

City of Dallas, Oregon

# Annual Budget

## Fiscal Year 2011-2012



Adopted 6/20/2011

Thank you to all who contributed to this report.



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City of Dallas, Oregon

# Annual Budget

Fiscal Year 2011-2012



## Introduction

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# City of Dallas

## City Council

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### Mayor



Brian Dalton

### Council Members



Wes Scroggin,  
Council President



Jim Fairchild



Beth Jones



Jackie Lawson



Mark McDonald



Kevin Marshall



LaVonne Wilson



Ken Woods, Jr.

## Executive Management Team

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Jerry Wyatt, City Manager

Executive Management	Developmental Operations.....	Jason Locke
	Financial Services.....	Cecilia Ward
	Fire.....	Bill Hahn
	Administrative Services.....	VACANT
	Legal.....	Lane Shetterly
	Police.....	John Teague
	Engineering/Environmental Services.....	Fred Braun

## Budget Committee Citizen Members

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Chris Bellamy	Kelly Gabliks
Jim Brown	Tim Grimes
Pete Christensen	Lynn Hurt
Sam Collins	Rich Wolcott
Darand Davies	

# Vision, Mission, and Values

## Community Vision

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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

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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

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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.

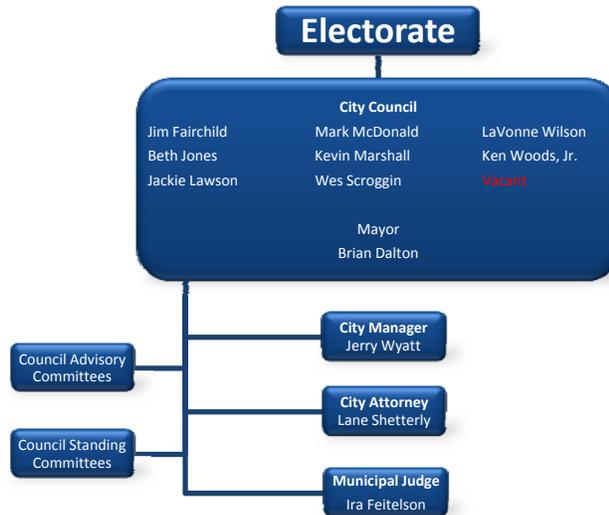
**QUALITY SERVICE – QUALITY LIFE.** As keepers of the public trust, we value and remain committed to maintaining and enhancing Dallas's quality of life. This is achieved by the efficient and effective management of City resources and delivery of public services.

**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.

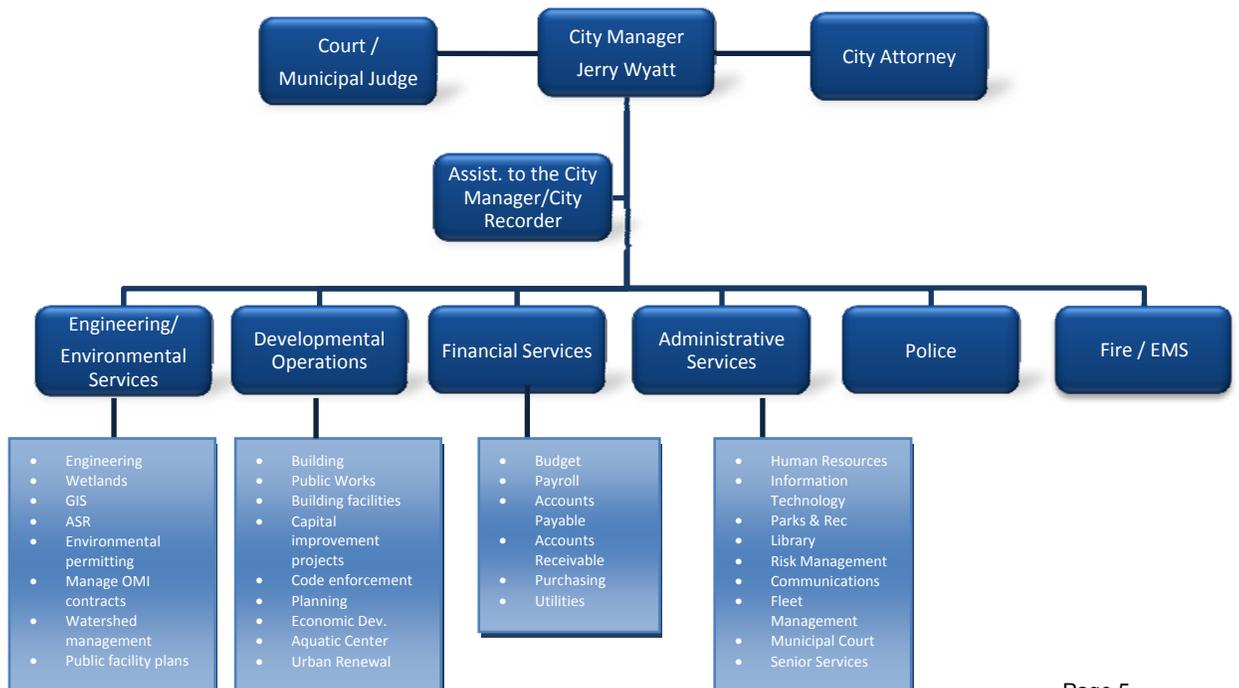
**A LIVABLE COMMUNITY.** We value a community that addresses the social, economic, and environmental needs of our residents. We value good planning and development that maintains and enhances livability now and for our children.

# Organization Structure and Chart

The current charter was adopted July 1, 1965. 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.



## City of Dallas Staff





Educational Institutions –

Dallas School District

3 Elementary Schools

1 Middle School

1 High School

2 Alternative Schools

1 Charter School

Parochial Schools – 2

Grace Community Church – Preschool through Kindergarten

Faith Christian Church – Preschool through 8<sup>th</sup> Grade

Colleges – 1

Chemeketa Community College

Utilities –

Municipal Water System

10.5 million gallons per day capacity

8.135 million gallons storage capacity

3.3 million gallons average daily consumption

5,075 connections

485 fire hydrants

8 treated water basins

1 ASR well

61 miles of water main lines

Municipal Sewer System

12.5 million gallons per day treatment capacity

2.9 million gallons average daily treatment

4,420 connections

2 sanitary lift stations

44 miles of sewer main lines

Streets

55 miles maintained

747 street lights

6 intersections with traffic signals

2,150 street trees

Recreation –

80 acres Park open space

11 City parks

3 areas available for reservation

7 children's play structures

1 disc golf courses

12 softball/baseball fields

6 tennis courts

1 aquatic center

## **2011-2012 Budget Calendar**

- March 23 Publish first Legal Notice of Budget Committee meeting on April 18 for purpose of receiving 2011-2012 proposed budget
- April 6 Publish second Legal Notice of Budget Committee meeting on April 18.
- April 18 General meeting of the total Budget Committee (City Council and Citizen Committee members).  
1. Presiding officer is elected.  
2. City Manager presents proposed budget and budget message.  
3. Members appointed to sub-committees.  
4. Schedule meetings between April 19 and May 13 of each sub-committee for detailed examination of budget sections.
- April 27 Publish Legal Notice of Budget Committee meeting and public hearing on May 16.
- May 16 General meeting of the total Budget Committee.  
1. Reports and recommendations are given by the sub-committees 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 2011-2012 and approving an amount or rate of total property taxes to be certified for collection.
- May 16 Last date for the Budget Committee to approve a recommended Budget.
- May 25 Publish “Financial Summary and Notice of Budget Hearing” on June 6 and advertisement of Budget including summary budget statements.
- June 6 Public Hearing – 7:00 p.m. in City Council Chambers on the recommended 2011-2012 Budget and proposed use of State Revenue Sharing funds.
- June 20 City Council adopts a resolution making appropriations and levying property taxes and a resolution regarding receiving State Revenue Sharing Funds.
- June 30 Certify Property Tax Levy to County Assessor.

# City Manager Budget Message



I am pleased to present the Proposed Budget for the fiscal year 2011-2012. The budget submitted herein is the financial plan for maintaining all City operations for the next fiscal year, beginning July 1, 2011 and ending June 30, 2012. The budget has been prepared to satisfy the legal requirements of the Dallas City Charter and the State of Oregon local budget law. The Proposed Budget is balanced and stays within all of the statutory property tax limitations. It would be appropriate to view the Proposed Budget as the intersection of public policy and values, and available resources. The city will maintain a general fund beginning balance above ten percent of the total general fund budget. However revenues did not reach the 2010 - 2011 projections and cuts and organizational changes were made during the fiscal year.

## Local Overview

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The City of Dallas's budget process is driven primarily by four components: 1) revenue forecast, 2) Council Goals, 3) Department Objectives, 4) Oregon Local Budget Law as set out in Chapter 294 of the Oregon Revised Statutes. This proposed budget is the product of months of staff work formulated by using the City Council's fiscal policies as guiding principles to prepare a budget to the Budget Committee for consideration and adoption by the City Council. In the final analysis, the annual budget represents the dollar value placed on a work level which is designed to accomplish specific-end-results from the performance of every department. The budget preparation period gives the Department Heads an opportunity to evaluate the level of service provided, the effectiveness and efficiency of the operations, and to recommend any changes in their programs based on the reduction revenue. I believe that it is essential that each Department Head review critically the respective methods, procedures, and overall effectiveness of the various activities in order to determine what improvements can be made to bring about a more efficient and economical operation, and to make such budget recommendations.

The City Council in reviewing the budget has the opportunity to judge the adequacy of the proposed operating programs, establish the level of service to be rendered during the ensuing fiscal year and establish policies and priorities for the city. The Council can compare the need for desired services with the burden of taxes or service charges necessary to perform these services. The adoption of the budget is one of the most important policy making decisions the City Council makes during the year, and it is therefore the responsibility of all persons involved in the budget-making process to be objective during the decision making process.

Dallas is a true "Home Town" where people return to raise their children and many join a variety of civic groups, participate in school functions, support local businesses to ensure the highest quality of life and value to our great community. These efforts create a "Sense of Community" and the City is taking the lead role in this accomplishment. It is our continued goal that we turn this "Sense of Community" into a "Sense of Pride" that is a part of the core and character to living in Dallas.

## Budget Committee Responsibilities

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The purpose of the Budget Committee is to review and make recommendations on the budget document as proposed by the budget officer. Once satisfied with the budget, the Committee by majority vote approves it and forwards it to the City Council for public hearing and adoption. Budget Committee meetings typically begin in April, and are noticed as required by law. Meetings are open to the public, and public comment is heard at least at one of the meetings.

ORS 294.336 requires that each local government establish a Budget Committee. The committee is made up of the City Council and an equal number of citizens. Citizen members (1) must reside inside the City limits, (2) may not be an officer or employee of the City, and (3) must be a qualified voter of the City. Citizen members are appointed by the City Council, after an application has been filed with the Assistant to the City Manager. Citizen members are appointed for three year, staggered terms, and may be re-appointed. All members of the Budget Committee have the same degree of authority and responsibility. Budget Committee members may not receive compensation for serving in this capacity.

The Budget Committee responsibilities are outlined in ORS 294.401 and ORS 294.406. Specifically, the committee must hold one or more meetings for the purpose of “[r]eceiving the budget message and the budget document” and for “[p]roviding members of the public with an opportunity to ask questions about and comment upon the budget document.” The Committee’s ultimate responsibility pursuant to ORS 294.406(1) is to “approve the budget document as submitted by the budget officer or the budget document as revised and prepared by the budget committee.” In adopting a budget, the Committee must also “specify the ad valorem property tax amount or rate for all funds.”

The same Budget Committee serves for both the City of Dallas and the Dallas Urban Renewal Agency.

## Budget Challenges

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The City continues to meet the needs of its residents while finding ways to keep costs affordable. By comparison Dallas has one of the lowest tax rates and utility rate structures in Oregon. Every attempt has been made in the 2011-2012 Budget to balance revenues and expenditures without spending down the Beginning Balance/reserve below the ten percent goal. Unfortunately, we acknowledge that in order to keep from using the beginning balance the city service levels and operations will be impacted. The City has taken measures over the last couple of years to reduce staffing levels in several departments and operations in most departments. The Aquatic Center employee PERS settlement to date of over \$77,000 has a direct impact to the Aquatic Center and the General Fund Beginning Balance.

### **Highlights**

- Reorganization of City Departments and Department Leaders
- Financial impact related to Workers’ Compensation
- 5 staff layoffs from 10/11
- 3 additional staff reductions in hours
- 4 additional staff positions modified
- Two murals
- Summer Community Events: Outdoor Movie Night, Sounds of Summer, Summerfest, Bounty Market
- Proposed increase in Library Hours
- Community Dinner
- Funding for vehicle replacement established for all Departments (excluding major capital)
- Purchased new ambulance
- Downtown Streetscape enhancement projects
- Ongoing Major Projects
  - Continue to explore funding for street maintenance
  - Continue to explore watershed management strategies
  - Continue to recruit businesses and create jobs
  - Continue to explore Fire / EMS Regional Partnership

- Continue Fire Station seismic and ADA upgrades
- Continue to apply for Fire Training Facility grants / property acquisition
- Continue In-flow & Infiltration projects
- Continue to explore funding for Public Safety Building
- Continue to explore funding for storm maintenance

**Tax Rates FY 2010-11**

<b>Dallas Residence Tax Rate by Code</b>	<b>Amount</b>
<b>City of Dallas</b>	<b>4.1675</b>
Polk County	1.7046
Polk County Bonds after 2001	0.5291
Chemeketa	0.6218
Chemeketa Bonds prior 2001	0.0789
Chemeketa Bonds after 2001	0.0879
Chemeketa Regional Library	0.0813
Willamette ESD	0.2948
<b>Dallas Bonds prior to 2001</b>	<b>0.8122</b>
<b>Dallas Bonds after 2001</b>	<b>0.1219</b>
<b>Dallas Urban Renewal</b>	<b>0.0945</b>
<b>Dallas CD</b>	<b>0.0544</b>
Polk Soil / Water CD	0.0497
Dallas School District 2	6.2447
4-H/M.G./Ag/Forest Ext Dist.	0.0746
<b>Total</b>	<b>15.0179</b>

**City of Dallas, Oregon, Tax Rate and Assessed Value**

	Actual 2009-10	Actual 2009-10	Estimated 2011-12
Appraised assessed taxable property in the City	\$757,491,261	\$780,635,651	\$802,103,131
Tax levy	3,180,195	3,275,105	3,365,143
Debt service	707,540	734,082	739,463
<b>TOTAL TAX LEVY</b>	<b>\$3,887,735</b>	<b>\$4,009,187</b>	<b>\$4,104,606</b>
Tax rate per \$1,000 value	\$5.5591	\$5.6366	\$5.1173
Effective rate minus bonds	\$4.1954	\$4.1954	\$4.1954

Taxes Outside Limitation

*In 1997, Oregon voters changed the property tax system in Oregon. Previously, the City received voter approval of a tax base and a continuing serial levy (5 mills) based upon the real property value of the City. The new constitutionally approved property tax system (Measure 50) set up a new rate base tax system and limits the amount of property taxes that can be levied on each property. The new system allows for continuation of our existing authority to levy property taxes; however, at a reduced rate. Measure 50 limits general-purpose property taxes from growing more than 3% per year on any property. The City is allowed to tax new construction at a rate equal to existing property. Because bonds are excluded from the limit, the City is permitted to levy a tax to pay all General Obligation (GO) bond debt.*



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# Budget Policy – Financial Control

Budgets are financial plans for future events. As better information becomes available, the budget may be amended within certain guidelines.

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.

The budget is created and adopted in accordance with state law. Alterations 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.

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.

## Budget Calendar

April 18, 2011	General meeting of total Budget Committee (City Council and Citizen Committee members). At this meeting, the Committee elects a presiding officer. The City Manager presents the proposed budget and budget message. Committee members are appointed to sub-committees and sub-committees schedule meetings no later than May 13, for detailed examination of specified budget sections
May 16, 2011	General meeting of total Budget Committee. Reports and recommendations are given by the sub-committees and Budget Committee makes changes where necessary. The Committee holds a public hearing on the proposed budget and proposed use of State Revenue Sharing funds. The Budget Committee passes a motion recommending to the City Council a Budget for Fiscal Year 2011-2012 and approving an amount or rate of total property taxes to be certified for collection.
June 6, 2011	City Council holds a public hearing on the recommended 2011-2012 Budget and proposed use of State Revenue Sharing funds.
June 20, 2011	City Council adopts a resolution making appropriations and levying property taxes and a resolution regarding receiving State Revenue Sharing Funds.

## 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, storm), 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, storm, water, sewer, and parks and recreation facilities.

#### *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 administrated 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.

#### ***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.

## 2011-2012 Budget Summary – All Funds

### BEGINNING FUND BALANCES

Beginning Fund Balance	Actual FY 07/08	Actual FY 08/09	Actual FY 09/10	Actual FY 10/11	Proposed FY 11/12
General Fund	1,314,191	1,114,119	1,524,112	1,211,672	1,200,000
Sewer Fund	2,838,016	2,184,599	2,187,302	2,375,000	2,250,000
Water Fund	1,223,837	1,175,756	1,185,585	1,179,313	815,000
Street Fund	201,751	128,558	81,676	163,459	100,000
Outside Water	133,187	113,036	100,135	0	0
Fleet Service Fund	186,095	142,286	265,262	400,342	335,000
Street SDC	106,365	54,565	88,498	113,911	100,000
Park SDC	181,664	104,333	107,985	128,878	95,000
Water SDC	436,330	404,944	362,414	<59,628>	10,000
Sewer SDC	5,337,881	5,494,664	3,983,746	3,675,641	3,000,000
Storm SDC	83,001	<104,791>	<45,602>	<33,091>	<13,000>

## All Funds Revenues

	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Property Taxes	3,658,823	3,762,338	3,887,625	3,973,000	3,973,000	3,973,000
Other Agency Shared Taxes	1,065,742	1,067,785	1,246,000	1,314,302	1,314,302	1,314,302
State and Federal Grants	222,393	385,547	1,749,000	3,512,177	3,512,177	3,512,177
User Fees	7,796,068	7,450,538	8,130,500	7,466,500	7,466,500	7,466,500
Franchise Fees	1,093,289	777,413	1,002,000	1,188,000	1,188,000	1,188,000
Interest Earned	234,982	74,678	46,000	66,500	66,500	66,500
Reimbursements and Transfers	2,770,553	4,073,326	3,904,797	3,507,356	3,507,356	3,507,356
Bond Issues and Loans	1,263,854	775,208	0	0	0	0
Assessment Payments	665	0	0	0	0	0
Trust Deposits	1,028,053	193,422	172,000	168,600	168,600	168,600
Other	419,322	382,618	401,000	206,000	206,000	206,000
Beginning Balance	10,984,786	10,312,264	9,696,250	8,386,761	8,386,761	8,386,761
<b>TOTAL</b>	<b>30,538,530</b>	<b>29,255,136</b>	<b>30,235,171</b>	<b>29,789,196</b>	<b>29,789,196</b>	<b>29,789,196</b>

## All Funds Expenditures

	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Personal Services	7,518,517	7,476,627	7,675,350	7,590,825	7,590,825	7,590,825
Materials & Services	6,340,875	5,497,513	6,117,176	5,604,096	5,604,096	5,604,096
Capital Outlay	2,325,996	1,558,020	6,460,000	7,029,277	7,029,277	7,029,277
Debt Service	2,176,024	4,813,216	4,332,038	4,316,270	4,316,270	4,316,270
Reserves	0	0	1,120,000	1,120,000	1,120,000	1,120,000
Contingency	0	0	1,959,291	2,779,231	2,779,231	2,779,231
Intra-fund Transfers	1,734,807	111,527	913,000	134,900	134,900	134,900
Unappropriated Fund Balance	480,017	0	1,404,813	1,214,597	1,214,597	1,214,597
<b>TOTAL</b>	<b>20,576,236</b>	<b>19,456,903</b>	<b>29,981,668</b>	<b>29,789,196</b>	<b>29,789,196</b>	<b>29,789,196</b>



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City of Dallas, Oregon

# Annual Budget

Fiscal Year 2011-2012



## General Fund

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## **General Fund Budget Discussion**

As with past years, the budget balances the needs and community expectations for all public services provided by the city and revenue generated from several sources. Over sixty percent of all expenditures in the 2011-12 General Fund budget are for Public Safety (Municipal Court, Police, Ambulance and Fire).

Property tax revenues constitute approximately 40% of General Fund revenues. This year's property tax collections are projected at \$3,260,000. We have estimated a modest 3% increase in the property tax revenue this year.

The Aquatic Center revenue is projected to stabilize and the cost to operate the Aquatic Center will decrease due to the energy efficiency upgrades.

Building permit revenue is in line with 2010 / 2011, which is still impacted by the reduction in new housing starts and the financial institutions reduction in lending of money for construction projects. This will result in a net loss for the Inspections Department for a ten year total of more than \$300,000.

The City is sensitive to the financial issues that are before us. This year's budget reflects a reduction in many areas including personnel costs. The reduction in personnel costs are directly related to staff reduction in hours, layoffs, unfilled positions and a zero cost of living adjustment for employee wages. This is the third year in a row that the employees have not had a CPI adjustment and that dollar amount is again used to offset insurance increases. The CPI for the Police Department collective bargaining agreement is 1.85%. The cost of fringe benefits is projected with a 4% or \$45,000 increase in health insurance. The city is applying the money normally designated towards the CPI adjustment to the cost of insurance. The increase in the City's contribution rate for the Public Employees Retirement System (PERS) for this year has been planned for and included in the budget. The estimated PERS increase of 3.8% would be approximately \$30,000 dollars.

The total General Fund budget reflects a slight increase over last year's expenditures. Staying within these appropriations and limiting the use of the contingency fund requires dedication, attention to the details, sacrifice, and careful management by all Departments during the next fiscal year.

The budget reflects the City Council's commitment to maintaining an adequate reserve in the General Fund. The contingency appropriation of \$250,000 is sufficient for any unanticipated expenditures that might arise during the year. The reserve in the General Fund is necessary for several reasons; one of which is to fund operations from July through November, when the majority of the General Fund property tax revenues are received. We are projecting that at the end of 2010-11 fiscal year, the General Fund reserve will be approximately \$1,200,000. The proposed city budget has addressed the vehicle replacement problems that existed and the financial burden of replacing department vehicles within the department budgets. The purchasing of vehicles through the Fleet Maintenance Division allows the department to schedule the capital expenditure and routine maintenance for the life of the vehicle. Major capital expenditures will need to be planned through the City Capital Improvement Plan.

Working within the guidelines of continuing to provide all existing services to the Dallas community, the proposed budget provides for the continuation of all the existing services despite the reduction in revenues. The proposed 2011-2012 General Fund Budget balances revenues and expenditures without further spending down the Beginning Balance or having an significant negative impact on the level of service.



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# General Fund Revenues

Summary of General Fund Revenues						
	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Taxes</b>						
Current Property taxes	2,797,390	2,967,128	3,047,625	3,140,000	3,140,000	3,140,000
Delinquent taxes	158,556	111,509	140,000	120,000	120,000	120,000
Total property taxes	2,955,946	3,078,636	3,187,625	3,260,000	3,260,000	3,260,000
<b>Franchise fees</b>						
Pacificorp (power)	431,214	409,362	615,000	765,000	765,000	765,000
NW Natural Gas (gas)	199,369	184,489	185,000	175,000	175,000	175,000
Qwest (telephone)	80,755	65,117	82,000	58,000	58,000	58,000
Allied Waste (garbage)	48,942	64,278	60,000	135,000	135,000	135,000
Charter (cable television)	68,409	54,166	60,000	55,000	55,000	55,000
In-lieu of franchise fee	264,600	0	0	0	0	0
Total franchise fees	1,093,289	777,413	1,002,000	1,188,000	1,188,000	1,188,000
<b>Licenses &amp; permits</b>						
Licenses	1,185	1,773	4,000	4,000	4,000	4,000
Permits	196,300	139,198	150,000	150,000	150,000	150,000
Total licenses & permits	197,485	140,970	154,000	154,000	154,000	154,000
<b>Intergovernmental/Other agencies</b>						
Alcoholic beverages tax	196,770	159,413	216,000	175,000	175,000	175,000
Cigarette tax	26,058	22,513	20,000	20,000	20,000	20,000
9-1-1 telephone tax	81,397	79,020	77,000	77,000	77,000	77,000
Transfer from revenue sharing	108,988	111,527	110,000	110,000	110,000	110,000
Rural Fire District	130,694	136,934	148,000	157,000	157,000	157,000
CCRLS - Chemeketa Regional Library	65,657	58,614	50,000	55,000	55,000	55,000
State & county assessment	91,701	0	0	0	0	0
State or local grants	88,735	0	0	0	0	0
Total intergov./Other agencies	790,000	568,021	621,000	594,000	594,000	594,000
<b>Municipal court fines</b>						
Fines & forfeitures	180,014	143,834	180,000	125,000	125,000	125,000
Parking fines	6,633	8,257	8,000	7,000	7,000	7,000
Court fees	67,530	76,432	85,000	75,000	75,000	75,000
Suspended licenses	8,085	2,347	2,500	2,500	2,500	2,500
Total municipal court fines	262,262	230,869	275,500	209,500	209,500	209,500
<b>Investment income</b>						
	110,058	16,323	25,000	17,000	17,000	17,000
<b>Charges for services</b>						
Civic Center rent	1,480	1,635	1,000	3,000	3,000	3,000
Planning	30,023	12,765	30,000	35,000	35,000	35,000
Animal control	31,606	32,746	25,000	25,000	25,000	25,000
Aquatic Center fees	498,942	416,315	450,000	425,000	425,000	425,000
Ambulance fees	957,207	1,020,539	900,000	1,000,000	1,000,000	1,000,000
Library fines	11,433	11,782	15,000	12,500	12,500	12,500
Library non-resident fee	6,480	7,196	5,000	5,000	5,000	5,000
Fire-Med	32,090	35,015	35,000	35,000	35,000	35,000
Recreation program fees	12,699	13,910	11,000	11,000	11,000	11,000
Miscellaneous	51,604	163,993	90,000	85,000	85,000	85,000
Total charges for services	1,633,564	1,715,895	1,562,000	1,636,500	1,636,500	1,636,500
<b>Proceeds from property sale</b>						
	17,446	0	200,000	0	0	0
<b>Finance proceeds</b>						
	204,330	55,410	0	0	0	0

## General Fund Revenues

Summary of General Fund Revenues						
	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Reimbursements & fund transfers	783,819	1,266,390	1,300,000	1,105,000	1,105,000	1,105,000
TOTAL REVENUES	8,048,199	7,849,928	8,327,125	8,164,000	8,164,000	8,164,000
Beginning balances	1,114,119	1,524,112	1,211,672	1,200,000	1,200,000	1,200,000
TOTAL	9,162,318	9,374,041	9,538,797	9,364,000	9,364,000	9,364,000

## General Fund Expenditures Recap

	Summary of General Fund Revenues					
	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Personal Services	5,807,128	5,873,371	6,008,850	6,010,200	6,010,200	6,010,200
Materials and Services	2,651,954	1,876,303	2,057,730	2,025,735	2,025,735	2,025,735
Capital Outlay	320,321	161,891	35,000	0	0	0
Debt Service	0	107,018	131,472	116,725	116,725	116,725
Transfer to other funds	42,000	0	0	0	0	0
TOTAL EXPENDITURES	8,821,402	8,018,583	8,233,052	8,152,660	8,152,660	8,152,660
Operating Contingencies	0	0	213,000	250,000	250,000	250,000
Unappropriated Fund Balances	480,017	0	1,201,073	961,340	961,340	961,340
TOTAL GEN FUND RECAP	9,301,419	8,018,583	9,647,125	9,364,000	9,364,000	9,364,000

# Administration

## Activities

- Policy
  - Development & Support to City Council
- Intergovernmental Relations
- Overall Organizational Operation
- Ordinance, Legislation & Legal Support

## City Manager, Human Resources, Mayor and Council, City Attorney

The office of the City Manager provides for the efficient administration of the affairs of the City government, and coordinates the efforts of City staff to carry out the policies established by the City Council. All community affairs, including neighborhood meetings, special events, City services, nuisance abatement, licenses, and community relations are handled by this office. The City Manager prepares the City budget and provides for its implementation, as well as oversees the enforcement of local laws and ordinances.

The City of Dallas Mayor and nine City Councilors are elected by the citizens of Dallas to perform the legislative functions of city government, establish goals, priorities, and policies, adopt ordinances and resolutions, hire and evaluate the City Manager's performance, adopt the budget, exercise the rights and powers set forth in the Dallas Charter, and exercise all powers of a municipal governing body pursuant to state laws and the home rule provisions of the Oregon Constitution.

The City Attorney provides legal advice and support to the City Council, City administration, and various municipal boards and commissions. He is responsible for representing the City in litigation involving the City. He also provides legal opinions on official matters when requested by the City Council or City Manager, and reviews contracts. The City currently contracts with Lane Shetterly of the law firm Shetterly, Irick, and Ozias to perform all legal services.

The Administrative Services Department includes the Parks Division, Library, Fleet Management, and Human Resource functions, and is responsible on a city-wide basis for all personnel related tasks. This includes employee recruitment and selection; compensation and benefits administration; personnel records; performance management; employee relations; labor relations; policy, procedure, and program development; employee training and development; and state and federal compliance.

The City Recorder is responsible to prepare and maintain all public records, including all Council minutes, issue licenses, process various legal documents, and to perform general administration for the City Manager and Mayor and City Council. The City Recorder is the elections official for the City.

## Expenditures

	FY2010-11 Amended Budget	FY2011-12 Proposed Budget	Percent Change
Personal Services	\$ 346,000	355,000	3%
Materials and Services	169,600	149,100	(12%)
Capital Outlay	0	0	0%
	<b>\$ 515,600</b>	<b>\$ 504,100</b>	<b>(2%)</b>

## Full-Time Equivalent

FY2010-11	FY2011-12
3.5	3.5



Our mission is to attain a higher quality of life for all citizens through increased quality of services, products provided, and customer service.

## Administration Expenditures

	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Personal Services</b>						
Salaries	248,102	264,436	240,000	230,000	230,000	230,000
Fringe benefits	130,482	128,587	106,000	125,000	125,000	125,000
Workers' Compensation	0	0	0	0	0	0
Total personal services	378,584	393,023	346,000	355,000	355,000	355,000
<b>Materials and Services</b>						
Public notices	0	1,956	1,500	1,500	1,500	1,500
Materials and supplies	1,830	2,017	4,000	4,000	4,000	4,000
Repairs & maintenance	0	698	20,000	10,000	10,000	10,000
Office expense	0	1,627	6,000	5,000	5,000	5,000
Mayor expense	3,088	2,590	2,000	2,000	2,000	2,000
Council expense	11,341	10,867	13,000	13,000	13,000	13,000
Telecommunications	1,061	2,525	1,600	1,600	1,600	1,600
Maintenance & rental contracts	1,799	4,814	10,000	10,000	10,000	10,000
Computer services	0	2,367	5,000	5,000	5,000	5,000
Insurance	0	362	500	500	500	500
Professional services	1,088	22,193	15,000	10,000	10,000	10,000
City Attorney	59,625	44,826	64,000	64,000	64,000	64,000
Employee development	0	2,804	4,000	4,500	4,500	4,500
Travel and education	16,742	14,599	8,000	8,000	8,000	8,000
Miscellaneous	0	16,525	15,000	10,000	10,000	10,000
Recreation / Kids, Inc.	0	14,309	0	0	0	0
Total materials & services	96,574	145,079	169,600	149,100	149,100	149,100
<b>Capital Outlay</b>						
Capital Assets	0	0	0	0	0	0
Total capital outlay	0	0	0	0	0	0
<b>TOTAL</b>	<b>475,158</b>	<b>538,102</b>	<b>515,600</b>	<b>504,100</b>	<b>504,100</b>	<b>504,100</b>

# Administrative Services

## Municipal Court

### Activities

Adjudicates traffic and criminal cases through court appearances and officer and jury trials

The Municipal Court adjudicates violations of the Dallas Municipal Code and the Oregon Motor Vehicle Code. Responsibilities of the Municipal Court include filing all cases referred to the court, maintaining court dockets, conducting court appearances, collecting and reporting fines and assessments, monitoring payment agreements, and court trials.

### Objectives

- Implement software to enhance operations
- Implement standard bail schedule
- Implement full court of record services
- Maintain or improve resolution time requirement for all cases
- Increase work outputs and hold the line on administrative cost totals

Expenditures	FY2010-11	FY2010-11	Percent Change
	Amended Budget	Proposed Budget	
Personal Services	\$ 157,500	\$ 133,150	(15%)
Materials and Services	36,400	65,500	80%
Capital Outlay	0	0	0%
	<b>\$ 193,900</b>	<b>\$ 198,650</b>	<b>2%</b>

Full-Time Equivalent	FY2010-11	FY2010-11
	1.3	1.3



The Municipal Court recently updated their court software, greatly enhancing the efficiency of the court. Our reliable personnel are dedicated to communicating with defendants and attorneys with respect and consideration.

## Municipal Court Expenditures

	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Personal Services</b>						
Salaries	119,548	116,881	101,000	95,000	95,000	95,000
Pro Tem	0	0	500	500	500	500
Fringe benefits	55,430	53,974	56,000	37,650	37,650	37,650
Workers' Compensation	0	0	0	0	0	0
Total personal services	174,977	170,855	157,500	133,150	133,150	133,150
<b>Materials and Services</b>						
Office expense	0	753	1,500	1,500	1,500	1,500
Materials and supplies	6,566	2,656	6,500	2,500	2,500	2,500
Telecommunications	0	0	500	500	500	500
Computer services	0	1,783	2,500	2,000	2,000	2,000
Insurance	1,401	740	1,900	1,000	1,000	1,000
Jury/Witness Fees	730	930	1,000	1,000	1,000	1,000
Professional Services	0	4,109	0	30,000	30,000	30,000
Prosecution	49,875	49,875	15,000	25,000	25,000	25,000
Attorney/Interpreter	25,948	28,001	5,000	0	0	0
Travel and education	1,433	1,859	2,500	2,000	2,000	2,000
State Assessments	51,528	0	0	0	0	0
County Assessments	16,911	0	0	0	0	0
Internal Services	27,825	0	0	0	0	0
Facilities Maintenance	2,888	0	0	0	0	0
Total materials & services	185,105	90,707	36,400	65,500	65,500	65,500
<b>Capital Outlay</b>						
Capital Assets	0	0	0	0	0	0
Total capital outlay	0	0	0	0	0	0
<b>TOTAL</b>	<b>360,082</b>	<b>261,562</b>	<b>193,900</b>	<b>198,650</b>	<b>198,650</b>	<b>198,650</b>

# Administrative Services

## Activities

**Storytime:**

Infants/Toddlers

**Summer Reading**

**Program:**

Preschoolers -

Teens

**Hobby Day:** all

ages

**Humanities**

**Events:** Adults

**Book**

**Discussions:**

Adults

**Spring Break**

**Programs:**

Children, all ages

**Other Special**

**Events:** all ages

## Library

The Dallas Public Library recognizes the vital role it plays in personal and professional development of the individual and places the greatest emphasis on providing current materials in a variety of formats; making information available to individuals in pursuit of educational, job-related, leisure and personal interests; and providing timely access to information, including access to the Internet. In addition to the traditional circulation of materials, patrons are able to view their accounts, view the Library Catalog, request books from any library in the Chemeketa Cooperative Regional Library Service (CCRLS), and pay any fines, fees, etc. online, as well as make donations to the Library. In fiscal year 2010-11, we were able to increase the number of hours the Library was open to the public. We are happy to be in a position to increase those hours again to give our citizens even better access to all our Library has to offer.

### Objectives

- Continue to provide a high level of professional customer service as demand for library services increases and available funds decrease.
- To maintain existing staffing levels and increase hours of operation
- During these economic difficulties, ensure that the Library’s book/periodicals/etc. budget reflects the increased use of the Library.
- Continue to develop programs that serve the community.
- Continue to seek grants and other funding sources for materials.
- Continue to utilize volunteers and recognize them for their important service.
- Explore new and innovative programs to attract patrons to the Library.



The Library provides an environment to promote life-long learning in the community it serves, from our youngest to our oldest patrons, and all ages in between.

### Expenditures

	FY2010-11 Amended Budget	FY2011-12 Proposed Budget	Percent Change
Personal Services	\$ 335,000	\$ 310,000	(8%)
Materials and Services	73,700	63,100	(14%)
Capital Outlay	0	0	0%
	<b>\$ 408,700</b>	<b>\$ 373,100</b>	<b>(9%)</b>

### Full-Time Equivalent

FY2010-11	FY2011-12
6	6

## Library Expenditures

	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Personal Services</b>						
Salaries	215,776	217,396	267,000	200,000	200,000	200,000
Fringe benefits	93,997	91,685	105,000	110,000	110,000	110,000
Workers' Compensation	0	0	0	0	0	0
Total personal services	309,773	309,080	372,000	310,000	310,000	310,000
<b>Materials and Services</b>						
Office expense	0	2,067	2,500	2,500	2,500	2,500
Postage	148	112	300	200	200	200
Materials and supplies	3,744	2,540	2,500	2,500	2,500	2,500
Periodicals	6,652	5,455	7,000	5,500	5,500	5,500
Maintenance & rental contracts	2,118	2,235	3,000	2,000	2,000	2,000
Repairs & maintenance	6,807	1,846	6,000	2,500	2,500	2,500
Books	34,638	22,909	25,000	20,000	20,000	20,000
Telecommunications	1,806	1,783	1,800	1,800	1,800	1,800
HVAC, energy and lighting	12,897	13,791	14,000	15,000	15,000	15,000
Outbound transport	504	504	500	500	500	500
Computer services	2,244	4,288	3,500	3,000	3,000	3,000
Insurance	2,356	2,574	2,600	2,600	2,600	2,600
Professional services	4,495	4,101	3,000	3,000	3,000	3,000
Travel and education	1,443	624	1,000	1,000	1,000	1,000
Miscellaneous	0	203	1,000	1,000	1,000	1,000
Internal services	26,749	0	0	0	0	0
Facilities Maintenance	13,935	0	0	0	0	0
Total materials & services	120,535	65,032	73,700	63,100	63,100	63,100
<b>Capital Outlay</b>						
Capital Assets	0	5,035	0	0	0	0
Total capital outlay	0	5,035	0	0	0	0
<b>TOTAL</b>	<b>430,309</b>	<b>379,147</b>	<b>445,700</b>	<b>373,100</b>	<b>373,100</b>	<b>373,100</b>

# Administrative Services

## Activities

- Disc golf
- Activity Trails
- Reservation Opportunities
- Tennis
- Athletic Fields
- Playgrounds
- Picnic Facilities

## Parks

The City park system consists of eight parks and/or service areas that encompass over 62 acres, as well as two sports complexes, all managed by the Parks Department. Operation and maintenance functions provided for our parks include: care and maintenance of trails; athletic field and turf maintenance; park buildings and structure maintenance; playground and picnic facility maintenance; tennis court maintenance; park landscaping and planting; park security and safety; park planning and development; spraying curb grass; street tree maintenance; wetland maintenance; and maintenance of the police, fire and ambulance stations.

Our park system includes: Gala Park, Rotary Park, Birch Park, Roger Jordan Community Park, Central Bark Dog Park, Walnut Park, Kingsborough Park, Main Street Pocket Park, and Dallas City Park.

## Goals

- Continue sports field maintenance in partnership with Kids, Inc.
- Continue tree maintenance in parks and along City streets
- Increase weed control and invasive species removal in City parks and park trails
- Maintain Tree City, USA status
- Generate low-cost recreational activities
- Improve Kingsborough Park
- Improve City entrances

## Expenditures

	FY2010-11 Amended Budget	FY2011-12 Proposed Budget	Percent Change
Personal Services	\$137,000	\$175,700	28%
Materials and Services	71,000	96,000	35%
Capital Outlay	20,000	0,	(100%)
	<b>\$228,000</b>	<b>\$271,700</b>	<b>19%</b>

## Full-Time Equivalent

	FY2010-11	FY2011-12
	1.75	2



Dallas Parks

Department:

Generating activity through community participation, parks, and programs.

## Parks Expenditures

	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Personal Services</b>						
Salaries	110,453	120,282	85,000	105,000	105,000	105,000
Fringe benefits	63,596	64,492	52,000	70,700	70,700	70,700
Overtime	0	436	0	0	0	0
Total personal services	174,048	185,210	137,000	175,700	175,700	175,700
<b>Materials and Services</b>						
Materials and supplies	11,688	12,960	13,000	13,000	13,000	13,000
Repairs & maintenance	1,096	8,709	5,000	5,000	5,000	5,000
Miscellaneous tools	772	564	2,000	2,000	2,000	2,000
Telecommunications	1,303	1,295	1,000	1,000	1,000	1,000
HVAC, energy and lighting	6,241	7,059	5,800	5,800	5,800	5,800
Garbage services	0	3,627	3,000	3,000	3,000	3,000
Maintenance & rental contracts	20,017	6,515	18,000	18,000	18,000	18,000
Computer services	0	207	1,000	1,000	1,000	1,000
Insurance	4,356	5,650	5,200	5,200	5,200	5,200
Professional services	5,279	3,526	5,000	5,000	5,000	5,000
Employee development	0	183	500	500	500	500
Recreation	0	0	0	20,000	20,000	20,000
Travel and education	549	20	1,500	1,500	1,500	1,500
Transfer to Fleet - Mower	0	0	0	5,000	5,000	5,000
Transfer to Fleet - Equipment reserve	0	0	10,000	10,000	10,000	10,000
Internal services	13,913	0	0	0	0	0
Total materials & services	65,214	50,315	71,000	96,000	96,000	96,000
<b>Capital Outlay</b>						
Capital Assets	0	0	20,000	0	0	0
Total capital outlay	0	0	20,000	0	0	0
<b>TOTAL</b>	<b>239,262</b>	<b>235,525</b>	<b>228,000</b>	<b>271,700</b>	<b>271,700</b>	<b>271,700</b>

# Finance

## Activities

- Manage the City's finances in accordance with City policy
- Monitor and audit ongoing financial transactions
- Develop and implement financial projections, forecasts, and policies
- Process payroll
- Accounts payable
- Accounts receivable
- Utility Billing
- Customer Service

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 Director is responsible for the proper accounting of all receipts, investing idle cash balances, maintaining all bank accounts, debt service administration and prepares an annual Comprehensive Annual Financial Report (CAFR) to submit to the Government Finance Officers Association (GFOA) to be considered for their reporting excellence award. This office prepares the annual budget and other financial reports and forecasts for management use and financial planning for the future needs of the City, produces payroll checks and associated reports, monthly and annual financial reports, all accounts payable checks, utility billing, cash receipting, monitors compliance with approved budgets, and serves as liaison with an outside auditor. The Finance Department manages the offices of accounting and purchasing. In addition, the Finance Department provides assistance as needed to Administration with the City's insurance, including health, liability, auto, workers' compensation, and unemployment.

## Objectives

- Provide a high level of service to the public, other departments, and the City Council
- Provide meaningful and accurate information to the public, Council, and departments
- Prepare a GFOA award winning budget

Expenditures	FY2010-11	FY2011-12	Percent Change
	Amended Budget	Proposed Budget	
Personal Services	\$ 345,000	\$ 336,750	(2%)
Materials and Services	189,700	192,250	1%
Capital Outlay	15,000	0	(100%)
	<b>\$ 549,700</b>	<b>\$ 529,000</b>	<b>(4%)</b>

Full-Time Equivalent	FY2010-11	FY2011-12
		4



The Finance Department continues to strive to provide excellent customer service and useful, practical information to the public, Council and departments.

## Finance Expenditures

	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Personal Services</b>						
Salaries	217,705	218,443	218,000	210,000	210,000	210,000
Fringe benefits	103,804	114,194	127,000	126,750	126,750	126,750
Workers' Compensation	0	0	0	0	0	0
Total personal services	321,508	332,637	345,000	336,750	336,750	336,750
<b>Materials and Services</b>						
Postage	28,561	27,255	28,000	32,000	32,000	32,000
Public notices	2,058	1,733	2,000	2,000	2,000	2,000
Materials and supplies	24,911	18,792	18,000	6,000	6,000	6,000
Office expense	0	2,458	4,000	3,000	3,000	3,000
Telecommunications	14,402	11,019	11,000	9,000	9,000	9,000
Maintenance & rental contracts	12,497	4,962	7,500	3,000	3,000	3,000
Computer services	28,869	14,789	12,000	30,000	30,000	30,000
Insurance	2,637	1,912	2,200	1,750	1,750	1,750
Professional services	62,516	66,493	50,000	50,000	50,000	50,000
Audit	24,390	26,325	27,000	27,500	27,500	27,500
Municipal memberships	21,204	20,755	23,000	23,000	23,000	23,000
Travel and education	6,033	2,642	5,000	5,000	5,000	5,000
Employee development	0	0	0	0	0	0
Repairs & maintenance	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0
Total materials & services	228,078	199,135	189,700	192,250	192,250	192,250
<b>Capital Outlay</b>						
Capital Assets	63,078	96,245	15,000	0	0	0
Total capital outlay	63,078	96,245	15,000	0	0	0
<b>TOTAL</b>	<b>612,664</b>	<b>628,017</b>	<b>549,700</b>	<b>529,000</b>	<b>529,000</b>	<b>529,000</b>

# Fire Department

**Activities**

Fire Inspections

Volunteer Recruitment

Training

Community Activities

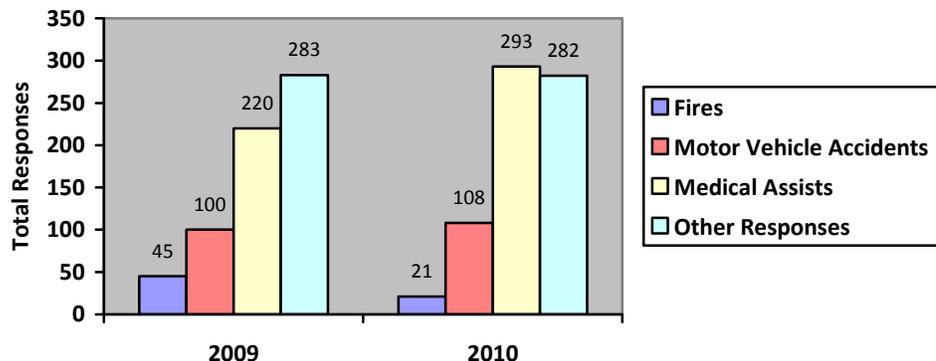
The Dallas Fire Department is a small combination department served by 50 volunteers and 4 paid staff. Six support service members and 4 Chaplains provide assistance with the calls as needed. The City also contracts with the Southwest Polk County Rural Fire Protection District (SWPCRFPD) for administrative services. The City has a deep appreciation for and understanding of the volunteer service of the firefighters. Their selfless dedication to protecting the lives and property of all Dallas residents is invaluable to the community and enables the City of Dallas to provide exemplary service to our citizens. The paid staff works from 8:00 a.m. to 5:00 p.m. Monday through Friday to augment daytime response and perform a variety of administrative duties. They also respond to calls outside the work day during evenings and weekends as well as participate in weekly training drills.

The Fire Department has been serving Dallas and the surrounding communities since 1878. The department provides emergency services to the City of Dallas and unincorporated communities surrounding the city from one main station located in the 200 block of SE Court Street. The service is provided by two 1995 Pierce Fire Engines, one 2003 Pierce Aerial Platform and 1995 Pierce Rescue Truck. The Rural District has two Engines and a tender that respond from the Dallas Station.

This budget continues the contract with the SWPCRFPD for fire suppression and professional services. The District reimburses the City for a portion of the paid staff's salaries and benefits and certain Materials and Services costs.

Expenditures	FY2010-11	FY2011-12	Percent Change
	Amended Budget	Proposed Budget	
Personal Services	\$ 449,850	\$ 490,500	9%
Materials and Services	303,000	292,510	(4%)
Capital Outlay	0	0	0%
	<b>\$ 752,850</b>	<b>\$ 783,010</b>	<b>4%</b>

Full-Time Equivalent	FY2010-11	FY2011-12
	4	4



## Fire Department Expenditures

	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Personal Services</b>						
Salaries	261,577	243,562	262,000	273,000	273,000	273,000
Volunteer compensation	27,800	30,840	30,850	31,500	31,500	31,500
Fringe benefits	136,641	130,888	135,000	164,000	164,000	164,000
Fringe benefits - volunteers	20,508	17,968	22,000	22,000	22,000	22,000
Workers' Compensation	0	0	0	0	0	0
Total personal services	446,526	423,258	449,850	490,500	490,500	490,500
<b>Materials and Services</b>						
Office expense	0	1,368	2,000	2,000	2,000	2,000
Materials and supplies/laundry	9,534	4,031	7,500	6,500	6,500	6,500
Fuel	0	8,618	15,000	15,000	15,000	15,000
Uniform allowance	2,493	2,002	4,000	3,000	3,000	3,000
Repairs & maintenance	8,137	6,929	9,000	12,000	12,000	12,000
Equipment	3,047	3,252	3,500	3,500	3,500	3,500
Radios/pagers	4,684	4,969	6,500	4,500	4,500	4,500
Turnouts	33,626	26,747	40,000	30,000	30,000	30,000
Telecommunications	9,764	11,793	12,000	8,000	8,000	8,000
HVAC, energy & lighting	20,461	16,915	20,000	20,000	20,000	20,000
Maintenance and rental contracts	38,558	20,602	25,000	28,000	28,000	28,000
Shop services	0	10,355	11,500	12,000	12,000	12,000
Computer services	1,987	3,562	4,000	3,000	3,000	3,000
Insurance	24,701	22,921	26,500	26,500	26,500	26,500
Dispatch services	52,850	53,496	62,500	66,510	66,510	66,510
Professional services	23,144	30,630	32,000	32,000	32,000	32,000
Fire prevention program materials	3,196	3,658	4,000	4,000	4,000	4,000
Travel and education	14,992	12,955	18,000	16,000	16,000	16,000
Internal services	55,810	0	0	0	0	0
Facilities maintenance	9,290	0	0	0	0	0
Equipment reserves	0	0	0	0	0	0
Total materials & services	316,272	244,802	303,000	292,510	292,510	292,510
<b>Capital Outlay</b>						
Capital Assets	994	0	0	0	0	0
Total capital outlay	994	0	0	0	0	0
<b>TOTAL</b>	<b>763,792</b>	<b>668,060</b>	<b>752,850</b>	<b>783,010</b>	<b>783,010</b>	<b>783,010</b>

# Ambulance Department

## Activities

9-1-1 Emergency  
Medical Response

Non-Emergency  
Ambulance Transfer

Advanced Life  
Support medications,  
equipment, and  
training.

The Ambulance Service has been operating since 1935. In 1940 the Ambulance Service was placed under the direction of the Fire Department where it remains today. Day to day operations are provided by the Emergency Medical Service (EMS) Director with six full time Paramedics and 22 Emergency Medical Technicians. These employees support two staffed Advanced Life Support Units that are in service 24 hours per day 7 days a week. The Ambulance department serves an area of approximately 240 square miles utilizing a 2010 International LifeLine Medic Unit, a 2009 International LifeLine Medic Unit, and a 1998 Ford LifeLine Medic Unit.

## Objectives

- Provide emergency medical services dedicated to preserving life and reduce injury within the community through effective, efficient, and accountable medical care and transportation.
- Participate in acts of service within our community.
- Advocate for support of ambulance services within the State of Oregon.
- Provide progressive emergency medical care.

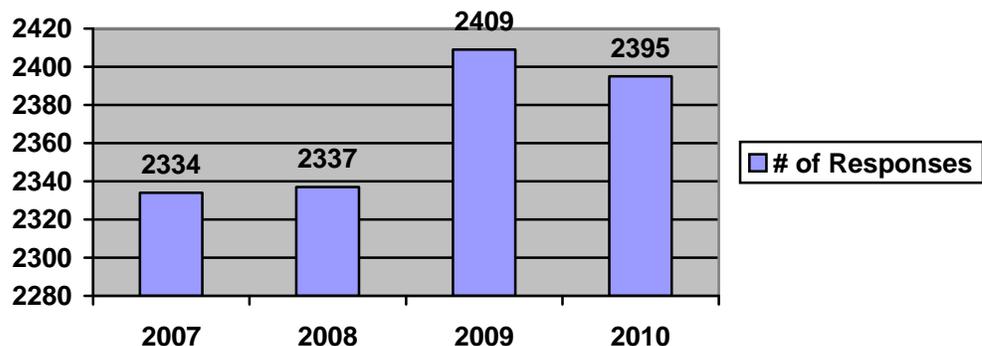
## Expenditures

	FY2010-11 Amended Budget	FY2011-12 Proposed Budget	Percent Change
Personal Services	\$ 840,000	\$ 812,000	(3%)
Materials and Services	300,300	300,495	0%
Capital Outlay	0	0	0%
Debt Service	66,074	70,505	7%
	<b>\$ 1,206,374</b>	<b>\$ 1,183,000</b>	<b>(2%)</b>

## Full-Time Equivalent

FY2010-11	FY2011-12
19.3	19.3

## Annual EMS Responses



The City of Dallas EMS

### Core Values

- Honesty
- Loyalty
- Compassion
- Service

## Ambulance Expenditures

	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Personal Services</b>						
Salaries	572,537	580,229	559,400	560,000	560,000	560,000
Fringe benefits	245,017	245,665	301,100	240,000	240,000	240,000
Overtime	0	16,071	12,000	12,000	12,000	12,000
Workers' Compensation	0	0	0	0	0	0
Total personal services	817,554	841,965	872,500	812,000	812,000	812,000
<b>Materials and Services</b>						
Office expense	0	1,322	2,000	2,000	2,000	2,000
Fire Med advertising	0	0	2,600	2,800	2,800	2,800
Forms/Printing	3,830	4,039	3,500	3,500	3,500	3,500
Materials and supplies/laundry	55,008	47,680	50,000	60,000	60,000	60,000
Fuel	0	15,838	13,000	26,185	26,185	26,185
Uniform allowance	4,218	3,518	4,000	4,000	4,000	4,000
Repairs & maintenance	7,335	5,575	8,000	8,000	8,000	8,000
Telecommunications	9,430	11,069	10,000	5,000	5,000	5,000
HVAC, energy & lighting	6,395	7,112	6,200	6,500	6,500	6,500
Maintenance and rental contracts	33,916	10,493	19,000	18,000	18,000	18,000
Shop services	0	5,918	8,000	8,000	8,000	8,000
Computer services	116	993	2,000	2,500	2,500	2,500
Insurance	13,818	11,077	34,000	14,000	14,000	14,000
Dispatch services	52,850	53,496	62,500	66,510	66,510	66,510
Professional services	68,515	81,217	67,500	55,000	55,000	55,000
Travel and education	11,696	7,437	11,000	11,000	11,000	11,000
Equipment	1,891	1,833	2,200	2,500	2,500	2,500
Radios/pagers	0	805	2,000	2,000	2,000	2,000
Turnouts	4,900	2,585	5,300	3,000	3,000	3,000
Equipment reserves	0	0	0	0	0	0
Internal services	55,810	0	0	0	0	0
Facilities maintenance	4,645	0	0	0	0	0
Total materials & services	334,373	272,006	312,800	300,495	300,495	300,495
<b>Capital Outlay</b>						
Capital Assets	225,496	3,634	0	0	0	0
Total capital outlay	225,496	3,634	0	0	0	0
<b>Debt Service</b>						
Debt Service - Fleet Mgmt	0	0	25,000	30,000	30,000	30,000
Debt Service - Principal	0	52,822	35,000	35,000	35,000	35,000
Debt Service - Interest	0	9,353	6,074	5,505	5,505	5,505
Total debt service	0	62,175	66,074	70,505	70,505	70,505
<b>TOTAL</b>	<b>1,377,423</b>	<b>1,179,779</b>	<b>1,251,374</b>	<b>1,183,000</b>	<b>1,183,000</b>	<b>1,183,000</b>

# Police

## Services

Administration

Patrol

Investigations

Records

Dog Control

Community Service

The Police Department considers FY10-11 to have been productive. There were a number of important accomplishments.

- Began the accreditation process with the Oregon Accreditation Alliance
- Greatly improved evidence handling and property room storage
  - Increased security in the property room
  - Having met BATFE requirements for storage of some weapons, we incorporated the former armory into the property room for drugs, cash, and guns storage, meeting best practices
  - Added heat, ventilation, and independent lighting to the property room
  - Via a grant, improved the work station for the evidence technician
- Completed the transition from the old, disparate uniform to a new uniform
- Completed the crime scene processing vehicle
- Worked with Fleet Management to upfit a police car in-house, recognizing cost savings
- Filled a police officer vacancy with a well-qualified, lateral officer
- Not a single investigation was discontinued due of a lack of resources

The Police Department looks to FY11-12 to continue some organizationally important goals which will enhance and enlarge our ability to serve the community.

- Continue development of the agency policy manual
- Continue toward department accreditation
- Continue expansion of community involvement and self-policing
  - Expand Neighborhood Watch
  - Expand National Night Out (August 2)
  - Expand Eddie Eagle
- Develop a year-round pharmaceutical return station

The Police Department is comprised of men and women who take pride in doing their jobs for you, well and thoroughly.



The mission of the Dallas Police Department is to enforce compliance with the criminal and traffic codes of the State of Oregon and the City of Dallas in a manner that fosters safety and freedom and builds public confidence.

## Expenditures

	FY2010-11 Amended Budget	FY2011-12 Proposed Budget	Percent Change
Personal Services	\$2,321,000	\$2,454,500	6%
Materials and Services	410,400	426,180	4%
Capital Outlay	0	0	0%
Debt Service	65,398	46,220	(29%)
	<b>\$ 2,796,798</b>	<b>\$ 2,926,900</b>	<b>5%</b>

## Full-Time Equivalent

FY2010-11	FY2011-12
<b>22</b>	<b>22</b>

## Police Department Expenditures

	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Personal Services</b>						
Salaries	1,478,811	1,415,788	1,421,000	1,475,000	1,475,000	1,475,000
Fringe benefits	722,010	764,196	790,000	869,500	869,500	869,500
Overtime	0	81,709	110,000	110,000	110,000	110,000
Workers' Compensation	0	0	0	0	0	0
Total personal services	2,200,821	2,261,694	2,321,000	2,454,500	2,454,500	2,454,500
<b>Materials and Services</b>						
Office expense	0	2,450	2,000	3,500	3,500	3,500
Materials and supplies	7,834	5,305	5,000	3,780	3,780	3,780
Animal control/dog shelter	1,608	707	4,400	11,000	11,000	11,000
Weapons skills	0	5,153	9,000	9,000	9,000	9,000
Investigations	6,011	1,287	9,000	9,000	9,000	9,000
Fuel	0	27,085	30,000	40,000	40,000	40,000
Uniforms and cleaning	19,276	16,983	15,500	16,000	16,000	16,000
Equipment	34,862	4,833	6,000	6,000	6,000	6,000
Safety/OSHA	0	2,648	3,000	3,000	3,000	3,000
Telecommunications	14,288	26,188	26,500	16,400	16,400	16,400
Maintenance and rental contracts	70,813	1,448	5,000	13,000	13,000	13,000
Shop services	0	26,695	23,500	23,500	23,500	23,500
Computer services	14,323	8,026	7,500	8,000	8,000	8,000
Insurance	27,804	19,784	26,000	25,000	25,000	25,000
Dispatch services	139,482	154,614	170,500	176,500	176,500	176,500
Professional services	61,527	16,188	15,000	15,000	15,000	15,000
Community relations	3,971	849	4,000	3,000	3,000	3,000
Employee development	7,843	556	2,500	2,500	2,500	2,500
Travel and education	0	10,477	12,000	12,000	12,000	12,000
R.A.I.N. / PRIORS	31,186	26,196	25,500	24,000	24,000	24,000
Reserve officers	521	4,512	7,000	6,000	6,000	6,000
New vehicle maintenance	0	0	1,500	0	0	0
Equipment reserves	0	0	0	0	0	0
Internal services	121,607	0	0	0	0	0
Facilities maintenance	43,353	0	0	0	0	0
Total materials & services	606,309	361,983	410,400	426,180	426,180	426,180
<b>Capital Outlay</b>						
Capital Assets	29,753	55,410	0	0	0	0
Total capital outlay	29,753	55,410	0	0	0	0
<b>Debt Service</b>						
Debt Service - Fleet Mngt	0	0	15,000	15,000	15,000	15,000
Debt Service - Principal	0	40,952	44,850	28,150	28,150	28,150
Debt Service - Interest	0	3,891	5,548	3,070	3,070	3,070
Total debt service	0	44,843	65,398	46,220	46,220	46,220
<b>TOTAL</b>	<b>2,836,883</b>	<b>2,723,929</b>	<b>2,796,798</b>	<b>2,926,900</b>	<b>2,926,900</b>	<b>2,926,900</b>



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# Community Development

The Community Development Department is responsible for a wide variety of services, from maintaining City facilities to the Dallas Aquatic Center. The Department is comprised of dedicated and talented professionals who serve the public and each other well. The Department has developed a distinct unity of purpose to provide the very best of service in the most timely and efficient manner possible while looking forward to what the needs of the city and its residents may be in the future, and planning to meet and exceed those needs. As our motto says, “Helping build a Stronger, Healthier Community through Customer Service”.

**Divisions**

- Aquatic Center**
- Facilities**
- Maintenance**
- Building**
- Inspection**
- Planning and**
- Economic**
- Development**
- Code Enforcement**

**Objectives**

- To continue to improve service to meet the needs of our customers.
- To implement program efficiencies to ensure better customer service at a lower cost.
- To support and coordinate with other departments on a wide array of important city matters.

**Expenditures**

	FY2010-11 Amended Budget	FY2011-12 Proposed Budget	Percent Change
Personal Services	\$1,008,000	\$ 942,600	(7%)
Materials and Services	491,130	440,600	(10%)
Capital Outlay	0	0	0%
	<b>\$ 1,499,130</b>	<b>\$1,383,200</b>	<b>(8%)</b>

**Full Time Equivalent**

FY2010-11	FY2011-12
<b>18.46</b>	<b>17.74</b>



**The Community Development Department's motto is, "Helping build a Stronger, Healthier Community through Customer Service."**

# Community Development

## Activities

- Recreation Swim
- Swim Lessons
- Swim Teams
- Water Aerobics
- Lap Swims
- Physical Therapy
- Special Events
- Lifeguard Training
- Party Packages

## Aquatic Center

The Aquatic Center is a 5-pool complex that opened in November 2000. The Aquatic Center celebrated its' 10-year anniversary in November. The facility contains a 25 yd. Lap Pool, a River and Leisure Pool with a Fountain, a Therapy Pool, a Spa, and a kids Wading Pool. It is the home of the Blue Dolphin Swim Team, the Dallas High School Swim Team, the Western Oregon University Women's Water Polo 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 fiscal health of the facility has increased dramatically in the past 3 years, and the quest for efficiency and revenue continues constantly. At 800 members, there is significant community interest and investment in the facility and is considered by many as a community amenity that sets Dallas apart from nearby communities.

### Objectives

- Create a safe place for persons of all ages to swim safely, while exercising or just having fun.
- Provide opportunities for all to learn to swim 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.
- Attract new members and patrons from the surrounding communities via an aggressive pricing and advertising campaign.
- Increase the Revenue/Expenditure ratio to 65% this fiscal year.



The Dallas Aquatic Center is the best place in town to enjoy recreational, social and fitness activities for swimmers of all ages.

Expenditures	FY2010-11	FY2011-12	Percent Change
	Amended Budget	Proposed Budget	
Personal Services	\$ 410,000	\$ 430,500	5%
Materials and Services	353,500	322,900	(9%)
Capital Outlay	0	0	0%
	<b>\$ 763,500</b>	<b>\$ 753,400</b>	<b>(1%)</b>

Full-Time Equivalent	FY2010-11	FY2011-12
	<b>11.44</b>	<b>11.54</b>

## Aquatic Center Expenditures

	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Personal Services</b>						
Salaries	342,128	300,113	320,000	329,500	329,500	329,500
Fringe benefits	101,080	75,827	90,000	101,000	101,000	101,000
Workers' Compensation	0	0	0	0	0	0
Total personal services	443,208	375,940	410,000	430,500	430,500	430,500
<b>Materials and Services</b>						
Postage	325	16	500	200	200	200
Public notices/advertising	9,221	3,836	5,000	6,000	6,000	6,000
Materials and supplies	1,972	179	1,000	1,500	1,500	1,500
Janitor supplies	5,021	5,636	6,000	5,000	5,000	5,000
Pro shop / concessions	45,298	44,504	50,000	40,000	40,000	40,000
Program supplies	3,563	2,770	3,000	3,000	3,000	3,000
Uniforms	749	504	1,000	1,000	1,000	1,000
Chemicals	24,941	25,321	23,000	20,000	20,000	20,000
Repairs & maintenance	27,325	43,422	30,000	20,000	20,000	20,000
Equipment reimbursement	0	50,000	50,000	50,000	50,000	50,000
Office expense	0	1,707	2,000	1,000	1,000	1,000
Electric service	79,588	64,040	65,000	72,000	72,000	72,000
Telecommunications	1,989	2,108	3,000	2,200	2,200	2,200
Gas service	161,866	66,645	75,000	70,000	70,000	70,000
Computer services	3,920	5,006	6,000	4,000	4,000	4,000
Insurance	8,483	8,835	9,000	9,000	9,000	9,000
Professional services	12,618	14,163	10,000	10,000	10,000	10,000
Travel and education	2,684	812	4,000	1,000	1,000	1,000
Employee dev./water safety	615	0	0	0	0	0
Miscellaneous	277	14,746	10,000	7,000	7,000	7,000
Internal services	47,875	0	0	0	0	0
Total materials & services	438,329	354,251	353,500	322,900	322,900	322,900
<b>Capital Outlay</b>						
Capital Assets	0	0	0	0	0	0
Total capital outlay	0	0	0	0	0	0
<b>TOTAL</b>	<b>881,537</b>	<b>730,191</b>	<b>763,500</b>	<b>753,400</b>	<b>753,400</b>	<b>753,400</b>

# Community Development

## Planning and Economic Development

### Activities

Current and long-range land-use planning

Commercial and Economic Development planning and implementation

Staffing for Planning Commission, URDAC, CDT, EDC, and City Council

Code Enforcement

Floodplain Management

The Planning and Economic Development Division is responsible for all current and long-range planning activities in the City, coordinating economic development activities and programs, and code enforcement. All these activities are and will continue to be effectively accomplished with minimal staff. Assisting customers with routine counter questions, developing and implementing long range plans, meeting with developers, providing the public with information and opportunities to be involved in a meaningful way are all priorities for the division. The goal of the division is to ensure a well-planned and functional community through coordination with other city departments and elected and appointed bodies.

### Objectives

- Continue to provide a high level of service with limited resources.
- Revise and implement land use and other applications.
- Focus on Code violations in the community and work with property owners to get the issues addressed.
- Review the operations of the division and assess ways to improve customer service as well as providing information to the public in a concise and understandable manner.
- Secure grants to assist with the master planning of the South Fairview area and other planning initiatives like the Dallas 2030 Project.
- Work with groups, property owners, and employers to continue to improve the business climate in Dallas.



**The Division was busy this past year with numerous projects, including the 2010 Census, adoption of the new development code, facilitating new business ventures, and awarding façade loans and grants to improve downtown.**

Expenditures	FY2010-11	FY2011-12	Percent Change
	Amended Budget	Proposed Budget	
Personal Services	\$ 270,000	173,500	(36%)
Materials and Services	36,530	29,600	(19%)
Capital Outlay	0	0	0%
	<b>\$306,530</b>	<b>\$203,100</b>	<b>(34%)</b>

Full-Time Equivalent	FY2010-11	FY2011-12
		2.9

## Planning and Economic Development Expenditures

	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Personal Services</b>						
Salaries	113,492	182,830	180,000	111,000	111,000	111,000
Fringe benefits	60,452	81,095	90,000	62,500	62,500	62,500
Workers' Compensation	0	0	0	0	0	0
Total personal services	173,943	263,925	270,000	173,500	173,500	173,500
<b>Materials and Services</b>						
Materials and supplies	932	1,799	4,000	3,000	3,000	3,000
Public notices/advertising	303	842	2,000	2,000	2,000	2,000
Office expense	0	380	1,500	2,000	2,000	2,000
Economic Development expense	2,022	811	1,000	2,500	2,500	2,500
Planning Commission expense	642	307	1,000	1,000	1,000	1,000
Maintenance and rental contracts	1,639	1,312	1,500	1,000	1,000	1,000
Computer services	632	822	2,000	1,000	1,000	1,000
Insurance	1,401	623	1,600	1,600	1,600	1,600
Professional services	75	3,641	15,000	10,000	10,000	10,000
Travel and education	3,684	1,571	2,500	1,500	1,500	1,500
Miscellaneous	0	1,520	1,930	2,000	2,000	2,000
Printing	290	0	2,500	1,000	1,000	1,000
Telecommunications	0	0	0	1,000	1,000	1,000
Equipment reserves	0	0	0	0	0	0
Internal services	23,188	0	0	0	0	0
Facilities maintenance	11,551	0	0	0	0	0
Total materials & services	46,358	13,628	36,530	29,600	29,600	29,600
<b>Capital Outlay</b>						
Capital Assets	0	0	0	0	0	0
Total capital outlay	0	0	0	0	0	0
<b>TOTAL</b>	<b>220,301</b>	<b>277,552</b>	<b>306,530</b>	<b>203,100</b>	<b>203,100</b>	<b>203,100</b>

# Community Development

## Building Division (Inspections)

### Activities

Perform plan intake and review

Answer building and construction questions

Coordinate plan reviews with other departments

Issue building permits

Inspect building projects from residential to commercial

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. Not only zoning and public works issues related to the development, but also things like planning commission conditions, collection of project related fees, water meter connections, and establishing utility accounts. With knowledge of federal, state and city requirements and teamwork with other city departments, the building division has become the “one stop-shop” for customers wanting to invest in our city. With the increase in building activity and the revision of permit fees, the division will be much closer to full cost recovery.

### 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.
- Implement the E-permitting program this year.
- Expand department forms to a web- based product for customer convenience and reduced printing costs.



**Our building department is approachable, available, and able to help customers navigate the issues and requirements of building projects in the City of Dallas.**

### Expenditures

	FY2010-11 Amended Budget	FY2011-12 Proposed Budget	Percent Change
Personal Services	\$ 240,000	\$ 240,800	<1%
Materials and Services	22,100	18,100	(18%)
Capital Outlay	0	0	0%
	<b>\$ 262,100</b>	<b>\$ 258,900</b>	<b>(1%)</b>

### Full-Time Equivalent

FY2010-11	FY2011-12
2.3	2.3

## Inspections/Building Expenditures

	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Personal Services</b>						
Salaries	161,910	145,600	150,000	145,000	145,000	145,000
Fringe benefits	88,862	76,723	90,000	95,800	95,800	95,800
Workers' Compensation	0	0	0	0	0	0
Total personal services	250,772	222,323	240,000	240,800	240,800	240,800
<b>Materials and Services</b>						
Materials and supplies	906	1,998	3,000	2,000	2,000	2,000
Telecommunications	2,852	2,429	5,500	4,000	4,000	4,000
Maintenance & rental contracts	525	2,225	2,000	2,500	2,500	2,500
Computer services	883	2,145	2,000	2,000	2,000	2,000
Insurance	2,300	1,272	2,600	2,600	2,600	2,600
Professional services	0	141	1,000	1,000	1,000	1,000
Travel and education	2,596	1,766	5,000	3,000	3,000	3,000
Miscellaneous	0	233	1,000	1,000	1,000	1,000
State surcharge	17,171	0	0	0	0	0
Equipment reserves	0	0	0	0	0	0
Internal services	46,360	0	0	0	0	0
Facilities Maintenance	19,415	0	0	0	0	0
Total materials & services	93,009	12,210	22,100	18,100	18,100	18,100
<b>Capital Outlay</b>						
Capital Assets	0	1,568	0	0	0	0
Total capital outlay	0	1,568	0	0	0	0
<b>TOTAL</b>	<b>343,781</b>	<b>236,100</b>	<b>262,100</b>	<b>258,900</b>	<b>258,900</b>	<b>258,900</b>

# Community Development

## Activities

- Maintain City facilities including City Hall, the Library, and the Carnegie Building
- Perform maintenance at the Dallas Aquatic Center
- Maintain the City phone system
- Provide Janitorial service

## Facilities Maintenance Division

The work of the Facilities maintenance division is multifaceted. The work performed can include any of the following: plumbing, lightning, 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.

### 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.



**The Facilities Maintenance division oversaw the installation of the new City phone system, and continues to address issues and troubleshoot as required**

Expenditures	FY2010-11	FY2011-12	Percent Change
	Amended Budget	Proposed Budget	
Personal Services	\$ 88,000	\$ 97,800	11%
Materials and Services	79,000	70,000	(11%)
Capital Outlay	0	0	
	<b>\$ 167,000</b>	<b>\$ 167,800</b>	<b>&lt;1%</b>

Authorized Full-Time	FY2010-11	FY2011-12
		<b>1.82</b>

## Facilities Maintenance Expenditures

	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Personal Services</b>						
Salaries	68,469	62,078	55,000	60,000	60,000	60,000
Fringe benefits	36,236	31,382	33,000	37,800	37,800	37,800
Workers' Compensation	0	0	0	0	0	0
Total personal services	104,705	93,460	88,000	97,800	97,800	97,800
<b>Materials and Services</b>						
Materials and supplies	617	556	4,000	1,000	1,000	1,000
Repairs & maintenance	23,737	22,222	30,000	25,000	25,000	25,000
Telecommunications	0	14,197	12,000	12,000	12,000	12,000
HVAC, energy and lighting	19,232	19,387	20,000	20,000	20,000	20,000
Maintenance & rental contracts	2,710	1,713	2,500	1,500	1,500	1,500
Computer services	816	460	1,000	1,000	1,000	1,000
Insurance	3,927	5,400	5,500	5,500	5,500	5,500
Professional services	1,026	1,310	1,000	1,000	1,000	1,000
Janitorial services	0	0	0	0	0	0
Travel and education	0	219	1,000	1,000	1,000	1,000
Miscellaneous	0	1,693	2,000	2,000	2,000	2,000
Heating fuel	0	0	0	0	0	0
Total materials & services	52,065	67,157	79,000	70,000	70,000	70,000
<b>Capital Outlay</b>						
Capital Assets	0	0	0	0	0	0
Total capital outlay	0	0	0	0	0	0
<b>TOTAL</b>	<b>156,770</b>	<b>160,618</b>	<b>167,000</b>	<b>167,800</b>	<b>167,800</b>	<b>167,800</b>

## Civic Center Expenditures\*\*

	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Personal Services</b>						
Salaries	-	-	-	-	-	-
Fringe benefits	-	-	-	-	-	-
Total personal services	0	0	0	0	0	0
<b>Materials and Services</b>						
Supplies - janitors	-	-	-	-	-	-
Electrical service	-	-	-	-	-	-
Heating fuel	-	-	-	-	-	-
Dues/training	-	-	-	-	-	-
Operation and maintenance of equip.	-	-	-	-	-	-
Building and grounds	-	-	-	-	-	-
Computer operations	-	-	-	-	-	-
Contractual services	-	-	-	-	-	-
Insurance	-	-	-	-	-	-
Internal services	4,275	-	-	-	-	-
Facilities maintenance	15,483	-	-	-	-	-
Total materials & services	19,758	0	0	0	0	0
<b>Capital Outlay</b>						
Capital Assets	-	-	-	-	-	-
Total capital outlay	0	0	0	0	0	0
<b>TOTAL</b>	<b>19,758</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\*\*Historical information only - fund is being eliminated

## Recreation Expenditures\*\*

	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Personal Services</b>						
Salaries	7,019	-	-	-	-	-
Fringe benefits	3,688	-	-	-	-	-
Total personal services	10,707	0	0	0	0	0
<b>Materials and Services</b>						
Supplies	520	-	-	-	-	-
Newsletter/postage	-	-	-	-	-	-
Dues/training	-	-	-	-	-	-
Operation and maintenance of equip	117	-	-	-	-	-
Computer operations	-	-	-	-	-	-
Contractual services	12,834	-	-	-	-	-
Kids, Inc.	-	-	-	-	-	-
Insurance	33,831	-	-	-	-	-
Internal services	2,675	-	-	-	-	-
Facilities maintenance	-	-	-	-	-	-
Total materials & services	49,978	0	0	0	0	0
<b>Capital Outlay</b>						
Capital Assets	-	-	-	-	-	-
Total capital outlay	0	0	0	0	0	0
<b>TOTAL</b>	<b>60,684</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\*\*Historical information only - fund is being eliminated

## Non Departmental and Contingency Expenditures\*\*

	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Miscellaneous</b>						
General miscellaneous	39,913	-	-	-	-	-
Municipal memberships	-	-	-	-	-	-
Loan to other funds	-	-	-	-	-	-
Election costs	-	-	-	-	-	-
Loan - imp. bond and & int. fund	-	-	-	-	-	-
Equipment replacement	-	-	-	-	-	-
Contractual services	10,000	-	-	-	-	-
Transfer to other funds	-	-	-	-	-	-
Transfer to Street Fund (reimb right of way maint and improve)	42,000	-	-	-	-	-
Total miscellaneous	91,913	0	0	0	0	0
<b>Capital Outlay</b>						
City Hall improvements	1,000	0	-	-	-	-
Total capital outlay	1,000	0	0	0	0	0
<b>TOTAL NON DEPT.</b>	92,913	0	0	0	0	0
<b>Contingency</b>	-	-	-	-	-	-
<b>Unapprop Ending Fund Balance</b>	-	-	-	-	-	-
<b>TOTAL</b>	92,913	0	0	0	0	0

\*\*Historical information only - fund is being eliminated

## Internal Services Revenues\*\*

	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Reimb from General Fund</b>						
General	426,086	-	-	-	-	-
Facilities maintenance	120,560	-	-	-	-	-
Total from Gen Fund	546,646	0	0	0	0	0
<b>Reimb from Street Fund</b>						
General	108,745	-	-	-	-	-
Facilities maintenance	9,371	-	-	-	-	-
Total from Street Fund	118,116	0	0	0	0	0
<b>Reimb from Sewer Fund</b>						
General	253,190	-	-	-	-	-
Facilities maintenance	13,420	-	-	-	-	-
Total from Sewer Fund	266,609	0	0	0	0	0
<b>Reimb from Water Fund</b>						
General	242,490	-	-	-	-	-
Facilities maintenance	13,420	-	-	-	-	-
Total from Water Fund	255,910	0	0	0	0	0
<b>Reimb from Shop Fund</b>						
General	57,310	-	-	-	-	-
Facilities maintenance	-	-	-	-	-	-
Total from Shop Fund	57,310	0	0	0	0	0
<b>Reimb from Ambulance Fund</b>						
General	-	-	-	-	-	-
Facilities maintenance	-	-	-	-	-	-
Total from Ambulance Fund	0	0	0	0	0	0
<b>TOTAL</b>	<b>1,244,590</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\*\*Historical information only - fund is being eliminated

## Internal Services Fund Expenditures Recap\*\*

Summary of General Fund Revenues						
	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Personal Services	804,798	0	0	0	0	0
Materials and Services	376,715	0	0	0	0	0
Capital Outlay	63,078	0	0	0	0	0
TOTAL INTERNAL SERVICES FUND RECAP	1,244,591	0	0	0	0	0

\*\*Historical information only - fund is being eliminated

## Mayor and City Council Expenditures\*\*

	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Materials and Services</b>						
Mayor's expenses	3,088	-	-	-	-	-
Council expenses	11,341	-	-	-	-	-
Total materials & services	14,429	0	0	0	0	0
<b>Capital Outlay</b>						
Capital Assets	-	-	-	-	-	-
Total capital outlay	0	0	0	0	0	0
<b>TOTAL</b>	<b>14,429</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\*\*Historical information only - fund is being eliminated

## Human Resources Expenditures\*\*

	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Personal Services</b>						
Salaries	64,413	-	-	-	-	-
Fringe benefits	29,412	-	-	-	-	-
Total personal services	93,825	0	0	0	0	0
<b>Materials and Services</b>						
Materials and supplies	1,830	-	-	-	-	-
Travel and education	5,164	-	-	-	-	-
Repairs and maintenance	1,109	-	-	-	-	-
Professional services	1,088	-	-	-	-	-
Total materials & services	9,190	0	0	0	0	0
<b>Capital Outlay</b>						
Capital Assets	-	-	-	-	-	-
Total capital outlay	0	0	0	0	0	0
<b>TOTAL</b>	<b>103,015</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\*\*Historical information only - fund is being eliminated

## City Manager Expenditures\*\*

	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Personal Services</b>						
Salaries	183,689	-	-	-	-	-
Fringe benefits	101,070	-	-	-	-	-
Total personal services	284,759	0	0	0	0	0
<b>Materials and Services</b>						
Materials and supplies	-	-	-	-	-	-
Office expense	-	-	-	-	-	-
Travel and education	11,578	-	-	-	-	-
Employee development	-	-	-	-	-	-
Telecommunications	1,061	-	-	-	-	-
Public notices	-	-	-	-	-	-
Professional services	-	-	-	-	-	-
Operation and maintenance of equip.	690	-	-	-	-	-
Repair and maintenance	-	-	-	-	-	-
Computer services	-	-	-	-	-	-
Insurance	-	-	-	-	-	-
Total materials & services	13,329	0	0	0	0	0
<b>Capital Outlay</b>						
Capital Assets	-	-	-	-	-	-
Total capital outlay	0	0	0	0	0	0
<b>TOTAL</b>	<b>298,088</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\*\*Historical information only - fund is being eliminated

## Finance Expenditures\*\*

	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Personal Services</b>						
Salaries	217,705	-	-	-	-	-
Fringe benefits	103,804	-	-	-	-	-
Total personal services	321,508	0	0	0	0	0
<b>Materials and Services</b>						
Materials and supplies	24,911	-	-	-	-	-
Office expense	-	-	-	-	-	-
Postage	28,561	-	-	-	-	-
Telecommunications	14,402	-	-	-	-	-
Travel and education	6,033	-	-	-	-	-
Public notices/advertising	2,058	-	-	-	-	-
Audit	24,390	-	-	-	-	-
Maintenance and rental contracts	12,497	-	-	-	-	-
Computer services	28,869	-	-	-	-	-
Professional services	62,516	-	-	-	-	-
Insurance	2,637	-	-	-	-	-
Municipal memberships	21,204	-	-	-	-	-
Total materials & services	228,078	0	0	0	0	0
<b>Capital Outlay</b>						
Capital Assets	63,078	-	-	-	-	-
Total capital outlay	63,078	0	0	0	0	0
<b>TOTAL</b>	<b>612,664</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\*\*Historical information only - fund is being eliminated

## City Attorney Expenditures\*\*

	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Personal Services</b>						
Salaries	-	-	-	-	-	-
Fringe benefits	-	-	-	-	-	-
Total personal services	0	0	0	0	0	0
<b>Materials and Services</b>						
Office supplies	-	-	-	-	-	-
Dues/training	-	-	-	-	-	-
Legal services	630	-	-	-	-	-
Contractual services	58,995	-	-	-	-	-
Total materials & services	59,625	0	0	0	0	0
<b>TOTAL</b>	<b>59,625</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\*\*Historical information only - fund is being eliminated

## Facilities Maintenance Expenditures\*\*

	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Personal Services</b>						
Salaries	68,469	-	-	-	-	-
Fringe benefits	36,236	-	-	-	-	-
Total personal services	104,705	0	0	0	0	0
<b>Materials and Services</b>						
Materials and supplies	617	-	-	-	-	-
Energy and lighting	19,232	-	-	-	-	-
Heating fuel	-	-	-	-	-	-
Travel and education	-	-	-	-	-	-
Operation and maintenance of equip.	2,710	-	-	-	-	-
Building and grounds	23,737	-	-	-	-	-
Repair and maintenance	-	-	-	-	-	-
Computer services	816	-	-	-	-	-
Professional services	1,026	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-
Insurance	3,927	-	-	-	-	-
Total materials & services	52,065	0	0	0	0	0
<b>Capital Outlay</b>						
Equipment	-	-	-	-	-	-
Total capital outlay	0	0	0	0	0	0
<b>TOTAL</b>	<b>156,770</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\*\*Historical information only - fund is being eliminated

City of Dallas, Oregon

# Annual Budget

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## Revenue Sharing Fund

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## Revenue Sharing Fund Revenues

	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>State Treasury</b>						
State revenue sharing	108,644	111,527	110,000	110,000	110,000	110,000
Beginning balance	345	0	0	0	-	-
<b>TOTAL</b>	<b>108,988</b>	<b>111,527</b>	<b>110,000</b>	<b>110,000</b>	<b>110,000</b>	<b>110,000</b>

## Revenue Sharing Fund Expenditures

	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Transfer to General Fund	0	111,527	110,000	110,000	110,000	110,000
Emergency svc tsf to Gen. Fund	108,988	0	0	0	-	-
Ambulance tsf to General Fund	0	0	0	0	-	-
<b>TOTAL</b>	<b>108,988</b>	<b>111,527</b>	<b>110,000</b>	<b>110,000</b>	<b>110,000</b>	<b>110,000</b>



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City of Dallas, Oregon

# Annual Budget

Fiscal Year 2011-2012



## Systems Development Charge Fund

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# System Development Charges

System development charges (SDC) are a one-time fee imposed on new development and some types of redevelopment. The fees are intended to recover a fair share of the costs of existing and planned infrastructure that provide capacity to serve new growth. These charges are collected for water, sewer, storm drainage, streets, and parks, and are paid as part of the permit process.

## Transportation SDC:

The Transportation SDC Fund accounts for the City's collection and expenditure of transportation system development charges.

Transportation SDC	Actual FY 2009-2010	Budgeted FY 2010-2011	Proposed Budget FY 2011-2012
<b>Beginning Fund Balance</b>	88,498	110,000	100,000
<b>System Development Charges/Revenue</b>	25,413	20,000	35,000
<b>Total Resources</b>	113,911	130,000	135,000
<b>Total Requirements/Expenditures</b>	0	130,000	135,000

## Parks SDC:

The Parks SDC Fund accounts for the City's collection and expenditure of parks system development charges.

Parks SDC	Actual FY 2009-2010	Budgeted FY 2010-2011	Proposed Budget FY 2011-2012
<b>Beginning Fund Balance</b>	107,985	106,000	95,000
<b>System Development Charges/Revenue</b>	51,111	80,000	80,000
<b>Total Resources</b>	159,096	186,000	175,000
<b>Total Requirements/Expenditures</b>	30,218	186,000	175,000

## City of Dallas Oregon – 2011-2012 Budget

### Water SDC:

The Water SDC Fund accounts for the City's collection and expenditure of water system development charges.

Water SDC	Actual FY 2009-2010	Budgeted FY 2010-2011	Proposed Budget FY 2011-2012
<b>Beginning Fund Balance</b>	362,414	150,000	10,000
<b>System Development Charges/Revenue</b>	91,040	60,000	80,000
<b>Total Resources</b>	453,455	210,000	90,000
<b>Total Requirements/Expenditures</b>	507,842	210,000	90,000

### Sewer SDC:

The Sewer SDC Fund accounts for the City's collection and expenditure of sewer system development charges.

Sewer SDC	Actual FY 2009-2010	Budgeted FY 2010-2011	Proposed Budget FY 2011-2012
<b>Beginning Fund Balance</b>	3,983,746	3,550,000	3,000,000
<b>System Development Charges/Revenue</b>	434,931	733,000	160,000
<b>Total Resources</b>	4,418,677	4,283,000	3,160,000
<b>Total Requirements/Expenditures</b>	742,321	4,283,000	3,160,000

## City of Dallas Oregon – 2011-2012 Budget

### Storm SDC:

The Storm SDC Fund accounts for the City's collection and expenditure of storm system development charges.

<b>Storm SDC</b>	<b>Actual FY 2009-2010</b>	<b>Budgeted FY 2010-2011</b>	<b>Proposed Budget FY 2011-2012</b>
<b>Beginning Fund Balance</b>	(45,602)	(38,000)	(13,000)
<b>System Development Charges/Revenue</b>	20,010	15,000	20,000
<b>Total Resources</b>	(25,592)	(23,000)	7,000
<b>Total Requirements/Expenditures</b>	7,499	(23,000)	7,000

## Systems Development Fund Revenues

	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Transportation SDC</b>						
Charges/revenue	64,161	25,413	20,000	35,000	35,000	35,000
Beginning balance	54,565	88,498	113,911	100,000	100,000	100,000
Total transportation	118,726	113,911	133,911	135,000	135,000	135,000
<b>Park SDC</b>						
Charges/revenue	150,779	51,111	80,000	80,000	80,000	80,000
Beginning balance	104,333	107,985	71,814	95,000	95,000	95,000
Total park	255,113	159,096	151,814	175,000	175,000	175,000
<b>Water SDC</b>						
Charges/revenue	255,264	91,040	60,000	80,000	80,000	80,000
Beginning balance	404,944	362,414	(59,628)	10,000	10,000	10,000
Total water	660,208	453,455	372	90,000	90,000	90,000
<b>Sewer SDC</b>						
Charges/revenue	215,369	88,383	683,000	80,000	80,000	80,000
Reimbursement of SDC loan	0	346,548	50,000	80,000	80,000	80,000
Beginning balance	5,494,664	3,983,746	3,675,641	3,000,000	3,000,000	3,000,000
Total sewer	5,710,033	4,418,677	4,408,641	3,160,000	3,160,000	3,160,000
<b>Storm SDC</b>						
Charges/revenue	60,443	20,010	15,000	20,000	20,000	20,000
Beginning balance	(104,791)	(45,602)	(33,091)	(13,000)	(13,000)	(13,000)
Total storm	(44,348)	(25,592)	(18,091)	7,000	7,000	7,000
<b>TOTAL SDC FUNDS</b>						
Beginning balances	5,953,716	4,497,041	3,768,648	3,192,000	3,192,000	3,192,000
Total Deposits	746,016	622,505	908,000	375,000	375,000	375,000
<b>TOTAL</b>	<b>6,699,732</b>	<b>5,119,547</b>	<b>4,676,648</b>	<b>3,567,000</b>	<b>3,567,000</b>	<b>3,567,000</b>

## Systems Development Fund Expenditures

	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Transportation SDC</b>						
Street Projects	30,229	0	130,000	128,775	128,775	128,775
Tsf to Street Fund GIS/Planning	0	0	0	1,556	1,556	1,556
Tsf to Sewer Fund GIS/Planning	0	0	0	3,113	3,113	3,113
Tsf to Water Fund GIS/Planning	0	0	0	1,556	1,556	1,556
Total expenditures	30,229	0	130,000	135,000	135,000	135,000
<b>Park SDC</b>						
Park Projects	147,128	30,218	186,000	168,775	168,775	168,775
Tsf to Street Fund GIS/Planning	0	0	0	1,556	1,556	1,556
Tsf to Sewer Fund GIS/Planning	0	0	0	3,113	3,113	3,113
Tsf to Water Fund GIS/Planning	0	0	0	1,556	1,556	1,556
Total expenditures	147,128	30,218	186,000	175,000	175,000	175,000
<b>Water SDC</b>						
Water Projects/Oversizing	297,794	212,768	210,000	83,775	83,775	83,775
Tsf to Debt Service	0	300,315	0	0	0	0
Tsf to Street Fund GIS/Planning	0	0	0	1,556	1,556	1,556
Tsf to Sewer Fund GIS/Planning	0	0	0	3,113	3,113	3,113
Tsf to Water Fund GIS/Planning	0	0	0	1,556	1,556	1,556
Total expenditures	297,794	513,083	210,000	90,000	90,000	90,000
<b>Sewer SDC</b>						
Sewer Projects/Oversizing	142,467	160,631	3,480,000	2,973,775	2,973,775	2,973,775
Tsf to Debt Service	0	581,690	0	180,000	180,000	180,000
Tsf to Aquatic Center trust loan	800,000	0	0	0	0	0
Tsf to Fleet Management	0	-	220,000	0	0	0
Tsf to General Fund - Sewer Project	783,819	0	583,000	0	0	0
Tsf to Street Fund GIS/Planning	0	0	0	1,556	1,556	1,556
Tsf to Sewer Fund GIS/Planning	0	0	0	3,113	3,113	3,113
Tsf to Water Fund GIS/Planning	0	0	0	1,556	1,556	1,556
Total expenditures	1,726,286	742,320	4,283,000	3,160,000	3,160,000	3,160,000
<b>Storm SDC</b>						
Storm Projects	1,254	7,499	(23,000)	7,000	7,000	7,000
Total expenditures	1,254	7,499	(23,000)	7,000	7,000	7,000
<b>TOTAL SDC EXPENDITURES</b>	<b>2,202,691</b>	<b>1,293,119</b>	<b>4,786,000</b>	<b>3,567,000</b>	<b>3,567,000</b>	<b>3,567,000</b>



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City of Dallas, Oregon

# Annual Budget

Fiscal Year 2011-2012



## Trust and Grant Funds

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# Trust Fund

The City of Dallas trust funds are dedicated for specific purposes.

## **Aquatic Center Trust**

These funds are donations received from the public for the Aquatic Center. This includes funds donated for Aquatic Center scholarships, equipment, and general purpose.

## **Fire – Harpy Bovard Scholarship**

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

## **Fire – Extrication Team**

This includes revenue received from training provided by City firefighters.

## **Transient Lodging Tax**

These funds are collected by hotel/motel operators from their customers. These funds are earmarked for tourism. Seventy percent of the Transient Lodging Tax funds will be transferred to the Dallas Area Visitors Center to be used for promotion of the Dallas area as a tourist destination. The remaining thirty percent will be used as directed by the Council.

## **Improvement Trust**

This includes funds held as deposits for specific projects for citizens and developers. When the project is completed, any remaining balance on deposit is refunded.

## **Civic Center Deposit**

This account holds the deposit sometimes required for use of this City facility.

## **Economic Development**

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

## **Park Trust**

This is money donated to the City by individuals or groups for special park projects or facilities. This year's budget includes donations for a new park trail brick program.

## **Police Trust**

Police Trust funds are received on occasion for false alarm calls, etc. The funds are used to purchase equipment for the Police Department.

## **Police Reserve Trust**

Fundraising for police reserves.

## **Firing Range Improvements Trust**

This account includes funds received from other governmental agencies for use of the City's firing range.

## **Library Trust**

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

## **Skate Park Trust**

These funds are donations for the skate park, which was build in the Roger Jordan Community Park.

## **Bail Trust**

This is monies held on deposit awaiting a court determination for violations of City ordinances.

## **Ambulance Equipment Trust**

Receives funds to replace ambulance equipment.

## **Community Dinner Trust**

Funds are derived from donations from City employees toward the annual Community Holiday Dinner for citizens in need.

## Trust Fund Revenues

	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Aquatic Center Trust</b>						
Beginning balance	4,130	387,702	154,000	87,200	87,200	87,200
Deposits	800,000	0	10,000	0	0	0
Total resources	804,130	387,702	164,000	87,200	87,200	87,200
<b>Fire - Harpy Bovard Scholarship</b>						
Beginning balance	26,720	28,040	28,040	26,040	26,040	26,040
Deposits	1,320	0	3,500	0	0	0
Total resources	28,040	28,040	31,540	26,040	26,040	26,040
<b>Fire Extrication Team</b>						
Beginning balance	12,930	18,711	10,000	17,500	17,500	17,500
Deposits	19,768	14,563	15,000	35,000	35,000	35,000
Total resources	32,698	33,274	25,000	52,500	52,500	52,500
<b>Other Fire Trust</b>						
Beginning balance	3,497	3,497	482	483	483	483
Deposits	0	0	0	0	0	0
Total resources	3,497	3,497	482	483	483	483
<b>Street Improvement Trust</b>						
Beginning balance	122,563	124,548	100,000	64,500	64,500	64,500
Deposits	1,985	0	0	0	0	0
Total resources	124,548	124,548	100,000	64,500	64,500	64,500
<b>Transient Lodging</b>						
Beginning balance	1,074	19,038	20,000	12,000	12,000	12,000
Deposits	62,390	54,201	85,000	65,000	65,000	65,000
Total resources	63,464	73,240	105,000	77,000	77,000	77,000
<b>Improvement Trust</b>						
Beginning balance	150,773	49,013	20,000	7,430	7,430	7,430
Deposits	5,613	0	10,000	2,000	2,000	2,000
Total resources	156,386	49,013	30,000	9,430	9,430	9,430
<b>Civic Center Deposit</b>						
Beginning balance	200	410	510	510	510	510
Deposits	210	300	200	300	300	300
Total resources	410	710	710	810	810	810
<b>Economic Development</b>						
Beginning balance	1,940	307	35,000	28,000	28,000	28,000
Deposits	0	41,200	30,000	37,000	37,000	37,000
Total resources	1,940	41,507	65,000	65,000	65,000	65,000
<b>Park Trust</b>						
Beginning balance	328	785	2,719	5,200	5,200	5,200
Deposits	28,810	2,900	5,000	5,000	5,000	5,000
Total resources	29,138	3,685	7,719	10,200	10,200	10,200
<b>Police Trust</b>						
Beginning balance	2,360	5,407	5,000	5,500	5,500	5,500
Deposits	6,092	7,827	5,000	5,000	5,000	5,000
Total resources	8,452	13,235	10,000	10,500	10,500	10,500

## Trust Fund Revenues

	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Police Reserve Trust</b>						
Beginning balance	0	0	250	500	500	500
Deposits	0	250	200	300	300	300
Total resources	0	250	450	800	800	800
<b>Firing Range Improvements Trust</b>						
Beginning balance	0	0	1,800	1,000	1,000	1,000
Deposits	0	2,093	2,000	2,000	2,000	2,000
Total resources	0	2,093	3,800	3,000	3,000	3,000
<b>Library Trust</b>						
Beginning balance	3,730	2,003	6,000	8,500	8,500	8,500
Deposits	1,700	14,727	5,000	15,000	15,000	15,000
Total resources	5,430	16,730	11,000	23,500	23,500	23,500
<b>Skate Park</b>						
Beginning balance	4,020	4,020	4,020	4,020	4,020	4,020
Deposits	0	0	0	0	0	0
Total resources	4,020	4,020	4,020	4,020	4,020	4,020
<b>Bail Trust</b>						
Beginning balance	34,234	30,549	10,000	0	0	0
Deposits	100,125	54,575	0	0	0	0
Total resources	134,359	85,124	10,000	0	0	0
<b>Ambulance Equipment Trust</b>						
Beginning balance	0	0	25	360	360	360
Deposits	40	260	100	200	200	200
Total resources	40	260	125	560	560	560
<b>Community Dinner Trust</b>						
Beginning balance	0	0	500	1,018	1,018	1,018
Deposits	0	525	1,000	1,800	1,800	1,800
Total resources	0	525	1,500	2,818	2,818	2,818
<b>Development Park Trust</b>						
Beginning balance	3,386	0	0	0	0	0
Deposits	0	0	0	0	0	0
Total resources	3,386	0	0	0	0	0
<b>TOTAL FUND</b>						
Beginning balance	371,887	674,031	398,346	269,761	269,761	269,761
Total Deposits	1,028,053	193,422	172,000	168,600	168,600	168,600
TOTAL	1,399,940	867,453	570,346	438,361	438,361	438,361

## Trust Fund Expenditures

	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Aquatic Center Trust</b>						
Expenditures	416,428	292,526	160,846	85,000	85,000	85,000
Scholarship	0	0	2,200	2,200	2,200	2,200
Equipment expenditures	0	0	954	0	0	0
Total expenditures	416,428	292,526	164,000	87,200	87,200	87,200
<b>Fire - Harpy Bovard Scholarship</b>						
Scholarship	0	0	2,000	3,000	3,000	3,000
Reserve for future scholarship	0	0	29,540	23,040	23,040	23,040
Total expenditures	0	0	31,540	26,040	26,040	26,040
<b>Fire Extrication Team</b>						
Total expenditures	13,987	25,075	25,000	52,500	52,500	52,500
<b>Other Fire Trust</b>						
Total expenditures	0	3,014	482	483	483	483
<b>Street Improvement Trust</b>						
Total expenditures	0	0	100,000	64,500	64,500	64,500
<b>Transient Lodging</b>						
Transient lodging	44,425	66,294	105,000	77,000	77,000	77,000
<b>Improvement Trust</b>						
Total expenditures	107,374	40,753	30,000	9,430	9,430	9,430
<b>Civic Center Deposit</b>						
Total refunds	0	200	710	810	810	810
<b>Economic Development</b>						
Total expenditures	1,633	1,000	65,000	65,000	65,000	65,000
<b>Park Trust</b>						
Total expenditures	28,353	715	7,719	10,200	10,200	10,200
<b>Police Trust</b>						
Total expenditures	3,045	5,901	10,000	10,500	10,500	10,500
<b>Police Reserve Trust</b>						
Total expenditures	0	0	450	800	800	800
<b>Firing Range Improvements Trust</b>						
Total expenditures	0	1,494	3,800	3,000	3,000	3,000
<b>Library Trust</b>						
Total expenditures	3,427	15,155	11,000	23,500	23,500	23,500
<b>Skate Park</b>						
Total expenditures	0	0	4,020	4,020	4,020	4,020
<b>Bail Trust</b>						
Refunds and forfeitures	103,810	66,137	10,000	0	0	0
<b>Ambulance Equipment Trust</b>						
Purchase of equipment	40	0	125	560	560	560
<b>Community Dinner Trust</b>						
Total expenditures	0	230	1,500	2,818	2,818	2,818
<b>Development Park Trust</b>						
Total expenditures	3,386	0	0	0	0	0
<b>TOTAL</b>	<b>681,484</b>	<b>518,495</b>	<b>570,346</b>	<b>438,361</b>	<b>438,361</b>	<b>438,361</b>

## Grant Fund Revenues

	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Public Works</b>						
Water Reuse	0	0	0	500,000	500,000	500,000
Street Improvements	5,098	0	0	0	0	0
Water conservation grant	42,023	16,200	200,000	0	0	0
Water cons. grant beginning balance	0	21,446	0	0	0	0
Total resources	47,121	37,646	200,000	500,000	500,000	500,000
<b>Community Block Grant</b>						
CDBG grant	0	5,000	649,000	1,800,000	1,800,000	1,800,000
<b>Parks</b>						
Trail project	0	0	200,000	0	0	0
Local govt grant - Kingsborough	0	0	0	73,000	73,000	73,000
Total resources	0	0	200,000	73,000	73,000	73,000
<b>Economic Development</b>						
Core area redevelopment mgr	50,000	0	0	0	0	0
Industrial redevelopment mgr	0	0	0	0	0	0
Total resources	50,000	0	0	0	0	0
<b>Library</b>						
Grant - Ready to Read	2,400	2,308	3,000	3,000	3,000	3,000
Trust management grant	0	0	0	0	0	0
Beginning balance	38	57	0	0	0	0
Total resources	2,438	2,365	3,000	3,000	3,000	3,000
<b>Public Safety</b>						
School resource officer	34,099	0	0	0	0	0
Police Grant	0	24,659	60,000	60,000	60,000	60,000
FEMA AFG Grant	0	0	10,000	186,177	186,177	186,177
Fire Seismic Upgrade Grant	0	0	240,000	700,000	700,000	700,000
Fire Grant	0	0	0	15,000	15,000	15,000
Ambulance Grant	0	24,329	20,000	20,000	20,000	20,000
Total resources	34,099	48,988	330,000	981,177	981,177	981,177
<b>ARRA</b>						
Am. Recovery & Reinvestment Act	0	0	217,000	0	0	0
<b>TOTAL</b>	<b>133,658</b>	<b>93,999</b>	<b>1,599,000</b>	<b>3,357,177</b>	<b>3,357,177</b>	<b>3,357,177</b>

## Grant Fund Expenditures

	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Public Works</b>						
Water reuse	0	0	0	500,000	500,000	500,000
Street and sidewalk improvements	5,098	0	0	0	0	0
Water conservation grant	20,577	37,646	200,000	0	0	0
Total Public Works Grants	25,675	37,646	200,000	500,000	500,000	500,000
<b>Community Block Grant</b>						
CDBG grant	0	5,000	649,000	1,800,000	1,800,000	1,800,000
<b>Parks</b>						
Trail project	0	0	200,000	0	0	0
Local govt grant - Kingsborough	0	0	0	73,000	73,000	73,000
Total Public Works Grants	0	0	200,000	73,000	73,000	73,000
<b>Economic Development</b>						
Transfer to Gen Fund/Planning	50,000	0	0	0	0	0
<b>Library</b>						
Ready to Read grant	2,381	2,208	3,000	3,000	3,000	3,000
Trust management grant	0	0	0	0	0	0
Total Aquatic Center Trust	2,381	2,208	3,000	3,000	3,000	3,000
<b>Public Safety</b>						
Tsf to GF/School Resource officer	34,099	0	0	0	0	0
Police Grant	0	23,763	60,000	60,000	60,000	60,000
FEMA AFG Grant	0	0	10,000	186,177	186,177	186,177
Fire Seismic Upgrade Grant	0	0	240,000	700,000	700,000	700,000
Fire Grant	0	0	0	15,000	15,000	15,000
Ambulance Grant	0	24,329	20,000	20,000	20,000	20,000
Total Public Safety Trust	34,099	48,092	330,000	981,177	981,177	981,177
<b>ARRA</b>						
Am. Recovery & Reinvestment Act	0	0	217,000	0	0	0
<b>TOTAL</b>	<b>112,155</b>	<b>92,947</b>	<b>1,599,000</b>	<b>3,357,177</b>	<b>3,357,177</b>	<b>3,357,177</b>



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City of Dallas, Oregon

# Annual Budget

Fiscal Year 2011-2012



## Capital Improvement & Improvement Funds

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## Capital Improvement Fund Revenues

	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Revenues</b>						
Proceeds from prop sale - Walnut	0	0	0	0	0	0
Water system imp beg balance	0	(514,507)	0	0	0	0
Proceeds from loan - wat sys impr	1,263,871	775,208	0	0	0	0
Levens St bridge - beg balance	(515,945)	0	0	0	0	0
Levens St bridge - reconstruction	(17)	0	0	0	0	0
<b>TOTAL</b>	<b>747,909</b>	<b>260,701</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Capital Improvement Fund Expenditures

	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Capital Outlay</b>						
Senior Center bonds	0	0	0	0	0	0
Park and trail development	0	0	0	0	0	0
Senior Center - grants	0	0	0	0	0	0
Water system improvements	1,262,416	260,701	0	0	0	0
Public safety facility imp bonds	0	0	0	0	0	0
Levens St bridge reconstruction	0	0	0	0	0	0
<b>TOTAL</b>	<b>1,262,416</b>	<b>260,701</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Improvement Fund Revenues

	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Revenues</b>						
Interest assessment payments	146	0	0	0	0	0
Principal assessment payments	519	0	0	0	0	0
Interest on investments	3,944	0	0	0	0	0
Reimbursed improvements	10,521	0	0	0	0	0
Transfer from Utility Fund	0	300,000	0	0	0	0
Beginning balance	115,087	117,052	0	0	0	0
<b>TOTAL</b>	<b>130,217</b>	<b>417,052</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Improvement Fund Expenditures

	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Improvement loans	0	0	0	0	0	0
Reimbursed improvements	13,165	0	0	0	0	0
Transfer to other funds	0	416,390	0	0	0	0
<b>TOTAL</b>	<b>13,165</b>	<b>416,390</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



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City of Dallas, Oregon

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## General Obligation & General Long-Term Debt Funds

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## General Obligation Fund

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

### Expenditures

Bonded debt of the City that is due and payable during the 2011-12 fiscal year is as follows:

	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
<b>2003 Public Safety</b>	70,000	25,493	95,493
<b>2005 Refunding Bonds</b>	435,000	154,250	589,250
<b>Totals</b>	505,000	179,743	684,743

The General Obligation Fund budget includes \$253,257 in Unappropriated Ending Fund Balance. This is the balance carried forward to next year to ensure sufficient funds for debt service payments that are due before property tax payments are received in November.

## General Obligation Fund Revenues

	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Current taxes	667,976	656,185	680,000	685,000	685,000	685,000
Delinquent taxes	34,901	27,517	20,000	28,000	28,000	28,000
Beginning balances	201,342	194,574	199,470	225,000	225,000	225,000
TOTAL	904,219	878,276	899,470	938,000	938,000	938,000

## General Obligation Fund Expenditures

	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Debt service - principal	470,000	460,000	480,000	505,000	505,000	505,000
Debt service - interest	239,645	218,806	199,760	179,743	179,743	179,743
Unappropriated fund balance	0	0	203,740	253,257	253,257	253,257
<b>TOTAL</b>	<b>709,645</b>	<b>678,806</b>	<b>883,500</b>	<b>938,000</b>	<b>938,000</b>	<b>938,000</b>



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## 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 has been established to account for the PERS bonds. The revenue in the Fund derives from all operating funds with 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 Fringe Benefits in those departments. Revenue from other funds is equal to the principal and interest paid on the bonds.

## General Long-Term Debt Fund Revenues

	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Total General Fund	50,301	63,527	66,807	69,920	69,920	69,920
Total Street Fund	9,430	9,970	10,485	5,147	5,147	5,147
Total Sewer Fund	1,752	1,853	1,949	10,973	10,973	10,973
Total Water Fund	4,423	4,676	4,918	9,031	9,031	9,031
Total Shop Fund	7,757	8,206	8,629	2,039	2,039	2,039
Total Internal Fund	9,680	0	0	0	0	0
<b>TOTAL</b>	<b>83,344</b>	<b>88,232</b>	<b>92,788</b>	<b>97,110</b>	<b>97,110</b>	<b>97,110</b>

## General Long-Term Debt Fund Expenditures

	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Debt service - principal	5,000	9,999	15,000	20,000	20,000	20,000
Debt service - interest	78,344	78,226	77,788	77,110	77,110	77,110
TOTAL	83,344	88,225	92,788	97,110	97,110	97,110



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City of Dallas, Oregon

# Annual Budget

Fiscal Year 2011-2012



## Street Fund

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# Engineering/Environmental Services

## Activities

Project design  
Project inspection  
Map updates  
Surveying  
Data collection &  
analysis  
Weed abatement  
Sidewalk safety  
Backflow inventory

The Engineering/Environmental Services Department plans, surveys, designs and supervises construction of the City's Capital Improvement Projects and inspects private projects in the right-of-way. The department also reviews and approves plans and projects proposed by developers for compliance with City Codes and standards. The Engineering Department maintains records of the water system, sewer systems, streets, traffic signals, storm water detention basins and other public and privately owned facilities within the City. This Department maintains records of City boundaries and subdivisions within the City, as well as maintaining records of all annexations, plats, final plats, and other plats regarding properties in or near the City. The Department utilizes and maintains the City's Geographical Information System (GIS) to facilitate retrieval of these records. The department staff is also charged with watershed management, including stream and wellhead monitoring, dam outfall and monitoring, stream gauge installations and reservoir debris removal and log-boom maintenance.

## **Objectives**

- Monitor the Capital Improvement Program for updates.
- Provide necessary review of plans and inspection for public infrastructure.
- Maintain up-to-date as-built data on City projects and private development.
- Analyze and seek solutions to public concerns with traffic, parking, signs, drainage, etc.
- Responsibly manage and protect the City's watershed

# Public Works

## Street Division

### Activities

Provide maintenance of city's streets, curbs, street signage, medians, and rights-of-way.

Infrastructure design and mapping, contract administration, contract inspection, long term infrastructure planning

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 public. The City of Dallas is responsible for the maintenance of over 50 miles of paved streets, more than 2000 signs, 5 bridges, and 3 traffic signals.

### Objectives

- Providing maintenance and repair to ensure the proper operation of the City's traffic signals, streetlights, 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 and safe and efficient travel of the motoring public.
- Street sweeping, emergency response, stormwater management, snow removal, and leaf harvest

### Projects

- Court Street Overlay (*Main Street to Church Street*)
- NE Polk Station Road Overlay (*Ellendale Ave to Kings Valley Highway*)



The Streets Division receives no revenue from property taxes or the General Fund, operating solely on state highway funds, utility fees, and service charges.

Expenditures	FY2010-11	FY2011-12	Percent Change
	Amended Budget	Proposed Budget	
Personal Services	\$ 287,000	\$ 338,750	18%
Materials and Services	386,000	339,000	(12%)
Capital Outlay	310,000	155,000	(50%)
<b>TOTAL EXPENDITURES</b>	<b>\$983,000</b>	<b>\$832,750</b>	<b>(15%)</b>
Operating Contingencies	168,900	327,277	94%

Full-Time Equivalent	FY2010-11	FY2011-12
		3.1

## Street Fund Revenues

	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Revenues</b>						
State highway appropriation	587,216	636,698	773,000	877,302	877,302	877,302
Materials sold to other projects	0	0	0	0	0	0
Interest on investments	5,323	1,509	1,000	1,500	1,500	1,500
State highway sidewalk grant	0	0	0	0	0	0
Overhead/construction costs	3,963	0	0	0	0	0
Miscellaneous	9,273	36,824	20,000	20,000	20,000	20,000
State hwy federal money reimb.	0	291,548	150,000	155,000	155,000	155,000
General Fund right of way reimb.	42,000	0	0	0	0	0
Street utility fee	0	0	150,000	0	0	0
Tsf from Sewer SDC GIS/Planning	0	0	0	1,556	1,556	1,556
Tsf from Water SDC GIS/Planning	0	0	0	1,556	1,556	1,556
Tsf from Street SDC GIS/Planning	0	0	0	1,556	1,556	1,556
Tsf from Park SDC GIS/Planning	0	0	0	1,556	1,556	1,556
Total revenues	<u>647,775</u>	<u>966,579</u>	<u>1,094,000</u>	<u>1,060,027</u>	<u>1,060,027</u>	<u>1,060,027</u>
<b>Beginning balances</b>	<u>128,558</u>	<u>81,676</u>	<u>163,459</u>	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>
<b>TOTAL</b>	<u>776,333</u>	<u>1,048,255</u>	<u>1,257,459</u>	<u>1,160,027</u>	<u>1,160,027</u>	<u>1,160,027</u>

## Street Fund Expenditures Recap

	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Personal Services	320,691	249,185	287,000	338,750	338,750	338,750
Materials and Services	373,967	329,155	386,000	339,000	339,000	339,000
Capital Outlay	12,233	306,176	310,000	155,000	155,000	155,000
Contingency	0	0	168,900	327,277	327,277	327,277
TOTAL	706,890	884,516	1,151,900	1,160,027	1,160,027	1,160,027

## Street Fund Expenditures

	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Personal Services</b>						
Salaries	0	160,853	185,000	204,000	204,000	204,000
Fringe benefits	0	88,332	102,000	134,750	134,750	134,750
Workers' Compensation	0	0	0	0	0	0
Total personal services	0	249,185	287,000	338,750	338,750	338,750
<b>Materials and Services</b>						
Materials and supplies	0	16,732	40,000	30,000	30,000	30,000
Vehicle/equipment expense	0	73,337	76,000	50,000	50,000	50,000
Repairs & maintenance	0	71	5,000	2,000	2,000	2,000
Traffic signal maintenance	0	1,149	20,000	4,000	4,000	4,000
Tools	0	1,035	2,000	1,000	1,000	1,000
Telecommunications	0	2,642	2,500	3,000	3,000	3,000
HVAC, energy & lighting	0	0	0	0	0	0
Street lighting	0	106,249	110,000	120,000	120,000	120,000
Computer services	0	1,455	5,000	2,000	2,000	2,000
Insurance	0	3,413	5,000	2,000	2,000	2,000
Professional services	0	22,078	20,000	20,000	20,000	20,000
Employee development	0	500	5,000	1,500	1,500	1,500
Safety equipment and training	0	155	3,000	2,000	2,000	2,000
Sidewalk loan program	0	0	5,000	0	0	0
Travel and education	0	339	2,500	1,500	1,500	1,500
Transfer to General Fund	0	100,000	80,000	80,000	80,000	80,000
Sidewalks	0	0	5,000	20,000	20,000	20,000
Equipment reserves	0	0	0	0	0	0
Total materials & services	0	329,155	386,000	339,000	339,000	339,000
<b>Capital Outlay</b>						
Contractual overlays	0	306,176	310,000	155,000	155,000	155,000
Equipment	0	0	0	0	0	0
Total capital outlay	0	306,176	310,000	155,000	155,000	155,000
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>884,516</b>	<b>983,000</b>	<b>832,750</b>	<b>832,750</b>	<b>832,750</b>
<b>Operating Contingencies</b>	<b>0</b>	<b>0</b>	<b>168,900</b>	<b>327,277</b>	<b>327,277</b>	<b>327,277</b>
<b>TOTAL</b>	<b>0</b>	<b>884,516</b>	<b>1,151,900</b>	<b>1,160,027</b>	<b>1,160,027</b>	<b>1,160,027</b>

FY2008-09 expenditure data found on Street Fund budget pages that follow

## Street Fund Expenditures\*\*

### Administration and Engineering

	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Personal Services</b>						
Salaries	77,964	-	-	-	-	-
Fringe benefits	42,002	-	-	-	-	-
Total personal services	119,967	0	0	0	0	0
<b>Materials and Services</b>						
Tools and supplies	1,111	-	-	-	-	-
Telecommunications	2,546	-	-	-	-	-
Membership and training	557	-	-	-	-	-
Employee development	-	-	-	-	-	-
Operating and maintenance of equip.	1,959	-	-	-	-	-
Computer operations	6,465	-	-	-	-	-
Contractual services	615	-	-	-	-	-
Insurance	1,051	-	-	-	-	-
Internal services	108,745	-	-	-	-	-
Facilities maintenance	9,371	-	-	-	-	-
Total materials & services	132,420	0	0	0	0	0
<b>Capital Outlay</b>						
Equipment	-	-	-	-	-	-
Total capital outlay	-	-	-	-	-	-
<b>TOTAL</b>	<b>252,387</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\*\*Historical information only - fund is being eliminated

## Street Fund Expenditures\*\*

Maintenance	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Personal Services</b>						
Salaries	105,163	-	-	-	-	-
Fringe benefits	64,628	-	-	-	-	-
Total personal services	169,791	0	0	0	0	0
<b>Materials and Services</b>						
Materials	17,732	-	-	-	-	-
Miscellaneous	48	-	-	-	-	-
Training	436	-	-	-	-	-
Operation and maintenance of equip	64,840	-	-	-	-	-
Reimburse to Shops	12,000	-	-	-	-	-
Contractual services	13,673	-	-	-	-	-
Tools and equipment	1,434	-	-	-	-	-
Insurance	3,510	-	-	-	-	-
Total materials & services	113,672	0	0	0	0	0
<b>Capital Outlay</b>						
Equipment	-	-	-	-	-	-
Total capital outlay	-	-	-	-	-	-
<b>TOTAL</b>	<b>283,463</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\*\*Historical information only - fund is being eliminated

## Street Fund Expenditures\*\*

Construction	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Personal Services</b>						
Salaries	2,403	-	-	-	-	-
Fringe benefits	1,234	-	-	-	-	-
Total personal services	3,637	0	0	0	0	0
<b>Materials and Services</b>						
Materials	-	-	-	-	-	-
Operation and maintenance of equip	3,532	-	-	-	-	-
Sidewalk loan program	-	-	-	-	-	-
Contractual construction	8,000	-	-	-	-	-
Assessed projects	-	-	-	-	-	-
Insurance	701	-	-	-	-	-
Total materials & services	12,233	0	0	0	0	0
<b>Capital Outlay</b>						
Capital Assets	-	-	-	-	-	-
Total capital outlay	-	-	-	-	-	-
<b>TOTAL</b>	<b>15,870</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\*\*Historical information only - fund is being eliminated

## Street Fund Expenditures\*\*

### Marking and Lighting

	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Personal Services</b>						
Salaries	17,172	-	-	-	-	-
Fringe benefits	10,124	-	-	-	-	-
Total personal services	27,296	0	0	0	0	0
<b>Materials and Services</b>						
Marking and sign supplies	14,472	-	-	-	-	-
Street and traffic lights	95,541	-	-	-	-	-
Operation and maintenance of equip.	4,768	-	-	-	-	-
Contractual services	-	-	-	-	-	-
Tools and supplies	159	-	-	-	-	-
Insurance	701	-	-	-	-	-
Total materials & services	115,642	0	0	0	0	0
<b>Capital Outlay</b>						
Capital assets	-	-	-	-	-	-
Total capital outlay	-	-	-	-	-	-
<b>TOTAL</b>	<b>142,938</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\*\*Historical information only - fund is being eliminated

## Street Fund Expenditures\*\*

Debt Service and Contingency						
	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Other Requirements</b>						
Contingency	-	-	-	-	-	-
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\*\*Historical information only - fund is being eliminated



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City of Dallas, Oregon

# Annual Budget

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## Sewer Fund

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# Public Works

## Sewer Division

### Activities

Operation and maintenance of the sanitary sewer collection system.

Operation and maintenance of the storm drainage system.

Contract management of the Wastewater Treatment Facility.

Planning and Engineering for the collection and treatment systems.

Management of wastewater and stormwater are 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 40 miles of sewer pipes to the Wastewater Treatment Facility on Bowersville Road.

### Objectives

- 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 maintain and operate the storm sewer system in a way that is environmentally sensitive and ensures proper flow into Rickreall Creek and Ash Creek.
- 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.

### Projects

Replace UV system at WWTF  
 Major pump replacement at WWTF  
 Residential line replacement program  
 Inflow and infiltration program



The City has begun an aggressive program to systematically identify rainfall and groundwater entering the sewer system. In the coming year, we will focus on eliminating inflow and infiltration.

### Expenditures

	FY2010-11 Amended Budget	FY2011-12 Proposed Budget	Percent Change
Personal Services	\$ 560,000	\$ 593,000	6%
Materials and Services	1,507,800	1,415,500	(6%)
Capital Outlay	118,000	135,000	14%
Sewer Debt Service	1,158,641	973,734	(16%)
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,344,441</b>	<b>\$ 3,117,234</b>	<b>(7%)</b>
Operating Contingencies	815,559	1,008,216	24%
DEQ Loan Reserve	1,120,000	1,120,000	0%

### Full-Time Equivalent

FY2010-11	FY2011-12
<b>6.1</b>	<b>5.95</b>

## Sewer Fund Revenues

	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Revenues</b>						
Sewer service charges	2,839,212	2,826,340	2,850,000	2,900,000	2,900,000	2,900,000
Materials sold to projects	0	0	0	0	0	0
Interest on investments	66,652	38,244	10,000	30,000	30,000	30,000
Overhead charges to assessed prjt	0	0	0	0	0	0
Sewer hookup fees	7,500	5,850	5,000	3,000	3,000	3,000
Miscellaneous	92,412	61,159	40,000	50,000	50,000	50,000
Tsf from Sewer SDC GIS/Planning	0	0	0	3,113	3,113	3,113
Tsf from Water SDC GIS/Planning	0	0	0	3,113	3,113	3,113
Tsf from Street SDC GIS/Planning	0	0	0	3,113	3,113	3,113
Tsf from Park SDC GIS/Planning	0	0	0	3,113	3,113	3,113
Total revenues	<u>3,005,776</u>	<u>2,931,593</u>	<u>2,905,000</u>	<u>2,995,450</u>	<u>2,995,450</u>	<u>2,995,450</u>
<b>Beginning balances</b>	<u>2,184,599</u>	<u>2,187,302</u>	<u>2,375,000</u>	<u>2,250,000</u>	<u>2,250,000</u>	<u>2,250,000</u>
<b>TOTAL</b>	<u><u>5,190,375</u></u>	<u><u>5,118,896</u></u>	<u><u>5,280,000</u></u>	<u><u>5,245,450</u></u>	<u><u>5,245,450</u></u>	<u><u>5,245,450</u></u>

## Sewer Fund Expenditures Recap

	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Personal Services	482,370	526,932	560,000	593,000	593,000	593,000
Materials and Services	1,357,570	1,393,502	1,507,800	1,415,500	1,415,500	1,415,500
Capital Outlay	0	160,957	118,000	135,000	135,000	135,000
Debt Services	1,162,745	581,690	1,158,641	973,734	973,734	973,734
Contingency	0	0	815,559	1,008,216	1,008,216	1,008,216
Reserve	0	0	1,120,000	1,120,000	1,120,000	1,120,000
TOTAL	3,002,685	2,663,080	5,280,000	5,245,450	5,245,450	5,245,450

## Sewer Fund Expenditures

	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Personal Services</b>						
Salaries	0	339,961	355,000	363,000	363,000	363,000
Fringe benefits	0	186,971	205,000	230,000	230,000	230,000
Workers' Compensation	0	0	0	0	0	0
Total personal services	0	526,932	560,000	593,000	593,000	593,000
<b>Materials and Services</b>						
Materials and supplies	0	28,345	25,000	25,000	25,000	25,000
DEQ permits	0	15,936	18,000	15,000	15,000	15,000
Vehicle/equipment expense	0	157,900	175,000	150,000	150,000	150,000
Repairs and maintenance	0	22,674	17,000	10,000	10,000	10,000
Tools	0	1,324	3,500	3,000	3,000	3,000
Telecommunications	0	4,407	2,800	4,500	4,500	4,500
HVAC, energy and lighting	0	4,249	4,500	4,500	4,500	4,500
Computer services	0	(5,583)	17,000	4,000	4,000	4,000
Insurance	0	22,232	28,000	15,000	15,000	15,000
Professional services	0	587,910	660,000	630,000	630,000	630,000
Employee development	0	2,458	2,500	1,000	1,000	1,000
Safety equipment and training	0	1,110	1,500	1,500	1,500	1,500
Travel and education	0	539	3,000	2,000	2,000	2,000
Transfer to General Fund	0	375,000	550,000	550,000	550,000	550,000
Equipment reserves	0	0	0	0	0	0
Transfer to Improvement Fund	0	175,000	0	0	0	0
Total materials and services	0	1,393,502	1,507,800	1,415,500	1,415,500	1,415,500
<b>Capital Outlay</b>						
Sewer Replacement Projects	0	0	45,000	25,000	25,000	25,000
I & I	0	0	0	75,000	75,000	75,000
WWTF capital improvements	0	52,980	25,000	35,000	35,000	35,000
Trench restoration contract	0	71,000	48,000	0	0	0
Storm drainage improvement project	0	36,977	0	0	0	0
Total capital outlay	0	160,957	118,000	135,000	135,000	135,000
<b>Sewer Debt Service</b>						
Transfer to Debt Service	0	581,690	1,158,641	973,734	973,734	973,734
Total debt service	0	581,690	1,158,641	973,734	973,734	973,734
TOTAL EXPENDITURES	0	2,663,080	3,344,441	3,117,234	3,117,234	3,117,234
Operating Contingencies	0	0	815,559	1,008,216	1,008,216	1,008,216
DEQ Loan Reserve	0	0	1,120,000	1,120,000	1,120,000	1,120,000
TOTAL	0	2,663,080	5,280,000	5,245,450	5,245,450	5,245,450

FY2008-09 expenditures data found on Sewer Fund budget pages that follow

## Sewer Fund Expenditures\*\*

### Administration and Engineering

	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Personal Services</b>						
Salaries	155,929	-	-	-	-	-
Fringe benefits	80,030	-	-	-	-	-
Total personal services	235,959	0	0	0	0	0
<b>Materials and Services</b>						
Tools and supplies	639	-	-	-	-	-
Telecommunications	2,919	-	-	-	-	-
Membership and training	2,130	-	-	-	-	-
Operation and maintenance of equip.	2,715	-	-	-	-	-
Computer operations	8,138	-	-	-	-	-
Contractual engineering	2,579	-	-	-	-	-
Insurance	1,401	-	-	-	-	-
Facilities maintenance	13,420	-	-	-	-	-
In-lieu of franchise fee	157,300	-	-	-	-	-
Internal services	253,190	-	-	-	-	-
Total materials & services	444,431	0	0	0	0	0
<b>Capital Outlay</b>						
Equipment	-	-	-	-	-	-
Total capital outlay	-	-	-	-	-	-
<b>TOTAL</b>	<b>680,390</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\*\*Historical information only - fund is being eliminated

## Sewer Fund Expenditures\*\*

Maintenance	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Personal Services</b>						
Salaries	140,766	-	-	-	-	-
Fringe benefits	81,556	-	-	-	-	-
Total personal services	222,322	0	0	0	0	0
<b>Materials and Services</b>						
Materials	13,286	-	-	-	-	-
Miscellaneous	7,630	-	-	-	-	-
Training	2,112	-	-	-	-	-
Operation and maintenance of equip.	130,719	-	-	-	-	-
Reimburse to Shops	24,000	-	-	-	-	-
Contractual services	9,275	-	-	-	-	-
Tools and supplies	8,453	-	-	-	-	-
Insurance	2,102	-	-	-	-	-
Total materials & services	197,577	0	0	0	0	0
<b>Capital Outlay</b>						
Equipment	-	-	-	-	-	-
Total capital outlay	-	-	-	-	-	-
<b>TOTAL</b>	<b>419,899</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\*\*Historical information only - fund is being eliminated

## Sewer Fund Expenditures\*\*

### Construction (Non-Assessed)

	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Personal Services</b>						
Salaries	10,712	-	-	-	-	-
Fringe benefits	7,134	-	-	-	-	-
Total personal services	17,846	0	0	0	0	0
<b>Materials and Services</b>						
Materials	1,229	-	-	-	-	-
Operation and maintenance of equip.	14,000	-	-	-	-	-
Transfer to Street Fund	-	-	-	-	-	-
Contractual services	15,948	-	-	-	-	-
Insurance	2,102	-	-	-	-	-
Total materials & services	33,279	0	0	0	0	0
<b>Capital Outlay</b>						
Capital assets	-	-	-	-	-	-
Total capital outlay	-	-	-	-	-	-
<b>TOTAL</b>	<b>51,125</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\*\*Historical information only - fund is being eliminated

## Sewer Fund Expenditures\*\*

Treatment Plant						
	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Personal Services</b>						
Salaries	1,251	-	-	-	-	-
Fringe benefits	4,992	-	-	-	-	-
Total personal services	6,243	0	0	0	0	0
<b>Materials and Services</b>						
Technical supplies	94	-	-	-	-	-
Telecommunications	1,235	-	-	-	-	-
Electricity and gas	3,413	-	-	-	-	-
Training	-	-	-	-	-	-
Operation and maintenance of equip.	8,677	-	-	-	-	-
Building and grounds	5,243	-	-	-	-	-
Contractual services	645,670	-	-	-	-	-
Tools and supplies	-	-	-	-	-	-
Insurance	17,951	-	-	-	-	-
Total materials & services	682,283	0	0	0	0	0
<b>Capital Outlay</b>						
Equipment	-	-	-	-	-	-
Total capital outlay	-	-	-	-	-	-
<b>TOTAL</b>	<b>688,526</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\*\*Historical information only - fund is being eliminated

## Sewer Fund Expenditures\*\*

### Debt Service and Contingency

	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Other Requirements</b>						
Contingency	-	-	-	-	-	-
General facilities reserve	-	-	-	-	-	-
DEQ loan debt service reserve	-	-	-	-	-	-
Repayment	-	-	-	-	-	-
DEQ loan debt service - principal	679,491	-	-	-	-	-
DEQ loan debt service - interest	443,193	-	-	-	-	-
OEDD loan debt service - principal	24,386	-	-	-	-	-
OEDD loan debt service - interest	15,675	-	-	-	-	-
<b>TOTAL</b>	<b>1,162,745</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\*\*Historical information only - fund is being eliminated



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City of Dallas, Oregon

# Annual Budget

Fiscal Year 2011-2012



## Water Fund

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# Public Works

## Water Division

### Activities

Operation and maintenance of water treatment system.

Contract management of water distribution system.

Planning and Engineering for the distribution and treatment systems.

An abundant and reliable supply of fresh, clean drinking water is vital for a healthy society and the local economy. In order to ensure an abundant and reliable supply, the City has contracted with CH2M Hill OMI to maintain and operate more than 50 miles of water lines, over 5,000 metered service connections, 4 water pump stations, 3 pressure zones, and more than 8 million gallons of potable water storage capacity in 3 concrete and 4 steel reservoirs. The Water Division operates and maintains Mercer Reservoir (500 MG capacity) and Dam, the Rickreall Creek raw water intake and pumping station, an 8 million gallon per day water treatment facility, and a 50 million gallon ASR facility.

### Objectives

- To provide timely and effective maintenance and repair of the distribution system and treatment plant to ensure an uninterrupted supply of potable water for the community.
- To operate the system in a way that is environmentally sensitive and ensures a reliable supply of water for the community.
- To provide long term planning for regulatory compliance, growth, cost effectiveness and efficiency of the system.

### Projects

Automated meter replacement project

Expenditures	FY2010-11	FY2011-12	Percent Change
	Amended Budget	Proposed Budget	
Personal Services	\$ 637,000	\$ 427,875	(33%)
Materials and Services	1,297,500	1,164,000	(10%)
Capital Outlay	42,000	0	(100%)
Water Debt Service	555,368	555,112	0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,531,868</b>	<b>\$ 2,146,987</b>	<b>(15%)</b>
Operating Contingencies	646,132	858,738	33%

Full-Time Equivalent	FY2010-11	FY2011-12
	<b>8</b>	<b>4.35</b>



The City has contracted with OMI for water meter reading and maintenance and repair of the City's water distribution system, which has resulted in savings to the City.

## Water Fund Revenues

	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Revenues</b>						
Sale of water	1,886,361	1,919,047	2,150,000	2,100,000	2,100,000	2,100,000
Service connections	10,903	8,500	8,000	9,000	9,000	9,000
Materials sold to projects	3,077	0	0	0	0	0
Interest on investments	49,005	18,601	10,000	18,000	18,000	18,000
New account fees	8,430	7,620	10,000	7,500	7,500	7,500
Overhead charges to assessed prjt	1,589	0	0	0	0	0
Transfer from Outside Water Fund	0	100,135	0	0	0	0
Miscellaneous	37,217	65,232	50,000	50,000	50,000	50,000
Tsf from Sewer SDC GIS/Planning	0	0	0	1,556	1,556	1,556
Tsf from Water SDC GIS/Planning	0	0	0	1,556	1,556	1,556
Tsf from Street SDC GIS/Planning	0	0	0	1,556	1,556	1,556
Tsf from Park SDC GIS/Planning	0	0	0	1,556	1,556	1,556
Total revenues	1,996,581	2,119,135	2,228,000	2,190,725	2,190,725	2,190,725
<b>Beginning balances</b>	1,175,756	1,185,585	1,179,313	815,000	815,000	815,000
<b>TOTAL</b>	3,172,338	3,304,720	3,407,313	3,005,725	3,005,725	3,005,725

## Water Fund Expenditures Recap

	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Personal Services	763,539	687,889	660,000	427,875	427,875	427,875
Materials and Services	1,001,379	1,029,995	1,297,500	1,164,000	1,164,000	1,164,000
Capital Outlay	0	124,710	42,000	0	0	0
Debt Services	207,125	295,074	555,368	555,112	555,112	555,112
Contingency	-	-	623,132	858,738	858,738	858,738
Reserve	-	-	-	-	-	-
<b>TOTAL</b>	<b>1,972,043</b>	<b>2,137,669</b>	<b>3,178,000</b>	<b>3,005,725</b>	<b>3,005,725</b>	<b>3,005,725</b>

## Water Fund Expenditures

	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Personal Services</b>						
Salaries	0	434,649	420,000	255,000	255,000	255,000
Fringe Benefits	0	233,629	215,000	157,875	157,875	157,875
Overtime	0	19,611	25,000	15,000	15,000	15,000
Workers' Compensation	0	0	0	0	0	0
Total personal services	0	687,889	660,000	427,875	427,875	427,875
<b>Materials and Services</b>						
Materials and supplies	0	211,104	220,000	140,000	140,000	140,000
Permits	0	1,532	2,000	3,500	3,500	3,500
Vehicle/equipment expense	0	100,031	110,000	100,000	100,000	100,000
Repairs and maintenance	0	23,572	35,000	30,000	30,000	30,000
Tools	0	2,163	2,500	2,500	2,500	2,500
Telecommunications	0	10,704	10,000	10,500	10,500	10,500
HVAC, energy and lighting	0	89,481	120,000	112,000	112,000	112,000
Computer services	0	7,979	17,000	6,000	6,000	6,000
Insurance	0	15,859	20,000	12,000	12,000	12,000
Professional services	0	109,288	299,000	315,000	315,000	315,000
Employee development	0	4,140	4,000	3,000	3,000	3,000
Safety equipment and training	0	695	4,500	2,000	2,000	2,000
Travel and education	0	3,448	3,500	2,500	2,500	2,500
Transfer to General Fund	0	325,000	450,000	425,000	425,000	425,000
Transfer to Improvement Fund	0	125,000	0	0	0	0
Equipment reserves	0	0	0	0	0	0
Total materials & services	0	1,029,995	1,297,500	1,164,000	1,164,000	1,164,000
<b>Capital Outlay</b>						
Water Line Replacement Projects	0	0	9,713	0	0	0
Equipment	0	0	15,500	0	0	0
Trench restoration contract	0	70,460	16,787	0	0	0
Intake generator	0	54,250	0	0	0	0
Total capital outlay	0	124,710	42,000	0	0	0
<b>Water Debt Service</b>						
Transfer to Debt Service	0	295,074	555,368	555,112	555,112	555,112
Total debt service	0	295,074	555,368	555,112	555,112	555,112
TOTAL EXPENDITURES	0	2,137,669	2,554,868	2,146,987	2,146,987	2,146,987
<b>Operating Contingencies</b>						
	0	0	623,132	858,738	858,738	858,738
TOTAL	0	2,137,669	3,178,000	3,005,725	3,005,725	3,005,725

FY2008-09 expenditures data found on Water Fund budget pages that follow

## Water Fund Expenditures\*\*

### Administration and Engineering

	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Personal Services</b>						
Salaries	155,928	-	-	-	-	-
Fringe Benefits	80,031	-	-	-	-	-
Overtime	-	-	-	-	-	-
Total personal services	235,959	0	0	0	0	0
<b>Materials and Services</b>						
Engineering supplies	1,835	-	-	-	-	-
Telecommunications	2,913	-	-	-	-	-
Membership and training	2,471	-	-	-	-	-
Operation and maintenance of equip.	2,741	-	-	-	-	-
Computer operations	8,217	-	-	-	-	-
Contractual engineering	2,408	-	-	-	-	-
Insurance	1,401	-	-	-	-	-
In-lieu of franchise fee	107,300	-	-	-	-	-
Internal services	242,490	-	-	-	-	-
Facilities maintenance	13,420	-	-	-	-	-
Total materials & services	385,196	0	0	0	0	0
<b>Capital Outlay</b>						
Intake generator equipment	-	-	-	-	-	-
Total capital outlay	-	-	-	-	-	-
<b>TOTAL</b>	<b>621,155</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\*\*Historical information only - fund is being eliminated

## Water Fund Expenditures\*\*

### Maintenance and Customer Service

	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Personal Services</b>						
Salaries	187,382	-	-	-	-	-
Fringe Benefits	101,998	-	-	-	-	-
Total personal services	289,380	0	0	0	0	0
<b>Materials and Services</b>						
Materials	85,955	-	-	-	-	-
Miscellaneous	603	-	-	-	-	-
Training	1,928	-	-	-	-	-
Operation and maintenance of equip.	22,757	-	-	-	-	-
Reimburse to Shops	24,000	-	-	-	-	-
Contractual services	(847)	-	-	-	-	-
Tools and supplies	2,383	-	-	-	-	-
Insurance	2,102	-	-	-	-	-
Total materials & services	138,881	0	0	0	0	0
<b>Capital Outlay</b>						
Intake generator equipment	-	-	-	-	-	-
Total capital outlay	-	-	-	-	-	-
<b>TOTAL</b>	<b>428,261</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\*\*Historical information only - fund is being eliminated

## Water Fund Expenditures\*\*

### Construction (Non-Assessed)

	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Personal Services</b>						
Salaries	36,513	-	-	-	-	-
Fringe benefits	21,598	-	-	-	-	-
Total personal services	58,111	0	0	0	0	0
<b>Materials and Services</b>						
Materials	37,658	-	-	-	-	-
Operation and maintenance of equip.	54,461	-	-	-	-	-
Contractual services	21,108	-	-	-	-	-
Insurance	2,102	-	-	-	-	-
Total materials & services	115,330	0	0	0	0	0
<b>Capital Outlay</b>						
Equipment	-	-	-	-	-	-
Total capital outlay	-	-	-	0	0	0
<b>TOTAL</b>	<b>173,441</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\*\*Historical information only - fund is being eliminated

## Water Fund Expenditures\*\*

### Treatment and Pumping

	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Personal Services</b>						
Salaries	118,095	-	-	-	-	-
Fringe benefits	61,993	-	-	-	-	-
Total personal services	180,088	0	0	0	0	0
<b>Materials and Services</b>						
Technical supplies	58,994	-	-	-	-	-
Communications	5,613	-	-	-	-	-
Electricity and gas	91,813	-	-	-	-	-
Training	2,787	-	-	-	-	-
Operation and maintenance of equip.	9,500	-	-	-	-	-
Building and grounds	19,588	-	-	-	-	-
Contractual services	162,342	-	-	-	-	-
Tools and supplies	960	-	-	-	-	-
Insurance	10,377	-	-	-	-	-
Total materials & services	361,973	0	0	0	0	0
<b>Capital Outlay</b>						
Equipment	-	-	-	-	-	-
Total capital outlay	-	-	-	-	-	-
<b>TOTAL</b>	<b>542,061</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\*\*Historical information only - fund is being eliminated

## Water Fund Expenditures\*\*

### Debt Service and Contingency

	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Other Requirements</b>						
Contingency	-	-	-	-	-	-
Facilities replacement reserve	-	-	-	-	-	-
Bank of Amer. Debt Svc - principal	176,000	-	-	-	-	-
Bank of Amer. Debt Svc - interest	31,125	-	-	-	-	-
<b>TOTAL</b>	<b>207,125</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\*\*Historical information only - fund is being eliminated

## Outside of City Water Fund Revenues

	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Revenues</b>						
Water charges	21,435	-	-	-	-	-
Beginning balance	113,036	100,135				
<b>TOTAL</b>	<b>134,471</b>	<b>100,135</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Outside of City Water Fund Expenditures

	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Personal Services</b>						
Salaries	6,618	-	-	-	-	-
Fringe benefits	2,956	-	-	-	-	-
Total personal services	9,574	0	0	0	0	0
<b>Materials and Services</b>						
Materials	14,062	-	-	-	-	-
Operation and maintenance of equip.	4,200	-	-	-	-	-
Contractual services	6,500	-	-	-	-	-
Transfer to Water Fund	-	100,135	-	-	-	-
Total materials & services	24,762	100,135	0	0	0	0
<b>Reserve</b>						
Reserve	-	-	-	-	-	-
Total reserve	-	-	-	0	0	0
<b>TOTAL</b>	<b>34,336</b>	<b>100,135</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



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City of Dallas, Oregon

# Annual Budget

Fiscal Year 2011-2012



## Debt Service Fund

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# Debt Service Fund

The debt service appropriations in this budget are for payments for Sewer and Water bonds and loans.

<u>Water Debt Service</u>	<u>Sewer Debt Service</u>
2005 Water Debt Refunding	OEDD Sewer System Bonds
2009 Water System Improvement Projects	DEQ Sewer System Loan

## Debt Service Revenues

	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Revenues</b>						
Transfer from Water Fund	0	300,315	555,368	555,112	555,112	555,112
Transfer from Water SDC	0	300,315	0	0	0	0
Transfer from Sewer Fund	0	581,690	1,158,641	973,734	973,734	973,734
Transfer from Sewer SDC	0	581,690	0	180,000	180,000	180,000
<b>TOTAL</b>	<b>0</b>	<b>1,764,009</b>	<b>1,714,009</b>	<b>1,708,846</b>	<b>1,708,846</b>	<b>1,708,846</b>

Fund was created in FY2009-10

## Debt Service Expenditures

	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Debt Service</b>						
2005 Water debt serv. - principal	0	183,000	190,000	197,000	197,000	197,000
2005 Water debt serv. - interest	0	24,394	17,400	10,144	10,144	10,144
Safe drinking water debt svc - prin	0	149,289	173,936	185,006	185,006	185,006
Safe drinking water debt svc - int	0	243,947	174,032	162,962	162,962	162,962
Sewer OEDD - principal	0	29,583	29,791	30,014	30,014	30,014
Sewer OEDD - interest	0	14,577	13,232	11,847	11,847	11,847
DEQ loan - principal	0	706,458	776,704	802,109	802,109	802,109
DEQ loan - interest	0	412,761	338,915	309,764	309,764	309,764
<b>TOTAL</b>	<b>0</b>	<b>1,764,009</b>	<b>1,714,009</b>	<b>1,708,846</b>	<b>1,708,846</b>	<b>1,708,846</b>

Fund was created in FY2009-10



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City of Dallas, Oregon

# Annual Budget

Fiscal Year 2011-2012



## Fleet Management Fund

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# Administrative Services

## Fleet Management

### Activities

Manage the city's vehicle fleet.

Execute IGA's with:

SW Polk Rural Fire

Falls City Fire

DPSST H. Duty

Fleet

Independence

Police

The Division manages and maintains the City's fleet of vehicles and equipment. The 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 Foreman and Mechanic Maintenance Specialist.

### 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 cost of the fleet.



Our mission within Fleet Management is to keep the city's vehicles and equipment repaired and mobile in the most practical and competent manner and doing so in a cost effective manner, as to provide the best service possible to the citizens of the City of Dallas.

### Expenditures

	FY2010-11 Amended Budget	FY2011-12 Proposed Budget	Percent Change
Personal Services	\$ 159,500	\$ 221,000	39%
Materials and Services	320,800	191,500	(40%)
Capital Outlay	350,000	20,000	(94%)
<b>TOTAL EXPENDITURES</b>	<b>\$ 830,300</b>	<b>\$ 432,500</b>	<b>(48%)</b>
Operating Contingencies	138,700	358,500	159%

### Full-Time Equivalent

FY2010-11	FY2011-12
2	2

## Fleet Management Fund Revenues

	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Revenues</b>						
Rental of equipment	321,502	324,000	293,000	300,000	300,000	300,000
Fuel and oil reimbursement	68,591	70,412	90,000	10,000	10,000	10,000
Reimbursement services	57,718	48,620	85,000	96,500	96,500	96,500
Sale of equipment	0	0	1,000	1,000	1,000	1,000
Transfer from sewer SDC	0	0	220,000	0	0	0
Transfer in - vehicle payments	0	0	40,000	45,000	45,000	45,000
Transfer in - equipment reserve	0	0	0	10,000	10,000	10,000
Street, water and sewer reimb.	60,000	0	0	0	0	0
Total revenues	<u>507,811</u>	<u>443,033</u>	<u>729,000</u>	<u>462,500</u>	<u>462,500</u>	<u>462,500</u>
<b>Beginning Balance</b>	<u>142,286</u>	<u>265,262</u>	<u>400,342</u>	<u>335,000</u>	<u>335,000</u>	<u>335,000</u>
<b>TOTAL</b>	<u><u>650,097</u></u>	<u><u>708,295</u></u>	<u><u>1,129,342</u></u>	<u><u>797,500</u></u>	<u><u>797,500</u></u>	<u><u>797,500</u></u>

## Fleet Management Fund Expenditures

	Actual 2008-09	Actual 2009-10	Amended 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
<b>Personal Services</b>						
Salaries	84,960	90,427	104,500	136,000	136,000	136,000
Fringe benefits	50,255	48,822	55,000	85,000	85,000	85,000
Overtime	0	0	0	0	0	0
Worker's Compensation	0	0	0	0	0	0
Total personal services	135,215	139,249	159,500	221,000	221,000	221,000
<b>Materials and Services</b>						
Materials and supplies	5,490	5,570	6,000	7,000	7,000	7,000
Fuel and oil	103,587	96,125	117,000	50,000	50,000	50,000
Parts	48,860	30,692	50,000	40,000	40,000	40,000
Repairs & maintenance	3,839	19,211	15,000	15,000	15,000	15,000
Equipment replacement	1,200	19,525	25,000	-	-	-
Tools	2,837	3,607	9,200	4,000	4,000	4,000
Telecommunications	4,409	3,494	5,100	4,500	4,500	4,500
HVAC, energy & lighting	9,101	8,347	6,700	10,000	10,000	10,000
Insurance	10,654	10,534	11,300	5,000	5,000	5,000
Travel and education	1,104	968	1,000	2,000	2,000	2,000
Miscellaneous	1,369	1,855	1,500	4,000	4,000	4,000
Transfer to General Fund	0	50,000	50,000	50,000	50,000	50,000
Transfer to SDC - Loan Reimb.	0	0	0	30,000	30,000	30,000
Equipment reserve	0	0	0	0	0	0
Internal services	57,310	0	0	0	0	0
Total materials & services	249,760	249,928	297,800	221,500	221,500	221,500
<b>Capital Outlay</b>						
Vehicles	0	0	275,000	0	0	0
Equipment	0	39,524	98,000	20,000	20,000	20,000
Total capital outlay	-	39,524	373,000	20,000	20,000	20,000
TOTAL EXPENDITURES	384,975	428,701	830,300	462,500	462,500	462,500
Operating Contingencies	0	0	138,700	335,000	335,000	335,000
TOTAL	384,975	428,701	969,000	797,500	797,500	797,500



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City of Dallas, Oregon

# Annual Budget

Fiscal Year 2011-2012



## Glossary

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Glossary

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# Glossary

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

**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 1<sup>st</sup>. Subsequent to adoption, Council may make changes throughout the year.

**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.

**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.

**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.

**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.

**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

**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.

**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.

**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.

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

**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.

**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/Kids, Inc.** – This budget item includes Kids, Inc. 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.

**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.

**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.

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

CITY OF DALLAS  
STATEMENT OF BONDS AND LOANS OUTSTANDING JUNE 30, 2011

	Date of Issue	Date of Maturity	Date of Optional Retirement	Amount of Issue	Rate of Interest	Outstanding 6-30-11	Maturing 11-12	
							Principal	Interest
<b><u>WATER BONDS</u></b>								
2005 Water Debt Refunding	9/30/2005	12/1/2012		\$ 1,347,000	3.75%	\$ 369,000	\$ 197,000	\$ 10,144
2009 Water System Improvement Project	3/6/2009	12/1/2028		\$ 5,148,873	3.38%	\$ 4,821,350	\$ 185,006	\$ 162,962
TOTAL - Water				\$ 6,495,873		\$ 5,190,350	\$ 382,006	\$ 173,106
<b><u>SEWER BONDS AND LOAN</u></b>								
OEDD Sewer System Bonds	7/21/1998	7/21/2018		\$ 523,000	4.74%	\$ 240,655	\$ 30,014	\$ 11,847
DEQ Sewer System Loan	4/29/1998	1/1/2018		\$ 14,500,000	3.93%	\$ 8,071,097	\$ 802,109	\$ 309,764
TOTAL - Sewer				\$ 15,023,000		\$ 8,311,752	\$ 832,123	\$ 321,611
<b><u>GENERAL LONG TERM DEBT</u></b>								
2005 PERS Pension Obligation bonds	9/23/2005	6/1/2028		\$ 1,585,000	4.437%	\$ 1,555,000	\$ 20,000	\$ 77,110
TOTAL - General Long Term Debt				\$ 1,585,000		\$ 1,555,000	\$ 20,000	\$ 77,110
<b><u>GENERAL OBLIGATION BONDS</u></b>								
2003 Public Safety Equipment(Registered)	1/29/2003	12/15/2017		\$ 850,000	4.95%	\$ 550,000	\$ 70,000	\$ 25,493
2005 Refunding Bonds	12/20/2005	6/1/2019	12/1/2015	\$ 4,695,000	4.30%	\$ 3,560,000	\$ 435,000	\$ 154,250
TOTAL - General Obligation Bonds				\$ 5,545,000		\$ 4,110,000	\$ 505,000	\$ 179,743
<b><u>GENERAL FUND DEBT SERVICE</u></b>								
2009 Ambulance Debt Service	9/30/2008	1/1/2015		\$ 210,000	4.95%	\$ 145,000	\$ 35,000	\$ 5,505
TOTAL - General Fund Debt Service				\$ 210,000		\$ 145,000	\$ 35,000	\$ 5,505
<b>TOTAL DEBT:</b>				<b>\$ 28,858,873</b>		<b>\$ 19,312,102</b>	<b>\$ 1,774,129</b>	<b>\$ 757,075</b>

**CITY OF DALLAS, OREGON**  
**STATEMENT OF BONDS/LOANS AND INTEREST PAYABLE**  
**July 1, 2011 to Maturity**

	Public Safety	Ambulance 2009	GO Refunding Bonds	Sewer Debt	Water Debt	Water System Improvements	PERS Bonds	Total Bonds/Loans	Total Interest Payable	Total Bonds/Loans & Interest
2011-12	70,000	35,000	435,000	793,658	197,000	216,170	20,000	1,766,828	809,031	2,575,859
2012-13	70,000	35,000	455,000	824,201	172,000	223,477	30,000	1,809,678	735,956	2,545,633
2013-14	75,000	35,000	475,000	855,965	-	231,030	35,000	1,706,995	659,104	2,366,099
2014-15	80,000	40,000	455,000	893,995	-	238,839	40,000	1,747,834	582,120	2,329,954
2015-16	80,000	-	480,000	928,338	-	246,912	50,000	1,785,250	504,394	2,289,644
2016-17	85,000	-	385,000	964,052	-	255,257	60,000	1,749,309	428,574	2,177,883
2017-18	90,000	-	405,000	1,006,186	-	263,885	70,000	1,835,071	353,933	2,189,004
2018-19	-	-	420,000	1,002,782	-	272,804	80,000	1,775,586	277,905	2,053,492
2019-20	-	-	-	1,042,575	-	282,025	90,000	1,414,600	203,091	1,617,691
2020-21	-	-	-	-	-	291,558	100,000	391,558	155,722	547,280
2021-22	-	-	-	-	-	301,412	115,000	416,412	140,864	557,276
2022-23	-	-	-	-	-	311,600	125,000	436,600	124,922	561,522
2023-24	-	-	-	-	-	322,132	140,000	462,132	108,134	570,266
2024-25	-	-	-	-	-	333,020	155,000	488,020	90,240	578,260
2025-26	-	-	-	-	-	344,276	170,000	514,276	71,228	585,504
2026-27	-	-	-	-	-	355,913	190,000	545,913	51,085	596,998
2027-28	-	-	-	-	-	367,943	85,000	452,943	29,547	482,490
2028-29	-	-	-	-	-	380,379	-	380,379	12,857	393,236
	550,000	145,000	3,510,000	8,311,752	369,000	5,238,632	1,555,000	19,679,384	5,338,706	25,018,089