00	66 %
10-020-50-6475	EMPLOYEE DEVELOPMENT	20.00	4,998.12	7,000.00	2,001.88	71 %
10-020-50-6476	EMERGENCY MANAGEMENT	0.00	358.71	2,000.00	1,641.29	18 %
10-020-50-6477	RISK MANAGEMENT	0.00	0.00	700.00	700.00	0 %
10-020-50-6481	TRAVEL AND EDUCATION	0.00	9,162.96	14,000.00	4,837.04	65 %

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**Financial Statement Versus Budget**

**For Fiscal: 2023-2024 Period Ending: 2/29/2024**

...	...	<b>February 2023-2024 MTD Activity</b>	<b>2023-2024 YTD Activity</b>	<b>2023-2024 Budget</b>	<b>Budget Remaining</b>	<b>% of Budget Used</b>
10-020-50-6600	MISCELLANEOUS	514.68	4,254.94	11,000.00	6,745.06	39 %
10-020-50-6602	150TH CELEBRATION	3,160.82	11,197.13	15,000.00	3,802.87	75 %
	Administration Totals	82,048.74	601,462.45	925,000.00	323,537.55	65 %

Financial Statement Versus Budget

For Fiscal: 2023-2024 Period Ending: 2/29/2024

...	...	February 2023-2024 MTD Activity	2023-2024 YTD Activity	2023-2024 Budget	Budget Remaining	% of Budget Used
Finance						
10-030-50-6051	SALARIES	27,735.19	223,475.00	335,000.00	111,525.00	67 %
10-030-50-6061	FRINGE BENEFITS	13,886.89	118,645.79	185,000.00	66,354.21	64 %
10-030-50-6202	POSTAGE	384.25	4,617.67	10,000.00	5,382.33	46 %
10-030-50-6209	PUBLIC NOTICES/ADVERTISI	0.00	0.00	300.00	300.00	0 %
10-030-50-6210	MATERIALS AND SUPPLIES	705.19	2,914.79	12,000.00	9,085.21	24 %
10-030-50-6350	OFFICE EXPENSES	0.00	453.99	4,000.00	3,546.01	11 %
10-030-50-6401	TELECOMMUNICATIONS	341.57	3,585.33	7,000.00	3,414.67	51 %
10-030-50-6430	MAINTENANCE & RENTAL CC	46.82	1,790.54	3,700.00	1,909.46	48 %
10-030-50-6452	COMPUTER SERVICES	28.13	43,686.78	45,000.00	1,313.22	97 %
10-030-50-6464	BILLING SERVICES	0.00	23,149.45	35,000.00	11,850.55	66 %
10-030-50-6465	PROFESSIONAL SERVICES	8,076.43	75,196.12	117,000.00	41,803.88	64 %
10-030-50-6471	AUDIT	0.00	40,850.00	75,000.00	34,150.00	54 %
10-030-50-6478	MUNICIPAL MEMBERSHIPS	0.00	32,547.55	33,000.00	452.45	99 %
10-030-50-6481	TRAVEL AND EDUCATION	1,233.53	4,912.64	8,000.00	3,087.36	61 %
	Finance Totals	52,438.00	575,825.65	870,000.00	294,174.35	66 %

Financial Statement Versus Budget

For Fiscal: 2023-2024 Period Ending: 2/29/2024

...	...	February 2023-2024 MTD Activity	2023-2024 YTD Activity	2023-2024 Budget	Budget Remaining	% of Budget Used
<b>Facilities</b>						
10-040-50-6051	SALARIES	9,691.23	68,294.92	110,000.00	41,705.08	62 %
10-040-50-6061	FRINGE BENEFITS	4,958.73	42,144.72	70,000.00	27,855.28	60 %
10-040-50-6210	MATERIALS AND SUPPLIES	144.14	7,217.95	20,000.00	12,782.05	36 %
10-040-50-6309	REPAIRS AND MAINTENANCE	230.64	27,237.30	40,000.00	12,762.70	68 %
10-040-50-6355	SAFETY/OSHA	0.00	260.83	2,000.00	1,739.17	13 %
10-040-50-6401	TELECOMMUNICATIONS	139.26	1,065.43	2,000.00	934.57	53 %
10-040-50-6406	HVAC, ENERGY AND LIGHTING	1,077.86	16,994.33	35,000.00	18,005.67	49 %
10-040-50-6407	SENIOR CENTER UTILITIES/M	456.84	14,711.82	20,000.00	5,288.18	74 %
10-040-50-6430	MAINTENANCE & RENTAL CO	142.80	1,573.30	2,500.00	926.70	63 %
10-040-50-6433	FLEET SERVICE TOTAL CAR	125.00	1,000.00	1,500.00	500.00	67 %
10-040-50-6452	COMPUTER SERVICES	28.13	1,456.01	2,000.00	543.99	73 %
10-040-50-6465	PROFESSIONAL SERVICES	1,830.61	5,165.72	9,000.00	3,834.28	57 %
10-040-50-6481	TRAVEL AND EDUCATION	0.00	207.20	3,000.00	2,792.80	7 %
10-040-50-6504	BUILDING IMPROVEMENTS	0.00	0.00	27,667.00	27,667.00	0 %
10-040-50-6600	MISCELLANEOUS	528.42	4,265.87	10,000.00	5,734.13	43 %
	<b>Facilities Totals</b>	<b>19,353.66</b>	<b>191,595.40</b>	<b>354,667.00</b>	<b>163,071.60</b>	<b>54 %</b>



Financial Statement Versus Budget

For Fiscal: 2023-2024 Period Ending: 2/29/2024

...	...	February 2023-2024 MTD Activity	2023-2024 YTD Activity	2023-2024 Budget	Budget Remaining	% of Budget Used
Municipal Court						
10-050-51-6051	SALARIES	6,294.58	48,619.06	75,000.00	26,380.94	65 %
10-050-51-6061	FRINGE BENEFITS	3,615.64	29,528.40	45,000.00	15,471.60	66 %
10-050-51-6201	OFFICE SUPPLIES	0.00	111.87	4,800.00	4,688.13	2 %
10-050-51-6210	MATERIALS AND SUPPLIES	71.39	1,987.76	7,000.00	5,012.24	28 %
10-050-51-6402	TELECOMMUNICATIONS	11.87	46.20	200.00	153.80	23 %
10-050-51-6452	COMPUTER SERVICES	28.13	1,218.37	12,000.00	10,781.63	10 %
10-050-51-6465	PROFESSIONAL SERVICES	3,780.88	40,165.79	85,000.00	44,834.21	47 %
10-050-51-6469	PROSECUTION	3,500.00	28,000.00	42,000.00	14,000.00	67 %
10-050-51-6481	TRAVEL AND EDUCATION	0.00	0.00	2,000.00	2,000.00	0 %
	Municipal Court Totals	17,302.49	149,677.45	273,000.00	123,322.55	55 %

Financial Statement Versus Budget

For Fiscal: 2023-2024 Period Ending: 2/29/2024

...	...	February 2023-2024 MTD Activity	2023-2024 YTD Activity	2023-2024 Budget	Budget Remaining	% of Budget Used
Fire Department						
10-070-51-6051	SALARIES	144,556.72	1,139,783.78	1,785,000.00	645,216.22	64 %
10-070-51-6053	OVERTIME	9,153.64	126,629.09	160,000.00	33,370.91	79 %
10-070-51-6061	FRINGE BENEFITS	94,885.02	706,562.18	1,185,000.00	478,437.82	60 %
10-070-51-6201	OFFICE SUPPLIES	398.36	4,080.52	4,500.00	419.48	91 %
10-070-51-6207	FIRE MED ADVERTISING	0.00	2,466.00	7,200.00	4,734.00	34 %
10-070-51-6209	FORMS/PRINTING	0.00	21.00	800.00	779.00	3 %
10-070-51-6211	MATERIAL & SUPPLIES/LAUN	6,565.40	65,155.17	116,000.00	50,844.83	56 %
10-070-51-6240	FUEL	0.00	34,772.46	75,000.00	40,227.54	46 %
10-070-51-6270	UNIFORM ALLOWANCE	1,498.60	7,006.50	12,000.00	4,993.50	58 %
10-070-51-6309	REPAIRS AND MAINTENANCE	2,376.75	20,046.67	43,000.00	22,953.33	47 %
10-070-51-6315	REPLACEMENT - EQUIPMENT	0.00	7,118.98	23,500.00	16,381.02	30 %
10-070-51-6318	REPLACEMENT - RADIOS/PA	0.00	759.64	9,000.00	8,240.36	8 %
10-070-51-6319	REPLACEMENT - TURNOUTS	0.00	2,618.12	30,000.00	27,381.88	9 %
10-070-51-6401	TELECOMMUNICATIONS	1,310.29	9,212.95	12,500.00	3,287.05	74 %
10-070-51-6406	HVAC, ENERGY AND LIGHTING	1,263.68	13,136.72	22,500.00	9,363.28	58 %
10-070-51-6430	MAINTENANCE & RENTAL COSTS	954.54	21,295.57	27,000.00	5,704.43	79 %
10-070-51-6433	FLEET SERVICE TOTAL CAR	6,833.33	98,366.64	125,700.00	27,333.36	78 %
10-070-51-6452	COMPUTER SERVICES	56.26	35,628.34	38,000.00	2,371.66	94 %
10-070-51-6461	DISPATCH SERVICES	35,382.20	121,144.87	165,000.00	43,855.13	73 %
10-070-51-6465	PROFESSIONAL SERVICES	37,878.73	165,643.14	213,500.00	47,856.86	78 %
10-070-51-6474	FIRE PREVENTION PROGRAM	0.00	1,841.60	3,500.00	1,658.40	53 %
10-070-51-6481	TRAVEL AND EDUCATION	272.80	16,516.50	45,000.00	28,483.50	37 %
10-070-51-6500	EQUIPMENT	462.00	59,149.41	180,929.00	121,779.59	33 %
10-070-51-6801	DEBT SERVICE - PRINCIPAL	0.00	42,388.38	42,389.00	0.62	100 %
10-070-51-6802	DEBT SERVICE - INTEREST	0.00	2,424.62	2,425.00	0.38	100 %
10-070-51-6914	TRANSFER TO FIRE VOLUNT	7,108.33	56,866.64	85,300.00	28,433.36	67 %
	Fire Department Totals	350,956.65	2,760,635.49	4,414,743.00	1,654,107.51	63 %

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...	...	February 2023-2024 MTD Activity	2023-2024 YTD Activity	2023-2024 Budget	Budget Remaining	% of Budget Used
Police Department						
10-080-51-6051	SALARIES	176,502.88	1,338,697.34	2,190,000.00	851,302.66	61 %
10-080-51-6053	OVERTIME	9,978.89	89,054.96	100,000.00	10,945.04	89 %
10-080-51-6061	FRINGE BENEFITS	102,495.99	810,499.51	1,415,000.00	604,500.49	57 %
10-080-51-6201	OFFICE SUPPLIES	85.46	3,639.77	5,600.00	1,960.23	65 %
10-080-51-6210	MATERIALS AND SUPPLIES	387.05	4,960.35	8,500.00	3,539.65	58 %
10-080-51-6231	WEAPONS SKILLS	0.00	853.92	8,000.00	7,146.08	11 %
10-080-51-6232	INVESTIGATIONS	439.77	7,587.85	15,000.00	7,412.15	51 %
10-080-51-6235	FIRING RANGE IMPROVEMEI	0.00	464.58	3,500.00	3,035.42	13 %
10-080-51-6236	EVIDENCE CONTROL	441.33	1,606.97	2,500.00	893.03	64 %
10-080-51-6240	FUEL	0.00	27,347.66	60,000.00	32,652.34	46 %
10-080-51-6272	UNIFORMS & CLEANING	3,681.41	15,089.95	18,000.00	2,910.05	84 %
10-080-51-6315	OTHER EQUIPMENT	1,209.84	4,498.22	10,000.00	5,501.78	45 %
10-080-51-6355	SAFETY/OSHA	0.00	2,186.97	5,500.00	3,313.03	40 %
10-080-51-6401	TELECOMMUNICATIONS	1,994.88	14,679.31	23,500.00	8,820.69	62 %
10-080-51-6430	MAINTENANCE & RENTAL CC	287.77	20,998.25	31,000.00	10,001.75	68 %
10-080-51-6433	FLEET SERVICE TOTAL CARI	7,500.00	60,000.00	90,000.00	30,000.00	67 %
10-080-51-6452	COMPUTER SERVICES	28.13	29,664.47	37,000.00	7,335.53	80 %
10-080-51-6461	DISPATCH SERVICES	61,329.37	181,940.27	257,000.00	75,059.73	71 %
10-080-51-6465	PROFESSIONAL SERVICES	847.35	17,314.66	31,600.00	14,285.34	55 %
10-080-51-6472	COMMUNITY RELATIONS	20.00	943.68	1,300.00	356.32	73 %
10-080-51-6475	EMPLOYEE DEVELOPMENT	0.00	733.91	3,000.00	2,266.09	24 %
10-080-51-6479	PROFESSIONAL MEMBERSH	0.00	1,449.00	1,500.00	51.00	97 %
10-080-51-6481	TRAVEL AND TRAINING	774.20	11,516.64	19,000.00	7,483.36	61 %
10-080-51-6500	EQUIPMENT	0.00	82,396.60	113,272.00	30,875.40	73 %
10-080-51-6501	VEHICLES	0.00	48,573.69	107,000.00	58,426.31	45 %
10-080-51-6740	RAIN/MARK43	0.00	14,638.79	27,000.00	12,361.21	54 %
	Police Department Totals	368,004.32	2,791,337.32	4,583,772.00	1,792,434.68	61 %

...	...	February 2023-2024 MTD Activity	2023-2024 YTD Activity	2023-2024 Budget	Budget Remaining	% of Budget Used
Library						
10-090-53-6051	SALARIES	33,570.45	256,979.96	387,500.00	130,520.04	66 %
10-090-53-6061	FRINGE BENEFITS	16,316.52	136,195.69	204,000.00	67,804.31	67 %
10-090-53-6201	OFFICE SUPPLIES	249.88	2,340.87	3,900.00	1,559.13	60 %
10-090-53-6202	POSTAGE	6.84	24.76	125.00	100.24	20 %
10-090-53-6210	MATERIALS AND SUPPLIES	71.20	2,213.56	3,500.00	1,286.44	63 %
10-090-53-6260	PERIODICALS	0.00	2,339.28	2,500.00	160.72	94 %
10-090-53-6300	MAINTENANCE & RENTAL CO	0.00	1,001.50	3,000.00	1,998.50	33 %
10-090-53-6309	REPAIRS AND MAINTENANCE	0.00	6,659.61	5,500.00	-1,159.61	121 %
10-090-53-6358	E-RESOURCES/AUDIO VISUAL	0.00	947.77	3,000.00	2,052.23	32 %
10-090-53-6359	BOOKS	0.00	26,102.29	49,000.00	22,897.71	53 %
10-090-53-6396	SPECIAL PROGRAMS	0.00	725.00	725.00	0.00	100 %
10-090-53-6401	TELECOMMUNICATIONS	168.99	1,487.57	2,750.00	1,262.43	54 %
10-090-53-6406	HVAC, ENERGY AND LIGHTING	822.78	8,351.91	17,000.00	8,648.09	49 %
10-090-53-6452	COMPUTER SERVICES	0.00	2,818.02	2,750.00	-68.02	102 %
10-090-53-6466	PROFESSIONAL SERVICES-CONSULTING	14.70	275.14	3,000.00	2,724.86	9 %
10-090-53-6481	TRAVEL AND EDUCATION	0.00	13.44	1,500.00	1,486.56	1 %
10-090-53-6526	BUILDING IMPROVEMENTS	0.00	72,887.50	98,000.00	25,112.50	74 %
10-090-53-6600	MISCELLANEOUS	0.00	1,463.04	1,750.00	286.96	84 %
	Library Totals	51,221.36	522,826.91	789,500.00	266,673.09	66 %

...	...	February 2023-2024 MTD Activity	2023-2024 YTD Activity	2023-2024 Budget	Budget Remaining	% of Budget Used
<b>Parks</b>						
10-103-53-6051	SALARIES	28,096.85	219,214.85	330,000.00	110,785.15	66 %
10-103-53-6053	OVERTIME	0.00	945.87	0.00	-945.87	0 %
10-103-53-6061	FRINGE BENEFITS	13,344.35	120,174.42	235,000.00	114,825.58	51 %
10-103-53-6210	MATERIALS AND SUPPLIES	85.48	8,625.57	16,000.00	7,374.43	54 %
10-103-53-6240	FUEL	476.02	4,547.22	11,000.00	6,452.78	41 %
10-103-53-6309	REPAIRS AND MAINTENANCE	0.00	4,501.00	6,500.00	1,999.00	69 %
10-103-53-6323	MISCELLANEOUS TOOLS	0.00	398.74	2,000.00	1,601.26	20 %
10-103-53-6401	TELECOMMUNICATIONS	164.92	1,323.46	2,500.00	1,176.54	53 %
10-103-53-6406	HVAC, ENERGY AND LIGHTING	0.00	4,129.29	8,000.00	3,870.71	52 %
10-103-53-6430	MAINTENANCE & RENTAL COSTS	520.00	5,676.00	8,500.00	2,824.00	67 %
10-103-53-6433	FLEET SERVICE TOTAL CAPITAL	1,916.67	15,333.36	23,000.00	7,666.64	67 %
10-103-53-6452	COMPUTER SERVICES	28.13	1,407.26	4,000.00	2,592.74	35 %
10-103-53-6459	RECREATION	0.00	0.00	500.00	500.00	0 %
10-103-53-6460	COMMUNITY EVENTS AND PROGRAMS	-41.03	60,412.03	90,000.00	29,587.97	67 %
10-103-53-6465	PROFESSIONAL SERVICES	7.35	8,472.72	15,000.00	6,527.28	56 %
10-103-53-6475	EMPLOYEE DEVELOPMENT	0.00	274.00	1,000.00	726.00	27 %
10-103-53-6481	TRAVEL AND EDUCATION	0.00	1,284.87	5,000.00	3,715.13	26 %
10-103-53-6483	VEGETATION MANAGEMENT	0.00	3,567.50	10,000.00	6,432.50	36 %
10-103-53-6504	BUILDING/PARK IMPROVEMENTS	7,556.01	28,307.62	90,000.00	61,692.38	31 %
	<b>Parks Totals</b>	<b>52,154.75</b>	<b>488,595.78</b>	<b>858,000.00</b>	<b>369,404.22</b>	<b>57 %</b>

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...	...	February 2023-2024 MTD Activity	2023-2024 YTD Activity	2023-2024 Budget	Budget Remaining	% of Budget Used
Aquatic Center						
10-105-53-6051	SALARIES	36,594.51	303,646.14	510,000.00	206,353.86	60 %
10-105-53-6053	OVERTIME	1,741.92	8,296.35	5,000.00	-3,296.35	166 %
10-105-53-6061	FRINGE BENEFITS	14,226.30	119,990.94	170,000.00	50,009.06	71 %
10-105-53-6204	PRINTING & POSTAGE	0.00	3.03	100.00	96.97	3 %
10-105-53-6207	ADVERTISING	0.00	2,520.00	2,500.00	-20.00	101 %
10-105-53-6210	MATERIALS AND SUPPLIES	0.00	1,374.30	3,500.00	2,125.70	39 %
10-105-53-6212	SUPPLIES - JANITORIAL	0.00	5,602.75	10,900.00	5,297.25	51 %
10-105-53-6223	PRO SHOP & CONCESSIONS	0.00	20,418.06	28,000.00	7,581.94	73 %
10-105-53-6224	PROGRAM SUPPLIES	0.00	1,636.52	2,500.00	863.48	65 %
10-105-53-6234	UNIFORMS	0.00	546.25	1,000.00	453.75	55 %
10-105-53-6251	CHEMICALS	0.00	29,615.82	33,000.00	3,384.18	90 %
10-105-53-6309	REPAIRS AND MAINTENANCE	0.00	20,747.38	30,000.00	9,252.62	69 %
10-105-53-6350	OFFICE EXPENSES	0.00	667.50	2,000.00	1,332.50	33 %
10-105-53-6400	ELECTRICAL SERVICE	0.00	49,408.99	80,000.00	30,591.01	62 %
10-105-53-6401	TELECOMMUNICATIONS	619.16	4,770.54	7,000.00	2,229.46	68 %
10-105-53-6412	GAS SERVICE	6,202.82	46,060.92	90,000.00	43,939.08	51 %
10-105-53-6452	COMPUTER SERVICES	28.12	6,110.88	9,000.00	2,889.12	68 %
10-105-53-6465	PROFESSIONAL SERVICES	68.60	14,182.23	17,000.00	2,817.77	83 %
10-105-53-6481	TRAVEL AND EDUCATION	0.00	1,059.47	1,500.00	440.53	71 %
10-105-53-6482	PROFESSIONAL SERVICES-/	1,996.44	16,676.77	27,000.00	10,323.23	62 %
10-105-53-6500	EQUIPMENT	15,000.00	15,000.00	60,000.00	45,000.00	25 %
10-105-53-6600	MISCELLANEOUS	95.02	2,910.87	4,000.00	1,089.13	73 %
	Aquatic Center Totals	76,572.89	671,245.71	1,094,000.00	422,754.29	61 %

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...	...	February 2023-2024 MTD Activity	2023-2024 YTD Activity	2023-2024 Budget	Budget Remaining	% of Budget Used
Economic and Community Development						
10-108-50-6051	SALARIES	30,266.92	240,637.01	334,000.00	93,362.99	72 %
10-108-50-6061	FRINGE BENEFITS	15,658.89	132,975.38	200,000.00	67,024.62	66 %
10-108-50-6200	MATERIALS AND SUPPLIES	0.00	1,143.36	3,000.00	1,856.64	38 %
10-108-50-6205	PRINTING	0.00	281.50	500.00	218.50	56 %
10-108-50-6209	PUBLIC NOTICES/ADVERTISI	0.00	410.30	1,500.00	1,089.70	27 %
10-108-50-6240	FUEL	194.45	1,494.89	1,500.00	5.11	100 %
10-108-50-6350	OFFICE EXPENSES	0.00	1,128.34	3,500.00	2,371.66	32 %
10-108-50-6394	PLANNING COMMISSION EXI	0.00	0.00	500.00	500.00	0 %
10-108-50-6395	TOURISM	0.00	45,220.00	80,000.00	34,780.00	57 %
10-108-50-6397	ECONOMIC DEVELOPMENT	6,250.00	20,699.25	56,000.00	35,300.75	37 %
10-108-50-6401	TELECOMMUNICATIONS	138.06	1,152.47	1,500.00	347.53	77 %
10-108-50-6433	FLEET SERVICE TOTAL CARI	333.33	2,666.64	4,000.00	1,333.36	67 %
10-108-50-6452	COMPUTER SERVICES	28.12	7,260.20	5,000.00	-2,260.20	145 %
10-108-50-6457	WEED ABATEMENT	18.51	2,598.08	10,000.00	7,401.92	26 %
10-108-50-6458	RV ABATEMENT	0.00	0.00	10,000.00	10,000.00	0 %
10-108-50-6465	PROFESSIONAL SERVICES	74.04	27,798.74	62,500.00	34,701.26	44 %
10-108-50-6481	TRAVEL AND EDUCATION	361.97	7,583.15	15,000.00	7,416.85	51 %
10-108-50-6600	MISCELLANEOUS	44.86	2,792.34	5,000.00	2,207.66	56 %
Economic and Community Development Totals		53,369.15	495,841.65	793,500.00	297,658.35	62 %

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...	...	February 2023-2024 MTD Activity	2023-2024 YTD Activity	2023-2024 Budget	Budget Remaining	% of Budget Used
Non-Departmental & Contingency						
10-111-50-6502	ARPA PROJECTS	4,465.62	347,573.98	3,070,000.00	2,722,426.02	11 %
10-111-50-6503	IT EQUIPMENT	0.00	6,650.00	50,000.00	43,350.00	13 %
10-111-50-6801	DEBT SERVICE-UR PRINCIP/	0.00	85,160.00	124,160.00	39,000.00	69 %
10-111-50-6815	DEBT SERVICE UR-INTERES	0.00	12,967.38	24,755.00	11,787.62	52 %
10-111-50-6823	2016 JEFFERSON ST BLDG-F	2,262.00	18,015.00	27,090.00	9,075.00	67 %
10-111-50-6824	2016 JEFFERSON ST BLDG-II	86.00	769.00	1,087.00	318.00	71 %
10-111-50-6932	TRANSFER TO RISK MANAGI	0.00	335,000.00	335,000.00	0.00	100 %
10-111-50-6970	OPERATING CONTINGENCIE	0.00	0.00	185,200.00	185,200.00	0 %
10-111-50-6990	UNAPPROPRIATED FUND BA	0.00	0.00	1,116,088.00	1,116,088.00	0 %
	Non-Departmental & Contingency Totals	6,813.62	806,135.36	4,933,380.00	4,127,244.64	16 %
Expense Totals		1,130,235.63	10,055,179.17	19,889,562.00	9,834,382.83	51 %
<b>Revenues Over Expenses</b>		<b>-383,705.90</b>	<b>5,204,069.29</b>	<b>0.00</b>	<b>-5,204,069.29</b>	<b>0 %</b>



...	...	February 2023-2024 MTD Activity	2023-2024 YTD Activity	2023-2024 Budget	Budget Remaining	% of Budget Used
<b>14 - RISK MANAGEMENT FUND</b>						
<b>Revenue</b>						
14-400-00-5900	BEGINNING BALANCE	0.00	48,132.88	20,000.00	-28,132.88	241 %
14-480-00-4830	MISCELLANEOUS REVENUE	0.00	50,398.92	10,000.00	-40,398.92	504 %
14-499-00-4930	TRANSFER FROM GENERAL	0.00	335,000.00	335,000.00	0.00	100 %
14-499-00-4932	TRANSFER FROM BUILDING	0.00	8,500.00	8,500.00	0.00	100 %
14-499-00-4944	TRANSFER FROM PUBLIC W	0.00	212,200.00	212,200.00	0.00	100 %
Revenue Totals		0.00	654,231.80	585,700.00	-68,531.80	112 %
<b>Expense</b>						
Risk Management						
14-140-50-6210	MATERIALS AND SUPPLIES	0.00	90.00	10,000.00	9,910.00	1 %
14-140-50-6441	PROPERTY/AUTO INSURANC	0.00	197,931.24	188,700.00	-9,231.24	105 %
14-140-50-6442	LIABILITY INSURANCE	0.00	234,015.12	217,000.00	-17,015.12	108 %
14-140-50-6443	WORKERS' COMPENSATION	0.00	104,003.48	150,000.00	45,996.52	69 %
14-140-50-6980	OPERATING CONTINGENCIE	0.00	0.00	20,000.00	20,000.00	0 %
	Risk Management Totals	0.00	536,039.84	585,700.00	49,660.16	92 %
Expense Totals		0.00	536,039.84	585,700.00	49,660.16	92 %
<b>Revenues Over Expenses</b>		<b>0.00</b>	<b>118,191.96</b>	<b>0.00</b>	<b>-118,191.96</b>	<b>0 %</b>

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...	...	February 2023-2024 MTD Activity	2023-2024 YTD Activity	2023-2024 Budget	Budget Remaining	% of Budget Used
<b>15 - BUILDING INSPECTIONS FUND</b>						
<b>Revenue</b>						
15-400-00-5900	BEGINNING BALANCE	0.00	1,582,130.24	1,475,000.00	-107,130.24	107 %
15-410-01-4230	PERMITS	45,493.39	414,540.47	670,000.00	255,459.53	62 %
15-455-00-4115	CONSTRUCTION EXCISE TA	8,083.40	23,046.40	0.00	-23,046.40	0 %
15-480-00-4830	MISCELLANEOUS REVENUE	2,837.31	12,678.45	500.00	-12,178.45	2,536 %
15-499-00-4963	TRANSFER FROM SDC FUNC	4,358.33	34,866.64	52,300.00	17,433.36	67 %
	Revenue Totals	60,772.43	2,067,262.20	2,197,800.00	130,537.80	94 %
<b>Expense</b>						
Building Inspections Fund						
15-115-50-6051	SALARIES	31,009.08	250,455.84	325,000.00	74,544.16	77 %
15-115-50-6061	FRINGE BENEFITS	17,702.75	150,789.32	228,000.00	77,210.68	66 %
15-115-50-6210	MATERIALS AND SUPPLIES	1,735.84	2,809.79	5,000.00	2,190.21	56 %
15-115-50-6240	FUEL	245.37	2,204.78	2,500.00	295.22	88 %
15-115-50-6401	TELECOMMUNICATIONS	288.35	2,313.76	4,000.00	1,686.24	58 %
15-115-50-6433	FLEET SERVICE TOTAL CAR	333.33	2,666.64	4,000.00	1,333.36	67 %
15-115-50-6452	COMPUTER SERVICES	0.00	2,341.45	4,500.00	2,158.55	52 %
15-115-50-6456	E-PERMITTING SERVICES	702.05	26,776.62	50,000.00	23,223.38	54 %
15-115-50-6465	PROFESSIONAL SERVICES	36.64	2,014.64	4,000.00	1,985.36	50 %
15-115-50-6481	TRAVEL AND EDUCATION	0.00	3,649.06	6,000.00	2,350.94	61 %
15-115-50-6600	MISCELLANEOUS	10.08	530.61	2,000.00	1,469.39	27 %
15-115-50-6605	CONSTRUCTION EXCISE TA	0.00	8,187.38	0.00	-8,187.38	0 %
15-115-50-6900	TRANSFER TO GENERAL FU	5,416.67	43,333.36	65,000.00	21,666.64	67 %
15-115-50-6932	TRANSFER TO RISK MANAGI	0.00	8,500.00	8,500.00	0.00	100 %
15-115-50-6980	OPERATING CONTINGENCIE	0.00	0.00	1,489,300.00	1,489,300.00	0 %
	Building Inspections Fund Totals	57,480.16	506,573.25	2,197,800.00	1,691,226.75	23 %
	Expense Totals	57,480.16	506,573.25	2,197,800.00	1,691,226.75	23 %
<b>Revenues Over Expenses</b>		<b>3,292.27</b>	<b>1,560,688.95</b>	<b>0.00</b>	<b>-1,560,688.95</b>	<b>0 %</b>

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...	...	February 2023-2024 MTD Activity	2023-2024 YTD Activity	2023-2024 Budget	Budget Remaining	% of Budget Used
<b>18 - POLICE OFFICER FEE AND FIREFIGHTER/EMS FEE</b>						
<b>Revenue</b>						
18-400-00-5900	BEGINNING BALANCE-POLIC	0.00	137,031.47	145,000.00	7,968.53	95 %
18-400-00-5901	BEGINNING BALANCE-FF/EM	0.00	84,555.87	83,000.00	-1,555.87	102 %
18-420-01-4443	POLICE OFFICER FEE	18,911.58	156,466.05	240,000.00	83,533.95	65 %
18-420-01-4449	FIREFIGHTER/EMS FEE	17,234.53	142,590.33	220,000.00	77,409.67	65 %
Revenue Totals		36,146.11	520,643.72	688,000.00	167,356.28	76 %
<b>Expense</b>						
Police Officer Fee and Firefighter/EMS Fee						
18-218-50-6051	POLICE OFFICER SALARIES	16,298.51	151,870.39	198,000.00	46,129.61	77 %
18-218-50-6061	POLICE OFFICER FRINGE BE	9,606.86	83,063.21	137,000.00	53,936.79	61 %
18-218-50-6980	OPERATING CONTINGENCIE	0.00	0.00	50,000.00	50,000.00	0 %
18-218-51-6051	FIREFIGHTER/EMS SALARIE	10,720.59	85,580.08	137,000.00	51,419.92	62 %
18-218-51-6061	FIREFIGHTER/EMS FRINGE E	7,047.88	45,200.99	76,000.00	30,799.01	59 %
18-218-51-6981	OPERATING CONTINGENCIE	0.00	0.00	90,000.00	90,000.00	0 %
Police Officer Fee and Firefighter/EMS Fee Totals		43,673.84	365,714.67	688,000.00	322,285.33	53 %
Expense Totals		43,673.84	365,714.67	688,000.00	322,285.33	53 %
<b>Revenues Over Expenses</b>		<b>-7,527.73</b>	<b>154,929.05</b>	<b>0.00</b>	<b>-154,929.05</b>	<b>0 %</b>

...	...	February 2023-2024 MTD Activity	2023-2024 YTD Activity	2023-2024 Budget	Budget Remaining	% of Budget Used
<b>20 - STREET FUND</b>						
<b>Revenue</b>						
20-400-00-5900	BEGINNING BALANCE	0.00	2,946,313.59	2,860,000.00	-86,313.59	103 %
20-430-01-4220	PROPORTIONATE SHARE FE	3,300.00	23,100.00	30,000.00	6,900.00	77 %
20-430-01-4831	MISCELLANEOUS STREET	3,886.89	30,710.61	60,000.00	29,289.39	51 %
20-430-02-4332	STATE HIGHWAY APPROPRI.	122,306.95	825,672.09	1,420,000.00	594,327.91	58 %
20-470-00-4334	STATE HIGHWAY FED MONE	0.00	178,233.00	250,000.00	71,767.00	71 %
20-480-00-4610	INTEREST ON INVESTMENTS	14,528.94	108,212.30	140,000.00	31,787.70	77 %
	Revenue Totals	144,022.78	4,112,241.59	4,760,000.00	647,758.41	86 %
<b>Expense</b>						
Street Admin & Engineering						
20-021-52-6051	SALARIES	16,789.84	131,627.72	220,000.00	88,372.28	60 %
20-021-52-6053	OVERTIME	0.00	1,241.20	2,000.00	758.80	62 %
20-021-52-6061	FRINGE BENEFITS	10,945.97	92,670.40	195,000.00	102,329.60	48 %
20-021-52-6210	MATERIALS AND SUPPLIES	2,323.89	28,852.30	75,000.00	46,147.70	38 %
20-021-52-6307	VEHICLE-EQUIPMENT EXPEN	4,166.67	33,333.36	50,000.00	16,666.64	67 %
20-021-52-6309	REPAIRS AND MAINTENANCE	147.50	442.50	4,000.00	3,557.50	11 %
20-021-52-6314	TRAFFIC SIGNAL MAINTENANCE	28.06	4,089.72	2,200.00	-1,889.72	186 %
20-021-52-6320	TOOLS	0.00	1,237.64	5,500.00	4,262.36	23 %
20-021-52-6401	TELECOMMUNICATIONS	219.15	1,639.87	3,800.00	2,160.13	43 %
20-021-52-6415	STREET LIGHTING	0.00	49,183.30	75,000.00	25,816.70	66 %
20-021-52-6452	COMPUTER SERVICES	28.12	2,195.67	6,500.00	4,304.33	34 %
20-021-52-6465	PROFESSIONAL SERVICES	411.01	21,200.83	80,000.00	58,799.17	27 %
20-021-52-6475	EMPLOYEE DEVELOPMENT	100.00	626.32	2,200.00	1,573.68	28 %
20-021-52-6480	SAFETY EQUIPMENT & TRAINING	0.00	3,037.79	2,500.00	-537.79	122 %
20-021-52-6481	TRAVEL AND EDUCATION	0.00	1,319.69	3,300.00	1,980.31	40 %
20-021-52-6500	EQUIPMENT	0.00	65,583.37	66,750.00	1,166.63	98 %
20-021-52-6520	CONTRACTUAL OVERLAYS	0.00	31,105.90	430,000.00	398,894.10	7 %
20-021-52-6521	SIDEWALKS	0.00	1,500.00	100,000.00	98,500.00	2 %
20-021-52-6526	PUBLIC WORKS BUILDING	5.68	19,893.55	330,000.00	310,106.45	6 %
20-021-52-6533	ADA RAMP PROGRAM	0.00	30,000.00	30,000.00	0.00	100 %
20-021-52-6840	2019 MAIN ST LOAN - PRINCIPAL	0.00	0.00	30,000.00	30,000.00	0 %
20-021-52-6841	2019 MAIN ST LOAN - INTEREST	0.00	9,150.00	18,300.00	9,150.00	50 %
20-021-52-6842	2021 STREET LOAN - PRINCIPAL	0.00	0.00	375,000.00	375,000.00	0 %
20-021-52-6843	2021 STREET LOAN - INTEREST	0.00	0.00	54,285.00	54,285.00	0 %
20-021-52-6900	TRANSFER TO GENERAL FUND	13,500.00	108,000.00	162,000.00	54,000.00	67 %
20-021-52-6928	TRANSFER TO SEWER SDC	4,996.13	39,969.04	59,954.00	19,984.96	67 %
20-021-52-6932	TRANSFER TO RISK MANAGEMENT	0.00	21,500.00	21,500.00	0.00	100 %
20-021-52-6956	SPECIAL RESERVES-BARBEL	0.00	0.00	307,000.00	307,000.00	0 %
	Street Admin & Engineering Totals	53,662.02	699,400.17	2,711,789.00	2,012,388.83	26 %

**Financial Statement Versus Budget**

**For Fiscal: 2023-2024 Period Ending: 2/29/2024**

...	...	<b>February 2023-2024 MTD Activity</b>	<b>2023-2024 YTD Activity</b>	<b>2023-2024 Budget</b>	<b>Budget Remaining</b>	<b>% of Budget Used</b>
Debt Service & Contingency						
20-026-52-6970	OPERATING CONTINGENCIE	0.00	0.00	2,048,211.00	2,048,211.00	0 %
	Debt Service & Contingency Totals	0.00	0.00	2,048,211.00	2,048,211.00	0 %
Expense Totals		53,662.02	699,400.17	4,760,000.00	4,060,599.83	15 %
<b>Revenues Over Expenses</b>		<b>90,360.76</b>	<b>3,412,841.42</b>	<b>0.00</b>	<b>-3,412,841.42</b>	<b>0 %</b>

...	...	February 2023-2024 MTD Activity	2023-2024 YTD Activity	2023-2024 Budget	Budget Remaining	% of Budget Used
<b>24 - SYSTEMS DEVELOPMENT FUND</b>						
<b>Revenue</b>						
24-400-00-5928	BEGINNING BALANCE - STRE	0.00	2,150,361.36	2,220,000.00	69,638.64	97 %
24-400-00-5938	BEGINNING BALANCE - PAR	0.00	1,855,037.13	1,740,000.00	-115,037.13	107 %
24-400-00-5942	BEGINNING BALANCE - WAT	0.00	3,835,682.07	3,875,000.00	39,317.93	99 %
24-400-00-5950	BEGINNING BALANCE - SEW	0.00	5,453,362.71	5,380,000.00	-73,362.71	101 %
24-400-00-5975	BEGINNING BALANCE - STOF	0.00	698,623.25	725,000.00	26,376.75	96 %
24-410-01-4454	SEWER SDC CHARGES	41,360.00	345,807.60	740,000.00	394,192.40	47 %
24-430-01-4453	STORM SDC CHARGES	9,570.00	82,909.76	160,000.00	77,090.24	52 %
24-430-01-4455	STREET SDC CHARGES	32,310.00	306,861.78	550,000.00	243,138.22	56 %
24-440-01-4456	PARK SDC CHARGES	23,430.00	195,404.58	410,000.00	214,595.42	48 %
24-444-03-4916	REIMBURSEMENTS-WATER :	7,148.16	57,185.28	85,778.00	28,592.72	67 %
24-444-03-4918	REIMBURSEMENTS-SEWER	6,453.85	51,630.80	77,447.00	25,816.20	67 %
24-470-00-4452	WATER SDC CHARGES	40,460.00	340,660.54	720,000.00	379,339.46	47 %
Revenue Totals		160,732.01	15,373,526.86	16,683,225.00	1,309,698.14	92 %
<b>Expense</b>						
Systems Development						
24-095-52-6580	STREET PROJECTS	0.00	192,849.80	2,734,250.00	2,541,400.20	7 %
24-095-52-6588	STORM PROJECTS	0.00	0.00	877,200.00	877,200.00	0 %
24-095-52-6901	TRANSFER TO GENERAL FU	1,833.33	14,666.64	22,000.00	7,333.36	67 %
24-095-52-6902	TRANSFER TO BUILDING FU	1,145.83	9,166.64	13,750.00	4,583.36	67 %
24-095-53-6552	PARK PROJECTS	5,200.00	35,931.00	2,132,125.00	2,096,194.00	2 %
24-095-53-6901	TRANSFER TO GENERAL FU	916.67	7,333.36	11,000.00	3,666.64	67 %
24-095-53-6902	TRANSFER TO BUILDING FU	572.92	4,583.36	6,875.00	2,291.64	67 %
24-095-55-6591	WATER PROJECTS/OVERSI	1,088.04	52,570.90	4,641,973.00	4,589,402.10	1 %
24-095-55-6901	TRANSFER TO GENERAL FU	1,990.00	15,920.00	23,880.00	7,960.00	67 %
24-095-55-6902	TRANSFER TO BUILDING FU	1,243.75	9,950.00	14,925.00	4,975.00	67 %
24-095-56-6596	SEWER PROJECTS/ OVERSI	0.00	6,314.61	5,831,697.00	5,825,382.39	0 %
24-095-56-6901	TRANSFER TO GENERAL FU	1,833.33	14,666.64	22,000.00	7,333.36	67 %
24-095-56-6902	TRANSFER TO BUILDING FU	1,145.83	9,166.64	13,750.00	4,583.36	67 %
24-095-56-6920	TRANSFER TO FLEET-SEWE	0.00	0.00	330,000.00	330,000.00	0 %
24-095-57-6901	TRANSFER TO GENERAL FU	400.00	3,200.00	4,800.00	1,600.00	67 %
24-095-57-6902	TRANSFER TO BUILDING FU	250.00	2,000.00	3,000.00	1,000.00	67 %
	Systems Development Totals	17,619.70	378,319.59	16,683,225.00	16,304,905.41	2 %
Expense Totals		17,619.70	378,319.59	16,683,225.00	16,304,905.41	2 %
<b>Revenues Over Expenses</b>		<b>143,112.31</b>	<b>14,995,207.27</b>	<b>0.00</b>	<b>-14,995,207.27</b>	<b>0 %</b>

...	...	February 2023-2024 MTD Activity	2023-2024 YTD Activity	2023-2024 Budget	Budget Remaining	% of Budget Used
<b>26 - TRUST FUND</b>						
<b>Revenue</b>						
26-400-00-5921	BEGINNING BALANCE - FIRE	0.00	20,078.31	20,000.00	-78.31	100 %
26-400-00-5922	BEGINNING BALANCE - FIRE	0.00	7,915.89	13,000.00	5,084.11	61 %
26-400-00-5931	BEGINNING BALANCE - FIRE	0.00	41,140.72	20,000.00	-21,140.72	206 %
26-400-00-5939	BEGINNING BALANCE - PARK	0.00	33,862.04	33,350.00	-512.04	102 %
26-400-00-5941	BEGINNING BALANCE - LIBR.	0.00	15,690.01	12,000.00	-3,690.01	131 %
26-400-00-5949	BEGINNING BALANCE - DELE	0.00	11,305.50	4,500.00	-6,805.50	251 %
26-400-00-5952	BEGINNING BALANCE - FRIE	0.00	22,876.23	11,500.00	-11,376.23	199 %
26-400-00-5954	BEGINNING BALANCE - MISC	0.00	3,561.73	3,700.00	138.27	96 %
26-400-00-5955	BEGINNING BALANCE - OTHI	0.00	3,198.12	0.00	-3,198.12	0 %
26-420-02-4331	FIRE EXTRICATION TEAM	0.00	32,000.00	10,000.00	-22,000.00	320 %
26-420-02-4711	TRANSFER IN GF-FIRE VOLU	7,108.33	56,866.64	85,300.00	28,433.36	67 %
26-420-02-4712	FIRE VOLUNTEER APPRECIAT	77.00	636.20	1,700.00	1,063.80	37 %
26-420-03-4702	HARPY BOVARD SCHOLARS	0.00	0.00	1,000.00	1,000.00	0 %
26-440-01-4740	PARK DEVELOPMENT TRUST	0.00	2,500.00	1,000.00	-1,500.00	250 %
26-440-02-4707	LIBRARY	7,846.55	36,957.75	30,000.00	-6,957.75	123 %
26-440-03-4351	FRIENDS OF THE DALLAS AC	1,000.00	7,259.00	20,000.00	12,741.00	36 %
26-440-15-4750	DELBERT HUNTER ARBORE	100.00	8,472.00	20,000.00	11,528.00	42 %
26-480-00-4743	MISCELLANEOUS DONATION	278.75	6,460.55	5,000.00	-1,460.55	129 %
	Revenue Totals	16,410.63	310,780.69	292,050.00	-18,730.69	106 %
<b>Expense</b>						
Trust Fund						
26-011-50-6710	MISCELLANEOUS DONATION	0.00	5,309.88	8,700.00	3,390.12	61 %
26-011-51-6532	FIRE TR - EXTRICATION EXP	0.00	2,443.72	23,000.00	20,556.28	11 %
26-011-51-6770	FIRE RESERVE-FUTURE SCH	0.00	0.00	18,000.00	18,000.00	0 %
26-011-51-6771	FIRE TR - HARPY BOVARD S	0.00	1,000.00	3,000.00	2,000.00	33 %
26-011-51-6772	FIRE VOLUNTEER APPRECIAT	500.83	27,971.74	107,000.00	79,028.26	26 %
26-011-53-6541	FRIENDS OF THE DALLAS AC	6,697.50	22,340.15	31,500.00	9,159.85	71 %
26-011-53-6551	PARK DEVELOPMENT TRUST	0.00	1,466.20	34,350.00	32,883.80	4 %
26-011-53-6558	LIBRARY TRUST EXPENDITU	229.04	37,650.56	42,000.00	4,349.44	90 %
26-011-53-6725	DELBERT HUNTER ARBORE	352.91	9,750.50	24,500.00	14,749.50	40 %
	Trust Fund Totals	7,780.28	107,932.75	292,050.00	184,117.25	37 %
	Expense Totals	7,780.28	107,932.75	292,050.00	184,117.25	37 %
<b>Revenues Over Expenses</b>		<b>8,630.35</b>	<b>202,847.94</b>	<b>0.00</b>	<b>-202,847.94</b>	<b>0 %</b>

...	...	February 2023-2024 MTD Activity	2023-2024 YTD Activity	2023-2024 Budget	Budget Remaining	% of Budget Used
<b>28 - GRANTS FUND</b>						
<b>Revenue</b>						
28-400-00-5958	BEGINNING BALANCE - CLG	0.00	-10,889.44	0.00	10,889.44	0 %
28-400-00-5963	BEGINNING BALANCE - POLI	0.00	54.23	900.00	845.77	6 %
28-400-00-5968	BEGINNING BALANCE - PAR	0.00	3,033.00	0.00	-3,033.00	0 %
28-400-00-5970	BEGINNING BALANCE - REAL	0.00	-110.78	600.00	710.78	-18 %
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 %
28-420-03-4310	FEMA AFG EMS 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 %
28-420-03-4321	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	83,000.00	83,000.00	0 %
28-430-03-4319	SAFE ROUTES TO SCHOOL (	0.00	0.00	5,000.00	5,000.00	0 %
28-440-02-4327	CERTIFIED LOCAL GOVT GR	0.00	6,195.44	15,000.00	8,804.56	41 %
28-440-02-4340	READY TO READ GRANT	0.00	2,933.00	3,000.00	67.00	98 %
28-440-02-4348	LIBRARY GRANT	0.00	0.00	5,000.00	5,000.00	0 %
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	1,000.00	1,000.00	0 %
28-440-03-4346	OR PARKS AND REC GRANT	0.00	2,803.20	19,355.00	16,551.80	14 %
28-440-03-4347	OR PARKS AND REC GRANT	0.00	0.00	5,000.00	5,000.00	0 %
28-440-03-4352	OPRD LWCF GRANT	0.00	0.00	570,344.00	570,344.00	0 %
Revenue Totals		0.00	4,018.65	735,699.00	731,680.35	1 %
<b>Expense</b>						
Grants Fund						
28-012-51-6530	FEMA AFG EMS GRANT	0.00	0.00	5,000.00	5,000.00	0 %
28-012-51-6531	FEMA AFG FIRE GRANT	0.00	0.00	5,000.00	5,000.00	0 %
28-012-51-6570	POLICE EQUIPMENT	0.00	1,431.12	3,400.00	1,968.88	42 %
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	0.00	83,000.00	83,000.00	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	1,720.74	15,000.00	13,279.26	11 %
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	570,344.00	570,344.00	0 %
28-012-53-6546	PARKS GRANT - MISCELLAN	0.00	0.00	6,000.00	6,000.00	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	153.91	3,600.00	3,446.09	4 %
28-012-53-6559	JAPANESE GARDEN	0.00	0.00	19,355.00	19,355.00	0 %
Grants Fund Totals		0.00	3,305.77	735,699.00	732,393.23	0 %
Expense Totals		0.00	3,305.77	735,699.00	732,393.23	0 %
<b>Revenues Over Expenses</b>		<b>0.00</b>	<b>712.88</b>	<b>0.00</b>	<b>-712.88</b>	<b>0 %</b>



...	...	February 2023-2024 MTD Activity	2023-2024 YTD Activity	2023-2024 Budget	Budget Remaining	% of Budget Used
<b>29 - DALLAS DOWNTOWN URBAN RENEWAL FUND</b>						
<b>Revenue</b>						
29-400-00-5900	BEGINNING BALANCE	0.00	389,033.45	300,000.00	-89,033.45	130 %
29-450-00-4100	CURRENT PROPERTY TAXES	847.75	203,056.66	235,000.00	31,943.34	86 %
29-450-00-4110	DELINQUENT PROPERTY TAX	151.94	2,906.42	3,000.00	93.58	97 %
29-480-00-4610	INTEREST ON INVESTMENTS	4,124.18	26,776.58	10,000.00	-16,776.58	268 %
29-480-00-4830	MISCELLANEOUS REVENUE	14,988.00	14,988.00	20,000.00	5,012.00	75 %
Revenue Totals		20,111.87	636,761.11	568,000.00	-68,761.11	112 %
<b>Expense</b>						
Downtown Dallas Urban Renewal						
29-019-50-6051	SALARIES	0.00	5,971.04	5,500.00	-471.04	109 %
29-019-50-6061	FRINGE BENEFITS	0.00	3,052.82	3,500.00	447.18	87 %
29-019-50-6210	MATERIALS AND SUPPLIES	0.00	0.00	250.00	250.00	0 %
29-019-50-6465	PROFESSIONAL SERVICES	525.00	2,065.00	35,000.00	32,935.00	6 %
29-019-50-6473	BUILDING IMPROVEMENT GRANT	0.00	2,131.25	2,200.00	68.75	97 %
29-019-50-6484	MINOR IMPROVEMENT GRANT	0.00	4,000.00	10,000.00	6,000.00	40 %
29-019-50-6507	SPECIAL PROJECTS	0.00	0.00	10,000.00	10,000.00	0 %
29-019-50-6553	PROPERTY ACQUISITION	0.00	6,134.54	105,000.00	98,865.46	6 %
29-019-50-6600	MISCELLANEOUS	0.00	332.12	2,000.00	1,667.88	17 %
29-019-50-6908	TRANSFER TO GF-DEBT SEF	0.00	86,367.38	148,915.00	62,547.62	58 %
29-019-50-6955	DEBT SERVICE RESERVE	0.00	0.00	148,915.00	148,915.00	0 %
29-019-50-6980	OPERATING CONTINGENCIES	0.00	0.00	96,720.00	96,720.00	0 %
Downtown Dallas Urban Renewal Totals		525.00	110,054.15	568,000.00	457,945.85	19 %
Expense Totals		525.00	110,054.15	568,000.00	457,945.85	19 %
<b>Revenues Over Expenses</b>		<b>19,586.87</b>	<b>526,706.96</b>	<b>0.00</b>	<b>-526,706.96</b>	<b>0 %</b>

...	...	February 2023-2024 MTD Activity	2023-2024 YTD Activity	2023-2024 Budget	Budget Remaining	% of Budget Used
<b>31 - SOUTH DALLAS URBAN RENEWAL FUND</b>						
<b>Revenue</b>						
31-450-00-4100	CURRENT PROPERTY TAX	286.97	62,391.11	30,000.00	-32,391.11	208 %
31-480-00-4610	INTEREST ON INVESTMENTS	266.73	559.73	2,000.00	1,440.27	28 %
	Revenue Totals	553.70	62,950.84	32,000.00	-30,950.84	197 %
<b>Expense</b>						
South Dallas Urban Renewal						
31-310-50-6051	SALARIES	995.21	1,990.42	5,500.00	3,509.58	36 %
31-310-50-6061	FRINGE BENEFITS	462.55	925.08	3,500.00	2,574.92	26 %
31-310-50-6210	MATERIALS AND SUPPLIES	0.00	0.00	8,000.00	8,000.00	0 %
31-310-50-6465	PROFESSIONAL SERVICES	525.00	525.00	8,000.00	7,475.00	7 %
31-310-50-6600	MISCELLANEOUS	0.00	283.71	7,000.00	6,716.29	4 %
	South Dallas Urban Renewal Totals	1,982.76	3,724.21	32,000.00	28,275.79	12 %
	Expense Totals	1,982.76	3,724.21	32,000.00	28,275.79	12 %
<b>Revenues Over Expenses</b>		<b>-1,429.06</b>	<b>59,226.63</b>	<b>0.00</b>	<b>-59,226.63</b>	<b>0 %</b>

...	...	February 2023-2024 MTD Activity	2023-2024 YTD Activity	2023-2024 Budget	Budget Remaining	% of Budget Used
<b>45 - GENERAL LONG TERM DEBT FUND</b>						
<b>Revenue</b>						
45-470-00-4901	TRANSFER IN - GENERAL FU	10,046.42	80,371.36	120,556.00	40,184.64	67 %
45-470-00-4912	TRANSFER IN - SEWER FUNI	1,667.03	13,336.24	20,004.00	6,667.76	67 %
45-470-00-4913	TRANFER IN - FLEET FUND	309.80	2,478.40	3,718.00	1,239.60	67 %
45-470-00-4914	TRANSFER IN - STREET FUN	781.88	6,255.04	9,383.00	3,127.96	67 %
45-470-00-4915	TRANSFER IN - WATER FUNI	1,371.98	10,975.84	16,464.00	5,488.16	67 %
45-470-00-4919	TRANSFER IN - BUILDING FU	575.35	4,602.80	6,905.00	2,302.20	67 %
	Revenue Totals	14,752.46	118,019.68	177,030.00	59,010.32	67 %
<b>Expense</b>						
General Long Term Debt						
45-016-32-6801	DEBT SERVICE - PRINCIPAL	0.00	0.00	140,000.00	140,000.00	0 %
45-016-54-6802	DEBT SERVICE - INTEREST	0.00	18,514.80	37,030.00	18,515.20	50 %
	General Long Term Debt Totals	0.00	18,514.80	177,030.00	158,515.20	10 %
	Expense Totals	0.00	18,514.80	177,030.00	158,515.20	10 %
<b>Revenues Over Expenses</b>		<b>14,752.46</b>	<b>99,504.88</b>	<b>0.00</b>	<b>-99,504.88</b>	<b>0 %</b>

...	...	February 2023-2024 MTD Activity	2023-2024 YTD Activity	2023-2024 Budget	Budget Remaining	% of Budget Used
<b>50 - SEWER FUND</b>						
<b>Revenue</b>						
50-400-00-5900	BEGINNING BALANCE	0.00	4,560,147.46	4,475,000.00	-85,147.46	102 %
50-444-01-4469	SEWER SERVICE CHARGES	319,083.11	2,673,547.69	4,000,000.00	1,326,452.31	67 %
50-444-01-4834	MISCELLANEOUS SEWER	5,065.58	48,076.36	85,000.00	36,923.64	57 %
50-480-00-4610	INTEREST ON INVESTMENTS	21,639.12	159,031.89	100,000.00	-59,031.89	159 %
	Revenue Totals	345,787.81	7,440,803.40	8,660,000.00	1,219,196.60	86 %
<b>Expense</b>						
Sewer Admin & Engineering						
50-031-56-6051	SALARIES	35,565.01	279,220.31	400,000.00	120,779.69	70 %
50-031-56-6053	OVERTIME	0.00	2,636.69	3,000.00	363.31	88 %
50-031-56-6061	FRINGE BENEFITS	23,136.05	193,056.96	335,000.00	141,943.04	58 %
50-031-56-6210	MATERIALS AND SUPPLIES	1,094.61	12,854.83	33,000.00	20,145.17	39 %
50-031-56-6275	DEQ PERMITS	0.00	23,812.00	32,000.00	8,188.00	74 %
50-031-56-6307	VEHICLE-EQUIPMENT EXPENSE	11,666.67	93,333.36	140,000.00	46,666.64	67 %
50-031-56-6309	REPAIRS AND MAINTENANCE	147.50	27,609.24	123,000.00	95,390.76	22 %
50-031-56-6320	TOOLS	106.76	304.73	6,000.00	5,695.27	5 %
50-031-56-6401	TELECOMMUNICATIONS	331.20	2,282.71	4,300.00	2,017.29	53 %
50-031-56-6406	HVAC, ENERGY AND LIGHTING	0.00	2,493.59	5,000.00	2,506.41	50 %
50-031-56-6452	COMPUTER SERVICES	28.12	6,057.57	9,700.00	3,642.43	62 %
50-031-56-6465	PROFESSIONAL SERVICES	76,028.48	720,859.82	1,012,000.00	291,140.18	71 %
50-031-56-6475	EMPLOYEE DEVELOPMENT	15.00	1,287.93	2,200.00	912.07	59 %
50-031-56-6480	SAFETY EQUIPMENT & TRAILER	0.00	3,007.82	2,500.00	-507.82	120 %
50-031-56-6481	TRAVEL AND EDUCATION	0.00	9,367.48	3,300.00	-6,067.48	284 %
50-031-56-6500	EQUIPMENT	0.00	149,527.06	61,750.00	-87,777.06	242 %
50-031-56-6526	PUBLIC WORKS BUILDING	11.37	39,711.13	660,000.00	620,288.87	6 %
50-031-56-6579	I & I	0.00	15,000.00	100,000.00	85,000.00	15 %
50-031-56-6594	WWTF CAPITAL IMPROVEMENT	514.11	172,312.62	1,700,000.00	1,527,687.38	10 %
50-031-56-6598	SEWER REPLACEMENT PROJECT	27,050.00	27,050.00	250,000.00	222,950.00	11 %
50-031-56-6599	WWTF EQUIPMENT REPLACEMENT	0.00	10,921.33	250,000.00	239,078.67	4 %
50-031-56-6900	TRANSFER TO GENERAL FUND	49,083.33	392,666.64	589,000.00	196,333.36	67 %
50-031-56-6932	TRANSFER TO RISK MANAGEMENT	0.00	107,000.00	107,000.00	0.00	100 %
	Sewer Admin & Engineering Totals	224,778.21	2,292,373.82	5,828,750.00	3,536,376.18	39 %

Financial Statement Versus Budget

For Fiscal: 2023-2024 Period Ending: 2/29/2024

...	...	February 2023-2024 MTD Activity	2023-2024 YTD Activity	2023-2024 Budget	Budget Remaining	% of Budget Used
Debt Service & Contingency						
50-036-56-6820	2017 SEWER LOAN-PRINCIP/	59,000.00	59,000.00	59,000.00	0.00	100 %
50-036-56-6821	2017 SEWER LOAN-INTERES	7,546.50	15,058.31	15,093.00	34.69	100 %
50-036-56-6970	OPERATING CONTINGENCIE	0.00	0.00	2,757,157.00	2,757,157.00	0 %
	Debt Service & Contingency Totals	66,546.50	74,058.31	2,831,250.00	2,757,191.69	3 %
Expense Totals		291,324.71	2,366,432.13	8,660,000.00	6,293,567.87	27 %
<b>Revenues Over Expenses</b>		<b>54,463.10</b>	<b>5,074,371.27</b>	<b>0.00</b>	<b>-5,074,371.27</b>	<b>0 %</b>

...	...	February 2023-2024 MTD Activity	2023-2024 YTD Activity	2023-2024 Budget	Budget Remaining	% of Budget Used
<b>51 - STORMWATER FUND</b>						
<b>Revenue</b>						
51-400-00-5900	BEGINNING BALANCE	0.00	1,281,979.42	1,380,000.00	98,020.58	93 %
51-445-01-4490	STORMWATER SERVICE CH	97,233.80	740,859.01	1,175,000.00	434,140.99	63 %
51-445-01-4833	MISCELLANEOUS STORMWA	0.00	0.00	2,000.00	2,000.00	0 %
51-480-00-4610	INTEREST ON INVESTMENT	7,387.41	50,859.34	20,000.00	-30,859.34	254 %
Revenue Totals		104,621.21	2,073,697.77	2,577,000.00	503,302.23	80 %
<b>Expense</b>						
Stormwater Maintenance						
51-051-57-6051	SALARIES	3,402.87	26,367.07	60,000.00	33,632.93	44 %
51-051-57-6053	OVERTIME	0.00	394.83	2,000.00	1,605.17	20 %
51-051-57-6061	FRINGE BENEFITS	1,944.54	14,041.84	53,000.00	38,958.16	26 %
51-051-57-6210	MATERIALS AND SUPPLIES	566.00	2,790.13	11,000.00	8,209.87	25 %
51-051-57-6275	DEQ PERMITS	0.00	0.00	2,700.00	2,700.00	0 %
51-051-57-6307	VEHICLE-EQUIPMENT EXPE	2,500.00	20,000.00	30,000.00	10,000.00	67 %
51-051-57-6309	REPAIRS AND MAINTENANC	0.00	0.00	4,800.00	4,800.00	0 %
51-051-57-6312	MATERIAL DISPOSAL	2,004.12	18,587.19	30,000.00	11,412.81	62 %
51-051-57-6320	TOOLS	0.00	150.97	3,500.00	3,349.03	4 %
51-051-57-6401	TELECOMMUNICATIONS	15.05	58.58	700.00	641.42	8 %
51-051-57-6452	COMPUTER SERVICES	28.12	2,248.89	3,300.00	1,051.11	68 %
51-051-57-6465	PROFESSIONAL SERVICES	212.50	31,313.93	100,000.00	68,686.07	31 %
51-051-57-6475	EMPLOYEE DEVELOPMENT	0.00	2,077.81	2,200.00	122.19	94 %
51-051-57-6480	SAFETY EQUIPMENT & TRAI	0.00	3,007.92	2,500.00	-507.92	120 %
51-051-57-6481	TRAVEL AND EDUCATION	0.00	644.96	3,300.00	2,655.04	20 %
51-051-57-6500	EQUIPMENT	0.00	30,673.16	23,750.00	-6,923.16	129 %
51-051-57-6522	STORMWATER PROJECTS	0.00	0.00	50,000.00	50,000.00	0 %
51-051-57-6526	PUBLIC WORKS BUILDING	3.79	13,287.75	220,000.00	206,712.25	6 %
51-051-57-6900	TRANSFER TO GENERAL FU	9,750.00	78,000.00	117,000.00	39,000.00	67 %
51-051-57-6928	TRANSFER TO SEWER SDC-	1,457.72	11,661.76	17,493.00	5,831.24	67 %
51-051-57-6932	TRANSFER TO RISK MANAGI	0.00	3,700.00	3,700.00	0.00	100 %
51-051-57-6980	OPERATING CONTINGENCIE	0.00	0.00	1,836,057.00	1,836,057.00	0 %
Stormwater Maintenance Totals		21,884.71	259,006.79	2,577,000.00	2,317,993.21	10 %
Expense Totals		21,884.71	259,006.79	2,577,000.00	2,317,993.21	10 %
<b>Revenues Over Expenses</b>		<b>82,736.50</b>	<b>1,814,690.98</b>	<b>0.00</b>	<b>-1,814,690.98</b>	<b>0 %</b>

...	...	February 2023-2024 MTD Activity	2023-2024 YTD Activity	2023-2024 Budget	Budget Remaining	% of Budget Used
<b>52 - WATER FUND</b>						
<b>Revenue</b>						
52-400-00-5900	BEGINNING BALANCE	0.00	3,540,695.22	2,850,000.00	-690,695.22	124 %
52-442-01-4463	SALE OF WATER	290,966.54	2,998,483.65	4,200,000.00	1,201,516.35	71 %
52-442-01-4465	NEW ACCOUNT FEES	1,259.57	16,112.36	12,000.00	-4,112.36	134 %
52-442-01-4468	SERVICE CONNECTIONS	9,136.00	40,480.00	75,000.00	34,520.00	54 %
52-442-01-4832	MISCELLANEOUS WATER	8,091.50	213,023.76	90,000.00	-123,023.76	237 %
52-442-03-4900	FINANCE PROCEEDS	0.00	13,601.00	2,200,000.00	2,186,399.00	1 %
52-480-00-4610	INTEREST ON INVESTMENTS	19,096.92	143,655.77	100,000.00	-43,655.77	144 %
	Revenue Totals	328,550.53	6,966,051.76	9,527,000.00	2,560,948.24	73 %
<b>Expense</b>						
Water Admin & Engineering						
52-041-55-6051	SALARIES	55,566.53	424,045.93	635,000.00	210,954.07	67 %
52-041-55-6053	OVERTIME	2,896.56	22,573.62	25,000.00	2,426.38	90 %
52-041-55-6061	FRINGE BENEFITS	33,784.32	271,423.65	463,000.00	191,576.35	59 %
52-041-55-6210	MATERIALS AND SUPPLIES	11,447.25	215,886.82	350,000.00	134,113.18	62 %
52-041-55-6265	PERMITS	1,624.00	3,308.08	10,700.00	7,391.92	31 %
52-041-55-6307	VEHICLE-EQUIPMENT EXPENSE	8,333.33	66,666.64	100,000.00	33,333.36	67 %
52-041-55-6309	REPAIRS AND MAINTENANCE	0.00	20,177.15	60,000.00	39,822.85	34 %
52-041-55-6320	TOOLS	0.00	1,622.83	8,000.00	6,377.17	20 %
52-041-55-6401	TELECOMMUNICATIONS	1,138.74	8,973.84	14,000.00	5,026.16	64 %
52-041-55-6406	HVAC, ENERGY AND LIGHTING	0.00	83,978.76	144,000.00	60,021.24	58 %
52-041-55-6452	COMPUTER SERVICES	28.12	7,303.77	17,000.00	9,696.23	43 %
52-041-55-6465	PROFESSIONAL SERVICES	28,920.51	91,852.56	110,000.00	18,147.44	84 %
52-041-55-6475	EMPLOYEE DEVELOPMENT	238.00	1,951.47	5,000.00	3,048.53	39 %
52-041-55-6480	SAFETY EQUIPMENT & TRAIL	0.00	1,913.95	2,400.00	486.05	80 %
52-041-55-6481	TRAVEL AND EDUCATION	191.00	3,414.68	7,000.00	3,585.32	49 %
52-041-55-6500	EQUIPMENT	0.00	15,212.28	13,250.00	-1,962.28	115 %
52-041-55-6526	PUBLIC WORKS BUILDING	11.37	39,711.11	660,000.00	620,288.89	6 %
52-041-55-6562	CLAY STREET LINE REHAB	0.00	189,192.54	900,000.00	710,807.46	21 %
52-041-55-6564	WTP CAPITAL IMPROVEMENT	0.00	30,450.00	30,000.00	-450.00	102 %
52-041-55-6589	WATER LINE REPLACEMENT	0.00	0.00	135,000.00	135,000.00	0 %
52-041-55-6592	CLAY ST RESERVOIR PROJECT	399.65	354,049.56	2,400,000.00	2,045,950.44	15 %
52-041-55-6900	TRANSFER TO GENERAL FUND	44,583.33	356,666.64	535,000.00	178,333.36	67 %
52-041-55-6932	TRANSFER TO RISK MANAGEMENT	0.00	45,000.00	45,000.00	0.00	100 %
52-041-55-6934	TRANSFER TO WATER SDC-I	7,148.16	57,185.28	85,778.00	28,592.72	67 %
	Water Admin & Engineering Totals	196,310.87	2,312,561.16	6,755,128.00	4,442,566.84	34 %

Financial Statement Versus Budget

For Fiscal: 2023-2024 Period Ending: 2/29/2024

...	...	February 2023-2024 MTD Activity	2023-2024 YTD Activity	2023-2024 Budget	Budget Remaining	% of Budget Used
Debt Service & Contingency						
52-046-55-6830	2015 SRF LOAN - PRINCIPAL	0.00	43,694.92	43,695.00	0.08	100 %
52-046-55-6831	2015 SRF LOAN - INTEREST	0.00	29,040.60	29,041.00	0.40	100 %
52-046-55-6832	2016 DEQ CWSRF LOAN-PRII	0.00	46,688.00	83,688.00	37,000.00	56 %
52-046-55-6833	2016 DEQ CWSRF LOAN-INTI	0.00	19,272.00	19,272.00	0.00	100 %
52-046-55-6834	2017 WATER LOAN - PRINCIP	357,000.00	357,000.00	357,000.00	0.00	100 %
52-046-55-6835	2017 WATER LOAN - INTERE	37,162.57	74,156.65	74,330.00	173.35	100 %
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	1,300,000.00	1,300,000.00	0 %
52-046-55-6970	OPERATING CONTINGENCIE	0.00	0.00	784,846.00	784,846.00	0 %
	Debt Service & Contingency Totals	394,162.57	569,852.17	2,771,872.00	2,202,019.83	21 %
Expense Totals		590,473.44	2,882,413.33	9,527,000.00	6,644,586.67	30 %
<b>Revenues Over Expenses</b>		<b>-261,922.91</b>	<b>4,083,638.43</b>	<b>0.00</b>	<b>-4,083,638.43</b>	<b>0 %</b>



...	...	February 2023-2024 MTD Activity	2023-2024 YTD Activity	2023-2024 Budget	Budget Remaining	% of Budget Used
<b>58 - FLEET MANAGEMENT FUND</b>						
<b>Revenue</b>						
58-400-00-5900	BEGINNING BALANCE	0.00	202,271.90	200,000.00	-2,271.90	101 %
58-470-00-4906	REIMBURSED SERVICES	19,842.95	112,208.99	75,000.00	-37,208.99	150 %
58-480-00-4470	GAS AND OIL REIMBURSEME	705.59	7,553.30	12,000.00	4,446.70	63 %
58-480-00-4472	FLEET SERVICE TOTAL CARI	26,666.67	213,333.36	320,000.00	106,666.64	67 %
58-480-00-4473	FLEET SERVICE TOTAL CARI	16,708.33	177,366.64	244,200.00	66,833.36	73 %
58-480-00-4474	FLEET SERVICE TOTAL CARI	333.33	2,666.64	4,000.00	1,333.36	67 %
58-480-00-4835	SALE OF EQUIPMENT	410.00	8,470.00	5,000.00	-3,470.00	169 %
58-499-00-4954	TRANSFER FROM SEWER SI	0.00	0.00	330,000.00	330,000.00	0 %
	Revenue Totals	64,666.87	723,870.83	1,190,200.00	466,329.17	61 %
<b>Expense</b>						
Fleet Management Fund						
58-075-50-6051	SALARIES	16,345.61	122,539.73	160,000.00	37,460.27	77 %
58-075-50-6061	FRINGE BENEFITS	8,065.38	64,890.17	133,000.00	68,109.83	49 %
58-075-50-6210	MATERIALS AND SUPPLIES	141.69	4,600.24	6,500.00	1,899.76	71 %
58-075-50-6241	FUEL & OIL	4,588.48	52,024.40	110,000.00	57,975.60	47 %
58-075-50-6245	PARTS AND SERVICE	379.36	146,852.80	203,700.00	56,847.20	72 %
58-075-50-6246	PARTS AND SERVICE-INTER	854.54	37,704.77	35,000.00	-2,704.77	108 %
58-075-50-6309	REPAIRS AND MAINTENANCI	0.00	3,132.79	7,000.00	3,867.21	45 %
58-075-50-6320	TOOLS	1,099.99	8,307.55	25,000.00	16,692.45	33 %
58-075-50-6401	TELECOMMUNICATIONS	290.40	2,724.19	5,000.00	2,275.81	54 %
58-075-50-6406	HVAC, ENERGY AND LIGHTIN	675.72	8,313.18	15,000.00	6,686.82	55 %
58-075-50-6452	COMPUTER SERVICES	28.12	5,400.28	12,500.00	7,099.72	43 %
58-075-50-6481	TRAVEL AND EDUCATION	0.00	2,957.80	4,000.00	1,042.20	74 %
58-075-50-6526	PUBLIC WORKS BUILDING	5.69	19,893.59	330,000.00	310,106.41	6 %
58-075-50-6600	MISCELLANEOUS	0.00	899.89	5,000.00	4,100.11	18 %
58-075-50-6900	TRANSFER TO GENERAL FU	2,666.67	21,333.36	32,000.00	10,666.64	67 %
58-075-50-6932	TRANSFER TO RISK MANAGI	0.00	35,000.00	35,000.00	0.00	100 %
58-075-50-6980	OPERATING CONTINGENCIE	0.00	0.00	71,500.00	71,500.00	0 %
	Fleet Management Fund Totals	35,141.65	536,574.74	1,190,200.00	653,625.26	45 %
	Expense Totals	35,141.65	536,574.74	1,190,200.00	653,625.26	45 %
<b>Revenues Over Expenses</b>		<b>29,525.22</b>	<b>187,296.09</b>	<b>0.00</b>	<b>-187,296.09</b>	<b>0 %</b>

City Council Meeting  
 Monday, March 18, 2024  
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**CITY COUNCIL  
STAFF REPORT**

**MEETING DATE:** March 18, 2024  
**AGENDA ITEM NO.** 8.a  
**TOPIC:** FY2023 Plan of Action Letter  
**PREPARED BY:** Cecilia Ward  
**APPROVED BY:** *SL* City Manager  
**ATTACHMENTS:** A – FY2023 Plan of Action Letter to Oregon Secretary of State

**RECOMMENDED ACTION:**

Staff recommends adoption of FY2023 Plan of Action

**BACKGROUND:**

Oregon law requires local governments to have a financial statement audit performed each year. These audits are performed by independent Certified Public Accountants. The City contracted with SingerLewak LLP to perform the audit for FY 2023. The audit was completed on February 29, 2024. At that time, an internal control communication was issued stating a material weakness, which is a deficiency.

When a municipality’s financial audit results in deficiencies (findings) communicated by the auditor, the municipality must adopt a plan of action to address those deficiencies. A copy of that plan must be filed with the Secretary of State (ORS 297.466(2)).

The plan must:

1. Address all financial audit deficiencies communicated by the auditor.
2. Include the estimated period of time necessary to complete the planned actions.
3. Be adopted by the governing body.
4. Be filed with our office within 30 days of filing the audit report.

**SUMMARY TIMELINE:**

02/29/2024 – FY2023 Audit completed  
03/18/2024 – Plan of Action letter approved by city council

**FISCAL IMPACT:**

NA

**RECOMMENDED MOTION:**

I move to adopt the City of Dallas FY2023 Plan of Action related to the City of Dallas FY 2023 audit.



March 18, 2024

Email to [municipalfilings.sos@oregon.gov](mailto:municipalfilings.sos@oregon.gov)

Oregon Secretary of State,  
Audits Division  
255 Capitol St. NE, Suite #500  
Salem, OR 97310

### Plan of Action for City of Dallas

City of Dallas respectfully submits the following corrective action plan in response to deficiencies reported in our audit of fiscal year ended June 30, 2023. The audit was completed by the independent auditing firm SingerLewak LLP and reported the deficiency listed below. The plan of action was adopted by the governing body at their meeting on March 18, 2024, as indicated by signatures below.

The deficiency is listed below, including the adopted plan of action and timeframe.

#### 1. Deficiency #1

##### a. Type of deficiency – Material Weakness

###### *Revenue Recognition – American Rescue Plan Act (ARPA)*

The City improperly recognized revenue from ARPA funding in the prior fiscal year, thereby resulting in a prior period adjustment of \$1,885,645. This adjustment decreased the prior year's fund balance in the General Fund and the net position in the Governmental Activities. The ARPA funding received should be recognized as revenue when the related expenditures are incurred.

###### *Auditor Recommendation*

The City should prepare a reconciliation at year end of the ARPA revenues to expenditures to ensure all appropriate revenues have been recognized in the proper period. This reconciliation should then be reviewed and approved by supervisory personnel.

b. Plan of Action – The City will prepare a reconciliation at year end of the ARPA revenues to expenditures to ensure all appropriate revenues have been recognized in the proper period. This reconciliation will then be reviewed and approved by supervisory personnel.

c. Timeframe for (or date of) implementation – End of Fiscal Year 2024

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Kenneth L Woods, Jr., Mayor

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Brian Latta, City Manager



**CITY COUNCIL  
STAFF REPORT**

**MEETING DATE:** March 18, 2024  
**AGENDA ITEM NO.** 9.a  
**TOPIC:** Ordinance 1893 – Amending Dallas City Code Section 6.325, relating to parking time limitations  
**APPROVED BY:**  City Manager  
**ATTACHMENTS:** A – Ordinance 1893

**RECOMMENDED ACTION:**

Staff recommends the Council allow Ordinance 1893 to pass its first reading.

**BACKGROUND:**

On May 15, 2017, the City Council approved Resolution No. 3374, delegating to the City Manager, or the City Manager’s designee, certain authority regarding traffic and parking control pursuant to Dallas City Code 6.000.

Dallas City Code Section 6.325 includes provisions regulating timed parking on certain streets. The authority granted under Resolution No. 3374, enables the City Manager to regulated timed parking on city streets. The proposed amendment, restates that authority under Section 6.325(4).

**SUMMARY TIMELINE:**

March 18, 2024 – City Council considers Ordinance 1893 for its first reading.  
April 1, 2024 – City considers Ordinance 1893 for its second reading and will vote to adopt.  
May 1, 2024 – If approved, Ordinance 1893 will become effective, amending Section 6.325 of the Dallas City Code.

**FISCAL IMPACT:**

None

**RECOMMENDED MOTION:**

N/A – Ordinance 1893 to pass its first reading.

**ATTACHMENTS:**

A – Ordinance 1893

**CITY OF DALLAS  
ORDINANCE NO. 1893**

**AN ORDINANCE AMENDING DALLAS CITY CODE SECTION 6.325, RELATING  
TO PARKING TIME LIMITATIONS**

Be it ordained by the City Council of the City of Dallas, in the State of Oregon, as follows:

**SECTION 1:**        **AMENDMENT** “6.325 Time Limitations” of the Dallas Municipal Code is hereby *amended* as follows:

**BEFORE AMENDMENT**

6.325 Time Limitations

1. Except as provided in subsection (3) of this section, no person shall stand or park a motor vehicle upon the street in excess of two hours between 8:00 a.m. and 5:00 p.m., except Sundays and holidays, on the following:
  - a. Main Street between its intersection with the north line of Washington Street and its intersection with the south line of Academy Street.
  - b. The north side of Washington Street from its intersection with the west line of Jefferson Street to its intersection with the east line of Church Street.
  - c. Court Street, from its intersection with the west line of Jefferson Street to its intersection with the east line of Church Street.
  - d. Mill Street from its intersection with the west line of Jefferson Street to its intersection with the east line of the alley between Main Street and Church Street.
  - e. Oak Street from its intersection with the west line of Jefferson Street to its intersection with the east line of Robb Street and Robb Street extended.
  - f. Jefferson Street from its intersection with the south line of Oak Street to its intersection with the north line of Washington Street.
2. The repositioning of a motor vehicle from one parked position to another parked position on either side of the street within the same block, and within a 30-minute period of time, shall not be treated as interrupting the continuity of the time the vehicle has been parked for the purposes of this section. For the purpose of this section, "block" as the area abutting both sides of a street:
  - a. Between two cross streets;
  - b. Between the city limits and the nearest cross street; or
  - c. Where there is only one cross street, (1) between a cross street and the dead end of a street; or (2) between a cross street and a line projected from the centerline of an intersecting street, such as a "T" intersection.
3. For the purpose of determining a block under subsection 2 above, when a block is

abutted by a street which, if extended through the block, would create a cross street, but no such street extends through the property, the block shall be the area commencing at the curbline of the cross street with the next lowest consecutive property address numbering, and extending in units of 600 feet along the block.

4. The City Manager, or the City Manager's designee, may exempt publicly owned vehicles, while being used for official public business, from the parking time limitations set forth in subsection (1) of this section.

[Section 6.325 amended by Ordinance No. 1689, passed July 21, 2008; amended by Ordinance No. 1799, passed March 16, 2015; amended by Ordinance No. 1812, passed December 4, 2017.]

## AFTER AMENDMENT

### 6.325 Time Limitations

1. Except as provided in subsection ~~(3)~~4 of this section, no person shall stand or park a motor vehicle upon the street in excess of two hours between 8:00 a.m. and 5:00 p.m., except Sundays and holidays, on the following:
  - a. Main Street between its intersection with the north line of Washington Street and its intersection with the south line of Academy Street.
  - b. The north side of Washington Street from its intersection with the west line of Jefferson Street to its intersection with the east line of Church Street.
  - c. Court Street, from its intersection with the west line of Jefferson Street to its intersection with the east line of Church Street.
  - d. Mill Street from its intersection with the west line of Jefferson Street to its intersection with the east line of the alley between Main Street and Church Street.
  - e. Oak Street from its intersection with the west line of Jefferson Street to its intersection with the east line of Robb Street and Robb Street extended.
  - f. Jefferson Street from its intersection with the south line of Oak Street to its intersection with the north line of Washington Street.
2. The repositioning of a motor vehicle from one parked position to another parked position on either side of the street within the same block, and within a 30-minute period of time, shall not be treated as interrupting the continuity of the time the vehicle has been parked for the purposes of this section. For the purpose of this section, "block" as the area abutting both sides of a street:
  - a. Between two cross streets;
  - b. Between the city limits and the nearest cross street; or
  - c. Where there is only one cross street, (1) between a cross street and the dead end of a street; or (2) between a cross street and a line projected from the centerline of an intersecting street, such as a "T" intersection.
3. For the purpose of determining a block under subsection 2 above, when a block is abutted by a street which, if extended through the block, would create a cross street, but no such street extends through the property, the block shall be the area commencing at the curbline of the cross street with the next lowest consecutive

- property address numbering, and extending in units of 600 feet along the block.
4. The City Manager, or the City Manager’s designee, may establish time limits different than those set forth in subsection 1, above, pursuant to any authority delegated by the city council to the city manager under section 6.000.1.d., and may exempt publicly owned vehicles, while being used for official public business, from the parking time limitations set forth in subsection (1) of this section.

[Section 6.325 amended by Ordinance No. 1689, passed July 21, 2008; amended by Ordinance No. 1799, passed March 16, 2015; amended by Ordinance No. 1812, passed December 4, 2017.]

PASSED AND ADOPTED BY THE CITY OF DALLAS CITY COUNCIL

\_\_\_\_\_.

Presiding Officer

Attest


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

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Brian Latta, City Manager, City of Dallas

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Lane P. Shetterly, City Attorney, City of Dallas



**CITY COUNCIL  
STAFF REPORT**

**MEETING DATE:** March 18, 2024  
**AGENDA ITEM NO.** 10.a.  
**TOPIC:** New Pickleball Court Construction  
**PREPARED BY:** Jennifer Ward, Parks and Recreation Manager and Tom Gilson, Engineering Supervisor  
**APPROVED BY:**  City Manager  
**ATTACHMENTS:** A: Site Plan for 10 Pickleball Courts at City Park with Diagonal Parking  
B: Pickleball Court Estimated Costs  
C: Resolution No. 3523

**RECOMMENDED ACTION:**

Approve plan to build 10 new pickleball courts with diagonal parking at Dallas City Park;

**BACKGROUND:**

At the April 27, 2021 meeting of the Parks Advisory Board, the board requested that staff look into options to add additional pickleball courts at the Roger Jordan Community Park location. Currently, the four pickleball courts located on the southeast corner of LaCreole Dr. and Barberry Ave. are well used and frequently have more players at the site than the existing configuration can handle. The tennis courts at Roger Jordan Community Park are available for public use, but are also used by the Dallas High School tennis team.

City staff evaluated what additions and modifications could take place both at the existing pickleball site as well as at the tennis courts across the street. Staff presented four options at the Board’s November 16, 2021 meeting. However, a quorum was not present so no action could be taken. Staff again presented the options to a full quorum at the Board’s June 15, 2022 meeting. At that time the Board recommended that City Council pursue resurfacing the tennis court to accommodate both pickleball and tennis players.

The four options, along with the Parks Board recommendation, were presented to City Council on August 15, 2022. The Council did not adopt the recommendation of the Board and instead directed staff to investigate the cost of entirely resurfacing the tennis courts and effectively changing them into 8 pickleball courts, and also demolishing the current pickleball courts and building two new tennis courts of equal quality to the current ones.

In the course of following the direction of Council, staff pursued an additional option – that of leaving the current tennis and pickleball courts in place and partnering with the pickleball club to build 8 new



pickleball courts at Dallas City Park. If this option were pursued, the paint lines for pickleball that are currently on one of the tennis courts would be removed and the tennis courts would once again be available for exclusive tennis use.

Both options, including estimated costs, were presented to the Parks Advisory Board on September 21, 2022. The Board recommended that staff pursue the option of partnering with the pickleball club to build 8 new pickleball courts at Dallas City Park.

Both options, including estimated costs, were then presented to the Buildings and Grounds Committee on September 26, 2022. The committee voiced concerns about current use of the site by nearby schools and local youth sports organizations. The committee was also concerned about the amount of currently available parking. Staff was directed to seek clarity regarding current use of the site and also to develop a site plan which would include two additional pickleball courts and diagonal parking along the north side of Brandvold Drive.

Staff contacted Dallas United, Lyle School, The Exploration Center and Kids Inc. regarding use of the proposed pickleball court site. None of these entities voiced any opposition to pickleball courts being constructed at the site and all indicated that it would be no problem to utilize other parts of City Park, if needed.

Staff reported back to the Buildings and Grounds Committee on November 28, 2022. After some discussion, the Committee recommended that staff pursue the construction of 10 new pickleball courts in Dallas City Park on the corner of Levens Street and Brandvold Drive, and that diagonal parking spaces be constructed on the north side of Brandvold.

Construction of the new pickleball courts has been identified as a capital project for Fiscal Year 2024-25. Currently, staff is seeking funding in the form of a Large Local Government Grant from the Oregon Parks and Recreation Department with SDC funds provided as match. A site plan is attached to this staff report along with an estimated cost breakdown.

The grant application requires inclusion of a resolution by the City Council. The resolution has been prepared and is included with this report as Attachment C.

**SUMMARY TIMELINE:**

April 27, 2021	Parks Advisory Board
November 16, 2021	Parks Advisory Board
June 15, 2022	Parks Advisory Board recommends resurfacing tennis courts to accommodate both sports.
August 15, 2022	City Council does not adopt Parks Board recommendation and instead directs staff to investigate the cost of converting the current tennis courts to 8 pickleball courts, demolishing the current pickleball courts and building two tennis courts in their place.
September 21, 2022	Parks Advisory Board recommends that staff pursue the option of partnering with the pickleball club to build 8 new pickleball courts at Dallas City Park.
September 26, 2022	Building and Grounds Committee directs staff to seek clarity regarding current use of the site and also to develop a site plan which would include two

November 28, 2022 additional pickleball courts and diagonal parking along the north side of Branvold Drive.  
Staff reports back to Building and Grounds Committee. Committee recommends the construction of ten new pickleball courts in Dallas City Park on the corner of Levens Street and Brandvold Drive, and that diagonal parking spaces be constructed on the north side of Brandvold.

March 18, 2024 Staff seeks project approval from City Council

**FISCAL IMPACT:**

The total estimated cost to build 10 new pickleball courts at City Park with diagonal parking is \$502,050. Staff is seeking grant funding in the amount of \$305,830. The Dallas Pickleball Club has committed to donating \$10,000 towards the project. The remainder of the project costs (\$186,220) will be paid from Parks System Development Charges.

**RECOMMENDED MOTION:**

None - Resolutions are considered by roll call vote.

**ATTACHMENTS:**

- A: Site Plan for 10 Pickleball Courts at City Park with Diagonal Parking
- B: Pickleball Court Estimated Costs
- C: Resolution No. 3523



20 Diagonal Parking Spaces  
(19 - Stalls & 1 - ADA Stall)

Spectator Benches

Spectator Canopy

44'-0"

20'-0"

160'-0"

64'-0"

15'-0"

64'-0"

**Construct 10 new Pickleball (32 x 64) Asphalt w/ Parking**

Item	Qty	Unit	\$/unit	Total
Mobilization	1	LS	\$30,000.00	\$30,000.00
Erosion Control	1	LS	\$5,000.00	\$5,000.00
Traffic Control/Site Safety	1	LS	\$5,000.00	\$5,000.00
Excavation (w/ Clearing&Grubbing)	340	CY	\$60.00	\$20,400.00
Aggregate Base	540	TON	\$50.00	\$27,000.00
Asphalt	490	TON	\$150.00	\$73,500.00
Storm Drainage - Inlet	1	EA	\$2,500.00	\$2,500.00
Storm Drainage - Pipe	200	LF	\$35.00	\$7,000.00
Coating	20480	SF	\$3.00	\$61,440.00
Restoration of Tennis Courts			\$10,000.00	\$10,000.00
Fencing	896	LF	\$55.00	\$49,280.00
Half Fences	432	LF	\$25.00	\$10,800.00
Nets	10	EA	\$1,000.00	\$10,000.00
Benches	5	EA	\$1,000.00	\$5,000.00
Garbage Cans	2	EA	\$1,000.00	\$2,000.00
Canopy	1	LS	\$35,000.00	\$35,000.00
Landscape	1	LS	\$7,500.00	\$7,500.00
Spectator Pad	2400	SF	\$15.00	\$36,000.00
Sidewalk (w/ ADA connection)	1430	SF	\$15.00	\$21,450.00
Signage	1	LS	\$2,000.00	\$2,000.00
Parking Excavation	140	CY	\$60.00	\$8,400.00
Parking Demolition	1900	SF	\$5.00	\$9,500.00
Parking Curb	255	LF	\$55.00	\$14,025.00
Parking Sidewalk	1650	SF	\$15.00	\$24,750.00
Parking Base	115	TON	\$75.00	\$8,625.00
Parking Asphalt	90	TON	\$150.00	\$13,500.00
Parking Striping	340	LF	\$7.00	\$2,380.00
				\$502,050.00

Match (SDCs)	\$186,220.00
Match (Club)	\$10,000.00
Grant	\$305,830.00
	<u>\$502,050.00</u>

RESOLUTION NO. 3523

A resolution approving the application for an Oregon Parks and Recreation Department Local Government Grant Program grant for the construction of ten new pickleball courts at Dallas City Park and twenty accompanying diagonal parking spaces on the north side of Brandvold Dr., and authorizing the City Manager or the City Manager’s designee to sign and submit the application.

WHEREAS, the Oregon Parks and Recreation Department is accepting applications for the Local Government Grant Program, administered by the Department; and

WHEREAS, the City of Dallas desires to participate in this grant program to the greatest extent possible as a means of providing needed park and recreation acquisitions, improvements and enhancements; and

WHEREAS, the City has identified construction of new pickleball courts as a capital project for Fiscal Year 2024-25; and

WHEREAS, ten new pickleball courts at Dallas City Park will augment the four courts currently located at Roger Jordan Park providing greater opportunities for play, expansion of tournaments, and will relieve pressure on the City’s tennis courts. Additional parking on Brandvold Dr. will accommodate use of the courts and provide ADA accessibility; and

WHEREAS, the City has available local matching funds to fulfill its share of obligation related to this grant application should the grant funds be awarded; and

WHEREAS, the City will provide adequate funding for on-going operations and maintenance of these courts should the grant funds be awarded; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF DALLAS AS FOLLOWS:

Section 1 The City Council hereby approves the submission of a grant application to the Oregon Park and Recreation Department Local Government Grant Program for construction of ten new pickleball courts at Dallas City Park and twenty accompanying diagonal parking spaces on the north side of Brandvold Dr., and authorizes the City Manager, or the City Manager’s designee, to submit the application for the grant.

Section 2. This resolution shall be effective upon its passage.

Adopted: March 18, 2024

Approved: March 18, 2024

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KENNETH L. WOODS, JR., MAYOR

ATTEST:

APPROVED AS TO FORM:

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BRIAN LATTA,  
CITY MANAGER

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LANE P. SHETTERLY,  
CITY ATTORNEY