

D

THE CITY OF  
ALLAS  
REGON

CITIZEN  
BUDGET  
2014-15

CITY OF DALLAS  
140TH ANNIVERSARY  
1874-2014



## Purpose Statement

The intent of this document is to provide residents and other interested parties with a simple, concise, and understandable overview of the City of Dallas's budget. The document addresses two questions: (1) How is the City funded? And (2) How are those funds spent?

The City operates on a fiscal year that begins July 1 and ends June 30. The budget for the current fiscal year was adopted on June 17, 2013, and became effective July 1, 2013.

Anyone can obtain more detailed budget information and a copy of the City's official 2015 budget documents from City Hall or online at [www.dallasor.gov/budget](http://www.dallasor.gov/budget). If you have specific questions, contact the Finance Department at 503.623.2338.



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# City of Dallas City Council



Mayor Brian Dalton



Council President LaVonne Wilson



Councilor Jim Brown



Councilor Jim Fairchild



Councilor Kelly Gabliks



Councilor Beth Jones



Councilor Jackie Lawson



Councilor Kevin Marshall



Councilor Murray Stewart



Councilor Ken Woods Jr.

## Executive Management Team

City Manager

Ron Foggin

### Executive Management

- Human Resources/Risk Management
- Community Development/Operations
- Engineering/Environmental Services
- Financial Services
- Fire
- Police
- Legal

- Emily Gagner
- Jason Locke
- Fred Braun
- Cecilia Ward
- Fred Hertel
- Tom Simpson
- Lane Shetterly

### Budget Committee Citizen Members

- Mike Arras
- William Brite
- Pete Christensen
- Darand Davies
- Bill Hahn
- Mike Holland
- Lynn Hurt
- Christine Valentine



## 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.

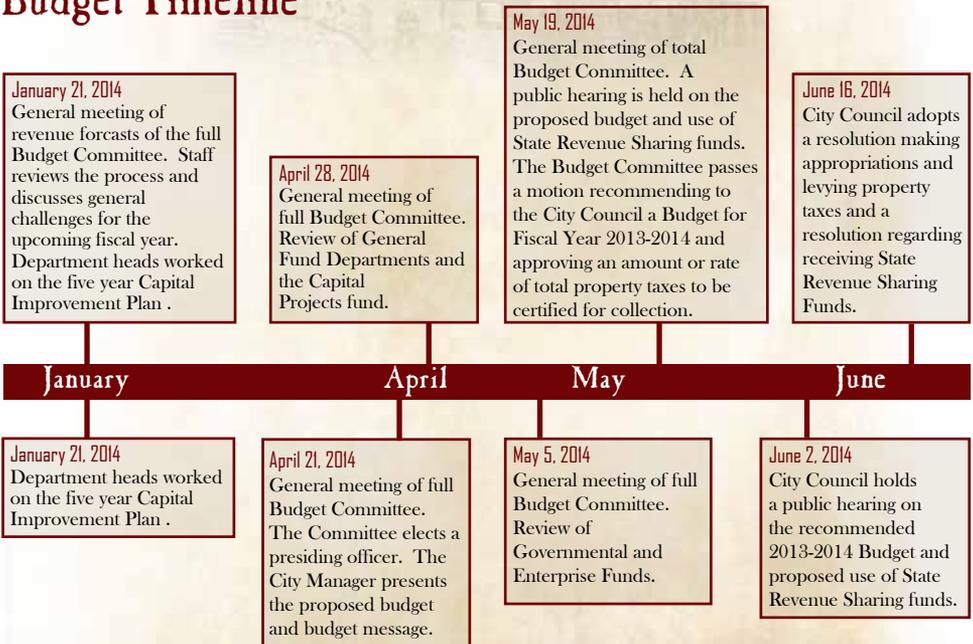
The budget is created and adopted in accordance with state law. Amendments made to the budget are also done according to requirements set forth by the State of Oregon. The budget is adopted on a basis consistent with generally accepted account-

ing principles. The budget is amended through Council adoption of a resolution. If a supplemental budget is required, a public hearing is noticed and held per requirements set forth by the State of Oregon before the Council adopts a resolution approving the supplemental budget.

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

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

## Budget Timeline



## City Statistics

Incorporated	1874
Area	4.856 square miles (3,107 acres)
Population	(July, 2013).....14,800
Males	47.9%
Females	52.1%
Race:	
White	92.6%
Hispanic or Latino	5.9%
Other	1.5%
Median Age	39.8
Under 5 years	6.6%
5 - 24 years	26.3%
25-44 years	23.3%
45-64 years	24.8%
65 years and over	18.8%
Residents graduated from high school or higher	91.4%
Residents with Bachelor's degree or higher	18.5%
Average Household Size	2.49 persons
Median Household Income	\$49,209
Total Housing Units	6,137
Resident-owned homes	63.6%
Median home value of owner-occupied homes	\$197,000

## Climate

* Annual Rainfall	48.12 inches
* Annual Snowfall	8.2 inches
* Precipitation Days	146
* Sunny Days	156
* Average High (July)	80° F
* Average Low (January)	31.9° F
* Elevation (average)	405 feet

## Largest Employers

Forest River, Inc	325 employees
Dallas Public Schools	321 employees
Dallas Retirement Village	275 employees
Polk County	270 employees
West Valley Hospital	155 employees
Wal-Mart	146 employees
Safeway Stores, Inc	130 employees
City of Dallas	95 employees
James W. Fowler Affiliates	80 employees

## 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 8th Grade

### Colleges - 1

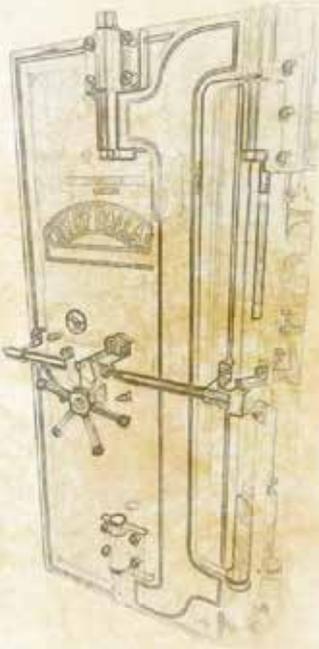
- Chemeketa Community College

\*Climate statistics can be found at  
[www.wrcc@dri.edu](http://www.wrcc@dri.edu)

## Taxes & Other Revenues

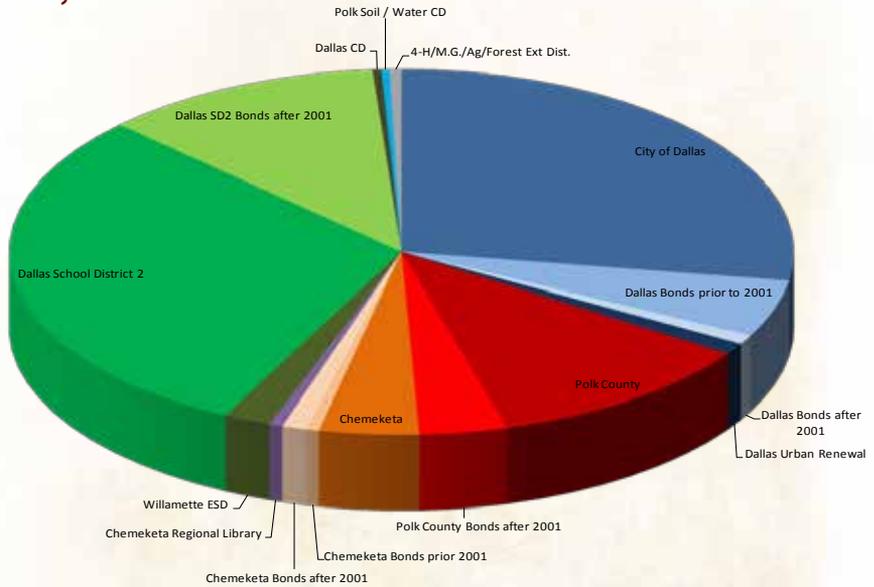
### Property Tax

There are multiple tax collecting entities in the City of Dallas: Polk County, Dallas School District, Willamette Education Service District, Chemeketa Community College, Chemeketa Cooperative Regional Library Service, Polk Soil and Water Conservation District, 4-H/Master Gardener/Ag/Forest Extension District, Dallas Cemetery District, and the City of Dallas. Polk County assesses the taxable value and collects all property tax. The City of Dallas's 2014 certified tax rate is 3.5%.



Dallas Residence Tax Rate by Code	Amount
City of Dallas	<b>4.1443</b>
Polk County	1.6951
Polk County Bonds after 2001	0.5440
Chemeketa	0.6183
Chemeketa Bonds prior 2001	0.0785
Chemeketa Bonds after 2001	0.1520
Chemeketa Regional Library	0.0809
Willamette ESD	0.2931
Dallas Bonds prior to 2001	<b>0.7615</b>
Dallas Bonds after 2001	<b>0.1239</b>
Dallas Urban Renewal	<b>0.1520</b>
Dallas CD	0.0541
Polk Soil / Water CD	0.0494
Dallas School District 2	4.4972
Dallas SD2 Bonds after 2001	1.7429
4-H/M.G./Ag/Forest Ext Dist.	0.0741
<b>Total</b>	<b>15.0613</b>

# Property Tax Distribution



## Other Revenues

### Fees

The City of Dallas has several fees that are assessed on various services, such as recreation, planning, building, water and sewer fees. These fees are levied in order to respond to changes in demand for the services.

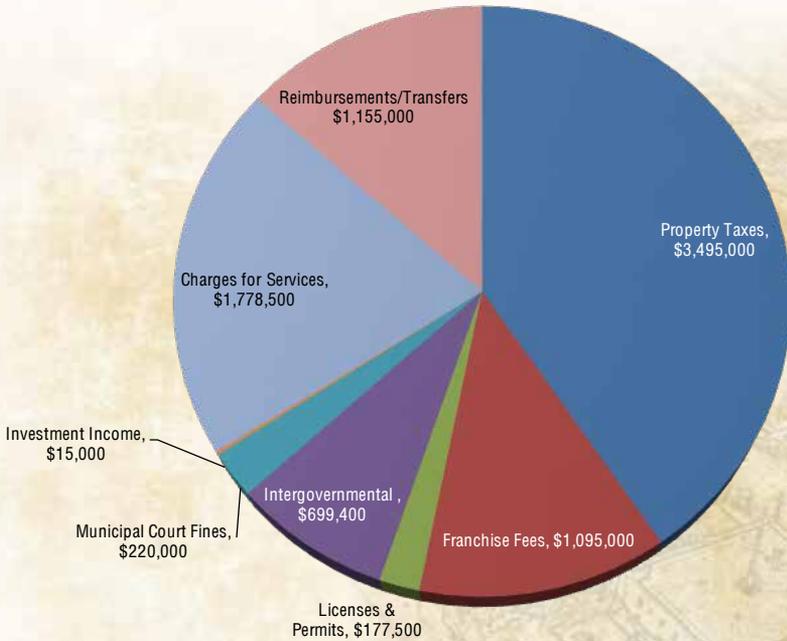
### Grants

The City applies for and receives grants every year from federal and state governments and other entities. These grants fund various projects including library, recreation, and public safety programs.

### Municipal Bonds

Some of the City’s capital projects are funded through debt. The City currently has an AA Bond rating from Standard and Poor’s for General Obligation (GO) bonds. Since 2003, the City has used bonds for the Aquatic Center, Library, and fire equipment.

# General Fund Revenues



# General Fund Revenues

	Actual 2011-12	Actual 2012-13	Amended 2013-14	Proposed 2014-15
Property Taxes	3,251,946	3,388,238	3,444,000	3,495,000
Franchise fees	1,062,288	1,028,426	1,105,000	1,095,000
Licenses & Permits	167,667	198,094	157,000	177,500
Intergovernmental/Other Agencies	596,516	601,382	586,969	699,400
Municipal Court Fines	129,367	103,449	155,000	220,000
Investment Income	22,478	13,989	15,000	15,000
Charges for Services	1,613,338	1,588,759	1,751,000	1,788,500
Reimbursements & Fund Transfers	1,105,000	1,105,000	1,168,000	1,155,000
<b>Total Revenues</b>	<b>7,948,601</b>	<b>8,027,339</b>	<b>8,381,969</b>	<b>8,645,400</b>
Beginning Balance	1,702,146	1,681,366	520,000	1,170,000
<b>Total</b>	<b>9,650,746</b>	<b>9,708,705</b>	<b>8,901,969</b>	<b>9,815,400</b>

# General Fund Expenditures

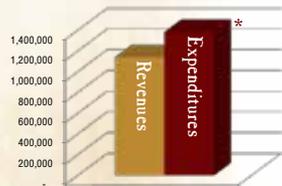
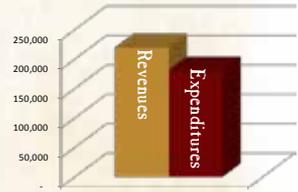
	Actual 2011-12	Actual 2012-13	Amended 2013-14	Proposed 2014-15
Personnel Services	6,006,239	6,000,916	6,116,500	6,048,000
Materials and Services	1,785,640	1,772,086	1,960,080	2,146,550
Capital Outlay	75,000	12,743	111,000	0
Debt Service	71,110	54,072	47,272	166,142
Transfer to other funds	100,000	154,987	144,800	166,100
Non-Departmental Transfers	0	583,000	17,451	170,000
Total Expenditures	8,037,989	8,577,804	8,397,103	8,696,792
Operating Contingencies	0	0	20,000	75,000
Unappropriated Fund Balances	0	0	484,866	1,043,608
<b>TOTAL GEN FUND RECAP</b>	<b>8,037,989</b>	<b>8,577,804</b>	<b>8,901,969</b>	<b>9,815,400</b>

# General Fund Expenditures



# General Fund Department Expenditures

Administration	\$535,700
The small increases are due to the COLA and hiring an intern for part of the year.	
Library	\$435,650
In the Capital Projects Fund budget, the Library will replace the old front window and some of the old pieces of furniture.	
Parks	\$334,300
The Parks Department has a \$75,000 restroom restoration project budgeted in the Capital Projects Fund.	
Finance	\$606,300
The largest change in the Finance Department's budget is due to the addition of a new line item which will account for electronic billing services. The Finance Department is also going to share a part-time employee with the Court.	
Court	\$181,500
The large increase in the Court's budget for 2015 reflects a full year handling all traffic, code enforcement and misdemeanor cases. The Court and Finance Department have budgeted for a joint part-time employee as well as a filing system that is accounted for in the Capital Projects Fund. The Fire Department also has several capital items budgeted in the Capital Projects Fund. The graph to the right shows the comparison of revenues to expenditures.	
Fire	\$677,837
The new Fire Chief asked to have the Fire and EMS budgets provide a better picture of administrative costs. In the past, the EMS budget did not recognize the cost of administration. This has been corrected so the Fire Department's budget dropped dramatically, while the EMS Department budget is significantly more. The Fire Department will reduce the number of apparatus in fiscal year 2015 and add a new leased vehicle.	
Ambulance	\$1,385,110
The real unknown at this point is the effect the union negotiations will have on the budget. The graph to the right shows the comparison of revenues to expenditures.	
*Revenues over/<under> expenditures: <del>\$245,110</del>	



## General Fund Department Expenditures continued

Police

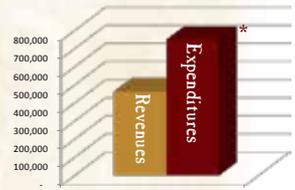
\$2,898,200

The largest change in Police Department will be taking on code enforcement. The Department managed code enforcement in the past and they are taking it back. There is a capital equipment purchase budgeted in the Capital Projects Fund for the Police Department.

Aquatic Center

\$751,600

There are several pieces of capital equipment for the Aquatic Center that have been accounted for in the Capital Projects Fund. The graph to the right shows the comparison of revenues to expenditures.



\*Revenues over/<under> expenditures: <\$286,600>

Planning

\$185,000

The Community Development Director would like to get started on updating the City's Comprehensive Plan (Comp Plan). It is estimated the overall Comp Plan amendment will take three years and will cost about \$125,000 to complete.

Building/Inspection

\$272,700

There are no significant changes in the Inspections/Building budget.

Facilities

\$176,500

The significant decrease in the Facilities Maintenance budget is due to a change in custodial staffing. A custodian resigned his position and the other custodian picked up the additional workload.



# General Fund Capital Projects

## Description

In order to provide a clearer picture of what General Fund capital projects cost, we have created a Capital Projects Fund this fiscal year. The Capital Projects Fund will account for all the General Fund capital projects for Fiscal Year 2014-15. This fund receives funding through a transfer from the General Fund.

Projects included in this year's Capital Projects Fund are listed below:

Department	Amount	Project
Library	\$14,000	Furniture and building upgrades
Parks	\$75,000	Dallas City Park restroom rehabilitation
Finance	\$7,500	Vault filing system upgrade
Court	\$7,500	Vault filing system upgrade
Fire Department	\$24,000	Match for training facility grant
Police Department	\$23,000	New tasers and storage improvement
Aquatic Center	\$12,000	Upgrade chemical feed controllers
Facilities	\$7,000	Replace upstairs flooring in City Hall
<b>Total</b>	<b>\$170,000</b>	



## Governmental Funds

Capital Projects  
Street Division  
System Development Charges (SDCs)  
Trust Funds

Grant Funds  
General Obligation  
Long-Term Debt

## Governmental Funds Revenues\*

	Actual 2011-12	Actual 2012-13	Amended 2013-14	Proposed 2014-15
Capital Projects	-	-	-	170,000
Streets	1,017,097	1,034,664	1,091,060	1,025,000
SDC	3,371,378	4,057,772	4,395,066	5,160,000
Trust Funds	454,951	411,272	311,149	121,873
Grant Funds	1,194,360	49,258	2,442,032	2,518,500
General Obligation	645,013	725,062	735,000	670,000
Long-Term Debt	97,110	106,010	109,627	112,994

\*Table does not include beginning balances.

## Governmental Funds Expenditures

	Actual 2011-12	Actual 2012-13	Amended 2013-14	Proposed 2014-15
Capital Projects	-	-	-	170,000
Streets	832,381	820,925	1,556,060	1,460,000
SDC	424,579	27,950	4,395,066	5,160,000
Trust Funds	235,073	193,284	311,149	121,873
Grant Funds	1,279,132	67,075	2,442,032	2,518,500
General Obligation	684,743	683,878	1,035,000	1,015,000
Long-Term Debt	97,107	106,009	109,627	112,994

## Grants - Anticipated for 2014-15

- Community Development Block Grant (CDBG): \$1,500,000 (Senior Center)
- Park Grant (LGGP & RTP): \$50,000 (Park restroom remodel)
- Ready to Read Grant: \$3,000 (Books, DVDs and Software)
- Police Grant: \$3,000 (Body armor)
- FEMA Fire Grant: \$456,000 (Portable training facility)

## Enterprise Funds

**Fleet Management** - Fleet Management manages and maintains the City's fleet of vehicles and equipment through the Total Care Program.

**Water Services** - Provide engineering, management, operation and oversight of the City's Water Treatment Plant, including the ASR well, intake facility and Mercer Reservoir and Dam.

**Sewer Services** - provide engineering, design, contract oversight and inspection services for the City's infrastructure.

## Infrastructure Report Card

Every four years, the American Society of Civil Engineers evaluates the conditions and investment needs for the National infrastructure -- including roads, bridges, drinking water systems, Dams, and other facilities. The overall condition of the infrastructure is then put into an easy to understand format - the Report Card. Likewise, the State of Oregon and City of Dallas have developed a report card for the condition of our State and Local infrastructure. A summary of the report card is as follows:

### Grades

Infrastructure Area	National	Oregon	Dallas
Wastewater	D	D	C
Dams	D	C	B-
Drinking Water	D	D	C+
Public Parks & Recreation	C-	NR	C+
Roads	D	C-	D
Bridges	C+	C-	C+
Overall Grade	D+	C-	C

### What Do the Grades Mean?

- A EXCEPTIONAL: FIT FOR THE FUTURE
- B GOOD: ADEQUATE FOR NOW
- C MEDIOCRE: REQUIRES ATTENTION
- D POOR: AT RISK
- F FAILING/CRITICAL: UNFIT FOR PURPOSE

## Water Revenues

	Actual 2011-12	Actual 2012-13	Amended 2013-14	Proposed 2014-15
Sale of water & account fees	1,988,421	2,084,998	2,142,000	2,255,000
Miscellaneous & interest	37,035	43,960	45,000	85,000
Finance Proceeds	-	-	1,500,000	4,000,000
Transfers	6,225	6,225	-	-
<b>TOTAL REVENUES</b>	<b>2,031,681</b>	<b>2,135,183</b>	<b>3,687,000</b>	<b>6,340,000</b>
Beginning Balance	614,527	512,778	500,000	755,000

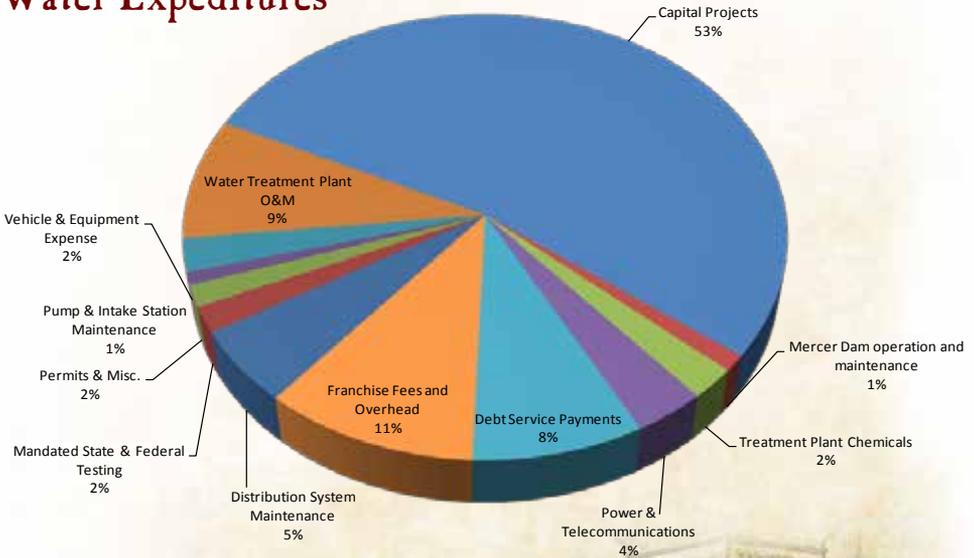
## Water Expenditures

	Actual 2011-12	Actual 2012-13	Amended 2013-14	Proposed 2014-15
Total personnel services	414,706	400,426	398,000	422,000
Total materials & services	738,613	635,080	705,000	744,500
Total capital outlay	-	63,215	1,650,000	2,216,250
Total transfers	425,000	425,000	434,000	445,000
Total debt service	555,111	523,193	347,968	672,968
<b>TOTAL EXPENDITURES</b>	<b>2,133,430</b>	<b>2,046,914</b>	<b>3,534,968</b>	<b>4,500,718</b>
Operating Contingencies	-	-	652,032	2,594,282
<b>TOTAL</b>	<b>2,133,430</b>	<b>2,046,914</b>	<b>4,187,000</b>	<b>7,095,000</b>

## Water Capital Projects

Project	Cost	Project	Cost
Water Line Replacement Project	\$50,000	Automatic Meter Reading System	\$1,200,000
Clay Street Transmission Water Line Project	\$100,000	Watershed Land Acquisition	\$800,000

# Water Expenditures



# Sewer Revenues

	Actual 2011-12	Actual 2012-13	Amended 2013-14	Proposed 2014-15
Service charges/hookup fees	2,880,716	2,970,318	3,037,000	3,140,000
Miscellaneous & interest	79,303	192,271	120,000	140,000
Finance proceeds	-	-	-	2,200,000
Transfers	12,452	12,452	-	-
<b>TOTAL REVENUES</b>	<b>2,972,469</b>	<b>3,175,039</b>	<b>3,157,000</b>	<b>5,480,000</b>
Beginning Balance	2,150,321	1,769,578	2,080,000	1,320,000

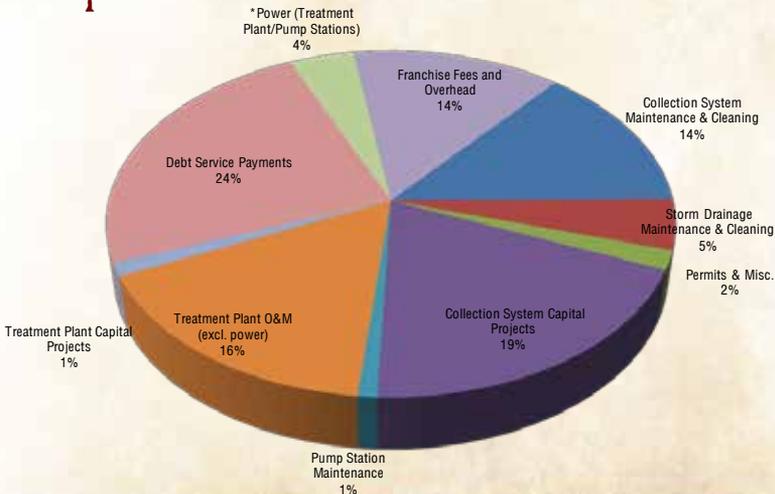
## Sewer Expenditures

	Actual 2011-12	Actual 2012-13	Amended 2013-14	Proposed 2014-15
Total personnel services	617,507	588,296	593,500	617,000
Total materials and services	970,872	924,204	1,070,500	1,128,000
Total capital outlay	152,297	116,260	810,000	866,250
Total transfers	550,000	550,000	559,000	580,000
Total debt service	1,212,535	1,005,643	1,004,550	1,098,150
<b>TOTAL EXPENDITURES</b>	<b>3,503,211</b>	<b>3,184,402</b>	<b>4,037,550</b>	<b>4,289,400</b>
Operating Contingencies	-	-	1,199,450	2,510,600
<b>TOTAL</b>	<b>3,503,211</b>	<b>3,184,402</b>	<b>5,237,000</b>	<b>6,800,000</b>

## Sewer Capital Projects

Project	Cost	Project	Cost
Sewer Facility Equipment Replacement	\$50,000	Rickreall Creek Interceptor Project	\$500,000
Sewer Replacement Project	\$50,000	Sanitary Siphon Replacement	\$100,000
I & I	\$50,000	Bridlewood Pump Station Project	\$100,000

## Sewer Expenditures



## Fleet Revenue Sources

	Actual 2011-12	Actual 2012-13	Amended 2013-14	Proposed 2014-15
Reimbursements	82,779	49,802	47,000	77,000
Total Care Program - General Fund	-	80,001	80,000	113,000
Total Care Program - Public Works	-	300,000	300,000	300,000
Miscellaneous	301,511	13,972	5,000	5,000
Transfers	55,000	89,987	79,800	104,600
<b>TOTAL REVENUES</b>	<b>439,290</b>	<b>533,761</b>	<b>511,800</b>	<b>599,600</b>
Beginning Balance	325,469	293,335	225,000	175,000

## Fleet Expenditures

	Actual 2011-12	Actual 2012-13	Amended 2013-14	Proposed 2014-15
Personnel Services	192,863	201,239	201,000	211,000
Materials and Services	138,058	180,040	192,200	195,200
Capital Outlay	55,502	133,542	97,000	161,250
Transfers	80,000	80,000	80,000	80,000
<b>TOTAL EXPENDITURES</b>	<b>466,422</b>	<b>594,821</b>	<b>570,200</b>	<b>647,450</b>
Operating Contingencies	-	-	166,600	127,150

## Fleet Capital Projects

Project	Cost
Building Improvements	\$30,000
Vehicles	\$90,000
Equipment	\$41,250



## Urban Renewal District

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

The Urban Renewal Agency is a separate legal entity, with the City Council serving as the Urban Renewal Agency Board of Directors. The Urban Renewal Agency Board of Directors appointed the members of the City of Dallas Budget Committee as the Urban Renewal Agency Budget Committee. The Community Development/Operations Department serves as the staff for and administers the Urban Renewal Program.

This budget reflects the 10th year the Agency will receive property tax revenue from the district. The revenue is derived from increasing property value or new construction within the district. In 2004, the Assessor set the value of the frozen tax base of the district at \$25,137,464. The projected 2014 total assessed value of the district is \$36,216,690, which represents an \$11,079,226 increase in increment value since 2004 and \$969,303 over the prior year.

For 2014-15, it is anticipated that we will see a 2.75% increase in Excess Assessed Value, which will generate approximately \$130,000 in Tax Increment Revenue for the 2014-15 budget year. This estimate includes the assumption that 7% of total property taxes levied will not be collected.

The following are projects planned for FY 2014-15:

- Installation of new Banner Poles at Academy and Main
- Sidewalk improvement on the south side of Mill St. between Main and Church
- Replace sidewalk on Court Street between City Hall and Main Street
- Acquisition of the old Armory site for redevelopment

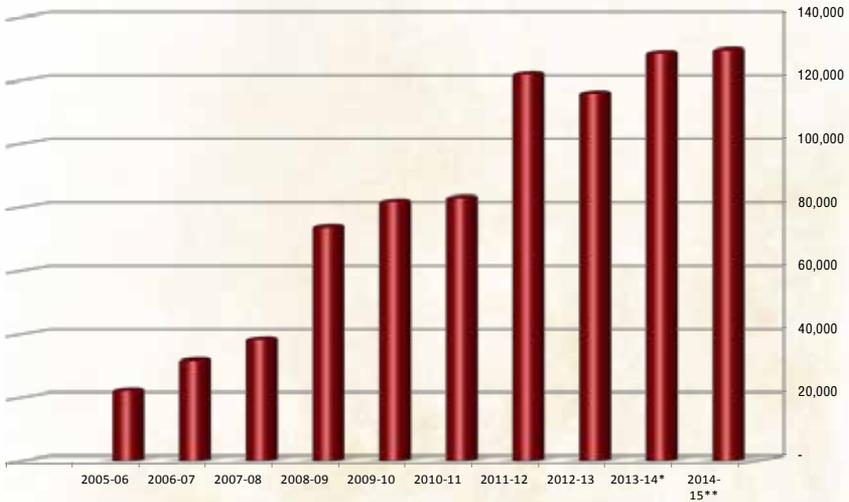
The proposed 2014-15 budget includes \$195,000 for projects and property acquisition, \$30,000 for the proposed façade grant program, \$16,000 for personal services, debt service in the amount of \$86,395, and a \$55,210 operating contingency. This proposed budget reflects projects, debt service and property acquisition/development in a balanced fashion to achieve the goals of the District.

## Urban Renewal Advisory Committee

Nancy Adams  
 Brian Dalton  
 Jim Fairchild  
 Randy Hunter  
 Ken Jacroux  
 Joe Koubek

Chelsea Pope  
 Craig Pope  
 Rich Rohde, Chair  
 David Shein  
 LaVonne Wilson  
 Bob Brixius

## Urban Renewal Fund Revenues

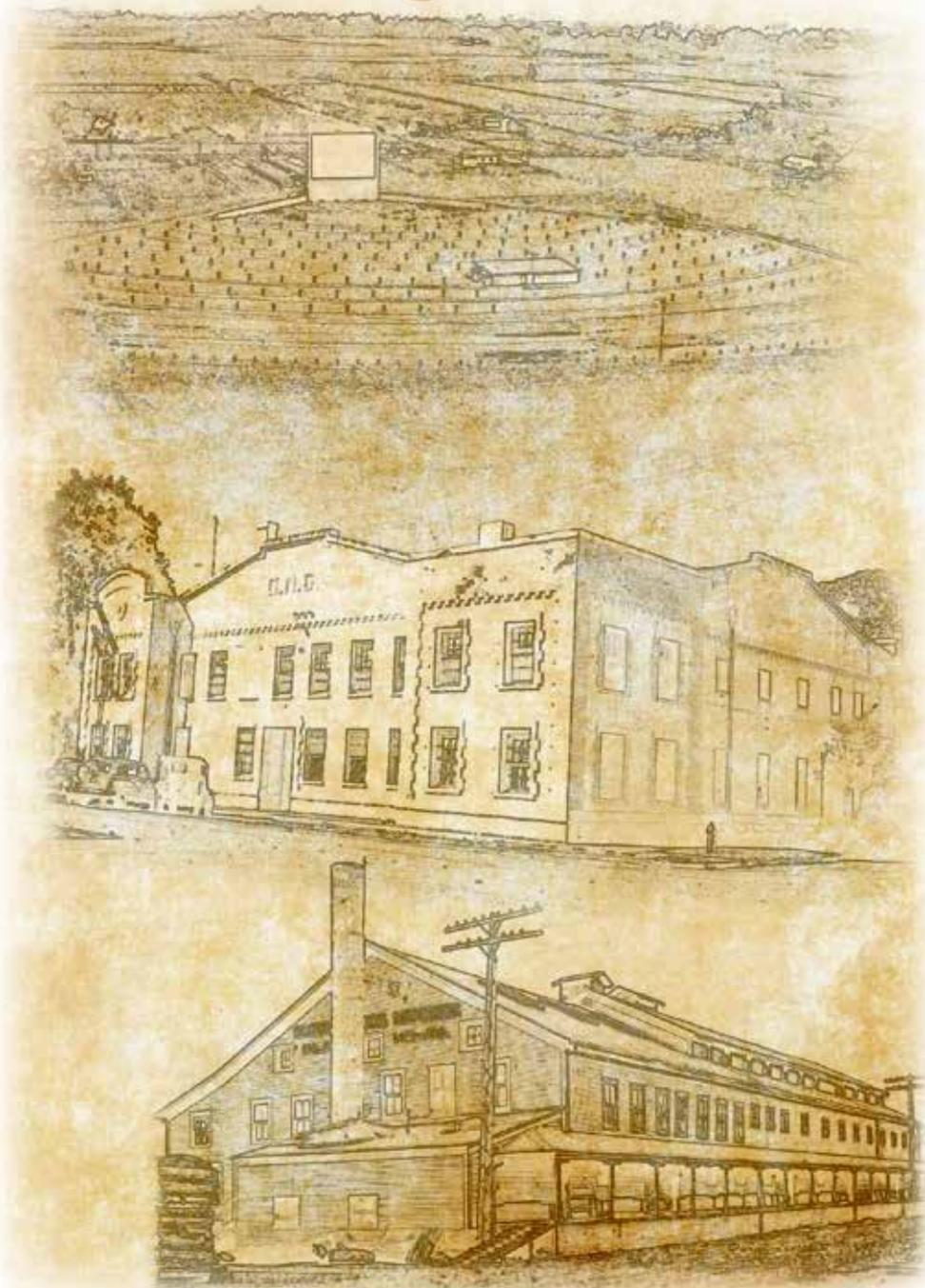


## Urban Renewal Fund Revenues

	Actual 2011-12	Actual 2012-13	Amended 2013-14	Proposed 2014-15
Total revenues	127,434	123,178	877,000	137,000
Beginning Balance	156,432	179,108	235,000	335,000
<b>TOTAL</b>	<b>283,866</b>	<b>302,286</b>	<b>1,112,000</b>	<b>472,000</b>

## Urban Renewal Fund Expenditures

	Actual 2011-12	Actual 2012-13	Amended 2013-14	Proposed 2014-15
Total Personnel Services	4,480	14,701	16,000	16,000
Total materials & services	-	-	53,000	33,000
Total capital outlay	100,278	40,777	875,000	195,000
Total debt service	-	-	-	-
Transfer to General Fund Debt Service	-	-	9,969	86,395
Reserves	-	-	86,395	86,395
Operating Contingencies	-	-	71,636	55,210
<b>TOTAL</b>	<b>104,758</b>	<b>55,478</b>	<b>1,112,000</b>	<b>472,000</b>





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