

# City of The Dalles Funding Request

Application Form for Local Agencies & Non-Profits

## **FUNDING APPLICATION REQUIREMENTS CHECKLIST**

- A completed funding request form
- All of the 4 funding application criteria completed
- If applicable, an attached explanation of how past grant funding was used
- Submission of funding application before January 31, 2023 at 4:00pm (requests will not be considered beyond this deadline)

***The applicant is solely responsible for ensuring the completeness of their application.***

***For clarification or questions regarding this process,***

***contact the City Clerk at***

***541.296.5481 ext. 1119***

\* Project Title

\* Type of Request

1 Time  Recurring (must apply yearly)

You must choose at least one option

\* Organization

\* Tax ID Number

\* Primary Contact First Name

\* Primary Contact Last Name

\* Email Address

\* Phone Number

\* Has the organization received funding from the City of The Dalles in the last 3 fiscal years?

Yes

No

You must choose at least one option

If YES, Please explain the following information in detail; (1) how past funds were allocated, (2) the number of City of The Dalles residents that were served, and (3) A description of the objective/activity the funds supported and the outcome.

Upload a File

Choose File

No file chosen

If preferred, you may upload a separate document with this information.

## **FUNDING APPLICATION CRITERIA**

All applicants whether applying for the first time or past applicants, must provide the following information. Please limit responses to 300 words for each response.

\* 1. Describe how the project funds will be used.

\* 2. Explain how this project aligns The City of The Dalles Vision & Mission.

City of The Dalles Vision: A community that has involved citizens of all ages, strong local collaboration, green spaces, a revitalized downtown, efficient government, is a commercial hub, honors our cultural diversity, has a proactive education system, has compatible neighborhoods, a far ranging transportation system, and a comprehensive medical system. City of The Dalles Mission: "By working together, we will provide services that enhance the vitality of The Dalles"

**\* 3. Attach a detailed project budget**

No file chosen

**\* 4. Confirm the location for this project is within the City of The Dalles**

**Yes**

**No**

You must choose at least one option

No organization requesting funding shall discriminate on the basis of race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sexual orientation, or military status in any of its operations or activities.

The recipient of the funding is required to enter into a separate Grant/Funding Agreement with the City before release of funds.

We/I hereby certify that the facts, figures, and representations made in this application, including all attachments, are true and correct to the best of our knowledge, and this application is made with the approval of the organization's board of directors. Any funding award will be subject to the terms of the agreement.

By clicking submit you agree to all these terms and conditions and confirm you are an authorized signer.

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**CITY FACILITY MANAGEMENT  
AND TRESPASS POLICY**  
*Effective Date: September XX, 2023*

**I. PURPOSE, AUTHORITY, AND APPLICABILITY**

**A. Purpose.** This Policy's purpose is to:

1. prevent and prohibit conduct threatening harm to individual or public interests or interfering with the City's ability to serve the public;
2. enhance the orderly administration and operation of City business on City property by prohibiting conduct unreasonably interfering with the lawful use of City property;
3. preserve public and City employee welfare, safety, and convenience on City property; and
4. provide an objectively reasonable and fair warning of the nature of the conduct potentially subjecting a person to exclusion from City property.

**B. Authority.** This Policy is administered through and by the authority and duty of the City Manager to supervise operation of all City property pursuant to Section 21(6)(j) of the 2020 City of The Dalles Charter.

**C. Applicability.** This Policy applies to all City property.

**II. DEFINITIONS**

**A. Authorized Person.** The City Manager, the Police Chief, and Police Captain.

**B. Business days.** Monday through Friday of each week, excepting City holidays.

**C. City.** The City of The Dalles, a municipal corporation of the State of Oregon.

**D. City Manager.** The person appointed by the City Council to the position of City Manager or their written designee.

**E. City building.** Structures or improvements on or upon City property.

**F. City property.** Real property, including vacant and developed land and City buildings, where the City possesses an ownership interest.

**G. Hearings officer.** The City Manager (if the Authorized Person issuing the exclusion is the Police Captain or Police Chief) or the City Attorney (if the Authorized Person issuing the exclusion is the City Manager).

- H. Matrix. The matrix containing the presumptive length of time for exclusion from City property, attached to and made part of this Policy as **Exhibit A**.
- I. Notice. The written notice of exclusion attached to and made part of this Policy as **Exhibit B** and including the date, duration, and location of the exclusion, the provision of law or this Policy the violator violated, a brief description of the violating conduct, the issuing Authorized Person's signature, and a statement providing warnings of the consequences for failing to comply with the written notice with a succinct description of the appeal process.
- J. Public meeting. A meeting as defined in ORS 192.610(5).
- K. Required court appearance. The time and date specified on a duly-issued summons, subpoena, agreement, or order for a defendant to attend Municipal Court.
- L. Rules of Conduct. The rules of conduct on City property listed in **Section III**.
- M. Variance. The City's grant of permission to an excluded violator for their entry and right to remain on City property for a limited purpose.
- N. Violator. A person who violates the Rules of Conduct, regardless of whether an Authorized Person determines to exclude them from City property.

### III. **RULES OF CONDUCT ON CITY PROPERTY**

- A. Compliance with Laws. No person shall violate any federal, Oregon, or local law.
- B. Legitimate Business. No person shall enter or remain on City property for purposes other than to conduct legitimate business with the City or to use City property lawfully under these rules.
- C. Secured Areas. No person shall knowingly enter, attempt to enter, or remain in any secure portion of a City building not open to members of the public without specific permission from an authorized City employee.
- D. Damage. No person shall deface, damage, or destroy City property.
- E. Disruptive Conduct. No person shall engage in conduct disruptive to or interfering with normal or customary operations of City government or administration or subjecting City customers or employees to reasonable annoyance or alarm, including creating unreasonable noise.
- F. Threatening Conduct. No person shall engage in conduct reasonably disturbing City customers or employees (including conduct involving the use of threatening language or gestures).

### IV. **EXCLUSION FROM PROPERTY**

- A. Authorized Persons. Authorized Persons may exclude violators from City property for a duration determined consistent with **Section V** by the process outlined in **Section VI**.

- B. Constitutional Limitation. Nothing in this Policy authorizes, sanctions, or ratifies any Authorized Person's determination to exclude a person from City property for that person's lawful exercise of any Oregon or United States constitutional rights, as determined by the City Attorney.

## V. EXCLUSION DURATION

- A. Matrix. Authorized Persons shall use the Matrix to determine the length of time a violator may be excluded from City property.
- B. Repeat Violations. An Authorized Person may enhance the duration of City property exclusion for repeat violators of this Policy consistent with the Matrix; provided, however, Authorized Persons may not enhance the duration of City property exclusion against a violator if they have not violated the Rules of Conduct within 24 months from the date of their last violation.

## VI. EXCLUSION PROCEDURE

- A. Warning and Exception. An Authorized Person shall first give the violator a warning and reasonable opportunity to desist from their violation before issuing an exclusion under this Policy; provided, however, an Authorized Person may exclude a violator without such warning and reasonable opportunity if their conduct:
  - 1. is punishable as a misdemeanor or felony;
  - 2. could reasonably result in or resulted in an injury to any person; or
  - 3. could reasonably result in or resulted in damage to any personal or other property.
- B. Written Notice. Authorized Persons issuing an exclusion under this Policy shall provide the violator with a completed Notice. If the Authorized Person is not the person appointed by the City Council to the position of City Manager, such Authorized Person shall promptly report the exclusion to them in writing and include a copy of the issued Notice.

## VII. EXCLUSION APPEALS

- A. Right to Appeal. Any person issued a Notice from an Authorized Person may request an informal hearing to contest and appeal their exclusion as provided in this **Section VII**.
- B. Time to Appeal and Waiver. Any person intending on appealing their exclusion shall timely submit a written appeal request to the City Manager's Office by regular United States mail (addressed to *313 Court Street, The Dalles, OR 97058*) within ten (10) business days from the date they were issued a Notice or their failure to so submit shall be deemed a waiver of their right to appeal.
- C. Scheduling. If a person timely files their written appeal request, the City Manager's Office shall schedule a hearing for no earlier than five (5) business days but no more than ten (10) business days from the date the City Manager's Office actually received the request and dispatch a notice to the person by regular United States mail (addressed

to the address indicated on the submitted appeal request) to confirm the certain date, time, and location of the City-scheduled hearing.

**D. Hearing.**

1. **Presiding Officers.** The hearings officer shall preside over the hearing.
2. **Validity.** Prior to the hearing, the Authorized Person who excluded the person shall provide the hearings officer with a written statement summarizing their understanding of the exclusion and, at the hearing, that Authorized Person may present relevant evidence on the exclusion's validity.
3. **Invalidity.** The excluded person may next present relevant evidence on the exclusion's invalidity.
4. **Impartial and Final Decision.** The hearings officer shall review the exclusion *de novo* and make a decision whether the exclusion is valid or invalid after reviewing the evidence presented by both sides. The hearings officer's decision is final.
5. **Outcome.**
  - a. ***If Decided Valid.*** If the hearings officer determines the exclusion is valid, then they shall uphold the exclusion and may keep or modify the length of exclusion; if they modify the length of exclusion, then they shall provide the person with the reason for the modification and documentation indicating the new exclusion duration.
  - b. ***If Decided Invalid.*** If the hearings officer determines the exclusion is invalid, then they shall rescind the exclusion and provide the person with documentation of the rescission.

**E. Variance and Exception to Variance.**

1. **Variance.** Any excluded violator may request a variance for good cause by submitting a written variance request to the City Manager's Office by regular United States mail (addressed to 313 Court Street, The Dalles, OR 97058) at any time during their exclusion.
2. **Variance Determination.** The person appointed by the City Council to the position of City Manager shall make the final determination on a submitted variance request after considering the seriousness of the violation for which the violator was excluded and their particularly identified need to be on the City property during some or all of their exclusion period.
3. **Variance Granted.** If a variance is granted, the City Manager's Office shall provide the person with written documentation of the specific variance, including the time, duration, location, and purpose of the waiver. The person provided the variance shall bring the written documentation with them to the City property where they are excluded and shall present it to City staff upon request.

4. Exception to Variance. A person who has been excluded from City property shall never need to request a variance to:
- a. attend a public meeting;
  - b. make a required court appearance; or
  - c. pay utility bills at the First Floor of City Hall.

**VIII. EXHIBITS**

**A. Exhibit A – *Presumptive Length of Time for Exclusion from City Property Matrix***

**B. Exhibit B – *Form Notice of Exclusion***

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**CITY OF THE DALLES**

\_\_\_\_\_  
Matthew B. Klebes, City Manager

\_\_\_\_\_  
Date



## CITY of THE DALLES

313 COURT STREET  
THE DALLES, OREGON 97058

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

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### **NOTICE OF EXCLUSION FROM CITY PROPERTY** *City Facility Management and Trespass Policy – **Exhibit B***

**Issue Date:**

**Violator Name:**

**Excluded From:**

**Exclusion Duration:**

**Violated Rule of Conduct on City Property:**

- A. Compliance with Laws
- B. Legitimate Business
- C. Secured Areas
- D. Damage
- E. Disruptive Conduct
- F. Threatening Conduct

**Description of Violative Conduct:**

Your failure to comply with this Notice may result in enhancements to the time of your exclusion from City property, criminal penalties, and all other remedies available to the City at law or equity.

You may appeal the issuance of this Notice by submitting a written appeal request to the City Manager's Office by mail (addressed to *313 Court Street, The Dalles, OR 97058*) within ten (10) business days from the issue date. If timely submitted, the City Manager will contact you with the time, date, and location of an informal hearing to provide you an opportunity to present evidence on this Notice's invalidity. Your failure to timely submit a written appeal request is a waiver of your right to appeal and the imposition of this Notice's provisions will be final.

**CITY OF THE DALLES**

\_\_\_\_\_  
Authorized Person

\_\_\_\_\_  
Date



**Presumptive Length of Time for Exclusion from City Property Matrix**  
*City Facility Management and Trespass Policy - Exhibit A*

	1 Day	7 Days	30 Days	90 Days	180 Days	1 Calendar Year
<b>First Offense</b>	a. No legitimate business b. Disruptive conduct		Threatening conduct	a. Attempt to enter/enter/remain in secure area b. Deface/damage/destroy City property		a. Felony b. Misdemeanor c. Actual physical harm to another
<b>Second Offense</b>		a. No legitimate business b. Disruptive conduct		Threatening conduct	a. Attempt to enter/enter/remain in secure area b. Deface/damage/destroy City property	a. Felony b. Misdemeanor c. Actual physical harm to another
<b>Third Offense</b>			a. No legitimate business b. Disruptive conduct		Threatening conduct	a. Felony b. Misdemeanor c. Actual physical harm to another d. Attempt to enter/enter/remain in secure area e. Deface/damage/destroy City property
<b>Fourth Offense</b>				a. No legitimate business b. Disruptive conduct		a. Felony b. Misdemeanor c. Actual physical harm to another d. Attempt to enter/enter/remain in secure area e. Deface/damage/destroy City property f. Actual physical harm to another
<b>Fifth Offense (or more)</b>					a. No legitimate business b. Disruptive conduct	a. Felony b. Misdemeanor c. Actual physical harm to another d. Attempt to enter/enter/remain in secure area e. Deface/damage/destroy City property f. Actual physical harm to another