



ANNUAL BUDGET FISCAL YEAR 2019 - 2020

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National Awards Received

The City of Dallas received the Distinguished Budget Presentation Award for its 2018-2019 budget from the GFOA, making this the fifth 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, 2018

Giffrey 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, 2018

Giffrey R. Egan

Executive Director

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INTRODUCTION

INTRODUCTION

City of Dallas
Mayor
&
City Council



Mayor Brian Dalton



Council President Jennie Rummell



Councilor Larry Briggs



Councilor Terry Crawford



Councilor Kelly Gabliks



Councilor Bill Hahn



Councilor Jackie Lawson



Councilor Michael Schilling



Councilor Paul Trahan



Councilor Ken Woods Jr.

Executive Leadership Team

City Manager
Human Resources/Risk Management
Planning and Building
Economic Development
Public Works
Financial Services
Fire
Police
Parks and Recreation
Library
Legal

Greg Ellis
Emily Gagner
Scott Whyte
AJ Foscoli
Gene Green
Cecilia Ward
Todd Brumfield
Tom Simpson
Eric Totten
Mark Johnson
Lane Shetterly

Budget Committee

Citizen Members

Nancy Adams
Tory Banford
Tawnya Kreft
Lindsey Mason
Erin Miller

David Shein
Beth Toms
Jim Williams
LaVonne Wilson

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

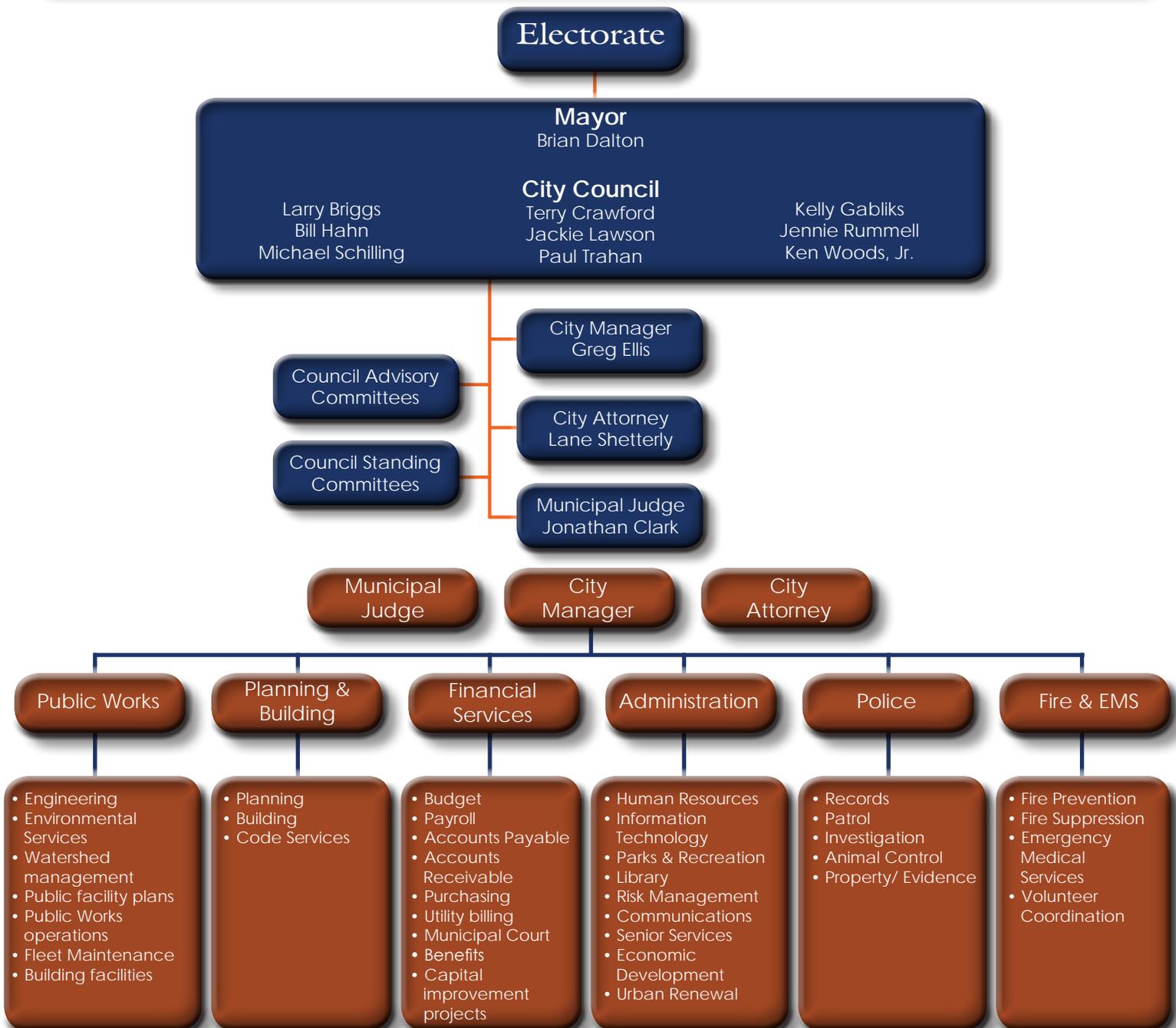
We smile and don't take ourselves too seriously. We demonstrate a positive, can-do attitude. We believe having fun and bringing cheer is contagious. We support a fun environment where people enjoy coming to work. We celebrate special occasions. We strive for a want-to organization, not a have-to organization.



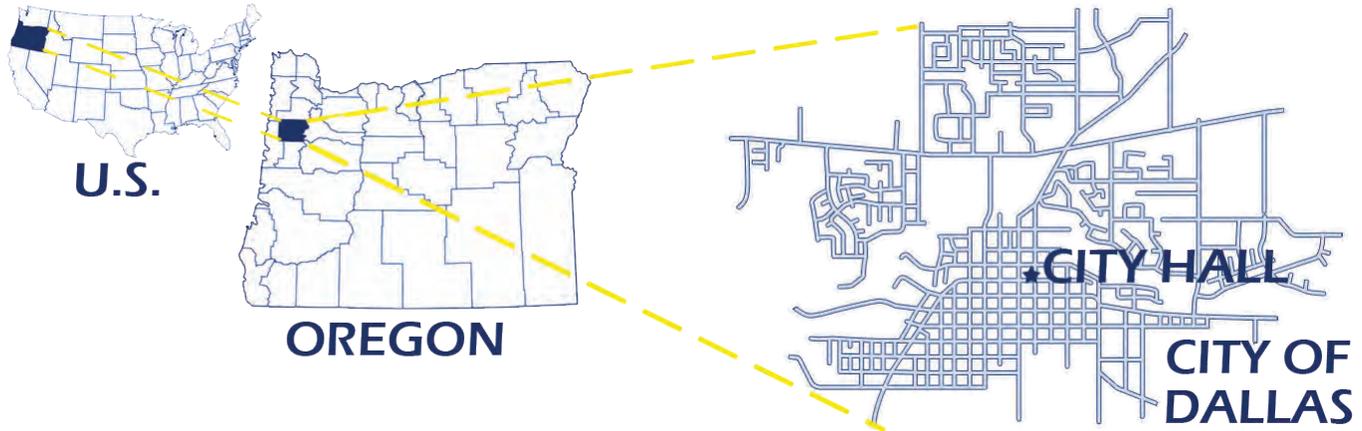
INTRODUCTION

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, 2018).....15,830
 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

Dallas Public Schools.....380 employees
 Polk County.....379 employees
 Dallas Retirement Village.....338 employees
 Forest River.....250 employees
 West Valley Hospital.....153 employees
 Safeway Stores, Inc.....149 employees
 Walmart.....143 employees
 City of Dallas.....141 employees
 Goodwill Industries Dallas.....50 employees
 Mak Metals.....38 employees

INTRODUCTION

Fire Protection

- 1 Station
- 5 Administrative Officers
- 32 Response Volunteers
- 10 Support Volunteers
- 4 Chaplains
- 1,204 Responses in 2017

Police Protection

- 1 Station (located at City Hall)
- 21 Sworn Officers (19 filled)
- 2 Reserve Officers
- 14,023 activities in 2017

EMS Protection

- 1 Station
- 3 Ambulances
- 9 Career Paramedics
- 11 Flexible Schedule EMTs
- 3,797 Responses in 2017

Recreation

- 104.4 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 Summer Concert Series is a community-sponsored, free event running Thursday nights in the summer. We'll also host Johnny Limbo and the Lugnuts for a summer concert finale!

Red White and Boom, our Independence Day celebration, includes fireworks.

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

Each December, Miracle on Main Street 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

- 948 million gallons delivered annually
- 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)
- 63 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
- 69 miles of sewer main lines

Streets

- 72 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

- 49 miles of piping
- 873 manholes
- 2,084 catchbasins

Library

- 76,000 circulating items on site
- Over 1 million items available through CCRLS
- 14 public internet stations
- 202,000 total items used

INTRODUCTION

City Manager Budget Message

Introduction

The 2019-20 budget has been prepared in accordance with the State of Oregon budgeting laws as well as the Government Accounting Standards. The 2019-20 budget is balanced and includes all the departments from last fiscal year as well as a new fund to account for the expenditure of the Public Safety Fee. 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 six years to improve the City's financial reporting and transparency. In fiscal year 2017 online financial reporting allowed the data to be provided in real time.

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 2019-20 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 trails, 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 in the expanded budget document.

The 2019-20 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. The 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

In 2017 and 2018 the City has experienced very strong residential growth and 2019 has started very strong in the first quarter. There are multiple subdivisions in the development process and over the last year the City's population growth rate was approximately 1.7%. The current US Census estimates show the City of Dallas with a population 16,301.

When developing the 2019-20 budget, several assumptions were made. The first assumption is that the economic forecast for 2019 and 2020 will be favorable and the City's economy will continue to grow along with the State's economy. The second assumption is that department heads and managers have accounted for all expenditures needed for the fiscal year. We have also assumed 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 main budget challenge, which the City has very little control over, 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 was 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 their 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 forth biennium, or 2025.

There are several other ongoing budget challenges, which the City has very little control over, that should also be mentioned. Increases in liability, workers compensation and health insurance eat into the revenue and make it harder to balance the budget.

Fiscal Year 2019-20 Budget

The City's total budget is \$59,182,467. The following is a breakdown of the total budget by fund:

• General Fund	\$14,371,000
• Public Safety Fee Fund	\$475,000
• Risk Management Fund	\$565,500
• Capital Projects Fund	\$981,000
• Street Fund	\$4,592,500
• Building Inspection Fund	\$1,745,875
• System Development Fund	\$12,665,475
• Grant Fund	\$4,250,700
• General Obligation Fund	\$475,000
• Fleet Management Fund	\$777,800
• Sewer Fund	\$11,815,000
• Stormwater Fund	\$455,500
• Water Fund	\$5,530,000
• Other Funds	\$481,417

General Fund Highlights

- Revenues – Property tax revenue is the largest single revenue source in the General Fund, accounting for 31 percent of the total General Fund revenue. For fiscal year 2019-20, we are forecasting that the City will collect \$4,510,000 in property tax revenue which includes \$110,000 in delinquent taxes. The second largest revenue source in the General Fund is charges for services, which are forecast to bring in \$2,735,000, followed by franchise fees, budgeted at \$1,365,000.

- Administration Expenditures – The Administration budget shows an increase this fiscal year. Contributing to that increase is the City assuming the administration of the Transient Lodging Tax (TLT) funds. A new position will be created as well as some reorganization in order to more effectively utilize those funds. The current Executive Assistant will be moved to a position that focuses on tourism marketing but will also collaborate with the Recreation & Events Coordinator on events previously managed by the Dallas Area Visitors Center.

The Human Resources Director currently performs the duties of the City Recorder with help from the Executive Assistant. As the Human Resources Director recently assumed the title of Assistant City Manager, adding to her current duties, a new employee will be hired to assume the responsibilities of the City Recorder position as well as serving as the Executive Assistant for Administration.

INTRODUCTION

- Municipal Court Expenditures – No significant changes in the Court budget.
- Library Expenditures –The library and community have outgrown the current library space and configuration. The Library is budgeted for a remodel and additional furniture and items to complement those changes. These items will help us meet current and future needs. The small CIP budget is to purchase a new microfilm reader with software

The library staff has struggled to maintain both a high level of customer service while meeting the increasing pace of patron library use. If we fail to aggressively keep moving forward we will lose hard-won ground. A 20 hour/week Library Aide I will be added to staff. This will 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 due to the addition of one new full-time employee.
- Finance Expenditures – The Finance Department budget will have a slight increase due mainly to increases in PERS and insurance.
- Fire Expenditures – The Fire Department shows virtually no change in total budget this year. Due to the separation of SW Polk Rural FD from the City of Dallas the cost of personnel services increased but those costs were offset by the removal of Materials and Services costs associated with SW Polk.
- Ambulance Expenditures – The Ambulance Department's budget has decreased significantly due mostly to personnel cost reduction. The biggest contributor has been the fact that the Fire Chief left for a new position in December 2018 and that position has not been filled.
- Police Expenditures –The Police Department's budget has increased due to PERS increase, union contract conditions and a one-time Sergeants' salary equity readjustment.
- Planning – There are no significant changes in the Planning budget. 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 2019-20, Planning anticipates hiring professional consultants to work on the Historical Building Inventory and the Local Wetlands Inventory, both Comprehensive Plan components, and therefore the Professional Services line item in the budget has increased.
- Facilities Maintenance Expenditures – There are no significant changes to the Facilities Maintenance budget. Personnel will remain at 1.5 FTE
- 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 the budget 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. Please note that the combined SDC Revenue is budgeted at \$2.795M which is approximately \$800K higher (39%) than last year.

There are multiple capital expenditures that are budgeted for fiscal year 2020. These capital projects will be outlined in the departments that are responsible for the expenditures.

- Building Inspections Fund – Building Inspections, inclusive of plan review services for issuing all building permits, is virtually unchanged in the Personnel and Materials and Services expenditures. The revenue side is anticipated to increase by approximately \$600K (66%) due to high building activity.

INTRODUCTION

- **Streets Fund** – The 2019 revenue budget for the Streets Fund is significantly higher due to several factors. One is the passage of Transportation Bill HB 2017, which the legislature passed in the 2017 session. The collection of this revenue began on January 1, 2018. The increase will allow a bond and inter-fund loan program that will finance needed street repair and maintenance. The Street Fund will also see an increase due to the collection of three years of Federal Fund Exchange dollars. There is also \$700K of loan proceeds which will be used to partially fund the Main Street project.
- **Sewer Fund** – The Sewer Fund does not have any major changes in the operating budget and is virtually the same. The substantial increase in the Sewer Fund's 2019-20 budget is in capital outlay. This year we will start the reclaimed water project (purple pipe) and the Hayter Street Sewer project will be completed.
- **Stormwater Fund** – The Stormwater Fund Personnel Services has decreased approximately 20% and the Materials and Services portion shows a slight decrease. The increase in the Stormwater Fund is due to the purchase of a street sweeper to replace the oldest one we currently own. The purchase of the street sweeper was through an interfund loan from Sewer SDCs. The Street Fund will cover one-half the cost of the Street Sweeper.
- **Water Fund** – The Water Fund 2019-20 budget has no significant changes this year. There are increases in Personnel services due to additional personnel added during the FY 2018-19. There is a minor decrease in Materials and Services.
- **Fleet Management Fund** – The Fleet Management Fund is responsible for the care and replacement of all the City's vehicles and equipment. The Fund will be significantly lower in the 2019-20 year. A one-time equipment and a vehicle purchase was made in the 2018-19 FY that will not be repeated.
- **Grant Fund** – There are a number of grant projects anticipated for fiscal year 2019-20, including the \$2.2 million Senior Center project that is partially funded by the Community Development Block Grant (CDBG). The Godsey Road Project will begin this summer. We currently have a \$1.41M grant from the State Transportation Program (STIP) and are anticipating an Immediate Opportunity Fund (IOF) grant for Godsey Road in connection with the Mint Valley Paper Company project.
- **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 this GO Bond will be made prior to the start of the 2019-20 fiscal year.

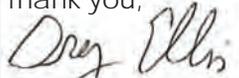
Acknowledgements

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 2019-2020 budget.

Thank you,



Greg Ellis
City Manager

INTRODUCTION

Supplemental Information Requested by Budget Committee

Significant increases to budget:

Fringe Benefits

- PERS average increase of 23.4%
- Health Insurance +6%

Insurance Premiums (Risk Management Fund)

- General Liability +15%
- Auto Physical Liability +5%
- Workers' Compensation +36%



INTRODUCTION



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	4.1281
Dallas Bonds prior to 2001	0.4312
Dallas Bonds after 2001	0
Dallas Urban Renewal	0.1937
Polk County	1.6885
Polk County Bonds	0.3303
Chemeketa	0.6159
Chemeketa Bonds after 2001	0.2707
Chemeketa Regional Library	0.0805
Willamette ESD	0.2920
Dallas School District 2	4.4796
Dallas SD2 Bonds after 2001	1.7408
Dallas CD	0.0539
Polk Soil / Water CD	0.0492
4-H/M.G./Ag/Forest Ext Dist.	0.0738
Total	14.4282

City of Dallas, Oregon Tax Rate and Assessed Value

	Actual 2017-2018	Actual 2018-2019	Estimated 2019-2020
Appraised assessed taxable property in the City	\$992,232,472	\$1,073,610,119	\$1,109,216,955
Tax levy	4,168,361	4,432,072	4,653,609
Debt service	530,892	462,953	0
TOTAL TAX LEVY	\$4,699,253	\$4,895,025	\$4,653,609
Tax rate per \$1,000 value	\$4.7283	\$4.6336	\$4.1954
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	169,398.64	11,753,970	16,407,570
GREENWAY	120,472.26	8,349,780	14,479,810
NORTHWEST NATURAL GAS CO	113,470.64	8,080,000	8,080,000
WAL-MART REAL ESTATE BUSINESS TRUST	105,229.61	7,293,330	9,122,890
VICTORIA PLACE GENERAL PARTNERSHIP	100,220.01	6,946,120	11,068,860
DALLAS MENNONITE RET COMM, INC	88,935.29	6,163,990	11,246,730
CHARTER COMMUNICATIONS	84,080.67	5,882,300	6,176,258
CENTURYLINK	61,106.21	4,352,000	4,352,000
1351 TANDEM AVE LLC ETAL	59,485.00	4,122,830	5,886,980
SAFEWAY #404	52,040.21	3,606,840	4,967,050
TOTALS	\$954,438.54	\$66,551,160	\$91,788,148

INTRODUCTION

2019-2020 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.

April 1 - 6:00 PM

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

April 1

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 10

Publish Legal Notice of Budget Committee meeting on April 15 for the purpose of receiving the 2019-2020 proposed budget, and a public hearing to be held on May 20 on the proposed budget and state revenue sharing.

April 15 - 6:00 PM - General meeting of the Budget Committee.

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

April 22 - 5:30 PM

Budget Committee meeting to discuss department budget requests.

April 24 - 5:30 PM

Budget Committee meeting to discuss department budget requests.

April 29 - 5:30 PM - Budget Committee meeting (If Needed)

May 8

Publish Legal Notice of Budget Committee meeting on May 20 for the purpose of holding a public hearing on the proposed FY 2019-2020 budget and state revenue sharing.

May 20 (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 2019-2020 and approving an amount or rate of total property taxes to be certified for collection.

May 20

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

May 29

Publish "Financial Summary and Notice of Budget Hearing" on June 3 and advertisement of Budget including summary budget statements.

June 3

Public Hearing – 7:00 p.m. in City Council Chambers on the recommended 2019-2020 Budget and proposed use of State Revenue Sharing funds.

June 17

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

June 28

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.

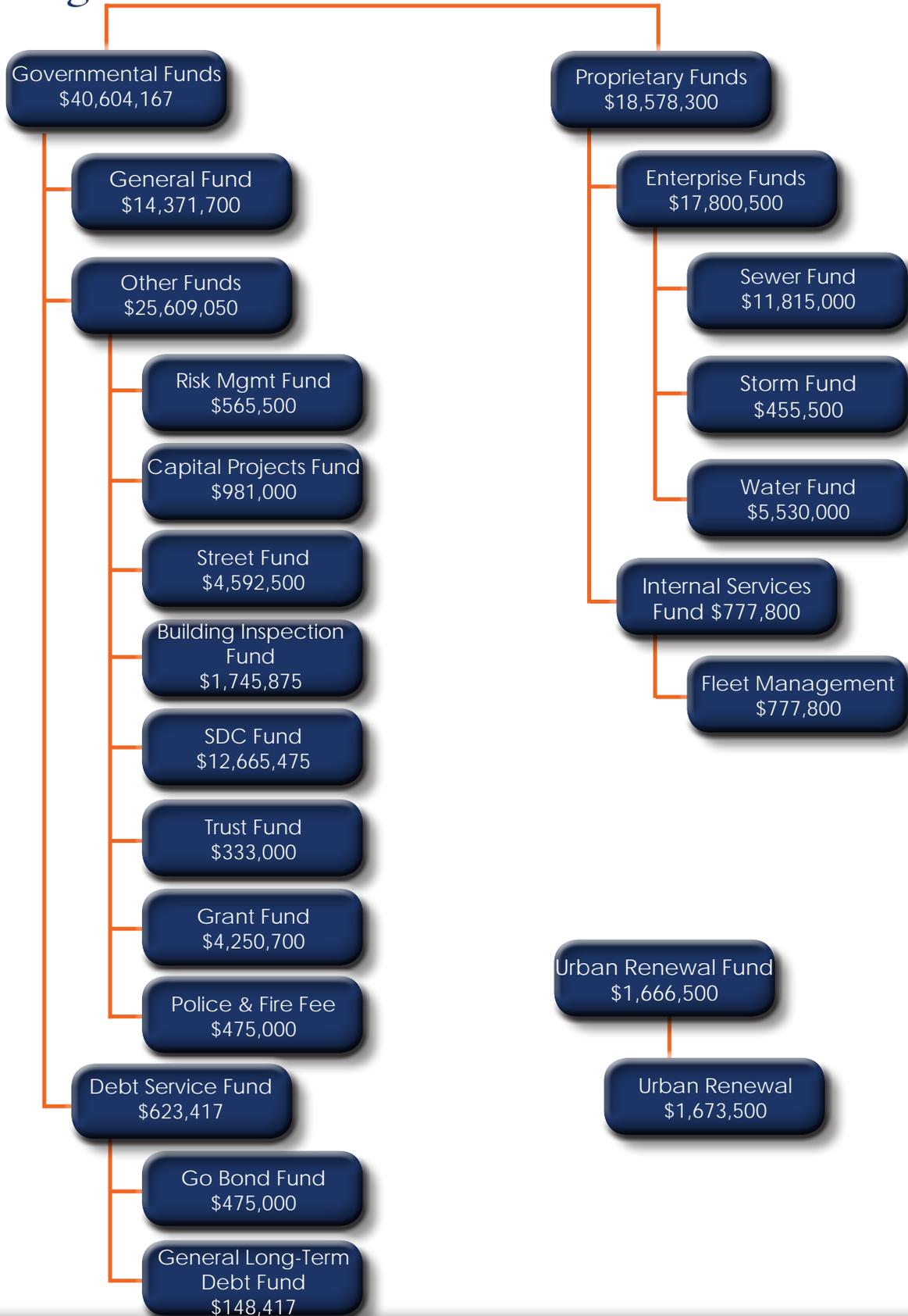
Management of Fiscal Policy

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 2019-2020 Budget \$59,182,467				
Governmental Funds \$40,604,167			Proprietary Funds \$18,578,300	
General Fund \$14,371,700	Other Funds \$25,609,050	Debt Service Fund \$623,417	Enterprise Funds \$17,800,500	Internal Services Fund \$777,800
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 Police/Fire and EMS Fee 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							✓	
Police Ofcr & FF/EMS Fee 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.

Police and Firefighter/EMS Fee Fund

The Police and FF/EMS Fee Fund accounts for funds dedicated to hiring public safety personnel.

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 GO Bond Fund was 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



INTRODUCTION

2019-20 Budget Summary – All Funds

Beginning Fund Balances

	Actual 2016-17	Actual 2017-18	Amended 2018-19	Proposed 2019-20
General Fund	2,154,842	2,001,125	2,278,858	2,730,000
Risk Management Fund	0	236,960	100,000	150,000
Capital Projects Fund	445,995	234,497	215,000	60,000
Street Fund	1,182,188	1,127,774	1,464,543	1,825,000
Building Inspection Fund	0	217,739	444,948	575,000
Police Officer & FF/EMS Fee Fund	0	0	0	55,000
Street SDC	348,338	424,671	540,000	775,000
Park SDC	502,392	658,154	825,000	1,000,000
Water SDC	845,342	1,207,354	1,580,000	1,825,000
Sewer SDC	4,662,226	4,678,404	5,168,675	5,675,000
Stormwater SDC	150,580	193,326	285,000	450,000
Trust Fund	174,749	166,342	196,500	179,000
Grant Fund	(2,925)	(382,102)	4,865	3,000
Gen. Obligation Bond Fund	371,724	360,719	350,000	475,000
Fleet Management Fund	331,205	431,389	389,077	300,000
Sewer Fund	913,847	902,515	1,030,640	750,000
Stormwater Fund	80,566	109,252	101,496	100,000
Water Fund	1,007,130	1,669,332	2,366,577	2,450,000

Staffing by Fund(full-time equivalents)

	2016-17	2017-18	2018-19	2019-20
General Fund	80.37	82.99	84.18	88.875
Street Fund	3.15	2.70	2.75	2.75
Building Inspections	2.23	3.23	3.23	3.025
Police and Fire Fee	0	0	0	4.00
Fleet Fund	2.10	2.10	2.10	2.00
Sewer Fund	5.87	5.87	6.05	5.70
Stormwater Fund	1.30	1.30	1.40	1.30
Water Fund	4.38	5.92	7.95	9.43
TOTAL	99.40	104.11	107.66	117.08

INTRODUCTION

All Funds Revenues

	Actual 2016-17	Actual 2017-18	Amended 2018-19	Adopted 2019-20
Property Taxes	4,296,929	4,539,555	4,305,000	4,510,000
Other Agency Shared Taxes	1,454,755	1,605,055	1,753,400	1,926,900
State and Federal Grants	137,335	730,346	2,053,000	4,892,700
User Fees	10,328,341	12,337,567	12,642,200	14,323,000
Franchise Fees	1,185,056	1,254,229	1,417,000	1,365,000
Interest Earned	106,806	199,818	158,000	301,000
Reimbursements and Transfers	2,606,592	2,368,302	2,346,589	3,114,367
Trust Deposits	146,596	231,189	190,500	154,000
Other	1,517,964	2,597,388	5,691,000	9,218,500
Beginning Balance	13,168,200	14,237,451	17,341,180	19,377,000
TOTAL	34,948,574	40,100,901	47,897,868	59,182,467

All Funds Expenditures

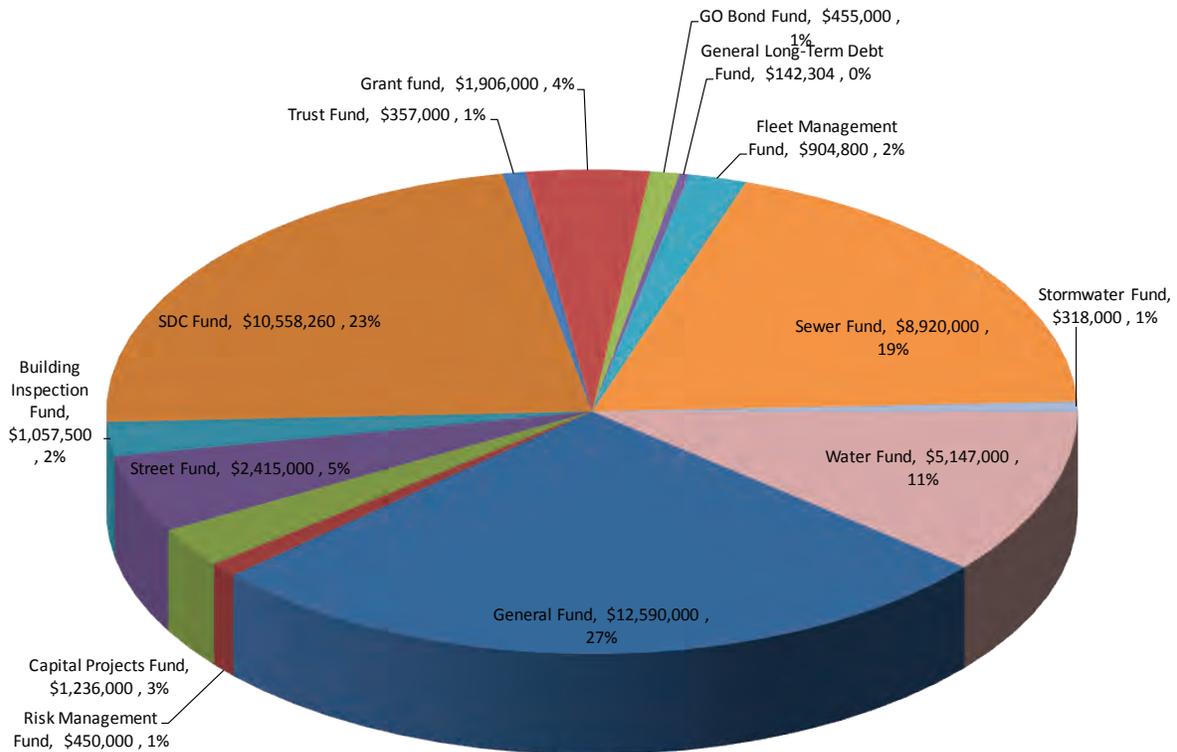
	Actual 2016-17	Actual 2017-18	Amended 2018-19	Adopted 2019-20
Personnel Services	8,303,148	9,231,407	10,580,000	11,531,000
Materials & Services	5,103,111	5,208,178	6,075,550	5,891,695
Capital Outlay	2,747,591	3,102,519	18,928,860	27,300,500
Debt Service	2,106,349	2,287,167	2,695,036	2,424,958
Contingency	0	0	4,790,293	6,367,714
Intra-fund Transfers	2,473,177	2,307,979	2,624,785	3,607,610
Unappropriated Fund Balance	0	0	1,816,782	2,058,990
TOTAL	20,733,376	22,137,250	47,511,306	59,182,467



INTRODUCTION

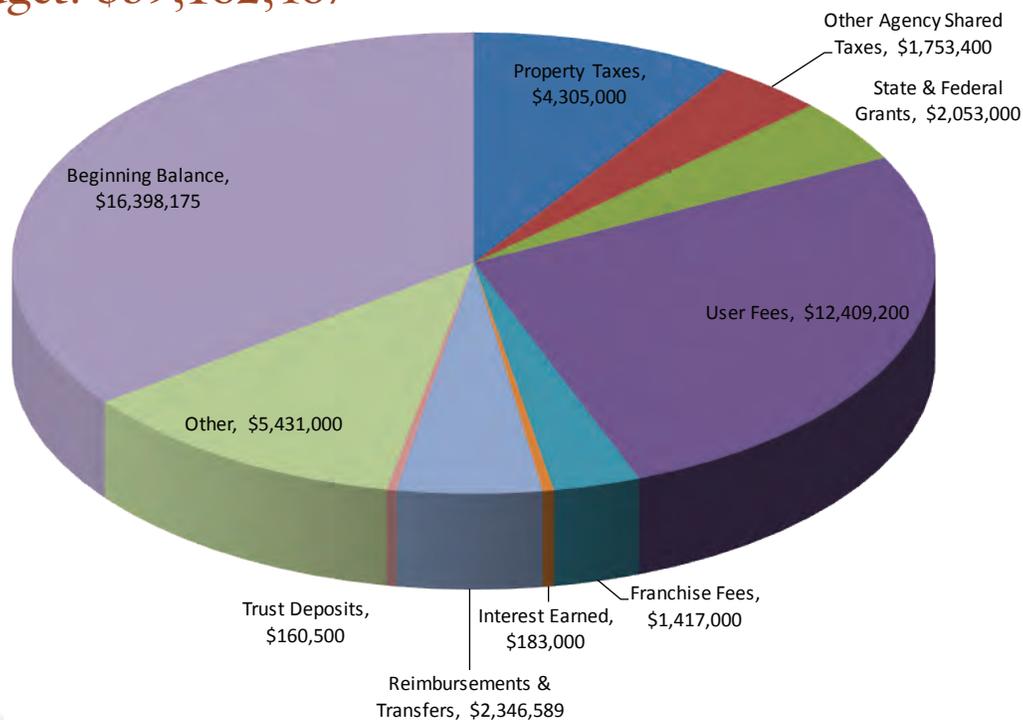
FY 2019-20 Budget Breakdown by Fund

Total Budget: \$59,182,467



FY 2019-20 Revenue Sources

Total Budget: \$59,182,467



INTRODUCTION

Long Range Financial Plan

Fiscal Years 2017-18 through 2022-23

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% throughout FY 2021. This assumption allows for new construction within City limits. FY 2022 and 2023 includes an additional \$100,000 each year to include a major industry (paper mill) which is anticipated to be operational in the next 2-3 years.

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 5% 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 with additional revenue forecasted for 2022 and 2023 due to the major industry (paper mill) which is anticipated to be operational in the next 2-3 years.

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 fund-ing 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 utility throughout the forecast period.

Key Expenditure Assumptions

Staffing Levels – The forecast assumes that staffing levels will remain status-quo throughout the forecast period. The General Fund added 2.5 FTE in FY 2019-20.

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 10% 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 21-22.

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

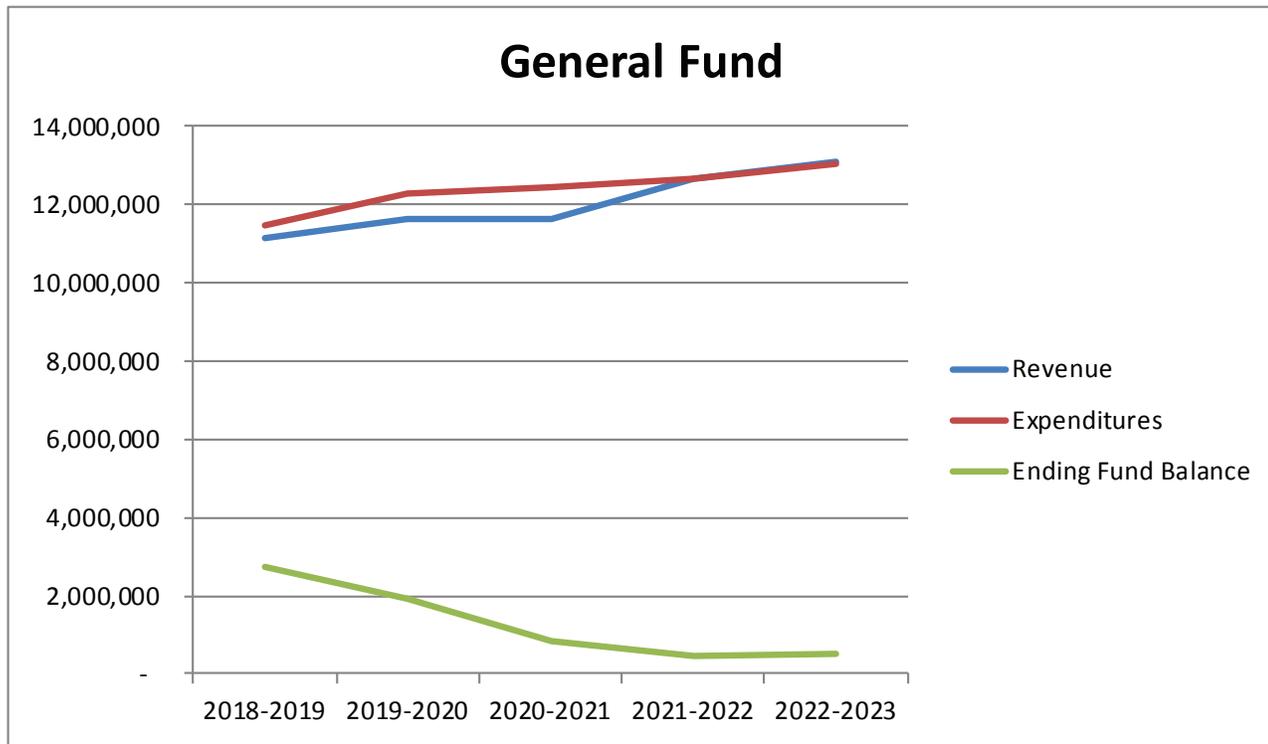
General Fund

	Actual	Amended	Budgeted	Forecast	Forecast	Forecast
	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Revenue						
Property Tax	4,024,216	4,200,000	4,510,000	4,733,300	5,070,551	5,319,744
Franchise Fees	1,254,229	1,417,000	1,365,000	1,431,500	1,830,821	1,904,138
Licenses and Permits	1,923	2,200	2,000	2,300	2,300	2,300
Intergovernmental	949,036	1,146,400	871,900	930,500	1,174,233	1,227,342
Charges for Service	2,428,909	2,416,000	2,520,000	2,595,800	2,673,974	2,754,598
Fines and Forfeitures	262,168	250,000	259,000	271,500	284,625	298,406
Reimbursements	1,345,417	1,302,400	1,838,800	1,350,000	1,300,000	1,275,000
Other	367,832	409,000	275,000	295,000	315,500	336,525
Total Revenue	10,633,730	11,143,000	11,641,700	11,609,900	12,652,005	13,118,053
Expenditures						
Personnel Services	7,266,502	7,698,000	8,495,000	8,761,845	9,037,311	9,321,693
Materials and Services	2,297,384	2,874,950	2,702,995	2,790,717	2,881,402	2,975,156
Debt Service	131,202	166,525	251,040	241,400	241,400	241,400
Transfer to Other Funds	221,967	201,885	196,175	186,300	186,300	186,300
Non-Departmental Transfs.	255,940	183,000	249,000	150,000	-	-
Total Expenditures	10,355,996	11,481,360	12,277,210	12,460,177	12,680,372	13,062,683
Beginning Fund Balance	2,001,125	2,278,859	2,730,000	1,911,523	841,051	430,373
Ending Fund Balance	2,278,859	2,730,000	1,911,523	841,051	430,373	485,743
Net increase (decrease) in Fund Balance	277,734	451,141	(818,477)	(1,070,472)	(410,679)	-



INTRODUCTION

General Fund



General Fund Operating Position:

The General Fund forecast reflects that expenditures will exceed revenues in the forecast period. This will occur with a minimal increase in service levels. At current service levels, the beginning fund balance is projected to decline from \$1,900,000 in FY 2019-20, to \$485,000 by FY 2022-23, a 74 percent decline. The largest category of cost increases to the General Fund is personnel services, which is projected to see an increase of \$825,000 between FY 2019-20, and FY 2022-23.

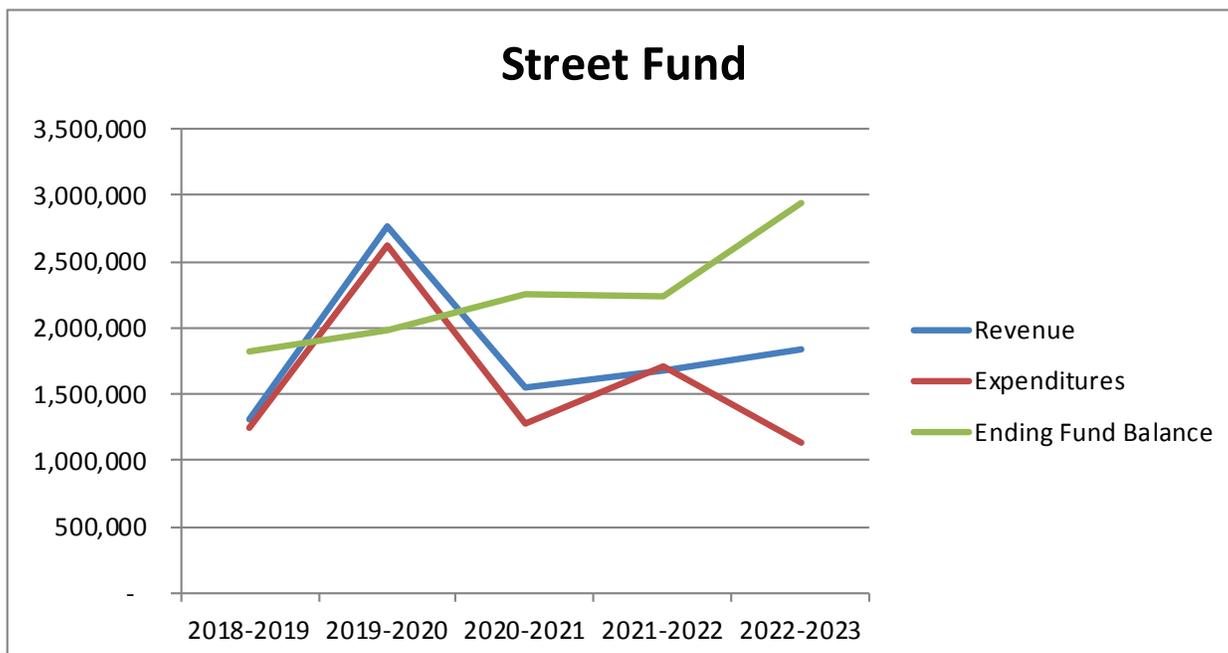
The General Fund pays for projects scheduled in the Capital Improvement Plan (CIP) in the form of non-departmental transfers. The forecast assumes that the General Fund will transfer approximately \$315,000 in 2019-20 and \$150,000 in 2020-21. Projects in the CIP are for public safety, parks, and administration 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
	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Revenue						
State Highway Approp.	998,356	1,100,000	1,180,000	1,298,000	1,427,800	1,570,580
Federal Money Reimb.	161,656	150,000	645,000	150,000	150,000	150,000
Interest on Investments	37,288	25,000	55,000	56,100	57,222	58,366
Miscellaneous	68,054	40,000	50,000	50,500	51,005	51,515
Transfers	-	-	-	-	-	-
Total Revenue	1,265,353	1,315,000	2,767,500	1,554,600	1,686,027	1,830,461
Expenditures						
Personnel Services	277,851	325,000	289,000	298,150	313,693	330,513
Materials and Services	266,877	311,900	331,500	339,945	348,643	357,603
Capital Outlay	290,056	508,500	1,872,500	520,000	920,000	320,000
Debt Service	-	-	44,750	48,880	49,880	48,170
Transfers	93,800	103,350	122,120	119,510	120,035	120,576
Total Expenditures	928,584	1,248,750	2,615,120	1,277,605	1,702,372	1,128,692
Beginning Fund Balance	1,127,774	1,464,543	1,825,000	1,977,380	2,254,375	2,238,030
Ending Fund Balance	1,464,543	1,825,000	1,977,380	2,254,375	2,238,030	2,939,800
Net Increase (Decrease) in Fund Balance:	336,769	360,457	152,380	276,995	(16,345)	-



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.

FY 19-20 reflects a spike in revenue and expenditure due to finance proceeds for the Main Street Project, as well as, the Main Street Project completion. 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:	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Gas and Oil Reimbursement	6,182	5,000	6,000	6,180	6,365	6,556
Fleet Total Care Program	418,000	420,000	420,000	420,000	420,000	420,000
Sale of Equipment	971	5,000	5,000	5,000	5,000	5,000
Reimbursed Services	27,436	40,000	30,000	30,900	31,827	32,782
Transfers	59,800	44,800	16,800	15,800	15,800	15,800
Total Revenue	512,388	514,800	477,800	477,880	478,992	480,138
Expenditures:						
Personnel Services	224,264	235,000	232,000	239,700	253,062	267,548
Materials and Services	179,937	214,200	203,200	209,296	215,575	222,042
Capital Outlay	53,696	119,000	-	-	-	-
Transfers	96,800	77,000	68,500	69,055	69,627	70,215
Total Expenditures	554,697	645,200	503,700	518,051	538,264	559,806
Beginning Fund Balance	431,389	390,000	300,000	274,100	233,929	174,658
Ending Fund Balance	390,000	300,000	274,100	233,929	174,658	94,990
Net Increase (Decrease) in Fund Balance	(41,389)	(90,000)	(25,900)	(40,171)	(59,271)	-

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

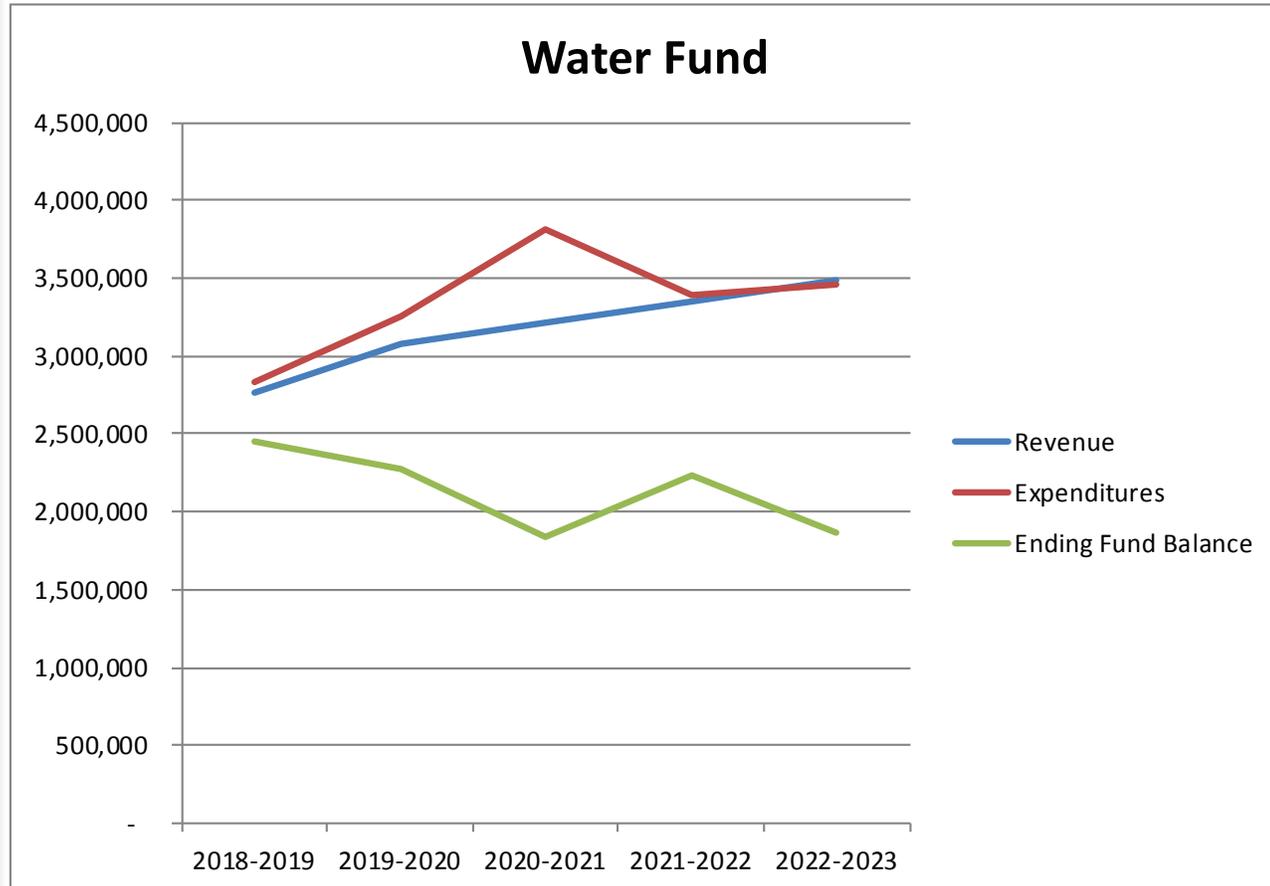
Water Fund

	Actual	Amended	Budgeted	Forecast	Forecast	Forecast
	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Revenue						
Sale of Water	2,537,301	2,550,000	2,800,000	2,920,680	3,046,561	3,177,868
New Account Fees	13,244	12,000	12,000	10,000	10,000	10,000
Service Connections	76,511	50,000	60,000	62,586	65,283	68,097
Interest on Investments	77,477	70,000	118,000	123,086	128,391	133,924
Miscellaneous	90,830	85,000	90,000	93,879	97,925	102,146
Finance Proceeds	1,934,674	-	-	-	-	-
Total Revenue	4,730,037	2,767,000	3,080,000	3,210,231	3,348,161	3,492,035
Expenditures						
Personnel Services	492,021	813,000	950,000	965,050	1,016,491	1,072,195
Materials and Services	784,482	674,500	669,500	686,585	704,183	722,308
Capital Outlay	1,829,825	327,000	542,500	1,075,000	575,000	575,000
Debt service	459,964	539,928	606,572	606,264	606,750	606,750
Transfers	466,500	480,000	484,000	485,170	486,375	487,616
Total Expenditures	4,032,791	2,834,428	3,252,572	3,818,069	3,388,799	3,463,869
Beginning Fund Balance:	1,669,333	2,366,577	2,450,000	2,277,428	1,842,162	2,236,791
Ending Fund Balance	2,366,577	2,450,000	2,277,428	1,842,162	2,236,791	1,870,328
Net Increase (Decrease) in Fund Balance	697,244	697,244	83,423	(172,572)	(435,267)	-



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 water treatment plant chemical upgrades, Mercer Reservoir upgrades 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

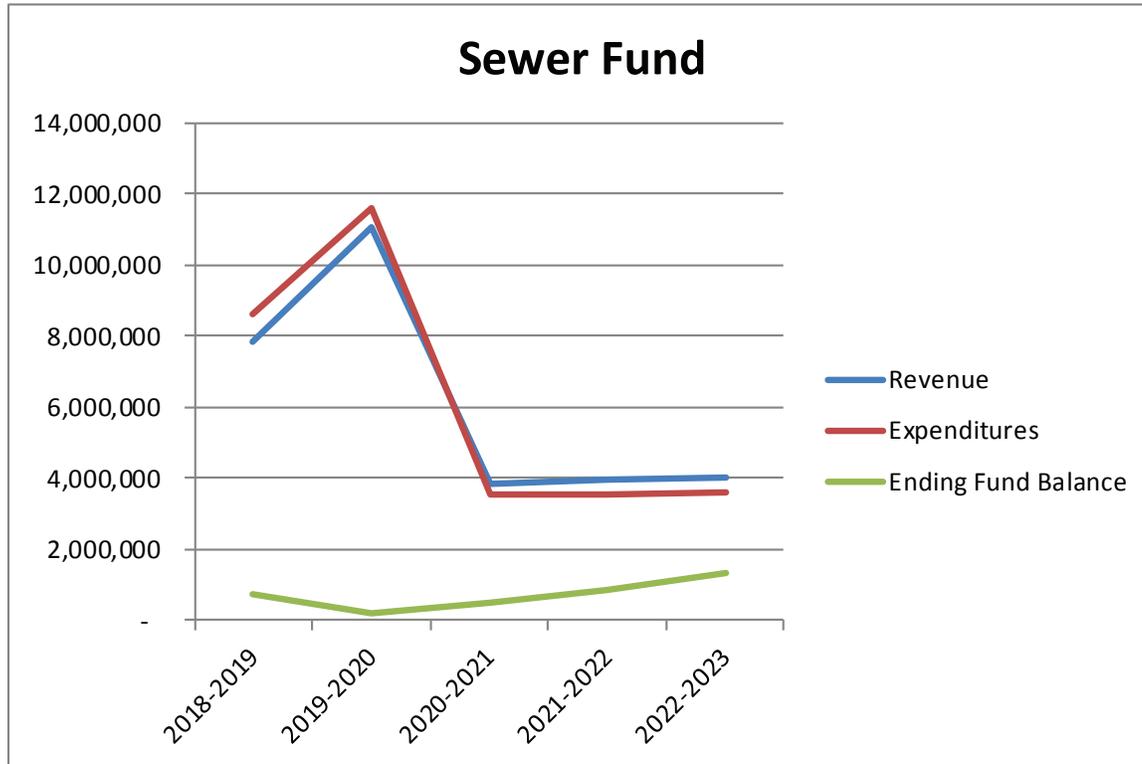
Sewer Fund

	Actual	Amended	Budgeted	Forecast	Forecast	Forecast
Revenue	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Sewer Service Charges	3,331,989	3,400,000	3,600,000	3,699,000	3,800,723	3,905,242
Interest on Investments	30,847	35,000	50,000	51,375	52,788	54,239
Miscellaneous	136,318	75,000	80,000	82,200	84,461	86,783
Finance Proceeds	-	4,360,000	7,000,000	-	-	-
Total Revenue:	3,499,154	7,870,000	11,065,000	3,832,575	3,937,971	4,046,265
Expenditures						
Personnel Services	583,432	630,000	555,000	572,850	603,423	636,531
Materials and Services	991,691	1,151,500	1,151,500	1,182,295	1,214,014	1,246,684
Capital Outlay	199,013	4,913,000	7,892,500	775,000	675,000	675,000
Debt service	1,001,893	1,352,402	1,346,002	422,402	423,008	423,008
Transfers	595,000	601,000	643,520	621,040	623,141	625,305
Total Expenditures:	3,371,029	8,647,902	11,588,522	3,573,587	3,538,586	3,606,529
Beginning Fund Balance	902,515	1,030,640	750,000	226,478	485,466	884,851
Ending Fund Balance	1,030,640	750,000	226,478	485,466	884,851	1,324,587
Net Increase (Decrease) in Fund Balance	128,125	(280,640)	(523,522)	258,988	399,384	-



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 2019-20, the Sewer Fund will issue \$7,000,000 in revenue bonds that will finance the reclaimed water project and various I&I projects.

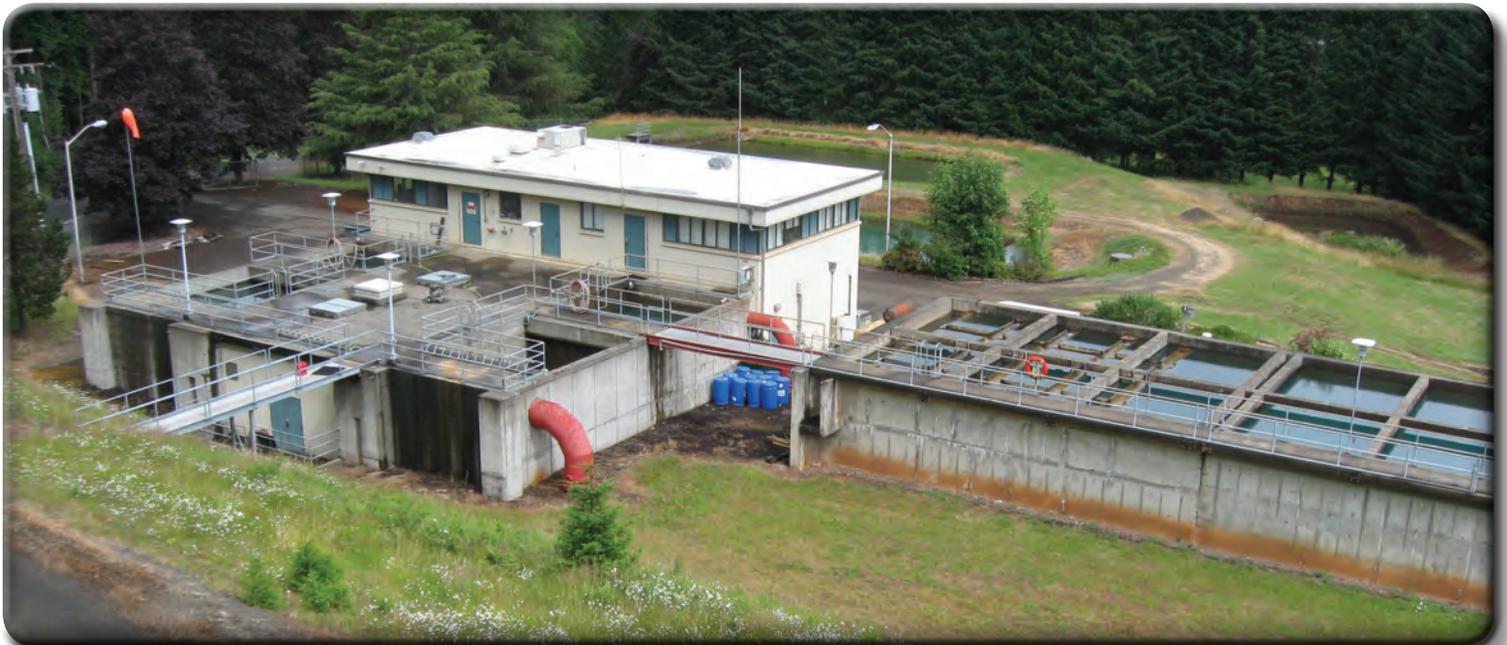
During the course of the forecast period, debt service payments plus additional capital improvements will cause annual reductions to the fund's reserves, resulting in an ending fund balance of \$225,000 by FY 2019-20, if assumptions hold. However, the upcoming retirement of the 2011 series Full Faith and Credit bonds in Fiscal Year 2019-20 will reduce the Sewer Fund's debt obligations, therefore allowing for growth in fund balance.



INTRODUCTION

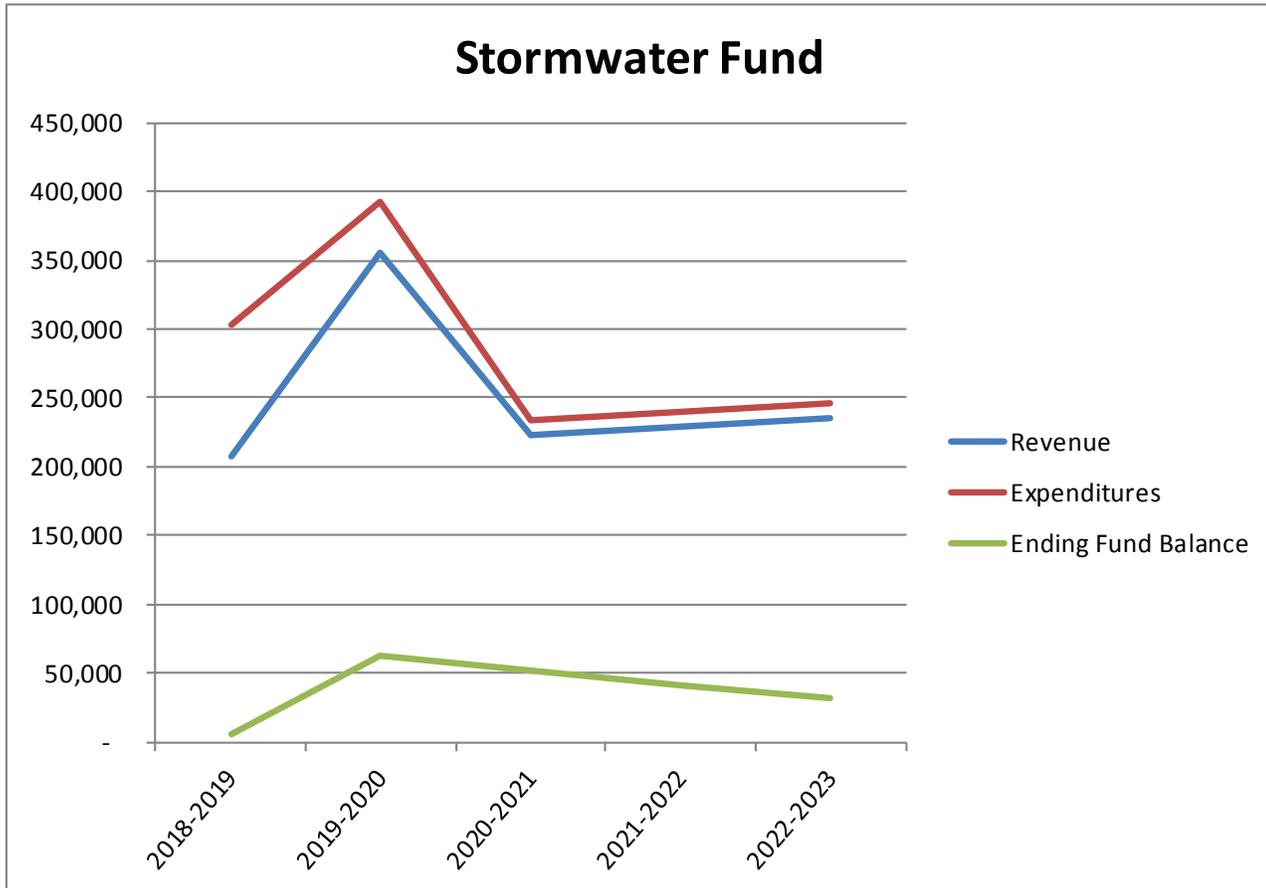
Stormwater Fund

	Actual	Amended	Budgeted	Forecast	Forecast	Forecast
Revenue	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Storm Service Charge	203,392	200,000	210,000	214,200	220,626	227,245
Interest on Investments	3,195	3,000	3,000	3,090	3,183	3,278
Miscellaneous	2,834	5,000	5,000	5,150	5,305	5,464
Transfers	-	-	137,500	-	-	-
Total Revenue:	209,421	208,000	355,500	222,440	229,113	235,987
Expenditures						
Personnel Services	83,039	107,000	89,000	92,550	96,610	100,043
Materials and Services	61,110	67,500	62,500	64,375	66,306	68,295
Capital Outlay	39,378	57,500	187,500	25,000	25,000	25,000
Debt service	-	-	-	-	-	-
Transfers	33,650	71,150	53,120	52,150	52,150	52,150
Total Expenditures:	217,177	303,150	392,120	234,075	240,066	245,488
Beginning Fund Balance:	109,252	101,496	100,000	63,380	51,745	40,792
Ending Fund Balance	101,496	6,346	63,380	51,745	40,792	31,290
Net Increase (decrease) in Fund Balance	(7,756)	(1,496)	(36,620)	(11,635)	(10,953)	-



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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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 2019-20 collection of current property taxes for the General Fund will be \$4,400,000. 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 2019-20 is estimated to increase by 5.0 percent which allows 2.0 percent for growth. The collection rate is estimated to be 94.6 percent of the taxes levied.

Franchise Fees

Franchise Fees account for approximately 9.5% of the General Fund budget. It is projected that the 2019-20 level of actual receipts will slightly decrease from FY 2018-19 actual receipts.

Intergovernmental Revenues

For FY 2019-20, projections for Intergovernmental revenues will decrease by 24% due to termination of the contract with Southwest Polk Rural Fire.

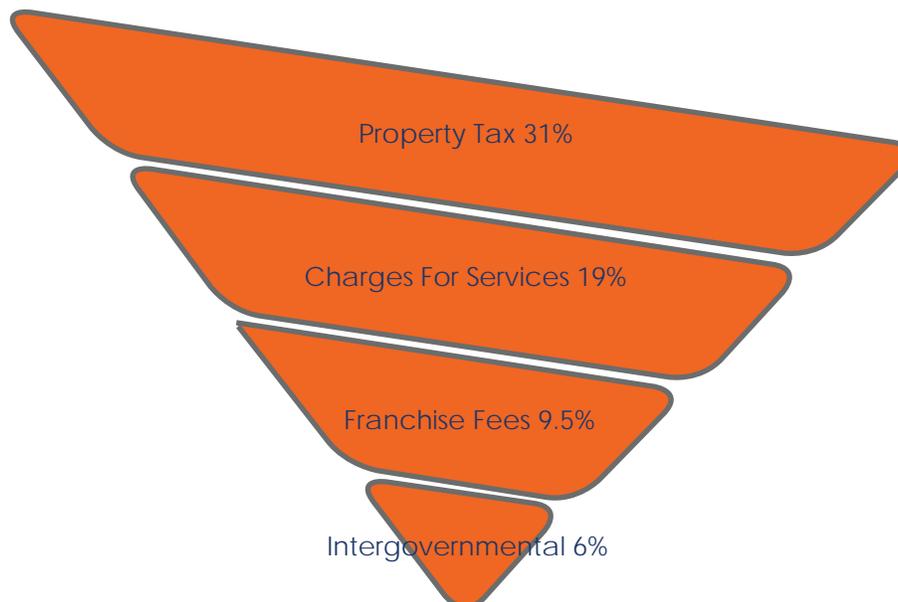
Municipal Court Fines

Municipal court fines are forecasted to slightly increase estimated FY 2018-19 actual receipts.

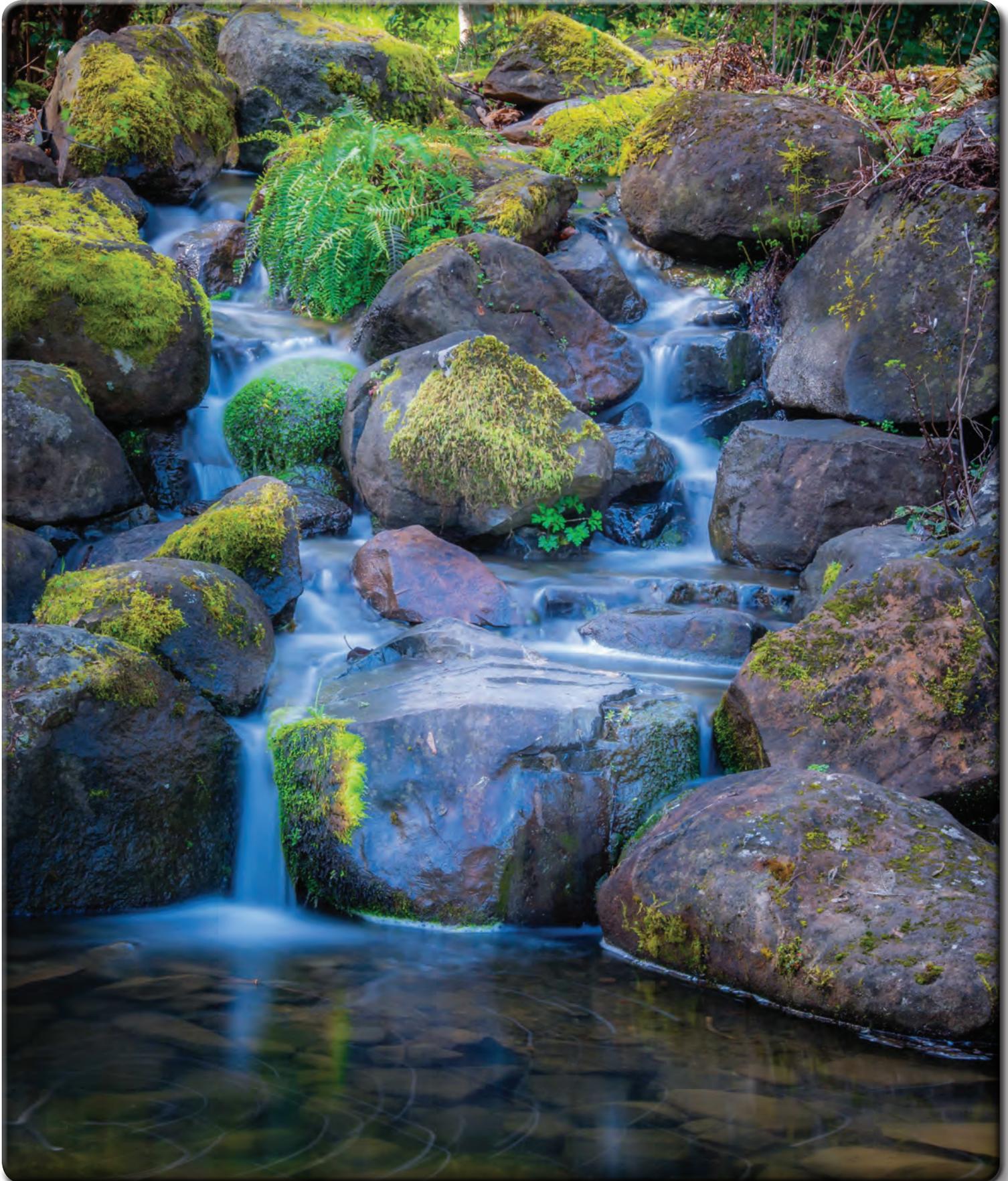
Charges for Services

Overall charges for services for 2019-20 are estimated to slightly decrease by 2%.

The following General Fund Major Revenue Sources represent 65.5% of total general fund revenues.

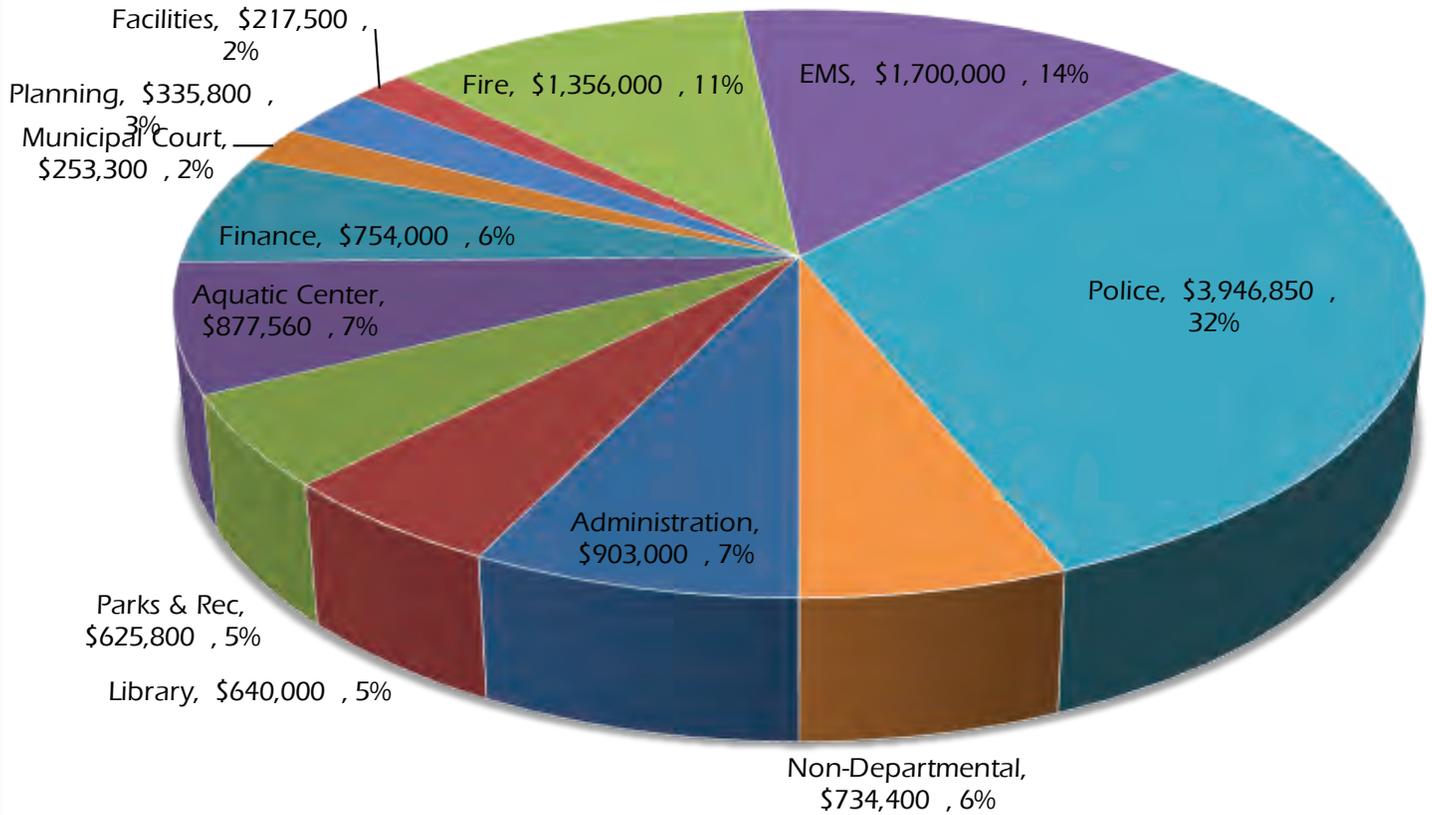


GENERAL FUND

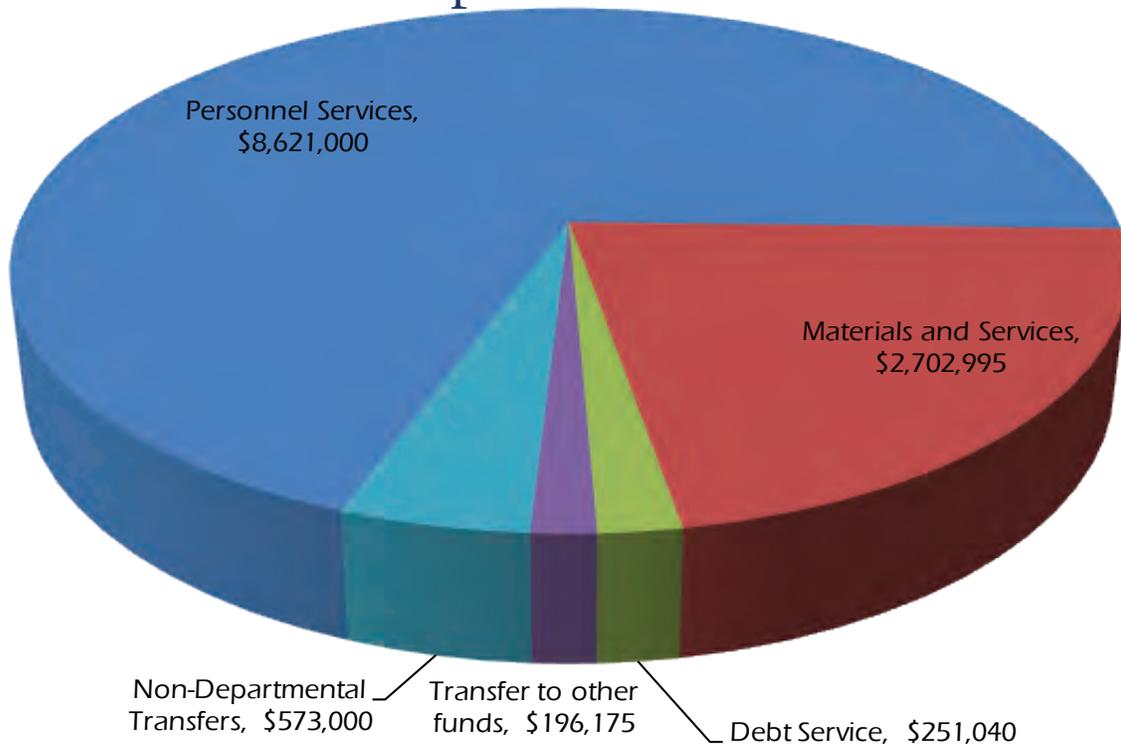


GENERAL FUND

2019-20 Departmental Budgets



2019-20 General Fund Expenditures



GENERAL FUND

General Fund Revenues

	Actual 2016-17	Actual 2017-18	Amended 2018-19	Proposed 2019-20	% Change
Taxes	3,782,975	4,024,216	4,200,000	4,510,000	7%
Franchise Fees	1,185,056	1,254,229	1,417,000	1,365,000	(4%)
Licenses & Permits	2,130	1,923	2,200	2,000	(9%)
Intergovernmental/Other agencies	739,028	949,036	1,146,400	871,900	(24%)*
Municipal Court Fines	217,196	246,826	235,000	244,000	4%
Investment Income	44,335	88,298	50,000	75,000	50%**
Charges for Services	2,207,529	2,723,784	2,790,000	2,735,000	(2%)
Reimbursements & Fund Transfers	1,2995,198	1,345,417	1,302,400	1,838,800	41%***
TOTAL Revenues	9,473,446	10,633,730	11,143,000	11,641,700	4%
Beginning Balance	2,154,842	2,001,125	2,278,858	2,730,000	20%****
TOTAL	11,628,288	12,634,855	13,421,858	14,371,700	7%

* Southwest Polk Rural Fire contract ended

** Larger fund balance and increase in interest rates

*** One-time transfer to General Fund from GO Bond Fund

**** Actual expenditures in departments less than budgeted

General Fund Expenditures

	Actual 2016-17	Actual 2017-18	Amended 2018-19	Proposed 2019-20	% Change
Personnel Services	6,445,117	7,266,502	7,852,000	8,621,000	10%*
Materials and Services	2,255,784	2,297,385	2,874,950	2,702,995	(6%)
Debt Service	131,191	131,202	166,525	251,040	51%**
Transfer to Other Funds	243,732	221,967	201,885	196,175	(3%)
Non-departmental Transfers	550,000	438,940	421,000	573,000	36%***
TOTAL Expenditures	9,625,823	10,355,997	11,516,360	12,344,210	7%
Operating Contingencies	0	0	100,000	100,000	0%
Unappropriated Fund Balances	0	0	1,783,082	1,927,490	8%
TOTAL	9,625,823	10,355,997	13,399,442	14,371,700	7%

* Additional 2.5 FTE this year

** New urban renewal loan paid by General Fund (with transfer in from Urban Renewal)

*** Increase in transfer to risk management for insurance cost increase

GENERAL FUND

General Fund Revenues

	Actual 2016-17	Actual 2017-18	Amended 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Taxes						
Current Property taxes	3,690,198	3,928,400	4,100,000	4,400,000	4,400,000	4,400,000
Delinquent taxes	92,777	95,816	100,000	110,000	110,000	110,000
Total property taxes	3,782,975	4,024,216	4,200,000	4,510,000	4,510,000	4,510,000
Franchise fees						
Pacificorp (power)	729,366	716,370	800,000	750,000	750,000	750,000
NW Natural Gas (gas)	172,367	196,846	220,000	200,000	200,000	200,000
Allied Waste (garbage)	159,981	175,554	180,000	190,000	190,000	190,000
Qwest (telephone)	39,188	33,030	40,000	35,000	35,000	35,000
Charter (cable television)	84,153	86,692	87,000	100,000	100,000	100,000
Utility License Fee	0	45,738	90,000	90,000	90,000	90,000
Total franchise fees	1,185,056	1,254,229	1,417,000	1,365,000	1,365,000	1,365,000
Licenses						
Licenses	2,130	1,923	2,200	2,000	2,000	2,000
Total licenses	2,130	1,923	2,200	2,000	2,000	2,000
Intergovernmental/Other agencies						
CCRLS - Chemeketa Regional Library	67,012	78,049	93,000	97,000	97,000	97,000
Cigarette tax	19,292	17,449	19,000	18,500	18,500	18,500
State Revenue Sharing	138,664	190,727	170,000	175,000	175,000	175,000
Alcoholic beverages tax	233,313	234,086	285,000	295,000	295,000	295,000
Transient Lodging Tax	0	0	18,000	125,000	125,000	125,000
Rural Fire District	194,369	342,337	475,000	0	0	0
Tsf from Urban Renewal (Debt Svc)	86,378	86,389	86,400	161,400	161,400	161,400
Total intergov./Other agencies	739,028	949,036	1,146,400	871,900	871,900	871,900
Municipal court fines						
Fines & forfeitures	164,177	187,547	180,000	180,000	180,000	180,000
Parking fines	8,791	8,755	9,000	9,000	9,000	9,000
Court fees	42,844	49,249	45,000	55,000	55,000	55,000
Suspended licenses	1,384	1,275	1,000	0	0	0
Total municipal court fines	217,196	246,826	235,000	244,000	244,000	244,000
Investment income	44,335	88,298	50,000	75,000	75,000	75,000
Charges for services						
Planning	117,302	81,913	100,000	85,000	85,000	85,000
Ambulance fees	1,403,280	1,794,207	1,650,000	1,800,000	1,800,000	1,800,000
Fire-Med	60,670	63,387	65,000	70,000	70,000	70,000
Animal control	26,400	26,069	30,000	30,000	30,000	30,000
Aquatic Center fees	440,513	446,825	500,000	475,000	475,000	475,000
Recreation program fees	15,488	16,509	20,000	20,000	20,000	20,000
Community Event Fees/Sponsorship	0	0	0	40,000	40,000	40,000
Library fines	13,754	15,342	15,000	15,000	15,000	15,000
Library non-resident fee	680	0	0	0	0	0
Miscellaneous	129,441	279,533	359,000	200,000	200,000	200,000
Proceeds from property sales	0	0	51,000	0	0	0
Total charges for services	2,207,529	2,723,784	2,790,000	2,735,000	2,735,000	2,735,000
Reimbursements & fund transfers						
Miscellaneous transfers	1,234,000	1,236,400	1,277,400	1,688,800	1,688,800	1,688,800
Transfer from Grant Fund	61,198	109,017	25,000	150,000	150,000	150,000
Reimbursements & fund transfers	1,295,198	1,345,417	1,302,400	1,838,800	1,838,800	1,838,800
TOTAL REVENUES	9,473,446	10,633,730	11,143,000	11,641,700	11,641,700	11,641,700
Beginning balances	2,154,842	2,001,125	2,278,858	2,730,000	2,730,000	2,730,000
TOTAL	11,628,288	12,634,855	13,421,858	14,371,700	14,371,700	14,371,700

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 2016-17	Actual 2017-18	Amended 2018-19	Proposed 2019-20	% Change
Personnel Services	448,310	674,536	591,000	735,000	24%*
Materials and Services	167,646	172,205	177,500	168,000	(5%)
TOTAL	615,956	846,742	768,500	903,000	18%

* Staff changes

Staffing Information

Job Title	Wage Range	2016-17	2017-18	2018-19	2019-20
City Manager	NA	1	1	1	1
Assistant City Manager	DH4	0	0	0	1
HR Manager/City Recorder	DH2	1	1	1	0
Economic Development Director	DH1	-	1	1	1
Executive Assistant	21	1	1	1	1
Marketing & Communications Manager	21	0	0	0	1
Total FTE's		3	4	4	5



GENERAL FUND

Administration

Assistant City Manager (Human Resources, Risk Management & Records)

- 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

- Continue to fairly and consistently administer collective bargaining agreements;
- Update Employee Handbook and training to ensure legal compliance with respect to personnel issues;
- Review classification and compensation program and conduct a compensation survey;
- Fine-tune the 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;
- Ensured compliance with new state and federal requirements with regard to recruitment, benefits, etc.;
- Received the CIS Gold 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 17	FY 18	FY 19 (YTD)	FY 20 (est.)
% of records requests processed within 5 days	100%	100%	100%	100%
Number of unique users who have "Liked" the Citywide Facebook page	3,202	3,600	3,885	4,000
# of workers' compensation claims per 10 employees	1.0	0.54	0.33	0.25
Average cost of workers' compensation claims per employee/volunteer	\$979	\$22	\$47	<\$25
Average cost of workers' compensation claims	\$18,182	\$835	\$2,427	<\$500
Regular employees retained past probationary period	100%	89%	93%	100%
Percent of regular employees separated from workforce with less than 3 years tenure	1%	6.3%	2%	1%
Average time to fill positions (days)	110	97	67	65

- 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 2016-17	Actual 2017-18	Amended 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Personnel Services						
Salaries	291,875	491,044	381,000	445,000	445,000	445,000
Fringe benefits	156,435	183,492	210,000	290,000	290,000	290,000
Total personnel services	448,310	674,536	591,000	735,000	735,000	735,000
Materials and Services						
Public notices	608	0	800	800	800	800
Materials and supplies	5,446	2,325	3,200	3,200	3,200	3,200
Repairs & maintenance	532	82	600	700	700	700
Office expense	4,235	2,633	3,500	3,000	3,000	3,000
Mayor expense	4,666	5,981	5,000	5,000	5,000	5,000
Council expense	12,556	6,644	10,000	10,000	10,000	10,000
Economic Development expense	0	9,547	7,500	10,000	10,000	10,000
Telecommunications	182	180	1,000	500	500	500
Maintenance & rental contracts	6,125	6,232	6,300	6,300	6,300	6,300
Computer services	4,915	6,398	6,000	6,000	6,000	6,000
Insurance	4,224	0	0	0	0	0
Professional services	19,143	6,174	20,000	20,000	20,000	20,000
City Attorney	58,800	58,800	64,000	64,000	64,000	64,000
Employee development	6,998	6,275	5,000	5,000	5,000	5,000
Emergency Management	7,802	7,067	9,100	7,500	7,500	7,500
Risk Management	100	385	2,500	1,000	1,000	1,000
Travel and education	11,282	10,001	13,000	10,000	10,000	10,000
Miscellaneous	20,031	43,482	20,000	15,000	15,000	15,000
Total materials & services	167,646	172,205	177,500	168,000	168,000	168,000
TOTAL	615,956	846,742	768,500	903,000	903,000	903,000

GENERAL FUND

Administration

Library

The Library serves the population of Dallas plus CCRLS patrons from 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 and a wide range of databases providing access to medical and scientific journals. The Library brings a wide range of services to its patrons including free Wi-Fi, free movie downloads through our Kanopy service, help with mobile devices, and crafting tutorials through CreativeBug to name a few. The Library also offers over 240 free children and teen programs every year providing education as well as entertainment for over 7000 teens and children. Adults are served with ten author visits a year, Oregon Humanities Conversations, special programming, and cultural events such as the annual Dallas Storyteller Festival.

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

- Library staff will continue to plan and prepare for the remodel and expansion of the library when the Senior Center moves to their new location. We will plan how to make limited use of the space until funding is acquired to integrate it into the existing library.
- The library needs storage space for chairs and event materials. We have plans to move our public use copier and table to make a small storage area that will accomplish part of our goal.
- Library staff is always evaluating shelving and layout to find ways to make the library more open, convenient, and easy to navigate for our patrons.
- 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 needed.
- Patrons are currently having to use an antiquated microfilm reader that does not have the capacity to save or print documents. We are working to replace it with a modern digital microfilm/microfiche reader.
- We are striving to plan and coordinate events and programs with the Dallas Downtown Association, businesses, and the Dallas schools.
- Each of the last five years the library has experienced a steady increase in library visits and use. We will continue to welcome new patrons while maintaining the friendly personalized service that makes the Dallas Library a vital part of downtown Dallas.
- Library staff will continue to 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 2016-17	Actual 2017-18	Amended 2018-19	Proposed 2019-20	% Change
Personnel Services	398,817	430,486	475,000	540,000	14%*
Materials and Services	90,050	84,692	101,650	100,000	(2%)
TOTAL	488,868	515,178	576,650	640,000	11%

* Addition of staff and an increase in staff hours.



GENERAL FUND

LIBRARY

Accomplishments

- The library moved holds awaiting patron pickup (requested materials) from behind the circulation desk so patrons can retrieve their own materials for self-check.
- The library acquired over \$15,000 in free shelving to store for the day it can be used in the library remodel.
- The library purchased two new tables for the adult reading area. One is equipped with power and USB ports for plugging in and charging devices.
- We also purchased two new bookcases for the children's area. These allowed us to move the Board Books and open up more space in the children's area.
- We began renovating the work space of the Children's Librarian to make more efficient use of the space.
- The library replaced all of the 30 year old venetian blinds with new roll up shades.
- The library continues to experience growth in patron visits to the library with a projected total of 107,000 visits for the 2018/19 budget year. The library's in house circulation of items during the 2018 calendar year continued to show a year over year increase.
- Capital improvement funds allowed the library to finish converting our public computers to modern Windows 10 machines.
- The library continued to expand its outreach and marketing through Facebook, a revamped monthly newsletter, and working with CCRLS to test and evaluate the marketing tool Patron Point.
- The library has continued to expand its programming by providing ten author events, four Oregon Humanities Conversation projects, a very successful Story Teller Festival in October, Harry Potter Night, science presentations, and a variety of extra programming.

Performance Measures

	2016-17	2017-18	2018-19	2019-20
Patron visits to the Library	78,591	88,211	90,174	107,000
Number of Children's Programs*	202	207	171	187
Children's Program Attendance	6,812	6,975	7,986	7,500
Number of Teen Programs	35	40	38	37
Teen Program Attendance	480	380	344	350
Number of Adult Programs	36	46	56	75
Adult Program Attendance	865	1042	1654	1750
Number of Volunteer hours	3343	3185	2816	3000
e-Resource downloads	11,150	12,890	15,014	16,800
Internet Computer Sessions	13,600	12,921	12,100	12,000
Annual Circulation of Materials	197,000	199,100	202,107	202,000
Lending to CCRLS libraries	31,000	30,658	32,642	33,000



GENERAL FUND

LIBRARY

Staffing Information

Job Title	Wage Range	2016-17	2017-18	2018-19	2019-20
Library Manager	M2	1	1	1	1
Library Assistant	20	2	2	2	2
Library Aide 2	16	1	1	1.5	2
Library Aide 1	12	2.125	2.13	1.63	1.63
Library Page	8	0.5	0.5	0.5	0.5
TOTAL FTE's		6.625	6.63	6.63	7.125



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 2016-17	Actual 2017-18	Amended 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Personnel Services						
Salaries	266,323	280,184	295,000	320,000	320,000	320,000
Fringe benefits	132,494	150,301	180,000	220,000	220,000	220,000
Total personnel services	398,817	430,486	475,000	540,000	540,000	540,000
Materials and Services						
Office expense	2,985	2,956	3,500	3,500	3,500	3,500
Postage	50	88	150	250	250	250
Materials and supplies	2,893	3,830	3,500	3,500	3,500	3,500
Periodicals	2,958	3,393	4,250	4,000	4,000	4,000
Maintenance & rental contracts	2,140	1,849	2,500	2,500	2,500	2,500
Repairs & maintenance	6,851	9,401	7,000	7,000	7,000	7,000
Books	41,191	40,818	42,500	45,000	45,000	45,000
Special programs	1,141	1,967	2,000	2,500	2,500	2,500
Telecommunications	2,418	2,432	2,500	2,500	2,500	2,500
HVAC, energy and lighting	13,357	12,497	15,000	15,000	15,000	15,000
Computer services	4,092	1,634	4,500	4,000	4,000	4,000
Insurance	4,117	0	0	0	0	0
Professional services	1,958	1,658	11,000	6,500	6,500	6,500
Travel and education	1,228	793	1,750	1,750	1,750	1,750
Miscellaneous	2,671	1,377	1,500	2,000	2,000	2,000
Total materials & services	90,050	84,692	101,650	100,000	100,000	100,000
TOTAL	488,868	515,178	576,650	640,000	640,000	640,000

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. 2018 was a productive and busy year for the Parks Department with a new park, an addition to the trail and many other 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 2016-17	Actual 2017-18	Amended 2018-19	Proposed 2019-20	% Change
Personnel Services	196,029	206,575	260,000	418,000	61%*
Materials and Services	84,450	72,694	234,500	199,500	(15)**
Transfers	8,300	8,300	8,300	8,300	0%
TOTAL	288,779	287,569	502,800	625,800	24%

* Staff changes (addition of FT staff member)

** Adjustment to better reflect previous year's actuals

GENERAL FUND

PARKS

Staffing Information

Job Title	Wage Range	2016-17	2017-18	2018-19	2019-20
Parks and Recreation Manager	DH1	1	1	0.90	0.90
Maintenance Worker I	19	1	1	1	2
Part-Time/Non-Benefit	8	1	1	1	1
Recreation & Events Coordinator	21	0.75	0.63	0.625	1
TOTAL FTE's		3.75	3.63	3.525	4.9



Performance Measures

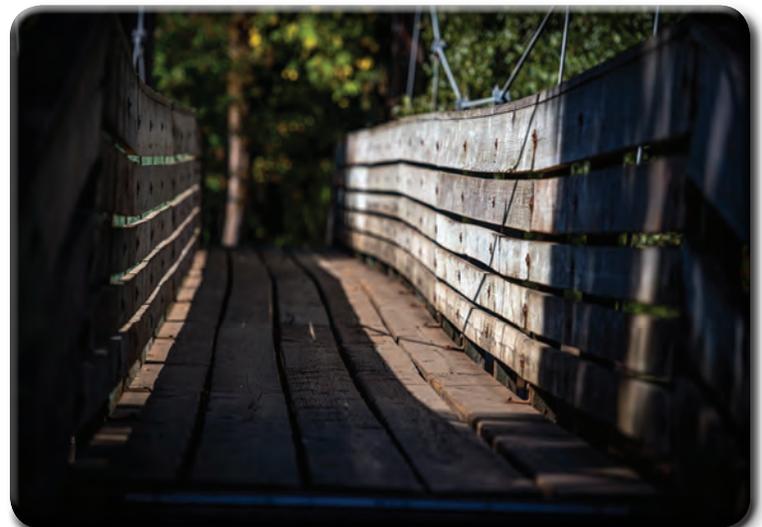
	2016-17	2017-18	2018-19	2019-20
Population	15,090	15,345	15,560	15,830
Developed acres of parkland per 1000 population	0.1509	0.1534	0.1534	0.150
Percentage of cost time for work related injuries	0	0	0	0
Park acreage per FTE	33.12	33.12	33.12	33.12
Estimate number of trees receiving maintenance	312	575	715	765
Tree expenditures	27,568	27,200	37,315	42,300
Number of acres of park land	99.38	99.38	99.38	105.5
Number of acres of park land per 1000 population	6.68	6.68	6.62	6.64

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 2019 the new Delbert Fredricks Memorial Park will be dedicated. Another park on Acedemy Street will also begin construction.



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 2016-17	Actual 2017-18	Amended 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Personnel Services						
Salaries	122,889	142,252	170,000	230,000	230,000	230,000
Overtime	0	627	0	0	0	0
Fringe benefits	73,140	63,696	90,000	188,000	188,000	188,000
Total personnel services	196,029	206,575	260,000	418,000	418,000	418,000
Materials and Services						
Materials and supplies	11,506	12,866	15,000	15,000	15,000	15,000
Fuel	4,649	5,033	5,000	5,000	5,000	5,000
Repairs & maintenance	6,960	5,177	7,000	9,000	9,000	9,000
Miscellaneous tools	1,164	1,950	3,000	4,000	4,000	4,000
Telecommunications	608	1,064	2,500	2,500	2,500	2,500
HVAC, energy and lighting	7,082	6,982	8,000	8,000	8,000	8,000
Garbage services	242	0	0	0	0	0
Maintenance & rental contracts	2,875	6,759	8,000	10,000	10,000	10,000
Fleet service total care program	10,000	10,000	10,000	10,000	10,000	10,000
Computer services	771	2,228	3,000	3,000	3,000	3,000
Insurance	6,617	0	0	0	0	0
Recreation	24,747	16,649	20,000	20,000	20,000	20,000
Community Events and Promotion	0	0	144,000	100,000	100,000	100,000
Professional services	6,311	3,356	7,000	8,000	8,000	8,000
Employee development	508	323	1,000	3,000	3,000	3,000
Travel and education	413	309	1,000	2,000	2,000	2,000
Total materials & services	84,450	72,694	234,500	199,500	199,500	199,500
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	288,779	287,569	502,800	625,800	625,800	625,800

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 2016-17	Actual 2017-18	Amended 2018-19	Proposed 2019-20	% Change
Personnel Services	494,904	514,389	510,000	512,000	0%
Materials and Services	280,566	290,145	313,600	331,600	6%
Transfers	50,000	43,412	21,700	33,960	56%*
TOTAL	825,470	847,946	845,300	877,560	4%

* Additional interfund loan for pool resurfacing



GENERAL FUND AQUATIC CENTER

Staffing Information

Job Title	Wage Range	2016-17	2017-18	2018-19	2019-20
Director	DH4	0.1	0.1	0	0
Parks Manager	DH1	0	0	0.1	0.1
Aquatics Supervisor	M1	1	1	1	1
Head Lifeguard	18	1	1	1.5	1
Maintenance Repair Technician (PT)	14	0.5	0.5	0.5	0.5
Part-time Staff	Varies	10.17	10.17	10.17	12.38
TOTAL FTE's		12.77	12.77	13.27	14.98



Performance Measures

	2016-17	2017-18	2018-19	2019-20
Total patrons	127,000	130,000	134,000	137,000
# of Annual pass holders	1,023	1,100	1,420	2,600
# of people insurance billing (silver fit/sneakers, etc)	417	500	550	800
# of programs offered	38	40	45	50
Total swim lesson attendance	820	850	875	850
# of Volunteer Hours	996	654	345	400

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 2016-17	Actual 2017-18	Amended 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Personnel Services						
Salaries	387,053	398,634	402,000	400,000	400,000	400,000
Overtime	1,197	1,617	2,000	2,000	2,000	2,000
Fringe benefits	106,655	114,138	106,000	110,000	110,000	110,000
Total personnel services	494,904	514,389	510,000	512,000	512,000	512,000
Materials and Services						
Postage	1	101	100	100	100	100
Public notices/advertising	2,456	2,015	2,500	2,500	2,500	2,500
Materials and supplies	3,419	3,288	2,000	3,000	3,000	3,000
Janitor supplies	7,577	6,634	6,000	7,000	7,000	7,000
Pro shop / concessions	28,838	29,980	32,000	35,000	35,000	35,000
Program supplies	5,805	1,799	5,000	5,000	5,000	5,000
Uniforms	0	60	1,000	1,000	1,000	1,000
Chemicals	33,389	34,981	32,000	38,000	38,000	38,000
Repairs & maintenance	21,126	21,640	35,000	40,000	40,000	40,000
Office expense	653	2,520	2,000	2,000	2,000	2,000
Electric service	78,615	81,590	85,000	85,000	85,000	85,000
Telecommunications	3,194	3,042	3,000	3,000	3,000	3,000
Gas service	49,067	51,698	55,000	57,000	57,000	57,000
Fleet service total care program	3,000	3,000	3,000	3,000	3,000	3,000
Computer services	9,027	6,434	8,000	8,000	8,000	8,000
Insurance	6,727	0	3,000	0	0	0
Professional services	9,284	18,601	12,000	13,000	13,000	13,000
Travel and education	270	2,210	2,000	4,000	4,000	4,000
Professional services-ActiveNet	15,484	18,306	20,000	20,000	20,000	20,000
Miscellaneous	2,633	2,249	5,000	5,000	5,000	5,000
Total materials & services	280,566	290,145	313,600	331,600	331,600	331,600
Transfers						
Tsf to Swr SDC-Interfund Loan	50,000	43,412	21,700	33,960	33,960	33,960
Total transfers	50,000	43,412	21,700	33,960	33,960	33,960
TOTAL	825,470	847,946	845,300	877,560	877,560	877,560

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 online utility sign-up.
- 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 utility software upgrades.
- Submitted 2018 Comprehensive Annual Financial Report (CAFR) to Government Finance Officers Association for national award recognition and received award.
- Submitted FY 2018-19 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 2016-17	Actual 2017-18	Amended 2018-19	Proposed 2019-20	% Change
Personnel Services	390,635	392,824	430,000	490,000	14%*
Materials and Services	230,421	225,119	271,000	264,000	(3%)
TOTAL	621,055	617,943	701,000	754,000	8%

*Staffing changes.

GENERAL FUND

FINANCE

Staffing Information

Job Title	Wage Range	2016-17	2017-18	2018-19	2019-20
Finance Director	DH3	1	1	1	1
Assistant Finance Director	M1	0	1	1	1
Senior Accountant II	29	1	0	0	0
Accounts Payable Clerk	20	1	1	1	1
Accounting Clerk	20	1	1	1	1
Admin Assistant	17	0	0.25	0.25	0.25
PT Office Assistant	10	0.156	0	0	0
Total FTE's		4.156	4.25	4.25	4.25



Performance Measures

	2016-17	2017-18	2018-19	2019-20
Utility bills processed	66,494	69,000	71,000	72,500
Independent auditor opinion	unmodified	unmodified	unmodified	unmodified
National GFOA award for annual audit document received	Yes	NA	NA	NA
National GFOA award for budget document received	Yes	Yes	NA	NA

Summary

It is the duty of the finance department 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 2016-17	Actual 2017-18	Amended 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Personnel Services						
Salaries	254,333	257,698	280,000	300,000	300,000	300,000
Fringe benefits	136,301	135,125	150,000	190,000	190,000	190,000
Total personnel services	390,635	392,824	430,000	490,000	490,000	490,000
Materials and Services						
Postage	9,145	11,066	12,000	12,000	12,000	12,000
Public notices	374	518	500	500	500	500
Materials and supplies	6,396	10,423	15,000	10,000	10,000	10,000
Office expense	1,572	1,460	4,500	2,500	2,500	2,500
Telecommunications	7,002	7,113	8,000	8,000	8,000	8,000
Maintenance & rental contracts	2,095	2,240	4,000	4,000	4,000	4,000
Computer services	32,509	32,674	50,000	40,000	40,000	40,000
Insurance	1,416	0	0	0	0	0
Billing services	29,251	29,354	32,000	32,000	32,000	32,000
Professional services	77,715	71,888	75,000	85,000	85,000	85,000
Audit	36,235	29,285	38,000	38,000	38,000	38,000
Municipal memberships	22,485	24,232	25,000	25,000	25,000	25,000
Travel and education	4,225	4,867	7,000	7,000	7,000	7,000
Total materials & services	230,421	225,119	271,000	264,000	264,000	264,000
TOTAL	621,055	617,943	701,000	754,000	754,000	754,000

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

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

Accomplishments

- Implemented OR State Police electronic reporting of dispositions.
- Implemented electronic "jail arraignment" with the ability to do video arraignments during court.
- Fingerprinting software updated and in the beginning stages to submit prints to OSP for CCH entry.
- Training for assistant to enter violations and parking citations; complete comments in computer; and assisting in courtroom.
- 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 2016-17	Actual 2017-18	Amended 2018-19	Proposed 2019-20	% Change
Personnel Services	90,422	101,532	118,000	120,000	2%
Materials and Services	122,520	132,770	131,600	133,300	1%
TOTAL	212,942	234,302	249,600	253,300	1%



GENERAL FUND MUNICIPAL COURT

Staffing Information

Job Title	Wage Range	2016-17	2017-18	2018-19	2019-20
Court Services Administrator	22	1	1	1	1
Admin Assistant	17	0	0.25	0.25	0.25
Bailiff	NA	0.06	0.06	0.12	0.12
PT Office Assistant	10	.156	0	0	0
TOTAL FTEs		1.216	1.31	1.37	1.37



Performance Measures

	2016-17	2017-18	2018-19	2019-20
Misdemeanor Crime	414	400	427	450
Traffic Violations	1399	1100	799	1000
General Violations	27	30	21	20
City Ordinance Violations	171	120	83	85
Parking Citations	428	400	437	450

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 2016-17	Actual 2017-18	Amended 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Personnel Services						
Salaries	61,413	65,876	73,000	75,000	75,000	75,000
Fringe benefits	29,009	35,657	45,000	45,000	45,000	45,000
Total personnel services	90,422	101,532	118,000	120,000	120,000	120,000
Materials and Services						
Office expense	928	1,131	2,000	2,000	2,000	2,000
Materials and supplies	4,261	4,363	4,000	4,000	4,000	4,000
Telecommunications	64	79	300	300	300	300
Computer services	5,569	8,625	10,000	7,000	7,000	7,000
Insurance	725	0	0	0	0	0
Jury/Witness Fees	10	20	500	500	500	500
Professional Services	68,511	76,519	70,000	75,000	75,000	75,000
Prosecution	42,000	42,000	43,000	43,000	43,000	43,000
Travel and education	453	32	1,800	1,500	1,500	1,500
Total materials & services	122,520	132,770	131,600	133,300	133,300	133,300
TOTAL	212,942	234,302	249,600	253,300	253,300	253,300

GENERAL FUND

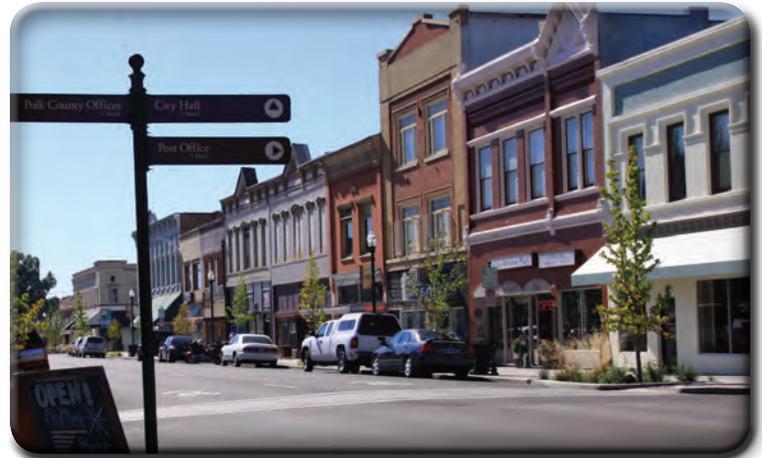
Planning & Building

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. Planning 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 60 Type 1 administrative applications, including but not limited to sign permits, property line adjustments, home occupations and zoning confirmations.
- Awarded / processed four façade grants as part of the Urban Renewal façade grant program.
- Approved all land use applications necessary for Mint Valley Paper to move forward.
- Approved land use applications for Grocery Outlet, troubleshooting problems as encountered.
- Achieved Certified Local Government status by updating existing historic resource regulations.
- Awarded grant from the state for Housing Needs Analysis - a Comprehensive Plan Update.
- Answered to a variety of questions as received from the public, conducted follow-up research and facilitated over 26 requests 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	2016-17	2017-18	2018-19	2019-20
Planning Director	DH2	0.1	0.1	0.9	0.9
Planner II	28	1	1	1	1
Planner I	22	1	1	0	0
Code Services Specialist	22	0	0	0	1*
Executive Assistant	20	0.125	0.125	0.125	0.25
TOTAL FTE's		2.225	2.225	2.025	2.15

* Code Services Specialist moved to this department from Police in FY 2019-20



Performance Measures

	2016-17	2017-18	2018-19	2019-20
# of Land Use Applications processed	140	160	160*	110*
# of Itinerant Merchant Permits issued	7	15	15*	13*
# of Home Occupation Permits issued	5	4	4*	2*

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

Expenditures

	Actual 2016-17	Actual 2017-18	Amended 2018-19	Proposed 2019-20	% Change
Personnel Services	189,054	178,833	238,000	265,000	11%*
Materials and Services	28,837	20,209	49,300	70,800	44%**
Transfers	3,400	0	0	0	0%
TOTAL	221,291	199,042	287,300	335,800	17%

* Change to salary allocation

** Consultant work scheduled this fiscal year

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 2016-17	Actual 2017-18	Amended 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Personnel Services						
Salaries	121,292	116,063	150,000	165,000	165,000	165,000
Fringe benefits	67,762	62,770	88,000	100,000	100,000	100,000
Total personnel services	189,054	178,833	238,000	265,000	265,000	265,000
Materials and Services						
Materials and supplies	379	268	500	500	500	500
Printing	0	0	500	500	500	500
Public notices/advertising	735	553	1,000	1,000	1,000	1,000
Fuel	430	354	500	500	500	500
Office expense	1,198	1,187	500	500	500	500
Economic Developmt expense	1,153	0	0	0	0	0
Planning Commission expense	377	424	800	800	800	800
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	1,657	1,650	3,000	2,000	2,000	2,000
Insurance	1,893	0	0	0	0	0
Weed Abatement	1,085	717	0	0	0	0
Professional services	16,168	11,025	35,000	57,500	57,500	57,500
Travel and education	1,153	323	2,500	2,500	2,500	2,500
Miscellaneous	609	1,709	1,000	1,000	1,000	1,000
Total materials & services	28,837	20,209	49,300	70,800	70,800	70,800
Transfers						
Transfer to Fleet Mgmt	3,400	0	0	0	0	0
Total transfers	3,400	0	0	0	0	0
TOTAL	221,291	199,042	287,300	335,800	335,800	335,800

GENERAL FUND

Public Works

Facilities

The work of the Facilities Maintenance Division is multifaceted. The work performed includes any of the following at any given time: plumbing, lighting, cleaning, repairing equipment, painting, assembling fixtures, problem solving through research and networking, project management, distribution of equipment or supplies, telecommunications, data transfer, customer relations, purchasing, design and fabrication, preventative maintenance, repair or maintenance of HVAC, setting up the civic center and council chambers, boiler operation, climate control, energy conservation, recycling of equipment and wastes in a proper manner, supervision and supply of the custodial crew, dealing with surplus equipment, safety awareness, vendor relations, minor repairs at the Dallas Aquatic Center, long range planning, OSHA compliance, and safety equipment inspections.

Division Mission

To ensure that City facilities are maintained in a professional manner, allowing a safe 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.

Accomplishments

- Library shelves donated from George Fox University
- Public Works Street Department restroom upgrades
- Library's Children's area office partitions
- Water Treatment Plant – Soda Ash Room improvements, ventilation and heating
- Maintaining of aging infrastructure boiler at City Hall
- Maintaining of aging infrastructure of the phone system requiring regular intervention at throughout the City Facilities
- Maintenance contracts:
 - HVAC System maintenance in spring and winter by Advantage HVAC
 - Fire protection sprinklers, backflows, fire alarms and testing fire extinguishers throughout City facilities and vehicles by Johnson Controls
 - Floor cleaning throughout City facilities by OXI Klen
 - Garage doors for City Shops, Dallas Fire and EMS facilities by Salem Overhead
 - Cleaning Dallas Fire, City Shops and the Water Treatment Plant by AAA Metro cleaning

GENERAL FUND

FACILITIES

Staffing Information

Job Title	Wage Range	2016-17	2017-18	2018-19	2019-20
Facilities Maintenance Foreman	23	1	1	1	1
Custodian	11	0.6	0.5	0.5	0.5
Total FTE's		1.6	1.5	1.5	1.5



Performance Measures

	2016-17	2017-18	2018-19	2019-20
# of Major projects completed	11	12	9	18+
# of Buildings maintained	6	7	11	11
Task requests	420	400	612	650+



Expenditures

	Actual 2016-17	Actual 2017-18	Amended 2018-19	Proposed 2019-20	% Change
Personnel Services	99,547	105,959	119,000	126,000	6%
Materials and Services	79,112	79,462	75,000	91,500	22%*
TOTAL	178,659	185,421	194,000	217,500	12%

*Additional cost of maintenance.

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 2016-17	Actual 2017-18	Amended 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Personnel Services						
Salaries	62,900	65,347	73,000	75,000	75,000	75,000
Fringe benefits	36,646	40,612	46,000	51,000	51,000	51,000
Total personnel services	99,547	105,959	119,000	126,000	126,000	126,000
Materials and Services						
Materials and supplies	2,420	1,408	1,500	5,000	5,000	5,000
Repairs & maintenance	26,641	34,802	30,000	30,000	30,000	30,000
Telecommunications	2,152	1,149	3,500	3,000	3,000	3,000
HVAC, energy and lighting	31,760	32,737	27,500	30,000	30,000	30,000
Maintenance & rental contracts	431	1,075	2,000	7,000	7,000	7,000
Fleet service total care program	1,000	1,000	1,000	1,000	1,000	1,000
Computer services	915	1,070	2,500	2,000	2,000	2,000
Insurance	9,966	0	0	0	0	0
Professional services	2,688	3,010	4,000	10,000	10,000	10,000
Travel and education	20	1,544	1,000	500	500	500
Miscellaneous	1,120	1,668	2,000	3,000	3,000	3,000
Total materials & services	79,112	79,462	75,000	91,500	91,500	91,500
TOTAL	178,659	185,421	194,000	217,500	217,500	217,500

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 responds from our only station just south of the courthouse, which contains two fire engines, one ladder truck, one rescue truck, one quick attack brush fire vehicle and a support vehicle for large-scale or lengthy incidents.

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 to reach efficiency and effectiveness in service delivery.

Strategy:

1. Gather and analyze data to measure key performance indicators, which can guide future decisions, provide detailed reports and share information with stakeholders in our community.
2. Continue to accomplish goals set forth in the Master Plan. These target areas of growth and service delivery improvement.
3. Research partnerships with contiguous Fire and EMS agencies that may reduce costs by shared purchasing or personnel resources.

Goal:

To equip our staff and volunteers with the proper training to maintain proficient knowledge, skills and abilities for service delivery.

Strategy:

1. Create a training site on the open adjoining lot to the south of the fire station. This site will contain fire props to practice skills such as roof ventilation, forcible entry and proper ladder placement. It will also provide a space for vehicle extrication practice.
2. Enhance training opportunities and provide team and skill building through our training program and the daily availability of career staff.

Goal:

Promote fire safety, prevention and education services by being intentionally involved in the community.

Strategy:

1. Utilizing the efforts of our Community Services Officer and Public Information Officer, we will target areas of opportunity to educate the public on the services we provide and offer education about fire safety.
2. Utilizing our career fire department personnel, we will be visible in the community by engaging with our local businesses to promote fire safety within their establishment.

GENERAL FUND

FIRE

Accomplishments

- Received a Staffing for Adequate Fire & Emergency Response grant through FEMA. This grant will provide funding for two career firefighter/EMT positions, with matching funds from the city, for a three-year period.
- The City Council passed the Public Safety Fee allowing the department to hire two career Fire Captains. These positions offer leadership and operational direction for the department as they supervise the on-duty fire crew and assist supervision of the EMS division.
- Our EMS Shift Lieutenant transitioned into the administration office to provide first level leadership of the EMS operation and coordinate scheduling, purchasing, communications and performance improvement.
- Several staff and volunteers responded to five conflagration requests, including the heavily publicized and tragic Paradise, California wildfire.
- In response to fire industry standards of reducing the cancer risk to firefighters, we implemented a "wet decon" decontamination procedure after firefighting that includes removing contaminated personal protective gear and clothing, bagging in heavy-duty plastic bags and then decontaminating them at the

fire station instead of returning them into the cab of the fire engine. This process results in an approximately 85% reduction of polycyclic aromatic hydrocarbons (PAH). Of the more than 100 known PAH most are classified as known, probable, or possible carcinogens

- Our agency provided the first in-house Fire Officer I course with 2 Dallas members receiving certification.
- A Firefighter II class with 6 Dallas members and 5 SW Polk members was completed.
- Our agency provided the first in-house Fire Instructor I course with 4 Dallas members receiving certification.
- We finished our OSHA consultation for workplace safety and health.
- Three of our members completed Engine Boss training and task performance evaluations, which allows them to be in charge of a wildland crew.
- Our Fire Corps Division implemented two new positions; EMS Responder and Water Tender Operator. These allow more pathways for volunteers to give their time in non-combat positions.
- We updated and refined our rehabilitation process for firefighters including the addition of non-invasive Carbon Monoxide blood level monitoring.



Expenditures

	Actual 2016-17	Actual 2017-18	Amended 2018-19	Proposed 2019-20	% Change
Personnel Services	350,123	449,085	585,000	810,000	38%*
Materials and Services	313,215	383,525	535,000	364,725	(32%)**
Transfers	111,467	97,134	102,135	91,635	(10%)**
Debt Service	44,813	44,813	80,130	89,640	12%***
TOTAL	819,618	974,558	1,302,265	1,356,000	4%

* New positions added

** Loss of Southwest Polk Fire contract

*** Payment for new fire truck



GENERAL FUND

FIRE

Staffing Information

Job Title	Wage Range	2016-17	2017-18	2018-19	2019-20
Fire Chief	DH4	0.5	0.5	0.5	0.5
Deputy Chief	DH1	0.5	0.5	0.5	0.75
Training Div. Chief	M1	0.5	0.5	0.5	0
Community Div. Chief	M1	0.5	0.5	0.5	0.85
Fire Captain*	Contract	0	0	0	2
Firefighter/EMT**	Contract	N/A	2	2	3
Firefighter/Paramedic	Contract	0	0	0	1
Administrative Assistant	17	0	0	0.5	0.85
Seasonal Help	12	0	0.33	0.33	0
TOTAL FTE's		2	4.33	5.33	8.95

* Positions added mid-way through FY 18-19 - Paid by Firefighter/EMS fee

** 2 positions funded by SAFER grant and 1 is city-funded

Performance Measures

	2016-17	2017-18	2018-19	2019-20
Urban Turnout Time <2:00 (90th Percentile)	7:36	11:45	8:35	5:30
Rural Turnout Time <10:00 (90th Percentile)	9:10	10:20	6:41	8:20
Urban Response Time <7:00 (90th Percentile)	9:50	17:21	11:59	12:22
Rural Response Time <20:00 (90th Percentile)	11:32	27:15	27:03	21:59
Urban Effective Response Force (15 FF in <9:00)	0	0	0:4	
Rural Effective Response Force (6 FF in <14:00)			1:1	
Response Volunteers	35	33	30	32
Support Volunteers	7	10	11	10



Summary

Dallas has entered the "Combination" Fire Department model, meaning we have both career firefighter/EMS providers as well as volunteer firefighter/EMS providers. This fiscal year will bring challenges and opportunities related to our service delivery within the City of Dallas.

Career personnel afford a faster response time and allow more tasks to be accomplished during the working hours. During the evening hours and on weekends we are at the minimum staffing level,

meaning our volunteer fire personnel are pivotal. Our system depends on volunteers and we greatly appreciate the commitment they provide to the department and the community.

The goals we have set for this year are designed to enhance training capabilities, promote fire prevention within our business community and provide an efficient department utilizing personnel resources.

GENERAL FUND

Fire Expenditures

	Actual 2016-17	Actual 2017-18	Amended 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Personnel Services						
Salaries	217,130	271,102	355,000	465,000	465,000	465,000
Overtime	0	19,651	40,000	50,000	50,000	50,000
Fringe benefits	132,993	158,332	190,000	295,000	295,000	295,000
Total personnel services	350,123	449,085	585,000	810,000	810,000	810,000
Materials and Services						
Office expense	2,744	3,857	4,000	4,200	4,200	4,200
Materials and supplies/laundry	14,664	17,906	15,000	17,325	17,325	17,325
Fuel	8,608	13,648	14,000	11,500	11,500	11,500
Uniform allowance	2,495	3,457	7,000	7,000	7,000	7,000
Repairs & maintenance	27,071	26,690	30,000	20,000	20,000	20,000
Replacement - Equipment	16,952	15,090	20,000	18,000	18,000	18,000
Radios/pagers	3,563	5,076	5,000	5,000	5,000	5,000
Turnouts	14,228	27,382	33,000	28,000	28,000	28,000
Telecommunications	5,849	7,040	8,000	5,700	5,700	5,700
HVAC, energy & lighting	15,916	17,439	19,000	16,500	16,500	16,500
Maintenance and rental contracts	10,537	16,667	30,000	20,000	20,000	20,000
Fleet service total care program	35,000	35,000	35,000	35,000	35,000	35,000
Computer services	9,103	9,112	14,000	12,500	12,500	12,500
Insurance	18,233	1,000	5,000	0	0	0
Dispatch services	64,568	86,032	113,000	89,000	89,000	89,000
Professional services	34,433	66,266	135,000	45,000	45,000	45,000
Fire prevention program materials	668	2,695	6,000	5,000	5,000	5,000
Travel and education	28,582	23,862	27,000	25,000	25,000	25,000
Miscellaneous	0	5,306	15,000	0	0	0
Total materials & services	313,215	383,525	535,000	364,725	364,725	364,725
Transfers						
Transfer to Fleet Mgmt	14,400	0	0	0	0	0
Transfer to Swr SDC-Intrfnd Loan	26,067	22,134	22,135	22,135	22,135	22,135
Transfer to Fire Volunteer Trust	71,000	75,000	80,000	69,500	69,500	69,500
Total transfers	111,467	97,134	102,135	91,635	91,635	91,635
Debt Service						
Debt Service - Principal	34,890	35,874	63,230	75,860	75,860	75,860
Debt Service - Interest	9,923	8,939	16,900	13,780	13,780	13,780
Total debt service	44,813	44,813	80,130	89,640	89,640	89,640
TOTAL	819,618	974,558	1,302,265	1,356,000	1,356,000	1,356,000

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 without scheduled staffing, but can be staffed with career personnel, when available, during daytime hours. We cover approximately 239 square miles of Polk County territory and respond to over 3,800 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:

Implement the Ground Emergency Medical Transport (GEMT) program for additional Medicaid reimbursement.

Strategy:

1. Attend training for enrollment in the state program.
2. Provide an annual "Cost of Service" analysis for the state program.
3. Monitor progress of state and federal portion of the program, which will draw down federal Medicaid funds to be distributed to participating agencies.
4. Provide City Manager and the Finance Director an estimated reimbursement amount that includes retroactive payment from 01 July 2017.

Goal:

Management of inter-facility transfers from local critical access hospital.

Strategy:

1. Evaluate data to assess impact on service delivery and revenue from ambulance billing.
2. Create two to three staffing models to consider options.
3. Collaborate with hospital administration and other local EMS agencies as potential partners.

Goal:

Create and implement EMS Equipment Replacement Plan.

Objectives:

1. Inventory and list all EMS equipment, except apparatus, with a replacement cost of greater than \$1,000.00.
2. Categorize and schedule replacement plan, including estimated replacement costs.
3. Compare list with current Capital Improvement Plan and update as necessary.

GENERAL FUND

EMS

Accomplishments

- With the guidance of Dr. Rebecca Lucas, our Medical Director, we completed an additional level of Standing Orders. Recently, the Oregon Health Authority authorized a new level of emergency medical technician, the Advanced EMT. We have one employee who obtained this level of licensure; therefore, we needed to have authorized Standing Orders from our Medical Director.
- 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 celebrated a field birth of a baby girl, which includes gifts for the baby and parents as well as a new pink stork decal on the ambulance.
- Dallas Fire & EMS received a Spirit Mountain Community Fund grant to purchase new patient ventilators. The grant provided \$25,000 and the city provided the remaining \$20,000 required to purchase four new, state-of-the-art ventilators.
- Upgraded to new Panasonic Toughbook mobile computers used in the field for our patient Electronic Health Record system.
- Acquired a well-maintained used International Life Line ambulance from Salem Fire Department as a replacement for our ambulance that was struck by another vehicle and placed out of service. This will allow our agency to have a true reserve ambulance to utilize during service intervals and major repairs of our active fleet of three ambulances.



Staffing Information

Job Title	Wage Range	2016-17	2017-18	2018-19	2019-20
Fire/EMS Chief	DH4	0.5	0.5	0.5	0.5
Deputy Chief	DH1	0.5	0.5	0.5	0.25
Training Div. Chief	M2	0.5	0.5	0.5	0
Community Div. Chief	M1	0.5	0.5	0.5	0.15
Paramedic Shift Lt.	29	3	3	3	1
Paramedic FT	26	3	3	6	9
Part-time Personnel	NA	8.42	8.42	4.88	5.25
Admin Assistant	17	0	0	0.50	0.15
Seasonal Help	12	0	0.33	0.33	0
TOTAL FTE's		16.42	16.75	17.21	16.30

GENERAL FUND

EMS

Expenditures

	Actual 2016-17	Actual 2017-18	Amended 2018-19	Proposed 2019-20	% hange
Personnel Services	1,114,948	1,270,779	1,409,000	1,205,000	(14%)*
Materials and Services	359,364	377,569	442,000	432,720	(2%)
Transfers	44,565	59,121	55,750	62,280	12%**
TOTAL	1,518,877	1,707,469	1,906,750	1,700,000	(11%)

*Reallocation of employees

**New interfund loan for ambulance



Performance Measures

	2016-17	2017-18	2018-19	2019-20
City 9-1-1 Response Time ≤ 6:30 (90th Percentile)	8:00	8:36	7:46	7:12
Rural 9-1-1 Response Time ≤ 11:30 (90th Percentile)	16:00	14:14	12:46	18:25
Turnout Time ≤ 1:30 (90th Percentile)	2:00	2:34	2:17	2:20
Transport Ratio (# of Transports/# Total Calls)	75%	66%	65%	65%
Annual Number of Mutual Aid Ambulances Given	40	103	24	40
UTSTEIN Statistic (% of Surviving Cardiac Arrest Victims Found if V-Fib)	64.3%	50%	16.7%	N/A
UTSTEIN National Average	39.9%	31.8%	33.3%	N/A
Net Collection Rate	75%	85%	88%	88%
Average Collection per Transport	\$482	\$521	\$530	\$530

Summary

The City of Dallas EMS provides an excellent service to our community with a low 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 2016-17	Actual 2017-18	Amended 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Personnel Services						
Salaries	729,994	819,032	892,000	750,000	750,000	750,000
Fringe benefits	341,230	403,747	447,000	405,000	405,000	405,000
Overtime	43,724	47,999	70,000	50,000	50,000	50,000
Total personnel services	1,114,948	1,270,779	1,409,000	1,205,000	1,205,000	1,205,000
Materials and Services						
Office expense	2,642	2,365	3,000	2,500	2,500	2,500
Fire Med advertising	3,676	3,927	5,000	4,800	4,800	4,800
Forms/Printing	47	49	1,000	500	500	500
Materials and supplies/laundry	83,517	84,787	77,000	85,000	85,000	85,000
Fuel	26,861	28,113	30,000	30,000	30,000	30,000
Uniform allowance	4,901	5,387	7,500	7,000	7,000	7,000
Repairs & maintenance	9,258	12,006	18,000	15,000	15,000	15,000
Equipment	9,103	11,328	10,000	15,000	15,000	15,000
Radios/pagers	378	2,452	3,000	3,000	3,000	3,000
Telecommunications	5,107	5,126	6,500	5,800	5,800	5,800
HVAC, energy & lighting	7,544	6,398	9,000	7,500	7,500	7,500
Maintenance and rental contracts	3,607	6,172	10,000	8,000	8,000	8,000
Fleet service total care program	25,000	25,000	45,000	25,000	25,000	25,000
Computer services	3,079	7,746	13,000	20,000	20,000	20,000
Insurance	11,190	0	5,000	0	0	0
Dispatch services	64,568	67,698	73,000	89,000	89,000	89,000
Professional services	81,297	93,752	110,000	98,000	98,000	98,000
Travel and education	17,589	15,265	16,000	16,620	16,620	16,620
Total materials & services	359,364	377,569	442,000	432,720	432,720	432,720
Transfers						
Transfer to Fleet Management	30,000	30,000	10,000	0	0	0
Tsfr to Swr SDC-Intrfnd Loan	14,565	29,121	45,750	62,280	62,280	62,280
Total transfers	44,565	59,121	55,750	62,280	62,280	62,280
TOTAL	1,518,877	1,707,469	1,906,750	1,700,000	1,700,000	1,700,000

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. (Dallas 2030 Vision Element: #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 (Dallas 2030 Vision Element: #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. (Dallas 2030 Vision Element: #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. (Dallas 2030 Vision Element: #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) (Dallas 2030 Vision Element: #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. (Dallas 2030 Vision Element: #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). (Dallas 2030 Vision Element: #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. (Dallas 2030 Vision Element: #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. (Dallas 2030 Vision Element: #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. (Dallas 2030 Vision Element: #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. (Dallas 2030 Vision Element: #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.
- 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.
- 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.
- 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
- 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).
- 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,



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POLICE

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.
- 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.
- 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.
- Assumed oversight of, re-structured and reactivated the Civic Ready emergency alert and community notification system.
- 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.

- 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.
- 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.
- 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.



GENERAL FUND

POLICE

Performance Measures	2016-17	2017-18	2018-19	2019-20 Projected or Targeted (10)
Incidents (Calls for Service & Self-Initiated Activity)	13191	13031	14023	15042(10) Projection
Persons Crimes (NIBRS) (1)(2)	225	231	286	304 Projection
Property Crimes (NIBRS) (3)	525	626	792	938 Projection
Society Crimes (NIBRS) (4)	874	882	1104	1291 Projection
Total Crimes Reported (From Part 1, 2 & 3 above)	1624	1739	2182	2568 Projection
Persons Adult Arrests	120	143	122	116 Projection
Property Adult Arrests	138	144	217	272 Projection
Society Adult Arrests	701	688	781	871 Projection
Total Adult Arrests (From Pers, Prop, & Soc above)	959	975	1120	1259 Projection
All Juvenile Referrals (Pers, Prop. & Society) (5)	103	136	212	287 Projection
DUII Arrests (6)	48	56	63	78 Projection
Number of Sworn Officers	19	19	20	21
Traffic Citations Issued	1699	1368	1292	1100(11) Projection
Dog Licenses Issued	1095	1073	1128	1170 Projection
Ratio of Annual Activities per officer (7)	694:1	686:1	701:1	716:1(12) Projection
Achieve at least 90% positive feedback during department's Customer Service Check surveys (8)	90.04% Met	90.0% Met	N/A	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	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. DUII 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 2016-17	Actual 2017-18	Amended 2018-19	Proposed 2019-20	% Change
Personnel Services	2,672,328	2,941,503	3,117,000	3,400,000	9%
Materials and Services	499,602	458,994	543,800	546,850	<1%
Transfers	26,000	14,000	14,000	0	(100%)*
TOTAL	3,197,930	3,414,498	3,674,800	3,946,850	7%

* Final payment made to fleet services for vehicle



Staffing Information

Job Title	Wage Range	2016-17	2017-18	2018-19	2019-20
Chief of Police	DH4	1	1	1	1
Deputy Chief of Police	DH3	n/a	n/a	n/a	1
Police Lieutenant*	DH1	1	1	1	n/a
Police Sergeant	Per MOU	4	4	4	4
Police Officer**	Per CBA	13	13	14	15**
Records Supervisor	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	0.5	0.63	0.63	1
CSS Code Services***	17	1	1	1	NA
Total FTE's	-	23.5	23.63	24.63	25

* Lieutenant position was promoted to Deputy Chief and the Lt. position was eliminated

** Beginning in FY 19-20, two officer positions are paid for by the Police Officer Fee Fund in Governmental Funds but are included in this table for clarity

*** Code Services position was moved to the Planning Department in FY 19-20

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

Police Expenditures

	Actual 2016-17	Actual 2017-18	Amended 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Personnel Services						
Salaries	1,588,432	1,784,649	1,880,000	1,965,000	1,965,000	1,965,000
Overtime	172,135	169,225	170,000	170,000	170,000	170,000
Fringe benefits	911,761	987,629	1,067,000	1,265,000	1,265,000	1,265,000
Total personnel services	2,672,328	2,941,503	3,117,000	3,400,000	3,400,000	3,400,000
Materials and Services						
Office expense	5,593	5,332	5,500	5,700	5,700	5,700
Materials and supplies	4,752	3,235	7,000	5,500	5,500	5,500
Dog control/dog shelter	4,062	5,075	7,500	5,000	5,000	5,000
Weapons skills	11,050	5,115	16,100	9,500	9,500	9,500
Investigations	23,750	14,478	22,500	20,000	20,000	20,000
Firing range improvements	5,798	729	4,400	4,400	4,400	4,400
Evidence Control	1,104	507	2,000	2,000	2,000	2,000
Fuel	30,596	35,571	34,000	34,000	34,000	34,000
Uniforms and cleaning	23,681	18,892	23,000	25,500	25,500	25,500
Equipment	13,010	27,765	15,000	13,600	13,600	13,600
Safety/OSHA	3,782	3,107	7,400	4,550	4,550	4,550
Telecommunications	17,914	21,598	24,000	26,900	26,900	26,900
Maintenance and rental contracts	19,666	21,482	24,000	26,000	26,000	26,000
Fleet service total care program	40,000	40,000	40,000	40,000	40,000	40,000
Computer services	27,239	27,140	43,000	50,000	50,000	50,000
Insurance	44,846	1,001	5,000	0	0	0
Dispatch services	167,916	176,014	187,200	196,000	196,000	196,000
Professional services	7,626	6,070	19,000	19,000	19,000	19,000
Community relations	1,357	1,385	3,000	2,000	2,000	2,000
Employee development	2,632	3,327	2,000	3,500	3,500	3,500
Professional Memberships	0	775	1,000	1,200	1,200	1,200
Travel and training	16,065	15,815	16,600	15,500	15,500	15,500
R.A.I.N. / PRIORS	23,358	24,528	25,300	30,500	30,500	30,500
Reserve officers	3,805	52	9,300	6,500	6,500	6,500
Total materials & services	499,602	458,994	543,800	546,850	546,850	546,850
Transfers						
Transfer to Fleet Management	26,000	14,000	14,000	0	0	0
Total transfers	26,000	14,000	14,000	0	0	0
TOTAL	3,197,930	3,414,498	3,674,800	3,946,850	3,946,850	3,946,850

GENERAL FUND

Non-Departmental Expenditures

	Actual 2016-17	Actual 2017-18	Amended 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Transfers						
Transfer to Capital Projects	200,000	255,940	183,000	249,000	316,000	316,000
Transfer to Risk Management	350,000	183,000	238,000	257,000	257,000	257,000
Total transfers	550,000	438,940	421,000	506,000	573,000	573,000
Debt Service						
2013 UR Loan - Principal	69,513	71,559	73,664	119,587	119,587	119,587
2013 UR Loan - Interest	16,865	14,830	12,731	41,813	41,813	41,813
Total debt service	86,378	86,389	86,395	161,400	161,400	161,400
TOTAL	636,378	525,329	507,395	667,400	734,400	734,400



GOVERNMENTAL FUND

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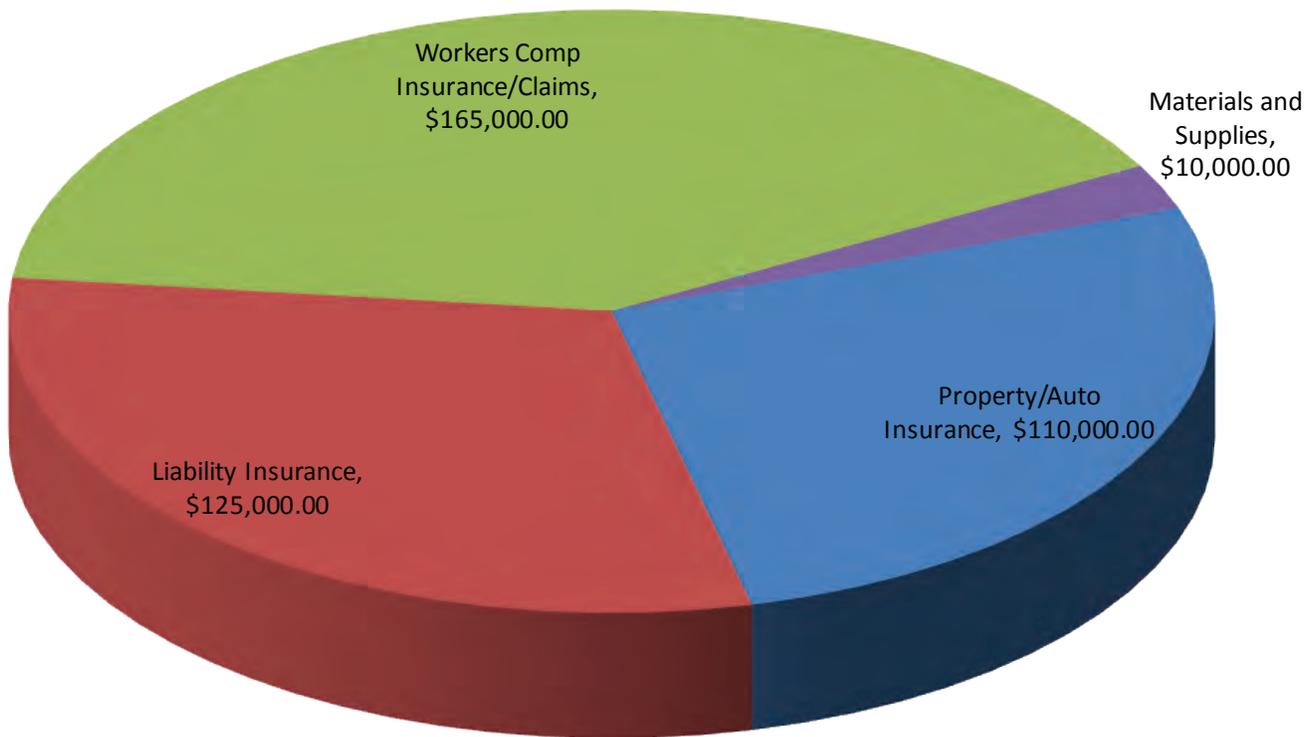
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GOVERNMENTAL FUND

Risk Management Fund

The Risk Management Fund was 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.

2019-20 Risk Management Fund Expenditures



GOVERNMENTAL FUND

Risk Management Revenues

	Actual 2016-17	Actual 2017-18	Amended 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Revenues						
Miscellaneous	125,767	15,001	10,000	10,000	10,000	10,000
Transfer from General Fund	350,000	183,000	210,000	257,000	257,000	257,000
Transfer from Bldg Insp Fund	0	3,500	3,500	3,500	3,500	3,500
Transfer from PW Funds	0	97,250	126,500	145,000	145,000	145,000
Total revenues	475,767	298,751	350,000	415,500	415,500	415,500
Beginning balances	0	236,960	100,000	150,000	150,000	150,000
TOTAL	475,767	535,710	450,000	565,500	565,500	565,500

Risk Management Expenditures

	Actual 2016-17	Actual 2017-18	Amended 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Materials and Services						
Property / Auto Insurance	0	99,509	105,000	110,000	110,000	110,000
Liability Insurance	43,343	122,164	110,000	125,000	125,000	125,000
Workers Comp Insurance	195,464	191,650	125,000	165,000	165,000	165,000
Material and Supplies	0	0	10,000	10,000	10,000	10,000
Total materials & services	238,808	413,323	350,000	410,000	410,000	410,000
TOTAL EXPENDITURES	238,808	413,323	350,000	410,000	410,000	410,000
Operating Contingencies	0	0	100,000	155,500	155,500	155,500
TOTAL	238,808	413,323	450,000	565,500	565,500	565,500

GOVERNMENTAL FUND

Capital Projects Fund

The Capital Projects Fund accounts for all the General Fund capital projects for Fiscal Year 2019-2020. 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
EMS	\$25,000	Power Cot (1)
Fire	\$600,000	Replace Engine R102/E102 (1)
Fire	\$12,000	Mobile Data Computers (2)
Facilities	\$30,000	Payment for Armory Property (3)
Facilities	\$35,000	Demolition of house by fire station (4)
Finance/Muni Court/IT	\$15,700	Computer/IT equipment (2)
Library	\$4,000	Microfilm reader & software (total project \$10,000 - using 30% Trust & 30% Grant (2)
Parks	\$30,000	Re-roof old gazebo (3)
Police	\$7,200	Impound lot improvements at City Shops (enclose/door) (3)
Police	\$5,100	Purchase 3 Zoll AED's for remaining fleet (2)
Police	\$67,000	Purchase new patrol car (1)

(1) There are no associated increases in operating costs for this equipment. It will improve efficiencies.

(2) Any minor increases in operating costs for this equipment are easily absorbed in the department budget.

(3) There are no associated increases in operating costs for this.

(4) Removal of this structure will reduce costs, including insurance and maintenance expenses.



GOVERNMENTAL FUND

Capital Projects Revenues

	Actual 2016-17	Actual 2017-18	Amended 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Revenues						
Finance Proceeds	261,500	0	600,000	600,000	600,000	600,000
Sale of Assets	0	0	100,000	0	0	0
Miscellaneous Revenue	0	20,775	0	5,000	5,000	5,000
Proportionate share fee- Barberry Node	1,100	48,400	0	0	0	0
Transfer from General Fund	200,000	255,940	13,000	249,000	316,000	316,000
Transfer from Sewer SDC	346,747	103,530	308,000	0	0	0
Total revenues	809,347	428,645	1,021,000	854,000	921,000	921,000
Beginning balances	445,995	234,497	215,000	60,000	60,000	60,000
TOTAL	1,255,342	663,142	1,236,000	914,000	981,000	981,000

Capital Projects Expenditures

	Actual 2016-17	Actual 2017-18	Amended 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Capital Outlay						
Vehicles	427,843	131,635	948,000	600,000	667,000	667,000
Equipment	209,463	272,535	18,500	69,000	69,000	69,000
Building Improvements	92,179	38,584	90,000	65,000	65,000	65,000
Property/Property Improvemnts	265,532	0	100,000	30,000	30,000	30,000
Transfer to Park Grant	0	0	0	0	0	0
Total capital outlay	995,017	442,754	1,156,500	764,000	831,000	831,000
Debt Service						
Debt Service - Principal	22,369	24,759	25,133	25,513	25,513	25,513
Debt Service - Interest	3,459	3,417	3,044	2,664	2,664	2,664
Total debt service	25,828	28,176	28,177	28,177	28,177	28,177
Transfers						
Transfer to Swr SDC-Interfund Loan	0	34,000	0	0	0	0
Total transfers	0	34,000	0	0	0	0
Reserves						
Barberry Node Reserve	0	0	0	116,000	116,000	116,000
Total reserves	0	0	0	116,000	116,000	116,000
TOTAL EXPENDITURES	1,020,845	504,930	1,184,677	908,177	975,177	975,177
Operating Contingencies	0	0	51,323	5,823	5,823	5,823
TOTAL	1,020,845	504,930	1,236,000	914,000	981,000	981,000

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, 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

- Assisted with rain garden installation on Mill Street, and continue to maintain them throughout the downtown.
- Continued to maintain and improve city rights of way.
- Performed crack sealing throughout the City
- Installed new signs around schools in order to enhance safety.
- Installation of a 20 foot walking bridge at Kingsborough Park.
- Helped with the assembling the of 180 foot steel RCTS pedestrian bridge.
- Miscellaneous concrete and sidewalk repairs.



GOVERNMENTAL FUND STREET

Capital Projects

- Contractual Overlays
 - Streets to be overlaid will be determined by available funding, efficient contract bundling along with a completed street condition study which will allow to complete the most cost-effective repairs on the arterials and collectors.
- Sidewalk Projects
 - These funds allow us to continue our sidewalk infill and replacement program.



Revenue Sources

	Actual 2016-17	Actual 2017-18	Amended 2018-19	Proposed 2019-20	% Change
State Highway Appropriations & Reimb.	910,096	998,356	1,100,000	1,180,000	7%
State Hwy Federal Reimb.	0	161,656	150,000	645,000	330%*
Interest & Misc.	65,986	105,342	65,000	805,000	1138%**
Transfers	0	0	0	137,500	100%***
TOTAL REVENUES	976,082	1,265,353	1,315,000	2,767,500	110%
Beginning Balance	1,182,188	1,127,774	1,464,543	1,825,000	25%****

* Increase in request for federal highway fund reimbursement
 ** Increase in interest rates and fund balance
 *** New interfund loan for new street sweeper
 **** Carryover of capital outlay

Expenditures

	Actual 2016-17	Actual 2017-18	Amended 2018-19	Proposed 2019-20	% Change
Personnel Services	302,491	277,851	325,000	289,000	(11%)*
Materials and Services	272,322	266,877	311,900	331,500	6%
Capital Outlay	372,183	290,056	508,500	1,872,500	268%**
Transfers	83,500	93,800	103,350	122,120	18%***
Debt Service		0	0	44,750	100%****
TOTAL EXPENDITURES	1,030,496	928,584	1,248,750	2,615,120	109%
Operating Contingencies	0	0	1,166,250	1,977,380	70%*****

* Staffing changes
 ** Additional projects
 *** Payment for street sweeper loan
 **** New loan for Main Street project
 ***** More revenue than budgeted in FY 19-20

Performance Measures

	2016-17	2017-18	2018-19	2019-20
Cost of signs installed/replaced	9,315	7,407	16,381	6,600
Tons of asphalt used	248	187	139	150

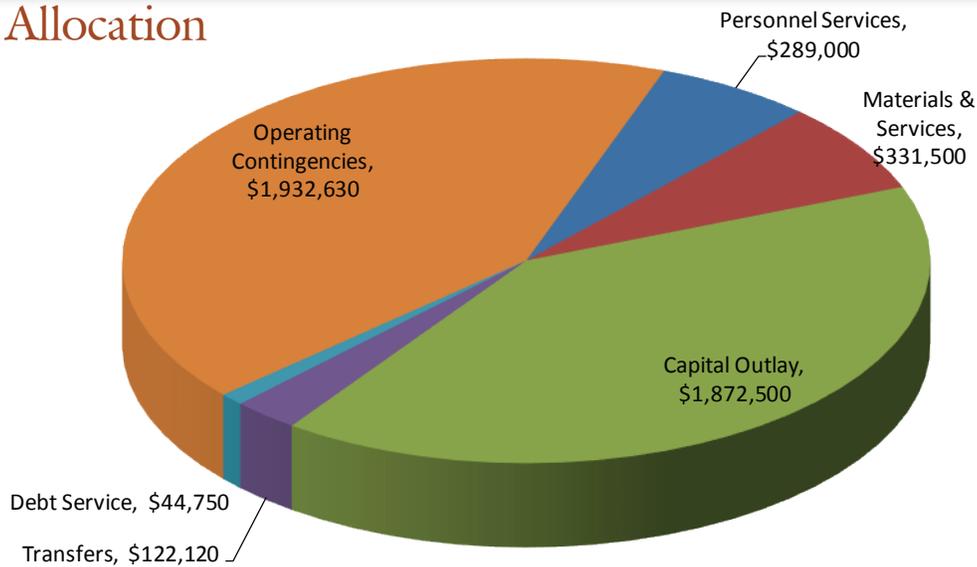


GOVERNMENTAL FUND STREET

Staffing Information

Job Title	Wage Range	2016-17	2017-18	2018-19	2019-20
Public Works Director	DH3	0.15	0.15	0.20	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
Utility Worker II	22	0.50	0.50	0.50	0
Utility Worker I	20	0	0	0	0.50
Utility Technician	18	0.25	0.50	0.50	0.75
Engineering Services Supervisor	30	0.20	0.20	0.20	0.20
Engineering Tech III	25	0.20	0.20	0	0.20
Engineering Tech II	23	0.20	0.20	0.20	0
Environmental Compliance Tech	23	0	0	0.20	0.20
Technical Assistant	20	0.20	0.20	0.20	0.20
Executive Assistant	20	0.25	0.25	0.25	0
TOTAL FTE's		3.15	2.70	2.75	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 2016-17	Actual 2017-18	Amended 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Revenues						
State highway appropriation	910,096	998,356	1,100,000	1,180,000	1,180,000	1,180,000
Interest on investments	24,041	37,288	25,000	55,000	55,000	55,000
Miscellaneous	41,945	68,054	40,000	50,000	50,000	50,000
State hwy federal money reimb.	0	161,656	150,000	645,000	645,000	645,000
Finance Proceeds	0	0	0	700,000	700,000	700,000
Transfer from Sewer SDC-interfun	0	0	0	137,500	137,500	137,500
Total revenues	976,082	1,265,353	1,315,000	2,767,500	2,767,500	2,767,500
Beginning balances	1,182,188	1,127,774	1,464,543	1,825,000	1,825,000	1,825,000
TOTAL	2,158,270	2,393,127	2,779,543	4,592,500	4,592,500	4,592,500



GOVERNMENTAL FUND

Street Expenditures

	Actual 2016-17	Actual 2017-18	Amended 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Personnel Services						
Salaries	180,146	170,350	191,000	170,000	170,000	170,000
Overtime	2,918	2,538	4,000	4,000	4,000	4,000
Fringe benefits	119,427	104,964	130,000	115,000	115,000	115,000
Total personnel services	302,491	277,851	325,000	289,000	289,000	289,000
Materials and Services						
Materials and supplies	54,249	58,014	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	1,279	3,360	200	3,000	3,000	3,000
Traffic signal maintenance	815	1,187	6,000	10,000	10,000	10,000
Tools	914	1,350	2,000	4,000	4,000	4,000
Telecommunications	2,656	2,991	3,200	4,000	4,000	4,000
Street lighting	115,580	118,015	133,000	135,000	135,000	135,000
Computer services	4,816	6,028	2,500	2,500	2,500	2,500
Insurance	9,287	0	5,000	5,000	5,000	5,000
Weed abatement	0	0	2,500	5,000	5,000	5,000
Professional services	30,663	20,305	40,000	45,000	45,000	45,000
Employee development	0	0	2,000	2,000	2,000	2,000
Safety equipment & training	2,024	2,795	3,500	4,000	4,000	4,000
Travel and education	39	2,832	2,000	2,000	2,000	2,000
Total materials & services	272,322	266,877	311,900	331,500	331,500	331,500
Capital Outlay						
Equipment	43,784	86,071	7,500	152,500	152,500	152,500
Contractual overlays	233,951	38,400	350,000	1,000,000	1,000,000	1,000,000
Sidewalk Projects	3,607	18,100	20,000	20,000	20,000	20,000
Godsey Road Sidewalk/Curb Project	0	147,485	131,000	0	0	0
Main Street Project 600-700	0	0	0	700,000	700,000	700,000
Bridge Repair Projects	90,841	0	0	0	0	0
Total capital outlay	372,183	290,056	508,500	1,872,500	1,872,500	1,872,500
Transfers						
Transfer to General Fund	80,000	80,000	80,000	80,000	80,000	80,000
Transfer to Risk Mgmt Fund	0	10,300	19,850	17,000	17,000	17,000
Tsf to Fleet Mgmt - Capital Equip						
Replacement	3,500	3,500	3,500	3,500	3,500	3,500
Transfer to Sewer SDC-Interfund loa	0	0	0	21,620	21,620	21,620
Total transfers	83,500	93,800	103,350	122,120	122,120	122,120
Street Debt Service						
2019 Main St Loan - principal	0	0	0	18,750	18,750	18,750
2019 Main St Loan - interest	0	0	0	26,000	26,000	26,000
Total debt service	0	0	0	44,750	44,750	44,750
TOTAL EXPENDITURES	1,030,496	928,584	1,248,750	2,659,870	2,659,870	2,659,870
Operating Contingencies	0	0	1,166,250	1,932,630	1,932,630	1,932,630
TOTAL	1,030,496	928,584	2,415,000	4,592,500	4,592,500	4,592,500

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.

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.

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.

Accomplishments

- Received and processed 727 permit applications.
- Conducted inspections and issued Final Occupancy for Grocery Outlet.
- Issued permits and inspected all upgrades for the Blue Garden / Corby's
- Issued 149 permits for new dwellings with 143 being single-family homes, 6 being duplex.
- 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 2016-17	Actual 2017-18	Amended 2018-19	Proposed 2019-20	% Change
Permits	550,818	582,275	625,000	1,100,000	76%*
Miscellaneous	0	0	1,000	1,000	0%
Transfers	0	25,875	51,500	69,875	36%**
TOTAL REVENUES	550,818	608,150	677,500	1,170,875	73%
Beginning Balance	0	217,739	444,948	575,000	29%***

* Increase in building activity (anticipated large industrial project)

** SDC transfer increase due to increased SDC revenues

*** Increased revenues



GOVERNMENTAL FUND BUILDING

Expenditures

	Actual 2016-17	Actual 2017-18	Amended 2018-19	Proposed 2019-20	% Change
Personnel Services	272,450	304,298	373,000	360,000	(3%)
Materials and Services	16,629	29,142	39,500	43,000	9%
Transfers	44,000	47,500	52,500	50,500	(4%)
TOTAL	333,080	380,941	465,000	453,500	(2%)
Operating Contingencies	0	0	592,500	1,292,375	118%*

* Increase in revenue

Staffing Information

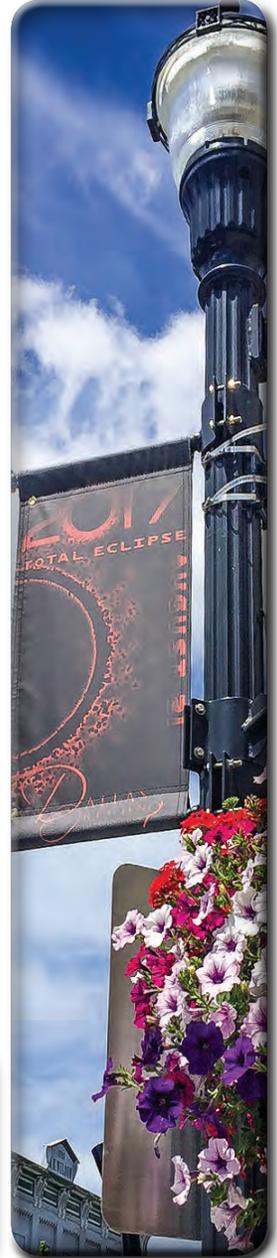
Job Title	Wage Range	2016-17	2017-18	2018-19	2019-20
Planning Director	DH2	0.10	0.10	0.10	0.10
Building Official	M2	1	1	1	1
Building Inspector II	29	1	1	1	1
Building Inspector I	26	0	1	1	1
Building Inspector	Contract	0	0	0.025	0.025
Executive Assistant	20	0.125	0.125	0.125	0.25
TOTAL FTE's		2.225	3.225	3.225	3.375

Performance Measures

	2016-17	2017-18	2018-19	2019-20
# of Building Permits issued	542	665	727	550
# of Inspections performed	2,781	2,590	2,688	2,575
Total Value of new construction	\$38.4 million	\$44 million	\$47 million	\$43 million

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 2016-17	Actual 2017-18	Amended 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Revenues						
Permits	550,818	582,275	625,000	1,100,000	1,100,000	1,100,000
Miscellaneous	0	0	1,000	1,000	1,000	1,000
Transfer from-SDC Fund	0	25,875	51,500	69,875	69,875	69,875
Total revenues	550,818	608,150	677,500	1,170,875	1,170,875	1,170,875
Beginning balances	0	217,739	444,948	575,000	575,000	575,000
TOTAL	550,818	825,888	1,122,448	1,745,875	1,745,875	1,745,875

Building Inpsections Expenditures

	Actual 2016-17	Actual 2017-18	Amended 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Personnel Services						
Salaries	166,026	187,486	220,000	205,000	205,000	205,000
Fringe benefits	106,424	116,812	153,000	155,000	155,000	155,000
Total personnel services	272,450	304,298	373,000	360,000	360,000	360,000
Materials and Services						
Materials and supplies	809	2,529	4,000	4,000	4,000	4,000
Fuel	645	531	2,000	2,000	2,000	2,000
Telecommunications	3,080	3,273	4,000	4,000	4,000	4,000
Fleet Services Total Care program	2,000	2,000	2,000	2,000	2,000	2,000
Computer services	1,738	2,086	3,500	3,500	3,500	3,500
Insurance	1,518	0	0	0	0	0
Professional services	2,276	11,888	16,000	17,500	17,500	17,500
Travel and education	2,813	2,838	5,000	6,000	6,000	6,000
Miscellaneous	1,752	3,997	3,000	4,000	4,000	4,000
Total materials & services	16,629	29,142	39,500	43,000	43,000	43,000
Transfers						
Transfer to General Fund	40,000	40,000	40,000	42,000	42,000	42,000
Transfer to Risk Mgmt Fund	0	3,500	3,500	3,500	3,500	3,500
Transfer to Fleet Management	4,000	4,000	9,000	5,000	5,000	5,000
Total transfers	44,000	47,500	52,500	50,500	50,500	50,500
TOTAL EXPENDITURES	333,080	380,941	465,000	453,500	453,500	453,500
Operating Contingencies	0	0	592,500	1,292,375	1,292,375	1,292,375
TOTAL	333,080	380,941	1,057,500	1,745,875	1,745,875	1,745,875

GOVERNMENTAL FUND

Police Officer & Firefighter/EMS Fund

Adopted by the Council in 2018, the Police Officer and Firefighter/EMS Fee was created to provide a funding mechanism to pay for two Police Officer positions and two Firefighter/EMS positions, including the related personnel costs. The fee is billed monthly on the utility service bill for each customer in Dallas and is maintained in this separate fund to provide the greatest transparency to our citizens. The revenue from this fee cannot be used for any other governmental or proprietary purposes of the City.



GOVERNMENTAL FUND

Police Officer & Firefighter/EMS Fund Revenues

	Actual 2016-17	Actual 2017-18	Amended 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Revenues						
Police Officer Fee	0	0	110,000	220,000	220,000	220,000
Firefighter/EMS Fee	0	0	105,000	200,000	200,000	200,000
Total revenues	0	0	215,000	420,000	420,000	420,000
Beginning balance-Police Fee	0	0	0	35,000	35,000	35,000
Beginning balance-Firefighter/EMS	0	0	0	20,000	20,000	20,000
TOTAL	0	0	215,000	475,000	475,000	475,000

Police Officer & Firefighter/EMS Fund Expenditures

	Actual 2016-17	Actual 2017-18	Amended 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Personnel Services						
Police Officer Salaries	0	0	75,000	125,000	125,000	125,000
Firefighter/EMS Salaries	0	0	70,000	140,000	140,000	140,000
Police Officer Fringe benefits	0	0	35,000	95,000	95,000	95,000
Firefighter/EMS Fringe benefits	0	0	35,000	75,000	75,000	75,000
Total personnel services	0	0	215,000	435,000	435,000	435,000
TOTAL EXPENDITURES	0	0	215,000	435,000	435,000	435,000
Operating Contingencies-Police	0	0	0	35,000	35,000	35,000
Operating Contingencies-FF/EMS	0	0	0	5,000	5,000	5,000
TOTAL	0	0	215,000	475,000	475,000	475,000

*This is a new Governmental Fund created in FY 18-19.

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 development of a roundabout at W Ellendale and Levens, and Godsey Road improvements from Iller Avenue to Mounmouth Cutoff, including curb and sidewalk installation.

Transportation SDC	2016-17	2017-18	2018-19	2019-20
Beginning Balance	348,338	424,671	540,000	775,000
Charges/Revenue	80,333	171,029	220,000	650,000
TOTAL RESOURCES	428,671	595,699	760,000	1,425,000
Total Requirements/Expenditures	4,000	5,525	760,000	1,425,000

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: Academy Park II improvements. 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	2016-17	2017-18	2018-19	2019-20
Beginning Balance	502,392	658,154	825,000	1,000,000
Charges/Revenue	203,841	388,827	365,000	550,000
TOTAL RESOURCES	706,233	1,046,981	1,190,000	1,550,000
Total Requirements/Expenditures	48,079	177,001	1,190,000	1,550,000



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 the upper Douglas Street high pressure water feed line project. 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	2016-17	2017-18	2018-19	2019-20
Beginning Balance	845,342	1,207,354	1,580,000	1,825,000
Charges/Revenue	374,012	700,577	650,000	655,000
TOTAL RESOURCES	1,219,354	1,907,931	2,230,000	2,480,000
Total Requirements/Expenditures	12,000	22,750	2,230,000	2,480,000

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: Hayter-Birch Street sewer line project and reclaimed water (purple pipe) project. 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	2016-17	2017-18	2018-19	2019-20
Beginning Balance	4,662,226	4,678,404	5,168,675	5,675,000
Charges/Revenue/Reimbursements	499,572	858,717	769,585	710,475
TOTAL RESOURCES	5,161,799	5,537,121	5,938,260	6,385,475
Total Requirements/Expenditures	483,395	126,280	5,938,260	6,385,475

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. Projects include Godsey Road improvements.

Stormwater SDC	2016-17	2017-18	2018-19	2019-20
Beginning Balance	150,580	193,326	285,000	450,000
Charges/Revenue	61,732	145,036	155,000	375,000
TOTAL RESOURCES	212,311	338,362	440,000	825,000
Total Requirements/Expenditures	18,985	3,900	440,000	825,000



GOVERNMENTAL FUND

Systems Development Fund Revenues

	Actual 2016-17	Actual 2017-18	Amended 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Transportation SDC						
Charges/revenue	80,333	171,029	220,000	650,000	650,000	650,000
Beginning balance	348,338	424,671	540,000	775,000	775,000	775,000
Total transportation	428,671	595,699	760,000	1,425,000	1,425,000	1,425,000
Park SDC						
Charges/revenue	203,841	388,827	365,000	550,000	550,000	550,000
Beginning balance	502,392	658,154	825,000	1,000,000	1,000,000	1,000,000
Total park	706,233	1,046,981	1,190,000	1,550,000	1,550,000	1,550,000
Water SDC						
Charges/revenue	374,012	700,577	650,000	655,000	655,000	655,000
Beginning balance	845,342	1,207,354	1,580,000	1,825,000	1,825,000	1,825,000
Total water	1,219,354	1,907,931	2,230,000	2,480,000	2,480,000	2,480,000
Sewer SDC						
Charges/revenue	378,940	734,049	670,000	565,000	565,000	565,000
Reimbursement of SDC loan	120,632	124,667	99,585	56,095	56,095	56,095
Reimbursement of SDC loan-PM	0	0	0	89,380	89,380	89,380
Beginning balance	4,662,226	4,678,404	5,168,675	5,675,000	5,675,000	5,675,000
Total sewer	5,161,799	5,537,121	5,938,260	6,385,475	6,385,475	6,385,475
Storm SDC						
Charges/revenue	61,732	145,036	155,000	375,000	375,000	375,000
Beginning balance	150,580	193,326	285,000	450,000	450,000	450,000
Total storm	212,311	338,362	440,000	825,000	825,000	825,000
TOTAL SDC FUNDS						
Beginning balances	6,508,879	7,161,910	8,398,675	9,725,000	9,725,000	9,725,000
Total transfers	120,632	124,667	99,585	145,475	145,475	145,475
Total deposits	1,098,858	2,139,518	2,060,000	2,795,000	2,795,000	2,795,000
TOTAL	7,728,369	9,426,095	10,558,260	12,665,475	12,665,475	12,665,475

GOVERNMENTAL FUND

Systems Development Fund Expenditures

	Actual 2016-17	Actual 2017-18	Amended 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Transportation SDC						
Street Projects	0	0	745,700	1,382,750	1,382,750	1,382,750
Transfer to General Fund	4,000	3,400	8,800	26,000	26,000	26,000
Transfer to Building Fund	0	2,125	5,500	16,250	16,250	16,250
Total expenditures	4,000	5,525	760,000	1,425,000	1,425,000	1,425,000
Park SDC						
Park Projects	41,079	164,651	1,166,275	1,514,250	1,514,250	1,514,250
Transfer to General Fund	7,000	7,600	14,600	22,000	22,000	22,000
Transfer to Building Fund	0	4,750	9,125	13,750	13,750	13,750
Total expenditures	48,079	177,001	1,190,000	1,550,000	1,550,000	1,550,000
Water SDC						
Water Projects/Oversizing	0	0	2,187,750	2,437,425	2,437,425	2,437,425
Transfer to General Fund	12,000	14,000	26,000	26,200	26,200	26,200
Transfer to Building Fund	0	8,750	16,250	16,375	16,375	16,375
Total expenditures	12,000	22,750	2,230,000	2,480,000	2,480,000	2,480,000
Sewer SDC						
Sewer Projects/Oversizing	123,648	0	5,586,710	5,738,750	5,738,750	5,738,750
Transfer to General Fund	13,000	14,000	26,800	22,600	22,600	22,600
Transfer to Capital Projects	346,747	103,530	308,000	0	0	0
Transfer to Public Works	0	0	0	610,000	610,000	610,000
Transfer to Building Fund	0	8,750	16,750	14,125	14,125	14,125
Total expenditures	483,395	126,280	5,938,260	6,385,475	6,385,475	6,385,475
Storm SDC						
Storm Projects	15,985	0	429,925	800,625	800,625	800,625
Transfer to General Fund	3,000	2,400	6,200	15,000	15,000	15,000
Transfer to Building Fund	0	1,500	3,875	9,375	9,375	9,375
Total expenditures	18,985	3,900	440,000	825,000	825,000	825,000
TOTAL Project Expenditures	180,712	164,651	10,116,360	11,873,800	11,873,800	11,873,800
TOTAL Transfers	385,747	170,805	441,900	791,675	791,675	791,675
TOTAL	566,459	335,456	10,558,260	12,665,475	12,665,475	12,665,475

GOVERNMENTAL FUND

Trust Fund

Special Revenues

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

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.

Glow Run Trust

Designated trust for Christmas Cheer (non-profit) Christmas Cheer is the recipient of net proceeds from the Glow Run annual event.

Friends of the Dallas Aquatic Center Trust

Funds are derived from donations and sponsorships raised through fundraising efforts by the Friends of the Dallas Aquatic Center. Funds go toward operational expenses of the Dallas Aquatic Center.



GOVERNMENTAL FUND

Trust Fund Revenues

	Actual 2016-17	Actual 2017-18	Amended 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Fire - Harpy Bovard Scholarship						
Beginning balance	21,040	19,090	18,000	18,000	18,000	18,000
Deposits	50	1,779	500	500	500	500
Total resources	21,090	20,869	18,500	18,500	18,500	18,500
Fire Extrication Team						
Beginning balance	6,610	24,755	25,000	34,000	34,000	34,000
Deposits	21,000	22,800	25,000	0	0	0
Total resources	27,610	47,555	50,000	34,000	34,000	34,000
Fire Volunteer Appreciation Trust						
Beginning balance	82,748	44,081	50,000	50,000	50,000	50,000
Transfer In from GF	72,662	75,000	80,000	69,500	69,500	69,500
Deposits	0	3,009	2,000	2,000	2,000	2,000
Total resources	155,410	122,090	132,000	121,500	121,500	121,500
Other Fire Trust						
Beginning balance	3,474	3,474	3,000	3,500	3,500	3,500
Deposits	0	20,000	500	500	500	500
Total resources	3,474	23,474	3,500	4,000	4,000	4,000
Mid-Valley Reserve Training Trust						
Beginning balance	3,511	5,716	10,000	5,000	5,000	5,000
Deposits	7,000	13,625	10,000	10,000	10,000	10,000
Total resources	10,511	19,341	20,000	15,000	15,000	15,000
Economic Development						
Beginning balance	12,674	10,682	10,000	0	0	0
Deposits	0	22,500	0	0	0	0
Total resources	12,674	33,182	10,000	0	0	0
Park Trust						
Beginning balance	14,483	25,996	25,000	25,000	25,000	25,000
Deposits	15,218	3,120	2,000	5,000	5,000	5,000
Total resources	29,701	29,116	27,000	30,000	30,000	30,000
Library Trust						
Beginning balance	22,545	26,527	45,000	35,000	35,000	35,000
Deposits	22,325	53,062	25,000	25,000	25,000	25,000
Total resources	44,870	79,589	70,000	60,000	60,000	60,000
Community Holiday Trust						
Beginning balance	2,005	2,440	2,500	0	0	0
Deposits	577	330	500	0	0	0
Total resources	2,582	2,770	3,000	0	0	0
Arboretum Trust						
Beginning balance	5,660	3,581	8,000	3,500	3,500	3,500
Deposits	7,764	15,964	15,000	21,500	21,500	21,500
Total resources	13,424	19,545	23,000	25,000	25,000	25,000
Glow Run Trust						
Beginning balance	0	0	0	5,000	5,000	5,000
Deposits	0	0	0	15,000	15,000	15,000
Total resources	0	0	0	20,000	20,000	20,000

GOVERNMENTAL FUND

Trust Fund Revenues continued

Friends of the DAC Trust						
Beginning balance	0	0	0	0	0	0
Deposits	0	0	30,000	5,000	5,000	5,000
Total resources	0	0	30,000	5,000	5,000	5,000
TOTAL TRUST FUNDS						
Beginning balance	174,749	166,342	196,500	179,000	179,000	179,000
Total Deposits	146,596	231,189	190,500	154,000	154,000	154,000
TOTAL	321,345	397,531	387,000	333,000	333,000	333,000

Trust Fund Expenditures

	Actual 2016-17	Actual 2017-18	Amended 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Fire - Harpy Bovard Scholarship						
Scholarship	2,000	1,000	3,000	3,000	3,000	3,000
Reserve for future scholarship	0	0	15,500	15,500	15,500	15,500
Total expenditures	2,000	1,000	18,500	18,500	18,500	18,500
Fire Extrication Team						
Total expenditures	2,855	12,173	50,000	34,000	34,000	34,000
Fire Volunteer Appreciation Trust						
Total expenditures	111,329	86,085	132,000	121,500	121,500	121,500
Other Fire Trust						
Total expenditures	0	20,000	3,500	4,000	4,000	4,000
Mid-Valley Reserve Training Trust						
Total expenditures	4,795	11,466	20,000	15,000	15,000	15,000
Economic Development						
Total expenditures	1,992	200	10,000	0	0	0
Park Trust						
Total expenditures	3,705	1,463	27,000	30,000	30,000	30,000
Library Trust						
Total expenditures	18,343	38,435	70,000	60,000	60,000	60,000
Community Holiday Trust						
Total expenditures	141	225	3,000	0	0	0
Arboretum Trust						
Total expenditures	9,842	13,183	23,000	25,000	25,000	25,000
Glow Run Trust						
Total expenditures	0	0	0	20,000	20,000	20,000
Friends of the DAC Trust						
Total expenditures	0	0	30,000	5,000	5,000	5,000
TOTAL	155,003	184,230	387,000	333,000	333,000	333,000

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 2019-20 are listed below:

Public Works Grants

The City has been awarded a STIP/ODOT grant to assist with Godsey Road improvements.

Community Development Block Grant (CDBG)

The City has been awarded CDBG funds to construct a new Senior Center in the 2019-20 fiscal year. Additional grants will be sought to purchase items to equip the interior of the new building.

Library Grants

The Ready to Read grant is funded through 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 related to the summer reading program. We also seek a grant to assist with the purchase of a new microfilm reader and the associated software.

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 received a SAFER grant to employ two grant-funded firefighter/EMTs.



GOVERNMENTAL FUND

Grant Fund Revenues

	Actual 2016-17	Actual 2017-18	Amended 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Public Works						
STIP/ODOT Grant	0	0	0	2,410,000	2,410,000	2,410,000
ODOT bike/ped grant	0	0	95,000	0	0	0
Transportation grant	0	0	125,000	0	0	0
Total resources	0	0	220,000	2,410,000	2,410,000	2,410,000
Community Block Grant						
Com. Dev. Block Grant	32,429	32,137	1,500,000	1,600,000	1,600,000	1,600,000
Beginning balance	-10,183	-455	-455	0	0	0
CDBG grant	22,246	31,682	1,499,545	1,600,000	1,600,000	1,600,000
Parks						
Oregon Parks and Rec Grant	0	0	0	75,000	75,000	75,000
Parks Grant - Miscellaneous	0	0	0	4,000	4,000	4,000
Beginning bal -Trail Project	0	-310,000	0	0	0	0
Trail Project	0	300,727	0	0	0	0
Beginning bal - HEAL Grant	0	9,500	0	0	0	0
HEAL Grant	9,500	0	0	0	0	0
Total resources	9,500	227	0	79,000	79,000	79,000
Library						
Grant - Ready to Read	2,408	3,740	3,000	3,700	3,700	3,700
Beginning balance	1,251	976	2,595	0	0	0
Total resources	3,659	4,716	5,595	3,700	3,700	3,700
Public Safety						
Beginning bal. - Police Grant	5,798	-609	2,725	3,000	3,000	3,000
Police Grant	6,800	41,797	5,000	5,000	5,000	5,000
Beg Bal - FEMA AFG EMS Grant	0	-81,723	0	0	0	0
FEMA AFG EMS Grant	0	81,273	0	0	0	0
FEMA AFG Fire Grant	61,198	109,017	175,000	150,000	150,000	150,000
Beginning bal - Fire Grant	209	209	0	0	0	0
Fire Grant	25,000	0	0	0	0	0
Total resources	99,005	149,964	182,725	158,000	158,000	158,000
TOTAL GRANT FUNDS						
Beginning balance	(2,925)	(382,102)	4,865	3,000	3,000	3,000
Total Deposits	137,335	568,691	1,903,000	4,247,700	4,247,700	4,247,700
TOTAL	134,410	186,588	1,907,865	4,250,700	4,250,700	4,250,700

GOVERNMENTAL FUND

Grant Fund Expenditures

	Actual 2016-17	Actual 2017-18	Amended 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Public Works						
Godsey St Improvements	0	0	0	2,410,000	2,410,000	2,410,000
ODOT-ped xing @ E Ellendale	0	925	95,000	0	0	0
Transportation grant	0	0	125,000	0	0	0
Total Public Works Grants	0	925	220,000	2,410,000	2,410,000	2,410,000
Community Block Grant						
CDBG grant	22,701	32,137	1,500,000	1,600,000	1,600,000	1,600,000
Parks						
Parks Grant-Miscellaneous	0	0	0	79,000	79,000	79,000
RTP grant - Phase 5 trail	310,000	0	0	0	0	0
HEAL Grant	0	9,500	0	0	0	0
Total Parks Grants	310,000	9,500	0	79,000	79,000	79,000
Library						
Ready to Read grant	2,683	2,121	6,000	3,700	3,700	3,700
Total Library Grants	2,683	2,121	6,000	3,700	3,700	3,700
Public Safety						
Police Grant	13,207	38,463	5,000	8,000	8,000	8,000
FEMA AFG EMS Grant	81,273	0	0	0	0	0
FEMA AFG Fire Grant	0	0	0	0	0	0
Fire Grant	25,000	0	0	0	0	0
Total Public Safety Grants	119,480	38,463	5,000	8,000	8,000	8,000
Transfers						
Transfer to General Fund	61,198	109,017	175,000	150,000	150,000	150,000
Total transfers	61,198	109,017	175,000	150,000	150,000	150,000
TOTAL	516,062	192,163	1,906,000	4,250,700	4,250,700	4,250,700

GOVERNMENTAL FUND

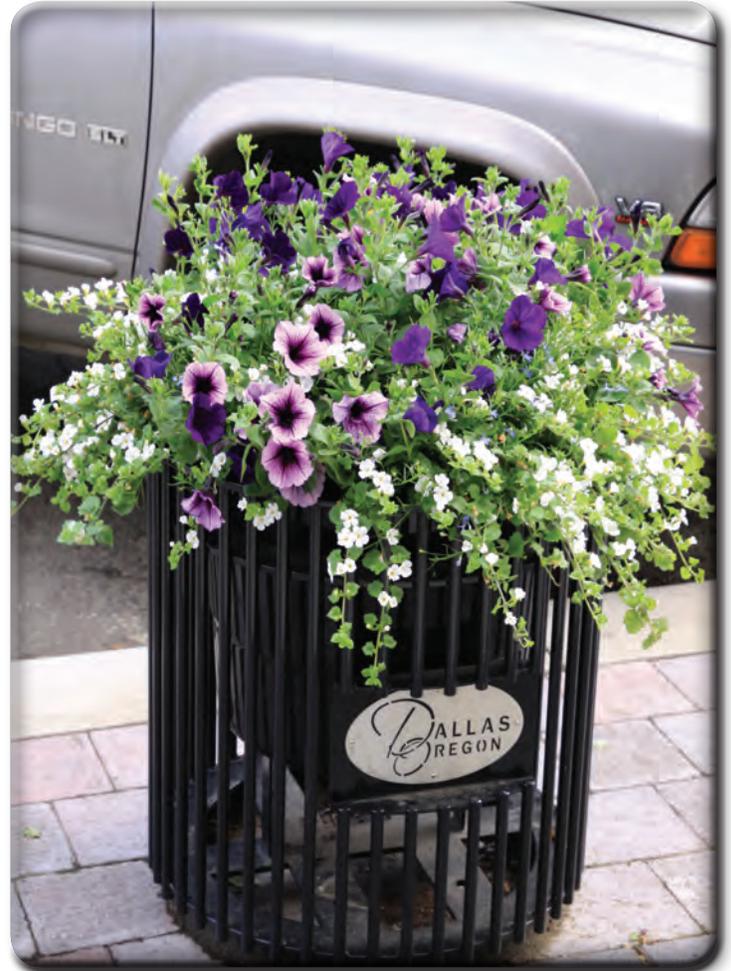
Debt Services Fund

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.

Special Revenues

General Obligation Fund

The bond was paid off in FY 2018-19. The only expenditure this year is to transfer the balance of this fund to the General Fund.



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 2016-17	Actual 2017-18	Amended 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Current taxes	496,497	499,664	90,000	0	0	0
Delinquent taxes	17,457	15,676	15,000	0	0	0
Beginning balances	371,724	360,719	350,000	475,000	475,000	475,000
TOTAL	885,678	876,059	455,000	475,000	475,000	475,000

General Obligation Fund Expenditures

	Actual 2016-17	Actual 2017-18	Amended 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Debt Service						
Debt service - principal	470,000	495,000	420,000	0	0	0
Debt service - interest	54,959	35,228	16,800	0	0	0
Total debt service	524,959	530,228	436,800	0	0	0
Transfers						
Transfer to General Fund	0	0	0	475,000	475,000	475,000
Total transfers	0	0	0	475,000	475,000	475,000
Unappropriated fund balance	0	0	18,200	0	0	0
TOTAL	524,959	530,228	455,000	475,000	475,000	475,000

General Long-Term Debt Fund Revenues

	Actual 2016-17	Actual 2017-18	Amended 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Total General Fund	92,607	97,707	102,459	106,860	106,860	106,860
Total Sewer Fund	14,534	15,335	16,080	16,772	16,772	16,772
Total Fleet Fund	2,701	2,850	2,988	3,117	3,117	3,117
Total Street Fund	6,817	7,192	7,542	7,866	7,866	7,866
Total Water Fund	11,962	12,621	13,234	13,803	13,803	13,803
TOTAL	128,620	135,705	142,304	148,417	148,417	148,417

General Long-Term Debt Fund Expenditures

	Actual 2016-17	Actual 2017-18	Amended 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Debt service - principal	60,000	70,000	80,000	90,000	90,000	90,000
Debt service - interest	68,620	65,705	62,304	58,417	58,417	58,417
TOTAL	128,620	135,705	142,304	148,417	148,417	148,417

GOVERNMENTAL FUND



ENTERPRISE FUND

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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.
- Continue to research and evaluate the use of alternative fueled vehicles such as Hybrid or electric vehicles in the fleet.
- 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
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:
 - Vac/Flusher Combo Truck (Used)
 - Surplused extra vehicles and equipment
 - Water Department Supervisor vehicle 2019
 - New Explorer police patrol vehicle 2019
- Decommissioned 3 vehicles for sale, surplused many pieces of obsolete equipment
- Fabricated many items used throughout the City

Capital Projects

We do not anticipate any capital projects or purchases in FY 2019-2020.



ENTERPRISE FUND

FLEET

Revenue Sources

	Actual 2016-17	Actual 2017-18	Amended 2018-19	Proposed 2019-20	% Change
Reimbursements	75,795	33,618	45,000	36,000	(20%)*
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%
Total Care Program - Building	0	0	2,000	2,000	0%
Miscellaneous	2,382	971	5,000	5,000	0%
Transfers	89,600	59,800	44,800	16,800	(63%)**
TOTAL REVENUES	585,777	512,388	514,800	477,800	(7%)
Beginning Balance	331,205	431,389	389,077	300,000	(23%)***

* Adjustment to better reflect previous year's actuals

** Obsolete transfer

*** Obsolete transfer reduced revenue

Expenditures

	Actual 2016-17	Actual 2017-18	Amended 2018-19	Proposed 2019-20	% Change
Personnel Services	218,249	224,264	235,000	232,000	(1%)
Materials and Services	187,347	179,937	214,200	203,200	(5%)
Capital Outlay	0	53,696	119,000	0	(100%)*
Transfers	80,000	96,800	77,000	68,500	(11%)**
TOTAL EXPENDITURES	485,596	554,697	645,200	503,700	(22%)
Operating Contingencies	0	0	259,600	274,100	6%

* No equipment purchases budgeted this year

** Obsolete transfer



ENTERPRISE FUND

FLEET

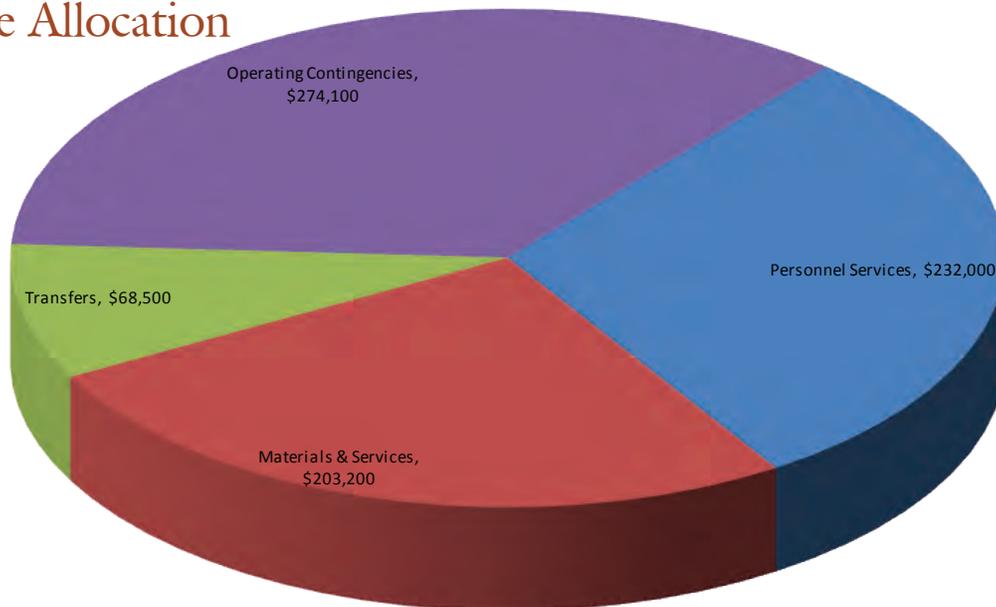
Staffing Information

Job Title	Wage Range	2016-17	2017-18	2018-19	2019-20
Public Works Director	DH3	0.10	0.10	0.10	0
Fleet Management Supervisor	29	1	1	1	1
Mechanic Specialist	24	1	1	1	1
TOTAL FTE's		2.10	2.10	2.10	2.0

Performance Measures

	2016-17	2017-18	2018-19	2019-20
# of vehicles in City Fleet	72	75	75	75
Hours spent on vehicle repairs	3,240	2,990	3,000	3,200
# of annual inspections of fire apparatus	18	18	18	20
# of vehicles serviced via intergovernmental agreements (IGAs)	47	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 2016-17	Actual 2017-18	Amended 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Revenues						
Reimbursed services	69,350	27,436	40,000	30,000	30,000	30,000
Fuel and oil reimbursement	6,445	6,182	5,000	6,000	6,000	6,000
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	2,000	2,000	2,000	2,000
Sale of equipment	2,382	971	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	4,000	4,000	9,000	5,000	5,000	5,000
Transfer in - vehicle payments	73,800	44,000	24,000	0	0	0
Total revenues	585,777	512,388	514,800	477,800	477,800	477,800
Beginning Balance	331,205	431,389	389,077	300,000	300,000	300,000
TOTAL	916,982	943,777	903,877	777,800	777,800	777,800

ENTERPRISE FUND

Fleet Management Fund Expenditures

	Actual 2016-17	Actual 2017-18	Amended 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Personnel Services						
Salaries	132,924	135,312	139,000	130,000	130,000	130,000
Fringe benefits	85,325	88,953	96,000	102,000	102,000	102,000
Total personnel services	218,249	224,264	235,000	232,000	232,000	232,000
Materials and Services						
Materials and supplies	6,694	4,300	6,000	6,000	6,000	6,000
Fuel and oil	36,545	48,801	45,000	48,000	48,000	48,000
Parts and service	82,141	90,337	120,000	90,000	90,000	90,000
Parts and service-intergovt	9,966	8,265	10,000	20,000	20,000	20,000
Repairs & maintenance	6,681	6,610	5,000	6,000	6,000	6,000
Tools	5,685	706	5,000	8,000	8,000	8,000
Telecommunications	3,982	5,123	4,200	4,200	4,200	4,200
HVAC, energy & lighting	11,771	9,444	8,500	8,500	8,500	8,500
Computer services	3,843	3,329	3,500	3,500	3,500	3,500
Insurance	14,017	0	0	0	0	0
Travel and education	482	1,297	3,000	3,000	3,000	3,000
Miscellaneous	5,540	1,726	4,000	6,000	6,000	6,000
Total materials & services	187,347	179,937	214,200	203,200	203,200	203,200
Capital Outlay						
Equipment	0	53,696	94,000	0	0	0
Vehicles	0	0	25,000	0	0	0
Building Improvements	0	0	0	0	0	0
Total capital outlay	0	53,696	119,000	0	0	0
Transfers						
Transfer to General Fund	50,000	50,000	50,000	50,000	50,000	50,000
Transfer to Risk Mgmt Fund	0	16,800	17,000	18,500	18,500	18,500
Tsf to Swr SDC-intfnd loan	30,000	30,000	10,000	0	0	0
Total transfers	80,000	96,800	77,000	68,500	68,500	68,500
TOTAL EXPENDITURES	485,596	554,697	645,200	503,700	503,700	503,700
Operating Contingencies	0	0	259,600	274,100	274,100	274,100
TOTAL	485,596	554,697	904,800	777,800	777,800	777,800

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 within 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
Assess improvements of watershed land ownership and easement	2017 Deadline	4h
Update Water Master Plan	2020 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
Maximize routine & emergency activities to reduce system failures	OR2, OR3, OR4	1a,1k,2a
Minimize recordable incidents of injury or illness	OR1	5f
Provide an affordable, fair rate structure	S1	1k, 2a
Proactive Maintenance Activities are majority of total maintenance	IS3, IS6	1a, 1k
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

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	2020 Deadline	4e
Complete Effluent Temp. Control Project for Discharge at WWTP	2020 Deadline	4e, 4h
Update Sewer Master Plan	2022 Deadline	1b,1e,2a,4e,4i
Update City of Dallas Willamette TMDL Plan	2019 Deadline	1a,1k, 4h

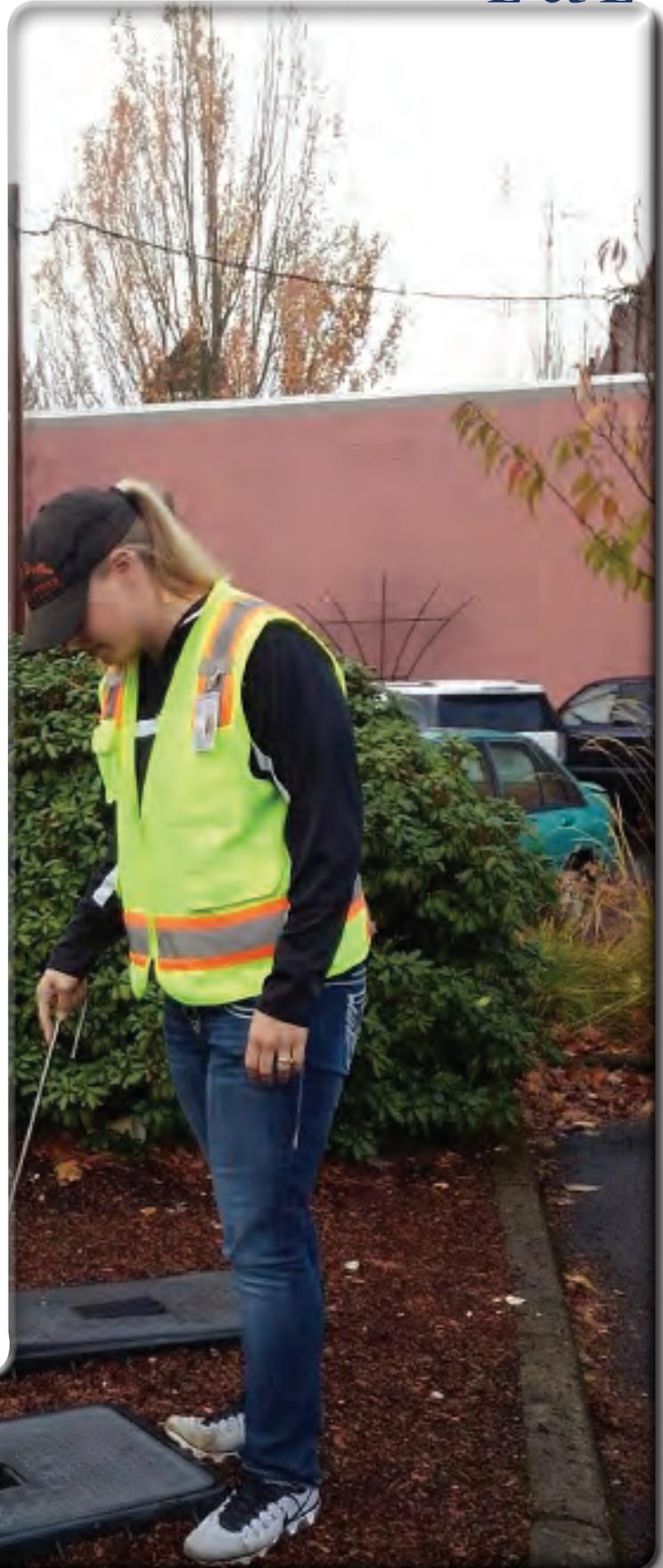


ENTERPRISE FUND

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.
2. Completed Sanitary Sewer CIPP Project on LaCreole Interceptor Line. The entire interceptor line is now free of infiltration. Infrastructure Stability Objective #6.
3. Clay Street Transmission Pipeline Project was completed in 2016 on-time and under budget, pursuant to Infrastructure Stability Objective #5.
4. Developed and presented Infrastructure Program for Citizen's Academy. Stakeholder Understanding and Support Objective #3.
5. Completed Update of Citywide Pavement Management System (2014).
6. Stormwater Master Plan completed and City Council approved on May 2, 2016.
7. Completed Update of Willamette TMDL Plan (2014).



Summary

The Engineering and Environmental Services Department continues to provide the City with high quality, 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 proactive 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 15,000 people and numerous businesses travels through more than 66 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 Jacobs Engineering. The City's Operations 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.

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



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	PO6	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
Complete Effluent Temp. Control Project for Discharge at WWTP	2022 Deadline	4e, 4h
Update Sewer Master Plan	2019 Deadline	1b,1e,2a,4e,4i
Update City of Dallas Willamette TMDL Plan	2019 Deadline	1a,1k, 4h

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.
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.
3. Developed and presented Infrastructure Program for Citizen's Academy. Stakeholder Understanding and Support Objective #3.
4. Completed and updated the Willamette TMDL Plan (2018).

ENTERPRISE FUND

SEWER

Revenue Sources

	Actual 2016-17	Actual 2017-18	Amended 2018-19	Proposed 2019-20	% Change
Service charges	3,190,523	3,331,989	3,400,000	3,600,000	6%
Miscellaneous & interest	110,096	167,165	110,000	130,000	18%*
Finance proceeds	192,561	0	4,360,000	7,000,000	61%**
Transfers	0	0	0	335,000	100%***
TOTAL REVENUES	3,493,180	3,499,154	7,870,000	11,065,000	41%
Beginning Balance	913,847	902,515	1,030,640	750,000	(27%)****

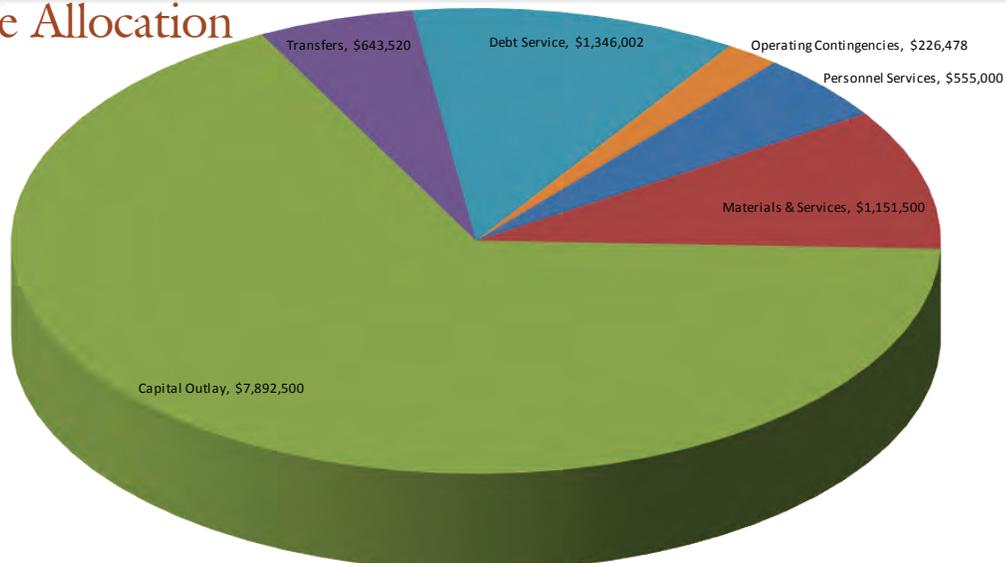
- * Increase in fund balance and interest rates
- ** Anticipated loan for reclaimed wastewater project
- *** Interfund loan for sewer project
- **** Additional projects budgeted

Expenditures

	Actual 2016-17	Actual 2017-18	Amended 2018-19	Proposed 2019-20	% Change
Personnel Services	557,156	583,432	630,000	555,000	(12%)*
Materials and Services	1,097,368	991,691	1,151,500	1,151,500	0%
Capital Outlay	372,466	199,013	4,913,000	7,892,500	61%**
Transfers	551,000	595,000	601,000	643,520	7%
Debt Service	926,522	1,001,893	1,352,402	1,346,002	0%
TOTAL EXPENDITURES	3,504,513	3,371,029	8,647,902	11,588,522	34%
Operating Contingencies	0	0	272,098	226,478	(17%)***

- * Staff changes
- ** Additional projects
- *** Additional projects increased expenditures

Expenditure Allocation



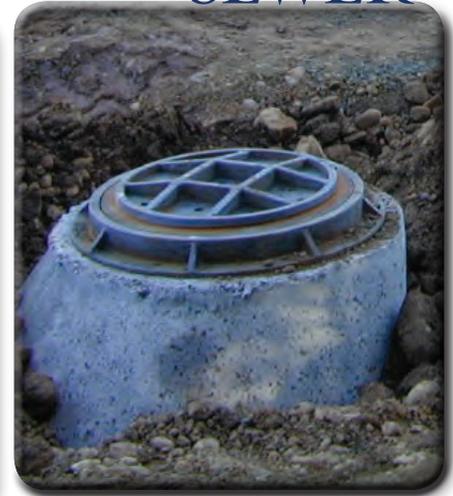
ENTERPRISE FUND

SEWER

Sewer Capital Projects

	Cost
Pipe repair and maintenance	\$50,000
WWTF equipment replacement	\$100,000
CMOM Program (I & I and FOG removal)	\$100,000
Reclaimed wastewater (purple pipe) project	\$7,000,000
Hayter/Birch Street sewer project	\$332,500
Fiber optics project	\$42,500
Effluent temperature control project	\$250,000
Utility truck (1/2)	\$15,000

Reduced maintenance costs and increased efficiencies



Staffing Information

Job Title	Wage Range	2016-17	2017-18	2018-19	2019-20
Public Works Director	DH3	0.55	0.50	0.30	0.40
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	0.40
Engineering Tech II	23	0.40	0.40	0.40	0
Environmental Compliance Tech	23	0	0	0.35	0.40
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	0.25
Pub Works Foreman	26	0.55	0.55	0.55	0.55
Utility Worker II	22	1.30	1.30	1.30	0
Utility Worker I	19	0.25	0.25	0	0.25
Utility Technician	18	0.65	0.65	1.30	1.85
TOTAL FTE's		5.856	5.856	6.05	5.70

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. Its 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.

Sewer Fund Revenues

	Actual 2016-17	Actual 2017-18	Amended 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Revenues						
Sewer service charges	3,190,523	3,331,989	3,400,000	3,600,000	3,600,000	3,600,000
Miscellaneous	90,631	136,318	75,000	80,000	80,000	80,000
Finance Proceeds	192,561	0	4,360,000	7,000,000	7,000,000	7,000,000
Interfund Loan-Sewer SDC	0	0	0	335,000	335,000	335,000
Interest on investments	19,465	30,847	35,000	50,000	50,000	50,000
Total revenues	3,493,180	3,499,154	7,870,000	11,065,000	11,065,000	11,065,000
Beginning balances	913,847	902,515	1,030,640	750,000	750,000	750,000
TOTAL	4,407,027	4,401,669	8,900,640	11,815,000	11,815,000	11,815,000

ENTERPRISE FUND

Sewer Fund Expenditures

	Actual 2016-17	Actual 2017-18	Amended 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Personnel Services						
Salaries	336,946	355,552	375,000	320,000	320,000	320,000
Overtime	5,430	4,106	6,000	6,000	6,000	6,000
Fringe benefits	214,780	223,773	249,000	229,000	229,000	229,000
Total personnel services	557,156	583,432	630,000	555,000	555,000	555,000
Materials and Services						
Materials and supplies	13,017	14,251	20,000	20,000	20,000	20,000
DEQ permits	14,480	16,205	25,000	25,000	25,000	25,000
Vehicle/equipment expense	125,000	125,000	125,000	125,000	125,000	125,000
Repairs and maintenance	107,601	84,251	145,000	100,000	100,000	100,000
Tools	721	4,565	3,500	3,500	3,500	3,500
Telecommunications	3,354	3,599	4,000	4,000	4,000	4,000
HVAC, energy and lighting	4,306	3,558	7,000	7,000	7,000	7,000
Computer services	5,201	8,409	7,000	5,000	5,000	5,000
Insurance	39,792	0	5,000	5,000	5,000	5,000
Professional services	776,539	724,656	802,000	850,000	850,000	850,000
Employee development	1,143	880	2,000	2,000	2,000	2,000
Safety equipment and training	2,804	3,185	3,000	2,000	2,000	2,000
Travel and education	3,411	3,135	3,000	3,000	3,000	3,000
Total materials and services	1,097,368	991,691	1,151,500	1,151,500	1,151,500	1,151,500
Capital Outlay						
Equipment	33,851	56,396	25,000	57,500	57,500	57,500
Siphon replacement	174,923	0	0	0	0	0
I & I	0	0	550,000	100,000	100,000	100,000
Reclaimed wastewater project	22,038	34,642	3,575,000	7,000,000	7,000,000	7,000,000
Hayter/Birch St sewer project	1,140	6,810	410,000	335,000	335,000	335,000
WWTF capital improvements	84,221	101,165	75,000	250,000	250,000	250,000
Sewer replacement projects	0	0	50,000	50,000	50,000	50,000
WWTF equipment replacement	56,292	0	228,000	100,000	100,000	100,000
Total capital outlay	372,466	199,013	4,913,000	7,892,500	7,892,500	7,892,500
Transfers						
Tsf to Swr SDC-Interfund Loan	0	0	0	24,520	24,520	24,520
Transfer to General Fund	551,000	551,000	551,000	551,000	551,000	551,000
Transfer to Risk Mgmt Fund	0	44,000	50,000	68,000	68,000	68,000
Total transfers	551,000	595,000	601,000	643,520	643,520	643,520
Sewer Debt Service						
2017 Sewer loan - principal	0	0	0	0	0	0
2017 Sewer loan - interest	0	17,893	19,402	19,402	19,402	19,402
2011 Sewer refund bonds - prin.	855,000	875,000	910,000	940,000	940,000	940,000
2011 Sewer refund bonds - int.	67,325	109,000	74,000	37,600	37,600	37,600
2014 Sewer bonds - interest	4,197	0	0	0	0	0
2015 Sewer DEQ loan-principal	0	0	265,000	265,000	265,000	265,000
2015 Sewer DEQ loan - interest	0	0	84,000	84,000	84,000	84,000
Total debt service	926,522	1,001,893	1,352,402	1,346,002	1,346,002	1,346,002
TOTAL EXPENDITURES	3,504,513	3,371,029	8,647,902	11,588,522	11,588,522	11,588,522
Operating Contingencies	0	0	272,098	226,478	226,478	226,478
TOTAL	3,504,513	3,371,029	8,920,000	11,815,000	11,815,000	11,815,000

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.
2. Stormwater Master Plan completed and City Council approved on May 2, 2016
3. Completed and updated the Willamette TMDL Plan (2018)
4. Developed Infrastructure Report Card for Dallas (2014)



ENTERPRISE FUND STORMWATER

Revenue Sources

	Actual 2016-17	Actual 2017-18	Amended 2018-19	Proposed 2019-20	% Change
Service charges	200,049	203,392	200,000	210,000	5%
Miscellaneous & interest	9,165	6,029	8,000	8,000	0%
Transfers	0	0	0	137,500	100%*
TOTAL REVENUES	209,214	209,421	208,000	355,500	71%
Beginning Balance	80,566	109,252	101,496	100,000	(1%)

* Interfund loan for street sweeper



Expenditures

	Actual 2016-17	Actual 2017-18	Amended 2018-19	Proposed 2019-20	% Change
Personnel Services	95,229	83,039	107,000	89,000	(17%)*
Materials and Services	56,298	61,110	67,500	62,500	(7%)
Capital Outlay	0	39,378	57,500	187,500	226%**
Transfers	29,000	33,650	71,150	53,120	(25%)***
TOTAL EXPENDITURES	180,527	217,177	303,150	392,120	29%
Operating Contingencies	0	0	14,850	63,380	327%****

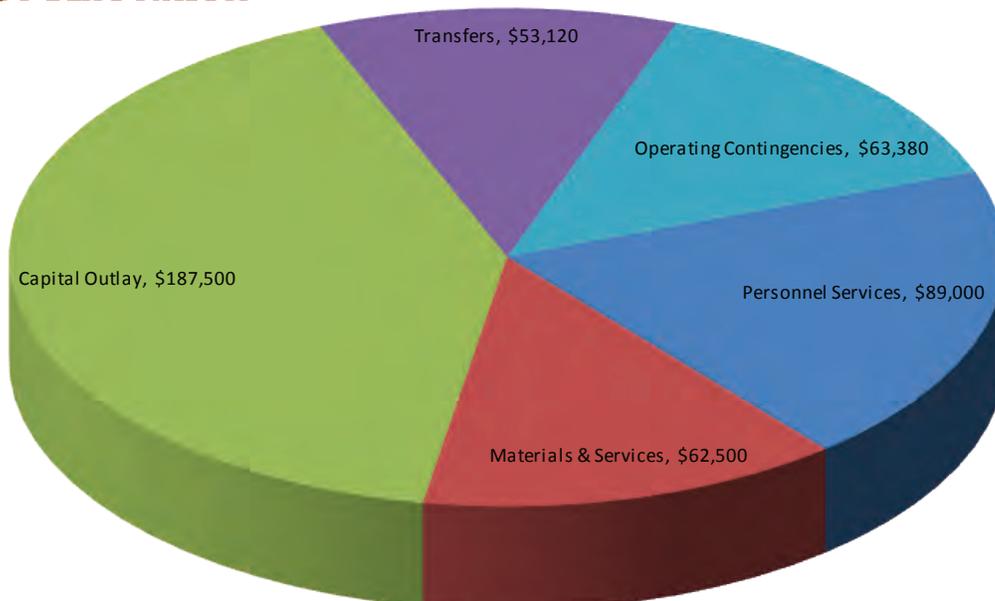
* Staff changes

** Purchase street sweeper

*** Adjusted to better reflect actual

**** Anticipated revenue increase

Expenditure Allocation



ENTERPRISE FUND STORMWATER

Stormwater Capital Projects

	Cost
Storm drain replacement and rehabilitation project	\$25,000
Street sweeper replacement	\$137,500

Improved efficiencies and no increased maintenance costs



Staffing Information

Job Title	Wage Range	2016-17	2017-18	2018-19	2019-20
Public Works Director	DH3	0.10	0.10	0.10	0
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	0.10	0
Street Sweeper Operator	18	1.0	1.0	1.0	1.0
Utility Technician	18	0	0	0	0.10
TOTAL FTE's		1.30	1.30	1.40	1.30



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 2016-17	Actual 2017-18	Amended 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Revenues						
Stormwater service charges	200,049	203,392	200,000	210,000	210,000	210,000
Interest on investments	1,991	3,195	3,000	3,000	3,000	3,000
Miscellaneous	7,174	2,834	5,000	5,000	5,000	5,000
Transfer from Sewer SDC-inter	0	0	0	137,500	137,500	137,500
Total revenues	209,214	209,421	208,000	355,500	355,500	355,500
Beginning balances	80,566	109,252	101,496	100,000	100,000	100,000
TOTAL	289,780	318,673	309,496	455,500	455,500	455,500

ENTERPRISE FUND

Stormwater Fund Expenditures

	Actual 2016-17	Actual 2017-18	Amended 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Personnel Services						
Salaries	59,551	60,740	70,000	60,000	60,000	60,000
Overtime	481	532	2,000	2,000	2,000	2,000
Fringe benefits	35,197	21,767	35,000	27,000	27,000	27,000
Total personnel services	95,229	83,039	107,000	89,000	89,000	89,000
Materials and Services						
Materials and supplies	5,550	11,948	5,500	5,500	5,500	5,500
DEQ permits	980	1,009	4,000	2,000	2,000	2,000
Vehicle/equipment expense	25,000	25,000	25,000	25,000	25,000	25,000
Repairs and maintenance	0	73	6,000	3,000	3,000	3,000
Material Disposal	0	18,774	15,000	15,000	15,000	15,000
Tools	1,110	507	1,500	1,500	1,500	1,500
Telecommunications	176	427	500	1,000	1,000	1,000
Computer services	1,028	1,910	1,000	1,000	1,000	1,000
Insurance	9,274	0	0	0	0	0
Professional services	10,843	705	6,000	6,000	6,000	6,000
Employee development	38	0	1,000	500	500	500
Safety equipment and training	2,261	631	1,000	1,000	1,000	1,000
Travel and education	38	127	1,000	1,000	1,000	1,000
Total materials and services	56,298	61,110	67,500	62,500	62,500	62,500
Capital Outlay						
Equipment	0	39,378	7,500	137,500	137,500	137,500
Stormwater Projects	0	0	50,000	50,000	50,000	50,000
Total capital outlay	0	39,378	57,500	187,500	187,500	187,500
Transfers						
Transfer to General Fund	29,000	29,000	29,000	29,000	29,000	29,000
Transfer to Risk Mgmt Fund	0	4,650	42,150	2,500	2,500	2,500
Transfer to Sewer SDC-Intrfnd loa	0	0	0	21,620	21,620	21,620
Total transfers	29,000	33,650	71,150	53,120	53,120	53,120
Debt Service						
Total debt service	0	0	0	0	0	0
TOTAL EXPENDITURES	180,527	217,177	303,150	392,120	392,120	392,120
Operating Contingencies	0	0	14,850	63,380	63,380	63,380
TOTAL	180,527	217,177	318,000	455,500	455,500	455,500

ENTERPRISE FUND

Public Works

Water Division

The City of Dallas Water Division overall goal is to operate and maintain all aspects of Public Water Supply in a manner to provide reliable, high quality, safe drinking water to each customer supported by excellent customer service. Additional goals include; continuous fire flow protection and keeping up with new drink water regulation and technological advancements associated with drinking water.

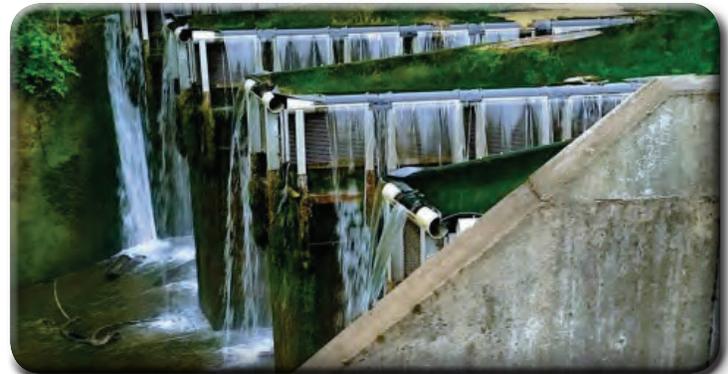
Division Mission

- Provides efficient management and operation of the City's Water Treatment Plant and intake facility.
- Watershed management - Flashboard installation (increasing summer storage by approximately 75MG), weir installation for stream monitoring and Dam operations and management.
- Water sampling and testing to maintain drinking water regulatory compliance.
- Supplying a safe and pleasant tasting quality of water.
- Operation and Maintenance of all pump stations and water reservoir.
- Meter Reading: AMI System Management
- Operation, Maintenance and Repair of the water infrastructure (Valves, Hydrants, service lines and Mains).
- Provide high quality customer service (leak checks, service on & offs, pressure checks).
- Installation of water services for new construction.
- Minimize unplanned service interruptions.
- Installation of new water mains and valves, replacing aging infrastructure.



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	PO 4	1a, 1k, 2a
Complete Upper Douglas High Pressure Feed Line Project	2021 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
Assess improvements of watershed land ownership and easement	2017 Deadline	4h
Update Water Master Plan	2020 Deadline	1b,1e,2a,4e,4i



Accomplishments

- Clay Street Transmission Pipeline Project was completed in 2016 on-time and under budget, pursuant to Infrastructure Stability Objective #5.
- Developed and presented Infrastructure Program for Citizen's Academy. Stakeholder Understanding and Support Objective #3.
- Developed Infrastructure Report Card for Dallas (2014)
- Land Acquisition at Reservoir
- 12,000 feet of water main replacement in 2018
- All 1 ½" meters upgraded to the AMI; 15 of the 2" meters replaced and 450+ residential meters have been upgraded to the AMI system

ENTERPRISE FUND

WATER

Revenue Sources

	Actual 2016-17	Actual 2017-18	Amended 2018-19	Proposed 2019-20	% Change
Sale of water & account fees	2,378,310	2,627,056	2,612,000	2,872,000	10%*
Miscellaneous & interest	139,886	168,307	155,000	208,000	34%**
Finance Proceeds	566,594	1,934,674	0	0	0%
TOTAL REVENUES	3,084,788	4,730,037	2,767,000	3,080,000	11%
Beginning Balance	1,007,130	1,669,332	2,366,577	2,450,000	4%

* Adjustment to better reflect previous year's actual numbers

** Interest rate increase



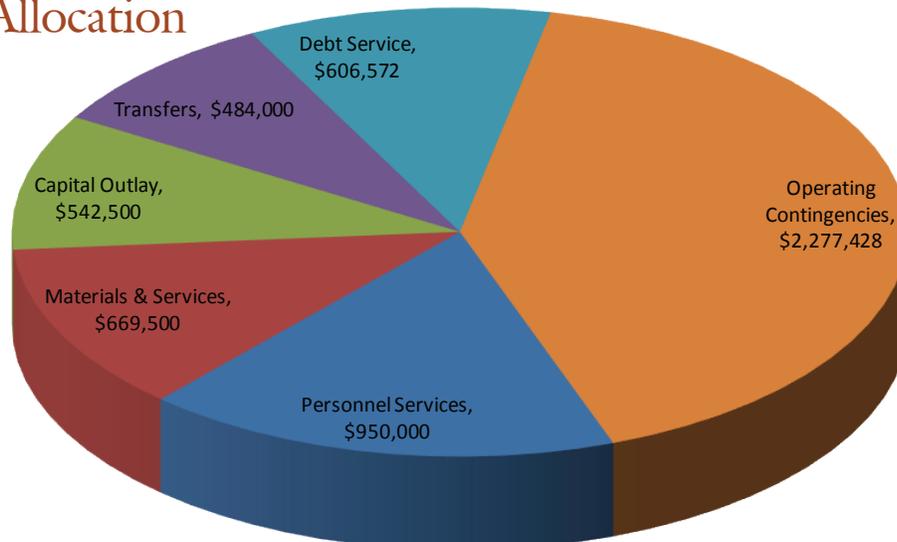
Expenditures

	Actual 2016-17	Actual 2017-18	Amended 2018-19	Proposed 2019-20	% Change
Personnel Services	412,456	492,021	843,000	950,000	13%*
Materials and Services	823,552	784,482	694,500	669,500	(4%)
Capital Outlay	372,348	1,829,825	327,000	542,500	66%**
Transfers	445,000	466,500	480,000	484,000	<1%
Debt Service	369,229	459,964	568,828	606,572	7%
TOTAL EXPENDITURES	2,422,585	4,032,791	2,913,328	3,252,572	12%
Operating Contingencies	0	0	2,233,672	2,277,428	2%

* Staff changes

** Additional projects

Expenditure Allocation



ENTERPRISE FUND

WATER

Water Capital Projects

	Cost
Small diameter pipe replacement project	\$75,000
Outlet pipe modification at Mercer Reservoir	\$75,000
Water Treatment Plant chemical feed equipment upgrades	\$200,000
Equipment	\$30,000
Fiber optics project	\$42,500
Log boom replacement	\$85,000
Utility truck	\$30,000

Reduced maintenance costs and improved efficiencies



Staffing Information

Job Title	Wage Range	2016-17	2017-18	2018-19	2019-20
Public Works Director	DH3	0.50	0.50	0.30	0.40
Water Utility Supervisor*	M1	0	1	1	1
Lead WTP Operator	27	1	1	1	1
Water Plant Operator III*	25	0	1	1	1
Water Foreman	28	0	0	0	1
Water Utility Worker II*	23	0	0	1	1
Water Utility Technician*	18	0	0	1	1.30
Engineering Supervisor	30	0.40	0.40	0.40	0.40
Engineering Technician III	25	0.40	0.40	0.40	0.40
Environmental Compliance Tech	23	0	0	0.35	0.40
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	0.25	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
Utility Worker I	20	0.25	0	0	0.25
Utility Technician	18	0.10	0.20	0.20	0
Contract Employee	Contract	0.12	0.12	0	0.18
TOTAL FTE's		4.376	5.92	7.95	9.43

* 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 2016-17	Actual 2017-18	Amended 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Revenues						
Sale of water	2,320,720	2,537,301	2,550,000	2,800,000	2,800,000	2,800,000
New account fees	12,760	13,244	12,000	12,000	12,000	12,000
Service connections	44,830	76,511	50,000	60,000	60,000	60,000
Miscellaneous	98,870	90,830	85,000	90,000	90,000	90,000
Finance Proceeds	566,594	1,934,674	0	0	0	0
Interest on investments	41,016	77,477	70,000	118,000	118,000	118,000
Total revenues	3,084,788	4,730,037	2,767,000	3,080,000	3,080,000	3,080,000
Beginning balances	1,007,130	1,669,332	2,366,577	2,450,000	2,450,000	2,450,000
TOTAL	4,091,918	6,399,369	5,133,577	5,530,000	5,530,000	5,530,000

ENTERPRISE FUND

Water Fund Expenditures

	Actual 2016-17	Actual 2017-18	Amended 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Personnel Services						
Salaries	254,278	299,487	503,000	540,000	540,000	540,000
Overtime	9,472	9,029	25,000	25,000	25,000	25,000
Fringe Benefits	148,706	183,504	315,000	385,000	385,000	385,000
Total personnel services	412,456	492,021	843,000	950,000	950,000	950,000
Materials and Services						
Materials and supplies	179,245	225,653	200,000	225,000	225,000	225,000
Permits	8,674	936	20,000	20,000	20,000	20,000
Vehicle/equipment expense	100,000	100,000	100,000	100,000	100,000	100,000
Repairs and maintenance	38,007	28,522	40,000	40,000	40,000	40,000
Tools	1,986	7,486	3,000	5,000	5,000	5,000
Telecommunications	9,665	10,507	10,000	13,000	13,000	13,000
HVAC, energy and lighting	121,001	125,865	130,000	135,000	135,000	135,000
Computer services	10,817	19,645	13,000	13,000	13,000	13,000
Insurance	17,602	0	0	0	0	0
Professional services	328,729	260,554	170,000	110,000	110,000	110,000
Employee development	2,361	2,338	2,500	2,500	2,500	2,500
Safety equipment and training	4,366	1,395	3,000	3,000	3,000	3,000
Travel and education	1,099	1,581	3,000	3,000	3,000	3,000
Total materials & services	823,552	784,482	694,500	669,500	669,500	669,500
Capital Outlay						
Equipment	83,441	46,223	57,000	107,500	107,500	107,500
Land Acquisition	195,618	1,732,477	0	0	0	0
Transmission Water Line	93,288	0	0	0	0	0
Water Line Replcmt Projects	0	22,694	50,000	75,000	75,000	75,000
Mercer Reservoir Projects	0	28,431	50,000	160,000	160,000	160,000
WTP capital Improvements	0	0	170,000	200,000	200,000	200,000
Total capital outlay	372,348	1,829,825	327,000	542,500	542,500	542,500
Transfers						
Transfer to General Fund	445,000	445,000	445,000	445,000	445,000	445,000
Transfer to Risk Mgmt Fund	0	21,500	35,000	39,000	39,000	39,000
Total transfers	445,000	466,500	480,000	484,000	484,000	484,000
Water Debt Service						
2017 Water Loan - principal	0	315,000	313,000	322,000	322,000	322,000
2017 Water Loan - interest	0	115,350	116,982	108,876	108,876	108,876
2008 IFA Safe drinking water debt svc - principal	218,458	0	0	0	0	0
2008 IFA Safe drinking water debt svc - interest	129,509	0	0	0	0	0
2014 H ₂ O bonds - interest	8,698	0	0	0	0	0
2015 IFA SRF Loan - principal	0	0	37,527	38,137	38,137	38,137
2015 IFA SRF Loan - interest	12,564	29,614	35,209	34,599	34,599	34,599
2016 DEQ CWSRF Loan-princ	0	0	39,142	79,114	79,114	79,114
2016 DEQ CWSRF Loan-int	0	0	26,968	23,846	23,846	23,846
Total debt service	369,229	459,964	568,828	606,572	606,572	606,572
TOTAL EXPENDITURES	2,422,585	4,032,791	2,913,328	3,252,572	3,252,572	3,252,572
Operating Contingencies	0	0	2,233,672	2,277,428	2,277,428	2,277,428
TOTAL	2,422,585	4,032,791	5,147,000	5,530,000	5,530,000	5,530,000

URBAN RENEWAL

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URBAN RENEWAL

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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 Community Development Department serves as the staff for and administers the Urban Renewal Program.

This budget reflects the 14th 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 2019 total assessed value of the district is \$42,380,483, which represents a \$17,243,019 increase in increment value since 2004 and \$1,551,142 over the prior year.

For 2019-20, it is anticipated that we will see a 10% increase in Excess Assessed Value, which will generate approximately \$210,000 in Tax Increment Revenue for the 2019-20 budget year. This estimate includes the assumption that 5% of total property taxes levied will not be collected.

The following are projects planned for FY 2019-20:

- Continue and expand the façade grant program
- Main Street Project – 600-700 Block

The proposed 2019-20 budget includes \$1,135,000 for projects and property acquisition, \$70,000 for the façade grant program and \$4,000 in a new program called Minor Maintenance Façade Grant, \$33,000 for personal services, \$55,000 in professional services, debt service in the amount of \$161,400, and a \$47,700 operating contingency. This proposed budget reflects projects, debt service and property acquisition/development in a balanced fashion to achieve the goals of the District.



URBAN RENEWAL

Urban Renewal Fund

Revenues

	Actual 2016-17	Actual 2017-18	Amended 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Current taxes	165,981	172,129	182,000	210,000	210,000	210,000
Delinquent taxes	3,421	3,688	3,500	3,500	3,500	3,500
Finance Proceeds	0	0	0	900,000	900,000	900,000
ODOT Grant	0	0	0	100,000	100,000	100,000
Interest	10,648	17,759	3,000	10,000	10,000	10,000
Miscellaneous	34	15,711	1,000	25,000	25,000	25,000
Total revenues	180,084	209,287	189,500	1,248,500	1,248,500	1,248,500
Beginning Balance *	396,548	450,199	454,296	425,000	425,000	425,000
TOTAL	576,632	659,486	643,796	1,673,500	1,673,500	1,673,500

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

Expenditures

	Actual 2016-17	Actual 2017-18	Amended 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Personnel Services						
Salaries	11,591	11,249	14,200	24,000	24,000	24,000
Fringe	6,091	4,059	8,500	9,000	9,000	9,000
Total personnel services	17,682	15,308	22,700	33,000	33,000	33,000
Materials and Services						
Materials and Supplies	32	0	1,000	1,000	1,000	1,000
RARE Participant	0	8,500	0	0	0	0
Professional Services	10,237	4,368	55,000	55,000	55,000	55,000
Minor Maint Facade Grant	0	0	0	4,000	4,000	4,000
Façade Grant Program	7,997	30,779	80,000	70,000	70,000	70,000
Miscellaneous	1,389	1,256	2,000	5,000	5,000	5,000
Total materials & services	19,656	44,903	138,000	135,000	135,000	135,000
Capital Outlay						
Projects	2,718	48,534	100,000	10,000	10,000	10,000
Main Street Project 600-700	0	0	0	400,000	400,000	400,000
Senior Center	0	0	0	600,000	600,000	600,000
Property Acquisition	0	10,056	125,000	125,000	125,000	125,000
Total capital outlay	2,718	58,590	225,000	1,135,000	1,135,000	1,135,000
Transfers						
Transfer to GF-Debt Service	86,378	86,389	86,400	161,400	161,400	161,400
Total transfers	86,378	86,389	86,400	161,400	161,400	161,400
Reserves						
Debt Service Reserve	0	0	86,400	161,400	161,400	161,400
Total reserves	0	0	86,400	161,400	161,400	161,400
Operating Contingencies	0	0	66,000	40,700	40,700	40,700
Art Mural Contingency	0	0	0	7,000	7,000	7,000
Total Contingencies	0	0	66,000	47,700	47,700	47,700
TOTAL EXPENDITURES	126,433	205,190	624,500	1,673,500	1,673,500	1,666,500

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
EMS	\$25,000	Power Cot
Facilities	\$65,000	\$30k Payment for Armory property; \$35k Demolition of house by fire station
Fire	\$600,000	\$600k Replace Engine R102/E102; \$12k Mobile Data Computers
IT	\$15,700	Computer/IT equipment
Library	\$4,000	Total project \$10,000-40% Microfilm reader and software (30% Trust; 30% Grant)
Parks	\$30,000	Re-roof old gazebo
Police	\$67,000	67k Patrol Car; \$7,200 Impound lot at city shops (enclose/doors); \$5,100 3-Zoll AED's
Grants	\$4,247,700	\$2.41M STIP/ODOT-Godsey Street Project; \$1.6M CDBG Senior Center; \$79k miscellaneous park grants; \$150k for 2 SAFER Fire positions; \$3,700 Ready to Read; \$5k bulletproof vests
SDCs	\$3,042,500	\$100k Academy Park II (park); \$150k Upper Douglas High Pressure Water Feed Line (water); \$600 AMR Project (water); \$75k Intersection Study at W Ellendale Avenue/Levens Street (transportation); \$300k (transportation) \$200k (stormwater) Godsey Road improvements with curb and sidewalk from Miller Avenue to Monmouth Cut-off; \$1M Reclaimed Wastewater (Purple Pipe) Project (sewer); \$617.5 Hayter-Birch Street sewer line project (sewer)
Street	\$1,872,500	\$20k Sidewalk infill and replacement; \$500k Pavement Maintenance and Overlay; \$500 Hayter Sewer Project - Overlays; \$700k Main St. 600-700 Block; \$137.5k Street Sweeper Replacement (1/2); \$15k Utility Truck (1/2)
Sewer	\$7,890,000	\$50k Pipe Repair and Maintenance; \$100k Wastewater Treatment Facility Equipment Replacement; \$100k CMOM Program (Includes I & I and FOG Removal); \$7M Reclaimed Wastewater (Purple Pipe) Project; \$332.5 Hayter-Birch Street sewer line project; \$42.5k Fiber Optics; \$250k Effluent Temperature Control Project; \$15k Utility Truck (1/2)
Stormwater	\$162,500	\$2Sk Storm Drain Replacement and Rehab.; \$15k Utility Truck (1/2)
Water	\$537,500	\$75k Small Diameter Pipe Replacements; \$75k Outlet Pipe Modifications at Mercer Reservoir; \$200k WTP Chemical Upgrades; \$30 Equipment; \$42.5k Fiber Optics; \$85 Log Boom Replacement; \$30k Utility Truck
Total	\$18,559,400	



ADDITIONAL INFORMATION

Capital Projects

Project	Funding Source	Current (Amended) FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	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
Paint interior	Capital Projects Fund			\$7,000				\$7,000
Splash Pad	Capital Projects Fund			\$50,000				\$50,000
Remodel Back of AC	Capital Projects Fund				\$50,000			\$50,000
Upgrade HVAC	Capital Projects Fund					\$100,000		\$100,000
Replace River Pump	Capital Projects Fund						\$30,000	\$30,000
UV Lighting	Capital Projects Fund						\$50,000	\$50,000
Emergency Medical Services								
Power Cot	Capital Projects Fund		\$25,000					\$25,000
Power Cot (2025)	Capital Projects Fund						\$28,000	\$28,000
Power Cot (2026)	Capital Projects Fund						\$28,000	\$28,000
Power Loading System (2026)	Capital Projects Fund						\$120,000	\$120,000
Replace AED's	Capital Projects Fund				\$16,000			\$16,000
HVAC system and bldg maint	Capital Projects Fund		-\$75,000					\$75,000
Cardiac Compression Devices	Capital Projects Fund					\$60,000		\$60,000
Cardiac Monitors (2024)	Capital Projects Fund						\$160,000	\$160,000
Fire								
Extrication Tool System	Capital Projects Fund			\$35,000				\$35,000
FEMA Safer Grant (Personnel)	Safer Grant 75-75-35 Fire 25-25-65	\$148,333	\$148,333	\$148,334				\$445,000
Mobile Data Computers	Capital Projects Fund		\$12,000				\$15,000	\$27,000
Radios	Capital Projects Fund						\$475,000	\$475,000
Training Props & Improvements	Capital Projects Fund		-\$40,000	\$40,000	\$40,000		\$30,000	\$150,000
Hose	Capital Projects Fund	\$18,000	-\$15,000					\$33,000
Portacount Pro+ Respirator Fit Tester (2029)	Capital Projects Fund						\$12,000	\$12,000
PPE Washer	Capital Projects Fund			\$8,000				\$8,000
PPE Dryer	Capital Projects Fund					\$7,000		\$7,000
Thermal Imaging Camera (yr 2023, 2025)	Capital Projects Fund					\$5,000	\$5,000	\$10,000
Self Contained Breathing Apparatus (yr 2034)	Capital Projects Fund						\$350,000	\$350,000
SCBA Compressor (yr 2030)	Capital Projects Fund						\$50,000	\$50,000

ADDITIONAL INFORMATION

Capital Projects

Project	Funding Source	Current (Amended) FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	5+ Years	Cost Estimate
Facilities-City Hall								
Demolition of house by fire station	Capital Projects Fund		\$35,000					\$35,000
Police Department Renovations	Capital Projects Fund		-\$30,000					\$30,000
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
Facilities-Other								
Armory Property	Capital Projects Fund	\$40,000	\$30,000	\$30,000				\$100,000
Senior Center	CDBG		\$1,600,000					\$1,600,000
Senior Center - Interior	Grant?		\$60,000					\$60,000
New HVAC-Radio Shack Bldg	Capital Projects Fund			\$15,000				\$15,000
Finance/Municipal Court								
Utility Software Upgrade	Sewer, Stormwater, Water	\$30,000						\$30,000
Server Replacement	Capital Projects Fund			\$40,000				\$40,000
Computer/IT Equipment	Capital Projects Fund	\$13,000	\$15,700					\$28,700
Library								
Library Remodel	Capital Projects Fund Interfund loan (3 yrs)		-\$300,000					\$300,000
Circulation Remodel	Capital Projects Fund		-\$20,000					\$20,000
New Carpet	Capital Projects Fund			\$35,000				\$35,000
Self-check kiosk	Capital Projects Fund			\$8,000				\$8,000
7 computers, 2 printers for public	Capital Projects Fund	\$5,500						\$5,500
Microfilm Reader & software	Capital Projects Fund (40%), Library Trust (30%), Grant (30%)		\$10,000					\$10,000
Coordinating Chairs for Public	Capital Projects Fund	\$15,000						\$15,000
Shelving (child height)	Capital Projects Fund		-\$15,000					\$15,000
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			\$20,000		\$20,000		\$40,000
Paint/replace shelving in storage and work rooms	Capital Projects Fund			\$12,500				\$12,500
Parks								
Re-roof Old Gazebo	Capital Projects Fund		\$30,000					\$30,000
Re-roof Buildings A,B,D,F	Capital Projects Fund		-\$32,000					\$32,000

ADDITIONAL INFORMATION

Capital Projects

Project	Funding Source	Current (Amended) FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	5+ Years	Cost Estimate
Parks continued								
Swinging Bridge-Main Park	Capital Projects Fund			\$20,000				\$20,000
Academy Park II	Park SDC		\$100,000					\$100,000
Lyle Park (completion)	Park SDC	\$40,000						\$40,000
Irrigation Replacement Upgrade	Capital Projects Fund		-\$10,000					\$10,000
Table Replacement	Capital Projects Fund		-\$5,000	\$5,000				\$10,000
Kingsborough Irrigation	Capital Projects Fund				\$20,000			\$20,000
Irrigation on new side-Main Park	Capital Projects Fund					\$20,000		\$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
Optics for patrol rifles (replacements)	Capital Projects Fund		\$9,300					\$9,300
3-Zoll AED's (for remaining fleet)	Capital Projects Fund		\$5,100					\$5,100
Metal cover (carport) for mobile command trailer	Capital Projects Fund		\$5,800					\$5,800
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-ODOT Fund Exchange \$185,000; Street Fund \$315,000		\$500,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,700,000
Non-Routine								
Hayter Sewer Project - Overlays	Street Fund-ODOT Fund Exchange		\$500,000					\$500,000
Main St - 600/700 Block	Urban Renewal loan \$300,000; Street Fund loan \$700,000, ODOT \$100,000; FY 18-19 UR	\$62,000	\$1,100,000					\$1,162,000
Transportation System Plan	Grant \$150,000; Street SDC			\$250,000				\$250,000
Intersection Study at W Ellendale Avenue/Levens Street	Street SDC		\$75,000		\$300,000			\$375,000
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; FY19-20 100% Street SDC (Design)			\$200,000	\$1,600,000			\$1,800,000
Improve Monmouth Cut-off/Uglow intersection	Street SDC FY20-21; Developer?, Street Fund?			\$200,000	Build			\$200,000

ADDITIONAL INFORMATION

Capital Projects

Project	Funding Source	Current (Amended) FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	5+ Years	Cost Estimate
Godsey Road improvements with curb and sidewalk from Miller Avenue to Monmouth Cut-off	STIP(ODOT)-Grant \$1,410,000; State funds \$1,000,000; Street SDC and Storm SDC \$500,000; Balance- Sewer SDC; Sewer	\$131,000	\$3,650,000					\$3,781,000
Pedestrian Crossing Beacon near Walmart and E. Ellendale	ODOT Bike/Ped Funds	\$150,000						\$150,000
Sewer								
Routine								
Pipe Repair and Maintenance	Sewer Fund	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000
Wastewater Treatment Facility Equipment Replacement	Sewer Fund	\$228,000	\$100,000	\$50,000	\$50,000	\$50,000	\$50,000	\$528,000
CMOM Program (Includes I & I and FOG Removal)	Sewer Fund	\$50,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$550,000
Non-Routine								
Wastewater Treatment Facility PLC Replacement	Sewer Fund	\$75,000						\$75,000
Reclaimed Wastewater (Purple Pipe) Project	DEQ Loan \$7M; Sewer SDC \$1M		\$8,000,000					\$8,000,000
Hayter-Birch Street sewer line project	Sewer SDC 65%; Sewer Fund 35%	\$100,000	\$950,000					\$1,050,000
Update Sewer Master Plan	Sewer SDC				\$250,000			\$250,000
Fiber Optics	Sewer Fund		\$42,500					\$42,500
Effluent Temperature Control Project	Grant (\$500k); Sewer Fund (\$250K)		\$750,000				\$3,000,000	\$3,750,000
Stormwater								
Routine								
Storm Drain Replacement and Rehab.	Stormwater Fund		\$25,000	\$50,000	\$50,000	\$50,000	\$50,000	\$225,000
Non-Routine								
West Ellendale at Wyatt Improvements	Stormwater Fund						\$500,000	\$500,000
SW Hunter St. Improvements	Stormwater Fund						\$250,000	\$250,000
East Ellendale Box Culvert and Upstream Improvements	Stormwater Fund						\$850,000	\$850,000
North Fork Ash Creek Improvements and Land Acquisition	Storm SDC						\$3,000,000	\$3,000,000
Water								
Routine								
Small Diameter Pipe Replacements	Water Fund	\$50,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$425,000
Non-Routine								
Outlet Pipe Modifications at Mercer Reservoir	Water Fund	\$50,000	\$75,000					\$125,000

ADDITIONAL INFORMATION

Capital Projects

Project	Funding Source	Current (Amended) FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	5+ Years	Cost Estimate
Water continued								
Upper Douglas High Pressure Water Feed Line	Water SDC		\$150,000					\$150,000
Upper Douglas 2MG Storage Reservoir	Developer, SRF Loan						\$3,800,000	\$3,800,000
WTP Chemical Upgrades	Water Fund		\$200,000					\$200,000
AMR Project	Water SDC	\$600,000	\$600,000					\$1,200,000
Equipment	Water Fund		\$30,000	\$25,000	\$25,000	\$25,000	\$25,000	\$130,000
Fiber Optics	Water Fund		\$42,500					\$42,500
Water System Facilities Master Plan	Water 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
Log Boom Replacement	Water Fund		\$85,000					\$85,000
Fleet Services								
Buildings:								
Shop Upgrade	Fleet Fund						\$2,000,000	\$2,000,000
Shop Portable Lift Units	Fleet Fund	\$90,000						\$90,000
Public Works Equipment:								
Street Sweeper Replacement	50% Storm and 50% Street Fund-Interfund Loan		\$275,000					\$275,000
Parks Mower	Fleet Fund					\$20,000		\$20,000
Vehicles								
EMS								
Replace Medic Units	EMS Operations-interfund loan	\$240,000			\$240,000		\$260,000	\$740,000
Fire Department								
Replace Fire Staff Vehicle	Capital Projects Fund	\$65,000				\$150,000		\$215,000
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
Parks								
Truck	Fleet Fund						\$60,000	\$60,000
Police								
Police Vehicle Replacement	Capital Projects Fund	\$65,000	\$67,000	\$67,000	\$70,000	\$70,000	\$78,000	\$417,000
Animal Control Pickup Replacement	Capital Projects Fund		\$44,000					\$44,000

ADDITIONAL INFORMATION

Capital Projects

Project	Funding Source	Current (Amended) FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	5+ Years	Cost Estimate
Vehicles (continued)								
Public Works								
Utility Trucks (2)	(1) Sewer/Street; (1) Water		\$60,000					\$60,000
Water Supervisor Truck	Water Fund	\$34,000						\$34,000
Environmental Compliance Vehicle	Water, Sewer, Storm, Street	\$30,000						\$30,000



ADDITIONAL INFORMATION

20 Year Facilities Plan

Facility	Project Description	Estimated Cost	Proposed Funding Sources	Estimated Time-Frame
Police Station	Purchase of site and building appropriate facility for Police Department.	\$5,000,000	City Funds and/or Bonds	2 years
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
City Hall	Seismic Upgrade to City Hall	\$1,000,000	City Fund Grant Funds	2 Years
Shop Building	This project will add new shop space for Fleet Management	\$500,000	Fleet Fund	2 years
Dog Shelter	This project replaces the existing dog shelter	\$40,000	City Funds Grant Funds	2 years
Library	Remodel the Library to incorporate Senior Center space	\$300,000	City Funds Grant Funds	3 Years
Fire Substation	Purchase land for Fire substation	\$200,000	City Funds	6-10 Years
Additional Water Sources	To provide additional water sources	\$25,000,000	Water Fund	10 years
Water Plant Expansion	This project adds to the existing Water Treatment Facility	\$8,000,000	Water Fund	10 years
Sewer Plant Expansion	This project adds to the existing Sewer Plant	\$6,000,000	Sewer Fund	10 years
Library	This project consists of building a new Library building	\$4,500,000	City Funds Grant Funds Donations	16-20 Years
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
Total		\$58,540,000		
General Fund Total		\$19,040,000		



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	\$51,680,390,288	\$73,078,244	2.54	\$1,859,111
Willamette ESD	57,005,262,267	9,309,144	2.31	214,706
Polk Cty SD 2 (Dallas)	2,111,108,302	12,506,050	62.28	7,788,518
Polk County	7,818,064,180	1,370,000	16.82	230,392
Subtotal, overlapping debt		96,263,438		10,092,727
Direct debt outstanding:				
City of Dallas	1,314,756,611	2,731,273	100.00%	2,731,273
Total Direct and Overlapping Debt	\$1,314,756,611	\$98,994,711		\$12,824,000

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 2019-20 Totals
General Fund	Transfer from Urban Renewal	\$161,400
General Fund	Operating-Fire	\$89,640
Capital Projects Fund	Operating	\$28,177
General Obligation Fund	Property Taxes	\$ -
Long-Term Debt Fund (Obligation Bonds)	Operating Fund Transfers	\$148,417
Street Fund	State Hwy Appropriations	\$44,750
Water Fund	Charges for Service	\$606,572
Sewer Fund	Charges for Service	\$1,346,002
Total Fiscal Year 2018-19 Debt Service		\$2,424,958



ADDITIONAL INFORMATION

Statement of Bond and Loans Outstanding - June 30, 2019

	Date of Issue	Date of Maturity	Amount of Issue	Rate of Interest	Outstanding 6-30-19	Maturing 19-20 Principal	Maturing 19-20 Interest
WATER BONDS/LOANS							
2017 Sewer/Water Refunding Note	3/29/2017	3/1/2032	\$4,848,000	2.58%	\$4,220,000	\$322,000	\$108,876
2017 DEQ CWSRF Loan	1/23/2017	2/1/2038	\$1,750,000	1.41%	\$1,710,858	\$79,114	\$23,846
2015 Safe Drinking Water Loan	12/9/2014	12/1/2037	\$1,037,498	3.46%	\$999,971	\$38,137	\$34,599
TOTAL - Water			\$7,635,498		\$6,930,829	\$439,251	\$167,321
SEWER BONDS/LOANS							
2011 Sewer Debt Refunding	10/6/2011	6/30/2020	\$7,285,000	2.0-4.0%	\$940,000	\$940,000	\$37,600
2017 Sewer/Water Refunding Note	3/29/2017	3/1/2032	\$752,000	2.58%	\$752,000	\$-	\$19,402
TOTAL - Sewer			\$8,037,000		\$1,692,000	\$940,000	\$57,002
GENERAL LONG TERM DEBT							
2005 PERS Pension Obligation bonds	9/23/2005	6/1/2028	\$1,585,000	4.437%	\$1,170,000	\$90,000	\$58,416
TOTAL - General Long Term Debt			\$1,585,000		\$1,170,000	\$90,000	\$58,416
GENERAL FUND DEBT SERVICE							
2016 Jefferson Building Loan	8/1/2016	6/30/2026	\$261,500	1.50%	\$189,235	\$25,513	\$2,664
2013 Urban Renewal Financing	7/30/2013	7/15/2023	\$750,000	2.90%	\$402,142	\$75,832	\$10,563
2014 Fire Apparatus Lease	11/30/2014	11/30/2024	\$385,795	2.82%	\$244,214	\$37,926	\$6,887
TOTAL - General Fund Debt Service			\$1,397,295		\$835,591	\$139,271	\$20,114
TOTAL DEBT:			\$18,654,793		\$10,628,420	\$1,608,521	\$302,853



ADDITIONAL INFORMATION

Statement of Bond/Loans and Interest Payable - July 1, 2019 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
2019-20	37,926	75,832	25,513	940,000	439,251	90,000	1,608,521	302,855	1,911,376	2,310,687
2020-21	38,995	78,064	25,898	54,000	449,690	100,000	746,647	246,446	993,094	1,911,376
2021-22	40,095	80,361	26,289	56,000	461,191	115,000	778,936	225,246	1,004,182	993,094
2022-23	41,226	82,725	26,687	57,000	472,755	125,000	805,392	202,845	1,008,237	1,004,182
2023-24	42,388	85,160	27,090	59,000	484,383	140,000	838,021	179,512	1,017,533	1,008,237
2024-25	43,584	-	27,499	60,000	495,079	155,000	781,162	156,203	937,365	1,017,533
2025-26	-	-	30,259	62,000	506,845	170,000	769,104	133,109	902,213	937,365
2026-27	-	-	-	63,000	520,680	190,000	773,680	110,254	883,934	902,213
2027-28	-	-	-	65,000	533,590	85,000	683,590	86,277	769,867	883,934
2028-29	-	-	-	67,000	546,575	-	613,575	67,171	680,745	769,867
2029-30	-	-	-	68,000	559,638	-	627,638	51,930	679,568	680,745
2030-31	-	-	-	70,000	238,780	-	308,780	36,326	345,106	679,568
2031-32	-	-	-	71,000	245,005	-	316,005	28,947	344,953	345,106
2032-33	-	-	-	-	154,315	-	154,315	21,381	175,696	344,953
2033-34	-	-	-	-	157,712	-	157,712	17,983	175,696	175,696
2034-35	-	-	-	-	161,200	-	161,200	14,496	175,696	175,696
2035-36	-	-	-	-	164,778	-	164,778	10,917	175,696	175,696
2036-37	-	-	-	-	168,454	-	168,454	7,241	175,696	175,696
2037-38	-	-	-	-	170,908	-	170,908	3,467	174,375	175,696
	244,214	402,142	189,235	1,692,000	6,930,829	1,170,000	10,628,420	1,902,605	12,531,024	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^	1,969.79	2,280.19	2,590.59
8		11.36	13.16	14.95
9		2,048.59	2,371.40	2,694.22
9		11.82	13.68	15.54
10	Office Assistant^	2,130.53	2,466.26	2,801.99
10		12.29	14.23	16.17
11	Custodian^	2,212.21	2,563.93	2,915.65
11		12.76	14.79	16.82
12	Library Aide I^, Seasonal Fire/EMS	2,305.39	2,668.54	3,031.70
12		13.30	15.40	17.49
13		2,393.97	2,775.05	3,156.13
13		13.81	16.01	18.21
14	Custodian/Maintenance Repair Technician^	2,497.50	2,889.03	3,280.55
14		14.41	16.67	18.93
15	Police Records Clerk^	2,594.14	3,001.95	3,409.77
15		14.97	17.32	19.67
16	Police Records Clerk II^	2,694.22	3,120.79	3,547.35
16		15.54	18.00	20.47
17	Community Svc Officer (Animal Control)^,	2,803.51	3,247.22	3,690.92
17	Administrative Assistant	16.17	18.73	21.29
18		2,915.10	3,374.79	3,834.49
18		16.82	19.47	22.12
19		3,034.74	3,512.38	3,990.02
19		17.51	20.26	23.02
20		3,154.38	3,651.76	4,149.15
20		18.20	21.07	23.94
21	Executive Assistant/City Recorder	3,278.62	3,795.24	4,311.86
21		18.92	21.90	24.88

^ denotes part-time only positions

Management Salary Ranges

Range	Position Titles	103.00%	103.00%	103.00%
27	Police Records Supervisor*	4,146.02	4,803.82	5,461.61
27		49,752.25	57,645.80	65,539.35
28		4,315.13	4,997.24	5,679.35
28		51,781.55	59,966.87	68,152.19
29	Fleet Maintenance Supervisor*	4,491.14	5,198.91	5,906.67
29		53,893.68	62,386.89	70,880.10
30		4,668.30	5,405.33	6,142.37
30		56,019.55	64,863.99	73,708.43
M1	Aquatic Center Supv*, Operations Supv*	5,210.13	6,310.34	7,410.56
	Water Supv*, Eng. Svc Supv*	62,521.58	75,724.14	88,926.70
M2	Fire Division Chief*, Library Manager*	5,417.20	6,561.64	7,706.07
	Building Official*	65,006.43	78,739.64	92,472.85
DH1	Econ Dev Director*, Asst Finance Director*	6,262.01	7,586.10	8,910.19
	Deputy Fire Chief*, Parks & Recreation Manager*	75,144.06	91,033.16	106,922.25
DH2	Planning Director*	6,509.66	7,890.34	9,271.02
		78,115.94	94,684.09	111,252.24
DH3	Finance Director*, Public Works Director*	6,771.68	8,206.75	9,641.81
	Deputy Police Chief*	81,260.11	98,480.94	115,701.78
DH4	Police Chief*, Fire Chief*	7,013.44	8,520.46	10,027.48
	Assistant City Manager*	84,161.31	102,245.56	120,329.81

* Denotes positions exempt from overtime

Emily Gagner, Asst City Mgr (Approved by Council)

ADDITIONAL INFORMATION

Salary Ranges

AFSCME Bargaining Unit				
Range	Position Titles	Bottom	Midpoint	Top
17	Library Aide II, Administrative Assistant	2,733.56	3,166.20	3,598.84
17		15.77	18.27	20.76
18	Head Lifeguard, Street Sweeper Operator	2,842.36	3,290.59	3,738.82
18	Utility Technician, Water Utility Technician	16.40	18.98	21.57
19	Maintenance Worker I (Parks)	2,959.02	3,424.75	3,890.47
19		17.07	19.76	22.45
20	Accounts Payable Clrk, Library Asst, Engineering Tech Asst	3,075.67	3,560.65	4,045.63
20	Accounting Clerk, Utility Worker I, Water Utility Worker I	17.74	20.54	23.34
21	Executive Assistant, Recreation & Event Coordinator	3,196.82	3,700.55	4,204.28
21		18.44	21.35	24.26
22	Court Svcs Administrator, Planner I, Permit Technician	3,292.89	3,812.66	4,332.43
22	Engineering Tech I, Maintenance Worker II	19.00	22.00	25.00
23	Facilities Maintenance Foreman, Utility Worker II	3,460.41	4,007.33	4,554.25
23	Water Utility Worker II, Environ. Compliance Tech.	19.96	23.12	26.28
24	Mechanic Maint. Specialist, Engineering Tech II	3,595.02	4,164.46	4,733.89
24		20.74	24.03	27.31
25	Engineering Tech III, WTF Operator II	3,740.84	4,332.44	4,924.05
25		21.58	25.00	28.41
26	Building Inspector I	3,890.02	4,505.03	5,120.03
26		22.44	25.99	29.54
27	WTF Operator III, Marketing & Comms Mgr	4,042.58	4,683.96	5,325.34
27		23.32	27.02	30.72
28	Planner II, Public Works Foreman, Water Foreman	4,207.46	4,872.56	5,537.65
28		24.27	28.11	31.95
29	Building Inspector II, Senior Accountant, Project Manager	4,379.09	5,069.19	5,759.30
29		25.26	29.25	33.23
30	Senior Planner	4,551.82	5,270.47	5,989.11
30		26.26	30.41	34.55
31		4,734.65	5,481.45	6,228.25
31		27.32	31.62	35.93

PCPFFA								
EMS (2019-20 CBA)	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Paramedic	4,034.93	4,196.33	4,364.18	4,538.75	4,720.30	4,909.11	5,105.48	5,309.70
Paramedic Shift Lt.	4,557.07	4,739.35	4,928.92	5,126.08	5,331.12	5,544.37	5,766.14	5,996.79
FF/EMT	4,079.25	4,242.42	4,412.12	4,588.61	4,772.15	4,963.04	5,161.55	5,368.01
FF/Paramedic	4,324.01	4,496.96	4,676.85	4,863.93	5,058.47	5,260.82	5,471.25	5,690.09
Captain	6,195.00	6,360.00	6,504.37	6,648.75	6,793.12	6,937.50	7,081.87	7,350.00

DPEA 2019-20						
Police (2018-21 CBA)	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Officer	4,880.97	5,100.61	5,330.13	5,569.99	5,820.64	6,082.57
CSO/CSS	3,529.12	3,670.29	3,817.10	3,969.79	4,128.58	4,293.72
Sergeants (2019-2020)	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Sergeant	7,200.50	7,488.15	7,788.17	8,099.54	8,423.27	8,759.38

Salary Steps for Flexible Schedule Employees

EMS Positions	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
EMT	\$11.25	\$11.59	\$11.94	\$12.29	\$12.66	\$13.04
Intermediate/AEMT	\$12.38	\$12.75	\$13.13	\$13.52	\$13.93	\$14.35
Paramedic	\$13.61	\$14.02	\$14.44	\$14.87	\$15.32	\$15.78
Aquatic Center Positions	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Lifeguard*/Front Desk	\$11.25	\$11.59	\$11.94	\$12.29	\$12.66	\$13.04
WAI	\$12.50	\$13.00	\$13.50	\$14.00	\$14.50	NA

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

ADDITIONAL INFORMATION

Department Positions

Department	Position Title	Positions	FTE					Total FTE
Administration				Admin				
	City Manager	1	1					1
	DH4 Assistant City Manager	1	1					1
	DH1 Economic Development Director	1	1					1
	21 Executive Assistant	1	1					1
	21 Tourism and Marketing *	1	1					1
							TOTAL	5
Finance				Finance	Court	Sewer	Water	
	DH3 Finance Director	1	1					1
	M2 Assistant Finance Director	1	1					1
	20 Accounting Clerk	1	1					1
	20 Accounts Payable Clerk	1	1					1
	17 Admin Assistant	1	0.25	0.25	0.25	0.25	0.25	1
							TOTAL	5
Public Works				Streets	Water	Sewer	Stormwater	
	DH3 Public Works Director	1	0.2	0.4	0.4	0	0	1
	Assistant Engineer-Water	1	0	0.18	0	0	0	0.18
	M1 Operations Supervisor	1	0.25	0.1	0.55	0.1	0	1
	M1 Engineering Svcs Supervisor	1	0.2	0.4	0.4	0	0	1
	M1 Water Utilities Supervisor	1	0	1	0	0	0	1
	28 Public Works Foreman	1	0.25	0.1	0.55	0.1	0	1
	27 Water Treatment Facility Operator III	2	0	2	0	0	0	2
	29 Project Manager	1	0.2	0.4	0.4	0	0	1
	28 Water Foreman	1	0	1	0	0	0	1
	23 Utility Worker II	1	0	1	0	0	0	1
	23 Environmental Field and Compliance Tech	1	0.2	0.4	0.4	0	0	1
	20 Utility Worker I	1	0.5	0.25	0.25	0	0	1
	20 Engineering Technical Assistant	1	0.2	0.4	0.4	0	0	1
	18 Street Sweeper Operator	1	0	0	0	1	0	1
	18 Utility Technician	1	0	1	0	0	0	1
	18 Utility Technician	2	0.5	0.2	1.3	0	0	2
	18 Utility Technician	1	0.25	0.1	0.55	0.1	0	1
							TOTAL	18.18
Municipal Court				Court				
	22 Court Services Administrator	1	1					1
	Court Bailiff	1	0.12					0.12
							TOTAL	1.12
Facilities				Facilities				
	23 Facilities Maintenance Foreman	1	1					1
	11 Custodian	1	0.5					0.5
							TOTAL	1.5
EMS				EMS				
	29 Ambulance Shift Lt.	1	1					1
	26 Paramedic	9	9					9
	Flexible Scheduled Employees**	16	5.25					5.25
							TOTAL	15.25
Fire				Fire	EMS	Fee		
	DH4 Fire Chief	1	0.5	0.5	0	0	0	1
	M2 Fire Division Chief	1	0.75	0.25	0	0	0	1
	M2 Fire Division Chief	1	0.85	0.15	0	0	0	1
	Fire Captain	2	0	0	2	0	0	2
	FF/EMT	3	3	0	0	0	0	3
	FF/Paramedic	1	1	0	0	0	0	1
	17 Admin Assistant	1	0.85	0.15	0	0	0	1
							TOTAL	10

ADDITIONAL INFORMATION

Department Positions

Fleet		Fleet								
29 Fleet Mgt. Supervisor	1	1			1					
24 Mechanic Maintenance Specialist	1	1			1					
					TOTAL	2				
Police		Police		Fee						
DH4 Police Chief	1	1			1					
DH3 Deputy Police Chief	1	1			1					
Police Sgt	4	4			4					
27 Records Supervisor	1	1			1					
17 Community Service Officer	1	1			1					
17 Community Service Officer	1	0.5			0.5					
17 Community Liaison	1	1			1					
16 Police Records Clerk II	1	0.5			0.5					
Police Officers	15	13	2		15					
					TOTAL	25				
Library		Library								
M2 Library Supervisor	1	1			1					
20 Library Assistant	2	2			2					
17 Library Aide II	2	2			2					
12 Library Aide 1	1	0.5			0.5					
12 Library Aide 1	1	0.625			0.625					
12 Library Aide 1 *	1	0.5			0.5					
08 Library Page	1	0.25			0.25					
08 Library Page	1	0.25			0.25					
					TOTAL	7.125				
Parks & Rec		Parks		Aquatic						
DH1 Parks and Recreation Manager	1	0.9	0.1		1					
21 Rec & Events Coordinator	1	1			1					
19 Park Maintenance Worker I	1	1			1					
19 Parks Maintenance Worker I *	1	1			1					
08 General Laborer	1	0.5			0.5					
08 General Laborer	1	0.5			0.5					
					TOTAL	5				
Aquatic		Aquatic								
M1 Aquatic Center Supervisor	1	1			1					
18 Head Guard	1	1			1					
14 Custodian/Maint Repair Tech	1	0.5			0.5					
Flexible Scheduled Employees**	26	12.38			12.38					
					TOTAL	14.88				
Planning		Planning		Building		Sewer		Water		
DH2 Planning and Building Director	1	0.9	0.1						1	
28 Planner II	1	1							1	
17 Code Services	1	1							1	
21 Executive Assistant Community Development	1	0.25	0.25	0.25	0.25	0.25	0.25	0.25	1	
									TOTAL	4
Building		Building								
M2 Building Official	1	1							1	
29 Building Inspector II	1	1							1	
26 Building Inspector I	1	1							1	
Building Inspector	1	0.025							0.025	
									TOTAL	3.025
TOTAL		150						117.08		

* These positions are new - added for FY 2019-2020

** Flexible Schedule Employees' hours vary

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

