GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

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City of Dallas

Oregon

For the Fiscal Year Beginning

July 1, 2014

Executive Director

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Fiscal Year 2015-2016 Annual Budget

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City of Dallas

Mayor and City Council

Mayor

Brian Dalton

Council Members

Jim Fairchild,
Council President

Kelly Gabliks

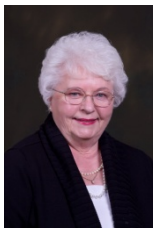
Micky Garus

Bill Hahn

Jackie Lawson

Kevin Marshall

Murray Stewart


Lavonne Wilson

Ken Woods, Jr.

Executive Management Team

Executive Management	City Manager	Ron Foggin
	Developmental Operations	Jason Locke
	Engineering/Environmental Services	Fred Braun
	Financial Services	Cecilia Ward
	Fire	Fred Hertel
	Human Resources/Risk Management	Emily Gagner
	Legal	Lane Shetterly
	Police	Tom Simpson

Budget Committee Citizen Members

Mike Arras
Tory Banford
Pete Christensen
Darand Davies
John Davis
Mike Holland
Lynn Hurt
Joe Koubek
Christine Valentine

Vision, Mission, and Values

Community Vision

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

Organization Mission

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

City Values Statement

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

THE PEOPLE OF DALLAS

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

OPEN AND HONEST GOVERNMENT

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

QUALITY OF SERVICE – QUALITY OF LIFE

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

THE CITY OF DALLAS EMPLOYEES

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

A LIVABLE COMMUNITY

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

Council Strategies

Our Community & Identity

- Continue to improve the downtown streetscape
- Participate in the Rural Tourism Program
- Market the 2030 Vision
- Work to fund street repairs and street maintenance program
- Integrated City Volunteer program emphasizing recruitment & retention
- Continue Citizen Academy program
- Improve financial information transparency
- Implement citizen engagement best practices
- Expand recreation for all ages and provide good-quality play complexes
- Encourage public art opportunities
- Maintain & enhance code enforcement
- Maintain & enhance street sweeping

Our Economy & Our Jobs

- Promote customer service through all levels of the City
- Explore business registration program
- Update Economic Development Strategy
- Provide internship opportunities
- Partner with educational & training institutions to assist potential employers in workforce development
- Promote & attract craft brewing and wine industry businesses
- Enhance and maintain an active and current online profile

Our Education & Learning

- Fire Service Mentors Program
- Joint City/School Board Meetings
- Dallas STEM Program

Our Growth & Development

- Update the Comprehensive Plan
- Improve communication & transparency
- Update Transportation System Plan
- Integrate new commercial & industrial development with the Economic Development Strategy
- Continue Storm and Sewer Master Plans
- Develop asset management plans for infrastructure
- Expand parks and trails
- Maintain and enhance bicycle route system
- Purchase watershed property with high priority on area under and around Mercer Reservoir
- Update long-range plan for potable water sources
- Continue developing the aquifer storage and recovery plan (ASR)I

Our Health & Safety

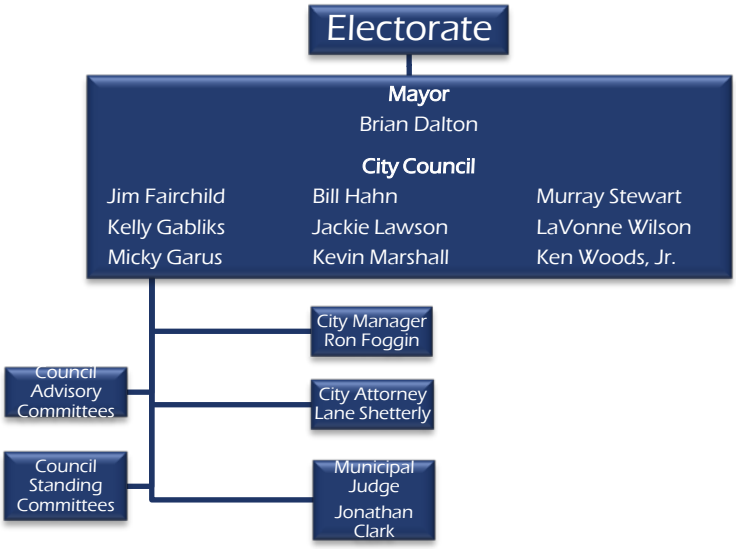
- Assist in developing basic hospital services
- Coordinate with & assist healthcare partners to provide up-to-date medical services
- Expand interagency training with local law enforcement partners
- Install AEDs in all patrol cars
- Develop performance measures for public safety staffing levels
- Assess public safety facility and equipment needs
- Develop joint public safety training facility with Dallas Police, Fire, and EMS
- Develop Public Safety Strategic Plan

Our Dallas 2030 Community Vision

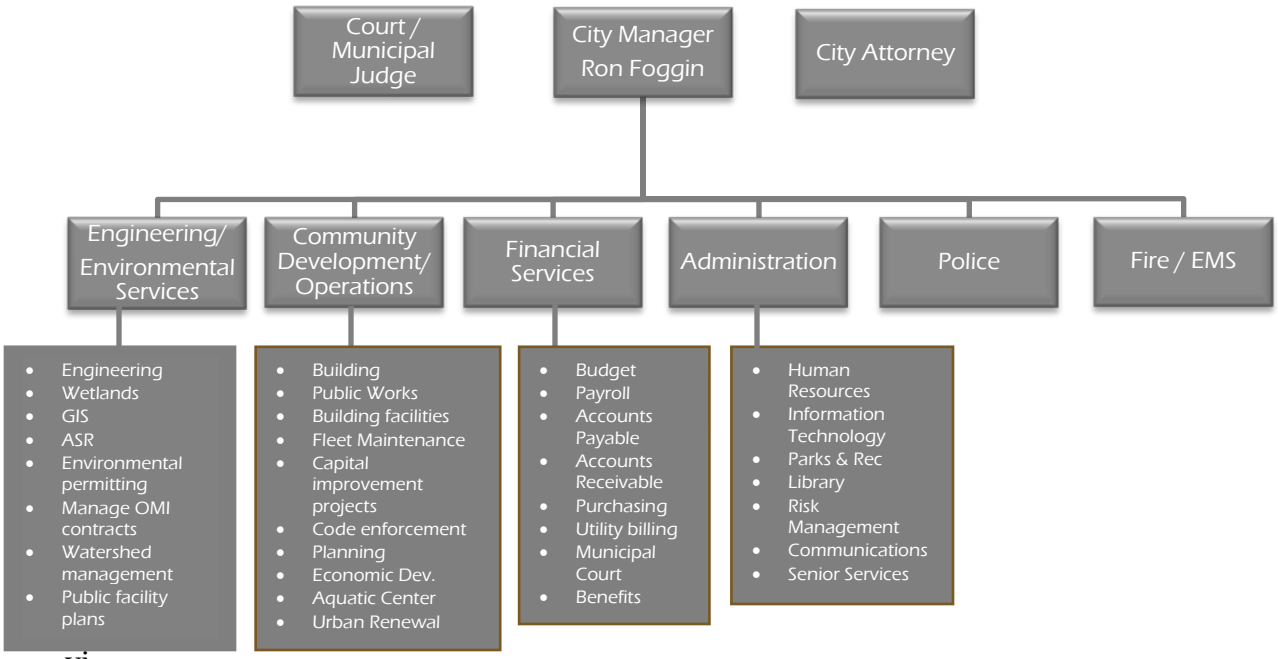
Throughout this document you will see the Dallas 2030 Community Vision logo next to goals, accomplishments, projects and performance measurements that the senior management team believes help accomplish some part of the Council's goals.

Organization Structure and Chart

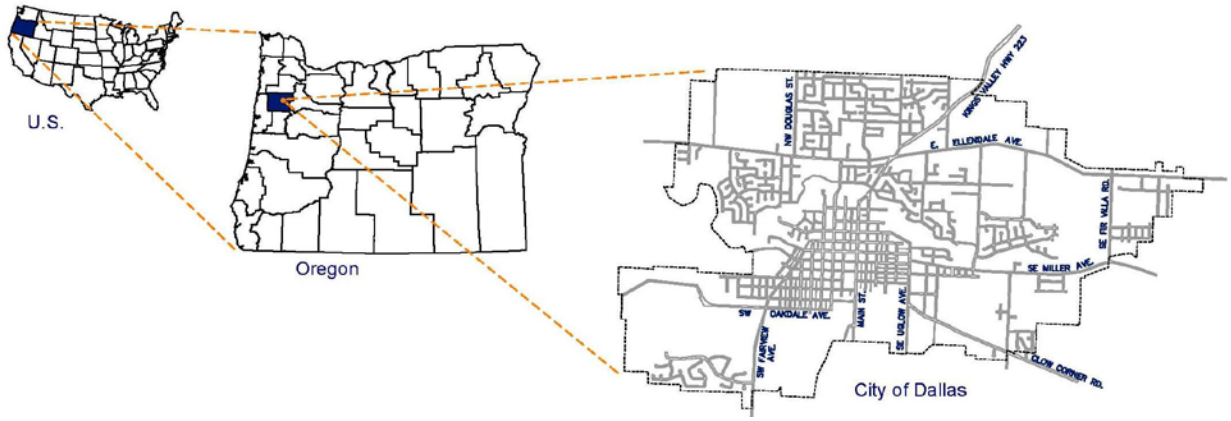
The residents of Dallas approved a new Charter that becomes effective this fiscal year. The City of Dallas is a full-service municipality that operates under a Council / Manager form of government. The city has an elected Mayor and nine Council members. The Dallas City Council meets the first and third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



City of Dallas



Community Profile



History

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

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

The current population of Dallas is 14,940. Dallas offers excellent schools, community activities, and commercial and industrial amenities.

City Demographics

Area.....4.856 square miles (3,107 acres)
Population (July, 2014).....14,940
- Males.....47.9%
- Females.....52.1%

Median Age.....41.3
- 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.....90.6%
Residents with Bachelor's degree or higher.....16.9%
Average Household Size.....2.49 persons
Median Household Income.....$49,850
Total Housing Units.....6,169
Resident-owned homes.....63.3%
Median home value of owner-occupied homes.....$197,000

Climate

Annual Rainfall.....67 inches
Annual Snowfall.....10.8 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.....406 employees
Dallas Public Schools.....355 employees
Dallas Retirement Village.....304 employees
Polk County.....270 employees
West Valley Hospital.....160 employees
Wal-Mart.....157 employees
Safeway Stores, Inc.....137 employees
James W. Fowler Affiliates.....115 employees
City of Dallas.....93 employees

Public Safety

Fire Protection

1 Station
3 Officers
32 Response Volunteers
11 Support Volunteers
6 Chaplains
623 Responses in 2014

Police Protection

1 Station
17 Sworn Officers
5 Reserve Officers
10,000 average yearly calls

EMS Protection

1 Station
3 Ambulances
6 Career Responders
20 Part Time Responders
2,883 Responses in 2014

Recreation

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

Utilities

Municipal Water System

Municipal Water System
8.86 million gallons per day capacity
8.135 million gallons treated water storage capacity
2.24 million gallons avg daily consumption
5,415 connections
485 fire hydrants
1 dam & reservoir (1,260 acre feet capacity)
1 ASR well (50 million gallon capacity)
61 miles of water main lines

Municipal Sewer System

12.5 million gallons per day treatment capacity
2.63 million gallons average daily treatment
4,584 connections
2 sanitary lift stations
48 miles of sewer main lines

Streets

57 miles maintained
752 street lights
6 intersections with traffic signals (4 City & 2 ODOT)
2,175 street trees
7 bridges (5 City & 2 ODOT)

Stormwater Drainage System

47 miles of piping
822 manholes
1,943 catchbasins

Library

80,000 circulating items on site
Over 1 million items available through CCRLS
10 public internet stations

Community Events

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

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

The **Sounds of Summer** concert series is a community-sponsored, free event running every Thursday night in July and August.

Freedomfest, our Independence Day celebration, includes a BBQ competition and fireworks.

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

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

City Manager Budget Message

Introduction

It is my honor to present the City of Dallas' proposed budget for fiscal year 2015 -2016. The proposed budget and the budget document are the result of a great deal of work by the City's senior management team and their employee team members. The dedication and professionalism of the City employees are second to none and that dedication and professionalism has produced this outstanding document as well as resulted in the City receiving the Government Finance Officers' Association's (GFOA) prestigious distinguished budget award.

The 2016 budget has been prepared in accordance with the State of Oregon budget law as well as the Government Accounting Standards. The 2015-2016 budget is balanced and includes all the departments from last fiscal year. We continue to make improvements to the budget, the budget process and the budget document. It is expected that these efforts will continue to make the budget more transparent as well as easier to understand.

The 2016 fiscal budget includes a new fund called the Stormwater Fund. The Stormwater Fund will account for the personnel, materials and services, and capital projects needed to maintain improve the City's stormwater system. Over the years, stormwater expenditures have been accounted for in the Sewer Fund. The Environmental Protection Agency (EPA) has developed rules that will require local governments to clearly separate sewer expenditures from stormwater expenditures. The Stormwater Fund will be funded by reducing the sewer fee and creating a new stormwater fee. The overall cost to the ratepayers will remain the same. The Sewer Fund will make a small transfer from retained earnings to the Stormwater Fund to cover several capital projects and to create a small beginning balance.

The City's senior management team has worked hard over the last two year to improve the organization's financial reporting and transparency. We have improved the look and flow of the budget document and last year we introduced the Dallas Citizens' Budget document. This citizens' budget is a much shorter, condensed version of the budget document and is designed to cover budget highlights. The City has had many favorable comments regarding the citizens' budget and we are going to continue producing it for the foreseeable future.

In 2013, the City hired a consulting firm to help the community create a long-term visioning plan. The visioning project was titled the Dallas 2030 Visioning Project. The consulting firm facilitated a number of community open houses; gathered information at community events; and conducted multiple citizen surveys. The project was successful and a large number of people participated in the process. The City now has a much better idea of what they would like the community to look and feel like in the year 2030. What the community came up with as their 2030 vision is as follows:

The Dallas 2030 Community Vision Statement is as follows:

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

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

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

We vigorously engage in the life of our city and welcome our future.
WE ARE DALLAS 2030.

Accomplishing the Dallas 2030 Community Vision will take the City, school district, Chamber of Commerce, service clubs, religious organizations, volunteer groups, and citizens. The consultant estimates that between fifty and sixty percent of the vision elements can be accomplished by the City. With this in mind, we held our annual retreat with the Mayor, City Council and the senior management team to prioritize the items that the City directly controls.

The retreat was successful and we were able to identify more than forty items that will be worked on over the next one to ten years. The Mayor and City Councilors prioritized the more than forty items and identified fifteen items that will be priorities for the City organization in the next one to three years. It should be noted that most, if not all, the items identified at the Council retreat will be worked on as time and money allow.

Our Dallas 2030 Community Vision

Throughout this document you will see the Dallas 2030 Community Vision logo next to goals, accomplishments, projects and performance measurements that the senior management team believes help accomplish some part of the community vision.

In early 2015, we conducted our biannual citizen survey. The telephone survey reached just over four hundred citizens. The Mayor, City Council and senior management team want to know how we are doing providing city services and the citizen survey provides us with this critical information. The citizen survey also plays a big role in the development of the City's budget. Once the survey data is presented to the City, the senior management team uses the information to identify service areas where improvements may need to be made.

An example of how we are using the citizen survey data to make improvements to services can be found in the Police Department. This year's survey data showed a slight drop in the community's confidence in our police officers as well as a general concern about traffic enforcement. Tom Simpson, City of Dallas Police Chief, was concerned about this trend so he developed a plan to create a position that would focus on traffic issues in the City.

Another category we scored low in was transparency. I want to provide a very transparent organization so the citizens can see and trust what is happening at the local government level. In an effort to improve our transparency scores, we have added money in the budget to improve the City's website and to provide better financial data on the website.

Overall, the 2015 citizen survey was very positive. Citizens love living in Dallas because it has a small town feel. All of the city services we asked citizens to rate scored good or better. The senior management team will continue to make improvements when and where possible and we will continue to use the citizen survey results to guide those improvements.

Economic Outlook and Assumptions

The Oregon economy has recovered from the "Great Recession" and is currently outpacing the US economy. The Salem region, of which the City of Dallas is part, has also improved and is keeping pace with the overall Oregon economy. According to University of Oregon's Economist, Tim Duy, the economic indicators for Oregon and the Salem region are strong and we should continue to see economic growth over the next two years.

In Professor Duy's April 2015 economic forecast address, he said that all the industries in Oregon were rebounding and no one industry was accounting for a majority of the economic recovery. He did indicate that the residential housing industry was still lagging behind, which has been a surprise to the economist. He also said that companies continue to be reluctant to construct new buildings and for the most part have relied on existing building inventory to move or grow into.

This is exactly what we are seeing in the City of Dallas. In 2014 the City issued about fifty single family building permits, which was a ten permit decrease from 2013. The residential growth equated to approximately one percent growth in the City population. Despite the City's efforts to encourage industries to expand as well as construct new facilities in the City, we have seen very little movement.

Even with the rebounding economy, the City of Dallas has not experienced any significant increase in revenues and revenues are not keeping up with expenditures. Year after year it is becoming increasingly difficult to balance the General Fund budget. Dallas, like many other cities in Oregon, is struggling to provide services due in large part to State property tax law limitations. Gone are the days when cities had strong beginning balances in the General Fund while being able to provide many different services and still add significantly to their general fund surpluses.

A stagnant revenue stream has forced the City of Dallas to tighten its belt and is forcing departments to reduce or eliminate some services. Our employees are committed to providing the best possible services and it is frustrating for them when the budget does not allow for service increases. Yet, it must be stated that we will continue to provide the best possible service with the resources we have.

As stated above, the national, state and regional economic outlook is positive for the next two years. Professor Duy indicated that job growth should continue to be strong and we can expect to see a two percent increase in 2015, which means we should see a further decrease in the unemployment rate. He indicated that inflation is not expected to be a problem over the next few years and because of this, interest rates will remain quite low. With low interest rates, new lending rules and strong job growth, Professor Duy is forecasting an upswing in the housing industry and indicated that our region's new housing construction should be up about one percent over last year.

When developing this year's budget, several assumptions were made. The first assumption is that the economic forecast for 2015 and 2106 is favorable and the City's economy will continue to grow along with the State's economy. The second assumption is department heads and managers have accounted for all expenditures needed for the fiscal year. Another assumption that we made was that revenues will keep pace with the budgeted expenditures. The revenue forecast is conservative, but every effort was made to be accurate. The Finance Department worked closely with the department heads to be as accurate as possible in calculating all expenditures.

Budget Challenges

This section of the budget message is starting to feel like Bill Murray's movie "Groundhog Day". In the movie, Bill Murray's character keeps reliving the same day over and over again and that is the same feeling I have when reporting the same budget challenges year after year after year.

Our repeating story goes like this: the senior management team and their employees want to improve and add services they provide to the businesses and citizens; the departments ask for additional employees, operating funds, and/or capital; revenue forecasts are developed that are not keeping pace with expenditures; and departments spend the rest of the budget time trying to figure out how to provide the same level of service with slightly less money. This has been the budgeting pattern for the last three years and it looks like it is going to continue for the foreseeable future.

I do need to stop here and remind the reader that we are committed to giving the community the best we have to offer and providing the best possible service. We are going to make every effort to stretch every dollar as far as we can. In this organization we do not have the attitude that it is easier to spend others' money. We are making every effort to spend the City's money wisely and give the community the greatest return on investment possible.

With that said, it probably goes without saying that our employees' performance is not one of the challenges for fiscal year 2016. The real challenge in this area is our need for more people to do the work. Keeping with our theme "same situation different years," our staff members will continue carrying larger than normal workloads due to staff reductions, which means we are not as proactive and forward looking as we need to be. As I mentioned earlier, we are and will continue doing our best to provide all the city services the citizens have come to expect to the best of our abilities, but ultimately there is a cost.

The first budget challenge I would like to cover is the fact that revenue is not keeping up with expenditures. As I indicated in this message already, we are having a difficult time maintaining levels of service in most of the General Fund departments. Property tax revenue, our single largest General Fund revenue, increases are limited to three percent by State law and franchise fees are bound by franchise agreements so there is really no way to grow these two major revenue sources. To deal with this issue, we are going to have to examine all the fees and charges for services in fiscal year 2016 to make sure they are up-to-date and covering the cost of the services being offered. It has been several years since some of these fees and charges for services have been evaluated so there is a good possibility there will be some that need to be increased.

We are also going to look at services that are being offered at no cost that may need a fee or service charge added. I am not sure how many services this will entail, but I will challenge department heads and managers to examine the different elements of their operations to identify possible revenue sources. I do not know how much revenue this endeavor will generate nor can I anticipate if the City Council will support all the revenue generating ideas. We do need to go through the exercise and have good data so the policy makers can make the best possible decisions.

In fiscal year 2015 we made a concerted effort to fund capital projects that had been put off for a number of years and we were able to take care of many of these projects. A budget challenge for fiscal year 2016 is trying to continue funding needed capital projects. With personnel and maintenance costs growing faster than revenues, each year it becomes increasingly harder to

balance the budget without cutting capital projects. Most of the capital projects were funded, but some limits were set for several pieces of capital equipment, which will create a challenge for some departments. Departments will need to make sure they are getting the best pricing possible and the situation may require them to look at options not considered in the past. A good example of this is a replacement ambulance for the EMS Department. For the last three years in the five year capital improvement plan budget, the Department has been budgeting $250,000 for the replacement of an ambulance. With an understanding of the budget constraints, the Fire Chief set a maximum budget for the new ambulance at $200,000. This will require the EMS Department to look at some new ambulance options and features.

There were some capital project requests for fiscal year 2016 that simply could not be funded. These project were left in the five year capital improvement plan, but were moved forward to future fiscal years.

The volunteer firefighters that serve our community save the City millions of dollars. The volunteer firefighters are one of the greatest benefits to the City, but this service is also one of our greatest challenges. It is a real challenge having and keeping enough volunteers to respond to emergency calls 24 hours a day, 7 days a week. It is critical for the City to provide good training for our volunteer firefighters and these firefighters need to have good equipment to do their jobs. Over the last six or seven years, the City has not been able to provide updated equipment. Chief Hertel, Dallas's Fire Chief, recognizes the need to have good working fire equipment for the safety and morale of the Department, so he conducted an inventory of all fire apparatus and equipment in fiscal year 2015. The Chief determined that critical equipment like extrication equipment was outdated and needed to be replaced, a process we will begin this year. The challenge here is that we are not able to replace all the equipment at one time and will have to phase it in over the next three years.

Another budget challenge that we faced as we developed the 2016 budget was the costs associated with taking care of our most important asset, the employees. Employee costs continue to mount with increases in PERS (State retirement system) rates, workers' compensation rates, and a seventeen percent increase in the medical insurance benefit. Along with the fringe benefit increases, we are making every effort to keep employee wages at industry standards. In an effort to keep wages within industry standards, the 2016 budget has a cost of living adjustment (COLA) built in. Last year was the first year since 2008 that we were able to give the employees a COLA. The COLA is based on the consumer price index for Oregon (CPI-W). This year the CPI-W is 2.3 percent.

Fiscal Year 2015-2016 Budget

The City's total budget is $39,156,175. The following is a breakdown of the total budget by fund:

- General Fund $10,414,400
- Capital Projects Fund $370,000
- System Development Fund $5,370,000
- Street Fund $1,662,000
- Sewer Fund $9,440,000
- Stormwater Fund $273,000
- Water Fund $6,072,000
- Fleet Management Fund $764,600
- Grant Fund $3,368,875
- General Obligation Fund $1,060,000
- Other Funds $361,300

General Fund Highlights

- Revenues – As stated earlier, property tax revenue is the largest single revenue source in the General Fund, accounting for 35 percent of the total General Fund revenue. The second largest revenue source in the General Fund is charges for services, which are forecast to bring in $1,913,000, followed by franchise fees, budgeted at $1,155,000.

- Administration Expenditures – The Administration budget is remaining approximately the same as last year. As mentioned above, we have budgeted money to improve transparency.

- Municipal Court Expenditures – The Municipal Court has a new judge that started January 2015 and the way we account for the judge's services has changed. In the past, the payment to the judge was taken out of personnel services and that was changed to come out of materials and services. The increase in the Court budget this year is in professional services, which is due to an increase in the number of defendants that need public provided attorneys.

- Library Expenditures – The Library budget is up slightly due to increases in personnel benefits and the COLA. In the Capital Projects Fund budget, the Library will upgrade the lighting to LED lights. The City is planning on funding assistance from the Energy Trust to complete this project.

- Parks Expenditures – The Parks Department budget increased slightly due to increases in personnel benefits and the COLA. There are several capital projects the Parks Department will be working on in fiscal year 2016. These projects include two replacement vehicles, an extension of the Rickreall Creek Trail, adding several new park features at Kingsborough Park and working with a developer to develop a new park on the east side of the community.

- Finance Expenditures – There are no changes to the Finance Department's budget.

- Fire Expenditures – There are a number of changes in the Fire Department's budget. The overall budget is up this year because of employee benefits, the COLA and a transfer to the Firefighter Volunteer Trust account which will help the City better account for the volunteer firefighters' training and activities. The Fire Department has a number of capital projects this year which will be covered by a combination of grant funds and General Fund revenue. The capital projects include $10,000 for extrication equipment, $10,000 for thermal imaging equipment, new equipment for the new fire apparatus due to be delivered in September 2016, new life support air tanks and matching money for a portable training facility and new radio system.

- Ambulance Expenditures – The Ambulance Department's budget is up from last year. There is not a large jump due to one single item. The increase is spread over a number of items that need to increase this year. The capital projects for the Ambulance Department include the replacement of an ambulance, replacement of auto cardiac system and the replacement of a training manikin. We are going to evaluate our charges for ambulance service this year to make sure we are keeping up with what is happening in the industry.

- Police Expenditures – The Police Department has the largest General Fund budget at $2,973,400. The biggest change in the Police Department budget for fiscal year 2016 is the addition of a police officer position. There is also a large increase for dispatch service fees due to an almost eight percent increase in dispatch fees. The Police Department has several capital projects this year including a much needed upgrade to the office furniture and a replacement vehicle.

- Aquatic Center Expenditures – In fiscal year 2015, we have seen attendance at the Aquatic Center increase dramatically. This is good news for the revenues, but it has also required us to add more staff. The large increase in personnel costs in the Aquatic Center budget is due to the increase in patrons. There are only two anticipated capital projects in this budget for the Aquatic Center: a new software system to track memberships and a replacement of outdated swimming pool system controls.

- Planning and Economic Development Expenditures – There are no significant changes to this budget.

- Inspections/Building Expenditures – The slight increase in Inspections/Building budget is due to personnel costs increasing.

- Facilities Maintenance Expenditures – There are no significant changes to the Facilities Maintenance budget. The Facilities Maintenance Department does have a capital project, which is furnishing for the new senior citizen building.

- Capital Projects Fund – This fund is designed to handle all the capital project expenditures for General Fund departments. If you would like to find more information about the capital projects covered in the General Fund departments, you need to look at the Capital Projects Fund.

- Systems Development Fund – This fund deals with revenues and expenditures associated with development of residential and commercial growth in the community. As the economy continues to improve, revenues in this fund will increase due to residential and commercial growth. There are several expenditures that are budgeted for fiscal year 2016, including the development of a park and trail section, and a large sewer pipe upsizing project.

- Streets Fund – The 2016 budget for the Streets Fund is down from 2015. This decrease is due to a large equipment purchase and several large overlay projects last year. This year the Streets Department will partner with the Oregon Department of Transportation (ODOT) to improve State controlled roads that run through our community. We will also do several small overlay projects.

- Sewer Fund – There are several large changes to the Sewer Fund this year. The first major change is we are separating stormwater revenue and expenditures from the Sewer Fund and creating a new enterprise fund called the Stormwater Fund. More information on this change can be found below in the Stormwater Fund section. The Sewer Fund does not have any major changes in personnel or the operating budgets. There are seven capital projects budgeted for fiscal year 2016. A few of these projects are quite large and include the Rickreall Creek Interceptor project for $475,000, relining leaking and cracked sewer mains for $725,000, and the reclaimed water project which will start later in the fiscal year and is budgeted for $3.6 million.

- Stormwater Fund – The Stormwater Fund is a new enterprise fund created to track revenues and expenditures associated with the City's stormwater system. Over the years, the City has used the Sewer Fund to account for the work done on the stormwater system. The Environmental Protection Agency (EPA) is implementing new rules for stormwater systems and these rules require local governments to specifically track money spent on stormwater systems. The City is in the process of developing a Stormwater Master Plan, which will be used to set storm water rates in the future to meet personnel, operating and capital project cost. At this time, we have broken out revenue and expenditures from the Sewer Fund that would have been used on the stormwater system to create the 2016 budget. There is one stormwater project that will be completed in this budget cycle for $20,000.

- Water Fund – There are no significant changes to the Water Fund's personnel services or materials and services categories. The Water Fund does have a number of capital projects budgeted that total $2.75 million. Two of the big capital projects we are taking on this year are a transmission waterline project and watershed land acquisition.

- Fleet Management Fund – The Fleet Management Fund is responsible for the care and replacement of all the City's vehicles and equipment. There are no significant budget changes in fiscal year 2016.

- Grant Fund – The Grant Fund is used to account for City projects funded by grant money. There are a number of grant projects anticipated for fiscal year 2016. The major grant the City will deal with this fiscal year is a $1.9 million Community Development Block Grant (CDBG) to construct a new senior center. We hope to break ground for the senior center in October 2015 and have it open for the seniors by May 2016.

- General Obligation Fund – This fund is used to take in property tax revenue to cover the City's general obligation debt, debt that is associated with the construction of the Aquatic Center.

Beyond Fiscal Year 2016

There are a number of budget challenges the City of Dallas will face in the next five years. The first and largest budget challenge the City faces is repair and maintenance of all the residential streets; residential streets that in many cases are in poor condition and every year that passes are getting worse.

The estimated budget impact for all City streets repair projects is approximately $15 million, which is based on a street condition evaluation conducted by a third party engineering firm in 2014. A citizen advisory committee looked at this issue for the City and recommended that the City immediately look to bond for $10 million dollars for ten years to repair as many residential streets as possible. The committee recommended that once the ten year bond was paid off, the City should look to issue additional bonds to finish repairing residential streets not repaired in the first go-round. The citizen committee also recommended that once the residential street reconstruction is underway, the City should consider ways to raise money to maintain the newly repaired streets. The committee suggested the City look at implementing a local gas tax as well as adding a road maintenance fee to the utility bill as possible street maintenance funding mechanisms.

The City will need to move forward on the residential street repair project in the next one to two years. Every year that goes by results in an increase in repair costs.

The second largest budget issue that we must be mindful of in the next few years is the City's fire service. I discussed this issue earlier in the budget message but it is worth covering again. The City of Dallas is the largest city in the State of Oregon with a volunteer Fire Department. These volunteer firefighters save the City millions of dollars in firefighter wages each year.

It is unclear how long the City will be able to maintain the volunteer aspect of the fire service as people's time and ability to respond at certain times of the day dwindle. The response issue is a real concern during the weekday hours, as many of our volunteers leave the city to go to work.

We feel we will be able to maintain the volunteer service longer if we provide safe, up-to-date equipment and vehicles for the volunteers to use. In order to accomplish the capital equipment requirements for the Fire Department, additional revenue will have to be generated. Likely, this means we will have to develop a service charge, which is something many Oregon cities have moved to.

The next challenge that will have major effects on the budget over the next twenty years is facility additions and remodeling projects. During our work on the five-year capital plan this year, it became clear that the City was not doing a good job planning for new facilities or remodeling existing building. The senior management team met and discussed this issue. From this meeting we developed a twenty-year Capital Facilities Plan. This plan has all the known remodeling and new facilities needs prioritized with cost estimates.

The twenty-year Capital Facilities Plan has approximately $33 million of capital facilities projects in it and about $19 million of the total will most likely need to be covered with property tax dollars. In the next five years there are three major projects that need to be completed. The projects are a seismic upgrade of City Hall for $1 million, a fire station addition and public safety training facility for $3.5 million, and a library remodel for $157,000. Although the City may be able to get grants and use some cash on hand to help move these projects along, more than likely we will have to borrow money to complete these projects. This will require the City to ask the citizens to vote to add the payment to the voters' tax bills.

The fourth challenge that will affect the budget in the future is the need for additional water sources, water storage, and the purchase of properties within the City's watershed. These water capital projects will be expensive, but are critical to the quality of life the citizens of Dallas enjoy.

Finally, after years of budget cutbacks there are a number of service and project items that have been ignored and/or pushed forward to future years. We often refer to these items as deferred maintenance. Deferred maintenance items include infrastructure maintenance, extra duties given to staff members, and small projects throughout the organization. There is not an actual dollar value attached to the deferred maintenance items, but if everything was totaled it would be in the millions of dollars.

As we move forward, we will be looking to budget money to take care of as many deferred maintenance items as possible. Taking care of the deferred maintenance items will improve the image of the City organization; in many cases improve the effectiveness of the staff; and send a message that we have pride in, and care about, the community we serve.

Acknowledgements

I would like to thank the department heads and managers for all the work they did to help complete the budget. They did a great job completing their portion of the budget document and went above and beyond to put together their goals, accomplishments and performance measurements. I am confident that the performance measurements will be a long term benefit to each department and the City.

I need to thank Jason Locke for his efforts to complete the 5 year Capital Improvement Plan. I also need to thank Cecilia Ward, Finance Director and her team for all the effort to gather the budget information, research financial information and compile the numbers. I would be remiss if I did not thank Emily Gagner and Jeremy Teal for their work on the budget and budget document. They continue to exceed my expectations.

Lastly, I would like to thank the City Council and the citizen members of the Budget Committee for their help and input into the budget. I appreciate their willingness to give up their time and serve our community. It is an honor to work with professional and skilled City employees and community volunteers to implement the 2015-2016 budget.

Sincerely,

Ronald W. Foggin, ICMA-CM
City Manager

Tax Rates

Tax Rates FY 2014-15

Dallas Residence Tax Rate by Code	Amount
City of Dallas	4.1432
Polk County	1.6947
Polk County Bonds after 2001	0.5438
Chemeketa	0.6182
Chemeketa Bonds prior 2001	0.0785
Chemeketa Bonds after 2001	0.2683
Chemeketa Regional Library	0.0808
Willamette ESD	0.2931
Dallas Bonds prior to 2001	0.6753
Dallas Bonds after 2001	0.1191
Dallas Urban Renewal	0.1531
Dallas CD	0.0541
Polk Soil / Water CD	0.0494
Dallas School District 2	4.4960
Dallas SD2 Bonds after 2001	1.7211
4-H/M.G./Ag/Forest Ext Dist.	0.0741
Total	15.0628

City of Dallas, Oregon
Tax Rate and Assessed Value

	Actual 2013-14	Actual 2014-15	Estimated 2015-16
Appraised assessed taxable property in the City	$818,666,908	$853,533,281	$887,674,612
Tax levy	3,434,686	3,580,948	3,724,138
Debt service	733,913	686,599	638,243
TOTAL TAX LEVY	$4,168,599	$4,267,547	$4,362,381
Tax rate per $1,000 value	$5.0297	$4.9376	$4.8455
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.

2015-2016 Budget Calendar

February	Department Heads begin to meet with the Finance Director and City Manager to discuss preliminary budget numbers for the upcoming fiscal year.
March	City Manager and Finance Director finalize budget numbers. This many require additional meetings with Department Heads as necessary.
April 4	Draft Budget will be finalized so it can be formatted and printed for the Budget Committee
April 10	Post on website Legal Notice of Budget Committee meeting on April 20 for the purpose of receiving the 2015-16 proposed budget, and a public hearing to be held on May 18 on the proposed budget and state revenue sharing.
April 15	Publish Legal Notice of Budget Committee meeting on April 21 for the purpose of receiving the 2015-16 proposed budget, and a public hearing to be held on May 18 on the proposed budget and state revenue sharing.
April 20	General meeting of the Budget Committee (City Council and Citizen Committee members). 1) Presiding officer is elected; and 2) City Manager presents proposed budget and budget message.
April 27	Budget Committee meeting to discuss department budget requests
May 4	Budget Committee meeting to discuss department budget requests
May 6	Publish Legal Notice of Budget Committee meeting on May 18 for the purpose of holding a public hearing on the proposed FY 2015-16 budget and state revenue sharing.
May 18	General meeting of the Budget Committee. 1. Reports and recommendations are given and Budget Committee makes changes where necessary. 2. Public Hearing, to start no earlier than 7:15 p.m., on proposed budget and state revenue sharing. 3. The Budget Committee passes a motion recommending to the City Council a Budget for Fiscal Year 2015-16 and approving an amount or rate of total property taxes to be certified for collection.
May 18	Last date for the Budget Committee to approve a recommended Budget.
May 27	Publish "Financial Summary and Notice of Budget Hearing" on June 1 and advertisement of Budget including summary budget statements.
June 1	Public Hearing – 7:00 p.m. in City Council Chambers on the recommended 2015-16 Budget and proposed use of State Revenue Sharing funds.
June 15	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.

Budget Policy – Financial Control

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

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

Budget Process

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

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

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

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

Budget Calendar

February – April, 2015: Department Heads meet with City Manager to develop the FY 2015-16 budget.

March 2, 2015: General meeting of the full Budget Committee. Staff reviews the process and discusses general challenges for the upcoming fiscal year.

April 20, 2015: General meeting of full Budget Committee. The Committee elects a presiding officer. The City Manager presents the proposed budget and budget message. Committee members schedule meetings for detailed examination of specified budget sections

May 18, 2015: General meeting of total Budget Committee. A public hearing is held on the proposed budget and use of State Revenue Sharing funds. The Budget Committee passes a motion recommending to the City Council a Budget for Fiscal Year 2015-16 and approving an amount or rate of total property taxes to be certified for collection.

June 1, 2015: City Council holds a public hearing on the recommended 2015-16 Budget and proposed use of State Revenue Sharing funds.

June 15, 2015: 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, stormwater), including planning, operating contingency, reserve and future expansion/upgrade requirements.
3. User charges shall fund 100% of the direct cost of development review and building activities. User charges include land use, engineering inspection, building permit and building inspection fees.
4. Charges for services shall accurately reflect the actual cost of providing a specific service. The cost of providing specific services shall be recalculated periodically, and the fee adjusted accordingly. The City shall maintain a current schedule of fees, showing when the fees were last reviewed and/or recalculated and systematically review user fees and charges to take into account the effects of additional service costs and inflation.
5. The City shall pursue an aggressive policy of collecting delinquent accounts. When necessary, discontinuing service, small claims court, collection agencies, foreclosure, liens and other methods of collection, such as imposing penalties, collection and late charges, may be used.
6. System development charges shall be established to fund the costs of improvements and/or upgrades to service additional increments to growth, such as street, stormwater, water, sewer, and parks and recreation facilities.

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

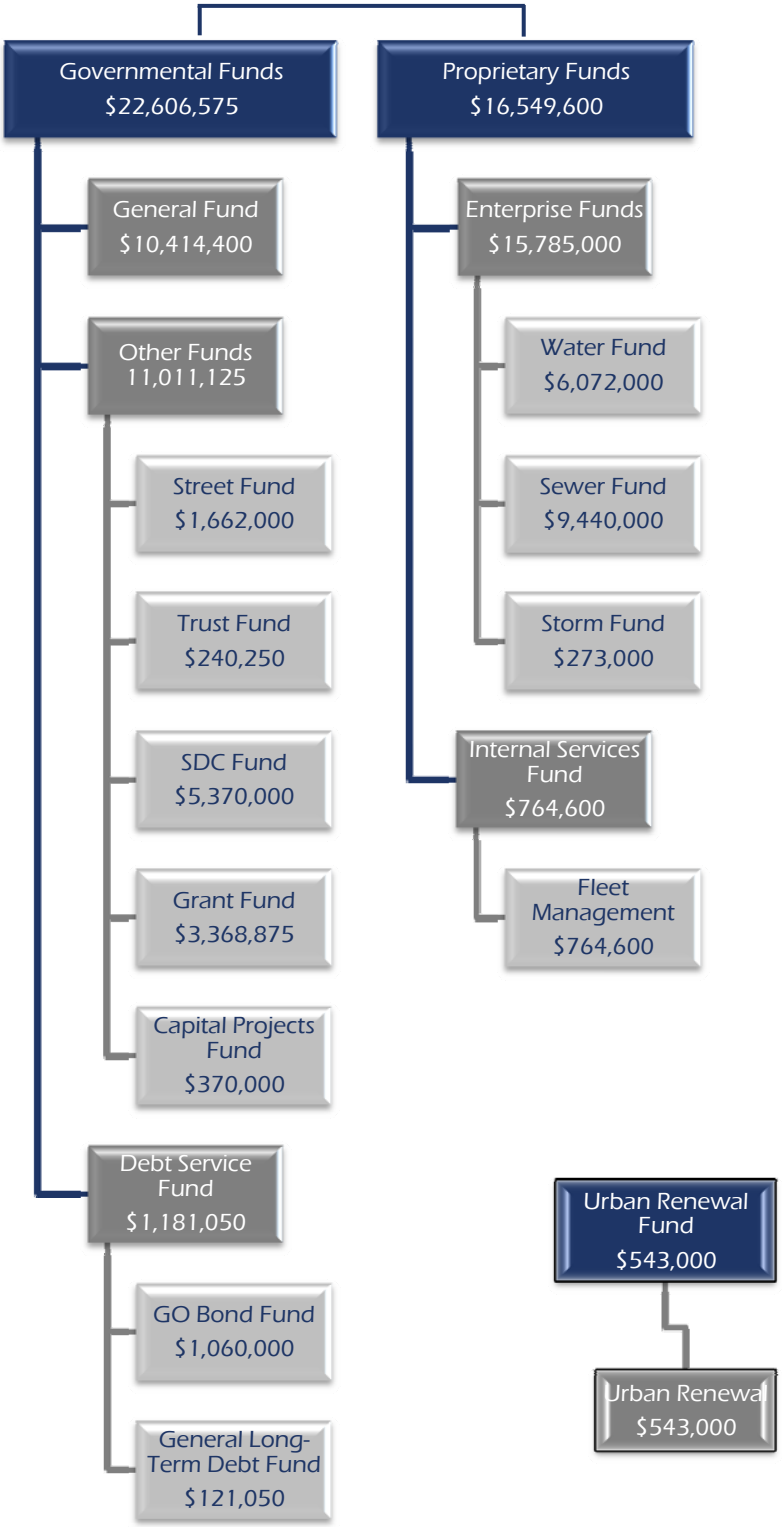
1. The City shall strive to maintain an unappropriated reserve in all Funds that is at least 10% of the operating budget (excluding debt service, capital outlay, equity transfers, reserves and interfund transfer reimbursement revenues).
2. The City shall establish a contingency fund to provide for unanticipated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

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

Fund Organizational Structure



Fiscal Year 2015-2016 Budget $39,156,175				
Governmental Funds $22,606,575			Proprietary Funds $16,549,600	
General Fund $10,414,400	Other Funds $11,011,125	Debt Service Fund $1,181,050	Enterprise Funds $15,785,000	Internal Services Fund $764,600
Administration City Council City Attorney Human Resources Library Parks and Recreation Finance Municipal Court Fire and EMS Police Aquatic Center Planning and Economic Development Building Facilities	Capital Projects Fund Street Fund Systems Development Fund Trust Fund Grant Fund	General Obligation Fund General Long-Term Debt Fund	Sewer Fund Stormwater Fund Water Fund	Fleet Management Fund

Department/ Fund Matrix	Administration	Finance	Parks & Rec	Police	Fire & EMS	Community Development	Public Works
General Fund	✓	✓	✓	✓	✓	✓	✓
Capital Projects Fund	✓		✓	✓	✓	✓	
Street Fund						✓	✓
SDC Fund			✓				✓
Trust Fund	✓		✓	✓	✓	✓	
Grant Fund	✓		✓	✓	✓		
General Obligation Fund		✓					
General Long-Term Debt Fund		✓					
Sewer Fund							✓
Water Fund							✓
Fleet Mgmt Fund							✓

Fund Descriptions
Governmental Funds

Major Funds

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

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

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

Grants Fund
The Grants Fund account for major grants to the City.

Non-Major Funds

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

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

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

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

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

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

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

Proprietary Funds

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

Enterprise Funds

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

Sewer Fund

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

Water Fund

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

Stormwater Fund

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

Internal Service Funds

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

Fleet Management Fund

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

2015-2016 Budget Summary – All Funds

Beginning Fund Balances

	Actual FY 12/13	Actual FY 13/14	Amended FY 14/15	Proposed FY 15/16
General Fund	1,681,366	1,287,991	1,285,000	1,300,000
Sewer Fund	1,769,578	1,756,522	1,320,000	1,200,000
Stormwater Fund	0	0	0	0
Water Fund	512,778	600,303	755,000	1,045,000
Street Fund	277,522	491,262	435,000	585,000
Fleet Management Fund	293,335	232,275	175,000	175,000
Street SDC	146,884	193,745	240,000	120,000
Park SDC	49,765	147,768	265,000	200,000
Water SDC	30,036	165,619	340,000	425,000
Sewer SDC	2,718,262	3,478,664	3,600,000	3,925,000
Stormwater SDC	1,792	44,027	80,000	20,000
Trust Fund	222,076	217,991	48,873	91,750
General Obligation Bond Fund	264,447	307,276	345,000	380,000

Staffing by Fund (full-time equivalents)

	2012-13	2013-14	2014-15	2015-16
General Fund	80.66	79.26	75.5	76.79
Street Fund	3.05	2.90	2.90	3.15
Fleet Fund	2	2.10	2.10	2.10
Sewer Fund	8	6.05	6.05	5.25
Stormwater Fund	0	0	0	.95
Water Fund	2.8	3.90	4.10	4.15
Urban Renewal Agency	.10	.10	.10	.10
TOTAL	96.61	93.31	90.75	92.49

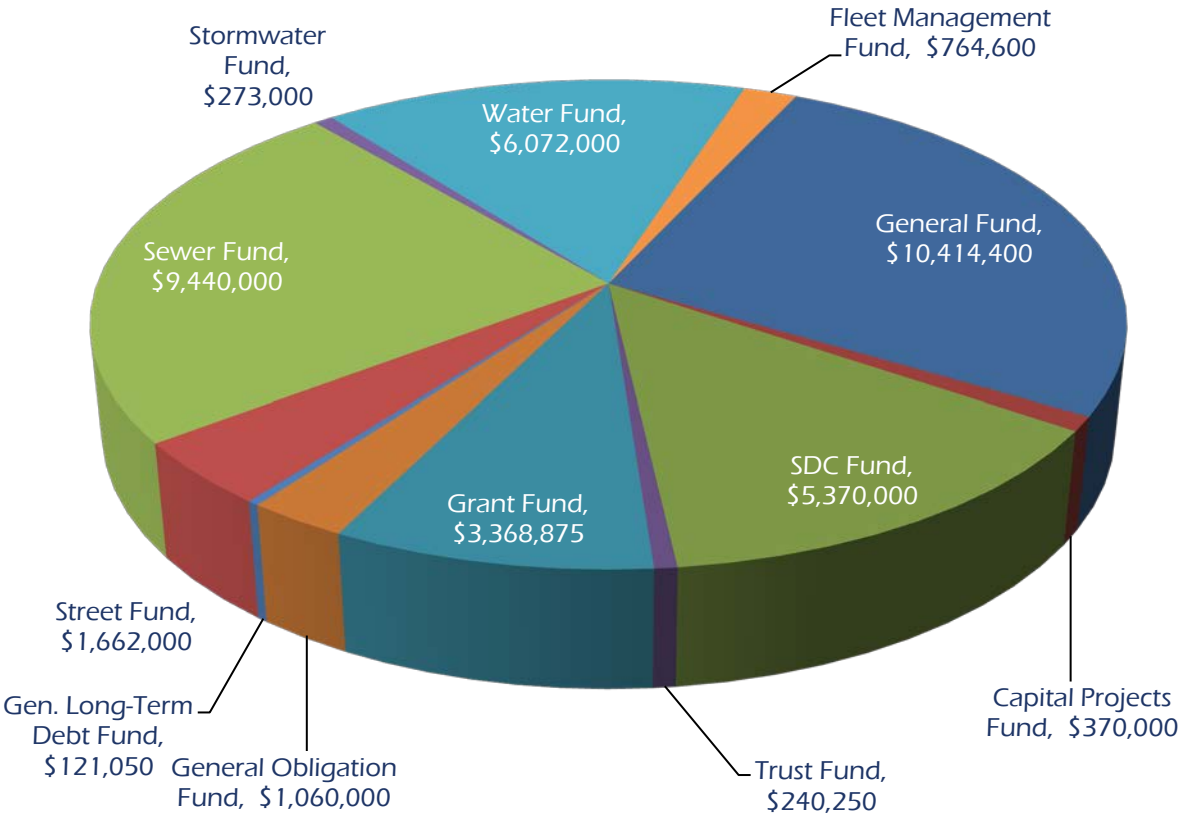
All Funds Revenues

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16
Property Taxes	4,113,300	4,081,037	4,165,000	4,300,000
Other Agency Shared Taxes	1,233,495	1,398,596	1,357,400	1,457,400
State and Federal Grants	218,004	298,083	2,678,500	3,518,875
User Fees	7,868,395	8,690,686	8,686,000	9,070,000
Franchise Fees	1,028,426	1,170,721	1,095,000	1,155,000
Interest Earned	39,414	42,441	45,000	50,000
Reimbursements and Transfers	3,700,657	1,647,370	1,762,594	1,984,650
Trust Deposits	189,196	79,418	168,000	148,500
Other	342,616	508,418	6,455,000	8,005,000
Beginning Balance	7,967,840	8,923,443	8,888,873	9,466,750
TOTAL	26,701,344	26,840,214	35,301,367	39,156,175

All Funds Expenditures

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16
Personnel Services	7,500,782	7,321,707	7,652,000	7,888,000
Materials & Services	3,936,041	4,097,000	4,807,475	4,940,650
Capital Outlay	595,558	1,663,245	11,561,500	17,398,875
Debt Service	3,901,630	2,191,937	2,690,207	2,751,520
Contingency	0	0	5,578,582	2,895,482
Intra-fund Transfers	2,016,009	1,479,978	1,572,600	1,874,600
Unappropriated Fund Balance	0	0	1,439,003	1,407,048
TOTAL	17,950,020	16,753,867	35,301,367	39,156,175

Budget Breakdown
Fiscal Year 2015-2016
Total Budget: $39,156,175



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Fiscal Year 2015-2016 Annual Budget

General Fund
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Our Dallas 2030
COMMUNITY VISION

Throughout this document you will see the Dallas 2030 Community Vision logo next to goals, accomplishments, projects and performance measurements that the senior management team believes helped accomplish some part of the community vision.

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General Fund Budget Discussion

Fund Resources

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

Revenue Trends and Assumptions

Property Taxes

The estimated 2015-16 collection of current property taxes for the General Fund will be $3,470,000. Provisions of Ballot Measure 50 and subsequent legislation have combined to set the permanent tax rate for the City of Dallas at $4.1954 per $1,000 of assessed value. Ballot Measure 50 limits the annual increase in assessed value of each property to three percent. The increase is not automatic and can only increase as much as the real market value up to the three percent limit, which for 2015-16 is estimated to increase by 4.0 percent which allows 1.0 percent for growth. The collection rate is estimated to be 93.2 percent of the taxes levied.

Franchise Fees

Franchise Fees account for approximately 11% of the General Fund budget. It is projected that the 2015-16 level of actual receipts will slightly increase from FY 2014-15 actual receipts.

Licenses and Permits

Licenses and permits are forecast to increase by 28% ($49,500) due to increased housing start demand.

Intergovernmental Revenues

Intergovernmental revenues are projected to increase from FY 2014-15 by 7%, mostly due to an 15% increase in State Revenue Sharing and 12% increase in alcoholic beverage tax.

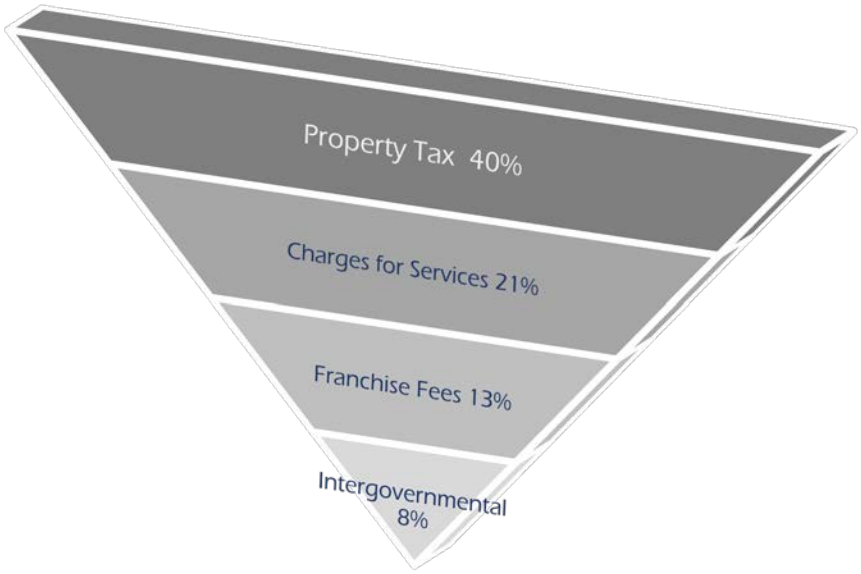
Municipal Court Fines

Municipal court fines are forecast to increase by 27%. The increase is due to anticipated revenue from the addition of a Traffic Safety Officer position.

Charges for Services

Overall charges for services for 2015-16 are estimated to slightly increase by 7%. Notable increases are Ambulance Fees and Planning Fees.

The following General Fund Major Revenue Sources represent 82% of total general fund revenues.



General Fund Long-Range Financial Forecast 2016 through 2019

Key Assumptions:

- Personnel costs will continue to increase
- No change in program or operation service level
- Minimal change in staffing levels (1.5 FTE in 2016)

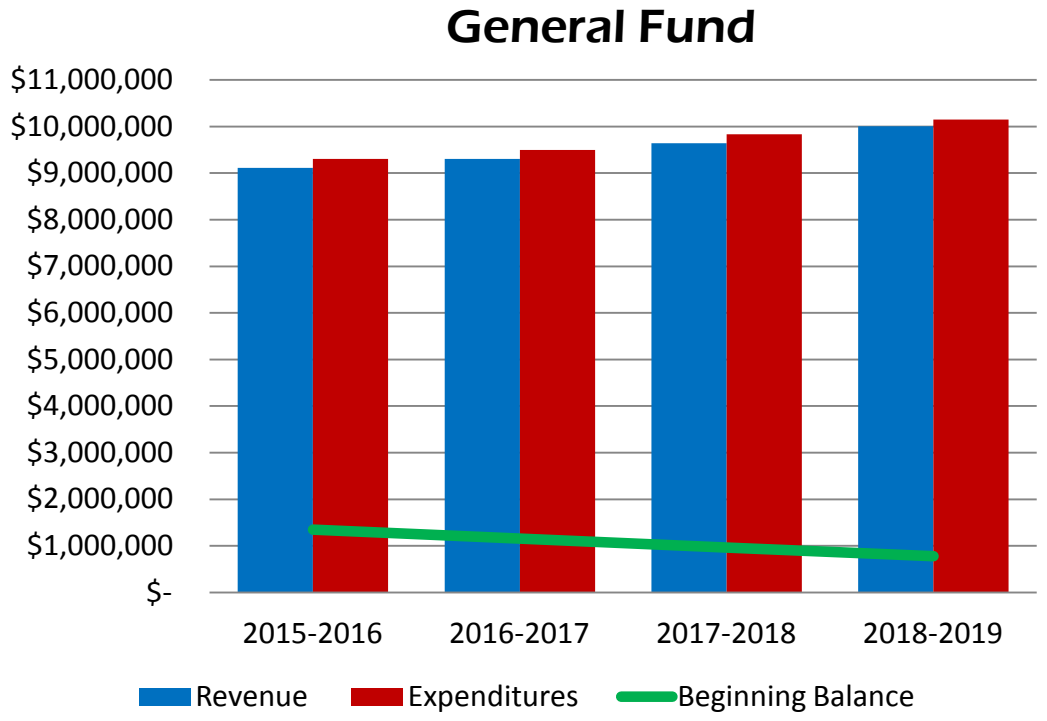
The General Fund Forecast is a tool used to make a projection about how much the City will spend and receive over the next four years and assist policy makers with developing strategies to meet future needs. The current forecast is a snapshot of what is known today and will be updated as new information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

Operating Position:

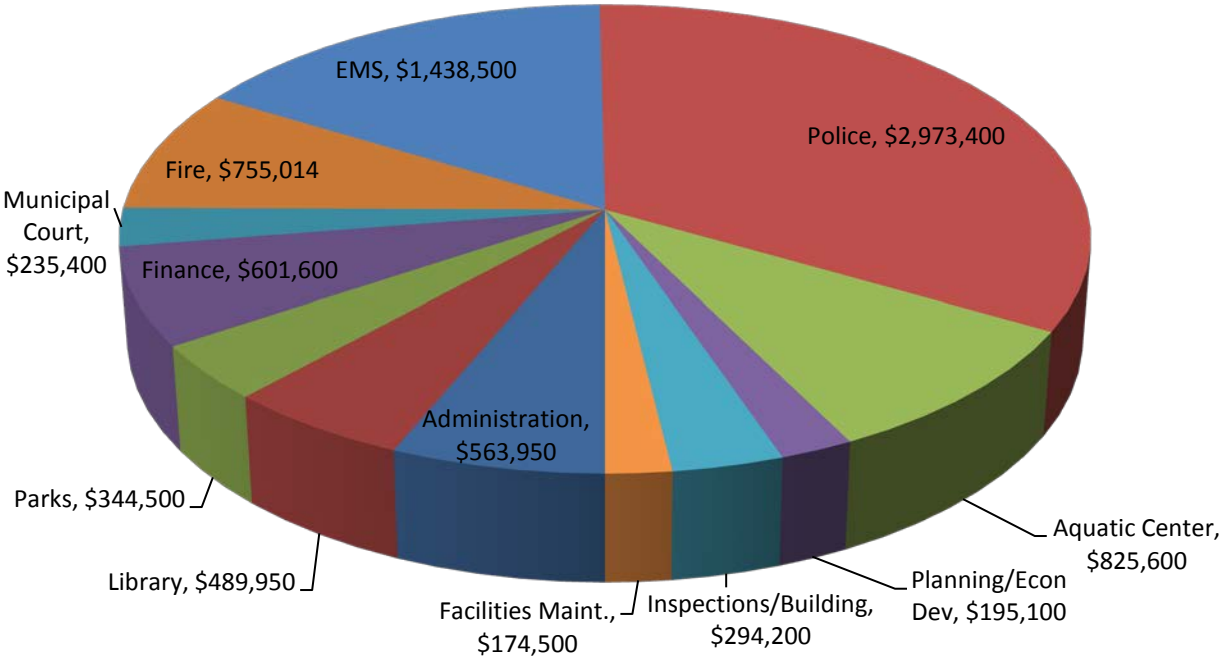
The forecast reflects a minimal growth to property tax which accounts for approximately 40% of general fund revenue. Minimal growth to other taxes and charges for service is also forecasted. Together these resources account for 42% of general fund revenue.

Over the next three years, a total of $970,000 in deferred capital projects is forecasted along with a 10-15 percent increase in employee benefits due to forecasted increase to the PERS rate and health insurance costs.

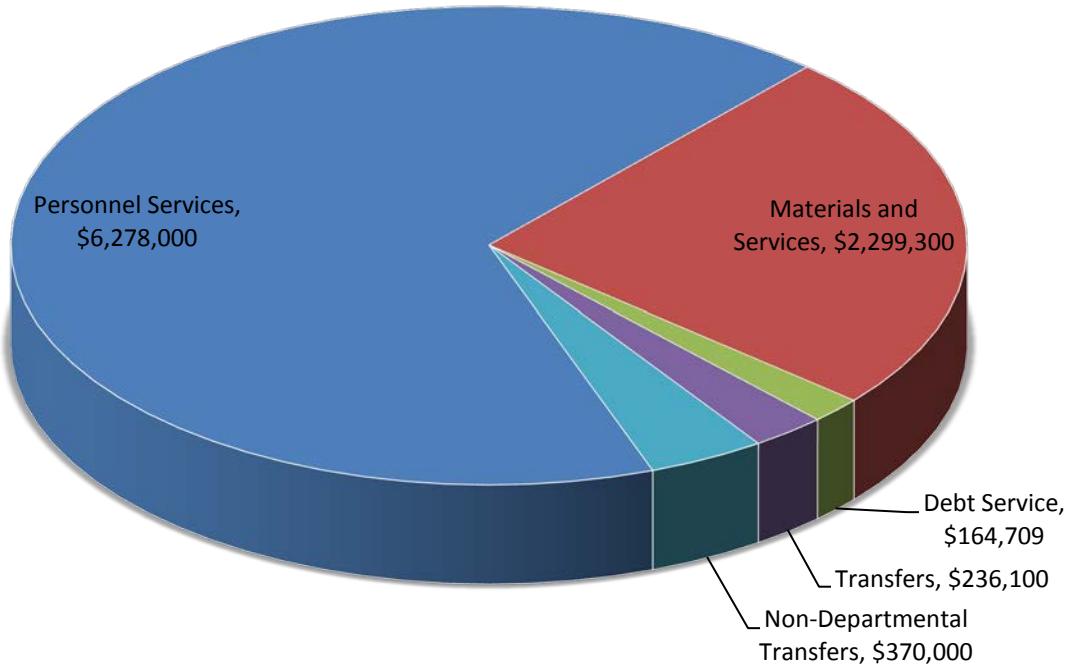
The following chart demonstrates the relationship between revenues, expenditures, and the corresponding impact on the general fund reserve.



2015-16 Departmental Budgets



2015-16 General Fund Expenditures



General Fund Revenues

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16	% Change
Taxes	3,388,238	3,365,340	3,495,000	3,620,000	4%
Franchise Fees	1,028,426	1,170,721	1,095,000	1,155,000	5%
Licenses & Permits	198,094	262,593	177,500	227,000	28%[1]
Intergovernmental/Other agencies	601,382	675,888	699,400	749,400	7%
Municipal Court Fines	103,449	134,291	220,000	280,000	27%[2]
Investment Income	13,989	14,237	15,000	15,000	0%
Charges for Services	1,588,759	1,981,002	1,788,500	1,913,000	7%
Reimbursements & Fund Transfers	1,105,000	1,163,643	1,155,000	1,155,000	0%
TOTAL Revenues	8,027,339	8,767,714	8,645,400	9,114,400	5%
Beginning Balance	1,681,366	1,287,991	1,285,000	1,300,000	1%
TOTAL	9,708,705	10,055,705	9,930,400	10,414,400	5%

General Fund Expenditures Recap

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16	% Change
Personnel Services	6,000,916	5,861,895	6,100,000	6,278,000	3%
Materials and Services	1,772,086	1,845,763	2,216,550	2,299,300	4%
Capital Outlay	12,743	78,292	0	0	0%
Debt Service	54,072	47,271	166,142	164,709	(<1%)
Transfer to Other Funds	154,987	144,800	166,100	236,100	42%[3]
Non-departmental Transfers	583,000	17,451	218,000	370,000	70%[4]
TOTAL Expenditures	8,574,143	7,995,473	8,866,792	9,348,109	5%
Operating Contingencies	0	0	20,000	100,000	400%[5]
Unappropriated Fund Balances	0	0	1,043,608	966,291	(7%)
TOTAL	8,574,143	7,995,473	9,930,400	10,414,400	5%

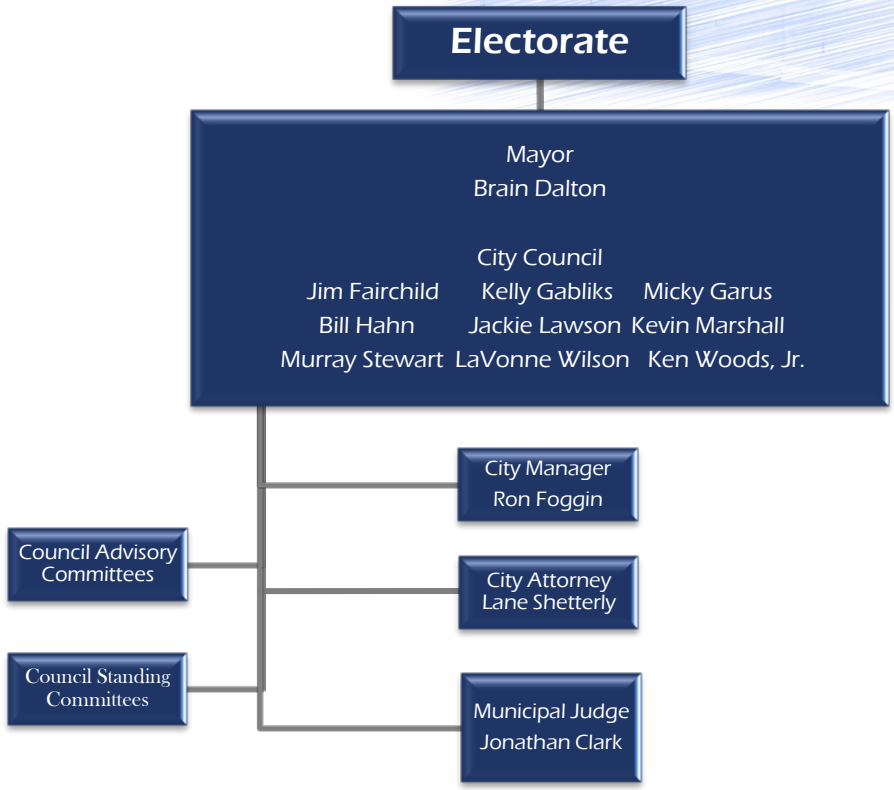
[1] Anticipated increase in building activity
[2] Anticipated increase in traffic citation revenues (due to addition of traffic patrol officer)
[3] Establishment of a Fire Volunteer Trust
[4] Increase in capital projects
[5] The 14-15 contingency was allocated to other expenditures

Departments:

Administration

City Manager, Mayor, Council & City Attorney

Organizational Structure



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.

Expenditures

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16	% Change
Personnel Services	334,318	368,359	396,000	407,000	3%
Materials and Services	126,247	126,288	171,700	156,950	(9%)
TOTAL	460,565	494,647	567,700	563,950	(<1%)

Staffing Information

Job Title	Wage Range	2012-13	2013-14	2014-15	2015-16
City Manager	NA	1	1	1	1
Admin. Services Director*	DH4	5/12	-	-	-
HR Manager/City Recorder*	DH1	7/12	1	1	1
Assistant to the City Mgr/City Recorder*	31	5/12		-	-
Executive Assistant*	20	7/12	1	1	1
Receptionist	8	-	-	.5	-
Sports Coordination Specialist**	24	.75	.75	0	0
TOTAL FTEs		3.75	3.75	3.5	3

* Effective 11/24/12, the Admin Svc Director position was eliminated. The Assistant to the City Manager/City Recorder became the HR Manager/City Recorder and the Assistant to the City Manager position was eliminated and replaced with the Executive Assistant position.
**In FY 2014-15 this position was moved to the Park

Departments:

Administration

City Recorder/Human Resources/Risk Management

Organizational Structure

Department Description

The HR Manager/City Recorder serves as the clerk of the City Council, has primary responsibility for City records management, public access to records, serves as the City's election officer, and serves as an internal consultant to all departments within the City for all human resource functions and risk management. The Recorder oversees preparation of the City Council agendas and meeting minutes; undertaking the follow-up duties necessitated by Council action; providing information to candidates and the county for elections; and responding to public records requests. The City Recorder continues to evaluate and implement technology that is appropriate to and will enhance the services provided to the City and the public.

The Records Division's main functions include:

- Respond to the legislative needs of the Dallas City Council and its constituents by emphasizing access to information as it relates to the legislative process. Support the State's policy of open decision-making by keeping the public informed of meeting times and locations, providing documentation, and preparing and maintaining minutes and agendas as permanent records.

- Utilize technology and best practices in effective service delivery to enhance access to the City's official record and legislative documents through effective information storage and retrieval
- Administer municipal elections and serve as the elections officer for the City of Dallas. Proper administration of elections serves the people's right to exercise their vote by ensuring an expeditious, complete process.
- Ensure compliance with annual Statement of Economic Interest filing requirements with the Oregon Government Ethics Commission.

The Human Resources/Risk Management Division's main functions include:

- Employee recruitment and selection;
- Management of employee and labor relations;
- Legal compliance of the City in respect to personnel issues;
- Maintenance and management of employee personnel records;
- Management of the performance evaluation process;
- Equitable and consistent interpretation and application of personnel policies, procedures, and systems throughout the City;
- Management and administration of the employee classification and compensation systems;
- Assistance with organizational and development and training;
- Workers' compensation claim processing;
- Liability claims processing

Division Mission

To maintain an accurate record of the City's actions in a professional and highly organized manner in order to provide accurate, timely information to the Mayor, Councilors, residents, and staff and maximize access to municipal government.

To provide City departments the information and support needed to hire and develop qualified employees that model organizational values; maintain employer-employee relationships that are legal, equitable, productive, and positive; and protect the City's employees, property, and finances from avoidable loss.

Division Objectives

- Continue implementation of online services to strengthen the City's connection with the public
- Continue to meet or exceed statutory requirements for public meetings and public records
- Provide timely and complete responses to public records requests
- Support an effective and trained workforce to serve the citizens of Dallas through administration of human resources policies, procedures, and programs
- Ensure the city's compliance with employment laws and maintain productive and professional labor relations with the union in support of a qualified and productive workforce to meet City Council goals and the organizational needs of the City
- Professionally manage a consistent classification and compensation program to meet organizational goals and provide internal training programs related to competency development
- Attract and retain the best-qualified employees to ensure City departments have a competitive and diverse workforce
- Provide training programs related to safety and enforce safety rules and regulations to ensure a healthy and safe workforce

Accomplishments

- Increased use of social media platforms and updated the City website to enhance communication with our residents.
- Worked with departments to purge records that were past the records retention requirements, freeing up additional storage space
- Completed upgrade to personnel filing system to ensure legal compliance
- Updated the Employee Handbook to reflect policy changes and ensure compliance with regulations
- Updated the City's volunteer program and began more active recruitment of new volunteers
- Continued to control cost of workers' compensation claims through active safety programs
- Implemented online SDS system, giving employees easier access to current information
- Added a Be Ready Dallas Facebook page to disseminate emergency preparedness information to our residents

Performance Measurements

	2012-13 Actual	2013-14 Actual	2014-15 Estimate	2015-16 Target
% of records requests processed within 5 days	88%	100%	94%	100%
Number of unique users who have "Liked" the City's Facebook page	578	982	1,650	2,000
% of City records scanned to digital	0%	0%	0%	10%
% of citizen survey respondents who rate the quality of public information services as good or excellent	57%	NA	57%	NA
# of workers' compensation claims per 10 employees	0.65	0.64	0.50	<.40
Average cost of workers' compensation claims per employee/volunteer	$40.17	$172.26	$90.00	<$100
Average cost of workers' compensation claims	$1,120	$5,383	$3,900	<$2,000
% of employees surveyed who indicated overall they are satisfied or very satisfied with their job	83 %	90%	NA	90%
Career employees retained past probationary period	100%	100%	100%	100%
% of citizen survey respondents who rate the courtesy of city employees as good or excellent	74%	NA	82%	NA

Summary

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

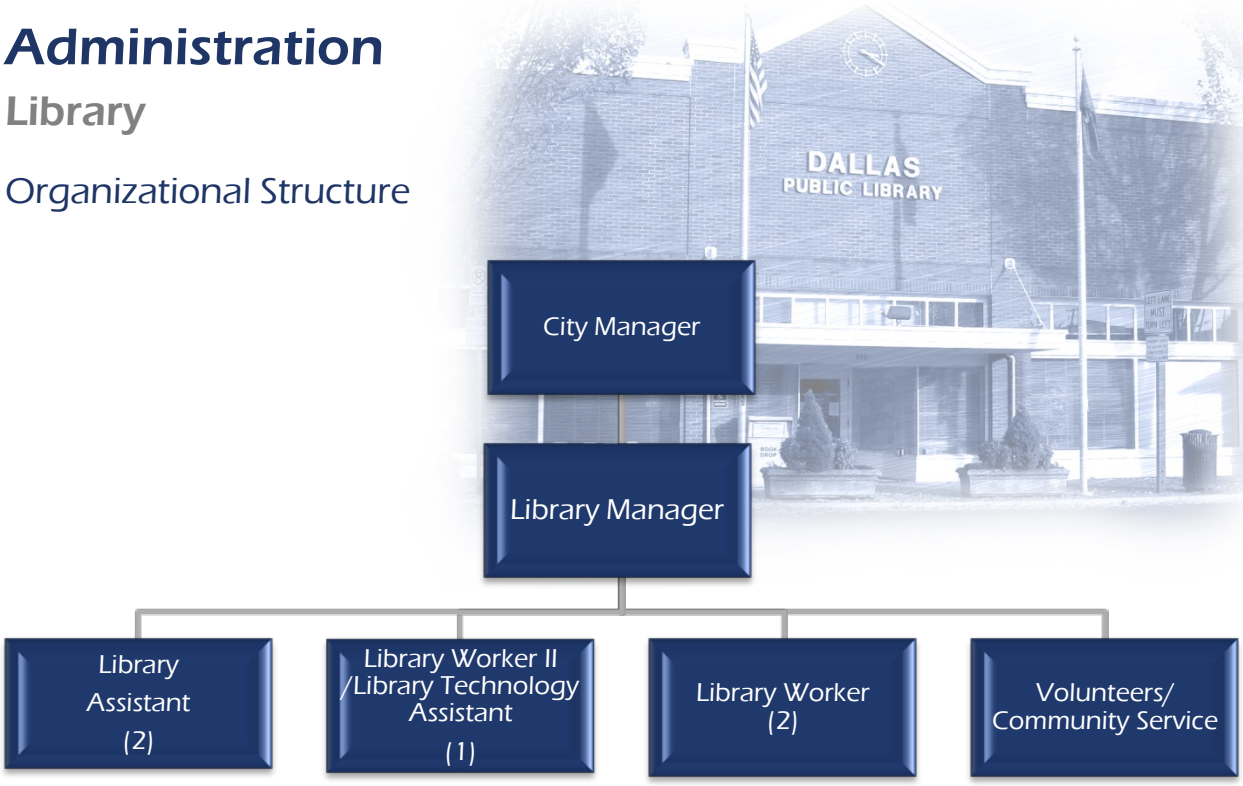
Human Resources ensures a diverse workforce in a safe and discrimination/harassment free environment by maintaining compliance with myriad employment laws and government regulations. Through training, effective recruitment of new employees, and commitment to safety for all employees, we work to provide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

Departments:

Administration

Library

Organizational Structure



Department Description

The Library serves the population of Dallas plus CCRLS patrons from all of Polk, Marion and Yamhill counties. The Library offers a circulating book, magazine, CD and DVD collection as well as digital media such as eBooks. The Library is responsible for bringing new technologies to its patrons, offering computer equipment and training for adults and children, free Wi-Fi, and online services. The Library also offers over 150 free children and teen programs every year providing education as well as entertainment for over 6000 children.

Department Mission

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

Adopted by the Dallas Library Board, February 2015.

Department Objectives

- We are planning to evaluate and replace the outdated fluorescent lighting in the library.
- Staff is creating a schedule to consistently evaluate and update our collection.
- We will continue to find ways to keep citizens informed about our programs, resources, technology & available classes. This will entail continuing to expand and refine communication with the community through Notify Me, Web, Facebook, etc.
- Write more grants for programming & material acquisitions.
- The library will find ways to collaborate with local businesses and schools.
- We are working to fund and schedule an all day Storyteller event at the library on the second Saturday of September.
- The Library staff is planning and training to create more adult programming. This will be both educational and entertaining.
- To upgrade the monitors on our public access computers to facilitate ease of use.

Accomplishments

- We successfully transitioned from our old Integrated Library System to a new computer system. This process involved months of training and preparation.
- The library staff spent August through November doing a sustained evaluation and weeding of our collection. This involved removing outdated, damaged and unused materials from the collection.
- The library created a Teen Advisory Board to revamp and invigorate our teen programming. The Board consists of local teens and staff.
- We were able to configure new stations for our catalog computers. This removed several bulky desks and tables that hindered movement in the library.
- We obtained a movie license which will allow us to offer movie events for teens, children, and adults.
- We shifted our non-fiction collection and DVDs in order to create a Teen space in the library.
- The nationally acclaimed author Ursula Le Quin was hosted by the Dallas Library and the Friends of the Library. The event was well attended. In November, 2014 she received the National Book Foundation's Medal for Distinguished Contribution to American literature.
- We have made a concerted effort to communicate library events through social media, the local newspaper, email, NotifyMe, newsletters, and contacting local schools.
- Replaced one large front window which improved the look and structure of the library and fit with the continued improvement of the Main St. business district.
- We have continued to purchase materials based upon patron demand and advance reviews of high demand materials. By doing this we have continued to lend more books to other libraries than we borrow.

Expenditures

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16	% Change
Personnel Services	331,520	338,275	366,000	404,000	10%[6]
Materials and Services	62,443	68,340	82,650	85,950	4%
TOTAL	393,963	406,615	448,650	489,950	9%

Staffing Information

Job Title	Wage Range	2012-13	2013-14	2014-15	2015-16
Library Manager	M2		1	1	1
Library Assistant	20		2	2	2
Library Worker 2	16		3	1	1
Library Worker 1	12		0	2	2
Library Page	8		0	0	.5
TOTAL FTE's		5.47	6	6	6.5

Performance Measurements

	2012	2013	2014	2015
Patron visits to the Library*	NA	NA	62,784	65,000
Number of Children's Programs	146	156	155	160
Children's Program Attendance**	6,517	6,800	7,633	7,500
Number of Teen Programs	5	4	8	40
Teen Program Attendance	89	78	80	500
Number of Adult Programs	11	15	14	20
Adult Program Attendance	229	236	225	350
Summer Reading Attendance	2,971	3,120	3153	3200
Library Cards Issued	1,441	1,500	1,242	1, 400
Number of Volunteer hours	3,767	3,682	3,552	3,600
e-Resource downloads	3,901	7,064	10,181	14,500
Internet Computer Sessions	13,211	13,716	13,882	14,000
Annual Circulation of Materials	199,229	199,801	199,084	200,000
Lending to CCRLS libraries	22,751	26,960	28,770	29,000

*Reflects more accurate counting methods
** 2015 stats may be lower reflecting better counting methods

[6] Benefit cost increase and addition of a part-time library page

Summary

The Dallas Public Library recognizes the ever changing needs of our community. It is vital that the library not just provide current services but also anticipate future needs. This demands that we find ways to canvas our active patrons as well as those who currently do not use our services. It is not only a question of why residents use the library, but rather what services should we be providing to those who are not our patrons. Libraries are no longer just about providing printed books. More and more of our services and products require the use of computers or electronic devices. Convenience is a commodity that libraries must provide to meet the expanding needs of the community. There are many in the community that cannot afford computers, or services such as Amazon to buy their books. The library provides computer access, free eBooks, free Wi-Fi, Homebound delivery to Dallas seniors, and other services for many who would be underserved otherwise. We are also striving to expand our programming for children, teens, and adults to promote literacy, lifelong learning, and cultural events. None of this would be possible without the generous support, time, and resources provided by this community's many volunteers, businesses, government agencies, and our own Friends of the Dallas Library.

Departments:

Administration

Parks

Organizational Structure

Department Description

The Parks Department is responsible for the upkeep and maintenance of all City owned parks, various City owned building landscapes, and 2 school owned sport complexes. The upkeep of identified areas includes turf management, weed control, tree maintenance and performing overall park improvements.

Department Mission

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

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

Department Objectives

- Generate long term & short term goals to align with Parks Master Plan
- Pursue additional funding for future RCTS development
- Continue working with Sports Coordinator to develop Adult Recreation Programs
- Create a matrix of daily job responsibilities and set levels of expectation
- Upgrade façade of buildings A, B, D, and F in main City Park

Fund Summaries

General Fund
Parks

Accomplishments

- Created master plan for park system
- Established new Park Board /members and identify responsibilities
- Rehabilitated Dallas' main park restroom facilities
- Cottonwood removal and replacement program
- Hired one permanent part time employee
- Added play equipment to Academy Park

Park and Recreation Expenditures

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16	% Change
Personnel Services	156,465	210,195	220,000	233,000	6%
Materials and Services	79,684	75,546	106,000	103,200	(3%)
Capital Outlay	0	33,642	0	0	0%
Transfers	15,187	5,000	8,300	8,300	0%
TOTAL	251,335	324,383	334,300	344,500	3%

Staffing Information

	Wage Range	2012-13	2013-14	2014-15	2015-16
Parks Manager	30	1	1	1	1
Maintenance Worker	19	1	1	1	1
Part-Time/Non-Benefit	8	0.5	0.5	1	1
Sports Coordination Specialist*	24	0	0	.75	.75
TOTAL FTE's		2.5	2.5	3.75	3.75

*Moved from City Manager to Parks budget in FY 2014-15

Performance Measures

	2012	2013	2014	2015
Population	14,600	14,670	14,800	14,940
Develop acres of parkland per 1000 population	0.1469	0.1469	0.1483	0.1494
Percentage of cost time for work related injuries	0	0	0	0
Park acreage per FTE	49.7	49.7	33.26	33.12
Estimate number of trees receiving maintenance	271	368	225	287
Tree expenditures	17,850	21,000	26,000	29,772
Number of acres of park land	99.38	99.38	99.78	99.38
Number of acres of park land per 1000 population	6.8	6.8	6.74	6.68

Summary

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

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

Rehabilitated restrooms in the main City Park will allow visitors to extend their outdoor experiences. In addition to the bathroom upgrade; staff will be replacing siding on the surrounding buildings A, B, D, and F.

2015 LGGP Grant has been applied for to complete RCTS Phase 5 including the bridge to the Central Bark Dog Park allowing for ADA access.

Departments:

Administration

Recreation

Division Description

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

Division Mission

The mission of the Recreation Division is to provide:

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

Division Objectives

- Provide recreational opportunities for youth and adults.
- Get programs to work together, recreation and competitive, while keeping cost down. Provide the community a cohesive structure.
- Generate income from City of Dallas youth and adult recreation programs.
- Provide as many recreational opportunities as possible, at the lowest cost possible to as many people as possible.
- Develop intramural programs (in 2015-16) for ages 12 – 18.

Accomplishments

- Found a solution to allow the Middle School sports programs to continue (basketball, track, football, volleyball, etc.) when the school district eliminated funding.
- Addressed current issues with softball, soccer, basketball, football, and track.
- Implemented more efficient communication regarding use of gym and field space among all the organizations utilizing the spaces. Created an online system to better our facility use scheduling between the City and School District.
- Made recreation sports more affordable:
    - Kids, Inc. fees are reduced by as much as $100 depending on the sport.
    - The reduction in Kids, Inc. baseball costs resulted in 125 + additional players from 2013-2014.
    - Reduction of $35 in LaCreole Middle School track fee resulted in an increase of 30 participants
    - Pop Warner Football fees reduced $80 between 2010 and 2014.
- Revitalized Kids, Inc. baseball program: Successfully recruited John Strader (who ran baseball for over 30 years) to coordinate the program.
- Provided adult and youth recreation: By June of 2014, the City of Dallas will have offered 10 recreation programs, including:
    - Men's Basketball
    - Coed Softball
    - Coed Volleyball
    - Men's Basketball
    - Flag Football
    - Men's Softball
    - Tennis League
    - Kickball tournament
    - Pickle ball
    - Mighty Mites spring and summer program (3-5 year olds).
    - Two additional programs: Walking Club and Bike Club
- Assisted with completion of major changes to Kids, Inc. program: new office staff, new board members, and new focus on providing affordable programs for our community.
- Focus areas: (1) continue to expand adult recreation (2) work closely with Kids, Inc. and continue to revitalize their organization (3) develop in 2014 - 2015 intramural sport programs for ages 12-18.
- Currently in the process of having 12-18 year students take a survey to show there interest in what programs they'd like to see offered. Anticipate the intramural programs beginning in the Fall.

Summary

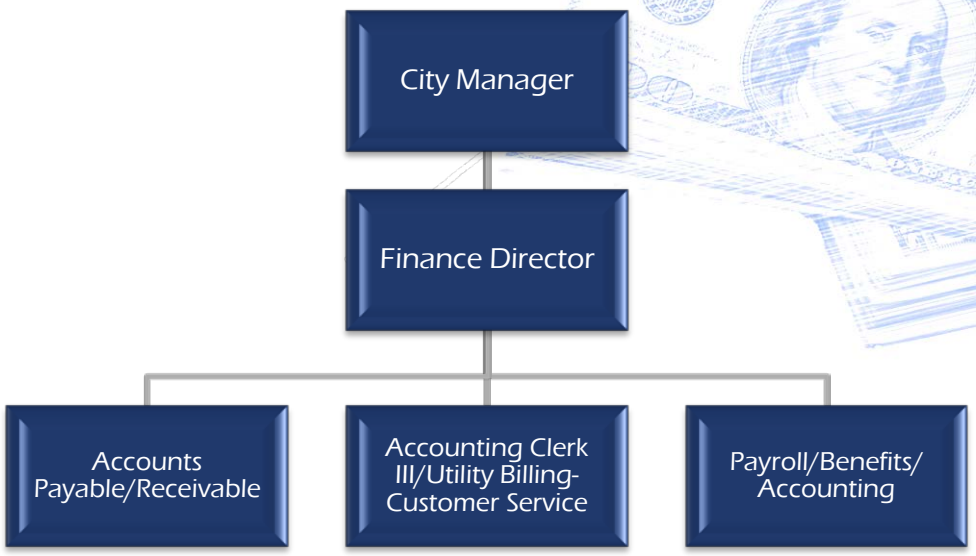
As the Sports Coordination Specialist I strive to continue to create cohesive recreational programs that are cost affordable, which creates a healthy and active environment for kids. With that in mind, it will be necessary to continue reviewing and analyzing the best organization/system for the programs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

Departments:

Finance

Finance Department

Organizational Structure



Department Description

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

Department Mission

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

Fund Summaries

General Fund
Finance Department

Department Objectives

- Implement online bill pay for Municipal Court.
- Continue to work with the water department to install AMR meters.
- Implement Electronic Funds Transfer (EFT) option for Accounts Payable vendors.
- Implement electronic document retention for Accounts Payable and Payroll.
- Maintain GFOA budget award certification.
- Maintain GFOA CAFR award certification.

Accomplishments

- Implemented online bill pay for park reservations.
- Worked with Building Department to implement E-permitting.
- Submitted Comprehensive Annual Financial Report (CAFR) to Government Finance Officers Association for national award recognition and received award.
- Submitted FY 2014-15 Budget document to GFOA for national award recognition and received award.

Expenditures

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16	% Change
Personnel Services	328,111	349,069	384,000	373,000	(3%)
Materials and Services	180,621	199,329	222,300	228,600	3%
TOTAL	508,732	548,398	606,300	601,600	(<1%)

Staffing Information

Job Title	Wage Range	2012-13	2013-14	2014-15	2015-16
Finance Director	DH3	1	1	1	1
Senior Accountant II	29	0	0	1	1
Accounts Payable Clerk	20	1	1	1	1
Accounting Clerk III	19	1	1	1	1
Accounting/Payroll Specialist	27	1	1	0	0
PT Office Assistant	10	0	0	.25	.25
TOTALI FTE's		4	4	4.25	4.25

Performance Measurements

	2012-13 Actual	2013-14 Actual	2014-15 Estimate	2015-16 Target
Utility bills processed	64,259	64,296	63,000	64,500
Number of adjustment proposed by auditor	3	2	0	0
National GFOA award for annual audit document received	Yes	Yes	Yes	Yes
National GFOA award for budget document received	NA	NA	Yes	Yes

Summary

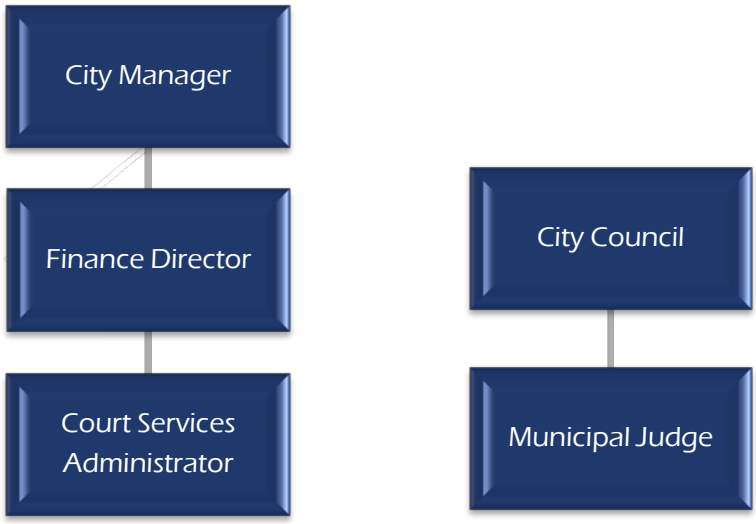
It is the duty of finance departments to be good stewards of the resources committed to their care. Accounting systems and internal control procedures are essential and integral in ensuring that this duty is fulfilled. The finance department continues to strive to provide a high level of service to the public, all city departments and the City Council.

Departments:

Finance

Municipal Court

Organizational Structure



Department Description

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

Department Mission

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

Department Objectives

- Continue file purging processes that meet retention time-frames, recording necessary information for auditing purposes.
- Continue implementing InCode features to streamline court processes.
- Implement online court payment option.
- Implement LIVESCAN fingerprinting.

Accomplishments

- Continued processing cases to send to collections for non-payment.
- Transitioned to new municipal judge mid-year and facilitated changes with court procedures.
- Implemented online traffic school (UTURN).
- Continued InCode education and training to enable implementation of software features creating a more streamline court process and creating a network of Oregon Municipal Court users.
- Continued entry of unprocessed warrants from "old" criminal cases, primarily for failing to appear for court.
- Continued processing license suspensions, and re-suspensions when applicable, for failing to appear or failing to comply with a court order.
- Continued file purging processes that met retention time-frames, recording necessary information for auditing purposes.
- Continued to organize and create filing space for more effective storing of closed files in vault.
- Continued to create procedures to clarify processes for more effective daily work efforts.

Expenditures

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16	% Change
Personnel Services	121,088	103,471	120,000	95,000	(21%)[7]
Materials and Services	17,430	36,967	76,500	140,000	83%[8]
Capital Outlay	0	8,550	0	0	0%
TOTAL	138,517	149,988	196,500	235,400	20%

[7] Municipal judge was paid as an employee and his salary was accounted for in Personnel Services in FY14-15. This position is now filled by a contractor.
[8] Professional Services line item was increased to account for municipal judge contract, as well as increased costs for defense attorneys, due to increase in case volume

Staffing Information

Job Title	Wage Range	2012-13	2013-14	2014-15	2015-16
Municipal Judge*	NA	.3	.16	.16	-
Court Services Administrator	22	1	1	1	1
PT Office Assistant	0	0	0	.25	.25
TOTAL FTEs		1.3	1.16	1.41	1.25

* In FY2015-16, this position was filled with a contractor, not an employee

Performance Measurements

	2012-13	2013-14	2014-15 Estimate	2015-16 Target
Misdemeanor Crime	65	12	385	450
Traffic Violations	431	489	1054	1250
General Violations	39	21	30	35
Code Enforcement Violations*	9	14	0	0
City Ordinance Violations*	126	118	41	50
Parking Citations	196	381	383	450

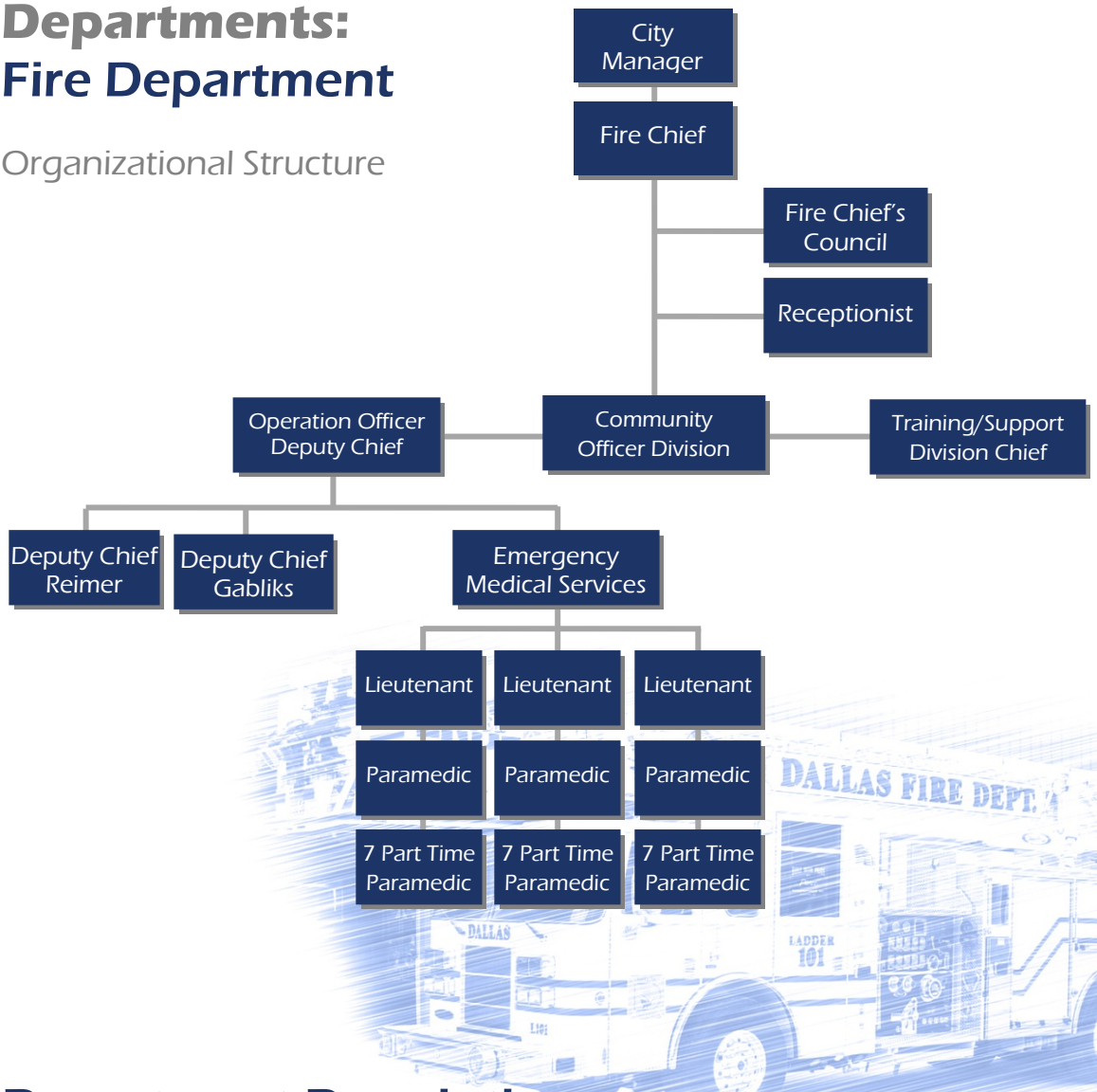
* The change in these numbers reflects a change in the way cases were coded

Summary

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

Departments:
Fire Department

Organizational Structure



Department Description

The City of Dallas Fire and EMS Department provides fire, emergency medical services to the citizens of Dallas, in an all hazards, customer service oriented manner. The department also contracts with Southwestern Polk County Rural Fire Protection District (SW Polk) to provide these same services. The SW Polk service area includes 130 square miles of rural Polk County, Oregon.

Department Mission

The mission of the Dallas Fire Department is to provide emergency services designed to protect the lives and property of the community from the adverse effects of fire, sudden medical emergencies or exposure to dangerous conditions created by either man or nature.

Department Objectives

Goal:
Minimize the direct and indirect impacts associated with fire, emergency medical incidents.

Objectives:

1. Respond to all requests for emergency services in a prompt, professional and kind manner.
2. Explore and secure funding to increase service capabilities and provide higher safety standards for external and internal stakeholders.
3. Provide training for all personnel to improve responder safety and enhance performance.

Goal:
Build sustainability into our positive, progressive and professional volunteer emergency responder program.

Objectives:

1. Develop clear guidelines and resources to support and ensure the volunteer program is successful.
2. Explore and secure appropriate funding and resources for the recruitment and retention of volunteers.
3. Establish minimum volunteer staffing levels to meet our service level needs.
4. Maintain and enhance our family-friendly values in support of our volunteers.

Goal:
Promote, develop and support craftsmanship, innovation and excellence throughout Dallas Fire & EMS.

Objectives:

1. Continue developing the department's emergency reporting system to provide reliable data for statistical analysis.
2. Develop and strengthen collaborative strategic partnerships with area private entities and public safety organizations.
3. Provide fire and life safety programs and education opportunities to the public.
4. Create a Strategic Plan and a Standards of Coverage document to identify current capabilities and help establish future service levels.

Accomplishments

- Changed our name to Dallas Fire & EMS and updated our patch to reflect the name change
- Promoted Todd Brumfield to Deputy Chief of Operations
- Tore down our training grounds on Monmouth Cutoff Rd and later came up with the temporary plan to train in the house next to the station. Developed a $550,000 grant to purchase a mobile training facility to fold into the future creation of a complete training campus.
- Installed a new projector and screen in the upstairs training room, further enhancing our training capabilities and encouraging volunteerism.
- Installed the Fire Departments 1st, 2nd, 3rd, 4th, and 5th mobile data computers. This valuable tool became even more valuable for members safety with the loss of 24 hour PCSO coverage
- Our Extrication Team received the Governor's Volunteer Award
- Purchased a turnout dryer that dries turnouts In 3 hours not days. Many of you know it is not only uncomfortable to wear wet turnouts but that the fires heat expands that water 1700 times into steam (stem burns are not fun)
- Welcomed Division Chief Sean Hoxie, his wife Amanda, their two children Bryce and Katlyn to the community and our fire & EMS family
- Purchased a Records Management System in preparation of becoming a data driven organization
- We installed 2 new Thermal Imaging cameras and 3 new gas monitors
- Welcomed April and her children (Jake, Jarred & Natalie) to our fire & EMS family
- Launched the Pulse Point app for Dallas Fire & EMS. This allows the public to subscribe to observe our calls to service and be alerted to a citizen in need of CPR or an AED in a public location.
- Started the response phone app Active911 for our members
- Ordered our first new fire engine in twenty years

Expenditures

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16	% Change
Personnel Services	487,149	368,677	265,000	278,000	5%
Materials and Services	243,202	278,087	344,500	331,800	(4%)
Capital Outlay	8,913	28,101	0	0	0%
Transfers	29,400	29,400	29,400	100,400	262%[9]
Debt Service	0	0	38,937	44,814	15%[10]
TOTAL	768,663	704,265	677,837	755,014	11%

Staffing Information

Job Title	Wage Range	2012-13	2013-14	2014-15	2015-16
Fire Chief	DH4	.8	.8	.5	.5
Deputy Chief	DH1	N/A	N/A	.5	.5
Training Div. Chief	M1	1	1	.5	.5
Community Div. Chief	M1	1	1	.5	.5
Fire Inspector	30	1	1	N/A	N/A
TOTAL FTE's		3.8	3.8	2	2

Performance Measurements

	2012	2013	2014	2015
Avg. Chute Time First Engine on Structure Fire	N/A	N/A	8:22	6:45
Avg. Travel Time First Engine on Structure Fire	N/A	N/A	3:50	5:00
First Out Apparatus with ≥ 4 Personnel 90% of the Time	N/A	N/A	100%	100%
Response Volunteers	N/A	34	40	29
Support Volunteers	N/A	16	16	12

*This is the base year for these performance measurements, so there is no historical data available.
** Not able to establish at this time.

[9] Transfer to Fire Volunteer Appreciation Trust
[10] This increase is due to lease payments for a new fire truck

Summary

2014 was a year of developing our Dallas Fire & EMS team and establishing the foundational directions for our future. In 2015, we will be developing Standards of Coverage and Strategic Plan documents to establish current service capabilities and guide the department's future direction.

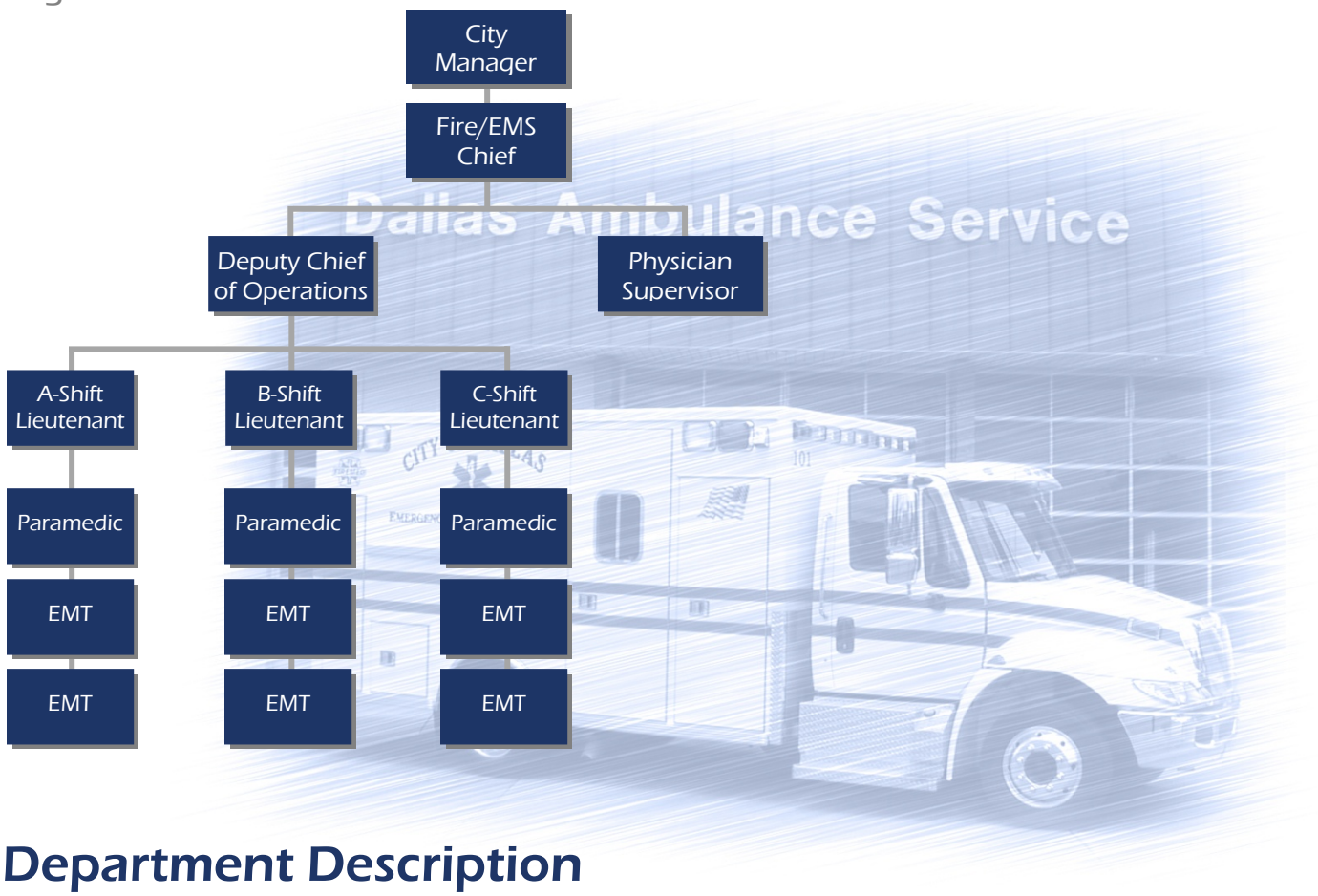
The department is extremely proud of its history and great volunteer program. The volunteer program has gone through the restructuring of its funding practices. This new structure bring has brought the department into compliance with IRS rules and regulations. This budget reflects a continued support in recruitment and retention of volunteers as well as matching funds for grants written to further enhance our volunteer program.

A training facility remains a top priority on our list of needs. A grant has been written to fund a new mobile training facility and in 2015 we will research the department's other training needs.

Departments:

Ambulance Department

Organizational Structure



Department Description

The City of Dallas Emergency Medical Service provides two Advanced Life Support medic units available 24 hours a day, 7 days a week, and one Advanced Life Support Unit available but not staffed. We cover approximately 240 square miles of Polk County territory and respond to over 2,700 incidents per year. Our organization and personnel provide prompt, quality service with sincere compassion for our patients.

Department Mission

To meet the emergency medical needs of our community with quality advanced life support in a prompt and professional manner.

Department Objectives

Goal: To provide effective emergency medical service.

Objectives:

1. Respond to all requests for emergency medical service in a prompt and efficient manner.
2. Preserve life and reduce injury by maintaining well-trained and equipped responders.

Goal: Maintain a progressive and professional EMS system.

Objectives:

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

Goal: To create and provide a stimulating, challenging, and enjoyable work environment that encourages personal growth and professional development.

Objectives:

1. Provide a safe and clean work place that uses personnel partnerships for job tasks and problem solving.
2. Offer opportunities for continuing education as well as educational growth in emergency medical services.

Accomplishments

- At the end of calendar year 2014, Dallas EMS had answered 2,883 alarms and transported 2,102 patients to the hospital. This continues our recent trend of an approximate 5% increase in both sections.
- We welcomed Chad Paoli to his new position of Lieutenant.
- We celebrated five "Cardiac Arrest Survival" incidents, including meeting with the survivor and their family as well as Letters of Commendation for the responders.
- With the guidance of Dr. Rebecca Lucas, our Medical Director, we completed a revision of our Paramedic Standing Orders.
- We are now researching data we have been able to collect over the last two years to formulate benchmarks and performance measures.
- We applied for several grants to increase and/or enhance our service capabilities.

Expenditures

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16	% Change
Personnel Services	930,461	902,343	997,000	1,035,000	4%
Materials and Services	320,854	307,152	317,300	340,000	7%
Transfers	30,000	30,000	30,000	30,000	0%
Debt Service	38,633	37,303	40,810	33,500	(18%)[11]
TOTAL	1,319,947	1,276,797	1,385,110	1,438,500	4%

Staffing Information

Job Title	Wage Range	2012-13	2013-14	2014-15	2015-16
Fire/EMS Chief	DH4	.2	.2	.5	.5
Deputy Chief/Operations*	DH1	1	1	.5	.5
Training Div. Chief	M2	1	1	.5	.5
Community Div. Chief	M1	1	1	.5	.5
Paramedic Shift Lt.	29	3	3	3	3
Paramedic FT	26	3	3	3	3
Part-time Personnel	NA	12.1	10.8	8.42	8.42
TOTAL FTE's		21.3	20	16.42	16.42

*Previously the EMS Director

Performance Measurements

	2012	2013	2014	2015
9-1-1 Average Response Time	7:27	6:29	6:30	6:08
9-1-1 Response Time ≤ 15 minutes 90% of the time	na	na	95%	95%
Chute Time (Day) ≤ 2 minutes 90% of the time	na	na	84%	86%
Chute Time (Night) ≤ 3 minutes 90% of the time	na	na	76%	83%
Transport Ratio (# of Transports/# Total Calls)	70%	71%	75%	75%
Annual Number of Mutual Aid Ambulances Given	na	na	24	5
Annual Number of Received Mutual Aid Ambulances	na	51	62	7
UTSTEIN Statistic (% of Surviving Cardiac Arrest Victims Found if V-Fib)	na	na	50%	na
UTSTEIN National Average	na	33%	na	na
Gross Collection Rate	na	na	36%	36%
Net Collection Rate	na	na	67%	67%

[11] Estimate for lease payment for a new ambulance

Summary

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

We are working on designing our first new ambulance in five years. The committee has performed an outstanding job of designing this apparatus and identifying the future needs of Dallas Fire & EMS.

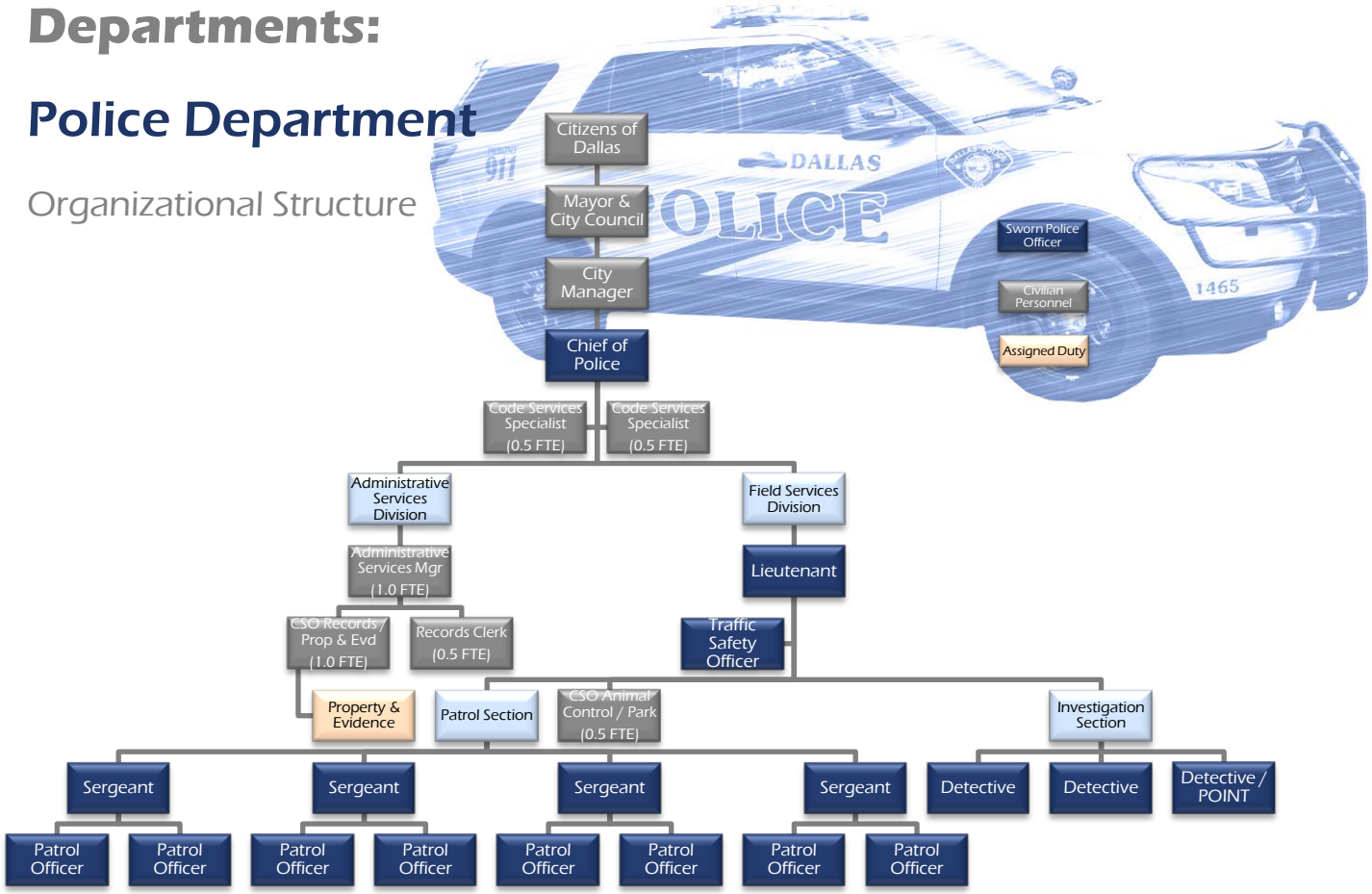
One indicator of how well we provide coverage to our service area is utilization of our third medic unit (M103) which is unstaffed, requiring department office staff or off-duty personnel to respond on this unit. This medic was toned to respond 136 times in 2014, of which, we were only able to staff M 103 less than 25% of the time. Our response capability leaves our mutual aid partners picking up 103 of our calls for service.

In 2015, we will be working toward incorporating the communities outside of Dallas, but within our ambulance service area, into our Public Access to AED program.

Departments:

Police Department

Organizational Structure



Department Description

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

Department Mission

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

Department Objectives for FY 15/16

- Improve the safety, appearance and livability of the community by increasing the number of successfully resolved Building Maintenance Standards violations by 10%. **(Dallas 2030 Vision Element : #1a/#1k)**

- Improve traffic safety and awareness by developing and implementing a Traffic Safety Officer position. **(Dallas 2030 Vision Element : #1k/#5d)**

- Improve the level of medical assistance response capabilities for officers by equipping all department vehicles with Automatic External Defibrillators (AEDs). Meet this objective by purchasing 5 additional AED units for remaining Investigations and Administration vehicles **(Dallas 2030 Vision Element : #5a/#5d)**

- Increase department members' attention to on-going safe workplace practices by developing and implementing a new department safety program which incorporates daily focus towards the reduction of on-the-job injuries. **(Dallas 2030 Vision Element : #5f)**

- Equip all sworn police personnel with issued patrol rifle to enhance capability for immediate emergency response for high threat tactical situations. Meet this objective by purchasing an additional patrol rifle to satisfy a department shortage of one rifle. **(Dallas 2030 Vision Element : #5d)**

- Expand the capabilities of volunteer services to our community by successfully recruiting two additional volunteers for our department's Volunteers In Policing (VIPs) unit. **(Dallas 2030 Vision Element : #1i)**

- Continually improve the community's perception and support of the police department by on-going education and training of department members to consistently provide excellent customer service. **(Dallas 2030 Vision Element : #5d/#5e/#5g)**

- Enhance the capabilities of our Field Services Division by recruiting, appointing and training three additional reserve police officers to assist with the department's public safety responsibilities. **(Dallas 2030 Vision Element : #1k/#5d)**

- Improve emergency preparedness and response capabilities of city staff by organizing and equipping a city facility to function as an Emergency Operations Center (EOC) **(Dallas 2030 Vision Element : #5d)**

- Continue to improve emergency preparedness and familiarity with the proper use of the National Incident Management System (NIMS) by city staff by scheduling at least six city staff members for EM specific training. **(Dallas 2030 Vision Element : #5d)**

- Enhance regional cooperation of police services by assigning an officer as a full-time drug investigator to the inter-agency drug investigations team (POINT). **(Dallas 2030 Vision Element : #5c)**

Accomplishments

- Assumed direction and control of the City's Code compliance program and redirected the philosophy from being "enforcement-oriented" to "service-oriented". This included a transition from the traditional enforcement-style uniform to a more approachable, service-oriented style of apparel. **(Dallas 2030 Vision Element : #1a/#1k)**
- Successfully recruited and hired a second part-time Code Services Specialist **(Dallas 2030 Vision Element : #1a/#1k)**
- Completed a comprehensive purge of the Property and Evidence room.
- Increased traffic safety efforts by re-directing a small portion of Patrol Section members' weekly work program. **(Dallas 2030 Vision Element : #1k)**
- Secured membership in the International Association of Chiefs of Police.
- Participated in a comprehensive training exercise with community and public safety partners on response to active shooters in schools. **(Dallas 2030 Vision Element : #5c)**
- Purchased remaining Electronic Restraint Devices (Tasers) included in an upgrade and replacement project (budgeted Capital Improvement) **(Dallas 2030 Vision Element : #5d)**
- Established membership in Oregon Emergency Management Association and secured emergency management training (Debris Management), funded by FEMA, for the City's Director of Engineering.
- Improved communication with community members and those interested in local matters by expanding our social media presence by creating and implementing the use of a police department Facebook page and a police department Twitter account. **(Dallas 2030 Vision Element : #5e/ #5g)**
- Began the transition of our patrol fleet from the full-size police utility platform (Chevrolet Tahoe) to a mid-size police utility platform (Ford Police Interceptor/Utility), which is a more stable, less expensive and slightly less costly to operate.
- Created updated vehicle graphics for Patrol Section vehicles and implemented the design on the newest patrol vehicle.

Expenditures

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16	% Change
Personnel Services	2,412,212	2,303,708	2,444,000	2,459,000	<1%
Materials and Services	386,885	389,421	447,200	474,400	6%
Capital Outlay	0	8,000	0	0	0%
Transfers	27,000	27,000	41,000	40,000	(2%)
Debt Service	15,440	0	0	0	0%
TOTAL	2,841,536	2,728,129	2,932,200	2,973,400	1%

Staffing Information

Job Title	Wage Range	2012-13	2013-14	2014-15	2015-16
Chief of Police	DH4	1	1	1	1
Deputy Chief of Police	DH2	1	1	n/a	n/a
Police Lieutenant	DH1	n/a	n/a	1	1
Police Sergeant	M1	5	5	4	4
Police Officer	Per CBA	10	10	10 / 11*	11
Traffic Safety Officer					1+
Administrative Services Manager	27	1	1	1	1
Records Clerk	16	1.5	1.5	.5	.5
CSO Records and Property & Evidence	17	n/a	n/a	1	1
CSO Parking and Animal Control	17	.5	.5	.5	.5
CSS Code Services		n/a	n/a	1.1	1.0++
TOTAL FTE's		20	20	19.6/21.1*	22

*The first half of FY15 is staffed at 16 sworn officers; the remaining half staffed at 17 sworn officers
+This includes the 1 additional sworn Traffic Safety Officer requested this fiscal year
++With retirement of CSS (0.6FTE) in Jun 2015, this same CSS position is budgeted at 0.5 FTE.

Fund Summaries

General Fund

Police Department

Outputs and Performance Measures (Workload Indicators)

	2010	2011	2012	2013	2014	2015 *Projected or Targeted*
Incidents (Calls for Service & Self-Initiated Activity)	9270	9533	9275	10,000	11334	11900 (10) Projection
Persons Crimes (NIBRS) (1)(2)	235	245	233	199	209	230 Projection
Property Crimes (NIBRS) (3)	610	631	588	549	716	780 Projection
Society Crimes (NIBRS) (4)	833	836	897	748	882	970 Projection
Total Crimes Reported (From Part 1, 2 & 3 above)	1678	1712	1718	1496	1807	1980 Projection
Persons Adult Arrests	136	161	154	143	115	130 Projection
Property Adult Arrests	122	165	175	137	206	230 Projection
Society Adult Arrests	472	524	574	486	693	760 Projection
Total Adult Arrests (From Pers, Prop, & Soc above)	730	850	903	766	1014	1120 Projection
All Juvenile Referrals (Part 1, 2 & 3) (5)	365	423	279	151	153	175 Projection
DUII Arrests (6)	54	54	39	35	39	45 Projection
Number of Sworn Officers	18	18	17	17	17	18 Target
Traffic Citations Issued	494	554	439	478	1291	1400 Projection
Dog Licenses Issued	360	489	432	755	950	975 Projection
Ratio of Annual Activities per officer (7)	515:1	530:1	546:1	588:1	667:1	661:1 Target
Achieve at least 90% positive feedback during department's Customer Service Check surveys (8)	—	—	—	—	93.5% Met	Meet
Distribute information to the community via news media or social media an average of at least ten times per month to help improve communication with community members (9)	—	—	—	—	2.5/month (Jan-Nov) 16 in Dec	Meet
Number of sustained employee complaints	1	0	1	2	2	0 Targeted

(1) NIBRS – National Incident Base Reporting System
(2) Persons crimes include: homicide, rape, aggravated assault, kidnapping, robbery other sex offenses and serious crimes against persons
(3) Property crimes include: arson, burglary, forgery/fraud, theft, motor vehicle theft; vandalism and other property related crimes
(4) Society crimes include: drug crimes, mental custodies, trespass, fugitive warrants, DUII and other traffic crimes, curfew, runaway, liquor laws, tobacco violations, assisting other agencies and all others not specifically against persons or related to property
(5) Juvenile referrals are not included in the adult arrest statistics listed above
(6) DUII arrests are already included in the Society arrest statistic listed above. DUIIs are broken out for reference only
(7) Average ratio of 17 comparable communities across the United States is 501:1; Projection based on anticipated activities and one additional officer assigned as the Traffic Safety Officer.
(8) 2014 is the base year for tracking the Customer Service feedback measurement
(9) Delays in full implementation of social media platforms impacted the achievement of this metric. For the limited time period since implementation of social media in late November 2014, this metric was met in December
(10) Projected activity based on average change of 5.3% over previous five years

Fund Summaries

General Fund
Police Department

Summary

Police departments across Oregon and the United States struggle with limited or shrinking budgets. This commonality frequently results in extreme challenges to meet increasing workloads—usually related to staffing levels. It's not uncommon for agencies to resort to service reductions in proactive and preventative programs to better address matters more directly related to immediate public safety. Over the past few years we too have lost staff to budget reductions in both sworn police officers and the civilian member who coordinated community crime prevention programs—many of our preventative programs remain under-served. Along the way our emphasis has continued to be that we provide the best level of service with the resources available, and doing so with dedication to the profession and citizens we serve.

Fiscal year 2014-15 found the Code Services program moving forward with the transition into a program of educational partnership with local businesses and residents. Code Specialists focus efforts towards addressing matters directly correlated to the appearance of Dallas and work to improve those aspects many consider a measurement of a community's livability.

Operational calls for services and field generated activities for calendar year 2014 have combined to total one of our busiest years in the history of the Dallas Police Department. The average annual activities per officer for 2013 came in at a ratio 15% higher than a national average of seventeen similar agencies from across the United States. The levels in 2014 came in 33% higher than that average. Of most significance, the clearance rate for Persons Crimes investigated in 2013 was 74%. These facts, while indicative of the consistent heavy workload of our police staff, carry both good and better news for Dallas citizens.

First, the activity level for those two years shows you have busy and hard-working police officers who readily address the challenges of increased workloads. In addition, the clearance rates demonstrate they do so with such efficacy to result in clearance rates, which are also notably higher than the national average of 46%.

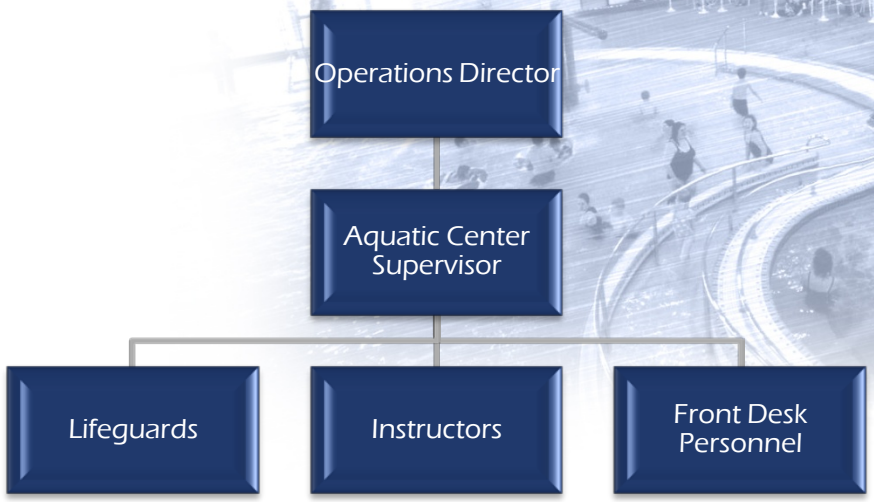
Community members can be confident that our police department is aggressively working to keep our population safe, bringing to justice those who choose to infringe upon the safety and security of others, and doing so while respecting the rights of our citizens and keeping great customer service and safety practices at the forefront on each and every contact we have with those we serve.

Departments:

Community Development

Dallas Aquatic Center

Organizational Structure



Division Description

The Aquatic Center is a 5-pool complex that opened in November 2000. The facility contains a 25 yd. Lap Pool, a River and Leisure Pool with a Fountain, a Therapy Pool, a Spa, and a Wading Pool. It is the home of the Blue Dolphin Swim Team, the Dallas High School Swim Team, the Central High School Swim Team, and West Valley Hospital Hydro-Therapy Services. It is a full service facility that includes a Pro Shop, concession stand, lessons, lap swims, water aerobics, special events and many family recreational swim times. The fiscal health of the facility has increased dramatically in the past 4 years, and the quest for increased efficiency and revenues continues constantly. At 950 members, there is significant community interest and investment in the facility. The Aquatic Center is considered by many as a community amenity that sets Dallas apart from nearby communities.

Division Mission

To ensure that guests have a safe and positive recreational experience.

Fund Summaries

General Fund
Dallas Aquatic Center

Division Objectives

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

Accomplishments

- Continue to retain and increase annual membership
- Revised and implemented a new and improved swim lesson program due to Red Cross rule change and price increase
- Now accommodate 3 teams – Dallas High School, Central High School, and the Blue Dolphins Swim Team, and vastly improved the website
- Increased insurance plan availability, primarily for seniors
- Morning class offerings have increased by 50%, participation by 85%
- Revamped the Junior Lifeguard program to ensure a quality experience for youngsters

Expenditures

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16	% Change
Personnel Services	403,721	418,661	422,000	475,000	13%[12]
Materials and Services	266,931	276,794	307,600	300,600	(2%)
Capital Outlay	3,831	0	0	0	0%
Transfers	50,000	50,000	50,000	50,000	0%
TOTAL	724,483	745,455	779,600	825,600	6%

Staffing Information

Job Title	Wage Range	2012-13	2013-14	2014-15	2015-16
Director	DH4	.1	.1	.1	.1
Aquatics Supervisor	M1	1	1	1	1
Head Lifeguard	18	-	-	.8	.8
Maintenance Repair Technician (PT)	14	-	-		.5
Part-time Staff	Varies	10.44	10.97	10.17	10.17
TOTALI FTE's		11.54	12.07	12.07	12.57

[12] Addition of a part-time maintenance person and increased activity requiring more lifeguards has increased personnel services costs

Performance Measurements

	2012	2013	2014	2015
Total patrons	115,884	121,200	123,000	125,000
# of Annual pass holders	917	935	980	1081
# of people insurance billing (silver fit/sneakers, etc)		210	250	260
# of programs offered	28	30	33	35
Total swim lesson attendance	795	700	800	810
# of Volunteer Hours	2,892	1,900	1,200	1240

Summary

The Dallas Aquatic Center has been in operation since late 2000, and during that time has provided patrons with a quality aquatic experience as well as providing employment for area youth. The budget challenges will continue to be addressed in a manner that does not impact safety or a quality patron experience.

Departments:

Community Development

Planning and Economic Development

Organizational Structure

Division Description

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 as well as administering the Dallas Urban Renewal District. All these activities are and will continue to be effectively accomplished with minimal staffing. 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.

Division Mission

To ensure a clean, well-planned and functional community through coordination and interaction with other city departments, the public, and elected and appointed bodies.

Division Objectives

- Continue to provide a high level of service with limited resources.
- Revise and implement land use and other applications.
- 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.
- Work with groups, property owners, and employers to continue to improve the business climate in Dallas.
- Work on updating and maintaining the Dallas Comprehensive Plan and Development Code

Accomplishments

- Awarded 3 façade grants as part of the 500-900 Block of Main Street façade grant program.
- Adopted the Dallas Sign Code revisions
- Adopted Chapter 1 of the Comprehensive Plan, entitled Citizen Involvement.
- Began revisions to the Dallas Development Code
- Served on the Board of the Chamber of Commerce.
- Continue to work with owners and stakeholders on redevelopment options for the Weyerhaeuser site.

Expenditures

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16	% Change
Personnel Services	141,687	144,310	122,000	141,000	16%[13]
Materials and Services	14,951	18,575	59,600	50,700	(15%)[14]
Transfers	3,400	3,400	3,400	3,400	0%
TOTAL	160,038	166,285	185,000	195,100	5%

Staffing Information

Job Title	Wage Range	2012-13	2013-14	2014-15	2015-16
Director	DH4	1.27	.45	.1	.1
Planner II	28	1	1	1	1
Executive Assistant	20	-	-	-	.125
Code Enforcement Officer	17	.63	.63	0*	0
TOTAL FTE's		2.9	2.08	1.10	1.225

*Moved position to Police Department

[13] Addition of an executive assistant, 12.5% of whose salary is charged to this account
[14] Decrease in anticipated professional services costs

Performance Measurements

	2012	2013	2014	2015
# of Land Use Applications processed	79	90	110	125
# of Inquiries answered	1,400	1,500	1,500	1200
# of Itinerant Merchant Permits issued	15	17	15	8
# of Home Occupation Permits issued	4	7	6	5

Summary

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

Departments:

Community Development

Building/Inspection

Organizational Structure

Division Description

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

Division Mission

To ensure that all development activity in the City meets health, safety and current construction standards in a customer friendly manner.

Fund Summaries

General Fund
Building/Inspection

Division 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.

Accomplishments

- Reorganized and improved Plan document storage (over 350 projects)
- Employee participation on Executive board member of OMOA (Oregon Mechanical Officials Association)
- Employee participation on Standards Committee and Legislative Committee of OBOA (Oregon Building Officials Association)
- Assisted with an ADA survey of city properties
- Involved in Oregon State code interpretation with State Building Codes Director
- Implemented the E-Permitting program for all contractors

Expenditures

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16	% Change
Personnel Services	246,622	249,746	253,000	272,000	8%
Materials and Services	13,252	16,881	15,700	18,200	16%[15]
Transfers	0	0	4,000	4,000	0%
TOTAL	259,874	266,627	272,700	294,200	8%

Staffing Information

Job Title	Wage Range	2012-13	2013-14	2014-15	2015-16
Director	DH4	.30	.10	.10	.10
Building Official	M1	1	1	1	1
Building Inspector II	29	1	1	1	1
Executive Assistant	20	-	-	-	.125
TOTAL FTE's		2.3	2.10	2.10	2.225

[15] Increase in computer services due to use of online permitting and training costs due to certification needs

Fund Summaries

General Fund
Building/Inspection

Performance Measurements

	2012	2013	2014	2015
# of Building Permits issued	121	171	200	230
# of Inspections performed	1,213	1,658	1,800	2000
# of Inspections/FTE	606	829	900	1000
# of IGA plan reviews	6	2	3	2
Total Value of new construction	$7.4million	$15.8 million	$17 million	$22 million

Summary

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

Departments:

Community Development

Facilities Maintenance

Organizational Structure

Division Description

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

Division Mission

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

Fund Summaries

General Fund
Facilities Maintenance

Division Objectives

- To provide a safe and comfortable environment that assists employees in achieving a maximum level of productivity.
- To conserve resources to maximize efficiency and minimize cost
- To limit, through preventive maintenance, problem solving, research and networking, dependency on outside vendors to minimize capital outlay.
- To maintain a high standard of facility care.
- To perform all of these services with the limited resources available.

Accomplishments

- Installed security camera system at throughout City Hall and the Police Annex
- Replaced chemical feed tubing at the Aquatic Center
- Made a number of repairs at the Aquatic Center
- Built and installed post tables at the library

Expenditures

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16	% Change
Personnel Services	107,563	105,083	111,000	106,000	(5%)
Materials and Services	59,586	52,384	65,500	68,500	5%
TOTAL	167,149	157,466	176,500	174,500	(1%)

Staffing Information

Job Title	Wage Range	2012-13	2013-14	2014-15	2015-16
Facilities Maintenance Foreman	23	1	1	1	1
Custodian	11	.8	.8	.8	.6
TOTALI FTE's		1.8	1.8	1.8	1.6

Performance Measurements

	2012	2013	2014	2015
# of Major projects completed	3	4	10	8
# of Buildings maintained	6	6	6	6
# of Buildings/FTE	3	3	3	3
Task requests	241	275	437	400

Summary

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

General Fund Revenues

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Taxes						
Current Property taxes	3,211,583	3,229,107	3,315,000	3,470,000		
Delinquent taxes	176,655	136,233	180,000	150,000		
Total property taxes	3,388,238	3,365,340	3,495,000	3,620,000	0	0
Franchise fees						
Pacificorp (power)	648,249	738,132	690,000	730,000		
NW Natural Gas (gas)	158,337	152,619	170,000	165,000		
Qwest (telephone)	47,801	45,694	50,000	50,000		
Allied Waste (garbage)	120,994	157,815	130,000	150,000		
Charter (cable television)	53,046	76,461	55,000	60,000		
Total franchise fees	1,028,426	1,170,721	1,095,000	1,155,000	0	0
Licenses & permits						
Licenses	1,785	2,135	2,500	2,000		
Permits	196,309	260,458	175,000	225,000		
Total licenses & permits	198,094	262,593	177,500	227,000	0	0
Intergovernmental/Other agencies						
Alcoholic beverages tax	196,697	222,673	210,000	235,000		
Cigarette tax	20,829	21,721	21,000	22,000		
9-1-1 telephone tax	35,734	0	0	0		
Transfer from revenue sharing	118,123	0	0	0		
State Revenue Sharing	0	152,745	130,000	150,000		
Rural Fire District	168,398	190,181	192,000	192,000		
CCRLS - Chemeketa Regional Library	61,602	78,600	60,000	64,000		
Tsf from Urban Renewal (Debt Svc)	0	9,969	86,400	86,400		
Total intergov./Other agencies	601,382	675,888	699,400	749,400	0	0
Municipal court fines						
Fines & forfeitures	82,070	103,096	160,000	220,000		
Parking fines	3,815	10,313	7,500	7,500		
Court fees	15,566	18,476	50,000	50,000		
Suspended licenses	1,998	2,406	2,500	2,500		
Total municipal court fines	103,449	134,291	220,000	280,000	0	0
Investment income	13,989	14,237	15,000	15,000		
Charges for services						
Civic Center rent	1,355	375	0	0		
Planning	31,088	55,763	35,000	60,000		
Dog control	17,912	26,018	22,000	22,000		
Aquatic Center fees	436,324	449,996	465,000	465,000		
Ambulance fees	972,620	1,327,543	1,140,000	1,150,000		
Library fines	13,598	12,232	15,000	15,000		
Library non-resident fee	6,660	6,710	6,500	6,000		
Fire-Med	41,520	45,785	45,000	45,000		
Recreation program fees	9,025	6,548	20,000	25,000		
Miscellaneous	58,656	50,033	40,000	125,000		
Total charges for services	1,588,759	1,981,002	1,788,500	1,913,000	0	0
Reimbursements & fund transfers	1,105,000	1,163,643	1,155,000	1,155,000		
TOTAL REVENUES	8,027,339	8,767,714	8,645,400	9,114,400	0	0
Beginning balances	1,681,366	1,287,991	1,285,000	1,300,000		
TOTAL	9,708,705	10,055,705	9,930,400	10,414,400	0	0

General Fund Expenditures Summary

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Personnel Services	6,000,916	5,861,895	6,100,000	6,278,000	0	0
Materials and Services	1,772,086	1,845,763	2,216,550	2,299,300	0	0
Capital Outlay*	12,743	78,292	0	0	0	0
Debt Service	54,072	47,271	166,142	164,709	0	0
Transfer to other funds	154,987	144,800	166,100	236,100	0	0
Non-Departmental Transfers	583,000	17,451	218,000	370,000	0	0
TOTAL EXPENDITURES	8,577,804	7,995,473	8,866,792	9,348,109	0	0
Operating Contingencies	0	0	20,000	100,000		
Unappropriated Fund Balances	0	0	1,043,608	966,291		
TOTAL GEN FUND RECAP	8,577,804	7,995,473	9,930,400	10,414,400	0	0

*Beginning in FY14-15, General Fund Capital Projects are accounted for in a separate fund.

Administration Expenditures

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Personnel Services						
Salaries	218,944	236,559	245,000	255,000		
Fringe benefits	115,374	131,800	151,000	152,000		
Total personnel services	334,318	368,359	396,000	407,000	0	0
Materials and Services						
Public notices	741	351	1,500	1,000		
Materials and supplies	2,023	2,287	4,000	3,000		
Repairs & maintenance	1,855	0	2,000	1,500		
Office expense	174	2,282	3,000	2,500		
Mayor expense	872	2,922	2,500	3,500		
Council expense	6,000	12,363	10,000	11,000		
Telecommunications	2,299	1,304	3,000	3,000		
Maintenance & rental contracts	5,820	7,007	8,000	8,000		
Computer services	1,755	3,290	4,000	4,000		
Insurance	362	333	700	950		
Professional services	25,430	10,225	39,000	25,000		
City Attorney	58,800	58,800	64,000	64,000		
Employee development	2,994	1,699	4,500	4,500		
Emergency Management	4,042	4,149	4,500	4,500		
Risk Management	174	1,621	3,000	2,500		
Travel and education	5,998	8,951	8,000	8,000		
Miscellaneous	6,907	8,706	10,000	10,000		
Total materials & services	126,247	126,288	171,700	156,950	0	0
TOTAL	460,565	494,647	567,700	563,950	0	0

Library Expenditures

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Personnel Services						
Salaries	209,439	221,383	238,000	248,000		
Fringe benefits	122,081	116,893	128,000	156,000		
Total personnel services	331,520	338,275	366,000	404,000	0	0
Materials and Services						
Office expense	1,852	1,628	2,500	2,500		
Postage	114	61	150	150		
Materials and supplies	2,581	2,706	3,500	3,500		
Periodicals	4,533	4,857	5,000	5,000		
Maintenance & rental contracts	2,870	1,010	3,000	3,000		
Repairs & maintenance	2,900	1,913	5,000	4,000		
Books	20,123	25,403	30,000	32,500		
Telecommunications	2,446	2,692	2,500	2,500		
HVAC, energy and lighting	15,126	15,793	17,000	17,000		
Outbound transport	504	420	500	0		
Special programs	0	0	0	1,500		
Computer services	3,420	3,212	4,500	4,500		
Insurance	3,194	3,626	3,000	3,300		
Professional services	866	2,170	3,000	3,500		
Travel and education	840	865	1,500	1,500		
Miscellaneous	1,073	1,984	1,500	1,500		
Total materials & services	62,443	68,340	82,650	85,950	0	0
TOTAL	393,963	406,615	448,650	489,950	0	0

Parks Expenditures

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Personnel Services						
Salaries	94,696	135,379	142,000	153,000		
Fringe benefits	61,768	74,816	78,000	80,000		
Total personnel services	156,465	210,195	220,000	233,000	0	0
Materials and Services						
Materials and supplies	8,801	12,732	11,500	12,000		
Repairs & maintenance	8,697	12,712	10,000	10,000		
Miscellaneous tools	2,411	241	2,000	2,000		
Telecommunications	1,735	1,819	2,000	2,000		
HVAC, energy and lighting	7,526	6,148	8,000	8,000		
Garbage services	2,075	195	0	400		
Maintenance & rental contracts	7,988	2,256	10,000	8,000		
Fleet service total care program	3,000	3,000	10,000	10,000		
Computer services	151	101	1,000	1,000		
Insurance	5,386	5,131	4,000	6,300		
Recreation	355	14,245	25,000	25,000		
Professional services	18,334	16,091	14,000	10,000		
Employee development	13,105	150	500	500		
Travel and education	120	726	1,000	1,000		
Fuel	0	0	7,000	7,000		
Total materials & services	79,684	75,546	106,000	103,200	0	0
Capital Outlay						
Capital Assets	0	33,642	0	0	0	0
Total capital outlay	0	33,642	0	0	0	0
Transfers						
Tsf to Fleet Mgmt - Capital Equip Replacement	5,000	5,000	8,300	8,300		
Tsf to Fleet Mgmt - Equipment	10,187	0	0	0		
Total transfers	15,187	5,000	8,300	8,300	0	0
TOTAL	251,335	324,383	334,300	344,500	0	0

Finance Expenditures

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Personnel Services						
Salaries	202,783	218,069	236,000	243,000		
Fringe benefits	125,328	131,000	148,000	130,000		
Total personnel services	328,111	349,069	384,000	373,000	0	0
Materials and Services						
Postage	29,658	34,123	15,000	15,000		
Public notices	414	443	500	500		
Materials and supplies	3,315	3,999	5,000	5,500		
Office expense	1,548	1,867	3,500	3,500		
Telecommunications	7,715	7,281	9,000	8,000		
Maintenance & rental contracts	1,794	3,264	2,500	4,000		
Computer services	26,781	28,317	35,000	40,000		
Insurance	442	267	800	1,100		
Professional services	55,310	65,412	54,000	60,000		
Billing services	0	0	36,000	30,000		
Audit	27,325	28,085	30,000	30,000		
Municipal memberships	22,324	21,607	25,000	25,000		
Travel and education	3,993	4,664	6,000	6,000		
Total materials & services	180,621	199,329	222,300	228,600	0	0
TOTAL	508,732	548,398	606,300	601,600	0	0

Municipal Court Expenditures

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Personnel Services						
Salaries	84,991	71,254	80,000	62,000		
Pro Tem	0	0	2,000	2,000		
Fringe benefits	36,097	32,217	38,000	31,000		
Total personnel services	121,088	103,471	120,000	95,000	0	0
Materials and Services						
Office expense	677	753	1,500	1,500		
Materials and supplies	1,572	1,944	2,500	2,500		
Telecommunications	49	50	500	500		
Computer services	348	1,031	1,500	1,500		
Insurance	257	188	300	400		
Jury/Witness Fees	60	40	2,000	2,000		
Professional Services	1,892	7,138	22,000	86,000		
Prosecution	12,250	25,440	43,000	43,000		
Travel and education	324	383	3,200	3,000		
Total materials & services	17,430	36,967	76,500	140,400	0	0
Capital Outlay						
Capital Assets	0	8,550	0	0	0	0
Total capital outlay	0	8,550	0	0	0	0
TOTAL	138,517	148,988	196,500	235,400	0	0

Fire Department Expenditures

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Personnel Services						
Salaries	242,927	207,345	153,000	160,000		
Volunteer compensation	30,840	30,840	0	0		
Fringe benefits	194,583	111,443	112,000	118,000		
Fringe benefits - volunteers	18,799	19,049	0	0		
Total personnel services	487,149	368,677	265,000	278,000	0	0
Materials and Services						
Office expense	1,828	1,652	2,100	2,000		
Materials and supplies/laundry	5,169	13,005	6,700	7,000		
Fuel	11,260	9,567	12,500	11,000		
Uniform allowance	2,274	3,925	5,000	7,000		
Repairs & maintenance	12,893	18,033	18,000	18,000		
Replacement - Equipment	3,350	3,697	5,000	20,000		
Radios/pagers	4,407	5,554	7,000	7,000		
Turnouts	27,853	25,588	25,000	25,000		
Telecommunications	8,947	4,399	8,300	8,000		
HVAC, energy & lighting	12,555	13,491	15,000	15,000		
Maintenance and rental contracts	9,301	11,090	15,000	15,000		
Fleet service total care program	25,000	25,000	35,000	35,000		
Computer services	2,988	5,004	5,000	6,000		
Insurance	12,982	16,745	12,000	16,800		
Dispatch services	60,447	52,810	58,000	58,000		
Professional services	27,755	39,722	12,000	55,000		
Fire prevention program materials	2,056	3,417	6,000	6,000		
Travel and education	12,137	25,389	20,000	20,000		
Firefighter Accountability Program	0	0	76,900	0		
Total materials & services	243,202	278,087	344,500	331,800	0	0
Capital Outlay						
Equipment	8,913	28,101	0	0	0	0
Total capital outlay	8,913	28,101	0	0	0	0
Transfers						
Transfer to Fleet Mgmt	14,400	14,400	14,400	14,400		
Transfer to Swr SDC-Intrfnd Loan	15,000	15,000	15,000	15,000		
Transfer to Fire Volunteer Trust	0	0	0	71,000		
Total transfers	29,400	29,400	29,400	100,400	0	0
Debt Service						
Debt Service - Principal	0	0	38,937	33,933		
Debt Service - Interest	0	0	0	10,881		
Total debt service	0	0	38,937	44,814	0	0
TOTAL	768,663	704,265	677,837	755,014	0	0

Ambulance Expenditures

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Personnel Services						
Salaries	623,362	600,855	645,000	675,000		
Fringe benefits	291,298	281,765	332,000	340,000		
Overtime	15,801	19,722	20,000	20,000		
Total personnel services	930,461	902,343	997,000	1,035,000	0	0
Materials and Services						
Office expense	1,088	1,485	2,200	2,200		
Fire Med advertising	3,085	3,184	4,500	5,000		
Forms/Printing	785	350	600	1,000		
Materials and supplies/laundry	54,649	63,405	62,000	64,000		
Fuel	28,123	29,182	29,500	28,000		
Uniform allowance	3,974	6,740	7,500	8,500		
Repairs & maintenance	8,771	10,544	10,000	11,000		
Equipment	6,187	4,843	5,000	6,000		
Radios/pagers	129	3,071	2,100	3,000		
Turnouts	2,991	819	0	0		
Telecommunications	12,891	5,290	6,100	6,300		
HVAC, energy & lighting	7,725	8,518	9,000	9,000		
Maintenance and rental contracts	813	1,672	3,000	4,000		
Fleet service total care program	20,000	20,000	25,000	25,000		
Computer services	3,874	11,342	12,800	13,000		
Insurance	12,331	13,779	6,000	9,000		
Dispatch services	60,447	50,104	58,000	61,000		
Professional services	79,488	60,817	60,000	70,000		
Travel and education	13,504	12,007	14,000	14,000		
Total materials & services	320,854	307,152	317,300	340,000	0	0
Transfers						
Transfer to Fleet Management	30,000	30,000	30,000	30,000		
Total transfers	30,000	30,000	30,000	30,000	0	0
Debt Service						
Debt Service - Principal	35,000	35,000	40,000	30,000		
Debt Service - Interest	3,633	2,303	810	3,500		
Total debt service	38,633	37,303	40,810	33,500	0	0
TOTAL	1,319,947	1,276,797	1,385,110	1,438,500	0	0

Police Department Expenditures

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Personnel Services						
Salaries	1,401,980	1,379,994	1,442,000	1,541,000		
Overtime	91,190	103,790	128,000	130,000		
Fringe benefits	919,042	819,924	874,000	788,000		
Total personnel services	2,412,212	2,303,708	2,444,000	2,459,000	0	0
Materials and Services						
Office expense	3,672	3,951	3,500	3,600		
Materials and supplies	3,821	3,674	3,800	4,000		
Dog control/dog shelter	1,907	6,988	7,000	7,300		
Weapons skills	11,674	9,856	11,200	11,200		
Investigations	20,576	20,315	18,000	18,500		
Firing range improvements	0	7,526	3,000	3,000		
Fuel	39,242	39,041	42,000	40,000		
Evidence Control	0	0	3,300	3,300		
Uniforms and cleaning	14,811	15,628	16,000	16,400		
Equipment	8,293	6,159	6,000	8,500		
SRT	0	0	3,200	0		
Safety/OSHA	5,213	8,013	9,800	9,000		
Telecommunications	20,501	19,158	23,000	21,000		
Maintenance and rental contracts	17,002	16,407	19,900	23,000		
Fleet service total care program	25,000	25,000	35,000	40,000		
Computer services	9,948	11,710	11,000	12,000		
Insurance	8,665	8,065	25,000	35,000		
Dispatch services	149,965	137,197	145,500	157,000		
Professional services	6,211	8,546	12,500	12,000		
Community relations	672	492	2,000	2,000		
Employee development	0	390	1,000	1,000		
Travel and education	12,492	13,650	13,500	14,100		
R.A.I.N. / PRIORS	21,473	20,150	22,700	23,000		
Reserve officers	5,749	7,506	9,300	9,500		
Total materials & services	386,885	389,421	447,200	474,400	0	0
Capital Outlay						
Capital Assets	0	8,000	0	0		
Total capital outlay	0	8,000	0	0	0	0
Transfers						
Transfer to Fleet Management	27,000	27,000	41,000	40,000		
Total transfers	27,000	27,000	41,000	40,000	0	0
Debt Service						
Debt Service - Principal	14,329	0	0	0		
Debt Service - Interest	1,111	0	0	0		
Total debt service	15,440	0	0	0	0	0
TOTAL	2,841,536	2,728,129	2,932,200	2,973,400	0	0

Aquatic Center Expenditures

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Personnel Services						
Salaries	296,445	312,336	308,000	360,000		
Fringe benefits	107,276	106,325	114,000	115,000		
Total personnel services	403,721	418,661	422,000	475,000	0	0
Materials and Services						
Postage	0	113	100	100		
Public notices/advertising	3,084	2,170	4,000	3,000		
Materials and supplies	594	5,390	1,500	1,500		
Janitor supplies	6,071	5,950	5,500	6,000		
Pro shop / concessions	35,203	29,085	32,000	32,000		
Program supplies	3,321	3,335	4,000	4,000		
Uniforms	360	0	1,000	1,000		
Chemicals	31,002	27,974	28,000	30,000		
Repairs & maintenance	17,097	35,489	22,000	40,000		
Office expense	1,338	2,809	1,500	2,000		
Electric service	78,735	79,504	79,000	82,000		
Telecommunications	1,648	1,784	2,000	2,000		
Gas service	51,043	52,832	62,000	58,000		
Fleet service total care program	2,001	2,000	3,000	3,000		
Computer services	3,240	2,364	4,000	5,000		
Insurance	5,571	5,810	33,000	6,000		
Professional services	18,593	11,969	17,000	17,000		
Travel and education	2,389	1,602	2,000	2,000		
Miscellaneous	5,642	6,613	6,000	6,000		
Total materials & services	266,931	276,794	307,600	300,600	0	0
Capital Outlay						
Equipment	3,831	0	0	0	0	0
Total capital outlay	3,831	0	0	0	0	0
Transfers						
Tsf to Swr SDC-Interfund Loan	50,000	50,000	50,000	50,000		
Total transfers	50,000	50,000	50,000	50,000	0	0
TOTAL	724,483	745,455	779,600	825,600	0	0

Planning and Economic Development Expenditures

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Personnel Services						
Salaries	93,345	95,300	72,000	83,000		
Fringe benefits	48,342	49,010	50,000	58,000		
Total personnel services	141,687	144,310	122,000	141,000	0	0
Materials and Services						
Materials and supplies	540	281	2,000	2,000		
Printing	759	47	1,000	1,000		
Public notices/advertising	391	863	1,000	1,000		
Fuel	0	1,016	500	500		
Office expense	650	586	1,000	1,000		
Economic Development expense	1,126	1,261	1,500	1,500		
Planning Commission expense	300	0	500	500		
Citizen involvement program	0	0	0	1,000		
Telecommunications	1,450	1,340	2,000	2,000		
Fleet service total care program	2,000	2,000	2,000	2,000		
Computer services	812	3,321	1,500	1,500		
Insurance	331	535	600	700		
Weed Abatement	0	1,201	2,000	2,000		
Professional services	3,756	3,915	40,000	30,000		
Travel and education	1,940	1,558	2,500	2,500		
Miscellaneous	898	652	1,500	1,500		
Total materials & services	14,951	18,575	59,600	50,700	0	0
Transfers						
Transfer to Fleet Mgmt	3,400	3,400	3,400	3,400		
Total transfers	3,400	3,400	3,400	3,400	0	0
TOTAL	160,038	166,285	185,000	195,100	0	0

Inspections/Building Expenditures

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Personnel Services						
Salaries	149,857	151,793	156,000	165,000		
Fringe benefits	96,765	97,953	97,000	107,000		
Total personnel services	246,622	249,746	253,000	272,000	0	0
Materials and Services						
Materials and supplies	1,526	2,082	2,200	2,500		
Fuel	0	1,524	1,000	1,000		
Telecommunications	2,175	2,173	3,000	3,000		
Fleet service total care program	2,000	2,000	2,000	2,000		
Computer services	718	3,814	2,000	3,000		
Insurance	1,737	1,250	1,000	1,700		
Professional services	76	715	0	0		
Travel and education	2,178	2,886	3,500	4,000		
Miscellaneous	2,842	435	1,000	1,000		
Total materials & services	13,252	16,881	15,700	18,200	0	0
Transfers						
Transfer to Fleet Mgmt	0	0	4,000	4,000		
Total transfers	0	0	4,000	4,000	0	0
TOTAL	259,874	266,627	272,700	294,200	0	0

Facilities Maintenance Expenditures

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Personnel Services						
Salaries	67,514	64,365	66,000	65,000		
Fringe benefits	40,049	40,717	45,000	41,000		
Total personnel services	107,563	105,083	111,000	106,000	0	0
Materials and Services						
Materials and supplies	130	92	500	500		
Repairs & maintenance	17,633	17,252	23,000	25,000		
Telecommunications	11,119	1,821	3,000	3,000		
HVAC, energy and lighting	19,621	22,690	24,000	24,000		
Maintenance & rental contracts	276	294	2,000	2,000		
Fleet service total care program	1,000	1,000	1,000	1,000		
Computer services	178	573	1,000	1,000		
Insurance	6,797	7,698	6,000	6,500		
Professional services	1,290	634	1,500	2,000		
Travel and education	1,166	59	1,500	1,500		
Miscellaneous	376	271	2,000	2,000		
Total materials & services	59,586	52,384	65,500	68,500	0	0
TOTAL	167,149	157,466	176,500	174,500	0	0

Non-Departmental Expenditures

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Transfers						
Transfer to Sewer SDC	583,000	0	0	0		
Transfer to Park SDC	0	17,451	0	0		
Transfer to Capital Projects	0	0	218,000	370,000		
Total transfers	583,000	17,451	218,000	370,000	0	0
Debt Service						
2013 UR Loan - Principal	0	0	65,596	67,526		
2013 UR Loan - Interest	0	9,969	20,799	18,869		
Total debt service	0	9,969	86,395	86,395	0	0
TOTAL	583,000	27,420	304,395	456,395	0	0

Governmental Funds

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Our Dallas 2030 Community Vision

Throughout this document you will see the Dallas 2030 Community Vision logo next to goals, accomplishments, projects and performance measurements that the senior management team believes helped accomplish some part of the community vision.

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Capital Projects Fund

Description

The Capital Projects Fund accounts for all the General Fund capital projects for Fiscal Year 2015-2016. This fund receives funding through a transfer from the General Fund.

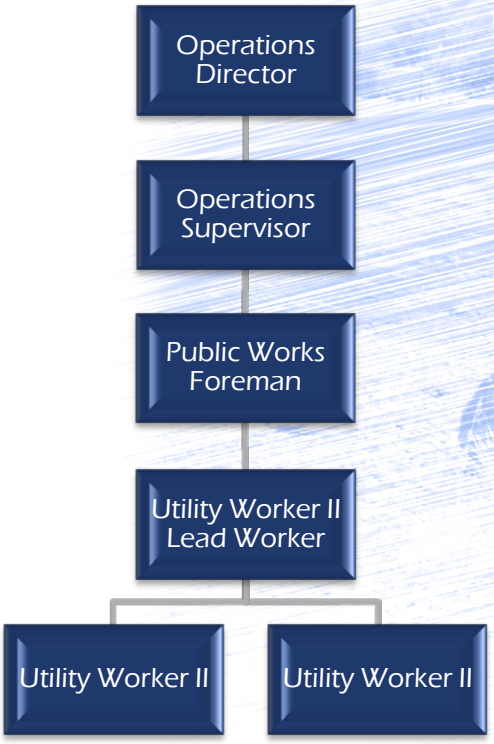
Projects included in this year's Capital Projects Fund are listed below:

Department	Amount	Project
Library	$7,025	Lighting upgrade in the library[16]
Fire	$117,775	$10,000 for extrication tool system; $1,225 match for grant to rehab equipment; $10,000 for a thermal imaging camera; $10,000 for a mobile data computer; $15,000 for Rapid Intervention Team packs, $27,500 match for training facility grant; $44,050 match for radio grant[17]
Police	$80,000	$25,000 squad room furniture; $55,000 new patrol vehicle
Aquatic Center	$35,000	$20,000 software upgrade; $15,000 DDC control upgrade[18]
Facilities	$30,000	Senior center amenities
EMS	$35,200	$17,500 match for grant for auto cardiac system; $2,700 match for grant for AEDs; $15,000 to purchase new manikin
Park	$65,000	Purchase new pickup and new flatbed truck
Total	$370,000	

[16] Installation of energy-efficient lighting will reduce utility costs
[17] Upgraded equipment will improve response efficiencies
[18] Software upgrades will improve staff efficiencies

Street Division

Organizational Structure



Division Description

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

Division Mission

The mission of the Street Division is to maintain and repair the street system to allow for optimum service life and the safe and efficient travel of the motoring, pedestrian, and bicycle public. The City of Dallas is responsible for the maintenance of over 55 miles (110 lane miles) of paved streets, more than 2000 signs, 5 bridges, and 3 traffic signals.

Division Objectives

- Provide 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
- Clean, maintain and repair the street network to allow for optimum service life and safe and efficient travel of the motoring public with the limited resources available.
- Continue to provide street sweeping, emergency response, stormwater management and snow removal as budget allows
- Prevent the further deterioration of arterial and collector streets.

Accomplishments

- Assisted with rain garden installation on Main Street and continue to maintain them
- Continued to maintain and improve city right of way
- Constructed handicap ramps along Washington Street

Capital Projects

- Contractual Overlays
    - Particular streets to be overlaid are unknown at this time. The completed street condition study will allow us to complete the most cost-effective repairs on the arterials and collectors most in need.
- Sidewalk Projects
    - These funds allow us to continue our sidewalk infill and replacement program.

Fund Summaries

Governmental Funds
Street Division

Revenue Sources

The Street Division revenue comes from state and federal gas taxes.

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16	% Change
State Highway Appropriations & Reimbursements	833,544	912,889	850,000	900,000	6%
State Hwy Federal Reimb.	168,746	151,335	160,000	150,000	(6%)
Interest & Misc.	26,149	19,848	15,000	27,000	80%[19]
Transfers	6,224	61,059	0	0	0%
TOTAL REVENUES	1,034,664	1,145,132	1,025,000	1,077,000	5%
Beginning Balance	277,522	491,262	435,000	585,000	

Expenditures

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16	% Change
Personnel Services	309,905	284,656	302,000	317,000	5%
Materials and Services	231,347	263,351	306,700	282,400	(8%)
Capital Outlay	199,673	318,730	421,250	270,000	(36%)[20]
Transfers	80,000	80,000	83,500	83,500	0%
TOTAL EXPENDITURES	820,925	946,737	1,113,450	952,900	(14%)
Operating Contingencies	0	0	346,500	709,100	

Staffing Information

Job Title	Wage Range	2012-13	2013-14	2014-15	2015-16
Director (Operations)	DH4	.15	.15	.15	.15
Director (Engineering)	DH3	.20	.20	.20	.20
Operations Supervisor	M1	.25	.25	.25	.25
Pub Wks Foreman	26	.25	.25	.25	.25
Lead Wkr/Ut Wkr II	23	.25	.25	.25	.25
Utility Worker II	22	.65	.50	.50	.50
Utility Worker I	19	.50	.50	.50	.50
Engineering Supervisr	30	.20	.20	.20	.20
Engineering Tech III	25	.20	.20	.20	.20
Engineering Tech II	23	.20	.20	.20	.20
Technical Assistant	20	-	-	-	.20
Executive Assistant	20	.20	.20	.20	.25
TOTAL FTE's		3.05	2.90	2.90	3.15

[19] Revenue increase from fees due to additional building activity
[20] Decrease in anticipated overlay projects.

Performance Measurements

	2012	2013	2014
% of streets in good or better condition	50	45	43
$ value signs installed/replaced	$8,417	$9,000	$10,000
# of sidewalk ramps installed	10	14	8
Tons of asphalt used	86	95	90

Summary

The Street Division is responsible for a wide array of services that ensure that the streets are maintained at the levels dictated by the available budget and City Council policy. Included in street maintenance are right of way care, mowing, signage, striping, curb painting, and street sweeping.

Systems Development Charge Fund

Description

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

Transportation SDC

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

Transportation SDC	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16
Beginning Balance	146,884	193,745	240,000	120,000
Charges/Revenue	53,086	62,886	50,000	60,000
TOTAL RESOURCES	199,970	256,631	290,000	180,000
Total Requirements/Expenditures	6,225	191,488	290,000	180,000

Parks SDC

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

Projects planned for the upcoming year include: Construction of a new phase of the Rickreall Creek Trail (in conjunction with a grant), new park development in the Barberry Node, and additional amenities in Kingborough Park.

Parks SDC	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16
Beginning Balance	49,765	147,768	265,000	200,000
Charges/Revenue	107,278	122,910	100,000	105,000
Transfers	0	17,451	0	0
TOTAL RESOURCES	157,043	288,129	365,000	305,000
Total Requirements/Expenditures	9,275	0	365,000	305,000

Water SDC

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

Projects planned for the upcoming year include: Clay Street Transmission Line replacement and Mercer Reservoir land acquisition

Water SDC	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16
Beginning Balance	30,036	165,619	340,000	425,000
Charges/Revenue	141,808	219,746	175,000	185,000
TOTAL RESOURCES	171,844	385,365	515,000	610,000
Total Requirements/Expenditures	6,225	0	515,000	610,000

Sanitary Sewer SDC

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

Projects planned for the upcoming year include: Insitu-form sewer trunk line, engineering for reclaimed water project, Sewer Master Plan update, Aquatic Center siphon upgrade and replacement (bridge crossing)

Sanitary Sewer SDC	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16
Beginning Balance	2,718,262	3,478,664	3,600,000	3,925,000
Charges/Revenue	88,627	222,550	175,000	190,000
Reimbursement	95,000	95,000	95,000	95,000
Transfers	583,000	62,615	0	0
TOTAL RESOURCES	3,484,889	3,858,829	3,870,000	4,210,000
Total Requirements/Expenditures	6,225	196,478	3,870,000	4,210,000

Stormwater SDC

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

Stormwater SDC	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16
Beginning Balance	1,792	44,027	80,000	20,000
Charges/Revenue	42,235	49,288	40,000	45,000
TOTAL RESOURCES	44,027	93,315	120,000	65,000
Total Requirements/Expenditures	0	30,000	120,000	65,000

Trust Fund

Description

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

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

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

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

Fire – Extrication Team Trust: This includes revenue received from training provided by City firefighters.

Fire – Harpy Bovard Scholarship Trust: This was money donated by Harpy Bovard in his will to establish a scholarship program.

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

Fire Trust – other expenditures: Funds are derived from donations to the Wall of Honor.

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

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

Due to lack of official designation as trusts, and in order to more effectively utilize the monies, the balances in the remaining trusts were transferred to the appropriate funds in FY2013-14.

- Improvement Trust
- Transient Lodging Tax Trust
- Civic Center Refund Trust
- Street Improvement Trust
- Ambulance Trust
- File of Life Trust
- Police Trust
- Police Reserve Trust
- Firing Range Improvement Trust
- Aquatic Center Trust
- Park Trust - Skatepark

Grant Fund

Description

Grant funds are monies received through a donation or contribution of assets (usually cash) by an organization or governmental unit to another organization or governmental unit. Grants are generally made for specific purposes. The grants we have or will apply for and anticipate receiving in FY 2015-16 are listed below:

Community Development Block Grant (CDBG): The City has been awarded CDBG funds to construct a new Senior Center in the 2015-16 fiscal year.

Park Grant: The Parks Department has applied for a Local Government Grant Program grant through the Oregon Parks and Recreation Department to install the next phase of the Rickreall Creek Trail Project from the Dallas Aquatic Center and around Central Bark Dog Park.

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

Police grants: The police department will be actively seeking grant funding to purchase one or more e-Cite/e-Crash systems for our Field Services Division. Dallas PD is the only law enforcement agency in Polk County that has not implemented this digital citation and crash reporting system. Implementation improves efficiency and accuracy of traffic-related interactions.

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

Fire grants: The Fire Department has applied for a grant to purchase a $550,000 multi-use fire and emergency training prop. This can be used for Dallas Fire and EMS training as well as DPD and regional training as well. The $27,500 match is included in the Capital Projects Fund.

The department is seeking a grant to purchase $24,500 in firefighter rehabilitation equipment and supplies. There is a $1,225 match for this grant.

The Emergency Medical Services division has applied for two grants. The first would allow them to replace our aging cardiac monitors and automatic CPR devices. The $175,000 total cost requires a $17,500 match. The second grant would help purchase automated external defibrillators (AEDs). The $27,000 project includes a $2,700 match.

The final grant for Fire is a $292,000 grant with no match that would assist in recruitment and retention of our volunteers.

Debt Services Funds

Description

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

General Obligation Fund

Description

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

	Principal	Interest	Total
2003 Public Safety	80,000	10,643	90,643
2005 Refunding Bonds	480,000	67,600	547,600
Totals	560,000	78,243	638,243

Note: The GO Fund budget includes $421,757 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 Long Term Debt Fund

Description

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

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

Debt Service Fund

Description

The debt service appropriations in the fund have been historically been for payments for sewer and water bonds and loans. Beginning with the budget for fiscal year 2013-2014, these debt service appropriations were accounted for in the appropriate funds (the Sewer Fund and the Water Fund).

Debt Service Revenues

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16
Revenues				
Transfer from Water Fund	523,193	0	0	0
Transfer from Sewer Fund	1,005,643	0	0	0
TOTAL	1,528,836	0	0	0

Debt Service Expenditures

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16
Debt Service				
2005 Water debt serv. - principal	172,000	0	0	0
2005 Water debt serv. - interest	3,225	0	0	0
Safe drinking water debt svc - prin	191,259	0	0	0
Safe drinking water debt svc - int	156,708	0	0	0
2011 Sewer refunding bonds - prin	805,000	0	0	0
2011 Sewer refunding bonds - int	200,643	0	0	0
TOTAL	1,528,836	0	0	0

Revenue Sharing Fund

Description

ORS 221.770 allows a share of certain revenues of the state to be apportioned among and distributed to the cities in Oregon for general purposes. In order to receive state revenue sharing funds, the City must elect to receive these funds through a resolution adopted by the Council following public hearings. The state uses a complex formula to determine the amount of quarterly payments to each city that elects to receive these funds. These state revenue sharing monies are used in the General Fund. In past years, the City has received these funds into a separate Revenue Sharing Fund and then transferred them to the General Fund. This is not a requirement, and so to simplify the budget document, the Revenue Sharing Funds were budgeted directly into the General Fund revenue beginning with fiscal year 2013-2014.

Revenue Sharing Fund Revenues

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16
State Treasury				
State revenue sharing	118,123	0	0	0
TOTAL	118,123	0	0	0

Revenue Sharing Fund Expenditures

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16
Transfer to General Fund	118,123	0	0	0
TOTAL	118,123	0	0	0

Capital Projects Revenue

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Transfers						
Transfer from General Fund	0	0	218,000	370,000		
Total debt service	0	0	218,000	370,000	0	0
TOTAL	0	0	218,000	370,000	0	0

Capital Projects Expenditures

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Capital Outlay						
Equipment	0	0	58,000	334,000		
Building Improvements	0	0	160,000	36,000		
Property	0	0	0	0		
Total capital outlay	0	0	218,000	370,000	0	0
TOTAL	0	0	218,000	370,000	0	0

Street Fund Revenues

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Revenues						
State highway appropriation	800,511	912,889	850,000	900,000		
State highway reimbursement	33,033	0	0	0		
Interest on investments	5,138	7,375	5,000	7,000		
Miscellaneous	21,011	12,473	10,000	20,000		
State hwy federal money reimb.	168,746	151,335	160,000	150,000		
Transfer from Trust Fund	0	61,059	0	0		
Tsf from Sewer SDC GIS/Planning	1,556	0	0	0		
Tsf from Water SDC GIS/Planning	1,556	0	0	0		
Tsf from Street SDC GIS/Planning	1,556	0	0	0		
Tsf from Park SDC GIS/Planning	1,556	0	0	0		
Total revenues	1,034,664	1,145,132	1,025,000	1,077,000	0	0
Beginning balances	277,522	491,262	435,000	585,000		
TOTAL	1,312,186	1,636,394	1,460,000	1,662,000	0	0

Street Fund Expenditures

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Personnel Services						
Salaries	189,284	168,035	175,000	186,000		
Overtime	3,077	3,860	4,000	4,000		
Fringe benefits	117,544	112,761	123,000	127,000		
Total personnel services	309,905	284,656	302,000	317,000	0	0
Materials and Services						
Materials and supplies	45,991	42,083	60,000	60,000		
Vehicle/equipment expense	50,000	50,000	50,000	50,000		
Repairs & maintenance	855	1,233	2,000	2,000		
Traffic signal maintenance	2,417	1,149	3,000	3,000		
Tools	1,214	719	2,000	2,000		
Telecommunications	2,864	2,819	3,200	3,200		
Street lighting	115,003	115,763	130,000	130,000		
Computer services	1,295	4,663	2,000	2,000		
Insurance	1,634	8,380	2,000	2,700		
Professional services	7,045	31,185	45,000	20,000		
Employee development	1,124	913	3,000	3,000		
Safety equipment & training	1,215	2,974	2,500	2,500		
Travel and education	690	1,469	2,000	2,000		
Total materials & services	231,347	263,351	306,700	282,400	0	0
Capital Outlay						
Contractual overlays	191,197	304,022	350,000	250,000		
Sidewalk Projects	8,476	14,708	20,000	20,000		
Equipment	0	0	51,250	0		
Total capital outlay	199,673	318,730	421,250	270,000	0	0
Transfers						
Transfer to General Fund	80,000	80,000	80,000	80,000		
Tsf to Fleet Mgmt - Capital Equip Replacement	0	0	3,500	3,500		
Total transfers	80,000	80,000	83,500	83,500	0	0
TOTAL EXPENDITURES	820,925	946,737	1,113,450	952,900	0	0
Operating Contingencies	0	0	346,550	709,100		
TOTAL	820,925	946,737	1,460,000	1,662,000	0	0

Systems Development Fund Revenues

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Transportation SDC						
Charges/revenue	53,086	62,886	50,000	60,000		
Beginning balance	146,884	193,745	240,000	120,000		
Total transportation	199,970	256,631	290,000	180,000	0	0
Park SDC						
Charges/revenue	107,278	122,910	100,000	105,000		
Beginning balance	49,765	147,768	265,000	200,000		
Tsf from General Fund	0	17,451	0	0		
Total park	157,043	288,129	365,000	305,000	0	0
Water SDC						
Charges/revenue	141,808	219,746	175,000	185,000		
Beginning balance	30,036	165,619	340,000	425,000		
Total water	171,844	385,365	515,000	610,000	0	0
Sewer SDC						
Charges/revenue	88,627	222,550	175,000	190,000		
Reimbursement of SDC loan	95,000	95,000	95,000	95,000		
Tsf from Trust Fund-Aqu Loan	583,000	62,615	0	0		
Beginning balance	2,718,262	3,478,664	3,600,000	3,925,000		
Total sewer	3,484,889	3,858,829	3,870,000	4,210,000	0	0
Storm SDC						
Charges/revenue	42,235	49,288	40,000	45,000		
Beginning balance	1,792	44,027	80,000	20,000		
Total storm	44,027	93,315	120,000	65,000	0	0
TOTAL SDC FUNDS						
Beginning balances	2,946,739	4,029,823	4,525,000	4,690,000	0	0
Total transfers	678,000	175,066	95,000	95,000	0	0
Total Deposits	433,034	677,379	540,000	585,000	0	0
TOTAL	4,057,772	4,882,268	5,160,000	5,370,000	0	0

Systems Development Fund Expenditures

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Transportation SDC						
Street Projects	0	191,488	290,000	180,000		
Tsf to Street Fund GIS/Planning	1,556	0	0	0		
Tsf to Sewer Fund GIS/Planning	3,113	0	0	0		
Tsf to Water Fund GIS/Planning	1,556	0	0	0		
Total expenditures	6,225	191,488	290,000	180,000	0	0
Park SDC						
Park Projects	3,050	0	365,000	305,000		
Tsf to Street Fund GIS/Planning	1,556	0	0	0		
Tsf to Sewer Fund GIS/Planning	3,113	0	0	0		
Tsf to Water Fund GIS/Planning	1,556	0	0	0		
Total expenditures	9,275	0	365,000	305,000	0	0
Water SDC						
Water Projects/Oversizing	0	0	515,000	610,000		
Tsf to Street Fund GIS/Planning	1,556	0	0	0		
Tsf to Sewer Fund GIS/Planning	3,113	0	0	0		
Tsf to Water Fund GIS/Planning	1,556	0	0	0		
Total expenditures	6,225	0	515,000	610,000	0	0
Sewer SDC						
Sewer Projects/Oversizing	0	196,478	3,870,000	4,210,000		
Tsf to Street Fund GIS/Planning	1,556	0	0	0		
Tsf to Sewer Fund GIS/Planning	3,113	0	0	0		
Tsf to Water Fund GIS/Planning	1,556	0	0	0		
Total expenditures	6,225	196,478	3,870,000	4,210,000	0	0
Storm SDC						
Storm Projects	0	30,000	120,000	65,000		
Total expenditures	0	30,000	120,000	65,000	0	0
TOTAL SDC EXPENDITURES	27,950	417,966	5,160,000	5,370,000	0	0

Trust Fund Revenues

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Fire - Harpy Bovard Scholarship						
Beginning balance	23,874	23,348	21,848	21,000		
Deposits	1,974	2,259	1,500	1,000		
Total resources	25,848	25,607	23,348	22,000	0	0
Fire Extrication Team						
Beginning balance	7,956	11,559	8,500	5,000		
Deposits	57,137	25,925	25,000	25,000		
Total resources	65,093	37,484	33,500	30,000	0	0
Fire Volunteer Appreciation Trust						
Beginning balance	0	0	0	35,000		
Deposits	0	0	90,000	75,000		
Total resources	0	0	90,000	110,000	0	0
Other Fire Trust						
Beginning balance	733	5,617	7,200	4,500		
Deposits	10,250	1,500	3,000	3,000		
Total resources	10,983	7,117	10,200	7,500	0	0
Mid-Valley Reserve Training Trust						
Beginning balance	0	0	0	15,000		
Deposits	0	0	5,000	5,000		
Total resources	0	0	5,000	20,000	0	0
Economic Development						
Beginning balance	7,600	10,422	3,500	0		
Deposits	28,831	20,000	20,000	17,000		
Total resources	36,431	30,422	23,500	17,000	0	0
Park Trust						
Beginning balance	6,836	4,203	5,000	5,000		
Deposits	4,900	3,069	3,000	2,000		
Total resources	11,736	7,272	8,000	7,000	0	0
Library Trust						
Beginning balance	1,402	-3,233	2,000	5,000		
Deposits	3,289	26,074	20,000	20,000		
Total resources	4,691	22,841	22,000	25,000	0	0
Community Dinner Trust						
Beginning balance	984	1,966	825	1,250		
Deposits	1,266	591	500	500		
Total resources	2,250	2,556	1,325	1,750	0	0
Aquatic Center Trust						
Beginning balance	71,194	64,815	0	0	0	0
Deposits	0	0	0	0	0	0
Total resources	71,194	64,815	0	0	0	0
Street Improvement Trust						
Beginning balance	61,059	61,059	0	0	0	0
Deposits	0	0	0	0	0	0
Total resources	61,059	61,059	0	0	0	0

Trust Fund Revenues

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Transient Lodging						
Beginning balance	4,872	15,299	0	0	0	0
Deposits	68,542	0	0	0	0	0
Total resources	73,414	15,299	0	0	0	0
Improvement Trust						
Beginning balance	8,187	7,574	0	0	0	0
Deposits	438	0	0	0	0	0
Total resources	8,624	7,574	0	0	0	0
Civic Center Deposit						
Beginning balance	410	410	0	0	0	0
Deposits	300	0	0	0	0	0
Total resources	710	410	0	0	0	0
Police Trust						
Beginning balance	17,682	5,195	0	0	0	0
Deposits	9,061	0	0	0	0	0
Total resources	26,743	5,195	0	0	0	0
Police Reserve Trust						
Beginning balance	476	0	0	0	0	0
Deposits	784	0	0	0	0	0
Total resources	1,260	0	0	0	0	0
Firing Range Improvements Trust						
Beginning balance	3,270	4,649	0	0	0	0
Deposits	2,400	0	0	0	0	0
Total resources	5,670	4,649	0	0	0	0
Skate Park						
Beginning balance	4,020	4,020	0	0	0	0
Deposits	0	0	0	0	0	0
Total resources	4,020	4,020	0	0	0	0
Ambulance Equipment Trust						
Beginning balance	360	0	0	0	0	0
Deposits	25	0	0	0	0	0
Total resources	385	0	0	0	0	0
Ambulance File of Life Trust						
Beginning balance	1,163	1,089	0	0	0	0
Deposits	0	0	0	0	0	0
Total resources	1,163	1,089	0	0	0	0
TOTAL FUND						
Beginning balance	222,076	217,991	48,873	91,750	0	0
Total Deposits	189,196	79,418	168,000	148,500	0	0
TOTAL	411,273	297,410	216,873	240,250	0	0

Trust Fund Expenditures

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Fire - Harpy Bovard Scholarship						
Scholarship	2,500	3,000	3,000	3,000		
Reserve for future scholarship	0	0	20,348	19,000		
Total expenditures	2,500	3,000	23,348	22,000	0	0
Fire Extrication Team						
Total expenditures	53,534	29,483	33,500	30,000		
Fire Volunteer Appreciation Trust						
Total expenditures	0	0	90,000	110,000		
Other Fire Trust						
Total expenditures	5,366	0	10,200	7,500		
Mid-Valley Reserve Training Trust						
Total expenditures	0	0	5,000	20,000		
Economic Development						
Total expenditures	26,009	28,419	23,500	17,000		
Park Trust						
Expenditures	7,533	1,868	8,000	7,000		
Transfer to General Fund	0	2,960	0	0		
Total expenditures	7,533	4,828	8,000	7,000	0	0
Library Trust						
Total expenditures	7,924	16,598	22,000	25,000		
Community Dinner Trust						
Total expenditures	285	1,732	1,325	1,750		

Trust Fund Expenditures

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Aquatic Center Trust						
Expenditures	6,379	0	0	0	0	0
Transfer to General Fund	0	2,153	0	0	0	0
Transfer to Sewer SDC-Loan Pmt	0	62,615	0	0	0	0
Total expenditures	6,379	64,768	0	0	0	0
Street Improvement Trust						
Expenditures	0	0	0	0	0	0
Transfer to Street Fund	0	61,059	0	0	0	0
Total expenditures	0	61,059	0	0	0	0
Transient Lodging						
Transient lodging	58,116	0	0	0	0	0
Transfer to General Fund	0	15,300	0	0	0	0
Total expenditures	58,116	15,300	0	0	0	0
Improvement Trust						
Expenditures	1,050	0	0	0	0	0
Transfer to General Fund	0	5,900	0	0	0	0
Total expenditures	1,050	5,900	0	0	0	0
Civic Center Deposit						
Total refunds	300	0	0	0	0	0
Transfer to General Fund	0	410	0	0	0	0
Total expenditures	300	410	0	0	0	0
Police Trust						
Expenditures	21,575	0	0	0	0	0
Transfer to General Fund	0	4,750	0	0	0	0
Total expenditures	21,575	4,750	0	0	0	0
Police Reserve Trust						
Total expenditures	1,233	0	0	0	0	0
Firing Range Improvements Trust						
Expenditures	1,021	0	0	0	0	0
Transfer to General Fund	0	5,550	0	0	0	0
Total expenditures	1,021	5,550	0	0	0	0
Skate Park						
Expenditures	0	0	0	0	0	0
Transfer to General Fund	0	4,030	0	0	0	0
Total expenditures	0	4,030	0	0	0	0
Ambulance Equipment Trust						
Purchase of equipment	385	0	0	0	0	0
Ambulance File of Life Trust						
Total expenditures	75	0	0	0	0	0
TOTAL Expenditures	193,284	81,099	216,873	240,250	0	0
TOTAL Transfers	0	164,727	0	0	0	0
TOTAL	193,284	245,826	216,873	240,250	0	0

Grant Fund Revenues

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Public Works						
Beg bal - watershed protection	0	-25,000	0	0	0	0
Watershed protection grant	0	25,000	0	0	0	0
Total resources	0	0	0	0	0	0
Community Block Grant						
CDBG grant	0	0	1,500,000	2,000,000		
Parks						
RTP grant - Phase 5 trail	0	0	0	310,000		
Park Grant (restrooms)	0	0	50,000	0		
RTP Trail project	0	133,583	0	0		
Connect Oregon V - Trail Grant	0	0	500,000	0		
Beginning balance - Trail Grant	501	501	0	0		
Total resources	501	134,084	550,000	310,000	0	0
Library						
Grant - Ready to Read	1,970	2,231	3,000	3,000		
Beginning balance	769	1,289	500	1,000		
Total resources	2,739	3,520	3,500	4,000	0	0
Public Safety						
Beginning bal. - Police Grant	2,683	5,393	6,000	6,500		
Police Grant	5,335	3,750	3,000	32,500		
FEMA AFG EMS Grant	0	0	0	178,100		
FEMA AFG Fire Grant	38,000	0	456,000	545,775		
Fire Grant	0	0	0	292,000		
Beginning bal. - Fire Sesimic	(88,726)	0	0	0		
Fire Seismic Upgrade Grant	88,726	0	0	0		
Total resources	46,018	9,143	465,000	1,054,875	0	0
TOTAL	49,258	146,747	2,518,500	3,368,875	0	0

Grant Fund Expenditures

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Public Works						
Watershed protection grant	25,000	0	0	0		
Total Public Works Grants	25,000	0	0	0	0	0
Community Block Grant						
CDBG grant	0	0	1,500,000	2,000,000		
Parks						
RTP grant - Phase 5 trail	0	0	0	310,000		
Park Grant (restrooms)	0	0	50,000	0		
RTP grant - Phase 4 trail	0	134,085	0	0		
Connect Oregon V - trail grant	0	0	500,000	0		
Total Public Works Grants	0	134,085	550,000	310,000	0	0
Library						
Ready to Read grant	1,450	2,446	3,500	4,000		
Total Library Trust	1,450	2,446	3,500	4,000	0	0
Public Safety						
Police Grant	2,625	1,940	9,000	39,000		
FEMA AFG EMS Grant	0	0	0	178,100		
FEMA AFG Fire Grant	38,000	0	456,000	545,775		
Fire Grant	0	0	0	292,000		
Total Public Safety Trust	40,625	1,940	465,000	1,054,875	0	0
TOTAL	67,075	138,470	2,518,500	3,368,875	0	0

General Obligation Fund Revenues

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Current taxes	685,302	685,713	640,000	650,000		
Delinquent taxes	39,760	29,984	30,000	30,000		
Beginning balances	264,447	307,276	345,000	380,000		
TOTAL	989,509	1,022,973	1,015,000	1,060,000	0	0

General Obligation Fund Expenditures

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Debt service - principal	525,000	550,000	535,000	560,000		
Debt service - interest	158,878	132,539	104,953	78,243		
Unappropriated fund balance	0	0	375,047	421,757		
TOTAL	683,878	682,539	1,015,000	1,060,000	0	0

General Long-Term Debt Fund Revenues

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Total General Fund	76,327	78,930	81,356	87,156		
Total Sewer Fund	11,979	12,388	12,768	13,679		
Total Fleet Fund	2,226	2,302	2,373	2,542		
Total Street Fund	5,619	5,810	5,989	6,416		
Total Water Fund	9,859	10,195	10,508	11,258		
TOTAL	106,010	109,625	112,994	121,050	0	0

General Long-Term Debt Fund Expenditures

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Debt service - principal	30,000	35,000	40,000	50,000		
Debt service - interest	76,009	74,625	72,994	71,050		
TOTAL	106,009	109,625	112,994	121,050	0	0

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- Stormwater
- Water

Throughout this document you will see the Dallas 2030 Community Vision logo next to goals, accomplishments, projects and performance measurements that the senior management team believes helped accomplish some part of the community vision.

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Fleet Management

Organizational Structure

Division Description

Fleet Management manages and maintains the City's fleet of vehicles and equipment through the Total Care Program. Responsibilities include developing specifications for vehicles and equipment and making recommendation for purchase of new vehicles. Repairs are performed at the Fleet Management Facility staffed with the Fleet Management Supervisor and Mechanic Maintenance Specialist. In addition, the Division maintains and repairs vehicles from DPSST, Independence Police, Falls City Fire, the Crisis Chaplaincy Service, Polk Fire District #1(coming soon) and SW Polk Fire District through Intergovernmental Agreements (IGA's)

Division Mission

The mission of the Fleet Management Division 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.

Division 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
- Continue to research and evaluate the use of alternative fueled vehicles such as Hybrid or electric vehicles in the fleet.
- Increase the productivity of the maintenance staff through the utilization of new tools for inventory and fleet maintenance data recording.
- Research ways to decrease the fuel and other costs of the fleet.
- Secure additional outside maintenance contracts with other public entities.
- Provide a high level of service to all users.

Accomplishments

- Continued the Total Care Program
  The Total Care Program ensures maintenance of the city's vehicles and equipment in one complete process without the need for supervisors and directors doing additional paperwork.
- Acquired and set up:
  - New Crack-seal machine
  - Tractor w/ flail mower
  - A 10-yard dump truck replacement
  - New Explorer police patrol vehicle
- Decommissioned 3 vehicles for sale, surplussed many pieces of obsolete equipment
- Fabricated many items used throughout the City

Revenue Sources

The Fleet Department revenue is generated mainly through intergovernmental agreements and the Total Care Program with other City departments.

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16	% Change
Reimbursements	49,802	58,176	77,000	60,000	(22%)[21]
Total Care Program – General Fund	80,001	80,000	113,000	118,000	4%
Total Care Program – Public Works	300,000	300,000	300,000	300,000	0%
Miscellaneous	13,972	6,216	5,000	8,000	60%[22]
Transfers	89,987	79,800	104,600	103,600	(1%)
TOTAL REVENUES	533,761	524,193	599,600	589,600	(2%)
Beginning Balance	293,335	323,275	175,000	175,000	

[21] Reimbursements decreased to better reflect anticipated revenue
[22] Disposal of surplus equipment

Expenditures

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16	% Change
Personnel Services	201,239	195,563	211,000	214,000	1%
Materials and Services	180,040	200,187	215,200	226,200	5%
Capital Outlay	133,542	56,985	161,250	0	(100%)[23]
Transfers	80,000	80,000	80,000	80,000	0%
TOTAL EXPENDITURES	594,821	532,735	667,450	520,200	(22%)
Operating Contingencies	0	0	107,150	244,400	

Staffing Information

Job Title	Wage Range	2012-13	2013-14	2014-15	2015-16
Director	DH4	0	.10	.10	.10
Fleet Management Supervisor	29	1	1	1	1
Mechanic Specialist	24	1	1	1	1
TOTAL FTE's		2	2.1	2.1	2.1

Performance Measurements

	2012	2013	2014	2015
# of vehicles in City Fleet	76	76	78	73
Hours spent on vehicle repair	2,560	3,100	3,150	3,000
# of annual inspections of fire apparatus	20	20	24	22
# of vehicles serviced via intergovernmental agreements (IGAs)	35	35	40	44

Summary

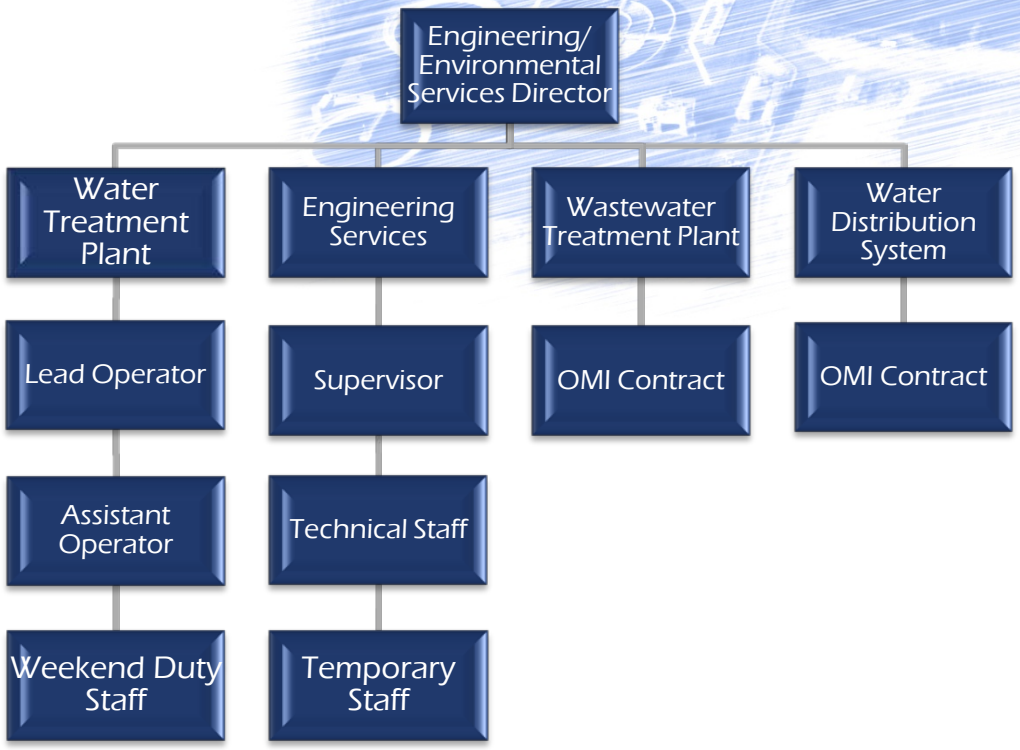
The Fleet Management division is responsible for the care and maintenance of City vehicles and equipment, as well as other vehicles and equipment through Intergovernmental Agreements. The division will continue to provide a high level of service through the Total Care Program and seek additional outside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

[23] No anticipated capital outlay for FY15-16

Engineering & Environmental Services

Sewer Fund
Stormwater Fund
Water Fund

Organizational Structure



Department Description

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

- Provide engineering, management, operation and oversight of the City's Water Treatment Plant, including the ASR well, intake facility and Mercer Reservoir and Dam.
- Provides oversight of the Operations and Maintenance Contracts for the City's Waste Water Treatment Plant and Water Distribution System.
- Provides watershed management, including stream and wellhead monitoring, dam outfall and stream gauge monitoring, and reservoir maintenance.
- Administration and operation of the City's Industrial Pretreatment Program, Inflow and Infiltration (I & I) Reduction Program, Willamette Total Maximum Daily Load (TMDL) Program, and NPDES Permit renewal programs.

- Provide cost-effective design and management of capital improvement & maintenance projects.
- Provide contract oversight and inspection for City capital improvement projects and inspect private projects located within the right-of-way.
- Reviews and approves plans and projects by developers for compliance with City Codes and standards.
- Utilizes and maintains the City's Geographical Information System (GIS) for roadway & utility infrastructure.
- Maintain as-built data on the City's roadway and utility infrastructure.
- Analyze and seek solutions to public concerns with traffic, parking, signs, drainage, etc.
- Management, oversight and field services for the City's weed abatement program.
- Management, oversight and field services for the City's Automated Meter Reading (AMR) program.
- Management, engineering and field services for the City's Pavement Management System.
- Management, engineering and oversight of utility master plan updates.
- Development and oversight of Capacity, Management, Operations, and Maintenance (CMOM) plan for sanitary sewer system.
- Development and oversight of Fats, Oils and Grease (FOG) program for the sanitary sewer system.
- Assist the Finance Department in the regular review of utility rates and fees.
- Support the Community Development & Operations Department in developing conditions of approval for land use applications.
- Management of oversight of the City's encroachment permit and grading permit programs.
- Provide engineering and support to the Community Development & Operations Department for collection system maintenance and maintenance of the transportation system.

Department Mission

Environmental Services:

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

Engineering Services:

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

Department Objectives, Performance Measures & 2030 Plan

a) **Product Quality/Service Delivery (PQ):**

Objective	Performance Measure	2030 Plan Element
Maintain 100% Drinking Water Regulatory Compliance	PQ 1	1a, 1k, 2a
Maintain Drinking Water Lead/Copper Compliance	PQ 2	1a, 1k, 2a
Minimize Water Quality Regulatory near-misses	PQ 3	1a
Minimize Drinking water flow and/or pressure problems	CS 2	1a, 1k, 2a
Minimize Unplanned Water Service interruptions	PQ 4	1a, 1k, 2a
Provide a high wastewater treatment effectiveness rate	PQ 5	1a, 1k, 2a
Reduce Sanitary Sewer Overflows to the Maximum Extent Possible	PQ6	1a, 1k, 2a
Minimize Water Treatment Regulatory near-misses	TBE	1a
Minimize Unplanned Sewer Service blockages	IS4	1a, 1k, 2a
Complete Upper Douglas High Pressure Feed Line Project	2020 Deadline	1a,1k,4e
Complete Process to Obtain New NPDES Permit at WWTP	2015 Deadline	2a, 4h
Complete Feasibility Study for Engineered Wetland	2020 Deadline	4e, 4h
Minimize Communitywide Destructive Flooding	< 1X per 100 years	1a, 1k
Minimize Communitywide Nuisance Flooding	< 1X per 5 years	1a, 1k

b) Customer Satisfaction (CS):

Objective	Performance Measure	2030 Plan Element
Track & minimize number of customer service concerns	CS 1, CS 2	1f, 5e
Respond to customer service inquiries	100% Served	1f, 5e
Prompt Plan Review turn-around for Development Projects	90% DP*	2a
All Inspection Requests Served	100% Served	2a
Maximize Overall Customer Satisfaction	CS 4	1f, 5e

c) Employee Development (ED):

Objective	Performance Measure	2030 Plan Element
Provide a high level of employee training	ED 1	2a
Encourage employee certification	ED 2	2a
Provide regular feedback to employees on job performance	ED 3	2a

d) Operational Optimization (OP):

Objective	Performance Measure	2030 Plan Element
Maximize the efficiency and use of resources	OP 3, OP 4, OP 5	2a
Maximize Water & Wastewater Management Efficiency	OP 1, OP 2	2a
Replace all water meters > 25 years old	2016 Deadline	2a
AMR/AMI meter upgrades for 100% of system	2018 Deadline	2a

Department Objectives, Performance Measures & 2030 Plan

e) Financial Viability (FV):

Objective	Performance Measure	2030 Plan Element
Maximize budget management effectiveness	FV 1	2a
Maintain the City's Bond Rating	S & P Rating	2a
Update Transportation Systems Development Charges (SDC's)	2015 Deadline	1e, 2a, 4e
Update Stormwater Systems Development Charges (SDC's)	2016 Deadline	1e, 2a, 4e
Update Wastewater Systems Development Charges (SDC's)	2017 Deadline	1e, 2a, 4e
Update Water Systems Development Charges (SDC's)	2019 Deadline	1e, 2a, 4e
Establishment of a Storm Drainage Utility	2015 Deadline	1a, 1k
Obtain financing for Water & Sewer Capital Projects from SRF & DEQ Loan Programs	2015 Loan Cycle	2a, 4e

f) Infrastructure Stability (IS):

Objective	Performance Measure	2030 Plan Element
Complete Infrastructure Condition Assessment	2018 Deadline	1a, 1k
Minimize the system annual leakage and breakage frequency rate	IS 1	1a, 1k
Complete an asset renewal/replacement plan	2019 Deadline	1a, 1k
Provide an adequate asset renewal/replacement rate	IS2, IS5	1a, 1k
Complete Clay St. Transmission Line Replacement Project	2016 Deadline	4e
Complete Interceptor Line Rehabilitation Project	2015 Deadline	4e
Complete Sanitary Sewer Siphon Replacement at Aquatic Center	2016 Deadline	4e
Proactive Maintenance Activities are majority of total maintenance	IS3, IS6	1a, 1k

g) Operational Resiliency (OR):

Objective	Performance Measure	2030 Plan Element
Maximize operational reliability during routine operations	OR2, OR4	1a,1k,2a
Maximize Operational Resiliency During Emergency Conditions	OR3	1a,1k,2a
Minimize recordable incidents of injury or illness	OR1	5f

h) Community Sustainability (S):

Objective	Performance Measure	2030 Plan Element
Provide an affordable, fair rate structure	S1	1k, 2a
Encourage Source Water Protection, Conservation, and Re-use	WR1	4h, 4i
Evaluate feasibility and proceed with watershed land or easement	2019 Deadline	4h
Complete reclaimed wastewater "*purple-pipe*" project	2018 Deadline	4e
Complete Sanitary Sewer Overflow Response Plan (SSORP)	2015 Deadline	4h
Implement Green Streets Infrastructure in all roadway projects	2015 Deadline	4e, 4h
Complete Engineered Wetland Project for Discharge at WWTP	2022 Deadline	4e, 4h

Department Objectives, Performance Measures & 2030 Plan

i) Water Resource Adequacy (WR):

Objective	Performance Measure	2030 Plan Element
Development of Aquifer Storage & Recovery System #2 Well	2019 Deadline	4e, 4h
Update Water Master Plan	2018 Deadline	1b,1e,2a,4e,4i
Develop a Demand Management/Reduction Program	2017 Deadline	1a,1k, 4h
Complete CMOM & Private Lateral Replacement Programs	2015 Deadline	1a,1k, 4h
Update Sewer Master Plan	2015 Deadline	1b,1e,2a,4e,4i
Update Storm Drainage Master Plan	2015 Deadline	1b,1e,2a,4e,4i
Update City of Dallas Willamette TMDL Plan	2019 Deadline	1a,1k, 4h

j) Stakeholder Understanding & Support (SU):

Objective	Performance Measure	2030 Plan Element
Continue participation in City Utility Rate Advisory Committee	Continuing	1f, 5e
Continue public education for system awareness/conservation	Continuing	1f, 5e
Participation in on-going Citizen's Academy	Continuing	1f, 5e

3 Year Accomplishments

Watershed Evaluation (2013 WATERS Report)
Park Trail Design & Project Management (2013)
Godsey Road Improvement Grant funds (2013 STIP award $1.5 Million)
Pavement Maintenance Project Design and Construction Management
Main Street Streetscape Project – Design & bid services (2013)
La Creole Interceptor Rehabilitation Project – Engineering, design, and bid services. (2013)
Established regulations for water use during drought or emergency (2013).
Completed Update of Citywide Pavement Management System (2014)
Completed Draft Stormwater Master Plan (January 2015).
Completed Update of Willamette TMDL Plan (2014)
Infrastructure Report Card for Dallas (2014).

Revenues

Sewer Fund Revenues

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16	% Change
Service charges/hookup fees	2,970,318	3,026,851	3,140,000	3,060,000	(3%)
Miscellaneous & interest	192,271	359,606	140,000	80,000	(43%)[24]
Finance proceeds	0	0	2,200,000	5,100,000	132%[25]
Transfers	12,452	0	0	0	0%
TOTAL REVENUES	3,175,039	3,386,458	5,480,000	8,240,000	50%
Beginning Balance	1,769,578	1,756,522	1,320,000	1,200,000	

Stormwater Fund Revenues[26]

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16	% Change
Storm service charges	0	0	0	190,000	
Miscellaneous & interest	0	0	0	3,000	
Transfers	0	0	0	80,000	
TOTAL REVENUES	0	0	0	273,000	
Beginning Balance	0	0	0	0	

Water Fund Revenues

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16	% Change
Sale of water & account fees	2,084,998	2,088,423	2,255,000	2,330,000	3%
Miscellaneous & interest	43,960	100,918	85,000	97,000	14%[27]
Finance Proceeds	0	0	4,000,000	2,600,000	(35%)[28]
Transfers	6,225	0	0	0	0%
TOTAL REVENUES	2,135,183	2,189,341	6,340,000	5,027,000	(21%)
Beginning Balance	512,778	600,303	755,000	1,045,000	

[24] Decrease in miscellaneous income anticipated
[25] Financing for capital projects
[26] This is a new fund in FY15-16, so no % change has been calculated
[27] Increase in miscellaneous income anticipated
[28] Finance proceeds reflect projects budgeted

Expenditures

Sewer Fund Expenditures

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16	% Change
Personnel Services	588,296	585,886	617,000	550,000	(11%)[29]
Materials and Services	924,204	1,003,696	1,128,000	1,068,500	(5%)
Capital Outlay	116,260	591,005	866,250	5,250,000	506%[30]
Transfers	550,000	559,000	580,000	631,000	9%
Debt Service	1,005,643	1,004,534	1,098,150	1,195,550	9%
TOTAL EXPENDITURES	3,184,402	3,744,122	4,289,400	8,695,050	103%
Operating Contingencies	0	0	2,510,600	744,950	

Stormwater Fund Expenditures[31]

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16	% Change
Personnel Services	0	0	0	85,000	
Materials and Services	0	0	0	56,000	
Capital Outlay	0	0	0	20,000	
Transfers	0	0	0	29,000	
Debt Service	0	0	0	0	
TOTAL EXPENDITURES	0	0	0	190,000	
Operating Contingencies	0	0	0	83,000	

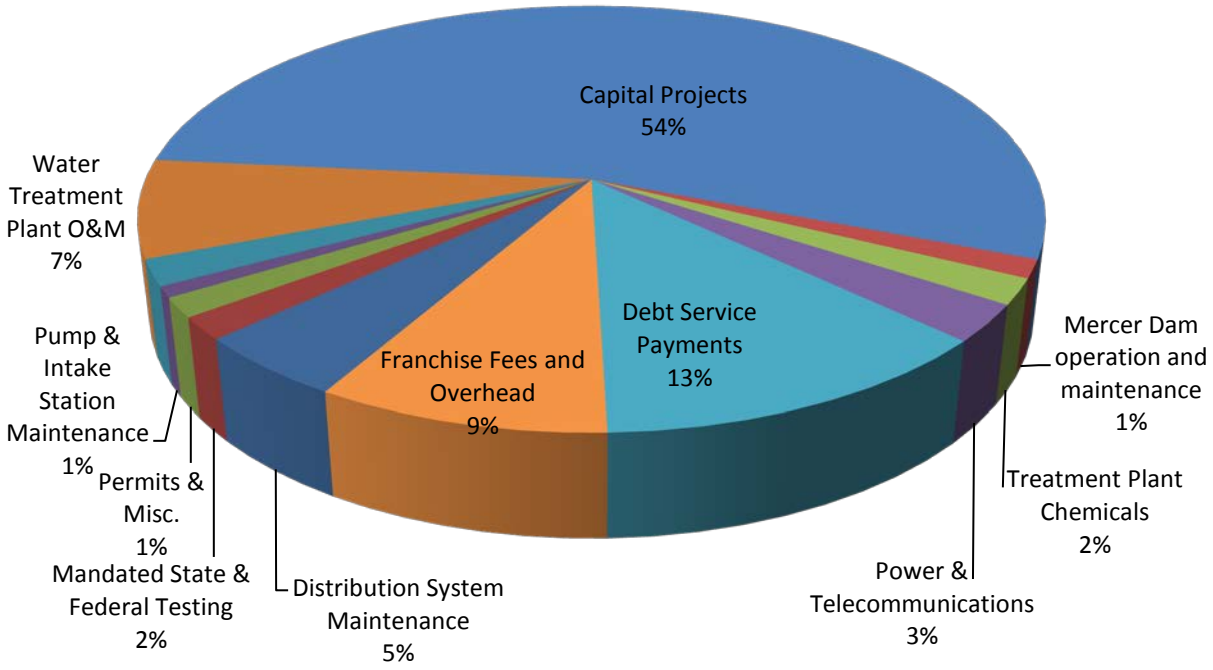
Water Fund Expenditures

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16	% Change
Personnel Services	400,426	393,706	422,000	444,000	5%
Materials and Services	635,080	702,904	744,500	787,000	6%
Capital Outlay	63,215	61,796	2,216,250	2,750,000	24%[32]
Transfers	425,000	434,000	445,000	445,000	0%
Debt Service	523,193	347,967	672,968	631,968	(6%)
TOTAL EXPENDITURES	2,046,914	1,940,374	4,500,718	5,057,968	12%
Operating Contingencies	0	0	2,594,282	1,014,032	

[29] Some personnel has been assigned to the newly created Storm Fund, so there is a decrease in this fund's personnel services
[30] Additional capital projects anticipated in FY15-16
[31] This fund is new in FY 2015-16, so no % change has been calculated
[32] Additional capital projects anticipated in FY15-16

Expenditure Allocation

2015 Water Expenditure Allocation

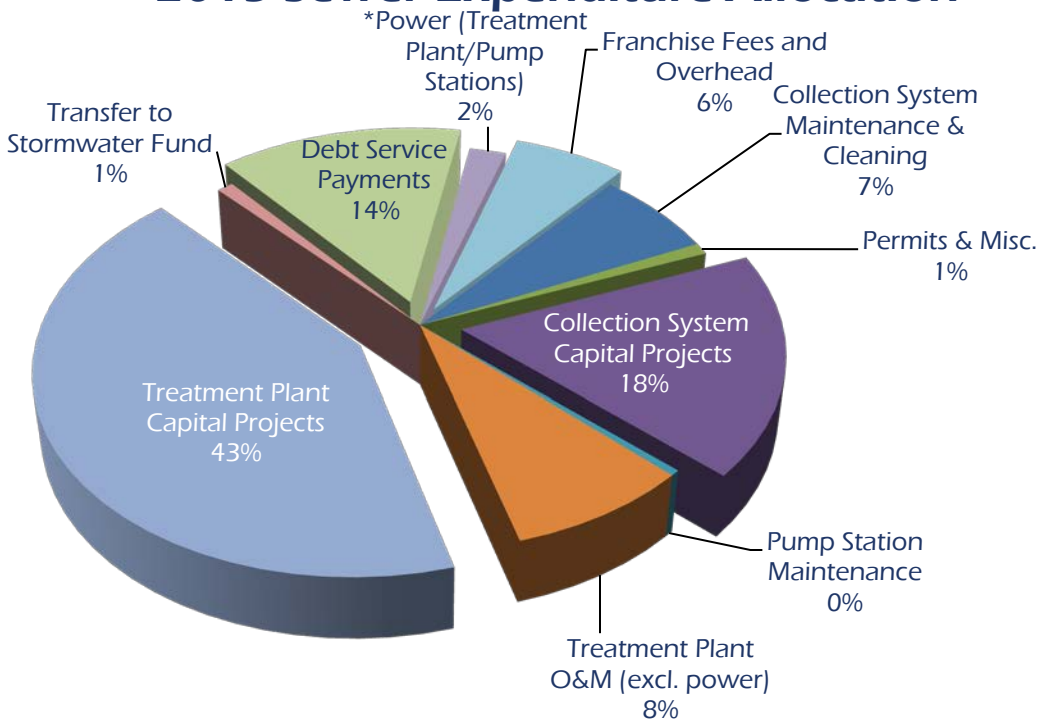


Water Capital Projects

Project	Cost		Project	Cost
Water Line Replacement Project	$50,000		Equipment	$100,000
Clay Street Transmission Water Line Project	$1,400,000		Watershed Land Acquisition[33]	$1,200,000

[33] This project will reduce siltation and required dredging, for an annual savings of $50,000

2015 Sewer Expenditure Allocation

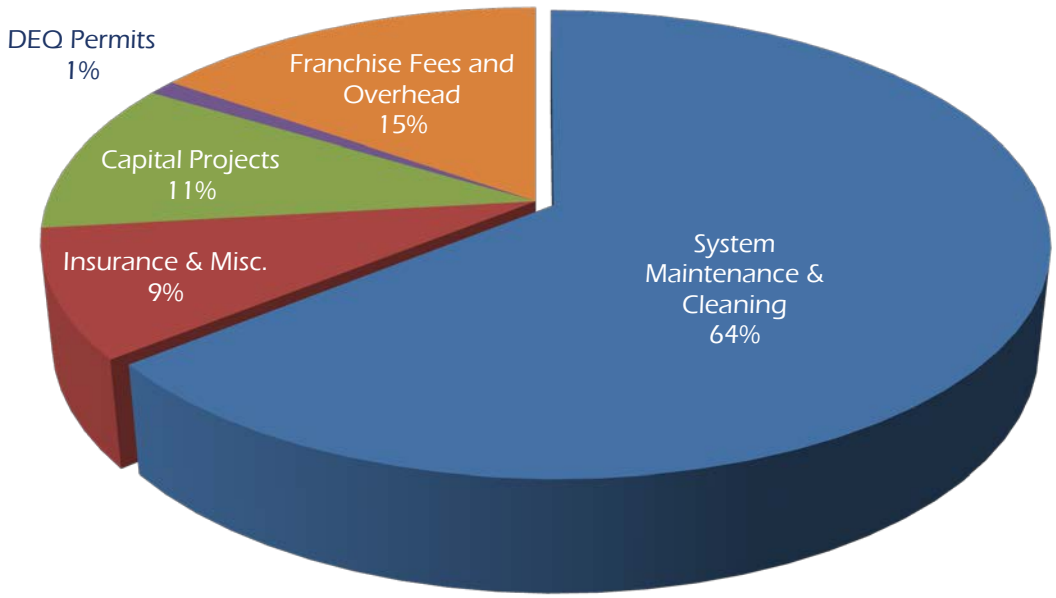


Sewer Capital Projects

Project	Cost		Project	Cost
Sewer Facility Capital Improvements [34]	$100,000		Rickreall Creek Interceptor Project[35]	$475,000
Sewer Replacement Project	$50,000		Sanitary Siphon Replacement[36]	$300,000
I & I[37]	$725,000		Reclaimed Water Project[38]	$3,600,000

[34] Operational efficiency & energy savings will result from these improvements. Estimated savings of $5,000/year
[35] Minor savings in energy for pumping of approximately $100 - $200 per month during peak winter months
[36] Minor savings in energy for pumping of approximately $100 - $200 per month during peak winter months
[37] Minor savings in energy for pumping of approximately $100 - $200 per month during peak winter months
[38] Regulatory compliance and water conservation. Estimated savings of $300,000 per year

2015 Stormwater Expenditure Allocation



Stormwater Capital Projects

Project	Cost
Stormwater projects	$20,000

Staffing Information

Engineering & Environmental Services:

Job Title	Wage Range	2012-13	2013-14	2014-15	FTE Breakdown by Area		
					Sewer	Storm	Water
Director	DH3	1	1	1	.30	.10	.40
Supervisor	30	1	1	1	.40	0	.40
Lead WTP Operator	25	1	1	1	0	0	1.0
Technician III	25	1	1	1	.40	0	.40
Technician II	23	1	1	1	.40	0	.40
TOTAL FTE's		5.15	5.15	5.15	1.75	.10	2.60

Operations

Job Title	Wage Range	2013-14	2014-15	FTE Breakdown by Area		
				Sewer	Storm	Water
Director	DH4	.65	.50	.20	0	.15
Operations Supervisor	M1	1	1	.55	.10	.10
Executive Assistant	20	1	1	.25	0	.25
Technical Assistant	20	-	-	.40	0	.40
Lead Worker	23	1	1	.65	0	.10
Foreman	25	1	1	.55	.10	.10
Utility Worker II	22	2	2	.65	.65	.20
Utility Worker I	19	1	1	.25	0	.25
TOTAL FTEs		7.65	8	3. 50	.85	1.55

Utilities Statistical Information

Total Water Produced/Delivered (2013).....821 Million Gallons

Total Wastewater Treated (2013).....670 Million Gallons

Total Customer Accounts (2013) .....4524 Sewer, 5371 Water

Average Daily Water Demand (2013).....2.24 MGD

Peak Daily Water Demand (July 13, 2013)..... 4.37 MGD

Peak Day Sanitary Sewer Flow (September 2013).....9 MGD

Drinking Water Non-compliance Days (2013).....0

Total Sanitary Sewer Overflows (2013).....0

Employee Missed Days due to Accidents/Injuries.....0

Water Service Area Population (2013).....15,750

Median Household Income (2013).....$48,925

Average Residential Utility Bill (2013).....$ 74 (combined water & sewer)

Performance Measurements

Area	Indicator	City of Dallas			National Benchmark (5)		
		2014 Goal	2013	2012	Top Quartile	Median	Bottom Quartile
PQ	Drinking Water Regulatory Compliance	100%	100%	100%	100%	100%	99.9%
PQ	Lead/Copper Compliance(% samples < 15ppb)	>96%	94.4%	96.7%	96%	93% (3)	87%
PQ	Drinking Water Regulatory near-misses (% within 90% of MCL/SMCL)	<5%	3.33%	NR	N/A	N/A	N/A
PQ	Unplanned Water Service Interruptions (# per thousand per month > 4 hours)	<.36	.46	NR	**.36**	**.78**	**2.34**
PQ	Wastewater Treatment Effectiveness Rate (%)	100%	100%	100%	**100%**	**100%**	**99.5%**
PQ	Sanitary Sewer Overflow Rate 100*(overflows/system-mile)	<4.0	0.0	12	**0.90**	**1.70**	**4.20**
CS	Utility Customer Service Complaint Rate (per 1000 customers)	<1	0.75	NR	**1.57**	**6.13**	**18.83**
CS	Utility Technical Quality Complaint Rate (per 1000 customers)	<2	1.32	NR	**1.06**	**5.31**	**11.58**
CS	Error Driven Utility Bill Adjustment Rate	<3	NR(7)	NR	**1.4**	**4.8**	**16.3**
CS	Overall Customer Satisfaction with Drinking Water (% from survey)	98%	97.1%(6)	97%	N/A	N/A	N/A
CS	Overall Customer Satisfaction with Sanitary Sewers & Treatment (% from survey)	95%	NR	NR	N/A	N/A	N/A
ED	Utility Employee Training Rate (hr/employee)	>30	32	NR	**27**	**19**	**11**
ED	Employee Certification Coverage (% needed)	150%	150%	NR	N/A	N/A	N/A
OP	Utility Customer accounts per employee: (Number of accounts ÷ number of FTEs)	>2000	2019	2119	**1579**	**983**	**777**
OP	MGD water delivered per employee: Average MGD delivered ÷ FTE/year	>.40	.54	.54	**.36**	**.25**	**.19**
OP	O&M cost per volume delivered: Total O&M cost ÷ MG delivered/year	<$1540	$1410	$1,580	**$1,540**	**$2,002**	**$2.596**
OP	Distribution system water loss (a.k.a. non-revenue water % of total)	<8%	9.2%	8.7%	**2.1%**	**5.1%**	**11.0%**
OP	O&M cost per volume processed: Total O&M cost ÷ MG processed/year	<$2,700	$2579	$1,853	**$1,535**	**$2,784**	**$3,673**
OP	Production efficiency: Ratio of effluent taken into the system to effluent treated.	>99%	100%	99.5%	99.7%	98.8%	95.9%
FV	Return on Assets (ROA): Return on Assets = Net Income / Total Assets	>2%	3.7%	NR	**2.1%**	**1.5%**	**0.38%**
IS	Annual Leakage & Breakage Frequency Rate (Water Utility)	<31	22.7	NR	**14.3**	**31.0**	**68.3**
IS	Asset Renewal/Replacement Rate (Water Utility)	>3%	2.7%	0.1%	**11.2%**	**2.6%**	**0.8%**
IS	Proactive maintenance ratio by cost (Water Utility)	>75%	74%	NR	**71%**	**59%**	**30.0%**

		City of Dallas			National Benchmark (5)		
Area	Indicator	2014 Goal	2013	2012	Top Quartile	Median	Bottom Quartile
IS	Annual Sewer Line blockage and Failure Frequency Rate	<9	9.3	NR	**2.5**	**9.1**	**18.5**
IS	Annual Asset renewal/replacement rate (Sewer Utility)	>3%	1.2%	0.02%	**10.9%**	**3.2%**	**1.0%**
IS	Proactive maintenance ratio by cost (Sewer Utility)	>75%	NR	NR	**77%**	**60%**	**38%**
S	Bill affordability (goal - average utility bill compared to median household income)	<1.70%	1.8%	NR	**1.01%**	**1.34%**	**1.71%**
OR	Total Utility Employee Health Safety Rate	<20	0	0	**26**	**70**	**158**
OR	Uptime for critical water system components on an ongoing basis (%)	>98%	100%	99.9%	N/A	N/A	N/A
OR	Production operations resiliency: Percent of minimum daily demand met with the primary production plant offline for 72 hours.	25%	22%	22%	N/A	N/A	N/A
OR	Uptime for critical sewer treatment components on an ongoing basis (%)	>99.9%	100%	100%	N/A	N/A	N/A
WR	Average overall community water consumption (gpcpd)	<120	142	136	120	175 (4)	210

Notes:

1) N/A – not applicable, or no QualServe indicator available
2) NR – Not measured, recorded.
3) Indicators for lead/copper from 2005 EPA National Report, Table 5.
4) Indicators from AWWA Water Utility Operating Data- Distribution of per capita water demand.
5) **QualServe Indicators from Water & Wastewater Utilities 2011 Survey, (uon).**
6) Data from April 2013 City of Dallas Survey by AMR Inc.
7) Data not tracked in 2013 due to rate adjustment changes

Ten Attributes of Effectively Managed Water Sector Utilities

The Ten Attributes of Effectively Managed Water Sector Utilities provide useful and concise reference points for utility managers seeking to improve organization-wide performance. The Attributes describe desired outcomes that are applicable to all water and wastewater utilities. They comprise a comprehensive framework related to operations, infrastructure, customer satisfaction, community welfare, natural resource stewardship, and financial performance. The ten attributes are described as follows:

1) Product Quality (PQ)

Produces potable water, treated effluent, and process residuals in full compliance with regulatory and reliability requirements and consistent with customer, public health, and ecological needs.

2) Customer Satisfaction (CS)

Provides reliable, responsive, and affordable services in line with explicit, customer-accepted service levels. Receives timely customer feedback to maintain responsiveness to customer needs and emergencies.

3) Employee and Leadership Development (ED)

Recruits and retains a workforce that is competent, motivated, adaptive, and safe-working. Establishes a participatory, collaborative organization dedicated to continual learning and improvement. Ensures employee institutional knowledge is retained and improved upon over time. Provides a focus on and emphasizes opportunities for professional and leadership development and strives to create an integrated and well-coordinated senior leadership team.

4) Operational Optimization (OP)

Ensures ongoing, timely, cost-effective, reliable, and sustainable performance improvements in all facets of its operations. Minimizes resource use, loss, and impacts from day-to-day operations. Maintains awareness of information and operational technology developments to anticipate and support timely adoption of improvements.

5) Financial Viability (FV)

Understands the full life-cycle cost of the utility and establishes and maintains an effective balance between long-term debt, asset values, operations and maintenance expenditures, and operating revenues. Establishes predictable rates—consistent with community expectations and acceptability—adequate to recover costs, provide for reserves, maintain support from bond rating agencies, and plan and invest for future needs.

6) Infrastructure Stability (IS)

Understands the condition of and costs associated with critical infrastructure assets. Maintains and enhances the condition of all assets over the long-term at the lowest possible life-cycle cost and acceptable risk consistent with customer, community, and regulator-supported service levels, and consistent with anticipated growth and system reliability goals. Assures asset repair, rehabilitation, and replacement efforts are coordinated within the community to minimize disruptions and other negative consequences.

7) Operational Resiliency (OR)

Ensures utility leadership and staff work together to anticipate and avoid problems. Proactively identifies, assesses, establishes tolerance levels for, and effectively manages a full range of business risks (including legal, regulatory, financial, environmental, safety, security, and natural disaster-related) in a proactive way consistent with industry trends and system reliability goals.

8) Community Sustainability (S)

Cognizant of and attentive to the impacts that its decisions have on current and long-term future community and watershed health and welfare. Manages operations, infrastructure, and investments to protect, restore, and enhance the natural environment; efficiently uses water and energy resources; promotes economic vitality; and engenders overall community improvement. Explicitly considers a variety of pollution prevention, watershed, and source water protection approaches as part of an overall strategy to maintain and enhance ecological and community sustainability.

9) Water Resource Adequacy (WR)

Ensures water availability consistent with current and future customer needs through long-term resource supply and demand analysis, conservation, and public education. Explicitly considers its role in water availability and manages operations to provide for long-term aquifer and surface water sustainability and replenishment.

10) Stakeholder Understanding and Support (SU)

Engenders understanding and support from oversight bodies, community and watershed interests, and regulatory bodies for service levels, rate structures, operating budgets, capital improvement programs, and risk management decisions. Actively involves stakeholders in the decisions that will affect them.

QualServe National Benchmark System

The QualServe Benchmarking program, is a joint program of the American Water Works Association (AWWA) and the Water Environment Federation (WEF). The program solicited the help of numerous utility volunteers to develop an initial set of high-level performance indicators. These initial performance indicators serve as the basis for utilities to identify, track and compare their utility's performance. In return, utilities can compare their performance with other utilities and identify strengths and areas for improvement. Measuring performance against the industry is the first step in an organization's pursuit for performance improvement.

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**

How were the Grades Developed?

In the development of Report Card Grades, four fundamental components of the infrastructure were considered:

1) Condition

What is the existing or near future condition of the infrastructure facility? In assessing the condition of the infrastructure, the immediate future conditions (up to two years) included improvements funded or in design.

2) Capacity

Are the current facilities able to support the current population? Will the existing and planned (funded) facilities be able to support the community in ten years? The existence of Master Plans, Funding Plans, and Capital Improvement Programs were key factors in the capacity assessment.

3) Operations

The Working Committees each developed parameters applicable to their areas. Key issues were: Is the specific infrastructure system complying with existing regulatory requirements? Do the organizations have sufficient funding for normal operations and maintenance?

4) Resiliency & Safety

Does the infrastructure element provide adequately for preparing for, or responding to, natural or manmade, (e.g. terrorism) disasters?

Weighting factors are then applied using the four categories listed above. The Report Card effort follows the ASCE National Report Card's approach based on the following scale:

A = 90-100%
B = 80-89%
C = 70-79%
D = 41-69%
F = 40% or lower

Summary

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

The Department is significantly understaffed, and as a result several important programs have been delayed or deferred indefinitely, including:

1) Updated asset inventory and condition assessment for the water, sewer and storm drainage systems.
2) Emergency Action Plan for Mercer Reservoir update.
3) Completion of the Sanitary Sewer Capacity, Management, Operation and Maintenance (CMOM) Program.

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Fleet Management Fund Revenues

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Revenues						
Fuel and oil reimbursement	11,603	11,351	10,000	10,000		
Reimbursed services	38,199	46,825	67,000	50,000		
Fleet svc Total Care program PW	300,000	300,000	300,000	300,000		
Fleet svc Total Care program GF	80,001	80,000	113,000	118,000		
Sale of equipment	13,972	6,216	5,000	8,000		
Transfer in - vehicle payments	89,987	74,800	92,800	91,800		
Transfer in - capital equip repl.	0	5,000	11,800	11,800		
Total revenues	533,761	524,193	599,600	589,600	0	0
Beginning Balance	293,335	232,275	175,000	175,000		
TOTAL	827,096	756,468	774,600	764,600	0	0

Fleet Management Fund Expenditures

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Personnel Services						
Salaries	122,968	118,242	127,000	130,000		
Fringe benefits	78,271	77,322	84,000	84,000		
Total personnel services	201,239	195,563	211,000	214,000	0	0
Materials and Services						
Materials and supplies	4,594	3,733	5,000	5,000		
Fuel and oil	53,219	53,603	62,000	62,000		
Parts and service	82,316	97,992	105,000	110,000		
Repairs & maintenance	4,693	7,623	8,000	8,000		
Tools	5,620	5,625	5,000	5,000		
Telecommunications	4,078	4,090	4,200	4,200		
Computer services	0	0	2,000	3,000		
HVAC, energy & lighting	8,129	8,972	8,000	8,000		
Insurance	10,776	11,387	10,000	15,000		
Travel and education	2,716	1,752	3,000	3,000		
Miscellaneous	3,898	5,411	3,000	3,000		
Total materials & services	180,040	200,187	215,200	226,200	0	0
Capital Outlay						
Building Improvements	6,809	2,485	30,000	0		
Vehicles	102,078	0	90,000	0		
Equipment	24,655	54,500	41,250	0		
Total capital outlay	133,542	56,985	161,250	0	0	0
Transfers						
Transfer to SDC - Loan Reimb.	30,000	30,000	30,000	30,000		
Transfer to General Fund	50,000	50,000	50,000	50,000		
Total transfers	80,000	80,000	80,000	80,000	0	0
TOTAL EXPENDITURES	594,821	532,735	667,450	520,200	0	0
Operating Contingencies	0	0	107,150	244,400		
TOTAL	594,821	532,735	774,600	764,600	0	0

Sewer Fund Revenues

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Revenues						
Sewer service charges	2,970,268	3,026,851	3,140,000	3,060,000		
Interest on investments	15,331	13,145	15,000	15,000		
Sewer hookup fees	50	0	0	0		
Miscellaneous	176,940	346,461	125,000	65,000		
Finance Proceeds	0	0	2,200,000	5,100,000		
Tsf fr. Sewer SDC GIS/Planning	3,113	0	0	0		
Tsf fr. Water SDC GIS/Planning	3,113	0	0	0		
Tsf fr. Street SDC GIS/Planning	3,113	0	0	0		
Tsf fr. Park SDC GIS/Planning	3,113	0	0	0		
Total revenues	3,175,039	3,386,458	5,480,000	8,240,000	0	0
Beginning balances	1,769,578	1,756,522	1,320,000	1,200,000		
TOTAL	4,944,617	5,142,980	6,800,000	9,440,000	0	0

Sewer Fund Expenditures

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Personnel Services						
Salaries	349,860	345,888	360,000	326,000		
Overtime	7,399	9,164	8,000	5,000		
Fringe benefits	231,037	230,834	249,000	219,000		
Total personnel services	588,296	585,886	617,000	550,000	0	0
Materials and Services						
Materials and supplies	13,644	19,694	25,000	25,000		
DEQ permits	13,167	13,525	20,000	23,000		
Vehicle/equipment expense	150,000	150,520	150,000	125,000		
Repairs and maintenance	16,473	61,198	72,000	90,000		
Material Disposal	0	0	10,000	0		
Tools	1,180	1,230	4,000	3,500		
Telecommunications	3,590	3,545	4,000	3,500		
HVAC, energy and lighting	4,472	3,684	5,000	5,000		
Computer services	1,899	2,245	2,000	2,000		
Insurance	25,273	29,113	37,000	36,000		
Professional services	691,642	714,130	790,000	748,000		
Employee development	684	1,413	4,500	4,000		
Safety equipment and training	1,552	1,994	1,500	1,000		
Travel and education	627	1,407	3,000	2,500		
Total materials and services	924,204	1,003,696	1,128,000	1,068,500	0	0
Capital Outlay						
Rickreall Crk Interceptor CIPP	0	500,000	500,000	475,000		
Siphon replacement	0	0	100,000	300,000		
I & I	442	0	50,000	725,000		
Reclaimed Water Project	0	0	0	3,600,000		
WWTF capital improvements	36,087	14,868	0	100,000		
Sewer replacement projects	14,269	10,437	50,000	50,000		
WWTF equipment replacement	65,462	0	50,000	0		
Equipment	0	65,700	16,250	0		
Pump station upgrades	0	0	100,000	0		
Total capital outlay	116,260	591,005	866,250	5,250,000	0	0
Transfers						
Transfer to General Fund	550,000	559,000	580,000	551,000		
Transfer to Stormwater Fund	0	0	0	80,000		
Total transfers	550,000	559,000	580,000	631,000	0	0
Sewer Debt Service						
2011 Swr refund bonds - prin.	0	820,000	830,000	845,000		
2011 Sewer refund bonds - int.	0	184,534	168,150	151,550		
2014 Sewer bonds - principal	0	0	80,000	24,000		
2014 Sewer bonds - interest	0	0	20,000	25,000		
2015 Sewer DEQ loan - principal	0	0	0	115,000		
2015 Sewer DEQ loan - interest	0	0	0	35,000		
Transfer to Debt Service	1,005,643	0	0	0		
Total debt service	1,005,643	1,004,534	1,098,150	1,195,550	0	0
TOTAL EXPENDITURES	3,184,402	3,744,122	4,289,400	8,695,050	0	0
Operating Contingencies	0	0	2,510,600	744,950		
TOTAL	3,184,402	3,744,122	6,800,000	9,440,000	0	0

Stormwater Fund Revenues

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Revenues						
Stormwater service charges	0	0	0	190,000		
Interest on investments	0	0	0	1,000		
Miscellaneous	0	0	0	2,000		
Transfer from Sewer Fund	0	0	0	80,000		
Total revenues	0	0	0	273,000	0	0
Beginning balances	0	0	0	0		
TOTAL	0	0	0	273,000	0	0

Stormwater Fund Expenditures

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Personnel Services						
Salaries	0	0	0	48,000		
Overtime	0	0	0	3,000		
Fringe benefits	0	0	0	34,000		
Total personnel services	0	0	0	85,000	0	0
Materials and Services						
Materials and supplies	0	0	0	5,000		
DEQ permits	0	0	0	2,000		
Vehicle/equipment expense	0	0	0	25,000		
Repairs and maintenance	0	0	0	5,000		
Material Disposal	0	0	0	10,000		
Tools	0	0	0	1,500		
Telecommunications	0	0	0	500		
Computer services	0	0	0	500		
Insurance	0	0	0	3,000		
Professional services	0	0	0	2,000		
Employee development	0	0	0	500		
Safety equipment and training	0	0	0	500		
Travel and education	0	0	0	500		
Total materials and services	0	0	0	56,000	0	0
Capital Outlay						
Stormwater Projects	0	0	0	20,000		
Total capital outlay	0	0	0	20,000	0	0
Transfers						
Transfer to General Fund	0	0	0	29,000		
Total transfers	0	0	0	29,000	0	0
Debt Service						
Total debt service	0	0	0	0	0	0
TOTAL EXPENDITURES	0	0	0	190,000	0	0
Operating Contingencies	0	0		83,000		
TOTAL	0	0	0	273,000	0	0

Water Fund Revenues

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Revenues						
Sale of water	2,058,688	2,050,908	2,225,000	2,300,000		
Service connections	18,000	27,675	20,000	20,000		
Interest on investments	4,956	7,683	10,000	12,000		
New account fees	8,310	9,840	10,000	10,000		
Miscellaneous	39,004	93,235	75,000	85,000		
Finance Proceeds	0	0	4,000,000	2,600,000		
Tsf fr. Sewer SDC GIS/Planning	1,556	0	0	0		
Tsf fr. Water SDC GIS/Planning	1,556	0	0	0		
Tsf fr. Street SDC GIS/Planning	1,556	0	0	0		
Tsf fr. Park SDC GIS/Planning	1,556	0	0	0		
Total revenues	2,135,183	2,189,341	6,340,000	5,027,000	0	0
Beginning balances	512,778	600,303	755,000	1,045,000		
TOTAL	2,647,960	2,789,644	7,095,000	6,072,000	0	0

Water Fund Expenditures

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Personnel Services						
Salaries	238,393	232,052	251,000	262,000		
Overtime	8,422	8,464	10,000	10,000		
Fringe Benefits	153,611	153,190	161,000	172,000		
Total personnel services	400,426	393,706	422,000	444,000	0	0
Materials and Services						
Materials and supplies	147,372	161,157	190,000	200,000		
Permits	2,987	3,916	3,000	3,000		
Vehicle/equipment expense	100,000	100,000	100,000	100,000		
Repairs and maintenance	27,403	31,873	23,000	23,000		
Tools	8	512	4,000	5,000		
Telecommunications	10,797	10,940	12,000	12,000		
HVAC, energy and lighting	107,929	111,168	130,000	130,000		
Computer services	6,964	8,210	8,000	8,000		
Insurance	11,940	13,465	19,000	20,000		
Professional services	213,706	257,363	245,000	275,000		
Employee development	2,625	2,765	3,000	3,000		
Safety equipment and training	2,234	860	2,500	3,000		
Travel and education	1,116	675	5,000	5,000		
Total materials & services	635,080	702,904	744,500	787,000	0	0
Capital Outlay						
Water Line Replcmt Projects	0	0	50,000	50,000		
Equipment	63,215	0	16,250	100,000		
Transmission Water Line	0	0	100,000	1,400,000		
AMR Project	0	61,796	1,200,000	0		
WTP Weir Replacement	0	0	50,000	0		
Land Acquisition	0	0	800,000	1,200,000		
Total capital outlay	63,215	61,796	2,216,250	2,750,000	0	0
Transfers						
Transfer to General Fund	425,000	434,000	445,000	445,000		
Total transfers	425,000	434,000	445,000	445,000	0	0
Water Debt Service						
Safe drinking water debt svc - principal	0	150,244	204,407	211,316		
Safe drinking water debt svc - interest	0	197,723	143,561	136,652		
2014 Water bonds - principal	0	0	260,000	60,000		
2014 Water bonds - interest	0	0	65,000	54,000		
2015 SRF Loan - principal	0	0	0	130,000		
2015 SRF Loan - interest	0	0	0	40,000		
Transfer to Debt Service	523,193	0	0	0		
Total debt service	523,193	347,967	672,968	631,968	0	0
TOTAL EXPENDITURES	2,046,914	1,940,374	4,500,718	5,057,968	0	0
Operating Contingencies	0	0	2,594,282	1,014,032		
TOTAL	2,046,914	1,940,374	7,095,000	6,072,000	0	0

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Fiscal Year 2015-2016
Urban Renewal Agency Annual Budget

Urban Renewal

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Urban Renewal Agency

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Murray Stewart
LaVonne Wilson
Ken Woods, Jr.

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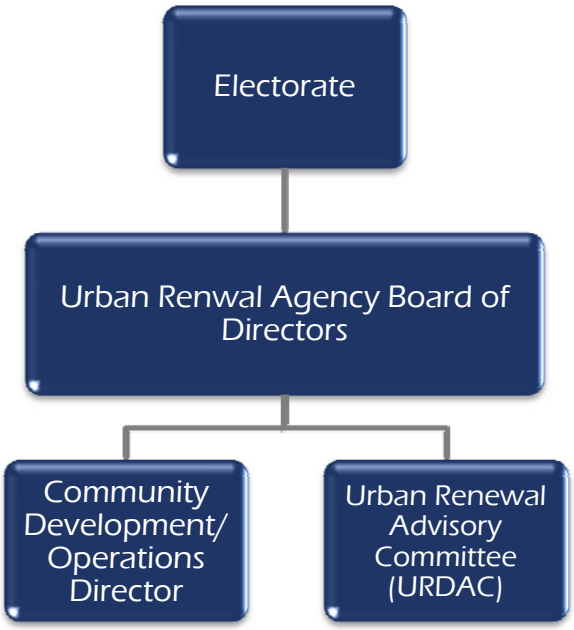
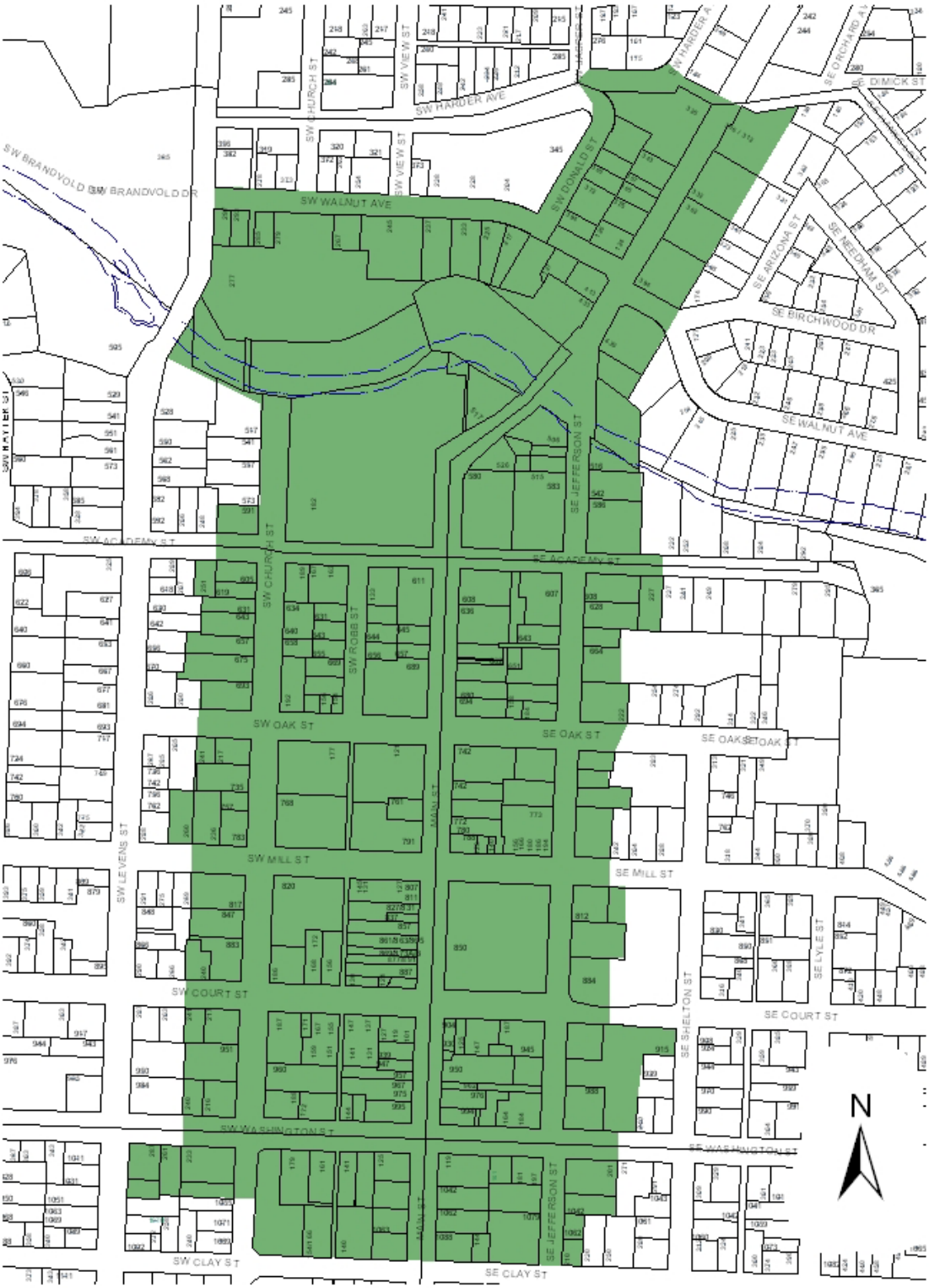
Brian Dalton
Jim Fairchild
Ken Jacroux
Joe Koubek
Rich Rohde, Chair
David Shein
LaVonne Wilson
Bob Brixius



Urban Renewal Agency

Urban Renewal District



Urban Renewal Agency Budget Message

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

The Urban Renewal Agency is a separate legal entity, with the City Council serving as the Urban Renewal Agency Board of Directors. The Urban Renewal Agency Board of Directors appointed the members of the City of Dallas Budget Committee as the Urban Renewal Agency Budget Committee. The Community Development/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 2015 total assessed value of the district is $36,980,063, which represents an $11,842,599 increase in increment value since 2004 and $1,077,089 over the prior year.

For 2015-16, it is anticipated that we will see a **3%** increase in Excess Assessed Value, which will generate approximately $145,000 in Tax Increment Revenue for the 2015-16 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 2015-16:

- Continue the façade grant program
- Sidewalk improvements to be determined
- Acquistion of the old Armory site for redevelopment

The proposed 2015-16 budget includes **$140,000** for projects and property acquisition, **$42,000** for the façade grant program, **$16,000** for personal services, debt service in the amount of **$86,395**, and a **$167,710** operating contingency. This proposed budget reflects projects, debt service and property acquisition/development in a balanced fashion to achieve the goals of the Distrct.

Ron Foggin
City Manager

Jason Locke
Community Development/Operations Director

Urban Renewal Agency Valuation Info

	Actual 2011-12	Actual 2012-13	Actual 2013-14	Estimated 2014-15
New value	**33,304,261**	34,036,466	35,247,387	36,216,690
Certified frozen base value of district	**25,137,464**	25,137,464	25,137,464	25,137,464
Appreciation from frozen base value (Excess Assessed Value)	**8,166,797**	8,899,002	10,109,923	11,079,226
Consolidated billing rate per $1,000 value	**$15.230**	$15.087	$15.061	$15.475

Urban Renewal Agency

Urban Renewal Fund

Revenues

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Revenues						
Current taxes	115,976	131,975	130,000	145,000		
Delinquent taxes	4,891	3,911	5,000	5,000		
Finance proceeds	0	750,000	0	0		
Interest	2,311	2,813	1,000	2,000		
Miscellaneous	0	50	1,000	1,000		
Total revenues	123,178	888,748	137,000	153,000	0	0
Beginning Balance *	179,108	247,003	335,000	390,000		
TOTAL	302,286	1,135,751	472,000	543,000	0	0

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

Expenditures

	Actual 2012-13	Actual 2013-14	Amended 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Personnel Services						
Salaries	9,480	10,307	10,000	10,000		
Fringe	5,221	5,583	6,000	6,000		
Total personnel services	14,701	15,890	16,000	16,000	0	0
Materials and Services						
Materials and Supplies	0	0	500	500		
Professional Services	0	11,699	2,000	2,000		
Façade Grant Program	0	4,213	30,000	42,000		
Miscellaneous	0	407	500	2,000		
Total materials & svc	0	16,318	33,000	46,500	0	0
Capital Outlay						
Projects	40,777	640,918	70,000	15,000		
Property Acquisition	0	0	125,000	125,000		
Total capital outlay	40,777	640,918	195,000	140,000	0	0
Transfers						
Transfer to GF-Debt Svc	0	9,969	86,395	86,395		
Total transfers	0	9,969	86,395	86,395	0	0
Reserves						
Debt Service Reserve	0	0	86,395	86,395		
	0	0	86,395	86,395	0	0
Operating Contingencies	0	0	55,210	167,710		
TOTAL EXPENDITURES	55,478	683,095	472,000	543,000	0	0

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Additional Information

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CIP

CAPITAL IMPROVEMENT PLAN

2015-16

INTRODUCTION

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

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

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

A CIP typically includes:

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

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

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

City of Dallas - All Departments - Fiscal Year 2014 to 2019

Capital Improvement Projects

Fund	Cost Estimate	Current Year FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	5+ Years
General Fund							
Aquatic Center	$ 82,000	$ 12,000	$ 35,000	$ 35,000	$ -	$ -	$ -
EMS	$ 247,000	$ -	$ 217,000	$ 30,000	$ -	$ -	$ -
Facilities	$ 2,607,000	$ 507,000	$ 1,980,000	$ 20,000	$ -	$ 20,000	$ 80,000
Finance & Municipal Ct.	$ 50,000	$ -	$ -	$ 40,000	$ -	$ 10,000	$ -
Fire	$ 1,102,550	$ -	$ 955,550	$ 97,000	$ 50,000	$ -	$ -
Library	$ 53,000	$ 14,000	$ 6,000	$ 10,000	$ 23,000	$ -	$ -
Parks	$ 960,000	$ 200,000	$ 160,000	$ 250,000	$ 50,000	$ -	$ 300,000
Police	$ 205,000	$ 15,000	$ 55,000	$ 30,000	$ -	$ 65,000	$ 40,000
General Fund Total	**$ 5,306,550**	**$ 748,000**	**$ 3,408,550**	**$ 512,000**	**$ 123,000**	**$ 95,000**	**$ 420,000**
Other Funds							
Fleet Management	$ 445,000	$ 65,000	$ 100,000	$ 62,000	$ 18,000	$ 200,000	$ -
Sewer	$ 8,275,000	$ 175,000	$ 1,975,000	$ 5,675,000	$ 150,000	$ 300,000	$ -
Storm	$ 1,770,000	$ 150,000	$ 20,000	$ -	$ -	$ -	$ 1,600,000
Street	$ 6,555,000	$ 370,000	$ 370,000	$ 495,000	$ 3,670,000	$ 250,000	$ 1,400,000
Water	$ 6,400,000	$ 1,650,000	$ 2,700,000	$ 50,000	$ 1,450,000	$ -	$ 550,000
Vehicles	$ 2,085,800	$ 475,800	$ 360,000	$ 230,000	$ 520,000	$ -	$ 500,000
Other Funds Total	**$ 25,530,800**	**$ 2,885,800**	**$ 5,525,000**	**$ 6,512,000**	**$ 5,808,000**	**$ 750,000**	**$ 4,050,000**
Buildings & Land Acquisiton	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Total:	**$ 30,837,350**	**$ 3,633,800**	**$ 8,933,550**	**$ 7,024,000**	**$ 5,931,000**	**$ 845,000**	**$ 4,470,000**

GENERAL FUNDS

Aquatic Center

EMS

Facilities

Finance & Court

Fire

Library

Parks

Police

Aquatic Center Fiscal Year 2014 to 2019

Capital Improvement Projects - General Fund

Project	Cost Estimate	Current Year FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	5+ Years	Funding Source
Resurface Lap Pool	$ 35,000			$ 35,000				General Fund
Chemical Feed Controllers	$ 12,000	$ 12,000						General Fund
Software Upgrade	$ 20,000		$ 20,000					General Fund
DDC Control Upgrade	$ 15,000		$ 15,000					General Fund
Total:	**$ 82,000**	**$ 12,000**	**$ 35,000**	**$ 35,000**	**$ -**	**$ -**	**$ -**	

Emergency Medical Services - Fiscal Year 2014 to 2019

Capital Improvement Projects - General Fund

Project	Cost Estimate	Current Year FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	5+ Years	Funding Source
Automated Cardiac System - 3 Units	$ 175,000		$ 175,000					Grant (10% Match- $17,500)
Power Cot	$ 15,000			$ 15,000				EMS Operations
Automated External Defib - 24 Units	$ 27,000		$ 27,000					Grant (10% Match- $2,700)
SIM Manikin	$ 15,000		$ 15,000					EMS Operations
Oxygen Bottle Lifting System	$ 15,000			$ 15,000				EMS Operations
Total:	**$ 247,000**	**$ -**	**$ 217,000**	**$ 30,000**	**$ -**	**$ -**	**$ -**	

Facilities - Fiscal Year 2014 to 2019

Capital Improvement Projects - General Fund

Project	Cost Estimate	Current Year FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	5+ Years	Funding Source
HVAC Roof - 2 Units	$ 20,000			$ 20,000				General Fund
Senior Center	$ 2,450,000	$ 500,000	$ 1,950,000					CDBG
Senior Center - Interior	$ 30,000		$ 30,000					General Fund
City Hall Mortaring/Sealing	$ 20,000					$ 20,000		General Fund
City Hall Boiler Replacement	$ 80,000						$ 80,000	General Fund
Upstairs Floor Replacement	$ 7,000	$ 7,000						General Fund
Total:	**$ 2,607,000**	**$ 507,000**	**$ 1,980,000**	**$ 20,000**	**$ -**	**$ 20,000**	**$ 80,000**	

Finance & Municipal Court - Fiscal Year 2014 to 2019

Capital Improvement Projects - General Fund

Project	Cost Estimate	Current Year FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	5+ Years	Funding Source
Court/Utility Software Upgrade	$ 30,000			$ 30,000				General Fund
Server Replacement	$ 20,000			$ 10,000		$ 10,000		General Fund
Total:	**$ 50,000**	**$ -**	**$ -**	**$ 40,000**	**$ -**	**$ 10,000**	**$ -**	

Fire Department- Fiscal Year 2014 to 2019

Capital Improvement Projects - General Fund

Project	Cost Estimate	Current Year FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	5+ Years	Funding Source
Extrication Tool System (2)	$ 90,000		$ 10,000	$ 30,000	$ 50,000			Fire Operations
Rehab Equipment	$ 24,500		$ 24,500					Grant (5% Match- $1,225)
Thermal Imaging Camera	$ 10,000		$ 10,000					Fire Operations
Mobile Data Computers	$ 20,000		$ 10,000	$ 10,000				Fire Operations
RIT (rescue) packs	$ 15,000		$ 15,000					Fire Operations
Training Smartboard	$ 7,000			$ 7,000				Fire Operations
Fire Prevention Education System	$ 50,000			$ 50,000				Grant (No Match)
Portable Training Facility	$ 550,000		$ 550,000					Grant (5% Match- $27,500)
Radios	$ 44,050		$ 44,050					Fire Operations (contribution grant match with SWPFD and Falls City)
Volunteer Coord and R&R Progam	$ 292,000		$ 292,000					Grant (No Match)
Total:	**$ 1,102,550**	**$ -**	**$ 955,550**	**$ 97,000**	**$ 50,000**	**$ -**	**$ -**	

Library - Fiscal Year 2014 to 2019

Capital Improvement Projects - General Fund

Project	Cost Estimate	Current Year FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	5+ Years	Funding Source
Replace Lighting	$ 16,000		$ 6,000		$ 10,000			General Fund
New Furniture - Office	$ 10,000			$ 10,000				General Fund
New Furniture - Patron	$ 5,000	$ 5,000						General Fund
Building Upgrade	$ 9,000	$ 9,000						General Fund
DVD Storage System	$ 13,000				$ 13,000			General Fund
Total:	**$ 53,000**	**$ 14,000**	**$ 6,000**	**$ 10,000**	**$ 23,000**	**$ -**	**$ -**	

Parks - Fiscal Year 2014 to 2019

Capital Improvement Projects - General Fund

Project	Cost Estimate	Current Year FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	5+ Years	Funding Source
RCTS Phase 5: Central Bark Section	$ 300,000		$ 150,000	$ 150,000				Grants,Parks SDC, Park Trust
Remodel/Replace Bathrooms in Dallas City Park	$ 75,000	$ 75,000						General Fund, Grants, Park Trust
Repave parking lots in Dallas City Park	$ 300,000						$ 300,000	Grants, Street Fund
RJ Community Park Improvements (Shelter, concrete sport court)	$ 100,000			$ 100,000				Grants, Park SDC
Dallas City Park Path Replacement	$ 50,000				$ 50,000			Park Trust, Park Operations
Park Play Equipment & Features	$ 60,000	$ 50,000	$ 10,000					Park SDC, Grants, Developer
Parks Master Plan	$ 75,000	$ 75,000						Parks SDC
Total:	**$ 960,000**	**$ 200,000**	**$ 160,000**	**$ 250,000**	**$ 50,000**	**$ -**	**$ 300,000**	

Police - Fiscal Year 2014 to 2019

Capital Improvement Projects - General Fund

Project	Cost Estimate	Current Year FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	5+ Years	Funding Source
Firing Range Repairs & Improvement	$ 65,000					$ 65,000		General Fund/Grants
Impound Lot Cover at City Shops	$ 15,000	$ 15,000						General Fund
Dog Shelter Replacement	$ 40,000						$ 40,000	General Fund/Grant
E-Cite System	$ 60,000		$ 30,000	$ 30,000				Grant
Squad Room Furniture	$ 25,000		$ 25,000					General Fund
Total:	**$ 205,000**	**$ 15,000**	**$ 55,000**	**$ 30,000**	**$ -**	**$ 65,000**	**$ 40,000**	

OTHER FUNDS

Fleet Services

Sewer

Storm

Street

Water

Vehicles

Fleet Services - Fiscal Year 2014 to 2019

Capital Improvement Projects and Equipment

Project	Cost Estimate	Current Year FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	5+ Years	Funding Source
Buildings:								
Buildings B,C,&D Roofs	$ 30,000	$ 30,000						Fleet, Sewer, Street, Water Fund
Sand Pile Shed	$ 15,000			$ 15,000				Street Fund
Public Works Equipment:								
Crack Seal Machine	$ 35,000	$ 35,000						Street Fund
Backhoe Replacement	$ 100,000		$ 100,000					Sewer, Street, Water Fund
Asphalt Tack Trailer	$ 20,000			$ 20,000				Street Fund
Plow/Sander Box	$ 18,000				$ 18,000			Street Fund
Street Sweeper Replacement	$ 200,000					$ 200,000		Storm and Street Fund
Replace Generator #102	$ 27,000			$ 27,000				Sewer and Water Fund
Total:	**$ 445,000**	**$ 65,000**	**$ 100,000**	**$ 62,000**	**$ 18,000**	**$ 200,000**	**$ -**	

Sewer - Fiscal Year 2014 to 2019

Capital Improvement Projects

Project	Cost Estimate	Current Year FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	5+ Years	Funding Source
Small Diameter Pipe Replacement	$ 200,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000			Sewer Fund
Wastewater Treatment Facility Equipment Replacement	$ 325,000	$ 50,000	$ 100,000	$ 75,000	$ 50,000	$ 50,000		Sewer Fund
Reclaimed Wastewater (Purple Pipe) Project	$ 5,500,000		$ 200,000	$ 5,300,000				**DEQ Loan (65%) **SDC (35%)
Sanitary Siphon Replacement and associated structures@ Aquatic Center	$ 350,000		$ 150,000	$ 200,000				DEQ Loan
CMOM Program (Includes I & I and FOG Removal)	$ 200,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000			Sewer Fund
Rickreall Creek Interceptor and Ash Creek Interceptor, Manhole Sealing, and Pipe Insituform	$ 600,000	$ 25,000	$ 575,000					Long Term Debt **Bond (83%) **SDC (17%)
Trunkline Insituform (Walnut to City Park)	$ 700,000		$ 700,000					Long Term Debt **DEQ Loan (75%) **SDC (25%)
Update Sewer Master Plan	$ 150,000		$ 150,000					Sewer Fund (50%) SDC (50%)
Engineered Wetland @ WWTF (Engineering)	$ 250,000					$ 250,000		Loans, Sewer Fund
Total:	**$ 8,275,000**	**$ 175,000**	**$ 1,975,000**	**$ 5,675,000**	**$ 150,000**	**$ 300,000**	**$ -**	

Storm - Fiscal Year 2014 to 2019

Capital Improvement Projects

Project	Cost Estimate	Current Year FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	5+ Years	Funding Source
Monmouth Cutoff Highway (Ash Creek)	$ 1,600,000						$ 1,600,000	CDBG, EDA
Kings Valley Highway (NE Quad)	$ 20,000		$ 20,000					Storm Fund
Storm Drain Master Plan	$ 150,000	$ 150,000						Storm SDC
Total:	**$ 1,770,000**	**$ 150,000**	**$ 20,000**	**$ -**	**$ -**	**$ -**	**$ 1,600,000**	

Streets - Fiscal Year 2014 to 2019

Capital Improvement Projects

Project	Cost Estimate	Current Year FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	5+ Years	Funding Source
Pavement Maintenance and Overlay Program (Collectors and Arterials only)	$ 1,450,000	$ 350,000	$ 350,000	$ 250,000	$ 250,000	$ 250,000		Street Fund
Develop Roundabout at W Ellendale Avenue/Levens Street	$ 75,000			$ 75,000				Highway Trust Fund, OTIA, SDC, Street Fund
Signalization and channelization improvements including ROW acquisition, widening and utility relocations at E. Ellendale and Fir Villa	$ 1,750,000			$ 150,000	$ 1,600,000			SDC, Developer, State Modernization, Grant State Transportation Improvement Program-$1,200,000; Street Fund $550,000
Develop Roundabout at Miller Avenue/LaCreole Drive	$ 100,000						$ 100,000	SDC
Improve Monmouth Cut-off/Uglow intersection	$ 100,000						$ 100,000	Developer, SDC, Street Fund
Godsey Road improvements with curb and sidewalk from Miller Avenue to Monmouth Cut-off	$ 1,800,000				$ 1,800,000			STIP(ODOT)-$1,500,000, Street Fund-$150,000, SDC-$150,000
Various sidewalk infill and replacement projects	$ 80,000	$ 20,000	$ 20,000	$ 20,000	$ 20,000			Street Fund
Monmouth Cutoff Highway Bridge Replacement	$ 1,200,000						$ 1,200,000	HBRR
Total:	**$ 6,555,000**	**$ 370,000**	**$ 370,000**	**$ 495,000**	**$ 3,670,000**	**$ 250,000**	**$ 1,400,000**	

Water - Fiscal Year 2014 to 2019

Capital Improvement Projects

Project	Cost Estimate	Current Year FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	5+ Years	Funding Source
Small Diameter Pipe Replacements	$ 200,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000			Water Fund
Outlet Pipe Modifications at Mercer Reservoir	$ 150,000				$ 150,000			Water Fund
Transmission Water Line: Treatment Plant to Clay Street Reservoir	$ 1,600,000	$ 200,000	$ 1,400,000					Long Term Debt-SRF Loan **Water Fund (90%) **SDC (10%)
Upper Douglas High Pressure Water Feed Line	$ 150,000						$ 150,000	Water Fund
Contact Basin Weirs	$ 50,000		$ 50,000					Water Fund
On-site Generation of Chlorine	$ 400,000						$ 400,000	Water Fund
AMR Project	$ 1,900,000	$ 1,400,000			$ 500,000			Water Fund
ASR #2	$ 750,000				$ 750,000			SDC
Mercer Reservoir Land Acquisition	$ 1,200,000		$ 1,200,000					Long Term Debt-SRF Loan **Water Fund (83%) **SDC (17%)
Total:	**$ 6,400,000**	**$ 1,650,000**	**$ 2,700,000**	**$ 50,000**	**$ 1,450,000**	**$ -**	**$ 550,000**	

Vehicles - Fiscal Year 2014 to 2019

Capital Improvement Projects

Project	Cost Estimate	Current Year FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	5+ Years	Funding Source
Community Development								
Replace Pick-up S-10 (10-74)	$ 20,000	$ 20,000						General Building Fund
EMS								
New Medic Unit 3	$ 200,000		$ 200,000					Capital Lease - EMS Operations
Fire Department								
Replace Fire Staff Vehicle	$ 60,000				$ 60,000			Fire Operations
Squad Vehicle	$ 125,000			$ 125,000				Fire Operations
Pumper Replacement	$ 385,800	$ 385,800						Capital Lease - Fire Operations
Engine #102 Replacement	$ 500,000						$ 500,000	Fire Operations
Rescue #101 Replacement	$ 400,000				$ 400,000			Fire Operations
Fleet	$ -							
Parks								
Supervisor Vehicle	$ 25,000		$ 25,000					General Fund
Flatbed Dump Truck (To replace #97)	$ 40,000		$ 40,000					General Fund
Police								
Vehicle Replacement	$ 245,000	$ 70,000	$ 55,000	$ 60,000	$ 60,000			General Fund
Chief Vehicle Replacement	$ 45,000			$ 45,000				General Fund
Public Works								
Flatbed Truck (Water) To Replace #73	$ 40,000		$ 40,000					Fleet Fund
Total:	**$ 2,085,800**	**$ 475,800**	**$ 360,000**	**$ 230,000**	**$ 520,000**	**$ -**	**$ 500,000**	

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Debt Summary

Debt Obligation Summary

Overview

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

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

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

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

The City has seven outstanding bonds payable.

Legal Debt Margin

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

Governmental Unit	Real market values of overlapping districts	Tax-supported debt outstanding[1]	Percentage overlapping[2]	Overlapping debt applicable to the City of Dallas
Debt repaid with Property Tax				
Chemeketa Community College	38,940,954,194	95,155,000	2.39%	2,271,635
Willamette ESD	42,756,129,256	1,405,000	2.17 %	30,549
Polk County SD2 (Dallas)	1,502,722,247	4,490,000	61.86%	2,777,694
Polk County	5,623,372,633	9,585,000	16.53%	1,584,573
Subtotal, overlapping debt	88,823,178,330	110,635,000		6,664,451
Direct debt outstanding: City of Dallas	929,643,491	4,740,000	100%	3,270,000
Total Direct and Overlapping Debt	$89,752,821,821	$115,375,000		$9,934,451

NOTE:

Overlapping governments are those that coincide, at least in part, with the geographic boundaries of the City. The percentage of overlap is determined by how much of the real market value is shared by each entity with the City of Dallas. This information is provided by the Oregon Department of Revenue and used by the Oregon State Treasury Department to develop the overlapping debt reports for the City.

[1] Tax supported debt outstanding includes General Obligation (GO) bonds and Full Faith & Credit Bonds
related to non-business type activities.

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

The ensuing schedules show future debt service that will be paid, with the assumptions that no existing debt will retire early. The City will continue to use debt in the future to replace or improve infrastructure consistent with the City's financial policies, long-term financial plans and State and Local Government laws and regulations.

For fiscal year 2015-2016, the City will fund water and wastewater projects through new debt obligations for a total of approximately $7,700,000.

Summary of Fiscal Year 2015-2016 Debt Service by Type

Fund	Source of Dollars	Fiscal Year 2015-16 Totals
General Fund	Transfer from Urban Renewal	$ 86,395
General Fund	Operating-Fire	$ 44,814
General Obligation Fund	Property Taxes	$ 638,243
Long-Term Debt Fund (Obligation Bonds)	Operating Fund Transfers	$ 121,050
Water Fund	Charges for Service	$ 631,968
Sewer Fund	Charges for Service	$1,195,550
Total Fiscal Year 2015-16 Debt Service		$2,673,206

CITY OF DALLAS, OREGON
STATEMENT OF BONDS/LOANS AND INTEREST PAYABLE
July 1, 2015 to Maturity

	GO Public Safety	GO Refunding Bonds	Fire Apparatus Lease	General Fund Urban Renewal	Sewer Debt	Water System Improvements	PERS Bonds	Total Bonds/ Loans	Total Interest Payable	Total Bonds/Loans & Interest
2015-16	80,000	480,000	33,933	67,526	845,000	211,315	50,000	1,767,774	467,244	2,235,018
2016-17	85,000	385,000	34,890	69,513	855,000	218,458	60,000	1,707,861	414,546	2,122,407
2017-18	90,000	405,000	35,874	71,559	875,000	225,842	70,000	1,773,274	355,833	2,129,107
2018-19	-	420,000	36,885	73,664	910,000	233,475	80,000	1,754,025	288,254	2,042,279
2019-20	-	-	37,926	75,832	940,000	241,367	90,000	1,385,124	220,069	1,605,193
2020-21	-	-	38,995	78,064	-	249,525	100,000	466,584	166,635	633,219
2021-22	-	-	40,095	80,361	-	257,959	115,000	493,415	149,800	643,215
2022-23	-	-	41,226	82,725	-	266,678	125,000	515,629	131,832	647,460
2023-24	-	-	42,388	85,160	-	275,692	140,000	543,240	112,965	656,205
2024-25	-	-	43,584	-	-	285,010	155,000	483,594	94,211	577,804
2025-26	-	-	-	-	-	294,643	170,000	464,643	75,592	540,235
2026-27	-	-	-	-	-	304,602	190,000	494,602	57,127	551,729
2027-28	-	-	-	-	-	314,898	85,000	399,898	37,324	437,221
2028-29	-	-	-	-	-	325,541	-	325,541	22,426	347,967
2029-30	-	-	-	-	-	337,950	-	337,950	11,423	349,373
	255,000	1,690,000	385,795	684,404	4,425,000	4,042,955	1,430,000	12,913,154	2,605,280	15,518,434

CITY OF DALLAS
STATEMENT OF BONDS AND LOANS OUTSTANDING JUNE 30, 2015

	Date of Issue	Date of Maturity	Date of Optional Retirement	Amount of Issue	Rate of Interest	Outstanding 6-30-15	Maturing 15-16 Principal	Maturing 15-16 Interest
WATER BONDS								
2009 Water System Improvement Project	3/6/2009	12/1/2028		$ 5,148,873	3.38%	$ 4,042,955	$ 211,315	$ 136,652
TOTAL - Water				$ 5,148,873		$ 4,042,955	$ 211,315	$ 136,652
SEWER BONDS								
2011 Sewer Debt Refunding	10/6/2011	6/30/2020		$ 7,285,000	1.696%	$ 4,425,000	$ 845,000	$ 151,550
TOTAL - Sewer				$ 7,285,000		$ 4,425,000	$ 845,000	$ 151,550
GENERAL LONG TERM DEBT								
2005 PERS Pension Obligation bonds	9/23/2005	6/1/2028		$ 1,585,000	4.437%	$ 1,430,000	$ 50,000	$ 71,050
TOTAL - General Long Term Debt				$ 1,585,000		$ 1,430,000	$ 50,000	$ 71,050
GENERAL OBLIGATION BONDS								
2003 Public Safety Equipment	1/29/2003	12/15/2017		$ 850,000	4.95%	$ 255,000	$ 80,000	$ 10,643
2005 Refunding Bonds	12/20/2005	6/1/2019	12/1/2015	$ 4,695,000	4.30%	$ 1,690,000	$ 480,000	$ 67,600
TOTAL - General Obligation Bonds				$ 5,545,000		$ 1,945,000	$ 560,000	$ 78,243
GENERAL FUND DEBT SERVICE								
2013 Urban Renewal Financing	7/30/2013	7/15/2023		$ 750,000	2.90%	$ 684,404	$ 67,526	$ 18,869
2014 Fire Apparatus Lease	11/30/2014	11/30/2024		$ 385,795	2.82%	$ 385,795	$ 33,933	$ 10,880
TOTAL - General Fund Debt Service				$ 1,135,795		$ 1,070,199	$ 101,459	$ 29,749
TOTAL DEBT:				**$ 20,699,668**		**$ 12,913,154**	**$ 1,767,774**	**$ 467,243**

Salary Ranges
Effective June 24, 2015

Range	Position Titles	102.3% Bottom	Midpoint Midpoint	102.3% Top
8	General Laborer, Library Page, Receptionist	1,791.95	2,074.32	2,356.69
8		10.34	11.97	13.60
9		1,863.63	2,157.30	2,450.97
9		10.75	12.45	14.14
10	Office Assistant	1,938.17	2,243.59	2,549.01
10		11.18	12.94	14.71
11	Custodian	2,012.48	2,332.44	2,652.41
11		11.61	13.46	15.30
12	Library Worker I (PT only)	2,097.24	2,427.61	2,757.98
12		12.10	14.01	15.91
13		2,177.83	2,524.50	2,871.17
13		12.56	14.56	16.56
14	Custodian/Maintenance Repair Technician	2,272.01	2,628.19	2,984.37
14		13.11	15.16	17.22
15	Police Records Clerk	2,359.92	2,730.92	3,101.91
15		13.62	15.76	17.90
16	Library Worker II, Police Records Clerk II	2,450.97	2,839.02	3,227.08
16		14.14	16.38	18.62
17	Community Service Officer, Code Services Specialist	2,550.39	2,954.04	3,357.68
17		14.71	17.04	19.37
18	Head Lifeguard	2,651.90	3,070.10	3,488.29
18		15.30	17.71	20.13
19	Accounting Clerk III, Park Maintenance Worker II,	2,760.74	3,195.26	3,629.78
19	Utility Worker I	15.93	18.43	20.94
20	Executive Assistant, Accounts Payable Clerk, Library Assistant	2,869.58	3,322.06	3,774.54
20	Engineering Technical Assistant	16.56	19.17	21.78
21	Engineering Technician I	2,982.61	3,452.58	3,922.56
21		17.21	19.92	22.63
22	Utility Worker II, Court Services Administrator	3,102.96	3,592.75	4,082.55
22		17.90	20.73	23.55
23	Engineering Tech. II, Facilities Maintenance Foreman	3,228.54	3,738.81	4,249.08
23	Utility Worker II/Lead Worker	18.63	21.57	24.51
24	Sports Coordination Specialist, Mechanic Maintenance Specialist	3,354.13	3,885.41	4,416.69
24		19.35	22.42	25.48
25	Water Treatment Facility Operator III, Engineering Tech III	3,490.17	4,042.13	4,594.09
25		20.14	23.32	26.50
26	Public Works Foreman	3,629.36	4,203.15	4,776.94
26		20.94	24.25	27.56
27		3,771.69	4,370.10	4,968.50
27		21.76	25.21	28.66
28	Planner II	3,925.53	4,546.06	5,166.59
28		22.65	26.23	29.81
29	Building Inspector II, Senior Accountant	4,085.65	4,729.52	5,373.38
29	Fleet Management Supervisor	23.57	27.29	31.00
30	Engineering Services Supervisor*	4,246.81	4,917.30	5,587.80
30	Police Administrative Services Manager*	24.50	28.37	32.24
31		4,417.40	5,114.16	5,810.92
31		25.49	29.51	33.53

* Denotes positions exempt from overtime

Department Head Salary Ranges
Effective June 24, 2015

Range	Position Titles			
M1	Building Official*, Aquatic Center Supervisor* Operations Supervisor*, Parks Supervisor*,	4,739.73	5,740.61	6,741.49
M1	Police Management (Sergeants)	4,739.73	5,834.75	6,929.78
M2	Fire Division Chief*, Library Manager*	4,928.11	5,969.21	7,010.32
DH1	Police Lieutenant*, HR Manager/City Recorder* Deputy Fire Chief*	5,696.63	6,901.18	8,105.72
DH2		5,921.93	7,177.95	8,433.98
DH3	Engineer/Enviornmental Svc Director*, Finance Director*	6,160.29	7,465.79	8,771.29
DH4	Community Development/Operations Director*, Fire Chief* Police Chief*	6,380.23	7,751.19	9,122.14

* Denotes positions exempt from overtime

Ron Foggin, City Manager

4/16/2015
Date

Salaries governed by Collective Bargaining Agreements

EMS Salaries (2014-17 CBA)*	Bottom	Midpoint	Top
Paramedic	13.00/19.50	15.06/22.58	17.11/25.66
Paramedic Shift Lt.	14.69/22.04	17.01/25.52	19.33/29.00

*These numbers have been rounded

Police Salaries (2014-16 CBA)	Step 1	Step 2	Step 3	Step 5	Step 5	Step 6
Officer	4,304.27	4,476.44	4,655.50	4,841.72	5,035.38	5,236.80

Salary Steps for Flexible Schedule Employees

EMS Positions	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
EMT	$9.25	$9.62	$10.00	$10.40	$10.82	$11.25
Intermediate/AEMT	$10.18	$10.58	$11.01	$11.45	$11.90	$12.38
Paramedic	$11.19	$11.64	$12.11	$12.59	$13.09	$13.62

Aquatic Center Positions	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Lifeguard*/Front Desk	$9.25	$9.62	$10.00	$10.40	$10.82	$11.25
WAI	$11.00	$11.50	$12.00	$12.50	$13.00	NA

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

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 1st. Subsequent to adoption, Council may make changes throughout the year.

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

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

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

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

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

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

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.

Glossary

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 purposed 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.

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

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

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

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

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

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

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

Janitorial Services and Supplies – Building custodial services and supplies.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Operating Budget – The plan for current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending, and service delivery activities of a government are controlled.
Operating Revenue – Funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earnings, and grant revenues. Operating revenues are used to pay for day-to-day services.

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

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

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

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

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

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

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

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

Resources – Estimated beginning funds on hand plus anticipated receipts.

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

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

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

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

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

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

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 alter in the year. This amount cannot be transferred by resolution or used through a supplemental budget, unless necessitated by a qualifying emergency.

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

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

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

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

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