



ANNUAL BUDGET FISCAL YEAR 2018 - 2019

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National Awards Received

The City of Dallas received the Distinguished Budget Presentation Award for its 2017-2018 budget from the GFOA, making this the fourth consecutive City budget document to receive this award. This award is the highest form of recognition in governmental budgeting. Its attainment represents a significant accomplishment by a governmental entity, its financial staff, and its management. This international award program was established in 1984 to encourage exemplary budgetary practices and to provide peer recognition for government finance officers to prepare budget documents.

Budget proficiency is rated in four major categories: as a policy document, an operations guide, a financial plan, and a communications device.

We believe this budget document continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award. In addition to the budget award, the City of Dallas has received awards for its Comprehensive Annual Financial Reports (CAFR) for the past 27 years.



Government Finance Officers Association

Certificate of Achievement for Excellence in Financial Reporting

Presented to

City of Dallas
Oregon

For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended

June 30, 2017

Alfred R. Egan
Executive Director/CEO



GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

City of Dallas
Oregon

For the Fiscal Year Beginning

July 1, 2017

Alfred R. Egan

Executive Director

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INTRODUCTION

INTRODUCTION

City of Dallas
Mayor
&
City Council



Mayor Brian Dalton



Council President Micky Garus



Councilor Terry Crawford



Councilor Jim Fairchild



Councilor Kelly Gabliks



Councilor Bill Hahn



Councilor Jackie Lawson



Councilor Jennie Rummell



Councilor Paul Trahan



Councilor Ken Woods Jr.

Executive Leadership Team

City Manager	Greg Ellis
Human Resources/Risk Management	Emily Gagner
Planning and Building	Scott Whyte
Economic Development	AJ Foscoli
Public Works	Frank Anderson
Financial Services	Cecilia Ward
Fire	Fred Hertel
Police	Tom Simpson
Parks and Recreation	Eric Totten
Library	Mark Johnson
Legal	Lane Shetterly

Budget Committee

Citizen Members

Nancy Adams	Dawn Reynolds
Tory Banford	Wendy Snodgrass
Joe Koubek	Beth Toms
Erin Miller	LaVonne Wilson
Vacancy	

INTRODUCTION

Vision, Mission, and Values

Community Vision

Our vision is to foster an environment in which Dallas residents can take advantage of a vital, growing, and diversified community that provides a high quality of life.

Organization Mission

The mission of the City of Dallas is to maintain a safe, livable environment by providing open government with effective, efficient, and accountable service delivery.

City Values Statement

The City of Dallas believes it takes the commitment of individuals, couples with shared values, to realize its Vision, Mission, and Goals:

THE PEOPLE OF DALLAS

We value all Dallas citizens and strive to be accessible, respectful, and responsive to their needs. We are committed to providing services which are respected by all and reflective of our community's desires.

OPEN AND HONEST GOVERNMENT

As the unit of government closest to the people, we value honesty and maintain government with integrity through open communication and active participation with the public we serve.

QUALITY OF SERVICE – QUALITY OF LIFE

As keepers of the public trust, we value and remain committed to maintaining and enhancing Dallas's quality of life. This is achieved by the efficient and effective management of City resources and delivery of public services.

THE CITY OF DALLAS EMPLOYEES

Recognizing that our City employees are our most important resource, we value and respect their contributions, sense of responsibility, and personal and professional excellence. Mutual cooperation and support among individuals and departments is promoted.

A LIVABLE COMMUNITY

We value a community that addresses the social, economic, and environmental needs of our residents. We value good planning and development that maintains and enhances livability now and for our children.

INTRODUCTION

Council Goals

Economic Development

Develop a marketing strategy to attract new industrial/commercial businesses
Develop a coordinated marketing strategy to improve current activities and attract new activities for all age groups

Public Safety Facilities

Investigate options for public safety facilities and prioritize needs
Develop a cost analysis, explore funding options, and develop a plan to improve facilities.

Street Repair and Maintenance

Identify, elect, and secure a funding source(s) to repair and maintain residential streets.
Identify, select, prioritize, and publicize (Tax \$s at Work) street repair activities.

Business Incubator

Develop a business incubator plan; retention/extension program



INTRODUCTION

Core Values

1. Provide Great Service

We recognize that WE are the City. We practice patience, empathy, and supportive communication internally and externally. We stay positive and look for win-win outcomes. We help one another to improve. We work to make our customers feel important, respected, and that their issue matters to us. We bring a problem-solving approach to issues.

2. Demonstrate Integrity

We do what we say. We are responsible. We are transparent and trustworthy. We are accountable. We work hard to do what is right, even when no one is watching.

3. Strive to Evolve

We are leaders in our area of responsibility. We learn and improve from our teachable moments. We support personal and professional development and work to grow individually and as an organization. We mentor when the opportunity arises. We are open to new ideas and change.

4. Nurture Teamwork

We clearly and respectfully communicate ideas with each other regardless of position. We recognize the strengths of each individual and assign tasks accordingly. We consider harmony as important as outcome. We work together using our individual knowledge and skills to provide the best service. We appreciate and support each other.

5. Celebrate Success

We say "Thank you." We cheer each other on. We recognize and share individual and group accomplishments. We believe and take satisfaction in our work. We shine a light on the good things.

6. Embrace Happiness

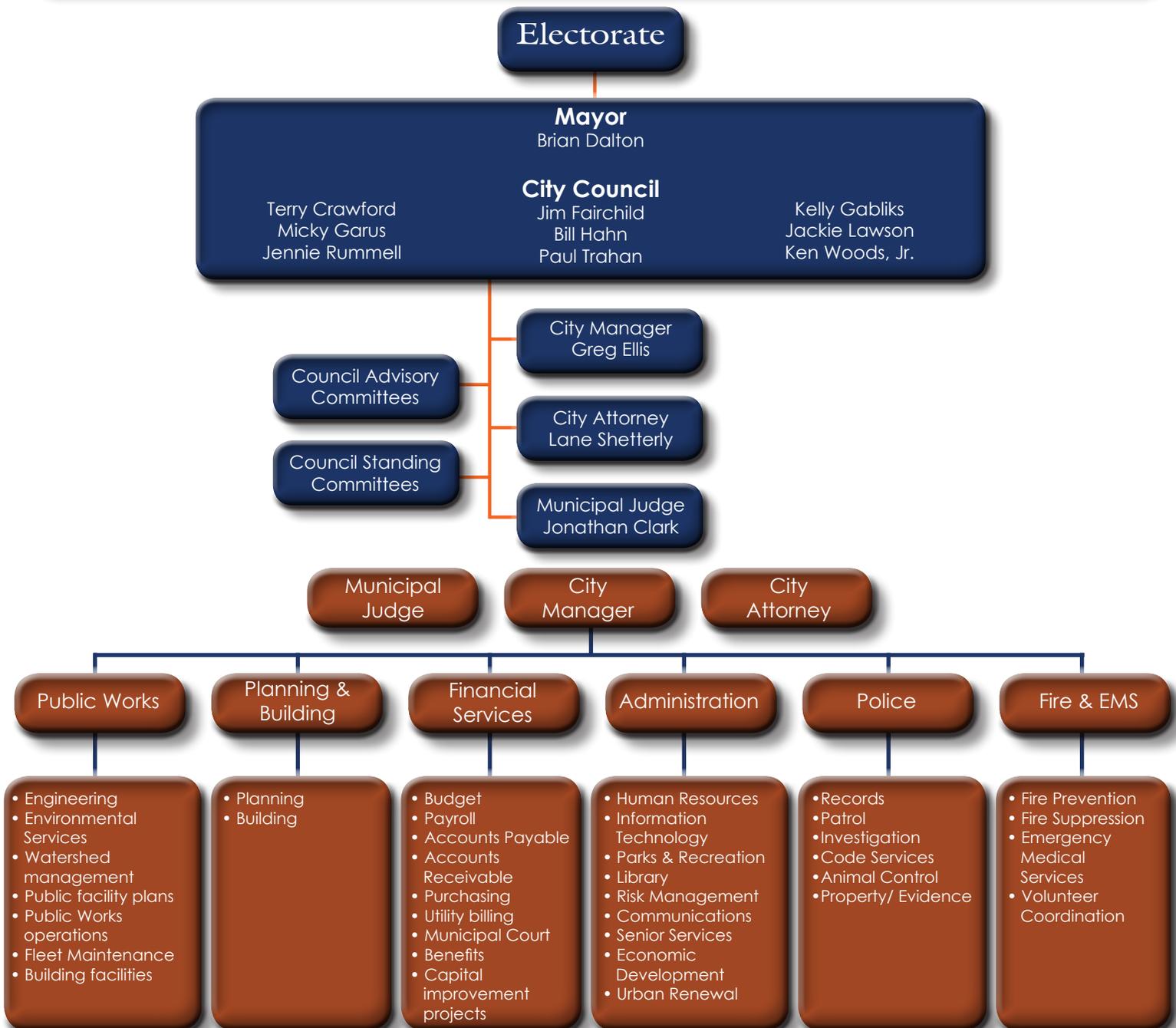
We smile and don't take ourselves too seriously. We demonstrate a positive, can-do attitude. We believe having fun and bringing cheer is contagious. We support a fun environment where people enjoy coming to work. We celebrate special occasions. We strive for a want-to organization, not a have-to organization.



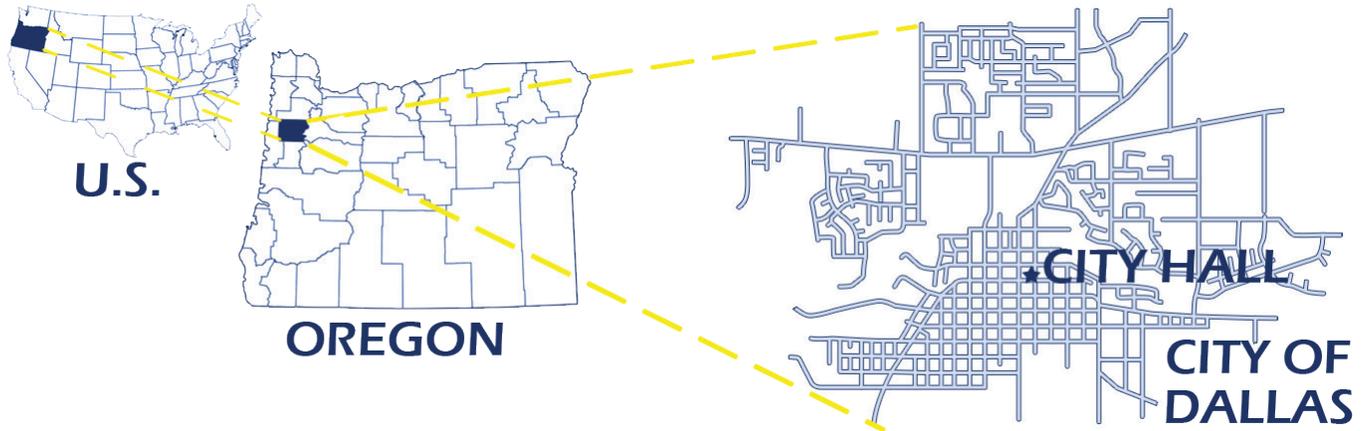
INTRODUCTION

Organization Structure and Chart

The City of Dallas is a full-service municipality that operates under a Council / Manager form of government. The city has an elected Mayor and nine Council members. The Dallas City Council meets the first and third Monday of each month at City Hall. The elected City Council sets policies for city government, enacts ordinances and hires, directs and evaluates the City Manager. In turn, the City Manager is the city's chief executive officer, responsible for overall management and administration. Municipal services are provided by City employees and headed by the City Manager. The city operates its own police department, fire department, ambulance service, municipal court, water, wastewater, stormwater, street operations, planning, building, engineering, fleet maintenance, library, Aquatic Center, and finance departments.



INTRODUCTION



History

Dallas was settled in the 1840s on the north side of Rickreall Creek and was originally named "Cynthian" or "Cynthiana." In 1856 the town was moved more than a mile south because of an inadequate supply of water. Dallas post office was established in 1852.

Dallas was in competition with Independence to be the county seat and the citizens of Dallas raised \$17,000 in order to have a branch of the narrow gauge railroad come to their town, thus securing the honor. The line was built from 1878–80. A more suitable name for a county seat was needed, and since George Mifflin Dallas was vice-president under James K. Polk, for whom the county was named, "Dallas" was a natural choice. Dallas was incorporated as a town in 1874, and as a city in 1901.

Dallas offers excellent schools, community activities, and commercial and industrial amenities.

City Demographics

Area.....4.856 square miles (3,107 acres)
 Population (July, 2016).....15,345
 Males.....47.9%
 Females.....52.1%
 Median Age.....39.9
 Under 15 years.....21.6%
 15-44 years.....35.4%
 45-64 years.....23.4%
 65 years and over...19.6%
 Residents graduated from high school or higher.....91%
 Residents with Bachelor's degree or higher.....17.1%
 Average Household Size.....2.53 persons
 Median Household Income.....\$48,843
 Total Housing Units.....6,241
 Resident-owned homes.....61.8%
 Median home value of owner-occupied homes.....\$189,700

Climate

Annual Rainfall.....48 inches
 Annual Snowfall.....8.2 inches
 Precipitation Days.....139
 Average High (July).....82° F
 Average Low (January).....33° F
 Elevation (average).....405 feet

Largest Employers

Forest River, Inc.....450 employees
 Dallas Public Schools.....387 employees
 Polk County.....380 employees
 Dallas Retirement Village.....324 employees
 Wal-mart.....190 employees
 West Valley Hospital.....149 employees
 City of Dallas.....141 employees
 Safeway Stores, Inc.....125 employees
 Goodwill Industries Dallas.....60 employees
 Mak Metals.....42 employees

INTRODUCTION

Public Safety

Fire Protection

- 1 Station
- 6 Administrative Officers
- 31 Response Volunteers
- 11 Support Volunteers
- 4 Chaplains
- 1,042 Responses in 2017

Police Protection

- 1 Station (located at City Hall)
- 19 Sworn Officers
- 1 Reserve Officers
- 13,031 activities in 2017

EMS Protection

- 1 Station
- 3 Ambulances
- 9 Career Paramedics
- 12 Flexible Schedule EMTs
- 3,776 Responses in 2017

Recreation

- 96 acres Park open space
- 11 City parks
- 3 areas available for reservation
- 8 children's play structures
- 1 disc golf courses
- 10 softball/baseball fields
- 2 tennis courts
- 1 aquatic center
- 4 Pickleball courts
- 4.2 miles of the Rickreall Creek Trail System

Community Events

The annual Community Awards, held each February, allows our community to recognize, honor and thank those that have made a positive impact on our community.

The Polk County Bounty Market features growers, producers and artisans from Polk County. Bounty Market runs May through September.

The Sounds of Summer concert series is a community-sponsored, free event running Thursday nights in the summer.

Freedomfest, our Independence Day celebration, includes fireworks.

Summerfest, held each July, is our annual summer celebration with fun for the whole family.

Each December, Winterfest provides Santa an opportunity to come light our beautiful holiday tree on the courthouse lawn while the community celebrates the coming holiday season.

Tuesdays on the Square offers community members a chance each month in the summer to visit the downtown core, have some fun, and helps us provide our residents a "sense of place."

Utilities

Municipal Water System

- 8.86 million gallons per day WTP capacity
- 8.135 million gallons treated water storage capacity
- 2.45 million gallons avg daily consumption
- 5,353 active connections
- 555 fire hydrants
- 1 dam & reservoir (1,245 acre feet capacity)
- 1 ASR well (26 million gallon return capacity)
- 62 miles of water main lines
- 3 booster pump stations
- 5 pressure zones

Municipal Sewer System

- 12.5 million gallons per day treatment capacity
- 2.63 million gallons average daily treatment
- 4,877 active connections
- 2 sanitary lift stations
- 49 miles of sewer main lines

Streets

- 61 miles maintained
- 798 street lights
- 6 intersections with traffic signals (4 City & 2 ODOT)
- 2,362 street trees
- 7 bridges (5 City & 2 ODOT)

Stormwater Drainage System

- 70 miles of piping
- 873 manholes
- 2,084t catchbasins

Library

- 75,000 circulating items on site
- Over 1 million items available through CCRLS
- 15 public internet stations

INTRODUCTION

City Manager Budget Message

Introduction

The 2019 budget has been prepared in accordance with the State of Oregon budgeting laws as well as the Government Accounting Standards. The 2018-2019 budget is balanced and includes all the departments from last fiscal year. Our goal is to make improvements to the budget, the budget process and the budget document every year. It is expected that these efforts will continue to make the budget a better communications device as well as excellent financial document.

The City's management team has worked hard over the last five years to improve the City's financial reporting and transparency. We have improved the look and flow of the budget document and the very easy to read Dallas Citizens' Budget document.

We continue to work on projects and issues that move us closer to the City's long-term visioning plan known as the Dallas 2030 Vision. The 2030 Vision was adopted in 2014 with input from a large number of community members.

The Dallas 2030 Community Vision Statement is as follows:

WE ARE DALLAS 2030...Set in the picturesque mid-Willamette Valley alongside the foothills of the Coast Range; we are a prosperous community that has preserved its small-town character. Our 1898 county courthouse looks out over our town square and revitalized historic downtown. We have planned well for our growth and development, updating essential infrastructure and strengthening our neighborhoods.

WE ARE SAFE AND HEALTHY...with state-of-the-art medical and emergency facilities and services that meet the needs of our growing population. A pristine Rickreall Creek is a focal point for our beautiful parks, natural areas and recreation opportunities that have expanded as we have grown.

WE CARE DEEPLY...for our community and one another. Community volunteerism and engagement is the foundation of our identity. We have built on our agricultural heritage to create a strong and innovative economy. We have invested in businesses that produce well-paying jobs. We support partnerships and a range of educational opportunities that prepare students for success in our community, workforce and world.

We vigorously engage in the life of our city and welcome our future.

WE ARE DALLAS 2030.

Throughout the budget, you will see gray highlighted text, which indicates that these are goals, accomplishments, projects, or performance measures that the senior management team believes help accomplish some part of the community vision.

INTRODUCTION

Budget Development

The 2018 – 2019 budget was developed with the goal of maintaining the great services the citizens of Dallas have come to expect. This budget will help us take care of our great parks and trail, offer well respected library programs, provide exceptional public safety services, and deliver clean, good tasting water to homes and businesses, just to name a few of the services provided.

All City staff are making every effort to be effective and efficient with the City's available revenue. Departments have developed performance measurements so the community can see how well the departments are spending the money. Each department's performance measurements can be found throughout this document.

The 2019 budget was developed based on maintaining existing service levels from the previous year as well as working toward implementation of the priorities set by the City Council at their 2018 retreat. The 2018 City Council priorities are as follows:

- Economic Development
 - o Develop a marketing strategy to attract new industrial/commercial businesses.
 - o Develop a coordinated marketing strategy to improve current activities and attract new activities for all age groups.
- Public Safety Facilities
 - o Investigate options for public safety facilities and prioritize needs.
 - o Develop a cost analysis, explore funding options, and develop a plan to improve facilities.
- Street Repair and Maintenance
 - o Identify, elect and secure a funding source(s) to repair and maintain residential streets.
 - o Identify, select, prioritize and publicize (Tax \$s At Work) street repair activities.
- Develop a business incubator plan; retention/extension program.

Economic Outlook and Assumptions

Since 2017, the City has experienced very strong residential growth. There are multiple subdivisions in the development process and over the last year the City's population growth rate was approximately 1.5% and estimates show the City of Dallas with a population 15,570.

When developing the 2019 budget, several assumptions were made. The first assumption is that the economic forecast for 2019 will be favorable and the City's economy will continue to grow along with the State's economy. The second assumption is department heads and managers have accounted for all expenditures needed for the fiscal year. Another assumption that we made was that revenues will keep pace with the budgeted expenditures. The Finance Department worked closely with the department heads to be as accurate as possible in calculating all revenues and expenditures.

INTRODUCTION

Current Budget Challenges

The City faces many ongoing budget challenges. First and foremost is the large Public Employees Retirement System (PERS) increase. PERS is approximately \$21 billion short in funding all the retirement obligations it has. The State's plan to deal with this issue is to increase PERS rates for three biennia starting July 1, 2017. Cities, counties and school districts have been told to expect to pay approximately thirty percent of the entities' payroll to the retirement system when the full repayment program is rolled out. The PERS Board is hopeful these large increases will fix the problem and rates will return to a more affordable amount by the fourth biennium or 2025.

Another challenge in putting the 2019 budget together was the large number of requested capital projects and additional personnel. Departments requested far more capital projects, equipment, and new positions than revenue allowed. Over the last five or six years, the City has been asking employees to take on a number of duties. In other cases, we have just done without positions. With the City growing, and a great deal of work to do, positions are needed to keep or improve service levels. These challenges are mentioned below within the departments.

There are several continuing budget challenges, which the City has very little control over, that should also be mentioned. Increases in property and health insurance costs eat into the revenue and make it harder to balance the budget. The other challenge is the property tax system. The property tax system in Oregon has been heavily influenced by Measures 5 and 50 which impose limits on the amount of property taxes that can be levied in the state. Property taxes are also artificially low because properties pay property tax on assessed value, not real market value. Because of this, tax revenue is not keeping pace with increasing costs in the General Fund.

Fiscal Year 2018-19 Budget

The City's total budget is \$46,236,864. The following is a breakdown of the total budget by fund:

• General Fund	\$12,590,000
• Risk Management Fund	\$450,000
• Capital Projects Fund	\$1,236,000
• Street Fund	\$2,415,000
• Building Inspection Fund	\$1,057,500
• System Development Fund	\$10,558,260
• Grant Fund	\$1,906,000
• General Obligation Fund	\$455,000
• Fleet Management Fund	\$904,800
• Sewer Fund	\$8,920,000
• Stormwater Fund	\$318,000
• Water Fund	\$5,147,000
• Other Funds	\$499,304

General Fund Highlights

- Revenues – Property tax revenue is the largest single revenue source in the General Fund, accounting for 35 percent of the total General Fund revenue. For fiscal year 2019, we are forecasting that the City will collect \$4,200,000 in property tax revenue which includes \$100,000 in delinquent taxes. The second largest revenue source in the General Fund is charges for services, which are forecast to bring in \$2,530,000, followed by franchise fees, budgeted at \$1,327,000.

INTRODUCTION

- Administration Expenditures – The Administration budget shows a slight decrease this fiscal year. Contributing to the decrease is reduction in Fringe Benefits due to the City Manager not being PERS eligible (already a PERS retiree) and the miscellaneous line item was reduced by 25%.
- Municipal Court Expenditures – The only significant increase in the Court budget is due to the need to upgrade computers. The City contracts with the County for IT services and they have informed the City that Microsoft will no longer support the Windows 7 Operating System beginning in 2020.
- Library Expenditures – There are no significant changes to the Library materials budget. There is a small increase in the book budget due to escalating book prices. Repairs have remained high and consistently over-budget the last 3 years due to the age of the building. The Library does have several capital projects in the Capital Project Fund. The Library is budgeted for a remodel and additional furniture and items to complement those changes. The library and community have outgrown the current library space and configuration. These items will help us meet current and future needs. The small CIP budget for new computers and printers is to finish moving the library's public machines to Windows 10 compatible and replace outdated computers.

The Library would like to promote a 25 hour Library Aide I to full time Library Aide 2. The library staff has struggled to maintain both a high level of customer service and meeting the increasing pace of patron library use. If we fail to aggressively keep moving forward we will lose hard won ground. This position needs to take on a more significant role to prepare for upcoming retirements, fill in for vacationing or ill staff, and to begin learning all phases of the library. They have already taken on several extra duties. A second best alternative would be a 20 hour Library Aide I added to staff. This would ease staffing needs at the circulation desk and allow staff more time to fulfill and learn other duties away from the circulation desk.

- Parks Expenditures – The Parks Department budget will increase slightly. The most significant increases are in salaries (\$22,000) and Recreation (\$10,000). The recreation increase is offset in General Fund Revenue with an increase of \$10,000 in recreation program fees.
- Finance Expenditures – The Finance Department budget has no significant changes.
- Fire Expenditures - The proposed budget maintains current programs, personnel and response capabilities, but falls short of accomplishing our progression toward the Fire & EMS Master Plan. The Fire Department has developed our cost recovery system to include approximately \$10,000 revenue. The budget includes the replacement of two old apparatus by purchasing one new apparatus. This single apparatus will allow us to accomplish our mission and creates long-term efficiencies within our budget. The proposed budget does not fund the second year personnel requests developed to increase service levels per the Council adopted Fire & EMS Master Plan. The department continues to seek grant funding for operational and equipment needs.
- Ambulance Expenditures - The proposed budget maintains current programs, personnel and response capabilities, but falls short of accomplishing our progression toward the Fire & EMS Master Plan. The Ambulance Department's budget is being forecasted to have a revenue of \$1.65 million, up 3% from last year. We have seen success in our FireMed program being administered by our ambulance billing service, Systems Design West. Our current FireMed enrollment is 1,985 members. The biggest benefit to this change has been the increased hours available for Fire and Finance personnel. Our 2009 ambulance was scheduled to be replaced in the Fiscal Year 2018-19. It has since been removed from service due to a not at fault motor vehicle collision. All personnel and most capital improvement projects were unable to be funded as requested. We will also be seeking grants in Fiscal Year 2018-19 to replace our current inventory of ventilators and CPAP devices. We will be moving to one device for both therapies.
- Police Expenditures –The Police Department's budget has increased due to operational needs as well as replacing one vehicle during fiscal year 2019. A new patrol car will replace one of the oldest patrol vehicles.

INTRODUCTION

General Fund projections for FY19 result in revenue shortages to fund current personnel needs of the police department. Staffing shortages create unique challenges as outlined below:

Two additional patrol officers are needed to help staff the workload of the department now and into the near future.

- In 1999, Dallas PD was staffed with 19 sworn officers to provide police services to a community of approximately 12,000 members.
- In 2019, twenty years later, Dallas PD is still staffed with 19 sworn officers to provide police services to a community of nearly 16,000 members.

One additional police officer would bring patrol staffing to 14, which would facilitate a transition from 12hr shifts to 10hr shifts, while maintaining or minimum staffing requirements. Moving patrol officers from 12 to 10 hour shifts is a high priority because:

- Reduces stress and workload on officers
- Improved health and adequate sleep cycles/patterns for officers
- Reduces potential for on the job injuries
- Increases coverage and overlaps during peak activity hours
- Increases potential for enhanced family time when off duty
- Reduces likelihood officers revert to reactive mode
- Provides availability for proactive and preventative policing
- Reduces likelihood of losing officers to better staffed departments
- Improves potential for recruiting qualified officer candidates
- Our overtime liability has been steadily increasing over the past few years, due largely to staff shortages and struggles to meet minimum staffing

A second additional officer would facilitate re-assigning a detective supervisor to manage our criminal investigation functions and serve as a direct report supervisor for our officers assigned as detectives.

- This was a position staffed until budget reductions in approximately 2012.
- In the interim, the police lieutenant has needed to assume management of criminal investigations and also to assist in some investigations, taking away from his primary administrative responsibilities for the department.
- The increasing complexities of many criminal investigations, as well as the amount of time required to thoroughly and properly investigate many crimes—especially, crimes against persons such as sex crimes and child abuse—continues to demand a significant portion of our detectives' workday.
- A reassigned detective supervisor would significantly assist with properly managing the investigative case load.

In addition to the need for sworn officers, another challenge is the limited number of hours the civilian Police Community Liaison is available for community programs. This successful program was funded and implemented during FY2017 and has made significant strides in enhancing community relations and improving communication with community members.

- This part-time position is currently funded at 0.625FTE (25 hrs per week)
- An increase of 0.125FTE (5 hrs per week) would provide additional time to engage more community members
- Would assist with methodically expanding new programs across the Dallas community, such as the Neighborhood Watch/Community Preparedness program. A significant emphasis is being placed on helping citizen learn to be self-sufficient and to assist each other during response to a nature or human-caused disaster.
- Provides more time each week to interact with community members through media relations, including various social media platforms.

INTRODUCTION

- Aquatic Center Expenditures – There are no significant changes in the Aquatic Center budget.
- Planning – There are no significant changes in the Planning budget. Certain organizational changes occurred in fiscal year 2017-2018, including the hiring of a new Planning Director (January 2018) and promotion of the current Planner I to the next level (Planner II). Planning continues to process several land use applications and is in need of additional professional services for conducting more complex work in specialized areas. For fiscal year 2018-2019, Planning anticipates hiring professional consultants to update the Dallas Transportation Systems Plan (TSP) and for initiating a city-wide Local Wetlands Inventory (LWI). Scope of work associated with the TSP and LWI has yet to be determined. Scope associated with the TSP update will depend on whether or not the city is awarded a grant for this purpose. Scope associated with the LWI will depend on direction received from City Council.
- Facilities Maintenance Expenditures – There are no significant changes to the Facilities Maintenance budget.
- Capital Projects Fund – This fund is designed to handle all the capital project expenditures for General Fund departments. If you would like to find more information about the all the capital projects budgeted for the General Fund departments, please see the details in the Capital Projects Fund section later in this document.
- Systems Development Fund – This fund deals with revenues and expenditures associated with development of residential and commercial growth in the community. As the economy continues to improve, revenues in this fund will increase due to residential and commercial growth. There are multiple capital expenditures that are budgeted for fiscal year 2019. These capital projects will be outlined in the departments that are responsible for the expenditures.
- Building Inspections Fund – Building Inspections, inclusive of plan review service for issuing all building permits, added a new Building Inspector position in fiscal year 2017-2018. The proposed budget for fiscal year 2018-2019 includes a vehicle for the building inspector.
- Streets Fund – The 2019 revenue budget for the Streets Fund is significantly higher due to the passage of Transportation Bill HB 2017 which the legislature passed in the 2017 session. The increase will allow a bond and inter-fund loan program that will finance needed street repair and maintenance.
- Sewer Fund – The Sewer Fund does not have any major changes in the operating budget. The increase in the Sewer Fund's 2019 budget is in capital outlay. This year we will start the reclaimed water project. The first phase of this project is budgeted to cost \$260,000.
- Stormwater Fund –The Stormwater Fund continues the project started last year of replacing and upgrading and replacing several stormwater drains.
- Water Fund – The Water Fund 2018-19 budget has a number of changes from the previous year. One of the major changes was that the City took over the management of the water distribution system from OMI.
- Fleet Management Fund – The Fleet Management Fund is responsible for the care and replacement of all the City's vehicles and equipment. The fund is showing a slight decrease due to capital projects that were budgeted and completed in last year's budget.
- Grant Fund – The Grant Fund coincides with projects funded by grants when awarded. There are a number of grant projects anticipated for fiscal year 2018-2019, including the \$1.5 million Senior Center project that is partially funded by the Community Development Block Grant (CDBG). This project will be subject to new land use applications and a city review process as the location has changed to the Armory property. The city will again pursue a grant through the Transportation and Growth Management program (TGM) to fund necessary updates identified to the city's TSP. A commitment of funds will be necessary if the city is awarded a grant for this purpose. Deadline for TGM grant applications is June 8, 2018.

INTRODUCTION

- General Obligation Fund – This fund is used to take in property tax revenue to cover the City's general obligation debt, debt that is associated with the construction of the Aquatic Center. The final payment on the Aquatic Center GO Bond will be June 1, 2019.

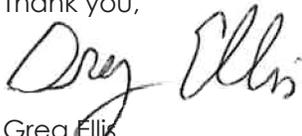
Acknowledgements

I would like to thank the department heads and managers for all the work they did to help complete the budget. They did a great job completing their portion of the budget.

A special thank you to Cecilia Ward, Finance Director, and her team for all their efforts to gather the budget information, research financial information and compile the numbers. We can all thank Emily Gagner and Jeremy Teal for the beautiful graphics and graphs that make the budget more understandable.

Of course I would like to thank the City Council and the citizen members of the Budget Committee for their help and input into the budget. I appreciate their willingness to give up their time and serve our community. It is an honor to work with professional and skilled City employees and community volunteers to implement the 2018-2019 budget.

Thank you,



Greg Ellis
City Manager



INTRODUCTION

Taxes & Other Revenues

Property Tax

There are multiple tax collecting entities in the City of Dallas: Polk County, Dallas School District, Willamette Education Service District, Chemeketa Community College, Chemeketa Cooperative Regional Library Service, Polk Soil and Water Conservation District, 4-H/Master Gardener/Ag/Forest Extension District, Dallas Cemetery District, and the City of Dallas. Polk County assesses the taxable value and collects all property tax. The City of Dallas's permanent certified tax rate is 4.1954%.

Dallas Residence Tax Rate by Code	Amount
City of Dallas	4.1331
Dallas Bonds prior to 2001	0.4349
Dallas Bonds after 2001	0.0915
Dallas Urban Renewal	0.1794
Polk County	1.6905
Polk County Bonds	0.3788
Chemeketa	0.6166
Chemeketa Bonds after 2001	0.2718
Chemeketa Regional Library	0.0806
Willamette ESD	0.2923
Dallas School District 2	4.4851
Dallas SD2 Bonds after 2001	1.4463
Dallas CD	0.0539
Polk Soil / Water CD	0.0493
4-H/M.G./Ag/Forest Ext Dist.	0.0739
Total	14.2780

City of Dallas, Oregon Tax Rate and Assessed Value

	Actual 2016-17	Actual 2017-18	Estimated 2018-19
Appraised assessed taxable property in the City	\$930,033,751	\$992,232,472	\$1,036,883,000
Tax levy	3,907,269	4,168,361	4,350,140
Debt service	525,545	530,892	463,000
TOTAL TAX LEVY	\$4,432,814	\$4,699,8253	\$4,813,140
Tax rate per \$1,000 value	\$4.8615	\$4.7283	\$4.6368
Effective rate minus bonds	\$4.1954	\$4.1954	\$4.1954

Top 10 City of Dallas Property Tax Payers

Owner Name	Tax Amount	Assessed Value	Real Market Value
DALLAS MENNONITE RETIREMENT COMM INC	162,009.13	11,358,430	15,616,610
GREENWAY	115,746.06	8,106,600	13,403,790
WAL-MART REAL ESTATE BUSINESS TRUST	101,101.35	7,080,920	8,927,500
NORTHWEST NATURAL GAS CO	97,122.99	6,994,000	6,994,000
VICTORIA PLACE GENERAL PARTNERSHIP	96,288.26	6,743,820	10,250,020
DALLAS MENNONITE RET COMM, INC	85,446.40	5,984,480	10,531,140
CHARTER COMMUNICATIONS	76,844.72	5,380,800	5,899,317
1351 TANDEM AVE LLC ETAL	57,151.27	4,002,750	5,713,280
SAFEWAY #404	49,998.56	3,501,790	4,866,890
LACREOLE PROPERTIES INC	45,344.32	3,176,300	3,988,220
TOTALS	\$7887,053.06	\$62,329,890	\$86,190,767

INTRODUCTION

2018-2019 Budget Calendar

March Department Heads begin to meet with the Finance Director and City Manager to discuss preliminary budget numbers for the upcoming fiscal year. City Manager and Finance Director finalize budget numbers. This many require additional meetings with Department Heads as necessary.

March 19 - 6:00 PM

General meeting of the Budget Committee to get information on the CIP and long-range planning.

April 2

Post on website Legal Notice of Budget Committee meeting on April 16 for the purpose of receiving the 2018-2019 proposed budget, and a public hearing to be held on May 21 on the proposed budget and state revenue sharing.

April 11

Publish Legal Notice of Budget Committee meeting on April 16 for the purpose of receiving the 2018-2019 proposed budget, and a public hearing to be held on May 21 on the proposed budget and state revenue sharing.

April 16 - 6:00 PM - General meeting of the Budget Committee.

1. Presiding officer is elected.
2. City Manager presents proposed budget and budget message.

April 23 - 5:30 PM

Budget Committee meeting to discuss department budget requests.

April 26 - 5:30 PM

Budget Committee meeting to discuss department budget requests.

May 4

Publish Legal Notice of Budget Committee meeting on May 21 for the purpose of holding a public hearing on the proposed FY 2018-2019 budget and state revenue sharing.

May 7 - 5:30 PM - Budget Committee meeting (If Needed)

May 21 (After 7 PM Council Meeting) General meeting of the Budget Committee.

1. Reports and recommendations are given and Budget Committee makes changes where necessary.
2. Public Hearing, to start no earlier than 7:15 p.m., on proposed budget and state revenue sharing.
3. The Budget Committee passes a motion recommending to the City Council a Budget for Fiscal Year 2018-2019 and approving an amount or rate of total property taxes to be certified for collection.

May 21

Last date for the Budget Committee to approve a recommended Budget.

May 30

Publish "Financial Summary and Notice of Budget Hearing" on June 4 and advertisement of Budget including summary budget statements.

June 4

Public Hearing – 7:00 p.m. in City Council Chambers on the recommended 2018-2019 Budget and proposed use of State Revenue Sharing funds.

June 18

City Council adopts a resolution making appropriations and levying property taxes and a resolution regarding receiving State Revenue Sharing Funds.

June 30

Certify Property Tax Levy to County Assessor.

INTRODUCTION

Budget Policy – Financial Control

Budgets are financial plans for future events. As better information becomes available, the budget may be amended within certain guidelines. As required by Oregon law, the City presents a balanced budget, one in which the resources equal the requirements in every fund, for each fiscal year.

Ordinary operating expenses are subdivided into (a) salaries and wages, (b) materials and services, (c) payment of principal and interest on bonds and other fixed charges, and (d) capital outlays (for new construction, new equipment, and all improvements of lasting character).

Budget Process

The budget, as presented in this document, is developed for each general fund major program or department and for each general fund program. For example, Community Development is a major program. Within Community Development are several programs including Aquatic Center, Facilities Maintenance, Building, and Planning all within the General Fund. Expenditures by category (as explained above) may not exceed the total major program budget for each of the four categories.

Annual budgets for all funds are adopted on the modified accrual basis of accounting which is consistent with Oregon Revised Statutes and the City's audited financial statements. Amendments made to the budget are also done according to requirements set forth by the State of Oregon. The budget is adopted on a basis consistent with generally accepted accounting principles. The budget is amended through Council adoption of a resolution. If a supplemental budget is required, a public hearing is noticed and held per requirements set forth by the State of Oregon before the Council adopts a resolution approving the supplemental budget.

Budget amounts are reported as originally adopted. Budgeted expenditure appropriations lapse at fiscal year-end. Supplementary appropriations can be carried forward to the following year if approved by the City Council.

Encumbrances represent purchase commitments. Encumbrances outstanding at year-end are reported as reservations of fund balances, since they do not constitute expenditures or liabilities.

Basis of Budgeting

All of the funds are budgeted using the modified accrual basis of accounting in accordance with budgetary accounting practices. In modified accrual, revenues are recognized when they become measurable and available. Measurable means that the dollar value of the revenue is known. Available means that it is collectible within the current period, or soon enough after the end of the current period to pay off liabilities of the current period.

Significant revenues that are considered to be measurable and available under the modified accrual basis of accounting are property taxes and franchise fees received within approximately 60 days of the end of the fiscal year. Expenditures are recognized when the liability is incurred, except for interest on general long-term obligations which is recorded when due.

INTRODUCTION

Fiscal Policies

The City of Dallas is committed to responsible fiscal management through financial integrity, prudent stewardship of public assets, planning, accountability and transparency. The purpose of the Fiscal Policies is to enable the City to achieve and maintain a long-term stable and positive financial condition. These policies are adopted by Council as the basic framework for overall financial management of the City, to guide day-to-day and long-range fiscal planning and decision making.

The City of Dallas's financial goals seek to:

- Ensure the financial integrity of the City.
- Improve financial information for decision makers at all levels.
- Assist policy makers as they contemplate long-term City decisions.
- Guide department managers as they implement policy on a day to day basis.
- Demonstrate a sense of accountability into the financial operation of the City.
- Provide the financial stability needed to navigate through economic downturns.
- Fully comply with finance related legal mandates, laws and regulations

To achieve these goals, fiscal policies generally cover areas of revenue management, operating and capital budgeting, financial planning and forecasting, investment and asset management, debt management, accounting and financial reporting, reserves and internal controls.

Fiscal Objectives

Revenue Policy

1. The City will maximize the use of service users' charges in lieu of taxes and subsidies from other City funds, for services that can be identified and where costs are directly related to the level of service provided.
2. Charges for providing utility services shall be sufficient to finance all operating, capital outlay and debt service expenses of the City's enterprise funds (street, sewer, water, stormwater), including planning, operating contingency, reserve and future expansion/upgrade requirements.
3. User charges shall fund 100% of the direct cost of development review and building activities. User charges include land use, engineering inspection, building permit and building inspection fees.
4. Charges for services shall accurately reflect the actual cost of providing a specific service. The cost of providing specific services shall be recalculated periodically, and the fee adjusted accordingly. The City shall maintain a current schedule of fees, showing when the fees were last reviewed and/or recalculated and systematically review user fees and charges to take into account the effects of additional service costs and inflation.
5. The City shall pursue an aggressive policy of collecting delinquent accounts. When necessary, discontinuing service, small claims court, collection agencies, foreclosure, liens and other methods of collection, such as imposing penalties, collection and late charges, may be used.
6. System development charges shall be established to fund the costs of improvements and/or upgrades to service additional increments to growth, such as street, stormwater, water, sewer, and parks and recreation facilities.

INTRODUCTION

Operating Budget Policy

1. The City shall prepare, present, adopt and amend its annual operating budget(s) in accordance with Oregon Budget Law.
2. The City shall maintain a budget system to monitor expenditures and revenues on a monthly basis, with a thorough analysis and adjustment (if required) at least at mid-year.
3. The City shall not adopt an operating budget that is greater than the amount of resources available to fund it. Current operating resources will be sufficient to support current operating expenditures, reimbursement transfers, reserves, unappropriated balances and contingencies.
4. Annual recurring revenues (including interfund reimbursement charges) of the General and Enterprise Funds shall not be less than annual recurring operating expenditures (total annual budget, minus capital outlay, equity transfers, reserves, appropriated balances and contingencies).
5. Unless otherwise authorized by City Council, General Fund and other unrestricted revenues shall not be earmarked for specific programs, activities or services.
6. Long-term debt or bond financing shall only be used for the acquisition of capital improvement projects or specialized equipment. Long-term debt or bond financing shall not be used to finance current operating expenditures.

Expenditure Control Policy

1. Expenditures will be regulated through appropriate internal controls and procedures administered by the City Manager. The City Manager must ensure expenditures comply with the legally adopted budget. Each Department Head will be accountable for the administration of his/her department budget to include accomplishing the goals and objectives incorporated into the budget and monitoring his/her department budget for compliance with spending limitations.
2. All purchases of goods and services must comply with the City's Purchasing Policies, guidelines and procedures and with State laws and regulations.
3. Before the City purchases any major asset or undertakes any operating or capital arrangements that create fixed costs or ongoing operational expenses, the implications of such purchases or arrangements will be fully determined for current and future years.
4. The City will make every effort to control expenditures to ensure City services and programs provided to its citizens and taxpayers are cost effective and efficient.

Capital Improvement Policy

1. Annually, the City shall adopt a 5-year Capital Improvement Plan (CIP). The document shall provide details on each capital project plan; its estimated costs, sources of financing and a full description, including a detailed statement identifying: (a) the needs, conditions and circumstances that have caused the project's creation and (b) the expected results if the project is approved and implemented.
2. Operating expenditures shall be programmed into each capital project plan, including the cost of implementing the plan and all continuing labor, operating and capital outlay costs.

INTRODUCTION

Accounting Policy

1. The City shall establish and maintain its accounting systems according to generally accepted accounting practices and shall adhere to generally accepted accounting principles and standards promulgated by the Government Finance Officers Association (GFOA), Government Accounting Standards Board (GASB) and the Financial Accounting Standards Board (FASB).
2. An annual audit shall be performed by an independent public accounting firm, which will issue an official opinion on the annual financial statements, along with a management letter identifying areas needing improvement, if necessary.
3. Full disclosure shall be provided in the financial statements and bond representations.
4. A system of internal controls and procedures will be maintained to provide reasonable assurance of the safeguarding of assets and proper recording of financial transactions and compliance with applicable laws and regulations.
5. Quarterly financial reports showing the current status of revenues and expenditures shall be prepared and distributed to the Council in a timely manner and made available for public inspection.

Debt Policy

1. Capital projects financed through the issuance of bonds shall not be financed for a period which (a) exceeds the expected useful life of the project and (b) is less than 30% of the expected useful life of the improvements.
2. The City shall use the most prudent methods of acquiring capital outlay items, including the use of lease purchase agreements.
3. The City shall maintain its bond rating at the highest level fiscally prudent, so that future borrowing costs are minimized and access to the credit market is preserved.
4. No debt shall be issued for which the City is not confident that a sufficient specifically identified revenue source is available for repayment. The Finance Director shall prepare an analysis of the source of repayment prior to issuance of any debt.

Reserve Policy

1. The City shall strive to maintain an unappropriated reserve in all Funds that is at least 10% of the operating budget (excluding debt service, capital outlay, equity transfers, reserves and interfund transfer reimbursement revenues).
2. The City shall establish a contingency fund to provide for unanticipated expenditures of a nonrecurring nature to meet unexpected increases in service delivery costs.

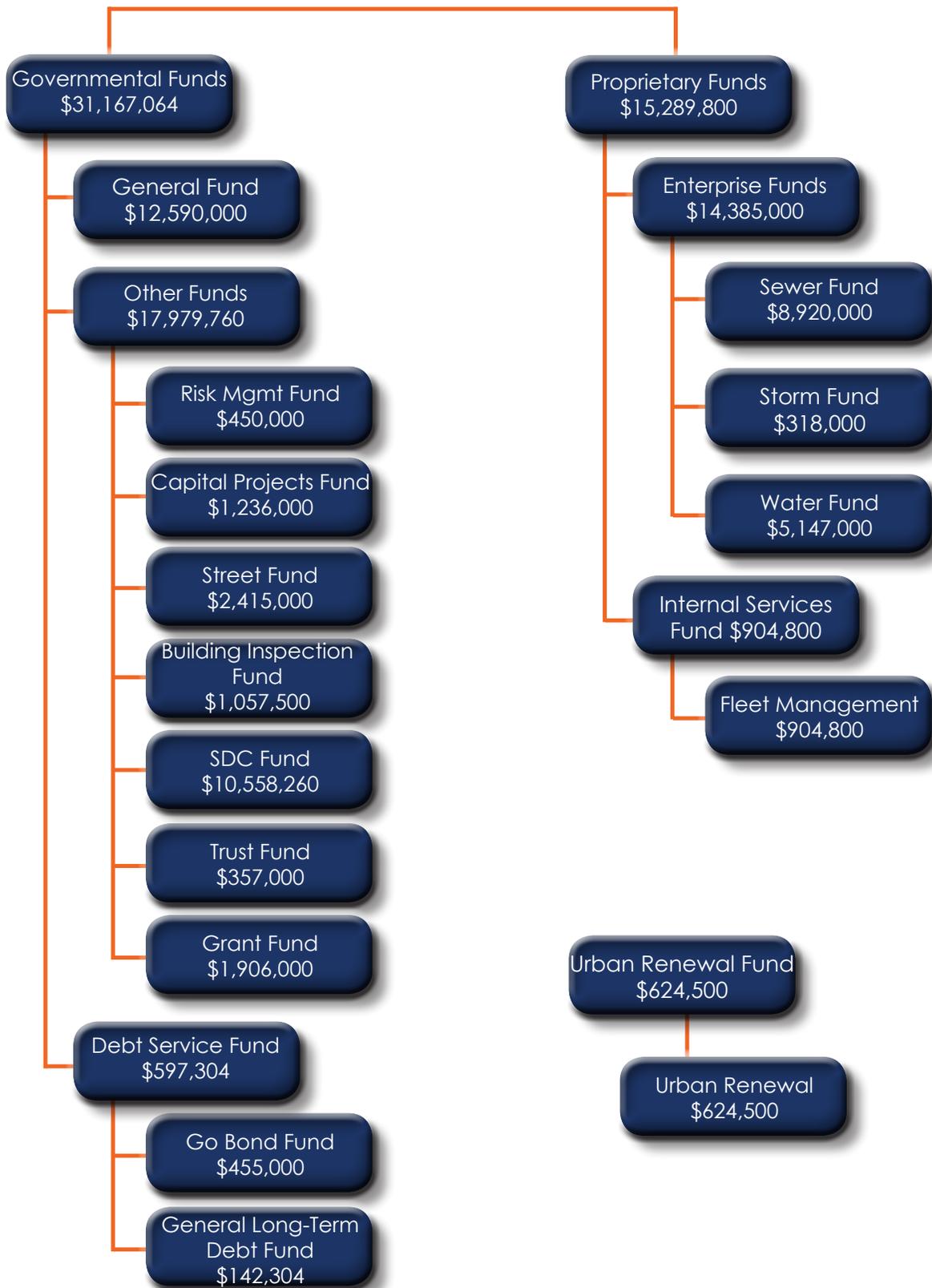
Management of Fiscal Policy

Fiscal procedures and policies and changes in policies shall be approved by the City Council. The City Manager shall recommend fiscal policy and changes in policy to the City Council. The City Council's Administrative Committee shall conduct an annual review of the City's fiscal policies. The City Manager shall implement fiscal policies and monitor compliance.

The Council adopted the current Fiscal Policies on March 15, 2010.

INTRODUCTION

Fund Organizational Structure



INTRODUCTION

Annual Budget Breakdown

Fiscal Year 2018-2019 Budget \$46,456,864				
Governmental Funds \$31,167,064			Proprietary Funds \$15,289,800	
General Fund \$12,590,000	Other Funds \$17,979,760	Debt Service Fund \$597,304	Enterprise Funds \$14,385,000	Internal Services Fund \$904,800
Administration City Council City Attorney Human Resources Library Parks Finance Municipal Court Fire and EMS Police Aquatic Center Planning Facilities	Capital Projects Fund Street Fund Building Inspection Fund Systems Development Fund Trust Fund Grant Fund Risk Management	General Obligation Fund General Long-Term Debt Fund	Sewer Fund Stormwater Fund Water Fund	Fleet Management Fund

Department Fund Matrix

	Admin	Library	Finance	Parks	Police	Fire & EMS	Planning & Building	Public Works
General Fund	✓	✓	✓	✓	✓	✓	✓	✓
Risk Management Fund	✓	✓	✓	✓	✓	✓	✓	✓
Capital Projects Fund	✓	✓	✓	✓	✓	✓	✓	
Street Fund								✓
Building Inspections Fund							✓	
SDC Fund				✓				✓
Trust Fund	✓	✓	✓	✓	✓	✓	✓	
Grant Fund	✓			✓	✓	✓		✓
General Obligation Fund			✓					
General Long-Term Debt Fund			✓					
Sewer Fund								✓
Water Fund								✓
Fleet Mgmt Fund								✓
Stormwater Fund								✓

INTRODUCTION

Fund Descriptions

Governmental Funds

Major Funds

General Fund

The General Fund is the City's primary operation fund. It accounts for all the financial operations of the City except those required to be accounted for in another fund. Principal sources of revenues are property taxes, charges for services and licenses.

System Development Fund

The System Development Fund accounts for construction of oversize sewers, over-wide streets, water mains and other related needs.

Street Fund

The Street Fund accounts for state highway apportionment, federal funds, and grants, which are restricted to road maintenance.

Grants Fund

The Grants Fund account for major grants to the City.

Non-Major Funds

Capital Projects Fund

This fund accounts for capital projects associated with the General Fund.

Special Revenue Funds

These funds account for revenue derived from specific taxes or other earmarked revenue sources, which are legally restricted to expenditures for specified purposes. Funds included in this category are:

Building Inspection Fund

The Building Inspection Fund accounts for funds dedicated to building inspection purposes.

Trust/Reserve Fund

The Trust/Reserve Fund accounts for funds dedicated to specific purposes.

Urban Renewal Fund

The Urban Renewal Fund accounts for the City's urban renewal activities.

Debt Service Funds

These funds are used to account for revenues and expenditures related to the servicing of long-term debt:

General Obligation Bond Fund

The General Obligation Bond Fund is used to account for the resources and payments of long-term debt.

General Debt Fund

The General Debt Fund was established to pay principal and interest on the City's PERS pension obligation bonds.

INTRODUCTION

Proprietary Funds

These funds are used to account for operations that are financed and operated in a manner similar to private business enterprises. The intent of the governing body is that the costs of providing the services to the general public on a continuing basis be financed primarily through user charges.

Enterprise Funds

These funds are used to account for operations that are financed and operated in a manner similar to private business enterprises. The intent of the governing body is that the costs of providing the services to the general public on a continuing basis be financed primarily through user charges.

Sewer Fund

The Sewer Fund accounts for sewer operations of the City's sewer utility.

Water Fund

The Water Fund accounts for the operation of the City's water department.

Stormwater Fund

The Stormwater Fund accounts for the operation of the City's stormwater utility.

Internal Service Funds

These funds are used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the government and to other government units, on a cost reimbursement basis.

Fleet Management Fund

The Fleet Management Fund is used to account for equipment rentals and services to other funds of the City.



INTRODUCTION

2018-19 Budget Summary – All Funds

Beginning Fund Balances

	Actual 2015-16	Actual 2016-17	Amended 2017-18	Proposed 2018-19
General Fund	1,963,726	2,154,842	2,002,415	1,725,000
Risk Management Fund	0	0	105,000	100,000
Capital Projects Fund	130,902	445,995	234,497	150,000
Street Fund	792,298	1,182,188	1,127,774	1,100,000
Building Inspection Fund	0	0	217,739	380,000
Street SDC	146,822	348,338	424,671	540,000
Park SDC	314,735	502,392	658,154	825,000
Water SDC	385,691	845,342	1,180,000	1,580,000
Sewer SDC	4,016,269	4,662,226	4,678,404	5,180,000
Stormwater SDC	35,762	150,580	193,326	285,000
Trust Fund	108,813	174,749	166,342	196,500
Grant Fund	(168,004)	(2,925)	(381,628)	3,000
Gen. Obligation Bond Fund	381,151	371,724	361,719	350,000
Fleet Management Fund	241,875	331,205	425,000	390,000
Sewer Fund	1,158,464	913,847	902,515	1,050,000
Stormwater Fund	0	80,566	109,252	110,000
Water Fund	1,138,294	1,007,130	1,669,333	2,380,000

Staffing by Fund(full-time equivalents)

	2015-16	2016-17	2017-18	2018-19
General Fund	74.25	80.37	82.99	84.18
Street Fund	2.90	3.15	2.70	2.75
Building Inspections	2.10	2.23	3.23	3.23
Fleet Fund	2.10	2.10	2.10	2.10
Sewer Fund	5.25	5.87	5.87	6.05
Stormwater Fund	0.95	1.30	1.30	1.40
Water Fund	4.27	4.38	5.92	7.95
TOTAL	91.82	99.40	104.11	107.66

INTRODUCTION

All Funds Revenues

	Actual 2015-16	Actual 2016-17	Amended 2017-18	Adopted 2018-19
Property Taxes	4,313,102	4,296,929	4,540,000	4,305,000
Other Agency Shared Taxes	1,397,919	1,454,755	1,457,800	1,753,400
State and Federal Grants	715,196	137,335	3,373,812	2,053,000
User Fees	10,743,515	10,328,341	11,282,191	12,409,200
Franchise Fees	1,116,780	1,185,056	1,228,000	1,417,000
Interest Earned	72,092	130,847	100,000	183,000
Reimbursements and Transfers	2,241,818	2,602,592	2,785,275	2,346,589
Trust Deposits	176,657	146,596	172,000	160,500
Other	1,952,311	1,516,864	2,879,500	5,431,000
Beginning Balance	10,646,799	13,168,200	14,073,513	16,398,175
TOTAL	33,376,188	34,967,515	41,892,091	46,456,864

All Funds Expenditures

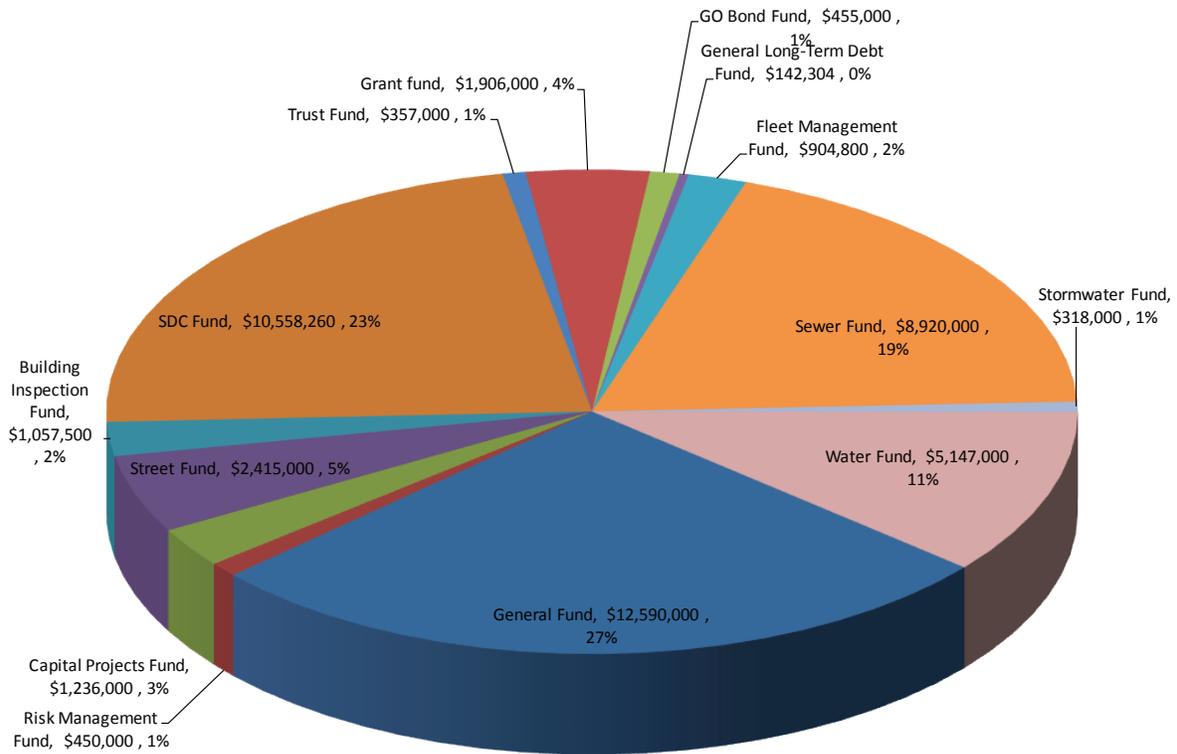
	Actual 2015-16	Actual 2016-17	Amended 2017-18	Adopted 2018-19
Personnel Services	7,489,657	8,320,295	9,371,278	10,121,000
Materials & Services	3,878,047	5,041,601	5,745,342	5,721,550
Capital Outlay	2,067,064	3,550,896	13,224,078	18,928,860
Debt Service	1,882,463	2,099,952	2,357,716	2,666,136
Contingency	0	0	3,432,203	5,111,693
Intra-fund Transfers	1,691,540	2,473,177	2,863,329	2,389,285
Unappropriated Fund Balance	0	0	2,190,854	1,518,340
TOTAL	17,008,772	20,183,904	39,184,800	46,456,864



INTRODUCTION

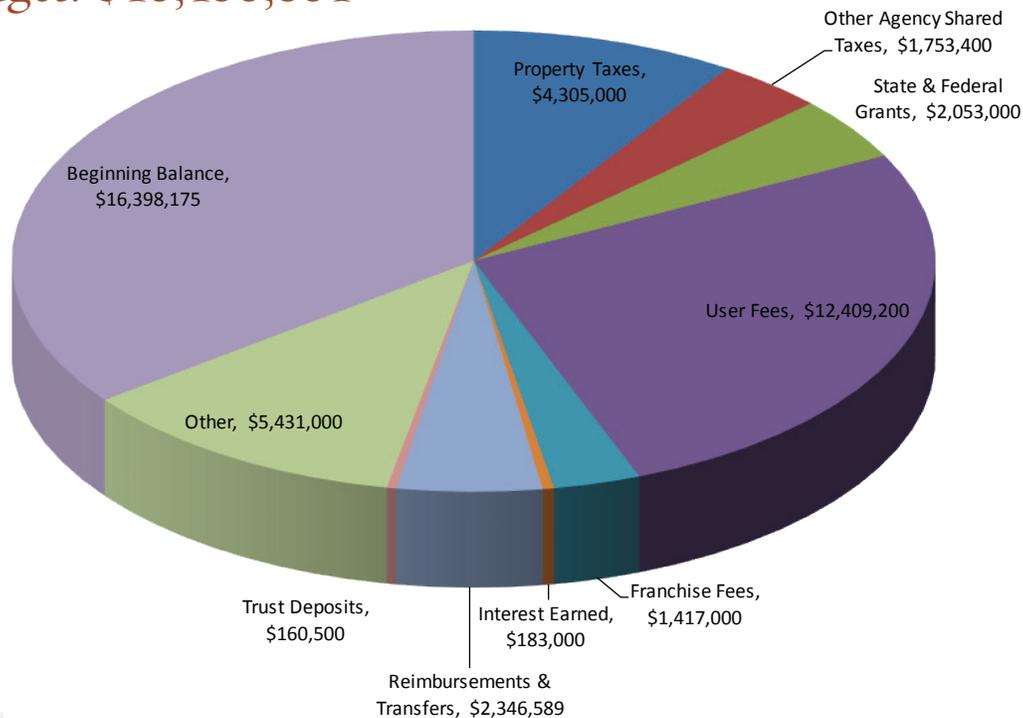
FY 2018-19 Budget Breakdown by Fund

Total Budget: \$46,456,864



FY 2018-19 Revenue Sources

Total Budget: \$46,456,864



INTRODUCTION

Long Range Financial Plan Fiscal Years 2016-17 through 2021-22

The Long Range Financial Plan is a financial planning tool that provides information and analysis on the long-term fiscal health of the City of Dallas. The Plan was developed by conducting financial forecasting, which is a process where assumptions based on external economic factors, historical data, and service levels are evaluated to project future revenues and expenditures.

Included in this Plan are three-year forecasts for the following six major operational funds:

- General Fund
- Street Fund
- Fleet Management Fund
- Water Fund
- Sewer Fund
- Stormwater Fund

There are many organizational benefits to producing a financial forecast. Financial forecasts help with the budget development process by assisting the City anticipate budgetary shortfalls, and by promoting long-term strategic thinking. Additionally, forecasts are effective communication tools that help promote civic engagement, financial transparency, and public financial education.

It is important to note that the Long Range Financial Plan is not a budget. The figures presented in the forecast are estimates, and are subject to change as new information becomes available.

The following lists the key revenue and expenditure assumptions used to generate the forecasts, and the basis of their application.

Key Revenue Assumptions

Property Taxes – The Polk County Assessor determines the amount the City may levy in property taxes. However, property tax assessments may not grow more than 3%, annually, due to the restrictions of Measure 5 and 50. The forecast assumes that property tax revenue will grow 5.0% throughout the forecast period. This assumption takes into account new construction within City limits.

Charges for Service – Fees and charges are collected by the City to provide services in planning, ambulance services, the Dallas Aquatic Center, and recreation. Based on prior performance, these sources of revenue combined are expected to grow at a 3% annual rate throughout the forecast period.

Franchise Fees – The City contracts with private companies to provide citizens with electric, solid waste, internet, phone, and cable services. In exchange for gaining access to the public right-of-way, the companies pay franchise fees to the City. These sources of revenues combined are projected to increase at a 5% annual rate, based on the contractual agreements.

State Shared Revenue – The League of Oregon Cities provides estimates of expected revenue generated from the collection of the State Gas Tax, cigarette, and liquor sales. Per capita distribution of these revenue sources are based on population estimates provided by Portland State University's Center for Population Research. To project the revenue received from these sources, the forecast applies the League's revenue estimates to population estimates provided by PSU. Additionally, in order to account for future population growth, the forecast applies a 1% annual increase in population. This assumption is based on historical local growth trends in Dallas.

INTRODUCTION

State and Federal Highway Reimbursements – The revenue projections from Federal Highway reimbursements are based on future revenue from HB2017. In 2017, the Oregon Legislature approved a comprehensive transportation funding package (HB 2017). The package included a 10-cent gas tax increase over a seven-year period, coupled with a 53 percent increase in the weight-mile tax. Registration fees will gradually increase, along with a graduated title fee increase. These revenues help pay for the preservation and maintenance of existing streets and roads within cities. Using a melded computation of the various increases over time, cities will receive approximately 16 percent of the Highway Trust Fund.

Water and Sewer Utilities – In February 2017, the Dallas City Council adopted rate policies for the sale of water and sewer utilities. The policy holds that the City shall adjust utility rates every February at 4.31% for Water and 2.75% for Sewer. Therefore, the forecast assumes that revenue from water and sewer utilities will increase by the above rates.

Stormwater Utility – The forecast assumes no rate increase to the Stormwater throughout the forecast period.

Key Expenditure Assumptions

Staffing Levels – The forecast assumes that staffing levels will remain status-quo throughout the forecast period.

Personnel Services – Employee salaries and fringe benefits are the two components that account for personnel service expenditures. The forecast assumes that salaries will increase 2%, annually, based on cost of living adjustments. Fringe benefits, which include PERS payments, employee health insurance, and workers' compensation coverage, are projected to increase at a combined annual rate of 8% throughout the forecast period.

Impact of PERS Reform Legislation – PERS reform discussions has continued in each Legislative session with no solution. Lower assumed investment returns have impacted the costs of PERS contributions. The forecast includes a 10% increase the next biennium in FY 2019-20.

Materials and Services – The forecast assumes that materials and services will increase 3%, annually, to keep pace with inflation. The exception to this assumption is the Dallas Aquatic Center, which is projected to see a 5% annual materials and services increase. This exception is due to the Aquatic Center's historical expenditure levels.

Capital Improvements – Projects scheduled in the Capital Improvement Plan (CIP) are built in to the forecast projections. However, the need for capital improvements can exceed available resources. This indicates that the City Council may need to determine in the future if the CIP should be reduced, or if new sources of revenue should be considered.

Debt Service – The forecast uses estimates based on amortization schedules for outstanding debt issues.

Summary

The Long Range Financial Plan does not account for the 20-Year Facilities Plan included later in this budget document. Funding sources for these improvements have not been determined at this time.

INTRODUCTION

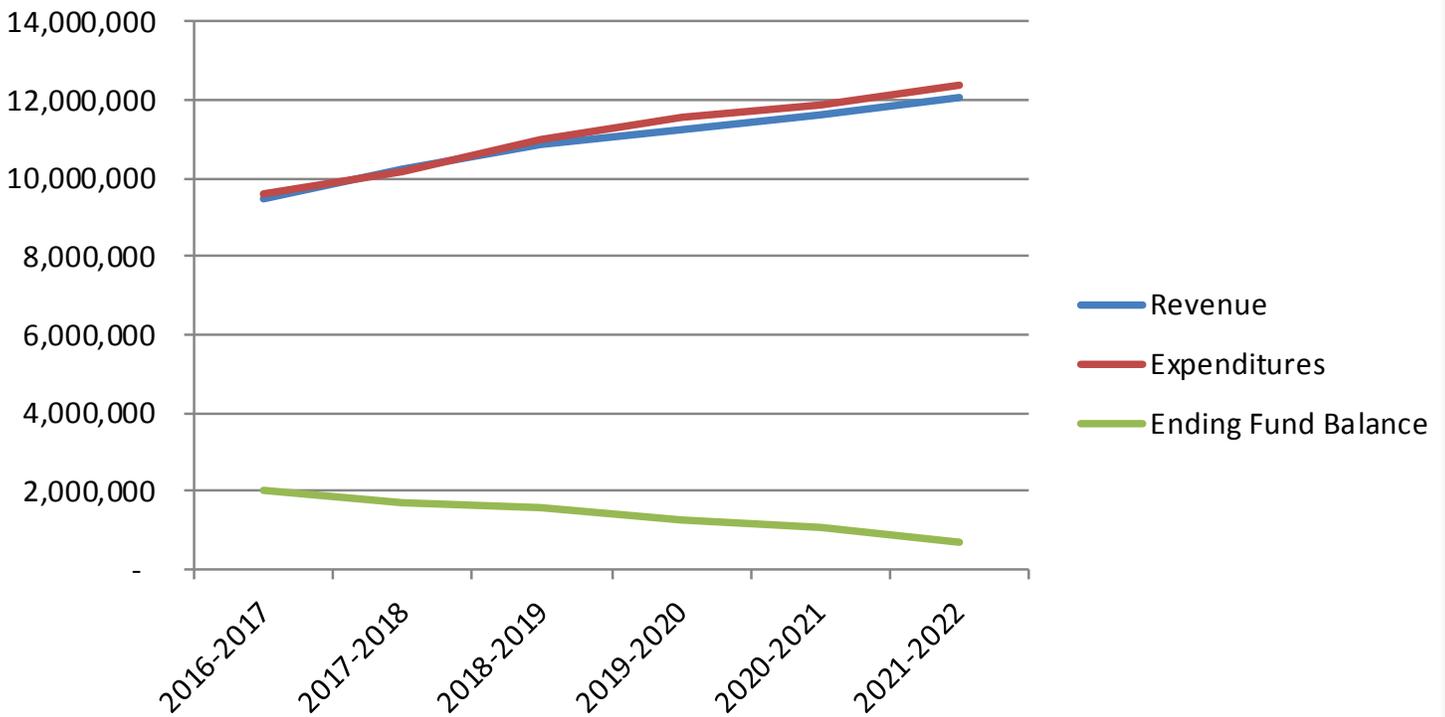
General Fund

	Actual	Amended	Budgeted	Forecast	Forecast	Forecast	Forecast
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Revenue							
Property Tax	3,782,975	3,980,000	4,200,000	4,367,000	4,540,650	4,721,215	4,908,971
Franchise Fees	1,182,056	1,250,500	1,417,000	1,485,850	1,558,143	1,634,050	1,713,752
Licenses and Permits	2,130	2,000	2,200	2,300	2,300	2,300	2,300
Intergovernmental	672,016	850,137	1,035,400	1,080,900	1,130,950	1,186,005	1,246,566
Charges for Service	2,064,003	2,182,000	2,365,000	2,437,250	2,511,763	2,588,610	2,667,868
Fines and Forfeitures	298,642	335,500	343,000	359,700	377,235	395,647	414,979
Reimbursements	1,295,198	1,336,400	1,302,400	1,290,174	1,303,076	1,316,106	1,329,268
Other	173,776	270,000	200,000	209,000	218,420	228,280	238,601
Total Revenue	9,470,795	10,206,537	10,865,000	11,232,174	11,642,536	12,072,213	12,522,305
Expenditures							
Personnel Services	6,445,114	7,039,000	7,624,000	7,996,320	8,251,211	8,669,138	8,951,188
Materials and Services	2,255,784	2,351,500	2,670,950	2,757,351	2,846,657	2,938,971	3,034,401
Debt Service	131,191	131,203	166,525	166,395	166,395	166,395	166,395
Transfer to Other Funds	243,732	221,969	201,885	186,300	186,300	186,300	186,300
Non-Departmental Transfs.	200,000	255,940	13,000	100,000	100,000	100,000	100,000
Total Expenditures	9,625,820	10,182,612	11,005,360	11,531,426	11,879,642	12,396,716	12,778,667
Beginning Fund Balance	2,154,842	2,002,615	1,725,000	1,584,640	1,285,389	1,048,282	723,779
Ending Fund Balance	2,002,615	1,725,000	1,584,640	1,285,389	1,048,282	723,779	467,417
Net increase (decrease) in Fund Balance	(152,227)	(277,615)	(140,360)	(299,252)	(237,106)	(324,503)	-



INTRODUCTION

General Fund



General Fund Operating Position:

The General Fund forecast reflects that revenues and expenditures will stay comparable in the forecast period. This will only occur with a minimal increase in service levels. At current service levels, the beginning fund balance is projected to decline from \$1,725,000 in FY 2018-19, to \$723,000 by FY 2021-22, a 58 percent decline. The largest category of cost increases to the General Fund is personnel services, which is projected to see an increase of \$1,045,000 between FY 2018-19, and FY 2021-22.

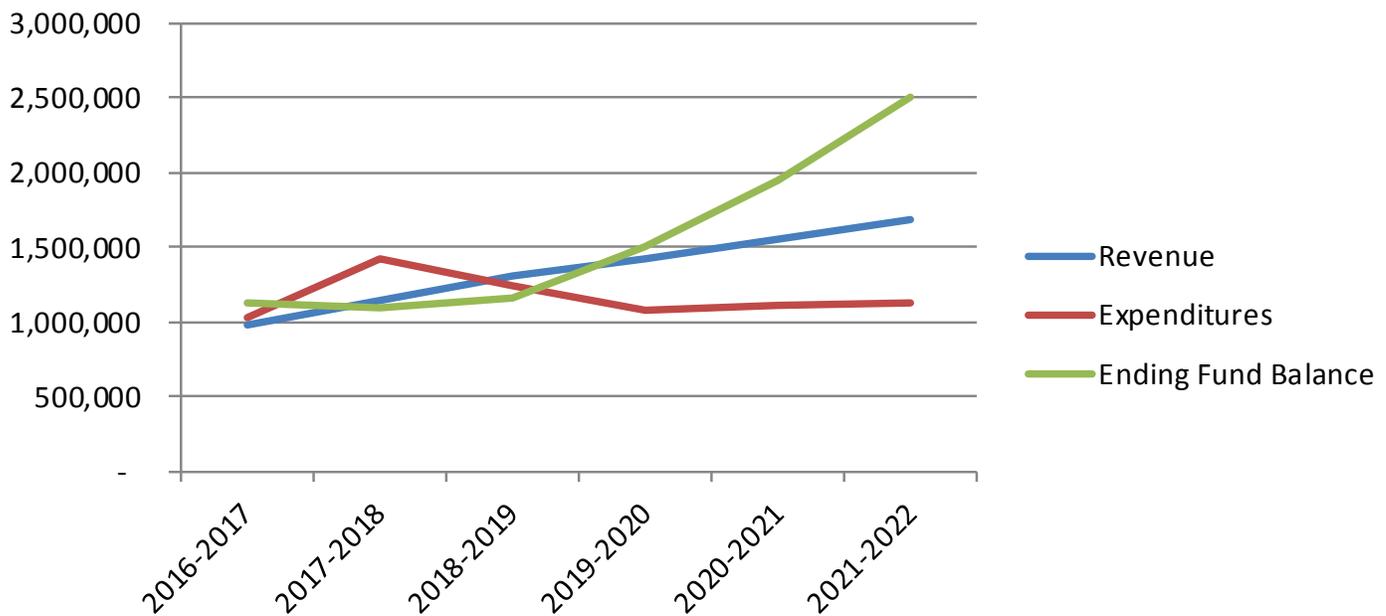
The General Fund pays for projects scheduled in the Capital Improvement Plan (CIP) in the form of non-departmental transfers. The forecast assumes that the General Fund will transfer approximately \$13,000 in 2018-19 and increase to \$100,000 from 2019-20 through FY 2021-22. Projects in the CIP are for public safety, parks, and administration services. Funding these projects will become increasingly difficult if our assumptions hold, and there will likely be continued deferred maintenance and potential capital expenditure reductions to keep the fund balance from depleting further.



INTRODUCTION

Street Fund

	Actual	Amended	Budgeted	Forecast	Forecast	Forecast
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Revenue						
State Highway Approp.	910,096	880,000	1,100,000	1,210,000	1,331,000	1,464,100
Federal Money Reimb.	-	150,000	150,000	150,000	150,000	150,000
Interest on Investments	24,041	20,000	25,000	25,500	26,010	26,530
Miscellaneous	41,945	35,000	40,000	40,800	41,208	41,620
Transfers	-	-	-	-	-	-
Total Revenue	976,082	1,145,000	1,315,000	1,426,300	1,548,218	1,682,250
Expenditures						
Personnel Services	302,491	316,000	325,000	341,820	352,866	371,856
Materials and Services	272,322	311,700	311,900	319,757	327,850	336,185
Capital Outlay	372,183	698,000	508,500	320,000	320,000	320,000
Transfers	83,500	99,800	103,350	103,946	104,559	105,191
Total Expenditures	1,030,496	1,425,500	1,248,750	1,085,523	1,105,275	1,133,232
Beginning Fund Balance	1,182,188	1,127,774	1,100,000	1,166,250	1,507,028	1,949,971
Ending Fund Balance	1,127,774	1,100,000	1,166,250	1,507,028	1,949,971	2,498,989
Net Increase (Decrease) in Fund Balance:	(54,414)	(27,774)	66,250	340,778	442,943	-



INTRODUCTION

Street Fund Operating Position:

The two major sources of revenue for the Street Fund are State and Federal Highway gas tax appropriations. The League of Oregon Cities provides projections for the State Gas Tax allocations (which include HB 2017), which are based on local populations. The State determines the amount of Federal Highway Trust Fund allocations.

The forecast shows a gradual increase due to the passage of HB 2017, a multiyear transportation package. At this time, the beginning fund balance is projecting an increase but will reflect a decline once street projects are determined.

Fleet Fund

	Actual	Amended	Budgeted	Forecast	Forecast	Forecast
Revenue:	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Gas and Oil Reimbursement	6,445	5,000	5,000	5,150	5,305	5,464
Fleet Total Care Program	418,000	418,000	420,000	420,000	420,000	420,000
Sale of Equipment	2,382	5,000	5,000	5,000	5,000	5,000
Reimbursed Services	69,350	60,000	40,000	41,200	42,436	43,709
Transfers	89,600	119,800	44,800	15,800	15,800	15,800
Total Revenue	585,777	607,800	514,800	487,150	488,541	489,973
Expenditures:						
Personnel Services	218,249	225,000	235,000	247,380	255,496	269,476
Materials and Services	187,347	178,200	174,200	179,426	184,809	190,353
Capital Outlay	-	90,000	119,000	25,000	-	-
Transfers	80,000	101,265	77,000	67,510	68,035	68,576
Total Expenditures	485,596	594,465	605,200	519,316	508,340	528,405
Beginning Fund Balance	331,205	431,389	390,000	299,600	267,434	247,635
Ending Fund Balance	431,389	390,000	299,600	267,434	247,635	209,202
Net Increase (Decrease) in Fund Balance	100,184	(41,389)	(90,400)	(32,166)	(19,799)	-

Fleet Fund Operating Position:

The Fleet Management Fund serves as an internal service fund, and has two main sources of revenue. The first is the Total Care Program, which is an internal vehicle repair program where funds are transferred from the General Fund and enterprise funds in exchange for the personnel, material, and capital costs associated with maintaining the City's fleet. The second source of revenue comes from intergovernmental agreements (IGAs) with local jurisdictions in exchange for the Fleet Division providing vehicle maintenance and repairs.

Throughout the forecast period, the Fleet Management Fund is projected to maintain reserve levels at current levels. An increase in demand for fleet services from the IGAs could result in higher than projected revenues, which are currently projected to remain flat.

INTRODUCTION

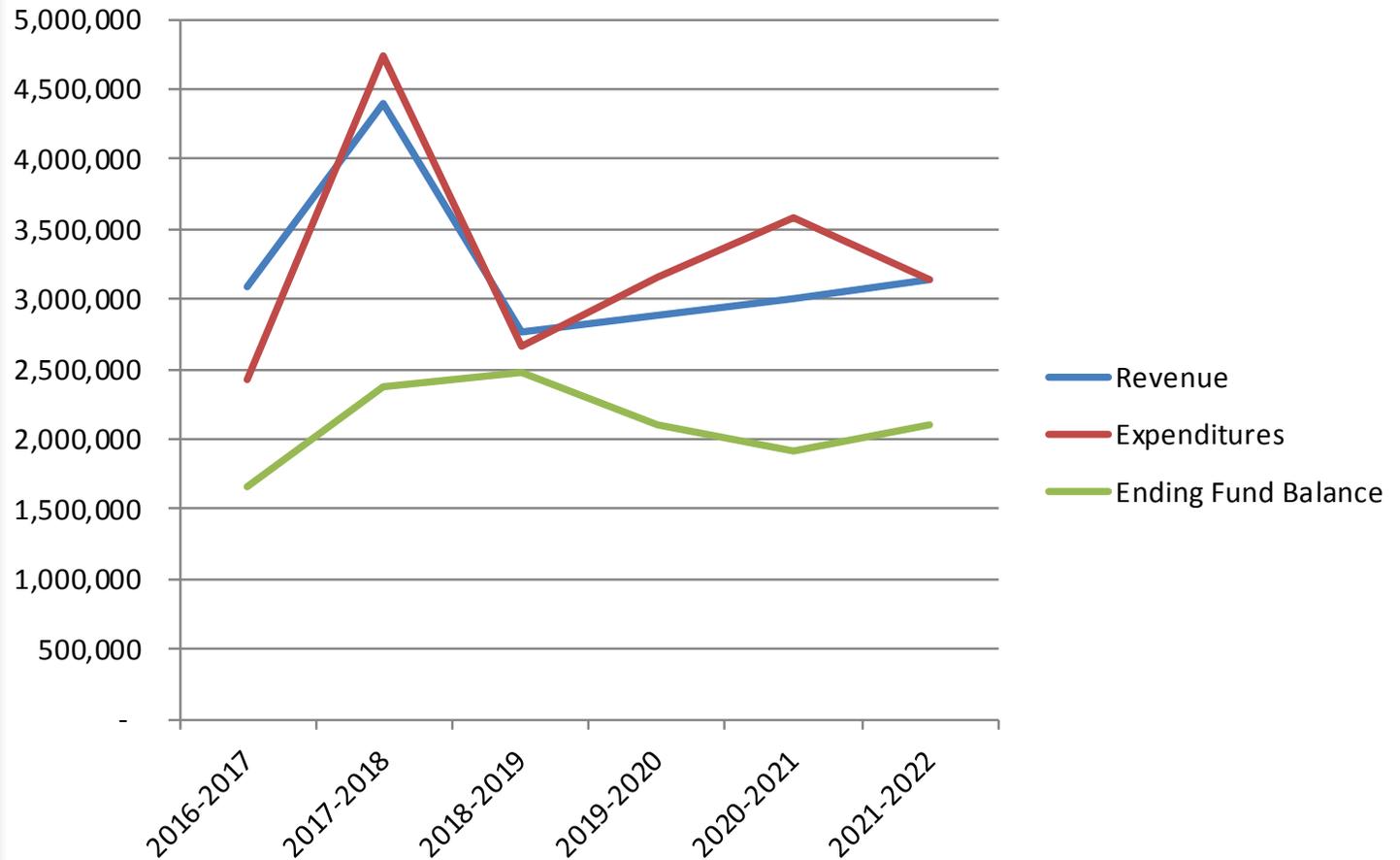
Water Fund

	Actual	Amended	Budgeted	Forecast	Forecast	Forecast
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Revenue						
Sale of Water	2,320,720	2,420,000	2,550,000	2,659,905	2,774,547	2,894,130
New Account Fees	12,760	10,000	12,000	10,000	10,000	10,000
Service Connections	44,830	35,000	50,000	52,155	54,403	56,748
Interest on Investments	41,016	30,000	70,000	73,017	76,164	79,447
Miscellaneous	98,870	85,000	85,000	88,664	92,485	96,471
Finance Proceeds	566,594	1,750,000	-	-	-	-
Total Revenue	3,084,788	4,390,000	2,767,000	2,883,741	3,007,599	3,136,795
Expenditures						
Personnel Services	412,456	455,000	708,000	743,960	767,714	808,278
Materials and Services	823,552	823,500	614,500	629,935	645,833	662,208
Capital Outlay	372,348	2,483,000	327,000	700,000	1,075,000	575,000
Debt service	369,229	500,117	539,928	606,572	606,264	606,750
Transfers	445,000	470,965	480,000	481,050	482,132	483,245
Total Expenditures	2,422,585	4,732,582	2,669,428	3,161,517	3,576,943	3,135,482
Beginning Fund Balance:	1,007,130	1,669,333	2,380,000	2,477,572	2,102,224	1,908,228
Ending Fund Balance	1,669,333	2,380,000	2,477,572	2,102,224	1,908,228	2,103,537
Net Increase (Decrease) in Fund Balance	662,203	710,667	710,667	97,572	(375,348)	-



INTRODUCTION

Water Fund



Water Fund Operating Position:

The Water Fund accounts for the City's water utility. The fund's primary source of revenue comes from the sale of water to customers. The forecast includes capital projects such as on-site generation of chlorine, Mercer Reservoir expansion and equipment upgrades. During the forecast period, revenue from the utility is projected to cover existing debt payments and operational expenditures, while maintaining fund balance.



INTRODUCTION

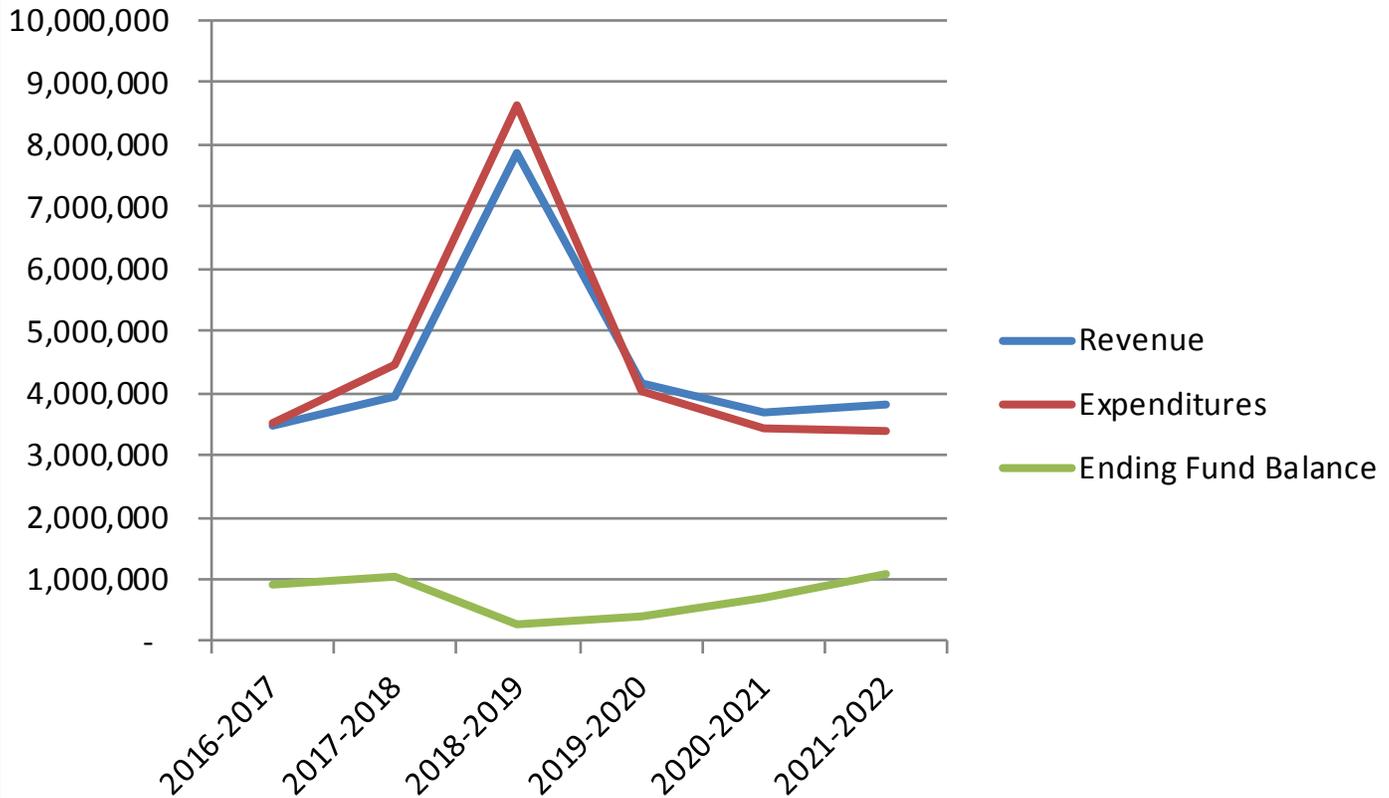
Sewer Fund

	Actual	Amended	Budgeted	Forecast	Forecast	Forecast
Revenue	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Sewer Service Charges	3,187,023	3,115,000	3,400,000	3,493,500	3,589,571	3,688,284
Interest on Investments	19,465	17,000	35,000	35,963	36,951	37,968
Miscellaneous	94,131	75,000	75,000	77,063	79,182	81,359
Finance Proceeds	192,561	670,000	4,360,000	546,364	-	-
Total Revenue:	3,493,180	3,937,000	7,870,000	4,152,889	3,705,704	3,807,611
Expenditures						
Personnel Services	557,156	590,000	630,000	662,400	683,745	720,308
Materials and Services	1,097,368	1,121,000	1,151,500	1,182,295	1,214,014	1,246,684
Capital Outlay	372,466	963,000	4,913,000	520,000	775,000	675,000
Debt service	926,522	1,163,169	1,352,402	1,055,342	143,587	144,193
Transfers	551,000	599,465	601,000	602,500	604,045	605,636
Total Expenditures:	3,504,513	4,436,634	8,647,902	4,022,537	3,420,391	3,391,822
Beginning Fund Balance	913,847	902,515	1,050,000	272,098	402,450	687,764
Ending Fund Balance	902,515	1,050,000	272,098	402,450	687,764	1,103,554
Net Increase (Decrease) in Fund Balance	(11,333)	147,485	(777,902)	130,352	285,314	-



INTRODUCTION

Sewer Fund



Sewer Fund Operating Position:

The Sewer Fund accounts for the city's sewer utility. The fund's primary source of revenue comes from sewer service charges paid by ratepayers. In Fiscal Year 2018-2019, the Sewer Fund will issue \$4,360,000 in revenue bonds that will finance the reclaimed water project and various I&I projects.

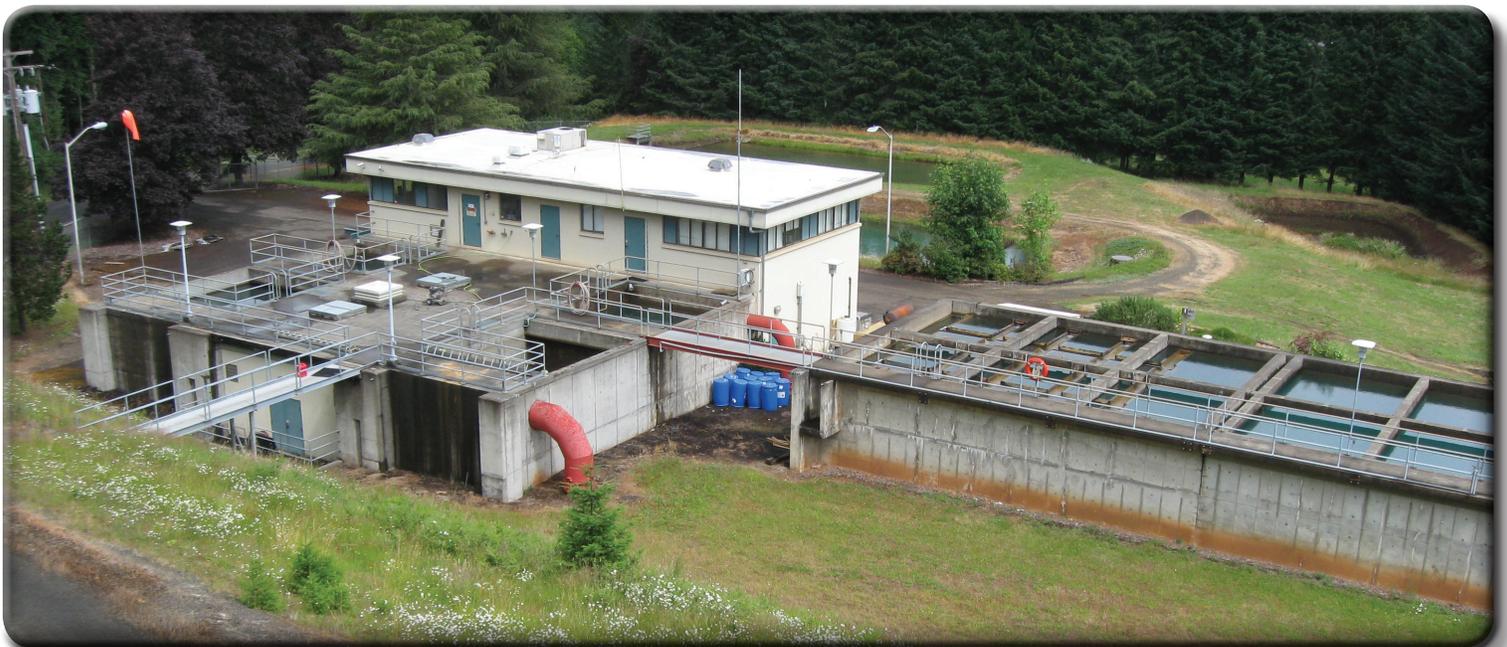
During the course of the forecast period, debt service payments plus additional capital improvements will cause annual reductions to the fund's reserves, resulting in an ending fund balance of \$272,000 by FY 2018-19, if assumptions hold. However, the upcoming retirement of the 2011 series Full Faith and Credit bonds in Fiscal Year 2019-20 will reduce the Sewer Fund's debt obligations, therefore allowing for growth in fund balance.



INTRODUCTION

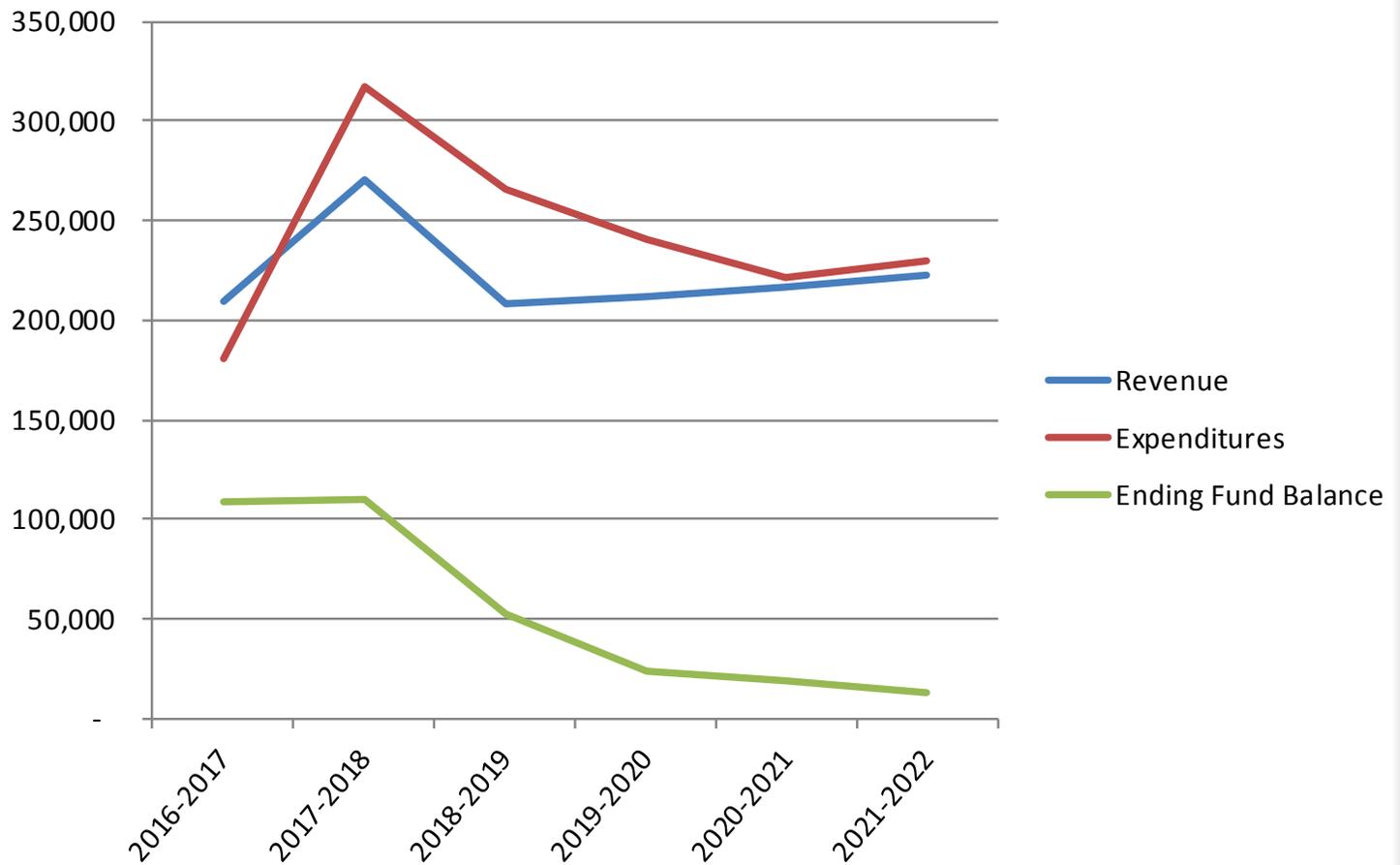
Stormwater Fund

	Actual	Amended	Budgeted	Forecast	Forecast	Forecast
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Revenue						
Storm Service Charge	200,049	200,000	200,000	204,000	208,080	214,322
Interest on Investments	1,991	3,000	3,000	3,090	3,183	3,278
Miscellaneous	7,174	7,500	5,000	5,150	5,305	5,464
Transfers	-	60,000	-	-	-	-
Total Revenue:	209,214	270,500	208,000	212,240	216,567	223,064
Expenditures						
Personnel Services	95,229	110,000	107,000	112,900	116,253	121,753
Materials and Services	56,298	58,500	67,500	69,525	71,611	73,759
Capital Outlay	-	110,000	57,500	25,000	-	-
Debt service	-	-	-	-	-	-
Transfers	29,000	38,115	33,650	33,650	33,650	33,651
Total Expenditures:	180,527	316,615	265,650	241,075	221,514	229,163
Beginning Fund Balance:	80,566	109,252	110,000	52,350	23,515	18,568
Ending Fund Balance	109,252	110,000	52,350	23,515	18,568	12,470
Net Increase (decrease) in Fund Balance	28,687	748	(57,650)	(28,835)	(4,947)	-



INTRODUCTION

Stormwater Fund



Stormwater Fund Operating Position:

The Stormwater Fund was created in FY 2015-16 at the recommendation of the Storm Drainage Master Plan to account for the operating and capital expenditures associated with maintaining the City's stormwater system. The City's previous methodology was to account for all stormwater expenditures in Sewer Fund.

With the creation of this fund, the City began collecting storm service charges while reducing sewer charges in order to avoid increasing rates for the combined services. The Stormwater Master Plan will outline a rate structure for additional revenue to build reserves needed to complete capital improvement projects identified in the Stormwater Master Plan. The forecast does not include any new rate structure to cover future capital expenditures.



GENERAL FUND

GENERAL FUND

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* All General Fund Expenditure tables are now located after each department's page in the budget

GENERAL FUND

General Fund Budget Discussion



Funding Resources

Major General Fund resources include property taxes, franchise fees, state-shared revenue sources, and charges for services. Most of these revenues are unrestricted and can be used to fund any city service deemed appropriate by the Budget Committee and City Council.

GENERAL FUND

Revenue Trends and Assumptions

Property Taxes

The estimated 2018-19 collection of current property taxes for the General Fund will be \$4,100,000. Provisions of Ballot Measure 50 and subsequent legislation have combined to set the permanent tax rate for the City of Dallas at \$4.1954 per \$1,000 of assessed value. Ballot Measure 50 limits the annual increase in assessed value of each property to three percent. The increase is not automatic and can only increase as much as the real market value up to the three percent limit, which for 2018-19 is estimated to increase by 4.5 percent which allows 1.5 percent for growth. The collection rate is estimated to be 94.4 percent of the taxes levied.

Franchise Fees

Franchise Fees account for approximately 11% of the General Fund budget. It is projected that the 2018-19 level of actual receipts will slightly increase from FY 2017-18 actual receipts.

Licenses and Permits

A small resource, licenses is expected to continue to be \$3,200. Permits were moved to a new Building Inspections Fund beginning FY 2016-17.

Intergovernmental Revenues

For FY 2018-19, projections for Intergovernmental revenues will increase by 18% due to an increase in projected revenues from alcoholic beverage tax and an increase contract with Southwest Polk Rural Fire.

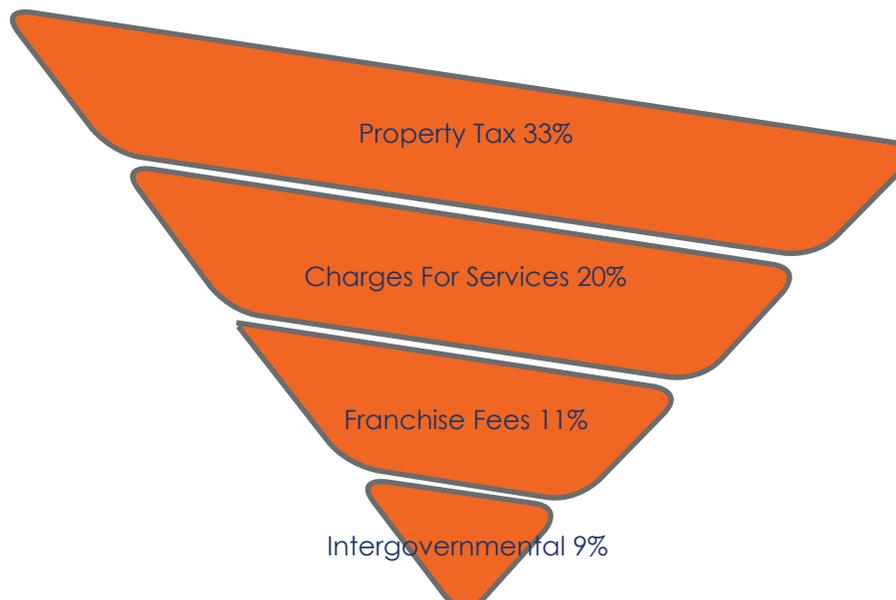
Municipal Court Fines

Municipal court fines are forecasted to decrease due to estimated FY 2017-18 actual receipts.

Charges for Services

Overall charges for services for 2018-19 are estimated to slightly increase by 4%. Notable increases is Aquatic Center Fees.

The following General Fund Major Revenue Sources represent 83% of total general fund revenues.



GENERAL FUND

General Fund Long-Range Financial Forecast 2019 - 2023

Key Assumptions:

- Personnel costs will continue to increase. A considerable increase in PERS will take effect in FY 2019-20.
- Minimal increase in program or operation service level.
- Change in staffing levels due to increase in service levels (1.30 FTE increase in 2019)

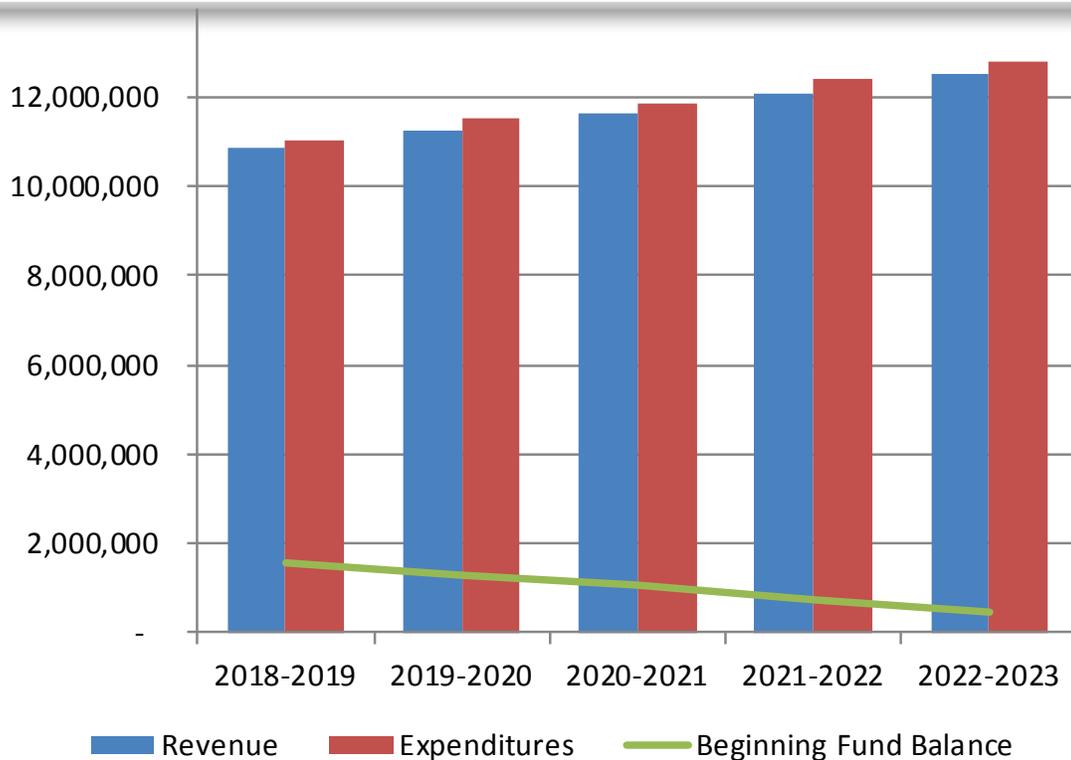
The General Fund Forecast is a tool used to make a projection about how much the City will spend and receive over the next five years and assist policy makers with developing strategies to meet future needs. The current forecast is a snapshot of what is known today and will be updated as new information becomes available.

Operating Position:

The forecast reflects a 5% growth to property tax which accounts for approximately 39% of general fund revenue. Minimal growth to other taxes and a combined 4% increase in charges for service is forecasted. Together these resources account for 53% of general fund revenue.

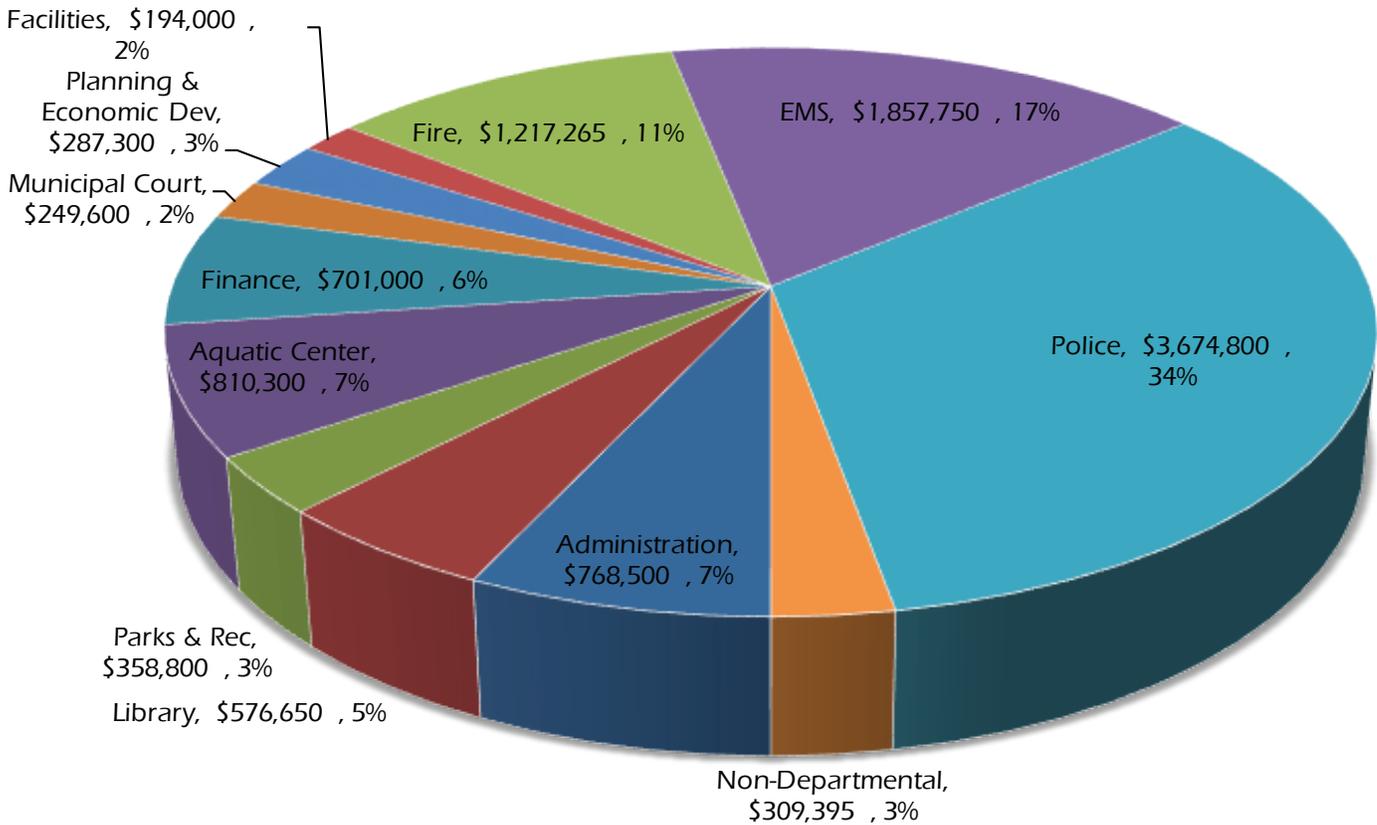
Over the next five years, a total of \$400,000 in capital projects is forecasted along with an approximate 15 percent increase in personnel costs due to forecasted increase to the PERS rate and health insurance costs.

The following chart demonstrates the relationship between revenues, expenditures, and the corresponding impact on the general fund reserve.

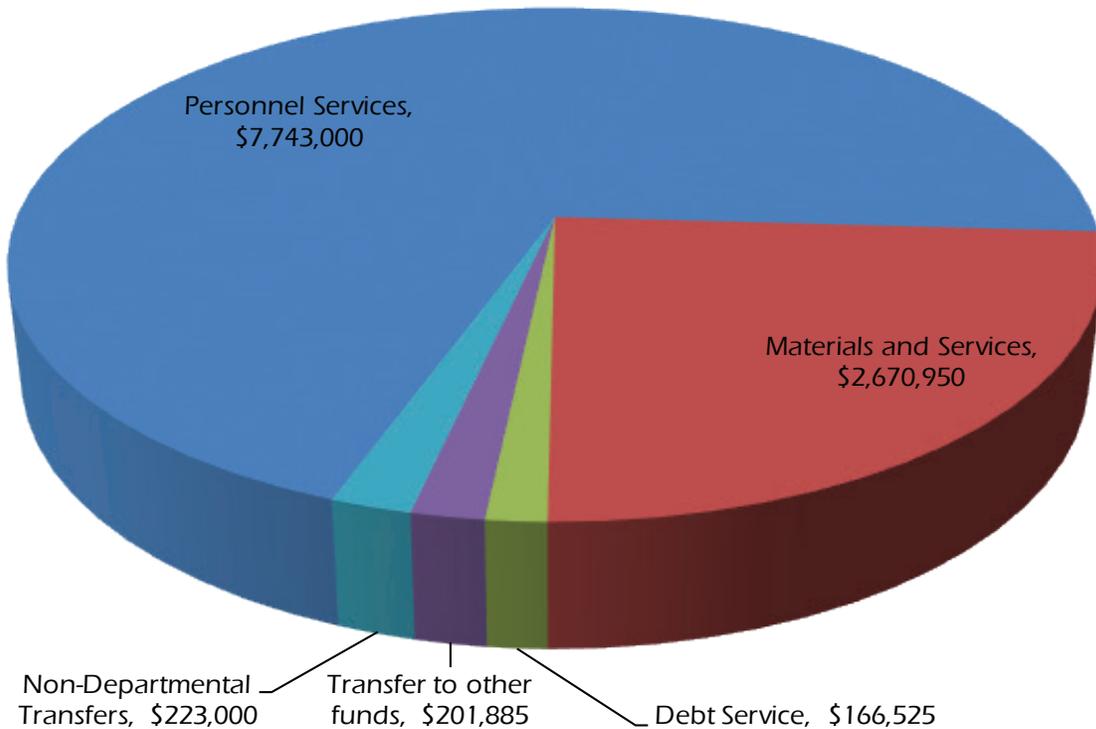


GENERAL FUND

2018-19 Departmental Budgets



2018-19 General Fund Expenditures



GENERAL FUND

General Fund Revenues

	Actual 2015-16	Actual 2016-17	Amended 2017-18	Proposed 2018-19	% Change
Taxes	3,684,286	3,782,975	3,980,000	4,200,000	6%
Franchise Fees	1,116,780	1,185,056	1,228,000	1,417,000	15%*
Licenses & Permits	652,959	2,130	2,000	2,200	10%
Intergovernmental/Other agencies	687,728	739,028	920,137	1,128,400	23%**
Municipal Court Fines	209,729	217,196	250,500	235,000	(6%)
Investment Income	27,410	44,335	30,000	50,000	67%***
Charges for Services	2,153,755	2,207,529	2,437,000	2,530,000	4%
Reimbursements & Fund Transfers	1,155,000	1,2995,198	1,336,400	1,302,400	(3%)
TOTAL Revenues	9,687,646	9,473,446	10,184,037	10,865,000	6%
Beginning Balance	1,963,726	2,154,842	2,002,415	1,725,000	(14%)****
TOTAL	11,651,372	11,628,288	12,186,452	12,590,000	3%

* New utility license fee

** Southwest Polk Rural Fire contract increase

*** Increase in interest rates

**** Increased expenditures

General Fund Expenditures

	Actual 2015-16	Actual 2016-17	Amended 2017-18	Proposed 2018-19	% Change
Personnel Services	6,350,568	6,445,117	7,360,822	7,743,000	4%
Materials and Services	2,134,598	2,255,784	2,528,015	2,670,950	6%
Debt Service	131,180	131,191	131,209	166,525	27%*
Transfer to Other Funds	236,100	243,732	221,969	201,885	(9%)
Non-departmental Transfers	620,000	550,000	438,940	223,000	(50%)**
TOTAL Expenditures	9,472,447	9,625,823	10,680,955	11,005,360	1%
Operating Contingencies	0	0	100,000	100,000	0%
Unappropriated Fund Balances	0	0	1,783,082	1,484,640	(16%)***
TOTAL	9,472,447	9,625,823	12,564,037	12,590,000	(<1%)

* Purchase of fire engine

** Unfunded capital projects

*** Increased expenses

GENERAL FUND

Administration

City Manager, Mayor, Council, & City Attorney

The City of Dallas is a full-service municipality that operates under a Council / Manager form of government. The city has an elected Mayor and nine Council members. The Dallas City Council meets the first and third Monday of each month at City Hall. The elected City Council sets policies for city government, enacts ordinances, and hires, directs and evaluates the City Manager. In turn, the City Manager is the city's chief executive officer, responsible for overall management and administration. Municipal services are provided by city employees and headed by the City Manager. The city operates its own police department, fire department, ambulance service, municipal court, water, wastewater, storm, street operations, planning, building, engineering, fleet maintenance, library, Aquatic Center, and finance departments.

Expenditures

	Actual 2015-16	Actual 2016-17	Amended 2017-18	Proposed 2018-19	% Change
Personnel Services	403,372	448,310	659,000	591,000	(10%)*
Materials and Services	135,466	167,646	185,500	177,500	(4%)
TOTAL	538,838	615,956	844,500	768,500	(9%)

* Previous year staff changes

Staffing Information

Job Title	Wage Range	2015-16	2016-17	2017-18	2018-19
City Manager	NA	1	1	1	1
HR Manager/City Recorder	DH2	1	1	1	1
Economic Development Director	DH1	-	-	1	1
Executive Assistant	21	1	1	1	1
Administrative Intern	NA	0.5	0.5	0.5	0.5
Total FTE's		3.5	3.5	4.5	4.5



GENERAL FUND

Administration

City Recorder, Human Resources, & Risk Management

The main functions of the Office of the City Recorder include:

- Supporting the legislative needs of the Dallas City Council and its constituents by maintaining access to information as it relates to the legislative process;
- Supporting the State's open decision-making policy through the publication and distribution of meeting times and locations, relevant documentation, and preparation and maintenance of agendas, minutes, and supporting documentation as permanent records;
- Administering the City of Dallas's records management program to ensure each department follows state regulations;
- Administering municipal elections and serves as the filing officer for the City of Dallas; and
- Working to ensure compliance with annual Statement of Economic Interest filing requirements with the Oregon Government Ethics Commission.

The Human Resources/Risk Management Division provides a full range of comprehensive human resources services and programs to the City including:

- Providing leadership and acting as a resource to the City in all aspects of human resources management;
- Ensuring the City hires a skilled, diverse, and service oriented workforce;
- Providing leadership to create and maintain a cooperative labor/management relationship with the City's represented employees;
- Ensuring legal compliance of the City with respect to personnel issues;
- Developing, implementing, interpreting, and maintaining human resource policies and procedures;
- Ensuring employees have comprehensive, affordable, and competitive benefits that are effectively administered and communicated;
- Coaching department heads and supervisors relating to the management of employee performance, discipline procedures, and conflict resolution;
- Providing training and development opportunities to managers, supervisors, and employees;
- Processing workers' compensation claims; and
- Processing liability claims.

Division Mission

The mission of the City Recorder is to provide the public with efficient and informative access to the records and archives of the Dallas municipal government. The City Recorder strives to provide high quality customer service to the public, City departments, and other agencies.

The mission of the Human Resources Manager supports the City's efforts to attract, develop, retain, and motivate a productive workforce capable of providing quality services to the citizens of Dallas.



Department Objectives

- Negotiate a successor DPEA collective bargaining agreement;
- Update Employee Handbook and training to ensure legal compliance with respect to personnel issues;
- Review classification and compensation program;
- Implement on-line application system to streamline recruitment and expand reach to potential candidates
- Continue implementation of HP Records Manager (HPRM) to City departments and provide adequate training and support;
- Conduct records audits to ensure records that have met retention are purged;
- Continue to meet or exceed statutory requirements for public meetings and records;
- Continue to provide timely and complete responses to public records requests

GENERAL FUND

Accomplishments

- Enhanced the use of social media related to departmental activities and implemented electronic archiving of all social media platforms to streamline records request responses;
- Continued to implement the ORMS project through the Secretary of State's office;
- Continued to implement changes in public records laws adopted by Legislature;
- Continued to upgrade City website content and appearance;
- Met or exceeded statutory requirements for public meetings and public records;
- Redesigned employee performance evaluation process, focusing from past performance to a coaching model to improve future performance;
- Successfully negotiated a three year collective bargaining agreement with AFSCME;
- Successfully negotiated a successor PCPFFA collective bargaining agreement;
- Ensured compliance with new state and federal requirements with regard to recruitment, benefits, etc.;
- Received the CIS Bronze Workplace Safety Award

Summary

Timely and accurate responses to public records requests are key to the City's mission and to ensuring a transparent government. Staff continues to look for ways to reach as many people in the community as possible with information that is important to them. We continue to meet or exceed statutory requirements for public meetings and public records.

Human Resources ensures a diverse workforce in a safe and discrimination/harassment free environment by maintaining compliance with myriad employment laws and government regulations. Through training, effective recruitment of new employees, and commitment to safety for all employees, we work to provide Dallas residents with a workforce that provides the best possible service to all.



Performance Measures

	FY 16	FY 17	FY 18 (YTD)	FY 19 (est.)
% of records requests processed within 5 days	94%	100%	100%	100%
Number of unique users who have "Liked" the Citywide Facebook page	2,552	3,202	3,600	3,800
# of workers' compensation claims per 10 employees	0.69	1.0	0.54	0.50
Average cost of workers' compensation claims per employee/volunteer	\$974	\$979	\$22	<\$25
Average cost of workers' compensation claims	\$27,589	\$18,182	\$835	<\$500
Regular employees retained past probationary period	98%	100%	99%	100%
Percent of regular employees separated from workforce with less than 3 years tenure	1.1%	1%	2.1%	1%
Average time to fill positions (days)	No data	110	97	70

- Timely and accurate responses to public records requests are critical to the City's mission and to ensuring a transparent government.
- The potential for reaching out to the public via the internet and social media is substantial, so tracking our strengths and weaknesses in that area is important to focusing resources on the right path.
- Workers' compensation data indicates the safety of the City's work environments. Cost per claim measures provide some indication of the severity of injuries for which workers' compensation claims are filed. Note that due to our relatively small size, the presence of just one large claim may have significant impacts on this metric.
- The percentage of regular status employees that successfully complete their probationary period indicates the department's ability to make quality hiring decisions.
- The measure of the time to fill vacancies demonstrates the department's ability to manage the hiring process effectively, which improves productivity for the City.

GENERAL FUND

Administration

Economic Development

The City's Economic Development Department's Economic Development Director is responsible for assisting existing and potential businesses to expand their economic activities in the City of Dallas. Through a programmatic business retention and expansion program, as well as a business recruitment mechanism and strategy, the Economic Development Director interacts with the entire ecosystem of organizations whose work impacts Dallas. In addition to assisting for-profit businesses with any issues that arise from day to day operations, as well as future expansions, the Economic Development Director supports non-profit businesses in their efforts to enhance the livability of Dallas and how they collaborate with existing businesses. As many of these non-profit entities work to promote the livability of Dallas, their operations and local/regional events help to enhance the attractiveness of Dallas from a tourism perspective, which augments our reputation as a thriving community.

Division Mission

The City's Economic Development Department's mission is to support the commercial and industrial base to allow Dallas to continue as a sustainable community with a high quality of life for all its citizens.

Department Objectives

- Develop a marketing strategy to attract new industrial and commercial businesses.
- Create site-specific marketing materials to actively recruit new businesses and complement the current ecosystem.
- Update profiles of all industrial/commercial sites & facilities to create a comprehensive database
- Institute a Business Retention & Expansion program of engagement with individuals, businesses and organizations.
- Continue to collaborate with local organizations to support commercial businesses in Dallas, with a focus on downtown revitalization to enhance the community's attractiveness as a place to live and work.

Accomplishments

- The City of Dallas has submitted industrial sites for 7 recruitment requests for proposals from Business Oregon, among which Project Indigo has progressed to the final stage of the selection process.
- Participated in Team Oregon Food Processing of OEDA (Oregon Economic Development Association) to attend multiple trade shows for business recruitment purposes.
- Supported two industrial land developers in green-field projects (bare land development).
- Ensured that Dallas has become aligned with the Polk County Tourism Alliance in pursuing grants that enhance tourism dollars in the county. This has led to the potential funding for a 3-year Polk County tourism coordinator position.
- Convened local wineries and interested investors to explore the possibility of starting a retail wine co-op/retail/education center in Dallas.
- Worked with multiple investors interested in purchasing the Carnegie building.
- Assisted and continue to assist several downtown property owners in assessing the marketability of their facilities, and liaising with city staff to expedite documentation logistics.
- Assisted several digital communication companies in Polk County looking to build a stronger fiber presence in Dallas.
- Worked with RDI to hold an economic development conference in Dallas. The Business Retention and Expansion Summit brought to Dallas several small Oregon communities to help them with business-related challenges.
- Assisted the Trailblazers organization in setting up the Rip City Fair on September 14. This successful event led Dallas to be chosen for a competition with two other Oregon communities to be awarded an all-abilities playground.
- In preparation for the 2021 World Track & Field IAAF Championship to be held in Eugene, Dallas along with other Polk County cities, is working on a joint venue application to host international athletic teams.

GENERAL FUND

Accomplishments cont.

- Worked with the Dallas School District to host executives from Nike & IBM at the Innovate Dallas Make-a-thon, sponsored by OnlineNW, SparkFun, & Construct Foundation. This event brought together community members of all ages in a "hacking" event where coding and electronics were taught to overcome practical challenges in innovative ways.
- Continue to serve on the Business & Industry Advisory Committee to support the Dallas School District's Career and Technical Education (CTE) programs.
- Supported the Dallas School District's CTE program by identifying and endorsing the application for 2 grants totaling \$30,000 for internship programs.

Summary

The City's Economic Development Department assists all legal existing and potential businesses within Dallas. Through a business retention and expansion program, as well as a business recruitment mechanism and strategy, the department strives to improve the entire ecosystem of organizations whose work impacts Dallas.

By supporting existing and potential businesses, the attractiveness of Dallas as a thriving community with a high quality of livability is enhanced, leading to balanced, sustainable growth.



GENERAL FUND

Administration Expenditures

	Actual 2015-16	Actual 2016-17	Amended 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Personnel Services						
Salaries	260,260	291,875	440,000	381,000	381,000	381,000
Fringe benefits	143,111	156,435	219,000	210,000	210,000	210,000
Total personnel services	403,372	448,310	659,000	591,000	591,000	591,000
Materials and Services						
Public notices	472	608	1,000	800	800	800
Materials and supplies	3,107	5,446	3,000	3,200	3,200	3,200
Repairs & maintenance	0	532	1,500	600	600	600
Office expense	3,742	4,235	2,500	3,500	3,500	3,500
Mayor expense	4,844	4,666	5,000	5,000	5,000	5,000
Council expense	8,742	12,556	11,000	10,000	10,000	10,000
Economic Development expense	0	0	7,500	7,500	7,500	7,500
Telecommunications	52	182	3,000	1,000	1,000	1,000
Maintenance & rental contracts	5,739	6,125	8,000	6,300	6,300	6,300
Computer services	1,523	4,915	4,500	6,000	6,000	6,000
Insurance	1,818	4,224	0	0	0	0
Professional services	13,269	19,143	25,000	20,000	20,000	20,000
City Attorney	58,800	58,800	64,000	64,000	64,000	64,000
Employee development	4,899	6,998	4,500	5,000	5,000	5,000
Emergency Management	3,449	7,802	7,500	9,100	9,100	9,100
Risk Management	3,652	100	2,500	2,500	2,500	2,500
Travel and education	11,078	11,282	15,000	13,000	13,000	13,000
Miscellaneous	10,280	20,031	20,000	20,000	20,000	20,000
Total materials & services	135,466	167,646	185,500	177,500	177,500	177,500
TOTAL	538,838	615,956	844,500	768,500	768,500	768,500

GENERAL FUND

Administration

Library

The Library serves the population of Dallas plus CCRLS patrons from all of Polk, Marion and Yamhill counties. The Library offers a circulating book, magazine, CD and DVD collection as well as digital media such as eBooks. Patrons can also access Ancestry.com, Chilton.com, the New York Times online, free online language courses, and a wide range of databases providing access to medical and scientific journals. The Library is responsible for bringing new technologies to its patrons, free Wi-Fi, and online services. The Library also offers over 200 free children and teen programs every year providing education as well as entertainment for over 6000 teens and children. Adults are served with special author visits and cultural events.

Division Mission

The Dallas Public Library is the place in our community that people turn to for the discovery of ideas, the joy of reading and the power of information. Community needs drive our services and we take a personal interest in ensuring that they are delivered in a welcoming, convenient and responsive manner.

Adopted by the Dallas Library Board, February 2015.



Department Objectives

- The library staff will continue to plan and prepare for the remodel and expansion of the library when the Senior Center moves. We must, however continue to make improvements to the library as we wait.
- We will work to find a convenient place to move hold materials awaiting patron pickup so patrons can retrieve their own materials for self-check.
- The library needs storage space for chairs and event materials. We are currently using our media room for storage which limits patron access to this vital space.
- The library is scheduled to be given \$7000 dollars' worth of software and equipment by the Chemeketa Cooperative Regional Services office to test a new RFID (Radio Frequency Identification) inventory control system.
- Library staff will evaluate shelving and layout to find ways to make the library more open, convenient, and easy to navigate for our patrons. This includes the placement of catalog computers, self-checks, and seating.
- The library circulation counter needs to be updated. With changes in computers, monitors, cash drawer systems, storage, and workflow the current layout needs to be reimagined. A more modular and reconfigurable approach will be researched.
- The library staff will continue to evaluate and update our collection, find and implement innovative programming for all ages, modernize and replace technology, and provide the public with outstanding and friendly customer service.

Expenditures

	Actual 2015-16	Actual 2016-17	Amended 2017-18	Proposed 2018-19	% Change
Personnel Services	388,328	398,817	435,000	475,000	9%
Materials and Services	80,096	90,050	96,900	101,650	5%
TOTAL	468,424	488,868	531,900	576,650	8%



GENERAL FUND

LIBRARY

Accomplishments

- Library staff finished RFID tagging and reconciliation of the library database. We also migrated all of our computers to the CCRLS network for uniformity and better network troubleshooting when problems arise.
- The library purchased a Self-check kiosk with Trust Management Grant and capital improvement funds. The kiosk was installed for patron ease of use.
- We used Friends of the Library funds to purchase a magazine display and storage case, computer table for children's area self-check, and a large four-sided book display in the children's area.
- The library used a combination of Trust Management Grant funds and library funds to replace 6 public use computers. We also purchased a new printer for public use, and a new router to provide WiFi use statistics and network management.
- Donated funds were used to have the trim painted throughout the interior of the library. We also used library repair funds to replace the flooring, stalls, and sinks in the library's public restrooms.
- We expanded our social media outreach to include Facebook, Instagram, Twitter, and Tumblr.
- The library experienced growth in patron visits to the library with a projected total of 90,000 for the 2017/18 budget year. The library's in house circulation of items during the 2017 calendar year increased by approximately 10,000 items.
- The great American eclipse was celebrated by the library. We distributed 2000 free eclipse glasses, held several eclipse science programs and lectures, and hosted 15 Chinese astronomers from the University of Chinese Academy of Sciences Yunan Observatory, Sichuan University of Science and Engineering, and Peking University for a week.
- Capital improvement funds have allowed the library to replace tables and chairs in the teen and children's area. We are also replacing shelving in the paperback, DVD, and teen section of the library.
- The library has continued to expand its outreach to the community by providing ten author events, three Oregon Humanities Conversation projects, a very successful Story Teller Festival in October, Harry Potter Night, and a variety of extra programming.

Performance Measures

	2015-16	2016-17	2017-18	2018-19
Patron visits to the Library	76,000	78591	88211	90,500
Number of Children's Programs*	195	202	207	180
Children's Program Attendance	6,693	6,812	6,975	7,200
Number of Teen Programs	32	35	40	40
Teen Program Attendance	480	480	380	440
Number of Adult Programs	30	36	46	54
Adult Program Attendance	850	865	1042	1600
Number of Volunteer hours	3,684	3343	3185	3100
e-Resource downloads	10,529	11,150	12,890	15,000
Internet Computer Sessions	14,021	13,600	12,921	12,500
Annual Circulation of Materials	196,000	197,000	199,100	202,000
Lending to CCRLS libraries	29,250	31,000	30,658	31,000

* The decline in the 2018 Childrens program reflects cancelation of poorly attended afternoon storytime.



GENERAL FUND

LIBRARY

Staffing Information

Job Title	Wage Range	2015-16	2016-17	2017-18	2018-19
Library Manager	M2	1	1	1	1
Library Assistant	20	2	2	2	2
Library Aide 2	16	1	1	1	1
Library Aide 1	12	2	2.125	2.13	2.13
Library Page	8	0.5	0.5	0.5	0.5
TOTAL FTE's		6.5	6.625	6.63	6.63



Summary

The Dallas Public Library strives to serve our community with outstanding customer service. Part of that customer service is to anticipate and meet the changing needs of the community. The library staff works to stay aware of modern library practices and to incorporate those practices into the day-to-day running of the library. In order to stay informed we must listen to our active patrons as well as the community at large. The Dallas Library has expanded its services beyond just providing books. Many of our services and products require the use of computers or electronic devices. Convenience is a commodity that libraries must provide to meet the needs of the community. We provide access to those in the community who cannot afford, or have chosen not to spend money on computers, or services such as Amazon to buy their books. The library provides computer access, free eBooks, free Wi-Fi, Homebound delivery to Dallas seniors, research databases, reference help, and other services for many who would be underserved otherwise. We are constantly expanding our programming for children, teens, and adults to promote literacy, lifelong learning, and to provide cultural events that enrich the lives of the residents of Dallas. None of this would be possible without the generous support, time, and resources provided by this community's many volunteers, businesses, government agencies, and our own Friends of the Dallas Library.

GENERAL FUND

Library Expenditures

	Actual 2015-16	Actual 2016-17	Amended 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Personnel Services						
Salaries	254,450	266,323	280,000	295,000	295,000	295,000
Fringe benefits	133,877	132,494	155,000	180,000	180,000	180,000
Total personnel services	388,328	398,817	435,000	475,000	475,000	475,000
Materials and Services						
Office expense	2,396	2,985	3,000	3,500	3,500	3,500
Postage	83	50	150	150	150	150
Materials and supplies	3,381	2,893	3,500	3,500	3,500	3,500
Periodicals	4,182	2,958	4,250	4,250	4,250	4,250
Maintenance & rental contracts	1,016	2,140	2,500	2,500	2,500	2,500
Repairs & maintenance	5,663	6,851	6,500	7,000	7,000	7,000
Books	33,079	41,191	40,000	42,500	42,500	42,500
Special programs	1,289	1,141	1,750	2,000	2,000	2,000
Telecommunications	2,457	2,418	2,500	2,500	2,500	2,500
HVAC, energy and lighting	16,551	13,357	15,000	15,000	15,000	15,000
Computer services	2,362	4,092	4,500	4,500	4,500	4,500
Insurance	3,499	4,117	0	0	0	0
Professional services	2,046	1,958	10,000	11,000	11,000	11,000
Travel and education	756	1,228	1,750	1,750	1,750	1,750
Miscellaneous	1,335	2,671	1,500	1,500	1,500	1,500
Total materials & services	80,096	90,050	96,900	101,650	101,650	101,650
TOTAL	468,424	488,868	531,900	576,650	576,650	576,650

GENERAL FUND

Administration

Parks & Recreation - Parks

The Parks Department is responsible for the upkeep and maintenance of all City owned parks, various City owned building landscapes, and two school-owned sport complexes. The upkeep of identified areas includes turf management, weed control, tree maintenance and performing overall park improvements. 2017 was a productive and busy year for the Parks Department with park, trail and bridge projects.

Department Objectives

- Generate long term & short term goals to align with Parks Master Plan
- Create a new park on Academy Street
- Pursue additional grant funding from State Parks, HEAL Cities, Dept of Forestry
- Create a matrix of daily job responsibilities and set levels of expectation

Division Mission

The mission of the Parks and Recreation Department is to create a greater outdoor experience thru:

1. Functional and safe parks for all Dallas Citizens to enjoy
2. Fun, interactive, safe structures and open spaces
3. Investing in facilities for outdoor recreation
4. Adult Recreation

Accomplishments

- Installed four pickleball courts
- New play equipment in Gala Park
- Lighting and Plumbing upgrade of building F in City Park
- Replanted over 200 trees on the RCTS



Expenditures

	Actual 2015-16	Actual 2016-17	Amended 2017-18	Proposed 2018-19	% Change
Personnel Services	279,574	196,029	236,000	260,000	10%*
Materials and Services	81,016	84,450	77,900	90,500	16%**
Transfers	8,300	8,300	8,300	8,300	0%
TOTAL	368,890	288,779	322,200	358,800	11%

* Minimum wage / cost of living increases

** Increased recreation expenditures

GENERAL FUND

PARKS

Staffing Information

Job Title	Wage Range	2015-16	2016-17	2017-18	2018-19
Parks Manager	DH1	1	1	1	0.90
Maintenance Worker	19	1	1	1	1
Part-Time/Non-Benefit	8	1	1	1	1
Community Recreation Coordinator	19	0	0.75*	0.63**	0.625
TOTAL FTE's		3	3.75	3.63	3.525

* This position became vacant midway through the 16-17 fiscal year and was not filled by direction of the Council

** This position was not included in the proposed budget, but was included in the adopted 2017-18 budget



Performance Measures

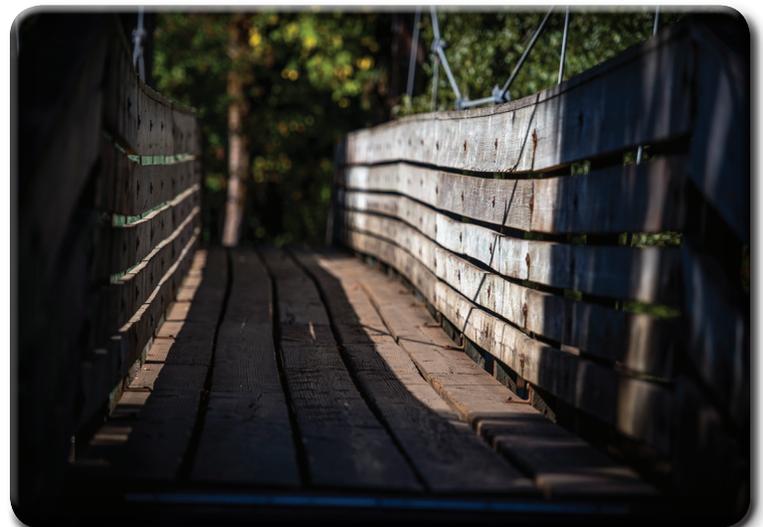
	2015-16	2016-17	2017-18	2018-19
Population	14,940	15,090	15,345	15,560
Developed acres of parkland per 1000 population	0.1494	0.1509	0.1534	0.1534
Percentage of cost time for work related injuries	0	0	0	0
Park acreage per FTE	33.12	33.12	33.12	33.12
Estimate number of trees receiving maintenance	287	312	575	715
Tree expenditures	29,772	27,568	27,200	37,315
Number of acres of park land	99.38	99.38	99.38	99.38
Number of acres of park land per 1000 population	6.68	6.68	6.68	6.62

Summary

As the Park System strives to improve the level of service the citizens of Dallas deserve, we are forced to look at what is needed to provide that service.

With the current staff level of two full time employees and the permanent 2 half time employees, it is difficult to plan for expansion and development. Our current goal is to increase the level of service while competing for limited funding.

In 2018 all the main City Park buildings will be painted, a pavilion at Kingsborough Park, and new park on Academy Street.



GENERAL FUND

Administration

Parks & Recreation - Recreation

The Recreation Division is responsible for providing youth and adult recreational programs, while working with all parties involved and providing a comprehensive and cohesive structure which includes affordable recreation and competitive programs for all ages.

Division Mission

The mission of the Recreation Division is to provide:

- Opportunities for all ages to get involved in affordable recreational sports programs.
- Provide the community affordable Adult Recreation opportunities.
- Working towards cost affordable recreational programs, and programs that give an opportunity to learn the game, understand the rules and to participate.

Department Objectives

- Glow Run (Oct. 13th)
- Mighty Mites (2 Sessions Winter-Spring)
- Community Calendar Up and Running
- Tuesday on the Square (Three separate events)
- Summer Events (Summer Fest, Lunar Bash)
- Tap Into Polk County (Harvest Festival)
- Non-Profit Event
- Apply for a grant not sure what yet
- Figure out new ways to advertise Adult programs
- Basketball Program
- New Adult Programs (Kick Ball family event, Walking club on our different trails, Flag Football)

Accomplishments

- Glow Run
- Mighty Mites Program
- Basketball Program



Summary

As the Community Sports Coordinator I strive to continue to create cohesive recreational programs that are cost affordable, which creates a healthy and active environment for kids. With that in mind, it will be necessary to continue reviewing and analyzing the best organization/system for the programs to be efficient and to serve our youth and the needs of the community.

GENERAL FUND

Parks & Recreation Expenditures

	Actual 2015-16	Actual 2016-17	Amended 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Personnel Services						
Salaries	187,730	122,889	148,000	170,000	170,000	170,000
Fringe benefits	91,844	73,140	88,000	90,000	90,000	90,000
Total personnel services	279,574	196,029	236,000	260,000	260,000	260,000
Materials and Services						
Materials and supplies	15,363	11,506	15,000	15,000	15,000	15,000
Fuel	4,559	4,649	5,000	5,000	5,000	5,000
Repairs & maintenance	5,922	6,960	7,000	7,000	7,000	7,000
Miscellaneous tools	1,744	1,164	3,000	3,000	3,000	3,000
Telecommunications	658	608	2,500	2,500	2,500	2,500
HVAC, energy and lighting	6,017	7,082	8,000	8,000	8,000	8,000
Garbage services	221	242	400	0	0	0
Maintenance & rental contracts	1,755	2,875	8,000	8,000	8,000	8,000
Fleet service total care program	10,000	10,000	10,000	10,000	10,000	10,000
Computer services	585	771	2,000	3,000	3,000	3,000
Insurance	7,648	6,617	0	0	0	0
Recreation	11,939	24,747	10,000	20,000	20,000	20,000
Professional services	13,359	6,311	5,000	7,000	7,000	7,000
Employee development	1,209	508	1,000	1,000	1,000	1,000
Travel and education	38	413	1,000	1,000	1,000	1,000
Total materials & services	81,016	84,450	77,900	90,500	90,500	90,500
Transfers						
Tsf to Fleet Mgmt - Capital Equip						
Replacement	8,300	8,300	8,300	8,300	8,300	8,300
Total transfers	8,300	8,300	8,300	8,300	8,300	8,300
TOTAL	368,890	288,779	322,200	358,800	358,800	358,800

GENERAL FUND

Administration Aquatic Parks & Recreation - Center

The Aquatic Center is a 5-pool complex that opened in November 2000. The facility contains a 25 yd. Lap Pool, a River and Leisure Pool with a Fountain, a Therapy Pool, a Spa, and a Wading Pool. It is the home of the Blue Dolphin Swim Team, the Dallas High School Swim Team, the Central High School Swim Team, and West Valley Hospital Hydro-Therapy Services. It is a full service facility that includes a Pro Shop, concession stand, lessons, lap swims, water aerobics, special events and many family recreational swim times. The quest for increased efficiency and revenues continues constantly. At more than 1000 annual members, there is significant community interest and investment in the facility. The Aquatic Center is considered by many as a community amenity that sets Dallas apart from nearby communities.

Division Mission

To ensure that guests have a safe and positive recreational experience, while enjoying the social and health benefits of the Aquatic Center.

Department Objectives

- Create a safe place for persons of all ages to swim safely, while exercising or just having fun.
- Provide opportunities for people to learn to swim, improve their skills, and enjoy the water.
- Promote family activity and connections.
- Provide a gathering place for adults and seniors to relax and socialize.
- Continue to develop programs and activities for a wide variety of people in the community.
- Continue to emphasize staff training and safety.
- Increase the Revenue/Expenditure ratio.

Accomplishments

- Continued to retain and increase annual membership
- Replace domestic water heater (Energy Trust)
- Large Boiler replacement (Energy Trust)
- Replaced Heat Exchangers (Energy Trust)
- Locker Room key replacement
- Revamped the Junior Lifeguard program to ensure a quality experience for youngsters



Expenditures

	Actual 2015-16	Actual 2016-17	Amended 2017-18	Proposed 2018-19	% Change
Personnel Services	482,250	494,904	512,000	475,000	(7%)
Materials and Services	292,941	280,566	309,600	313,600	1%
Transfers	50,000	50,000	43,412	21,700	(50%)*
TOTAL	825,192	825,470	865,012	810,300	(6%)

* Interfund loan paid off



GENERAL FUND AQUATIC CENTER

Staffing Information

Job Title	Wage Range	2015-16	2016-17	2017-18	2018-19
Director	DH4	0.1	0.1	0.1	0
Parks Manager	DH1	0	0	0	.1
Aquatics Supervisor	M1	1	1	1	1
Head Lifeguard	18	0.8	1	1	1.5
Maintenance Repair Technician (PT)	14	0.5	0.5	0.5	0.5
Part-time Staff	Varies	10.17	10.17	10.17	10.17
TOTAL FTE's		12.57	12.77	12.77	13.27



Performance Measures

	2015-16	2016-17	2017-18	2018-19
Total patrons	125,000	127,000	130,000	134,000
# of Annual pass holders	1081	1023	1100	1420
# of people insurance billing (silver fit/sneakers, etc)	260	417	500	550
# of programs offered	35	38	40	45
Total swim lesson attendance	810	820	850	875
# of Volunteer Hours	1240	1300	1600	1700

Summary

The Dallas Aquatic Center has been in operation since late 2000, and during that time has provided patrons with a quality aquatic experience as well as providing employment for area youth. The budget challenges will continue to be addressed in a manner that does not impact safety or a quality patron experience. We are continuing to work with Energy Trust to evaluate the center for possible savings in the upcoming year.



GENERAL FUND

Aquatic Center Expenditures

	Actual 2015-16	Actual 2016-17	Amended 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Personnel Services						
Salaries	376,656	387,053	402,000	375,000	375,000	375,000
Overtime	2,453	1,197	2,000	2,000	2,000	2,000
Fringe benefits	103,141	106,655	108,000	98,000	98,000	98,000
Total personnel services	482,250	494,904	512,000	475,000	475,000	475,000
Materials and Services						
Postage	396	1	100	100	100	100
Public notices/advertising	1,889	2,456	2,500	2,500	2,500	2,500
Materials and supplies	1,216	3,419	2,000	2,000	2,000	2,000
Janitor supplies	5,789	7,577	6,000	6,000	6,000	6,000
Pro shop / concessions	31,093	28,838	32,000	32,000	32,000	32,000
Program supplies	6,557	5,805	5,000	5,000	5,000	5,000
Uniforms	1,256	0	1,000	1,000	1,000	1,000
Chemicals	40,115	33,389	32,000	32,000	32,000	32,000
Repairs & maintenance	34,615	21,126	35,000	35,000	35,000	35,000
Office expense	2,014	653	2,000	2,000	2,000	2,000
Electric service	78,938	78,615	85,000	85,000	85,000	85,000
Telecommunications	3,124	3,194	3,000	3,000	3,000	3,000
Gas service	43,457	49,067	55,000	55,000	55,000	55,000
Fleet service total care program	3,000	3,000	3,000	3,000	3,000	3,000
Computer services	10,184	9,027	6,000	8,000	8,000	8,000
Insurance	6,001	6,727	3,000	3,000	3,000	3,000
Professional services	19,386	9,284	10,000	12,000	12,000	12,000
Travel and education	1,599	270	2,000	2,000	2,000	2,000
Professional services-ActiveNet	0	15,484	20,000	20,000	20,000	20,000
Miscellaneous	2,313	2,633	5,000	5,000	5,000	5,000
Total materials & services	292,941	280,566	309,600	313,600	313,600	313,600
Transfers						
Tsf to Swr SDC-Interfund Loan	50,000	50,000	43,412	21,700	21,700	21,700
Total transfers	50,000	50,000	43,412	21,700	21,700	21,700
TOTAL	825,192	825,470	865,012	810,300	810,300	810,300

GENERAL FUND

Finance

Finance Department

The Finance Department is responsible for the management of the City's financial affairs and the provision of certain support services to other City departments. The Finance Department is responsible for a wide variety of financial and budgetary activity of the City including payroll, employee benefits, accounts payable, accounts receivable, budgeting and monitoring, audit preparation, internal accounting controls, investments, debt management, banking, cash management, capital assets, project tracking, utility billing, and customer service. The department prepares the annual budget and other financial reports and forecasts for management use and financial planning for the future needs of the City, and prepares an annual Comprehensive Annual Financial Report (CAFR) to submit the Government Finance Officers Association (GFOA) to be considered for their reporting excellence award.

Department Objectives

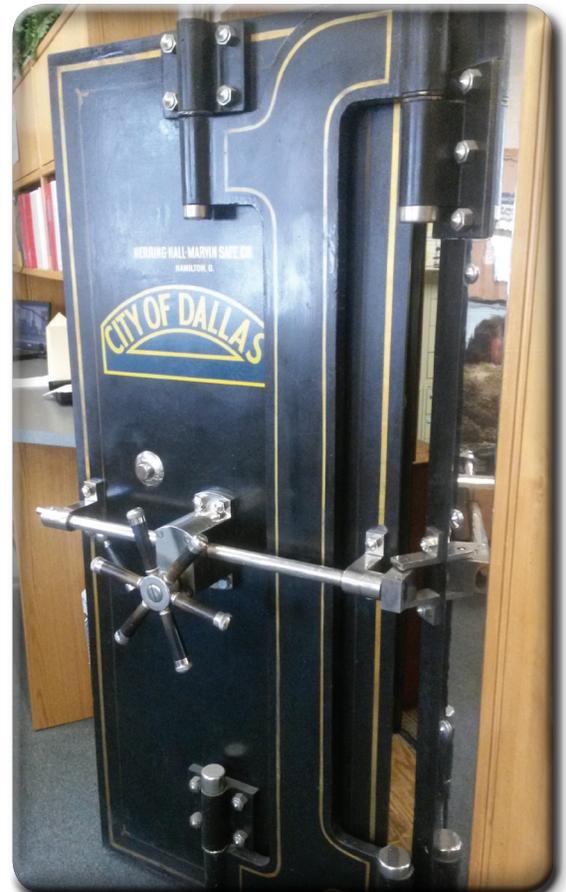
- Implement utility software upgrades.
- Implement Electronic Funds Transfer (EFT) option for Accounts Payable vendors.
- Implement electronic document retention for Accounts Payable, Payroll and Utility Billing.
- Maintain GFOA budget award certification.
- Maintain GFOA CAFR award certification.

Accomplishments

- Implemented 100% electronic payments for payroll.
- Implemented cashing and court software upgrades.
- Submitted 2017 Comprehensive Annual Financial Report (CAFR) to Government Finance Officers Association for national award recognition and received award.
- Submitted FY 2017-18 Budget document to GFOA for national award recognition and received award.

Division Mission

To protect the financial health and ensure the fiscal integrity of the financial operations of the City.



Expenditures

	Actual 2015-16	Actual 2016-17	Amended 2017-18	Proposed 2018-19	% Change
Personnel Services	367,491	390,635	436,000	430,000	(1%)
Materials and Services	220,156	230,421	264,500	271,000	2%
TOTAL	587,647	621,055	700,500	701,000	0%

GENERAL FUND

FINANCE

Staffing Information

Job Title	Wage Range	2015-16	2016-17	2017-18	2018-19
Finance Director	DH3	1	1	1	1
Assistant Finance Director	M1	0	0	1	1
Senior Accountant II	29	1	1	0	0
Accounts Payable Clerk	20	1	1	1	1
Accounting Clerk	20	1	1	1	1
Admin Assistant	17	0	0	.25	.25
PT Office Assistant	10	0.25	0.156	0	0
Total FTE's		4.25	4.156	4.25	4.25



Performance Measures

	2015-16	2016-17	2017-18	2018-19
Utility bills processed	65,322	66,494	69,000	71,000
Independent auditor opinion	unmodified	unmodified	unmodified	unmodified
National GFOA award for annual audit document received	Yes	Yes	NA	NA
National GFOA award for budget document received	Yes	Yes	Yes	NA

Summary

It is the duty of finance departments to be good stewards of the resources committed to their care. Accounting systems and internal control procedures are essential and integral in ensuring that this duty is fulfilled.

The finance department continues to strive to provide a high level of service to the public, all city departments and the City Council.



GENERAL FUND

Finance Expenditures

	Actual 2015-16	Actual 2016-17	Amended 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Personnel Services						
Salaries	239,510	254,333	278,000	280,000	280,000	280,000
Fringe benefits	127,981	136,301	158,000	150,000	150,000	150,000
Total personnel services	367,491	390,635	436,000	430,000	430,000	430,000
Materials and Services						
Postage	8,988	9,145	12,000	12,000	12,000	12,000
Public notices	472	374	500	500	500	500
Materials and supplies	6,566	6,396	16,000	15,000	15,000	15,000
Office expense	2,683	1,572	4,000	4,500	4,500	4,500
Telecommunications	7,530	7,002	8,000	8,000	8,000	8,000
Maintenance & rental contracts	2,802	2,095	4,000	4,000	4,000	4,000
Computer services	33,366	32,509	50,000	50,000	50,000	50,000
Insurance	962	1,416	0	0	0	0
Billing services	28,641	29,251	31,000	32,000	32,000	32,000
Professional services	73,152	77,715	70,000	75,000	75,000	75,000
Audit	29,785	36,235	38,000	38,000	38,000	38,000
Municipal memberships	22,057	22,485	25,000	25,000	25,000	25,000
Travel and education	3,152	4,225	6,000	7,000	7,000	7,000
Total materials & services	220,156	230,421	264,500	271,000	271,000	271,000
TOTAL	587,647	621,055	700,500	701,000	701,000	701,000

GENERAL FUND

Finance

Municipal Court

The Court consists of the Municipal Court Judge (appointed by the City Council under a two-year contract) and the Court Administrator. The Municipal Court office responds to questions about the court schedule, fine and/or bail amounts and other administrative matters, but cannot give legal advice. This office administers the court proceedings and docketing, coordinates court matters with the Defendant, Judge, City Prosecutor, Defense Attorneys, Finance Department, Police Department, Code Enforcement, Department of Motor Vehicles, Oregon State Police ID Bureau and other criminal justice and state agencies; and files all cases referred to the court, collecting and reporting fines and assessments, monitoring payment agreements and scheduling court trials.

Department Objectives

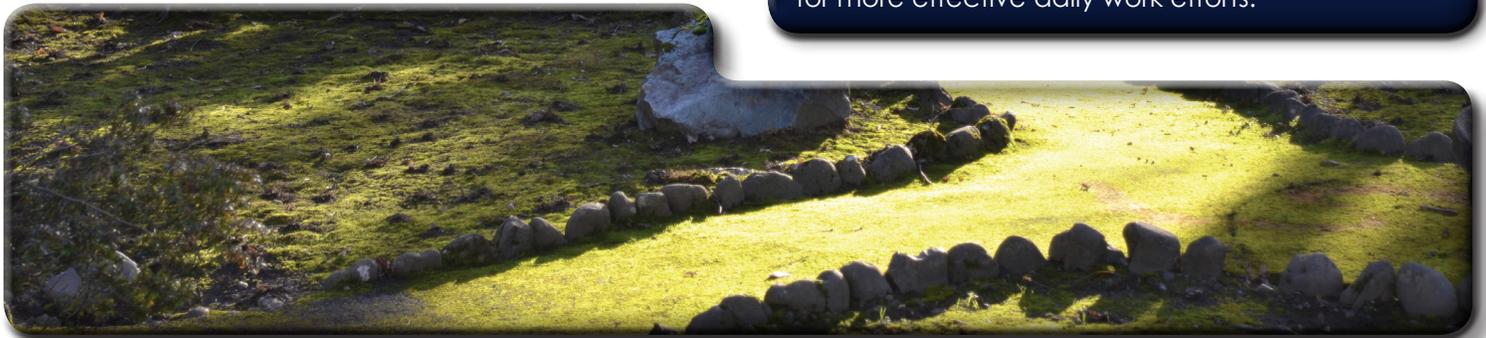
- Continue file purging processes that meet retention time-frames, recording necessary information for auditing purposes.
- Plan to implement Department of Motor Vehicles Electronic Convictions.
- Plan to implement OR State Police electronic reporting of dispositions.
- Improve process for statistical reporting through new court software.

Accomplishments

- Implemented new version of InCode court software to streamline court processes.
- Implemented court software usage is courtroom during court
- Coordinated with Police Department to efficiently process warrants from "old" criminal cases, primarily for failing to appear for court.
- Continued processing cases to send to collections for non-payment.
- Continued InCode education and training to enable implementation of software features creating a more streamline court process and creating a network of Oregon Municipal Court users.
- Continued to create procedures to clarify processes for more effective daily work efforts.

Division Mission

The Dallas Municipal Court is the Judicial Branch of the City Government. Its mission is to provide a fair and impartial local forum for the resolution of minor traffic violations, City Ordinance violations, general violations, parking citations and misdemeanor criminal matters.



Expenditures

	Actual 2015-16	Actual 2016-17	Amended 2017-18	Proposed 2018-19	% Change
Personnel Services	82,852	90,422	112,000	118,000	5%
Materials and Services	119,155	122,520	130,700	131,600	<1%
TOTAL	202,007	212,942	242,700	249,600	3%



GENERAL FUND MUNICIPAL COURT

Staffing Information

Job Title	Wage Range	2015-16	2016-17	2017-18	2018-19
Court Services Administrator	22	1	1	1	1
Admin Assistant	17	0	0	.25	.25
Bailiff	NA	0.06	0.06	0.06	0.06
PT Office Assistant	10	0.25	.156	0	0
TOTAL FTEs		1.31	1.16	1.31	1.31



Performance Measures

	2015-16	2016-17	2017-18	2018-19
Misdemeanor Crime	422	414	400	425
Traffic Violations	1565	1399	1100	1200
General Violations	17	27	30	35
City Ordinance Violations	118	171	120	130
Parking Citations	510	428	400	425

Summary

The number of violations issued is based on the number of citations issued by law enforcement and is the basis for departmental revenues. The Municipal Court staff manages an efficient and effective operation and is dedicated to communicating with defendants and attorneys with respect and consideration.



GENERAL FUND

Municipal Court Expenditures

	Actual 2015-16	Actual 2016-17	Amended 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Personnel Services						
Salaries	55,590	61,413	70,000	73,000	73,000	73,000
Fringe benefits	27,262	29,009	42,000	45,000	45,000	45,000
Total personnel services	82,852	90,422	112,000	118,000	118,000	118,000
Materials and Services						
Office expense	983	928	2,000	2,000	2,000	2,000
Materials and supplies	2,649	4,261	4,000	4,000	4,000	4,000
Telecommunications	71	64	300	300	300	300
Computer services	618	5,569	4,000	10,000	10,000	10,000
Insurance	389	725	0	0	0	0
Jury/Witness Fees	30	10	1,000	500	500	500
Professional Services	72,220	68,511	75,000	70,000	70,000	70,000
Prosecution	42,000	42,000	43,000	43,000	43,000	43,000
Travel and education	195	453	1,400	1,800	1,800	1,800
Total materials & services	119,155	122,520	130,700	131,600	131,600	131,600
TOTAL	202,007	212,942	242,700	249,600	249,600	249,600

GENERAL FUND

Planning & Building

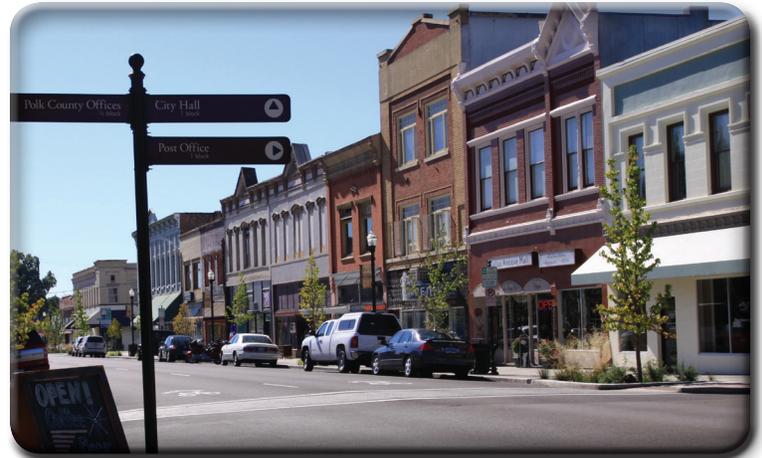
Planning

The Planning Division of the Planning and Building Department is responsible for administering all current and long-range planning activities in the City. The Division assists the Dallas Planning Commission in review of proposals that are subject to public hearing consideration. The Division also assists customers with both routine and complex over-the-counter questions while processing a wide variety of development applications in a timely manner.

The Division takes a lead role in developing, implementing and administering long range plans, including all necessary updates to the Dallas Comprehensive Plan and Development Code. This activity often requires extensive public outreach. The Division is also responsible for answering questions as received from developers and business owners. Division staff work closely with building and economic development staff to streamline application processing.

Division Mission

To ensure a well-planned, livable and functional community through coordination and interaction with other city departments, government agencies, non-profit organizations, the public, and elected and appointed bodies.



Accomplishments

- Processed 32 land use application that were subject to public notice or high level of review, including nine Subdivisions, seven Partitions, nine Adjustments, three Site Design Reviews, two Conditional Uses, one Detailed Development Plan and one Zoning Map Amendment.
- Processed over 100 Type 1 administrative applications, including but not limited to sign permits, property line adjustments, home occupations and zoning confirmations.
- Awarded 2 façade grants as part of the 500-900 Block of Main Street façade grant program.
- Approved the Wyatt Node Detail Development Plan.
- Annexed Valley Life Center and processed required Comprehensive Plan and Zone Map changes.
- Answered to a variety of questions as received from the public, conducted follow-up research and facilitated over ten request for formal Pre-Application conference.

Department Objectives

- Continue to provide a high level of customer service.
- Ensure current planning applications are processed in accordance with local, state and federal requirements in a timely and efficient manner.
- Perform updates to the Dallas Development Code as needed to clarify ambiguous or conflicting provisions, streamline application processing and ensure consistency with statewide rules and statutes.
- Update the 1998 Dallas Comprehensive Plan and 2010 Transportation System Plan.
- Adopt and administer the programs as required under Statewide Planning Goal 5, thereby protecting the natural, historic and open space resources of Dallas for present and future generations.
- Collaborate with Economic Development staff in administering the plan for the Urban Renewal Area to ensure a maximum return of investment on projects that will stimulate redevelopment and private investment in the City's Downtown.
- Work with local, regional and state partners to stimulate economic development in Dallas.

GENERAL FUND

PLANNING

Staffing Information

Job Title	Wage Range	2015-16	2016-17	2017-18	2018-19
Planning Director	DH2	0.1	0.1	0.1*	0.90
Planner II	28	1	1	1	1**
Planner I	22	0	1	1	0
Executive Assistant	20	-	0.125	0.125	0.125
TOTAL FTE's		1.10	2.225	2.225	2.025

*Community Development Director position eliminated/replaced with Planning Director;

** Planner I position changes to Planner II in fiscal year 2018-2019.



Performance Measures

	2015-16	2016-17	2017-18	2018-19
# of Land Use Applications processed	125	140	160	160*
# of Itinerant Merchant Permits issued	8	7	15	15*
# of Home Occupation Permits issued	5	5	4	4*

*estimated to be approximately the same based on current levels of development activity.

Expenditures

	Actual 2015-16	Actual 2016-17	Amended 2017-18	Proposed 2018-19	% Change
Personnel Services	149,235	189,054	206,000	238,000	16%*
Materials and Services	34,059	28,837	51,700	49,300	(5%)
Transfers	3,400	3,400	0	0	0%
TOTAL	186,695	221,291	257,700	287,300	11%

* Change to salary allocation

Summary

The Division provides a wide array of services that positively impact the community's appearance, livability, and overall health. Many important projects have been undertaken and completed, with more on the way. The division will continue to provide timely and important customer service that facilitates the growth of the community while keeping it clean and livable for all residents.



GENERAL FUND

Planning Expenditures

	Actual 2015-16	Actual 2016-17	Amended 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Personnel Services						
Salaries	94,119	121,292	125,000	150,000	150,000	150,000
Fringe benefits	55,116	67,762	81,000	88,000	88,000	88,000
Total personnel services	149,235	189,054	206,000	238,000	238,000	238,000
Materials and Services						
Materials and supplies	315	379	1,000	500	500	500
Printing	275	0	1,000	500	500	500
Public notices/advertising	2,327	735	2,500	1,000	1,000	1,000
Fuel	383	430	500	500	500	500
Office expense	759	1,198	1,200	500	500	500
Economic Developmt expense	1,453	1,153	0	0	0	0
Planning Commission expense	522	377	1,000	800	800	800
Citizen involvement program	0	0	1,000	0	0	0
Telecommunications	0	0	2,000	2,000	2,000	2,000
Fleet service total care program	2,000	2,000	2,000	2,000	2,000	2,000
Computer services	1,375	1,657	2,000	3,000	3,000	3,000
Insurance	824	1,893	0	0	0	0
Weed Abatement	2,100	1,085	2,500	0	0	0
Professional services	18,362	16,168	30,000	35,000	35,000	35,000
Travel and education	1,200	1,153	3,000	2,500	2,500	2,500
Miscellaneous	2,164	609	2,000	1,000	1,000	1,000
Total materials & services	34,059	28,837	51,700	49,300	49,300	49,300
Transfers						
Transfer to Fleet Mgmt	3,400	3,400	0	0	0	0
Total transfers	3,400	3,400	0	0	0	0
TOTAL	186,695	221,291	257,700	287,300	287,300	287,300

GENERAL FUND

Public Works

Facilities

The work of the Facilities Maintenance Division is multifaceted division is multi-faceted can include; plumbing, Lighting, painting, office repair and remodel. Repair and maintenance of City Facilities, HVAC systems, data transfer and telecommunications, recycling and waste control. OSHA Safety and equipment inspections, along with supervision of custodial staff and vendor interactions. Minor repairs at the Aquatic Center with continual assessment of HVAC and lighting efficiencies.

Division Mission

To ensure that City facilities are maintained in a professional manner, allowing a safe, efficiently running and comfortable environment for staff and citizens.



Department Objectives

- To provide a safe and comfortable environment that assists employees in achieving a maximum level of productivity
- To conserve resources to maximize efficiency and minimize cost
- To limit, through preventive maintenance, problem solving, research and networking, dependency on outside vendors to minimize capital outlay
- To maintain a high standard of facility care
- To perform all of these services with the limited resources available
- Weekly up keep of Boilers, cleanliness of Court St. block through blowing, moss removal pressure washing and addition of black rails and new plant baskets and pots, cleaning and setting up for various events at the library and Civic Center
- Getting energy efficacy upgrades in conjunction with Platt electric, Energy trust and other engineer and contracting vendors
- Facilitated major up keep on phone system and alarm system as well as coordinate for replacement proposals

Accomplishments

- Replacement of water heaters in five of our buildings, Shops, City hall, Library and two at Aquatic center
- Aquatic center: replacing the 400 gallon water heater with 2, 200 gallon; replaced all lighting (during shut down);
- Rejuvenated Restrooms at Senior center/Library; Facilitated the replacement and reroute of power lines at Library
- Assisted in the renovation in: the Police squad room, police female locker room, police evidence room, Dallas Records Supervisor office, as well as planning department manager's office
- Installed ventilation/vacuum system in the soda ash room at the water treatment plant, replaced the water intake shed
- Built new lockers for EMS, repaired roof leak at DFD
- Replaced and installed new yard lights in the Shop yards

GENERAL FUND

FACILITIES

Staffing Information

Job Title	Wage Range	2015-16	2016-17	2017-18	2018-19
Facilities Maintenance Foreman	23	1	1	1	1
Custodian	11	0.6	0.6	0.5	0.5
Total FTE's		1.6	1.6	1.5	1.5



Performance Measures

	2015-16	2016-17	2017-18	2018-19
# of Major projects completed	8	11	12	18+
# of Buildings maintained	6	6	7	11
# of Buildings/FTE	3	3	3.5	1.5
Task requests	400	420	400	650+



Expenditures

	Actual 2015-16	Actual 2016-17	Amended 2017-18	Proposed 2018-19	% Change
Personnel Services	98,135	99,547	113,000	119,000	5%
Materials and Services	68,594	79,112	74,000	75,000	1%
TOTAL	166,728	178,659	187,000	194,000	4%

Summary

The Facilities Maintenance Division is responsible for ensuring the maintenance and repair of city-owned buildings. The focus is beginning to shift to preventative measures in order to extend the life of the facilities, while devising creative solutions to systemic problems.



GENERAL FUND

Facilities Expenditures

	Actual 2015-16	Actual 2016-17	Amended 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Personnel Services						
Salaries	61,933	62,900	70,000	73,000	73,000	73,000
Fringe benefits	36,201	36,646	43,000	46,000	46,000	46,000
Total personnel services	98,135	99,547	113,000	119,000	119,000	119,000
Materials and Services						
Materials and supplies	1,152	2,420	1,000	1,500	1,500	1,500
Repairs & maintenance	28,639	26,641	30,000	30,000	30,000	30,000
Telecommunications	1,697	2,152	3,500	3,500	3,500	3,500
HVAC, energy and lighting	24,737	31,760	27,500	27,500	27,500	27,500
Maintenance & rental contracts	303	431	3,000	2,000	2,000	2,000
Fleet service total care program	1,000	1,000	1,000	1,000	1,000	1,000
Computer services	1,039	915	1,500	2,500	2,500	2,500
Insurance	6,456	9,966	0	0	0	0
Professional services	1,166	2,688	3,000	4,000	4,000	4,000
Travel and education	1,686	20	1,500	1,000	1,000	1,000
Miscellaneous	719	1,120	2,000	2,000	2,000	2,000
Total materials & services	68,594	79,112	74,000	75,000	75,000	75,000
TOTAL	166,728	178,659	187,000	194,000	194,000	194,000

GENERAL FUND

Fire & EMS

Fire

The City of Dallas Fire and EMS Department provides fire and emergency medical services to the citizens of Dallas, in an all hazards, customer service oriented manner. The department also contracts with Southwestern Polk County Rural Fire Protection District (SW Polk) to provide these same services. The SW Polk service area includes 123 square miles of rural Polk County, Oregon.

Division Mission

The mission of the Dallas Fire & EMS Department: "We protect our communities from the adverse effects of fire and medical emergencies, and other hazardous situations".



Department Objectives

Goal:

Improve the use of resources throughout the organization for the purpose of achieving the other goals at hand.

Objectives:

1. Utilize our Administrative Analyst to perform data management functions thus improving our data driven decision making. The data and logistics created by the Analyst will be highly useful in future projects and presentations including but limited to grant writing, personnel training recording, updating files and Board presentations.
2. Determine methods for meeting Master Plan recommendations, such as reducing response times, financial security, sleeping quarters and other facility needs, redefine current fire & EMS relationships and utilize decision making.
3. Establish Administrative Services and a training contract with Sheridan Fire District in order to grow and strengthen all parties involved.

Goal:

To equip all of our staff and volunteers with the proper training to perform the tasks at hand properly and safely.

Objectives:

1. Demolition of 939 Shelton Street structure in order to use property in a more beneficial way.
2. Develop a training regimen that allows flexibility for staff and volunteers.

Goal:

Provide skills and resources that will allow everyone to communicate more efficiently.

Objectives:

1. Completed SW Polk radio replacement planning.
2. Manage the Mobile Data Computer update program.

Goal:

Continuously improve the quality and conditions of our environment to maintain a safe and healthy workplace.

Objectives:

1. Complete OR OSHA consultation
2. Enhance the post-fire decontamination process to reduce exposure of carcinogens to our personnel.

GENERAL FUND

FIRE

Accomplishments

- The City of Dallas Fire & EMS received various grants such as the Volunteer Firefighter Assistance (VFA) Wildland PPE grant totaling \$10,000, the Assistance to Firefighters Grant (AFG) Rapid Intervention Packs of \$10,000 and the Spirit Mountain Community Fund equaling \$15,000.
- Our department responded to multiple conflagrations including the Eagle Creek fire, Chetco Bar fire, and the California fires.
- Celebrated 70th year anniversary of SW Polk Fire.
- Developed and approved a bond measure for SW Polk Fire's capital needs.
- Planned, developed and participated in the 2017 Eclipse event.
- Developed a new job description for the Administrative Assistant. The duties of the Administrative Assistant include providing support to our employees and the public, assisting in daily office needs and managing our department's general administrative activities.
- Developed a new job position and description for the Administrative Analyst. This position researches, compiles and prepares for the purpose of analyzing the given information clearly and efficiently. The organization then uses this data to allocate resources effectively. The Administrative Analyst may help develop, analyze, and execute budgets, as well as compile other necessary data in order to estimate the organization's future needs.
- We continue to refine the on-boarding process of our suppression volunteers.
- Completed the apparatus replacement schedule for Fire & EMS.
- Completed bi-annual accreditation with Department of Public Safety Standards and Training (DPSST).
- Added Fire Officer I to accreditation.
- Added Fire Instructor I to accreditation.
- Completed one recruit Firefighter I academy (120 hours).
- Updated and completed one Driver/Operator course (12 hours).
- Updated Engineer training course.
- Completed two interagency burn to learn training courses.
- Completed several days of wildland burnout operations with US Department of Fish and Wildlife (USFW), Oregon Department of Forestry (ODF), and the Nature Conservancy.
- Completed replacement of portable radios.
- Addition of UHF portable radios (Yamhill County 911 Center).
- Completed installation of Mobile Data Computers and replacement plan.
- Reorganized safety committee function and operation.
- Implemented a "hood exchange" program for on-scene replacement of contaminated PPE for fire suppression personnel. This piece of PPE is known to hold carcinogens after use in an Immediate Danger to Life or Health (IDLH) environment and is important to be properly cleaned after use.

Expenditures

	Actual 2015-16	Actual 2016-17	Amended 2017-18	Proposed 2018-19	% Change
Personnel Services	280,743	350,123	472,822	540,000	14%*
Materials and Services	300,844	313,215	464,515	495,000	7%
Transfers	100,400	111,467	97,135	102,135	5%
Debt Service	44,813	44,813	44,814	80,130	79%**
TOTAL	726,800	819,618	1,079,286	1,217,265	13%

* Additional staff

** Purchase fire engine



GENERAL FUND

FIRE

Staffing Information

Job Title	Wage Range	2015-16	2016-17	2017-18	2018-19
Fire Chief	DH4	0.5	0.5	0.5	0.5
Deputy Chief	DH1	0.5	0.5	0.5	0.5
Training Div. Chief	M1	0.5	0.5	0.5	0.5
Community Div. Chief	M1	0.5	0.5	0.5	0.5
Firefighter/EMT*	Contract	N/A	2	2	2
Administrative Assistant	17	0	0	0.5	1
Administrative Analyst	17	0	0	0.5	0.5
Seasonal Help	12	0	0.33	0.33	0.33
TOTAL FTE's		2	4.33	5.33	5.83

*Positions funded by SAFER grant through November 2018, then become city-funded

Performance Measures

	2015-16	2016-17	2017-18	2018-19
Urban Turnout Time <2:00 (90th Percentile)	7:33	7:36	11:45	8:35
Rural Turnout Time <10:00 (90th Percentile)	8:25	9:10	10:20	6:41
Urban Response Time <7:00 (90th Percentile)	N/A	9:50	17:21	11:59
Rural Response Time <20:00 (90th Percentile)	N/A	11:32	27:15	27:03
Urban Effective Response Force (15 FF in <9:00)	N/A	0	0	0:4
Rural Effective Response Force (6 FF in <14:00)	N/A			1:1
Response Volunteers	29	35	33	30
Support Volunteers	12	7	10	11



Summary

The department is proud of its history and great volunteer program. This budget reflects a continued support in recruitment and retention of volunteers as well as matching funds for grants written to further enhance our volunteer program. The enhancements we have made with our social media, public information and website are great examples of our drive toward maintaining the volunteer program.

We are looking forward to the accomplishments outlined in this budget and within other Council documents. Adequate staffing, facility upgrades for staffing and training grounds remain as top priorities for the fire department and the Council.

SW Polk Fire was approved by its citizens for a General Obligation Bond Measure. Through this bond measure SW Polk will upgrade, replace or add facilities, apparatus and equipment that will enhance Fire & EMS services throughout the region.

We took the next step in developing our administrative team by adding a full time Administrative Analyst and a full time Office Assistant. Some of the most important items of 2017 were our changes to training and safety that will set the stage for healthier, more productive and enhanced capabilities from today forward.

GENERAL FUND

Fire Expenditures

	Actual 2015-16	Actual 2016-17	Amended 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Personnel Services						
Salaries	157,888	217,130	284,000	320,000	320,000	320,000
Overtime	0	0	25,000	40,000	40,000	40,000
Fringe benefits	122,855	132,993	163,822	180,000	180,000	180,000
Total personnel services	280,743	350,123	472,822	540,000	540,000	540,000
Materials and Services						
Office expense	2,145	2,744	3,000	4,000	4,000	4,000
Materials and supplies/laundry	14,784	14,664	12,457	15,000	15,000	15,000
Fuel	6,821	8,608	12,200	14,000	14,000	14,000
Uniform allowance	6,667	2,495	8,000	7,000	7,000	7,000
Repairs & maintenance	14,966	27,071	32,390	30,000	30,000	30,000
Replacement - Equipment	25,564	16,952	19,164	20,000	20,000	20,000
Radios/pagers	2,838	3,563	5,000	5,000	5,000	5,000
Turnouts	11,852	14,228	30,144	33,000	33,000	33,000
Telecommunications	2,865	5,849	6,000	8,000	8,000	8,000
HVAC, energy & lighting	13,275	15,916	18,932	19,000	19,000	19,000
Maintenance and rental contracts	22,160	10,537	15,000	30,000	30,000	30,000
Fleet service total care program	35,000	35,000	35,000	35,000	35,000	35,000
Computer services	3,250	9,103	11,000	14,000	14,000	14,000
Insurance	16,193	18,233	5,000	5,000	5,000	5,000
Dispatch services	61,523	64,568	103,234	113,000	113,000	113,000
Professional services	32,619	34,433	100,692	95,000	95,000	95,000
Fire prevention program materials	6,548	668	6,000	6,000	6,000	6,000
Travel and education	21,774	28,582	26,558	27,000	27,000	27,000
Miscellaneous	0	0	14,744	15,000	15,000	15,000
Total materials & services	300,844	313,215	464,515	495,000	495,000	495,000
Transfers						
Transfer to Fleet Mgmt	14,400	14,400	0	0	0	0
Transfer to Swr SDC-Intrfnd Loan	15,000	26,067	22,135	22,135	22,135	22,135
Transfer to Fire Volunteer Trust	71,000	71,000	75,000	80,000	80,000	80,000
Total transfers	100,400	111,467	97,135	102,135	102,135	102,135
Debt Service						
Debt Service - Principal	33,933	34,890	35,874	63,230	63,230	63,230
Debt Service - Interest	10,880	9,923	8,940	16,900	16,900	16,900
Total debt service	44,813	44,813	44,814	80,130	80,130	80,130
TOTAL	726,800	819,618	1,079,286	1,217,265	1,217,265	1,217,265

GENERAL FUND

Fire & EMS

EMS

The City of Dallas Emergency Medical Service provides two Advanced Life Support medic units available 24 hours a day, 7 days a week, and one Advanced Life Support Unit available but not staffed. We cover approximately 239 square miles of Polk County territory and respond to over 3700 incidents per year. Our organization and personnel provide prompt, quality service with sincere compassion for our patients.

Division Mission

The mission of the Dallas Fire & EMS Department: "We protect our communities from the adverse effects of fire and medical emergencies, and other hazardous situations".



Department Objectives

Goal:

Improve the use of resources throughout the organization for the purpose of achieving the other goals at hand.

Objectives:

1. Determine methods for meeting Master Plan recommendations, such as reducing response times, financial security, sleeping quarters and other facility needs, redefine current fire & EMS relationships and utilize data for decision making.
2. Purchase two new mobile devices for ambulance reporting documentation.
3. Continue staff planning for ambulance personnel and peak staffing of our third out unstaffed medic unit.
4. Determine methods for meeting Master Plan recommendations, such as reducing response times, financial security, sleeping quarters and other facility needs, redefine current fire & EMS relationships and utilize data for decision making.
5. Preserve life and reduce injury by maintaining well-trained and equipped responders.

Goal:

To equip all of our staff and volunteers with the proper training to perform the tasks at hand properly and safely.

Objectives:

1. Host a Pediatric Advanced Life Support Course.

2. Continue to investigate and apply the latest medical treatments and technology for optimal patient care.
3. Adhere to ethical and training standards to promote pride in the service provided.

Goal:

Provide skills and resources that will allow everyone to communicate more efficiently.

Objectives:

1. Manage the Mobile Data Computer update program.
2. Offer opportunities for continuing education as well as educational growth in emergency medical services.
3. Provide a safe and clean work place that uses personnel partnerships for job tasks and problem solving.

Goal:

Continuously improve the quality and conditions around in order to maintain a safe and healthy work environment.

Objectives:

1. Secure funding for three new ventilator/positive pressure devices for EMS.
2. Propose new full time personnel for ambulance are hired under a 24 on/48 off schedule, or 12-hour shift schedule.
3. Purchase a new type III ambulance for the EMS division.

GENERAL FUND

EMS

Accomplishments

- With the guidance of Dr. Rebecca Lucas, our Medical Director, we completed a revision of our Paramedic Standing Orders. This revision removed infrequently used medications, added a few new medications as well as two new treatment procedures.
- Our PulsePoint and Public Access to the Automated External Defibrillator, or AED, (PAD) program continues to provide counsel for our community on AED acquisition, location information of AEDs in the community and immediate notification of a citizen in need of CPR.
- We happily celebrated another field birth of a baby and two cardiac arrest survivors in our community.
- The Dallas Fire and & EMS received the Assistance to Firefighters Grant (AFG) for power loading systems and cots totaling \$89,400.
- Planned, developed and participated in the 2017 Eclipse Event.
- Our organization was able to complete the hiring process to fulfill the addition of three full time equivalents to our ambulance division.
- Secured new 3-year Collective Bargaining Agreement with our represented ambulance and fire employees.
- Engaged our Medical Director to host quarterly EMS training.
- Complete replacement of portable radios.
- Addition of UHF portable radios (Yamhill County 911 Center).



Staffing Information

Job Title	Wage Range	2015-16	2016-17	2017-18	2018-19
Fire/EMS Chief	DH4	0.5	0.5	0.5	0.5
Deputy Chief/Operations	DH1	0.5	0.5	0.5	0.5
Training Div. Chief	M2	0.5	0.5	0.5	0.5
Community Div. Chief	M1	0.5	0.5	0.5	0.5
Paramedic Shift Lt.	29	3	3	3	3
Paramedic FT	26	3	3	6	6
Part-time Personnel	NA	8.42	8.42	4.88	4.88
Admin Assistant	17	0	0	0.50	0
Admin Analyst	17	0	0	0.50	0.50
Seasonal Help	12	0	0.33	0.33	0.33
TOTAL FTE's		16.42	16.75	17.21	16.71

GENERAL FUND

EMS

Expenditures

	Actual 2015-16	Actual 2016-17	Amended 2017-18	Proposed 2018-19	% Chg
Personnel Services	1,051,418	1,114,948	1,262,000	1,380,000	9%
Materials and Services	342,079	359,364	387,000	422,000	9%
Transfers	30,000	44,565	59,122	55,750	(6%)
TOTAL	1,423,498	1,518,877	1,708,122	1,857,750	9%



Performance Measures

	2015-16	2016-17	2017-18	2018-19
City 9-1-1 Response Time ≤ 6:30 (90th Percentile)	7:53	8:00	8:36	7:46
Rural 9-1-1 Response Time ≤ 11:30 (90th Percentile)	16:15	16:00	14:14	12:46
Turnout Time ≤ 1:30 (90th Percentile)	2:25	2:00	2:34	2:17
Transport Ratio (# of Transports/# Total Calls)	75%	75%	66%	65%
Annual Number of Mutual Aid Ambulances Given	28	40	103	24
UTSTEIN Statistic (% of Surviving Cardiac Arrest Victims Found if V-Fib)	0%	64.3%	50%	N/A
UTSTEIN National Average	33%	39.9%	31.8%	N/A
Net Collection Rate	76%	75%	85%	N/A
Average Collection per Transport	\$479.00	\$482.00	\$521.00	N/A

Summary

The City of Dallas EMS provides an excellent service to our community with a small impact to the general fund. Our goal is to continue to provide the best practice possible with the funds available, and to remain progressive in the type of delivery we supply and alternative funding we seek.

We continue to develop our data collection, review and analysis processes. We use this data as the basis for our decision making on all future projects or programs.

As our call volume continues to increase we are evaluating operational methodologies for maintaining or enhancing our service level. We rely less on our mutual aid partners since the addition of the "dual role" grant funded Firefighter/EMT positions have been hired.



GENERAL FUND

EMS Expenditures

	Actual 2015-16	Actual 2016-17	Amended 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Personnel Services						
Salaries	693,348	729,994	802,000	870,000	870,000	870,000
Fringe benefits	339,132	341,230	400,000	440,000	440,000	440,000
Overtime	18,938	43,724	60,000	70,000	70,000	70,000
Total personnel services	1,051,418	1,114,948	1,262,000	1,380,000	1,380,000	1,380,000
Materials and Services						
Office expense	2,617	2,642	3,000	3,000	3,000	3,000
Fire Med advertising	4,102	3,676	6,000	5,000	5,000	5,000
Forms/Printing	149	47	1,000	1,000	1,000	1,000
Materials and supplies/laundry	65,866	83,517	70,000	77,000	77,000	77,000
Fuel	17,192	26,861	25,000	30,000	30,000	30,000
Uniform allowance	7,051	4,901	8,500	7,500	7,500	7,500
Repairs & maintenance	8,426	9,258	15,000	18,000	18,000	18,000
Equipment	1,928	9,103	6,000	10,000	10,000	10,000
Radios/pagers	2,180	378	3,000	3,000	3,000	3,000
Telecommunications	6,792	5,107	6,500	6,500	6,500	6,500
HVAC, energy & lighting	7,304	7,544	9,000	9,000	9,000	9,000
Maintenance and rental contracts	6,204	3,607	5,000	10,000	10,000	10,000
Fleet service total care program	25,000	25,000	25,000	25,000	25,000	25,000
Computer services	7,788	3,079	14,000	13,000	13,000	13,000
Insurance	8,727	11,190	5,000	5,000	5,000	5,000
Dispatch services	59,121	64,568	70,000	73,000	73,000	73,000
Professional services	102,524	81,297	100,000	110,000	110,000	110,000
Travel and education	9,110	17,589	15,000	16,000	16,000	16,000
Total materials & services	342,079	359,364	387,000	422,000	422,000	422,000
Transfers						
Transfer to Fleet Management	30,000	30,000	30,000	10,000	10,000	10,000
Tsfr to Swr SDC-Intrfrnd Loan	0	14,565	29,122	45,750	45,750	45,750
Total transfers	30,000	44,565	59,122	55,750	55,750	55,750
TOTAL	1,423,498	1,518,877	1,708,122	1,857,750	1,857,750	1,857,750

GENERAL FUND

Police

The essential purpose of a municipal police department is to provide services to facilitate a safe community, in part by enforcing the criminal and traffic laws. Another essential component is to provide for community caretaking when appropriate. The Dallas Police Department maintains a well-rounded approach to policing, taking into account the community's and residents' physical and social capabilities, along with other conditions to reduce crime and victimization. The ultimate service goal of a police department is to enhance community livability and to do so by nourishing a partnership with community members as well as maintaining order and safety through a transparent and unbiased enforcement of the law.

Division Mission

The mission of the Dallas Police Department is to assist in the maintenance of social order while fostering safety and freedom and building public confidence.

Department Objectives

- Increase level of sworn police members to ultimately enable us to adequately transition our patrol staff from 12-hour shifts to a 4/10 work schedule. (#1k / #5c)
- Increase level of sworn police members to enable us to re-gain the detective supervisor position which was lost during budget reductions approximately six years ago (#1k / #5c)
- Continue to research options which ultimately result in new police facilities to better house our police operations and administration as we provide public safety to the growing Dallas community. (#5d)
- Stabilize our Patrol Section staffing by successfully coaching our new recruit officers through their

first year of training. This will be achieved by each of the new recruit officers ultimately reaching solo officer status. (#5c)

- Improve emergency preparedness and response capabilities of city staff by continuing efforts to plan, equip and setup designated floor space at Dallas Fire & EMS, to function as an Emergency Operations Center (EOC) (#5d)
- Continue the expansion of our Neighborhood Watch / Community Preparedness program launched in the Fall of 2017. Do this by working with neighborhood representatives and establishing active groups in various neighborhoods across Dallas. (#1a / #1k / #1i)
- Continue to train all new police department staff to the awareness/first responder level for the proper use of the National Incident Management System (NIMS). (#5d)
- Improve the condition and reliability of the police vehicle fleet. Meet this objective by purchasing a replacement vehicle for the animal control program, to replace the current 12 year old vehicle. (#5d)
- Continue to improve the effectiveness of our Codes Services program by focusing more efforts towards ordinance violations which pertain to personal safety or quality of life in the Dallas community. Examples might include violations related to Junk, Rubbish, Property Maintenance and Dangerous Buildings. (#1a / #1k)
- Enhance the capabilities of our Field Services Division by recruiting, appointing and training additional reserve police officers to assist with the department's public safety responsibilities. (#1k / #5d)
- Expand the capabilities of volunteer services to our community by successfully recruiting additional volunteers for our department's Volunteers In Policing (VIPs) unit. (#1i)



GENERAL FUND

POLICE

Accomplishments

- Completed a thorough inventory and reorganization of the property & evidence room, increasing the efficiency and efficacies of our tracking system. During the process, disposed of over 500 items which we no longer needed to retain. Our property room currently contains nearly 4000 items.
- Resolved a number of challenging code services cases, such as precipitating the destruction and removal of a very old, unoccupied and decaying house (Property Maintenance violations) in the 200 block of SE Mill Street
- Continued the primary focus of our Codes Services program towards ordinance violations which pertain to personal safety or quality of life in the Dallas community. Examples might include violations related to Junk, Rubbish, Property Maintenance and Dangerous Buildings. (#1a / #1k)
- Developed a reporting system to retrieve Records Management System data to help document the time it takes to resolve key code services violations. This, in turn, will enable us to develop and track a new performance measure regarding resolution of primary code violations. This measure will be a tool to improve monitoring of code cases with the objective of improving efficiencies to minimize the amount of time to resolve common code violations. (#1a / #1k)
- Obtained a grant from the Oregon Department of Transportation to purchase and implemented an electronic citation system in our primary patrol vehicles.
- Hired and initiated field training on four new recruit police officers to replace vacancies or retirements of sworn staff. Taking on training requirements of this many officers was a significant draw on our existing patrol staff especially considering our Patrol Section was already effectively short-staffed by 5-6 officers throughout the year.
- Reinstated our department awards banquet, recognizing officers nominated by their peers for outstanding work and achievements during calendar year 2017. Awards included Officer of the Year, Outstanding Program of the Year, Community Involvement and Outstanding Investigation.
- Automated our daily activity log, removing the burden on officers to manually enter a summary of activities each day, therefore reducing the amount of time they need to be in the office on paperwork.
- Reorganized and revitalized our volunteers in policing (VIP) program, clearing out the names of persons no longer available or interested in volunteering, reassigning the responsibility of coordinating the program and then initiating recruitment of a new cadre volunteers. Expanded the capabilities of volunteer services to our community by successfully recruiting additional volunteers for our department's Volunteers In Policing (VIPs) unit. (#1i)
- Developed a position description for high school and college level interns, then worked with representatives of Dallas High School, Morrison Campus, Chemeketa Community College and Western Oregon University to solicit interests of new interns.
- Successfully planned, organized and staffed the public safety element for the Dallas Solar Eclipse 2017 event, providing public safety for a significant number of citizens and visitors who frequented our downtown during the festivities.
- Assisted with the presentation of another successful Dallas Citizens' Academy (#1i)
- Opened the expansion to our firearms training range, aptly named the Rob Hatchell Range Annex in recognition of the many years of quality firearms training Sergeant Hatchell provided our officers.
- Established a new, fee-based, public service for community members who need to have their fingerprints submitted for various employment needs (e.g., realtor license, teachers, job applicants).



GENERAL FUND

POLICE

- Officers in our Field Services Division handled a significant number of activities during the fiscal year. The total activities for calendar year 2017 are down from 2016, however, during the past several months, our officers consistently managed that workload with 5 or 6 fewer officers than normal. At the current staffing level (of solo officers), effectively managing even the somewhat lighter workload than the previous year significantly hindered the amount of proactive or self-initiated activities officers could generate, due to the need to focus all efforts on priority calls for services from the public.
- Added additional technological improvements by creating an auto-generated daily report which was previously hand-redacted, scanned and emailed to recipients (e.g., city manager, local media). The entire process is digital and none of the reports are manually created or printed.
- Expanded our community outreach program by creating and initiating new programs such as the newly developing Pastries with Public Safety event. Similar to well-known "Coffee with a Cop" programs, our program is a collaborative endeavor of our police, fire and EMS services. (#1i)
- Along with our efforts to start creating active neighborhood groups, we re-structured our traditional Neighborhood Watch/Crime Prevention program into the new Neighborhood Watch/Community Preparedness program. This, in an effort to create a more constant focus on the importance of being prepared and knowing how to take care of your own family as well as your neighbors in the event of a natural or man-made disaster. Presentations by our local Community Emergency Response Teams (CERT) are one example of providing valuable information for group members. (#5d)
- Continued to improve emergency preparedness and familiarity with the proper use of the National Incident Management System (NIMS). Provided training opportunities for new city staff members for awareness training specific to emergency management. (#5d)
- Assumed oversight of, re-structured and reactivated the Civic Ready emergency alert and community notification system. (#5d)
- Worked with an anonymous community donor and coordinated a Secret Santa program where \$5000 provided by the donor was used to purchase fifty \$100 Walmart gift cards and were distributed by our police staff. The donor specifically wanted to provide the means for our officers to provide special assistance during the Christmas season for community members whom the officers come across during the course of their duties. (#5e)
- Officers—now equipped with Naloxone nasal spray—were able to play a key role in saving the lives of at least three persons suffering from opioid overdoses. (#5d)
- Our member assigned to the POINT drug task force was directly involved in a team investigation which resulted in the arrest of a Dallas resident for distributing methamphetamine, including the seizure of over 3 ½ pounds of methamphetamine and approximately \$31,000 in cash. Our detective and his partner on POINT were the lead detectives in the investigation. (#5c)
- Provided Public Information Officer (PIO) training for our Police Community Liaison. She attended a week-long session sponsored by OSP and FEMA which will improve her capabilities to engage in outreach and communication with community members.
- Improved the condition and reliability of the police vehicle fleet by purchasing a replacement vehicle for the police lieutenant. The 11 year old vehicle formally used had a history of maintenance problems and was released back to Fleet for liquidation through the surplus process. Also purchased a replacement patrol vehicle and transferred the oldest patrol vehicle to Code Services. (#5d)



GENERAL FUND

POLICE

Performance Measures

Performance Measures	2015-16	2016-17	2017-18	2018-19 Projected or Targeted (10)
Incidents (Calls for Service & Self-Initiated Activity)	11767	13191	13031	14024 Projection
Persons Crimes (NIBRS) (1)(2)	191	225	231	251 Projection
Property Crimes (NIBRS) (3)	639	525	626	748 Projection
Society Crimes (NIBRS) (4)	809	874	882	959 Projection
Total Crimes Reported (From Part 1, 2 & 3 above)	1639	1624	1739	1958 Projection
Persons Adult Arrests	129	120	143	164 Projection
Property Adult Arrests	150	138	144	176 Projection
Society Adult Arrests	592	701	688	821 Projection
Total Adult Arrests (From Pers, Prop, & Soc above)	871	959	975	1161 Projection
All Juvenile Referrals (Pers, Prop. & Society) (5)	96	103	136	162 Projection
DUII Arrests (6)	23	48	56	81 Projection
Number of Sworn Officers	18	19	19	19
Traffic Citations Issued	1192	1699	1368	1100 (11) Projection
Dog Licenses Issued	1046	1095	1073	1187 Projection
Ratio of Annual Activities per officer (7)	654:1	694:1	686:1	738:1 (12) Projection
Achieve at least 90% positive feedback during department's Customer Service Check surveys (8)	92.3% Met	90.04% Met	90.0% Met	Meet
Distribute information to the community via news media or social media posts/shares an average of at least ten times per month to help improve communication with community members (9)	Met	Met	Met	Meet
Number of sustained employee complaints	1	0	0	0 Targeted

(1) NIBRS – National Incident Base Reporting System

(2) Persons crimes include: homicide, rape, aggravated assault, kidnapping, robbery other sex offenses and serious crimes against persons

(3) Property crimes include: arson, burglary, forgery/fraud, theft, motor vehicle theft; vandalism and other property related crimes

(4) Society crimes include: drug crimes, mental custodies, trespass, fugitive warrants, DUII and other traffic crimes, curfew, runaway, liquor laws, tobacco violations, assisting other agencies and all others not specifically against persons or related to property

(5) Juvenile referrals are not included in the adult arrest statistics listed above

(6) DUII arrests are already included in the Society arrest statistic listed above. DUIIs are broken out for reference only

(7) The 2016 average ratio of 13 comparable communities across the United States is 648:1 (2017 data not yet available)

(8) 2014 was the base year for tracking the Customer Service feedback measurement

(9) This measure implemented in November 2014.

(10) Considering the atypical statistical reduction of CY/2017 due to being short 5-6 patrol staff, projected activities are based on the average percentage of change of the previous four years

(11) This projection based on the likelihood of the Traffic Safety Officer not being staffed for approximately 8 months of the year due to training of staff to replace the TSO retiring at the end of FY18.

(12) This projection is based on current staffing levels and entirely predicated on the projected activities for 2017

GENERAL FUND

POLICE

Expenditures

	Actual 2015-16	Actual 2016-17	Amended 2017-18	Proposed 2018-19	% Change
Personnel Services	2,499,073	2,672,328	2,917,000	3,015,000	3%
Materials and Services	442,300	499,602	485,700	543,800	12%*
Transfers	40,000	26,000	14,000	14,000	0%
TOTAL	2,981,372	3,197,930	3,416,700	3,572,800	5%

* Increase in computer expenses



Staffing Information

Job Title	Wage Range	2015-16	2016-17	2017-18	2018-19
Chief of Police	DH4	1	1	1	1
Deputy Chief of Police	DH2	n/a	n/a	n/a	n/a
Police Lieutenant	DH1	1	1	1	1
Police Sergeant	M1	4	4	4	4
Police Officer	Per CBA	11	12	12	13
Traffic Safety Officer	n/a	1	1	1	1
Administrative Services Manager / Records Supervisor (1)	27	1	1	1	1
Records Clerk	16	0.5	0.5	0.5	0.5
CSO Records and Property & Evidence	17	1	1	1	1
CSO Parking and Animal Control	17	0.5	0.5	0.5	0.5
Police Community Liaison	17	n/a	0.5	0.63	0.63
CSS Code Services	17	1.0 (2)	1.0	1.0	1.0
Total FTE's	-	22.0	23.5	23.63	24.63

(1) – Administrative Services Manager position was reclassified/renamed to Records Supervisor during FY18.

Summary

Police departments across Oregon and the United States continue to struggle with limited resources (budgets). From a national perspective, relationships between police and community members have seldom been as strained as has been over the past few years. This public perception is not lost on those of us who have the honor of serving our community as Dallas police officers. We are cognizant of our need to work hard to earn the respect and support of those we serve, and we purpose to do this on a daily basis.

An increasingly significant challenge for law enforcement continues to be finding qualified applicants to fill sworn police vacancies when



GENERAL FUND

POLICE

Summary cont.

they occur. Proactive—and occasionally creative—recruiting efforts are becoming increasingly important to maintain necessary staffing levels. Across the state of Oregon, a significant number of officers from the “baby boomer” generation are retiring, adding to vacancies which need filling with qualified recruits. We are not exempt from that reality and have recently lost very qualified veteran officers to retirement.

Calendar year 2017 was the first full year of our part-time Police Community Liaison. Hired at the end of 2016, her focus has been heavily focused on community outreach programs. An example includes such as our new Neighborhood Watch / Community Preparedness program which helps neighbors get to know one another, learn to help take care of one another and to develop collaborative efforts to prepare themselves to better survive natural or human caused disasters. Another primary focus has been enhancing our social media presence and improving communications with members of our community.

The Traffic Safety Officer (TSO) program instituted in FY16 continues to prove successful. Over the past few years, our community’s growth has been evidenced in part by an increase in traffic, especially during commute hours. The increased traffic flow through neighborhoods has been underscored by traffic-related complaints which, until recently, were on the rise. The emphasis of our TSO program has—and will continue to be—traffic safety. On nearly every week of the year, a review of statistics will reflect our officers issue more warnings than citations. The program has provided positive results, with the reduction in traffic complaints being one indicator.

Our Code Services program is staffed with one full-time employee, who continues to work hard on educating community members about our ordinances and helping to guide them toward compliance with our codes. Significant emphasis has been community livability issues, especially those which related to abandoned vehicles, junk, rubbish, property maintenance matters and dangerous buildings.

Operational calls for services and field generated activities for calendar year 2017 show slightly more than 1% reduction, which—on the surface—can be misleading if not adequately assessed. Field Services officers have been consistently busy with calls for service and comprehensive criminal investigations. By example, as of March, 2018, three recruit officers are in training status (recently filled vacancies such as created by retiring officers) and two supervisors

are not able to work the road due to work-related injuries. This creates a circumstance where our patrol section is short-staffed by five (at times, six) officers throughout most of the year. The slight reduction in overall activities is simply the result of less officers being available to work the patrol shifts.

Dallas PD clearance rates continue to be good and reflect the caliber and dedication of the officers and detectives who serve this community. As example, our clearance rates for 2016 compare to the national averages as follows:

- The clearance rate for Robbery crimes investigated by Dallas PD in 2016 was 50% as compared to the national average of 27%.
- The clearance rate for Aggravated Assault crimes investigated by Dallas PD in 2016 was 84% as compared to the national average of 64%.
- The clearance rate for Rape crimes investigated by Dallas PD in 2016 was 100% as compared to the national average of 8%.
- The clearance rate for Burglaries investigated in by Dallas PD in 2016 was 28% as compared to the national average of 13.0%.
- The clearance rate for Thefts investigated in by Dallas PD in 2016 was 33%, as compared to with the national average of 20%.
- The clearance rate for Vehicle Thefts investigated in by Dallas PD in 2016 was 46% as compared to the national average of 13%.

These facts carry both good and better news for Dallas citizens. First, the activity level for the year still shows our officers are very busy and hard-working—even while being short staffed and needing to work many overtime hours. The clearance of cases demonstrates they do so with remarkable success to result in clearance rates which are also notably higher than the national average.

Community members can be confident that our police department is aggressively working to keep our population safe, bringing to justice those who choose to infringe upon the safety and security of others, and doing so while respecting and protecting the rights of our citizens. Providing great customer service and using proper safety practices—as a daily routine—continues to be the foundation of our interactions with those we serve.

GENERAL FUND

Police Expenditures

	Actual 2015-16	Actual 2016-17	Amended 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Personnel Services						
Salaries	1,516,886	1,588,432	1,769,000	1,820,000	1,880,000	1,880,000
Overtime	119,207	172,135	170,000	170,000	170,000	170,000
Fringe benefits	862,980	911,761	978,000	1,025,000	1,067,000	1,067,000
Total personnel services	2,499,073	2,672,328	2,917,000	3,015,000	3,117,000	3,117,000
Materials and Services						
Office expense	3,669	5,593	4,200	5,500	5,500	5,500
Materials and supplies	4,679	4,752	4,400	7,000	7,000	7,000
Dog control/dog shelter	2,989	4,062	7,500	7,500	7,500	7,500
Weapons skills	5,242	11,050	10,500	16,100	16,100	16,100
Investigations	21,186	23,750	22,000	22,500	22,500	22,500
Firing range improvements	3,101	5,798	4,400	4,400	4,400	4,400
Evidence Control	337	1,104	2,000	2,000	2,000	2,000
Fuel	26,207	30,596	35,000	34,000	34,000	34,000
Uniforms and cleaning	15,919	23,681	17,700	23,000	23,000	23,000
Equipment	6,513	13,010	15,500	15,000	15,000	15,000
Safety/OSHA	5,076	3,782	9,300	7,400	7,400	7,400
Telecommunications	21,647	17,914	21,600	24,000	24,000	24,000
Maintenance and rental contracts	19,730	19,666	23,000	24,000	24,000	24,000
Fleet service total care program	40,000	40,000	40,000	40,000	40,000	40,000
Computer services	13,191	27,239	16,500	43,000	43,000	43,000
Insurance	35,737	44,846	5,000	5,000	5,000	5,000
Dispatch services	155,799	167,916	176,000	187,200	187,200	187,200
Professional services	17,743	7,626	13,000	19,000	19,000	19,000
Community relations	846	1,357	2,000	3,000	3,000	3,000
Employee development	176	2,632	1,500	2,000	2,000	2,000
Professional Memberships	0	0	1,000	1,000	1,000	1,000
Travel and training	17,549	16,065	16,000	16,600	16,600	16,600
R.A.I.N. / PRIORS	22,224	23,358	24,600	25,300	25,300	25,300
Reserve officers	2,739	3,805	13,000	9,300	9,300	9,300
Total materials & services	442,300	499,602	485,700	543,800	543,800	543,800
Transfers						
Transfer to Fleet Management	40,000	26,000	14,000	14,000	14,000	14,000
Total transfers	40,000	26,000	14,000	14,000	14,000	14,000
TOTAL	2,981,372	3,197,930	3,416,700	3,572,800	3,674,800	3,674,800

GENERAL FUND

Non-Departmental Expenditures

	Actual 2015-16	Actual 2016-17	Amended 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Transfers						
Transfer to Capital Projects	620,000	200,000	255,940	13,000	13,000	13,000
Transfer to Risk Management	0	350,000	183,000	210,000	210,000	210,000
Total transfers	620,000	550,000	438,940	223,000	223,000	223,000
Debt Service						
2013 UR Loan - Principal	67,526	69,513	71,559	73,664	73,664	73,664
2013 UR Loan - Interest	18,841	16,865	14,836	12,731	12,731	12,731
Total debt service	86,367	86,378	86,395	86,395	86,395	86,395
TOTAL	706,367	636,378	525,335	309,395	309,395	309,395

Inspections/Building Expenditures*

	Actual 2015-16	Actual 2016-17	Amended 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Personnel Services						
Salaries	163,449	0	0	0	0	0
Fringe benefits	104,648	0	0	0	0	0
Total personnel services	268,097	0	0	0	0	0
Materials and Services						
Materials and supplies	1,649	0	0	0	0	0
Fuel	575	0	0	0	0	0
Telecommunications	2,631	0	0	0	0	0
Fleet service total care program	2,000	0	0	0	0	0
Computer services	3,527	0	0	0	0	0
Insurance	1,884	0	0	0	0	0
Travel and education	2,626	0	0	0	0	0
Miscellaneous	3,000	0	0	0	0	0
Total materials & services	17,892	0	0	0	0	0
Transfers						
Transfer to Fleet Mgmt	4,000	0	0	0	0	0
Total transfers	4,000	0	0	0	0	0
TOTAL	289,989	0	0	0	0	0

* Historical information only. In FY 16-17 this fund was removed from the General Fund and a new Governmental Fund was created



GENERAL FUND

General Fund Revenues

	Actual 2015-16	Actual 2016-17	Amended 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Taxes						
Current Property taxes	3,550,892	3,690,198	3,850,000	4,100,000	4,100,000	4,100,000
Delinquent taxes	133,394	92,777	130,000	100,000	100,000	100,000
Total property taxes	3,684,286	3,782,975	3,980,000	4,200,000	4,200,000	4,200,000
Franchise fees						
Pacificorp (power)	701,781	729,366	780,000	800,000	800,000	800,000
NW Natural Gas (gas)	151,098	172,367	176,000	220,000	220,000	220,000
Allied Waste (garbage)	146,020	159,981	156,000	180,000	180,000	180,000
Qwest (telephone)	41,276	39,188	38,000	40,000	40,000	40,000
Charter (cable television)	76,605	84,153	78,000	87,000	87,000	87,000
Utility License Fee	0	0	0	0	0	90,000
Total franchise fees	1,116,780	1,185,056	1,228,000	1,327,000	1,327,000	1,417,000
Licenses						
Licenses	2,020	2,130	2,000	2,200	2,200	2,200
Permits	650,939	0	0	0	0	0
Total licenses & permits	652,959	2,130	2,000	2,200	2,200	2,200
Intergovernmental/Other agencies						
CCRLS - Chemeketa Regional Library	63,616	67,012	70,000	93,000	93,000	93,000
Cigarette tax	19,776	19,292	18,400	19,000	19,000	19,000
State Revenue Sharing	125,085	138,664	156,000	170,000	170,000	170,000
Alcoholic beverages tax	215,834	233,313	247,000	285,000	285,000	285,000
Rural Fire District	177,050	194,369	342,337	475,000	475,000	475,000
Tsf from Urban Renewal (Debt Svc)	86,367	86,378	86,400	86,400	86,400	86,400
Total intergov./Other agencies	687,728	739,028	920,137	1,128,400	1,128,400	1,128,400
Municipal court fines						
Fines & forfeitures	166,446	164,177	200,000	180,000	180,000	180,000
Parking fines	9,899	8,791	8,000	9,000	9,000	9,000
Court fees	31,796	42,844	40,000	45,000	45,000	45,000
Suspended licenses	1,588	1,384	2,500	1,000	1,000	1,000
Total municipal court fines	209,729	217,196	250,500	235,000	235,000	235,000
Investment income	27,410	44,335	30,000	50,000	50,000	50,000
Charges for services						
Planning	103,696	117,302	125,000	100,000	100,000	100,000
Ambulance fees	1,325,249	1,403,280	1,440,000	1,650,000	1,650,000	1,650,000
Fire-Med	61,500	60,670	70,000	65,000	65,000	65,000
Animal control	24,686	26,400	27,000	30,000	30,000	30,000
Aquatic Center fees	473,148	440,513	510,000	500,000	500,000	500,000
Recreation program fees	6,367	15,488	10,000	20,000	20,000	20,000
Library fines	15,236	13,754	15,000	15,000	15,000	15,000
Library non-resident fee	6,614	680	0	0	0	0
Miscellaneous	137,260	129,441	240,000	150,000	150,000	150,000
Total charges for services	2,153,755	2,207,529	2,437,000	2,530,000	2,530,000	2,530,000
Reimbursements & fund transfers						
Miscellaneous transfers	1,155,000	1,234,000	1,236,400	1,277,400	1,277,400	1,277,400
Transfer from Grant Fund	0	61,198	100,000	25,000	25,000	25,000
Reimbursements & fund transfers	1,155,000	1,295,198	1,336,400	1,302,400	1,302,400	1,302,400
TOTAL REVENUES	9,687,646	9,473,446	10,184,037	10,775,000	10,775,000	10,865,000
Beginning balances	1,963,726	2,154,842	2,002,415	1,725,000	1,725,000	1,725,000
TOTAL	11,651,372	11,628,288	12,186,452	12,500,000	12,500,000	12,590,000

GOVERNMENTAL FUND

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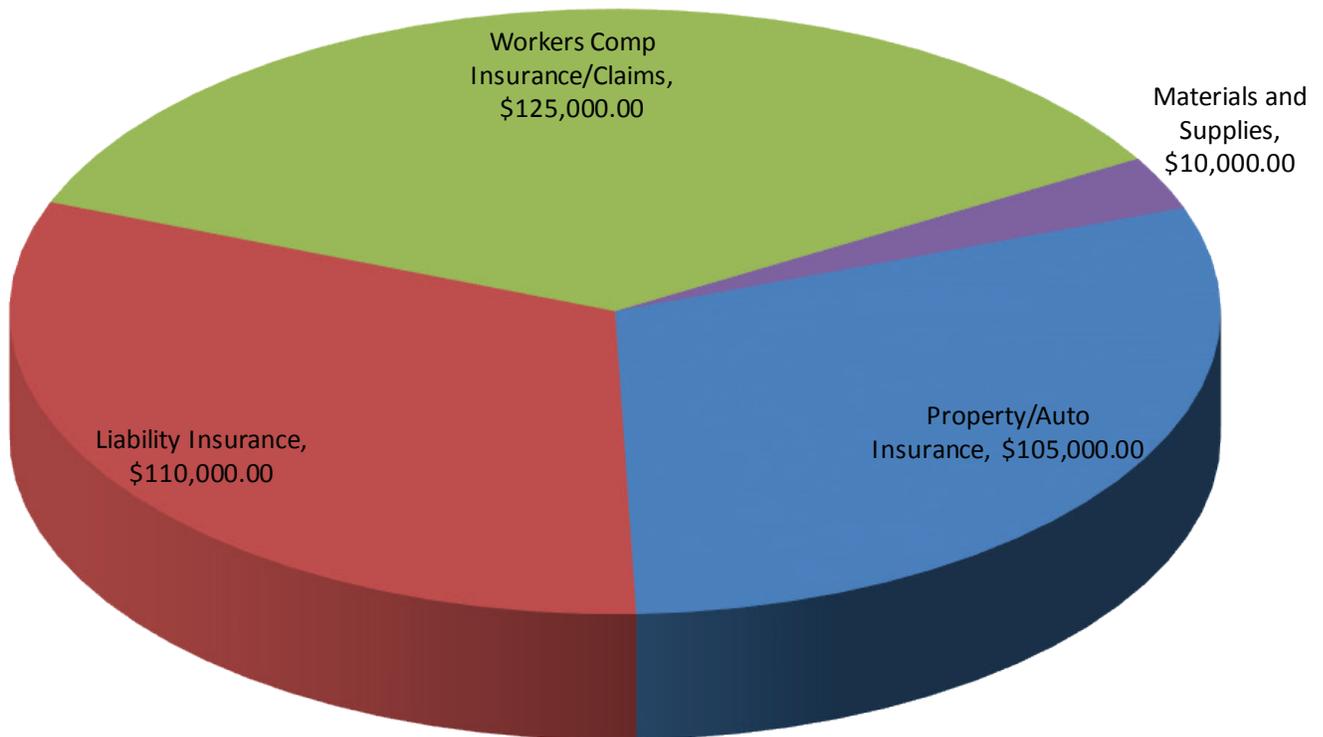
* All Governmental Fund Expenditure tables are now located after each fund's face page in the budget

GOVERNMENTAL FUND

Risk Management Fund

The Risk Management Fund is a new fund, created in FY 2016-17, to account for allocation of insurance premiums, deductibles on claim losses and miscellaneous insurance related expenses. This fund receives funding through a transfer from the General Fund and Enterprise Funds.

2018-19 Risk Management Fund Expenditures



GOVERNMENTAL FUND

Risk Management Revenues

	Actual 2015-16	Actual 2016-17	Amended 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Revenues						
Miscellaneous	0	125,767	10,000	10,000	10,000	10,000
Transfer from General Fund	0	350,000	252,000	210,000	210,000	210,000
Transfer from Bldg Insp Fund	0	0	3,500	3,500	3,500	3,500
Transfer from PW Funds	0	0	86,950	126,500	126,500	126,500
Total revenues	0	475,767	352,450	350,000	350,000	350,000
Beginning balances	0		105,000	100,000	100,000	100,000
TOTAL	0	475,767	457,450	450,000	450,000	450,000

Risk Management Expenditures

	Actual 2015-16	Actual 2016-17	Amended 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Materials and Services						
Property / Auto Insurance	0	0	90,000	105,000	105,000	105,000
Liability Insurance	0	43,343	100,000	110,000	110,000	110,000
Workers Comp Insurance	0	195,464	257,450	125,000	125,000	125,000
Material and Supplies	0	0	10,000	10,000	10,000	10,000
Total materials & services	0	238,808	457,450	350,000	350,000	350,000
TOTAL EXPENDITURES	0	238,808	457,450	350,000	350,000	350,000
Operating Contingencies	0	0	0	100,000	100,000	100,000
TOTAL	0	238,808	457,450	450,000	450,000	450,000

GOVERNMENTAL FUND

Capital Projects Fund

The Capital Projects Fund accounts for all the General Fund capital projects for Fiscal Year 2018-2019. This fund receives funding through a transfer from the General Fund. Projects included in this year's Capital Projects Fund are listed below:

Department	Amount	Project
Aquatic Center (1)	\$90,000	Resurface lap pool
EMS (2)	\$218,000	Replace medic unit
Facilities (3)	\$100,000	\$60,000 for Senior Center amenities; \$40,000 for purchase of Armory property
Finance/Muni Court (4)	\$13,000	Computer/IT equipment
Fire (4)	\$665,000	Replace Engine R102/E102, new staff vehicle
Library (4)	\$5,500	Computers/printers for public use
Police (4)	\$65,000	Replace patrol vehicle
Total	\$1,156,500	

- (1) There are no associated increases in operating costs for this. All will improve efficiency of existing systems, reducing utility costs.
- (2) There are no associated increases in operating costs for this equipment; will improve efficiencies.
- (3) Any minor increases in operating costs for these amenities are easily absorbed in the Facilities Maintenance budget.
- (4) Upgraded equipment will improve efficiencies. There are no associated increases in operating costs for these upgrades.



GOVERNMENTAL FUND

Capital Projects Revenues

	Actual 2015-16	Actual 2016-17	Amended 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Revenues						
Finance Proceeds	385,795	261,500	0	600,000	600,000	600,000
Sale of Assets	44,068	0	0	100,000	100,000	100,000
Proportionate share fee- Barberry Node		1,100	0	0	0	0
Transfer from General Fund	620,000	200,000	332,940	13,000	13,000	13,000
Transfer from Sewer SDC	0	346,747	370,000	308,000	308,000	308,000
Total revenues	1,049,863	809,347	702,940	1,021,000	1,021,000	1,021,000
Beginning balances	130,902	445,995	234,497	150,000	150,000	215,000
TOTAL	1,180,765	1,255,342	937,437	1,171,000	1,171,000	1,236,000

Capital Projects Expenditures

	Actual 2015-16	Actual 2016-17	Amended 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Capital Outlay						
Vehicles	429,863	427,843	187,000	883,000	883,000	948,000
Equipment	263,454	209,463	315,940	18,500	18,500	18,500
Building Improvements	29,512	92,179	200,000	90,000	90,000	90,000
Property/Property Improvemnts	0	265,532	0	100,000	100,000	100,000
Transfer to Park Grant	11,940	0	0	0	0	0
Total capital outlay	734,769	995,017	702,940	1,091,500	1,091,500	1,156,500
Debt Service						
Debt Service - Principal	0	22,369	24,759	25,133	25,133	25,133
Debt Service - Interest	0	3,459	3,417	3,044	3,044	3,044
Total debt service	0	25,828	28,176	28,177	28,177	28,177
Transfers						
Transfer to Swr SDC-Interfund Loan	0	0	34,000	0	0	0
Total transfers	0	0	34,000	0	0	0
TOTAL EXPENDITURES	734,769	1,020,845	765,116	1,119,677	1,119,677	1,184,677
Operating Contingencies	0	0	137,824	51,323	51,323	51,323
TOTAL	734,769	1,020,845	902,940	1,171,000	1,171,000	1,236,000

GOVERNMENTAL FUND

Public Works

Street Division

The Street Division is a part of the Public Works/ Operations Department and provides services to ensure the continued operation and maintenance of the Dallas Street system and all of its ancillary components. Funding for the division is received through State and Federal gas tax allocations, with no general fund support. The division employees are also responsible for sewer, storm water and assist with the water distribution system.

Division Mission

The mission of the Street Division is to maintain and repair the street system to allow for optimum service life and the safe and efficient travel of the motoring, pedestrian, and bicycle to the public. The City of Dallas is responsible for the maintenance of over 59 miles (118 lane miles) of paved streets, more than 2000 signs, and 5 bridges. Traffic signals, street lights, and larger bridge maintenance work are maintained with contractual services through other government agencies.

Department Objectives

- Provide maintenance and repair to ensure the proper operation of the City's traffic safety devices, signs, and roadway markings
- Provide for the management and maintenance of street landscapes, rain gardens, street trees, ramps and curbs, to provide a safe and aesthetically pleasing streetscape
- To clean, maintain and repair the street network to allow for optimum service life as well as a safe and efficient travel of the motoring public with the limited resources available.
- Continue to provide street sweeping, emergency response, storm water management, and snow removal as budget allows
- To prevent the further deterioration of arterial and collector streets
- Seek additional funding sources for residential street network maintenance
- Continuing education for employees to expand their knowledge of environmental improvements, equipment, public safety and governmental requirements.



Accomplishments

- Jefferson St Project Demolition of Jefferson, Mill and Court St for Jefferson St project
- Improved Sanitary Lateral in the parking lot of 121 SW Oak St
- Continued to maintain and improve city rights of way
- Performed crack sealing throughout the City
- Miscellaneous concrete and sidewalk repairs



GOVERNMENTAL FUND STREET

Capital Projects

- Contractual Overlays
 - Particular streets to be overlaid will be determined by available funding, efficient contract bundling and a completed street condition study.
- Godsey Road Improvements
- Sidewalk Projects
 - These funds allow us to continue our sidewalk infill and replacement program.



Revenue Sources

	Actual 2015-16	Actual 2016-17	Amended 2017-18	Proposed 2018-19	% Change
State Highway Appropriations & Reimb.	887,241	910,096	880,000	1,100,000	25%*
State Hwy Federal Reimb.	155,403	0	150,000	150,000	0%
Interest & Misc.	54,722	65,986	55,000	65,000	18%**
Transfers	0	0	60,000	0	(100%)***
TOTAL REVENUES	1,097,366	976,082	1,145,000	1,315,000	15%
Beginning Balance	792,298	1,182,188	1,127,774	1,100,000	(2%)

* State transportation fund increases
 ** Increase in interest rates
 *** Eliminated transfer

Expenditures

	Actual 2015-16	Actual 2016-17	Amended 2017-18	Proposed 2018-19	% Change
Personnel Services	311,895	302,491	316,000	325,000	3%
Materials and Services	273,489	272,322	311,700	311,900	0%
Capital Outlay	38,592	372,183	673,000	508,500	(24%)*
Transfers	83,500	83,500	99,800	103,350	4%
TOTAL EXPENDITURES	707,476	1,030,496	1,425,500	1,248,750	(12%)
Operating Contingencies	0	0	865,500	1,166,250	35%**

* Decreased equipment purchases
 ** Increased carryover due to decreased expenditures

Performance Measures

	2015-16	2016-17	2017-18	2018-19
Tons of asphalt used	90	-	?	
# of signs installed/replaced	160	225	54	
Pounds of Crack Seal Tack	NA	9,000	21,300	
Pounds of Cold patch	NA	NA	21,000	

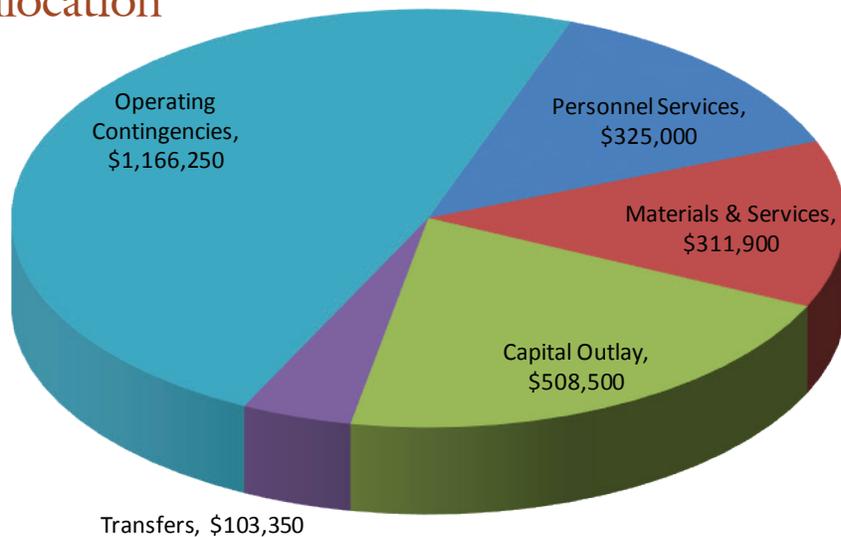


GOVERNMENTAL FUND STREET

Staffing Information

Job Title	Wage Range	2015-16	2016-17	2017-18	2018-19
Public Works Director	DH3	0.15	0.15	0.15	0.20
Operations Supervisor	M1	0.25	0.25	0.25	0.25
Pub Wks Foreman	26	0.25	0.25	0.25	0.25
Lead Wkr/Ut Wkr II	23	0.25	0	0	0
Utility Worker II	22	0.50	0.50	0.50	0.50
Utility Technician	18	0	0.25	0.50	0.50
Engineering Supervisor	30	0.20	0.20	0.20	0.20
Engineering Tech III	25	0.20	0.20	0.20	0
Engineering Tech II	23	0.20	0.20	0.20	0.20
Environmental Compliance Tech	23	0	0	0	0.20
Technical Assistant	20	0.20	0.20	0.20	0.20
Executive Assistant	20	0.25	0.25	0.25	0.25
TOTAL FTE's		2.90	3.15	2.70	2.75

Expenditure Allocation



Summary

The Street Division is responsible for a wide array of services that ensure that the streets are maintained at the levels dictated by available budget funding and City Council policy. Included in street maintenance are right of way care, mowing, spraying, alley maintenance, Tree trimming, crack sealing, bridge maintenance, asphalt plug and patching, signage, striping, curb painting, curb and sidewalk repair, street sweeping, storm drain cleaning, and snow, ice and storm damage preparation and clean up.

GOVERNMENTAL FUND

Street Revenues

	Actual 2015-16	Actual 2016-17	Amended 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Revenues						
State highway appropriation	887,241	910,096	880,000	1,100,000	1,100,000	1,100,000
Interest on investments	12,208	24,041	20,000	25,000	25,000	25,000
Miscellaneous	42,514	41,945	35,000	40,000	40,000	40,000
State hwy federal money reimb.	155,403	0	150,000	150,000	150,000	150,000
Transfer from-Sewer SDC interfun	0	0	60,000	0	0	0
Total revenues	1,097,366	976,082	1,145,000	1,315,000	1,315,000	1,315,000
Beginning balances	792,298	1,182,188	1,127,774	1,100,000	1,100,000	1,100,000
TOTAL	1,889,664	2,158,270	2,272,774	2,415,000	2,415,000	2,415,000



GOVERNMENTAL FUND

Street Expenditures

	Actual 2015-16	Actual 2016-17	Amended 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Personnel Services						
Salaries	184,586	180,146	185,000	191,000	191,000	191,000
Overtime	2,986	2,918	4,000	4,000	4,000	4,000
Fringe benefits	124,323	119,427	127,000	130,000	130,000	130,000
Total personnel services	311,895	302,491	316,000	325,000	325,000	325,000
Materials and Services						
Materials and supplies	51,583	54,249	60,000	60,000	60,000	60,000
Vehicle/equipment expense	50,000	50,000	50,000	50,000	50,000	50,000
Repairs & maintenance	568	1,279	2,000	200	200	200
Traffic signal maintenance	6,179	815	6,000	6,000	6,000	6,000
Tools	2,569	914	2,000	2,000	2,000	2,000
Telecommunications	2,532	2,656	3,200	3,200	3,200	3,200
Street lighting	112,740	115,580	133,000	133,000	133,000	133,000
Computer services	2,693	4,816	3,000	2,500	2,500	2,500
Insurance	5,967	9,287	5,000	5,000	5,000	5,000
Weed abatement	0	0	0	2,500	2,500	2,500
Professional services	32,142	30,663	40,000	40,000	40,000	40,000
Employee development	486	0	2,000	2,000	2,000	2,000
Safety equipment & training	2,584	2,024	3,500	3,500	3,500	3,500
Travel and education	3,446	39	2,000	2,000	2,000	2,000
Total materials & services	273,489	272,322	311,700	311,900	311,900	311,900
Capital Outlay						
Equipment	26,383	43,784	128,000	7,500	7,500	7,500
Contractual overlays	5,000	233,951	350,000	350,000	350,000	350,000
Sidewalk Projects	7,209	3,607	20,000	20,000	20,000	20,000
Godsey Road Sidewalk/Curb Project	0	0	200,000	131,000	131,000	131,000
Bridge Repair Projects	0	90,841	0	0	0	0
Total capital outlay	38,592	372,183	698,000	508,500	508,500	508,500
Transfers						
Transfer to Sewer SDC-interfund loan	0	0	6,000	0	0	0
Transfer to General Fund	80,000	80,000	80,000	80,000	80,000	80,000
Transfer to Risk Mgmt Fund	0	0	10,300	19,850	19,850	19,850
Tsf to Fleet Mgmt - Capital Equip Replacement	3,500	3,500	3,500	3,500	3,500	3,500
Total transfers	83,500	83,500	99,800	103,350	103,350	103,350
TOTAL EXPENDITURES	707,476	1,030,496	1,425,500	1,248,750	1,248,750	1,248,750
Operating Contingencies	0	0	865,500	1,166,250	1,166,250	1,166,250
TOTAL	707,476	1,030,496	2,291,000	2,415,000	2,415,000	2,415,000

GOVERNMENTAL FUND

Planning & Building

Building

The basic function of the Building Division is to conduct plan reviews, issue permits and perform inspections. That is what our customers see, understand, and expect, but in reality the Building Division does considerably more. The division is the main conduit for establishing information links to other departments within the City of Dallas on every building and development project. This includes zoning and public works issues related to development, but also things like Planning Commission conditions, collection of project related fees, calculation of system development charges and credits, water meter connections, and establishing utility accounts.

Division Mission

To ensure that all building-related development in the city meets the minimum State of Oregon standards for health, safety and construction methods. The division strives to ensure compliance in a customer friendly manner.



Department Objectives

- Have the capability to provide plan review and inspection services to other jurisdictions when requested with expanded IGA's (Inter-governmental agreements).
- Work in partnership with the State of Oregon and other Jurisdictions to provide a common configuration for the E-Permitting program.
- Ensure the smooth operation of the E-permitting program.
- Expand department forms to a web-based product for customer convenience and reduced printing costs.

Accomplishments

- Completed 2,739 on-site inspections for work associated with building permit.
- Received and processed over 612 permit applications.
- Issued Final Occupancy for American Gas & Technology.
- Issued permits and inspected three elementary school cafeteria projects.
- Issued 120 permits for new single-family homes.
- Issued permits and inspected work associated with West Valley Hospital improvements.
- Continued to provide outstanding service with an increased workload.

Revenue Sources

The Building Inspection Fund revenue comes predominantly from permit fees.

	Actual 2015-16	Actual 2016-17	Amended 2017-18	Proposed 2018-19	% Change
Permits	0	550,818	400,000	625,000	56%*
Miscellaneous	0	0	2,000	1,000	(50%**)
Transfers	0	0	25,875	51,500	99%***
TOTAL REVENUES	0	550,818	427,875	677,500	58%
Beginning Balance	0	0	217,739	380,000	74%****

* Increase in building activity

** Adjustment to better reflect previous year's actual numbers

*** SDC transfer increase due to increased SDC revenues

**** Increased revenues



GOVERNMENTAL FUND BUILDING

Expenditures

	Actual 2015-16*	Actual 2016-17	Amended 2017-18	Proposed 2018-19	% Change
Personnel Services	268,097	272,450	357,000	373,000	4%
Materials and Services	17,892	16,629	34,500	39,500	14%*
Transfers	4,000	44,000	47,500	52,500	11%**
TOTAL	289,989	333,080	439,000	465,000	6%
Operating Contingencies		0	38,875	592,500	1524%***

* Increase in credit card fees

** Payment for purchase of new vehicle

*** Increased revenues

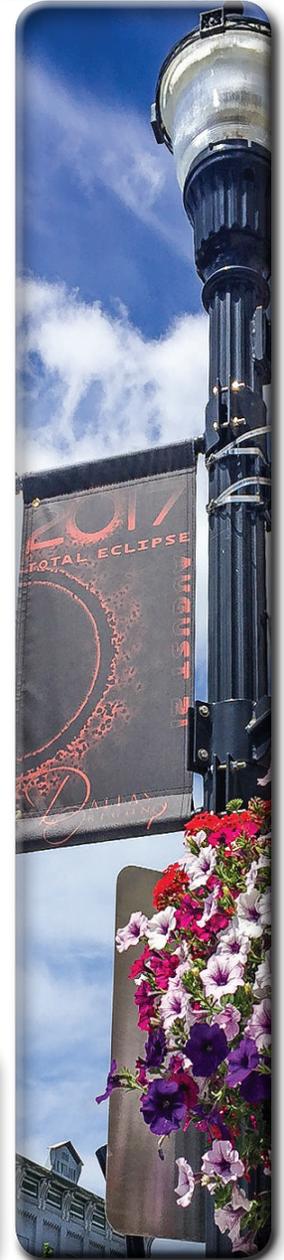
Staffing Information

Job Title	Wage Range	2015-16	2016-17	2017-18	2018-19
Planning Director	DH2	0.10	0.10	0.10	0.10
Building Official	M2	1	1	1	1
Building Inspector II	29	1	1	1	1
Building Inspector I	26	0	0	1*	1
Executive Assistant	20	-	0.125	0.125	0.125
TOTAL FTE's		2.10	2.225	3.225	3.225

*Permit Technician position created in fiscal year 2017-18 changes to Building Inspector I.

Performance Measures

	2015-16	2016-17	2017-18	2018-19
# of Building Permits issued	230	290	320	
# of Inspections performed	1,901	2100	2250	
Total Value of new construction	\$22	9,000	21,300	



Summary

The Building Division will continue to play an important role in the development process by ensuring that health, safety and efficiency requirements are being met with a responsive permitting and plan review process. The staff is prompt, knowledgeable, and has a very good working relationship with the building trades that work in Dallas.



GOVERNMENTAL FUND

Building Inpsections Revenues

	Actual 2015-16	Actual 2016-17	Amended 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Revenues						
Permits	0	550,818	400,000	625,000	625,000	625,000
Miscellaneous	0	0	2,000	1,000	1,000	1,000
Transfer from-SDC Fund	0	0	25,875	51,500	51,500	51,500
Total revenues	0	550,818	427,875	677,500	677,500	677,500
Beginning balances	0	0	217,739	380,000	380,000	380,000
TOTAL	0	550,818	645,614	1,057,500	1,057,500	1,057,500

Building Inpsections Expenditures

	Actual 2015-16	Actual 2016-17	Amended 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Personnel Services						
Salaries	0	166,026	210,000	220,000	220,000	220,000
Fringe benefits	0	106,424	147,000	153,000	153,000	153,000
Total personnel services	0	272,450	357,000	373,000	373,000	373,000
Materials and Services						
Materials and supplies	0	809	4,000	4,000	4,000	4,000
Fuel	0	645	1,500	2,000	2,000	2,000
Telecommunications	0	3,080	3,500	4,000	4,000	4,000
Fleet Services Total Care progrm	0	2,000	2,000	2,000	2,000	2,000
Computer services	0	1,738	3,500	3,500	3,500	3,500
Insurance	0	1,518	0	0	0	0
Professional services	0	2,276	12,000	16,000	16,000	16,000
Travel and education	0	2,813	5,000	5,000	5,000	5,000
Miscellaneous	0	1,752	3,000	3,000	3,000	3,000
Total materials & services	0	16,629	34,500	39,500	39,500	39,500
Transfers						
Transfer to General Fund	0	40,000	40,000	40,000	40,000	40,000
Transfer to Risk Mgmt Fund	0	0	3,500	3,500	3,500	3,500
Transfer to Fleet Management	0	4,000	4,000	9,000	9,000	9,000
Total transfers	0	44,000	47,500	52,500	52,500	52,500
TOTAL EXPENDITURES	0	333,080	439,000	465,000	465,000	465,000
Operating Contingencies	0	0	38,875	592,500	592,500	592,500
TOTAL	0	333,080	477,875	1,057,500	1,057,500	1,057,500

*This is a new Governmental Fund created in FY 16-17. Historical Building information can be found in the General Fund

GOVERNMENTAL FUND

Systems Development Charge Funds

System development charges (SDC) are a one-time fee imposed on new development and certain types of redevelopment. The fees are intended to recover a fair share of the costs of existing and planning infrastructure that provide capacity to serve new growth. These charges are collected for water, sanitary sewer, storm drainage, transportation, and parks, and are paid as part of the permit process. Specific future projects are outlined in the adopted capital improvement plan (CIP), included in this budget.

Transportation SDC

The Transportation System Development Charges Fund accounts for construction of transportation system improvements that are necessitated by new development and paid by the collection of SDCs and interest income. Projects planned include a Transportation System Plan update.

Transportation SDC	2015-16	2016-17	2017-18	2018-19
Beginning Balance	146,822	348,338	424,671	540,000
Charges/Revenue	203,855	80,333	85,000	220,000
TOTAL RESOURCES	350,678	428,671	509,671	760,000
Total Requirements/Expenditures	2,340	4,000	515,000	760,000

Parks SDC

The Parks System Development Charges Fund provides for park improvements necessitated by new development and is funded through the collection of SDCs and interest income.

Projects planned for the upcoming year include: Kingsborough Park improvements, including restroom, pavillion, and playground. There will be some minor increases in maintenance costs for these improvements, but can easily be absorbed by the Parks budget and existing staff.

Parks SDC	2015-16	2016-17	2017-18	2018-19
Beginning Balance	314,735	502,392	658,154	825,000
Charges/Revenue	282,305	203,841	190,000	365,000
TOTAL RESOURCES	597,039	706,233	848,154	1,190,000
Total Requirements/Expenditures	94,647	48,079	765,000	1,190,000



GOVERNMENTAL FUND

Water SDC

The Water System Development Charges Fund accounts for planning, design, and construction of water system improvements that are required due to new development and paid by the collection of SDCs and interest income.

Projects planned for the upcoming year include: AMR project, and creation of a water facilities master plan. Any anticipated operating costs associated with these projects are minor and easily absorbed by the existing budgets, which include a new staff member in engineering.

Water SDC	2015-16	2016-17	2017-18	2018-19
Beginning Balance	385,691	845,342	1,180,000	1,580,000
Charges/Revenue	459,651	374,012	1,207,354	650,000
TOTAL RESOURCES	845,342	1,219,354	2,387,354	2,230,000
Total Requirements/Expenditures	0	12,000	1,530,000	2,230,000

Sanitary Sewer SDC

The Sewer System Development Charges Fund accounts for planning, design, and construction of sanitary sewer system improvements that are necessitated by new development and paid by the collection of SDCs and interest income.

Projects planned for the upcoming year include: Insitu-form sewer trunk line and reclaimed water (purple pipe) project, and a Sewer Master Plan update. Any anticipated operating costs associated with these projects are minor and easily absorbed by the existing budgets, which include a new staff member in engineering.

Sanitary Sewer SDC	2015-16	2016-17	2017-18	2018-19
Beginning Balance	4,016,269	4,662,226	4,678,404	5,168,675
Charges/Revenue/Reimbursements	703,528	499,572	496,980	769,585
TOTAL RESOURCES	4,719,797	5,161,799	5,175,384	5,938,260
Total Requirements/Expenditures	57,571	483,395	5,126,980	5,938,260

Stormwater SDC

The Stormwater System Development Charges Fund accounts for construction of stormwater system improvements that are necessitated by new development and paid by the collection of SDCs and interest income.

Stormwater SDC	2015-16	2016-17	2017-18	2018-19
Beginning Balance	35,762	150,580	193,326	285,000
Charges/Revenue	114,818	61,732	60,000	155,000
TOTAL RESOURCES	150,580	212,311	253,326	440,000
Total Requirements/Expenditures	0	18,985	260,000	440,000



GOVERNMENTAL FUND

Systems Development Fund Revenues

	Actual 2015-16	Actual 2016-17	Amended 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Transportation SDC						
Charges/revenue	203,855	80,333	85,000	220,000	220,000	220,000
Beginning balance	146,822	348,338	424,671	540,000	540,000	540,000
Total transportation	350,678	428,671	509,671	760,000	760,000	760,000
Park SDC						
Charges/revenue	282,305	203,841	190,000	365,000	365,000	365,000
Beginning balance	314,735	502,392	658,154	825,000	825,000	825,000
Total park	597,039	706,233	848,154	1,190,000	1,190,000	1,190,000
Water SDC						
Charges/revenue	459,651	374,012	200,000	650,000	650,000	650,000
Beginning balance	385,691	845,342	1,207,354	1,580,000	1,580,000	1,580,000
Total water	845,342	1,219,354	1,407,354	2,230,000	2,230,000	2,230,000
Sewer SDC						
Charges/revenue	608,528	378,940	350,000	670,000	670,000	670,000
Reimbursement of SDC loan	95,000	120,632	124,667	99,585	99,585	99,585
Reimbursement of SDC loan-PW	0	0	22,313	0	0	0
Beginning balance	4,016,269	4,662,226	4,678,404	5,168,675	5,168,675	5,168,675
Total sewer	4,719,797	5,161,799	5,175,384	5,938,260	5,938,260	5,938,260
Storm SDC						
Charges/revenue	114,818	61,732	60,000	155,000	155,000	155,000
Beginning balance	35,762	150,580	193,326	285,000	285,000	285,000
Total storm	150,580	212,311	253,326	440,000	440,000	440,000
TOTAL SDC FUNDS						
Beginning balances	4,899,280	6,508,879	7,161,910	8,398,675	8,398,675	8,398,675
Total transfers	95,000	120,632	146,980	99,585	99,585	99,585
Total deposits	1,669,156	1,098,858	885,000	2,060,000	2,060,000	2,060,000
TOTAL	6,663,436	7,728,369	8,193,890	10,558,260	10,558,260	10,558,260

GOVERNMENTAL FUND

Systems Development Fund Expenditures

	Actual 2015-16	Actual 2016-17	Amended 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Transportation SDC						
Street Projects	2,340	0	509,475	745,700	745,700	745,700
Transfer to General Fund	0	4,000	3,400	8,800	8,800	8,800
Transfer to Building Fund	0	0	2,125	5,500	5,500	5,500
Total expenditures	2,340	4,000	515,000	760,000	760,000	760,000
Park SDC						
Park Projects	94,647	41,079	752,650	1,166,275	1,166,275	1,166,275
Transfer to General Fund	0	7,000	7,600	14,600	14,600	14,600
Transfer to Building Fund	0	0	4,750	9,125	9,125	9,125
Total expenditures	94,647	48,079	765,000	1,190,000	1,190,000	1,190,000
Water SDC						
Water Projects/Oversizing	0	0	1,507,250	2,187,750	2,187,750	2,187,750
Transfer to General Fund	0	12,000	14,000	26,000	26,000	26,000
Transfer to Building Fund	0	0	8,750	16,250	16,250	16,250
Total expenditures	0	12,000	1,530,000	2,230,000	2,230,000	2,230,000
Sewer SDC						
Sewer Projects/Oversizing	57,571	123,648	4,434,230	5,586,710	5,586,710	5,586,710
Transfer to General Fund	0	13,000	14,000	26,800	26,800	26,800
Transfer to Capital Projects	0	346,747	370,000	308,000	308,000	308,000
Transfer to Public Works	0	0	300,000	0	0	0
Transfer to Building Fund	0	0	8,750	16,750	16,750	16,750
Total expenditures	57,571	483,395	5,126,980	5,938,260	5,938,260	5,938,260
Storm SDC						
Storm Projects	0	15,985	256,100	429,925	429,925	429,925
Transfer to General Fund	0	3,000	2,400	6,200	6,200	6,200
Transfer to Building Fund	0	0	1,500	3,875	3,875	3,875
Total expenditures	0	18,985	260,000	440,000	440,000	440,000
TOTAL Expenditures	154,557	180,712	7,459,705	10,116,360	10,116,360	10,116,360
TOTAL Transfers	0	385,747	737,275	441,900	441,900	441,900
TOTAL	154,557	566,459	8,196,980	10,558,260	10,558,260	10,558,260

GOVERNMENTAL FUND

Trust Fund

Special Revenues

Trust funds are monies dedicated for a specific purpose through Council action or trust donations.

Community Holiday Trust

Funds are derived from donations from City employees toward either the annual Christmas Dinner in Dallas for citizens in need or are donated to local charities that help citizens in need.

Economic Development Trust

This is money held for the Economic Development Commission and dedicated for specific economic development projects or programs.

Library Trust

Funds are derived from donations from Friends of the Library and memorials received from Library patrons.

Fire – Extrication Team Trust

This includes revenue received from training provided by City firefighters.

Fire – Harpy Bovard Scholarship Trust

This was money donated by Harpy Bovard in his will to establish a scholarship program.

Fire – Volunteer Appreciation Trust

This trust was developed to bring our volunteer program into compliance with federal, state and local rules and regulations. The dollars are the same general fund dollars that have historically called the Volunteer Program in the Fire Department budget. The funds were moved to this trust for managing, tracking and accounting purposes. This program was developed in conjunction with the Dallas Volunteer Firefighters Association.

Fire Trust – other expenditures

Funds are derived from donations to the Wall of Honor.

Mid-Valley Reserve Training Trust

The City of Dallas is the collecting agency for all the participants in a multi-agency group with which we provide reserve officer training. These accounts for the funds collected and dispersed related to that group.

Park Trust

Funds are derived from miscellaneous donations to the parks, including the Central Bark Dog Park.

Arboretum Trust

Funds are derived from membership fees to the Delbert Hunter Arboretum and miscellaneous donations.



GOVERNMENTAL FUND

Trust Fund Revenues

	Actual 2015-16	Actual 2016-17	Amended 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Fire - Harpy Bovard Scholarship						
Beginning balance	22,042	21,040	19,090	18,000	18,000	18,000
Deposits	998	50	1,000	500	500	500
Total resources	23,040	21,090	20,090	18,500	18,500	18,500
Fire Extrication Team						
Beginning balance	20,755	6,610	24,755	25,000	25,000	25,000
Deposits	675	21,000	25,000	25,000	25,000	25,000
Total resources	21,430	27,610	49,755	50,000	50,000	50,000
Fire Volunteer Appreciation Trust						
Beginning balance	45,685	82,748	44,081	50,000	50,000	50,000
Transfer In from GF	81,297	72,662	80,000	80,000	80,000	80,000
Deposits	0	0	0	2,000	2,000	2,000
Total resources	126,982	155,410	124,081	132,000	132,000	132,000
Other Fire Trust						
Beginning balance	3,830	3,474	3,474	3,000	3,000	3,000
Deposits	0	0	500	500	500	500
Total resources	3,830	3,474	3,974	3,500	3,500	3,500
Mid-Valley Reserve Training Trust						
Beginning balance	6,772	3,511	5,716	10,000	10,000	10,000
Deposits	8,400	7,000	8,000	10,000	10,000	10,000
Total resources	15,172	10,511	13,716	20,000	20,000	20,000
Economic Development						
Beginning balance	0	12,674	10,682	10,000	10,000	10,000
Deposits	17,000	0	15,000	0	0	0
Total resources	17,000	12,674	25,682	10,000	10,000	10,000
Park Trust						
Beginning balance	5,328	14,483	25,996	25,000	25,000	25,000
Deposits	9,230	15,218	2,000	2,000	2,000	2,000
Total resources	14,558	29,701	27,996	27,000	27,000	27,000
Library Trust						
Beginning balance	2,946	22,545	26,527	45,000	45,000	45,000
Deposits	39,898	22,325	30,000	25,000	25,000	25,000
Total resources	42,844	44,870	56,527	70,000	70,000	70,000
Community Holiday Trust						
Beginning balance	1,456	2,005	2,440	2,500	2,500	2,500
Deposits	757	577	500	500	500	500
Total resources	2,213	2,582	2,940	3,000	3,000	3,000
Arboretum Trust						
Beginning balance	0	5,660	3,581	8,000	8,000	8,000
Deposits	18,403	7,764	10,000	15,000	15,000	15,000
Total resources	18,403	13,424	13,581	23,000	23,000	23,000
TOTAL TRUST FUNDS						
Beginning balance	108,813	174,749	166,342	196,500	196,500	196,500
Total Deposits	176,657	146,596	172,000	160,500	160,500	160,500
TOTAL	285,470	321,345	338,342	357,000	357,000	357,000

GOVERNMENTAL FUND

Trust Fund Expenditures

	Actual 2015-16	Actual 2016-17	Amended 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Fire - Harpy Bovard Scholarship						
Scholarship	2,000	2,000	3,000	3,000	3,000	3,000
Reserve for future scholarship	0	0	18,000	15,500	15,500	15,500
Total expenditures	2,000	2,000	21,000	18,500	18,500	18,500
Fire Extrication Team						
Total expenditures	14,820	2,855	42,000	50,000	50,000	50,000
Fire Volunteer Appreciation Trust						
Total expenditures	44,234	111,329	140,000	132,000	132,000	132,000
Other Fire Trust						
Total expenditures	356	0	3,975	3,500	3,500	3,500
Mid-Valley Reserve Training Trust						
Total expenditures	11,661	4,795	12,000	20,000	20,000	20,000
Economic Development						
Total expenditures	4,326	1,992	25,000	10,000	10,000	10,000
Park Trust						
Total expenditures	75	3,705	21,000	27,000	27,000	27,000
Library Trust						
Total expenditures	20,299	18,343	55,000	70,000	70,000	70,000
Community Holiday Trust						
Total expenditures	209	141	2,900	3,000	3,000	3,000
Arboretum Trust						
Total expenditures	12,743	9,842	17,000	23,000	23,000	23,000
TOTAL	110,721	155,003	339,875	357,000	357,000	357,000

GOVERNMENTAL FUND

Grant Fund

Special Revenues

Grant funds are monies received through a donation or contribution of assets (usually cash) by an organization or governmental unit to another organization or governmental unit. Grants are generally made for specific purposes. The grants we have or will apply for and anticipate receiving in FY 2017-18 are listed below:

Transportation Grant

The City has been awarded a grant which will assist us in updating our Transportation System Plan (TSP). We will also use an ODOT grant to install a pedestrian crossing on East Ellendale Avenue.

Community Development Block Grant (CDBG)

The City has been awarded CDBG funds to construct a new Senior Center in the 2017-18 fiscal year.

Ready to Read grant

This grant is funded through the General Fund of the State of Oregon and administered by the Oregon State Library. Half of the grant will buy books, audiobooks, DVDs and supplies to implement an early literacy project. The other half will be spent on supplies, equipment, books, audiobooks, and DVDs centered on the summer reading theme of Ready, Set, Read!

Police grants

The department will continue to take advantage of the Bulletproof Vest Partnership program, which reimburses law enforcement jurisdictions up to 50% of the cost of body armor using federal funds. The department will also continue to pursue animal control-related grants.

Fire grants

The Fire Department has applied for a grant to hire two SAFER grant funded firefighter/EMTs.



GOVERNMENTAL FUND

Grant Fund Revenues

	Actual 2015-16	Actual 2016-17	Amended 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Public Works						
ODOT bike/ped grant	0	0	67,585	95,000	95,000	95,000
Transportation grant	0	0	125,000	125,000	125,000	125,000
Total resources	0	0	192,585	220,000	220,000	220,000
Community Block Grant						
Com. Dev. Block Grant	300,496	32,429	1,500,000	1,500,000	1,500,000	1,500,000
Beginning balance	-89,096	-10,183	-455	0	0	0
CDBG grant	211,400	22,246	1,499,545	1,500,000	1,500,000	1,500,000
Parks						
Beginning bal -Trail Project	0	0	-310,000	0	0	0
Trail Project	0	0	300,727	0	0	0
Park Grant (RCTS Phase V)	7,500	0	0	0	0	0
Beginning bal - restrooms	-62,440	0	0	0	0	0
Park Grant (restrooms)	62,440	0	0	0	0	0
Beginning bal - HEAL Grant	0	0	9,500	0	0	0
HEAL Grant	0	9,500	0	0	0	0
Total resources	7,500	9,500	227	0	0	0
Library						
Grant - Ready to Read	2,162	2,408	3,000	3,000	3,000	3,000
Beginning balance	695	1,251	1,000	3,000	3,000	3,000
Total resources	2,857	3,659	4,000	6,000	6,000	6,000
Public Safety						
Beginning bal. - Police Grant	-17,371	5,798	-609	0	0	0
Police Grant	31,375	6,800	5,000	5,000	5,000	5,000
Beg Bal - FEMA AFG EMS Grant	0	0	-81,273	0	0	0
FEMA AFG EMS Grant	155,820	0	90,000	0	0	0
FEMA AFG Fire Grant	0	61,198	1,132,500	175,000	175,000	175,000
Beginning bal - Fire Grant	209	209	209	0	0	0
Fire Grant	0	25,000	0	0	0	0
Total resources	170,033	99,005	1,145,827	180,000	180,000	180,000
TOTAL GRANT FUNDS						
Beginning balance	(168,004)	(2,925)	(381,628)	3,000	3,000	3,000
Total Deposits	559,794	137,335	3,223,812	1,903,000	1,903,000	1,903,000
TOTAL	391,790	134,410	2,842,184	1,906,000	1,906,000	1,906,000

GOVERNMENTAL FUND

Grant Fund Expenditures

	Actual 2015-16	Actual 2016-17	Amended 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Public Works						
ODOT-ped xing @ E Ellendale	0	0	67,585	95,000	95,000	95,000
Transportation grant	0	0	125,000	125,000	125,000	125,000
Total Public Works Grants	0	0	192,585	220,000	220,000	220,000
Community Block Grant						
CDBG grant	221,583	22,701	1,500,000	1,500,000	1,500,000	1,500,000
Parks						
RTP grant - Phase 5 trail	7,500	310,000	0	0	0	0
HEAL Grant	0	0	0	0	0	0
Total Parks Grants	7,500	310,000	0	0	0	0
Library						
Ready to Read grant	1,606	2,683	4,000	6,000	6,000	6,000
Total Library Grants	1,606	2,683	4,000	6,000	6,000	6,000
Public Safety						
Police Grant	8,205	13,207	9,000	5,000	5,000	5,000
FEMA AFG EMS Grant	155,820	81,273	90,000	0	0	0
FEMA AFG Fire Grant	0	0	1,032,500	0	0	0
Fire Grant	0	25,000	0	0	0	0
Transfer to General Fund	0	61,198	100,000	175,000	175,000	175,000
Total Public Safety Grants	164,025	180,678	1,231,500	180,000	180,000	180,000
TOTAL	394,715	516,062	2,928,085	1,906,000	1,906,000	1,906,000

GOVERNMENTAL FUND

Debt Services Fund

Special Revenues

Debt service funds allow the City to account for the accumulation of resources for, and the payment of, general, long-term debt principal and interest.

General Obligation Fund

A property tax is levied inside the City to pay debt service on the City's General Obligation (GO) bonds. During the 2004-2005 fiscal year, GO bonds issued in 1989, 1994, 1996, and 1999 were refunded. In other words, the debt was refinanced at a significantly lower interest rate. The Net Present Value of savings resulting from the refunding was almost \$200,000. This savings is reflected in a lower tax levied on property owners for GO bond debt service.

	Principal	Interest	Total
2005 Refunding Bonds	420,000	16,800	436,800

Note: The last payment for the 2005 refunding bonds will be made this fiscal year. This will eliminate any general obligation bonds



General Long Term Debt Fund

During 2005-06, the City sold pension bonds to refinance a portion of the PERS debt at a lower rate.

As the bonds payable are long-term debt that is not related to one specific operating fund, the General Debt Fund was established to account for the PERS bonds. The revenue in the Fund derives from all operating funds that include employee wages. Because the bond debt represents a portion of the City's retirement benefits contribution to PERS, the expenditure in the operating funds for debt service is included in the Fringe Benefits line item in those departments. Revenue from other funds is equal to the principal and interest paid on the bonds.

GOVERNMENTAL FUND

General Obligation Fund Revenues

	Actual 2015-16	Actual 2016-17	Amended 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Current taxes	601,290	496,497	530,000	90,000	90,000	90,000
Delinquent taxes	27,526	17,457	30,000	15,000	15,000	15,000
Beginning balances	381,151	371,724	360,719	350,000	350,000	350,000
TOTAL	1,009,967	885,678	920,719	455,000	455,000	455,000

General Obligation Fund Expenditures

	Actual 2015-16	Actual 2016-17	Amended 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Debt service - principal	560,000	470,000	495,000	420,000	420,000	420,000
Debt service - interest	78,243	54,959	35,228	16,800	16,800	16,800
Unappropriated fund balance	0	0	389,772	18,200	18,200	18,200
TOTAL	638,243	524,959	920,000	455,000	455,000	455,000

General Long-Term Debt Fund Revenues

	Actual 2015-16	Actual 2016-17	Amended 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Total General Fund	87,156	92,607	97,707	102,459	102,459	102,459
Total Sewer Fund	13,679	14,534	15,335	16,080	16,080	16,080
Total Fleet Fund	2,542	2,701	2,850	2,988	2,988	2,988
Total Street Fund	6,416	6,817	7,192	7,542	7,542	7,542
Total Water Fund	11,258	11,962	12,621	13,234	13,234	13,234
TOTAL	121,050	128,620	135,705	142,304	142,304	142,304

General Long-Term Debt Fund Expenditures

	Actual 2015-16	Actual 2016-17	Amended 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Debt service - principal	50,000	60,000	70,000	80,000	80,000	80,000
Debt service - interest	71,050	68,620	65,705	62,304	62,304	62,304
TOTAL	121,050	128,620	135,705	142,304	142,304	142,304

GOVERNMENTAL FUND

ENTERPRISE FUND

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* All Enterprise Fund Expenditure tables are now located after each departments page in the budget

ENTERPRISE FUND

Public Works

Fleet Management

Fleet Management manages and maintains the City's fleet of vehicles including SW Polk Fire District and equipment through the Total Care Program. Responsibilities include developing specifications for vehicles and equipment and making recommendation for purchase of new vehicles. Repairs are performed at the Fleet Management Facility staffed with the Fleet Management Supervisor and Mechanic Maintenance Specialist. In addition, the Division maintains and repairs vehicles from Department of Public Safety Standards and Training (DPSST), Independence Police with Intergovernmental Agreements (IGA's).

Division Mission

The mission of the Fleet Management Division is to ensure the city's vehicles and equipment are repaired and mobile in the most practical and competent manner and doing so in a cost effective method to provide the best service possible to the citizens of the City of Dallas.



Department Objectives

- Provide City staff safe and well maintained vehicles and equipment to support all departments and programs, and to continually monitor processes and methods to provide the best services available.
- Increase the productivity of the maintenance staff through the utilization of new tools for inventory and fleet maintenance data recording.
- Research ways to decrease the fuel and other costs of the fleet.
- Secure additional outside maintenance contracts with other public entities.
- Assess and recommend consolidation of vehicles and equipment for multi-department usage.

Accomplishments

- Continued the Total Car Program
 - o The Total Care Program ensures maintenance of the city's vehicles and equipment in one complete process without the need for supervisors and directors doing additional paperwork.
- Acquired and set up:
 - o New plow and sander
 - o Surplused extra vehicles and equipment
 - o New flatbed/chassis, and Engineering Transit Van
 - o 1 new Explorer police patrol vehicle and 1 new explorer police staff vehicle
 - o 1 new Fire staff vehicle
 - o Decommissioned 3 vehicles for sale, surplused many pieces of obsolete equipment
 - o Fabricated many items used throughout the City

Capital Projects

- Purchase of a vehicle (1)
 - Purchase of a portable lift unit (1)
- (1) New equipment should decrease cost of upkeep and improve efficiencies

ENTERPRISE FUND

FLEET

Revenue Sources

	Actual 2015-16	Actual 2016-17	Amended 2017-18	Proposed 2018-19	% Change
Reimbursements	67,169	75,795	65,000	45,000	(31%)*
Total Care Program – PW	300,000	300,000	300,000	300,000	0%
Total Care Program – GF	118,000	118,000	118,000	118,000	0%
Miscellaneous	10,009	2,382	5,000	5,000	0%
Transfers	103,600	89,600	119,800	46,800	(61%)*
TOTAL REVENUES	598,777	585,777	607,800	514,800	(16%)
Beginning Balance	241,875	331,205	425,000	390,000	(8%)

* Less contract work with outside entities

** Obsolete transfer

Expenditures

	Actual 2015-16	Actual 2016-17	Amended 2017-18	Proposed 2018-19	% Change
Personnel Services	204,703	218,249	225,000	235,000	4%
Materials and Services	224,743	187,347	168,200	174,200	4%
Capital Outlay	0	0	90,000	119,000	32%*
Transfers	80,000	80,000	101,265	77,000	(24%)**
TOTAL EXPENDITURES	509,447	485,596	584,465	605,200	4%
Operating Contingencies	0	0	448,335	299,600	(33%***)

* Increased equipment and vehicle costs

** Interfund loan paid off

*** Increased capital costs



ENTERPRISE FUND

FLEET

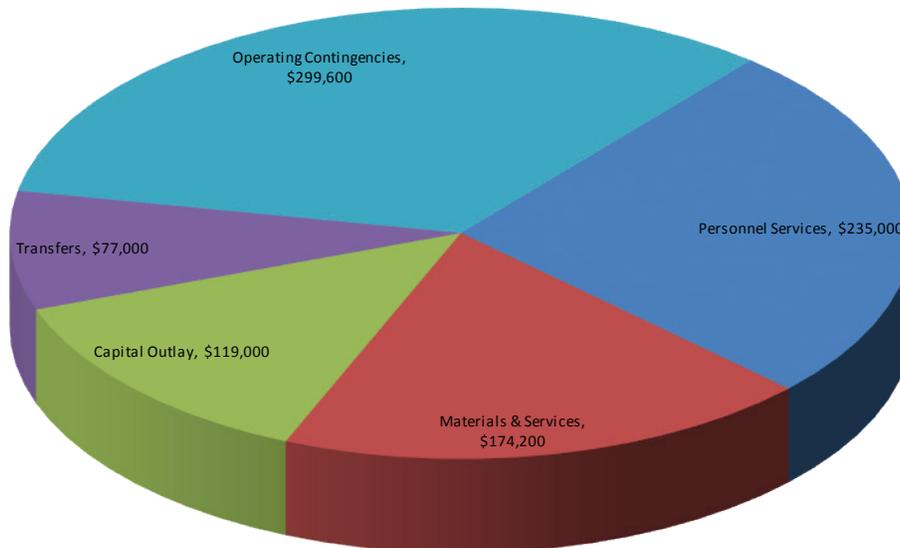
Staffing Information

Job Title	Wage Range	2015-16	2016-17	2017-18	2018-19
Public Works Director	DH3	0.10	0.10	0.10	0.10
Fleet Management Supervisor	29	1	1	1	1
Mechanic Specialist	24	1	1	1	1
TOTAL FTE's		2.10	2.10	2.10	2.10

Performance Measures

	2015-16	2016-17	2017-18	2018-19
# of vehicles in City Fleet	73	72	75	75
Hours spent on vehicle repairs	3,000	3,240	2990	3,000
# of annual inspections of fire apparatus	22	18	18	18
# of vehicles serviced via intergovernmental agreements (IGAs)	44	47	47	47

Expenditure Allocation



Summary

The Fleet Management division is responsible for the care and maintenance of City vehicles and equipment, as well as other vehicles and equipment through Intergovernmental Agreements. The division will continue to provide a high level of service through the Total Care Program and seek additional outside work with other agencies to relieve fiscal pressures.

ENTERPRISE FUND

Fleet Management Fund Revenues

	Actual 2015-16	Actual 2016-17	Amended 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Revenues						
Reimbursed services	61,215	69,350	60,000	40,000	40,000	40,000
Fuel and oil reimbursement	5,954	6,445	5,000	5,000	5,000	5,000
Fleet svc Total Care program PW	300,000	300,000	300,000	300,000	300,000	300,000
Fleet svc Total Care program GF	118,000	118,000	118,000	118,000	118,000	118,000
Fleet svc Total Care prgrm BLDG	0	0	0	2,000	2,000	2,000
Sale of equipment	10,009	2,382	5,000	5,000	5,000	5,000
Transfer in - capital equip repl.	11,800	11,800	11,800	11,800	11,800	11,800
Transfer in - Building fund	0	4,000	4,000	9,000	9,000	9,000
Transfer in - vehicle payments	91,800	73,800	44,000	24,000	24,000	24,000
Transfer from Swr SDC-interfund loan	0	0	60,000	0	0	0
Total revenues	598,777	585,777	607,800	514,800	514,800	514,800
Beginning Balance	241,875	331,205	425,000	390,000	390,000	390,000
TOTAL	840,652	916,982	1,032,800	904,800	904,800	904,800

ENTERPRISE FUND

Fleet Management Fund Expenditures

	Actual 2015-16	Actual 2016-17	Amended 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Personnel Services						
Salaries	129,141	132,924	135,000	139,000	139,000	139,000
Fringe benefits	75,562	85,325	90,000	96,000	96,000	96,000
Total personnel services	204,703	218,249	225,000	235,000	235,000	235,000
Materials and Services						
Materials and supplies	2,918	6,694	6,000	6,000	6,000	6,000
Fuel and oil	29,496	36,545	45,000	45,000	45,000	45,000
Parts and service	147,641	82,141	75,000	80,000	80,000	80,000
Parts and service-intergovt	0	9,966	10,000	10,000	10,000	10,000
Repairs & maintenance	6,634	6,681	5,000	5,000	5,000	5,000
Tools	3,972	5,685	5,000	5,000	5,000	5,000
Telecommunications	3,898	3,982	4,200	4,200	4,200	4,200
HVAC, energy & lighting	8,519	11,771	8,500	8,500	8,500	8,500
Computer services	1,906	3,843	3,500	3,500	3,500	3,500
Insurance	13,394	14,017	0	0	0	0
Travel and education	2,732	482	3,000	3,000	3,000	3,000
Miscellaneous	3,633	5,540	3,000	4,000	4,000	4,000
Total materials & services	224,743	187,347	168,200	174,200	174,200	174,200
Capital Outlay						
Equipment	0	0	75,000	94,000	94,000	94,000
Vehicles	0	0	0	25,000	25,000	25,000
Building Improvements	0	0	15,000	0	0	0
Total capital outlay	0	0	90,000	119,000	119,000	119,000
Transfers						
Transfer to General Fund	50,000	50,000	50,000	50,000	50,000	50,000
Transfer to Risk Mgmt Fund	0	0	16,800	17,000	17,000	17,000
Tsf to Swr SDC-intfnd loan	30,000	30,000	34,465	10,000	10,000	10,000
Total transfers	80,000	80,000	101,265	77,000	77,000	77,000
TOTAL EXPENDITURES	509,447	485,596	584,465	605,200	605,200	605,200
Operating Contingencies	0	0	448,335	299,600	299,600	299,600
TOTAL	509,447	485,596	1,032,800	904,800	904,800	904,800

ENTERPRISE FUND

Public Works

Engineering & Environmental

The Engineering/Environmental Services Division provides oversight, management and engineering services for the City's water, sewer, stormwater, and streets utilities. The Division also provides engineering, design, contract oversight and inspection services for the City's infrastructure. Typical duties/programs include:

- Provide engineering, management, operation and oversight of the City's Water Treatment Plant, intake facility, Mercer Reservoir and Dam, Wastewater Collection System, and the transportation system.
- Provides oversight of the Operations and Maintenance Contracts for the City's Waste Water Treatment Plant.
- Provides watershed management assistance, including stream and wellhead monitoring, dam outfall and stream gauge monitoring, and reservoir maintenance.
- Administration and operation of the City's wastewater inflow, treatment and discharge programs.
- Provide cost-effective design and management of capital improvement & maintenance projects.
- Reviews and approves plans and projects by developers for compliance with City Codes and standards.
- Utilizes and maintains the City's Geographical Information System (GIS) and as-built data for roadway & utility infrastructure.
- Analyze and seek solutions to public concerns with traffic, parking, signs, drainage, etc.
- Management, oversight and field services for the City's weed abatement program.
- Management, oversight and field services for the City's Advanced Metering Infrastructure (AMI) program.
- Management, engineering and field services for the City's Pavement Management System.
- Assist the Finance Department in the regular review of utility rates and fees and field response to water meter issues
- Support the Planning Department in developing conditions of approval for land use applications.
- Management and inspection of the City's right-of-way encroachment permit and grading permit programs.

Division Mission

Environmental Services:

- Provide a safe, good-tasting, reliable supply of water.
- Control and minimize sanitary sewer overflows to the maximum extent possible.
- Ensure that all effluent treated meets or exceeds EPA /NPDES permit requirements.
- Provide for the best quality stormwater Discharge into Creeks/Aquatic Environments.
- Eliminate destructive Flooding within the community.
- Minimize "nuisance" flooding.
- Ensure that all of the utilities are efficiently operated.
- Ensure that utilities are able to accommodate development within the community.
- Provide utility rates that are fair and equitable.

Engineering Services:

- Provide high quality, state of the art, and cost effective infrastructure design.
- Provide excellent internal and external customer service.
- Provide high quality management services to ensure that capital projects are delivered on-time and under budget.
- Department Objectives, Performance Measures & 2030 Plan



ENTERPRISE FUND

E & E

Water Objectives

Objective	Performance Measure	2030 Plan
Maintain 100% Drinking Water Regulatory Compliance	PQ 1	1a, 1k, 2a
Minimize Drinking water flow and/or pressure problems	CS 2	1a, 1k, 2a
Minimize Unplanned Water Service interruptions	PQ 4	1a, 1k, 2a
Complete Upper Douglas High Pressure Feed Line Project	2020 Deadline	1a,1k,4e
AMR/AMI meter upgrades for 100% of system	2021 Deadline	2a
Minimize the system annual leakage and breakage frequency rate	IS 1	1a, 1k
Encourage Source Water Protection, Conservation, and Re-use	WR1	4h, 4i
Update Water Master Plan	2018 Deadline	1b,1e,2a,4e,4i

All Departments' Objectives

Objective	Performance Measure	2030 Plan
Prompt Plan Review turn-around for Development Projects	90% DP*	2a
Provide a high level of employee training	ED 1	2a
Encourage employee certification	ED 2	2a
Provide an adequate asset renewal/replacement rate	IS2, IS5	1a, 1k
Minimize recordable incidents of injury or illness	OR1	5f
Provide an affordable, fair rate structure	S1	1k, 2a
Complete Infrastructure Condition Assessment & Replacement plan	2019 Deadline	1a, 1k
Maximize the efficiency and use of resources	OP 3, OP 4, OP 5	2a
Maximize Overall Customer Satisfaction	CS 4	1f, 5e
Continue participation in City Utility Rate Advisory Committee	Continuing	1f, 5e
Continue public education for system awareness/conservation	Continuing	1f, 5e
Participation in on-going Citizen's Academy	Continuing	1f, 5e

Sewer Objectives

Objective	Performance Measure	2030 Plan
Provide a high wastewater treatment effectiveness rate	PQ 5	1a, 1k, 2a
Reduce Sanitary Sewer Overflows to the Maximum Extent Possible	PQ6	1a, 1k, 2a
Minimize Unplanned Sewer Service blockages	IS4	1a, 1k, 2a
Complete Process to Obtain New NPDES Permit at WWTP	Ongoing	2a, 4h
Complete Feasibility Study for Engineered Wetland	2020 Deadline	4e, 4h
Complete reclaimed wastewater "purple-pipe" project	2019 Deadline	4e
Update Sewer Master Plan	2019 Deadline	1b,1e,2a,4e,4i
Update City of Dallas Willamette TMDL Plan	2019 Deadline	1a,1k, 4h

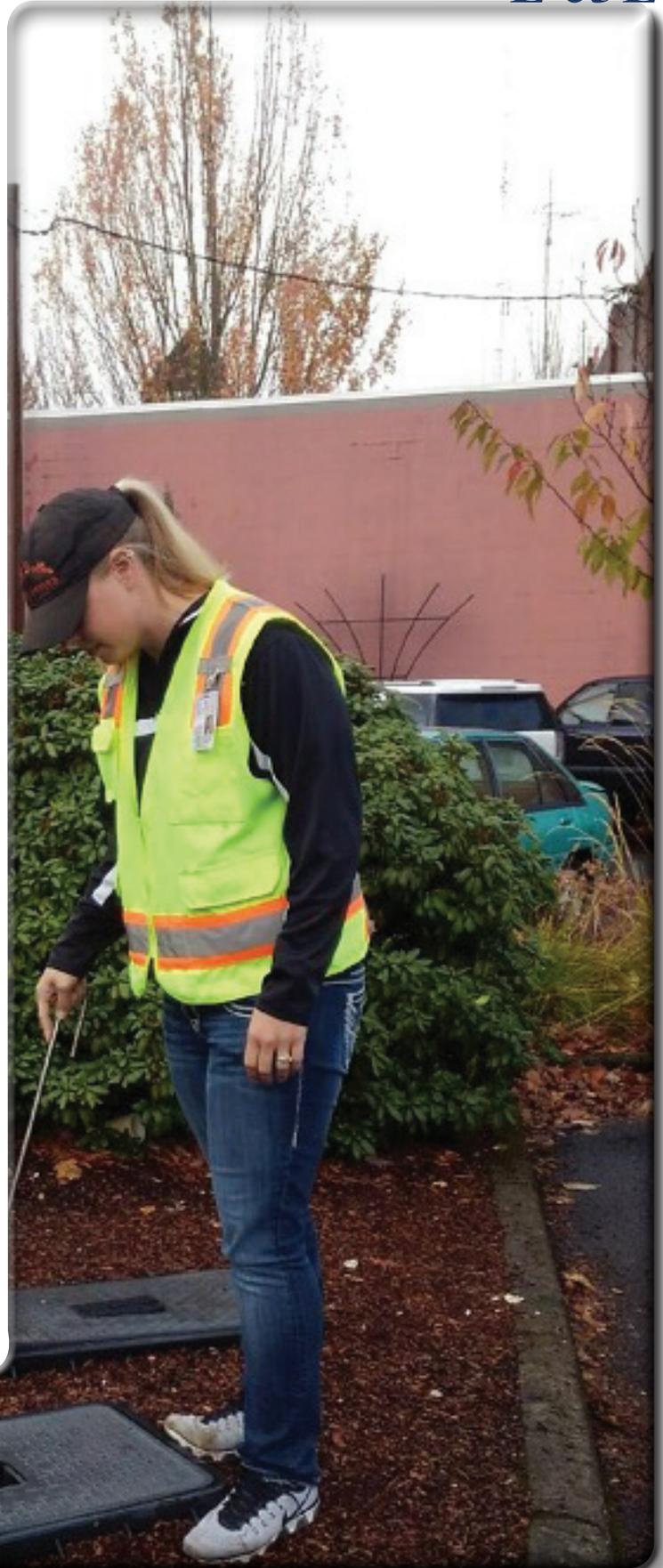


ENTERPRISE FUND

E & E

Accomplishments

1. Completed first phase of meter replacement Project. Completion of this project resulted in replacement of approximately 800 meters that were more than 25 years old, along with 500 meters that were between 20 and 25 years old. Fewer than 10% of the meters remaining within the system are more than 20 years old. Operational Optimization Objective #3, 2030 Plan Element 2a.
2. Completed Sanitary Sewer CIPP Project on LaCreole Interceptor Line. The entire interceptor line is now "tight" and free of infiltration. Infrastructure Stability Objective #6, 2030 Plan Element 4e.
3. Clay Street Transmission Pipeline Project was completed in 2016 on-time and under budget, pursuant to Infrastructure Stability Objective #5, 2030 Plan Element 4e.
4. Developed and presented Infrastructure Program for Citizen's Academy. Stakeholder Understanding and Support Objective #3, 2030 Plan Elements 1f & 5e.
5. Stormwater Master Plan completed and City Council approved on May 2, 2016.



Summary

The Engineering and Environmental Services Department continues to provide the City with high quality, efficient, and cost effective utility and engineering services. The Department implements performance measures that are used to track, and improve efficiency and service. Deferred maintenance over the last several years is being addressed with a more robust capital improvement program. Adequate infrastructure will ensure that the City will be able to continue providing reliable, cost-effective services.

ENTERPRISE FUND

Public Works

Sewer Division

Management of wastewater is vital for a healthy society and healthy environment. In the City of Dallas, the wastewater from more than 16,000 people and numerous businesses travels through more than 50 miles of sewer pipes to the Wastewater Treatment Facility (WWTF). With the oversight of the Public Works Director, the WWTF is managed by contract with CH2M Hill. The City's Public Works Department is charged with keeping the collections system in prime condition with routine maintenance and annual pipe replacement projects.

The Engineering and Environmental Services Division oversees the numerous state permits required for municipal systems as well as handling the administration and operation of the City's Industrial Pretreatment Program; Inflow and Infiltration (I & I) Reduction Program; Willamette Total Maximum Daily Load (TMDL) Program; Capacity, Management, Operations, and Maintenance (CMOM) plan; and Fats, Oils and Grease (FOG) program for the sanitary sewer system.

All Departments' Objectives

Objective	Performance Measure	2030 Plan
Provide a high wastewater treatment effectiveness rate	PQ 5	1a, 1k, 2a
Reduce Sanitary Sewer Overflows to the Maximum Extent Possible	PQ6	1a, 1k, 2a
Minimize Unplanned Sewer Service blockages	IS4	1a, 1k, 2a
Complete Process to Obtain New NPDES Permit at WWTP	Ongoing	2a, 4h
Maximize the efficiency and use of resources	OP 3, OP 4, OP 5	2a
Complete Infrastructure Condition Assessment & Replacement plan	2019 Deadline	1a, 1k
Proactive Maintenance Activities are majority of total maintenance	IS3, IS6	1a, 1k
Provide an affordable, fair rate structure	S1	1k, 2a
Complete reclaimed wastewater "purple-pipe" project	2019 Deadline	4e
Update Sewer Master Plan	2019 Deadline	1b,1e,2a,4e,4i
Update City of Dallas Willamette TMDL Plan	2019 Deadline	1a,1k, 4h

Division Mission

- To provide timely and effective cleaning and repair of the sanitary sewer collection system to ensure uninterrupted sewage flow to the Water Pollution Control Plant.
- To efficiently manage the operation and maintenance of the Wastewater Treatment Facility.
- To provide long term planning for regulatory compliance, growth, cost effectiveness and efficiency of the system.
- To reduce inflow and infiltration

Accomplishments

1. Completed Sanitary Sewer CIPP Project on LaCreole Interceptor Line. The entire interceptor line is now "tight" and free of infiltration. Infrastructure Stability Objective #6, 2030 Plan Element 4e.
2. NPDES Permit: DEQ and Staff have worked out the details of our amended submittal. The City has a viable program going forward to address all of the expected Federal Permit conditions, including temperature. The City's consultant is working on the amendments with DEQ for the City's new permit. Product Quality Objective #11, 2030 Plan Elements 2a & 4h.
3. Developed and presented Infrastructure Program for Citizen's Academy. Stakeholder Understanding and Support Objective #3, 2030 Plan Elements 1f & 5e.
4. Purchased a new/used Vector that has multiple uses for sewer line maintenance work



ENTERPRISE FUND

SEWER

Revenue Sources

	Actual 2015-16	Actual 2016-17	Amended 2017-18	Proposed 2018-19	% Change
Service charges	3,047,092	3,190,523	3,115,000	3,400,000	9%
Miscellaneous & interest	130,185	110,096	92,000	110,000	19%*
Finance proceeds	557,091	192,561	670,000	4,360,000	651%**
Transfers	0	0	60,000	0	(100%)***
TOTAL REVENUES	3,734,368	3,493,180	3,937,000	7,870,000	100%
Beginning Balance	1,158,464	913,847	902,515	1,050,000	16%****

* Increase in interest rates
 ** Increase in funded projects
 *** Obsolete transfer
 **** Increased revenue

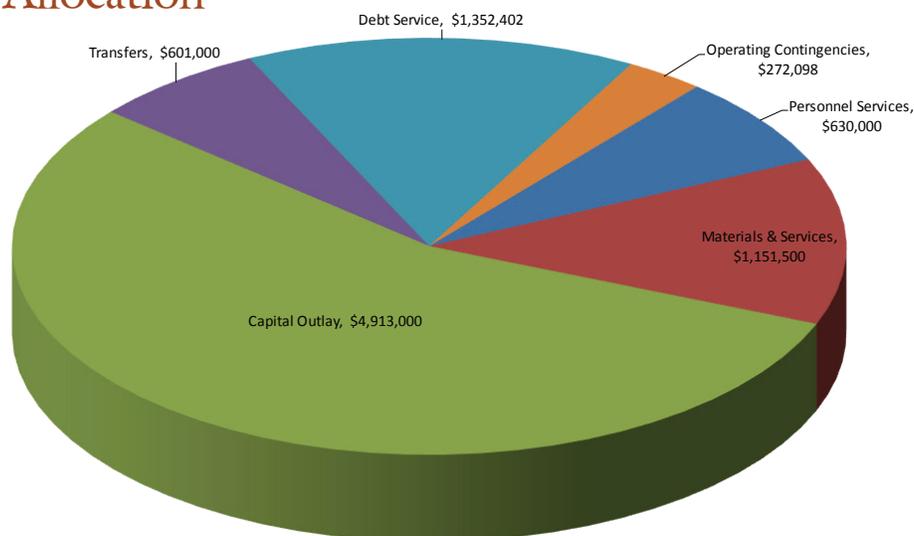
Expenditures

	Actual 2015-16	Actual 2016-17	Amended 2017-18	Proposed 2018-19	% Change
Personnel Services	524,082	557,156	590,000	630,000	7%
Materials and Services	1,089,281	1,097,368	1,121,000	1,151,000	3%
Capital Outlay	742,632	372,466	963,000	4,913,000	410%*
Transfers	631,000	551,000	599,465	601,000	<1%
Debt Service	991,990	926,522	1,163,169	1,352,402	16%**
TOTAL EXPENDITURES	3,978,985	3,504,513	4,436,634	8,647,902	95%
Operating Contingencies	0	0	400,366	272,098	(32%)***

* Reclaimed water project
 ** Increased debt service for projects (DEQ loan)
 *** Increased capital costs



Expenditure Allocation



ENTERPRISE FUND

SEWER

Sewer Capital Projects

	Cost
Sewer Facility and Equipment PLC Capital Improvements	\$303,000
Sewer Replacement Project	\$50,000
I & I and FOG removal	\$550,000
Reclaimed wastewater (purple pipe) project	\$3,575,000
Hayter/Birch Street sewer project	\$410,000

Reduced maintenance costs and increased efficiencies



Staffing Information

Job Title	Wage Range	2015-16	2016-17	2017-18	2018-19
Public Works Director	DH3	0.50	0.55	0.50	0.30
Engineering Supervisor	30	0.40	0.40	0.40	0.40
Operations Supervisor	M1	0.55	0.55	0.55	0.55
Engineering Tech III	25	0.40	0.40	0.40	0
Engineering Tech II	23	0.40	0.40	0.40	0.40
Environmental Compliance Tech	23	0	0	0	0.35
Technical Assistant	20	0.40	0.40	0.40	0.40
Executive Assistant	21	0.25	0.25	0.25	0.25
Administrative Assistant	17	-	0.156	0.156	0.25
Pub Works Foreman	26	0.55	0.55	0.55	0.55
Lead Worker	23	0.65	0	0	0
Utility Worker II	22	0.65	1.30	1.30	1.30
Utility Worker I	19	0.25	0.25	0.25	0
Utility Technician	18	-	0.65	0.65	1.30
TOTAL FTE's		5.25	5.856	5.856	6.05



Summary

The Sewer Division's focus is to efficiently collect and treat the sewage generated by the City without adversely affecting the health and well-being of the population and environment. It's goal is to meet the demands of today's flows and regulations, while continuing to look towards the future growth of our sewer system and the increasing environmental protection restrictions.

ENTERPRISE FUND

Sewer Fund Revenues

	Actual 2015-16	Actual 2016-17	Amended 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Revenues						
Sewer service charges	3,047,092	3,190,523	3,115,000	3,400,000	3,400,000	3,400,000
Miscellaneous	117,768	90,631	75,000	75,000	75,000	75,000
Finance Proceeds	557,091	192,561	670,000	4,360,000	4,360,000	4,360,000
Interest on investments	12,417	19,465	17,000	35,000	35,000	35,000
Transfer from Swr SDC-interfund	0	0	60,000	0	0	0
Total revenues	3,734,368	3,493,180	3,937,000	7,870,000	7,870,000	7,870,000
Beginning balances	1,158,464	913,847	902,515	1,050,000	1,050,000	1,050,000
TOTAL	4,892,832	4,407,027	4,839,515	8,920,000	8,920,000	8,920,000

ENTERPRISE FUND

Sewer Fund Expenditures

	Actual 2015-16	Actual 2016-17	Amended 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Personnel Services						
Salaries	319,166	336,946	345,000	375,000	375,000	375,000
Overtime	4,694	5,430	6,000	6,000	6,000	6,000
Fringe benefits	200,221	214,780	239,000	249,000	249,000	249,000
Total personnel services	524,082	557,156	590,000	630,000	630,000	630,000
Materials and Services						
Materials and supplies	19,946	13,017	20,000	20,000	20,000	20,000
DEQ permits	14,480	14,480	20,000	25,000	25,000	25,000
Vehicle/equipment expense	125,000	125,000	125,000	125,000	125,000	125,000
Repairs and maintenance	142,985	107,601	145,000	145,000	145,000	145,000
Tools	2,040	721	3,000	3,500	3,500	3,500
Telecommunications	3,248	3,354	4,000	4,000	4,000	4,000
HVAC, energy and lighting	3,938	4,306	5,000	7,000	7,000	7,000
Computer services	3,018	5,201	6,000	7,000	7,000	7,000
Insurance	36,814	39,792	5,000	5,000	5,000	5,000
Professional services	730,684	776,539	780,000	802,000	802,000	802,000
Employee development	645	1,143	2,000	2,000	2,000	2,000
Safety equipment and training	3,814	2,804	3,000	3,000	3,000	3,000
Travel and education	2,670	3,411	3,000	3,000	3,000	3,000
Total materials and services	1,089,281	1,097,368	1,121,000	1,151,500	1,151,500	1,151,500
Capital Outlay						
Equipment	35,045	33,851	118,000	25,000	25,000	25,000
Rickreall Crk Interceptor CIPP	557,091	0	0	0	0	0
Siphon replacement	52,385	174,923	0	0	0	0
Pump station upgrades	0	0	0	0	0	0
I & I	0	0	0	550,000	550,000	550,000
Reclaimed wastewater project	0	22,038	260,000	3,575,000	3,575,000	3,575,000
Hayter/Birch St sewer project	0	1,140	410,000	410,000	410,000	410,000
WWTF capital improvements	98,111	84,221	175,000	75,000	75,000	75,000
Sewer replacement projects	0	0	0	50,000	50,000	50,000
WWTF equipment replacement	0	56,292	0	228,000	228,000	228,000
Total capital outlay	742,632	372,466	963,000	4,913,000	4,913,000	4,913,000
Transfers						
Transfer to General Fund	551,000	551,000	551,000	551,000	551,000	551,000
Tsf to Swr SDC-intfnd loan	0	0	4,465	0	0	0
Transfer to Risk Mgmt Fund	0	0	44,000	50,000	50,000	50,000
Transfer to Stormwater Fund	80,000	0	0	0	0	0
Total transfers	631,000	551,000	599,465	601,000	601,000	601,000
Sewer Debt Service						
2017 Sewer loan - principal	0	0	122,220	0	0	0
2017 Sewer loan - interest	0	0	51,699	19,402	19,402	19,402
2011 Sewer refund bonds - prin.	845,000	855,000	875,000	910,000	910,000	910,000
2011 Sewer refund bonds - int.	143,100	67,325	109,000	74,000	74,000	74,000
2014 Sewer bonds - principal	0	0	0	0	0	0
2014 Sewer bonds - interest	3,890	4,197	0	0	0	0
2015 Sewer DEQ loan-principal	0	0	0	265,000	265,000	265,000
2015 Sewer DEQ loan - interest	0	0	5,250	84,000	84,000	84,000
Total debt service	991,990	926,522	1,163,169	1,352,402	1,352,402	1,352,402
TOTAL EXPENDITURES	3,978,985	3,504,513	4,436,634	8,647,902	8,647,902	8,647,902
Operating Contingencies	0	0	400,366	272,098	272,098	272,098
TOTAL	3,978,985	3,504,513	4,837,000	8,920,000	8,920,000	8,920,000

ENTERPRISE FUND

Public Works

Stormwater Division

The Stormwater Division is tasked to furnish a comprehensive set of services related to stormwater quantity and quality management as required by regulatory parameters. Services that are provided include not only the construction and maintenance of facilities necessary to control flooding and improve the character of surface runoff, but also implementation of BMPs designed to address nonpoint source pollution. The Stormwater Division is an efficient and feasible financing option that provides a dedicated revenue source for stormwater management.

Stormwater projects provide cost-effective design and management of capital improvements to address excessive run-off and flood control & maintenance projects.

Division Mission

- Provide for the best quality Stormwater Discharge into Creeks/Aquatic Environments.
- Eliminate destructive flooding within the community.
- Minimize "nuisance" flooding.
- Ensure that all of the stormwater appurtenances are efficiently operated and are able to accommodate development within the community.
- Provide utility rates that are fair and equitable.
- Provide high quality, state of the art, and cost effective infrastructure design.



All Departments' Objectives

Objective	Performance Measure	2030 Plan
Complete Process to Obtain New WPCF Permit at WWTP	Ongoing	2a, 4h
Maximize Overall Customer Satisfaction	CS 4	1f, 5e
Complete Infrastructure Condition Assessment & Replacement plan	2019 Deadline	1a, 1k
Provide an affordable, fair rate structure	S1	1k, 2a
Update City of Dallas Willamette TMDL Plan	2019 Deadline	1a, 1k, 4h



Accomplishments

1. Developed and presented Infrastructure Program for Citizen's Academy. Stakeholder Understanding and Support Objective #3, 2030 Plan Elements 1f & 5e.
2. Stormwater Master Plan completed and City Council approved on May 2, 2016
3. Purchased a new/used Vector that has multiple uses for storm water maintenance work

ENTERPRISE FUND STORMWATER

Revenue Sources

	Actual 2015-16	Actual 2016-17	Amended 2017-18	Proposed 2018-19	% Change
Service charges	186,453	200,049	200,000	200,000	0%
Miscellaneous & interest	477	9,165	10,500	8,000	(24%)*
Transfers	160,000	0	60,000	0	(100%**)
TOTAL REVENUES	346,929	209,214	270,500	208,000	(23%)
Beginning Balance	0	80,566	109,252	110,000	<1%

* Adjusted to better reflect previous year's actuals

** Obsolete transfer

Expenditures

	Actual 2015-16	Actual 2016-17	Amended 2017-18	Proposed 2018-19	% Change
Personnel Services	98,409	95,229	110,000	107,000	(3%)
Materials and Services	45,215	56,298	58,500	67,500	15%*
Capital Outlay	13,740	0	110,000	57,500	(48%**)
Transfers	29,000	29,000	38,115	33,650	(12%***)
TOTAL EXPENDITURES	186,364	180,527	316,615	265,650	(16%)
Operating Contingencies	0	0	83,885	52,350	(38%****)

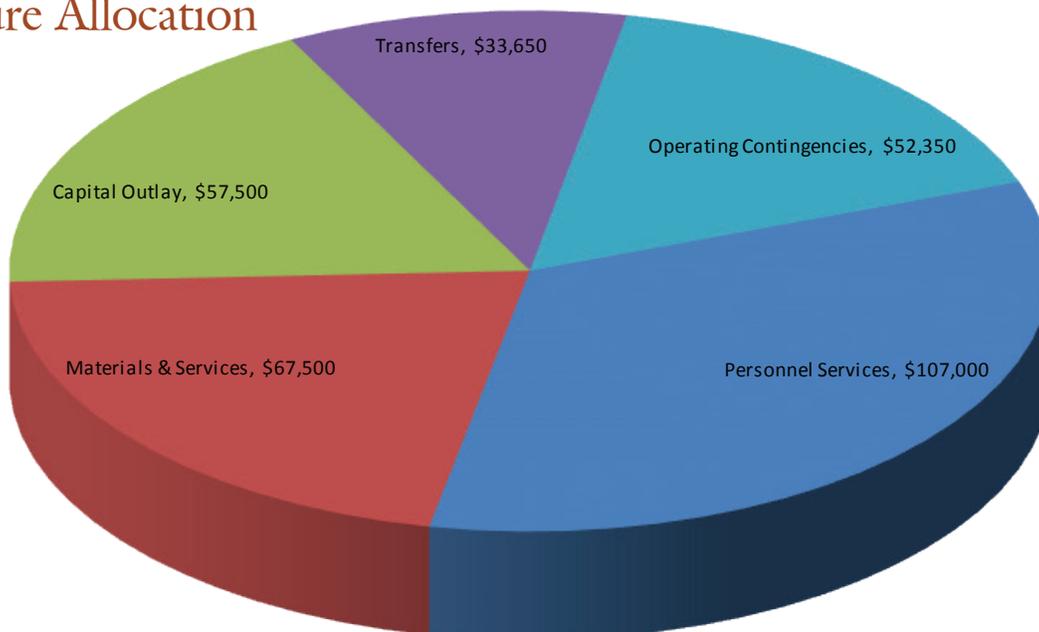
* Street sweeper material disposal cost increase

** Decreased equipment costs

*** Obsolete transfer

**** Increased expenditures

Expenditure Allocation



ENTERPRISE FUND STORMWATER

Stormwater Capital Projects

	Cost
Storm Drain Replacement and Rehabilitation Project	\$50,000
Equipment	\$7,500

Improved efficiencies and no increased maintenance costs



Staffing Information

Job Title	Wage Range	2015-16	2016-17	2017-18	2018-19
Public Works Director	DH3	0.10	0.10	0.10	0.10
Operations Supervisor	M1	0.10	0.10	0.10	0.10
Pub Works Foreman	26	0.10	0.10	0.10	0.10
Environmental Compliance Tech	23	0	0	0	0.10
Street Sweeper	18	0.65	1.0	1.0	1.0
TOTAL FTE's		0.95	1.30	1.30	1.40



Summary

The Stormwater Division is a utility division with the sole intent of focusing on the stormwater issues that have been collecting in Dallas's service area. The existing SDF funds will be partnered with the newer User Fees to tackle projects to help eliminate flooding through the use of innovative designs and maintenance BMPs.

ENTERPRISE FUND

Stormwater Fund Revenues

	Actual 2015-16	Actual 2016-17	Amended 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Revenues						
Stormwater service charges	186,453	200,049	200,000	200,000	200,000	200,000
Interest on investments	477	1,991	3,000	3,000	3,000	3,000
Miscellaneous	0	7,174	7,500	5,000	5,000	5,000
Transfer from Sewer SDC-inter	80,000	0	60,000	0	0	0
Transfer from Sewer Fund	80,000	0	0	0	0	0
Total revenues	346,929	209,214	270,500	208,000	208,000	208,000
Beginning balances	0	80,566	109,252	110,000	110,000	110,000
TOTAL	346,929	289,780	379,752	318,000	318,000	318,000

ENTERPRISE FUND

Stormwater Fund Expenditures

	Actual 2015-16	Actual 2016-17	Amended 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Personnel Services						
Salaries	57,338	59,551	65,000	70,000	70,000	70,000
Overtime	2,354	481	3,000	2,000	2,000	2,000
Fringe benefits	38,716	35,197	42,000	35,000	35,000	35,000
Total personnel services	98,409	95,229	110,000	107,000	107,000	107,000
Materials and Services						
Materials and supplies	6,497	5,550	5,000	5,500	5,500	5,500
DEQ permits	0	980	4,000	4,000	4,000	4,000
Vehicle/equipment expense	25,000	25,000	25,000	25,000	25,000	25,000
Repairs and maintenance	7,500	0	5,000	6,000	6,000	6,000
Material Disposal	0	0	10,000	15,000	15,000	15,000
Tools	598	1,110	1,500	1,500	1,500	1,500
Telecommunications	0	176	500	500	500	500
Computer services	296	1,028	1,000	1,000	1,000	1,000
Insurance	2,941	9,274	0	0	0	0
Professional services	1,594	10,843	5,000	6,000	6,000	6,000
Employee development	50	38	500	1,000	1,000	1,000
Safety equipment and training	739	2,261	500	1,000	1,000	1,000
Travel and education	0	38	500	1,000	1,000	1,000
Total materials and services	45,215	56,298	58,500	67,500	67,500	67,500
Capital Outlay						
Equipment	0	0	60,000	7,500	7,500	7,500
Stormwater Projects	13,740	0	50,000	50,000	50,000	50,000
Total capital outlay	13,740	0	110,000	57,500	57,500	57,500
Transfers						
Transfer to General Fund	29,000	29,000	29,000	29,000	29,000	29,000
Transfer to Risk Mgmt Fund	0	0	4,650	4,650	4,650	4,650
Tsf to Swr SDC-intfnd loan	0	0	4,465	0	0	0
Total transfers	29,000	29,000	38,115	33,650	33,650	33,650
Debt Service						
Total debt service	0	0	0	0	0	0
TOTAL EXPENDITURES	186,364	180,527	316,615	265,650	265,650	265,650
Operating Contingencies	0	0	83,885	52,350	52,350	52,350
TOTAL	186,364	180,527	400,500	318,000	318,000	318,000

* This fund was created in FY 2015-16

ENTERPRISE FUND

Public Works

Water Division

The Water Division operates in two capacities; as Water Treatment and Water Distribution, but the overall goal and outcome are the same, to provide high quality drinking water to the City of Dallas. With the assistance of the Engineering department, water treatment and water distribution staff provides a safe, good tasting reliable water supply from Mercer reservoir to the Water Treatment Facility to the finished drinking water reservoirs to the customer.

Division Mission

Water Treatment:

- Provides efficient management and operation of the City's Water Treatment Plant and intake facility
- Implement Aquifer Storage and Recovery (ASR #1) well operations including wellhead monitoring and sampling to ensure regulatory compliance (providing a supplemental water source
- Watershed management - Flashboard installation (increasing summer storage by approximately 75MG), weir installation for stream monitoring and Dam operations and management
- Routine water sampling and testing to maintain drinking water regulatory compliance
- Supplying a safe and pleasant tasting quality of water

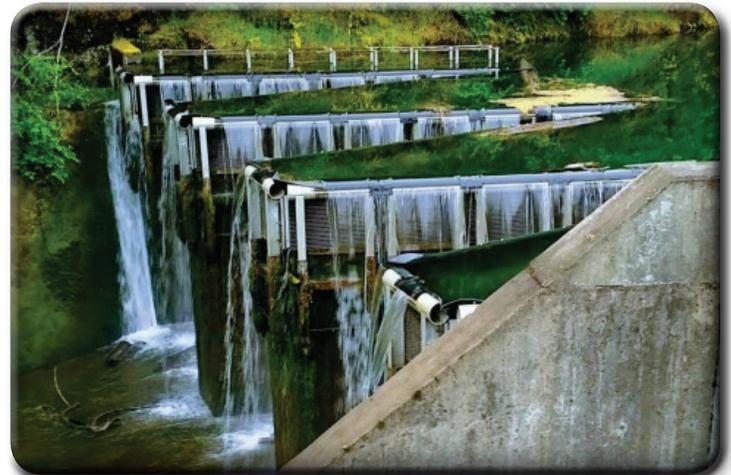
Water Distribution:

- Operation and Maintenance of the Bridlewood pump station and finished water reservoirs
- Meter Reading (with the help of Meter Readers, a contracted company)
- Operation, Maintenance and Repair of the water infrastructure (Valves, Hydrants, Mains)
- Provide high quality customer service (leak checks, service on & offs, pressure checks)
- Installation of water services for new construction
- Minimize unplanned service interruptions



All Departments' Objectives

Objective	Performance Measure	2030 Plan
Maintain 100% Drinking Water Regulatory Compliance	PQ 1	1a, 1k, 2a
Minimize Drinking water flow and/or pressure problems	CS 2	1a, 1k, 2a
Minimize Unplanned Water Service interruptions	PQ 4	1a, 1k, 2a
Complete Upper Douglas High Pressure Feed Line Project	2020 Deadline	1a,1k,4e
AMR/AMI meter upgrades for 100% of system	2021 Deadline	2a
Minimize the system annual leakage and breakage frequency rate	IS 1	1a, 1k
Encourage Source Water Protection, Conservation, and Re-use	WR1	4h, 4i
Update Water Master Plan	2018 Deadline	1b,1e,2a,4e,4i



Accomplishments

1. Clay Street Transmission Pipeline Project was completed in 2016 on-time and under budget, pursuant to Infrastructure Stability Objective #5, 2030 Plan Element 4e.
2. Developed and presented Infrastructure Program for Citizen's Academy. Stakeholder Understanding and Support Objective #3, 2030 Plan Elements 1f & 5e.
3. Purchase of land Acquisition at Mercer Reservoir.
4. Replace/Upgraded 3 variable frequency drives at the water intake.

ENTERPRISE FUND

WATER

Revenue Sources

	Actual 2015-16	Actual 2016-17	Amended 2017-18	Proposed 2018-19	% Change
Sale of water & account fees	2,366,581	2,378,310	2,465,000	2,612,000	6%
Miscellaneous & interest	116,478	139,886	115,000	155,000	35%*
Finance Proceeds	560,909	566,594	1,750,000	0	(100%)**
Transfers	0	0	60,000	0	(100%)**
TOTAL REVENUES	3,043,967	4,240,000	4,390,000	2,767,000	9%
Beginning Balance	1,138,294	1,007,130	1,669,333	2,380,000	43%****

* Increased interest on investments
 ** No loans this fiscal year
 *** Obsolete transfer
 **** Deferred project costs

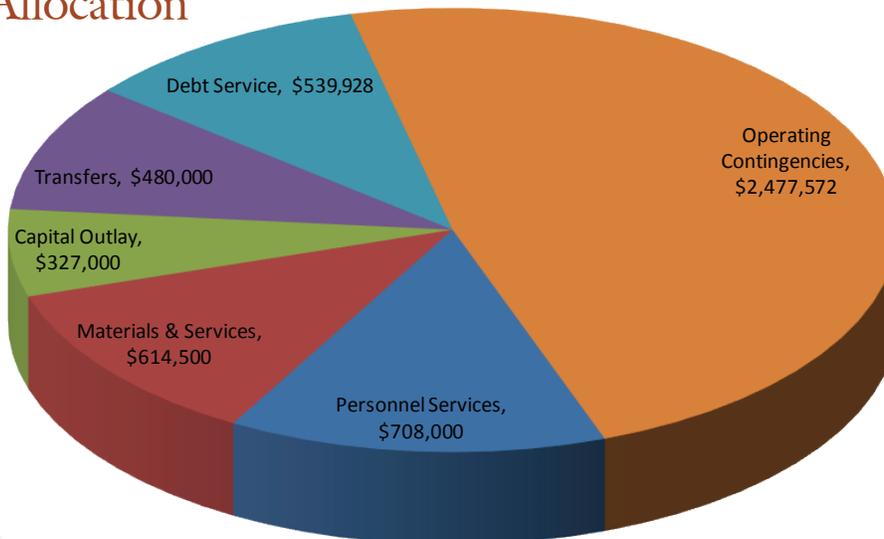
Expenditures

	Actual 2015-16	Actual 2016-17	Amended 2017-18	Proposed 2018-19	% Change
Personnel Services	429,603	412,456	455,000	708,000	55%*
Materials and Services	762,042	823,552	823,500	614,500	(25%)**
Capital Outlay	1,175,654	372,348	2,483,000	327,000	(87%)**
Transfers	445,000	445,000	470,965	480,000	2%
Debt Service	362,832	369,229	500,117	539,928	8%
TOTAL EXPENDITURES	3,175,132	2,422,585	4,732,582	2,669,428	(44%)
Operating Contingencies	0	0	1,357,418	2,477,572	83%****

* Addition of city staff
 ** Elimination of distribution contract with OMI
 *** Fewer planned projects
 **** Deferred project costs



Expenditure Allocation



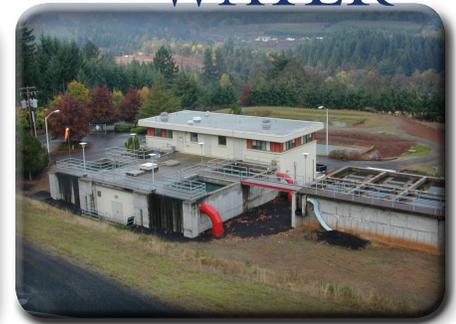
ENTERPRISE FUND

WATER

Water Capital Projects

	Cost
Water Line Replacement Project	\$50,000
Outlet pipe modification at Mercer Reservoir	\$50,000
Water Treatment Plant steel reservoir and wier rehabilitation	\$170,000
Equipment	\$57,000

Reduced maintenance costs and improved efficiencies



Staffing Information

Job Title	Wage Range	2015-16	2016-17	2017-18	2018-19
Public Works Director	DH3	0.55	0.50	0.50	0.30
Water Utility Supervisor*	M1	0	0	1	1
Lead WTP Operator	27	1	1	1	1
Water Plant Operator II*	25	0	0	1	1
Water Utility Worker II*	23	0	0	0	1
Water Utility Technician*	18	0	0	0	1
Engineering Supervisor	30	0.40	0.40	0.40	0.40
Engineering Technician II	23	0.40	0.40	0.40	0.40
Environmental Compliance Tech	23	0	0	0	0.35
Technical Assistant	20	0.40	0.40	0.40	0.40
Executive Assistant	21	0.25	0.25	0.25	0.25
Administrative Assistant	17	0	0.156	0.25	0.25
Operations Supervisor	M1	0.10	0.10	0.10	0.10
Pub Works Foreman	26	0.10	0.10	0.10	0.10
Utility Worker II	23	0.20	0.20	0.20	0.20
Utility Worker I	20	0.25	0.25	0	0
Utility Technician	18	0	0.10	0.20	0.20
Contract Employee	Contract	0.12	0.12	0.12	0
TOTAL FTE's		4.27	4.376	5.92	7.95

* These positions were added in late FY 17-18 when the city ended a contract for water distribution to assume duties in-house

Summary

The Water Division protects public health and water quality through operation and maintenance of the City's drinking water system. Drinking water programs include watershed management, water treatment and production, distribution, and storage.

ENTERPRISE FUND

Water Fund Revenues

	Actual 2015-16	Actual 2016-17	Amended 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Revenues						
Sale of water	2,297,101	2,320,720	2,420,000	2,550,000	2,550,000	2,550,000
New account fees	12,028	12,760	10,000	12,000	12,000	12,000
Service connections	57,452	44,830	35,000	50,000	50,000	50,000
Miscellaneous	96,898	98,870	85,000	85,000	85,000	85,000
Finance Proceeds	560,909	566,594	1,750,000	0	0	0
Interest on investments	19,580	41,016	30,000	70,000	70,000	70,000
Transfer from-Swr SDC interfund	0	0	60,000	0	0	0
Total revenues	3,043,967	3,084,788	4,390,000	2,767,000	2,767,000	2,767,000
Beginning balances	1,138,294	1,007,130	1,669,333	2,380,000	2,380,000	2,380,000
TOTAL	4,182,261	4,091,918	6,059,333	5,147,000	5,147,000	5,147,000

ENTERPRISE FUND

Water Fund Expenditures

	Actual 2015-16	Actual 2016-17	Amended 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Personnel Services						
Salaries	265,406	254,278	270,000	423,000	423,000	423,000
Overtime	9,863	9,472	10,000	10,000	10,000	10,000
Fringe Benefits	154,334	148,706	175,000	275,000	275,000	275,000
Total personnel services	429,603	412,456	455,000	708,000	708,000	708,000
Materials and Services						
Materials and supplies	191,376	179,245	200,000	200,000	200,000	200,000
Permits	2,595	8,674	25,000	20,000	20,000	20,000
Vehicle/equipment expense	100,000	100,000	100,000	100,000	100,000	100,000
Repairs and maintenance	23,272	38,007	40,000	40,000	40,000	40,000
Tools	4,390	1,986	3,500	3,000	3,000	3,000
Telecommunications	9,664	9,665	10,000	10,000	10,000	10,000
HVAC, energy and lighting	119,194	121,001	130,000	130,000	130,000	130,000
Computer services	5,470	10,817	13,000	13,000	13,000	13,000
Insurance	16,475	17,602	0	0	0	0
Professional services	280,595	328,729	295,000	90,000	90,000	90,000
Employee development	3,311	2,361	2,000	2,500	2,500	2,500
Safety equipment and training	2,492	4,366	2,000	3,000	3,000	3,000
Travel and education	3,207	1,099	3,000	3,000	3,000	3,000
Total materials & services	762,042	823,552	823,500	614,500	614,500	614,500
Capital Outlay						
Equipment	96,508	83,441	83,000	57,000	57,000	57,000
Land Acquisition	11,000	195,618	2,000,000	0	0	0
Transmission Water Line	1,068,145	93,288	0	0	0	0
Water Line Replcmt Projects	0	0	50,000	50,000	50,000	50,000
Mercer Reservoir Projects	0	0	200,000	50,000	50,000	50,000
WTP capital Improvements	0	0	150,000	170,000	170,000	170,000
Total capital outlay	1,175,654	372,348	2,483,000	327,000	327,000	327,000
Transfers						
Transfer to General Fund	445,000	445,000	445,000	445,000	445,000	445,000
Transfer to Risk Mgmt Fund	0	0	21,500	35,000	35,000	35,000
Tsf to Swr SDC-intfnd loan	0	0	4,465	0	0	0
Total transfers	445,000	445,000	470,965	480,000	480,000	480,000
Water Debt Service						
2017 Water Loan - principal	0	0	192,780	313,000	313,000	313,000
2017 Water Loan - interest	0	0	133,243	88,082	88,082	88,082
2008 IFA Safe drinking water debt svc - principal	136,652	218,458	0	0	0	0
2008 IFA Safe drinking water debt svc - interest	211,315	129,509	0	0	0	0
2014 H ₂ O bonds - principal	0	0	0	0	0	0
2014 H ₂ O bonds - interest	14,865	8,698	0	0	0	0
2015 IFA SRF Loan - principal	0	0	39,057	37,527	37,527	37,527
2015 IFA SRF Loan - interest	0	12,564	38,060	35,209	35,209	35,209
2016 DEQ CWSRF Loan-princ	0	0	79,477	39,142	39,142	39,142
2016 DEQ CWSRF Loan-int	0	0	17,500	26,968	26,968	26,968
Total debt service	362,832	369,229	500,117	539,928	539,928	539,928
TOTAL EXPENDITURES	3,175,132	2,422,585	4,732,582	2,669,428	2,669,428	2,669,428
Operating Contingencies	0	0	1,357,418	2,477,572	2,477,572	2,477,572
TOTAL	3,175,132	2,422,585	6,090,000	5,147,000	5,147,000	5,147,000

URBAN RENEWAL

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URBAN RENEWAL

Board of Directors

Mayor Brian Dalton
 Terry Crawford
 Jim Fairchild
 Kelly Gabliks
 Micky Garus

Bill Hahn
 Jackie Lawson
 Jennie Rummell
 Paul Trahan
 Ken Woods, Jr.

Budget Committee Citizen Members

Nancy Adams
 Tory Banford
 Joe Koubek
 Erin Miller
 Vacancy

Dawn Reynolds
 Wendy Snodgrass
 Beth Toms
 LaVonne Wilson

Urban Renewal Advisory Committee

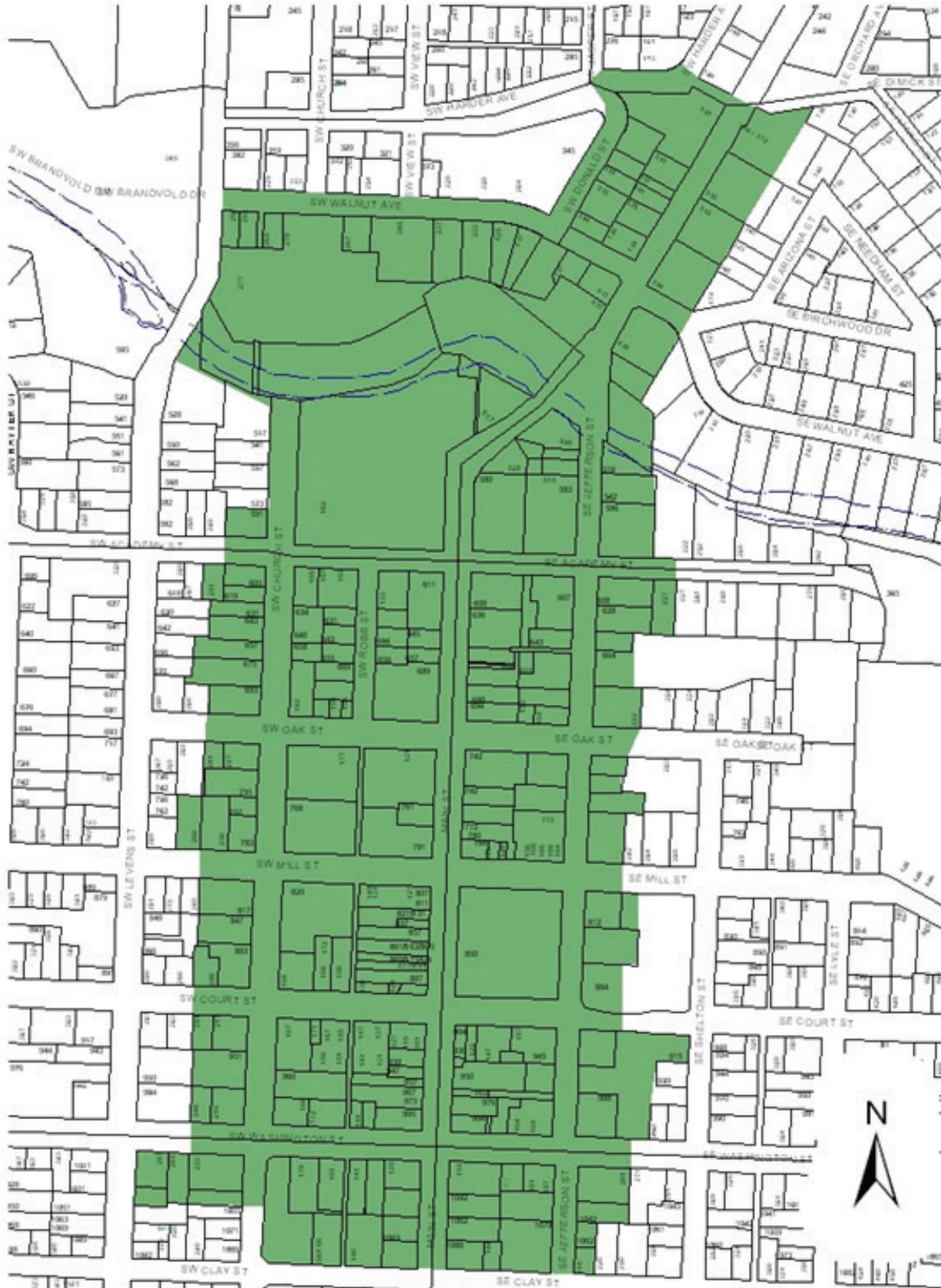
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URBAN RENEWAL

Urban Renewal District



URBAN RENEWAL

Urban Renewal Agency Budget Message

The Dallas City Council passed an ordinance on September 7, 2004, establishing the Dallas Community Development Commission Urban Renewal Agency. The purpose of the Urban Renewal District is to create funding for revitalization of the downtown area.

The Urban Renewal Agency is a separate legal entity, with the City Council serving as the Urban Renewal Agency Board of Directors. The Urban Renewal Agency Board of Directors appointed the members of the City of Dallas Budget Committee as the Urban Renewal Agency Budget Committee. The Planning and Administration Departments serve as the staff for and administer the Urban Renewal Program.

This budget reflects the 13th year the Agency will receive property tax revenue from the district. The revenue is derived from increasing property value or new construction within the district. In 2004, the Assessor set the value of the frozen tax base of the district at \$25,137,464. The projected 2018 total assessed value of the district is \$40,829,341, which represents a \$15,691,877 increase in increment value since 2004 and \$1,285,185 over the prior year.

For 2018-19, it is anticipated that we will see an 11% increase in Excess Assessed Value, which will generate approximately \$182,000 in Tax Increment Revenue for the 2018-19 budget year. This estimate includes the assumption that 6% of total property taxes levied will not be collected.

The following are projects planned for FY 2018-19:

- Continue and expand the façade grant program
- Wayfinding Sign(s)



URBAN RENEWAL

Urban Renewal Fund

Revenues

	Actual 2015-16	Actual 2016-17	Amended 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Current taxes	151,272	165,981	165,000	182,000	182,000	182,000
Delinquent taxes	4,683	3,421	4,000	3,500	3,500	3,500
Interest	5,216	10,648	3,000	3,000	3,000	3,000
Grant	0	0	0	25,000	0	0
Miscellaneous	1,012	34	1,000	1,000	1,000	1,000
Total revenues	162,183	180,084	173,000	214,500	189,500	189,500
Beginning Balance *	416,988	396,548	450,199	435,000	435,000	435,000
TOTAL	579,171	576,632	623,199	649,500	624,500	624,500

* The Beginning Balance reflects cash on hand, carried over in the budget and budgeted as Revenue.

Expenditures

	Actual 2015-16	Actual 2016-17	Amended 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Personnel Services						
Salaries	10,155	11,591	11,500	14,200	14,200	14,200
Fringe	5,381	6,091	7,500	8,500	8,500	8,500
Total personnel services	15,536	17,682	19,000	22,700	22,700	22,700
Materials and Services						
Materials and Supplies	0	32	500	1,000	1,000	1,000
Professional Services	3,140	10,237	6,000	55,000	55,000	55,000
RARE Participant	0	0	4,000	0	0	0
Façade Grant Program	29,872	7,997	35,000	35,000	50,000	50,000
Miscellaneous	1,315	1,389	3,000	2,000	2,000	2,000
Total materials & services	34,327	19,656	48,500	93,000	108,000	108,000
Capital Outlay						
Projects	46,392	2,718	60,000	75,000	100,000	100,000
Property Acquisition	0	0	100,000	190,000	125,000	125,000
Total capital outlay	46,392	2,718	160,000	265,000	225,000	225,000
Transfers						
Transfer to GF-Debt Service	86,367	86,378	86,395	86,400	86,400	86,400
Total transfers	86,367	86,378	86,395	86,400	86,400	86,400
Reserves						
Debt Service Reserve	0	0	86,395	86,400	86,400	86,400
Total reserves	0	0	86,395	86,400	86,400	86,400
Operating Contingencies	0	0	147,710	96,000	96,000	96,000
TOTAL EXPENDITURES	182,623	126,433	548,000	649,500	624,500	624,500

URBAN RENEWAL

ADDITIONAL INFORMATION

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ADDITIONAL INFORMATION

Capital Improvement Plan

The City of Dallas Capital Improvement Plan (CIP) lists capital improvements and funding sources for all city departments for the next five years. The CIP has been significantly pared down based on the resources available as well as the evaluation of the priority of the projects.

In streets, stormwater, water, and sewer, many of the projects identified in the master plans are not contained in the CIP because they are funded by developers as part of actual development. Other large purchases or projects can be funded by general obligation bonds, system development charges, grants, general fund money, enterprise funds, urban renewal funds, and loans. Keep in mind that these other funds are limited, particularly general fund money, and that the projects in the CIP reflect that limitation.

Generally, a Capital Improvements Plan (CIP) identifies capital projects (and some major equipment purchases) during a five year period, providing a planning schedule and identifying opportunities for financing the projects in the plan. Capital Improvements Plans coordinate community planning, financial capacity, and physical development.

Impact of CIP projects on operating costs

For the past few years, the CIP for the City of Dallas has focused on adding value and extending life to City infrastructure with no increases in current operating costs. For the enterprise funds, improvements the water system, wastewater mains and lines, and surface water projects will not add any associated costs to the operating budget. Larger projects, such as the reclaimed water project, will add project management responsibilities to engineering. We have added 1 FTE in this years budget to ameliorate the added responsibilities to existing staff. Additionally, the capital projects have been decreased to allow for sufficient operating funding.

Summary

A CIP typically includes:

- List of capital improvements (projects or major equipment) to be made;
- Projects ranked by priority;
- Project cost estimates;
- Plan for financing the projects;
- Schedule for construction or completion of the projects.

There are a number of benefits that are realized from the Capital Improvements Plan process including:

- Coordination between capital needs and operating budgets;
- Enhancement of the community's credit rating, control of its tax rate, and stability in debt service obligations;
- Identification of the most economical means of financing capital projects;
- Coordination of public capital investments with other public and private development initiatives.



ADDITIONAL INFORMATION

Capital Improvement Plan

Department	Amount	Project
Aquatic Center	\$90,000	Resurface lap pool
EMS	\$218,000	Replace medic unit
Facilities	\$100,000	\$60k for Senior Center amenities; \$40k to purchase Armory property
Finance/Muni Court	\$13,000	Computer/IT equipment
Fire	\$665,000	Replace Engine R102/E102, add staff vehicle
Police	\$65,000	Replace patrol vehicle
Fleet	\$119,000	\$94k for portable lift unit and \$25k for vehicle purchases
Grants	\$1,906,000	\$1.5M for Sr. Center, \$95k for ped crossing, \$125k for transportation system plan update; \$6,000 for the Ready to Read program; \$175k for 2 SAFER Firefighter/EMT positions; and \$5,000 for bulletproof vests
SDCs	\$3,900,000	\$70k for Kingsborough Park improvements (park), \$100k for TSP update (transportation), \$200k signalization project (transportation), \$125k for trunkline insituform project (sewer); \$1.855M for reclaimed water project (sewer); \$250k to update Sewer Master Plan; \$1.150M for AMR project (water), \$150k for water facilities master plan (water)
Sewer	\$4,913,000	\$25k for equipment, \$550k for I & I project, \$3.575M for purple pipe project, \$410k for Hayter/Birch Street Sewer Project, \$50k for sewer replacement projects, \$75k for WWTF capital improvements, and \$228k for WWTF equipment replacement (PLC)
Stormwater	\$57,500	\$7,500 for equipment and \$50k for stormwater projects
Streets	\$508,500	\$350k for contractual overlays, \$20k for sidewalk repairs, \$131k for Godsey Road project, and \$7,500 for equipment
Water	\$327,000	\$57k for equipment, \$50k for water line replacement projects, \$50k for Mercer Reservoir projects, and \$170k for WTP improvements
Total	\$12,882,000	



ADDITIONAL INFORMATION

Capital Projects

Project	Funding Source	Current (Amended) FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	5+ Years	Cost Estimate
Aquatic Center								
Resurface Lap Pool	interfund loan (5 yrs)		\$90,000					\$90,000
Repair outside front concrete	Capital Projects Fund		\$20,000					\$20,000
Front Desk Remodel	Capital Projects Fund		\$10,000					\$10,000
Climbing Wall	Capital Projects Fund			\$25,000				\$25,000
Replace River Pump	Capital Projects Fund				\$30,000			\$30,000
Upgrade HVAC	Capital Projects Fund						\$100,000	\$100,000
Large Boiler Replacement	interfund loan (5 yrs); Energy Trust	\$100,000						\$100,000
Domestic Water Heater	interfund loan (5 yrs); Energy Trust	\$35,000						\$35,000
Heat Exchanger Replacement (3)	interfund loan (5 yrs); Energy Trust	\$35,000						\$35,000
Emergency Medical Services								
Power Cot	Capital Projects Fund			\$20,000				\$20,000
Power Cot	Capital Projects Fund				\$20,000			\$20,000
Power Cot	Capital Projects Fund						\$22,000	\$22,000
Power Cots/Loading Systems - 3 units	Grant (10% Match)	\$89,400						\$89,400
Mobile Data Computers	Capital Projects Fund	\$8,000						\$8,000
Replace AED's	Capital Projects Fund					\$16,000		\$16,000
HVAC system and bldg maint	Capital Projects Fund		\$75,000					\$75,000
Pulse CO-Oximeter	Capital Projects Fund	\$6,000		\$6,000				\$12,000
Cardiac Compression Devices	Capital Projects Fund						\$50,000	\$50,000
Cardiac Monitors	Capital Projects Fund						\$120,000	\$120,000
High Fidelity Training Manikin	Capital Projects Fund						\$20,000	\$20,000
Fire								
Extrication Tool System (2)	Capital Projects Fund		\$30,000					\$30,000
FEMA Safer Grant (Personnel)	Safer Grant		\$150,000					\$150,000
Mobile Data Computers	Capital Projects Fund		\$12,000				\$15,000	\$27,000
Training Smartboard	Capital Projects Fund	\$12,000						\$12,000
Fire Prevention Education System	Grant (No Match)	\$50,000						
Portable Training Facility	Grant (5% Match-\$27,500)	\$550,000						
Radios	Capital Projects Fund						\$475,000	\$475,000
Volunteer Coord and R&R Program	Grant (No Match)	\$460,000						
Training Props & Improvements	Capital Projects Fund		\$40,000	\$40,000	\$40,000		\$30,000	\$150,000
Hose	Capital Projects Fund	\$10,000	\$25,000					\$35,000
Portacount Pro+ Respirator Fit Tester (2029)	Capital Projects Fund						\$12,000	\$12,000
PPE Washer	Capital Projects Fund				\$8,000			\$8,000
PPE Dryer (yr 2024)	Capital Projects Fund						\$7,000	\$7,000
Thermal Imaging Camera (yr 2023, 2025)	Capital Projects Fund						\$10,000	\$10,000

ADDITIONAL INFORMATION

Capital Projects

Project	Funding Source	Current (Amended) FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	5+ Years	Cost Estimate
Self Contained Breathing Apparatus (yr 2034)	Capital Projects Fund						\$350,000	\$350,000
SCBA Compressor (yr 2030)	Capital Projects Fund						\$50,000	\$50,000
Facilities-City Hall								
City Hall Mortaring/Sealing	Capital Projects Fund		\$100,000					\$100,000
City Hall Boiler Replacement	Capital Projects Fund			\$200,000				\$200,000
City Hall Parking Lot Repair	Capital Projects Fund			\$20,000				\$20,000
City Hall Seismic Retrofit	Grant				\$3,000,000			\$3,000,000
City Hall Phone System Upgrade	Capital Projects, Water, Sewer, Storm, Street			\$150,000				\$150,000
HVAC system roof-4 units	Capital Projects Fund						\$50,000	\$50,000
Facilities-Other								
Senior Center	CDBG	\$1,500,000	\$1,500,000					\$1,500,000
Senior Center - Interior	Capital Projects Fund (sale of assets)	\$50,000	\$60,000					\$50,000
Armory Property	Capital Projects Fund (sale of assets)		\$40,000					\$40,000
Finance/Municipal Court								
Utility Software Upgrade	Sewer, Stormwater, Water	\$30,000	\$30,000					\$30,000
Server Replacement	Capital Projects Fund			\$23,000				\$23,000
Computer/IT Equipment	Capital Projects Fund	\$12,000	\$13,000					\$25,000
Library								
Library Remodel	Capital Projects Fund Interfund loan (3 yrs)	\$150,000	\$300,000					\$175,000
Circulation Remodel	Capital Projects		\$20,000					\$20,000
Self-check kiosk, 6 computers	Capital Projects Fund (60%), Trust Grant (40%)	\$10,800						\$10,800
7 computers, 2 printers for public	Capital Projects Fund		\$5,500					\$5,500
Self-check kiosk	Capital Projects Fund			\$8,000				\$8,000
Microfilm Reader & software	Capital Projects Fund (60%), Library Trust (40%)			\$12,000				\$12,000
Coordinating Tables/Chairs for Public	Capital Projects Fund		\$15,000					\$15,000
Children's Craft Tables and Chairs	Capital Projects Fund	\$15,000						\$15,000
Shelving (adult/child height)	Capital Projects Fund	\$15,000		\$15,000				\$30,000
Office Furniture - Manager	Capital Projects Fund					\$5,000		\$5,000
Book Carts	Capital Projects Fund				\$8,000			\$8,000
Security Gates	Capital Projects Fund						\$24,000	\$24,000
4-new handicap motors/hardware for doors, improved counters	Capital Projects Fund			\$40,000				\$40,000
Paint/replace shelving in storage and work rooms	Capital Projects Fund				\$12,500			\$12,500

ADDITIONAL INFORMATION

Capital Projects

Project	Funding Source	Current (Amended) FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	5+ Years	Cost Estimate
Parks								
Lyle Baseball Field Restrooms	Park SDC	\$60,000						\$60,000
Repave parking lots in City Pk	Grant, Street Fund						\$300,000	\$300,000
RJ Community Park (pavilion)	Park SDC	\$75,000						\$75,000
Parks Master Plan Update	Park SDC			\$25,000				\$25,000
Re-roof Old Gazebo	Capital Projects Fund		\$25,000					\$25,000
Pickleball Courts	Park SDC; Grant (\$9,500)	\$30,000						\$30,000
Academy Park II	Park SDC			\$100,000				\$100,000
Gala Park	Park SDC						\$75,000	\$75,000
Gala Park	Capital Projects Fund	\$10,000						\$10,000
Kubota Mower w/ bagger	Fleet Fund	\$15,000						\$15,000
Kingborough Park (restroom, pavilion, playground)	Park SDC		\$70,000	\$30,000	\$25,000			\$125,000
Irrigation Replacement Upgrade	Capital Projects Fund	\$10,000	\$10,000	\$10,000				\$30,000
Table Replacement	Capital Projects Fund	\$5,000	\$5,000	\$5,000	\$5,000			\$20,000
Police								
Firing Range Repairs & Improvement	Capital Projects Fund		\$8,000					\$8,000
Impound Lot at City Shops (enclose/doors)	Capital Projects Fund		\$7,200					\$7,200
Dog Shelter Replacement	Capital Projects Fund/Grant				\$40,000			\$40,000
PD HVAC Replacement	Capital Projects Fund				\$30,000			\$30,000
Streets								
Routine								
Various sidewalk infill and replacement projects	Street Fund	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$120,000
Pavement Maintenance and Overlay Program	Street Fund	\$300,000	\$250,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,750,000
Non-Routine								
Transportation System Plan	Grant \$150,000; Street SDC	\$250,000	\$250,000					\$500,000
Develop Roundabout at W Ellendale Avenue/Levens Street	Street Fund, SDC			\$250,000				\$250,000
Signalization and channelization improvements including ROW acquisition, widening and utility relocations at E. Ellendale and Fir Villa	Developer \$600,000; Street Fund \$600,000; Street SDC \$600,000; FY17-18 100% Street SDC	\$200,000		\$200,000	\$1,600,000			\$1,800,000
Improve Monmouth Cut-off/Uglow intersection	Developer, Street Fund, SDC						\$300,000	\$300,000
Godsey Road improvements with curb and sidewalk from Miller Avenue to Monmouth Cut-off	STIP(ODOT)-Grant \$1,410,000, Street Fund \$130,841; Utility \$130,841	\$200,000	\$1,471,682					\$1,671,682
Pedestrian Crossing Beacon near Walmart and E. Ellendale	ODOT Bike/Ped Funds	\$75,000	\$95,000					\$90,000

ADDITIONAL INFORMATION

Capital Projects

Project	Funding Source	Current (Amended) FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	5+ Years	Cost Estimate
Sewer								
Routine								
Small Diameter Pipe Replacement	Sewer Fund		\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000
Wastewater Treatment Facility PLC Replacement	Sewer Fund	\$175,000	\$75,000	\$100,000	\$150,000	\$150,000	\$500,000	\$1,150,000
Wastewater Treatment Facility Equipment Replacement	Sewer Fund		\$228,000	\$100,000	\$50,000	\$50,000		\$428,000
CMOM Program (Includes I & I and FOG Removal)	Sewer Fund	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000
Trunkline Insituform I & I (Various Locations Citywide)	DEQ Loan (75%); SDC (25%)		\$500,000	\$250,000	\$300,000	\$500,000		\$1,550,000
Non-Routine								
Reclaimed Wastewater (Purple Pipe) Project	DEQ Loan (65%); SDC (35%)	\$400,000	\$5,300,000	\$50,000				\$5,750,000
Hayter-Birch Street sewer line project	DEQ Loan (49%); SDC (51%)	\$836,000						\$836,000
Update Sewer Master Plan	SDC		\$250,000					\$250,000
Effluent Temperature Control Project	Loans; Sewer Fund				\$250,000		\$3,000,000	\$3,250,000
Stormwater								
Routine								
Storm Drain Replacement and Rehab.	Stormwater Fund	\$50,000	\$80,000	\$80,000	\$160,000	\$160,000	\$1,000,000	\$1,530,000
Non-Routine								
West Ellendale at Wyatt Improvements	Revenue Bond				\$500,000			\$500,000
SW Hunter St. Improvements	Revenue Bond				\$250,000			\$250,000
East Ellendale Box Culvert and Upstream Improvements	Revenue Bond					\$350,000	\$500,000	\$850,000
North Fork Ash Creek Improvements and Land Acquisition	Revenue Bond				\$500,000	\$500,000	\$1,000,000	\$2,000,000
Water								
Routine								
Small Diameter Pipe Replacements	Water Fund	\$50,000	\$50,000	\$75,000	\$75,000	\$75,000	\$75,000	\$400,000
Non-Routine								
Outlet Pipe Modifications at Mercer Reservoir	Water Fund	\$200,000	\$50,000					\$50,000
Upper Douglas High Pressure Water Feed Line & 2MG Storage Reservoir	Developer, SRF Loan, SDC			\$150,000			\$3,800,000	\$3,950,000
On-site Generation of Chlorine	Water Fund			\$400,000				\$400,000
AMR Project	Water SDC		\$1,150,000	\$700,000				\$1,850,000
Intake Station Drive Replacements	Water Fund	\$150,000						\$150,000

ADDITIONAL INFORMATION

Capital Projects

Project	Funding Source	Current (Amended) FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	5+ Years	Cost Estimate
Water (continued)								
Equipment	Water Fund				\$500,000			\$500,000
Water System Facilities Master Plan	Water SDC	-\$150,000	\$150,000					\$300,000
Water Treatment Plant Generator Upgrade	Water Fund, SDC			\$150,000				\$150,000
Mercer Reservoir Dredging and Expansion (50 mg)	SRF Loan, SDC			\$1,700,000				\$1,700,000
WTP Steel Reservoir and Wier Rehab	Water Fund		\$170,000					\$170,000
WTP HVAC Replacement	Water Fund			\$75,000				\$75,000
Fleet Services								
Buildings:								
Shop Annex	Fleet Fund			\$350,000				\$350,000
Sand Pile Shed	Street Fund	\$15,000						\$15,000
Shop Roof Repair	Fleet Fund	\$15,000						\$15,000
Shop Portable Lift Units	Fleet Fund		\$90,000					\$90,000
Shops HVAC and Lighting	Sewer, Street, Water, Fleet, Capital Projects Fund				\$75,000			\$75,000
Public Works Equipment:								
Plow/Sander Box	Street Fund	\$25,000						\$25,000
Street Sweeper Replacement	Storm and Street Fund			\$300,000				\$300,000
Vactor Truck	Sewer, Street, Water, Storm, Fleet Fund	\$135,570						\$135,570
Utility Service Cushman (WWTP)	Sewer Fund	\$15,000						\$15,000
Vehicles								
EMS								
Replace Medic Units	EMS Operations-interfund loan		\$218,000			\$240,000	\$260,000	\$718,000
Fire Department								
Replace Fire Staff Vehicle	Capital Projects Fund	\$65,000					\$160,000	\$225,000
Engine R102/E102 Replacement	Capital Projects Fund-loan		\$600,000					\$600,000
Rescue L101 Replacement (yr 2023)	Capital Projects Fund						\$1,500,000	\$1,500,000

ADDITIONAL INFORMATION

Capital Projects

Project	Funding Source	Current (Amended) FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	5+ Years	Cost Estimate
Vehicles (continued)								
Building Inspections								
Inspection Vehicle	Fleet Fund		\$25,000					\$25,000
Police								
Police Vehicle Replacement	Capital Projects Fund	\$62,000	\$65,000	\$65,000	\$60,000	\$60,000	\$60,000	\$372,000
Animal Control Pickup Replacement	Capital Projects Fund		-\$40,000					\$40,000
Lt Vehicle Replacement	Capital Projects Fund	\$60,000						\$60,000
Public Works								
Engineering Survey Replacement Vehicle	Sewer, Water, Stormwater, Street	\$32,000						\$32,000
Flatbed Truck-Replace #76	Sewer and Street	\$40,000						\$40,000
Operations Supervisor Truck Rplc	Sewer, Stormwater, Street				\$30,000			\$30,000
Water Supervisor Truck	Water Fund		\$34,000					\$34,000
Environmental Compliance Vehicle	Water, Sewer, Storm, Street		\$30,000					\$30,000
Fleet Mechanic Truck-replacement	Fleet			\$25,000				\$25,000



ADDITIONAL INFORMATION

20 Year Facilities Plan

Priority	Facility	Project Description	Estimated Cost	Proposed Funding Sources	Estimated Time-Frame
1	Police Station	Purchase of site and building appropriate facility for Police Department.	\$5,000,000	City Funds and/or Bonds	2 years
2	Fire Station Addition/ Public Safety Training Facility	This project will add sleeping quarters to the Fire Station and a training facility for Police and Fire Departments	\$7,000,000	City Fund Grant Funds	2 years
3	City Hall	Seismic Upgrade to City Hall	\$1,000,000	City Fund Grant Funds	2 Years
4	Shop Building	This project will add new shop space for Fleet Management	\$500,000	Fleet Fund	2 years
5	Library	Remodel the Library to incorporate Senior Center space	\$300,000	City Funds Grant Funds	3 Years
6	Fire Substation	Purchase land for Fire substation	\$200,000	City Funds	6-10 Years
7	Water Plant Expansion	This project adds to the existing Water Treatment Facility	\$8,000,000	Water Fund	10 years
8	Sewer Plant Expansion	This project adds to the existing Sewer Plant	\$6,000,000	Sewer Fund	10 years
8	Library	This project consists of building a new Library building	\$4,500,000	City Funds Grant Funds Donations	16-20 Years
8	Fire Substation	The Fire Substation will allow the City to place personnel and equipment closer to where it is needed	\$1,000,000	City Funds Grant Funds	16-20 Years
8	Animal Shelter	This project replaces the existing animal shelter	\$100,000	City Funds Grant Funds	16-20 Years
Total			\$33,600,000		
General Fund Total			\$19,100,000		



ADDITIONAL INFORMATION

Debt Summary

Debt Obligation Summary

Overview

The City issues debt to pay for long-term capital improvements. The number of years the debt is outstanding is less than the useful life of the capital investment.

Debt service appropriations provide for the payment of principal and interest on bonds and notes. The City has notes payable, revenue bonds and full faith and credit obligations.

Full faith and credit obligations are backed by the City's General Fund and may be repaid from other resources.

Revenue bonds are used to finance enterprise-related capital and are repaid from utility charges.

The City has 9 outstanding bonds/loans payable.

Legal Debt Margin

ORS 287.004 provides a debt limit of 3% of true cash value of all taxable property within the City boundaries. The City is not at risk of exceeding its legal debt limit.

Governmental Unit	Real market values of overlapping districts	Tax-supported debt outstanding ¹	Percentage overlapping ²	Overlapping debt applicable to the City of Dallas
Debt repaid with Property Tax				
Chemeketa Community College	\$46,944,803,075	\$80,186,466	2.44 %	\$1,953,583
Willamette ESD	51,747,103,538	10,111,880	2.21%	223,493
Polk Cty SD 2 (Dallas)	1,860,223,843	7,474,940	61.48%	4,595,862
Polk County	6,938,212,288	1,540,559	16.48%	253,955
Subtotal, overlapping debt		99,313,845		7,026,893
Direct debt outstanding:				
City of Dallas	1,143,733,414	3,338,465	100.00%	7,764,338
Total Direct and Overlapping Debt	\$1,143,733,414	\$102,652,310		\$14,791,231

NOTE:

Overlapping governments are those that coincide, at least in part, with the geographic boundaries of the City.

The percentage of overlap is determined by how much of the real market value is shared by each entity with the City of Dallas. This information is provided by the Oregon Department of Revenue and used by the Oregon State Treasury Department to develop the overlapping debt reports for the City.

¹ Tax supported debt outstanding includes General Obligation (GO) bonds, Full Faith & Credit Bonds, loans, capital leases, notes, and certificates of participation related to non-business type activities.

² The percentage of overlapping debt applicable is estimated using taxable assessed property values. Applicable percentages were estimated by determining the portion of the City's taxable assessed value that is within the government's boundaries and dividing it by the City's total taxable assessed value.

ADDITIONAL INFORMATION

Summary of Fiscal Year 2018-2019 Debt Service by Type

Fund	Source of Dollars	Fiscal Year 2017-18 Totals
General Fund	Transfer from Urban Renewal	\$ 86,395
General Fund	Operating-Fire	\$ 44,814
Capital Projects Fund	Operating	\$ 28,176
General Obligation Fund	Property Taxes	\$ 530,228
Long-Term Debt Fund (Obligation Bonds)	Operating Fund Transfers	\$ 135,705
Water Fund	Charges for Service	\$ 333,700
Sewer Fund	Charges for Service	\$1,157,918
Total Fiscal Year 2018-19 Debt Service		\$2,316,936



ADDITIONAL INFORMATION

Statement of Bond and Loans Outstanding - June 30, 2018

	Date of Issue	Date of Maturity	Amount of Issue	Rate of Interest	Outstanding 6-30-18	Maturing 18-19 Principal	Maturing 18-19 Interest
WATER BONDS/LOANS							
2017 Sewer/Water Refunding Note	3/29/2017	3/1/2032	\$4,848,000	2.58%	\$4,533,000	\$313,000	\$116,951
2017 DEQ CWSRF Loan	1/23/2017	2/1/2038	\$1,750,000	1.41%	\$1,750,000	\$39,142	\$26,968
2015 Safe Drinking Water Loan	12/9/2014	12/1/2037	\$1,037,498	3.46%	\$1,037,498	\$37,527	\$35,209
TOTAL - Water			\$7,635,498		\$7,320,498	\$389,669	\$179,128
SEWER BONDS/LOANS							
2011 Sewer Debt Refunding	10/6/2011	6/30/2020	\$7,285,000	2.0-4.0%	\$1,850,000	\$910,000	\$74,000
2017 Sewer/Water Refunding Note	3/29/2017	3/1/2032	\$752,000	2.58%	\$752,000	\$-	\$19,402
TOTAL - Sewer			\$8,037,000		\$2,602,000	\$910,000	\$93,402
GENERAL LONG TERM DEBT							
2005 PERS Pension Obligation bonds	9/23/2005	6/1/2028	\$1,585,000	4.437%	\$1,250,000	\$80,000	\$62,304
TOTAL - General Long Term Debt			\$1,585,000		\$1,250,000	\$80,000	\$62,304
GENERAL OBLIGATION BONDS							
2005 Refunding Bonds	12/20/2005	6/1/2019	\$4,695,000	4.30%	\$420,000	\$420,000	\$16,800
TOTAL - General Obligation Bonds			\$4,695,000		\$420,000	\$420,000	\$16,800
GENERAL FUND DEBT SERVICE							
2016 Jefferson Building Loan	8/1/2016	6/30/2026	\$261,500	1.50%	\$214,369	\$25,133	\$3,043
2013 Urban Renewal Financing	7/30/2013	7/15/2023	\$750,000	2.90%	\$475,806	\$73,664	\$12,730
2014 Fire Apparatus Lease	11/30/2014	11/30/2024	\$385,795	2.82%	\$281,099	\$36,885	\$7,928
TOTAL - General Fund Debt Service			\$1,397,295		\$971,274	\$135,682	\$23,701
TOTAL DEBT:			\$23,349,793		\$12,563,772	\$1,935,351	\$375,334

ADDITIONAL INFORMATION

Statement of Bond/Loans and Interest Payable - July 1, 2018 to Maturity

	GO Refunding Bonds	Fire Apparatus Lease	General Fund Urban Renewal	General Fund 988 SE Jefferson St Building	Sewer Debt	Water System Improvements	PERS Bonds	Total Bonds/Loans	Total Interest Payable	Total Bonds/Loans & Interest
2018-19	420,000	36,885	73,664	25,133	910,000	389,670	80,000	1,935,352	375,334	2,310,687
2019-20	-	37,926	75,832	25,513	940,000	439,251	90,000	1,608,521	302,855	1,911,376
2020-21	-	38,995	78,064	25,898	54,000	449,690	100,000	746,647	246,446	993,094
2021-22	-	40,095	80,361	26,289	56,000	461,191	115,000	778,936	225,246	1,004,182
2022-23	-	41,226	82,725	26,687	57,000	472,755	125,000	805,392	202,845	1,008,237
2023-24	-	42,388	85,160	27,090	59,000	484,383	140,000	838,021	179,512	1,017,533
2024-25	-	43,584	-	27,499	60,000	495,079	155,000	781,162	156,203	937,365
2025-26	-	-	-	30,259	62,000	506,845	170,000	769,104	133,109	902,213
2026-27	-	-	-	-	63,000	520,680	190,000	773,680	110,254	883,934
2027-28	-	-	-	-	65,000	533,590	85,000	683,590	86,277	769,867
2028-29	-	-	-	-	67,000	546,575	-	613,575	67,171	680,745
2029-30	-	-	-	-	68,000	559,638	-	627,638	51,930	679,568
2030-31	-	-	-	-	70,000	238,780	-	308,780	36,326	345,106
2031-32	-	-	-	-	71,000	245,005	-	316,005	28,947	344,953
2032-33	-	-	-	-	-	154,315	-	154,315	21,381	175,696
2033-34	-	-	-	-	-	157,712	-	157,712	17,983	175,696
2034-35	-	-	-	-	-	161,200	-	161,200	14,496	175,696
2035-36	-	-	-	-	-	164,778	-	164,778	10,917	175,696
2036-37	-	-	-	-	-	168,454	-	168,454	7,241	175,696
2037-38	-	-	-	-	-	170,908	-	170,908	3,467	174,375
	420,000	281,099	475,806	214,368	2,602,000	7,320,499	1,250,000	12,563,772	2,277,939	14,841,711

ADDITIONAL INFORMATION

Salary Ranges

Part-Time and/or Non-Represented Salary Ranges

Range	Position Titles	Bottom	Midpoint	Top
8	General Laborer [^] , Library Page [^] , Receptionist [^]	1,912.42	2,213.78	2,515.13
8		11.03	12.77	14.51
9		1,988.92	2,302.33	2,615.75
9		11.47	13.28	15.09
10	Office Assistant [^]	2,068.47	2,394.43	2,720.38
10		11.93	13.81	15.69
11	Custodian [^]	2,147.77	2,489.25	2,830.73
11		12.39	14.36	16.33
12	Library Worker I [^] , Seasonal Fire/EMS	2,238.24	2,590.82	2,943.40
12		12.91	14.95	16.98
13		2,324.24	2,694.22	3,064.20
13		13.41	15.54	17.68
14	Custodian/Maintenance Repair Technician [^]	2,424.76	2,804.88	3,185.00
14		13.99	16.18	18.38
15	Police Records Clerk [^]	2,518.58	2,914.52	3,310.45
15		14.53	16.81	19.10
16	Police Records Clerk II [^]	2,615.75	3,029.89	3,444.03
16		15.09	17.48	19.87
17	Police Community Liaison [^] , Community Svc Officer [^]	2,721.85	3,152.64	3,583.42
17	Administrative Assistant	15.70	18.19	20.67
18		2,830.19	3,276.50	3,722.81
18		16.33	18.90	21.48
19	Recreation Coordinator [^]	2,946.35	3,410.08	3,873.81
19		17.00	19.67	22.35
20		3,062.50	3,545.40	4,028.30
20		17.67	20.45	23.24
21	Administrative Analyst, Executive Assistant	3,183.13	3,684.70	4,186.27
21		18.36	21.26	24.15

[^] denotes part-time only positions

Management Salary Ranges

Range	Position Titles	103.90%	103.90%	103.90%
27	Police Records Supervisor*	4,025.26	4,663.90	5,302.54
27		48,303.15	55,966.79	63,630.44
28		4,025.26	4,769.60	5,513.93
28		48,303.15	57,235.16	66,167.18
29	Fleet Maintenance Supervisor*	4,025.26	4,879.95	5,734.64
29		48,303.15	58,559.39	68,815.63
30	Engineering Services Supervisor*	4,025.26	4,994.36	5,963.47
30		48,303.15	59,932.37	71,561.58
M1	Aquatic Center Supervisor*, Operations Supervisor*	5,058.38	6,126.55	7,194.72
	Asst Finance Director*, Water Supervisor*	60,700.56	73,518.58	86,336.60
M1	Police Management (Sergeants)	5,058.38	6,227.02	7,395.67
M2	Fire Division Chief*, Library Manager*	5,259.42	6,370.52	7,481.62
	Building Official*	63,113.04	76,446.25	89,779.47
DH1	Police Lieutenant*, Economic Development Director*	6,079.62	7,365.14	8,650.67
	Deputy Fire Chief*, Parks and Recreation Manager*	72,955.40	88,381.71	103,808.01
DH2	HR Manager/City Recorder/Risk Manager*	6,320.06	7,660.53	9,000.99
	Planning Director*	75,840.72	91,926.30	108,011.88
DH3	Finance Director*, Public Works Director*	6,574.44	7,967.71	9,360.99
		78,893.31	95,612.57	112,331.82
DH4	Police Chief*, Fire Chief*	6,809.17	8,272.29	9,735.42
		81,710.01	99,267.53	116,825.06

* Denotes positions exempt from overtime

ADDITIONAL INFORMATION

Salary Ranges

AFSCME Bargaining Unit				
Range	Position Titles	Bottom	Midpoint	Top
17	Library Worker II, Administrative Assistant	2,679.96	3,104.12	3,528.27
17		15.46	17.91	20.36
18	Head Lifeguard, Street Sweeper Operator	2,786.63	3,226.07	3,665.51
18	Utility Technician, Water Utility Technician	16.08	18.61	21.15
19	Maintenance Worker I (Parks)	2,901.00	3,357.60	3,814.19
19		16.74	19.37	22.01
20	Accounts Payable Clrk, Library Asst, Engineering Tech Asst	3,015.36	3,490.83	3,966.30
20	Utility Acct Technician, Utility Worker I, Water Utility Worker I	17.40	20.14	22.88
21	Executive Assistant	3,134.13	3,627.99	4,121.84
21		18.08	20.93	23.78
22	Court Svcs Administrator, Planner I, Permit Technician	3,228.32	3,737.90	4,247.48
22	Engineering Tech I, Maintenance Worker II	18.63	21.57	24.51
23	Facilities Maintenance Foreman, Utility Worker II	3,392.56	3,928.75	4,464.95
23	Water Utility Worker II, Environ. Compliance Tech.	19.57	22.67	25.76
24	Mechanic Maint. Specialist, Engineering Tech II	3,524.53	4,082.80	4,641.07
24		20.33	23.56	26.78
25	Engineering Tech III, WTF Operator II	3,667.49	4,247.49	4,827.50
25		21.16	24.51	27.85
26	Building Inspector I	3,813.75	4,416.69	5,019.63
26		22.00	25.48	28.96
27	WTF Operator III	3,963.31	4,592.12	5,220.92
27		22.87	26.49	30.12
28	Planner II, Public Works Foreman	4,124.96	4,777.02	5,429.07
28		23.80	27.56	31.32
29	Building Inspector II, Senior Accountant	4,293.22	4,969.80	5,646.37
29		24.77	28.67	32.58
30	Senior Planner	4,462.57	5,167.13	5,871.68
30		25.75	29.81	33.88
31		4,641.82	5,373.97	6,106.13
31		26.78	31.00	35.23

PCPFFA								
EMS (2017-20 CBA)	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Paramedic	3,917.41	4,074.11	4,237.07	4,406.55	4,582.82	4,766.13	4,956.77	5,155.04
Paramedic Shift Lt.	4,424.34	4,601.31	4,785.36	4,976.78	5,175.85	5,382.88	5,598.20	5,822.13
FF/EMT	3,700.00	Wage based on schedule as written in SAFER grant - this wage will need to be negotiated with the union when it becomes permanent						

DPEA						
Police (2018-21 CBA)	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Officer	4,734.21	4,947.24	5,169.86	5,402.51	5,645.63	5,899.68
CSO/CSS	3,423.01	3,559.93	3,702.33	3,850.42	4,004.44	4,164.62

Salary Steps for Flexible Schedule Employees

EMS Positions	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
EMT	\$10.75	\$11.07	\$11.40	\$11.75	\$12.10	\$12.46
Intermediate/AEMT	\$11.83	\$12.18	\$12.55	\$12.92	\$13.31	\$13.71
Paramedic	\$13.01	\$13.40	\$13.80	\$14.21	\$14.64	\$15.08

Aquatic Center Positions	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Lifeguard*/Front Desk	\$10.75	\$11.07	\$11.40	\$11.75	\$12.10	\$12.46
WAI	\$12.00	\$12.50	\$13.00	\$13.50	\$14.00	NA

*A \$1.00/hour differential is paid for lead lifeguard duties

ADDITIONAL INFORMATION

Glossary

9-1-1 Dispatch/MDS – Willamette Valley Communications Center (WVCC) agency user fees; mobile data system access; non-emergency dispatch services.

Accrual basis of accounting – A method of accounting in which revenues are recorded when measurable and earned and expenses are recognized when obligations are incurred.

Actual – Actual, as used in the fund summaries, revenue summaries and department and division summaries within the budget document, represents the actual costs results of operations. This category is presented on a budgetary basis, and thus excludes depreciation and amortization and includes principal payments on debt.

Adopted Budget – Adopted, as used in the fund summaries and department and division summaries within the budget document, represents the final budget approved by the City Council. This is the financial plan that is the basis for appropriations. Adopted budget becomes effective July 1st. Subsequent to adoption, Council may make changes throughout the year.

AMR – Automated Meter Reading. These are water meters that communicate with City Hall via radio transmitters, reducing the need for staff to manually read water meters each month.

Animal Control/Dog Shelter – This budget line item includes veterinarian charges, cleaning, and sanitation supplies, snares and leashes, immobilizer dart gun for aggressive dogs, and specialized training for certification.

Appropriations – A specific amount of money authorized by the City Council, generally during adoption of the annual budget, used to make expenditures for a specific purpose during a fiscal year. It is based on the adopted budget, including supplemental budgets, if any.

Approved Budget – Approved as used in the fund summaries, revenue summaries, etc., represents the proposed budget that has been approved by the Budget Committee.

Assessed Value – The value set on real and personal property as a basis for imposing taxes. A tax initiative passed in 1997 reduced AV below real market value and set a 3% maximum annual growth rate in the AV, exclusive of certain improvements.

Assets – Resources having a monetary value and that are owned or held by an entity.

Assigned – Designation of amounts by the City Manager or Finance Director to be used for a specific purpose narrower than the purpose of the fund. City Council has delegated decision making authority to the City Manager or Finance Director for that purpose. Less formality is necessary in the case of assigned fund balance. In this budget, the Assigned Fund Balance is used to begin saving for an anticipated increase in PERS costs beginning July 1, 2017.

Audit – The annual review and appraisal of the City's accounts and fiscal affairs conducted by an accountant under contract.

Balanced Budget – A budget in which the resources equal the requirements in every fund.

Beginning Balance – The beginning balance is the residual non-restricted funds brought forward from the previous financial year (ending balance).

Bond or Bond Issue – Bonds are debt instruments that require repayment of a specified principal amount on a certain date (maturity date), together with interest at a stated rate or according to a formula for determining the interest rate.

ADDITIONAL INFORMATION

Bond Funds – Established to account for bond proceeds to be used only for approved bond projects.

Budget – Written report showing the local government's comprehensive financial plan for one fiscal year. It must include a balanced statement of actual revenues and expenditures during each of the last two years, and estimated revenues and expenditures for the current and upcoming year.

Budget Adjustment – A revision to the adopted budget occurring during the affected fiscal year as approved by the City Council by an amendment or a transfer.

Budget Calendar – The schedule of key dates involved in the process of preparing and adopting a budget.

Budget Committee – Fiscal planning board of the City, consisting of the governing body (the Council) plus an equal number of legal voters appointed from the City.

Budget Message – Written explanation of the budget and the City's financial priorities for the next fiscal year. It is prepared and presented by the City Manager.

Capital Improvement Project (CIP) – Any project having assets of significant value and having a useful life of five years or more. Capital projects include the purchase of land, design, engineering and construction of buildings, and infrastructure items such as parks, streets, bridges, drainage, street lighting, water and sewer systems and master planning.

Capital Outlay – Items which generally have a useful life of one or more years, such as machinery, land, furniture, equipment, or buildings.

Capital Assets – Major assets that benefit more than a single fiscal period. Examples include land, easements, buildings, vehicles, equipment, and infrastructure.

City Council – The elected body of members making up the legislative arm of local government in Dallas.

Charges for Service – Includes a wide variety of fees charged for services provided to the public and other agencies.

City Attorney – Appointed by the City Council to represent the City, act as general counsel, give legal advice to the City, and to generally handle all legal matters for the City.

Community Policing – Materials to support community-based programs such as Neighborhood Watch & Crime Prevention; Safe House; employee business cards; promotional items; and volunteer uniforms.

Comprehensive Annual Financial Report – The annual audited results of the city's financial position and activity.

Comprehensive Plan – An official statement of the goals, objectives and physical plan for the development of the city. Contains a narrative of goals, objectives and policies that describe the desired form, nature, and rate of city development.

Computer Services – This budget item includes computer hardware, software and repair. Also includes computer training costs.

Consumer Price Index (CPI) – A statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of the increase in the cost of living.

ADDITIONAL INFORMATION

Contingency – A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted. Contingency may be appropriated for a specific purpose by the City Council upon the approval of a resolution. The City separates contingencies into those that are designated for specific purposes and undesignated. (Also see Unappropriated Ending Fund Balance).

Council Expense – Includes cost for food during lunch meetings and other meeting supplies, as well as the cost for Councilors to attend conferences and other meetings at which they represent the City of Dallas.

Debt Service – Interest and principal on outstanding bonds due and payable during the fiscal year.

Debt Service Fund – Established to account for payment of general long-term debt principal and interest.

Defense Attorney/Interpreter – Costs for the court-appointed attorney representing the defendant in a criminal prosecution or for an interpreter hired by the court.

Deficit – The excess of expenditures over revenues.

Department – The combination of divisions of the City headed by a general manager with a specific and unique set of goals and objectives (e.g., Police, Fire, Public Works, etc.)

Division – A functional unit within a department consisting of one or more cost centers engaged in activities supporting the unit's mission and objectives.

Depreciation – Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of physical elements, inadequacy or obsolescence.

Employee Benefits – Contributions made by a government to meet commitments or obligations for employee-related expenses. Included is the government's share of costs for social security and the various pension, medical, and life insurance plans.

Employee Development – In-house training, seminars, workshops, or continuing education for city employees.

Ending Balance – The residual non-restricted funds that are spendable or available for appropriations at the end of the fiscal year.

Enterprise Fund – Established to account for operations that are financed and operated similarly to private businesses. They are usually self-supporting. The City maintains three Enterprise Funds to account for Water, Sewer, and Street activities.

Equipment Reimbursement – Aquatic Center payment to Sewer SDC for energy upgrades.

Equipment & Replacement – This Police budget line item is a contingency for basic equipment outfit for two officers; portable radios; mobile radio; radars.

Expenditure (Expense) – Decreases in net financial resources other than through interfund transfers.

Fees – Charges for specific services levied by local government in connection with providing a service, permitting an activity, or imposing a fine or penalty. Major types of fees include business and non-business license, fines, and user charges.

Firearms Skills/Range Facility – Includes ammunition for training and regular duty; portable toilets; gun cleaning supplies; targets.

ADDITIONAL INFORMATION

Fiscal Management – A government's directive with respect to revenues, spending, reserves, and debt management as these relate to governmental services, programs, and capital investment. Financial policy provides an agreed upon set of principles for the planning and programming of governmental budgets and its funding.

Fiscal Year – A twelve-month period designated as the operating year for accounting and budgeting purposes in an organization. The City of Dallas's fiscal year is July 1 through June 30.

Fleet Maintenance – Cost of maintenance and repairs to city-owned vehicles.

Franchise Fee – Charged to all utilities operating within the City and is a reimbursement to the General Fund for the utility's use of City streets and right-of-ways.

Fuel – Cost of gasoline or diesel fuel for City owned vehicles.

Full-Time Equivalent (FTE) – Equivalent of one employee working full time, or 2,080 hours per year. An FTE can be filled by any number of employees whose combined hours total 2,080 per year.

Fund – A fiscal and accounting entity with self-balancing accounts to record cash and other financial resources, related liabilities, balances and changes, all segregated for specific, regulated activities and objectives.

Fund Balance – The fund equity of government funds.

GASB (Governmental Accounting Standards Board) – It is the highest source of accounting and financial reporting guidance for state and local governments.

General Fund – Primary operating fund of the City. It exists to account for the resources devoted to finance the services traditionally associated with local government. Included in these services are police protection, fire and ambulance services, building and grounds maintenance, parks and recreation, library, general administration of the City, and any other activity for which a special fund has not been created.

General Long-Term Debt – Represents any unmatured debt not considered to be a fund liability.

General Obligation Bonds (G.O. Bonds) – Bonds secured by the full faith and credit of the issuer. G.O. bonds issued by local units of government are secured by a pledge of the issuer's property taxing power (secondary portion). They are usually issued to pay for general capital improvements such as parks and City facilities.

GFOA (Government Financial Officers' Association) – The professional association of state and local finance officers in the United States who are dedicated to the sound management of government financial resources. The association sets program standards for the GFOA's Certificate of Achievement for Excellence in Financial Reporting.

GIS – Geographic Information Services

Governmental Fund – These funds subscribe to the modified accrual basis of accounting and include the following types of funds:

Special Revenue Funds – Resources received are limited to a specifically defined use; e.g., the Street Fund.

Debt Service Funds – Funds used for paying principal and interest of debt on non-enterprise funds.

Capital Project Funds – Resources are used for purchase or construction of long-term fixed assets.

ADDITIONAL INFORMATION

Grant – A donation or contribution in cash by one governmental unit to another unit which may be made to support a specified purpose or function, or general purpose.

HVAC, Energy and Lighting – Electricity, oil, or natural gas to provide heat, lights, and/or power to buildings.

Inflow and Infiltration (I & I) – Excess water that flows into sewer pipes from groundwater and stormwater is called infiltration and inflow, or I & I. Groundwater (infiltration) seeps into sewer pipes through holes, cracks, joint failures, and faulty connections. Stormwater (inflow) rapidly flows into sewers via roof drain downspouts, foundation drains, storm drain cross-connections, and through holes in manhole covers. Most I & I is caused by aging infrastructure that needs maintenance or replacement.

Intergovernmental Agreement (IGA) – These are contracts or agreements between the City of Dallas and other governmental entities.

Infrastructure – Public domain fixed assets such as roads, bridges, streets, sidewalks and similar assets that are immovable.

Insurance – Payment to insurance services for estimated general liability, property, auto, and employee bond insurance coverage.

Interfund Transfers – Appropriation category used in the city's budget resolution which includes amounts distributed from one fund to pay for services provided by another fund. Transfers from the other funds appear as non-departmental expenditures called "Interfund Transfers."

Intergovernmental Revenues – Levied by one government but shared on a predetermined basis with another government or class of governments. An example would be the state liquor tax, which is distributed in part to cities.

Investigations – This Police budget line item includes interview transcriptions; evidence room supplies; contingency for major investigations; crime scene investigation & processing equipment; evidence packaging and forms.

Janitorial Services and Supplies – Building custodial services and supplies.

Jury/Witness Fees – Fees incurred by a court case requiring a jury or witness. Fees are paid directly to a juror or witness.

Levy – (v) To impose a property tax. (n) Ad valorem tax certified by a local government.

Line Item Budget – The traditional form of budget, where proposed appropriations are based on individual objects of expense within a department or program.

Local Budget Law – Oregon Revised Statutes (ORS) dictate local budgeting practices. ORS Chapter 294 contains Local Budget Law provisions.

Maintenance and Rental Contracts – Payments made for contracts covering a variety of maintenance and office equipment leases.

Materials and Services – General materials and supplies that support program operations and cost; may include office supplies, postage, printing supplies, forms, batteries, meeting costs, lunches, and other program supplies. Also includes laundry costs, if applicable.

ADDITIONAL INFORMATION

Mayor Expense – This covers expenses incurred by the Mayor for attendance at conferences and functions at which he represents the City of Dallas.

Measure 5 – A constitutional amendment passed in 1990 that limits the amount of operating tax that can be imposed on a property to \$5 per \$1,000 of real market value for education and \$10 per 1,000 for general government.

Measure 50 – A constitutional amendment passed in 1997 that limits growth in a property's assessed value to 3% per year. It also limits a local government's taxing authority by creating permanent rate limits.

Miscellaneous (Revenue) – Includes all revenues not specified, such as title fees, copies, tow fees, park reservations, police records, etc.

Mission – Defines the primary purpose of the City and is intended to guide all organizational decisions, policies, and activities (internal and external) on a daily basis.

Municipal Memberships – Cost of membership on a city-wide basis, such as the League of Oregon Cities.

Net Assets – The equity associated with general government less liabilities.

Non-Operating Budget – Part of the budget composed of the following items: interfund transfers, reserves, contingencies, capital projects, and debt service payments.

Objective – Something to be accomplished in specific, well-defined and measurable terms, and that is achievable within a specific time frame.

Office Expense – Purchases for office equipment, furnishings, and materials. These products are of a more durable nature than those items included in the "Materials and Supplies" budget item.

Operating Budget – The plan for current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending, and service delivery activities of a government are controlled.

Operating Revenue – Funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earnings, and grant revenues. Operating revenues are used to pay for day-to-day services.

Ordinance – A formal legislative enactment by the governing body of a municipality. If it is not in conflict with any higher form of law, such as a state statute or a constitutional provision, it has the full force and effect of the law within the boundaries of the municipality to which it applies.

Outbound Transport – Covers costs (including gas allowance) for bringing library items to patrons who live within city limits but are unable to come to the library for items.

Permanent Rate Limit – The maximum rate of ad valorem property taxes that a local government can impose. Taxes generated from the permanent rate limit can be used for any purpose. No action of the local government or its voters can change a permanent tax rate. The permanent tax rate for the City of Dallas is \$4.1954 per \$1,000 of assessed value.

Personnel Services – Expenses related to the compensation of salaried employees, such as health and accident insurance premiums, Social Security and retirement contributions, civil service assessments.

ADDITIONAL INFORMATION

Professional Services – This budget item includes payments to contractors or companies for services provided to the City. In the Sewer Fund budget, this line item includes the contract with OMI for operation of the Wastewater Treatment Facility.

Program – A group of related activities to accomplish a major service or function for which the City is responsible.

Property Tax – Ad valorem tax certified to the county assessor by a local government unit.

Proposed Budget – Financial plan prepared by the budget officer. All funds must balance. It is submitted to the public and the budget committee for review.

Proprietary Fund – see Enterprise Fund

Public Notices/Advertising – This budget item includes all expenses related to meeting notices and other required public notices.

RAIN / PRIORS – User fees for PRIORS (Police Records Information and Offense Reporting System) and access to RAIN (Regional Automated Information Network), an information sharing system.

Real Market Value (RMV) – The amount in cash which could reasonably be expected by an informed seller from an informed buyer in an arm's-length transaction as of the assessment date.

Recreation – This budget item includes youth recreation programs and Sounds of Summer payments.

Repairs and Maintenance – Routine repairs of city equipment and/or building maintenance costs.

Reserves & Volunteers – Uniforms, equipment, and materials for Police Reserve and Volunteer programs.

Resolution – A formal order of a governing body; lower legal status than an ordinance.

Resources – Estimated beginning funds on hand plus anticipated receipts.

Revenue – Funds received by the City from either tax or non-tax sources.

Safety/OSHA – Materials, minor equipment, personal protective equipment (PPE), videos, seminars and educational supplies; required hearing tests, Bloodborne pathogen protection supplies, and body armor.

State Revenue Sharing – ORS 221.770 provides that a share of certain revenues of the state shall be apportioned among and distributed to cities for general purposes. State revenue sharing monies are allocated to cities based on population, with an adjustment for local taxing efforts. The total Revenue Sharing dollars disbursed by the state to cities has remained constant for the past few years.

Supplemental Budget – A financial plan adopted during a budget period to meet unexpected needs or to appropriate revenues not anticipated when the regular budget was adopted. It cannot be used to authorize a tax.

System Development Charges (SDC) – Charges paid by developers and builders to fund expansion of infrastructure systems necessary due to increased usage. Such charges are collected for water, sewer, storm drainage, streets, and parks and are paid by developers and builders as part of the permit process.

Tax Rate – The amount of tax stated in terms of a unit of tax for each \$1,000 of assessed value of taxable property.

ADDITIONAL INFORMATION

Tax Revenue – Includes property taxes, and hotel and motel room tax.

Telecommunications – Communication operation costs including desk telephones, cell phones, and pagers.

Transfers – The authorized exchange of cash or other resources between funds.

Travel and Education – All travel and education costs associated with professional association conferences, seminars, and workshops, including meal costs, professional memberships, dues, subscriptions, and professional reference materials.

Trust Funds – A fund used to account for fiscal activities of assets held in trust by the City.

Turn-outs – Replacement or purchase of protective coats and footwear used by Fire and EMS personnel.

Unappropriated Ending Fund Balance – Amount set aside in the budget to be carried over to the next year's budget. It provides the City with cash until tax money or other revenues are received later in the year. This amount cannot be transferred by resolution or used through a supplemental budget, unless necessitated by a qualifying emergency.

Uniform Allowance – Purchases of uniforms or required personal equipment; cleaning of uniforms.

User Fees – The fee charged for services to the party or parties who directly benefits. Also called Charges for Service.

Water Treatment Plant (WTP) – This is the facility that treats the City's culinary water supply.

Wastewater Treatment Facility (WWTF) – This is the facility that treats the City's sewage.

Working Capital – Current assets minus current liabilities. This measure is used as a gauge in determining appropriate fund balances.



ADDITIONAL INFORMATION