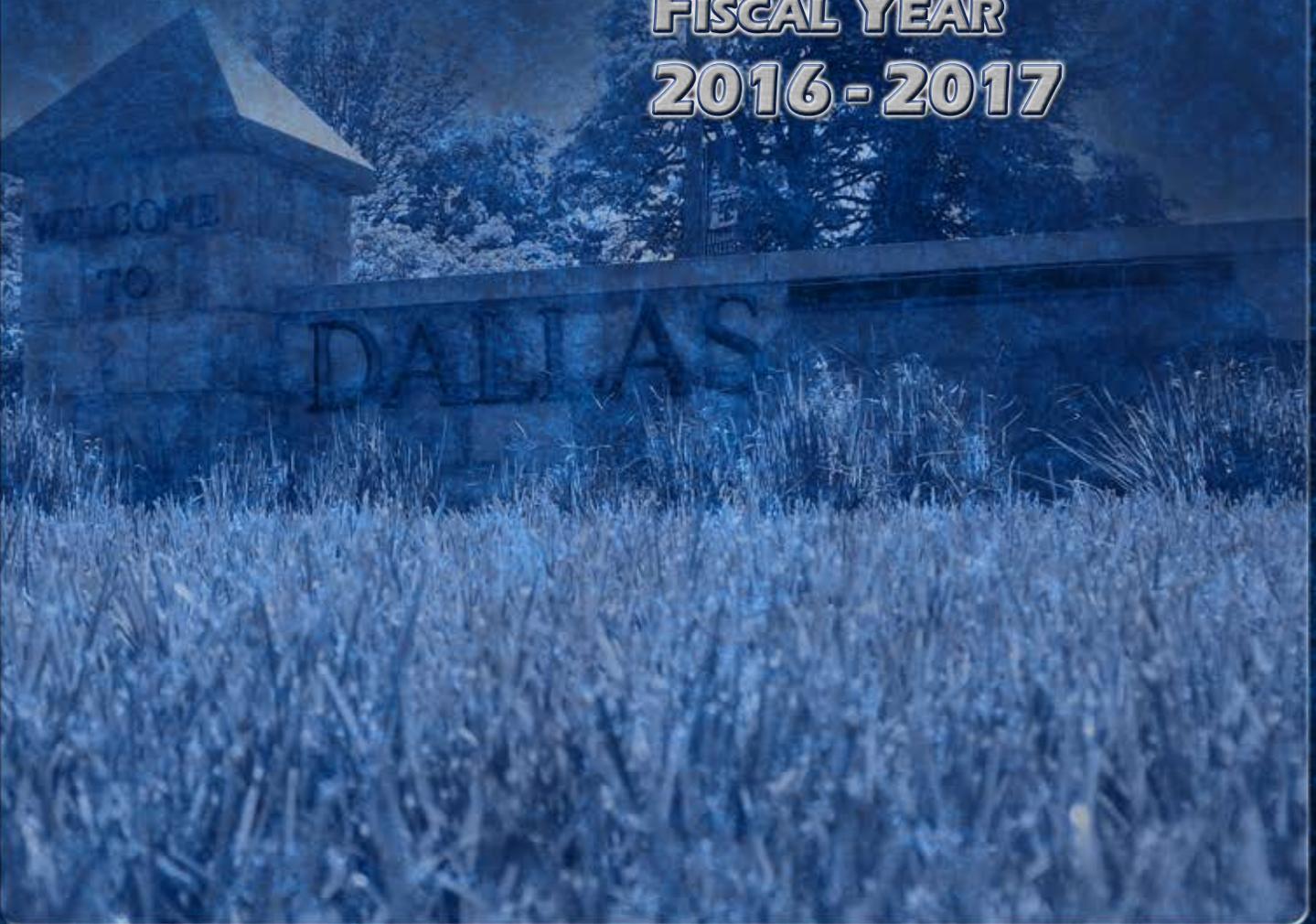




THE CITY OF  
ALLAS  
REGON



**ANNUAL BUDGET**  
**FISCAL YEAR**  
**2016 - 2017**







GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Dallas**

**Oregon**

For the Fiscal Year Beginning

**July 1, 2015**

Executive Director



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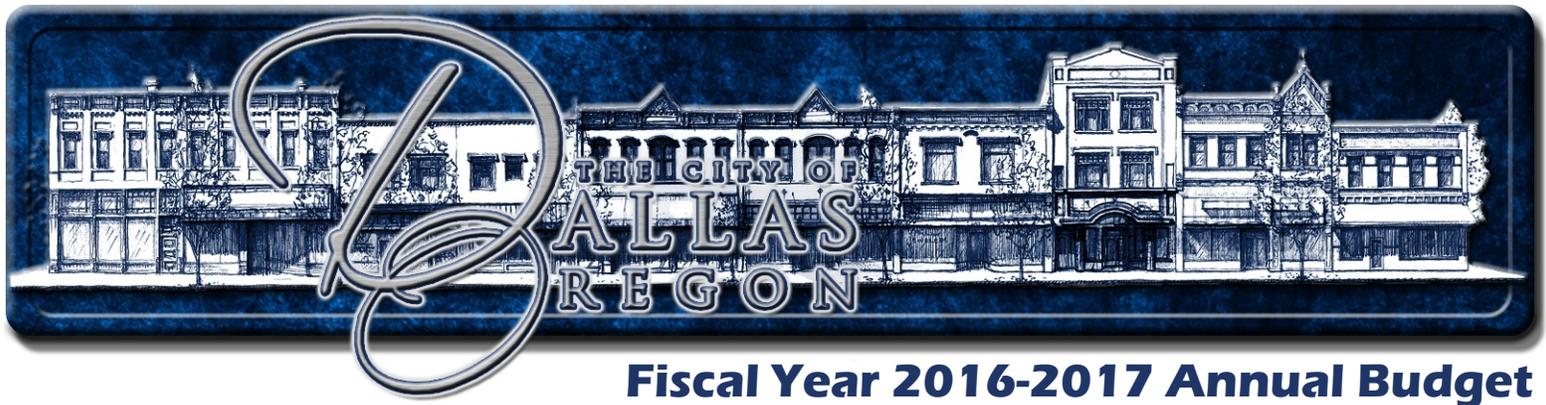
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# Introduction



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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

<b>Executive Management</b>	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	Joe Koubek
Tory Banford	Christine Valentine
Pete Christensen	Vacant
Darand Davies	Vacant
Mike Holland	

## 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

### Top 8 Policy Priorities:

1. Work to fund street repairs and a street maintenance program.
2. Purchase the watershed property and invest in the water system.
3. Develop a public safety strategic plan; plan and develop a joint public safety training facility.
4. Integrate new industrial/commercial development w/city's economic development strategy.
5. Develop asset management plans for infrastructure.
6. Expand the Rickreall Creek Trail System.
7. Promote and expand recreation for youth and adults.
8. Promote and attract a craft brewing industry.

### Our Community & Identity

- Continue to improve the downtown streetscape
- Continue to participate in the Rural Tourism Program
- Market the 2030 Vision
- Integrated City Volunteer program emphasizing recruitment & retention
- Continue Citizen Academy program
- Improve financial information transparency
- Implement citizen engagement best practices
- 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
- Enhance and maintain an active and current online profile

### Our Growth & Development

- Update the Comprehensive Plan
- Improve communication & transparency
- Update Transportation System Plan
- Continue Storm and Sewer Master Plans
- Maintain and enhance bicycle route system
- Update long-range plan for potable water sources
- Continue developing the aquifer storage and recovery plan (ASR)

### 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
- Develop performance measures for public safety staffing levels
- Assess public safety facility and equipment needs
- Develop Public Safety Strategic Plan



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.

## Core Values

### **1. Service Oriented**

Maintaining a high level of customer service, with community pride, responsiveness, compassion, and loyalty.

### **2. Integrity**

Being honest and ethical while also being hard--working and efficient.

### **3. Knowledgeable**

Demonstrating technical competency in service delivery. Being knowledgeable, thoughtful, focused about the Dallas community including its needs and priorities.

### **4. Professional**

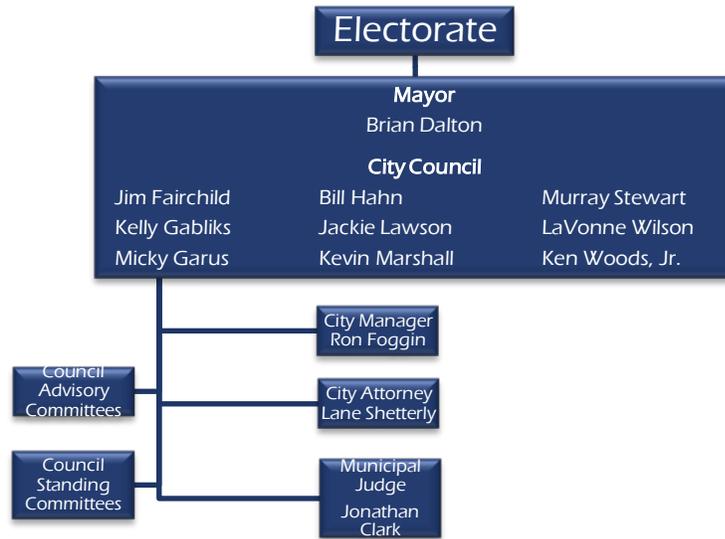
Demonstrating commitment, consistency, respect, fairness, purpose, follow--through and effective communication abilities.

### **5. Collaborative**

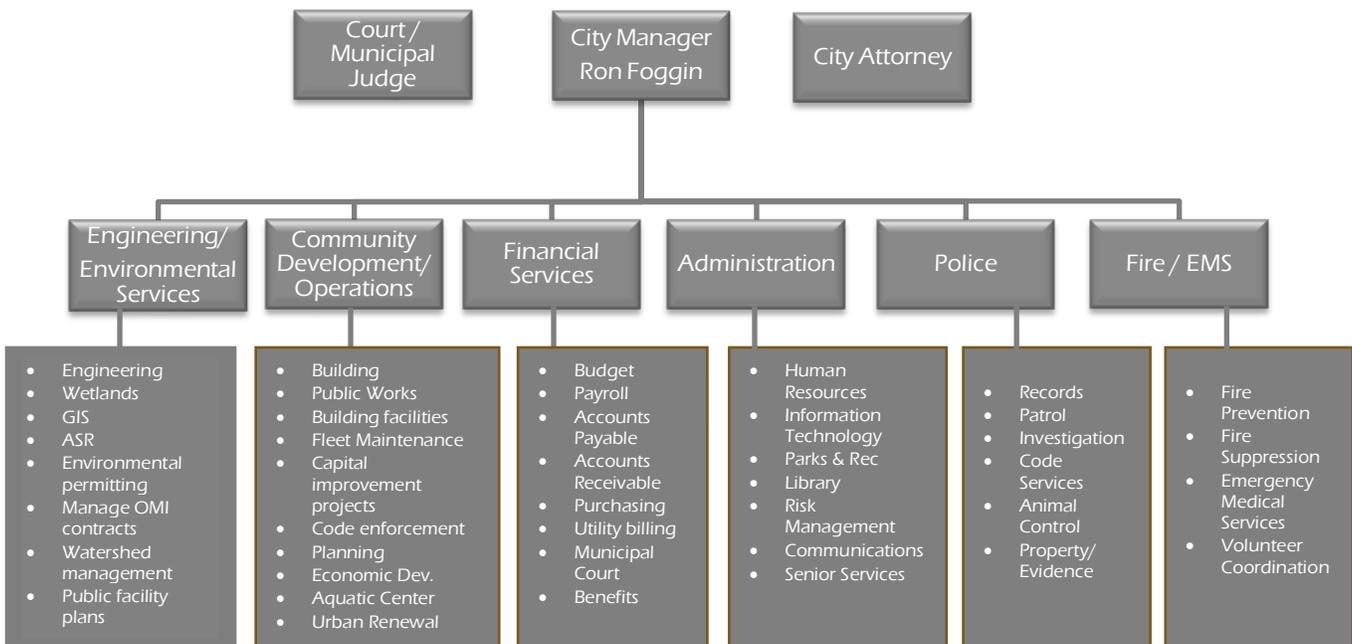
Connecting and growing together as a team with the community. Working toward what is best for the community.

# 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.

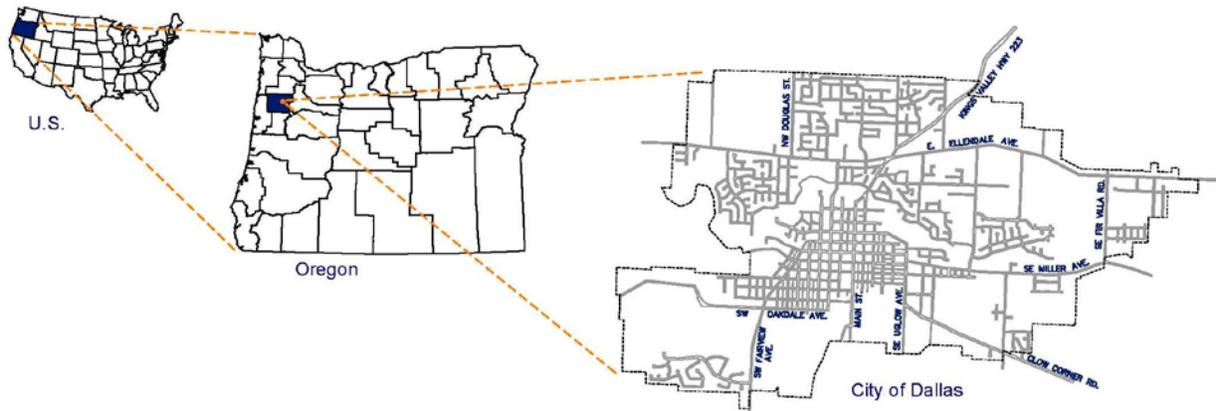


## City of Dallas



## Introduction

## 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, 2015).....15,040  
     Males.....47.9%  
     Females.....52.1%  
 Median Age.....38.9  
     Under 5 years.....6.5%  
     5 – 24 years.....27.7%  
     25-44 years.....24.1%  
     45-64 years.....23.9%  
     65 years and over...17.8%  
 Residents graduated from high school or higher.....91%  
 Residents with Bachelor's degree or higher.....17.1%  
 Average Household Size.....2.53 persons  
 Median Household Income.....\$50,170  
 Total Housing Units.....6,241  
 Resident-owned homes.....61.8%  
 Median home value of owner-occupied homes.....\$186,800

## 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.....355 employees  
 Dallas Public Schools.....321 employees  
 Dallas Retirement Village.....310 employees  
 Polk County.....300 employees  
 West Valley Hospital.....177 employees  
 Wal-Mart.....159 employees  
 Safeway Stores, Inc.....140 employees  
 James W. Fowler Affiliates.....125 employees  
 City of Dallas.....99 employees

## Introduction

### Public Safety

#### Fire Protection

- 1 Station
- 4 Administrative Officers
- 35 Response Volunteers
- 7 Support Volunteers
- 6 Chaplains
- 600 Responses in 2015

#### Police Protection

- 1 Station (located at City Hall)
- 19 Sworn Officers
- 3 Reserve Officers
- 11,767 activities in 2015

#### EMS Protection

- 1 Station
- 3 Ambulances
- 6 Career Paramedics
- 21 Part Time EMTs
- 3,278 Responses in 2015

#### Recreation

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

## Community Events

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

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

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

**Freedomfest**, our Independence Day celebration, includes fireworks.

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

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

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

### Utilities

#### Municipal Water System

- 8.86 million gallons per day capacity
- 8.135 million gallons treated water storage capacity
- 2.24 million gallons avg daily consumption
- 5,522 connections
- 492 fire hydrants
- 1 dam & reservoir (1,260 acre feet capacity)
- 1 ASR well (50 million gallon capacity)
- 61 miles of water main lines
- 3 booster pump stations
- 3 pressure zones

#### Municipal Sewer System

- 12.5 million gallons per day treatment capacity
- 2.63 million gallons average daily treatment
- 4,664 connections
- 2 sanitary lift stations
- 48 miles of sewer main lines

#### Streets

- 58 miles maintained
- 762 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

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

## Introduction

# City Manager Budget Message

## Introduction

It is my honor to present the City of Dallas's budget and budget document for fiscal year 2016 - 2017. The balanced 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 – 2017 budget has been prepared in accordance with the State of Oregon budget law as well as the Government Accounting Standards. The 2017 budget is balanced and includes all the Funds from last fiscal year as well as a new special revenue fund which will be covered in detail in the next paragraph. 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 and the budgeting process more transparent and easier to follow.

The 2017 budget includes a new fund called the Building Inspection Fund. The Building Inspection Fund will account for the personnel, materials and services, and capital projects needed to provide building inspection services. Over the years, building inspection services have been accounted for in the General Fund, but changes in state law now require local governments to account for building inspection revenue and expenditures separately. State law requires building inspection services to be accounted for separately because the State does not want municipalities to collect more inspection revenue than it cost to provide inspection services.

The City's senior management team has worked hard over the last three years to improve the organization's financial reporting and transparency. We have improved the look and flow of the budget document and the very easy to read Dallas Citizens' Budget document. The City has had many favorable comments regarding the budget and citizens' budget documents. We look forward to continuing to produce both documents for our citizens.

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 we 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.

## Introduction

**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.**

In order to truly accomplishing the Dallas 2030 Community Vision it will take support and effort from 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 in 2015 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 long range items that will be worked on over the next fifteen years. In our 2016 Council retreat, the Mayor and City Councilors reaffirmed their support for long range items established in 2015 and prioritized the top eight items the City organization will specifically focus on over the next one to three years. The top eight priorities we are going to work on over the next year are as follows:

- 1) Fund street repairs and street maintenance program
- 2) Purchase the watershed property and invest in the water system
- 3) Develop a public safety strategic plan and develop a joint public safety training facility
- 4) Integrate new industrial and commercial development with the City's economic development strategy
- 5) Develop asset management plans for infrastructure
- 6) Expend the Rickreall Creek Trail System
- 7) Promote and expand recreation for youth and adults
- 8) Promote and attract craft brewing

It should be noted that most, if not all, the long range items identified by the City Council will be worked on as time and money allow.



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.

The 2016-2017 budget was developed using the priorities set by the City Council at their 2016 retreat, performance measurements established by the departments and the 2015 citizen survey. The senior management team and I worked hard to develop a budget that not only maintains existing city services but moves the City organization closer to accomplishing the 2030 Vision. All the funds in the 2017 budget are balanced and have capital projects that will improve the overall infrastructure of the City.

## Introduction

It should be noted that we would like to add to the services we are providing, but the backlog of maintenance, as well as the slow growth in revenues, keep this from happening. We will continue to look for ways to improve services and if there is a low cost or no cost way to add a service, we will do so.

## Economic Outlook and Assumptions

The Oregon economy is growing and remains one of the stronger state economies in the country. 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 the economic indicators for Oregon and the Salem region the economy is expected to remain strong over the next year.

The City of Dallas's economy has been a bit of a mixed bag of good and bad. The City has seen strong residential growth over the last year. We have nine different subdivisions in the development process and our population estimates show us over 15,000. We have several large building projects happening as well. Even with a very wet winter the City has not seen the usual slowdown in building activity. Of course, this is the good news.

The bad news is we find the City still suffering from the rural/urban divide. In the State of Oregon we are seeing strong economic growth in urban areas while rural areas are struggling. Although Dallas is only ten miles outside of Salem, we are a rural community and our economy is lagging behind. The City's estimated unemployment rate is higher than the state average. We are also having a harder time attracting commercial and industrial development. The City has put forth an extra effort this year to attract more business, but despite our efforts we have seen very little movement.

With the strong residential growth, the City of Dallas has experienced an increase in revenues. Our current revenues are keeping up with current expenditures. Revenues have not increased enough to expand services and we still have a number of employees doing extra duties because we do not have the funds to hire more staff. In fiscal year 2016, we were able to address some capital needs that had been pushed off for a number of years due to the economic downturn and we were able to continue this in 2017 budget.

When developing this year's budget, several assumptions were made. The first assumption is that the economic forecast for 2017 will be favorable and the City's economy will continue to grow along with the State's economy. The second assumption is department heads and managers have accounted for all expenditures needed for the fiscal year. Another assumption that we made was that revenues will keep pace with the budgeted expenditures. The revenue and expenditure forecasts are conservative, which is to say we slightly underestimated revenues and slightly overestimated expenditures. The Finance Department worked closely with the department heads to be as accurate as possible in calculating all revenues and expenditures.

## Current Budget Challenges

There are a few budget challenges I would like to cover in this year's budget message. Most of the budget challenges we dealt with this year are long term challenges that not only affected the development of this year's budget, but will affect the City's budget for at least the next seven years.

The first budget challenge I would like to cover is the minimum wage increase passed by the Oregon State Legislature this year. The Legislature passed a minimum wage law that will increase minimum wage every year for the next five years. The first increase will be fifty cents and will take place July 1, 2016. This minimum wage increase will result in a \$20,000 increase in personnel costs for fiscal year 2017. The Aquatic Center and EMS Department are hit the hardest by this increase as they have a majority of part-time employees.

This first minimum wage increase will not result in wage increases for all employees, but it will require us to raise the hourly wages for several current part-time employees. This will not be the case as the minimum wage continues to increase over the next five years. I believe the minimum wage increase in 2018 will affect all part-time employees and may require us to make changes to several full-time positions. The third minimum wage increase in 2019 will have an effect on all the full- and part-time wage rates. In order to deal with the increase in personnel costs, we are going to have to look at ways to increase revenue. The Aquatic Center and EMS Departments are already looking at increasing fees for service, admission and memberships. The City will also be looking to increase charges for services and fees.

The next challenge I would like to cover is the large Public Employees Retirement System (PERS) increase. PERS is \$21 billion short in being able to fund all the retirement obligations it has. The State's current plan to deal with this issue is to increase PERS rates for the next three biennia starting July 1, 2017. Cities, counties and school districts have been told to expect between twenty and thirty percent increases in addition to their normal increases. The PERS Board is hopeful these large increases will fix the problem and rates will return to a more affordable amount by the fourth biennium or 2025.

In an effort to make these PERS increases a little more tolerable for our city, I asked the PERS staff to implement an increase for 2016. They said they were unable to increase our rate now and we will just have to wait until July 2017. The first PERS increase is forecast to cost the City approximately \$160,000. We are not willing to wait for this huge increase to hit all at one time, so we have budgeted half the increase in the 2016 – 2017 budget. This decision made it slightly harder to balance the budget, but it seems like a prudent step.

The third budget challenge is the number of large capital projects that need to be completed in for the Water, Sewer and Storm Water Funds. The City has had a number of expensive capital projects in the five year capital improvement budget, but these projects have been pushed back year after year. In 2013, the City adopted a utility rate study as well as new utility rates. Since the adoption of the rate study and rates, a number of capital projects have had to be moved up in the five year capital budget. This means current rates will no longer meet the systems' needs. The City will need to consider increasing utility rates for all three utilities. The current budget only contains the consumer price index increase allowed by our utility rate resolution.

The final budget challenge I would like to cover is one that I also highlighted last year, which is the volunteer fire service. The volunteer firefighters that serve our community save the City

## Introduction

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 becoming harder and harder to staff fire apparatus during weekdays from 8:00 a.m. to 5:00 p.m. There are fewer and fewer people that work in the City and can leave work to respond to a fire call. The Fire Department is working hard to recruit more volunteers and they are having some success. Yet, we may not be far from having to have paid fire personnel to respond to fire calls.

There are several ongoing budget challenges that should be mentioned. Increases in liability, workers compensation and health insurance eat into the revenue and make it harder to balance the budget. The other challenge is the property tax system. Property taxes are only allowed to grow at a maximum of three percent per year, which is not keeping up with insurance and PERS increases. Property taxes are also artificially low because properties pay property tax on assessed value not real market value.

## Fiscal Year 2016-2017 Budget

The City's total budget is \$37,121,800. The following is a breakdown of the total budget by fund:

• General Fund	\$10,887,900
• Inspections/Building Fund	\$352,000
• Capital Projects Fund	\$985,000
• System Development Fund	\$7,116,500
• Street Fund	\$1,923,000
• Sewer Fund	\$4,705,000
• Stormwater Fund	\$257,500
• Water Fund	\$5,560,000
• Fleet Management Fund	\$917,600
• Grant Fund	\$3,074,680
• General Obligation Fund	\$930,000
• Other Funds	\$412,620

## General Fund Highlights

- **Revenues** – Property tax revenue is the largest single revenue source in the General Fund, accounting for 35 percent of the total General Fund revenue. The second largest revenue source in the General Fund is charges for services, which are forecast to bring in \$2,097,000, followed by franchise fees, budgeted at \$1,185,000.
- **Administration Expenditures** – The Administration budget is remaining approximately the same as last year. We have added some money to hire an intern for the summer.
- **Municipal Court Expenditures** – There are no significant changes in the Court budget.
- **Library Expenditures** – The Library budget is up slightly due to increases in professional services and new book purchases.
- **Parks Expenditures** – The Parks Department budget has no significant changes. There are several capital projects the Parks Department will be working on in fiscal year 2017. These projects include an extension of the Rickreall Creek Trail, adding several new park

## Introduction

features at Roger Jordan Park, and working with a developer to develop a new park on the east side of the community.

- **Finance Expenditures** – The Finance Department’s budget is increasing due to salary adjustments and financial software upgrade. The Finance Department also has a capital project that will upgrade the utility billing software for \$30,000.
- **Fire Expenditures** – The Fire Department’s budget is up due to an increase in personnel costs and loan payments for a new vehicle. The Department is adding two seasonal positions for the summer months to help with day time fire calls and calls requiring the third ambulance. The current plan is to write a grant that will fund two fulltime positions that will be able to do this work year round. 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 \$30,000 for extrication equipment, \$50,000 for a fire prevention education system, folding walls for the EOC, a portable training facility for \$550,000 and new radio system for \$47,660 just to name a few. (For a complete list of capital projects please see the capital improvement budget.)
- **Ambulance Expenditures** – The Ambulance Department’s budget is up slightly due to the minimum wage increase which was discussed earlier in this document. The capital projects for the Ambulance Department include three power cot loading systems for \$142,014 and a \$15,000 oxygen bottle loading system. We are going to evaluate our charges for ambulance service this year to make sure we are keeping up with wages.
- **Police Expenditures** – The Police Department has the largest General Fund budget at \$3,260,800. The biggest change in the Police Department budget for fiscal year 2017 is the addition of a police officer position, moving a part-time code enforcement officer to full-time and adding a part-time position to deal with community outreach. There is also an increase for dispatch service fees. The Police Department has several capital projects this year including a much needed upgrade to the office furniture and two replacement vehicles.
- **Aquatic Center Expenditures** – Attendance at the Aquatic Center continues to increase and memberships are now over 1,500. Overall, there are no significant changes in the Aquatic Center budget. The one change to the budget is the \$20,000 for the new software system that will track membership, admissions and swimming lessons. There is only one anticipated capital project for the Aquatic Center, which is refurbishing the pool filter for \$12,000.
- **Planning and Economic Development Expenditures** – The large increase in Planning’s budget is the addition of a new employee in 2015. Increased development activity necessitated that need for another planning position.
- **Facilities Maintenance Expenditures** – There are no significant changes to the Facilities Maintenance budget. The Facilities Maintenance Department has several capital projects including replacement of the HVAC systems at City Hall and furnishings 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

## Introduction

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.
- **Building Inspections Fund** – This is a new special revenue fund created to track building inspection revenue and expenditures separately. State law requires municipalities to be able to prove they are not making money on building inspections. The only way to definitively show that the city is following the law is to have Building Inspections in a separate fund. There are no significant changes in the Building Inspections budget from last year.
- **Streets Fund** – The 2017 budget for the Streets Fund is higher than the 2016 budget. This increase is due to an increase in professional services as well as an increase in operating contingencies. Professional services is up because we are planning on updating the transportation system plan and operating contingencies are up because we are trying to save money for two upcoming road projects. The first project is the Godsey Road project that will require \$150,000 and the second is the signalization of the Ellendale/Fir Villa intersection for \$600,000. The fund will do some sidewalk handicap ramp replacements as well as \$250,000 in overlay projects.
- **Sewer Fund** – Personnel Services are up this year for the Sewer Fund because we are adding a full-time position. This position will be shared between the Sewer Fund, Water Fund and Streets Fund. The Sewer Fund does not have any major changes in the operating budget. There are seven capital projects budgeted for fiscal year 2017. A few of these projects are quite large and include the Rickreall Creek Interceptor project for \$225,000, sewer treatment plant equipment replacement for \$220,000, and \$350,000 in ground water infiltration reduction projects.
- **Stormwater Fund** – The Stormwater Fund does not have any significant changes. There are no stormwater projects scheduled for this budget cycle.
- **Water Fund** – There are no significant changes to the Water Fund's personnel services or materials and services categories. The Water Fund has three capital projects scheduled for 2017. The first capital project is equipment replacement at the water treatment facility, second is miscellaneous water line replacements, and the final project is the acquisition of property in the watershed that feeds the Mercer Reservoir which is anticipated to cost \$1.8 million.
- **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 2017.

## Introduction

- **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 2017. The major grant the City will deal with this fiscal year is a \$1.5 million Community Development
- **Block Grant (CDBG)** to construct a new senior center. We hope to break ground for the senior center in 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

As I stated earlier in this document, there are a number of long-term budget challenges the City of Dallas will face in the next five years. The 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. In 2015 the senior management team created the 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' property 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

## Introduction

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 and the budget document. Everyone did a great job completing their portion of the budget.

I 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 2016-2017 budget.

Sincerely,



Ronald W. Doggin, ICMA-CM  
City Manager

## Tax Rates FY 2015-16

Dallas Residence Tax Rate by Code	Amount
City of Dallas	4.1406
Polk County	1.6936
Polk County Bonds	0.8238
Chemeketa	0.6178
Chemeketa Bonds	0.2931
Chemeketa Regional Library	0.0808
Willamette ESD	0.2929
Dallas Bonds prior to 2001	0.607
Dallas Bonds after 2001	0.1004
Dallas Urban Renewal	0.1598
Dallas CD	0.054
Polk Soil / Water CD	0.0494
Dallas School District 2	4.4932
Dallas SD2 Bonds	1.5491
4-H/M.G./Ag/Forest Ext Dist.	0.0741
Total	15.0296

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

## Introduction

	Actual 2014-15	Actual 2015-16	Estimated 2016-17
Appraised assessed taxable property in the City	\$853,533,281	\$890,398,887	\$926,014,842
Tax levy	3,580,948	3,735,636	4,247,807
Debt service	686,599	638,243	524,959
<b>TOTAL TAX LEVY</b>	<b>\$4,267,547</b>	<b>\$4,373,879</b>	<b>\$4,772,766</b>
Tax rate per \$1,000 value	\$4.9376	\$5.0078	\$5.1540
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.

## Top 10 City of Dallas Property Tax Payers

Owner Name	Tax Amount	Assessed Value	Real Market Value
Greenway	114,845.37	7,641,280	11,811,800
Walmart Real Estate Business Trust	100,314.61	6,674,470	8,333,150
Victoria Place General Partnership	95,538.80	6,356,710	9,037,100
Northwest Natural Gas Co	94,045.55	6,429,000	6,429,000
Dallas Mennonite Ret Comm Inc	83,484.85	5,640,960	6,805,770
Charter Communications	75,844.44	5,010,700	6,256,191
Safeway #404	49,609.39	3,300,780	4,544,240
Forest River Manufacturing LLC	47,464.20	3,240,400	3,313,300
LaCreole Properties Inc	44,750.63	2,977,500	3,500,450
Weslee Properties Inc.	42,216.08	2,808,860	4,496,640
<b>TOTALS</b>	<b>\$ 748,113.92</b>	<b>\$ 50,080,660</b>	<b>\$ 64,527,641</b>

## 2016-2017 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 8	Draft Budget will be finalized so it can be formatted and printed for the Budget Committee
April 8	Post on website Legal Notice of Budget Committee meeting on April 18 for the purpose of receiving the 2015-16 proposed budget, and a public hearing to be held on May 16 on the proposed budget and state revenue sharing.
April 13	Publish Legal Notice of Budget Committee meeting on April 18 for the purpose of receiving the 2016-17 proposed budget, and a public hearing to be held on May 16 on the proposed budget and state revenue sharing.
April 18	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.
May 2	Budget Committee meeting to discuss department budget requests
May 4	Publish Legal Notice of Budget Committee meeting on May 16 for the purpose of holding a public hearing on the proposed FY 2016-17 budget and state revenue sharing.
May 16	General meeting of the Budget Committee. <ol style="list-style-type: none"><li>1. Reports and recommendations are given and Budget Committee makes changes where necessary.</li><li>2. Public Hearing, to start no earlier than 7:15 p.m., on proposed budget and state revenue sharing.</li><li>3. The Budget Committee passes a motion recommending to the City Council a Budget for Fiscal Year 2016-17 and approving an amount or rate of total property taxes to be certified for collection.</li></ol>
May 16	Last date for the Budget Committee to approve a recommended Budget.
May 25	Publish "Financial Summary and Notice of Budget Hearing" on June 6 and advertisement of Budget including summary budget statements.
June 6	Public Hearing – 7:00 p.m. in City Council Chambers on the recommended 2016-17 Budget and proposed use of State Revenue Sharing funds.
June 20	City Council adopts a resolution making appropriations and levying property taxes and a resolution regarding receiving State Revenue Sharing Funds.
June 30	Certify Property Tax Levy to County Assessor.

## Introduction

### Budget Policy – Financial Control

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

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

### Budget Process

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

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

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

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

### Basis of Budgeting

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

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

## Introduction

### Budget Calendar

Feb – April, 2016: Department Heads meet with City Manager to develop FY 2016-17 budget.

March 25, 2016: General meeting of the full Budget Committee. Staff reviews the process and discusses general challenges for the upcoming fiscal year.

April 18, 2016: 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 16, 2016: 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 2016-17 and approving an amount or rate of total property taxes to be certified for collection.

June 6, 2016: City Council holds a public hearing on the recommended 2016-17 Budget and proposed use of State Revenue Sharing funds.

June 20, 2016: 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.

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### 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 administered by the City Manager. The City Manager must ensure expenditures comply with the legally adopted budget. Each Department Head will be accountable for the

## Introduction

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.

## Introduction

### Reserve Policy

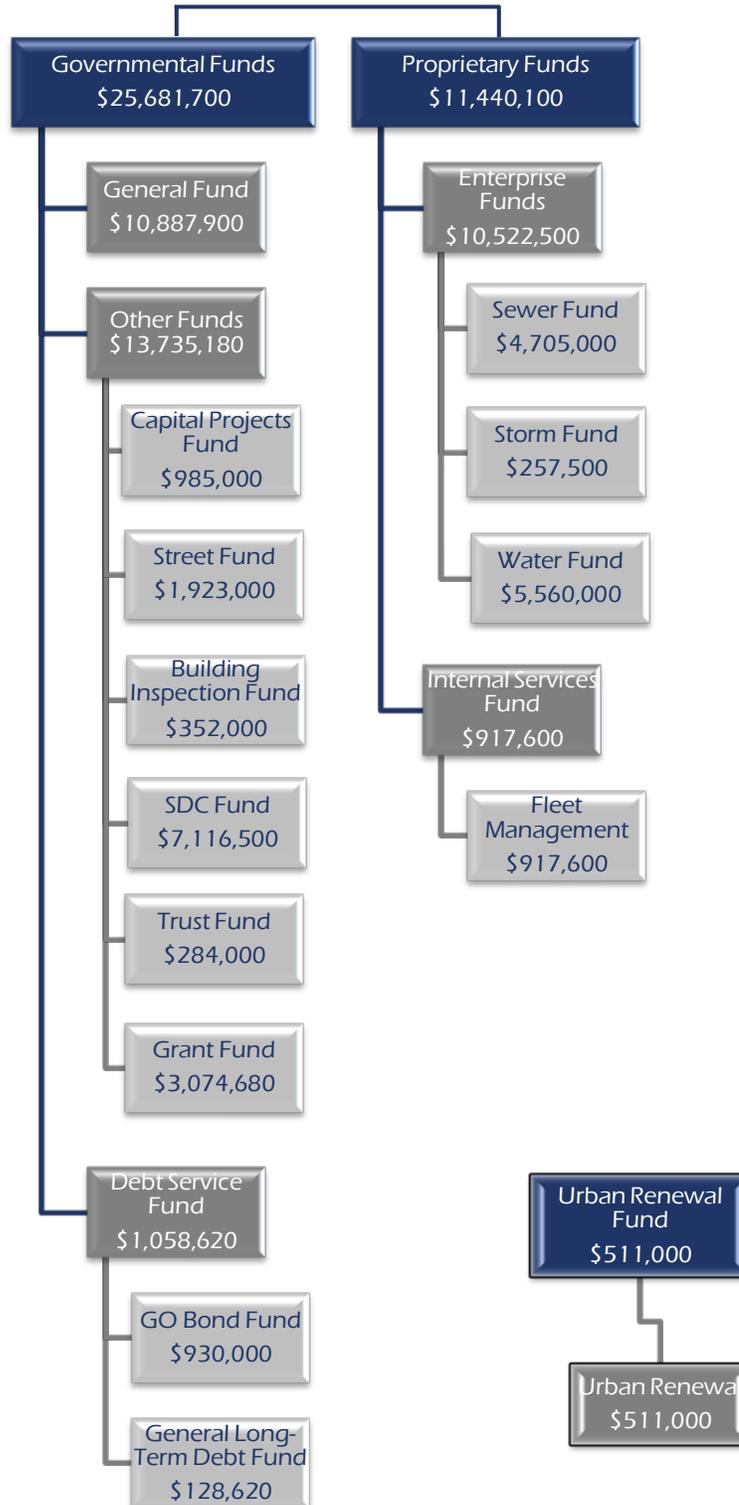
1. The City shall strive to maintain an unappropriated reserve in all Funds that is at least 10% of the operating budget (excluding debt service, capital outlay, equity transfers, reserves and interfund transfer reimbursement revenues).
2. The City shall establish a contingency fund to provide for unanticipated 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 2016-2017 Budget \$37,121,800				
Governmental Funds \$25,681,700			Proprietary Funds \$11,440,100	
General Fund \$10,887,900	Other Funds \$13,735,180	Debt Service Fund \$1,058,620	Enterprise Funds \$10,522,500	Internal Services Fund \$917,600
Administration City Council City Attorney Human Resources Library Parks and Recreation Finance Municipal Court Fire and EMS Police Aquatic Center Planning and Economic Development Facilities	Capital Projects Fund Street Fund Building Inspection 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						✓	✓
Building Inspections Fund						✓	
SDC Fund			✓				✓
Trust Fund	✓		✓	✓	✓	✓	
Grant Fund	✓		✓	✓	✓		✓
General Obligation Fund		✓					
General Long-Term Debt Fund		✓					
Sewer Fund							✓
Water Fund							✓
Fleet Mgmt Fund							✓
Stormwater Fund							✓

## 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 oversized sewers, over-wide streets, water mains and other related needs.

##### Street Fund

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

##### Grants Fund

The Grants Fund account for major grants to the City.

#### Non-Major Funds

##### Capital Projects Fund

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

##### Special Revenue Funds

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

##### Building Inspection Fund

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

##### Trust/Reserve Fund

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

##### Urban Renewal Fund

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

##### Debt Service Funds

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

##### General Obligation Bond Fund

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

##### General Debt Fund

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

## Proprietary Funds

## Introduction

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.

## 2016-2017 Budget Summary – All Funds

### Beginning Fund Balances

	Actual FY 13/14	Actual FY 14/15	Amended FY 15/16	Proposed FY 16/17
General Fund	1,287,991	2,060,230	1,550,000	1,500,000
Capital Projects Fund	0	0	130,902	435,000
Street Fund	491,262	689,657	585,000	870,000
Building Inspection Fund	0	0	0	0
Street SDC	193,745	65,142	120,000	295,000
Park SDC	147,768	288,129	200,000	450,000
Water SDC	165,619	385,365	425,000	725,000
Sewer SDC	3,478,664	3,662,351	3,925,000	4,600,000
Stormwater SDC	44,027	63,315	20,000	125,000
Trust Fund	217,991	51,583	91,750	126,500
Gen. Obligation Bond Fund	307,276	340,435	380,000	375,000
Fleet Management Fund	232,275	223,733	241,875	340,000
Sewer Fund	1,756,522	1,398,858	1,158,464	950,000
Stormwater Fund	0	0	0	75,000
Water Fund	600,303	849,271	1,045,000	1,320,000

### Staffing by Fund(full-time equivalents)

	2013-14	2014-15	2015-16	2016-17
General Fund	79.26	79.08	77.35	78.422
Street Fund	2.9	2.9	3.15	3.15
Building Inspections	0	0	0	2.225
Fleet Fund	2.1	2.1	2.1	2.1
Sewer Fund	6.05	6.05	5.25	5.856
Stormwater Fund	0	0	0.95	1.3
Water Fund	3.9	4.1	4.15	5.556
Urban Renewal Agency	0.1	0.1	0.1	0.1
<b>TOTAL</b>	<b>94.31</b>	<b>94.33</b>	<b>93.05</b>	<b>98.709</b>

## Introduction

### All Funds Revenues

	Actual 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17
Property Taxes	4,081,037	4,223,822	4,300,000	4,395,000
Other Agency Shared Taxes	1,398,596	1,373,523	1,457,400	1,422,400
State and Federal Grants	298,083	446,442	3,518,875	3,224,680
User Fees	8,690,687	8,727,061	9,072,000	9,676,500
Franchise Fees	1,170,721	1,093,766	1,155,000	1,185,000
Interest Earned	42,441	43,884	50,000	56,500
Reimbursements and Transfers	1,647,370	1,769,948	1,984,650	2,178,720
Trust Deposits	79,418	150,721	148,500	157,500
Other	508,418	1,506,494	8,051,500	2,639,000
Beginning Balance	8,923,444	10,078,068	9,872,991	12,186,500
<b>TOTAL</b>	<b>26,840,215</b>	<b>29,413,730</b>	<b>39,610,916</b>	<b>37,121,800</b>

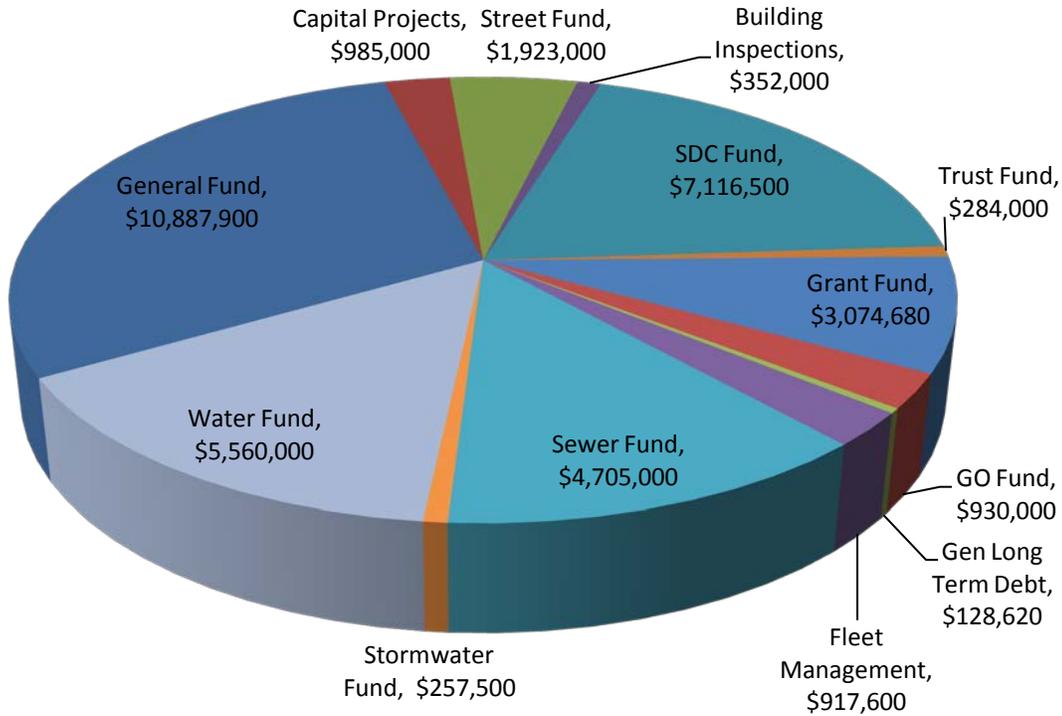
### All Funds Expenditures

	Actual 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17
Personnel Services	7,321,707	7,522,456	7,973,000	8,475,000
Materials & Services	4,097,460	4,434,729	5,007,150	5,109,650
Capital Outlay	1,688,246	2,931,813	17,675,875	13,779,680
Debt Service	2,191,937	2,305,288	2,921,520	2,427,690
Contingency	0	0	2,854,482	3,579,398
Intra-fund Transfers	1,479,978	1,572,600	2,124,600	2,076,006
Assigned Fund Balance	0	0	0	84,000
Unappropriated Fund Balance	-	-	1,407,048	1,590,376
<b>TOTAL</b>	<b>16,779,327</b>	<b>18,766,887</b>	<b>39,963,675</b>	<b>37,121,800</b>

Introduction

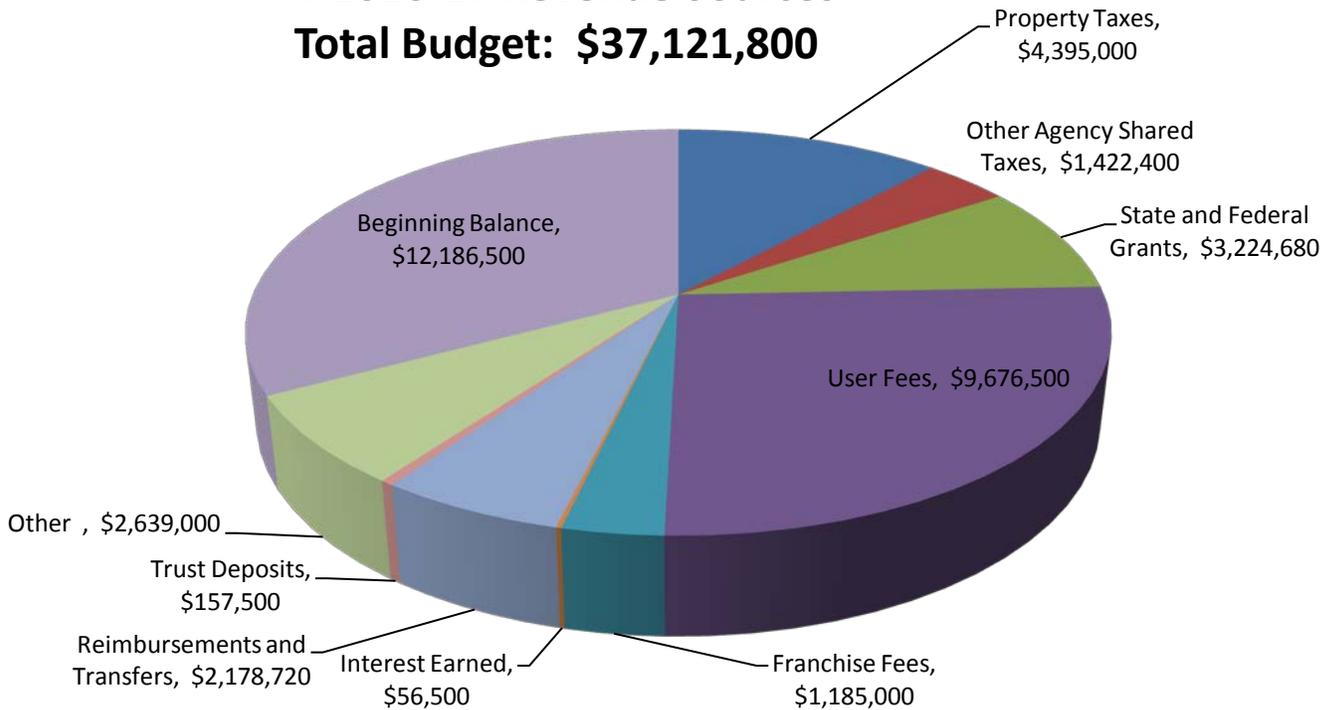
**FY 2016- 2017 Budget Breakdown By Fund**

**Total Budget: \$37,121,800**



**FY 2016-17 Revenue Sources**

**Total Budget: \$37,121,800**



# Long Range Financial Plan      Introduction

## Fiscal Years 2014-15 through 2019-20

### Introduction

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

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

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

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

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

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

### Key Revenue Assumptions

**Property Taxes** – The Polk County Assessor determines the amount the City may levy in property taxes. However, property tax assessments may not grow more than 3%, annually, due to the restrictions of Measure 5 and 50. The forecast assumes that property tax revenue will grow 4.5% throughout the forecast period. This assumption takes into account that new construction within City limits.

**Charges for Service** – Fees and charges are collected by the City to provide services in planning, ambulance services, the Dallas Aquatic Center, and recreation. Based on prior

## Introduction

performance, these sources of revenue combined are expected to grow at a 4% annual rate throughout the forecast period.

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

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

**Federal Highway Reimbursements** – The revenue projections from Federal Highway reimbursements are based on historical contributions. This revenue source will continue to be closely monitored as the Federal Highway Trust Fund is approaching financial insolvency.

**Water and Sewer Utilities** - In June 2013, the Dallas City Council adopted rate policies for the sale of water and sewer utilities. The policy holds that the City shall annually adjust utility rates according to changes in the Consumer Price Index for All Urban Consumers (CPI-U), Portland-Salem, of the previous calendar year. The forecast assumes that revenue from water and sewer utilities will increase 2% per year, matching historical trends of the CPI-U.

**Stormwater Utility** – The forecast assumes that the Stormwater utility will be annually adjusted as indicated by the Stormwater Master Plan. The forecast projects the rate increase will be 2%, annually, throughout the forecast period.

## Key Expenditure Assumptions

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

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

## Introduction

**Impact of PERS Reform Legislation** – The Oregon Supreme Court’s May, 2015, decision to partially overturn the 2013 PERS reform legislation plus lower than assumed investment returns will impact the costs of PERS contributions, beginning in FY 2017-18. The forecast, beginning with FY 2017-18, includes a 10% increase every biennium.

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

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

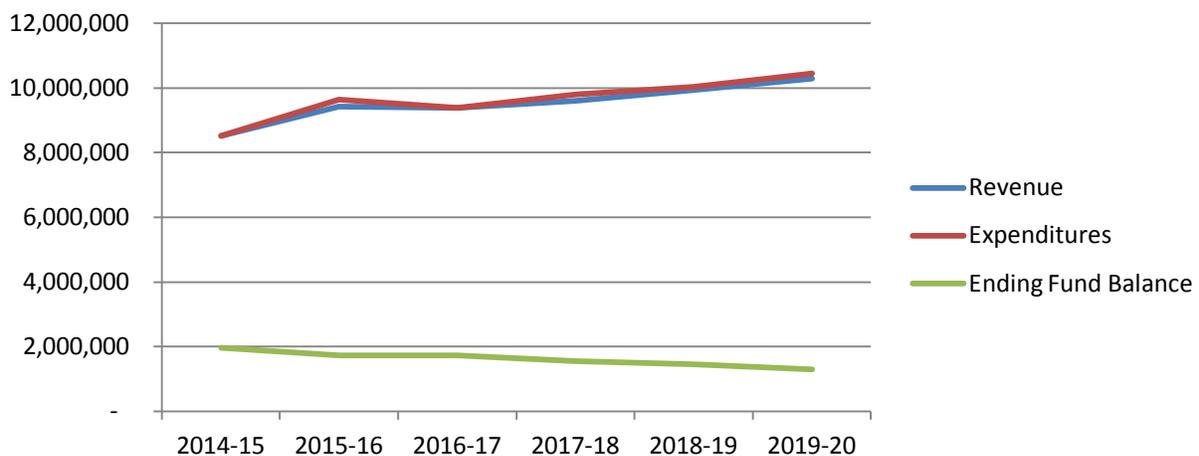
**Debt Service** – The forecast uses estimates based on amortization schedules for outstanding debt issues.

Introduction

**General Fund**

	Actual	Amended	Budgeted	Forecast	Forecast	Forecast
	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
<b>Revenue</b>						
Property Tax	3,543,153	3,620,000	3,840,000	3,992,200	4,150,446	4,314,979
Franchise Fees	1,093,765	1,155,000	1,185,000	1,240,250	1,298,363	1,359,481
Licenses and Permits	309,220	502,000	2,000	2,300	2,300	2,300
Intergovernmental	628,950	685,400	682,400	609,220	628,880	649,410
Charges for Service	1,411,766	1,792,000	1,950,000	2,009,550	2,070,977	2,134,340
Fines and Forfeitures	259,560	365,000	341,500	357,675	375,184	393,568
Reimbursements	1,155,000	1,155,000	1,234,000	1,246,340	1,258,803	1,271,391
Other	107,145	140,000	143,000	149,610	156,540	163,805
<b>Total Revenue</b>	<b>8,508,559</b>	<b>9,414,400</b>	<b>9,377,900</b>	<b>9,607,145</b>	<b>9,941,491</b>	<b>10,289,274</b>
<b>Expenditures</b>						
Personnel Services	5,931,884	6,277,000	6,420,000	6,733,288	6,947,657	7,297,509
Materials and Services	2,057,609	2,319,300	2,355,850	2,358,171	2,419,384	2,482,767
Capital Outlay	86,395	86,395	86,395	86,395	86,395	86,395
Debt Service	40,810	78,314	44,814	78,313	78,313	78,313
Transfer to Other Funds	166,100	236,100	254,506	208,940	168,100	168,100
Non-Departmental Transfs.	304,395	706,395	286,395	386,395	386,395	386,395
<b>Total Expenditures</b>	<b>8,518,627</b>	<b>9,636,714</b>	<b>9,384,170</b>	<b>9,793,252</b>	<b>10,031,671</b>	<b>10,451,150</b>
<b>Beginning Fund Balance</b>	<b>2,060,230</b>	<b>1,963,726</b>	<b>1,741,412</b>	<b>1,735,142</b>	<b>1,549,035</b>	<b>1,458,855</b>
<b>Ending Fund Balance</b>	<b>1,963,726</b>	<b>1,741,412</b>	<b>1,735,142</b>	<b>1,549,035</b>	<b>1,458,855</b>	<b>1,296,979</b>
<b>Net increase (decrease) in Fund Balance</b>	<b>(96,504)</b>	<b>(222,314)</b>	<b>(6,270)</b>	<b>(186,107)</b>	<b>(90,179)</b>	<b>(161,876)</b>

**General Fund**



**General Fund Operating Position:****Introduction**

The General Fund forecast reflects that revenues and expenditures will stay comparable in the forecast period. This will only occur with a minimal increase in service levels. At current service levels, the beginning fund balance is projected to decline from \$1,735,000 in FY 2016-17, to \$1,297,000 by FY 2019-20, a 25 percent decline. The largest category of cost increases to the General Fund is personnel services, which is projected to see an increase of \$682,000 between FY 2016-17, and FY 2019-20.

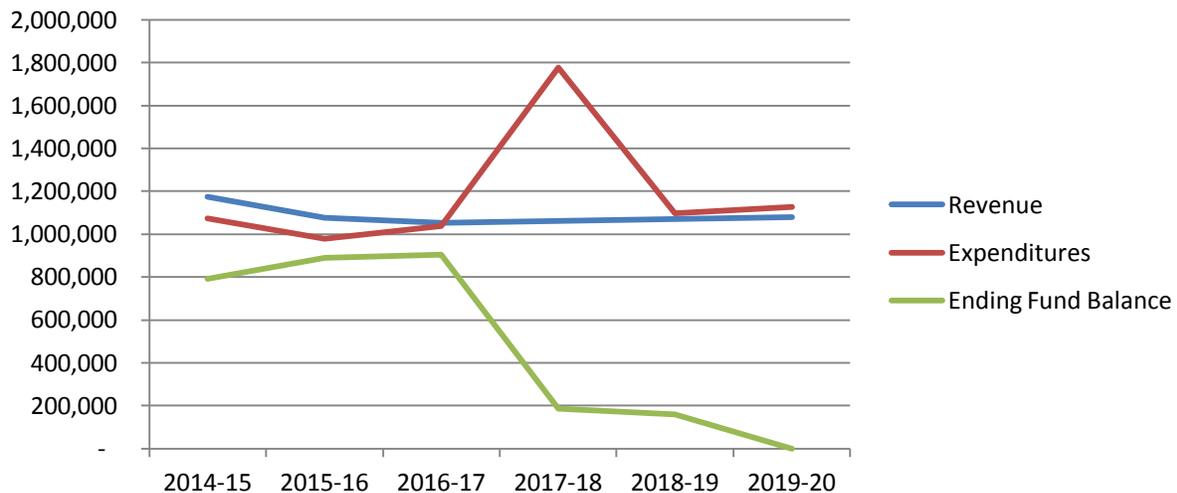
The General Fund pays for projects scheduled in the Capital Improvement Plan (CIP) in the form of non-departmental transfers. The forecast assumes that the General Fund will continue \$200,000 in 2016-17 and increase to \$300,000 from 2017-18 through FY 2019-20. Projects in the CIP are for public safety, parks, and administration services. Funding these projects will become increasingly difficult if our assumptions hold, and there will likely be continued deferred maintenance and potential capital expenditure reductions to keep the fund balance from depleting further.

Introduction

**Street Fund**

	Actual 2014-2015	Amended 2015-2016	Budgeted 2016-2017	Forecast 2017-2018	Forecast 2018-2019	Forecast 2019-2020
<b>Revenue</b>						
State Highway Approp.	859,426	900,000	865,000	873,650	882,387	891,210
Federal Money Reimb.	261,690	150,000	150,000	150,000	150,000	150,000
Interest on Investments	6,695	7,000	8,000	8,080	8,161	8,242
Miscellaneous	47,237	20,000	30,000	30,300	30,603	30,909
Transfers	-	-	-	-	-	-
<b>Total Revenue</b>	<b>1,175,048</b>	<b>1,077,000</b>	<b>1,053,000</b>	<b>1,062,030</b>	<b>1,071,150</b>	<b>1,080,362</b>
<b>Expenditures</b>						
Personnel Services	282,894	317,000	315,000	331,540	342,348	361,034
Materials and Services	246,603	282,400	334,700	343,241	352,038	361,100
Capital Outlay	459,406	297,000	305,500	1,020,000	320,000	320,000
Transfers	83,500	83,500	83,500	83,500	83,500	83,500
<b>Total Expenditures</b>	<b>1,072,403</b>	<b>979,900</b>	<b>1,038,700</b>	<b>1,778,281</b>	<b>1,097,886</b>	<b>1,125,635</b>
<b>Beginning Fund Balance</b>	<b>689,657</b>	<b>792,303</b>	<b>889,403</b>	<b>903,703</b>	<b>187,452</b>	<b>160,716</b>
<b>Ending Fund Balance</b>	<b>792,303</b>	<b>889,403</b>	<b>903,703</b>	<b>187,452</b>	<b>160,716</b>	<b>-</b>
<b>Net Increase (Decrease) in Fund Balance:</b>	<b>102,646</b>	<b>97,100</b>	<b>14,300</b>	<b>(716,251)</b>	<b>(26,736)</b>	<b>(160,716)</b>

**Street Fund**



**Street Fund Operating Position:****Introduction**

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

The forecast shows that both of these revenue sources are expected to remain flat in each year of the forecast period. The minor annual increase in State Gas Tax revenue that is reflected in the forecast is due to our assumption that the City's population will increase 1% each year. An expected decline in beginning fund balance, which is projected to decrease from \$889,000 in FY 2016-17, to \$160,000 by FY 2019-20, is due to safety improvement projects along East Ellendale Avenue at the Fir Villa and LaCreole intersections, as well as project matching funds for the Godsey Road improvement project.

## Introduction

## Fleet Management Fund

	Actual	Amended	Budgeted	Forecast	Forecast	Forecast
	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
<b>Revenue:</b>						
Gas and Oil Reimbursement	8,125	10,000	5,000	10,000	10,000	10,000
Fleet Total Care Program	413,000	418,000	418,000	429,800	442,780	457,058
Sale of Equipment	33,300	8,000	5,000	5,000	5,000	5,000
Reimbursed Services	76,230	80,000	60,000	67,000	67,000	67,000
Transfers	104,600	103,600	89,600	104,600	104,600	104,600
<b>Total Revenue</b>	<b>635,255</b>	<b>619,600</b>	<b>577,600</b>	<b>616,400</b>	<b>629,380</b>	<b>643,658</b>
<b>Expenditures:</b>						
Personnel Services	203,450	214,000	212,000	222,640	227,973	239,783
Materials and Services	177,618	256,200	204,700	210,841	217,166	223,681
Capital Outlay	156,043	-	-	60,000	-	350,000
Transfers	80,000	80,000	80,000	90,000	50,000	50,000
<b>Total Expenditures</b>	<b>617,111</b>	<b>550,200</b>	<b>496,700</b>	<b>583,481</b>	<b>495,139</b>	<b>863,465</b>
<b>Beginning Fund Balance</b>	<b>223,733</b>	<b>241,877</b>	<b>311,277</b>	<b>392,177</b>	<b>425,096</b>	<b>559,337</b>
<b>Ending Fund Balance</b>	<b>241,877</b>	<b>311,277</b>	<b>392,177</b>	<b>425,096</b>	<b>559,337</b>	<b>339,530</b>
<b>Net Increase (Decrease) in Fund Balance</b>	<b>18,144</b>	<b>69,400</b>	<b>80,900</b>	<b>32,919</b>	<b>134,241</b>	<b>(219,807)</b>

### Fleet Management Fund Operating Position:

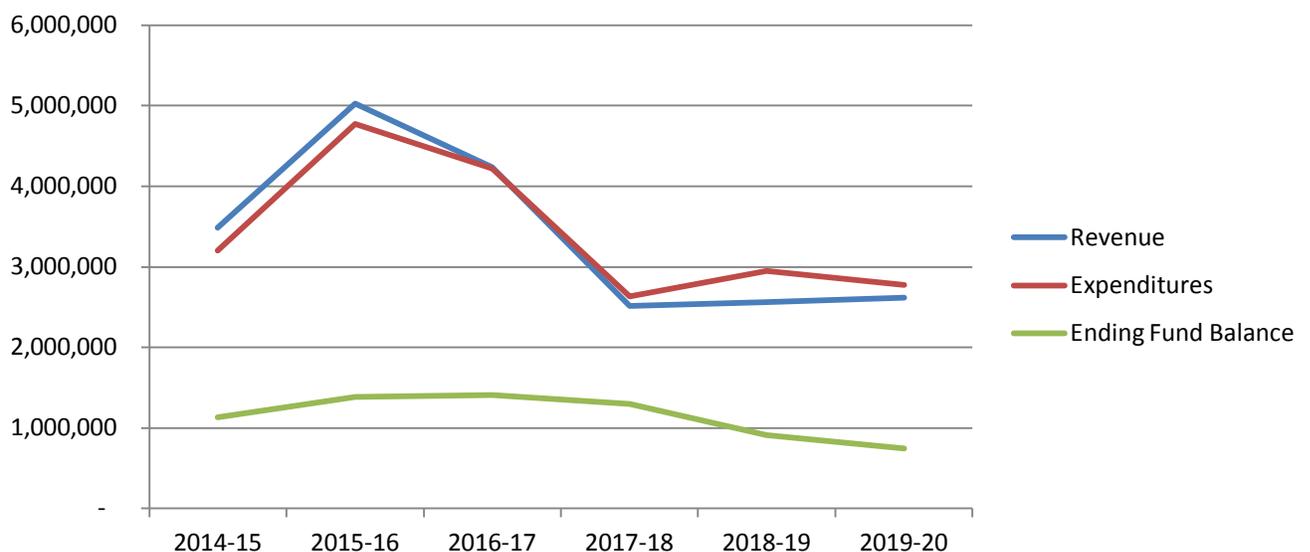
The Fleet Management Fund serves as an internal service fund, and has two main sources of revenue. The first is the Total Care Program, which is an internal vehicle repair program where funds are transferred from the General Fund and enterprise funds in exchange for the personnel, material, and capital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

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

## Water Fund

	Actual	Amended	Budgeted	Forecast	Forecast	Forecast
	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
<b>Revenue</b>						
Sale of Water	2,249,333	2,300,000	2,355,000	2,402,100	2,450,142	2,499,145
New Account Fees	10,920	10,000	10,000	10,000	10,000	10,000
Service Connections	26,621	20,000	25,000	20,000	20,000	20,000
Interest on Investments	10,341	12,000	15,000	10,000	10,000	10,000
Miscellaneous	105,996	85,000	85,000	75,000	75,000	75,000
Finance Proceeds	1,084,372	2,600,000	1,750,000	-	-	-
<b>Total Revenue</b>	<b>3,487,583</b>	<b>5,027,000</b>	<b>4,240,000</b>	<b>2,517,100</b>	<b>2,565,142</b>	<b>2,614,145</b>
<b>Expenditures</b>						
Personnel Services	402,711	444,000	447,000	469,500	484,367	509,748
Materials and Services	751,995	787,000	770,800	793,924	817,742	842,274
Capital Outlay	1,247,642	2,750,000	1,950,000	315,225	596,364	370,770
Debt service	354,458	347,968	607,009	607,010	607,008	607,009
Transfers	445,000	445,000	445,000	445,000	445,000	445,000
<b>Total Expenditures</b>	<b>3,201,806</b>	<b>4,773,968</b>	<b>4,219,809</b>	<b>2,630,659</b>	<b>2,950,481</b>	<b>2,774,801</b>
<b>Beginning Fund Balance:</b>	<b>849,271</b>	<b>1,135,048</b>	<b>1,388,080</b>	<b>1,408,270</b>	<b>1,294,711</b>	<b>909,372</b>
<b>Ending Fund Balance</b>	<b>1,135,048</b>	<b>1,388,080</b>	<b>1,408,270</b>	<b>1,294,711</b>	<b>909,372</b>	<b>748,715</b>
<b>Net Increase (Decrease) in Fund Balance</b>	<b>285,777</b>	<b>253,032</b>	<b>20,191</b>	<b>(113,559)</b>	<b>(385,339)</b>	<b>-</b>

## Water Fund



## Introduction

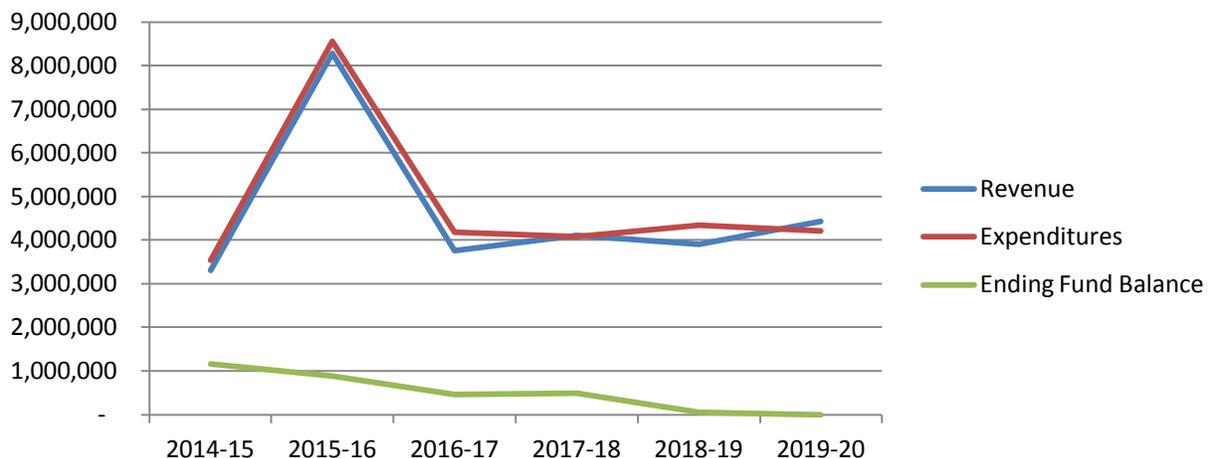
### Water Fund Operating Position:

The Water Fund accounts for the City's water utility. The fund's primary source of revenue comes from the sale of water to customers. The forecast includes the one-time issuance of \$ 1,750,000 in revenue bonds in FY 2016-17. These debt proceeds will go towards land acquisition at Mercer Reservoir. During the forecast period, revenue from the utility is projected to cover debt payments and operational expenditures, while increasing the fund balance.

## Sewer Fund

	Actual 2014-2015	Budgeted 2015-2016	Forecast 2016-2017	Forecast 2017-2018	Forecast 2018-2019	Forecast 2019-2020
<b>Revenue</b>						
Sewer Service Charges	3,148,628	3,060,000	3,100,000	3,162,000	3,225,240	3,289,745
Interest on Investments	11,795	15,000	15,000	15,000	15,000	15,000
Miscellaneous	143,497	111,500	65,000	125,000	125,000	125,000
Finance Proceeds	-	5,100,000	575,000	811,652	546,364	1,002,908
<b>Total Revenue:</b>	<b>3,303,920</b>	<b>8,286,500</b>	<b>3,755,000</b>	<b>4,113,652</b>	<b>3,911,604</b>	<b>4,432,653</b>
<b>Expenditures</b>						
Personnel Services	597,289	525,000	598,000	633,900	654,232	689,108
Materials and Services	1,107,412	1,115,000	1,099,000	1,116,770	1,134,921	1,153,463
Capital Outlay	185,687	5,286,000	895,000	430,000	600,000	410,000
Debt service	1,073,925	1,006,550	1,035,892	1,348,526	1,406,127	1,411,572
Transfers	580,000	631,000	551,000	551,000	551,000	551,000
<b>Total Expenditures:</b>	<b>3,544,313</b>	<b>8,563,550</b>	<b>4,178,892</b>	<b>4,080,196</b>	<b>4,346,280</b>	<b>4,215,143</b>
<b>Beginning Fund Balance</b>	<b>1,398,858</b>	<b>1,158,465</b>	<b>881,415</b>	<b>457,523</b>	<b>490,979</b>	<b>56,303</b>
<b>Ending Fund Balance</b>	<b>1,158,465</b>	<b>881,415</b>	<b>457,523</b>	<b>490,979</b>	<b>56,303</b>	<b>-</b>
<b>Net Increase (Decrease) in Fund Balance</b>	<b>(240,393)</b>	<b>(277,050)</b>	<b>(423,892)</b>	<b>33,456</b>	<b>(434,676)</b>	<b>(56,303)</b>

## Sewer Fund



## Introduction

### Sewer Fund Operating Position:

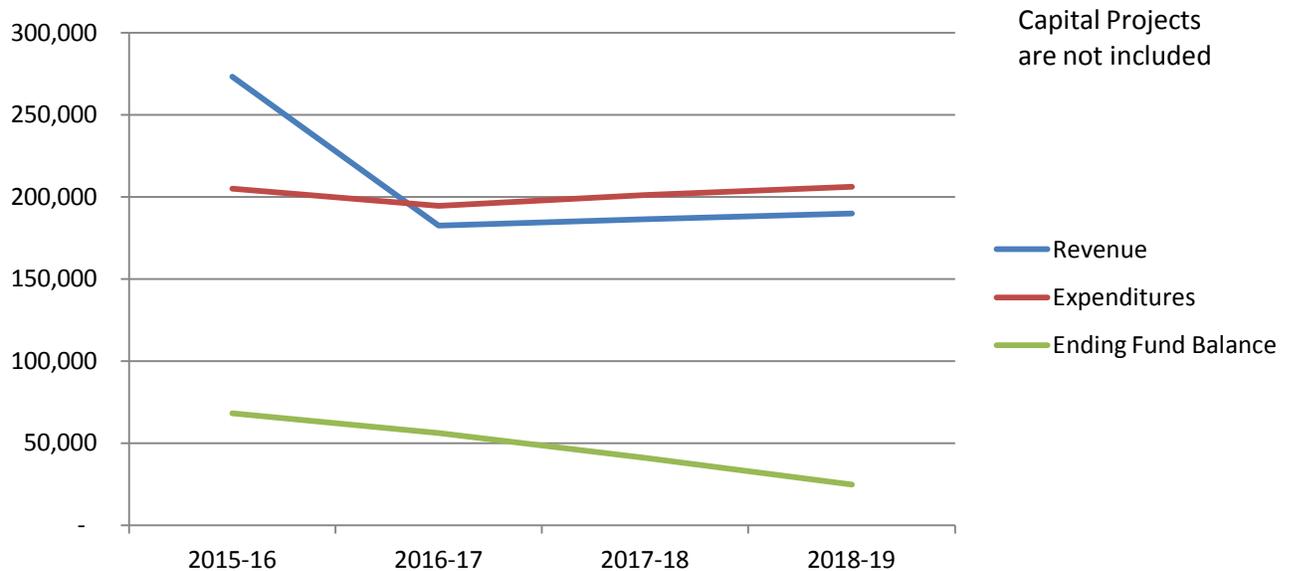
The Sewer Fund accounts for the city's sewer utility. The fund's primary source of revenue comes from sewer service charges paid by ratepayers. In Fiscal Year 2016-2017, the Sewer Fund will issue \$575,000 in revenue bonds that will finance the beginning phases of a reclaimed water project, new sewer lines, and inflow and infiltration (I & I) reduction projects.

During the course of the forecast period, debt service payments plus additional capital improvements will cause annual reductions to the fund's reserves, resulting in an ending fund balance of \$275,000 by FY 2019-20, if assumptions hold. However, the upcoming retirement of the 2011 series Full Faith and Credit bonds in Fiscal Year 2019-20 will reduce the Sewer Fund's debt obligations.

## Stormwater Fund

	Actual 2014-2015	Amended 2015-2016	Budgeted 2016-2017	Forecast 2017-2018	Forecast 2018-2019	Forecast 2019-2020
<b>Revenue</b>						
Storm Service Charge	-	190,000	180,000	183,600	187,272	191,017
Interest on Investments	-	1,000	500	515	530	546
Miscellaneous	-	2,000	2,000	2,060	2,122	2,185
Transfers	-	80,000	-	-	-	-
<b>Total Revenue:</b>	-	273,000	182,500	186,175	189,924	193,749
<b>Expenditures</b>						
Personnel Services	-	100,000	109,000	115,400	119,784	127,007
Materials and Services	-	56,000	56,300	56,863	57,432	58,006
Capital Outlay	-	20,000	-	-	-	-
Debt service	-	-	-	-	-	-
Transfers	-	29,000	29,000	29,000	29,000	29,000
<b>Total Expenditures:</b>	-	205,000	194,300	201,263	206,216	214,013
<b>Beginning Fund Balance:</b>	-	-	68,000	56,200	41,112	24,821
<b>Ending Fund Balance</b>	-	68,000	56,200	41,112	24,821	4,557
<b>Net Increase (decrease) in Fund Balance</b>	-	68,000	(11,800)	(15,088)	(16,291)	(20,263)

## Stormwater Fund

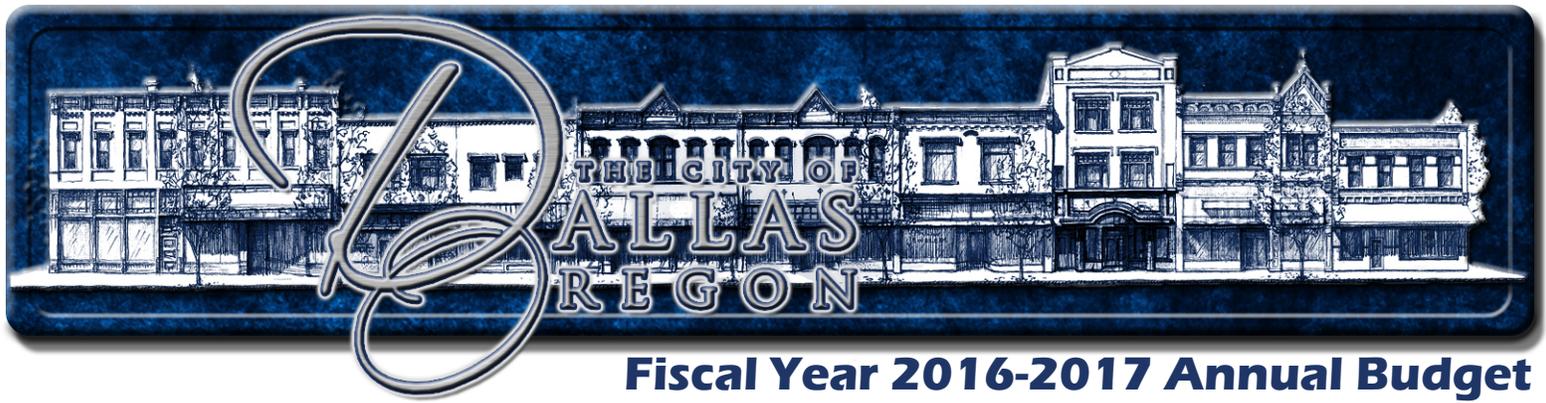


## Introduction

### Stormwater Fund Operating Position:

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

With the creation of the new fund, the City began collecting storm service charges while reducing sewer charges in order to avoid increasing rates for the combined services. The Stormwater Master Plan will outline a rate structure for additional revenue to build reserves needed to complete capital improvement projects identified the Stormwater Master Plan.



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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.



## Fund Summaries

## General Fund



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## Fund Summaries

## General Fund

# 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.

## Fund Summaries

## General Fund

### Revenue Trends and Assumptions

#### Property Taxes

The estimated 2016-17 collection of current property taxes for the General Fund will be \$3,700,000. 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 2016-17 is estimated to increase by 4.5 percent which allows 1.0 percent for growth. The collection rate is estimated to be 94.6 percent of the taxes levied.

#### Franchise Fees

Franchise Fees account for approximately 11% of the General Fund budget. It is projected that the 2016-17 level of actual receipts will slightly increase from FY 2015-16 actual receipts.

#### Licenses and Permits

A small resource, licenses is expected to continue to be \$2,000. Permits have been moved to a new Building Inspections Fund beginning FY 2016-17.

#### Intergovernmental Revenues

For FY 2016-17 projections for Intergovernmental revenues will stay status quo due to a small decrease in projected revenues from cigarette and alcoholic beverage tax.

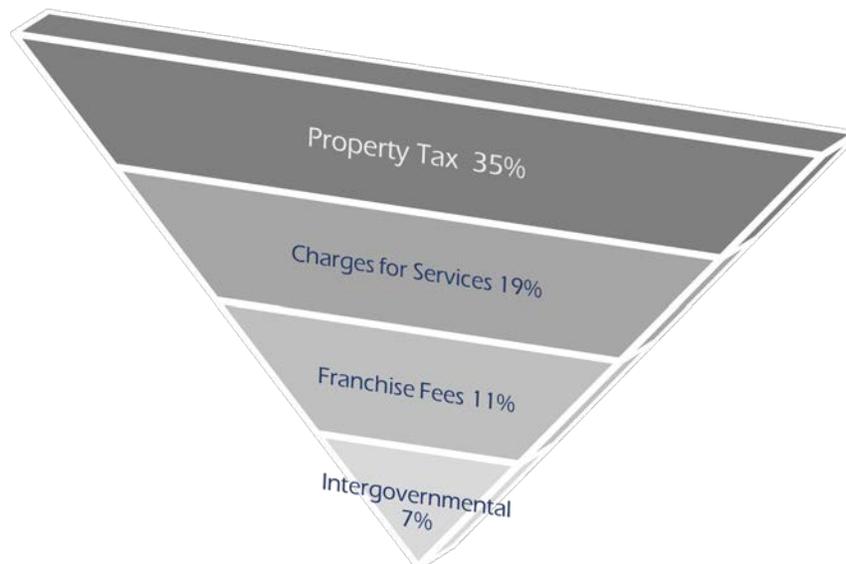
#### Municipal Court Fines

Municipal court fines are forecasted to decrease by 10% due to estimated FY 2015-16 actual receipts.

#### Charges for Services

Overall charges for services for 2016-17 are estimated to slightly increase by 9%. Notable increases are Ambulance Fees, Planning Fees and Fire-Med.

**The following General Fund Major Revenue Sources represent 71% of total general fund revenues.**



## Fund Summaries

## General Fund

# General Fund Long-Range Financial Forecast 2017 through 2020

### Key Assumptions:

- Personnel costs will continue to increase. A considerable increase in PERS will take effect in FY 2017-18.
- No change in program or operation service level
- Minimal change in staffing levels (1.5 FTE in 2017)

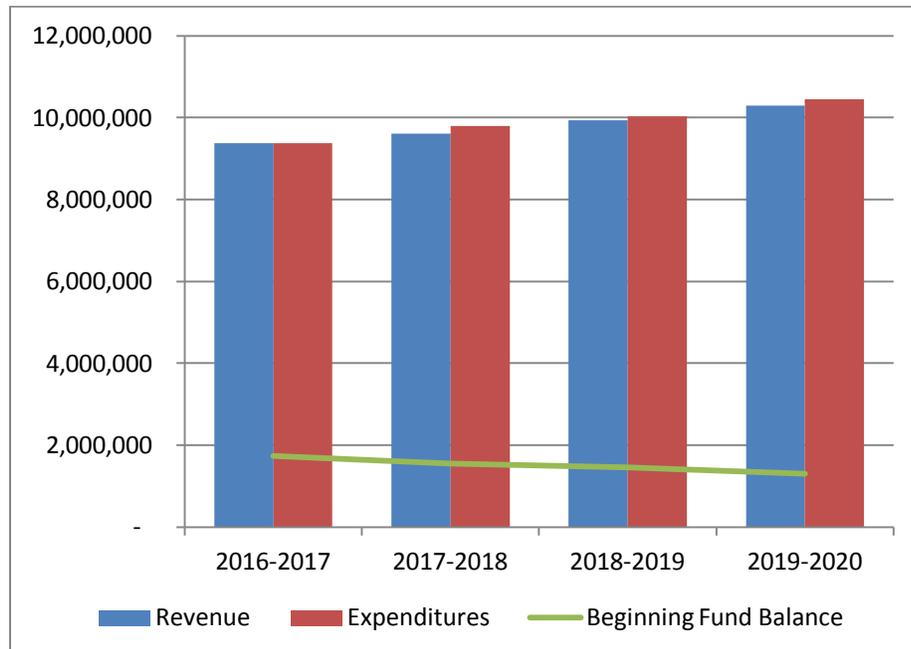
The General Fund Forecast is a tool used to make a projection about how much the City will spend and receive over the next four years and assist policy makers with developing strategies to meet future needs. The current forecast is a snapshot of what is known today and will be updated as new information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

### Operating Position:

The forecast reflects a 4% growth to property tax which accounts for approximately 34% of general fund revenue. Minimal growth to other taxes and charges for service is forecasted. Together these resources account for 52% of general fund revenue.

Over the next three years, a total of \$2,416,600 in capital projects is forecasted along with an approximate 20 percent increase in employee benefits due to forecasted increase to the PERS rate and health insurance costs.

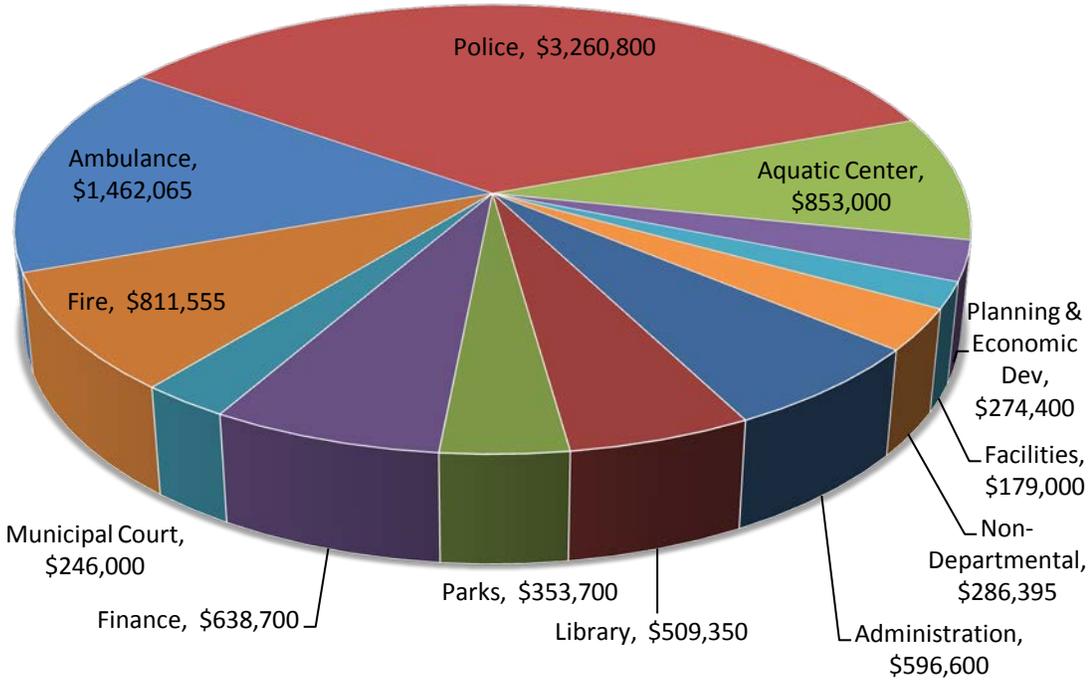
The following chart demonstrates the relationship between revenues, expenditures, and the corresponding impact on the general fund reserve.



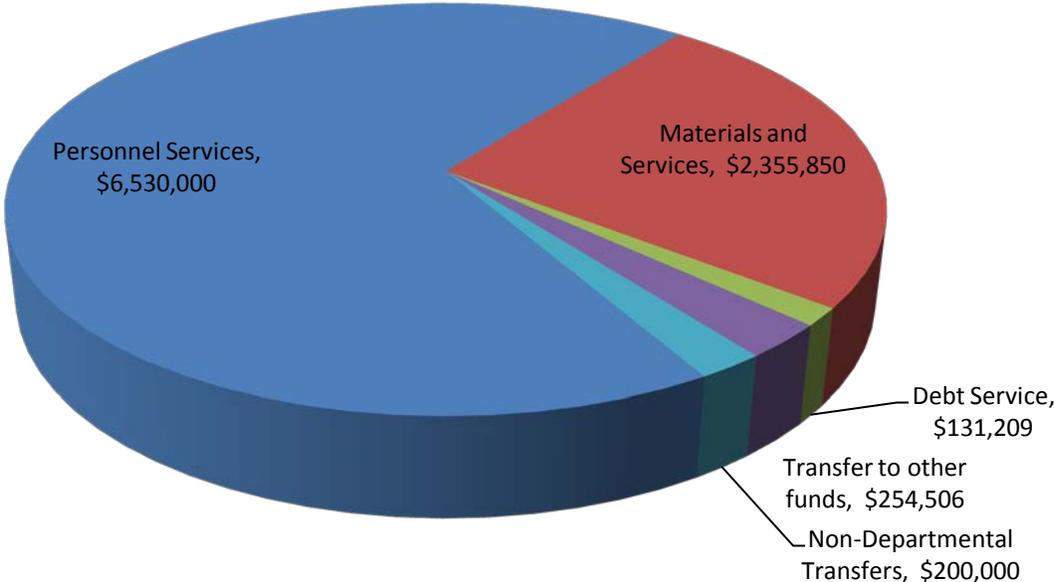
**Fund Summaries**

**General Fund**

**2016-17 Departmental Budgets**



**2016-17 General Fund Expenditures**



## Fund Summaries

## General Fund

## General Fund Revenues

	Actual 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17	% Change
Taxes	3,365,340	3,543,153	3,620,000	3,840,000	6%
Franchise Fees	1,170,721	1,093,766	1,155,000	1,185,000	3%
Licenses & Permits	262,593	309,220	229,000	2,000	(99%) <sup>1</sup>
Intergovernmental/Other agencies	675,888	692,453	749,400	749,400	0%
Municipal Court Fines	134,291	176,797	280,000	252,500	(10%) <sup>2</sup>
Investment Income	14,237	15,053	15,000	18,000	20% <sup>3</sup>
Charges for Services	1,981,002	1,523,118	1,913,000	2,107,000	10% <sup>4</sup>
Reimbursements & Fund Transfers	1,163,643	1,155,000	1,155,000	1,234,000	7%
<b>TOTAL Revenues</b>	<b>8,767,715</b>	<b>8,508,561</b>	<b>9,116,400</b>	<b>9,387,900</b>	
Beginning Balance	1,287,991	2,060,230	1,550,000	1,500,000	
<b>TOTAL</b>	<b>10,055,706</b>	<b>10,568,791</b>	<b>10,666,400</b>	<b>10,887,900</b>	

## General Fund Expenditures Recap

	Actual 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17	% Change
Personnel Services	5,861,895	6,036,107	6,348,000	6,530,000	3%
Materials and Services	1,845,763	2,057,608	2,319,300	2,355,850	2%
Capital Outlay	78,293	0	0	0	0%
Debt Service	47,272	127,205	164,709	131,209	(20%) <sup>5</sup>
Transfer to Other Funds	144,800	166,100	236,100	254,506	8%
Non-departmental Transfers	17,451	218,000	620,000	200,000	(68%) <sup>6</sup>
<b>TOTAL Expenditures</b>	<b>7,995,473</b>	<b>8,605,020</b>	<b>9,688,109</b>	<b>9,471,565</b>	<b>(2%)</b>
Operating Contingencies	0	0	100,000	100,000	
Assigned Fund Balance	0	0	0	65,000	
Unappropriated Fund Balances	0	0	966,291	1,251,335	
<b>TOTAL</b>	<b>7,995,473</b>	<b>8,605,020</b>	<b>10,754,400</b>	<b>10,887,900</b>	

<sup>1</sup> Building permit revenue now in a new Governmental Fund

<sup>2</sup> Based on actual revenues from FY 15-16

<sup>3</sup> Minimal increase in interest rates

<sup>4</sup> Due to increased activity

<sup>5</sup> Ambulance debt service matured

<sup>6</sup> Decrease of transfers to capital projects

# Fund Summaries

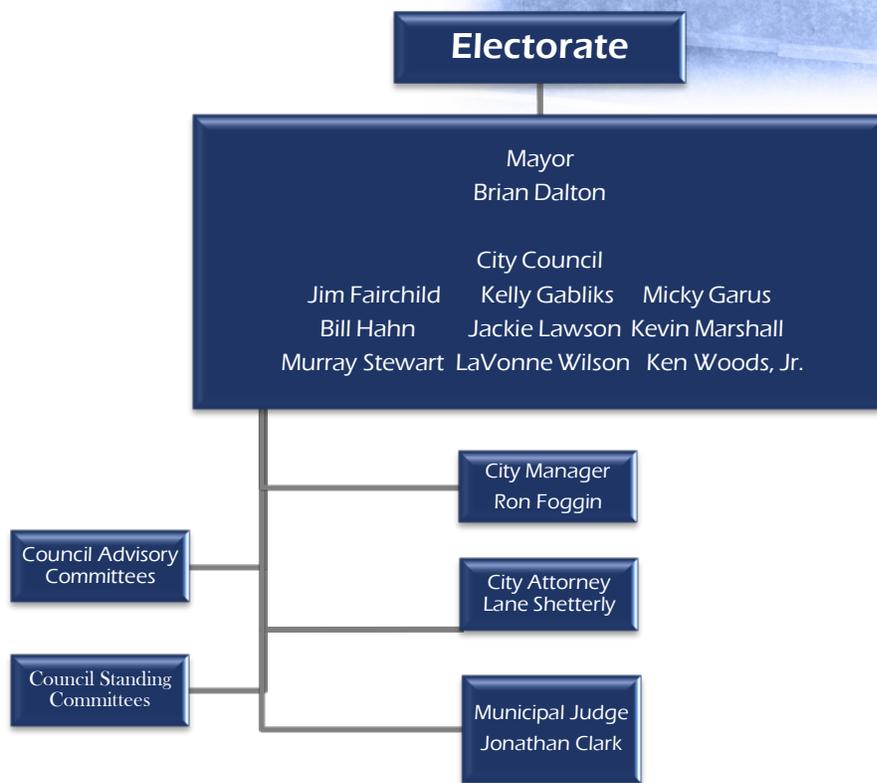
# General Fund

## Departments:

### Administration

City Manager, Mayor,  
Council & City Attorney

Organizational Structure



The current charter became effective July 1, 2015. 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.

## Fund Summaries

## General Fund Administration - City Manager

### Expenditures

	Actual 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17	% Change
Personnel Services	368,359	410,740	407,000	433,000	6%
Materials and Services	126,288	147,433	156,950	163,600	4%
<b>TOTAL</b>	<b>494,647</b>	<b>558,174</b>	<b>563,950</b>	<b>596,600</b>	<b>6%</b>

### Staffing Information

Job Title	Wage Range	2013-14	2014-15	2015-16	2016-17
City Manager	NA	1	1	1	1
HR Manager/City Recorder	DH1	1	1	1	1
Executive Assistant	21	1	1	1	1
Receptionist	8	-	0.5	-	-
Sports Coordination Specialist*	24	0.75	0	0	0
Administrative Intern	NA	-	-	0.5	0.5
<b>Total FTE's</b>		<b>3.75</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>

\*In FY 2014-15 this position was moved to the Park budget

## Fund Summaries

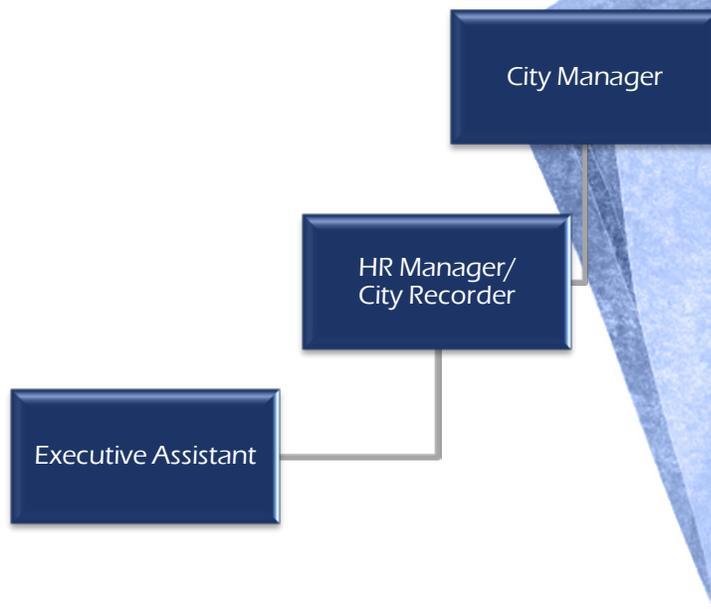
## General Fund

### 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.

## Fund Summaries

## General Fund

### City Recorder/Human Resources/Risk Management

- 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.

## Fund Summaries

## General Fund

### City Recorder/Human Resources/Risk Management

## 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 to enhance communication with our residents
- Completed a revised Employee Handbook to ensure compliance with state regulations



- Completed a redesign of the City's website
- Converted to an online safety data sheet system to ensure up-to-date records and ease of access for all employees
- Continued to control cost of workers' compensation claims through active safety programs
- Published a 2015 Year in Review magazine to improve communication and transparency

## Fund Summaries

## General Fund

## Performance Measurements

	2013-14 Actual	2014-15 Actual	2015-16 Estimate	2016-17 Target
% of records requests processed within 5 days	100%	94%	100%	100%
 Number of unique users who have "Liked" the City's Facebook page	982	1,650	2,000	2,500
% of City records scanned to digital	0%	0%	10%	10%
 % of citizen survey respondents who rate the quality of public information services as good or excellent	NA	57%	NA	60%
# of workers' compensation claims per 10 employees	0.64	0.50	<.40	<0.30
Average cost of workers' compensation claims per employee/volunteer	\$172.26	\$90.00	<\$100	<\$100
Average cost of workers' compensation claims	\$5,383	\$3,900	<\$2,000	<\$2,000
% of employees surveyed who indicated overall they are satisfied or very satisfied with their job	90%	NA	90%	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	NA	82%	NA	85%

## 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.

## Fund Summaries

## General Fund

### 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. Patrons can also access Ancestry.com, Chilton.com, the New York Times online, free online language courses, and a wide range of databases providing access to medical and scientific journals. The Library is responsible for bringing new technologies to its patrons, offering computer equipment and training for adults and children, free Wi-Fi, and online services. The Library also offers over 200 free children and teen programs every year providing education as well as entertainment for over 6000 teens and children.

## 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.

## Fund Summaries

### Department Objectives

## General Fund Library

- We will be working with the Chemeketa Cooperative Regional Library Service (CCRLS) to begin implementation of an RFID (Radio Frequency Identification) tagging system for library items.
- Staff will continue to evaluate and update our collection to keep it up to date and responsive to the needs of the community.
- We are planning to have a staff member available in the Children's area during most open hours.
- We will work to find more grants for programming & material acquisitions.
- The library is planning several collaborative programs with the Confederated Tribes of the Grand Ronde.
- We are currently working to fund and schedule our second Dallas Storyteller Festival.
- The Library is planning to offer a series of author visits for both children and adults. We will also be working with Oregon Humanities to offer talks on relevant issues.
- The library will be working with CCRLS to increase our computer network bandwidth and to improve our public Wi-Fi.
- The library is evaluating and planning for the eventual incorporation of the current Senior Center space into the library.

## Accomplishments

- We added electrical outlets to the Children's area and to the reading and laptop use area at the front on the library. We also upgraded the electrical supply to the public use computers.
- The library repurposed two computers for public internet use. We also upgraded the 14 monitors on our public use computers from 15 inch to 23 inch screens with funds from our Trust Management Grant.
- The library has hired 2 new Pages. These are entry level jobs filled by local young people.
- We replaced some of our 25 year old public use furniture with new chairs. We also had 4 new computer tables constructed by Oregon Corrections Enterprises.
- We installed a new self-check computer at the Circulation Desk using a repurposed computer and peripherals purchased through our Trust Management Grant.
- We held the first Dallas Storyteller Festival. It included an evening performance by the Portland Story Theatre for adults and a series of storytellers for family and kids on Saturday.
- We began a series of Oregon author visits that will continue through November 2016. The series includes nationally known authors such as Brian Doyle, Jane Kirkpatrick, Philip Margolin, Molly Gloss, and Timothy Zahn. The Friends of the Library and the Polk County Cultural Coalition sponsor these author events.
- One of the library's most successful new programs has been our Coloring Nights for adults.
- We have continued to communicate library events through social media, the local newspaper, email, NotifyMe, newsletters, and contacting local schools.
- A beautiful one of a kind sign was installed on Jefferson St to direct people to the library.



## Fund Summaries

## General Fund Library

- Public art in the library has been expanded with the ArtWall, our display case, art added on loan from Tom Kunke, and children's art displayed and small art shows conducted by Mary Christensen's art students.
- A large screen monitor was mounted over the Circulation desk to run a looping PowerPoint of upcoming library activities.

## Expenditures

	Actual 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17	% Change
Personnel Services	338,275	363,214	404,000	407,000	(<1%)
Materials and Services	68,340	70,140	85,950	102,350	19% <sup>7</sup>
<b>TOTAL</b>	<b>406,615</b>	<b>433,354</b>	<b>489,950</b>	<b>509,350</b>	<b>3%</b>

## Staffing Information

Job Title	Wage Range	2013-14	2014-15	2015-16	2016-17
Library Manager	M2	1	1	1	1
Library Assistant	20	2	2	2	2
Library Aide 2	16	3	1	1	1
Library Aide 1	12	1	2	2	2.125
Library Page	8	0	0	.5	.5
<b>TOTAL FTE's</b>		<b>6</b>	<b>6</b>	<b>6.5</b>	<b>6.625</b>

<sup>7</sup> Increase to professional services due to consultation for remodel  
Page 16

## Fund Summaries

### Performance Measurements

## General Fund

### Library

	2013	2014	2015	2016
Patron visits to the Library	NA	62,784	76,000	79,000
Number of Children's Programs	156	155	195	200
Children's Program Attendance*	6,800	7,633	6,693	6,800
Number of Teen Programs	4	8	32	36
Teen Program Attendance	78	80	480	550
Number of Adult Programs	15	14	30	36
Adult Program Attendance	236	225	850	950
Number of Volunteer hours	3,682	3,552	3,684	3,600
e-Resource downloads**	7,064	10,181	10,529	11,000
Internet Computer Sessions**	13,716	13,882	14,021	14,100
Annual Circulation of Materials**	199,801	199,084	196,000	197,000
Lending to CCRLS libraries**	26,960	28,770	29,250	29,000

\*We are doing much more accurate counts

\*\* With the change in ILS, methods of statistical counts seem to have changed from CCRLS

## Summary

The Dallas Public Library strives to serve our community with outstanding customer service. Part of that customer service is to anticipate the changing needs of the community. It is vital that the library stays up to date and aware of library practices throughout the region and how we can incorporate those into the services we provide Dallas. This demands that we listen to our active patrons as well as the community at large. Libraries are no longer just about providing printed books. Many of our services and products require the use of computers or electronic devices. Convenience is a commodity that libraries must provide to meet the expanding needs of the community. We must provide access to those in the community who 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, research databases, reference help, and other services for many who would be underserved otherwise. We are also constantly expanding our programming for children, teens, and adults to promote literacy, lifelong learning, and to provide cultural events that enrich the lives of the residents of Dallas. None of this would be possible without the generous support, time, and resources provided by this community's many volunteers, businesses, government agencies, and our own Friends of the Dallas Library.

## Fund Summaries

## General Fund

### 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 two school-owned sport complexes. The upkeep of identified areas includes turf management, weed control, tree maintenance and performing overall park improvements. In early 2016, the Parks Department was devastated by the loss of its supervisor of over 13 years, Ron Lines. The Parks Department is getting back on its feet with the help of the newly appointed Parks Supervisor Eric Totten. Mr. Totten has taken up the reins and is keeping the parks as beautiful as ever.

## 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
4. Adult Recreation

## Fund Summaries

## General Fund Parks

### 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, and F in main City Park
- Add play equipment to Sgt. Ian. M. Tawney Memorial Park

### 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 at Roger Jordan Community Park



### Park and Recreation Expenditures

	Actual 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17	% Change
Personnel Services	210,195	222,905	278,000	249,000	(10%) <sup>8</sup>
Materials and Services	75,546	64,417	103,200	96,400	(7%)
Capital Outlay	33,642	0	0	0	0%
Transfers	5,000	8,300	8,300	8,300	0%
<b>TOTAL</b>	<b>324,384</b>	<b>295,622</b>	<b>389,500</b>	<b>353,700</b>	<b>(9%)</b>

### Staffing Information

	Wage Range	2013-14	2014-15	2015-16	2016-17
Parks Manager	30	1	1	1	1
Maintenance Worker	19	1	1	1	1
Part-Time/Non- Benefit	8	0.5	1	1	1
<b>TOTAL FTE's</b>		<b>2.5</b>	<b>3</b>	<b>3</b>	<b>3</b>

<sup>8</sup> Personnel changes

## Fund Summaries

## General Fund Parks

### Performance Measures

	2013	2014	2015	2016
Population	14,670	14,800	14,940	15,090
Developed acres of parkland per 1000 population	0.1469	0.1483	0.1494	0.1509
Percentage of cost time for work related injuries	0	0	0	0
Park acreage per FTE	49.7	33.26	33.12	33.12
Estimate number of trees receiving maintenance	368	225	287	312
Tree expenditures	21,000	26,000	29,772	27,568
Number of acres of park land	99.38	99.78	99.38	99.38
Number of acres of park land per 1000 population	6.8	6.74	6.68	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, 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.

## Fund Summaries

## General Fund

### 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 activities, which will result in a healthy community.

### Division Objectives

- Provide as many inclusive recreational opportunities to as many people as possible, at a low cost.
- Coordinate with groups dedicated to youth recreation programs in an effort to provide the best possible recreational experience
- Encourage the citizens of Dallas to be active and healthy.
- Bring the community together through recreational activities.

### Accomplishments

The following are recreation programs and events:

- Mighty Mites is a program for 3-5 year olds to teach them basic motor skills. This program ranges anywhere from 50-60 kids.
- Men's Basketball had 12 teams this year.
- Coed Volleyball had 6 teams.
- Coed Softball ranges from 10-14 teams.
- Tennis tournament had 30 participants during its first annual tournament.
- Pickle Ball began with 18 participants and has grown into 40 or more participants.
- We served approximately 700 Dallas community members thru youth and adult recreation this year.

## Fund Summaries

### Staffing Information

## General Fund Recreation

	Wage Range	2013-14	2014-15	2015-16	2016-17
Sports Coordination Specialist*	24	0	0.75	0.75	0.75
TOTAL FTE's		0	0.75	0.75	0.75

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

## Goals

- Increase participation numbers by 20% in 2016-17.
- Dallas Glow Run hopes to have 100-150 runners.
- Triathlon Field Games hopes to have the maximum amount of teams participate, which is 36 teams.
- Intramural programs (ages 12-18) will begin Fall of 2016. Our hope is to run 2-3 intramural programs between the Fall of 2016-17.
- Two additional Mighty Mite program (summer and fall)
- We are currently forming a Dallas Running Committee. The goal is to provide our community a variety of running events, which should ultimately bring more people to Dallas during the days of events.
- We are working with the Dallas School District and other youth organizations on a new irrigation system for the LaCreole Middle School PE/football field.
- We are currently working to add Pickle Ball Courts next to the Aquatic Center as well as other locations in the future.
- We work with Doug Ramey of Silverton who has donated thousands of dollars' worth of youth sports equipment to Kids, Inc. The donations given are on-going.
- Walking Club hopes to have 25-50 walkers participate.
- We will run two additional Mighty Mite programs and hope to have 50-70 participants during each program.

## Fund Summaries

## General Fund Recreation

	2013-14	2014-15	2015-16	2016-17 Goals
Coed Volleyball teams	6	8	6	10
Total participants	55	65	55	85
Men's Basketball teams	8	10	12	14
Total participants	80	100	120	140
Coed Softball teams	11	14	16	18
Total participants	132	168	190	214
Men's Softball teams	6	6	8	12
Total participants	72	72	100	160
Mighty Mites participants	51	48	61	80
Pickle Ball participants	28	43	60	60
Tennis Tournament participants		30	45	45

## Survey

	2013-14	2014-15	2015-16	2016-17 Goals
Score 4 or better for all recreation programs and events. Survey results from participants.		4.8		4.8

## Summary

The City of Dallas strives to create cohesive recreational programs that are affordable, and provide healthy and active opportunities for our citizens. 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.

## Fund Summaries

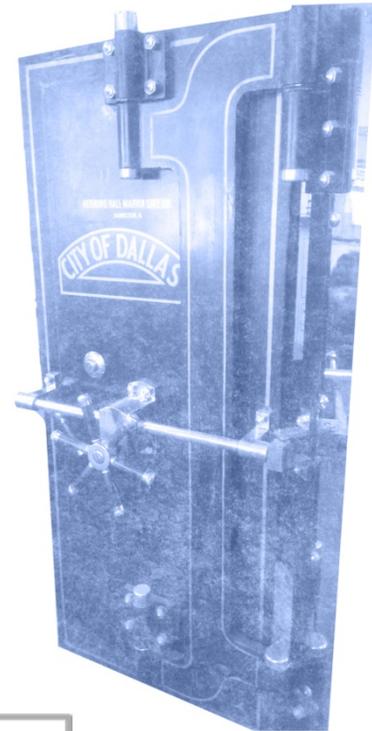
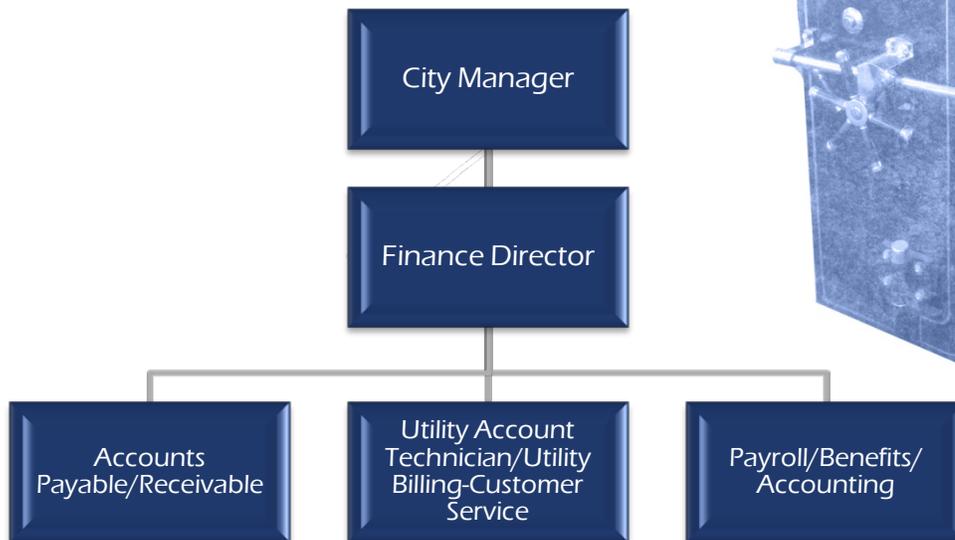
## General Fund

### 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

### Department Objectives

## General Fund

### Finance Department

- Implement accounts receivable, fixed assets and utility software upgrades.
- 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.
- Offer additional financial reporting on OpenGov



## Accomplishments



- Implemented online bill pay for Municipal Court.
- Worked with Building Department to implement E-permitting.
- Submitted 2015 Comprehensive Annual Financial Report (CAFR) to Government Finance Officers Association for national award recognition and received award.
- Submitted FY 2015-16 Budget document to GFOA for national award recognition and received award.



- Introduced OpenGov on City website, providing greater transparency

## Expenditures

	Actual 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17	% Change
Personnel Services	349,069	342,665	373,000	400,000	7%
Materials and Services	199,329	210,275	228,600	238,700	4%
<b>TOTAL</b>	<b>548,398</b>	<b>552,940</b>	<b>601,600</b>	<b>638,700</b>	<b>6%</b>

## Staffing Information

Job Title	Wage Range	2013-14	2014-15	2015-16	2016-17
Finance Director	DH3	1	1	1	1
Senior Accountant II	29	0	1	1	1
Accounts Payable Clerk	20	1	1	1	1
Accounting Clerk III	19	1	1	1	1
Accounting/Payroll Specialist	27	1	0	0	0
PT Office Assistant	10	0	0.25	0.25	0.156
<b>Total FTE's</b>		<b>4</b>	<b>4.25</b>	<b>4.25</b>	<b>4.156</b>

## Fund Summaries

## General Fund Finance Department

### Performance Measurements

	2013-14 Actual	2014-15 Actual	2015-16 Estimate	2016-17 Target
Utility bills processed	64,296	65,322	66,000	66,500
Number of adjustment proposed by auditor	2	2	0	0
National GFOA award for annual audit document received	Yes	Yes	Yes	Yes
National GFOA award for budget document received	NA	Yes	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.

## Fund Summaries

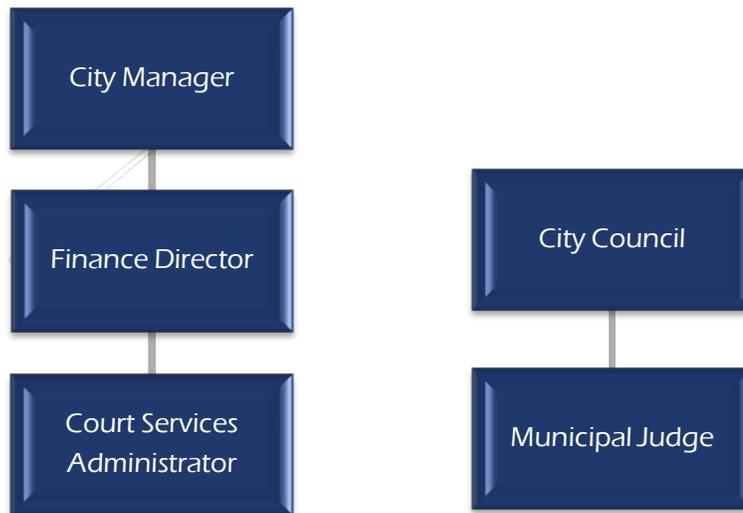
## General Fund

### 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.

## Fund Summaries

## General Fund Municipal Court

### 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.

### Accomplishments

- Implement online court payment option.
- Implement LIVESCAN fingerprinting.
- Continued processing cases to send to collections for non-payment.
- Continued InCode education and training to enable implementation of software features creating a more streamline court process and creating a network of Oregon Municipal Court users.
- Continued entry of unprocessed warrants from “old” criminal cases, primarily for failing to appear for court.
- 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 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17	% Change
Personnel Services	103,471	88,709	95,000	103,000	8%
Materials and Services	36,967	99,443	140,400	143,000	2%
Capital Outlay	8,550	0	0	0	0%
<b>TOTAL</b>	<b>148,988</b>	<b>188,151</b>	<b>235,400</b>	<b>246,000</b>	<b>5%</b>

## Fund Summaries

## General Fund Municipal Court

### Staffing Information

Job Title	Wage Range	2013-14	2014-15	2015-16	2016-17
Municipal Judge*	NA	0.16	0.16	-	-
Court Services Administrator	22	1	1	1	1
PT Office Assistant	10	0	0.25	0.25	0.156
Bailiff	NA	0	0	0.06	0.06
<b>TOTAL FTEs</b>		<b>1.16</b>	<b>1.41</b>	<b>1.31</b>	<b>1.216</b>

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

### Performance Measurements

	2013-14	2014-15	2015-16 Estimate	2016-17 Target
Misdemeanor Crime	12	359	379	425
Traffic Violations	489	878	1450	1800
General Violations	21	29	20	20
Code Enforcement Violations*	14	0	0	0
City Ordinance Violations*	118	57	61	65
Parking Citations	381	383	450	495

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

### Summary

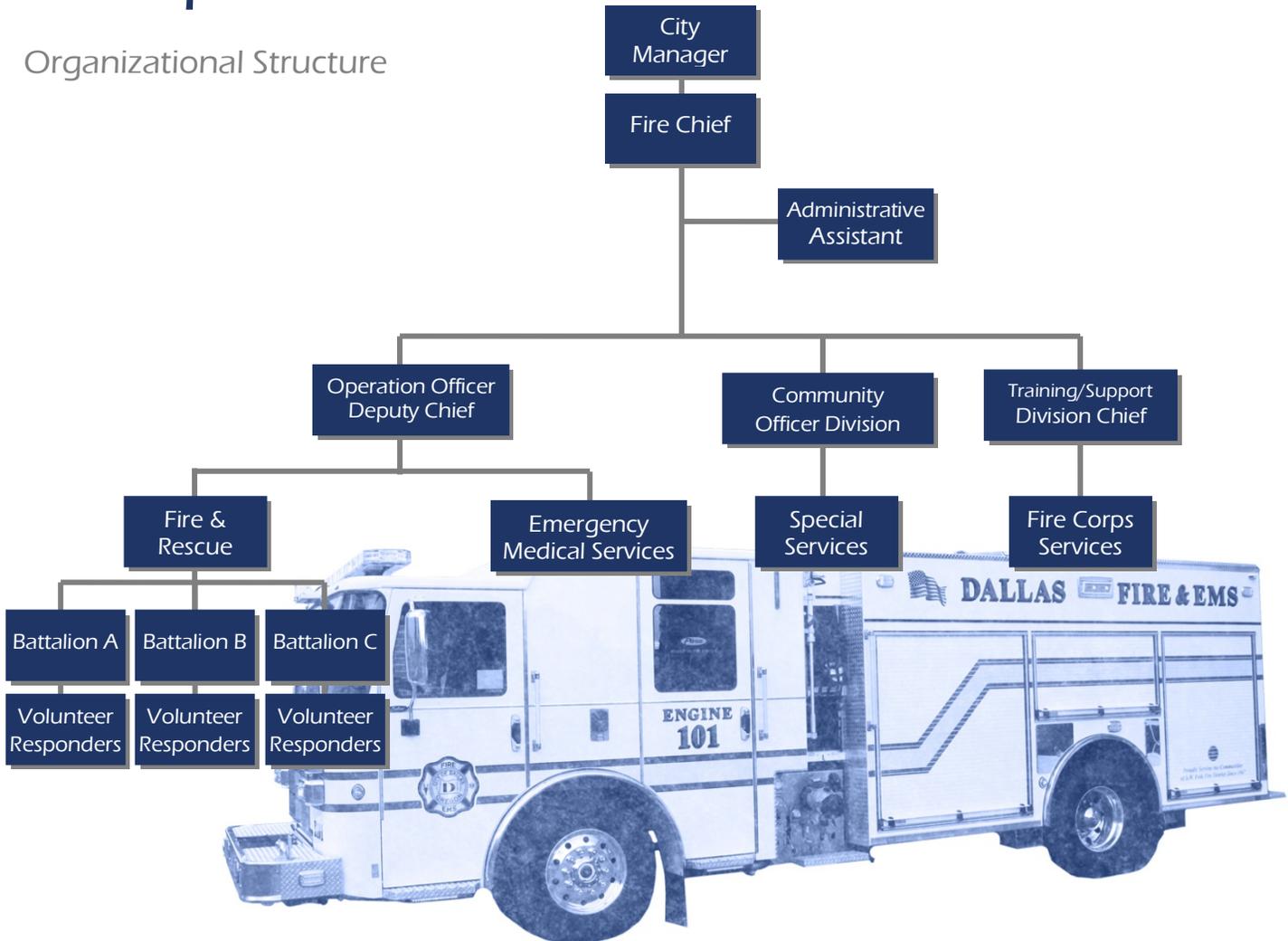
The number of violations issued is based on the number of citations issued by law enforcement and is the basis for departmental revenues. The Municipal Court staff manages an efficient and effective operation and is dedicated to communicating with defendants and attorney with respect and consideration.

# Fund Summaries

# General Fund

## Departments: Fire Department

Organizational Structure



## Department Description

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

## 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.

## Fund Summaries

## General Fund Fire Department

### 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.

## Fund Summaries Accomplishments

## General Fund Fire Department

- 
 Dallas Fire & EMS has purchased the first new fire engine in 20 years. The engine has arrived with much anticipation to an excited and enthused volunteer firefighting membership. In order to provide as much consistency as possible in the placement and functionality of equipment, we have completed a reorganization of tools on all apparatus.
- 
 In cooperation with Willamette Valley Communication Center, Yamhill Communication Center and Polk County Emergency Management, radio system enhancements have been added that will allow first responders to communicate to our Yamhill County partners. This inability to communicate was identified as a safety risk to all responders.
- 
 By adding the use of social media for volunteer recruitment and public education information sharing. We are beginning to see the recruitment benefits of this medium with our largest recruit class in many years; for both Dallas Fire & EMS and SW Polk Fire District.
- Formalizing the Dallas Fire & EMS Support Services Division as a recognized Fire Corps organization. This has created a joint Fire/Law Enforcement/EMS Chaplaincy Program, enhanced the overall capabilities of the Fire Corps program and created a division of labor by promoting two additional Fire Corps Captains.

## Expenditures

	Actual 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17	% Change
Personnel Services	368,677	281,787	278,000	321,000	15% <sup>9</sup>
Materials and Services	278,087	330,763	331,800	323,500	(3%)
Capital Outlay	28,101	0	0	0	0%
Transfers	29,400	29,400	100,400	122,241	22% <sup>10</sup>
Debt Service	0	0	44,814	44,814	0%
<b>TOTAL</b>	<b>704,265</b>	<b>641,950</b>	<b>755,014</b>	<b>811,555</b>	<b>6%</b>

## Staffing Information

Job Title	Wage Range	2013-14	2014-15	2015-16	2016-17
Fire Chief	DH4	0.8	0.5	0.5	0.5
Deputy Chief	DH1	N/A	0.5	0.5	0.5
Training Div. Chief	M1	1	0.5	0.5	0.5
Community Div. Chief	M1	1	0.5	0.5	0.5
Fire Inspector	30	1	N/A	N/A	N/A
Seasonal Help	12	0	0	0	0.33
<b>TOTAL FTE's</b>		<b>3.8</b>	<b>2</b>	<b>2</b>	<b>2.33</b>

<sup>9</sup> Based on actual costs for FY15-16, addition of seasonal help for daytime response

<sup>10</sup> Funding of squad vehicle

## Fund Summaries

## General Fund Fire Department

### Performance Measurements

	2013	2014	2015	2016
Urban Turnout Time <2:00 (90 <sup>th</sup> Percentile)	N/A	N/A	7:33	7:36
Rural Turnout Time <10:00 (90 <sup>th</sup> Percentile)	N/A	N/A	8:25	9:10
Response Volunteers	34	40	29	35
Support Volunteers	16	16	12	7

### Summary

2015 was a year of developing consistency within all Dallas Fire & EMS operations. This included apparatus layouts, tool types and location, similar equipment, training and much more. We began the master planning process to build our Master Plan document to establish current service capabilities. The Master Plan reviewed all aspects of the department, including but not limited to: response capabilities, apparatus, personnel, administration and much more. The master planning process took into account the department's current direction and analyzed it against the department's data to identify service improvement areas. This document is designed to be maintained as a living document to guide the department's future direction.

The department is extremely proud of its history and great volunteer program. This budget reflects a continued support in recruitment and retention of volunteers as well as matching funds for grants written to further enhance our volunteer program. The efforts of Community Services Officer Welsh have been a valued addition to our volunteer recruitment and retention activities.

A training facility remains a top priority for the fire department. This budget contains a grant, written to fund a new mobile training facility. We will be demolishing the house we are currently using for training during this budget cycle. In 2016, we will continue researching the department's other training needs.

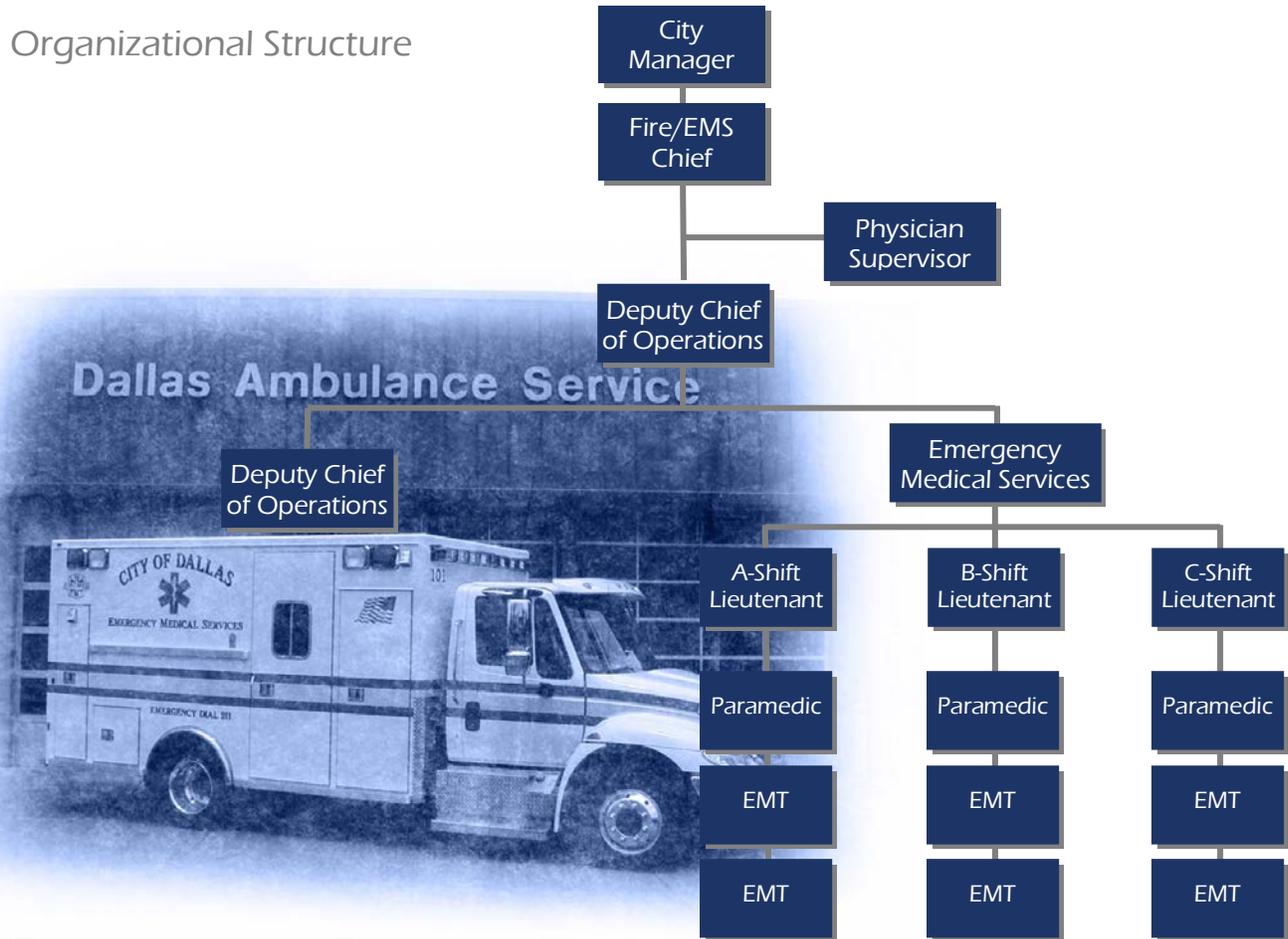
# Fund Summaries

# General Fund

## 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 239 square miles of Polk County territory and respond to over 3200 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.

## Fund Summaries

### Department Objectives

## General Fund

### Ambulance Department

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



- Promoted Paramedic Paul McCallum to Lieutenant.



- Wrote and awarded \$171,402 EMS grant to replace our aging cardiac monitors with the most modern and technologically advanced monitors. In the same grant we increased our service level by adding automatic cardiac compression devices to our standard of care.

- With the guidance of Dr. Rebecca Lucas, our Medical Director, we completed a revision of our Emergency Medical Responder Protocols.

- We applied for several grants to increase and/or enhance our service capabilities.



- Dallas Fire & EMS has ordered a replacement ambulance, to replace a 1998 Ford van with over 203,000 miles on it. With medical calls typically increasing at around 5% per year and the initiation of, the ACA, we ended the year at over 3289 calls for service; a 13.7% increase in 2015. We are anticipating a double digit increase in 2016. This increase is requiring us to look at staffing, facility and equipment capabilities in planning for the future of our EMS service.



- We have incorporated the communities outside of Dallas, but within our ambulance service area, into our Public Access to AED program.

## Fund Summaries

## General Fund Ambulance Department

### Expenditures

	Actual 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17	% Change
Personnel Services	902,343	987,661	1,035,000	1,085,000	5%
Materials and Services	307,152	317,769	340,000	332,500	(2%)
Transfers	30,000	30,000	30,000	44,565	49% <sup>11</sup>
Debt Service	37,303	40,810	33,500	0	100% <sup>12</sup>
<b>TOTAL</b>	<b>1,276,797</b>	<b>1,376,240</b>	<b>1,438,500</b>	<b>1,462,065</b>	<b>2%</b>

### Staffing Information

Job Title	Wage Range	2013-14	2014-15	2015-16	2016-17
Fire/EMS Chief	DH4	0.2	0.2	0.5	0.5
Deputy Chief/Operations*	DH1	1	1	0.5	0.5
Training Div. Chief	M2	1	1	0.5	0.5
Community Div. Chief	M1	1	1	0.5	0.5
Paramedic Shift Lt.	29	3	3	3	3
Paramedic FT	26	3	3	3	3
Part-time Personnel	NA	10.8	10.8	8.42	8.42
Seasonal Help	12	0	0	0	0.33
<b>TOTAL FTE's</b>		<b>20</b>	<b>20</b>	<b>16.42</b>	<b>16.75</b>

\*Previously the EMS Director

### Performance Measurements

	2013	2014	2015	2016
City 9-1-1 Response Time ≤ 6:30 (90th Percentile)	N/A	N/A	*7:53	8:00
Rural 9-1-1 Response Time ≤ 11:30 (90th Percentile)	N/A	N/A	*16:15	16:00
Turnout Time ≤ 1:30 (90th Percentile)	3:16	2:51	2:25	2:00
Transport Ratio (# of Transports/# Total Calls)	71%	75%	75%	75%
Annual Number of Mutual Aid Ambulances Given	37	24	28	40
Annual Number of Received Mutual Aid Ambulances	51	62	94	84
UTSTEIN Statistic (% of Surviving Cardiac Arrest Victims Found if V-Fib)	N/A	50%	0%	50%
UTSTEIN National Average	33%	33%	33%	33%
Net Collection Rate	N/A	72%	76%	75%
Average Collection per Transport	N/A	\$477.00	\$479.00	\$482.00

<sup>11</sup> Funding of new ambulance

<sup>12</sup> Paid off debt service

## Fund Summaries Summary

## General Fund Ambulance Department

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

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

As our call volume continues to increase we are evaluating operational methodologies for maintaining or enhancing our service level. We continue to rely heavily on our mutual aid partners to provide service during our increasing concurrent emergency incidents.

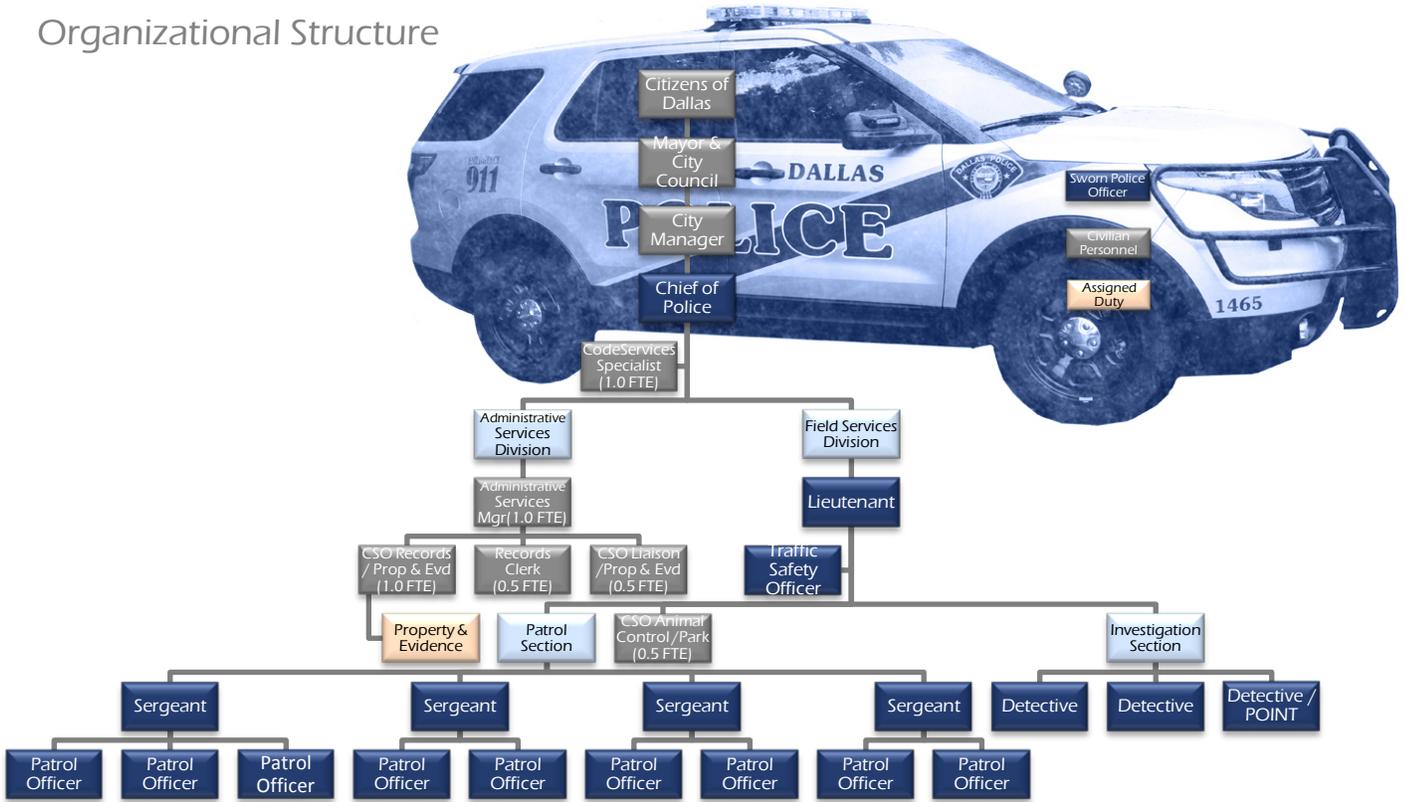
# Fund Summaries

# General Fund

## 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 caretaking when appropriate. The Dallas Police Department maintains a well-rounded approach to policing, taking into account the community's and residents' physical, social capabilities, along with other conditions to reduce crime and victimization. The ultimate service goal of a police department is to enhance community livability and to do so by nourishing a partnership with community members as well as maintaining order and safety through a transparent and unbiased enforcement of the law.

## 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.

## Fund Summaries

## General Fund Police Department

### Department Objectives for FY 16/17

- Increase the efficiency and productivity of the Administrative Services Division by hiring a part-time Community Service Officer for Property & Evidence for daily evidence processing and to assist with Community Liaison duties. (Dallas 2030 Vision Element: #5d / #5e)
- Limit the continued increase of the ratio of “activities per officer” by hiring an additional FTE sworn officer for the Patrol Section of the Field Services Division. (Dallas 2030 Vision Element: #1k / #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)
- Improve emergency preparedness and response capabilities of city staff by continuing the organization, setup and equipping of designated floor space at Dallas Fire & EMS, to function as an Emergency Operations Center (EOC) (Dallas 2030 Vision Element: #5d)
- Improve the condition and reliability of the police vehicle fleet. Meet this objective by purchasing a replacement Administration Division vehicle for the Chief of Police and re-assign the Chief’s 12 year old vehicle to replace and liquidate the older vehicle used for necessary travel and training. (Dallas 2030 Vision Element: #5d)
- Continue improvement to the Codes Services program by making the transition from a program with two part-time specialists to one with one full-time specialist. This will add stability to the program by improving the consistency and continuity of code-related programs and increase the likelihood of long-term retention of staff. (Dallas 2030 Vision Element: #1a / #1k)
- Setup the Code Services vehicle with mobile data capability to increase program functions which can be conducted in the field and reduce time in the office. (Dallas 2030 Vision Element: #1a / #1k / #5d)
- Create a general Customer Survey to be readily accessible via a link on the police department’s portion of the City of Dallas web page using an online, cloud-based service. (Dallas 2030 Vision Element: #1f / #1k / #5e)
- Revise the structure of the existing Customer Service Check program to reduce the amount of support staff time required for customer queries. Implement a post-card type, self-addressed mailer to randomly solicit customer service assessments. (Dallas 2030 Vision Element: #1f / #1k / #5e)

## Fund Summaries

## General Fund Police Department

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

## Accomplishments

- Hired an additional police officer creating the ability to establish and staff a proactive Traffic Safety Officer (TSO) program. (Dallas 2030 Vision Element: #1k/#5d )
- Improved the level of medical assistance response capability for PD staff by purchasing AED s for the Traffic Safety Officer (TSO) vehicle, two investigations vehicles and two administrative vehicles. (Dallas 2030 Vision Element: #5a / #5d)
- Created and implemented a local version of a police-specific safety program based on the International Association of Chiefs' of Police "Safe Shield Initiative" to supplement the existing City of Dallas safety program. This program reinforces a daily emphasis of specific, rotating safety themes and incorporating them into our daily routine; the goal being improved member safety and reduction of on-the-job injuries. (Dallas 2030 Vision Element: #5f)
- Purchased and assigned an additional patrol rifle, completing efforts to ensure all sworn officers are assigned the appropriate equipment for emergency response to high threat tactical situations. (Dallas 2030 Vision Element: #5d)
- Expanded the capabilities of volunteer services to our community by successfully recruiting three additional volunteers for our department's Volunteers In Policing (VIPs) unit. (Dallas 2030 Vision Element: #1i)
- Provided training, promoted positive attitudes, and took steps to eliminate workplace negativity as elements of an on-going effort to improve the community's perception, confidence 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)
- Enhanced the capabilities of our Field Services Division by appointing and training three new reserve police officers who will be able to assist with the department's public safety responsibilities. (Dallas 2030 Vision Element: #1k/#5d)
- Improved the safety, appearance and livability of the community by increasing the number of successfully resolved Property Maintenance/Dangerous Building violations by more than 10%. (Dallas 2030 Vision Element: #1a / #1k)

## Fund Summaries

## General Fund Police Department

- Enhanced regional cooperation of police services by internally recruiting and selecting an officer to be ready for assignment as a full-time drug investigator to the inter-agency drug investigations team (POINT), as soon as other participating Polk County agencies are able to staff and resume operations. (Dallas 2030 Vision Element: #5c)
- Re-configured and updated the police department's portion of the City of Dallas web page, providing easier access to relevant and succinct information. (Dallas 2030 Vision Element: #4i / #5e)
- Created and implemented the Law Enforcement Assisted Diversion program as an avenue to treatment option for persons involved in certain misdemeanor criminal activities which are believed to be related to lack of stability with their mental health. (Dallas 2030 Vision Element: #5e)
- Created and implemented the Downtown Dallas Salon Parking Extension program which facilitates improved customer access to parking for certain salon services which extend beyond the ordinary two-hour parking restriction. (Dallas 2030 Vision Element: #2a / #2e)
- Expanded the Unarmed Response to Active Shooter training program, to include elected officials, city employees, school district staff, and the Dallas Area Seniors, as well as providing an option for online access through the police department's portion of the City of Dallas web page. (Dallas 2030 Vision Element: #5f)

## Expenditures

	Actual 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17	% Change
Personnel Services	2,303,708	2,425,042	2,459,000	2,740,000	11% <sup>13</sup>
Materials and Services	389,421	420,010	474,400	494,800	4%
Capital Outlay	8,000	0	0	0	0%
Transfers	27,000	41,000	40,000	26,000	(35%) <sup>14</sup>
<b>TOTAL</b>	<b>2,728,129</b>	<b>2,886,052</b>	<b>2,973,400</b>	<b>3,260,800</b>	<b>10%</b>

<sup>13</sup> Increase in personnel

<sup>14</sup> Paid off vehicle, reducing transfer to fleet

# Fund Summaries

## Staffing Information

# General Fund

## Police Department

Job Title	Wage Range	2013-14	2014-15	2015-16	2016-17
Chief of Police	DH4	1	1	1	1
Deputy Chief of Police	DH2	1	n/a	n/a	n/a
Police Lieutenant	DH1	n/a	1	1	1
Police Sergeant	M1	5	4	4	4
Police Officer	Per CBA	10	10 / 11 (1)	11	12 (3)
Traffic Safety Officer	n/a	n/a	n/a	1	1
Administrative Services Manager	27	1	1	1	1
Records Clerk	16	1.5	0.5	0.5	0.5
CSO Records and Property & Evidence	17	n/a	1	1	1
CSO Parking and Animal Control	17	0.5	0.5	0.5	0.5
CSO Property & Evidence and Community Liaison	17	n/a	n/a	n/a	0.5 (4)
CSS Code Services	17	n/a	1.1	1.0 (2)	1.0 (5)
<b>Total FTE's</b>	-	<b>20</b>	<b>20.1/21.1</b>	<b>22.0</b>	<b>23.5</b>

(1) – The first half of FY15 is staffed at 16 sworn officers; the remaining half staffed at 17 sworn officers

(2) – Staffed at two part-time members (0.5FTE ea.)

(3) – Includes one additional sworn police officer requested.

(4) – Includes one additional part-time civilian (0.5FTE) requested for property/evidence and community liaison.

(5) – This reflects the request to change from two part-time positions (0.5 FTE) to one full-time (1.0 FTE) position.

## Fund Summaries

General Fund  
Police DepartmentOutputs and Performance Measures  
(Workload Indicators)

	2011	2012	2013	2014	2015	2016 Projected or Targeted
<b>Incidents (Calls for Service &amp; Self-Initiated Activity)</b>	<b>9533</b>	<b>9275</b>	<b>10,000</b>	<b>11334</b>	<b>11767</b>	<b>12422 (10) Projection</b>
Persons Crimes (NIBRS) (1)(2)	245	233	199	209	191	180 Projection
Property Crimes (NIBRS) (3)	631	588	549	716	639	649 Projection
Society Crimes (NIBRS) (4)	836	897	748	882	809	810 Projection
<b>Total Crimes Reported (From Part 1, 2 &amp; 3 above)</b>	<b>1712</b>	<b>1718</b>	<b>1496</b>	<b>1807</b>	<b>1639</b>	<b>1639 Projection</b>
Persons Adult Arrests	161	154	143	115	129	123 Projection
Property Adult Arrests	165	175	137	206	150	153 Projection
Society Adult Arrests	524	574	486	693	592	625 Projection
<b>Total Adult Arrests (From Pers, Prop, &amp; Soc above)</b>	<b>850</b>	<b>903</b>	<b>766</b>	<b>1014</b>	<b>871</b>	<b>901 Projection</b>
<b>All Juvenile Referrals (Pers, Prop. &amp; Society) (5)</b>	<b>423</b>	<b>279</b>	<b>151</b>	<b>153</b>	<b>96</b>	<b>68 Projection</b>
DUII Arrests (6)	54	39	35	39	23	19 Projection
Number of Sworn Officers	18	17	17	17	18	19 (11) Target
Traffic Citations Issued	554	439	478	1088	1192	1565 Projection
Dog Licenses Issued	489	432	755	950	1046	1305 Projection
Ratio of Annual Activities per officer (7)	530:1	546:1	588:1	667:1	654:1	690:1(12)
Achieve at least 90% positive feedback during department's Customer Service Check surveys	—	—	—	93.5% Met (8)	92.3% Met	Meet
Distribute information to the community via news media or social media posts/shares an average of at least ten times per month to help improve communication with community members (9)	—	—	—	2.5/month (Jan-Nov) 16 in Dec	23.5/m onth Met	Meet
Number of sustained employee complaints	0	1	2	2	1	0 Targeted

(1) NIBRS – National Incident Base Reporting System

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

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

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

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

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

(7) The 2014 average ratio of 17 comparable communities across the United States is 562:1

(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 2014. For the limited time period since implementation of social media in late November 2014, this metric was met in December.

(10) Projected activities based on average change over previous four years

(11) Includes one additional sworn police officer requested.

(12) Ratio does not include additional police officer requested. With one additional officer, ratio projected at 654:1

## Fund Summaries

### Summary

## General Fund

### Police Department

Police departments across Oregon and the United States continue to struggle with limited resources and restricted 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 underserved. Along the way our emphasis has continued to be that we provide the best level of service with the resources available, and continue doing so with dedication to the profession and citizens we serve. During fiscal year 2015/16 we were able to recoup one of the two sworn police officer positions we had lost during previous budget reductions which resulted in the creation of our Traffic Safety Officer (TSO) program.

Over the past few years, the PD has been experiencing an increasing number of citizen complaints about unsafe drivers; most often vehicles speeding through neighborhoods. In addition, we've received complaints from citizens regarding drivers who ignore stop signs and, not surprisingly, about drivers who choose to text and talk on mobile phones while driving.

Our community is growing, as is the flow of traffic and this has been underscored somewhat by traffic complaints from residents. The increase has been noteworthy and not unremarkable. Where our focus on daily attention to great customer service is paramount, the inability to properly respond to this type of complaint has been an obstacle to providing the level of service which we felt acceptable and which our community was consistently asking for. The perception that DPD failed to give appropriate attention to traffic safety was a perception which we purposed to change as another facet of improving our quality and level of service.

In September of 2015, we assigned one officer to traffic safety duties with shifts configured to best cover times of peak traffic movement. Our intent for the TSO program is to have a viable resource which can be dedicated to this specific type of complaint from community members; with the ultimate goal of making our neighborhoods and community safer. Having "safe neighborhoods" is a key element in the Dallas 2030 Vision Statement and is an area where hope to make a positive impact.

During fiscal year 2015/16, our Code Services program experienced successes and challenges, with the most significant challenge being the recruitment, selection—and ultimately—the retention of the appropriate persons for the program. Before the year concluded, one of the part-time staff members left the department to accept a full-time position elsewhere with the City of Dallas. In current times it's increasingly difficult to retain part-time employees when many well-qualified workers are actively seeking full-time employment to support families. Moving ahead into fiscal year 2016/17, efforts are being made to make the authorized staffing transition from two part-time employees to one full-time employee. Ultimately, this should result in long-term retention of a well-qualified, career minded specialist to help guide community members in code compliance.

## Fund Summaries

## General Fund Police Department

Operational calls for services and field-generated activities for calendar year 2015 have again combined to total the busiest year in the history of the Dallas Police Department. Based on the most recent data available—and including the addition of the full-time officer in fy15, the average annual activities per officer for (630:1) came in at a ratio 12% higher than a national average of seventeen similar agencies from across the local region and the United States. Had the additional officer not been authorized in July, 2015, the ratio would have been 692:1, roughly 23% higher than that national average. Of note however, are the clearance rates.

- The clearance rate for Persons Crimes investigated in by Dallas PD in 2014 was 74.9% as opposed to the national average of 47.2%.
- The clearance rate for Burglaries investigated in by Dallas PD in 2014 was 33.0% as opposed to the national average of 13.6%.
- The clearance rate for Thefts investigated in by Dallas PD in 2014 was 33.7% as opposed to the national average of 23.0%.
- The clearance rate for Motor Vehicle Thefts investigated in by Dallas PD in 2014 was 36.4% as opposed to the national average of 12.8%.

These facts carry both good and better news for Dallas citizens. First, the activity level for the year shows you have busy and hard-working police officers who readily step-up to the challenges of continually increasing workloads. Second, the clearance rates demonstrate they do so with significant efficacy to result in clearance rates which are also notably higher than the national average.

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

## Fund Summaries

## General Fund

### 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

### Division Objectives

## General Fund

### Dallas Aquatic Center

- 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
- Implemented a new facility software program, Activenet, to ensure online availability of reservations, annual memberships, etc.
- 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 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17	% Change
Personnel Services	418,661	459,137	475,000	485,000	2%
Materials and Services	276,794	308,333	300,600	318,000	6%
Transfers	50,000	50,000	50,000	50,000	0%
<b>TOTAL</b>	<b>745,455</b>	<b>817,469</b>	<b>825,600</b>	<b>853,000</b>	<b>3%</b>

## Staffing Information

Job Title	Wage Range	2013-14	2014-15	2015-16	2016-17
Director	DH4	0.1	0.1	0.1	0.1
Aquatics Supervisor	M1	1	1	1	1
Head Lifeguard	18	-	-	0.8	1
Maintenance Repair Technician (PT)	14	-	-	0.5	0.5
Part-time Staff	Varies	10.97	10.97	10.17	10.17
<b>TOTAL FTE's</b>		<b>12.07</b>	<b>12.07</b>	<b>12.57</b>	<b>12.77</b>

## Fund Summaries

## General Fund Dallas Aquatic Center

### Performance Measurements

	2013	2014	2015	2016
Total patrons	121,200	123,000	125,000	127,000
# of Annual pass holders	935	980	1081	1023
# of people insurance billing (silver fit/sneakers, etc)	210	250	260	417
# of programs offered	30	33	35	38
Total swim lesson attendance	700	800	810	820
# of Volunteer Hours	1,900	1,200	1240	1300

### 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.

# Fund Summaries

# General Fund

## 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 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.

# Fund Summaries General Fund

## Planning and Economic Development

### 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.
- Completed revisions to the Dallas Development Code.
- Began work on sign code revisions as directed by the City Council.
- Served on the Board of the Chamber of Commerce.

### Expenditures

	Actual 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17	% Change
Personnel Services	144,310	98,740	166,000	198,000	20% <sup>15</sup>
Materials and Services	18,575	18,726	70,700	73,000	3%
Transfers	3,400	3,400	3,400	3,400	0%
<b>TOTAL</b>	<b>166,285</b>	<b>120,867</b>	<b>240,100</b>	<b>274,400</b>	<b>14%</b>

### Staffing Information

Job Title	Wage Range	2013-14	2014-15	2015-16	2016-17
Director	DH4	0.45	0.1	0.1	0.1
Planner II	28	1	1	1	1
Planner I	22	0	0	0	1
Executive Assistant	20	-	-	0.125	0.125
Code Enforcement Officer	17	0.63	0*	0	0
<b>TOTAL FTE's</b>		<b>2.08</b>	<b>1.10</b>	<b>1.225</b>	<b>2.225</b>

\*Moved position to Police Department

## Fund Summaries

## General Fund

### Planning and Economic Development

## Performance Measurements

	2013	2014	2015	2016
# of Land Use Applications processed	90	110	125	140
# of Inquiries answered	1,500	1,500	1200	1340
# of Itinerant Merchant Permits issued	17	15	8	7
# of Home Occupation Permits issued	7	6	5	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.

## Fund Summaries

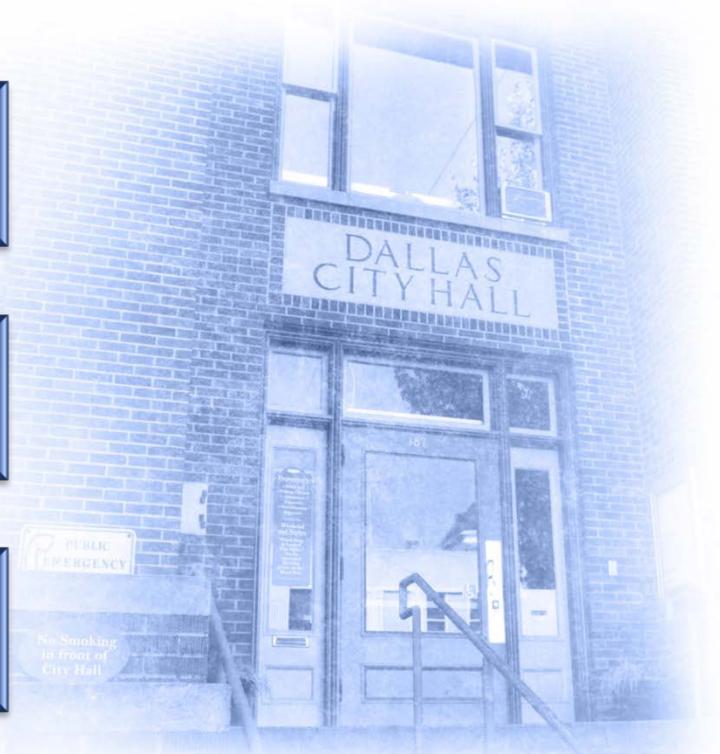
## General Fund

### 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

### Division Objectives

## General Fund

### Facilities Maintenance

- 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

- Completed initial reviews of City Buildings and developed a maintenance priority list
- Installed a new utility bill drop box behind City Hall
- Arranged for regular fire alarm and fire sprinkler inspections in City building
- Improved the A/V situation in the City Council chambers

## Expenditures

	Actual 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17	% Change
Personnel Services	105,083	104,224	106,000	109,000	3%
Materials and Services	52,384	53,457	68,500	70,000	2%
<b>TOTAL</b>	<b>157,466</b>	<b>157,681</b>	<b>174,500</b>	<b>179,000</b>	<b>3%</b>

## Staffing Information

Job Title	Wage Range	2013-14	2014-15	2015-16	2016-17
Facilities Maintenance Foreman	23	1	1	1	1
Custodian	11	0.8	0.8	0.6	0.6
<b>Total FTE's</b>		<b>1.8</b>	<b>1.8</b>	<b>1.6</b>	<b>1.6</b>

## Fund Summaries

## General Fund Facilities Maintenance

### Performance Measurements

	2013	2014	2015	2016
# of Major projects completed	4	10	8	11
# of Buildings maintained	6	6	6	6
# of Buildings/FTE	3	3	3	4
Task requests	275	437	400	420

### 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.



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# General Fund Revenues

	Actual 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>Taxes</b>						
Current Property taxes	3,229,107	3,396,858	3,470,000	3,700,000	3,700,000	3,700,000
Delinquent taxes	136,233	146,295	150,000	140,000	140,000	140,000
<b>Total property taxes</b>	<b>3,365,340</b>	<b>3,543,153</b>	<b>3,620,000</b>	<b>3,840,000</b>	<b>3,840,000</b>	<b>3,840,000</b>
<b>Franchise fees</b>						
Pacificorp (power)	738,132	689,353	730,000	750,000	750,000	750,000
NW Natural Gas (gas)	152,619	157,621	165,000	170,000	170,000	170,000
Qwest (telephone)	45,694	40,580	50,000	40,000	40,000	40,000
Allied Waste (garbage)	157,815	134,111	150,000	150,000	150,000	150,000
Charter (cable television)	76,461	72,100	60,000	75,000	75,000	75,000
<b>Total franchise fees</b>	<b>1,170,721</b>	<b>1,093,766</b>	<b>1,155,000</b>	<b>1,185,000</b>	<b>1,185,000</b>	<b>1,185,000</b>
<b>Licenses</b>						
Licenses	2,135	2,145	2,000	2,000	2,000	2,000
Permits	260,458	307,075	227,000	0	0	0
<b>Total licenses &amp; permits</b>	<b>262,593</b>	<b>309,220</b>	<b>229,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
<b>Intergovernmental/Other agencies</b>						
Alcoholic beverages tax	222,673	214,541	235,000	235,000	235,000	235,000
Cigarette tax	21,721	19,848	22,000	19,000	19,000	19,000
State Revenue Sharing	152,745	129,810	150,000	150,000	150,000	150,000
Rural Fire District	190,181	178,356	192,000	192,000	192,000	192,000
CCRLS - Chemeketa Regional Library	78,600	63,504	64,000	67,000	67,000	67,000
Tsf from Urban Renewal (Debt Svc)	9,969	86,395	86,400	86,400	86,400	86,400
<b>Total intergov./Other agencies</b>	<b>675,888</b>	<b>692,453</b>	<b>749,400</b>	<b>749,400</b>	<b>749,400</b>	<b>749,400</b>
<b>Municipal court fines</b>						
Fines & forfeitures	103,096	136,776	220,000	200,000	200,000	200,000
Parking fines	10,313	8,251	7,500	8,000	8,000	8,000
Court fees	18,476	28,895	50,000	42,000	42,000	42,000
Suspended licenses	2,406	2,875	2,500	2,500	2,500	2,500
<b>Total municipal court fines</b>	<b>134,291</b>	<b>176,797</b>	<b>280,000</b>	<b>252,500</b>	<b>252,500</b>	<b>252,500</b>
Investment income	14,237	15,053	15,000	18,000	18,000	18,000
<b>Charges for services</b>						
Civic Center rent	375	0	0	0	0	0
Planning	55,763	97,751	60,000	70,000	70,000	70,000
Dog control	26,018	27,569	22,000	25,000	25,000	25,000
Aquatic Center fees	449,996	457,069	465,000	465,000	465,000	465,000
Ambulance fees	1,327,543	773,687	1,150,000	1,310,000	1,310,000	1,310,000
Library fines	12,232	12,974	15,000	15,000	15,000	15,000
Library non-resident fee	6,710	6,285	6,000	7,000	7,000	7,000
Fire-Med	45,785	47,875	45,000	65,000	65,000	65,000
Recreation program fees	6,548	7,815	25,000	25,000	25,000	25,000
Miscellaneous	50,033	92,092	125,000	125,000	125,000	125,000
<b>Total charges for services</b>	<b>1,981,002</b>	<b>1,523,118</b>	<b>1,913,000</b>	<b>2,107,000</b>	<b>2,107,000</b>	<b>2,107,000</b>
Reimbursements & fund transfers	1,163,643	1,155,000	1,155,000	1,234,000	1,234,000	1,234,000
<b>TOTAL REVENUES</b>	<b>8,767,715</b>	<b>8,508,561</b>	<b>9,116,400</b>	<b>9,387,900</b>	<b>9,387,900</b>	<b>9,387,900</b>
Beginning balances	1,287,991	2,060,230	1,550,000	1,500,000	1,500,000	1,500,000
<b>TOTAL</b>	<b>10,055,706</b>	<b>10,568,791</b>	<b>10,666,400</b>	<b>10,887,900</b>	<b>10,887,900</b>	<b>10,887,900</b>

# General Fund Expenditures Summary

	Actual 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
Personnel Services	5,861,895	6,036,107	6,358,000	6,530,000	6,530,000	6,530,000
Materials and Services	1,845,763	2,057,608	2,319,300	2,355,850	2,355,850	2,355,850
Capital Outlay*	78,293	0	0	0	0	0
Debt Service	47,272	127,205	164,709	131,209	131,209	131,209
Transfer to other funds	144,800	166,100	236,100	254,506	254,506	254,506
Non-Departmental Transfers	17,451	218,000	620,000	200,000	200,000	200,000
<b>TOTAL EXPENDITURES</b>	<b>7,995,473</b>	<b>8,605,020</b>	<b>9,698,109</b>	<b>9,471,565</b>	<b>9,471,565</b>	<b>9,471,565</b>
Operating Contingencies	0	0	100,000	100,000	100,000	100,000
Assigned Fund Balance	0	0	0	65,000	65,000	65,000
Unappropriated Fund Balances	0	0	966,291	1,251,335	1,251,335	1,251,335
<b>TOTAL GF RECAP</b>	<b>7,995,473</b>	<b>8,605,020</b>	<b>10,764,400</b>	<b>10,887,900</b>	<b>10,887,900</b>	<b>10,887,900</b>

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

# Administration Expenditures

	Actual 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>Personnel Services</b>						
Salaries	236,559	269,746	255,000	273,000	273,000	273,000
Fringe benefits	131,800	140,995	152,000	160,000	160,000	160,000
<b>Total personnel services</b>	<b>368,359</b>	<b>410,740</b>	<b>407,000</b>	<b>433,000</b>	<b>433,000</b>	<b>433,000</b>
<b>Materials and Services</b>						
Public notices	351	616	1,000	1,000	1,000	1,000
Materials and supplies	2,287	3,081	3,000	3,000	3,000	3,000
Repairs & maintenance	0	0	1,500	1,500	1,500	1,500
Office expense	2,282	1,925	2,500	2,500	2,500	2,500
Mayor expense	2,922	5,242	3,500	5,000	5,000	5,000
Council expense	12,363	11,702	11,000	11,000	11,000	11,000
Telecommunications	1,304	267	3,000	3,000	3,000	3,000
Maintenance & rental contracts	7,007	8,780	8,000	8,000	8,000	8,000
Computer services	3,290	3,176	4,000	4,000	4,000	4,000
Insurance	333	967	950	1,100	1,100	1,100
Professional services	10,225	29,623	25,000	25,000	25,000	25,000
City Attorney	58,800	58,800	64,000	64,000	64,000	64,000
Employee development	1,699	3,530	4,500	4,500	4,500	4,500
Emergency Management	4,149	1,106	4,500	7,500	7,500	7,500
Risk Management	1,621	1,754	2,500	2,500	2,500	2,500
Travel and education	8,951	7,504	8,000	10,000	10,000	10,000
Miscellaneous	8,706	9,360	10,000	10,000	10,000	10,000
<b>Total materials &amp; services</b>	<b>126,288</b>	<b>147,433</b>	<b>156,950</b>	<b>163,600</b>	<b>163,600</b>	<b>163,600</b>
<b>TOTAL</b>	<b>494,647</b>	<b>558,174</b>	<b>563,950</b>	<b>596,600</b>	<b>596,600</b>	<b>596,600</b>

# Library Expenditures

	Actual 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>Personnel Services</b>						
Salaries	221,383	237,427	248,000	263,000	263,000	263,000
Fringe benefits	116,893	125,787	156,000	144,000	144,000	144,000
<b>Total personnel services</b>	<b>338,275</b>	<b>363,214</b>	<b>404,000</b>	<b>407,000</b>	<b>407,000</b>	<b>407,000</b>
<b>Materials and Services</b>						
Office expense	1,628	2,029	2,500	3,000	3,000	3,000
Postage	61	38	150	150	150	150
Materials and supplies	2,706	2,972	3,500	3,500	3,500	3,500
Periodicals	4,857	4,148	5,000	4,500	4,500	4,500
Maintenance & rental contract	1,010	1,000	3,000	2,500	2,500	2,500
Repairs & maintenance	1,913	4,167	4,000	5,000	5,000	5,000
Books	25,403	28,725	32,500	40,000	40,000	40,000
Telecommunications	2,692	2,417	2,500	2,500	2,500	2,500
HVAC, energy and lighting	15,793	13,777	17,000	15,000	15,000	15,000
Outbound transport	420	0	0	0	0	0
Special programs	0	0	1,500	1,500	1,500	1,500
Computer services	3,212	3,038	4,500	4,500	4,500	4,500
Insurance	3,626	3,235	3,300	3,700	3,700	3,700
Professional services	2,170	2,387	3,500	13,500	13,500	13,500
Travel and education	865	1,279	1,500	1,500	1,500	1,500
Miscellaneous	1,984	928	1,500	1,500	1,500	1,500
<b>Total materials &amp; services</b>	<b>68,340</b>	<b>70,140</b>	<b>85,950</b>	<b>102,350</b>	<b>102,350</b>	<b>102,350</b>
<b>TOTAL</b>	<b>406,615</b>	<b>433,354</b>	<b>489,950</b>	<b>509,350</b>	<b>509,350</b>	<b>509,350</b>

# Parks Expenditures

	Actual 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>Personnel Services</b>						
Salaries	135,379	147,599	194,000	158,000	158,000	158,000
Fringe benefits	74,816	75,307	84,000	91,000	91,000	91,000
<b>Total personnel services</b>	<b>210,195</b>	<b>222,905</b>	<b>278,000</b>	<b>249,000</b>	<b>249,000</b>	<b>249,000</b>
<b>Materials and Services</b>						
Materials and supplies	12,732	9,584	12,000	12,000	12,000	12,000
Fuel	0	6,450	7,000	5,000	5,000	5,000
Repairs & maintenance	12,712	6,277	10,000	10,000	10,000	10,000
Miscellaneous tools	241	1,250	2,000	2,000	2,000	2,000
Telecommunications	1,819	1,348	2,000	2,000	2,000	2,000
HVAC, energy and lighting	6,148	6,885	8,000	8,000	8,000	8,000
Garbage services	195	0	400	400	400	400
Maintenance & rental contracts	2,256	2,582	8,000	8,000	8,000	8,000
Fleet service total care program	3,000	10,000	10,000	10,000	10,000	10,000
Computer services	101	86	1,000	1,000	1,000	1,000
Insurance	5,131	6,244	6,300	6,500	6,500	6,500
Recreation	14,245	7,704	25,000	25,000	25,000	25,000
Professional services	16,091	5,640	10,000	5,000	5,000	5,000
Employee development	150	258	500	500	500	500
Travel and education	726	110	1,000	1,000	1,000	1,000
<b>Total materials &amp; services</b>	<b>75,546</b>	<b>64,417</b>	<b>103,200</b>	<b>96,400</b>	<b>96,400</b>	<b>96,400</b>
<b>Capital Outlay</b>						
Capital Assets	33,642	0	0	0	0	0
<b>Total capital outlay</b>	<b>33,642</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Transfers</b>						
Tsf to Fleet Mgmt - Capital Equip						
Replacement	5,000	8,300	8,300	8,300	8,300	8,300
<b>Total transfers</b>	<b>5,000</b>	<b>8,300</b>	<b>8,300</b>	<b>8,300</b>	<b>8,300</b>	<b>8,300</b>
<b>TOTAL</b>	<b>324,384</b>	<b>295,622</b>	<b>389,500</b>	<b>353,700</b>	<b>353,700</b>	<b>353,700</b>

# Finance Expenditures

	Actual 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>Personnel Services</b>						
Salaries	218,069	226,277	243,000	257,000	257,000	257,000
Fringe benefits	131,000	116,387	130,000	143,000	143,000	143,000
<b>Total personnel services</b>	<b>349,069</b>	<b>342,665</b>	<b>373,000</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>
<b>Materials and Services</b>						
Postage	34,123	11,642	15,000	15,000	15,000	15,000
Public notices	443	414	500	500	500	500
Materials and supplies	3,999	9,208	5,500	5,500	5,500	5,500
Office expense	1,867	2,491	3,500	3,500	3,500	3,500
Telecommunications	7,281	7,307	8,000	8,000	8,000	8,000
Maintenance & rental contracts	3,264	2,732	4,000	4,000	4,000	4,000
Computer services	28,317	32,184	40,000	48,000	48,000	48,000
Insurance	267	966	1,100	1,200	1,200	1,200
Billing services	0	28,033	30,000	30,000	30,000	30,000
Professional services	65,412	59,698	60,000	60,000	60,000	60,000
Audit	28,085	28,935	30,000	32,000	32,000	32,000
Municipal memberships	21,607	21,868	25,000	25,000	25,000	25,000
Travel and education	4,664	4,796	6,000	6,000	6,000	6,000
<b>Total materials &amp; services</b>	<b>199,329</b>	<b>210,275</b>	<b>228,600</b>	<b>238,700</b>	<b>238,700</b>	<b>238,700</b>
<b>TOTAL</b>	<b>548,398</b>	<b>552,940</b>	<b>601,600</b>	<b>638,700</b>	<b>638,700</b>	<b>638,700</b>

# Municipal Court Expenditures

	Actual 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>Personnel Services</b>						
Salaries	71,254	65,785	62,000	68,000	68,000	68,000
Pro Tem	0	0	2,000	2,000	2,000	2,000
Fringe benefits	32,217	22,924	31,000	33,000	33,000	33,000
<b>Total personnel services</b>	<b>103,471</b>	<b>88,709</b>	<b>95,000</b>	<b>103,000</b>	<b>103,000</b>	<b>103,000</b>
<b>Materials and Services</b>						
Office expense	753	781	1,500	1,500	1,500	1,500
Materials and supplies	1,944	2,575	2,500	2,500	2,500	2,500
Telecommunications	50	42	500	500	500	500
Computer services	1,031	1,413	1,500	1,500	1,500	1,500
Insurance	188	341	400	500	500	500
Jury/Witness Fees	40	30	2,000	2,000	2,000	2,000
Professional Services	7,138	52,061	86,000	90,000	90,000	90,000
Prosecution	25,440	42,000	43,000	43,000	43,000	43,000
Travel and education	383	200	3,000	1,500	1,500	1,500
<b>Total materials &amp; services</b>	<b>36,967</b>	<b>99,443</b>	<b>140,400</b>	<b>143,000</b>	<b>143,000</b>	<b>143,000</b>
<b>Capital Outlay</b>						
Capital Assets	8,550	0	0	0	0	0
<b>Total capital outlay</b>	<b>8,550</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>148,988</b>	<b>188,151</b>	<b>235,400</b>	<b>246,000</b>	<b>246,000</b>	<b>246,000</b>

# Fire Department Expenditures

	Actual 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>Personnel Services</b>						
Salaries	207,345	167,770	160,000	192,000	192,000	192,000
Volunteer compensation	30,840	0	0	0	0	0
Fringe benefits	111,443	114,016	118,000	129,000	129,000	129,000
Fringe benefits - volunteers	19,049	0	0	0	0	0
<b>Total personnel services</b>	<b>368,677</b>	<b>281,787</b>	<b>278,000</b>	<b>321,000</b>	<b>321,000</b>	<b>321,000</b>
<b>Materials and Services</b>						
Office expense	1,652	2,883	2,000	2,000	2,000	2,000
Materials and supplies/laundry	13,005	8,669	7,000	10,000	10,000	10,000
Fuel	9,567	6,928	11,000	9,000	9,000	9,000
Uniform allowance	3,925	3,244	7,000	8,000	8,000	8,000
Repairs & maintenance	18,033	19,185	18,000	18,000	18,000	18,000
Replacement - Equipment	3,697	10,794	20,000	10,000	10,000	10,000
Radios/pagers	5,554	5,172	7,000	7,000	7,000	7,000
Turnouts	25,588	10,770	25,000	25,000	25,000	25,000
Telecommunications	4,399	3,407	8,000	8,000	8,000	8,000
HVAC, energy & lighting	13,491	12,190	15,000	15,000	15,000	15,000
Maintenance and rental contracts	11,090	8,719	15,000	15,000	15,000	15,000
Fleet service total care program	25,000	35,000	35,000	35,000	35,000	35,000
Firefighter Accountability Program	0	76,900	0	0	0	0
Computer services	5,004	13,973	6,000	6,000	6,000	6,000
Insurance	16,745	15,065	16,800	17,500	17,500	17,500
Dispatch services	52,810	48,521	58,000	62,000	62,000	62,000
Professional services	39,722	27,949	55,000	45,000	45,000	45,000
Fire prevention program materials	3,417	1,041	6,000	6,000	6,000	6,000
Travel and education	25,389	20,354	20,000	25,000	25,000	25,000
<b>Total materials &amp; services</b>	<b>278,087</b>	<b>330,763</b>	<b>331,800</b>	<b>323,500</b>	<b>323,500</b>	<b>323,500</b>
<b>Capital Outlay</b>						
Equipment	28,101	0	0	0	0	0
<b>Total capital outlay</b>	<b>28,101</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Transfers</b>						
Transfer to Fleet Mgmt	14,400	14,400	14,400	14,400	14,400	14,400
Transfer to Swr SDC-Intrfnd Loan	15,000	15,000	15,000	36,841	36,841	36,841
Transfer to Fire Volunteer Trust	0	0	71,000	71,000	71,000	71,000
<b>Total transfers</b>	<b>29,400</b>	<b>29,400</b>	<b>100,400</b>	<b>122,241</b>	<b>122,241</b>	<b>122,241</b>
<b>Debt Service</b>						
Debt Service - Principal	0	0	33,933	34,890	34,890	34,890
Debt Service - Interest	0	0	10,881	9,924	9,924	9,924
<b>Total debt service</b>	<b>0</b>	<b>0</b>	<b>44,814</b>	<b>44,814</b>	<b>44,814</b>	<b>44,814</b>
<b>TOTAL</b>	<b>704,265</b>	<b>641,950</b>	<b>755,014</b>	<b>811,555</b>	<b>811,555</b>	<b>811,555</b>

# Ambulance Expenditures

	Actual 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>Personnel Services</b>						
Salaries	600,855	665,412	675,000	714,000	714,000	714,000
Fringe benefits	281,765	307,129	350,000	351,000	351,000	351,000
Overtime	19,722	15,120	20,000	20,000	20,000	20,000
<b>Total personnel services</b>	<b>902,343</b>	<b>987,661</b>	<b>1,045,000</b>	<b>1,085,000</b>	<b>1,085,000</b>	<b>1,085,000</b>
<b>Materials and Services</b>						
Office expense	1,485	2,097	2,200	2,500	2,500	2,500
Fire Med advertising	3,184	4,347	5,000	5,000	5,000	5,000
Forms/Printing	350	435	1,000	1,000	1,000	1,000
Materials and supplies/laundry	63,405	70,666	64,000	68,000	68,000	68,000
Fuel	29,182	24,908	28,000	20,000	20,000	20,000
Uniform allowance	6,740	2,973	8,500	8,500	8,500	8,500
Repairs & maintenance	10,544	9,983	11,000	11,000	11,000	11,000
Equipment	4,843	1,119	6,000	6,000	6,000	6,000
Radios/pagers	3,071	98	3,000	3,000	3,000	3,000
Turnouts	819	0	0	0	0	0
Telecommunications	5,290	6,263	6,300	6,500	6,500	6,500
HVAC, energy & lighting	8,518	7,831	9,000	9,000	9,000	9,000
Maintenance and rental contracts	1,672	2,764	4,000	5,000	5,000	5,000
Fleet service total care program	20,000	25,000	25,000	25,000	25,000	25,000
Computer services	11,342	2,885	13,000	13,000	13,000	13,000
Insurance	13,779	7,934	9,000	9,500	9,500	9,500
Dispatch services	50,104	51,995	61,000	65,500	65,500	65,500
Professional services	60,817	79,043	70,000	60,000	60,000	60,000
Travel and education	12,007	17,427	14,000	14,000	14,000	14,000
<b>Total materials &amp; services</b>	<b>307,152</b>	<b>317,769</b>	<b>340,000</b>	<b>332,500</b>	<b>332,500</b>	<b>332,500</b>
<b>Transfers</b>						
Transfer to Fleet Management	30,000	30,000	30,000	30,000	30,000	30,000
Tsfr to Swr SDC-Intrfnd Loan	0	0	0	14,565	14,565	14,565
<b>Total transfers</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>44,565</b>	<b>44,565</b>	<b>44,565</b>
<b>Debt Service</b>						
Debt Service - Principal	35,000	40,000	30,000	0	0	
Debt Service - Interest	2,303	810	3,500	0	0	
<b>Total debt service</b>	<b>37,303</b>	<b>40,810</b>	<b>33,500</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>1,276,797</b>	<b>1,376,240</b>	<b>1,448,500</b>	<b>1,462,065</b>	<b>1,462,065</b>	<b>1,462,065</b>

# Police Department Expenditures

	Actual 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>Personnel Services</b>						
Salaries	1,379,994	1,460,721	1,541,000	1,635,000	1,635,000	1,635,000
Overtime	103,790	128,868	130,000	130,000	130,000	130,000
Fringe benefits	819,924	835,454	788,000	975,000	975,000	975,000
<b>Total personnel services</b>	<b>2,303,708</b>	<b>2,425,042</b>	<b>2,459,000</b>	<b>2,740,000</b>	<b>2,740,000</b>	<b>2,740,000</b>
<b>Materials and Services</b>						
Office expense	3,951	4,312	3,600	4,000	4,000	4,000
Materials and supplies	3,674	1,824	4,000	4,200	4,200	4,200
Dog control/dog shelter	6,988	4,791	7,300	7,500	7,500	7,500
Weapons skills	9,856	8,620	11,200	11,200	11,200	11,200
Investigations	20,315	16,735	18,500	20,000	20,000	20,000
Firing range improvements	7,526	2,675	3,000	4,400	4,400	4,400
Evidence Control	0	438	3,300	3,400	3,400	3,400
Fuel	39,041	31,981	40,000	35,000	35,000	35,000
Uniforms and cleaning	15,628	12,168	16,400	17,000	17,000	17,000
Equipment	6,159	8,916	8,500	8,700	8,700	8,700
SRT	0	2,607	0	0	0	0
Safety/OSHA	8,013	7,956	9,000	9,300	9,300	9,300
Telecommunications	19,158	18,308	21,000	21,600	21,600	21,600
Maintenance and rental contracts	16,407	20,320	23,000	23,000	23,000	23,000
Fleet service total care program	25,000	35,000	40,000	40,000	40,000	40,000
Computer services	11,710	14,733	12,000	14,000	14,000	14,000
Insurance	8,065	31,890	35,000	40,000	40,000	40,000
Dispatch services	137,197	145,544	157,000	168,000	168,000	168,000
Professional services	8,546	8,390	12,000	12,300	12,300	12,300
Community relations	492	1,747	2,000	2,000	2,000	2,000
Employee development	390	85	1,000	1,000	1,000	1,000
Travel and training	13,650	12,799	14,100	14,500	14,500	14,500
R.A.I.N. / PRIORS	20,150	20,749	23,000	24,000	24,000	24,000
Reserve officers	7,506	7,422	9,500	9,700	9,700	9,700
<b>Total materials &amp; services</b>	<b>389,421</b>	<b>420,010</b>	<b>474,400</b>	<b>494,800</b>	<b>494,800</b>	<b>494,800</b>
<b>Capital Outlay</b>						
Capital Assets	8,000	0	0	0	0	0
<b>Total capital outlay</b>	<b>8,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Transfers</b>						
Transfer to Fleet Management	27,000	41,000	40,000	26,000	26,000	26,000
<b>Total transfers</b>	<b>27,000</b>	<b>41,000</b>	<b>40,000</b>	<b>26,000</b>	<b>26,000</b>	<b>26,000</b>
<b>TOTAL</b>	<b>2,728,129</b>	<b>2,886,052</b>	<b>2,973,400</b>	<b>3,260,800</b>	<b>3,260,800</b>	<b>3,260,800</b>

# Aquatic Center Expenditures

	Actual 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>Personnel Services</b>						
Salaries	312,336	350,125	360,000	380,000	380,000	380,000
Overtime	0	428	0	0	0	0
Fringe benefits	106,325	108,583	115,000	105,000	105,000	105,000
<b>Total personnel services</b>	<b>418,661</b>	<b>459,137</b>	<b>475,000</b>	<b>485,000</b>	<b>485,000</b>	<b>485,000</b>
<b>Materials and Services</b>						
Postage	113	81	100	100	100	100
Public notices/advertising	2,170	1,686	3,000	3,000	3,000	3,000
Materials and supplies	5,390	3,840	1,500	1,500	1,500	1,500
Janitor supplies	5,950	6,269	6,000	6,000	6,000	6,000
Pro shop / concessions	29,085	27,715	32,000	32,000	32,000	32,000
Program supplies	3,335	2,383	4,000	4,000	4,000	4,000
Uniforms	0	523	1,000	1,000	1,000	1,000
Chemicals	27,974	27,117	30,000	30,000	30,000	30,000
Repairs & maintenance	35,489	37,817	40,000	40,000	40,000	40,000
Office expense	2,809	1,863	2,000	2,000	2,000	2,000
Electric service	79,504	79,035	82,000	83,000	83,000	83,000
Telecommunications	1,784	1,683	2,000	3,000	3,000	3,000
Gas service	52,832	48,935	58,000	58,000	58,000	58,000
Fleet service total care program	2,000	3,000	3,000	3,000	3,000	3,000
Computer services	2,364	4,788	5,000	7,000	7,000	7,000
Insurance	5,810	32,953	6,000	6,400	6,400	6,400
Professional services	11,969	22,163	17,000	10,000	10,000	10,000
Professional services-ActiveNet	0	0	0	20,000	20,000	20,000
Travel and education	1,602	1,755	2,000	2,000	2,000	2,000
Miscellaneous	6,613	4,726	6,000	6,000	6,000	6,000
<b>Total materials &amp; services</b>	<b>276,794</b>	<b>308,333</b>	<b>300,600</b>	<b>318,000</b>	<b>318,000</b>	<b>318,000</b>
<b>Transfers</b>						
Tsf to Swr SDC-Interfund Loan	50,000	50,000	50,000	50,000	50,000	50,000
<b>Total transfers</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>
<b>TOTAL</b>	<b>745,455</b>	<b>817,469</b>	<b>825,600</b>	<b>853,000</b>	<b>853,000</b>	<b>853,000</b>

# Planning/Economic Development Expenditures

	Actual 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>Personnel Services</b>						
Salaries	95,300	62,341	105,000	120,000	120,000	120,000
Fringe benefits	49,010	36,400	61,000	78,000	78,000	78,000
<b>Total personnel services</b>	<b>144,310</b>	<b>98,740</b>	<b>166,000</b>	<b>198,000</b>	<b>198,000</b>	<b>198,000</b>
<b>Materials and Services</b>						
Materials and supplies	281	128	2,000	2,000	2,000	2,000
Printing	47	185	1,000	1,000	1,000	1,000
Public notices/advertising	863	1,271	1,000	2,000	2,000	2,000
Fuel	1,016	479	500	500	500	500
Office expense	586	663	1,000	1,000	1,000	1,000
Economic Development expense	1,261	1,320	1,500	1,500	1,500	1,500
Planning Commission expense	0	0	500	500	500	500
Citizen involvement program	0	0	1,000	1,000	1,000	1,000
Telecommunications	1,340	68	2,000	2,000	2,000	2,000
Fleet service total care program	2,000	2,000	2,000	2,000	2,000	2,000
Computer services	3,321	1,017	1,500	2,000	2,000	2,000
Insurance	535	570	700	1,000	1,000	1,000
Weed Abatement	1,201	3,957	2,000	2,000	2,000	2,000
Professional services	3,915	3,617	50,000	50,000	50,000	50,000
Travel and education	1,558	1,220	2,500	2,500	2,500	2,500
Miscellaneous	652	2,231	1,500	2,000	2,000	2,000
<b>Total materials &amp; services</b>	<b>18,575</b>	<b>18,726</b>	<b>70,700</b>	<b>73,000</b>	<b>73,000</b>	<b>73,000</b>
<b>Transfers</b>						
Transfer to Fleet Mgmt	3,400	3,400	3,400	3,400	3,400	3,400
<b>Total transfers</b>	<b>3,400</b>	<b>3,400</b>	<b>3,400</b>	<b>3,400</b>	<b>3,400</b>	<b>3,400</b>
<b>TOTAL</b>	<b>166,285</b>	<b>120,867</b>	<b>240,100</b>	<b>274,400</b>	<b>274,400</b>	<b>274,400</b>

# Facilities Maintenance Expenditures

	Actual 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>Personnel Services</b>						
Salaries	64,365	65,006	65,000	67,000	67,000	67,000
Fringe benefits	40,717	39,218	41,000	42,000	42,000	42,000
<b>Total personnel services</b>	<b>105,083</b>	<b>104,224</b>	<b>106,000</b>	<b>109,000</b>	<b>109,000</b>	<b>109,000</b>
<b>Materials and Services</b>						
Materials and supplies	92	6	500	800	800	800
Repairs & maintenance	17,252	20,158	25,000	25,000	25,000	25,000
Telecommunications	1,821	1,889	3,000	3,000	3,000	3,000
HVAC, energy and lighting	22,690	22,509	24,000	25,000	25,000	25,000
Maintenance & rental contracts	294	0	2,000	2,000	2,000	2,000
Fleet service total care program	1,000	1,000	1,000	1,000	1,000	1,000
Computer services	573	243	1,000	1,000	1,000	1,000
Insurance	7,698	6,052	6,500	6,700	6,700	6,700
Professional services	634	838	2,000	2,000	2,000	2,000
Travel and education	59	0	1,500	1,500	1,500	1,500
Miscellaneous	271	762	2,000	2,000	2,000	2,000
<b>Total materials &amp; services</b>	<b>52,384</b>	<b>53,457</b>	<b>68,500</b>	<b>70,000</b>	<b>70,000</b>	<b>70,000</b>
<b>TOTAL</b>	<b>157,466</b>	<b>157,681</b>	<b>174,500</b>	<b>179,000</b>	<b>179,000</b>	<b>179,000</b>

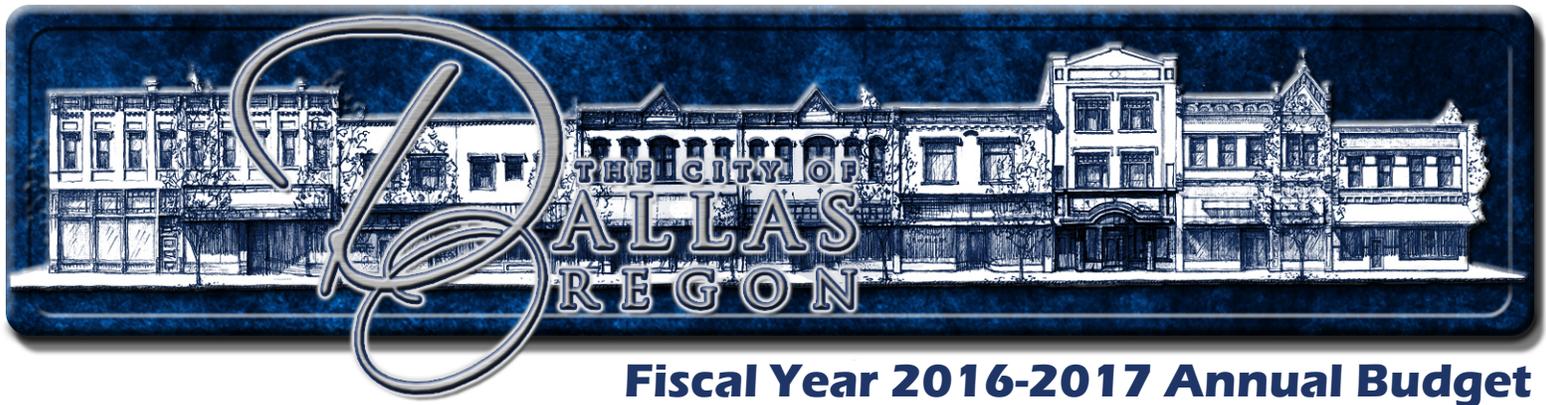
# Non-Departmental Expenditures

	Actual 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>Transfers</b>						
Transfer to Park SDC	17,451	0	0	0	0	0
Transfer to Capital Projects	0	218,000	620,000	200,000	200,000	200,000
<b>Total transfers</b>	<b>17,451</b>	<b>218,000</b>	<b>620,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>
<b>Debt Service</b>						
2013 UR Loan - Principal	0	65,596	67,526	69,513	69,513	69,513
2013 UR Loan - Interest	9,969	20,799	18,869	16,882	16,882	16,882
<b>Total debt service</b>	<b>9,969</b>	<b>86,395</b>	<b>86,395</b>	<b>86,395</b>	<b>86,395</b>	<b>86,395</b>
<b>TOTAL</b>	<b>27,420</b>	<b>304,395</b>	<b>706,395</b>	<b>286,395</b>	<b>286,395</b>	<b>286,395</b>

# Inspections/Building Expenditures\*

	Actual 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>Personnel Services</b>						
Salaries	151,793	155,447	165,000	0	0	0
Fringe benefits	97,953	95,836	107,000	0	0	0
<b>Total personnel services</b>	<b>249,746</b>	<b>251,283</b>	<b>272,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Materials and Services</b>						
Materials and supplies	2,082	1,803	2,500	0	0	0
Fuel	1,524	719	1,000	0	0	0
Telecommunications	2,173	2,532	3,000	0	0	0
Fleet service total care program	2,000	2,000	2,000	0	0	0
Computer services	3,814	3,408	3,000	0	0	0
Insurance	1,250	1,428	1,700	0	0	0
Professional services	715	0	0	0	0	0
Travel and education	2,886	2,953	4,000	0	0	0
Miscellaneous	435	2,000	1,000	0	0	0
<b>Total materials &amp; services</b>	<b>16,881</b>	<b>16,842</b>	<b>18,200</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Transfers</b>						
Transfer to Fleet Mgmt	0	4,000	4,000	0	0	0
<b>Total transfers</b>	<b>0</b>	<b>4,000</b>	<b>4,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>266,627</b>	<b>272,125</b>	<b>294,200</b>	<b>0</b>	<b>0</b>	<b>0</b>

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



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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.

Fund Summaries

Governmental Funds



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## Fund Summaries

## Governmental Funds

## Capital Projects Fund

## Description

The Capital Projects Fund accounts for all the General Fund capital projects for Fiscal Year 2016-2017. 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	\$15,000	New office furniture <sup>16</sup>
Fire	\$284,385	\$30,000 for extrication tool system; \$1,225 match for grant to rehab equipment; \$8,000 for a mobile data computer; \$20,000 for folding wall system, \$27,500 match for training facility grant; \$47,660 for radios; \$150,000 for new squad vehicle <sup>17</sup>
Police	\$152,000	\$30,000 squad room furniture; \$15,000 impound lot cover; \$107,000 replace 2 vehicles <sup>18</sup>
Aquatic Center	\$12,000	Refurbish pool filter <sup>19</sup>
Facilities	\$100,000	\$50,000 for 4 new City Hall HVAC roof units <sup>20</sup> ; \$50,000 for Senior Ctr amenities <sup>21</sup>
EMS	\$244,210	\$15,000 purchase power cot; \$14,210 purchase power cot loading system (match for grant); \$15,000 to purchase oxygen bottle lifting system; \$200,000 for new ambulance <sup>22</sup>
Park	\$18,500	\$10,000 to replace play equipment; \$8,500 for a ¼ share of a new Bobcat <sup>23</sup>
<b>Total</b>	<b>\$826,095</b>	

<sup>16</sup> There are no increased operating costs associated with the upgrades.

<sup>17</sup> Upgraded equipment will improve response efficiencies. There are no associated increases in operating costs for these upgrades.

<sup>18</sup> There are no associated increases in operating costs for these improvements.

<sup>19</sup> This project will decrease operating costs and improve efficiencies.

<sup>20</sup> This project should decrease operating costs with more efficient equipment

<sup>21</sup> Any minor increases in operating costs for these amenities are easily absorbed in the Facilities Maintenance budget.

<sup>22</sup> There are no associated increases in operating costs for these improvements. All will improve efficiency of staff and reduce injuries.

<sup>23</sup> There are no associated increases in operating costs for these improvements

## Fund Summaries

## Governmental Funds

### 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, storm water and assist with the water distribution system.

### Division Mission

The mission of the Street Division is to maintain and repair the street system to allow for optimum service life and the safe and efficient travel of the motoring, pedestrian, and bicycle 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.

## Fund Summaries

## Governmental Funds Street Division

### 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
- To 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, storm water management, and snow removal as budget allows
- To prevent the further deterioration of arterial and collector streets.



### Accomplishments

- Assisted with rain garden installation on Mill Street, and continue to maintain them throughout the downtown
- Continued to maintain and improve city rights of way
- Performed crack sealing throughout the City.
- Installed new signs around schools in order to enhance safety.



### Capital Projects<sup>24</sup>

- Contractual Overlays
  - Particular streets to be overlaid are unknown at this time. This 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.

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<sup>24</sup> There are no anticipated operating costs associated with these projects. There may be some decreases maintenance costs.

## Fund Summaries

Governmental Funds  
Street Division

## Revenue Sources

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

	Actual 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17	% Change
State Highway Appropriations & Reimb.	912,889	859,426	900,000	865,000	(4%)
State Hwy Federal Reimb.	151,335	261,690	150,000	150,000	0%
Interest & Misc.	19,848	53,932	27,000	38,000	41% <sup>25</sup>
Transfers	61,059	0	0	0	0%
<b>TOTAL REVENUES</b>	<b>1,145,132</b>	<b>1,175,048</b>	<b>1,077,000</b>	<b>1,053,000</b>	<b>(2%)</b>
Beginning Balance	491,262	689,657	585,000	870,000	

## Expenditures

	Actual 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17	% Change
Personnel Services	284,656	282,898	317,000	315,000	(<1%)
Materials and Services	263,351	246,603	282,400	334,700	19% <sup>26</sup>
Capital Outlay	318,730	459,405	297,000	305,500	3%
Transfers	80,000	83,500	83,500	83,500	0%
<b>TOTAL EXPENDITURES</b>	<b>946,737</b>	<b>1,072,407</b>	<b>979,900</b>	<b>1,038,700</b>	<b>6%</b>
Assigned Fund Balance	0	0	0	3,300	
Operating Contingencies	0	0	682,100	881,000	

## Staffing Information

Job Title	Wage Range	2013-14	2014-15	2015-16	2016-17
Director (Operations)	DH4	0.15	0.15	0.15	0.15
Director (Engineering)	DH3	0.20	0.20	0.20	0.20
Operations Supervisor	M1	0.25	0.25	0.25	0.25
Pub Wks Foreman	26	0.25	0.25	0.25	0.25
Lead Wkr/Ut Wkr II	23	0.25	0.25	0.25	0
Utility Worker II	22	0.50	0.50	0.50	0.50
Utility Worker I	19	0.50	0.50	0.50	0.50
Utility Technician	18	0	0	0	0.25
Engineering Supervisor	30	0.20	0.20	0.20	0.20
Engineering Tech III	25	0.20	0.20	0.20	0.20
Engineering Tech II	23	0.20	0.20	0.20	0.20
Technical Assistant	20	-	-	0.20	0.20
Executive Assistant	20	0.20	0.20	0.25	0.25
<b>TOTAL FTE's</b>		<b>2.90</b>	<b>2.90</b>	<b>3.15</b>	<b>3.15</b>

<sup>25</sup> Revenue increase from fees due to additional building activity

<sup>26</sup> Professional services increase for grant match to revise the TSP

## Fund Summaries

 Governmental Funds  
Street Division

## 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

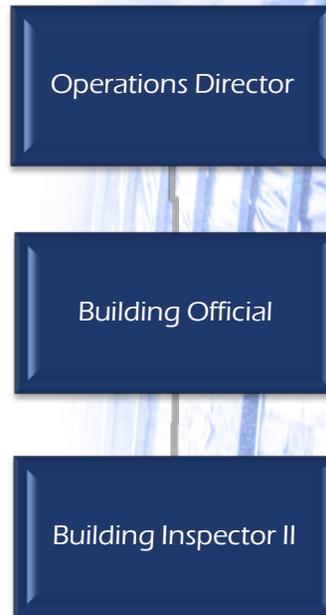
The Street Division is responsible for a wide array of services that ensure that the streets are maintained at the levels dictated by the available budget and City Council policy. Included in street maintenance are right of way care, mowing, signage, striping, curb painting, and street sweeping.

## Fund Summaries

## Governmental Funds

### Building Inspection Division

#### 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

## Governmental Funds Building Inspections

### 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.
- Ensure the smooth operation of 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)
- Executive board member of OMOA (Oregon Mechanical Officials Association)
- Standards committee member OBOA (Oregon Building Officials Association)
- Continued to provide outstanding service with an increased workload
- Involved in Oregon State code interpretation with State Building Codes Director

### Revenue Sources<sup>27</sup>

The Building Inspection Fund revenue comes predominantly from permit fees.

	Actual 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17	% Change
Permits	0	0	0	350,000	100%
Miscellaneous	0	0	0	2,000	
<b>TOTAL REVENUES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>352,000</b>	
Beginning Balance	0	0	0	0	

### Expenditures<sup>27</sup>

	Actual 2013-14*	Actual 2014-15*	Amended 2015-16*	Proposed 2016-17	% Change
Personnel Services	249,746	251,283	272,000	282,000	4%
Materials and Services	16,881	16,842	18,200	22,300	23%
Transfers	0	4,000	4,000	44,000	1000%
<b>TOTAL</b>	<b>266,627</b>	<b>272,125</b>	<b>294,200</b>	<b>348,300</b>	<b>18%</b>
Assigned Fund Balance	0	0	0	3,700	
Operating Contingencies	0	0	0	0	

\*These numbers are provided for comparison only. Prior to FY16-17, this was part of the General Fund.

<sup>27</sup> This is a new fund for FY2016-17, accounting for the large % change

## Fund Summaries

## Governmental Funds

## Building Inspections

## Staffing Information

Job Title	Wage Range	2013-14	2014-15	2015-16	2016-17
Director	DH4	0.10	0.10	0.10	0.10
Building Official	M1	1	1	1	1
Building Inspector II	29	1	1	1	1
Executive Assistant	20	-	-	0.125	0.125
TOTAL FTE's		2.10	2.10	2.225	2.225

## Performance Measurements

	2013	2014	2015	2016
# of Building Permits issued	171	200	230	290
# of Inspections performed	1,658	1,800	1901	2100
# of Inspections/FTE	829	900	1000	1100
# of IGA plan reviews	2	3	2	1
Total Value of new construction	\$15.8 million	\$17 million	\$22 million	\$30 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.

## Fund Summaries

## Governmental Funds

### 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 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17
Beginning Balance	193,745	65,142	120,000	295,000
Charges/Revenue	62,886	81,680	60,000	100,000
<b>TOTAL RESOURCES</b>	<b>256,631</b>	<b>146,822</b>	<b>180,000</b>	<b>395,000</b>
Total Requirements/Expenditures	191,488	0	180,000	395,000

#### Parks SDC

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

Projects planned for the upcoming year include: Roger Jordan Community Park improvements, additional play equipment and features, pickleball courts, and improvements to Academy Park I. There will be some minor increases in maintenance costs for these improvements, but can easily be absorbed by the Parks budget and existing staff.

Parks SDC	Actual 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17
Beginning Balance	147,768	288,129	200,000	450,000
Charges/Revenue	122,910	137,484	105,000	150,000
Transfers	17,451	0	0	0
<b>TOTAL RESOURCES</b>	<b>288,129</b>	<b>425,613</b>	<b>305,000</b>	<b>600,000</b>
Total Requirements/Expenditures	0	110,878	305,000	600,000

## Fund Summaries

## Governmental Funds

### 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: Mercer Reservoir land acquisition and the Water System Facilities Master Plan. There are no anticipated operating costs associated with these investments.

Water SDC	Actual 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17
Beginning Balance	165,619	385,365	425,000	725,000
Charges/Revenue	219,746	247,678	185,000	200,000
<b>TOTAL RESOURCES</b>	<b>385,365</b>	<b>633,042</b>	<b>610,000</b>	<b>925,000</b>
Total Requirements/Expenditures	0	247,351	610,000	925,000

### 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, reclaimed water (purple pipe) project, Aquatic Center siphon upgrade and replacement (bridge crossing). Any anticipated operating costs associated with these projects are minor and easily absorbed by the existing budgets.

Sanitary Sewer SDC	Actual 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17
Beginning Balance	3,478,664	3,662,351	3,925,000	4,600,000
Charges/Revenue	222,550	258,922	190,000	300,000
Reimbursement	95,000	95,000	95,000	111,500
Transfers	62,615	0	0	0
<b>TOTAL RESOURCES</b>	<b>3,858,829</b>	<b>4,016,272</b>	<b>4,210,000</b>	<b>5,011,500</b>
Total Requirements/Expenditures	196,478	4	4,210,000	5,011,500

### 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 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17
Beginning Balance	44,027	63,315	20,000	125,000
Charges/Revenue	49,288	57,396	45,000	60,000
<b>TOTAL RESOURCES</b>	<b>93,315</b>	<b>120,711</b>	<b>65,000</b>	<b>185,000</b>
Total Requirements/Expenditures	30,000	84,949	65,000	185,000

## Fund Summaries

## Special Revenues

### 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. These accounts for the funds collected and dispersed related to that group.

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

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

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

## Fund Summaries

## Special Revenues

### 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 2016-17 are listed below:

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

**Community Development Block Grant (CDBG):** The City has been awarded CDBG funds to construct a new Senior Center in the 2016-17 fiscal year.

**Park Grant:** The Parks Department has received 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 *Ready, Set, Read!*

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

**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 department is applying for a \$325,000 grant for a Volunteer Coordinator and R&R program for the recruitment and retention of volunteers and a \$50,000 grant for a Fire Prevention Education System.

The Emergency Medical Services division has applied for a grant to fund three Power Cot Loading Systems for \$142,014 total cost requires a \$14,201 (10%) match.

## Fund Summaries

## Special Revenues

### 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	85,000	6,559	91,559
2005 Refunding Bonds	385,000	48,400	433,400
<b>Totals</b>	<b>470,000</b>	<b>54,959</b>	<b>524,959</b>

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.



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## Capital Projects Revenues

	Actual 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>Transfers</b>						
Transfer from General Fund	0	218,000	370,000	200,000	200,000	200,000
Transfer from Sewer SDC	0	0	0	350,000	350,000	350,000
<b>Total transfers</b>	<b>0</b>	<b>218,000</b>	<b>370,000</b>	<b>550,000</b>	<b>550,000</b>	<b>550,000</b>
Beginning balances	0	0	130,902	435,000	435,000	435,000
<b>TOTAL</b>	<b>0</b>	<b>218,000</b>	<b>500,902</b>	<b>985,000</b>	<b>985,000</b>	<b>985,000</b>

## Capital Projects Expenditures

	Actual 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>Capital Outlay</b>						
Equipment	0	46,923	334,000	235,000	235,000	235,000
Building Improvements	0	40,175	286,000	135,000	135,000	135,000
Vehicles	0	0	0	457,000	457,000	457,000
Property	0	0	0	0	0	0
Transfer to Park Grant	0	0	11,945	0	0	0
<b>Total capital outlay</b>	<b>0</b>	<b>87,098</b>	<b>631,945</b>	<b>827,000</b>	<b>827,000</b>	<b>827,000</b>
Operating Contingencies	0	0	0	158,000	158,000	158,000
<b>TOTAL</b>	<b>0</b>	<b>87,098</b>	<b>631,945</b>	<b>985,000</b>	<b>985,000</b>	<b>985,000</b>

2014-15; 2015-16 - Vehicles were part of equipment

# Street Fund Revenues

	Actual 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>Revenues</b>						
State highway appropriation	912,889	859,426	900,000	865,000	865,000	865,000
Interest on investments	7,375	6,695	7,000	8,000	8,000	8,000
Miscellaneous	12,473	47,237	20,000	30,000	30,000	30,000
State hwy federal money reimb.	151,335	261,690	150,000	150,000	150,000	150,000
Transfer from Trust Fund	61,059	0	0	0	0	0
<b>Total revenues</b>	<b>1,145,132</b>	<b>1,175,048</b>	<b>1,077,000</b>	<b>1,053,000</b>	<b>1,053,000</b>	<b>1,053,000</b>
Beginning balances	491,262	689,657	585,000	870,000	870,000	870,000
<b>TOTAL</b>	<b>1,636,394</b>	<b>1,864,704</b>	<b>1,662,000</b>	<b>1,923,000</b>	<b>1,923,000</b>	<b>1,923,000</b>

# Street Fund Expenditures

	Actual 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>Personnel Services</b>						
Salaries	168,035	170,314	186,000	182,000	182,000	182,000
Overtime	3,860	3,435	4,000	4,000	4,000	4,000
Fringe benefits	112,761	109,148	127,000	129,000	129,000	129,000
<b>Total personnel services</b>	<b>284,656</b>	<b>282,898</b>	<b>317,000</b>	<b>315,000</b>	<b>315,000</b>	<b>315,000</b>
<b>Materials and Services</b>						
Materials and supplies	42,083	39,060	60,000	60,000	60,000	60,000
Vehicle/equipment expense	50,000	50,000	50,000	50,000	50,000	50,000
Repairs & maintenance	1,233	33	2,000	2,000	2,000	2,000
Traffic signal maintenance	1,149	3,224	3,000	5,000	5,000	5,000
Tools	719	982	2,000	2,000	2,000	2,000
Telecommunications	2,819	2,506	3,200	3,200	3,200	3,200
Street lighting	115,763	112,763	130,000	130,000	130,000	130,000
Computer services	4,663	1,618	2,000	2,000	2,000	2,000
Insurance	8,380	2,409	2,700	3,000	3,000	3,000
Professional services	31,185	28,199	20,000	70,000	70,000	70,000
Employee development	913	699	3,000	3,000	3,000	3,000
Safety equipment & training	2,974	1,917	2,500	2,500	2,500	2,500
Travel and education	1,469	3,193	2,000	2,000	2,000	2,000
<b>Total materials &amp; services</b>	<b>263,351</b>	<b>246,603</b>	<b>282,400</b>	<b>334,700</b>	<b>334,700</b>	<b>334,700</b>
<b>Capital Outlay</b>						
Equipment	0	49,953	27,000	35,500	35,500	35,500
Contractual overlays	304,022	408,186	250,000	250,000	250,000	250,000
Sidewalk Projects	14,708	1,267	20,000	20,000	20,000	20,000
<b>Total capital outlay</b>	<b>318,730</b>	<b>459,405</b>	<b>297,000</b>	<b>305,500</b>	<b>305,500</b>	<b>305,500</b>
<b>Transfers</b>						
Transfer to General Fund Tst to Fleet Mgmt - Capital Equip Replacement	80,000	80,000	80,000	80,000	80,000	80,000
<b>Total transfers</b>	<b>80,000</b>	<b>83,500</b>	<b>83,500</b>	<b>83,500</b>	<b>83,500</b>	<b>83,500</b>
<b>TOTAL EXPENDITURES</b>	<b>946,737</b>	<b>1,072,407</b>	<b>979,900</b>	<b>1,038,700</b>	<b>1,038,700</b>	<b>1,038,700</b>
Operating Contingencies	0	0	682,100	881,000	881,000	881,000
Assigned Fund Balance	0	0	0	3,300	3,300	3,300
<b>TOTAL</b>	<b>946,737</b>	<b>1,072,407</b>	<b>1,662,000</b>	<b>1,923,000</b>	<b>1,923,000</b>	<b>1,923,000</b>

## Building Inspections Fund Revenues\*

	Actual 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>Revenues</b>						
Permits	0	0	0	350,000	350,000	350,000
Miscellaneous	0	0	0	2,000	2,000	2,000
<b>Total revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>352,000</b>	<b>352,000</b>	<b>352,000</b>
Beginning balances	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>352,000</b>	<b>352,000</b>	<b>352,000</b>

## Building Inspections Fund Expenditures\*

	Actual 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>Personnel Services</b>						
Salaries	0	0	0	168,000	168,000	168,000
Fringe benefits	0	0	0	114,000	114,000	114,000
<b>Total personnel services</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>282,000</b>	<b>282,000</b>	<b>282,000</b>
<b>Materials and Services</b>						
Materials and supplies	0	0	0	3,000	3,000	3,000
Fuel	0	0	0	1,000	1,000	1,000
Telecommunications	0	0	0	3,000	3,000	3,000
Fleet Services Total Care program	0	0	0	2,000	2,000	2,000
Computer services	0	0	0	3,000	3,000	3,000
Insurance	0	0	0	2,500	2,500	2,500
Professional services	0	0	0	1,000	1,000	1,000
Travel and education	0	0	0	4,000	4,000	4,000
Miscellaneous	0	0	0	2,800	2,800	2,800
<b>Total materials &amp; services</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>22,300</b>	<b>22,300</b>	<b>22,300</b>
<b>Transfers</b>						
Transfer to General Fund	0	0	0	40,000	40,000	40,000
Transfer to Fleet Management	0	0	0	4,000	4,000	4,000
<b>Total transfers</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>44,000</b>	<b>44,000</b>	<b>44,000</b>
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>348,300</b>	<b>348,300</b>	<b>348,300</b>
Operating Contingencies	0	0	0	0	0	0
Assigned Fund Balance	0	0	0	3,700	3,700	3,700
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>352,000</b>	<b>352,000</b>	<b>352,000</b>

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

# Systems Development Fund Revenues

	Actual 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>Transportation SDC</b>						
Charges/revenue	62,886	81,680	60,000	100,000	100,000	100,000
Beginning balance	193,745	65,142	120,000	295,000	295,000	295,000
<b>Total transportation</b>	<b>256,631</b>	<b>146,822</b>	<b>180,000</b>	<b>395,000</b>	<b>395,000</b>	<b>395,000</b>
<b>Park SDC</b>						
Charges/revenue	122,910	137,484	105,000	150,000	150,000	150,000
Beginning balance	147,768	288,129	200,000	450,000	450,000	450,000
Tsf from General Fund	17,451	0	0	0	0	0
<b>Total park</b>	<b>288,129</b>	<b>425,613</b>	<b>305,000</b>	<b>600,000</b>	<b>600,000</b>	<b>600,000</b>
<b>Water SDC</b>						
Charges/revenue	219,746	247,678	185,000	200,000	200,000	200,000
Beginning balance	165,619	385,365	425,000	725,000	725,000	725,000
<b>Total water</b>	<b>385,365</b>	<b>633,042</b>	<b>610,000</b>	<b>925,000</b>	<b>925,000</b>	<b>925,000</b>
<b>Sewer SDC</b>						
Charges/revenue	222,550	258,922	190,000	300,000	300,000	300,000
Reimbursement of SDC loan	95,000	95,000	95,000	111,500	111,500	111,500
Tsf from Trust Fund-Aqu Loan	62,615	0	0	0	0	0
Beginning balance	3,478,664	3,662,351	3,925,000	4,600,000	4,600,000	4,600,000
<b>Total sewer</b>	<b>3,858,829</b>	<b>4,016,272</b>	<b>4,210,000</b>	<b>5,011,500</b>	<b>5,011,500</b>	<b>5,011,500</b>
<b>Storm SDC</b>						
Charges/revenue	49,288	57,396	45,000	60,000	60,000	60,000
Beginning balance	44,027	63,315	20,000	125,000	125,000	125,000
<b>Total storm</b>	<b>93,315</b>	<b>120,711</b>	<b>65,000</b>	<b>185,000</b>	<b>185,000</b>	<b>185,000</b>
<b>TOTAL SDC FUNDS</b>						
Beginning balances	4,029,823	4,464,302	4,690,000	6,195,000	6,195,000	6,195,000
Total transfers	175,066	95,000	95,000	111,500	111,500	111,500
Total deposits	677,379	783,160	585,000	810,000	810,000	810,000
<b>TOTAL</b>	<b>4,882,268</b>	<b>5,342,462</b>	<b>5,370,000</b>	<b>7,116,500</b>	<b>7,116,500</b>	<b>7,116,500</b>

# Systems Development Fund Expenditures

	Actual 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>Transportation SDC</b>						
Street Projects	191,488	0	180,000	391,000	391,000	391,000
Transfer to General Fund	0	0	0	4,000	4,000	4,000
<b>Total expenditures</b>	<b>191,488</b>	<b>0</b>	<b>180,000</b>	<b>395,000</b>	<b>395,000</b>	<b>395,000</b>
<b>Park SDC</b>						
Park Projects	0	110,878	305,000	593,000	593,000	593,000
Transfer to General Fund	0	0	0	7,000	7,000	7,000
<b>Total expenditures</b>	<b>0</b>	<b>110,878</b>	<b>305,000</b>	<b>600,000</b>	<b>600,000</b>	<b>600,000</b>
<b>Water SDC</b>						
Water Projects/Oversizing	0	247,351	610,000	913,000	913,000	913,000
Transfer to General Fund	0	0	0	12,000	12,000	12,000
<b>Total expenditures</b>	<b>0</b>	<b>247,351</b>	<b>610,000</b>	<b>925,000</b>	<b>925,000</b>	<b>925,000</b>
<b>Sewer SDC</b>						
Sewer Projects/Oversizing	196,478	4	4,210,000	4,648,500	4,648,500	4,648,500
Transfer to General Fund	0	0	0	13,000	13,000	13,000
Transfer to Capital Projects	0	0	0	350,000	350,000	350,000
<b>Total expenditures</b>	<b>196,478</b>	<b>4</b>	<b>4,210,000</b>	<b>5,011,500</b>	<b>5,011,500</b>	<b>5,011,500</b>
<b>Storm SDC</b>						
Storm Projects	30,000	84,949	65,000	182,000	182,000	182,000
Transfer to General Fund	0	0	0	3,000	3,000	3,000
<b>Total expenditures</b>	<b>30,000</b>	<b>84,949</b>	<b>65,000</b>	<b>185,000</b>	<b>185,000</b>	<b>185,000</b>
TOTAL Expenditures	417,966	443,182	5,370,000	6,727,500	6,727,500	6,727,500
TOTAL Transfers	0	0	0	389,000	389,000	389,000
<b>TOTAL</b>	<b>417,966</b>	<b>443,182</b>	<b>5,370,000</b>	<b>7,116,500</b>	<b>7,116,500</b>	<b>7,116,500</b>

# Trust Fund Revenues

	Actual 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>Fire - Harpy Bovard Scholarship</b>						
Beginning balance	23,348	22,607	21,000	20,000	20,000	20,000
Deposits	2,259	435	1,000	1,000	1,000	1,000
<b>Total resources</b>	<b>25,607</b>	<b>23,042</b>	<b>22,000</b>	<b>21,000</b>	<b>21,000</b>	<b>21,000</b>
<b>Fire Extrication Team</b>						
Beginning balance	11,559	8,002	5,000	20,000	20,000	20,000
Deposits	25,925	43,169	25,000	25,000	25,000	25,000
<b>Total resources</b>	<b>37,484</b>	<b>51,170</b>	<b>30,000</b>	<b>45,000</b>	<b>45,000</b>	<b>45,000</b>
<b>Fire Volunteer Appreciation Trust</b>						
Beginning balance	0	0	35,000	45,000	45,000	45,000
Deposits	0	59,416	75,000	75,000	75,000	75,000
<b>Total resources</b>	<b>0</b>	<b>59,416</b>	<b>110,000</b>	<b>120,000</b>	<b>120,000</b>	<b>120,000</b>
<b>Other Fire Trust</b>						
Beginning balance	5,617	6,500	4,500	3,500	3,500	3,500
Deposits	1,500	1,000	3,000	1,000	1,000	1,000
<b>Total resources</b>	<b>7,117</b>	<b>7,500</b>	<b>7,500</b>	<b>4,500</b>	<b>4,500</b>	<b>4,500</b>
<b>Mid-Valley Reserve Training Trust</b>						
Beginning balance	0	0	15,000	7,000	7,000	7,000
Deposits	0	15,526	5,000	8,000	8,000	8,000
<b>Total resources</b>	<b>0</b>	<b>15,526</b>	<b>20,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>
<b>Economic Development</b>						
Beginning balance	10,422	2,003	0	0	0	0
Deposits	20,000	17,000	17,000	15,000	15,000	15,000
<b>Total resources</b>	<b>30,422</b>	<b>19,003</b>	<b>17,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>
<b>Park Trust</b>						
Beginning balance	4,203	5,404	5,000	14,000	14,000	14,000
Deposits	3,069	320	2,000	2,000	2,000	2,000
<b>Total resources</b>	<b>7,272</b>	<b>5,724</b>	<b>7,000</b>	<b>16,000</b>	<b>16,000</b>	<b>16,000</b>
<b>Library Trust</b>						
Beginning balance	-3,233	6,244	5,000	15,000	15,000	15,000
Deposits	26,074	13,065	20,000	30,000	30,000	30,000
<b>Total resources</b>	<b>22,841</b>	<b>19,308</b>	<b>25,000</b>	<b>45,000</b>	<b>45,000</b>	<b>45,000</b>
<b>Community Dinner Trust</b>						
Beginning balance	1,966	824	1,250	2,000	2,000	2,000
Deposits	591	791	500	500	500	500
<b>Total resources</b>	<b>2,556</b>	<b>1,615</b>	<b>1,750</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>
<b>Arboretum Trust</b>						
Beginning balance	0	0	0	0	0	0
Deposits	0	0	0	0	0	0
<b>Total resources</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# Trust Fund Revenues

	Actual 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>Aquatic Center Trust</b>						
Beginning balance	64,815	0	0	0	0	0
Deposits	0	0	0	0	0	0
<b>Total resources</b>	<b>64,815</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Street Improvement Trust</b>						
Beginning balance	61,059	0	0	0	0	0
Deposits	0	0	0	0	0	0
<b>Total resources</b>	<b>61,059</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Transient Lodging</b>						
Beginning balance	15,299	0	0	0	0	0
Deposits	0	0	0	0	0	0
<b>Total resources</b>	<b>15,299</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Improvement Trust</b>						
Beginning balance	7,574	0	0	0	0	0
Deposits	0	0	0	0	0	0
<b>Total resources</b>	<b>7,574</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Civic Center Deposit</b>						
Beginning balance	410	0	0	0	0	0
Deposits	0	0	0	0	0	0
<b>Total resources</b>	<b>410</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Police Trust</b>						
Beginning balance	5,195	0	0	0	0	0
Deposits	0	0	0	0	0	0
<b>Total resources</b>	<b>5,195</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Firing Range Improvements Trust</b>						
Beginning balance	4,649	0	0	0	0	0
Deposits	0	0	0	0	0	0
<b>Total resources</b>	<b>4,649</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Skate Park</b>						
Beginning balance	4,020	0	0	0	0	0
Deposits	0	0	0	0	0	0
<b>Total resources</b>	<b>4,020</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Ambulance File of Life Trust</b>						
Beginning balance	1,089	0	0	0	0	0
Deposits	0	0	0	0	0	0
<b>Total resources</b>	<b>1,089</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL TRUST FUNDS</b>						
Beginning balance	217,991	51,583	91,750	126,500	126,500	126,500
Total Deposits	79,418	150,721	148,500	157,500	157,500	157,500
<b>TOTAL</b>	<b>297,410</b>	<b>202,304</b>	<b>240,250</b>	<b>284,000</b>	<b>284,000</b>	<b>284,000</b>

# Trust Fund Expenditures

	Actual 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>Fire - Harpy Bovard Scholarship</b>						
Scholarship	3,000	1,000	3,000	3,000	3,000	3,000
Reserve for future scholarship	0	0	19,000	18,000	18,000	18,000
<b>Total expenditures</b>	<b>3,000</b>	<b>1,000</b>	<b>22,000</b>	<b>21,000</b>	<b>21,000</b>	<b>21,000</b>
<b>Fire Extrication Team</b>						
<b>Total expenditures</b>	<b>29,483</b>	<b>30,416</b>	<b>30,000</b>	<b>45,000</b>	<b>45,000</b>	<b>45,000</b>
<b>Fire Volunteer Appreciation Trust</b>						
<b>Total expenditures</b>	<b>0</b>	<b>13,731</b>	<b>110,000</b>	<b>120,000</b>	<b>120,000</b>	<b>120,000</b>
<b>Other Fire Trust</b>						
<b>Total expenditures</b>	<b>0</b>	<b>3,670</b>	<b>7,500</b>	<b>4,500</b>	<b>4,500</b>	<b>4,500</b>
<b>Mid-Valley Reserve Training Trust</b>						
<b>Total expenditures</b>	<b>0</b>	<b>8,754</b>	<b>20,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>
<b>Economic Development</b>						
<b>Total expenditures</b>	<b>28,419</b>	<b>19,003</b>	<b>17,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>
<b>Park Trust</b>						
Expenditures	1,868	397	7,000	16,000	16,000	16,000
Transfer to General Fund	2,960	0	0	0	0	0
<b>Total expenditures</b>	<b>4,828</b>	<b>397</b>	<b>7,000</b>	<b>16,000</b>	<b>16,000</b>	<b>16,000</b>
<b>Library Trust</b>						
<b>Total expenditures</b>	<b>16,598</b>	<b>16,362</b>	<b>25,000</b>	<b>45,000</b>	<b>45,000</b>	<b>45,000</b>
<b>Community Dinner Trust</b>						
<b>Total expenditures</b>	<b>1,732</b>	<b>159</b>	<b>1,750</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>
<b>Arboretum Trust</b>						
<b>Total expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# Trust Fund Expenditures

	Actual 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>Aquatic Center Trust</b>						
Expenditures	0	0	0	0	0	0
Transfer to General Fund	2,153	0	0	0	0	0
Transfer to Sewer SDC-Loan Pmt	62,615	0	0	0	0	0
<b>Total expenditures</b>	<b>64,768</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Street Improvement Trust</b>						
Expenditures	0	0	0	0	0	0
Transfer to Street Fund	61,059	0	0	0	0	0
<b>Total expenditures</b>	<b>61,059</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Transient Lodging</b>						
Transient lodging	0	0	0	0	0	0
Transfer to General Fund	15,300	0	0	0	0	0
<b>Total expenditures</b>	<b>15,300</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Improvement Trust</b>						
Expenditures	0	0	0	0	0	0
Transfer to General Fund	5,900	0	0	0	0	0
<b>Total expenditures</b>	<b>5,900</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Civic Center Deposit</b>						
Total refunds	0	0	0	0	0	0
Transfer to General Fund	410	0	0	0	0	0
<b>Total expenditures</b>	<b>410</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Police Trust</b>						
Expenditures	0	0	0	0	0	0
Transfer to General Fund	4,750	0	0	0	0	0
<b>Total expenditures</b>	<b>4,750</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Firing Range Improvements Trust</b>						
Expenditures	0	0	0	0	0	0
Transfer to General Fund	5,550	0	0	0	0	0
<b>Total expenditures</b>	<b>5,550</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Skate Park</b>						
Expenditures	0	0	0	0	0	0
Transfer to General Fund	4,030	0	0	0	0	0
<b>Total expenditures</b>	<b>4,030</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Ambulance Equipment Trust</b>						
Purchase of equipment	385	0	0	0	0	0
<b>Ambulance File of Life Trust</b>						
Total expenditures	75	0	0	0	0	0
TOTAL Expenditures	81,559	93,491	240,250	284,000	284,000	284,000
TOTAL Transfers	164,727	0	0	0	0	0
<b>TOTAL</b>	<b>246,286</b>	<b>93,491</b>	<b>240,250</b>	<b>284,000</b>	<b>284,000</b>	<b>284,000</b>

# Grant Fund Revenues

	Actual 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>Public Works</b>						
Beg bal - watershed protection	-25,000	0	0	0	0	0
Watershed protection grant	25,000	0	0	0	0	0
ODOT bike/ped grant	0	0	0	75,000	75,000	75,000
Transportation grant	0	0	0	125,000	125,000	125,000
<b>Total resources</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>
<b>Community Block Grant</b>						
CDBG grant	0	159,724	2,000,000	1,500,000	1,500,000	1,500,000
<b>Parks</b>						
RTP grant - Phase 5 trail	0	0	310,000	0	0	0
Park Grant (restrooms)	0	500	0	0	0	0
RTP Trail project	133,583	0	0	0	0	0
Beginning balance - Trail Grant	501	0	0	0	0	0
<b>Total resources</b>	<b>134,084</b>	<b>500</b>	<b>310,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Library</b>						
Grant - Ready to Read	2,231	2,413	3,000	3,000	3,000	3,000
Beginning balance	1,289	1,074	1,000	500	500	500
<b>Total resources</b>	<b>3,520</b>	<b>3,487</b>	<b>4,000</b>	<b>3,500</b>	<b>3,500</b>	<b>3,500</b>
<b>Public Safety</b>						
Beginning bal. - Police Grant	5,393	7,203	6,500	5,000	5,000	5,000
Police Grant	3,750	11,630	32,500	5,000	5,000	5,000
FEMA AFG EMS Grant	0	0	178,100	127,900	127,900	127,900
FEMA AFG Fire Grant	0	0	545,775	778,280	778,280	778,280
Fire Grant	0	2,209	292,000	455,000	455,000	455,000
<b>Total resources</b>	<b>9,143</b>	<b>21,042</b>	<b>1,054,875</b>	<b>1,371,180</b>	<b>1,371,180</b>	<b>1,371,180</b>
<b>TOTAL</b>	<b>146,747</b>	<b>184,753</b>	<b>3,368,875</b>	<b>3,074,680</b>	<b>3,074,680</b>	<b>3,074,680</b>

# Grant Fund Expenditures

	Actual 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>Public Works</b>						
Watershed protection grant	25,000	0	0	0	0	0
ODOT-ped xing @ E Ellendale				75,000	75,000	75,000
Transportation grant	0	0	0	125,000	125,000	125,000
<b>Total Public Works Grants</b>	<b>25,000</b>	<b>0</b>	<b>0</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>
<b>Community Block Grant</b>						
CDBG grant	0	248,820	2,000,000	1,500,000	1,500,000	1,500,000
<b>Parks</b>						
RTP grant - Phase 5 trail	0	0	310,000	0	0	0
Park Grant (restrooms)	0	62,940	0	0	0	0
RTP grant - Phase 4 trail	134,085	0	0	0	0	0
<b>Total Parks Grants</b>	<b>134,085</b>	<b>62,940</b>	<b>310,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Library</b>						
Ready to Read grant	2,446	2,792	4,000	3,500	3,500	3,500
<b>Total Library Grants</b>	<b>2,446</b>	<b>2,792</b>	<b>4,000</b>	<b>3,500</b>	<b>3,500</b>	<b>3,500</b>
<b>Public Safety</b>						
Police Grant	1,940	36,204	39,000	10,000	10,000	10,000
FEMA AFG EMS Grant	0	0	178,100	127,900	127,900	127,900
FEMA AFG Fire Grant	0	0	545,775	778,280	778,280	778,280
Fire Grant	0	2,000	292,000	455,000	455,000	455,000
<b>Total Public Safety Grants</b>	<b>1,940</b>	<b>38,204</b>	<b>1,054,875</b>	<b>1,371,180</b>	<b>1,371,180</b>	<b>1,371,180</b>
<b>TOTAL</b>	<b>163,470</b>	<b>352,757</b>	<b>3,368,875</b>	<b>3,074,680</b>	<b>3,074,680</b>	<b>3,074,680</b>

## General Obligation Fund Revenues

	Actual 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
Current taxes	685,713	648,855	650,000	525,000	525,000	525,000
Delinquent taxes	29,984	31,813	30,000	30,000	30,000	30,000
Beginning balances	307,276	340,435	380,000	375,000	375,000	375,000
<b>TOTAL</b>	<b>1,022,973</b>	<b>1,021,104</b>	<b>1,060,000</b>	<b>930,000</b>	<b>930,000</b>	<b>930,000</b>

## General Obligation Fund Expenditures

	Actual 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
Debt service - principal	550,000	535,000	560,000	470,000	470,000	470,000
Debt service - interest	132,539	104,953	78,243	54,959	54,959	54,959
Unappropriated fund balance	0	0	421,757	405,041	405,041	405,041
<b>TOTAL</b>	<b>682,539</b>	<b>639,953</b>	<b>1,060,000</b>	<b>930,000</b>	<b>930,000</b>	<b>930,000</b>

## General Long-Term Debt Fund Revenues

	Actual 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
Total General Fund	78,930	81,355	87,156	92,607	92,607	92,607
Total Sewer Fund	12,388	12,768	13,679	14,534	14,534	14,534
Total Fleet Fund	2,302	2,373	2,542	2,701	2,701	2,701
Total Street Fund	5,810	5,989	6,416	6,817	6,817	6,817
Total Water Fund	10,195	10,508	11,258	11,962	11,962	11,962
<b>TOTAL</b>	<b>109,625</b>	<b>112,993</b>	<b>121,050</b>	<b>128,620</b>	<b>128,620</b>	<b>128,620</b>

## General Long-Term Debt Fund Expenditures

	Actual 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
Debt service - principal	35,000	40,000	50,000	60,000	60,000	60,000
Debt service - interest	74,625	72,993	71,050	68,620	68,620	68,620
<b>TOTAL</b>	<b>109,625</b>	<b>112,993</b>	<b>121,050</b>	<b>128,620</b>	<b>128,620</b>	<b>128,620</b>



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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.



Fund Summaries

Enterprise Fund



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## Fund Summaries

## Enterprise Fund

## 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, 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.

## Fund Summaries

## Enterprise Fund Fleet Management

### 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 available.
- Continue to research and evaluate the use of alternative fueled vehicles such as Hybrid or electric vehicles in the fleet.
- Increase the productivity of the maintenance staff through the utilization of new tools for inventory and fleet maintenance data recording.
- Research ways to decrease the fuel and other costs of the fleet.
- Secure additional outside maintenance contracts with other public entities.
- 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 generator
  - Surplused extra vehicles and equipment
  - 2 Parks vehicles and a OMI flatbed
  - New Explorer police patrol vehicle
- Decommissioned 3 vehicles for sale, surplused 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 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17	% Change
Reimbursements	58,176	84,355	60,000	65,000	8%
Total Care Program – General Fund	80,000	113,000	118,000	118,000	0%
Total Care Program – Public Works	300,000	300,000	300,000	300,000	0%
Miscellaneous	6,216	33,300	8,000	5,000	(38%) <sup>28</sup>
Transfers	79,800	104,600	103,600	89,600	(14%) <sup>29</sup>
<b>TOTAL REVENUES</b>	<b>524,193</b>	<b>635,254</b>	<b>589,600</b>	<b>577,600</b>	<b>(2%)</b>
Beginning Balance	232,275	223,733	241,875	340,000	

<sup>28</sup> Less surplus equipment for disposal

<sup>29</sup> Decrease in vehicle payments from other departments

## Fund Summaries

Enterprise Fund  
Fleet Management

## Expenditures

	Actual 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17	% Change
Personnel Services	195,563	203,450	214,000	212,000	(<1%)
Materials and Services	200,187	177,619	226,200	204,700	(10%) <sup>30</sup>
Capital Outlay	56,985	156,043	0	0	0%
Transfers	80,000	80,000	80,000	80,000	0%
<b>TOTAL EXPENDITURES</b>	<b>532,735</b>	<b>617,112</b>	<b>520,200</b>	<b>496,700</b>	<b>(5%)</b>
Operating Contingencies	0	0	244,400	417,900	
Assigned Fund Balance	0	0	0	3,000	

## Staffing Information

Job Title	Wage Range	2013-14	2014-15	2015-16	2016-17
Director	DH4	0.10	0.10	0.10	0.10
Fleet Management Supervisor	29	1	1	1	1
Mechanic Specialist	24	1	1	1	1
<b>TOTAL FTE's</b>		<b>2.1</b>	<b>2.1</b>	<b>2.1</b>	<b>2.1</b>

## Performance Measurements

	2013	2014	2015	2016
# of vehicles in City Fleet	76	78	73	72
Hours spent on vehicle repair	3,100	3,150	3,000	3,240
# of annual inspections of fire apparatus	20	24	22	18
# of vehicles serviced via intergovernmental agreements (IGAs)	35	40	44	47

## 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.

<sup>30</sup> Decrease in fuel costs

## Fund Summaries

## Enterprise Fund

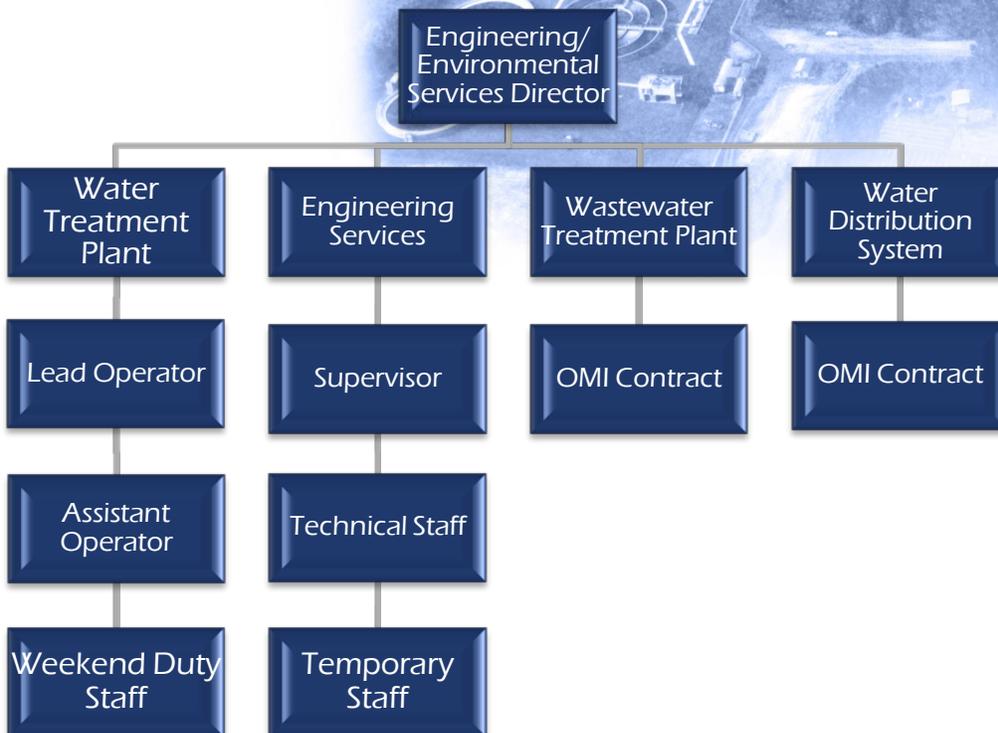
## Engineering &amp; Environmental Services

## 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.

## Fund Summaries

## Enterprise Fund Water/Sewer/Stormwater Fund

- 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.

## Fund Summaries

## Enterprise Fund

## Water/Sewer/Stormwater Fund

## 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

## 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

## Fund Summaries

 Enterprise Fund  
Water/Sewer/Stormwater Fund

## 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

## Fund Summaries

Enterprise Fund  
Water/Sewer/Stormwater Fund

## 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 &amp; 2030 Plan

## Fund Summaries

## Enterprise Fund

## Water/Sewer/Stormwater Fund

*ij) 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

*jj) 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

- 1) Completed meter replacement Project. Completion of this project resulted in replacement of approximately 800 meters that were more than 25 years old, along with 500 meters that were between 20 and 25 years old. Fewer than 10% of the meters remaining within the system are more than 20 years old. Operational Optimization Objective #3, 2030 Plan Element 2a.
- 2) Completed Sanitary Sewer CIPP Project on LaCreole Interceptor Line. The entire interceptor line is now "tight" and free of infiltration. Infrastructure Stability Objective #6, 2030 Plan Element 4e.
- 3) Clay Street Transmission Pipeline Project is underway and scheduled for completion in 2016, pursuant to Infrastructure Stability Objective #5, 2030 Plan Element 4e. The project will be delivered on-time and under budget.
- 4) NPDES Permit: DEO and Staff have worked out the details of our amended submittal. The City has a viable program going forward to address all of the expected Federal Permit conditions, including temperature. The City's consultant is working on the amendments and DEO is targeting the City's new permit for the second quarter of 2016. Product Quality Objective #11, 2030 Plan Elements 2a & 4h.
- 5) Developed and presented Infrastructure Program for Citizen's Academy. Stakeholder Understanding and Support Objective #3, 2030 Plan Elements 1f & 5e.
- 6) Completed Update of Citywide Pavement Management System (2014)
- 7) Completed Draft Stormwater Master Plan (January 2015).
- 8) Completed Update of Willamette TMDL Plan (2014).
- 9) Developed Infrastructure Report Card for Dallas (2014)

## Fund Summaries

## Enterprise Fund

## Water/Sewer/Stormwater Fund

## Revenue Sources

The Sewer, Stormwater, and Water Departments generate revenue mainly through User Fees. Water and Sewer also requires finance proceeds for budgeted projects.

## Sewer Fund Revenues

	Actual 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17	% Change
Service charges	3,026,851	3,148,628	3,060,000	3,100,000	1%
Miscellaneous & interest	359,606	155,292	80,000	80,000	0%
Finance proceeds	0	0	5,100,000	575,000	(89%) <sup>31</sup>
<b>TOTAL REVENUES</b>	<b>3,386,457</b>	<b>3,303,920</b>	<b>8,240,000</b>	<b>3,755,000</b>	<b>54%</b>
Beginning Balance	1,756,522	1,398,858	1,158,464	950,000	

## Stormwater Fund Revenues

	Actual 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17	% Change
Storm service charges	0	0	190,000	180,000	(5%)
Miscellaneous & interest	0	0	3,000	2,500	(17%) <sup>32</sup>
Transfers	0	0	80,000	0	(100%) <sup>33</sup>
<b>TOTAL REVENUES</b>	<b>0</b>	<b>0</b>	<b>273,000</b>	<b>182,500</b>	<b>(33%)</b>
Beginning Balance	0	0	0	75,000	

## Water Fund Revenues

	Actual 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17	% Change
Sale of water & account fees	2,088,423	2,286,874	2,330,000	2,390,000	3%
Miscellaneous & interest	100,918	116,337	97,000	100,000	3%
Finance Proceeds	0	1,084,372	2,600,000	1,750,000	(33%) <sup>34</sup>
<b>TOTAL REVENUES</b>	<b>2,189,341</b>	<b>3,487,584</b>	<b>5,027,000</b>	<b>4,240,000</b>	<b>(16%)</b>
Beginning Balance	600,303	849,271	1,045,000	1,320,000	

<sup>31</sup> Delay in reclaimed wastewater project

<sup>32</sup> Based on actual numbers from FY15-16

<sup>33</sup> Transfer in FY15-16 was a one-time transfer to establish the fund

<sup>34</sup> Delay in projects

## Fund Summaries

Enterprise Fund  
Water/Sewer/Stormwater Fund

## Expenditures

## Sewer Fund Expenditures

	Actual 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17	% Change
Personnel Services	585,886	597,290	550,000	580,000	5%
Materials and Services	1,003,696	1,107,412	1,068,500	1,099,000	3%
Capital Outlay	591,005	185,696	5,250,000	895,000	(83%) <sup>35</sup>
Transfers	559,000	580,000	631,000	551,000	(13%) <sup>36</sup>
Debt Service	1,004,534	1,073,925	1,195,550	1,035,892	(13%) <sup>37</sup>
<b>TOTAL EXPENDITURES</b>	<b>3,744,122</b>	<b>3,544,313</b>	<b>8,695,050</b>	<b>4,160,892</b>	<b>(52%)</b>
Operating Contingencies	0	0	744,950	538,608	
Assigned Fund Balance	0	0	0	5,500	

## Stormwater Fund Expenditures

	Actual 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17	% Change
Personnel Services	0	0	99,000	109,000	10% <sup>38</sup>
Materials and Services	0	0	56,000	56,300	<1%
Capital Outlay	0	0	20,000	0	(100%) <sup>39</sup>
Transfers	0	0	29,000	29,000	0%
Debt Service	0	0	0	0	0%
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>204,000</b>	<b>194,300</b>	<b>(5%)</b>
Operating Contingencies	0	0	69,000	62,200	
Assigned Fund Balance	0	0	0	1,000	

## Water Fund Expenditures

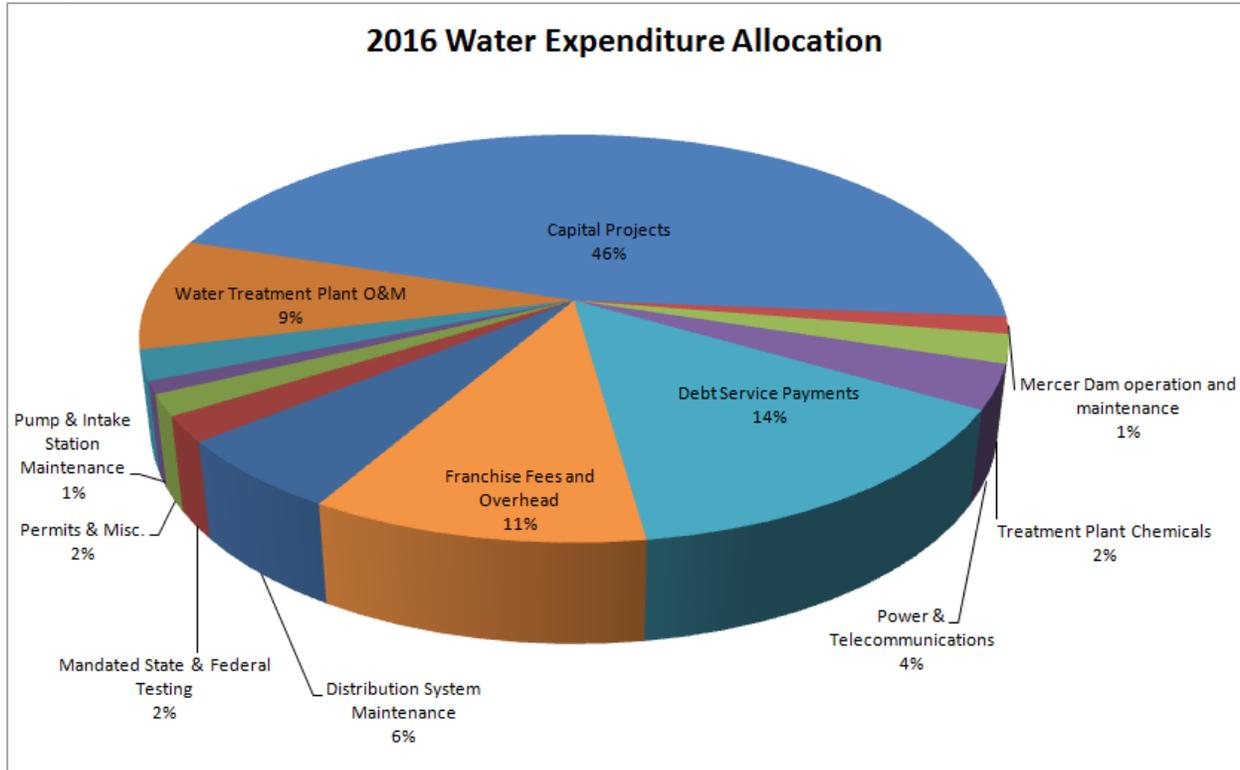
	Actual 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17	% Change
Personnel Services	393,706	402,712	444,000	447,000	1%
Materials and Services	702,904	751,995	787,000	770,800	(2%)
Capital Outlay	61,796	1,247,641	2,750,000	1,950,000	(29%) <sup>40</sup>
Transfers	434,000	445,000	445,000	445,000	0%
Debt Service	347,967	351,212	801,968	607,010	(24%) <sup>41</sup>
<b>TOTAL EXPENDITURES</b>	<b>1,940,374</b>	<b>3,198,561</b>	<b>5,227,968</b>	<b>4,219,810</b>	<b>(19%)</b>
Operating Contingencies	0	0	1,014,032	1,337,690	
Assigned Fund Balance	0	0	0	2,500	

<sup>35</sup> Delay in capital project<sup>36</sup> Transfer to establish Stormwater Fund in FY15-16 inflated that year's transfers<sup>37</sup> Recalculation of new bond payments<sup>38</sup> Personnel changes<sup>39</sup> No capital projects scheduled in FY16-17<sup>40</sup> Fewer capital projects anticipated in FY16-17<sup>41</sup> Recalculation of new bond payments

Fund Summaries

Enterprise Fund  
Water/Sewer/Stormwater Fund

Expenditure Allocation



Water Capital Projects<sup>42</sup>

Project	Cost	Project	Cost
Water Line Replacement Project	\$50,000	Equipment	\$52,500
Intake Station Drive Replacement <sup>43</sup>	100,000	Watershed Land Acquisition <sup>44</sup>	\$1,750,000

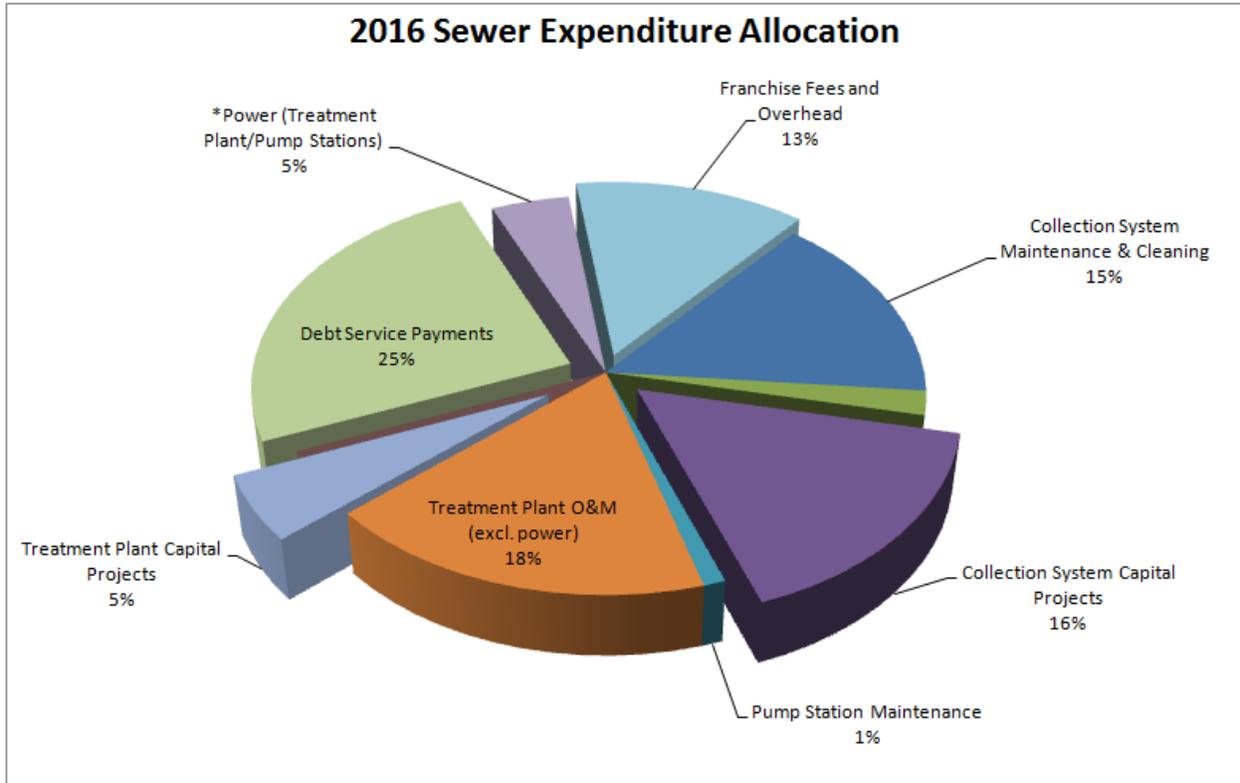
<sup>42</sup> There are few, if any, anticipated increases in operating costs associated with these capital projects. Likely, maintenance responsibilities will be reduced.

<sup>43</sup> This project will decrease annual operating costs by approximately \$10,000.

<sup>44</sup> This project will reduce siltation and required dredging, for an annual savings of \$50,000

Fund Summaries

Enterprise Fund  
Water/Sewer/Stormwater Fund



## Sewer Capital Projects<sup>45</sup>

Project	Cost	Project	Cost
Sewer Facility Capital Improvements <sup>46</sup>	\$220,000	I & I and FOG removal <sup>47</sup>	\$350,000
Sewer Replacement Project	\$50,000	Sanitary Siphon Replacement <sup>48</sup>	\$225,000

<sup>45</sup> There are few, if any, anticipated increases in operating costs associated with these capital projects. Likely, maintenance responsibilities will be reduced because of these projects.

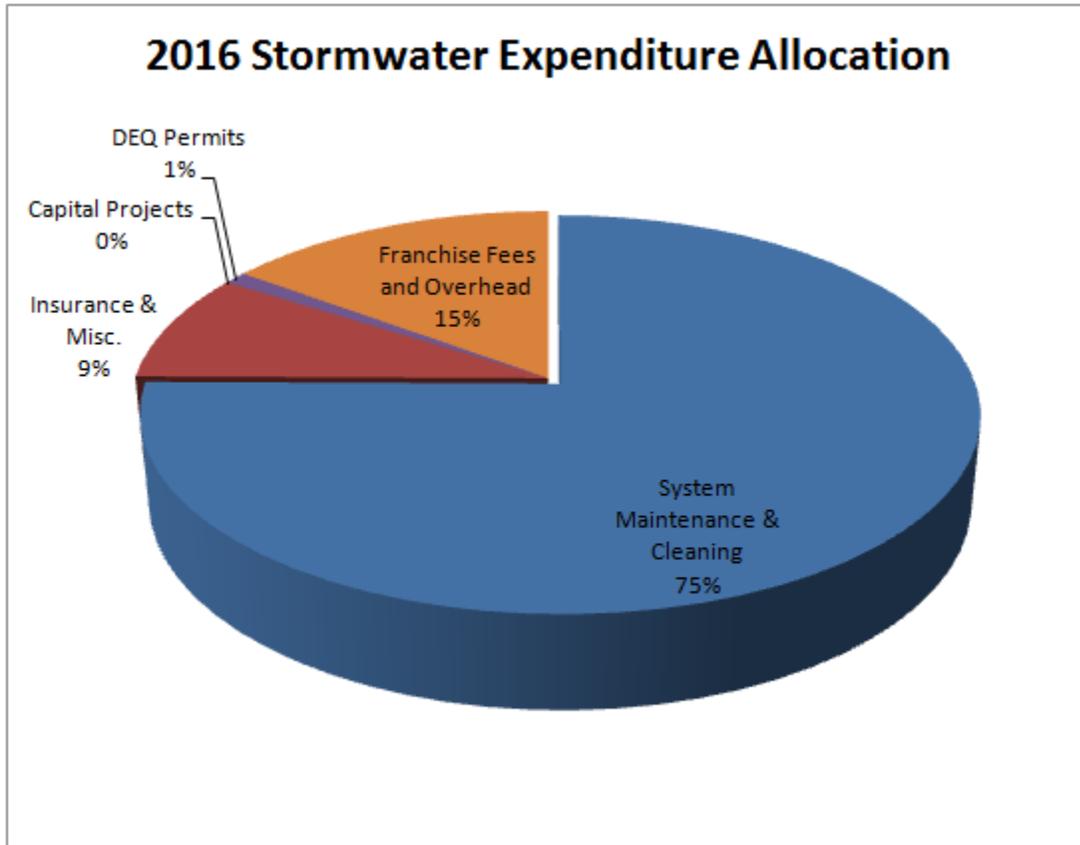
<sup>46</sup> Operational efficiency & energy savings will result from these improvements. Estimated savings of \$5,000/year

<sup>47</sup> Minor savings in energy for pumping of approximately \$100 - \$200 per month during peak winter months

<sup>48</sup> Minor savings in energy for pumping of approximately \$100 - \$200 per month during peak winter months

Fund Summaries

**Enterprise Fund**  
Water/Sewer/Stormwater Fund



## Stormwater Capital Projects

There are no stormwater capital projects scheduled for FY 2016-17.

## Fund Summaries

## Enterprise Fund

## Water/Sewer/Stormwater Fund

## Staffing Information

## Engineering &amp; Environmental Services:

Job Title	2013-14	2014-15	2015-16	Proposed 2016-17	FTE Breakdown by Area		
					Sewer	Storm	Water
Director	0.80	0.80	0.80	0.80	0.35	0.10	0.35
Engr. Supervisor	0.80	0.80	0.80	0.80	0.40	0	0.40
Lead WTP Operator	1.00	1.00	1.00	1.00	0	0	1.00
Technician III	0.80	0.80	0.80	0.80	0.40	0	0.40
Technician II	0.80	0.80	0.80	0.80	0.40	0	0.40
Technical Assistant	0	0	0.80	0.80	0.40	0	0.40
<b>Total FTE's</b>	<b>4.20</b>	<b>4.20</b>	<b>5.00</b>	<b>5.00</b>	<b>1.95</b>	<b>0.10</b>	<b>2.95</b>

## Operations

Job Title	2014-15	2015-16	Proposed 2016-17	FTE Breakdown by Area		
				Sewer	Storm	Water
Director	0.35	0.35	0.35	0.20	0	0.15
Operations Supervisor	0.75	0.75	0.75	0.55	0.10	0.10
Executive Assist.	1	0.25	0.50	0.25	0	0.25
Office Assistant	0	0	0.312	0.156	0	0.156
Lead Worker	0.75	0.75	0	0	0	0
Foreman	0.75	0.75	0.75	0.55	0.10	0.10
Utility Worker II	1.50	1.50	1.50	1.30	0	0.20
Utility Worker I	0.50	0.50	0.50	0.25	0	0.25
Utility Technician	0	0	0.75	0.65	0	0.10
Street Sweeper	0	0	1.00	0	1.00	0
<b>Total FTE's</b>	<b>5.60</b>	<b>4.85</b>	<b>6.412</b>	<b>3.906</b>	<b>1.20</b>	<b>1.306</b>

## Fund Summaries

**Enterprise Fund**  
**Water/Sewer/Stormwater Fund**
**Utilities Statistical Information**

Total Water Produced/Delivered (2015)	934 Million Gallons
Total Wastewater Treated (2015)	956 Million Gallons
Total Customer Accounts (2015)	4664 Sewer, 5522 Water
Average Daily Water Demand (2015)	2.24 MGD
Peak Daily Water Demand (July, 29, 2015)	4.53 MGD
Peak Day Sanitary Sewer Flow (December 2015)	14 MGD
Drinking Water Non-compliance Days (2015)	0
Total Sanitary Sewer Overflows (2015)	1 (December 2015)
Employee Missed Days due to Accidents/Injuries	0
Water Service Area Population (2014)	15,750
Median Household Income (2015)	\$51,400
Average Residential Utility Bill (2015)	\$71 (combined water & sewer, excl. storm)
Number of Unplanned Service Interruptions > 4 hrs.	1

## Fund Summaries

## Enterprise Fund

## Water/Sewer/Stormwater Fund

## Performance Measurements

Area		Indicator			City of Dallas		National Benchmark (5)		
			FY 2016/17 Goal	FY 2015/16 estimate	FY 2014/15	2013	Top Quartile	Median	Bottom Quartile
PQ	1	Drinking Water Regulatory Compliance	100%	100%	100%	100%	100%	100%	99.9%
PQ	2	Lead/Copper Testing (% samples < 15ppb)	>96%	96.2%	94.4%	94.4%	96%	93% (3)	87%
PQ	3	Drinking Water Regulatory near-misses (% within 90% of MCL/SMCL)	<5%	3.85%	2%	3.33%	N/A	N/A	N/A
PQ	4	Unplanned Service Interruptions (# per 1000 / month > 4 hrs)	<.36	.46	.47	.46	<b>.36</b>	<b>.78</b>	<b>2.34</b>
PQ	5	Wastewater Treatment Effectiveness Rate (%)	100%	99.9%	100%	100%	<b>100%</b>	<b>100%</b>	<b>99.5%</b>
PQ	6	Sanitary Sewer Overflow Rate 100*(overflows/system-mile)	<4.0	1.92	0.0	0.0	<b>0.90</b>	<b>1.70</b>	<b>4.20</b>
CS	1	Utility Customer Service Complaint Rate (per 1000 customers)	<1	1.0	1.2	0.75	<b>1.57</b>	<b>6.13</b>	<b>18.83</b>
CS	2	Utility Technical Quality Complaint Rate (per 1000 customers)	<2	0.77	1.5	1.32	<b>1.06</b>	<b>5.31</b>	<b>11.58</b>
CS	4	Overall Customer Satisfaction with Drinking Water (% from survey)	98%	96%	96%	97.1%	N/A	N/A	N/A
ED	1	Utility Employee Training Rate (hr/employee)	>30	32	28	32	27	19	11
ED	2	Employee Certification Coverage (% needed)	150%	150%	150%	150%	N/A	N/A	N/A
ED	3	Provide Annual Employee Performance Evaluations	100%	100%	100%	NR	N/A	N/A	N/A
OP	1	Water Utility Customer accounts per employee: (Number of accounts ÷ number of FTEs)	>1000	1215	1190	1310	<b>1579</b>	<b>983</b>	<b>777</b>
OP	2	MGD water delivered per employee: Average MGD delivered /FTE/yr	>.40	.49	.49	.54	<b>.36</b>	<b>.25</b>	<b>.19</b>
OP	3	O&M cost per volume delivered: Total O&M cost ÷ MG delivered/yr.	<\$1540	\$1426	\$1415	\$1410	<b>\$1,540</b>	<b>\$2,002</b>	<b>\$2,596</b>
OP	4	Distribution system water loss (a.k.a. non-revenue water % of total)	<8%	9.8%	9.4%	9.2%	<b>2.1%</b>	<b>5.1%</b>	<b>11.0%</b>
OP	5	O&M cost per volume processed: Total O&M cost ÷ MG processed/year	<\$2,700	\$1900	\$1875	\$2579	<b>\$1,535</b>	<b>\$2,784</b>	<b>\$3,673</b>
OP	6	Production efficiency: Ratio of effluent taken into the system to effluent treated.	>99%	99.8%	100%	100%	99.7%	98.8%	95.9%
FV	1	Return on Assets (ROA): Return on Assets = Net Income / Total Assets	>2%	3.5%	3.6%	3.7%	<b>2.1%</b>	<b>1.5%</b>	<b>0.38%</b>

## Fund Summaries

Enterprise Fund  
Water/Sewer/Stormwater Fund

Area		Indicator	City of Dallas				National Benchmark (5)		
			FY 2016/17 Goal	FY 2015/16 estimate	FY 2014/15	2013	Top Quartile	Median	Bottom Quartile
IS	1	Annual Leakage & Breakage Frequency Rate (Water Utility)	<31	30	30.5	22.7	<b>14.3</b>	<b>31.0</b>	<b>68.3</b>
IS	2	Asset Renewal/Replacement Rate (Water Utility)	>3%	2.2%	2.8%	2.7%	<b>11.2%</b>	<b>2.6%</b>	<b>0.8%</b>
IS	3	Proactive maintenance ratio by cost (Water Utility)	>75%	70%	68%	74%	<b>71%</b>	<b>59%</b>	<b>30.0%</b>
IS	4	Annual Sewer Line blockage and Failure Frequency Rate	<9	9	9.6	9.3	<b>2.5</b>	<b>9.1</b>	<b>18.5</b>
IS	5	Annual Asset renewal/replacement rate (Sewer Utility)	>3%	1.6%	0.8%	1.2%	<b>10.9%</b>	<b>3.2%</b>	<b>1.0%</b>
IS	7	Bill affordability (goal - average utility bill compared to median household income)	<1.70%	1.67%	1.66%	1.8%	<b>1.01%</b>	<b>1.34%</b>	<b>1.71%</b>
OR	1	Total Utility Employee Health Safety Rate (Annual Days Missed/Days Worked)* 1000	<20	0	.9	0	<b>26</b>	<b>70</b>	<b>158</b>
OR	2	Uptime for critical water system components on an ongoing basis (%)	>98%	100%	100%	100%	N/A	N/A	N/A
OR	3	Production operations resiliency: Percent of minimum daily demand met with the primary production plant offline for 72 hours.	>25%	22%	22%	22%	N/A	N/A	N/A
OR	4	Uptime for critical sewer treatment components on an ongoing basis (%)	>99.9%	99.9%	100%	100%	N/A	N/A	N/A
WR	1	Average overall community water consumption (gpcpd)	<120	138	144	142	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 & 2014 due to rate adjustment changes and system-wide meter replacements.
- 8) Data from January 2015 City of Dallas Survey by AMR Inc.

## Fund Summaries

Enterprise Fund  
Water/Sewer/Stormwater Fund

## 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.

## Fund Summaries

## Enterprise Fund Water/Sewer/Stormwater Fund

### 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.

## Fund Summaries

Enterprise Fund  
Water/Sewer/Stormwater Fund

## 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

## Fund Summaries

## Enterprise Fund Water/Sewer/Stormwater Fund

### 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.



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# Fleet Management Fund Revenues

	Actual 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>Revenues</b>						
Reimbursed services	46,825	76,230	50,000	60,000	60,000	60,000
Fuel and oil reimbursement	11,351	8,125	10,000	5,000	5,000	5,000
Fleet svc Total Care program PW	300,000	300,000	300,000	300,000	300,000	300,000
Fleet svc Total Care program GF	80,000	113,000	118,000	118,000	118,000	118,000
Sale of equipment	6,216	33,300	8,000	5,000	5,000	5,000
Transfer in - capital equip repl.	5,000	11,800	11,800	11,800	11,800	11,800
Transfer in - vehicle payments	74,800	92,800	91,800	77,800	77,800	77,800
<b>Total revenues</b>	<b>524,193</b>	<b>635,254</b>	<b>589,600</b>	<b>577,600</b>	<b>577,600</b>	<b>577,600</b>
Beginning Balance	232,275	223,733	241,875	340,000	340,000	340,000
<b>TOTAL</b>	<b>756,468</b>	<b>858,987</b>	<b>831,475</b>	<b>917,600</b>	<b>917,600</b>	<b>917,600</b>

# Fleet Management Fund Expenditures

	Actual 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>Personnel Services</b>						
Salaries	118,242	120,672	130,000	132,000	132,000	132,000
Fringe benefits	77,322	82,778	84,000	80,000	80,000	80,000
<b>Total personnel services</b>	<b>195,563</b>	<b>203,450</b>	<b>214,000</b>	<b>212,000</b>	<b>212,000</b>	<b>212,000</b>
<b>Materials and Services</b>						
Materials and supplies	3,733	4,513	5,000	6,000	6,000	6,000
Fuel and oil	53,603	38,077	62,000	40,000	40,000	40,000
Parts and service	97,992	98,262	110,000	100,000	100,000	100,000
Parts and service-intergovt	0	0	0	10,000	10,000	10,000
Repairs & maintenance	7,623	3,759	8,000	8,000	8,000	8,000
Tools	5,625	4,758	5,000	5,000	5,000	5,000
Telecommunications	4,090	4,092	4,200	4,200	4,200	4,200
HVAC, energy & lighting	8,972	7,890	8,000	8,000	8,000	8,000
Computer services	0	1,012	3,000	3,000	3,000	3,000
Insurance	11,387	11,696	15,000	14,500	14,500	14,500
Travel and education	1,752	489	3,000	3,000	3,000	3,000
Miscellaneous	5,411	3,070	3,000	3,000	3,000	3,000
<b>Total materials &amp; services</b>	<b>200,187</b>	<b>177,619</b>	<b>226,200</b>	<b>204,700</b>	<b>204,700</b>	<b>204,700</b>
<b>Capital Outlay</b>						
Equipment	54,500	33,686	0	0	0	0
Vehicles	0	89,862	0	0	0	0
Building Improvements	2,485	32,495	0	0	0	0
<b>Total capital outlay</b>	<b>56,985</b>	<b>156,043</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Transfers</b>						
Transfer to General Fund	50,000	50,000	50,000	50,000	50,000	50,000
Transfer to SDC - Loan Reimb.	30,000	30,000	30,000	30,000	30,000	30,000
<b>Total transfers</b>	<b>80,000</b>	<b>80,000</b>	<b>80,000</b>	<b>80,000</b>	<b>80,000</b>	<b>80,000</b>
<b>TOTAL EXPENDITURES</b>	<b>532,735</b>	<b>617,112</b>	<b>520,200</b>	<b>496,700</b>	<b>496,700</b>	<b>496,700</b>
Operating Contingencies	0	0	244,400	417,900	417,900	417,900
Assigned Fund Balance	0	0	0	3,000	3,000	3,000
<b>TOTAL</b>	<b>532,735</b>	<b>617,112</b>	<b>764,600</b>	<b>917,600</b>	<b>914,600</b>	<b>914,600</b>

# Sewer Fund Revenues

	Actual 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>Revenues</b>						
Sewer service charges	3,026,851	3,148,628	3,060,000	3,100,000	3,100,000	3,100,000
Miscellaneous	346,461	143,497	111,500	65,000	65,000	65,000
Finance Proceeds	0	0	5,100,000	575,000	575,000	575,000
Interest on investments	13,145	11,795	15,000	15,000	15,000	15,000
<b>Total revenues</b>	<b>3,386,458</b>	<b>3,303,920</b>	<b>8,286,500</b>	<b>3,755,000</b>	<b>3,755,000</b>	<b>3,755,000</b>
Beginning balances	1,756,522	1,398,858	1,158,464	950,000	950,000	950,000
<b>TOTAL</b>	<b>5,142,980</b>	<b>4,702,778</b>	<b>9,444,964</b>	<b>4,705,000</b>	<b>4,705,000</b>	<b>4,705,000</b>

# Sewer Fund Expenditures

	Actual 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>Personnel Services</b>						
Salaries	345,888	363,617	326,000	340,000	340,000	340,000
Overtime	9,164	7,906	5,000	5,000	5,000	5,000
Fringe benefits	230,834	225,766	219,000	235,000	235,000	235,000
<b>Total personnel services</b>	<b>585,886</b>	<b>597,290</b>	<b>550,000</b>	<b>580,000</b>	<b>580,000</b>	<b>580,000</b>
<b>Materials and Services</b>						
Materials and supplies	19,694	17,502	25,000	30,000	30,000	30,000
DEQ permits	13,525	13,550	23,000	23,000	23,000	23,000
Vehicle/equipment expense	150,520	150,000	125,000	125,000	125,000	125,000
Repairs and maintenance	61,198	39,865	136,500	95,000	95,000	95,000
Tools	1,230	4,181	3,500	4,000	4,000	4,000
Telecommunications	3,545	3,385	3,500	4,000	4,000	4,000
HVAC, energy and lighting	3,684	3,376	5,000	5,000	5,000	5,000
Computer services	2,245	4,924	2,000	5,000	5,000	5,000
Insurance	29,113	37,043	36,000	38,000	38,000	38,000
Professional services	714,130	830,516	748,000	760,000	760,000	760,000
Employee development	1,413	807	4,000	4,500	4,500	4,500
Safety equipment and training	1,994	1,594	1,000	2,000	2,000	2,000
Travel and education	1,407	669	2,500	3,500	3,500	3,500
<b>Total materials and services</b>	<b>1,003,696</b>	<b>1,107,412</b>	<b>1,115,000</b>	<b>1,099,000</b>	<b>1,099,000</b>	<b>1,099,000</b>
<b>Capital Outlay</b>						
Equipment	65,700	11,264	36,000	50,000	50,000	50,000
Rickreall Crk Interceptor CIPP	500,000	40,454	475,000	0	0	0
Siphon replacement	0	0	300,000	225,000	225,000	225,000
Pump station upgrades	0	91,600	0	0	0	0
I & I	0	0	725,000	350,000	350,000	350,000
Reclaimed Water Project	0	0	3,600,000	0	0	0
Sewer replacement projects	10,437	0	50,000	50,000	50,000	50,000
WWTF capital improvements	14,868	42,369	100,000	220,000	220,000	220,000
<b>Total capital outlay</b>	<b>591,005</b>	<b>185,686</b>	<b>5,286,000</b>	<b>895,000</b>	<b>895,000</b>	<b>895,000</b>
<b>Transfers</b>						
Transfer to General Fund	559,000	580,000	551,000	551,000	551,000	551,000
Transfer to Stormwater Fund	0	0	80,000	0	0	0
<b>Total transfers</b>	<b>559,000</b>	<b>580,000</b>	<b>631,000</b>	<b>551,000</b>	<b>551,000</b>	<b>551,000</b>
<b>Sewer Debt Service</b>						
2011 Swr refund bonds - prin.	820,000	830,000	845,000	855,000	855,000	855,000
2011 Sewer refund bonds - int.	184,534	243,925	151,550	134,650	134,650	134,650
2014 Sewer bonds - principal	0	0	24,000	18,708	18,708	18,708
2014 Sewer bonds - interest	0	0	25,000	22,284	22,284	22,284
2015 Sewer DEQ loan - principal	0	0	115,000	0	0	0
2015 Sewer DEQ loan - interest	0	0	35,000	5,250	5,250	5,250
<b>Total debt service</b>	<b>1,004,534</b>	<b>1,073,925</b>	<b>1,195,550</b>	<b>1,035,892</b>	<b>1,035,892</b>	<b>1,035,892</b>
<b>TOTAL EXPENDITURES</b>	<b>3,744,122</b>	<b>3,544,313</b>	<b>8,777,550</b>	<b>4,160,892</b>	<b>4,160,892</b>	<b>4,160,892</b>
Operating Contingencies	0	0	744,950	538,608	538,608	538,608
Assigned Fund Balance	0	0	0	5,500	5,500	5,500
<b>TOTAL</b>	<b>3,744,122</b>	<b>3,544,313</b>	<b>9,522,500</b>	<b>4,705,000</b>	<b>4,705,000</b>	<b>4,705,000</b>

# Stormwater Fund Revenues

	Actual 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>Revenues</b>						
Stormwater service charges	0	0	190,000	180,000	180,000	180,000
Interest on investments	0	0	1,000	500	500	500
Miscellaneous	0	0	2,000	2,000	2,000	2,000
Transfer from Sewer Fund	0	0	80,000	0	0	0
<b>Total revenues</b>	<b>0</b>	<b>0</b>	<b>273,000</b>	<b>182,500</b>	<b>182,500</b>	<b>182,500</b>
Beginning balances	0	0	0	75,000	75,000	75,000
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>273,000</b>	<b>257,500</b>	<b>257,500</b>	<b>257,500</b>

# Stormwater Fund Expenditures

	Actual 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>Personnel Services</b>						
Salaries	0	0	58,000	60,000	60,000	60,000
Overtime	0	0	3,000	3,000	3,000	3,000
Fringe benefits	0	0	39,000	46,000	46,000	46,000
<b>Total personnel services</b>	<b>0</b>	<b>0</b>	<b>100,000</b>	<b>109,000</b>	<b>109,000</b>	<b>109,000</b>
<b>Materials and Services</b>						
Materials and supplies	0	0	5,000	5,000	5,000	5,000
DEQ permits	0	0	2,000	2,000	2,000	2,000
Vehicle/equipment expense	0	0	25,000	25,000	25,000	25,000
Repairs and maintenance	0	0	5,000	5,000	5,000	5,000
Material Disposal	0	0	10,000	10,000	10,000	10,000
Tools	0	0	1,500	1,500	1,500	1,500
Telecommunications	0	0	500	500	500	500
Computer services	0	0	500	500	500	500
Insurance	0	0	3,000	3,300	3,300	3,300
Professional services	0	0	2,000	2,000	2,000	2,000
Employee development	0	0	500	500	500	500
Safety equipment and training	0	0	500	500	500	500
Travel and education	0	0	500	500	500	500
<b>Total materials and services</b>	<b>0</b>	<b>0</b>	<b>56,000</b>	<b>56,300</b>	<b>56,300</b>	<b>56,300</b>
<b>Capital Outlay</b>						
Stormwater Projects	0	0	20,000	0	0	0
<b>Total capital outlay</b>	<b>0</b>	<b>0</b>	<b>20,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Transfers</b>						
Transfer to General Fund	0	0	29,000	29,000	29,000	29,000
<b>Total transfers</b>	<b>0</b>	<b>0</b>	<b>29,000</b>	<b>29,000</b>	<b>29,000</b>	<b>29,000</b>
<b>Debt Service</b>						
<b>Total debt service</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>205,000</b>	<b>194,300</b>	<b>194,300</b>	<b>194,300</b>
Operating Contingencies	0	0	69,000	62,200	62,200	62,200
Assigned Fund Balance	0	0	0	1,000	1,000	1,000
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>274,000</b>	<b>257,500</b>	<b>257,500</b>	<b>257,500</b>

\* This fund was created in FY 2015-16

# Water Fund Revenues

	Actual 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>Revenues</b>						
Sale of water	2,050,908	2,249,333	2,300,000	2,355,000	2,355,000	2,355,000
New account fees	9,840	10,920	10,000	10,000	10,000	10,000
Service connections	27,675	26,621	20,000	25,000	25,000	25,000
Miscellaneous	93,235	105,996	85,000	85,000	85,000	85,000
Finance Proceeds	0	1,084,372	2,600,000	1,750,000	1,750,000	1,750,000
Interest on investments	7,683	10,341	12,000	15,000	15,000	15,000
<b>Total revenues</b>	<b>2,189,341</b>	<b>3,487,584</b>	<b>5,027,000</b>	<b>4,240,000</b>	<b>4,225,000</b>	<b>4,225,000</b>
Beginning balances	600,303	849,271	1,045,000	1,320,000	1,320,000	1,320,000
<b>TOTAL</b>	<b>2,789,644</b>	<b>4,336,855</b>	<b>6,072,000</b>	<b>5,560,000</b>	<b>5,545,000</b>	<b>5,545,000</b>

# Water Fund Expenditures

	Actual 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>Personnel Services</b>						
Salaries	232,052	244,360	262,000	265,000	265,000	265,000
Overtime	8,464	9,885	10,000	10,000	10,000	10,000
Fringe Benefits	153,190	148,466	172,000	172,000	172,000	172,000
<b>Total personnel services</b>	<b>393,706</b>	<b>402,712</b>	<b>444,000</b>	<b>447,000</b>	<b>447,000</b>	<b>447,000</b>
<b>Materials and Services</b>						
Materials and supplies	161,157	225,289	200,000	200,000	200,000	200,000
Permits	3,916	1,542	3,000	4,000	4,000	4,000
Vehicle/equipment expense	100,000	100,000	100,000	100,000	100,000	100,000
Repairs and maintenance	31,873	21,214	23,000	26,500	26,500	26,500
Tools	512	384	5,000	5,000	5,000	5,000
Telecommunications	10,940	9,956	12,000	12,000	12,000	12,000
HVAC, energy and lighting	111,168	118,399	130,000	135,000	135,000	135,000
Computer services	8,210	11,120	8,000	9,000	9,000	9,000
Insurance	13,465	17,167	20,000	17,300	17,300	17,300
Professional services	257,363	242,260	275,000	250,000	250,000	250,000
Employee development	2,765	2,031	3,000	4,500	4,500	4,500
Safety equipment and training	860	450	3,000	2,500	2,500	2,500
Travel and education	675	2,183	5,000	5,000	5,000	5,000
<b>Total materials &amp; services</b>	<b>702,904</b>	<b>751,995</b>	<b>787,000</b>	<b>770,800</b>	<b>770,800</b>	<b>770,800</b>
<b>Capital Outlay</b>						
Equipment	0	11,238	127,000	150,000	150,000	150,000
Land Acquisition	0	0	1,200,000	1,750,000	1,750,000	1,750,000
Transmission Water Line	0	49,309	1,400,000	0	0	0
AMR Project	61,796	1,187,095	0	0	0	0
Water Line Replcmt Projects	0	0	50,000	50,000	50,000	50,000
<b>Total capital outlay</b>	<b>61,796</b>	<b>1,247,641</b>	<b>2,777,000</b>	<b>1,950,000</b>	<b>1,950,000</b>	<b>1,950,000</b>
<b>Transfers</b>						
Transfer to General Fund	434,000	445,000	445,000	445,000	445,000	445,000
<b>Total transfers</b>	<b>434,000</b>	<b>445,000</b>	<b>445,000</b>	<b>445,000</b>	<b>445,000</b>	<b>445,000</b>
<b>Water Debt Service</b>						
2008 IFA Safe drinking water debt svc - principal	150,244	143,561	211,316	218,458	218,458	218,458
2008 IFA Safe drinking water debt svc - interest	197,723	204,407	136,652	129,510	129,510	129,510
2014 H <sub>2</sub> O bonds - principal	0	0	60,000	38,769	38,769	38,769
2014 H <sub>2</sub> O bonds - interest	0	3,245	54,000	46,179	46,179	46,179
2015 IFA SRF Loan - principl	0	0	130,000	39,057	39,057	39,057
2015 IFA SRF Loan - interest	0	0	40,000	38,060	38,060	38,060
2016 DEQ SRF Loan-principl	0	0	0	79,477	79,477	79,477
2016 DEQ SRF Loan-interest	0	0	0	17,500	17,500	17,500
<b>Total debt service</b>	<b>347,967</b>	<b>351,212</b>	<b>631,968</b>	<b>607,010</b>	<b>607,010</b>	<b>607,010</b>
<b>TOTAL EXPENDITURES</b>	<b>1,940,374</b>	<b>3,198,561</b>	<b>5,084,968</b>	<b>4,219,810</b>	<b>4,219,810</b>	<b>4,219,810</b>
Operating Contingencies	0	0	987,032	1,337,690	1,337,690	1,337,690
Assigned Fund Balance	0	0	0	2,500	2,500	2,500
<b>TOTAL</b>	<b>1,940,374</b>	<b>3,198,561</b>	<b>6,072,000</b>	<b>5,560,000</b>	<b>5,560,000</b>	<b>5,560,000</b>



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**Fiscal Year 2016-2017  
Urban Renewal Agency Annual Budget**

**Urban Renewal  
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## Urban Renewal Agency

### Board of Directors

Mayor Brian Dalton  
 Jim Fairchild  
 Bill Hahn  
 Jackie Lawson  
 Micky Garus

Kevin Marshall  
 Kelly Gabliks  
 Murray Stewart  
 LaVonne Wilson  
 Ken Woods, Jr.

### Budget Committee Citizen Members

Mike Arras  
 Tory Banford  
 Pete Christensen  
 Darand Davies  
 John Davis

Mike Holland  
 Lynn Hurt  
 Joe Koubek  
 Christine Valentine

### Urban Renewal Advisory Committee

Nancy Adams  
 Brian Dalton  
 Jim Fairchild  
 Ken Jacroux  
 Joe Koubek

Rich Rohde, Chair  
 David Shein  
 LaVonne Wilson  
 Bob Brixius





## Urban Renewal Agency

### 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 11<sup>th</sup> 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 2016 total assessed value of the district is \$38,045,964, which represents a \$12,154,376 increase in increment value since 2004 and \$1,108,135 over the prior year.

For 2016-17, it is anticipated that we will see a **3%** increase in Excess Assessed Value, which will generate approximately \$153,000 in Tax Increment Revenue for the 2016-17 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 2016-17:

- Continue the façade grant program
- Sidewalk improvements on Jefferson
- Wayfinding Sign(s)
- Acquisition of the old Armory site for redevelopment

The proposed 2016-17 budget includes **\$185,000** for projects and property acquisition, **\$25,000** for the façade grant program, **\$18,000** for personal services, debt service in the amount of **\$86,395**, and a **\$101,710** operating contingency. This proposed budget reflects projects, debt service and property acquisition/development in a balanced fashion to achieve the goals of the District.

### Urban Renewal Agency Valuation Info

	Actual 2013-14	Actual 2014-15	Actual 2015-16	Estimated 2016-17
New value	35,247,387	35,902,974	36,937,829	38,045,964
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)	10,109,923	10,765,510	11,800,365	12,154,376
Consolidated billing rate per \$1,000 value	\$15.0613	\$14.9843	\$15.0296	\$15.4805

# Urban Renewal Fund

## Revenues

	Actual 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
Current taxes	131,975	140,351	145,000	153,000	153,000	153,000
Delinquent taxes	3,911	4,752	5,000	5,000	5,000	5,000
Finance proceeds	750,000	0	0	0	0	0
Interest	2,813	3,358	2,000	2,000	2,000	2,000
Miscellaneous	50	0	1,000	1,000	1,000	1,000
<b>Total revenues</b>	<b>888,748</b>	<b>148,461</b>	<b>153,000</b>	<b>161,000</b>	<b>161,000</b>	<b>161,000</b>
Beginning Balance *	247,003	452,656	390,000	350,000	350,000	350,000
<b>TOTAL</b>	<b>1,135,751</b>	<b>601,117</b>	<b>543,000</b>	<b>511,000</b>	<b>511,000</b>	<b>511,000</b>

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

## Expenditures

	Actual 2013-14	Actual 2014-15	Amended 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
<b>Personnel Services</b>						
Salaries	10,307	10,370	10,000	11,000	11,000	11,000
Fringe	5,583	5,327	6,000	7,000	7,000	7,000
<b>Total personnel services</b>	<b>15,890</b>	<b>15,697</b>	<b>16,000</b>	<b>18,000</b>	<b>18,000</b>	<b>18,000</b>
<b>Materials and Services</b>						
Materials and Supplies	0	0	500	500	500	500
Professional Services	11,699	3,000	2,000	6,000	6,000	6,000
Façade Grant Program	4,213	4,000	42,000	25,000	25,000	25,000
Miscellaneous	407	847	2,000	2,000	2,000	2,000
<b>Total materials &amp; services</b>	<b>16,318</b>	<b>7,847</b>	<b>46,500</b>	<b>33,500</b>	<b>33,500</b>	<b>33,500</b>
<b>Capital Outlay</b>						
Projects	640,918	74,189	75,000	60,000	60,000	60,000
Property Acquisition	0	0	125,000	125,000	125,000	125,000
<b>Total capital outlay</b>	<b>640,918</b>	<b>74,189</b>	<b>200,000</b>	<b>185,000</b>	<b>185,000</b>	<b>185,000</b>
<b>Transfers</b>						
Transfer to GF-Debt Service	9,969	86,395	86,395	86,395	86,395	86,395
<b>Total transfers</b>	<b>9,969</b>	<b>86,395</b>	<b>86,395</b>	<b>86,395</b>	<b>86,395</b>	<b>86,395</b>
<b>Reserves</b>						
Debt Service Reserve	0	0	86,395	86,395	86,395	86,395
<b>Total reserves</b>	<b>0</b>	<b>0</b>	<b>86,395</b>	<b>86,395</b>	<b>86,395</b>	<b>86,395</b>
Operating Contingencies	0	0	107,710	101,710	101,710	101,710
<b>TOTAL EXPENDITURES</b>	<b>683,095</b>	<b>184,129</b>	<b>543,000</b>	<b>511,000</b>	<b>511,000</b>	<b>511,000</b>



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## **Additional Information**

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# CIP

2016-17

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## CAPITAL IMPROVEMENT PLAN

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

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

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

### Impact of CIP projects on operating costs

For the past few years, the CIP for the City of Dallas has focused on adding value and extending life to City infrastructure with no increases in current operating costs. Funds from Park SDC and capital projects have been expended for park improvements and expansion with no additional costs to the operating budget. For the enterprise funds, improving the water system, wastewater mains and lines, and surface water projects will not add any associated costs to the operating budget.

### Summary

A CIP typically includes:

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

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

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

Capital Improvement Plan (CIP) 2016-17

Project	Funding Source	Current FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5+ Years	Cost Estimate
<b>General Fund</b>								
<i>Aquatic Center</i>								
Resurface Lap Pool	General Fund			\$ 35,000				\$ 35,000
Software Upgrade	General Fund	\$ 20,000						\$ 20,000
DDC Control Upgrade	General Fund	\$ 15,000						\$ 15,000
Pool Filter Refurbish	General Fund		\$ 12,000					\$ 12,000
<i>Emergency Medical Services</i>								
Automated Cardiac System - 3 Units	Grant (10% Match-\$17,500)	\$ 175,000						\$ 175,000
Power Cot	General Fund		\$ 15,000					\$ 15,000
Power Cot	General Fund				\$ 15,000			\$ 15,000
Power Cot	General Fund					\$ 15,000		\$ 15,000
Power Cots/Loading Systems - 3 units	Grant (10% Match-\$14,201)		\$ 142,014					\$ 142,014
Automated External Defib - 24 Units	Grant (10% Match-\$2,700)	\$ 27,000						\$ 27,000
SIM Manikin	General Fund	\$ 15,000						\$ 15,000
Oxygen Bottle Lifting System	General Fund		\$ 15,000					\$ 15,000
Mobile Data Computers - 2 units	General Fund			\$ 16,000				\$ 16,000
HVAC system	General Fund				\$ 50,000			\$ 50,000
<i>Fire</i>								
Extrication Tool System (2)	General Fund	\$ 10,000	\$ 30,000	\$ 50,000				\$ 90,000
Rehab Equipment	Grant (5% City match-\$1,225)		\$ 24,500					\$ 24,500
Thermal Imaging Camera	General Fund	\$ 10,000						\$ 10,000
Mobile Data Computers	General Fund	\$ 10,000	\$ 8,000	\$ 8,000				\$ 26,000
RIT (rescue) packs	General Fund	\$ 15,000						\$ 15,000
Training Smartboard	General Fund			\$ 9,000				\$ 9,000
Fire Prevention Education System	Grant (No Match)		\$ 50,000					\$ 50,000
Portable Training Facility	Grant (5% Match-\$27,500)		\$ 550,000					\$ 550,000
Radios	General Fund(contribution grant match with SWPRFD and Falls City)		\$ 47,660				\$ 475,000	\$ 522,660
Volunteer Coord and R&R Program	Grant (No Match)		\$ 325,000					\$ 325,000
Folding Wall System EOC	General Fund		\$ 20,000					\$ 20,000
Training Props & Improvements	General Fund			\$ 200,000				\$ 200,000
Hose	General Fund				\$ 35,000			\$ 35,000
Self Contained Breathing Apparatus (yr 2025)	General Fund						\$ 250,000	\$ 250,000
<i>Facilities-City Hall</i>								
HVAC Roof -4 Units	General Fund		\$ 50,000				\$ 50,000	\$ 100,000
City Hall Mortaring/Sealing	General Fund			\$ 100,000	\$ 90,000			\$ 190,000
City Hall Boiler Replacement	General Fund						\$ 80,000	\$ 80,000
City Hall Lighting to LED	General Fund				\$ 10,000			\$ 10,000
City Hall Upstair Floor Replacement	General Fund	\$ 10,000						\$ 10,000
City Hall Parking Lot Repair	General Fund				\$ 30,000			\$ 30,000

Capital Improvement Plan (CIP) 2016-17

Project	Funding Source	Current FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5+ Years	Cost Estimate
<b>Facilities-Other</b>								
Senior Center	CDBG	\$ 500,000	\$ 1,500,000					\$ 2,000,000
Senior Center - Interior	General Fund		\$ 50,000					\$ 50,000
<b>Finance/Municipal Court</b>								
Utility Software Upgrade	Sewer, Stormwater, Water		\$ 30,000					\$ 30,000
Court Software Upgrade	General Fund			\$ 20,000				\$ 20,000
Server Replacement	General Fund	\$ 15,000			\$ 15,000			\$ 30,000
<b>Library</b>								
New Furniture - Office	General Fund		\$ 15,000					\$ 15,000
Main HVAC system	General Fund	\$ 50,000						\$ 50,000
Book Drop	General Fund	\$ 5,500						\$ 5,500
2 small HVAC systems	General Fund			\$ 25,000	\$ 25,000			\$ 50,000
Self-check kiosk, 6 computers	General Fund (60%), Trust Grant (40%)			\$ 10,800				\$ 10,800
Self-check kiosk, 4 computers, 2 printers	General Fund				\$ 10,800			\$ 10,800
Microfilm Reader & software	General Fund (60%), Library Trust					\$ 12,000		\$ 12,000
<b>Parks</b>								
RCTS Phase 5: Central Bark Section	Grant (60%), Sewer Fund (40%)		\$ 517,000					\$ 517,000
Repave parking lots in Dallas City Park	Grant, Street Fund						\$ 300,000	\$ 300,000
RJ Community Park Improvement (pavilion, sport court)	Park SDC		\$ 75,000	\$ 25,000				\$ 100,000
Park Play Equipment & Features	Park SDC	\$ 50,000	\$ 40,000					\$ 90,000
Parks Master Plan Update	Park SDC					\$ 25,000		\$ 25,000
Park Buildings Remodel	State Parks Grant, General Fund			\$ 25,000				\$ 25,000
Pickleball Courts	Park SDC		\$ 30,000	\$ 30,000				\$ 60,000
Academy Park I	Park SDC		\$ 65,000					\$ 65,000
Academy Park II	Park SDC				\$ 100,000			\$ 100,000
Play Equipment Replacement	General Fund		\$ 10,000					\$ 10,000
Gala Park	General Fund, Park SDC			\$ 80,000			\$ 75,000	\$ 155,000
Badboy Mower	General Fund				\$ 15,000			\$ 15,000
Bobcat	Sewer, Street, Water, GF Fund		\$ 34,000					\$ 34,000
<b>Police</b>								
Impound Lot Cover at City Shops	General Fund		\$ 15,000					\$ 15,000
Squad Room Furniture	General Fund	\$ 5,000	\$ 30,000					\$ 35,000
Firing Range Repairs & Improvement	General Fund/Grant				\$ 65,000			\$ 65,000
Dog Shelter Replacement	General Fund/Grant					\$ 40,000		\$ 40,000
<b>Streets</b>								
<b>Routine</b>								
Various sidewalk infill and replacement projects	Street Fund	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 25,000	\$ 125,000

Capital Improvement Plan (CIP) 2016-17

Project	Funding Source	Current FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5+ Years	Cost Estimate
Pavement Maintenance and Overlay Program (Collectors and Arterials only)	Street Fund	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 300,000	\$ 300,000	\$ 1,600,000
<b>Non-Routine</b>								
Develop Roundabout at W Ellendale Avenue/Levens Street	Street Fund, SDC				\$ 175,000			\$ 175,000
Signalization and channelization improvements including ROW acquisition, widening and utility relocations at E. Ellendale and Fir Villa	Developer \$600,000; Street Fund \$600,000; SDC \$600,000			\$ 200,000	\$ 1,600,000			\$ 1,800,000
Improve Monmouth Cut-off/Uglow intersection	Developer, Street Fund, SDC						\$ 100,000	\$ 100,000
Godsey Road improvements with curb and sidewalk from Miller Avenue to Monmouth Cut-off	STIP(ODOT) \$1,500,000, Street Fund \$150,000; Utility \$150,000			\$ 1,800,000				\$ 1,800,000
Monmouth Cutoff Highway Bridge Replacement	HBRR						\$ 1,200,000	\$ 1,200,000
Pedestrian Crossing Beacon near Walmart and E. Ellendale	ODOT Bike/Ped Funds		\$ 75,000					\$ 75,000
<b>Sewer</b>								
<b>Routine</b>								
Small Diameter Pipe Replacement	Sewer Fund	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 300,000
Wastewater Treatment Facility Equipment Replacement	Sewer Fund	\$ 100,000	\$ 220,000	\$ 75,000	\$ 75,000	\$ 100,000	\$ 500,000	\$ 1,070,000
CMOM Program (Includes I & I and FOG Removal)	Sewer Fund	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000			\$ 200,000
Trunkline Insituform I & I (Various Locations Citywide)	DEQ Loan (75%); SDC (25%)	\$ 400,000	\$ 300,000	\$ 200,000	\$ 500,000	\$ 250,000	\$ 500,000	\$ 2,150,000
<b>Non-Routine</b>								
Reclaimed Wastewater (Purple Pipe) Project	DEQ Loan (65%); SDC (35%)		\$ 200,000	\$ 5,300,000				\$ 5,500,000
Sanitary Siphon Replacement and associated structures at Aquatic Center	DEQ Loan	\$ 25,000	\$ 325,000					\$ 350,000
Rickreall Creek Interceptor	Loan (83%); SDC (17%)	\$ 575,000						\$ 575,000
Update Sewer Master Plan	SDC	\$ 50,000			\$ 250,000			\$ 300,000
Engineered Wetland at WWTF	Loans; Sewer Fund					\$ 250,000	\$ 3,000,000	\$ 3,250,000
<b>Stormwater</b>								
<b>Routine</b>								
Storm Drain Replacement and Rehab.	Stormwater Fund	\$ 20,000	\$ 50,000	\$ 50,000	\$ 80,000	\$ 160,000	\$ 160,000	\$ 520,000

Capital Improvement Plan (CIP) 2016-17

Project	Funding Source	Current FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5+ Years	Cost Estimate
<b>Non-Routine</b>								
West Ellendale at Wyatt Improvements	Revenue Bond			\$ 50,000	\$ 450,000			\$ 500,000
SW Hunter St. Improvements	Revenue Bond			\$ 250,000				\$ 250,000
East Ellendale Box Culvert and Upstream Improvements	Revenue Bond						\$ 350,000	\$ 350,000
North Fork Ash Creek Improvements and Land Acquisition	Revenue Bond		\$ 200,000	\$ 100,000	\$ 200,000	\$ 500,000	\$ 1,000,000	\$ 2,000,000
<b>Water</b>								
<b>Routine</b>								
Small Diameter Pipe Replacements	Water Fund	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 75,000	\$ 75,000	\$ 350,000
<b>Non-Routine</b>								
Outlet Pipe Modifications at Mercer Reservoir	Water Fund			\$ 150,000				\$ 150,000
Transmission Water Line: Treatment Plant to Clay Street Reservoir	SRF Loan - Water Fund (90%); SDC (10%)	\$ 1,400,000						\$ 1,400,000
Upper Douglas High Pressure Water Feed Line & 2MG Storage Reservoir	Developer, SRF Loan, SDC					\$ 150,000	\$ 3,800,000	\$ 3,950,000
On-site Generation of Chlorine	Water Fund						\$ 400,000	\$ 400,000
AMR Project	Water Fund				\$ 500,000			\$ 500,000
ASR #2 (50 MG)	SDC			\$ 650,000				\$ 650,000
ASR #3 (50 MG)	SDC					\$ 700,000		\$ 700,000
Mercer Reservoir Land Acquisition (400 ac)	DEQ Loan - Water Fund (83%), SDC (17%)	\$ 50,000	\$ 1,750,000					\$ 1,800,000
Intake Station Drive Replacements	Water Fund		\$ 100,000	\$ 100,000				\$ 200,000
Equipment	Water Fund		\$ 52,500					\$ 52,500
Water System Facilities Master Plan	SDC		\$ 150,000					\$ 150,000
Water Treatment Plant Generator Upgrade	Water Fund, SDC					\$ 150,000		\$ 150,000
Mercer Reservoir Dredging and Expansion (50 mg)	SRF Loan, SDC						\$ 1,700,000	\$ 1,700,000
<b>Fleet Services</b>								
<b>Buildings:</b>								
Shop Annex	Fleet					\$ 350,000		\$ 350,000
Sand Pile Shed	Street Fund		\$ 15,000					\$ 15,000
								\$ -
<b>Public Works Equipment:</b>								
Backhoe Replacement	Sewer, Street, Water Fund	\$ 100,000						\$ 100,000
Bobcat	Sewer, Street, Water, GF Fund		\$ 34,000					\$ 34,000
Asphalt Tack Trailer	Street Fund		\$ 12,000					\$ 12,000
Plow/Sander Box	Street Fund			\$ 20,000				\$ 20,000

Capital Improvement Plan (CIP) 2016-17

Project	Funding Source	Current FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5+ Years	Cost Estimate
Street Sweeper Replacement	Storm and Street Fund					\$ 300,000		\$ 300,000
Replace Generator #102	Sewer and Water Fund		\$ 30,000					\$ 30,000
Box Shoring	Sewer and Water Fund		\$ 18,000					\$ 18,000
Vactor Truck	Sewer, Street, Water, Storm, Fleet Fund			\$ 300,000				\$ 300,000
John Deere Tractor (WWTP)	Sewer Fund			\$ 80,000				\$ 80,000
<b><u>Vehicles</u></b>								
<b><u>EMS</u></b>								
New Medic Unit 3	EMS Operations-Interfund Loan	\$ 200,000						\$ 200,000
Replace Medic Units	EMS Operations-loan					\$ 220,000	\$ 250,000	\$ 470,000
<b><u>Fire Department</u></b>								
Replace Fire Staff Vehicle	General Fund				\$ 60,000		\$ 75,000	\$ 135,000
Squad Vehicle	Fire Department-Interfund Loan		\$ 150,000					\$ 150,000
Engine R102/E102 Replacement	General Fund				\$ 650,000			\$ 650,000
Rescue L101 Replacement (2023)	General Fund						\$ 1,500,000	\$ 1,500,000
<b><u>Parks</u></b>								
Supervisor Vehicle	General Fund	\$ 25,000						\$ 25,000
Flatbed Dump Truck-Replace #97	General Fund	\$ 40,000						\$ 40,000
<b><u>Police</u></b>								\$ -
Vehicle Replacement	General Fund	\$ 55,000	\$ 62,000	\$ 62,000				\$ 179,000
Chief Vehicle Replacement	General Fund		\$ 45,000					\$ 45,000
<b><u>Public Works</u></b>								\$ -
Flatbed Truck-Replace #73 (OMI)	Water Fund	\$ 40,000						\$ 40,000
Flatbed Truck-Replace #76	Sewer and Street			\$ 40,000				\$ 40,000

**City of Dallas**  
**20 Year Facilities Plan**

Priority	Facility	Project Description	Estimated Cost	Proposed Funding Sources	Estimated Time-Frame
1	City Hall	Seismic Upgrade to City Hall	\$ 1,000,000	City Fund Grant Funds	2 Years
2	Fire Station Addition/Public Safety Training Facility	This project will add sleeping quarters to the Fire Station and a training facility for Police and Fire Departments	\$ 3,500,000	City Fund Grant Funds	3 Years
3	Library	Remodel the Library to incorporate Senior Center space	\$ 157,000	City Funds Grant Funds	3 Years
4	Fire Substation	Purchase land for Fire substation	\$ 200,000	City Funds	6-10 Years
5	Police Facility	This project consists of building a new Police facility	\$ 6,000,000	City Funds	6-10 Years
6	Shop Building	This project will add new shop space for Fleet Management	\$ 500,000	City Funds	6-10 Years
7	Recreation Building	This building will add indoor recreational space for the City's growing population	\$ 6,000,000	City Funds SDC Funds	15 Years
8	Fire Substation	The Fire Substation will allow the City to place personnel and equipment closer to where it is needed	\$ 1,000,000	City Funds Grant Funds	16-20 Years
8	Library	This project consists of building a new Library building	\$ 4,500,000	City Funds Grant Funds Donations	16-20 Years
8	Animal Shelter	This project replaces the existing animal shelter	\$ 100,000	City Funds Grant Funds	16-20 Years
8	Sewer Plant Expansion	This project adds to the existing Sewer Plant	\$ 6,000,000	Sewer Fund	16-20 Years
8	Water Plant Expansion	This project adds to the existing Water Treatment Facility	\$ 8,000,000	Water Fund	16-20 Years

\$ 36,957,000

## 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 <sup>1</sup>	Percentage overlapping <sup>2</sup>	Overlapping debt applicable to the City of Dallas
Debt repaid with Property Tax				
Chemeketa Community College	40,978,157,065	92,590,000	2.42%	2,238,085
Willamette ESD	45,143,581,557	1,180,000	2.19 %	25,892
Polk County SD2 (Dallas)	1,609,549,541	11,986,340	61.54%	7,376,465
Polk County	5,923,530,682	7,100,000	16.72%	1,187,255
Subtotal, overlapping debt	93,654,818,845	112,856,340		10,827,697
Direct debt outstanding:				
City of Dallas	990,526,479	4,059,404	100%	4,059,404
Total Direct and Overlapping Debt				
	\$94,645,345,324	\$116,915,744		\$14,887,101

#### 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.

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

<sup>2</sup> 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.

## Summary of Fiscal Year 2016-2017 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	\$ 524,959
Long-Term Debt Fund (Obligation Bonds)	Operating Fund Transfers	\$ 128,620
Water Fund	Charges for Service	\$ 607,010
Sewer Fund	Charges for Service	\$1,035,892
<b>Total Fiscal Year 2016-17 Debt Service</b>		\$2,427,690

**CITY OF DALLAS**  
**STATEMENT OF BONDS AND LOANS OUTSTANDING JUNE 30, 2016**

	Date of Issue	Date of Maturity	Amount of Issue	Rate of Interest	Outstanding 6-30-16	Maturing 16-17 Principal	Maturing 16-17 Interest
<b><u>WATER BONDS</u></b>							
2009 Water System Improvement Project	3/6/2009	12/1/2028	\$ 5,148,873	3.38%	\$ 3,831,640	\$ 218,458	\$ 129,509
2014 Water Bond Anticipation Note	10/23/2014	12/31/2017	\$ 1,154,463	LIBOR Index Rate	\$ 1,154,463	\$ -	\$ 28,850
2015 IFA Loan	12/9/2014	TBD	\$ 1,750,000	3.46%	TBD	\$ -	\$ -
TOTAL - Water			\$ 8,053,336		\$ 3,831,640	\$ 218,458	\$ 129,509
<b><u>SEWER BONDS</u></b>							
2011 Sewer Debt Refunding	10/6/2011	6/30/2020	\$ 7,285,000	1.696%	\$ 3,580,000	\$ 855,000	\$ 134,650
2014 Sewer Bond Anticipation Note	10/23/2014	12/31/2017	\$ 557,091	LIBOR Index Rate	\$ 557,091	\$ -	\$ 13,927
TOTAL - Sewer			\$ 7,285,000		\$ 3,580,000	\$ 855,000	\$ 134,650
<b><u>GENERAL LONG TERM DEBT</u></b>							
2005 PERS Pension Obligation bonds	9/23/2005	6/1/2028	\$ 1,585,000	4.437%	\$ 1,380,000	\$ 60,000	\$ 68,620
TOTAL - General Long Term Debt			\$ 1,585,000		\$ 1,380,000	\$ 60,000	\$ 68,620
<b><u>GENERAL OBLIGATION BONDS</u></b>							
2003 Public Safety Equipment	1/29/2003	12/15/2017	\$ 850,000	4.95%	\$ 175,000	\$ 85,000	\$ 6,559
2005 Refunding Bonds	12/20/2005	6/1/2019	\$ 4,695,000	4.30%	\$ 1,210,000	\$ 385,000	\$ 48,400
TOTAL - General Obligation Bonds			\$ 5,545,000		\$ 1,385,000	\$ 470,000	\$ 54,959
<b><u>GENERAL FUND DEBT SERVICE</u></b>							
2013 Urban Renewal Financing	7/30/2013	7/15/2023	\$ 750,000	2.90%	\$ 616,878	\$ 69,513	\$ 16,882
2014 Fire Apparatus Lease	11/30/2014	11/30/2024	\$ 385,795	2.82%	\$ 651,862	\$ 34,890	\$ 9,923
TOTAL - General Fund Debt Service			\$ 1,135,795		\$ 1,268,740	\$ 104,403	\$ 26,805
<b>TOTAL DEBT:</b>			<b>\$ 23,604,131</b>		<b>\$ 11,445,380</b>	<b>\$ 1,707,861</b>	<b>\$ 414,543</b>
*estimate							

**CITY OF DALLAS, OREGON**  
**STATEMENT OF BONDS/LOANS AND INTEREST PAYABLE**  
**July 1, 2016 to Maturity**

	<b>GO Public Safety</b>	<b>GO Refunding Bonds</b>	<b>Fire Apparatus Lease</b>	<b>General Fund Urban Renewal</b>	<b>Sewer Debt</b>	<b>Water System Improvements</b>	<b>PERS Bonds</b>	<b>Total Bonds/ Loans</b>	<b>Total Interest Payable</b>	<b>Total Bonds/Loans &amp; Interest</b>
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
	175,000	1,210,000	351,862	616,878	3,580,000	3,831,639	1,380,000	11,145,380	2,138,037	13,283,416

**Salary Ranges**  
Effective June 24, 2016

Range	Position Titles	101.0% Bottom	Midpoint Midpoint	101.0% Top
8	General Laborer, Library Page, Receptionist	1,809.87	2,095.06	2,380.26
8		10.44	12.09	13.73
9		1,882.26	2,178.87	2,475.48
9		10.86	12.57	14.28
10	Office Assistant	1,957.55	2,266.03	2,574.50
10		11.29	13.07	14.85
11	Custodian	2,032.60	2,355.77	2,678.93
11		11.73	13.59	15.46
12	Library Aide I (PT only)	2,118.22	2,451.89	2,785.56
12	Seasonal Fire/EMS	12.22	14.15	16.07
13		2,199.61	2,549.75	2,899.88
13		12.69	14.71	16.73
14	Custodian/Maintenance Repair Technician	2,294.73	2,654.47	3,014.21
14		13.24	15.31	17.39
15	Police Records Clerk	2,383.52	2,758.23	3,132.93
15		13.75	15.91	18.07
16	Police Records Clerk II	2,475.48	2,867.41	3,259.35
16		14.28	16.54	18.80
17	Community Service Officer, Code Services Specialist	2,575.90	2,983.58	3,391.26
17	Library Aide II	14.86	17.21	19.57
18	Head Lifeguard, Street Sweeper Operator	2,678.42	3,100.80	3,523.17
18	Utility Technician	15.45	17.89	20.33
19	Maintenance Worker I (Parks)	2,788.35	3,227.21	3,666.08
19		16.09	18.62	21.15
20	Accounts Payable Clrk, Library Asst, Engineering Tech Asst	2,898.28	3,355.28	3,812.28
20	Utility Acct Technician, Utility Worker I	16.72	19.36	21.99
21	Executive Assistant	3,012.43	3,487.11	3,961.78
21		17.38	20.12	22.86
22	Court Services Administrator, Planner I	3,102.96	3,592.75	4,082.55
22	Engineering Tech I, Maintenance Worker II	17.90	20.73	23.55
23	Facilities Maintenance Foreman	3,260.83	3,776.20	4,291.57
23	Utility Worker II	18.81	21.79	24.76
24	Sports Coordination Specialist, Mechanic Maint. Specialist	3,387.67	3,924.26	4,460.85
24	Engineering Tech II	19.54	22.64	25.74
25	Engineering Tech III	3,525.08	4,082.56	4,640.04
25		20.34	23.55	26.77
26		3,665.66	4,245.19	4,824.71
26		21.15	24.49	27.84
27	Water Treatment Facility Operator III	3,809.41	4,413.80	5,018.19
27		21.98	25.46	28.95
28	Planner II	3,964.79	4,591.52	5,218.25
28	Public Works Foreman	22.87	26.49	30.11
29	Building Inspector II, Senior Accountant	4,126.51	4,776.81	5,427.12
29	Fleet Management Supervisor	23.81	27.56	31.31
30	Engineering Services Supervisor*	4,289.28	4,966.48	5,643.67
30	Police Administrative Services Manager*	24.75	28.65	32.56
31		4,461.57	5,165.30	5,869.02
31		25.74	29.80	33.86

\* Denotes positions exempt from overtime

## Department Head Salary Ranges

Effective June 24, 2016

Range	Position Titles			
M1	Aquatic Center Supervisor*, Operations Supervisor* Building Official*, Parks Supervisor*	4,787.13	5,798.02	6,808.90
M1	Police Management (Sergeants)	4,787.13	5,893.10	6,999.08
M2	Fire Division Chief*, Library Manager*	4,977.39	6,028.91	7,080.42
DH1	Police Lieutenant*, HR Manager/City Recorder* Deputy Fire Chief*	5,753.60	6,970.19	8,186.78
DH2		5,981.15	7,249.73	8,518.32
DH3	Engineer/Environmental Svc Director*, Finance Director*	6,221.89	7,540.45	8,859.01
DH4	Community Development/Operations Director*, Fire Chief* Police Chief*	6,444.03	7,828.70	9,213.36

\* Denotes positions exempt from overtime

\_\_\_\_\_  
Ron Foggin, City Manager

\_\_\_\_\_  
Date

### Salaries governed by Collective Bargaining Agreements

EMS Salaries (2014-17 CBA)*	Bottom	Midpoint	Top
Paramedic	13.06/19.59	15.12/22.68	17.18/25.77
Paramedic Shift Lt.	14.75/22.13	17.08/25.62	19.41/29.12

\*These numbers have been rounded

Police Salaries (2016-17 CBA)*	Step 1	Step 2	Step 3	Step 5	Step 5	Step 6
Officer	4,433.40	4,632.90	4,841.38	5,059.24	5,286.91	5,524.82

\*Pending approval

### Salary Steps for Flexible Schedule Employees

EMS Positions	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
EMT	\$9.75	\$10.04	\$10.34	\$10.65	\$10.97	\$11.30
Intermediate/AEMT	\$10.73	\$11.05	\$11.38	\$11.72	\$12.07	\$12.43
Paramedic	\$11.80	\$12.15	\$12.52	\$12.89	\$13.28	\$13.68

Aquatic Center Positions	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Lifeguard*/Front Desk	\$9.75	\$10.04	\$10.34	\$10.65	\$10.97	\$11.30
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.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Deficit** – The excess of expenditures over revenues.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Fund Balance** – The fund equity of government funds.

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

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

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

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

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

**GIS** – Geographic Information Services

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

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

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

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

**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.

**Proprietary Fund** – see Enterprise Fund

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

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

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

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

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

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

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

**Resources** – Estimated beginning funds on hand plus anticipated receipts.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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