

AGENDA**REGULAR CITY COUNCIL MEETING****OCTOBER 27, 2025****5:30 p.m.****CITY HALL COUNCIL CHAMBER****313 COURT STREET****&****LIVE STREAMED****https://www.thedalles.org/Live_Streaming**

To speak online, register with the City Clerk no later than noon the day of the council meeting. When registering include: your full name, city of residence, and the topic you will address.

Upon request, the City will make a good faith effort to provide an interpreter for the deaf or hard of hearing at regular meetings if given 48 hours' notice. To make a request, please contact the City Clerk and provide your full name, sign language preference, and any other relevant information.

Contact the City Clerk at (541) 296-5481 ext. 1119 or amell@ci.the-dalles.or.us.

1. CALL TO ORDER
2. ROLL CALL OF COUNCIL
3. PLEDGE OF ALLEGIANCE
4. APPROVAL OF AGENDA
5. PRESENTATIONS/PROCLAMATIONS
 - A. Local Government Academy 2025 - Graduate Recognition
6. AUDIENCE PARTICIPATION

During this portion of the meeting, anyone may speak on any subject which does not later appear on the agenda. Interested citizens are required to sign up in advance to be recognized. Up to three minutes per person will be allowed. Citizens are encouraged to ask questions with the understanding that the City can either answer the question tonight or refer that question to the appropriate staff member who will get back to you within a reasonable amount of time. If a response by the City is requested, and that response is not immediately provided, the speaker will be referred to the City Manager for further action.

7. CITY MANAGER REPORT
8. CITY COUNCIL REPORTS

CITY OF THE DALLES

"By working together, we will provide services that enhance the vitality of The Dalles."

9. CONSENT AGENDA

Items of a routine and non-controversial nature are placed on the Consent Agenda to allow the City Council to spend its time and energy on the important items and issues. Any Councilor may request an item be “pulled” from the Consent Agenda and be considered separately. Items pulled from the Consent Agenda will be placed on the Agenda at the end of the “Action Items” section.

- A. Approval of the October 13, 2025 Regular City Council Meeting Minutes
- B. Resolution No 25-042 Repealing Resolution No. 24-005, a Resolution Assessing the Real Property Located at 2221 West 8th Street for the Cost of Nuisance Abatement
- C. Authorizing the City Manager to Execute a Public Works Agreement with HB Hansen Construction, Inc. for the Construction of New Aviation T-Hangars at the Columbia Gorge Regional Airport

10. ACTION ITEMS

- A. Staffing Proposal to Address Critical HR and IT Functions
- B. General Ordinance No. 25-1421 Amending TDMC Chapter 5.20 (Dog Control)

11. DISCUSSION ITEMS

- A. Business License Program – White Paper Review and Policy Direction

12. EXECUTIVE SESSION

In accordance with ORS 192.660(2)(h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

- A. Recess Open Session
- B. Reconvene Open Session
- C. Decision, if any

13. ADJOURNMENT

This meeting conducted VIA Zoom

Prepared by/
Amie Ell, City Clerk

CITY OF THE DALLES

"By working together, we will provide services that enhance the vitality of The Dalles."



AGENDA STAFF REPORT

AGENDA LOCATION: Item #9 A - C

MEETING DATE: October 27 2025

TO: Honorable Mayor and City Council

FROM: Amie Ell, City Clerk

ISSUE: Approving items on the Consent Agenda and authorizing City staff to sign contract documents.

- A. **ITEM:** Approval of the October 13, 2025 Regular City Council meeting minutes.

BUDGET IMPLICATIONS: None.

SYNOPSIS: The minutes of the October 13, 2025 Regular City Council meeting have been prepared and are submitted for review and approval.

RECOMMENDATION: That City Council review and approve the minutes of the October 13, 2025 Regular City Council meeting minutes.

- B. **ITEM:** Resolution No 25-042 Repealing Resolution No. 24-005, a Resolution Assessing the Real Property Located at 2221 West 8th Street for the Cost of Nuisance Abatement

BUDGET IMPLICATIONS: None.

SYNOPSIS: On February 12, 2024, the City Council adopted Resolution No. 24-005, assessing the real property located at 2221 West 8th Street for the cost of nuisance abatement. A subsequent review determined there was an error in the amount charged for the abatement.

To correct the record and ensure proper notification to the property owner, staff recommends repealing Resolution No. 24-005 in its entirety. Following repeal, a

new Notice of Assessment will be issued reflecting the accurate abatement cost and providing the property owner an opportunity to pay before any further action is taken.

RECOMMENDATION: Adopt Resolution No. 25-042 repealing Resolution No. 24-005, a resolution assessing the real property located at 2221 West 8th Street for the cost of nuisance abatement, to correct the record and allow issuance of a new Notice of Assessment reflecting the accurate abatement amount.

C. **ITEM:** Authorizing the City Manager to execute a public works agreement with HB Hansen Construction, Inc. for the construction of new aviation T-hangars at the Columbia Gorge Regional Airport

BUDGET IMPLICATIONS: A \$1.69 million ODOT Connect Oregon grant has been secured along with authorization for a combination of grant dollars and loan from the City and Klickitat County to fulfill the local match requirement of that grant. There are sufficient funds available to award this contract.

SYNOPSIS: At its February 24, 2025, regular meeting, the Airport Manager presented the Airport’s proposed Aviation Hangar Expansion Project (Project) for the development of two 10-unit T-hangars at the Airport. The City applied for and was awarded by the Oregon Department of Transportation (ODOT) that certain grant for \$1,690,000 (G001-T110420) to fund the Project’s \$2,415,000 estimated cost consistent with the terms of that certain Grant Agreement (ODOT/Recipient Agreement No. C09-006) between the City and ODOT.

The City Council also authorized the City Manager to enter a Joint Funding Agreement (JFA) with the County for the local match component of the Project—this Resolution authorizes the City to make a not-to-exceed \$360,000 loan described in the JFA along with \$180,000 each from the City and Klickitat County for a combined match of up to \$720,000.

Project contract documents were developed by Precision Approach Engineering Inc., the Airport’s engineer of record, and a bid opening was held on October 2, 2025. The lowest responsible bidder was HB Hansen Construction, Inc. in the amount of \$2,289,750.00 (\$2,167,200.00 for the base bid as well as \$122,550.00 for the additive bid).

RECOMMENDATION: Move to authorize the City Manager to execute a public works agreement with HB Hansen Construction, Inc. for the construction of new aviation T-hangars at the Columbia Gorge Regional Airport in an amount not to exceed \$2,2289,750.00, and contingent on Klickitat County Board of County Commissioner approval.

MINUTES

CITY COUNCIL MEETING
COUNCIL CHAMBER, CITY HALL
OCTOBER 13, 2025
5:30 p.m.

VIA ZOOM/ IN PERSON

PRESIDING: Mayor Richard Mays

COUNCIL PRESENT: Tim McGlothlin, Rod Runyon, Scott Randall, Dan Richardson

COUNCIL ABSENT: Ben Wring

STAFF PRESENT: City Manager Matthew Klebes, City Attorney Jonathan Kara, City Clerk Amie Ell, Public Works Director Dale McCabe, Deputy Public Works Director David Mills, Brita Meyer Finance Director Police Chief Tom Worthy, Community Development Director Joshua Chandler, Assistant City Manager/HR Brenda Fahey

CALL TO ORDER

The meeting was called to order by Mayor Mays at 5:30 p.m.

ROLL CALL OF COUNCIL

City Clerk Ell conducted Roll Call. McGlothlin, Runyon, Randall, Richardson, Mays present. Wring absent.

PLEDGE OF ALLEGIANCE

Councilor Randall invited the audience to join in the Pledge of Allegiance.

APPROVAL OF AGENDA

It was moved by Randall and seconded by Richardson to approve the agenda as presented.

Motion carried 4 to 0: Randall, Richardson, Runyon, McGlothlin voting in favor; none opposed; Wring absent.

AUDIENCE PARTICIPATION

Leslie Narramore, Executive Director of Mid-Columbia Community Action Council (MCCAC), addressed comments made by Council members at the end of the previous City Council meeting. She stated her intent was not to be disrespectful but to publicly correct erroneous remarks made in public. She expressed disappointment that the discussion occurred after she had left the meeting and clarified that MCCAC's 30 staff members work diligently across Hood River, Wasco, and Sherman counties to support vulnerable community members. She described their work providing shelter, case management, and assistance to Rowena fire survivors and noted that while the organization has expanded services, it still lacks resources to meet all needs. She emphasized that homelessness and housing instability are community-wide issues requiring collaboration, not solely MCCAC's responsibility. She invited Council members to visit MCCAC facilities to observe operations firsthand and encouraged attendance at the upcoming Housing Stabilization Summit on November 6 at The Dalles Civic Auditorium.

Sarah Kellums, staff member at Mid-Columbia Community Action Council (MCCAC), shared highlights from the organization's recent work and outcomes from the Fiscal Year 2023–24 Annual Report. She reported MCCAC served over 3,000 people across its three-county service area, with most receiving utility assistance to help them remain stably housed. Within housing programs, 243 individuals achieved successful housing outcomes, including 175 who avoided eviction and 68 who transitioned from houselessness to long-term housing. Of those 68, 40 were living with disabilities, and 79% of those who avoided eviction were children or youth. She noted these outcomes were achieved through partnerships with 90 local landlords and community volunteers who contributed 579 service hours, primarily supporting shelter programs. She also highlighted MCCAC's new 2025–2030 Strategic Plan, focused on stability after a period of growth, and shared housing staff supported 23 people transitioning from The Annex into long-term housing. MCCAC has also assisted 26 households displaced by the Rowena fire, with 23 now stabilized in new homes. She invited the Council and community to view the short film Local Landlords Change Lives and encouraged continued partnership in efforts to prevent and end homelessness.

CITY MANAGER REPORT

City Manager Matthew Klebes reported;

- Attended a Special Districts Association financing presentation at the Port of The Dalles; thanked the Port for organizing.
- Announced receipt of a Transportation Growth Management grant for West Side area planning; more details forthcoming.
- Reported the Chenoweth housing development land use approved; building permit packet expected in early 2026.
- Announced an informational session on October 30 in City Council Chambers regarding 2025 downtown construction projects, including: First and Weber Project, First Street

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Streetscape, Federal Street Plaza. The session will address anticipated traffic, parking, and railroad crossing impacts and engage business owners, property owners, and the public.

- Working with the City Attorney on correspondence with the U.S. EPA Portland Harbor Team about proposed transport of remedial waste to the Wasco County Landfill to ensure clear communication and understand potential impacts.
- Announced ribbon cutting for new water improvements on October 22; improvements were built and funded by Google and transferred to City ownership.
- Introduced new Finance Director Brita Meyer.

CITY COUNCIL REPORTS

Councilor McGlothlin reported;

- Observed food delivery for unhoused individuals at First and Union; spoke with a man camped under the underpass who agreed to relocate.
- Met with Bread and Blessings representatives to review possible new sites for food distribution; options still under consideration. Emphasized goal to keep the City safe and livable for all residents, including the unhoused.
- Attended the League of Oregon Cities Conference.
- Reported progress on the Airport business park project; runway removed and T-hangar construction beginning soon.

Councilor Randall reported;

- Attended the League of Oregon Cities Conference.
- Local Public Safety Coordinating Committee (LPSCC) meeting.

Councilor Richardson reported;

- Met with Economic Development Officer and Community Development Director to review Urban Renewal projects. Noted Jake Anderson will take on the role of Agency Manager; expressed confidence in his abilities.
- Meeting with the City Manager.
- Appreciated Naramore and staff efforts in supporting residents facing housing challenges and helping them access permanent housing.

Councilor Runyon reported;

- Attended the League of Oregon Cities Conference, focusing on a session by Washington County and City of Beaverton on homelessness solutions, including safe parking zones and partnerships with churches and public properties.
- Participated in a meeting of the Mid-Columbia Veterans Memorial Committee.

Mayor Mays reported;

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- Attended the League of Oregon Cities Conference and noted the City received an award for excellence in best practices from City/County Insurance Services (CIS) for management of workers' compensation and other claims.
- Presented the award to the City Manager with commendation for a job well done.

CONSENT AGENDA

It was moved by Randall and seconded by McGlothlin to approve the Consent Agenda as presented.

The motion carried 4 to 0, Randall, McGlothlin, Richardson, Runyon voting in favor; none opposed; Wring absent.

Items approved on the consent agenda were:

- A) Approval of the September 22, 2025 Regular City Council Meeting Minutes
- B) Approval of the August 21, 2025 Planning Commission and City Council Joint Work Session Meeting Minutes
- C) Resolution No. Concurring with The Mayor's Appointments to The Traffic Safety Commission and Planning Commission
- D) Authorization to Declare Surplus of Tasers
- E) Award of Contract No. 25-013 for the Wicks Sludge Removal Program
- F) Authorizing the City Manager to Execute a Joint Funding Agreement with Klickitat County for the Airport's Aviation Hangar Expansion Project
- G) Resolution No. 25-041 Authorizing an Interfund Loan to the Airport Fund for the Aviation Hangar Expansion Project
- H) Resolution No. 25-040 Establishing a Mandatory Prequalification Program for Public Improvement Contracts
- I) Resolution No. 25-042 Directing the City Attorney to Issue Subpoenas for the Production of Records to Ensure Compliance with and Enforcement of TDMC Chapter 8.04

ACTION ITEMS

General Ordinance No. 25-1420 Amending TDMC Chapter 5.12 (Public Nuisances)

City Attorney Jonathan Kara and Police Chief Tom Worthy reviewed the staff report.

Kara suggested amendments to Section 5.1 2.030 B, Safe Harbor, reflecting recommendations from the Wasco County District Attorney. He explained that under the revision, an occurrence reported by the person in charge—or a third party on their behalf—would not have counted toward establishing a pattern unless the City demonstrated the person was not in substantial compliance with an approved abatement plan. He noted the amendment was intended to maximize victim protection, particularly for domestic violence and related offenses.

Mayor Mays asked for Council questions. Additional information shared included:

- The revision allowed more precise enforcement in multi-use buildings, so business violations did not automatically impact residential tenants above.
- Under the previous ordinance, enforcement could have required closure of the entire property, affecting all tenants.
- The Council appreciated staff's amendments as thoughtful, balanced, and not overly punitive toward property owners.
- The Council asked for clarification on what specific problem the ordinance revision was intended to address

Kara said the ordinance revision addressed administrative and law enforcement efficiencies and incorporated lessons learned from prior use. The ordinance had been used previously to navigate a situation with the St. Vincent de Paul Society on Pentland Street, and while it was effective, it was seen as rigid. The revision aimed to provide balanced flexibility, weighing public safety and property rights, rather than being overly punitive. Nuisance ordinances historically served as tools for cities to ensure businesses responsibly managed public interactions and risks. The updates were intended to close the loop on past litigation, reflect practical experience, and improve the ordinance for potential future use.

Police Chief Worthy clarified the ordinance revisions were intended solely for the improvement of the City code. He emphasized there were no immediate plans to apply the updated ordinance to any specific property or situation.

Mayor Mays asked if there was anyone from the public who would like to comment.

Karen Murray, a resident of The Dalles, provided comments and raised questions regarding the ordinance and its impact on the community. She highlighted concerns about enforcement, support for people experiencing homelessness, and the effects on local organizations.

Staff and Council responded to Murray. Key points made included:

- The 300-foot provision was common in nuisance ordinances and used to link crimes or nuisance activity to a property while maintaining reasonable scope.
- A nuisance occurred when a property attracted criminal activity, not merely because of individuals on the street.
- The revised ordinance allowed more targeted enforcement, addressing specific activities rather than entire properties.
- The ordinance was one tool among many to balance public safety, property rights, and supportive services.
- The ordinance applied broadly to many situations.

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- The review process for multiple incidents within 300 feet included documentation connecting nuisance activity to a specific property.
- The revision improved fairness and enforcement and provided leverage to address problem properties.
- The ordinance reflected lessons learned from prior applications, including issues with short-term rentals and party houses.

Teresa Yrgui-Zeman of Bread and Blessings explained that many proposed locations for food distribution were not feasible due to logistical constraints, including transportation limits and space for supplies. She emphasized that nonprofits should not be blamed for the actions of adults experiencing homelessness, noting that individuals understand their rights and that the organizations have no authority to enforce behavior on public property. She cited the St. Vincent de Paul situation as an example, highlighting that the organization provided only basic services and could not control actions outside its operations. She stressed that nonprofits like Bread and Blessings and St. Vincent de Paul work to help the community and that legal actions or criticism against them were unfair and unhelpful.

Staff and Council responded to Yrgui-Zeman. Key points made included:

- The nuisance crimes on Pentland Street had largely subsided because services were no longer being provided there, but the prior impacts had affected a wider area, including the post office and neighboring streets.
- Past events, including the Boise case and House Bill 3115, changed the context since the 1997 ordinance.
- Current ordinance defenses remained available, allowing property operators to avoid liability if they did not know or could not prevent qualifying incidents.
- Individuals without housing resting in public places were not considered violations; only repeated incidents such as assault, burglary, disorderly conduct, and other criminal activities within a 300-foot radius were counted.
- The tool was intended to address ongoing criminal activity impacting neighborhoods and provide a mechanism for property or business owners to mitigate repeated issues.
- Staff emphasized the ordinance did not target nonprofits or residents and encouraged contacting law enforcement for public safety issues rather than relying on nonprofits to enforce behavior.
- Council acknowledged the hard work of nonprofits but reiterated the City's obligation to act when activities, even well-intentioned, interfere with public safety and neighborhood quality.
- The ordinance updated the City's municipal code and provided needed improvements without aiming at any specific organization or individual.

Council discussed three items to be amended in the ordinance:

- Section 5.1 2.030 B, Safe Harbor: An occurrence reported by the person in charge—or a third party on their behalf—would not count toward establishing a pattern unless the City showed the person was not in substantial compliance with an approved abatement plan, aiming to maximize victim protection, especially for domestic violence and related offenses.
- Section 5.1 2.050: Heading changed from “City Attorney’s Office” to “Police Chief Report,” requiring the Police Chief to send copies of nuisance notices to both the City Manager’s Office and the City Attorney.
- Section 5.1 2.060: Added the phrase “after specific City Council authorization” before the City Attorney may commence legal proceedings.

It was moved by McGlothlin and seconded by Richardson to adopt General Ordinance No. 25-1420, as amended, by title only.

Mayor Mays asked for the ordinance to be ready by title.

Ell read the ordinance by title.

The motion carried 4 to 0, McGlothlin, Richardson, Runyon, Randall voting in favor; none opposed; Wring absent.

DISCUSSION ITEMS

Progress Update – City Council Goal and Action Plan

City Manager Matthew Klebes presented the progress update.

City Council discussed the Goal Progress Update and focused on managing the scope and prioritization of goals. Councilors noted that the current plan included 33 goals, which could risk overloading staff and potentially lead to burnout. They suggested reviewing the list to remove items that were routine processes or already standard practices, and to consider combining related goals where possible. The discussion emphasized the importance of balancing short-term, high-reward actions with longer-term objectives and setting clear priorities. It was highlighted that the upcoming goal-setting session in November would provide an opportunity to refine timelines, assign priorities, and ensure that staff efforts were sustainable and focused on the most impactful initiatives.

Judy Merrill, a resident of The Dalles, thanked Councilor McGlothlin for visiting five meal service locations and asked for a list of those sites. She invited Council to attend to a free screening of the documentary No Place to Grow Old at the Granada on November 6, which included a dinner and discussion on older adults aging into homelessness.

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ADJOURNMENT

Being no further business, the meeting adjourned at 7:25 p.m.

Submitted by/
Amie Ell, City Clerk

SIGNED:

Richard A. Mays, Mayor

ATTEST:

Amie Ell, City Clerk

DRAFT

RESOLUTION NO. 25-043

**A RESOLUTION REPEALING RESOLUTION NO. 24-005,
A RESOLUTION ASSESSING THE REAL PROPERTY LOCATED
AT 2221 WEST 8TH STREET THE COST OF NUISANCE ABATEMENT**

WHEREAS, on February 12, 2024, the City Council adopted Resolution No. 24-005, a resolution assessing the real property located at 2221 West 8th Street for the cost of nuisance abatement;

WHEREAS, subsequent review determined there was an error in the amount charged for the abatement; and

WHEREAS, the City finds it necessary to repeal Resolution No. 24-005 to correct the record and allow the issuance of a new Notice of Assessment reflecting the accurate abatement cost and providing the property owner an opportunity to pay before further action is taken.

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

1. Repeal. The City Council hereby repeals Resolution No. 24-005 in its entirety due to the City's error in the amount charged.
2. Assessment Vacated. The City Council hereby vacates the assessment imposed for the City's abatement costs stemming from December 7, 2023, noxious vegetation removal on the real property addressed 2221 West 8th Street in The Dalles, Oregon, legally described, to wit:

Beginning at the intersection of the Easterly line of Myrtle Street and the Northerly line of West 8th Street; thence Southeasterly along the Northerly line of West 8th Street 370 feet, more, or less, to the Westerly line of Blocks 9 and 11 of Mission Park Tracts Addition; thence Northeasterly along the Westerly line of Blocks 9 and 11 of Mission Park Tracts Addition 240 feet, more or less, to the Southwesterly line of property owned by East Cascade Investment Company, Inc.; thence Northwesterly and parallel to the Southerly line of West 7th Street 350 feet, more or less, to the Easterly line of Myrtle Street; thence Southwesterly along the Easterly line of Myrtle Street to the point of beginning, all being a portion of an unnumbered tract in Mission Park Tracts, Section 33, Township 2 North, Range 13 East of the Willamette Meridian, Wasco County, Oregon.

3. Lien Released. The City Council hereby releases the lien imposed by the vacated assessment described in Section 2. The City Manager shall ensure the lien is removed from the City's electronic lien docket within 30 days from this Resolution's effective date.

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4. Effective Date. This Resolution shall be effective upon adoption.

PASSED AND ADOPTED THIS 27TH DAY OF OCTOBER, 2025,

Voting Yes	Councilors:	_____
Voting No	Councilors:	_____
Abstaining	Councilors:	_____
Absent	Councilors:	_____

AND APPROVED BY THE MAYOR THIS 27TH DAY OF OCTOBER, 2025.

Richard A. Mays, Mayor

ATTEST:

Amie Ell, City Clerk



AGENDA STAFF REPORT

AGENDA LOCATION: Item #10A

MEETING DATE: October 27, 2025

TO: Honorable Mayor and City Council

FROM: Brenda Fahey, Assistant City Manager/HR Director

ISSUE: Staffing Proposal to Address Critical HR and IT Functions

BACKGROUND: The City of The Dalles continues to reorganize and evaluate staffing resources, roles, and responsibilities to best meet current and future service goals.

The City is in the early stages of implementing a new position structure that has Classification Specifications and Position Descriptions. The Classification Specification will outline a broad list of duties that may be assigned to a position and the knowledge, skills, abilities, and experience that are required for the classification. A Position Description will be more role-specific, and may include all or some of the listed duties, knowledge, skills and abilities. The wage table would be set for the classification. A draft Classification Specification and Position Description for a proposed Analyst II position are included in materials for this agenda item.

In 2024, a new Assistant City Manager position was created, and was combined with the existing role of Human Resources. Human Resources alone spans a broad range of responsibilities, including recruitment and retention, training and workforce development, succession planning, policy development and compliance, performance management, change management, benefits, classification and compensation, labor relations, and organizational development.

The Human Resources Department currently consists of the Assistant City Manager/HR Director and a Safety and Risk Officer. The Safety and Risk Officer role has evolved with added responsibilities, and is responsible for city wide safety program development and administration, risk and insurance evaluation and coordination, and city wide emergency management planning. The responsibilities of the Safety and Risk Officer comprise a full-time role which is critical to the City.

The remaining responsibilities within Human Resources greatly exceed the capacity of one FTE. Many of the HR functions have been historically performed with an administrative and transactional approach. There is a need to invest additional resources in HR to more fully develop and implement policies and procedures for compliance with relevant employment laws, to be consistent with organizational best practices, and to meet needs that have gone unaddressed. Unaddressed needs include training and workforce development and succession planning, both areas that require substantial resource investment to ensure the City is able to attract and retain talent and critical knowledge – now and in the future.

The Assistant City Manager portion of the ACM/HR Director role is evolving as a new role. Current responsibilities include partnering with and supporting the City Manager regarding City strategy development, process improvement, change management, and oversight of a portfolio that is centered on internal services (currently consisting of Human Resources, IT, Safety and Risk, and Library). This is a large body of work, especially when combined with sole responsibility for all strategic and daily HR functions.

The Information Technology (IT) Team has also expanded in recent years to better meet city wide needs. While reorganization and expansion of this team into a new department is an important step, the current capacity is not adequate to meet existing City needs, nor to the necessary enhancement and expansion of City technology resources. The IT Department currently consists of the IT Director and three team members who are responsible for maintaining existing technology resources, as well as implementation of technology projects to meet business needs.

The City currently has substantial technical debt resulting from many past years of IT related decisions, which can largely be summarized as under-resourcing this critical infrastructure. The City must implement several projects to update technology infrastructure and implement software programs to facilitate ongoing business and ensure the City is able to provide appropriate services to the public.

Priority IT projects include:

- Implementation of MS Office365
- Supporting implementation of new CAD/RMS
- Implementation of new SCADA for Public Works/Wicks
- Implementation of software updates for Water Tokay System
- Re-architecture of the network to be more sustainable
- Addressing multiple cybersecurity issues

Additional capacity is necessary in the IT team to meet the ongoing needs of business and allow for implementation of new technologies and enhancements to existing technologies to better support current business needs. The projects above, along with many others that are in the backlog of unaddressed requests, are critical needs. They are not “fluff”, but rather a series of projects that have been deferred over time and are coming to a point

where systems are end of life and pose risks to service through increased volumes of break-fixes, greater security exposures, and lack of vendor support resources.

Presently, IT members (including the IT Director) spend 50-75% of their individual capacity supporting users and keeping the existing systems functioning. This leaves very little time to engage in technology enhancement projects or roadmap development for future success of the City. Undoubtedly, while it is difficult to quantify, the existing technology status contributes to inefficiencies and productivity loss for multiple departments given the number of workarounds required and outages experienced.

There is overlap in the training skillsets necessary to develop and deliver a variety of necessary City wide trainings, including technology related trainings. This position could assist the IT department by developing and delivering trainings to mitigate Help Desk tickets, when possible, and to assist in the rollout of new technology enhancements and software programs. This position would also have responsibility to provide Tier 1 End User Support, which would greatly assist the IT Department and allow existing capacity to focus on planning and implementation of key technology improvements.

The volume of existing in-progress and backlogged HR and IT work could easily support and justify a request for more than 1 FTE given current status. However, staff are committed to scaling staff increases in a conservative and responsible manner. Staff are interested in evaluating impacts on staffing additions to determine if further capacity increases are necessary, which work is to be prioritized, what skills are necessary to complete that work on either a temporary or ongoing basis, and utilizing a staffing strategy to meet those needs while centering fiscal responsibility to ensure permanent positions can be financially supported over time.

PROPOSAL:

Staff recommends the addition of 1 FTE to the Assistant City Manager/HR Department to assist with critical needs spanning HR and IT.

Responsibilities of this role would adapt to meet changing needs, but presently would include:

- Providing Tier 1 technology support to users, freeing up existing IT capacity to work on other critical projects
- Foundational HR training development, delivery, and tracking
- Assist with outreach, recruitment and selection activities
- Assist with development and delivery of new employee orientation and onboarding programs
- HR research, to assist with classification, compensation, and labor negotiations

Adding this resource to assist with HR responsibilities would allow the Assistant City Manager/HR Director to focus capacity on higher value needs requiring more extensive experience, including succession planning, performance management, change management, policy development and implementation, and organizational development.

BUDGET IMPLICATIONS:

Proposed Salary Range: \$75,933.88- 90,669.02 Annually

Full Salary Costs for Remainder of Fiscal Year: \$88,323
(Includes Benefits)

Furniture:	2,000
Hardware/Software:	<u>5,700</u>
TOTAL:	\$96,023

The Assistant City Manager/HR and IT Department budgets do not currently have appropriate funds to support this position. If this position is approved, resources to support this position will be included in the upcoming November budget amendment.

COUNCIL ALTERNATIVES:

1. ***Staff recommendation: Move to adopt the attached October 27, 2025 Wage Table, adding 1 FTE (Analyst).***
2. Decline formal action and direct staff accordingly.



CLASSIFICATION SPECIFICATION

<u>TITLE:</u>	Analyst II
<u>REPORTS TO:</u>	The Analyst II may report to another Analyst of similar or higher level, Supervisor, Manager, Director, or higher level of City leadership
<u>SUPERVISES:</u>	May supervise or lead lower level Analyst positions or Administrative positions
<u>STATUS:</u>	Exempt, Non-Represented

DEFINITION: Under general supervision, performs professional and complex administrative, management, operational, statistical, financial, and other analyses in support of Department and Citywide activities; assists in providing consulting services and performing professional, technical, and analytical duties related to the operation, maintenance, and enhancement of Citywide or Department-specific information systems.

Responsibilities include: performing administrative, management, program, policy, legislative, and financial analyses; monitoring budgets; preparing analytical, statistical, and operational reports; interpreting and advising management on the application of laws, rules, policies, and intergovernmental agreements; preparing written and verbal recommendations to leadership. This includes critical analysis utilizing principles, concepts, and practices applicable to one or more fields of public administration and management.

Responsibilities also include: contributing to the maintenance, operation, and development of Citywide or Department-specific information systems; assisting in the analysis and resolution of business process or software configuration issues; conducting business process analysis; implementing process improvements; configuring system changes in various business applications; testing configurations and troubleshooting software process issues.

ESSENTIAL JOB FUNCTIONS:

Depending on the assignment, the incumbent may perform a combination of some or all of the following duties, and perform related duties as assigned.

General Duties:

1. Plan, develop, implement, and administer research, programs, and projects; review

project design, development, and implementation; research and analyze technical questions, scheduling, public involvement, budgeting, performance, and results; communicate with relevant parties; develop and implement plans, policies, and procedures.

2. Research and compile data from a variety of sources; identify historical trends and irregularities; assemble, analyze, and interpret data; perform causal analyses; develop analytical techniques and data-gathering processes.
3. Utilize analytical models and forecasts to analyze and document project, program, or policy development and implementation, budget, fiscal year costs, revenue and expenditures, and staffing impacts; recommend updates to forecasting, planning, tracking, or performance monitoring models.
4. Prepare correspondence and reports identifying issues and presenting recommendations to management on a variety of budgetary, administrative, fiscal, policy, funding, legislative, program, project, and managerial issues; review correspondence prepared by other Analysts and staff.
5. Develop performance indicators; monitor and support program, project, operational development, and management planning; determine whether performance is acceptable and identify opportunities for improvement; ensure all data is reliable, accurate, and relevant.
6. Update, adjust, reconcile, and maintain budgets, financial systems, and databases; ensure accuracy of entries; allocate costs to programs and monitor spending.
7. Develop recommendations on the allocation of resources based on analyses; make recommendations to improve effectiveness and efficiency.
8. Negotiate and draft proposed contracts, grants, and interagency agreements for review and approval by Department Head, City Attorney and/or City Manager as required; track related contract performance, revenues, and expenditures; administer and track contracts and contractor performance.
9. Analyze the financial impacts of business decisions and develop fiscal impact statements.
10. Research, share information, and provide answers to questions from the public, elected officials, external public agencies and jurisdictions, other Departments, and various organizations, committees, community groups, and labor representatives.
11. Develop and present objective analyses, observations, findings, conclusions, and recommendations to supervisors, managers, and City officials via written reports, oral presentations, and public forums.
12. Provide training, problem-solving, advice, support, and guidance in areas of expertise; coordinate and serve on committees and workgroups.
13. Lead teams or provide assistance, guidance, and review work of other Analysts and staff.
14. Perform a variety of City-specific program administration and analytical functions in assigned areas of responsibility.

Additional General Duties:

1. Provide support for software configuration and functionality; perform business analysis and configuration; monitor and apply regulatory and legal changes that affect business processes and software functionality; analyze and document processes and procedures for software applications.
2. Assist with the design, testing, and implementation of configuration changes to business applications to meet end user requirements; gather and document software requirements; assist customers with business process design; review current configurations.
3. Respond to change requests; analyze business rules, processes, and data requirements; identify and analyze ambiguous or conflicting work processes; research solutions and resources; translate business requirements into configuration designs; troubleshoot and resolve post-implementation configuration issues.
4. Provide technical customer support to end users; troubleshoot and resolve reported problems; track issues and document solutions; assist with report generation; create reports, downloads, and other materials to meet reporting needs.
5. Provide guidance on system use, business processes, and methods for correcting errors and problems; provide functional assistance with updating and maintaining system data; contribute to adherence to critical operating guidelines and established business processes.
6. Assist in the development and updating of training on software and business processes; provide training and support sessions to end users; seek opportunities to improve efficiencies.
7. Collaborate with system vendors to identify and resolve technical issues.

Specific Duties: In addition to the General Duties, the incumbent may perform a combination of some or all of the following duties specific to the position.

1. Build, assess, and update complex analytical models.
2. Develop, design, and administer databases and data sets; determine requirements; track and report statistics; coordinate exchange of data with other agencies and Departments; oversee the integration and migration of data between databases.
3. Ensure data in Departments and City systems conform to contract terms; identify system and internal control weaknesses; advocate for program changes; develop and update systems procedures.
4. Participate in development of Department performance and annual reports.
5. Serve as liaison between designated Departments and other partners/organizations.
6. Organize, coordinate, and implement training programs for assigned Departments;

conduct training needs assessments; teach instructor-led courses; develop training curriculum and materials; evaluate training programs.

7. Implement compliance and enforcement programs; track violations; monitor regulatory changes; provide recommendations for process and program improvement.

8. Ensure program compliance with state and federal laws, policies, and regulations; monitor regulatory changes.

9. Analyze, investigate, and evaluate liability, disability, and workers' compensation claims against the City; respond to insurance carriers, businesses, and individuals; prepare legal analysis and case summaries; represent City at arbitrations and settlement conferences.

10. Assist in the development of legislative priorities; research funding strategies; provide recommendations to stakeholders.

11. Analyze and assess City organizational development initiatives; develop benchmarks and metrics to measure and implement strategic interventions and organizational goals that advance City goals; recommend changes to programs, policies, and procedures.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED

1. Knowledge of principles, practices, and methods of public administration, municipal budget development, public agency financial management and reporting, and administrative, organizational, procedural, and financial analysis.

2. Knowledge of fiscal policies, operations, procedures, administrative rules, and compliance guidelines, and relevant laws, regulations, and court decisions.

3. Knowledge of principles, tools, and techniques for project planning and management and sound business communication.

4. Knowledge of principals, practices, and methods of change management and the social, intergovernmental, and operational issues influencing City activities.

5. Ability to work under limited supervision, independently determine methodologies, assumptions and data parameters to develop and adjust analytical models; determine report formatting; determine methods for resolving issues.

6. Ability to analyze and identify complex administrative, operational, economic, financial, budgetary, and organizational issues; evaluate alternatives; provide sound, logical, fact-based conclusions and recommendations.

7. Ability to collect, evaluate, and interpret complex data in statistical and narrative forms; ability to use quantitative and qualitative analysis, tools, and modeling.

8. Ability to analyze, interpret, explain, and apply relevant laws, regulations, ordinances, policies, and procedures.

9. Ability to communicate clearly, logically, and persuasively, both verbally and in writing; prepare clear, concise, and comprehensive reports, correspondence, and other documents involving administrative, organizational, technical, budgetary, and financial

data; communicate complex analytical topics to non-technical audiences.

10. Ability to exercise independent judgment, problem-solve, and take initiative within established procedures and guidelines.

11. Ability to establish and maintain effective working relationships with City management and staff, representatives of other public agencies, the public, and others encountered in the course of work; demonstrate tact, diplomacy, and patience, and gain cooperation through discussion and collaboration.

12. Ability to maintain accurate files, records, and documentation.

13. Ability to utilize City-specific technology and general office software.

14. Ability to provide work direction and guidance to other staff

15. Knowledge of business functions and administrative rules, policies, and regulations for City functions supported by software, and the ability to analyze, interpret, explain, and apply them.

16. Knowledge of principles, practices, and techniques of systems analysis, and information technology systems management, including application design, hardware and software applications, and equipment.

17. Knowledge of methods and techniques used in the installation, troubleshooting, upgrading, and problem resolution of software and other information systems.

18. Knowledge of and ability to apply principles, tools, and techniques for information technology project planning and management.

19. Ability to design, test, implement, manage, and support complex technology solutions.

20. Ability to develop and deliver end user training.

21. Ability to communicate effectively, both verbally and in writing; present information, proposals, and recommendations clearly and persuasively.

22. Ability to apply analytic and problem-solving skills to develop sound, well-reasoned decisions, conclusions, and recommendations.

24. Ability to analyze customer business, communication, and information technology needs; identify alternative technological approaches; develop integrated, efficient, and cost-effective implementation plans.

MINIMUM QUALIFICATIONS REQUIRED

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

Education/Training: Associate's degree from an accredited college or university in management, finance, accounting, business administration, public administration, or a related field;

AND

Experience: Four (4) years of professional and responsible experience performing analytical or related work in a public agency.

AND

Experience: Two (2) years of progressively responsible experience with business systems analysis, including system configuration, business process analysis, and systems analysis experience.

Special Requirements and/or Qualifications:

Specific licensure, certification, experience, qualifications, or training in the appropriate field may be required for certain positions.

A valid state driver's license may be required for certain positions.

Preferred Qualifications: Bachelor's degree from an accredited college or university in management, finance, accounting, business administration, public administration, information technology systems, or a related field.

Experience working for a public agency.

Written and oral Spanish language proficiency.



POSITION DESCRIPTION

CLASS: Analyst II

TITLE: HR & IT Analyst

DEPARTMENT: Human Resources

REPORTS TO: Human Resources Director

SUPERVISES: May supervise or lead equal or lower level Analyst positions or Administrative positions

FLSA STATUS: Exempt

REPRESENTATION: Non-Represented

WORKING CONDITIONS: Office environment with some outside/field work, as required to investigate issues or incidents, or otherwise perform responsibilities. Ad hoc telework may be approved at the discretion of the Department Director with approval from the City Manager or designee.

Work is performed under general supervision.

SALARY: \$ 75,933.88- 93,389.09 Annually + Benefits
*Compensation evaluated according to Oregon Pay Equity law and is dependent on level of skills and experience.

ROLE: The HR & IT Analyst performs a wide variety of professional and complex administrative, management, operational, statistical, and other analyses in support of the Human Resources and IT Departments and Citywide activities. This position also assists in providing consulting services and performing professional, technical, and analytical duties related to the operation, maintenance, and enhancement of Citywide or

Department-specific information systems.

RESPONSIBILITIES: The list of responsibilities listed in this position description below is a sample of some key responsibilities, and is not an all-inclusive list. This position is responsible for additional duties as assigned, and as outlined in the Analyst Classification Specification.

- Plan, develop, implement, administer, track, analyze, and refine training programs to meet a variety of requirements and business needs. Examples include development and implementation of Citywide New Employee Orientation program and Department-specific New Employee Onboarding programs; New Employee Safety Orientation; Progressive Performance programs, Professional Development programs, Cyber Security Training, and training programs to support use of technology programs, implementation of policy changes and process improvements.
- Administer benefits for new, existing, and departing employees; effectively communicate and coordinate with providers, vendors, and stakeholders; develop and implement comprehensive communication plans to support effective administration and employee relations; ensure transparency regarding benefits policies, timelines, and employee options
- Plan, develop, implement, administer, track, analyze, and refine recruitment strategies for Departments and individual positions; develop and implement job outreach strategies, including participation in job fairs, recruitment marketing, and effective coordination with partner organizations and surrounding jurisdictions; develop and post job announcements, market recruitment opportunities, communicate with candidates, hiring managers, and other stakeholders about vacancies and job opportunities; ensure accurate recruitment documentation as required by EEO laws, industry best practices, and City policies.
- Plan, develop, implement, administer, analyze surveys; develop reports, recommendations, ensure data integrity and security, and communication plans; examples include employee satisfaction surveys to inform organizational development, policy development, business needs and response plans and activities.
- Administer FMLA, OFLA, Worker's Compensation, Unemployment claims and coordination with Paid Leave Oregon programs to ensure compliance with all relevant laws and City policies and procedures
- Support City activities, including succession planning, labor negotiations, labor and employee relations, organizational development, and strategic planning through research, data collection and compilation and analysis, developing recommendations, development of reporting tools and data visualizations, and participation in committees and projects

- Analyze and assess City organizational development initiatives; develop benchmarks and metrics to measure and implement strategic interventions and organizational goals that advance City goals; recommend changes to programs, policies, and procedures; lead and implement process improvement projects
- Develop performance indicators; monitor and support program, project, operational development, and management planning; determine whether performance is acceptable and identify opportunities for improvement; ensure all data is reliable, accurate, and relevant.
- Prepare correspondence and reports identifying issues and presenting recommendations to City leadership and stakeholders on a variety of issues; review correspondence prepared by other staff
- Research, share information, and provide answers to questions from the public, elected officials, external public agencies and jurisdictions, other Departments, and various organizations, committees, community groups, and labor representatives.
- Research and compile data from a variety of sources; identify historical trends and irregularities; assemble, analyze, and interpret data; perform causal analyses; develop analytical techniques and data-gathering processes.
- Provide technical customer support to end users; troubleshoot and resolve reported problems; track issues and document solutions; assist with report generation; create reports, downloads, and other materials to meet reporting needs.
- Provide guidance on system use, business processes, and methods for correcting errors and problems; provide functional assistance with updating and maintaining system data; contribute to adherence to critical operating guidelines and established business processes.
- Assist in the development and updating of training on software and business processes; provide training and support sessions to end users; seek opportunities to improve efficiencies.
- Collaborate with system vendors to identify and resolve technical issues.
- Assist with software and hardware testing, as needed.
- Additional duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

1. Knowledge of principles, practices, and methods of public administration, and administrative, organizational, procedural, and financial analysis.
2. Knowledge of principles, tools, and techniques for project planning and management and sound business communication.
3. Knowledge of principals, practices, and methods of change management and the social, intergovernmental, and operational issues influencing City operations.

4. Ability to work under limited supervision, independently determine methodologies, assumptions and data parameters to develop and adjust analytical models; determine report formatting; determine methods for resolving issues.
5. Ability to analyze and identify complex administrative, operational, economic, financial, budgetary, and organizational issues; evaluate alternatives; provide sound, logical, fact-based conclusions and recommendations.
6. Ability to collect, evaluate, and interpret complex data in statistical and narrative forms; ability to use quantitative and qualitative analysis, tools, and modeling.
7. Ability to analyze, interpret, explain, and apply relevant laws, regulations, ordinances, policies, and procedures.
8. Ability to communicate clearly, logically, and persuasively, both verbally and in writing; prepare clear, concise, and comprehensive reports, correspondence, and other documents involving administrative, organizational, technical, budgetary, and financial data; communicate complex analytical topics to non-technical audiences.
9. Ability to exercise independent judgment, problem-solve, and take initiative within established procedures and guidelines.
10. Ability to establish and maintain effective working relationships with City management and staff, representatives of other public agencies, the public, and others encountered in the course of work; demonstrate tact, diplomacy, and patience, and gain cooperation through discussion and collaboration.
11. Ability to maintain accurate files, records, and documentation.
12. Ability to utilize City-specific technology and general office software.
13. Ability to provide work direction and guidance to other staff
14. Knowledge of business functions and administrative rules, policies, and regulations for City functions supported by software, and the ability to analyze, interpret, explain, and apply them.
15. Knowledge of principles, practices, and techniques of systems analysis, and information technology systems management, including application design, hardware and software applications, and equipment.
16. Knowledge of methods and techniques used in the installation, troubleshooting, upgrading, and problem resolution of software and other information systems.
17. Knowledge of and ability to apply principles, tools, and techniques for information technology project planning and management.
18. Ability to test, implement, and support technology solutions.
19. Ability to develop and deliver end user training.
20. Ability to apply analytic and problem-solving skills to develop sound, well-reasoned decisions, conclusions, and recommendations.
21. Ability to analyze customer business, communication, and information technology needs; identify alternative technological approaches; develop integrated, efficient,

and cost-effective implementation plans.

MINIMUM QUALIFICATIONS REQUIRED

Any combination of education and experience that is equivalent to the following minimum qualifications and demonstrates the above required knowledge, skills, and abilities is acceptable.

Education/Training: Associate's degree from an accredited college or university in management, finance, accounting, business administration, public administration, or a related field;

AND

Experience: Four (4) years of professional and responsible experience performing analytical or related work in a public agency.

AND

Experience: Two (2) years of progressively responsible experience with business systems analysis, including system configuration, business process analysis, and systems analysis experience.

Special Requirements and/or Qualifications:

Specific licensure, certification, experience, qualifications, or training in the appropriate field may be required for certain positions.

A valid state driver's license may be required for certain positions.

Preferred Qualifications: Bachelor's degree from an accredited college or university in business administration, public administration, information technology systems, or a related field.

Experience working for a public agency.

Written and oral Spanish language proficiency.

Exempt / Non-Union & Management Salary Table

EFFECTIVE DATE: 7/1/2025

Line Code	Job Classification	1.03		FY25/26													
		BASE		STEP 1		STEP 2		STEP 3		STEP 4		STEP 5		STEP 6		STEP 7	
		Month	Annual	Month	Annual	Month	Annual	Month	Annual	Month	Annual	Month	Annual	Month	Annual	Month	Annual
DH1 DH1	Public Works Director Police Chief	10,310.33	123,723.91	10,619.64	127,435.63	10,938.22	131,258.70	11,266.37	135,196.46	11,604.36	139,252.35	11,952.49	143,429.92	12,311.07	147,732.82	12,680.40	152,164.81
DH2	Finance Director	10,002.43	120,029.19	10,302.51	123,630.06	10,611.58	127,338.96	10,929.93	131,159.13	11,257.83	135,093.91	11,595.56	139,146.72	11,943.43	143,321.13	12,301.73	147,620.76
DH3 DH3	Assistant City Manager/HR Director IT Director	9,743.72	116,924.65	10,036.03	120,432.39	10,337.11	124,045.36	10,647.23	127,766.73	10,966.64	131,599.73	11,295.64	135,547.72	11,634.51	139,614.15	11,983.55	143,802.58
DH4	Community Development Director	9,459.92	113,519.08	9,743.72	116,924.65	10,036.03	120,432.39	10,337.11	124,045.36	10,647.23	127,766.73	10,966.64	131,599.73	11,295.64	135,547.72	11,634.51	139,614.15
DH5		9,184.39	110,212.70	9,459.92	113,519.08	9,743.72	116,924.65	10,036.03	120,432.39	10,337.11	124,045.36	10,647.23	127,766.73	10,966.64	131,599.73	11,295.64	135,547.72
DH6		9,021.96	108,263.56	9,292.62	111,511.46	9,571.40	114,856.81	9,858.54	118,302.51	10,154.30	121,851.59	10,458.93	125,507.13	10,772.70	129,272.35	11,095.88	133,150.52
DH7		8,759.19	105,110.25	9,021.96	108,263.56	9,292.62	111,511.46	9,571.40	114,856.81	9,858.54	118,302.51	10,154.30	121,851.59	10,458.93	125,507.13	10,772.70	129,272.35
DH8 DH8	Library Director City Clerk/PIO	8,504.07	102,048.78	8,759.19	105,110.25	9,021.96	108,263.56	9,292.62	111,511.46	9,571.40	114,856.81	9,858.54	118,302.51	10,154.30	121,851.59	10,458.93	125,507.13
DH9 DH9 DH9	Deputy Public Works Director Police Captain Systems Administrator	8,256.37	99,076.46	8,504.06	102,048.75	8,759.18	105,110.22	9,021.96	108,263.52	9,292.62	111,511.43	9,571.40	114,856.77	9,858.54	118,302.48	10,154.30	121,851.55
MG1 MG1 MG1	City Engineer Water Quality Manager Network Administrator	8,015.90	96,190.77	8,256.37	99,076.49	8,504.07	102,048.79	8,759.19	105,110.25	9,021.96	108,263.56	9,292.62	111,511.47	9,571.40	114,856.81	9,858.54	118,302.52
MG2 MG2 MG2 MG2 MG2	Water Distribution Manager Wastewater Collection Manager Transportation Manager Regulatory/Admin Manager Project Engineer	7,782.42	93,389.08	8,015.90	96,190.75	8,256.37	99,076.47	8,504.06	102,048.77	8,759.19	105,110.23	9,021.96	108,263.53	9,292.62	111,511.44	9,571.40	114,856.78
MG3	Police Sergeant	7,557.45	90,689.35	7,784.17	93,410.03	8,017.69	96,212.33	8,258.23	99,098.70	8,505.97	102,071.67	8,761.15	105,133.82	9,023.99	108,287.83	9,294.71	111,536.47
MG4	Facilities Supervisor	7,335.68	88,028.18	7,555.75	90,669.02	7,782.42	93,389.10	8,015.90	96,190.77	8,256.37	99,076.49	8,504.07	102,048.79	8,759.19	105,110.25	9,021.96	108,263.56
MG5	Economic Development Officer	7,122.02	85,464.25	7,335.68	88,028.18	7,555.75	90,669.03	7,782.42	93,389.10	8,015.90	96,190.77	8,256.37	99,076.49	8,504.07	102,048.79	8,759.19	105,110.25
MG6	Senior Planner	6,914.58	82,974.99	7,122.02	85,464.24	7,335.68	88,028.17	7,555.75	90,669.01	7,782.42	93,389.08	8,015.90	96,190.75	8,256.37	99,076.48	8,504.06	102,048.77
MG7		6,713.19	80,558.26	6,914.58	82,975.00	7,122.02	85,464.25	7,335.68	88,028.18	7,555.75	90,669.03	7,782.42	93,389.10	8,015.90	96,190.77	8,256.37	99,076.49
MG8	Assistant Library Director	6,517.66	78,211.88	6,713.19	80,558.24	6,914.58	82,974.99	7,122.02	85,464.24	7,335.68	88,028.16	7,555.75	90,669.01	7,782.42	93,389.08	8,015.90	96,190.75
MG9 MG9	Safety Officer Analyst II	6,327.82	75,933.88	6,517.66	78,211.90	6,713.19	80,558.25	6,914.58	82,975.00	7,122.02	85,464.25	7,335.68	88,028.18	7,555.75	90,669.02	7,782.42	93,389.09
OP1		6,143.52	73,722.23	6,327.82	75,933.90	6,517.66	78,211.92	6,713.19	80,558.27	6,914.59	82,975.02	7,122.02	85,464.27	7,335.68	88,028.20	7,555.75	90,669.05
OP2 OP2 OP2	Dvlpmnt Inspecr/Project Mgr Associate Planner Engineer-In-Training	5,919.98	71,039.81	6,097.58	73,171.01	6,280.51	75,366.14	6,468.93	77,627.12	6,662.99	79,955.94	6,862.88	82,354.61	7,068.77	84,825.25	7,280.83	87,370.01
OP3 OP3 OP3 OP3	Accountant Finance Specialist Paralegal IT Specialist	5,790.86	69,490.27	5,964.58	71,574.97	6,143.52	73,722.22	6,327.82	75,933.89	6,517.66	78,211.91	6,713.19	80,558.26	6,914.58	82,975.01	7,122.02	85,464.26
OP4	Community Development Analyst	5,622.28	67,467.30	5,790.94	69,491.32	5,964.67	71,576.06	6,143.61	73,723.34	6,327.92	75,935.04	6,517.76	78,213.09	6,713.29	80,559.49	6,914.69	82,976.27
OP5		5,458.43	65,501.21	5,622.19	67,466.25	5,790.85	69,490.23	5,964.58	71,574.94	6,143.52	73,722.19	6,327.82	75,933.85	6,517.66	78,211.87	6,713.19	80,558.23
OP6		5,299.45	63,593.43	5,458.44	65,501.23	5,622.19	67,466.27	5,790.85	69,490.26	5,964.58	71,574.96	6,143.52	73,722.21	6,327.82	75,933.88	6,517.66	78,211.90
OP7		5,145.10	61,741.19	5,299.45	63,593.43	5,458.44	65,501.23	5,622.19	67,466.27	5,790.85	69,490.26	5,964.58	71,574.97	6,143.52	73,722.21	6,327.82	75,933.88
OP8 OP8 OP8	Finance Specialist - Personne Animal Control Officer Executive Assistant	4,995.24	59,942.89	5,145.10	61,741.18	5,299.45	63,593.42	5,458.43	65,501.22	5,622.19	67,466.26	5,790.85	69,490.24	5,964.58	71,574.95	6,143.52	73,722.20
OP9 OP9	Planning Technician Codes Enforcement	4,849.75	58,196.97	4,995.24	59,942.88	5,145.10	61,741.17	5,299.45	63,593.40	5,458.43	65,501.21	5,622.19	67,466.24	5,790.85	69,490.23	5,964.58	71,574.94
SP1 SP1 SP1	Payroll Technician Account Technician Police Evidence Officer	4,708.50	56,501.95	4,849.75	58,197.01	4,995.24	59,942.92	5,145.10	61,741.21	5,299.45	63,593.44	5,458.44	65,501.25	5,622.19	67,466.28	5,790.86	69,490.27
SP2	Administrative Assistan	4,569.59	54,835.14	4,706.68	56,480.19	4,847.88	58,174.60	4,993.32	59,919.84	5,143.12	61,717.43	5,297.41	63,568.95	5,456.34	65,476.02	5,620.03	67,440.30
SP3		4,438.21	53,258.49	4,571.35	54,856.24	4,708.49	56,501.93	4,849.75	58,196.99	4,995.24	59,942.90	5,145.10	61,741.19	5,299.45	63,593.42	5,458.44	65,501.22
SP4		4,308.94	51,707.27	4,438.21	53,258.48	4,571.35	54,856.24	4,708.49	56,501.93	4,849.75	58,196.98	4,995.24	59,942.89	5,145.10	61,741.18	5,299.45	63,593.42
SP5		4,222.56	50,670.77	4,349.24	52,190.89	4,479.72	53,756.61	4,614.11	55,369.31	4,752.53	57,030.39	4,895.11	58,741.30	5,041.96	60,503.54	5,193.22	62,318.65
SP6		4,061.59	48,739.07	4,183.44	50,201.24	4,308.94	51,707.28	4,438.21	53,258.50	4,571.35	54,856.25	4,708.50	56,501.94	4,849.75	58,197.00	4,995.24	59,942.91
SP7		3,943.29	47,319.48	4,061.59	48,739.06	4,183.44	50,201.23	4,308.94	51,707.27	4,438.21	53,258.49	4,571.35	54,856.24	4,708.49	56,501.93	4,849.75	58,196.99
Hourly Employees		Base	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Limited to 1040 Hours Annual)							
Public Works Seasonal Worker		20.00	23.00	Limited to 40 hours per week, one-year term													
Administrative Fellow		21.00		Limited to 40 hours per week, one-year term													
Library Page		15.05	15.50	15.97	16.45	16.94	17.45	17.97	18.51	Minimum Wage increases based on CPI							
Contract Employees		Month	Annual	FLSA Exempt													
City Manager		15,752.51	189,030.15														
City Attorney		14,871.92	178,462.99														
Municipal Judge		1,918.23	23,018.80														



CITY of THE DALLES
313 COURT STREET
THE DALLES, OREGON 97058

(541) 296-5481
FAX (541) 296-6906

AGENDA STAFF REPORT

AGENDA LOCATION: Item #10B

MEETING DATE: October 27, 2025

TO: Honorable Mayor and City Council

FROM: City Manager Matthew Klebes
City Attorney Jonathan Kara

ISSUE: Adopting General Ordinance No. 25-1421, an ordinance amending TDMC Chapter 5.20 (*Dog Control*)

BACKGROUND:

At its April 14, 2025, regular meeting, the City Council discussed proposed amendments to TDMC Chapter 5.20 (*Dog Control*); specifically, we presented Council with 5 substantive items to consider: (1) whether to implement a leash law; (2) capping the number of adult dogs allowed on a property; (3) dog licensing dynamics; (4) impoundment generally, and (5) when a dog might become a public nuisance. Council had an interactive discussion with public input then provided direction to staff to finalize the proposed amendments.

Following that meeting, staff met with local veterinary offices and the Columbia Gorge Humane Society (CGHS) to review updating the City's dog licensing program. The City shared drafts with the veterinary offices, Municipal Judge, Police Department (including Animal Control), and CGHS.

Included in tonight's agenda packet is a proposed ordinance reflective of that discussion, Council direction, and subsequent stakeholder feedback. This proposed ordinance includes such significant reformatting and restructuring to the current ordinance that a redline would not prove particularly practical for Council's review—with that said, a full redline comparison is included as **Exhibit 1** to the proposed ordinance.

To support Council's and the public's review of the changes this proposed ordinance implements, a summary of substantive changes is provided in the attached **Table**, which compares how those items are addressed in our current code and how they would be

addressed after Council adopts the proposed ordinance.

Licensing Program

It may come as a surprise to both Council and the public that the City *already* has a dog licensing program (TDMC 5.20.030), but it either never or inconsistently been enforced, maintained, or administered. Tonight’s proposed ordinance intends to provide that program with tools necessary for its success: enhanced transparency for the public, additional flexibility for dog owners—which the ordinance refers to as *keepers*—to get licenses, fee structure improvements (including reduced fees and complete fee waivers), and a complete rehaul of administrative changes designed to support staff’s implementation of Council’s policy.

Perhaps most critically, the proposed ordinance places duties on in-City veterinary medical facilities to (1) inform keepers of the City’s license requirement, (2) make City-provided paper license applications available at their facility, (3) post City-provided informational posters to raise public awareness of the City’s licensing program, and (4) provide a monthly report to the Animal Control Officer of all keepers visiting that facility for that month that have a mailing address in The Dalles. The intent behind that report is to utilize the most logical nexus point in communicating City requirements to keepers. The information contained in the monthly report is necessary for the City’s Animal Control Officer to follow up with keepers—with an education-first approach—to ensure their dog is or becomes licensed (as opposed to requiring the veterinary facilities themselves to enforce the City’s dog license program, as they do for the State of Oregon for rabies vaccination enforcement).

Under the proposed ordinance, veterinary facilities have a choice: facilities that do not want to process license applications and fees are not required to. However, for facilities that would like to support dog health and safety through this program more directly, any veterinary facility in The Dalles may opt-in (at any time) to process and issue licenses themselves, in which case they may (1) withhold an administrative fee (if Council establishes one) and (2) since they would be providing a more direct service to keepers, CGHS, and the City, such facilities would be eligible to participate in City-sponsored/City-funded programs that assist in the health, care, and well-being of dogs (i.e., currently, the City’s spay/neuter program).

Grandfathering for Households with Numerous Adult Dogs

If Council adopts this proposed ordinance, households that exceed the new caps (more than 4 adult dogs for single-family homes, more than 2 adult dogs in multifamily dwellings) when the ordinance takes effect may still keep those same adult dogs: by definition, such dogs would be considered *nonconforming*, and the proposed ordinance grandfathers them in: keepers only need to fill out a straightforward *Nonconforming Dog Declaration* by January 31, 2026, and license each dog listed in that declaration by July 1, 2026. Nonconforming status stays with the same keeper anywhere within city limits if the keeper updates the City with their new in-City address within 30 days from their move. As is the case with all nonconformity, though, replacements not are allowed: as nonconforming dogs cease (through death, transfer outside the city limits, or failure to license), the household must reduce the number of adult dogs by attrition until it meets the new caps. Puppies of nonconforming dogs are not grandfathered—by 6 months, they must be rehomed or the household must otherwise come into compliance.

Leashes

The proposed ordinance sets a clear leash rule: when a dog is off the keeper’s property, it must be on a hand-held leash under the keeper’s control. Limited exceptions apply in posted off-leash areas/parks, during lawful hunting, for livestock or agricultural work, and for dogs inside vehicles. A dog that is off premises without control is “running at large,” which is a public nuisance and subject to citation and impound—with that said, the proposed ordinance *requires* education of the leash rule as the first line of enforcement. A dog that is left tethered and unattended in the public right-of-way for 15 minutes or more may also be impounded. Dogs must wear their license tag when off premises or when not in the keeper’s physical control.

Public Awareness

If Council adopts this proposed ordinance tonight, it becomes effective on November 26, 2025. However, the dog license requirement does *not* become effective **July 1, 2026**, which should give sufficient time for the City to run a robust public awareness campaign, coordinate administrative details with local veterinary facilities and CGHS, and enlist the support of our partner organizations to help disseminate information and answer public questions.

BUDGET IMPLICATIONS: In addition to the regular duties of the Animal Control Officer, staff time will be required to create and distribute informational materials and review monthly reports and process data. However, an effective license system and other administrative efficiencies should also improve animal control services for our community (for example, the proposed ordinance authorizes the Animal Control Officer to return at-large dogs directly to their owners, as opposed to CGHS, which reduces space burdens at our local shelter and gets dogs home faster). Since the City’s license requirement already exists, staff anticipates the proposed changes will streamline actually educating and enforcing that requirement.

After withholding any approved administrative fee, license fees received by veterinary facilities and/or by the City will be remitted to CGHS. Shelters such as CGHS play a critical role in safety-net animal services for and within our community and it is a constant effort to maintain their operation. These fees and other sources of funds, such as the City’s contract for services with CGHS, are critical to their sustainability.

COUNCIL ALTERNATIVES:

1. ***Staff Recommendation. Move to adopt General Ordinance No. 25-1421, by title only, as presented.***
2. Make modifications to then move to adopt General Ordinance No. 25-1421, by title only, as amended, after reading aloud any substantive changes.
3. Decline formal action and direct staff accordingly.

GENERAL ORDINANCE NO. 25-1421

**AN ORDINANCE AMENDING
THE DALLES MUNICIPAL CODE
CHAPTER 5.20 (DOG CONTROL)**

WHEREAS, the City regulates the keeping of dogs within the City’s corporate limits pursuant to the provisions of The Dalles Municipal Code (TDMC) Chapter 5.20 (*Dog Control*);

WHEREAS, TDMC Chapter 5.20 has not been materially updated since 2012 and legal sufficiency, staff administrative enhancements, and public feedback on the promotion of public and animal health, safety, and welfare inform best practices supporting the amendment of its provisions;

WHEREAS, at its April 14, 2025, meeting, the City Council discussed proposed amendments to the provisions of TDMC Chapter 5.20 as part of an involved and interactive public process; and

WHEREAS, after that discussion and the incorporation of the City Council’s direction and public input into the amendments described in this Ordinance, the City Council finds adopting the proposed amendments to TDMC Chapter 5.20 to support the City’s interests and preserve and protect the public and animal health, safety, and welfare.

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

Section 1 A redline comparison copy of the amendments implemented by this Ordinance’s **Section 2** are attached to and made part of this Ordinance as its **Exhibit 1**.

Section 2 The Dalles Municipal Code – **Title 5 (*Offenses*)**, **Chapter 5.20 (*Dog Control*)**, shall be revised to read:

Sections:

- 5.20.010. Purpose, Intent, and Definitions.**
- 5.20.020. Number of Dogs.**
- 5.20.030. Licensing.**
- 5.20.040. Impoundment.**
- 5.20.050. Destroying Certain Dogs and Dog Bites.**
- 5.20.060. Dogs as a Public Nuisance.**
- 5.20.070. Dangerous Dogs.**
- 5.20.080. Severability and State Law.**
- 5.20.090. Enforcement.**
- 5.20.100. Penalties.**

CHAPTER 5.20
DOG CONTROL

5.20.010. Purpose, Intent, and Definitions.

A. Purpose. This Chapter's purpose is to:

1. establish certain requirements for keeping dogs within the city limits and to prevent and address issues which might otherwise be associated with dogs in populated areas;
2. protect the public from personal injury and property damage arising from dog conduct;
3. support responsible and humane dog ownership; and
4. to abate nuisances, reduce risks from hazards, and support dog and public health, safety, and welfare.

B. Intent. This Chapter's intent is not limited to decreasing the chances of personal injury or property damage from bites or attacks but also includes:

1. minimizing opportunities for personal injuries, continuous annoyances, and property damage arising from dogs biting, scratching, lunging, chasing, knocking down, barking, running at large, and other similar conduct; and
2. supporting dog and public health, safety, and welfare by imposing reasonable requirements for keeping dogs within the city limits.

C. Definitions. As used in this Chapter, except where the context indicates otherwise, the following terms (regardless of capitalization) and both their singular and plural and noun and verb forms, as applicable, mean the following:

1. "Abandoned" means, consistent with ORS Chapter 167, any dog left without reasonable care, supervision, or the provision of minimum care in circumstances indicating an intent to permanently or indefinitely relinquish responsibility, or any dog left in conditions that present an immediate risk to the dog's health or public safety.
2. "Adult dog" means any dog having a set of permanent canine teeth or attaining the age of 6 months (whichever occurs first).
3. "Animal Control Officer" means the person holding the position of Animal Control Officer within The Dalles Police Department, a City Police Officer, City reserve Police Officer, Community Service Officer, and Codes Enforcement Officer, any other person designated by applicable law, or any person with whom the City enters

an agreement for the control of animals within the city limits.

4. “Continuous annoyance” means a continuous annoyance, alarm, or disturbance lasting at least 10 minutes or in intermittent episodes spanning 10 total minutes in any 30-minute period, at any time of day, caused by repeated barking, whining, howling, or other similar sounds hearable beyond the boundary of a keeper’s real property or vehicle.
5. “Control of dog” means the dog is fully under the control of its keeper by being on a leash controlled by its keeper so that the dog may not unreasonably interfere with other persons or property (including animals).
6. “Dangerous dog” means a dog that:
 - a. without provocation and in an aggressive manner, inflicts serious physical injury on a person or kills a person;
 - b. acts as a potentially dangerous dog after having previously committed an act as a potentially dangerous dog that resulted in the keeper being found in violation of Section 5.20.060; or
 - c. is used as a weapon in the commission of a crime.
7. “Keep” or “keeping” means owning, possessing, supervising, or otherwise having charge of a dog.
8. “Keeper” means a person who keeps a dog within the city limits, other than the Animal Control Officer or a:
 - a. licensed business primarily intended to obtain a profit from the kenneling, grooming, or sale of dogs;
 - b. humane society or other nonprofit animal shelter;
 - c. facility impounding dogs on behalf of the City; or
 - d. veterinary medical facility.
9. “Leash” means any humane device constructed of rope, leather strap, chain, or other sturdy material not exceeding 8 feet in length and capable of being held in the hand of a person.
10. “Menaces” means lunging, growling, snarling, or other behavior by a dog that would cause a reasonable person to fear for the person’s safety.
11. “Potentially dangerous dog” means a dog that:

- a. menaces a person without provocation and while not on premises;
 - b. inflicts physical injury on a person that is less severe than a serious physical injury without provocation; or
 - c. inflicts physical injury on or kills a domestic animal (as defined by ORS 167.310) or livestock (as defined by ORS 609.125) without provocation and while not on premises.
12. “Premises” means real property from which a keeper may lawfully exclude others.
13. “Running at large” means that a dog is off premises and the keeper has no control of dog, except if the dog is:
- a. within the bounds of any lawfully established off-leash dog area or park;
 - b. being used to legally hunt, chase, or tree wildlife while under the supervision of its keeper;
 - c. being used to control or protect livestock or for other activities directly related to agriculture; or
 - d. within any part of a vehicle.
14. “Serious physical injury” has the meaning given that term by ORS 161.015.
15. “Veterinary medical facility” has the meaning given that term by OAR 875-005-0005(15), located within the city limits.

5.20.020. Number of Dogs.

- A. Numerosity. For purposes of this section A, to “keep” a dog is to be its keeper continuously for at least 14 days or for more than 30 days in any 60-day period.
- 1. Maximum Adult Dogs. No person shall keep more than 4 adult dogs on their single-family dwelling premises. No person shall keep more than 2 adult dogs on their duplex, multifamily, and all other types of dwelling premises.
 - 2. Breeding Dogs. No person shall keep more than 1 female dog for breeding purposes on premises at any one time.
 - 3. Non-Adult Dogs. Any person may keep any number of dogs that are aged up to 6 months.
- B. Nonconforming Dogs.
- 1. Defined. Notwithstanding subsection A(1) and (2), each adult dog that was kept on premises in excess of the limits described by subsection A(1) and (2) on or before

November 26, 2025, is a nonconforming dog.

2. Declaration. The keeper of any nonconforming dog shall file a *Nonconforming Dog Declaration* with the Animal Control Officer on or before January 31, 2026, to continue keeping it. The declaration shall identify the premises by address and each such dog by name, breed, description, and any microchip or veterinary identifier. The City may require reasonably satisfactory proof the listed dogs were kept on the premises on or before the effective date of General Ordinance No. 25-1421. The City Manager may adopt forms and administrative rules to implement this subsection.
 3. Licensing and Continuation. Each dog listed on a timely filed and approved *Nonconforming Dog Declaration* must be licensed under Section 5.20.030 no later than July 1, 2026, and may continue to be kept on premises while it is continuously kept by the same keeper within the city limits. A keeper moving to new premises within the city limits does not (by itself) terminate nonconforming status so long as the keeper updates the Animal Control Officer in writing of the changed address within 30 days following the move.
 4. Termination. A nonconforming dog may not be replaced. As nonconforming dogs cease, the number of dogs kept on the premises shall be reduced by attrition until it complies with subsection A(1) and (2). Nonconforming status for a specific dog terminates upon the earliest of:
 - a. the date the dog deceases;
 - b. the date the dog is transferred to another person;
 - c. failure to obtain by July 1, 2026, (or thereafter renew) a license under Section 5.20.030; or
 - d. failure to timely update an in-City address under subsection B(3).
 5. Nonconforming Offspring. The offspring of a nonconforming dog is not itself a nonconforming dog. The offspring of a nonconforming dog is a public nuisance subject to abatement pursuant to this Chapter upon becoming an adult dog.
- C. Accommodations. Nothing in this Section limits reasonable accommodations for assistance animals as required by Oregon or federal law.

5.20.030. Licensing.

- A. License Required. No person shall keep an adult dog within the city limits without obtaining and maintaining a dog license issued pursuant to this Section by July 1, 2026.
- B. Multi-Year. Dog licenses shall be valid from issuance through June 30 on the third year

after the date of issuance or until the adult dog is transferred to another person (whichever occurs first). To illustrate:

1. if a person is duly issued a dog license on March 15, 2026, that dog license would expire on June 30, 2029; and
2. if a person is duly issued a dog license on July 7, 2028, that dog license would expire on June 30, 2031.

C. Timing and Validity.

1. Timing. Any person intending to keep an adult dog shall obtain a dog license issued pursuant to this subsection within 30 days from the date the person becomes the keeper of the adult dog or by July 1, 2026 (whichever occurs later).
2. Validity. A change of address within the city limits does not affect license validity. Consistent with ORS 609.100(6), a dog license issued by this Chapter is valid in any Oregon county or city during its term.
3. Changed Contact Information. Within 30 days after changing a mailing address, email address, telephone number, or the premises where a licensed dog is kept, the keeper shall provide updated information to the Animal Control Officer in writing (including electronically) on a form approved by the City. The City may rely on the most recent information on file as the keeper's last known address and notice mailed or posted to that address is effective for purposes of Section 5.20.040(D) and Section 5.20.040(F).

D. Fee. City Council shall by resolution determine a dog license fee in such amount as it finds necessary to enable the City to carry out the provisions of this Chapter; provided, however, the fee for an unaltered dog shall be not less than \$25 in alignment with ORS 609.100.

1. Reduced Fee.

- a. Spayed or Neutered Dogs. Spayed female or neutered male dogs may be licensed at a reduced fee to be determined by City Council resolution; provided, however, such reduction shall not result in a fee lower than \$3.00 per spayed female or neutered male dog in alignment with ORS 609.100. Applicants for licenses at such a reduced fee shall present a certificate from a licensed veterinarian stating the dog to be licensed has been spayed or neutered.
- b. Elderly Persons. Any person 65 years of age or older may license their dogs at a reduced fee to be determined by City Council resolution; provided, however, such reduced fee shall not be less than \$25.00 per dog. Any applicant intending to avail the exception described in this subsection shall file a written or emailed statement with the City Manager or designee showing the applicability of this reduction before submitting their license application.

- c. Military. Any person who is a “veteran” or on “active duty”, as those terms are defined by 38 U.S.C. § 101(2) and (21), respectively (as may be amended or superseded), may license their dogs at a reduced fee to be determined by City Council resolution; provided, however, such reduced fee shall not be less than \$25.00 per dog. Any applicant intending to avail the exception described in this subsection shall file a written or emailed statement with the City Manager or designee showing the applicability of this reduction before submitting their license application.
 - 2. Fee Exception. No dog license fee shall be required for guide or service dogs trained to provide services to visually impaired persons or that is used as an assistance animal as defined in ORS 659A.143. Any applicant intending to avail the exception described in this subsection shall file a written or emailed statement with the City Manager or designee showing the applicability of this exception before submitting their license application.
- E. License Requirements. No dog license shall be issued or reissued unless the City, a veterinary medical facility, or its authorized contractor confirms the following requirements are satisfied:
 - 1. Rabies Certificate. The applicant shall furnish a current certificate of rabies inoculation for the dog.
 - 2. Fee Payment. The applicant shall pay the current applicable dog license fee established by City Council resolution.
 - 3. Complete Application. The applicant shall fully complete and submit a dog license application furnished by the City.
- F. Tags.
 - 1. Generally. The City shall provide a license tag to the keeper of a licensed dog at the time of licensure. Keepers who lose their license tags shall apply to the City for a replacement license tag. City Council shall by resolution determine a license tag replacement fee.
 - 2. Display. The keeper of the licensed dog shall attach the license tag issued for the dog to a collar, which collar shall be worn by the dog at all times when the dog is off premises or otherwise not in the keeper’s physical control.
- G. Veterinary Medical Facilities.
 - 1. Visits. A person licensed or certified under ORS Chapter 686 working at, for, or on behalf of a veterinary medical facility shall, with respect to keepers of unlicensed dogs who are clients of that veterinary medical facility, and at or during the time of

each dog's visit to that veterinary medical facility:

- a. inform all keepers of the license requirements described in this Chapter and of the keeper's requirement to submit their completed license application to the City or a City-designated facility along with payment of the applicable fees to receive their license and license tag;
 - b. ensure the veterinary medical facility makes available to all keepers paper copies of the license application described in this Chapter and request them to complete the application during their visit to the veterinary medical facility if they keep an adult dog within The Dalles; and
 - c. ensure the veterinary medical facility conspicuously displays a City-provided informational poster that contains a quick-response code or URL directing keepers to a payment portal, an electronic version of the license application, and any other information the City deems appropriate.
2. Reporting. A person licensed or certified under ORS Chapter 686 working at, for, or on behalf of a veterinary medical facility shall, on behalf of that veterinary medical facility, monthly send a written or emailed report that includes (at least) the mailing and email addresses for all keepers visiting that veterinary medical facility that month and having a mailing address in The Dalles and any other information the City reasonably requests and determines is necessary to enforce this Chapter's provisions.
3. Licensing Opt-In. A person licensed or certified under ORS Chapter 686 working at, for, or on behalf of a veterinary medical facility may, on behalf of that veterinary medical facility, accept completed license applications, payment of the license fee, and issue a license, in which case that veterinary medical facility shall:
- a. notify the City Manager's Office in writing (including email) of that veterinary medical facility's intent to opt-in;
 - b. monthly remit all collected license fees to either the City or a City-designated facility;
 - c. have the opportunity to withhold an administrative fee the City Council may establish by resolution for its processing, acceptance, and issuance of licenses; and
 - d. be eligible to receive funding through participation in City-sponsored programs to assist the community in the health, care, and wellbeing of dogs (i.e., spay/neuter programs).

H. Penalty for Licensing. The Animal Control Officer shall make educating any person suspected of violating this Section 5.20.030 of this Chapter's existence as their initial

method of enforcement and to encourage their voluntary compliance. Violation of this Section 5.20.030 is a Class B violation punishable by a fine of up to \$1,000.00 per violation, with a presumptive fine of \$265.00 per violation consistent with ORS 153.019(1)(b).

5.20.040. Impoundment.

- A. Impoundment Authorized. The Animal Control Officer is authorized to impound any dog found to be:
1. running at large;
 2. unlicensed;
 3. abandoned off premises;
 4. unattended for 15 minutes while tethered or tied in or on a public right-of-way, including streets, alleys, sidewalks (including sidewalks immediately outside any business), and public trails;
 5. responsible for biting a person or another animal; or
 6. in the possession of a person subject to a criminal arrest where the arrest results in impoundment of the dog.
- B. Impoundment Fee. A fee charged against the keeper of the dog who has been impounded shall be in the amount set by City Council resolution.
- C. Impoundment Discretion. When authorized to impound any dog pursuant to subsection A, the Animal Control Officer shall have the discretion to either return the dog to its keeper (if known) or to impound it consistent with this Section. Nothing in this Section is intended to waive the Animal Control Officer's ability to issue citations for violations of this Chapter, including its licensing obligations. Nothing in this Section creates liability or waives any immunity, limitation, or defense available to the City or its officers under the Oregon Tort Claims Act, including discretionary-function immunity, or other applicable law.
- D. Impoundment Notice.
1. Known Keeper. Whenever a dog is impounded under the authority of this Chapter, and the keeper of the dog is known, the Animal Control Officer shall give that person notice of the impoundment by regular mail to the keeper's last known address, by personal service, or by physically and conspicuously posting the notice at that address. The keeper of the dog shall have at least 5 days after receipt of the impound notice to either appeal the impoundment pursuant to subsection F or otherwise redeem the dog pursuant to subsection E; if the keeper fails to appeal or

redeem the dog within that time, the dog may become the property of the impounding humane society or other nonprofit animal shelter and placed for adoption or humanely euthanized. For purposes of this subsection, “receipt” occurs upon personal service or conspicuous posting, or 3 days after mailing (whichever earliest).

2. Unknown Keeper. When a dog is impounded under the authority of this Chapter, and the keeper of the dog is unknown, the Animal Control Officer shall post a notice of the impoundment on the City’s website or social media or on its contractor’s website or social media and provide a copy to the shelter where the dog is impounded to be kept in their public log book. The notice shall contain a general description of the impounded dog (showing breed, sex, color, and any markings) and shall designate a date not less than 3 days from the date of impoundment when the dog will be placed for adoption unless appealed pursuant to subsection F or otherwise redeemed pursuant to subsection E. If no appeal or redemption by the keeper of the described dog is made within the time fixed by the notice, the dog may become the property of the impounding humane society or other nonprofit animal shelter and placed for adoption or humanely euthanized.

E. Redemption. A keeper may redeem their impounded dog by furnishing reasonably satisfactory proof (such as photographs, a copy of the duly authorized license, etc.) the person is the dog’s keeper to the impounding shelter and paying the:

1. impoundment fee;
2. impounding humane society or other nonprofit animal shelter’s fees, charges, and penalties (as applicable);
3. dog license fee and rabies vaccination fees (as applicable); and
4. medical care fees (if medical care was required).

F. Impoundment Appeal.

1. Timely Appeals. Any keeper aggrieved by the Animal Control Officer’s impoundment may file a written or emailed appeal so long as it is received by the City or the City-contracted impounding shelter within the time specified in subsection D; provided, however, if the keeper was unknown under subsection D(2), a person claiming to be the keeper may appeal before the dog’s posted adoption date.
2. Hearing. The Municipal Court shall hold a hearing within 30 days from the date the City received the written or emailed appeal. The purpose of the hearing is to allow the appellant the opportunity to introduce evidence or testimony showing how the City acted inconsistent with this Chapter. The City shall also be entitled to present evidence or testimony related to the contested impoundment. The Municipal Judge

shall consider all relevant evidence and testimony before determining whether the impoundment was consistent with this Chapter by a preponderance of the evidence.

3. Outcome. If the Municipal Judge determines the impoundment was consistent with this Chapter, the appellant shall be responsible for all charges and reasonable costs to the City arising from the impoundment and appeal. If the Municipal Judge determines the impoundment was inconsistent with this Chapter, the City shall be responsible for all charges and reasonable costs to the appellant arising from the impoundment and appeal. The Municipal Court's decision is the City's final decision.

5.20.050. Destroying Certain Dogs and Dog Bites.

A. Destruction. A dog which is displaying obvious or classic symptoms of being rabid or so vicious that it cannot be impounded without risk to human safety and/or life, or which has incurred serious injuries warranting its destruction to prevent further suffering (for example, when a determination is made that medical treatment of the dog is not a viable option), may be summarily destroyed by the Animal Control Officer or a licensed veterinarian. Any humane destruction under this Section must comply with ORS 609.405 and applicable Oregon Health Authority administrative rules and, for suspected rabies, actions must be approved by the local public health authority.

B. Dog Bites.

1. Reports. Any person bitten by a dog shall immediately file a report with the local health officer as required by ORS 433.345 and with the Animal Control Officer. The report shall describe the bite, give a description of the dog, the time and circumstances of the bite, and the name and address of the dog's keeper (if known). The keeper of a dog that bites a person shall, as soon as they know or reasonably should know of the bite, immediately file a report with the Animal Control Officer and provide the time and circumstances of the bite and the name and address of the person bitten (if known).
2. Quarantine. Upon notice of a dog bite, the local public health authority will direct quarantine and the Animal Control Officer shall deliver written notice to the dog's keeper (if known), in which case the keeper is required to quarantine the dog for 10 days, either by:
 - a. preventing the dog from being in contact with any other animal or person; or
 - b. at the keeper's expense, quarantining the dog in a veterinary medical facility, local animal humane society, or a kennel approved by the City Manager or designee.
3. Special Rabies Consideration. If the dog exhibits symptoms of rabies, the keeper or any other person in possession of the dog shall handle or dispose of the dog pursuant

to ORS 433.345.

5.20.060. Dogs as a Public Nuisance.

A. Public Nuisance Defined. A dog is a public nuisance when:

1. At-Large. It is found to be running at large or when it is shown to have escaped on-premises confinement at least 3 times in any 12-month period;
2. Chasing. When it chases persons or vehicles off premises;
3. Damage. It damages or destroys property of persons other than its keeper;
4. Disturbance. Disturbs any person by continuous annoyance. For purposes of determining whether a dog disturbs a person by continuous annoyance, a video and audio recording captured off premises and showcasing the dog's conduct as meeting this Chapter's definition of "continuous annoyance" shall be considered prima facie evidence of a dog as a public nuisance when the recording is submitted to the Animal Control Officer in connection with a complaint;
5. Garbage. It scatters garbage off premises;
6. Potentially Dangerous. Is a potentially dangerous dog, but is not a dangerous dog. In addition to this Chapter's other penalties and in accordance with ORS 609.990(6), the court may order dogs found to be potentially dangerous dogs to be killed in a humane manner after considering the factors described in ORS 609.093 and issuing written findings on those factors;
7. Abandoned. It is found abandoned off premises;
8. Carcass. Its carcass remains off premises for more than 24 hours from the time its keeper knew or should have known about its location;
9. Public Health. It defecates off premises and its keeper does not immediately remove and appropriately discard the feces; or
10. Sanitary Condition. Its keeper fails to maintain premises in a sanitary condition to such a degree that offensive odors connected with dogs can be detected from beyond the premises;
11. Numerosity. The number of dogs kept on any premises is found to exceed the number allowed by this Chapter, in which case each dog on premises exceeding that number is considered a separate public nuisance;

B. Prohibition. No person shall maintain a dog as a public nuisance.

- C. Penalty for Public Nuisance. Violation of subsection B when the underlying reason for classifying the dog as a public nuisance is described by subsection (A)(1) through (6) is a Class B violation punishable by a fine of up to \$1,000.00 per violation, with a presumptive fine of \$265.00 per violation consistent with ORS 153.019(1)(b). Convictions of all other violations of this Section 5.20.060 are punishable by a fine not to exceed the sum of \$500.00 and the presumptive fine is \$250.00. The court, in its discretion, may also order the removal of the dog from the city limits.
- D. Complaints. Consistent with ORS 609.095(4), any person who has cause to believe a keeper is maintaining a dog that is a public nuisance may complain, either orally or in writing, to the Animal Control Officer. The receipt of any complaint is sufficient cause for the Animal Control Officer to investigate the matter and determine whether the keeper of the dog is in violation of subsection B.

5.20.070. Dangerous Dogs.

- A. Maintaining Dangerous Dog. A person commits the offense of maintaining a dangerous dog if the person is the keeper of the dog and the person, with criminal negligence, fails to prevent the dog from:
 - 1. without provocation and in an aggressive manner, inflicting serious physical injury on a person that does not result in death;
 - 2. acting as a potentially dangerous dog after having previously committed an act as a potentially dangerous dog that resulted in the keeper being found in violation of Section 5.20.060; or
 - 3. being used as a weapon in the commission of a crime.
- B. Penalty for Dangerous Dogs. Violation of this Section is a Class A violation punishable by a fine not exceeding \$2,000 (with a presumptive fine of \$440, consistent with ORS 153.019(1)(a)). Upon a finding of a violation of this Section, the Court may impose reasonable restrictions on the keeping of the dog to ensure public safety under ORS 609.990(6), including removal of the dog from the city limits. The court may also order the dog killed in a humane manner under ORS 609.990(6) after issuing written findings considering the factors described by ORS 609.093.

5.20.080. Severability and State Law.

- A. Chapter Severable. The provisions of this Chapter are severable. Any provision of this Chapter deemed invalid by a court of competent jurisdiction shall not impact any other provision.
- B. State Law. The provisions of ORS 433.340 to 433.390 and ORS 609.015 to 609.105 and 609.115 (all as may be amended or superseded) are hereby incorporated into this Chapter to the degree they do not contradict any of its provisions.

5.20.090. Enforcement.

- A. Enforcement. This Chapter shall be enforced by the Animal Control Officer, The Dalles Police Department, the City Attorney’s Office, and the Municipal Court. The Animal Control Officer may issue citations for violations of this Chapter using the Oregon Uniform Citation and Complaint cited to the Municipal Court.
- B. Interference. It is unlawful for any person to knowingly obstruct, hinder, or interfere in any way with the enforcement of this Chapter and any person convicted of such interference shall be subject to a fine not to exceed the sum of \$1,250.00 per violation.
- C. Entry onto Private Land. The Animal Control Officer may enter onto private property, including any building or dwelling, at any time with permission of the property owner or occupant and in the course of the Animal Control Officer’s duties to or enforcement of the provisions of this Chapter. When permission to enter is not given by the property owner or occupant, the Animal Control Officer may obtain a warrant from the Municipal Court based on probable cause that a violation of the provisions of this Chapter exists, except that a warrant is not needed in cases of emergency, exigent circumstances, or any other constitutionally authorized warrant exception.

5.20.100. Penalties.

- A. For All Violations. Unless a more particular penalty for conviction of a violation of a specific provision or provisions of this Chapter is provided, any person convicted of any violation of this Chapter shall be subject to a fine not to exceed the sum of \$250.00 per violation.
- B. Applicable Fees and Charges. Any person convicted of any violation of this Chapter shall be subject to payment of all applicable fees or lawful charges imposed by City Council resolution, Wasco County, any impounding humane society or other nonprofit animal shelter, or veterinary medical facility connected with such violation.
- C. Restitution. Any person convicted of any violation of this Chapter shall be subject to, in the court’s discretion, an order requiring restitution for damages (including for injuries).
- D. Municipal Court Authority. Any person convicted of any violation of this Chapter shall be subject to, in the court’s discretion, any other remedy within its power. Each day a keeper fails to comply with a restriction or order imposed by the Municipal court under this Chapter is a separate offense.

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Section 3 This Ordinance shall be effective 30 days after adoption.

PASSED AND ADOPTED THIS 27TH DAY OF OCTOBER, 2025,

Voting Yes	Councilors:	_____
Voting No	Councilors:	_____
Abstaining	Councilors:	_____
Absent	Councilors:	_____

AND APPROVED BY THE MAYOR THIS 27TH DAY OF OCTOBER, 2025.

Richard A. Mays, Mayor

ATTEST:

Amie Ell, City Clerk

CHAPTER 5.20
DOG CONTROL

§ 5.20.010. Purpose, Intent, and Definitions.

A. Purpose. This Chapter's purpose is to:

1. establish certain requirements for keeping dogs within the city limits and to prevent and address issues which might otherwise be associated with dogs in populated areas;
2. protect the public from personal injury and property damage arising from dog conduct;
3. support responsible and humane dog ownership; and
4. to abate nuisances, reduce risks from hazards, and support dog and public health, safety, and welfare.

B. Intent. This Chapter's intent is not limited to decreasing the chances of personal injury or property damage from bites or attacks but also includes:

1. minimizing opportunities for personal injuries, continuous annoyances, and property damage arising from dogs biting, scratching, lunging, chasing, knocking down, barking, running at large, and other similar conduct; and
2. supporting dog and public health, safety, and welfare by imposing reasonable requirements for keeping dogs within the city limits.

A.C. Definitions. As used in this Chapter, except where the context indicates otherwise, the following ~~words shall have the meaning ascribed to them in this section~~ terms (regardless of capitalization) and both their singular and plural and noun and verb forms, as applicable, mean the following:

1. ~~“Dog control officer”~~ “Abandoned” means ~~the dog control officer~~, consistent with ORS Chapter 167, any dog left without reasonable care, supervision, or the provision of minimum care in circumstances indicating an intent to permanently or indefinitely relinquish responsibility, or any dog left in conditions that present an immediate risk to the dog's health or public safety.
2. “Adult dog” means any dog having a set of permanent canine teeth or attaining the age of 6 months (whichever occurs first).
- 1-3. “Animal Control Officer” means the person holding the position of Animal Control Officer within The Dalles Police Department, a City Police Officer ~~or~~, City reserve Police Officer, Community Service Officer, and Codes Enforcement Officer, any other person designated by applicable law, or any person with whom the City enters ~~into~~ an agreement for the control of ~~dogs~~ animals within the city limits.
4. “Continuous annoyance” means a continuous annoyance, alarm, or disturbance lasting

at least 10 minutes or in intermittent episodes spanning 10 total minutes in any 30-minute period, at any time of day, caused by repeated barking, whining, howling, or other similar sounds hearable beyond the boundary of a keeper's real property or vehicle.

5. “Control of dog” means the dog is fully under the control of its keeper by being on a leash controlled by its keeper so that the dog may not unreasonably interfere with other persons or property (including animals).

6. “Dangerous dog” means a dog that:

a. without provocation and in an aggressive manner, inflicts serious physical injury on a person or kills a person;

b. acts as a potentially dangerous dog after having previously committed an act as a potentially dangerous dog that resulted in the keeper being found in violation of Section 5.20.060; or

c. is used as a weapon in the commission of a crime.

7. “Keep” or “keeping” means owning, possessing, supervising, or otherwise having charge of a dog.

~~2.8.~~ “Keeper” means a person who owns, possesses, controls or otherwise has charge of a dog keeps a dog within the city limits, other than the Animal Control Officer or a:

a. ~~A~~ licensed business primarily intended to obtain a profit from the kenneling, grooming, or sale of dogs;

b. ~~A~~ humane society or other nonprofit animal shelter;

c. ~~A~~ facility impounding dogs on behalf of the City; or

d. ~~A~~ veterinary medical facility.

9. “Leash” means any humane device constructed of rope, leather strap, chain, or other sturdy material not exceeding 8 feet in length and capable of being held in the hand of a person.

~~3.10.~~ “Menaces” means lunging, growling, snarling, or other behavior by a dog that would cause a reasonable person to fear for the ~~person's~~ person's safety.

~~4.11.~~ “Potentially dangerous dog” means a dog that:

a. menaces a person without provocation and while not on premises ~~from which the keeper may lawfully exclude others, menaces a person;~~

b. ~~Without provocation,~~ inflicts physical injury on a person that is less severe than a serious physical injury without provocation; or

- c. ~~Without provocation and while not on premises from which the keeper may lawfully exclude others,~~ inflicts physical injury on or kills a domestic animal (as defined ~~in~~by ORS 167.310) or livestock (as defined ~~in~~by ORS 609.125) without provocation and while not on premises.

12. “Premises” means real property from which a keeper may lawfully exclude others.

~~5.13.~~ “Running at large” means that a dog is off ~~or outside of the premises belonging to and the person having the~~keeper has no control, custody or possession of the dog while the dog is not under the control of the keeper, except if the dog is:

a. within the bounds of any lawfully established off-leash dog area or park;

~~a.b.~~ being used to legally hunt, chase, or tree wildlife while under the supervision of theits keeper;

~~b.c.~~ being used to control or protect livestock or for other activities directly related to agriculture; or

~~e.d.~~ within any part of a vehicle.

~~6.14.~~ “Serious physical injury” has the meaning given that term inby ORS 161.015.

15. “Veterinary medical facility” has the meaning given that term by OAR 875-005-0005(15), located within the city limits.

~~§ 5.20.020. Enforcement.~~

~~It is the duty~~Number of the dog control officer to enforce the provisions of this chapter.~~Dogs.~~

~~§ 5.20.030. Licensing.~~

~~A.~~ Every person keeping a dog which has a set of permanent canine teeth or which has attained the age of six months, Numerosity. For purposes of this section A, to “keep” a dog is to be its keeper continuously for at least 14 days or for more than 30 days in any 60-day period.

1. Maximum Adult Dogs. No person shall keep more than 4 adult dogs on their single-family dwelling premises. No person shall keep more than 2 adult dogs on their duplex, multifamily, and all other types of dwelling premises.

2. Breeding Dogs. No person shall keep more than 1 female dog for breeding purposes on premises at any one time.

3. Non-Adult Dogs. Any person may keep any number of dogs that are aged up to 6 months.

B. Nonconforming Dogs.

1. Defined. Notwithstanding subsection A(1) and (2), each adult dog that was kept on

premises in excess of the limits described by subsection A(1) and (2) on or before November 26, 2025, is a nonconforming dog.

2. Declaration. The keeper of any nonconforming dog shall file a *Nonconforming Dog Declaration* with the Animal Control Officer on or before January 31, 2026, to continue keeping it. The declaration shall identify the premises by address and each such dog by name, breed, description, and any microchip or veterinary identifier. The City may require reasonably satisfactory proof the listed dogs were kept on the premises on or before the effective date of General Ordinance No. 25-1421. The City Manager may adopt forms and administrative rules to implement this subsection.
3. Licensing and Continuation. Each dog listed on a timely filed and approved *Nonconforming Dog Declaration* must be licensed under Section 5.20.030 no later than July 1, 2026, and may continue to be kept on premises while it is continuously kept by the same keeper within the city limits. A keeper moving to new premises within the city limits does not (by itself) terminate nonconforming status so long as the keeper updates the Animal Control Officer in writing of the changed address within 30 days following the move.
4. Termination. A nonconforming dog may not be replaced. As nonconforming dogs cease, the number of dogs kept on the premises shall be reduced by attrition until it complies with subsection A(1) and (2). Nonconforming status for a specific dog terminates upon the earliest of:
 - a. the date the dog deceases;
 - b. the date the dog is transferred to another person;
 - c. failure to obtain by July 1, 2026, (or thereafter renew) a license under Section 5.20.030; or
 - d. failure to timely update an in-City address under subsection B(3).
5. Nonconforming Offspring. The offspring of a nonconforming dog is not itself a nonconforming dog. The offspring of a nonconforming dog is a public nuisance subject to abatement pursuant to this Chapter upon becoming an adult dog.

C. Accommodations. Nothing in this Section limits reasonable accommodations for assistance animals as required by Oregon or federal law.

§ 5.20.030. Licensing.

- A. License Required. No person shall keep an adult dog within the city limits without obtaining and maintaining a dog license issued pursuant to this Section by July 1, 2026.
- B. Multi-Year. Dog licenses shall be valid from issuance through June 30 on the third year after the date of issuance or until the adult dog is transferred to another person (whichever event occurs first, ~~shall, not later than~~). To illustrate:

1. if a person is duly issued a dog license on March ~~1st of each year, or~~ 15, 2026, that dog license would expire on June 30, 2029; and
2. if a person is duly issued a dog license on July 7, 2028, that dog license would expire on June 30, 2031.

C. Timing and Validity.

1. Timing. Any person intending to keep an adult dog shall obtain a dog license issued pursuant to this subsection within 30 days from the date the person becomes the keeper of the adult dog, ~~obtain a~~ or by July 1, 2026 (whichever occurs later).
2. Validity. A change of address within the city limits does not affect license ~~for the~~ validity. Consistent with ORS 609.100(6), a dog ~~by paying~~ license issued by this Chapter is valid in any Oregon county or city during its term.
3. Changed Contact Information. Within 30 days after changing a mailing address, email address, telephone number, or the ~~applicable~~ premises where a licensed dog is kept, the keeper shall provide updated information to the Animal Control Officer in writing (including electronically) on a form approved by the City. The City may rely on the most recent information on file as the keeper's last known address and notice mailed or posted to that address is effective for purposes of Section 5.20.040(D) and Section 5.20.040(F).

D. Fee. City Council shall by resolution determine a dog license fee ~~established by Wasco County, and furnishing~~ in such amount as it finds necessary to enable the City to carry out the provisions of this Chapter; provided, however, the fee for an unaltered dog shall be not less than \$25 in alignment with ORS 609.100.

1. Reduced Fee.

- a. Spayed or Neutered Dogs. Spayed female or neutered male dogs may be licensed at a reduced fee to be determined by City Council resolution; provided, however, such reduction shall not result in a fee lower than \$3.00 per spayed female or neutered male dog in alignment with ORS 609.100. Applicants for licenses at such a reduced fee shall present a certificate from a licensed veterinarian stating the dog to be licensed has been spayed or neutered.
- b. Elderly Persons. Any person 65 years of age or older may license their dogs at a reduced fee to be determined by City Council resolution; provided, however, such reduced fee shall not be less than \$25.00 per dog. Any applicant intending to avail the exception described in this subsection shall file a written or emailed statement with the City Manager or designee showing the applicability of this reduction before submitting their license application.
- c. Military. Any person who is a "veteran" or on "active duty", as those terms are defined by 38 U.S.C. § 101(2) and (21), respectively (as may be amended or superseded), may license their dogs at a reduced fee to be determined by City Council resolution; provided, however, such reduced fee shall not be less than

\$25.00 per dog. Any applicant intending to avail the exception described in this subsection shall file a written or emailed statement with the City Manager or designee showing the applicability of this reduction before submitting their license application.

2. Fee Exception. No dog license fee shall be required for guide or service dogs trained to provide services to visually impaired persons or that is used as an assistance animal as defined in ORS 659A.143. Any applicant intending to avail the exception described in this subsection shall file a written or emailed statement with the City Manager or designee showing the applicability of this exception before submitting their license application.

E. License Requirements. No dog license shall be issued or reissued unless the City, a veterinary medical facility, or its authorized contractor confirms the following requirements are satisfied:

1. Rabies Certificate. The applicant shall furnish a current certificate of rabies inoculation for the dog.
2. Fee Payment. The applicant shall pay the current applicable dog license fee established by City Council resolution.
3. Complete Application. The applicant shall fully complete and submit a dog license application furnished by the City.

F. Tags.

1. Generally. The City shall provide a license tag to the keeper of a licensed dog at the time of licensure. Keepers who lose their license tags shall apply to the City for a replacement license tag. City Council shall by resolution determine a license tag replacement fee.

~~1-2.~~Display. The keeper of the licensed dog shall attach the license tag issued for the dog to a collar, which collar shall be worn by the dog at all times when the dog is off premises or otherwise not in the immediate possession of the keeper of the dogkeeper's physical control.

G. Veterinary Medical Facilities.

1. Visits. A person licensed or certified under ORS Chapter 686 working at, for, or on behalf of a veterinary medical facility shall, with respect to keepers of unlicensed dogs who are clients of that veterinary medical facility, and at or during the time of each dog's visit to that veterinary medical facility:

- a. inform all keepers of the license requirements described in this Chapter and of the keeper's requirement to submit their completed license application to the City or a City-designated facility along with payment of the applicable fees to receive their license and license tag;

- b. ensure the veterinary medical facility makes available to all keepers paper copies of the license application described in this Chapter and request them to complete the application during their visit to the veterinary medical facility if they keep an adult dog within The Dalles; and
 - c. ensure the veterinary medical facility conspicuously displays a City-provided informational poster that contains a quick-response code or URL directing keepers to a payment portal, an electronic version of the license application, and any other information the City deems appropriate.
2. Reporting. A person licensed or certified under ORS Chapter 686 working at, for, or on behalf of a veterinary medical facility shall, on behalf of that veterinary medical facility, monthly send a written or emailed report that includes (at least) the mailing and email addresses for all keepers visiting that veterinary medical facility that month and having a mailing address in The Dalles and any other information the City reasonably requests and determines is necessary to enforce this Chapter’s provisions.
3. Licensing Opt-In. A person licensed or certified under ORS Chapter 686 working at, for, or on behalf of a veterinary medical facility may, on behalf of that veterinary medical facility, accept completed license applications, payment of the license fee, and issue a license, in which case that veterinary medical facility shall:
- a. notify the City Manager’s Office in writing (including email) of that veterinary medical facility’s intent to opt-in;
 - b. monthly remit all collected license fees to either the City or a City-designated facility;
 - c. have the opportunity to withhold an administrative fee the City Council may establish by resolution for its processing, acceptance, and issuance of licenses; and
 - d. be eligible to receive funding through participation in City-sponsored programs to assist the community in the health, care, and wellbeing of dogs (i.e., spay/neuter programs).

H. Penalty for Licensing. The Animal Control Officer shall make educating any person suspected of violating this Section 5.20.030 of this Chapter’s existence as their initial method of enforcement and to encourage their voluntary compliance. Violation of this Section 5.20.030 is a Class B violation punishable by a fine of up to \$1,000.00 per violation, with a presumptive fine of \$265.00 per violation consistent with ORS 153.019(1)(b).

§ 5.20.040. Impounding of Dogs Impoundment.

~~The dog~~

A. Impoundment Authorized. The Animal Control Officer is authorized to impound any dog found to be:

- 1. running at large ~~or that is found to be~~;

2. unlicensed;
 3. abandoned off premises;
 4. unattended for 15 minutes while tethered or tied in or on a public right-of-way, including streets, alleys, sidewalks (including sidewalks immediately outside any business), and public trails;
 5. any dog responsible for biting a person or another animal; or
- 4-6. in the possession of a person subject to a criminal arrest where the arrest results in impoundment of the dog.

B. Impoundment Fee. A fee charged against the keeper of the dog who has been impounded shall be in the amount set by City Council resolution.

C. Impoundment Discretion. When authorized to impound any dog pursuant to subsection A, the Animal Control Officer shall have the discretion to either return the dog to its keeper (if known) or to impound it consistent with this Section. Nothing in this Section is intended to waive the Animal Control Officer's ability to issue citations for violations of this Chapter, including its licensing obligations. Nothing in this Section creates liability or waives any immunity, limitation, or defense available to the City or its officers under the Oregon Tort Claims Act, including discretionary-function immunity, or other applicable law.

D. Impoundment Notice.

1. Known Keeper. Whenever a dog is impounded under the authority of this Chapter, and the keeper of the dog is known, the Animal Control Officer shall give that person notice of the impoundment by regular mail to the keeper's last known address, by personal service, or by physically and conspicuously posting the notice at that address. The keeper of the dog shall have at least 5 days after receipt of the impound notice to either appeal the impoundment pursuant to subsection F or otherwise redeem the dog pursuant to subsection E; if the keeper fails to appeal or redeem the dog within that time, the dog may become the property of the impounding humane society or other nonprofit animal shelter and placed for adoption or humanely euthanized. For purposes of this subsection, "receipt" occurs upon personal service or conspicuous posting, or 3 days after mailing (whichever earliest).
2. Unknown Keeper. When a dog is impounded under the authority of this Chapter, and the keeper of the dog is unknown, the Animal Control Officer shall post a notice of the impoundment on the City's website or social media or on its contractor's website or social media and provide a copy to the shelter where the dog is impounded to be kept in their public log book. The notice shall contain a general description of the impounded dog (showing breed, sex, color, and any markings) and shall designate a date not less than 3 days from the date of impoundment when the dog will be placed for adoption unless appealed pursuant to subsection F or otherwise redeemed pursuant to subsection E. If no appeal or redemption by the keeper of the described dog is made within the time fixed by the notice, the dog may become the property of the

impounding humane society or other nonprofit animal shelter and placed for adoption or humanely euthanized.

E. Redemption. A keeper may redeem their impounded dog by furnishing reasonably satisfactory proof (such as photographs, a copy of the duly authorized license, etc.) the person is the dog's keeper to the impounding shelter and paying the:

1. impoundment fee;
2. impounding humane society or other nonprofit animal shelter's fees, charges, and penalties (as applicable);
3. dog license fee and rabies vaccination fees (as applicable); and
4. medical care fees (if medical care was required).

F. Impoundment Appeal.

1. Timely Appeals. Any keeper aggrieved by the Animal Control Officer's impoundment may file a written or emailed appeal so long as it is received by the City or the City-contracted impounding shelter within the time specified in subsection D; provided, however, if the keeper was unknown under subsection D(2), a person claiming to be the keeper may appeal before the dog's posted adoption date.
2. Hearing. The Municipal Court shall hold a hearing within 30 days from the date the City received the written or emailed appeal. The purpose of the hearing is to allow the appellant the opportunity to introduce evidence or testimony showing how the City acted inconsistent with this Chapter. The City shall also be entitled to present evidence or testimony related to the contested impoundment. The Municipal Judge shall consider all relevant evidence and testimony before determining whether the impoundment was consistent with this Chapter by a preponderance of the evidence.
3. Outcome. If the Municipal Judge determines the impoundment was consistent with this Chapter, the appellant shall be responsible for all charges and reasonable costs to the City arising from the impoundment and appeal. If the Municipal Judge determines the impoundment was inconsistent with this Chapter, the City shall be responsible for all charges and reasonable costs to the appellant arising from the impoundment and appeal. The Municipal Court's decision is the City's final decision.

§ 5.20.050. Destroying Certain Dogs and Dog Bites.

A. Destruction. A dog which is displaying obvious or classic symptoms of being rabid or so vicious that it cannot be impounded without risk to human safety and/or life, or which has incurred serious injuries warranting its destruction to prevent further suffering (for example, when a determination is made that medical treatment of the dog is not a viable option), may be summarily destroyed by the ~~dog~~Animal Control Officer or ~~by any police officer of the City, or by~~ a licensed veterinarian. Any humane destruction under this Section must comply with ORS 609.405 and applicable Oregon Health Authority administrative rules and, for suspected rabies, actions must be approved by the local public health

authority.

B. Dog Bites.

1. Reports. Any person bitten by a dog shall immediately file a report with the local health officer as required by ORS 433.345 and with the Animal Control Officer. The report shall describe the bite, give a description of the dog, the time and circumstances of the bite, and the name and address of the dog's keeper (if known). The keeper of a dog that bites a person shall, as soon as they know or reasonably should know of the bite, immediately file a report with the Animal Control Officer and provide the time and circumstances of the bite and the name and address of the person bitten (if known).
2. Quarantine. Upon notice of a dog bite, the local public health authority will direct quarantine and the Animal Control Officer shall deliver written notice to the dog's keeper (if known), in which case the keeper is required to quarantine the dog for 10 days, either by:
 - a. preventing the dog from being in contact with any other animal or person; or
 - b. at the keeper's expense, quarantining the dog in a veterinary medical facility, local animal humane society, or a kennel approved by the City Manager or designee.
3. Special Rabies Consideration. If the dog exhibits symptoms of rabies, the keeper or any other person in possession of the dog shall handle or dispose of the dog pursuant to ORS 433.345.

§ 5.20.060. Dogs as a Public Nuisance.

A. Public Nuisance Defined. A dog is a public nuisance ~~if it~~when:

1. At-Large. It is found to be running at large or when it is shown to have escaped on-premises confinement at least 3 times in any 12-month period;
- ~~1.2. Chasing. When it chases persons or vehicles on premises other than off premises from which the keeper of the dog may lawfully exclude others;~~
- ~~2.3. Damage. It damages or destroys property of persons other than the its keeper of the dog;~~
- ~~3. Scatters garbage on premises other than premises from which the keeper of the dog may lawfully exclude others;~~
- ~~4. Trespasses on private property of persons other than the keeper of the dog;~~
- ~~5. Disturbs any person by frequent or prolonged noise;~~
- ~~6. Is running at large as defined in Section 5.20.010 upon any public street, highway or public place, or upon private property owned by a person or persons other than the keeper of the dog within the corporate limits of the City; or~~

4. Disturbance. Disturbs any person by continuous annoyance. For purposes of determining whether a dog disturbs a person by continuous annoyance, a video and audio recording captured off premises and showcasing the dog's conduct as meeting this Chapter's definition of "continuous annoyance" shall be considered prima facie evidence of a dog as a public nuisance when the recording is submitted to the Animal Control Officer in connection with a complaint;

5. Garbage. It scatters garbage off premises;

Potentially Dangerous. Is a potentially dangerous dog, but is not a dangerous dog ~~as defined in Section 5.20.070 of this chapter.~~ In addition to :

~~B. Maintaining a dog that is a public nuisance is a violation.~~

§ 5.20.070. Maintaining a Dangerous Dog.

~~7.1. As used in this section, the term~~ Chapter's other penalties and in accordance with ORS 609.990(6), the court may order dogs found to be ~~"Dangerous dog" means a dog that:~~

~~A. Without provocation and in an aggressive manner inflicts serious physical injury, as defined in ORS 161.015, on a person or kills a person;~~

~~a. Acts as a potentially dangerous dog, as defined in Section 5.20.010, after having previously committed an act as a potentially dangerous dog that resulted in the keeper being found in violation of Section 5.20.060; or~~

~~b. a. is used as a weapon in the commission of a crime.~~

6. dogs to be killed in a humane manner after considering the factors described in ORS 609.093 and issuing written findings on those factors;

7. Abandoned. It is found abandoned off premises;

8. Carcass. Its carcass remains off premises for more than 24 hours from the time its keeper knew or should have known about its location;

9. Public Health. It defecates off premises and its keeper does not immediately remove and appropriately discard the feces; or

10. Sanitary Condition. Its keeper fails to maintain premises in a sanitary condition to such a degree that offensive odors connected with dogs can be detected from beyond the premises;

11. Numerosity. The number of dogs kept on any premises is found to exceed the number allowed by this Chapter, in which case each dog on premises exceeding that number is considered a separate public nuisance;

B. Prohibition. No person shall maintain a dog as a public nuisance.

C. Penalty for Public Nuisance. Violation of subsection B when the underlying reason for classifying the dog as a public nuisance is described by subsection (A)(1) through (6) is a

Class B violation punishable by a fine of up to \$1,000.00 per violation, with a presumptive fine of \$265.00 per violation consistent with ORS 153.019(1)(b). Convictions of all other violations of this Section 5.20.060 are punishable by a fine not to exceed the sum of \$500.00 and the presumptive fine is \$250.00. The court, in its discretion, may also order the removal of the dog from the city limits.

D. Complaints. Consistent with ORS 609.095(4), any person who has cause to believe a keeper is maintaining a dog that is a public nuisance may complain, either orally or in writing, to the Animal Control Officer. The receipt of any complaint is sufficient cause for the Animal Control Officer to investigate the matter and determine whether the keeper of the dog is in violation of subsection B.

§ 5.20.070. Dangerous Dogs.

A. Maintaining Dangerous Dog. A person commits the offense of maintaining a dangerous dog if the person is the keeper of the dog and the person, with criminal negligence, fails to prevent the dog from ~~engaging in act described in subsection A, B, or C of this section.~~

~~§ 5.20.080. Impoundment Regulations.~~

~~A.—Whenever a dog is impounded under the authority of Section 5.20.040 of this chapter, and the keeper of the dog is known, that person shall be given notice of the impoundment by personal service or by mailing the notice by regular mail, to the keeper's last known address. The keeper of the dog shall have at least five days from the date of impoundment to claim the dog, and pay the redemption fee and all other applicable fees, including, but not limited to, fees for licensing and rabies shots, established by any applicable City of The Dalles or Wasco County Animal Control ordinance, and if the keeper fails to claim the dog within such time and pay the appropriate fees, the dog may be placed for adoption.~~

~~B.—When a dog is impounded under the authority of Section 5.20.040, and the keeper of the dog is unknown, a notice shall be posted by the dog control officer in two public places in the City, and a copy of the notice shall be provided to the shelter where the animal is impounded to be kept in their public log book. The notice shall contain a general description of the impounded dog, showing breed, sex, color, and any markings, and shall designate the date upon the described dog will be placed for adoption unless otherwise claimed and redeemed. Such date shall not be less than three days after the date of impoundment. If no claim or redemption by the keeper of the described dog is made within the time fixed by the notice, the dog may be placed for adoption.~~

~~§ 5.20.090.—~~

1. without provocation and in an aggressive manner, inflicting serious physical injury on a person that does not result in death;
2. acting as a potentially dangerous dog after having previously committed an act as a potentially dangerous dog that resulted in the keeper being found in violation of Section 5.20.060; or
3. being used as a weapon in the commission of a crime.

B. Penalty for Dangerous Dogs. Violation of this Section is a Class A violation punishable by a fine not exceeding \$2,000 (with a presumptive fine of \$440, consistent with ORS 153.019(1)(a)). Upon a finding of a violation of this Section, the Court may impose

reasonable restrictions on the keeping of the dog to ensure public safety under ORS 609.990(6), including removal of the dog from the city limits. The court may also order the dog killed in a humane manner under ORS 609.990(6) after issuing written findings considering the factors described by ORS 609.093.

§ 5.20.080. Severability and State Law.

- A. Chapter Severable. The provisions of this Chapter are severable. Any provision of this Chapter deemed invalid by a court of competent jurisdiction shall not impact any other provision.
- B. State Law. The provisions of ORS 433.340 to 433.390 and ORS 609.015 to 609.105 and 609.115 are hereby incorporated into this Chapter to the degree they do not contradict any of its provisions.

§ 5.20.090. Enforcement.

- A. Enforcement. This Chapter shall be enforced by the Animal Control Officer, The Dalles Police Department, the City Attorney's Office, and the Municipal Court. The Animal Control Officer may issue citations for violations of this Chapter using the Oregon Uniform Citation and Complaint cited to the Municipal Court.

Interference ~~with Officers.~~

- A.B. _____ . It is unlawful for any person to knowingly obstruct, hinder, or interfere in any way with the ~~dog control officer or with any police officer of the City engaged in seizing or impounding any dog under the authority of Section 5.20.040~~ enforcement of this Chapter and any person convicted of such interference shall be subject to a fine not to exceed the sum of \$1,250.00 per violation.

- C. Entry onto Private Land. The Animal Control Officer may enter onto private property, including any building or dwelling, at any time with permission of the property owner or occupant and in the course of the Animal Control Officer's duties to or enforcement of the provisions of this Chapter. When permission to enter is not given by the property owner or occupant, the Animal Control Officer may obtain a warrant from the Municipal Court based on probable cause that a violation of the provisions of this Chapter exists, except that a warrant is not needed in cases of emergency, exigent circumstances, or any other constitutionally authorized warrant exception.

§ 5.20.100. Penalties.

~~Any~~

- ~~A.—~~ For All Violations. Unless a more particular penalty for conviction of a violation of a specific provision or provisions of this Chapter is provided, any person convicted of ~~a violation of Section 5.20.090 shall be subject to imprisonment for not more than six months or a fine not to exceed the sum of \$1,000.00, or both.~~

- ~~A. Any person convicted of a~~ any violation of ~~Section 5.20.060~~ this Chapter shall be subject to a fine not to exceed the sum of \$~~500~~250.00; per violation.

- B. ~~Applicable Fees and the court~~ Charges. Any person convicted of any violation of this

Chapter shall be subject to payment of all applicable fees or lawful charges imposed by City Council resolution, Wasco County, any impounding humane society or other nonprofit animal shelter, or veterinary medical facility connected with such violation.

~~B.C.~~ Restitution. Any person convicted of any violation of this Chapter shall be subject to, in ~~its~~ the court's discretion, ~~may also an~~ order ~~the removal of the dog from the City of The Dalles; requiring~~ restitution for damages; ~~or any other remedy within the power of the court.~~ (including for injuries).

~~C.—~~ Municipal Court Authority. Any person convicted of ~~a~~ any violation of ~~Section 5.20.070; this Chapter~~ shall be subject to ~~a fine not to exceed the sum of \$1,000.00; and the court, in its~~ the court's discretion, ~~may also order the removal of the dog from the City of The Dalles; or order that the dog be destroyed which order shall specifically authorize the dog to be destroyed by the dog control officer; provide for restitution for damages; or for any other remedy within the power of the court.~~

D. ~~Any person who has a dog impounded~~ its power. Each day a keeper fails to comply with a restriction or order imposed by the Municipal court ~~under the authority provided in Section 5.20.040 of this chapter shall pay the impound fees and all other applicable fees, including, but not limited to, fees for licensing and rabies shots, in accordance with any applicable City of The Dalles or Wasco County Animal Control Ordinance before the dog will be released to the dog's owner~~ this Chapter is a separate offense.

~~Any person who is convicted of a violation of Section 5.20.030 shall be subject to a fine not to exceed the sum of \$50.00.~~



AGENDA STAFF REPORT

AGENDA LOCATION: Item #11A

MEETING DATE: October 27, 2025

TO: Honorable Mayor and City Council

FROM: Jacob Anderson, Economic Development Officer

ISSUE: Business License Program – White Paper Review and Policy Direction

BACKGROUND: The City of The Dalles does not currently operate a general business license or business registration program. As part of broader efforts to improve communication with the local business community, strengthen coordination across departments, and modernize economic development systems, staff have prepared a white paper to evaluate whether such a program would benefit the City and its residents.

The white paper includes an overview of the potential goals and benefits of a business license program, policy considerations for Council review, an analysis of peer community practices, and recommendations for a phased and service-oriented approach. Staff developed this resource in response to observed gaps in business contact data, partner input, and administrative needs tied to capital project coordination, emergency communications, and compliance processes.

This report presents the white paper for Council review and requests direction on whether to proceed with development of a business license program.

Key findings from the white paper include:

- The absence of a business license program limits the City’s ability to communicate with businesses, respond to issues, and plan effectively.
- Most peer communities of similar size require a general business license and use the data for economic development, planning, and public safety coordination.

- Programs typically use flat or tiered annual fees, and several cities offer online portals for registration and renewal.
- The paper outlines options for a no-fee startup period, clear data privacy rules, integration with permitting and utility processes, and exemptions for certain business types (e.g., nonprofits, small home-based operations).

DISCUSSION:

1. Does the Council see value in establishing a business license or registry program and should it be added to the upcoming goal-setting process?
2. If so, would the Council prefer a voluntary business registry or a phased approach toward a general license program?
3. Does the Council support implementing an online registration and payment portal?
4. Should the City consider a flat annual fee or a tiered structure based on employee count or another metric?

BUDGET IMPLICATIONS: None at this time

COUNCIL ALTERNATIVES: This is a discussion item. Staff is requesting City Council input on the above mentioned topics for further discussion at the City Council Goal Setting meeting and/or future Council meeting.

ATTACHMENTS: White Paper: Establishing a Business License Program for the City of The Dalles

White Paper: Establishing a Business License Program for the City of The Dalles

- I. Executive Summary**
- II. Background & Purpose**
- III. Objectives of a Business License Program**
- IV. Policy Considerations**
- V. Peer Community Practices**
- VI. Implementation Options**
- VII. Operational Requirements**
- VIII. Estimated Costs & Revenues**
- IX. Public Engagement Strategy**
- X. Recommendations**

Prepared by;

Jacob Anderson, Economic Development Officer

I. Executive Summary

The City of The Dalles currently has no formal business license program. As the city grows and diversifies economically, the absence of a centralized system for tracking, engaging with, and supporting local businesses presents challenges in areas such as code compliance, emergency communication, and economic development planning. In recent years, the City has struggled to contact or coordinate with the full range of operating businesses, particularly during construction projects, emergency situations, or when promoting grant opportunities and new programs.

This white paper explores the potential value of implementing a business license program administered by city staff with the support of a third-party software platform. It evaluates the objectives such a program would serve, outlines the core policy decisions that would need to be made, and compares approaches taken by peer communities. The paper concludes with a recommendation for further engagement and Council direction. If Council would like to proceed with establishing this regulatory program, next steps would include adopting an ordinance creating a new Chapter of our Municipal Code, adopting a cost-of-service fee for administrative costs, and exploring some direct carve-outs required by state/federal preemption.

II. Background & Purpose

Across Oregon and the broader Pacific Northwest, many cities of similar size to The Dalles maintain a business license system, whether for basic registration, regulatory compliance, or to gather statistics. The City of The Dalles does not currently require a general business license, though the City—either directly or indirectly through the state—already does somewhat regulate a few types of businesses (e.g., short-term rentals, transient merchants, mobile food vendors, liquor-related, cannabis-related, second-hand dealers, etc.).

The lack of a general license requirement limits the City's ability to understand who is doing business locally, where businesses are located, and how to reach them. This creates challenges in key areas:

- Coordinating with businesses during major capital projects or emergency events
- Distributing information about new programs, incentives, or policy changes
- Tracking trends in business activity or commercial development
- Supporting code compliance, inspections, and enforcement equitably

The purpose of this white paper is to explore whether a business license program would add value to the City of The Dalles and its residents, and if so, to define what such a program might look like in scale, structure, and implementation.

III. Objectives of a Business License Program

A license program would not exist for its own sake. It must clearly serve civic functions. Based on preliminary discussions and needs observed by staff, the following core objectives are proposed:

1. Maintain an Accurate Business Registry

Create and maintain a complete, up-to-date database of active businesses operating in The Dalles, which supports coordination across departments and agencies.

2. Improve Communication and Outreach

Enable more direct communication with the business community regarding emergencies, construction impacts, grant opportunities, or policy updates. A reliable contact list improves engagement and responsiveness, supports transparency, and strengthens relationships between the City and local businesses.

3. Support Public Safety and Code Compliance

Use license data to help identify potential compliance issues and route them to the appropriate City department. The program would also support coordination with partner agencies, while maintaining existing enforcement procedures.

4. Enhance Economic Development Tools

Provide data to inform economic development strategies, track business growth trends, find and address weaknesses & gaps, and better align incentive programs with actual business activity. A license database can serve as a foundational tool for grant writing, recruitment, and reporting.

5. Recover Costs

While the program may recover basic administrative costs over time, its primary function is not revenue generation, but rather to improve service delivery, coordination and data accuracy. Fees will be based on cost-of-service (admin time, mailings, platform license, and customer support) and reviewed annually.

IV. Policy Considerations

Establishing a business license program in The Dalles would require the City to make several key policy decisions related to legal authority, scope, structure, and enforcement. While certain business types are already required to be licensed under existing City Code, there is currently no general business registration requirement that applies to all operating businesses.

Expanding to a citywide licensing framework would build on existing structures but represent a significant shift in coverage and administrative reach.

Legal and Regulatory Authority

The City's existing licensing framework is codified under Title 8 of the municipal code, which governs specific business types such as mobile food vendors, transient merchants (Chapter 8.06), secondhand dealers (Chapter 8.24), Short-Term Rental License (Chapter 8.02), and

liquor-related businesses (Chapter 8.20). These chapters establish the City's authority to require licenses, collect fees, and impose penalties for noncompliance.

Establishing a general business license program would require an ordinance amendment or a new chapter under Title 8. This would define:

- Which businesses are subject to licensing
- What constitutes operating within city limits
- How fees are set and adjusted
- The role of the Community Development Department or other departments in issuing and managing licenses
- Conditions under which licenses may be denied, suspended, or revoked

No changes to the City Charter appear to be necessary, as licensing authority is already exercised under the existing municipal code.

Scope and Applicability

Currently, the City licenses only a narrow subset of businesses. A general program would need to establish the full range of business types to be included and whether any exemptions are appropriate.

A broad licensing scope could include:

- All businesses with a physical location in The Dalles
- Home-based businesses, including sole proprietors and contractors
- Mobile businesses operating regularly within city limits
- Remote or online businesses headquartered in the city
- Construction contractors

The City may also consider policy exemptions or reduced-fee categories for:

- Registered nonprofits
- State-licensed professionals already subject to regulatory oversight
- Temporary or seasonal operations (e.g., farmers markets, single-event vendors)
- Small home-based businesses with no customer visits or signage

These decisions will directly affect administrative workload, compliance strategies, and how the program is received by the business community.

License Term and Fee Structure

Under current code, business-specific licenses are typically issued for a one-year term with fixed annual fees. A general business license could follow the same annual cycle and adopt a similar fee model for ease of implementation or could issue multiyear licenses to reduce administrative burdens.

Potential fee structures include:

- A flat annual fee applied equally to all businesses
- Tiered fees based on number of employees, gross receipts, or business type
- Reduced or waived fees for qualifying small businesses, nonprofits, or home occupations

To support a smooth rollout and build broad participation, the City could also adopt a **no-fee period for the first one to two years** of the program. This would:

- Encourage voluntary registration and improve early compliance
- Allow time to refine software, workflows, and staffing needs
- Provide a clean, low-friction starting point for data collection and outreach

After the no-fee period, modest fees in the range of \$50–\$100 annually could be phased in to support cost recovery and reviewed biennially.

Enforcement and Compliance

The City’s current licensing enforcement is limited to specific business types and handled primarily by the Community Development Department. A general license program would require broader coordination across departments such as Finance, Public Works, and Code Enforcement. Early stages of enforcement should prioritize education, outreach, and voluntary compliance.

Enforcement tools may include:

- Requiring a valid business license to access other City services such as building permits or inspections
- Progressive penalties for failure to register or renew
- License status checks linked to complaint investigations or code enforcement cases

The long-term success of the program will depend on simple renewal processes, predictable enforcement, utility of data collected, and an emphasis on support rather than punishment, particularly in the program’s early years.

Data Privacy and Use

A business license program will generate valuable data for city planning, communication, and local economic coordination. To build trust and support compliance, the City should clearly communicate how business license information will be used and protected.

Data may be used internally for emergency alerts, infrastructure planning, or economic development, but should not be sold, published without consent, or used for unrelated enforcement purposes. Public-facing elements (e.g., business directories) should be opt-in or anonymized when appropriate. Clear privacy policies and access protocols will help ensure that the program is seen as supportive and not intrusive.

In addition, the City may wish to establish policies for how license data may be shared with designated local partners such as The Dalles Main Street, the Chamber of Commerce, MCEDD, or other regional business development organizations. These partnerships can enhance

outreach, resource coordination, and business assistance when supporting new businesses, promoting local events, or responding to economic disruptions. Any data sharing should be governed by formal agreements or protocols to ensure responsible use and alignment with city policy.

If third-party software or data systems are used to manage the program, vendors must meet Oregon data-breach notice standards and contractually agree to breach notification, encryption, and no secondary use of City data.

Enforcement and Due Process

The City will emphasize education first (30–60 day grace period), then administrative citation if needed under existing general-penalty provisions. Any denial/suspension/revocation will require written notice stating specific, objective grounds, an opportunity to be heard, and appeal to a neutral decision-maker (e.g., hearings officer).

V. Peer Community Practices

Many cities in Oregon with populations similar to The Dalles (roughly 16,000) operate general business license programs. These programs vary in complexity and cost, but most share a few common features: annual license terms, flat or tiered fee structures, and a focus on business tracking and basic regulatory compliance. Reviewing how other communities approach licensing helps frame realistic expectations and avoid common pitfalls.

Pendleton, OR

Population: ~17,000

Program Type: General business license required

Fee Structure: \$50 annually, with discounts for home-based or part-time businesses

Administration: Online portal and in-person options

Notes: License is required for all physical and mobile businesses. Data is used for economic development planning and emergency communications. Compliance is encouraged through utility coordination and permitting processes.

Hood River, OR

Population: ~8,000

Program Type: No general business license required

Fee Structure: N/A (license required only for specific business types)

Administration: City Recorder's Office and Police Department (depending on license type)

Notes: The City of Hood River does **not require a general business license**. Only certain business activities such as transient merchants, secondhand dealers, taxi operators, and solicitors must obtain a license. Applications are submitted by mail or in person; there is no general online licensing portal. Most businesses may operate without registering with the City.

Lake Oswego, OR

Population: ~40,700

Program Type: General business license required

Fee Structure: Tiered annual fees

- \$0 – Nonprofits
- \$100 – Home-based businesses and short-term rentals
- \$200 – Businesses with 1–25 employees
- \$350 – Businesses with 26–50 employees
- \$450 – Businesses with 51+ employees

Administration: Finance Department with optional online application and renewal system

Notes: Lake Oswego requires business licenses for all commercial activity within city limits, including home-based and rental operations. Applications are accepted online, by mail, or in person. The city uses license data to support internal coordination (Planning, Fire, etc.) and business outreach. Licensing is codified in the City Code and enforced through a structured renewal and compliance process.

Oregon City, OR

Population: ~38,000

Program Type: General business license required

Fee Structure: Tiered annual fees based on number of employees (starting at \$75)

Administration: City Recorder's Office with dedicated online system

Notes: Oregon City requires all businesses operating within city limits to obtain a business license, including home-based businesses. The city uses its online portal for new applications, renewals, and payments. License data is shared with Planning, Police, and Fire for compliance and coordination. The system integrates with GIS tools and is also used to support economic development outreach.

Prineville, OR

Population: ~12,000

Program Type: No general business license program

Fee Structure: N/A – No registration or license fee for most businesses

Administration: Specific activities (e.g., transient vendors) regulated through Community Development and ordinance-based permits

Notes: Prineville does not operate a general business license or registration system. The city licenses only limited business activities, such as transient vendors, and defers most oversight to county-level permitting (e.g., food establishments) or land use approvals. There is no current evidence of plans to adopt a general license program.

Peer City Business License Program Summary

City	Population	License Required	Fee Structure	Online System	Key Notes
Pendleton, OR	17,000	Yes	\$50 flat (discounts for home-based)	Yes (portal + in-person)	Covers all physical & mobile businesses; used for ED planning & emergency comms.
Hood River, OR	8,000	No (only specific activities)	N/A	No	Only certain business types licensed (e.g., transient, secondhand, taxi); manual submission.
Lake Oswego, OR	40,700	Yes	Tiered (\$0–\$450 based on type & size)	Yes (optional)	All businesses, including home-based and rentals; supports coordination & outreach.
Oregon City, OR	38,000	Yes	Tiered (starting at \$75)	Yes (dedicated portal)	Applies to all businesses; integrated with GIS & internal coordination tools.
Prineville, OR	12,000	No (limited types only)	N/A	No	Only transient vendors licensed; most oversight handled by county.

Observed Trends and Takeaways

Many Oregon cities with populations similar to The Dalles operate general business license programs. While the structure and complexity of these programs vary, several patterns emerge:

- **Most peer cities require a general business license** for all businesses operating within city limits, including home-based and mobile businesses. Only a minority (e.g., Hood River, Prineville) do not.
- **Flat or tiered annual fees** are the norm. Tiered systems typically scale fees based on employee count, with base fees starting around \$50–\$100. Home-based and nonprofit businesses are often offered reduced rates or full exemptions.
- **Annual license terms** are standard, with renewals typically required each calendar or fiscal year.
- **License data is used to support multiple city functions**, including:
 - Economic development planning
 - Fire inspection coordination
 - Emergency communication systems
 - GIS and mapping tools
 - Internal coordination between departments (Planning, Finance, Police, etc.)
- **Online access is growing, but not universal.**
 - Cities like Oregon City and Lake Oswego offer full online application and renewal portals.
 - Others, like Pendleton, rely on in-person or mail-in processes but may offer downloadable forms.
- **Some cities have implemented no-fee startup periods** or voluntary registration models to phase in programs, build trust, and establish business databases before full enforcement begins.
- **Cities without a general business license (e.g., Prineville, Hood River)** still regulate specific business types, such as transient vendors, short-term rentals, and secondhand dealers. These cities often use land use permits, state registrations, or special ordinances for limited oversight.

VI. Implementation Options

If the City chooses to pursue a business license program, several implementation pathways are available, each with different levels of commitment, administrative complexity, and impact. These options are presented to help frame the trade-offs between simplicity, effectiveness, and resource requirements.

Option 1: Do Nothing

The City could choose to maintain the status quo and not implement a general business license program. This would avoid new administrative burdens or public outreach efforts, but it would also continue to limit the City's visibility into local business activity. Without a license requirement, the City has fewer tools for emergency outreach, economic tracking, or code compliance related to business operations.

Option 2: Voluntary Business Registry

The City could create a non-mandatory business registration program at no cost to participants.

This registry would allow businesses to provide their contact information, business type, and location voluntarily. This approach could be implemented quickly with minimal administrative overhead and serve as a stepping stone to a future license requirement. However, without mandatory participation or a fee structure, the completeness and accuracy of the registry would depend entirely on voluntary compliance.

Option 3: Phased Implementation of a General License Program

The City could adopt a mandatory business license requirement, beginning with a no-fee registration period for the first one to two years. During this initial phase, the City would focus on education, outreach, and system development. License renewals and fee collection could begin in year two or three once compliance processes are in place. This option would create a strong foundation for tracking local businesses, coordinating inspections or enforcement, and supporting economic development. While this approach requires more planning and upfront effort, it offers the most long-term benefit and flexibility.

Each of these options could be paired with public engagement and a communications plan to introduce the program in a transparent, collaborative manner. If the City moves forward with a license requirement, it would also need to adopt an ordinance, select or develop administrative tools (e.g., software or online forms), and identify staff roles for managing compliance and renewals.

VII. Operational Requirements

Implementing a business license program will require upfront planning, cross-departmental coordination, and ongoing administrative support. The specific operational needs will vary based on the scale and structure of the program, but the following core components should be anticipated.

Staffing and Department Roles

The Community Development Department is the most likely lead department for administering the program, based on its role in existing licensing functions. Responsibilities may include processing applications and renewals, maintaining the license database, issuing renewal notices, and handling customer inquiries. Additional coordination with Planning, Fire, and Code Enforcement will be needed to support zoning review, occupancy verification, and complaint response.

Depending on the volume of licenses and level of automation, the City may need to allocate partial FTE hours to program management, especially during startup and renewal periods. If the program is phased in with no fees initially, existing staff capacity may be sufficient in the short term.

Software and Technology Needs

A digital system will be essential for managing applications, storing records, sending automated notifications, and tracking renewal deadlines. Options include:

- Procuring a dedicated permitting and licensing software platform
- Expanding existing City systems to accommodate license functionality

- Using custom online forms and spreadsheets with manual processing (for limited-scope programs)

Regardless of the platform, the system should allow businesses to submit applications, update information, and renew licenses online. Staff should be able to search, export, and track license data efficiently.

Workflow Integration

The license process should be designed to integrate smoothly with other City and partner agency workflows, including:

- Planning reviews for new or relocating businesses
- Occupancy inspections by Fire or Building departments
- Utility account setup or changes
- Code enforcement and complaint follow-up

Early coordination with other departments will help ensure that business license data supports and not complicates existing processes.

Communication and Outreach

A well-communicated rollout is critical for public acceptance and compliance. Outreach tools may include:

- Direct mail or email to known businesses
- Website updates with FAQ, timelines, and application instructions
- Coordination with the Chamber of Commerce, The Dalles Main Street, and other business groups
- Presentations at public meetings or business roundtables
- Surveys

Messaging should emphasize the benefits of the program, the temporary fee waiver (if applicable), and the City's commitment to making the process simple and collaborative.

Recordkeeping and Reporting

The City should define how license data will be maintained, archived, and used. This may include:

- Internal dashboards for active businesses by type, zone, or size
- Tools for exporting lists to support inspections, grant programs, or business communication
- Data-sharing protocols with approved local partners, such as Main Street or the Chamber, governed by clear policies

Establishing a consistent renewal calendar will simplify administration and improve compliance tracking.

VIII. Estimated Costs and Revenues

The financial impact of a business license program depends on several factors, including staffing levels, software selection, public outreach, and whether fees are collected from the outset. While exact numbers will require detailed budgeting, the following estimates provide a general picture of likely startup and operational costs.

Startup Costs

Initial implementation will require a modest investment in software, staff training, and community engagement materials. A small-scale rollout focused on education and voluntary registration can minimize upfront costs.

Estimated startup costs:

- Licensing or permitting software setup: Pending quotes (depending on vendor and integration needs)
- Staff time for program design, setup, and outreach: 0.25–.4 FTE (reallocated or temporary)
- Outreach materials (mailers, signage, website updates): \$2,500–\$5,000
- Legal/policy support for ordinance development: minimal if handled in-house

Ongoing Annual Costs

Once operational, the program's primary costs will relate to administration, support, and software licensing. These costs are scalable based on business volume and level of automation.

Estimated annual costs:

- Staff administration (processing, renewals, customer service): \$10,000–\$20,000 .1 to .2 FTE clerical
- Software subscription or support: \$5,000–\$10,000
- Ongoing outreach and compliance support: \$1,000–\$3,000

Business Count Assumptions

Based on benchmarking data from peer cities and national ratios, a city the size of The Dalles (population ~16,000) can expect to have approximately 800 to 1,200 active businesses. This includes:

- 400–600 brick-and-mortar businesses
- 200–400 home-based or part-time businesses
- 100–300 independent contractors, nonprofits, and mobile vendors

The IRS shows in 2022 there were 1,140 business tax returns in zip code 97058 which includes more than just the city limits but is a good estimate of the number of businesses present. (<https://www.irs.gov/statistics/soi-tax-stats-individual-income-tax-statistics-2022-zip-code-data-soi>)

Fee Revenue Projections

A modest license fee can help recover program costs without overburdening businesses. Using the estimated range of 800 to 1,200 licensed businesses, projected revenues would be:

Estimated Businesses	Fee per Business	Annual Revenue
800	\$50	\$40,000
1,000	\$75	\$75,000
1,200	\$100	\$120,000

If the City implements a no-fee period for the first one to two years, these revenues would be delayed but could begin once systems and compliance processes are established. Even partial cost recovery would make the program self-sustaining over time. A fair estimate is 50% of businesses will sign up in the first 2 years with a goal of 85% of businesses by year 4.

Cost Recovery and Fiscal Impact

The City may choose to design the program to be cost-neutral (covering only direct expenses) or cost-recovery with contingency for program risks. Phasing in fees after an initial registration period will provide financial flexibility while building trust and participation.

IX. Public Engagement Strategy

A successful business license program depends not only on policy design and administration, but also on strong public engagement. To ensure broad participation and community support, the City should implement a thoughtful outreach strategy that emphasizes transparency, clarity, and collaboration with local partners.

Stakeholder Identification

Key audiences to engage include:

- Existing business owners (brick-and-mortar, home-based, and mobile)
- Commercial landlords and property managers
- Business advocacy groups such as The Dalles Area Chamber of Commerce, The Dalles Main Street, MCEDD, SBDC, and other regional economic development agencies
- Accountants, attorneys, and consultants who serve the local business community
- New and prospective business owners navigating startup requirements

Outreach Goals

The primary goals of the engagement effort should be to:

- Clearly explain the purpose and benefits of the license program
- Provide advance notice of program timing and requirements
- Gather feedback on proposed policies and processes before implementation
- Build early buy-in by emphasizing simplicity, fairness, and support
- Encourage voluntary participation during any no-fee registration period

Methods and Channels

The City should use a combination of direct communication, public messaging, and partner collaboration to reach local businesses. Engagement tools may include:

- Mailers or email notices to all utility account holders and existing licensees (e.g., food carts, liquor establishments)
- Updates to the City website, with an FAQ, sample forms, and key dates
- Press releases and informational articles in local media
- Presentations at Chamber and Main Street meetings
- Public open houses or listening sessions
- Online surveys to gather early feedback from businesses

Messaging Themes

Core messages should focus on:

- What the program is and what it is not
- How it will benefit businesses by improving communication, coordination, and access to City services
- How the program will support a smoother process for starting or expanding a business
- The temporary no-fee period (if adopted) and how to register
- Reassurance about data privacy and limited use of information
- The City's intent to keep the process simple and collaborative

Partner Coordination

The City should coordinate early and often with local organizations such as the Chamber, Main Street, and regional economic development partners. These groups can help with message amplification, direct outreach, and ongoing business support. Formal or informal agreements about data-sharing and communication roles can help maintain alignment.

Timeline Considerations

Engagement should begin well before the ordinance is adopted or the system goes live. A sample three-phase engagement timeline might include:

- **Phase 1: Program Exploration (Month 1–4)** – Gather feedback, float policy concepts, host listening sessions, exemptions list finalized.
- **Phase 2: Pre-Launch Communication (Month 5–7)** – Finalize ordinance, promote timeline, Select software vendor, open registration portal.
- **Phase 3: Rollout and Support (Month 7–12+)** – Launch no-fee registration, track participation, provide help desk or business support, policies published.

Ongoing engagement and adjustment based on community input will help ensure that the program remains responsive and effective as it matures.

X. Recommendations

Based on the analysis presented in this white paper, staff recommends that the City of The Dalles **bring the business license program concept to City Council for formal review and policy direction**. Before initiating implementation, Council should have the opportunity to evaluate the framework, consider community impacts, and determine whether to proceed.

Recommended Path Forward:

- **Present this white paper to City Council** for discussion and feedback. Request specific policy guidance on whether to move forward with a general business license program and, if so, which core elements to include (e.g., scope, exemptions, fees, rollout timing).

If Council supports moving forward, staff further recommends the following steps:

- **Initiate a no-fee business registration program** for the first one to two years, allowing the City to build a complete and accurate database of local businesses while refining workflows and engaging stakeholders.
- **Draft and adopt a new ordinance** under Title 8 of the municipal code to establish the license requirement, define applicability, allow for exemptions, authorize fee collection, and delegate administrative responsibilities.
- **Review potential code revisions to manage workflow with other land use decisions.**
- **Select and implement a license management system**, ideally one that supports online applications, renewals, and staff access to real-time data with minimal complexity.
- **Coordinate a citywide outreach campaign** in partnership with the Chamber, Main Street, and other business-facing organizations to educate and support voluntary registration during the initial rollout.
- **Phase in a modest annual license fee** after the registration period to support cost recovery and long-term program sustainability. A target fee range of \$50–\$100 annually is recommended, subject to Council direction.
- **Develop internal and external data-sharing protocols** that ensure business license data is used responsibly to support emergency outreach, inspections, and economic development.
- **Monitor program performance**, conduct periodic reviews, and adjust program scope, fees, or administrative tools in response to business feedback and operational experience.

This phased, collaborative approach provides a low-risk path for building a more complete picture of the local business community, improving city services, and strengthening relationships with small businesses while allowing Council to set clear policy parameters before implementation begins.