



Annual Budget Fiscal Year 2022-2023



Come Thrive with Us, We Invest in People and Business

Table of Contents

City Council, Staff, Committee Members.....	3
City Manager Budget Message.....	4
Tax Rates.....	10
Budget Calendar.....	11
Fiscal Policies.....	12
Department Positions/FTE.....	16
Statement of Outstanding Bonds	18
Capital Improvement Plan	19
All Funds Revenues	36
All Funds Expenditures.....	37
General Fund Revenues.....	38
General Fund Expenditures.....	40
Administration Expenditures.....	41
Library Expenditures.....	42
Parks and Recreation Expenditures.....	43
Aquatic Center Expenditures.....	44
Finance Expenditures.....	45
Municipal Court Expenditures.....	46
Fire Department Expenditures.....	47
EMS Expenditures.....	48
Police Expenditures.....	49
Economic and Community Development Expenditures.....	50
Facilities Maintenance.....	51
Non-Departmental Expenditures	52
Risk Management Revenues and Expenditures.....	53
Capitol Projects Revenues and Expenditures.....	54
Street Fund Revenues.....	55
Street Fund Expenditures.....	56
Building Inspections Fund Revenues.....	58
Building Inspections Fund Expenditures.....	59
Police and Fire/EMS Fee	60
System Development Fund Revenues.....	61
System Development Fund Expenditures.....	62
Trust Fund Revenues.....	63
Trust Fund Expenditures.....	65
Grant Fund Revenues.....	66
Grant Fund Expenditures.....	68
General Obligation Fund Revenues and Expenditures.....	69
General Long-Term Debt Fund Revenues and Expenditures.....	70
Fleet Management Fund Revenues.....	71
Fleet Management Fund Expenditures.....	72
Sewer Fund Revenues.....	73
Sewer Fund Expenditures.....	74
Stormwater Fund Revenues	76
Stormwater Fund Expenditures	77
Water Fund Revenues.....	78
Water Fund Expenditures.....	79
Urban Renewal Budget Message.....	81
Urban Renewal Budget Funds.....	83

Mayor and City Council

Mayor



Brian Dalton

Council Members



Michael Schilling
Council President



Larry Briggs



Kirsten Collins



Terry Crawford



Rodney Dunham



Kim Fitzgerald



Bill Hahn



Ken Woods Jr.



Vacant Seat

Executive Management Team

City Manager.....	Brian Latta
Assistant City Manager.....	Emily Gagner
Economic and Community Development	Charlie Mitchell
Public Works.....	Gary Marks
Financial Services.....	Cecilia Ward
Fire and EMS	Todd Brumfield
Legal.....	Lane Shetterly
Police	Tom Simpson
Library.....	Mark Greenhalgh-Johnson

Budget Committee Citizen Members

Nancy Adams
Teresa Freborg
David Shein

Jim Williams
Lora Monroe
Nicholas Peasley

Rich Spofford
Helen McCann
Matthew Ceiplis

City Budget Message

Fiscal Year 2022-23 Annual Budget

April 29, 2022

To the City of Dallas Budget Committee Members:

Introduction

Whew! Can we take a moment to reflect on the past few years and all that has happened. During the prolonged global pandemic, our routines were disrupted, service industries forced to close their doors, the federal government delivered relief packages which were funneled through state and local governments, education was performed through remote means, and, of course, we were all donning our masks. Post-pandemic (mostly), we are now faced with extremely high levels of inflation on goods and services, supply chain disruptions, labor shortages, and rumors of when the next recession is going to hit.

That is quite the backdrop for this budget message. However, I feel it is important to recognize that over the past few years we have successfully navigated through a tremendous amount of challenges and disruptions, and we should expect more in the year ahead.

This relates to the City of Dallas' budget in three key ways.

1. Our General Fund budget continues to be unsustainable with expenditures outpacing revenues. The City is actively exploring tax revenue solutions to address this issue and other community needs.
2. Many of our capital improvement projects have been postponed due to cost increases and/or supply chain disruptions.
3. We have and will receive Federal Funds through the American Rescue Plan Act, which have been obligated and need to be spent by 2026.

Oregon Revised Statute 294.403 requires the chief executive officer of the city to deliver a budget message to the Budget Committee. By statute, the budget message is to include:

- An explanation of the budget document
- Brief description of the city's financial policies
- An explanation of major changes in financial policy
- Description of important features of the budget document, as they relate the city's financial policies
- An explanation of changes in appropriations and revenues, and
- Any changes in the basis of accounting, if planned.

Each of the above bullet points are addressed throughout this message.

Acknowledgements

I want to first acknowledge and thank the Mayor, Council, and citizen members of the Budget Committee for committing your time, energy and knowledge to the City's budget and this important process. I greatly value your contributions, as they represent those of the community we strive to serve.

I also wish to thank our citizens, businesses, and visitors who all financially contribute to the City's budget. I hope you recognize our efforts to reduce costs, while at the same time supporting necessary increases in charges for services.

I wish to thank every city staff member who contributed to the formation of the budget documents. I want to give special recognition to the department managers who are finding ways to provide quality services within confined budgets. Their efforts do not go unrecognized.

I want to give extra praise to Cecilia Ward and the City's finance team. Their work continues to be exemplary. Finally, I'd like to recognize and thank Emily Gagner and Sam Kaufmann who have assisted with the development and organization of the budget document.

Accomplishments

In considering the proposed budget for the upcoming year, I want to share some of what has been accomplished over the past year. I will not take too much room here but will provide a few quick highlights. In FY 2021-22 the City:

- Secured financing and awarded a contract for phase 1 of the Street Rehabilitation Project, with work scheduled to begin in May 2022. Phase 2 to be bid soon.
- Kept our community safe by supporting our public safety services.
- Organized and ran community events, including Krazy Dayz, Sounds of Summer, Veteran's Day Fireworks and Christmas Tree lighting in the City Park.
- Provided library services, including curbside book delivery throughout the COVID-19 closures, and have successfully continued in-person events after government mandates were lifted.
- Successfully implemented the Black History Month Banner program.
- Hired a Parks & Recreation Manager to oversee Parks and Facilities Maintenance and the Aquatic Center divisions. She is also staffing the Parks & Recreation District Formation process.
- Initiated and completed the South Dallas Urban Renewal District Feasibility Study and Financial Analysis.
- Continue to permit and build homes, renovate and improve downtown commercial spaces.

Council Goals

On February 12, 2022, the City Council attended a Council Goal Setting Retreat. Coming out of this half day activity, the City Council established six goals to be priorities in the coming fiscal year. They are:

- Increasing our raw water storage capacity
- Addressing the General Fund Budget Needs
- Preparing the former mill site for redevelopment
- Addressing the public safety facility needs
- Serving the La Creole Node with Utilities
- Implementing the street maintenance program

The proposed budget includes funding for each of the Council's goals listed above.

American Rescue Plan Act Funding

The Federal government approved the American Rescue Plan Act (ARPA), which, among other things, will provide direct payments to local governments to address the impacts of COVID-19. The US Treasury released their final rule on how, when, and for what the funding can be used earlier this calendar year. The City Council decided to use the standard allowance and claim the entire allocation to the City of Dallas as lost revenue.

The ARPA specifies that the allocation to the City will occur in two rounds. The first payment was received in August 2021, and the second payment no earlier than a year from the first round payment. The ARPA states that all funding needs to be obligated by December 31, 2024, and spent by December 31, 2026.

The City Council, after soliciting public feedback, has approved a list of eight projects and/or purchases for which the ARPA funding will be spent. Most of the projects and/or purchases will be made during this fiscal year, while a few may occur in future fiscal years.

City's Financial Policies

The City Council reviewed and amended their financial policies in June 2020 (see Fiscal Policies in the budget document). No changes to the City's financial policies have been considered or made since the last review by the City Council.

The City's financial policies, when followed, will ensure the city's long-term financial stability and ability to provide quality services to our citizens, businesses and visitors. Not following these financial policies forces tougher conversations and decision making down the road, and could negatively affect services the City can provide. The following are highlights of the financial policies which are relevant to current decision making with respect to this year's budget.

Revenue Policies

- 1. The City will maximize the use of service users' charges in lieu of taxes and subsidies from other City funds, for services that can be identified and where costs are directly related to the level of service provided.*
- 2. Charges for providing utility services shall be sufficient to finance all operating, capital outlay and debt service expenses of the City's enterprise funds (street, sewer, water, storm), including planning, operating contingency, reserve and future expansion/upgrade requirements.*
- 3. User charges shall fund 100% of the direct cost of development review and building activities, including permit and inspection services.*
- 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. Unless otherwise authorized by City Council, General Fund and other unrestricted revenues shall not be earmarked for specific programs, activities or services.*

As part of the budget approval process, the Budget Committee approves projected revenues that includes fees for services, such as building permit fees, the public safety fee, and other permit and license fees. The Budget Committee does not create or set the fee rates. That is the responsibility of

the City Council. However, the Budget Committee should verify that the fee for service revenues pay for the services they provide.

With respect to revenue policy 5 above, The City Council has earmarked the ARPA funds to specific programs and capital purchases. Other than those funds, no General Fund or other unrestricted revenue has been earmarked for specific programs, activities or services. This means these revenues may be applied to any service at any level up to the amount of the revenue.

Operating Budget Policies

- 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.*

The City will be acquiring proceeds for long-term debt to repair the Clay Street Reservoir and replace the tank covers. City staff have performed the analysis and determined the revenue source for repayment of this debt. The source of revenue is the water fund. This project, and long-term debt, is consistent with this policy.

Debt Policies

- 4. Interfund loans shall not be used for operating expenses, and shall be discouraged for capital expenditures out of another fund.*
- 5. 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.*

One new interfund loan is proposed in the FY 2023 budget. That is a \$300,000 loan from the Sewer SDC fund to the Fleet Management Fund to assist in the costs to construct the new Public Works Facility building. This building is being funded from five different funds, namely water, sewer, stormwater, street, and fleet management. Each of the other funds have sufficient funds for their contribution. The fleet management fund will repay the debt with increasing revenues from the added capacity the new facility will accommodate.

Reserve Policies

- 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.*

The General Fund unappropriated reserve, excluding contingency is roughly 10% this year. This matches the minimum requirement.

The proposed budget includes contingency expenditure lines for the funds where we may experience unexpected expenses to occur.

Basis of Accounting

The City of Dallas continues to use a modified accrual basis of accounting. This means we recognize revenues as they become available and measurable, and we recognize expenditures when liabilities are incurred.

Operational and Budget Changes

Operational Changes

There were a few changes in the organizational structure of the City this year. The City recruited and hired a Parks & Recreation Manager. This position oversees the Parks Maintenance, Aquatic Center and Facilities Maintenance divisions of the City. The Police Department added a new Sergeant position. This position has not yet been filled. The Economic & Community Development Department added a Permit Technician Position, which has been filled; a second full-time Code Services position which has been filled; and, a Community Development Coordinator position, which is in process of being filled.

In the proposed budget, there are a few additional staff positions proposed to be added. They include:

- School Resource Officer (Police Officer)
- Library Aide I
- Parks Maintenance Worker
- Part-time Facility Maintenance Worker

Budget Changes

There are no major changes to the budget, in terms of organization or structure. The ARPA funding will be expensed out of a single line item in the General Fund Non-departmental Fund. Also in this fund is a new expense line titled, "Future Capital Expenditures". This line item is intended to designate General Fund dollars for yet to be determined capital improvements. It is likely these capital improvements will be made in future years and appropriated in future year's budgets.

The philosophy regarding Grant Fund expenditures has been modified slightly to prevent this fund from becoming arbitrarily inflated. This fund is susceptible to becoming inflated, because budgeted Grant Fund expenditures are not always realized, if a grant is not awarded. To resolve this issue, City staff proposes to budget a small amount of funds (i.e. \$5,000) in Grant Fund expense lines where the City will be applying for a grant, but will not be awarded the funds until after July 1, 2022. If the grants are awarded, then we will go through the budget amendment process to appropriate the proper amount. If the grants are not awarded, then the \$5,000 budgeted amount keeps the overall Grant Fund budget in check.

Capital Improvement Planning

The City of Dallas maintains a 5-year Capital Improvement Plan. This plan is included in the budget document. Capital projects are expenditures in excess of \$10,000. Some projects slated for FY 22-23 are system development charge eligible, or enterprise fund supported projects. These include John Barnard Memorial Park, wastewater treatment plant improvements, the new Public Works Operations Building, Clay Street Waterline replacement, and the Street Rehabilitation project. The proposed budget also includes General Fund supported capital expenditures. The General Fund capital improvement needs continue to exceed the revenues available for the capital projects.

The remaining capital improvement projects and purchases will be ARPA-supported. These include the Library Restroom Remodel, the purchase of one police vehicle, the purchase of two ambulances, the construction of a bulk water station, and the La Creole Node Master Plan update.

Conclusion

Thank you again for participating in the 2022-23 City of Dallas budget process. I hope you find the budget document well organized and planned.

Respectfully submitted,



Brian Latta
City Manager

Property Tax

There are multiple tax collecting entities in the City of Dallas: Polk County, Dallas School District, Willamette Education Service District, Chemeketa Cooperative Regional Library Service, Polk Soil and Water Conservation District, Dallas Cemetery District, 4-H/Master Gardener/Ag Forest Extension District, and the City of Dallas. Polk County assesses the taxable value and collects all property tax. The City of Dallas's permanent certified tax rate is 4.1954%.

Tax Rates FY 2021-22

Dallas Residence Tax Rate by Code	Amount
City of Dallas	4.1277
Dallas Urban Renewal	0.1878
Polk County	1.6883
Polk County Public Safety	0.4250
Chemeketa Community College	0.6158
Chemeketa CC Bonds	0.2679
Chemeketa Regional Library	0.0805
Willamette ESD	0.2920
Dallas CD	0.0539
Polk Soil / Water CD	0.0492
Dallas School District 2	4.4792
Dallas SD2 Bonds	1.6958
4-H/M.G./Ag/Forest Ext Dist.	0.0738
Total	14.0369

City of Dallas, Oregon			
Tax Rate and Assessed Value	Actual 2020-21	Actual 2021-22	Estimated 2022-23
Appraised assessed taxable property in the City	\$1,190,963,792	\$ 1,258,409,980	\$1,333,914,579
Tax levy	4,996,630	5,279,597	5,596,305
TOTAL TAX LEVY	\$4,996,630	\$5,279,597	\$5,596,305
Tax rate per \$1,000 value	\$4.1954	\$4.1954	\$4.1954

TOP 10 City of Dallas Property Tax Payers

OWNER NAME	TAX AMOUNT	ASSESSED VALUE	REAL MARKET VALUE
DALLAS MENNONITE RETIREMENT COMM INC	190,419.72	13,581,680	21,512,340
NORTHWEST NATURAL GAS COMPANY	151,678.61	11,110,000	11,110,000
GREENWAY	128,072.27	9,123,970	16,738,300
WAL-MART REAL ESTATE BUSINESS TRUST	111,868.09	7,969,570	11,008,030
VICTORIA PLACE GENERAL PARTNERSHIP	106,542.59	7,590,180	13,345,820
DALLAS MENNONITE RET COMM, INC	94,545.68	6,735,510	13,576,330
CHARTER COMMUNICATIONS	78,860.76	5,776,000	5,776,000
PACIFICORP (PP&L)	72,091.05	5,280,000	5,280,000
ACI REAL ESTATE SPE 131 LLC	65,053.85	4,634,490	7,913,030
1351 TANDEM AVE LLC ETAL	63,237.79	4,505,110	7,331,060

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.

CITY OF DALLAS
2022-2023 BUDGET CALENDAR

April 18	6:00 PM	General meeting of the Budget Committee 1. Budget Committee Training
April 26		Post on website Legal Notice of Budget Committee meeting and public hearing on May 9 for the purpose of receiving the 2022-2023 budget message, and a public hearing to be held on May 9 on the proposed budget and state revenue sharing.
May 2		Proposed budget for FY 2022-2023 distributed to budget committee and made available to the public.
May 4		Publish Legal Notice of Budget Committee meeting on May 9 for the purpose of receiving the 2022-2023 budget message, and a public hearing to be held on May 9 on the proposed budget and state revenue sharing. (submit to newspaper by 4/27)
May 9	6:00 PM	General Meeting of the Budget Committee 1. Presiding officer elected 2. City Manager presents budget message 3. Public Hearing on the proposed budget and state revenue sharing 4. Discuss proposed department funds
May 11	6:00 PM	Budget Committee meeting 1. Continue discussion on proposed department funds 2. Budget Committee passes a motion recommending to the Council a Budget for FY 2022-2023 and approving an amount or rate of total property taxes to be certified for collection
May 16	After 7:00 PM Council Meeting	1. Budget committee meeting if needed 2. Last date for Budget Committee to approve a recommended Budget
June 15		Publish "Financial Summary and Notice of Budget Hearing" on June 7 and advertisement of Budget including summary budget statements. (submit to newspaper by 6/8)
June 20	7:00 PM	1. Public Hearing – in City Council Chambers on the recommended 2022-2023 Budget and proposed use of State Revenue Sharing funds 2. 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.

TITLEFISCAL POLICIES

PURPOSE

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 the City 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.

SCOPE

The City of Dallas's financial goals seek to:

- Ensure 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 accountability into the financial operation of the City
- Provide 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.

Revenue Policies

1. For services that can be charged a user fee and where costs are directly related to the level of service provided, the City will maximize service user charges in lieu of taxes and subsidies from other City funds.
2. Charges for providing utility services shall be sufficient to finance all operating, capital outlay and debt service expenses of the City's enterprise funds (street, sewer, water, storm), including planning, operating contingency, reserve and future expansion/upgrade requirements.
3. User charges shall fund 100% of the direct cost of development review and building activities, including permit and inspection services.
4. User charges collected for land use review and engineering inspection services do not fund 100% of the direct costs for those services.
5. Charges for services generally reflect the aggregate 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.
6. 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.

7. System development charges shall be established to fund the costs of improvements and/or upgrades to service additional increments to growth, such as street, storm, water, sewer, and parks and recreation facilities

Operating Budget Policies

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 Policies

1. Expenditures will be regulated through appropriate internal controls and procedures administrated by the City Manager. The City Manager must ensure expenditures comply with the legally adopted budget. Each Department Head will be accountable for the administration of his/her department budget to include accomplishing the goals and objectives incorporated into the budget and monitoring her/his 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 Policies

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 Policies

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. Monthly reports comparing actual to budgeted expenditures will be prepared by the Finance Department and distributed to the City Manager and City Council. Significant budget to actual variances will be investigated.

Debt Policies

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. Interfund loans shall not be used for operating expenses, and shall be discouraged for capital expenditures out of another fund.
5. No debt shall be issued for which the City is not confident that a sufficient

specifically identified revenue source is available for repayment. The Finance Director shall prepare an analysis of the source of repayment prior to issuance of any debt.

Reserve Policies

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 Policies

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.

Date Approved: 6/1/2020 by motion.

FY 2022-23 City of Dallas Positions/FTE

Department	Position Title	Positions	FTE			Total FTE
Administration				Admin		
	City Manager	1	1			1
	DH4 Assistant City Manager	1	1			1
	21 Executive Assistant/City Recorder	1	1			1
Finance				Finance	Sewer	Water
	DH3 Finance Director	1	1			1
	DH1 Assistant Finance Director	1	1			1
	22 Accounting Assistant	1	1			1
	17 Admin Assistant	1	0.5	0.25	0.25	1
	15 Customer Service Clerk	1	0.625			0.625
Public Works				Streets	Water	Sewer
	DH3 Public Works Director	1	0.2	0.4	0.4	0
	Assistant Engineer-Water	1	0	0.18	0	0
	M1 Operations Supervisor	1	0.25	0.1	0.55	0.1
	M1 Engineering Svcs Supervisor	1	0.2	0.4	0.4	0
	M1 Water Utilities Supervisor	1	0	1	0	0
	29 Project Manager/Inspector	1	0.2	0.4	0.4	0
	27 Water Treatment Facility Operator III	2	0	2	0	0
	28 Water Foreman	1	0	1	0	0
	25 Engineering Tech III	1	0.2	0.4	0.4	0
	24 Engineering Tech II	1	0.2	0.4	0.4	0
	21 Engineering Technical Assistant	1	0.2	0.4	0.4	0
	20 Utility Worker I	1	0	1	0	0
	18 Street Sweeper Operator	1	0	0	0	1
	18 Utility Technician	6	1.85	1.2	2.85	1.1
Municipal Court				Court		
	22 Court Services Administrator	1	1			1
	Court Bailiff	1	0.06			0.06
Facilities				Facilities		
	28 Facilities Maintenance Foreman	1	1			1
	14 Maint Repair Tech	1	0.5			0.5
	Custodian	1	0.5			0.5
EMS				EMS		
	M2 Division Chief/EMS	1	1			1
	26 Paramedic	9	9			9
	Flexible Scheduled Employees*	18	6.29			6.29
* Flexible Scheduled Employees' hours vary.						
Fire				Fire	EMS	Fee
	DH4 Fire Chief	1	0.5	0.5	0	1
	DH1 Deputy Fire Chief	1	0.75	0.25	0	1
	M2 Fire Division Chief	1	0.85	0.15	0	1
	Fire Captain	2	2	0	0	2
	FF/EMT	4	2	0	2	4
	17 Admin Assistant	1	0.85	0.15	0	1
Fleet				Fleet		
	29 Fleet Mgt. Supervisor	1	1			1
	24 Mechanic Maintenance Specialist	1	1			1

CITY OF DALLAS
STATEMENT OF BONDS AND LOANS OUTSTANDING JUNE 30, 2022

	Date of Issue	Date of Maturity	Amount of Issue	Rate of Interest	Outstanding 6-30-22	Maturing 22-23 Principal	Maturing 22-23 Interest
<u>WATER BONDS/LOANS</u>							
2017 Sewer/Water Refunding Note	3/29/2017	3/1/2032	\$ 4,848,000	2.58%	\$ 3,229,000	\$ 348,000	\$ 83,308
2017 DEQ CWSRF Loan	1/23/2017	2/1/2038	\$ 1,750,000	1.41%	\$ 1,470,140	\$ 82,521	\$ 20,439
2015 Safe Drinking Water Loan	12/9/2014	12/1/2037	\$ 1,037,498	3.46%	\$ 881,557	\$ 42,234	\$ 30,502
TOTAL - Water			\$ 7,635,498		\$ 5,580,697	\$ 472,755	\$ 134,249
<u>SEWER BONDS/LOANS</u>							
2017 Sewer/Water Refunding Note	3/29/2017	3/1/2032	\$ 752,000	2.58%	\$ 641,000	\$ 57,000	\$ 16,564
TOTAL - Sewer			\$ 752,000		\$ 641,000	\$ 57,000	\$ 16,564
<u>STREET BONDS/LOANS</u>							
2021 Street Loan	7/27/2021	6/15/2032	\$ 4,340,000	1.51%	\$ 3,965,000	\$ 370,000	\$ 59,872
2019 Main St Loan	7/2/2019	6/1/2039	\$ 721,000	3.00%	\$ 639,000	\$ 29,000	\$ 19,170
TOTAL - Street			\$ 5,061,000		\$ 4,604,000	\$ 399,000	\$ 79,042
<u>GENERAL LONG TERM DEBT</u>							
2005 PERS Pension Obligation bonds	9/23/2005	6/1/2028	\$ 1,585,000	4.379%- 5.004%	\$ 865,000	\$ 125,000	\$ 43,285
TOTAL - General Long Term Debt			\$ 1,585,000		\$ 865,000	\$ 125,000	\$ 43,285
<u>GENERAL FUND DEBT SERVICE</u>							
2016 Jefferson Building Loan	8/1/2016	6/30/2026	\$ 261,500	1.50%	\$ 111,536	\$ 26,687	\$ 1,490
2013 Urban Renewal Financing	7/30/2013	7/15/2023	\$ 750,000	2.90%	\$ 167,885	\$ 82,725	\$ 3,669
2019 Urban Renewal Financing	7/2/2019	6/1/2039	\$ 927,000	3.00%	\$ 822,000	\$ 38,000	\$ 24,660
2014 Fire Apparatus Lease	11/30/2014	11/30/2024	\$ 385,795	2.82%	\$ 127,198	\$ 41,226	\$ 3,587
TOTAL - General Fund Debt Service			\$ 2,324,295		\$ 1,228,619	\$ 188,638	\$ 33,406
TOTAL DEBT:			\$ 17,357,793		\$ 12,919,316	\$ 1,242,392	\$ 306,545

Dallas Capital Improvement Plan

Fiscal Years 2023 - 2027



Project Name	Project Description / Need	Funding Source(s)	2022-23	Year 1	Year 2	Year 3	Year 4+	Total Cost
General Fund								
AQUATIC CENTER								
Lobby Floor Upgrade	The existing 20 year old floor is peeling and has become unsafe. The lobby flooring will be removed and replaced.	Up to \$10,000 From Friends of the Dallas Aquatic Center, and the balance from the General Fund.	\$25,000					\$25,000
Front Desk Remodel	The laminate covering of the existing counter has deteriorated and is breaking off. Its design also limits the functionality needed to serve patrons.	Up to \$10,000 from Friends of the Dallas Aquatic Center, and the balance from the General Fund.	\$35,000					\$35,000
Splash Pad	The project will add an outdoor splash pad to the Aquatic Center's recreation options.	Funding source to-be-determined.			\$100,000			\$100,000
Natatorium South Wall Renovation	This project will install overhead doors and a concrete porch on the south exterior wall of the Aquatic Center's natatorium. These improvements will allow the natatorium to be opened to outdoor air during summer months.	Funding source to-be-determined.				\$50,000		\$50,000
Natatorium HVAC system	The natatorium is currently served by an air circulation system (no AC available) that simply moves outdoor air through the space. During periods of poor air quality (smoke) the natatorium becomes filled with smoke. Installation of an HVAC system will allow staff to better regulate air quality and control the temperature of the facility.	Funding source to-be-determined.					\$500,000	\$500,000
Replace River Pump	The existing pump is reaching the end of its useful life and has become unreliable.	General Fund		\$30,000				\$30,000
UV Sanitation	The current system is reaching the end of its useful life and has become unreliable. A new system will be more energy efficient and reduce power costs.	Funding source to-be-determined.		\$150,000				\$150,000

Project Name	Project Description / Need	Funding Source(s)	2022-23	Year 1	Year 2	Year 3	Year 4+	Total Cost
EMERGENCY MEDICAL SERVICES								
Power Cot	Battery powered hydraulic lift patient cot for ambulance transports. With regular maintenance, these have a manufacturer's life span of 7-9 years.	If purchased as a single item, General Fund. If replaced with the purchase of a new medic unit, financed through the loan of the vehicle. Small chance for grant funding.		\$22,947		\$24,345		\$47,292
Power Loading System	Battery powered hydraulic lift arm and heavy-duty secured rail system to lift, load and lock the patient cot into the patient compartment of the ambulance. With regular maintenance, these have a manufacturer's life span of 7-9 years.	This could be grant funded since it would replace several at one time. If purchased as a single item, General Fund. If replaced with the purchase of a new medic unit, financed through the loan of the vehicle.			\$81,036	27,823		\$108,859
Patient Charting Computers	Rugged tablet/laptop computer used for documenting electronic patient care records. Suggested life span is 2-4 years. Heavily used piece of equipment.	We have four (4) total, with varied replacement dates. General Fund or potential adjustment to line item budget.			\$10,806			\$10,806
Cardiac Compression Devices	Battery powered device utilizing a large band attached to motorized backboard that squeezes the chest cavity to create positive pressure and blood flow. Reduces the need for personnel to perform hands-on CPR. Manufacturer's life span is 7-9 year.	Grant opportunities exist for this equipment.		\$65,000				\$65,000

Project Name	Project Description / Need	Funding Source(s)	2022-23	Year 1	Year 2	Year 3	Year 4+	Total Cost
Cardiac Monitors	Battery powered bio-medical device that monitors blood pressure, oxygen saturation, end-tidal carbon dioxide, 4-lead and 12-lead electrocardiography, electrical external pacing and defibrillation. This device is used on virtually every patient encounter.	As a single unit, partial grant funding may be available. As a group replacement, grant funding through AFG is possible.	\$34,500	\$141,000				\$175,500
Ventilators (2029)	Battery powered device that generates ventilation to a patient for direct positive pressure, such as direct endotracheal tube or C-PAP or Bi-PAP. Manufacturer's life span is 10 years.	Most likely General Fund, but will research grant opportunities.					\$45,000	\$45,000
Video Laryngoscope (2026)	Battery powered device that allows the user direct laryngoscopy via a small video screen. Provides a better view with less airway manipulation over standard laryngoscope. Manufacturer's life span is 8 years.	General Fund or disperse replacement over several budget years within line item.				\$24,832		\$24,832
Medic Units	Manufactured ambulance meeting federal and state build requirements, used to transport the sick and injured.	ARPA funds in FY 22-23. Vehicle financing over 7 years in FY 23-24.	\$300,000	\$250,000				\$550,000
Community Paramedic / Support Vehicle	A Community Paramedic program would require this vehicle to visit and provide care to patients in their residence. Would not be required to be emergency response capable. Would carry equipment to provide at home patient care.	ARPA Funds	\$200,000					\$200,000
FIRE								
Extrication Tool System	Battery powered, or small engine powered, hydraulic cutting and spreading tools for vehicle extrication.	Partial grant opportunities or General Fund			\$50,000			\$50,000

Project Name	Project Description / Need	Funding Source(s)	2022-23	Year 1	Year 2	Year 3	Year 4+	Total Cost
Mobile Data Computers	Rugged tablet computers connected to the 9-1-1 dispatch system for communication during incident response.	General Fund or potential adjustment to line item budget. Fewer grants available for this type of equipment.				\$27,828		\$27,828
Radios	Mobile (vehicle mounted) and hand-held radios meeting current federal and state requirements for communication during incident response.	Grant opportunities through state and federal funds to county or regional grants		\$225,000				\$225,000
Training Props & Improvements	Props to train and maintain skill proficiency for firefighting, e.g. forcible entry, roof ventilation, powered equipment skills, or live fire activity.	Potential AFG application or General Fund.		\$30,000				\$30,000
Hose & Appliances	Our department has over 8,500' of fire hose. NFPA standards and ISO requirements call for extra hose and a front line service life of 15 years.	General Fund	\$25,000	\$10,000	\$10,000	\$10,000	\$10,000	\$80,000
Firefighter PPE	Protective equipment for firefighting; helmet, fire resistive hood, turnout jacket and pants, fire rated boots and gloves.	AFG Grant (\$36,000) + \$9,000 General Fund for grant match. Grant yet to be applied for.	\$45,000	\$45,000	\$45,000	\$45,000	\$115,000	\$295,000
Thermal Imaging Camera	Special cameras to show level of heat, both visually and numerically, for the object in question.	Potential grant opportunities or General Fund		\$40,000				\$40,000
Self-contained Breathing Apparatus	Breathing equipment allowing firefighters to enter an Immediate Danger to Life and Health atmosphere. Pack, air cylinder, breathing valves, safety alarm system and mask are included.	AFG application					\$400,000	\$400,000
SCBA Compressor (2030)	Air compressor system meeting all federal and state requirements for the filling of air cylinders for SCBA use.	AFG application.					\$65,000	\$65,000

Project Name	Project Description / Need	Funding Source(s)	2022-23	Year 1	Year 2	Year 3	Year 4+	Total Cost
Staff Vehicle	Staff vehicles are primarily used for daily Duty Officer assignments. The Fire Chief and Deputy Fire Chief have authorized assigned vehicles. They are also used for training travel or errands.	Vehicle financing over 7 years.		\$87,000				\$87,000
Engine 102 Replacement	1995 Pierce Saber. NFPA standard is full retirement of engine at 25 years.	Current AFG. Vehicle financing over 10 years.		\$700,000				\$700,000
Rescue L101 Replacement	2003 Pierce 85' Aerial. NFPA standards may be shorter, but due to cost and this unit's excellent maintenance history, it could move to reserve at 25 years.	Vehicle financing over 10-15 years.				1,800,000		\$1,800,000
FACILITIES – City Hall, Senior Center, Other								
Upgrade City Hall HVAC	Replace the existing 1968-dated centralized boiler and forced air A/C systems with an integrated ductless heating and cooling system with room-by-room independent distribution and controls.	Funding source to-be-determined.				\$250,000		\$250,000
Replace City Hall Generator	The current generator was acquired at least 20 years ago in used condition through an Army surplus purchase. It has proven to be unreliable with fluctuating power levels.	Funding source to-be-determined.		\$300,000				\$300,000
City Hall Elevator Upgrade	City Hall's 1970s era elevator has reached the end of its useful life and needs to be replaced.	Funding source to-be-determined.			\$200,000			\$200,000
City Hall Seismic Retrofit	City Hall needs to be brought into compliance with State seismic codes.	Business Oregon's Seismic Rehabilitation Grant Program and General Fund			\$3,000,000			\$3,000,000
City Hall Basement Door Replacement	The original 1936 doors are still in service but fail to provide the security needed given the storage of police equipment and components of the city's computer server located in the basement.	General Fund	\$12,000					\$12,000

Project Name	Project Description / Need	Funding Source(s)	2022-23	Year 1	Year 2	Year 3	Year 4+	Total Cost
City Hall Remodel	Expand Police Records office and storage, building victims interview room, and reconfigure 2 nd floor lobby.	General Fund		\$150,000				\$150,000
988 SE Jefferson Street Remodel	Remodel this building to provide office spaces for city use.	General Fund; Building Fund		\$75,000				\$75,000
IT – Non-departmental								
Computer / IT Equipment	To be determined	General Fund	\$25,000	\$50,000	\$50,000	\$50,000	\$50,000	\$225,000
LIBRARY								
Public Restroom Remodel	Bring bathrooms to ADA standard, Remove inner walls to expand stalls, move plumbing and drains, create janitor closet, increase ventilation, replace most materials and use materials for public restrooms .	ARPA Funds	\$100,000					\$100,000
Library Remodel	Remodel back of library, create meeting space, story space, create openings to move children's section to East end, build Youth services desk and office, teen area, all new carpet, reconfigure circulation, move non-fiction to west end, paint the interior walls, electrical work, lighting, computer cabling etc. Moving shelving and all materials.	Grants – Ford foundation, Oregon Community Foundation, Spirit Mt – others, and General Fund		\$550,000				\$550,000
Circulation Remodel**	Create wall for reference area, new circ desk configuration, storage cabinets under circ desk.,	Grants for remodel or General Fund			\$15,000			\$15,000
New Carpet**	Current carpeting is frayed, stains, ripped in places. Holes are duct taped over. Project involves moving a large number of shelves, desks, and materials.	General Fund; will apply for a \$20,000 grant from Oregon Community Foundation		\$50,000				\$50,000
Shelving (child height)**	This depends on need once new children's area is completed. We may have shelving on hand and not need as much as anticipated.	To be determined			\$10,000			\$10,000

Project Name	Project Description / Need	Funding Source(s)	2022-23	Year 1	Year 2	Year 3	Year 4+	Total Cost
Electronic Reader Sign – Washington Street	Current sign takes two people to change, happens only every couple of weeks. Most of our activities can not be placed on it due to needing facilities to change and the fact that we have hundreds of messages we would want displayed throughout the year.	General Fund		\$35,000				\$35,000
Replace Back Awnings, Doors, Windows, and Drains**	90% of library traffic and event traffic enters through the back and it needs updating. Current awnings a hodgepodge that drip and leak. Drains are bent and often overflow. Make the materials and windows match the front of the building.	General Fund	\$72,000					\$72,000
Security Gates	Kept in CIP in case theft or loss increased. Generally these are 3M products.	To be determined					\$24,000	\$24,000
Replace 3 Sets of Handicap Motors / Hardware for Automatic Doors**	Doors and ADA mechanisms are over 30 years old. If doors are replaced then newer versions are needed. The front replacement was done by Dallas Glass.	To be determined				\$24,000		\$24,000
Paint Workroom / Replace Shelving in Storage and Workrooms, Desks, Office, and Carpet**	Paint Workroom / Replace Shelving in Storage and Workrooms, Desks, Office, and Carpet – building has very little storage – need better method. Again carpet coming up from floor and paint old.	General Fund		\$10,000				\$10,000
**These projects may be rolled into the single Library Remodel project.								
PARKS								
Re-roof Buildings A, B, D, & F	The roofs on these buildings are at least 20 years old and need to be replaced.	General Fund		\$22,000				\$22,000
Re-side Buildings A, B, F & Door	The siding and door have reached the end of their useful life and need to be replaced.	General Fund		\$29,000				\$29,000

Project Name	Project Description / Need	Funding Source(s)	2022-23	Year 1	Year 2	Year 3	Year 4+	Total Cost
John Barnard Park Construction Project	Design and construct a new neighborhood park on property at the southwest corner of Academy Street and Fir Villa Road.	\$35,000 Moda Grant, \$750,000 Oregon Parks and Recreation Department Grant (pending approval in Fall 2022, Parks SDC Funds.	\$1,650,000					\$1,650,000
Rickreall Creek Trail System	Engineer and construct trail segments to complete the creek trail system. The FY22-23 appropriation will supporting engineering needs and construction of an additional trail segment.	ODOT multi-modal grant. Application to be made in Fall 2022.	\$100,000	\$400,000				\$500,000
Japanese Garden Rebuild	Update 2010 design and rebuild the garden.	Oregon Parks and Recreation Department Grant. Up to \$150,000 ARPA funds can be used for Matching Funds. Grant applications due Spring of each year.	\$50,000	\$250,000				\$300,000
Japanese Garden Bridge	The original bridge was removed due to unsafe conditions. The project will replace it with a new engineered, fiberglass bridge.	General Fund (\$9,570) and Oregon Parks and Recreation Grant (\$14,355). Application to be made Spring, 2022.	\$23,925					\$40,000
Repave the Upper City Park Trail near Levens Fields – Brandvold Section	The existing trail is old and deteriorated. Providing a new paved surface would improve accessibility and usability of the trail.	General Fund				\$75,000		\$75,000
Upgrade City Park Irrigation – Brandvold Section	The project will replace the existing aged irrigation system with a new system that is more efficient and can be more readily serviced.	General Fund		\$20,000	\$20,000	\$20,000		\$60,000
Seibert/Fredrickson Memorial Shelter Roof Replacement	Replace the building's roof which is reaching the end of its useful life.	General Fund			\$25,000			\$25,000

Project Name	Project Description / Need	Funding Source(s)	2022-23	Year 1	Year 2	Year 3	Year 4+	Total Cost
Vehicle Replacement	Replace the 1998 Ford F350 Flatbed Truck to maintain reliability.	General Fund		\$60,000				\$60,000
Parks Lawnmower	Replace current mower to maintain reliability.	General Fund	\$20,000					\$20,000
POLICE								
Replacement Radios – Mobile and Portable (county-wide digital transition project)	Increasingly poor radio reception in Polk County, especially certain areas of Dallas has prompted the need to update the county’s radio system from analog to digital. Polk County is using ARPA to fund the base system updates and new equipment; user agencies are required to purchase digital-capable equipment (mobile and portable radios) to integrate into the new digital system being procured by Polk County. <i>This is a high-priority, safety issue for officers in the field.</i>	General Fund	\$34,000					\$34,000
Vehicle Replacement	<i>The normal replacement schedule is to purchase one vehicle per year, assigning that to the Patrol Section, then through a trickle-down process ultimately rotate out older vehicles after having served in various roles. The regular replacement schedule should be continued during upcoming years to avoid increased miles on primary patrol vehicles. Recent budget restrictions have delayed purchasing replacements for the past two fiscal years and mileage continues to increase on our fleet. This is particularly relevant on vehicles assigned to the Patrol Section which need to be in top condition and pursuit capable. Purchasing two new vehicles in FY23 and FY24 will help restore our fleet and get us back on a regular replacement schedule. As a temporary measure to help mitigate this immediate need during FY22, the Chief’s vehicle (2017 model) was reassigned to the Patrol Section and removed a 2009 with over 120K miles from primary service.</i>	General Fund. In FY22-23 one vehicle will be paid for using ARPA funds.	\$152,000	\$154,000	\$78,000	\$80,000	\$83,000	\$547,000

Project Name	Project Description / Need	Funding Source(s)	2022-23	Year 1	Year 2	Year 3	Year 4+	Total Cost
ECONOMIC & COMMUNITY DEVELOPMENT								
La Creole Node Master Plan Update	Hire a Planning Consultant to redo La Creole Node Master Plan to maximize commercial lands, higher density residential, and parks & open space; concurrent with a Public Works project to identify, plan for and eventually design and build infrastructure (notably sanitary sewer) needed to serve this area	American Rescue Plan Act Funds – Appropriated on 3/21/2022	\$150,000					\$150,000
Vehicle Replacement – Code Services	Purchase new vehicle for Code Services Specialist to replace aging Crown Victoria with a ½ ton 4-door pickup; model & make will depend on what’s available at what price at the time of purchase; likely Ford or Chevrolet; new vehicle will be more suited to the type of work required	General Fund	\$40,000					\$40,000
Building Fund								
BUILDING								
[placeholder]								
Street Fund								
STREETS								
Sidewalk Replacement / ADA Ramps	Annual Sidewalk Replacement Program. The program provides incentives of up to \$500 to property owners who undertake the replacement of aged public sidewalks adjacent to their properties. These funds may also be used by the city to fund sidewalk replacement efforts where infill and replacement needs are identified.	Street Fund	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000

Project Name	Project Description / Need	Funding Source(s)	2022-23	Year 1	Year 2	Year 3	Year 4+	Total Cost
Pavement Maintenance & Overlay Program	The Street Rehabilitation Program is a six-year program to address deteriorated street conditions through grinding and overlaying surfaces.	2021 Street Rehab Program Loan, State Fund Exchange (Federal Gas Tax funds).	\$3,200,000	\$800,000	\$180,000	\$185,000		\$4,365,000
Miscellaneous Equipment	This appropriation is for the purchase of rapid flashing beacon crosswalk signs, speed signs, streetlights, etc.	Street Fund	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$150,000
West Ellendale Avenue & Levens Street Intersection Signalization	This project will signalize the intersection of West Ellendale Avenue & Levens Street to improve safety and traffic flow.	Safe Routes to Schools Grant (Application to be made in May 2022), Streets SDCs.		\$1,500,000				\$1,500,000
East Ellendale Avenue & Fir Villa Road Intersection Signalization	This project will signalize the intersection of East Ellendale Avenue & Fir Villa Road pending a traffic study to gain project approval from ODOT. The purpose of the project is to improve safety and address increasing traffic loads.	Streets SDCs, Developer Reserve Funds.	\$200,000	\$1,600,000				\$1,800,000
Monmouth Cutoff & Uglow Intersection Improvements	Reconfigure and upgrade the intersection to improve safety and facilitate increased traffic due to community growth.	Funding source to-be-determined. Funding sources to-be-determined. Street SDCs will be a likely component of a future funding package.				TBD		TBD
Godsey Road Project	Rebuild Godsey Road including a new Ash Creek Bridge, railroad crossing, curbs, gutters, sidewalks and bike lanes. The new road will improve safety and accommodate increased traffic due to community growth.	City street, storm water and sewer SDCs, ODOT Local Agency Agreement (\$1.41 million), Congressional Directed Spending Grant (\$5 million; approval pending; application submitted April 2022).		\$8,000,000				\$8,000,000

Project Name	Project Description / Need	Funding Source(s)	2022-23	Year 1	Year 2	Year 3	Year 4+	Total Cost
Enterprise Funds								
SEWER								
Pipe Repair & Maintenance	Annual program to replace and upgrade aging and failing pipe sections.	Sewer Fund	\$100,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000
Wastewater Treatment Facility Equipment Replacement	Annual appropriation to assure budget authority to address unforeseen system failures and breakdowns.	Sewer Fund	\$50,000	\$50,000				\$100,000
CMOM (Capacity Management Operation Maintenance) Program	Annual program to maintain the integrity and operation of the sanitary collection system. (Including Inflow & Infiltration & FOG Removal)	Sewer Fund	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
Loader for Bio-solids	The current John Deere 6410 tractor has been in use for 20 years. Repairs have become frequent and costly in recent years. A new or newer loader will be more reliable and have a higher clearance that will be more appropriate for the use.	Sewer Fund	\$200,000					\$200,000
Septage Screen Replacement	The previous screen became deteriorated beyond usefulness and was removed. A new screen is needed to capture trash, debris, grit, rags and rocks from entering the digester.	Sewer Fund	\$300,000					\$300,000
Lab Glassware Dishwasher	The current dishwasher is aged and parts are no longer available. Its current condition jeopardizes its ability to properly sanitize lab tools. A new dishwasher will provide more reliability and will provide the disinfection needed for lab operations.	Sewer Fund	\$20,000					\$20,000
Operations Building Flooring Replacement	Existing floor is worn and has become brittle and loose. It is also difficult to clean.	Sewer Fund	\$20,000					\$20,000
Reclaimed Wastewater (Purple Pipe) Project	Develop a reclaimed wastewater system to process wastewater into water usable for irrigation and industry.	DEQ Loan, System Development Funds, Energy Trust Grant		\$8,600,000				\$8,600,000

Project Name	Project Description / Need	Funding Source(s)	2022-23	Year 1	Year 2	Year 3	Year 4+	Total Cost
Update Sewer Master Plan	The city's current sewer master plan was completed in 1996. An updated plan is needed to adequately plan for future needs.	Sewer Fund		\$200,000				\$200,000
La Creole Node Sewer Line Design	Develop a sewer collection system to serve the La Creole Node, a planned 96-acre mixed use development. The FY22-23 appropriation will support design of the new collection system.	Sewer System Development Funds	\$500,000					\$500,000
STORM WATER								
Storm Drain Replacement & Rehabilitation	Annual program to replace and rehabilitate components of the community storm drainage system.	Storm Water Fund	\$75,000	\$50,000	\$50,000	\$50,000	\$50,000	\$275,000
West Ellendale Avenue Culvert	During heavy and sustained rain events floodwaters from the Forestry Creek tributary have overtopped West Ellendale Avenue and inundated Wyatt Street. This project will enlarge the culverts under the street to prevent overtopping.	Storm Water Fund			\$600,000			\$600,000
SW Hunter Street Improvements	A 48-inch culvert at Hunter Street is nearing the end of its lifecycle and needs to be replaced to maintain system reliability. Complicating the situation is a house that was built over the culvert many years ago. Realigning the culvert when it is replaced will reduce liability created by the house.	Storm Water Fund				\$250,000		\$250,000
East Ellendale Avenue Box Culvert & Upstream Improvements	The existing box culvert needs to be upsized to accommodate storm surge conditions.	Storm Water Fund				\$850,000		\$850,000
North Fork Ash Creek Improvements & Land Acquisition	This project is needed to address flood potential at multiple locations in the areas of Monmouth Cutoff Road, Uglow Street and the former Weyerhaeuser property.	Storm Water Fund				\$3,000,000		\$3,000,000

Project Name	Project Description / Need	Funding Source(s)	2022-23	Year 1	Year 2	Year 3	Year 4+	Total Cost
WATER								
Small Diameter Pipe Replacements	Annual program to replace aging and failing pipes in the community water distribution system.	Water Fund	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$375,000
Water Treatment Plant Improvements	These improvements include a project to create a water injection vault bypass to support system maintenance, repair the driveway at the water treatment plant, and make safety improvements to the dump truck pad at the drying pond.	Water Fund	\$95,000					\$95,000
James Howe Road High Pressure Water Feed Line	The project will install approximately 600 feet of high pressure line in James Howe Road. The project is part of a broader effort to build a high pressure line to service a new 3 million gallon water storage reservoir on city owned property adjacent to James Howe Road. Most of the line has been installed by private developers in connection with recent adjacent residential development. Approx. 600'.	System Development Charges	\$120,000					\$120,000
James Howe Road 3MG Storage Reservoir	The project will construct a new 3 million gallon water storage reservoir on city owned property adjacent to James Howe Road. The new reservoir is needed to serve growth and provide improved system resiliency.	Special Public Works Fund Loan or Grant. Application submitted March, 2022.			\$4,000,000			\$4,000,000
Water System Facilities Master Plan	The city's current sewer master plan was completed in 2009. An updated plan is needed to adequately plan for future needs.	Water Fund		\$200,000				\$200,000
Clay Street Line Rehabilitation	The Clay Street 16" concrete water main brings water to town from the Clay Street Reservoirs to Main Street. The water main was installed in about 1947 and has been in continual service since that time. Replacing the line with 16" ductile iron pipe will provide continued system reliability.	Water Fund	\$1,225,000					\$1,225,000

Project Name	Project Description / Need	Funding Source(s)	2022-23	Year 1	Year 2	Year 3	Year 4+	Total Cost
Clay Street Reservoir Covers & Leak Repair	The project includes repairing a leak in one of the reservoirs and replacing reservoir covers.	Special Public Works Fund loan from Business Oregon. Application awarded March 2022.	\$2,200,000					\$2,200,000
Raw Water Supply Expansion	The project will expand the city's raw water storage at Mercer Reservoir from 1,240 acre feet (about 404 million gallons) to 5,000 acre feet (about 1.6 billion gallons) to provide for the needs of community growth, assure adequate supply during draught years, and improve summer stream flows for fisheries. The FY22-23 appropriation will be directed at project design and permitting.	Water Systems Development Funds. Funding in future years will also likely include loans and grants from Federal and State government sources, user rates, and a potential bond measure repaid through user rates.	\$200,000	\$200,000	\$200,000	\$200,000	\$55,000,000	\$55,800,000

Fleet Services

BUILDINGS

Public Works Building Replacement	Build a new building with approximately 13,000 square feet of space at the existing city shops property to consolidate all public works operations at one location, inclusive of administration, crew facilities, fleet maintenance services, and equipment and parts inventory storage.	From public works operations funds, including water (30%), storm water (10%), sewer (30%), and street funds (15%). Interfund Loan from Sewer SDC for \$300,000, repaid from Fleet Maintenance)	\$2,200,000					\$2,200,000
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Project Name	Project Description / Need	Funding Source(s)	2022-23	Year 1	Year 2	Year 3	Year 4+	Total Cost
FLEET VEHICLES & EQUIPMENT								
Asphalt Hot Box	Currently, the street crew has no way to keep asphalt hot until it is applied. As it cools it becomes spongy and difficult to use. In a cooler state it also becomes less likely to adhere to a patch or to fill a pothole. An asphalt hot box will keep asphalt material hot over the course of several days. This will allow the crew to be more successful in their street patching efforts.	Funding is split between Streets, Water, Sewer, and Storm Water.	\$36,000					\$36,000
Backhoe	Replace the 2006 Case backhoe to maintain reliability.	Funding split between Water, Sewer Streets, Storm Water, and Parks.			\$150,000			\$150,000
Dump Truck (5-yard)	Replace the 1998 Ford Louisville 5-yard Dump Truck to maintain reliability.	Funding split between Water, Sewer Streets, Storm Water, and Parks.		\$130,000				\$130,000
Dump Truck (10-yard)	Replace the 2000 International 10-yard Dump Truck to maintain reliability.	Funding split between Water, Sewer Streets, Storm Water, and Parks.				\$200,000		\$200,000
Flatbed Truck	Replace the 2005 Ford F350 Flatbed Truck to maintain reliability	Funding split between Streets, Sewer and Storm Water.			\$75,000			\$75,000

All Funds Revenues

	Actual 2019-20	Actual 2020-21	Amended 2021-22	Proposed 2022-23	Approved 2022-23	Adopted 2022-23
Property Taxes	4,642,543	4,900,954	5,145,000	5,460,000	5,460,000	5,460,000
Other Agency Shared Taxes	1,810,653	1,988,709	2,046,865	4,377,063	4,377,063	4,377,063
State and Federal Grants	1,541,459	584,093	3,513,727	573,000	573,000	573,000
User Fees	12,506,200	15,056,382	21,850,500	13,892,000	13,892,000	13,892,000
Franchise Fees	1,336,582	1,422,706	1,395,500	1,523,500	1,523,500	1,523,500
Interest Earned	1,072,763	116,923	198,000	124,000	124,000	124,000
Reimbursements and Transfers	3,156,138	3,185,903	2,344,865	2,681,335	2,681,335	3,056,335
Trust Deposits	79,583	92,984	96,600	233,000	233,000	233,000
Other	1,517,546	1,435,556	6,587,500	2,712,500	2,712,500	2,712,500
Beginning Balance	20,351,681	19,320,174	24,404,907	32,537,500	32,537,500	32,537,500
TOTAL	48,015,148	48,104,383	67,583,464	64,113,898	64,113,898	64,488,898

This number sheet represents all revenues in the City budget. The overall revenues are estimated to be down by roughly 5%. The decrease in overall revenues this fiscal year is primarily being influenced by three factors. First is last fiscal year's finance proceeds to fund the Street Rehabilitation Project. This reduction is shown in the Other revenue line in the table above. The second key factor in the overall revenue reduction is the City's decision to postpone the Department of Environmental Quality's (DEQ) loan to finance the construction of the purple pipe project, which was estimated at \$7.6 million. This can be seen in the User Fees revenue line in the table above. The third and last factor affecting the reduction is the decision by City staff to not include the full amount of hoped for state and federal grant awards that have not yet been awarded to the City. Instead of budgeting the full amount of our requests, we have proposed to simply input \$5,000 in estimated revenues. This reduction can be seen in the State and Federal Grants revenue line in the table above.

On the positive side, the City estimates a 6% increase in property tax revenue, as our permit and building activity in the city continues to be strong. The Other Agency Share Taxes is proposed to nearly double. This increase is influenced by the second tranche of American Rescue Plan Act funds, as well as increases in the Chemeketa Cooperative Regional Library Services payment, the GEMT / CCO payment for ambulance services.

Franchise Fees are estimated to increase by roughly 9%, and our beginning fund balance is roughly \$8 million dollars greater than last year.

All Funds Expenditures

	Actual 2019-20	Actual 2020-21	Amended 2021-22	Proposed 2022-23	Approved 2022-23	Adopted 2022-23
Personnel Services	10,879,837	10,728,083	12,022,500	13,223,000	13,223,000	13,223,000
Materials & Services	5,251,604	5,452,234	6,851,550	7,269,100	7,269,100	7,269,100
Capital Outlay	6,981,064	2,866,996	29,330,659	28,557,790	28,557,790	28,557,790
Debt Service	2,013,420	1,134,743	1,921,335	1,628,941	1,628,941	1,628,941
Contingency	0	0	13,546,934	8,678,850	8,678,850	8,678,850
Intra-fund Transfers	2,973,981	2,987,626	2,152,825	2,513,050	2,513,050	2,888,050
Reserves	0	0	348,690	950,240	950,240	950,240
Unappropriated Fund Balance	0	0	2,400,181	1,292,927	1,292,927	1,292,927
TOTAL	28,099,906	23,169,682	68,574,674	64,113,898	64,113,898	64,488,898

The table above accounts for all proposed expenditures in all funds, including transfers, contingency, debt service, reserves and unappropriated fund balance. Similar to the All Funds Revenues, the City's total expenditures is proposed to be less this year compared to last fiscal year. Overall, the City's total expenditures are proposed to be roughly 6.3% less than FY 2021-22.

Total Personnel Services are proposed to increase by roughly \$1.2 million dollars. As described in the subsequent budget number sheets and their summaries, the City has adding staff in several departments during the past fiscal year, with a few additional staff being added in the proposed budget. Departments with increases in personnel include: Economic & Community Development, Facilities, Library, Parks & Recreation, Police and Public Works.

Capital Outlay is budgeted around \$28.5 million dollars. The actual amount of capital outlay will not come close to this amount. The City's budget is set up so that all system development charge revenues, including beginning fund balances are appropriated and eligible to be spent. However, these funds are only spent as projects are needed and sufficient fund balance is available for the project. The City does plan to make several capital improvements this year, including the purchase of fleet vehicles for several departments, a few water and sewer projects, and maintenance of buildings and parks. The City will also be tackling some bigger capital improvement projects, such as construction of a new Public Work Operations Building, construction of John C. Barnard Memorial Park, and phases 1 and 2 of the Street Rehabilitation Program. In addition to these projects, the City Council has allocated the American Rescue Plan Act (ARPA) funds, most of which are for capital improvement projects and/or purchases. Several of these projects and purchases will be made this fiscal year.

The Reserves expense line is proposed to increase by roughly \$600,000 this year. This reflects a new reserve line item in the Water Fund to support the future construction of the expanded raw water storage project.

The total Unappropriated Fund Balance is proposed to be \$1.29 million dollars, which is right at 10% of the operating budget of the City's General Fund, less capital outlay, debt service, transfers and reserves.

General Fund Revenues

	Actual 2019-20	Actual 2020-21	Amended 2021-22	Proposed 2022-23	Approved 2022-23	Adopted 2022-23
Taxes						
Current Property taxes	4,539,672	4,793,508	5,045,000	5,360,000	5,360,000	5,360,000
Delinquent taxes	102,871	107,446	100,000	100,000	100,000	100,000
Total property taxes	4,642,543	4,900,954	5,145,000	5,460,000	5,460,000	5,460,000
Franchise fees						
Power franchise	693,824	710,125	715,000	750,000	750,000	750,000
Natural gas franchise	186,451	189,370	195,000	215,000	215,000	215,000
Garbage franchise	195,263	214,320	200,000	225,000	225,000	225,000
Telephone franchise	39,340	73,957	30,000	28,000	28,000	28,000
Data franchise	0	0	30,000	75,000	75,000	75,000
Cable franchise	101,178	101,526	100,000	100,000	100,000	100,000
PEG Fees	437	894	500	500	500	500
Utility License Fee	120,089	132,515	125,000	130,000	130,000	130,000
Total franchise fees	1,336,582	1,422,706	1,395,500	1,523,500	1,523,500	1,523,500
Licenses						
Licenses	1,670	1,570	2,000	1,500	1,500	1,500
Total licenses	1,670	1,570	2,000	1,500	1,500	1,500
Intergovernmental/Other agencies						
CCRLS - Chemeketa Regional Library	97,036	95,342	109,700	236,363	236,363	236,363
Cigarette tax	17,421	15,711	13,000	11,000	11,000	11,000
State Revenue Sharing	165,693	185,464	195,000	200,000	200,000	200,000
Alcoholic beverages tax	286,656	320,637	320,000	320,000	320,000	320,000
Transient Lodging Tax	91,736	105,041	90,000	110,000	110,000	110,000
GEMT CCO Program	0	0	160,000	250,000	250,000	250,000
Tsf from Urban Renewal (Debt Svc)	143,791	149,239	149,165	149,055	149,055	149,055
American Rescue Plan	0	0	1,700,000	1,885,645	1,885,645	1,885,645
Total intergov./Other agencies	802,333	871,434	2,736,865	3,162,063	3,162,063	3,162,063
Municipal court fines						
Fines & forfeitures	129,008	117,327	140,000	100,000	100,000	100,000
Parking fines	7,343	4,917	8,000	4,000	4,000	4,000
Court fees	43,149	35,223	45,000	40,000	40,000	40,000
Suspended licenses	3,514	2,165	3,500	1,500	1,500	1,500
Total municipal court fines	183,013	159,633	196,500	145,500	145,500	145,500
Investment income						
	143,454	36,771	50,000	45,000	45,000	45,000
Charges for services						
Planning	75,437	121,406	80,000	80,000	80,000	80,000
Ambulance fees	1,744,016	1,944,187	1,650,000	1,800,000	1,800,000	1,800,000
Fire-Med	63,612	66,166	65,000	65,000	65,000	65,000
Animal control	24,801	22,393	22,000	0	0	0
Aquatic Center fees	385,693	197,958	375,000	450,000	450,000	450,000
Recreation program fees	2,948	0	0	0	0	0
Community Event Fees/Sponsorship	11,264	20,901	5,000	15,000	15,000	15,000
Library fines	8,248	2,762	2,000	0	0	0
Senior Center Programs	0	3,530	15,000	20,000	20,000	20,000
Miscellaneous	334,625	769,181	290,000	230,000	230,000	230,000
Proceeds from property sales	0	58,500	0	0	0	0
Total charges for services	2,650,642	3,206,983	2,504,000	2,660,000	2,660,000	2,660,000
Reimbursements & fund transfers						
Miscellaneous transfers	1,687,634	1,416,200	1,437,200	1,396,600	1,396,600	1,396,600
Transfer from Sewer SDC - interfund loan	0	0	0	0	0	375,000
Transfer from Grant Fund	151,299	80,395	30,000	0	0	0
Reimbursements & fund transfers	1,838,933	1,496,595	1,467,200	1,396,600	1,396,600	1,771,600
TOTAL REVENUES	11,599,170	12,096,646	13,497,065	14,394,163	14,394,163	14,769,163
Beginning balances	2,921,045	3,211,245	3,715,064	5,385,000	5,385,000	5,385,000
TOTAL	14,520,215	15,307,890	17,212,129	19,779,163	19,779,163	20,154,163

General Fund Revenues

The General Fund supports many of the City's services including Economic & Community Development, Finance, Fire & Emergency Medical Services, Library, Municipal Court, Parks & Recreation, Police and Administration. General Fund revenues are unrestricted funds. This means these funds are the most flexible and can be spent on any city service, including non-traditionally General Fund supported services, such as water, sewer and stormwater.

Overall, General Fund revenues are estimated to increase by just more than 6.6%, not including the beginning fund balance. If you include the beginning fund balance, the total is closer to a 15% increase. The beginning fund balance is primarily inflated due to the American Rescue Plan Act funds received in August 2021. While the City Council identified how those funds will be spent, none of the funds were spent in the last fiscal year.

All of the other object classifications are similar to this past fiscal year.

A few items to note in the General Fund Revenues are:

- Property tax revenue continues to climb with strong permit and building activity.
- Franchise fees continue to trend up again primarily due to community growth.
- The CCRLS Library revenue shared funds is much higher due in large part to our Library sustaining services throughout the covid-19 pandemic.
- The GEMT / CCO program continues this fiscal year, and we're estimating to receive \$250,000.
- The City's Animal Control program has transitioned to Polk County. As such, we've suspended our licensing program.
- The Council also decided to suspend the imposition of library late fees, in most cases.

General Fund Expenditures Summary

	Actual 2019-20	Actual 2020-21	Amended 2021-22	Proposed 2022-23	Approved 2022-23	Adopted 2022-23
Personnel Services	7,980,629	7,929,032	8,977,500	9,803,000	9,803,000	9,803,000
Materials and Services	2,374,412	2,337,169	2,855,750	3,157,500	3,157,500	3,157,500
Capital Outlay	0	136,556	457,980	4,728,390	4,728,390	5,103,390
Debt Service	188,604	252,228	257,154	222,046	222,046	222,046
Transfer to other funds	196,466	571,878	80,500	85,300	85,300	85,300
Non-Departmental Transfers	573,000	262,442	248,000	290,000	290,000	290,000
Reserves	0	0	20,000	0	0	0
TOTAL EXPENDITURES	11,313,111	11,489,305	12,896,884	18,286,236	18,286,236	18,661,236
Operating Contingencies	0	0	3,125,000	200,000	200,000	200,000
Unappropriated Fund Balances	0	0	2,400,181	1,292,927	1,292,927	1,292,927
TOTAL GF RECAP	11,313,111	11,489,305	18,422,065	19,779,163	19,779,163	20,154,163

The total expenditures in the General Fund are estimated to increase by 42%. While most object classifications are proposed to increase, the most significant difference can be seen in Capital Outlay. In FY 2021-22 the Capital Outlay expenditures were estimated at \$457,980, while in the proposed budget the expenditures are estimated at \$4,728,390. As noted in the preceding revenues discussion, the American Rescue Act funds are a large contributor to the capital expenses in the proposed budget. In addition, City staff propose a Future Capital Expenditures line item in the Non-departmental General Fund budget. This line item is proposed to retain \$450,000 for future capital expenses and is intended to be used for future year's General Fund capital expenses.

The Personnel Services expenses have increased by roughly \$825,000. This increase, in large part, is due to new positions being added to General Fund-supported departments like Facilities, Library, Police, Parks & Recreation and Economic & Community Development.

Materials and Services expenses are increased slightly, as expected from year to year.

The General Fund Contingency expense line is much less than last year. This is due to the fact that the FY 2021-22 adopted budget placed the \$3.4 million dollars of American Rescue Plan Act funds in this line item. The American Rescue Plan Act funds this year are located in the Non-departmental expenditure number sheet. Staff are recommending a \$200,000 contingency, given concerns with inflation and unstable fuel prices.

The proposed Unappropriated Fund Balance is \$1.29 million dollars which is at the 10% of the operating budget of the General Fund, less capital outlay, debt service, transfers and reserves.

Administration Expenditures

	Actual 2019-20	Actual 2020-21	Amended 2021-22	Proposed 2022-23	Approved 2022-23	Adopted 2022-23
Personnel Services						
Salaries	373,578	300,491	300,000	335,000	335,000	335,000
Fringe benefits	225,386	167,692	188,000	200,000	200,000	200,000
PERS EIF Contribution	158,576	0	0	0	0	0
Total personnel services	757,540	468,183	488,000	535,000	535,000	535,000
Materials and Services						
Public notices	368	1,097	1,000	1,000	1,000	1,000
Materials and supplies	3,621	1,271	3,000	5,000	5,000	5,000
Repairs & maintenance	319	0	17,000	2,000	2,000	2,000
Office expense	1,789	967	2,000	0	0	0
Mayor expense	5,609	2,890	5,000	5,000	5,000	5,000
Council expense	7,711	3,719	8,000	9,000	9,000	9,000
Economic Development exp	8,053	34,397	0	0	0	0
Telecommunications	73	0	500	300	300	300
Maintenance & rental contracts	7,685	6,711	9,000	9,500	9,500	9,500
Computer services	8,062	8,040	11,000	10,500	10,500	10,500
Professional services	31,320	51,734	40,000	90,000	90,000	90,000
City Attorney	58,800	58,800	59,000	59,000	59,000	59,000
Employee development	957	2,275	3,000	6,000	6,000	6,000
Emergency Management	8,791	458	10,000	2,200	2,200	2,200
Risk Management	144	253	500	500	500	500
Travel and education	7,690	3,896	10,000	10,000	10,000	10,000
150th Celebration	0	0	5,000	5,000	5,000	5,000
Miscellaneous	13,507	2,886	12,000	10,000	10,000	10,000
Total materials & services	164,497	179,395	196,000	225,000	225,000	225,000
Capital Outlay						
Total capital outlay	0	0	0	0	0	0
TOTAL	922,038	647,579	684,000	760,000	760,000	760,000

The Administration Department (a.k.a. City Manager’s Office) provides the administrative leadership of the City, and includes the human resources, risk management, emergency management and records functions. This department includes three full-time personnel.

The Personnel Services object classification is increased by 9.6%. This reflects increases in wages, fringe benefits and cost of living adjustments. No new personnel are proposed to be added in this department.

There are a few changes proposed in the Materials and Services object classification from last year’s budget. The office expense line is proposed to be discontinued, and purchases from this expense line will now be made from the materials and supplies expense line. The repairs and maintenance expense line has dropped significantly from last year. The \$17,000 from last year’s budget paid for one time remodeling and office furniture expenses. The professional services expense line is proposed to increase by \$50,000 to \$90,000. The breakdown of this expense line is as follows:

- Parks & Recreation District Financial Analysis - \$20,000
- Parks & Recreation District Marketing Consultant - \$20,000
- Parks & Recreation District Polling Consultant - \$20,000
- Community Survey - \$20,000
- Miscellaneous Professional Services Contracts - \$10,000

The emergency management expense line is being reduced to \$2,000. We’ve applied for a grant to obtain equipment and materials to support our Emergency Operations Center and this funding would support that effort. Overall, the Materials and Services object classification is proposed to increase by 14.8% over last year.

There are no proposed capital outlay projects in the Administration Department.

Library Expenditures

	Actual 2019-20	Actual 2020-21	Amended 2021-22	Proposed 2022-23	Approved 2022-23	Adopted 2022-23
Personnel Services						
Salaries	311,201	284,808	317,000	355,000	355,000	355,000
Fringe benefits	178,740	150,627	167,000	180,000	180,000	180,000
Total personnel services	489,942	435,434	484,000	535,000	535,000	535,000
Materials and Services						
Office expense	4,218	3,691	3,500	3,900	3,900	3,900
Postage	94	34	150	150	150	150
Materials and supplies	4,182	4,051	3,500	3,900	3,900	3,900
Periodicals	2,951	3,286	2,750	2,600	2,600	2,600
Maintenance & rental contracts	1,780	2,468	2,750	3,000	3,000	3,000
Repairs & maintenance	8,624	4,649	6,500	6,500	6,500	6,500
Books	45,668	46,594	47,000	48,500	48,500	48,500
E-resources/audio visual	0	0	3,000	3,500	3,500	3,500
Special programs	920	0	1,200	1,200	1,200	1,200
Telecommunications	2,224	2,294	2,500	2,750	2,750	2,750
HVAC, energy and lighting	13,496	11,550	14,000	14,000	14,000	14,000
Computer services	1,932	1,987	2,250	2,750	2,750	2,750
Professional services	1,556	1,930	3,000	4,000	4,000	4,000
Travel and education	0	149	1,150	1,500	1,500	1,500
Miscellaneous	2,539	1,475	1,750	1,750	1,750	1,750
Total materials & services	90,184	84,160	95,000	100,000	100,000	100,000
Capital Outlay						
Equipment	0	0	9,000	0	0	0
Building Improvements	0	31,175	0	72,000	72,000	72,000
Total capital outlay	0	31,175	9,000	72,000	72,000	72,000
TOTAL	580,126	550,769	588,000	707,000	707,000	707,000

The Dallas Public Library is a department of the City. This department provides important cultural, educational, and social resources to our citizens and visitors. This department will be adding one new part-time employee this budget year, which will bring the total full-time equivalent to pre-covid operational levels.

The Personnel Services object classification is proposed to increase by 10.5%. This reflects the addition of one part-time employee, and cost of living increases.

The Materials and Services object classification is proposed to increase by 5%. This increase is spread throughout various expense lines in modest amounts. The largest expense in the Materials and Services category continues to be the purchase of books proposed at \$48,500.

There is a capital improvement project proposed for the exterior of the Library building in this year's budget. The improvement will be to replace the rear windows, doors, awnings and storm drains.

Parks and Recreation Expenditures

	Actual 2019-20	Actual 2020-21	Amended 2021-22	Proposed 2022-23	Approved 2022-23	Adopted 2022-23
Personnel Services						
Salaries	241,969	151,641	205,000	335,000	335,000	335,000
Overtime	433	0	0	0	0	0
Fringe benefits	145,611	86,565	134,000	228,000	228,000	228,000
Total personnel services	388,013	238,206	339,000	563,000	563,000	563,000
Materials and Services						
Materials and supplies	19,736	15,040	17,400	16,500	16,500	16,500
Fuel	6,156	5,318	5,700	10,000	10,000	10,000
Repairs & maintenance	14,370	6,515	17,000	7,000	7,000	7,000
Miscellaneous tools	2,542	2,823	3,000	2,500	2,500	2,500
Telecommunications	1,271	1,838	1,500	2,500	2,500	2,500
HVAC, energy and lighting	7,391	6,114	7,500	8,000	8,000	8,000
Maintenance & rental contracts	5,541	8,225	7,200	9,000	9,000	9,000
Fleet service total care program	10,000	10,000	10,000	10,000	10,000	10,000
Computer services	1,030	1,354	1,400	4,000	4,000	4,000
Recreation	2,543	0	0	500	500	500
Community events and promotion	87,905	36,980	116,500	100,000	100,000	100,000
Professional services	11,358	20,076	14,500	15,000	15,000	15,000
Employee development	320	150	800	500	500	500
Travel and education	2,052	30	2,000	5,000	5,000	5,000
Total materials & services	172,214	114,462	204,500	190,500	190,500	190,500
Capital Outlay						
Equipment	0	0	0	20,000	20,000	20,000
Building/Park Improvements	0	0	38,000	9,600	9,600	9,600
Total capital outlay	0	0	38,000	29,600	29,600	29,600
Transfers						
Tsf to Fleet Mgmt-Capital Equip	8,300	0	0	0	0	0
Total transfers	8,300	0	0	0	0	0
Reserves						
Equipment reserves	0	0	20,000	0	0	0
Total transfers	0	0	20,000	0	0	0
TOTAL	568,527	352,668	601,500	783,100	783,100	783,100

The Parks & Recreation fund supports the City's parks & recreation administration, parks maintenance, and community events and promotions. Overall this fund has increased by 34.2%. Much of the proposed increase is in the Personnel Service object classification, as we've added a Parks & Recreation Manager position this past year and are proposing to add one new full-time parks maintenance employee.

Our parks are a tremendous community asset and are heavily used by the community. It is important that we invest properly in this asset to ensure proper maintenance and care of our parks and trails systems.

The Personnel Service object classification is proposed to increase by 66%. This increase is created by the hiring of a Parks & Recreation Manager and the proposed new Parks Maintenance Employee.

The Materials and Services object classification is proposed to increase by roughly 2%. The fuel expense line is proposed to nearly double, given current pricing for fuel. The community events and promotions line will pay for expenses for Crazy Dayz, Sounds of Summer, Veterans Day Fireworks, and the Christmas light displays in the City Park and downtown.

The capital outlay expenses this year include two purchases. The first is purchasing a new riding lawnmower, and the second is grant matching funds for the Japanese Gardens bridge replacement project. The bridge funding will only be spent upon successful award of the Oregon Parks & Recreation Department grant application submitted this spring.

Aquatic Center Expenditures

	Actual 2019-20	Actual 2020-21	Amended 2021-22	Proposed 2022-23	Approved 2022-23	Adopted 2022-23
Personnel Services						
Salaries	362,760	289,850	477,000	475,000	475,000	475,000
Overtime	263	98	0	0	0	0
Fringe benefits	105,708	91,884	125,000	150,000	150,000	150,000
Total personnel services	468,731	381,831	602,000	625,000	625,000	625,000
Materials and Services						
Postage	27	26	100	100	100	100
Advertising	1,224	0	2,500	2,500	2,500	2,500
Materials and supplies	3,288	1,119	3,000	3,000	3,000	3,000
Janitorial supplies	5,083	1,354	6,000	10,000	10,000	10,000
Pro shop / concessions	27,881	244	33,000	35,000	35,000	35,000
Program supplies	1,090	255	2,200	2,500	2,500	2,500
Uniforms	481	487	500	1,000	1,000	1,000
Chemicals	33,214	28,524	38,000	32,000	32,000	32,000
Repairs & maintenance	21,286	27,083	28,000	30,000	30,000	30,000
Office expense	3,096	1,034	2,000	2,000	2,000	2,000
Electric service	70,239	68,643	85,000	80,000	80,000	80,000
Telecommunications	5,486	6,005	3,000	6,000	6,000	6,000
Gas service	43,334	42,810	55,000	50,000	50,000	50,000
Fleet service total care program	3,000	0	0	0	0	0
Computer services	10,614	6,284	8,000	10,000	10,000	10,000
Professional services	14,478	13,222	12,000	15,000	15,000	15,000
Travel and education	969	378	700	2,000	2,000	2,000
Professional services-ActiveNet	16,404	9,476	20,000	25,000	25,000	25,000
Miscellaneous	2,868	1,350	3,000	3,900	3,900	3,900
Total materials & services	264,062	208,295	302,000	310,000	310,000	310,000
Capital Outlay						
Building Improvements	0	0	26,000	40,000	40,000	40,000
Total capital outlay	0	0	26,000	40,000	40,000	40,000
Transfers						
Tsf to Swr SDC-Interfund Loan	33,954	109,642	0	0	0	0
Total transfers	33,954	109,642	0	0	0	0
TOTAL	766,747	699,769	930,000	975,000	975,000	975,000

The Aquatic Center is a component of the Parks & Recreation Division and provides opportunities for active recreation, leisure, therapy, team sport, lessons, exercise classes and use of the two community rooms. The facility was constructed and opened in 2000. The center has two full-time and 34 part-time employees and is open seven days a week.

The Personnel Services object classification is proposed to increase this year by 2.2%. A longevity bonus program has been implemented this past year for lifeguards to attract individuals to apply for these positions and to encourage employees to stay in our employ for longer periods of time.

In the Materials and Services object classification the budget is proposed to increase by 2.6%. This modest increase is spread throughout the object classification in various expense lines.

The Aquatic Center will see two capital improvements this year. They include replacing the flooring and front desk in the lobby. The Friends of the Dallas Aquatic Center plan to contribute towards the flooring project

Finance Expenditures

	Actual 2019-20	Actual 2020-21	Amended 2021-22	Proposed 2022-23	Approved 2022-23	Adopted 2022-23
Personnel Services						
Salaries	295,915	299,033	320,000	310,000	310,000	310,000
Fringe benefits	179,864	178,439	205,000	165,000	165,000	165,000
Total personnel services	475,779	477,471	525,000	475,000	475,000	475,000
Materials and Services						
Postage	9,766	7,411	11,000	10,000	10,000	10,000
Public notices	293	459	300	300	300	300
Materials and supplies	6,965	4,268	10,000	12,000	12,000	12,000
Office expense	1,517	1,485	4,000	4,000	4,000	4,000
Telecommunications	6,511	6,277	7,000	7,000	7,000	7,000
Maintenance & rental contracts	2,778	2,390	3,700	3,700	3,700	3,700
Computer services	25,047	35,574	40,000	45,000	45,000	45,000
Billing services	31,466	32,031	35,000	35,000	35,000	35,000
Professional services	85,473	83,331	98,000	113,000	113,000	113,000
Audit	35,129	37,810	42,000	42,000	42,000	42,000
Municipal memberships	26,435	26,342	30,000	33,000	33,000	33,000
Travel and education	4,105	1,734	7,000	5,000	5,000	5,000
Total materials & services	235,484	239,111	288,000	310,000	310,000	310,000
Capital Outlay						
Total capital outlay	0	0	0	0	0	0
TOTAL	711,263	716,582	813,000	785,000	785,000	785,000

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 Finance Department employs five employees (4.5 FTE).

The Personnel Services object classification is proposed to be reduced by 10.5%. The proposed reduction reflects a decision to replace a full-time position with a half-time position.

In the Materials and Services object classification, a 7.6% increase is proposed. The computer services and professional services expense lines are seeing the largest increases. The computer services expense line is being increased to pay for additional expenses related to our financial services software. We are proposing to add additional functionality to the software. The professional services line traditionally pays for all transactional fees, such as bank and credit card fees. The proposed increase is to cover additional consulting fees to address compliance requirements related to the GASB rule changes, as well as other proposed contracts.

Municipal Court Expenditures

	Actual 2019-20	Actual 2020-21	Amended 2021-22	Proposed 2022-23	Approved 2022-23	Adopted 2022-23
Personnel Services						
Salaries	67,967	70,405	78,000	75,000	75,000	75,000
Fringe benefits	40,091	41,557	45,000	45,000	45,000	45,000
Total personnel services	108,059	111,962	123,000	120,000	120,000	120,000
Materials and Services						
Office expense	715	429	3,000	4,800	4,800	4,800
Materials and supplies	3,180	2,369	4,900	7,000	7,000	7,000
Telecommunications	77	138	100	200	200	200
Computer services	6,405	6,604	10,000	12,000	12,000	12,000
Professional Services	75,719	64,720	78,000	82,000	82,000	82,000
Prosecution	42,000	42,000	42,000	42,000	42,000	42,000
Travel and education	1,448	0	2,000	2,000	2,000	2,000
Total materials & services	129,544	116,261	140,000	150,000	150,000	150,000
Capital Outlay						
Total capital outlay	0	0	0	0	0	0
TOTAL	237,603	228,223	263,000	270,000	270,000	270,000

The Municipal Court is managed by the Finance Department, but has its own fund in the City budget. The Court is staffed with one FT City employee (i.e. Court Services Administrator), a Court Bailiff and contracts a Judge, and prosecuting attorney.

The Personnel Services object classification is proposed to be reduced slightly, and reflects more accurately the actual costs of personnel.

The Materials and Services object classification is proposed to be increased by roughly 7%. The increases are spread throughout the different expense lines.

There are no planned capital projects proposed for the municipal court this year.

Fire Department Expenditures

	Actual 2019-20	Actual 2020-21	Amended 2021-22	Proposed 2022-23	Approved 2022-23	Adopted 2022-23
Personnel Services						
Salaries	441,168	520,380	543,000	565,000	565,000	565,000
Overtime	13,912	21,558	60,000	25,000	25,000	25,000
Fringe benefits	259,549	326,500	387,000	405,000	405,000	405,000
Total personnel services	714,629	868,438	990,000	995,000	995,000	995,000
Materials and Services						
Office expense	2,618	3,279	3,000	3,000	3,000	3,000
Materials and supplies/laundry	6,309	10,342	9,500	9,000	9,000	9,000
Fuel	7,289	8,244	12,500	23,750	23,750	23,750
Uniform allowance	6,395	4,398	5,000	5,000	5,000	5,000
Repairs & maintenance	17,847	20,769	14,000	17,000	17,000	17,000
Replacement - Equipment	10,667	17,433	12,000	12,000	12,000	12,000
Radios/pagers	1,392	2,860	9,000	8,000	8,000	8,000
Turnouts	12,438	17,799	35,000	45,000	45,000	45,000
Telecommunications	6,573	5,190	6,500	6,200	6,200	6,200
HVAC, energy & lighting	13,869	15,053	13,000	14,500	14,500	14,500
Maintenance and rental contracts	10,852	13,004	17,000	19,000	19,000	19,000
Fleet service total care program	35,000	35,000	40,000	40,000	40,000	40,000
Computer services	10,716	15,071	17,000	17,600	17,600	17,600
Dispatch services	77,733	74,555	75,500	78,950	78,950	78,950
Professional services	33,966	30,140	18,500	28,000	28,000	28,000
Fire prevention program	1,943	1,775	3,000	3,000	3,000	3,000
Travel and education	22,126	11,457	25,000	30,000	30,000	30,000
Total materials & services	277,733	286,369	315,500	360,000	360,000	360,000
Capital Outlay						
Equipment	0	16,655	90,780	34,000	34,000	34,000
Turnouts	0	0	0	110,000	110,000	110,000
Total capital outlay	0	16,655	90,780	144,000	144,000	144,000
Transfers						
Transfer to Swr SDC-Intfrnd Loan	22,135	76,207	0	0	0	0
Transfer to Fire Volunteer Trust	69,500	72,280	80,500	85,300	85,300	85,300
Total transfers	91,635	148,487	80,500	85,300	85,300	85,300
Debt Service						
Debt Service - Principal	37,926	38,995	40,095	41,226	41,226	41,226
Debt Service - Interest	6,887	5,818	4,718	3,588	3,588	3,588
Total debt service	44,813	44,813	44,813	44,814	44,814	44,814
TOTAL	1,128,810	1,364,763	1,521,593	1,629,114	1,629,114	1,629,114

The Dallas Fire and EMS Department provides fire, rescue and emergency medical services to residents and visitors of Dallas. In total the department has 20 full-time employees, and is supported by 14 part-time flexible schedule EMS employees and 38 Fire volunteers. The department's expenditures are broken into two funds, one for Fire and the second for EMS.

The Fire Personnel Services object classification is stable, with only a minor increase over last year's budget.

There is an 11% increase proposed in the Materials and Services object classification. The proposed budget for fuel is nearly doubled, to account for the rising costs of fuel. There is also an increase in dispatch costs, which is contracted with the Willamette Valley Communications Center based in Salem.

The Fire Department is proposed to make two capital investments this year. The first is \$25,000 in hose and appliances. The second is \$9,000 in matching funds for an AFG grant for firefighter personal protective equipment.

The Fire Department each year transfers funds to support the volunteer firefighter appreciation program. This year's transfer is proposed to be \$85,300.

The Fire Department also pays \$43,814 in debt service each year for the purchase of a fire engine/pumper. This debt service has a \$134,439 balance remaining, which will be paid in full in November 2024.

EMS Expenditures

	Actual 2019-20	Actual 2020-21	Amended 2021-22	Proposed 2022-23	Approved 2022-23	Adopted 2022-23
Personnel Services						
Salaries	753,277	807,971	870,000	905,000	905,000	905,000
Overtime	31,169	40,174	60,000	60,000	60,000	60,000
Fringe benefits	402,364	448,675	515,000	560,000	560,000	560,000
Total personnel services	1,186,809	1,296,820	1,445,000	1,525,000	1,525,000	1,525,000
Materials and Services						
Office expense	1,629	3,033	1,800	1,500	1,500	1,500
Fire Med advertising	1,845	8,320	7,500	7,000	7,000	7,000
Forms/Printing	0	1,680	750	800	800	800
Materials and supplies/laundry	87,403	86,538	88,000	90,550	90,550	90,550
Fuel	30,216	28,995	45,000	79,000	79,000	79,000
Uniform allowance	5,971	6,911	6,500	7,000	7,000	7,000
Repairs & maintenance	12,300	4,446	16,000	14,000	14,000	14,000
Equipment	7,574	9,966	10,000	10,000	10,000	10,000
Radios/pagers	2,358	0	3,000	3,000	3,000	3,000
Telecommunications	5,677	4,998	5,700	5,500	5,500	5,500
HVAC, energy & lighting	8,447	5,905	6,500	6,200	6,200	6,200
Maintenance and rental contracts	1,865	3,882	6,000	6,000	6,000	6,000
Fleet service total care program	25,000	28,000	28,000	28,000	28,000	28,000
Computer services	17,564	6,852	19,500	19,000	19,000	19,000
Dispatch services	77,735	74,558	75,500	78,950	78,950	78,950
Professional services	103,894	113,246	185,500	183,500	183,500	183,500
Travel and education	12,950	8,907	10,000	10,000	10,000	10,000
Total materials & services	402,426	396,239	515,250	550,000	550,000	550,000
Capital Outlay						
Equipment	0	0	34,200	34,500	34,500	34,500
Total capital outlay	0	0	34,200	34,500	34,500	34,500
Transfers						
Tsfr to Swr SDC-Intrfnd Loan	62,577	313,749	0	0	0	0
Total transfers	62,577	313,749	0	0	0	0
Debt Service						
Debt Service - Principal	0	0	29,500	0	0	0
Debt Service - Interest	0	0	5,500	0	0	0
Total debt service	0	0	35,000	0	0	0
TOTAL	1,651,813	2,006,807	2,029,450	2,109,500	2,109,500	2,109,500

The Dallas Fire and EMS Department provides fire, rescue and emergency medical services to residents and visitors of Dallas. In total the department has 20 full-time employees, and is supported by 14 part-time flexible schedule EMS employees and 38 Fire volunteers. The department's expenditures are broken into two funds, one for Emergency Medical Services (EMS) and the second for Fire.

There is a 5.5% increase proposed in the Personnel Services object classification. This increase reflects salary and fringe benefit adjustments for EMS personnel in the 4th quarter of fiscal year 2022.

The Materials and Services object classification is proposed to increase by 6.7%. The largest expense in this object classification is to the Professional Services expense line. In anticipation of receiving a large additional reimbursement from transported Medicaid patients, the City must pay a substantial non-Federal portion to the state, which will be returned to the City with the final reimbursement payment. There is also a 20% fee paid to the state for administering the additional Medicaid reimbursement program. There is an increase applied to the Fuel expense line. This increase is to account for the significant increase in gasoline/diesel prices.

The capital purchase for the EMS division is a cardiac monitor.

The EMS division has no outstanding debts.

Police Department Expenditures

	Actual 2019-20	Actual 2020-21	Amended 2021-22	Proposed 2022-23	Approved 2022-23	Adopted 2022-23
Personnel Services						
Salaries	1,773,765	1,840,892	1,980,000	2,190,000	2,190,000	2,190,000
Overtime	103,576	85,509	123,000	100,000	100,000	100,000
Fringe benefits	1,070,592	1,190,467	1,329,000	1,430,000	1,430,000	1,430,000
Total personnel services	2,947,933	3,116,868	3,432,000	3,720,000	3,720,000	3,720,000
Materials and Services						
Office expense	5,122	4,105	5,000	5,200	5,200	5,200
Materials and supplies	7,655	7,973	5,000	8,000	8,000	8,000
Animal control/dog shelter	3,945	3,774	11,500	0	0	0
Weapons skills	7,446	3,662	8,000	8,000	8,000	8,000
Investigations	14,745	17,213	15,500	12,500	12,500	12,500
Firing range maintenance	2,860	3,203	3,500	3,500	3,500	3,500
Evidence Control	2,361	1,910	1,750	2,000	2,000	2,000
Fuel	29,830	30,100	35,000	60,000	60,000	60,000
Uniforms and cleaning	17,726	9,856	25,500	15,000	15,000	15,000
Equipment	9,122	11,024	8,500	8,500	8,500	8,500
Safety/OSHA	3,735	6,940	4,250	5,050	5,050	5,050
Telecommunications	22,570	16,476	21,800	21,500	21,500	21,500
Maintenance and rental contracts	26,756	27,744	32,200	28,495	28,495	28,495
Fleet service total care program	40,000	40,000	40,000	40,000	40,000	40,000
Computer services	50,543	39,670	32,000	35,400	35,400	35,400
Dispatch services	198,844	199,637	207,100	233,100	233,100	233,100
Professional services	25,299	19,187	21,600	29,100	29,100	29,100
Community relations	2,179	1,020	1,000	1,000	1,000	1,000
Employee development	3,396	396	2,000	2,000	2,000	2,000
Professional Memberships	965	845	1,000	1,000	1,000	1,000
Travel and training	13,373	10,905	14,000	16,000	16,000	16,000
RAIN / Mark43	21,542	22,976	23,800	25,155	25,155	25,155
Reserve officers	2,012	0	9,000	6,500	6,500	6,500
Total materials & services	512,028	478,615	529,000	567,000	567,000	567,000
Capital Outlay						
Vehicle	0	0	0	76,000	76,000	76,000
Equipment	0	5,378	0	34,000	34,000	34,000
Total capital outlay	0	5,378	0	110,000	110,000	110,000
TOTAL	3,459,961	3,600,860	3,961,000	4,397,000	4,397,000	4,397,000

The Dallas Police Department strives to provide professional, effective and unbiased police services in a fair and ethical manner. The department includes 22 sworn officers, and four administrative employees. The proposed budget includes the addition of 1.5 FTE, which will increase the sworn officers to 22 and the administrative staff to five employees.

The Personnel Services object classification is proposed to increase by 8.4%. This reflects the removal of the Animal Control part-time position, a new part-time Property and Evidence Clerk position, and a new Sergeant position added in the 4th quarter of fiscal year 2022. The City and School District are also reintroducing the School Resource Officer position this next school year. As such, the proposed Personnel Services increase reflects the addition of this position. The School Resource Officer position will be reimbursed 50% by the School District for the time worked during the school year.

In the Materials and Services object classification, a 7.2% increase is proposed. The Animal Control/Dog Shelter expense line is zeroed out as this program has transitioned to Polk County. Fuel is budgeted at nearly double last year. This reflects the recent and significant increases in gasoline and diesel prices. The Uniforms and Cleaning expense line has been reduced by \$10,500 and is consistent with prior year's actual expenses from this line. The Dispatch Services expense line is proposed to increase by 12.6%. Dispatch services is a contracted service by Willamette Valley Communications Center in Salem. The proposed increase in this expense line reflects their annual rate increase for this contracted service plus an adjustment in the rate calculation based on the 2020 census population numbers and call volumes of agencies served.

There are two proposed capital expenses in the Police Department this year. They include the purchase of a new vehicle and the replacement of our mobile and portable radios. The replacement radios will coincide with Polk County's project to upgrade their radio transmission system to a digital system.

Economic and Community Development Expenditures

	Actual 2019-20	Actual 2020-21	Amended 2021-22	Proposed 2022-23	Approved 2022-23	Adopted 2022-23
Personnel Services						
Salaries	203,484	213,366	252,500	320,000	320,000	320,000
Fringe benefits	119,786	132,953	158,000	225,000	225,000	225,000
Total personnel services	323,270	346,318	410,500	545,000	545,000	545,000
Materials and Services						
Materials and supplies	1,434	1,060	1,000	1,500	1,500	1,500
Printing	129	833	700	1,000	1,000	1,000
Public notices/advertising	510	1,254	1,500	1,500	1,500	1,500
Fuel	594	681	1,300	1,500	1,500	1,500
Office expense	1,103	851	1,000	1,500	1,500	1,500
Planning Commission expense	1,068	268	500	1,000	1,000	1,000
Economic Development	0	0	52,500	87,000	87,000	87,000
Telecommunications	384	503	2,500	3,000	3,000	3,000
Fleet service total care program	2,000	2,000	2,000	2,000	2,000	2,000
Computer services	2,465	2,688	6,500	5,000	5,000	5,000
RV Abatement	0	1,042	15,000	25,000	25,000	25,000
Weed Abatement	0	0	5,000	15,000	15,000	15,000
Professional services	51,854	31,323	50,000	90,000	90,000	90,000
Travel and education	1,195	1,584	8,000	15,000	15,000	15,000
Miscellaneous	1,236	959	1,000	5,000	5,000	5,000
Total materials & services	63,972	45,044	148,500	255,000	255,000	255,000
Capital Outlay						
Vehicle	0	0	0	40,000	40,000	40,000
Total capital outlay	0	0	0	40,000	40,000	40,000
TOTAL	387,242	391,363	559,000	840,000	840,000	840,000

The Economic & Community Development Department is an essential component to facilitating community growth, strengthening our local economy, and ensuring our neighborhoods are vibrant. Over the past year, staff capacity has been added to this department to help ensure a quality experience for our customers.

The Economic & Community Development budget is increasing 64.6%. The growth in this budget is created by a few factors. First, the department has added 2.25 FTE in personnel costs. Those positions include a full-time code services employee (added 9/2021), a full-time Permit Technician (added 3/2022; 0.25 FTE from this fund), and a full-time Economic Development Specialist position (recruitment currently open). Second, there are expenses that have been added to this fund, which previously were paid from other funds. Examples of that are the \$20,000 payment for the Polk County Tourism Alliance, or the \$24,000 in marketing expenses and contract with the Dallas Area Visitor's Center.

The Personnel Services object classification has increased by \$168,000 over last year. Again this is created primarily by the addition of 2.25 FTE to the department since the adoption of last year's budget. There is also 3% cost of living adjustment for personnel effective July 1, 2022.

In the Materials and Services object classification, there are significant increases in the Economic Development, RV abatement, Weed Abatement, and Professional Services expense lines. The Economic Development expenses include the annual contracts with the Strategic Economic Development Corporation (SEDCOR), the Dallas Downtown Association, Polk County Tourism Alliance, and Dallas Area Visitor's Center. This expense line also includes funding for the Dallas Business Registry project, and tourism marketing for the city.

The Professional Services expense line includes:

- Matching funds for the Transportation & Growth Management Grant the city received and will be working on this year.
- Consultant funding for the development of the South Dallas Urban Renewal District plan.
- Funding to support the application materials for a National Historic District designation for our downtown.
- Other planning and economic development related expenses.

There is one planned capital expense in this year's budget which is to replace a code services vehicle.

Facilities Maintenance Expenditures

	Actual 2019-20	Actual 2020-21	Amended 2021-22	Proposed 2022-23	Approved 2022-23	Adopted 2022-23
Personnel Services						
Salaries	56,772	74,148	82,000	100,000	100,000	100,000
Fringe benefits	40,104	49,169	57,000	65,000	65,000	65,000
Total personnel services	96,876	123,317	139,000	165,000	165,000	165,000
Materials and Services						
Materials and supplies	8,929	7,109	7,000	19,000	19,000	19,000
Repairs & maintenance	29,866	32,266	33,000	40,000	40,000	40,000
Safety/OSHA	0	463	1,000	2,000	2,000	2,000
Telecommunications	828	1,720	2,000	2,000	2,000	2,000
HVAC, energy and lighting	27,594	18,607	30,000	25,000	25,000	25,000
Maintenance & rental contracts	1,926	2,273	5,000	5,000	5,000	5,000
Fleet service total care program	1,000	1,000	1,000	1,000	1,000	1,000
Computer services	1,509	1,681	2,000	2,000	2,000	2,000
Professional services	5,721	6,098	7,000	7,000	7,000	7,000
Travel and education	250	0	1,000	2,000	2,000	2,000
Senior Center Utilities/Maint	0	9,301	28,000	25,000	25,000	25,000
Miscellaneous	3,573	5,244	5,000	10,000	10,000	10,000
Total materials & services	81,194	85,763	122,000	140,000	140,000	140,000
Capital Outlay						
Building Improvements	0	0	50,000	12,000	12,000	12,000
Total capital outlay	0	0	50,000	12,000	12,000	12,000
TOTAL	178,070	209,080	311,000	317,000	317,000	317,000

Facilities Maintenance fund sustains the City’s Facilities Division, which maintains city buildings, and associated landscaping. The Facilities Maintenance fund is proposed to support three employees (2.0 FTE). Overall, the expenditure budget for this fund is increasing by 1.9%.

In the Personnel Services object classification, the expenses are proposed to increase by 18.7%. The increase is due to two factors: 1) the Foreman position is being reclassified to align with other foreman level positions in the city; and 2) it is proposed to add one part-time (20 hours/week) employee to the facilities crew.

The Materials and Services object classification is proposed to increase by 14.8%. The proposed increases are mainly in the materials and supplies and repair and maintenance expense lines.

Facilities is proposing one capital improvement project, which is to replace the exterior doorway to the basement of City Hall.

Non-Departmental Expenditures

	Actual 2019-20	Actual 2020-21	Amended 2021-22	Proposed 2022-23	Approved 2022-23	Adopted 2022-23
Materials and Services						
CRF Eligible Expenses	0	271,139	0	0	0	0
Total capital outlay	0	271,139	0	0	0	0
Capital Outlay						
ARPA Projects	0	0	150,000	3,771,290	3,771,290	3,771,290
IT Equipment	0	37,140	60,000	25,000	25,000	25,000
Property Acquisition	0	0	0	0	0	375,000
EV charging stations	0	11,190	0	0	0	0
Building Improvements	0	35,018	0	0	0	0
Future Capital Expenditures	0	0	0	450,000	450,000	450,000
Total capital outlay	0	83,348	210,000	4,246,290	4,246,290	4,621,290
Transfers						
Transfer to Risk Management	257,000	225,000	245,000	290,000	290,000	290,000
Transfer to Trust Fund (Schacher Trust)	0	0	3,000	0	0	0
Transfer to Grant Fund-Trail Prj	0	9,273	0	0	0	0
Transfer to Street-Prop Share Fee	0	25,440	0	0	0	0
Transfer to Park Trust	0	2,729	0	0	0	0
Transfer to Capital Projects	316,000	0	0	0	0	0
Total transfers	573,000	262,442	248,000	290,000	290,000	290,000
Debt Service						
2013 UR Loan - Principal	75,832	78,064	80,361	82,725	82,725	82,725
2013 UR Loan - Interest	10,544	8,325	6,034	3,670	3,670	3,670
2019 UR Loan - Principal	32,000	36,000	37,000	38,000	38,000	38,000
2019 UR Loan - Interest	25,415	26,850	25,770	24,660	24,660	24,660
2016 Jefferson St Bldg -Principal	0	25,898	26,289	26,687	26,687	26,687
2016 Jefferson St Bldg -Interest	0	2,278	1,887	1,490	1,490	1,490
Armory Property	0	30,000	0	0	0	0
Total debt service	143,791	207,415	177,341	177,232	177,232	177,232
TOTAL	716,791	824,344	635,341	4,713,522	4,713,522	5,088,522

In the General Fund, some expenses are not tied directly to any specific City department. These expenses are identified in the Non-departmental Expenditures fund. This fund typically does not include any Materials and Services expenses, as those are more typically found in departmental funds. Expenses from this fund are typically Capital Outlay, Transfers, and Debt Service payments.

The Capital Outlay object classification is significantly larger than prior years. This is due to two primary factors: 1) the proposed American Rescue Plan Act (ARPA) projects are proposed to be expensed from this fund; and, 2) staff propose the creation of a Future Capital Expenditures expense line.

The City Council has approved eight projects to be funded, in whole or in part, by the ARPA funds the City has and will receive. Staff propose expensing each of these projects from a single expense line. This provides the greatest flexibility for these funds to be applied to these projects with any overruns or underruns in any of the projects to be accounted for within the single expense line. Each ARPA-funded project will be accounted for individually in our accounting software with a unique project code. This will enable the public, council and city staff to track expenses by project, providing accountability and accessibility in the use of these funds.

The Future Capital Expenditures expense line is as described. The purpose of this funding is to designate funds available for General Fund capital expenses planned for the future. For example, there are General Fund capital projects in the Capital Improvement Plan for the next few years that are much greater than the resources expected to be available in those future years. Funds in this expense line are planned to support those future capital expenses.

In the Transfers object classification, the only transfer is to the Risk Management Fund, which pays for insurance coverages such as cybersecurity and property damages.

In the Debt Service object classification, the General Fund pays for the two urban renewal street and Senior Center loans and the property purchase of the former Radio Shack building. The final debt payments for these three loans are as follows:

<u>Debt Project</u>	<u>Payoff Date (Fiscal Year)</u>
2013 UR Loan (800-900 Block Main Street Reconstruction)	2023-2024
2019 UR Loan (600-700 Block Main Street Reconstruction & Senior Center Construction)	2039-2040
2016 Jefferson Street Building (Former Radio Shack)	2025-2026

Risk Management Fund Revenues

	Actual 2019-20	Actual 2020-21	Amended 2021-22	Proposed 2022-23	Approved 2022-23	Adopted 2022-23
Revenues						
Miscellaneous	11,218	22,787	5,000	5,000	5,000	5,000
Transfer from General Fund	257,000	225,000	245,000	290,000	290,000	290,000
Transfer from Bldg Insp Fund	3,500	3,500	4,600	6,300	6,300	6,300
Transfer from PW Funds	145,000	144,500	132,800	183,000	183,000	183,000
Total revenues	416,718	395,787	387,400	484,300	484,300	484,300
Beginning balances	182,967	164,442	296,286	165,000	165,000	165,000
TOTAL	599,686	560,229	683,686	649,300	649,300	649,300

The Risk Management Fund revenues are predominantly made up of transfers from the General Fund and the City's enterprise funds. Total revenues are slightly reduced this year by 3.5%. The beginning fund balance is reduced significantly this year due to a large workers compensation claim the City paid last year. Each of the transfers from other funds were increased to cover the difference in the reduced beginning fund balance.

Risk Management Fund Expenditures

	Actual 2019-20	Actual 2020-21	Amended 2021-22	Proposed 2022-23	Approved 2022-23	Adopted 2022-23
Materials and Services						
Property / Auto Insurance	107,595	123,878	140,800	160,000	160,000	160,000
Liability Insurance	154,357	143,607	180,300	175,000	175,000	175,000
Workers Comp Insurance	170,281	125,631	211,300	130,000	130,000	130,000
Material and Supplies	3,010	18,970	5,000	5,000	5,000	5,000
Total materials & services	435,243	412,086	537,400	470,000	470,000	470,000
TOTAL EXPENDITURES	435,243	412,086	537,400	470,000	470,000	470,000
Operating Contingencies	0	0	0	179,300	179,300	179,300
TOTAL	435,243	412,086	537,400	649,300	649,300	649,300

Expenditures from the Risk Management Fund are relatively stable. As noted above, the Workers Comp Insurance expense line is proposed to be less, because of the large claim made this past year. Property and Auto Insurance expenses are expected to increase slightly.

This fund is obsolete. Historical information only.

Capital Projects Revenues

	Actual 2019-20	Actual 2020-21	Amended 2021-22	Proposed 2022-23	Approved 2022-23	Adopted 2022-23
Revenues						
Miscellaneous Revenue	0	0	0	0	0	0
Proportionate share fee-Barberry Node	50,600	0	0	0	0	0
Transfer from General Fund	316,000	0	0	0	0	0
Transfer from Sewer SDC	0	0	0	0	0	0
Total revenues	366,600	0	0	0	0	0
Beginning Balance -Proportionate share fee-Barberry Node	0	150,563	0	0	0	0
Beginning balances	12,059	0	0	0	0	0
TOTAL	378,659	150,563	0	0	0	0

Capital Projects Expenditures

	Actual 2019-20	Actual 2020-21	Amended 2021-22	Proposed 2022-23	Approved 2022-23	Adopted 2022-23
Capital Outlay						
Vehicles	68,257	0	0	0	0	0
Equipment	55,115	0	0	0	0	0
Building Improvements	46,549	0	0	0	0	0
Property/Property Improvemnts	30,000	0	0	0	0	0
Total capital outlay	199,920	0	0	0	0	0
Debt Service						
Debt Service - Principal	25,512	0	0	0	0	0
Debt Service - Interest	2,664	0	0	0	0	0
Total debt service	28,176	0	0	0	0	0
Transfers						
Transfer to Street Fund-Barberry No	0	150,563	0	0	0	0
Total transfers	0	150,563	0	0	0	0
TOTAL EXPENDITURES	228,096	150,563	0	0	0	0
Operating Contingencies	0	0	0	0	0	0
TOTAL	228,096	150,563	0	0	0	0

The Capital Project Fund was discontinued in fiscal year 20-2021. It is included in this budget document, because of the statutory requirement to show all revenues and expenditures in the budget from the prior three years. As can be seen, the actual expenditures in fiscal years 2019-2020 and 2020-2021 are shown. There were no expenditures from this fund in fiscal year 2021-2022 or in the proposed budget.

Street Fund Revenues

	Actual 2019-20	Actual 2020-21	Amended 2021-22	Proposed 2022-23	Approved 2022-23	Adopted 2022-23
Revenues						
State highway appropriation	1,100,056	1,222,317	1,260,000	1,325,000	1,325,000	1,325,000
Interest on investments	119,484	25,598	40,000	25,000	25,000	25,000
Miscellaneous	69,893	321,839	60,000	90,000	90,000	90,000
State hwy federal money reimb.	0	227,478	500,000	180,000	180,000	180,000
Proportionate share fee-Barberry Node	0	64,255	60,000	15,000	15,000	15,000
Finance Proceeds	721,000	0	4,300,000	0	0	0
Transfer from Cap Proj Fund-Barberry Noc	0	150,563	0	0	0	0
Transfer from Sewer SDC-interfund loan	127,510	291,000	0	0	0	0
Transfer from GF-Prop Share Fee	0	25,440	0	0	0	0
Total revenues	2,137,943	2,328,489	6,220,000	1,635,000	1,635,000	1,635,000
Beginning balances	1,908,269	1,904,909	2,600,000	6,750,000	6,750,000	6,750,000
TOTAL	4,046,212	4,233,398	8,820,000	8,385,000	8,385,000	8,385,000

The Street Fund supports the maintenance, construction and rehabilitation of the City’s street infrastructure. Revenues for this fund are derived from the State Gas Tax, Federal Gas Tax, the Proportionate Share Fee for the Barberry Node development, and other miscellaneous revenues and interest proceeds. The overall revenues are 5% less than last year.

The Beginning Fund Balance is roughly \$4.1 million greater than last fiscal year, which represents unspent funding from the loan proceeds from the Street Rehabilitation project.

The State Highway Federal Money Reimbursement (Federal Gas Tax) revenue line is significantly less this year compared to last year. This reflects the City’s decision to pursue built up fund Federal fund exchange money in anticipation of the Street Rehabilitation Project. The City will continue to access this funding on a yearly basis for the next few years.

Street Fund Expenditures

	Actual 2019-20	Actual 2020-21	Amended 2021-22	Proposed 2022-23	Approved 2022-23	Adopted 2022-23
Personnel Services						
Salaries	139,821	133,554	155,000	195,000	195,000	195,000
Overtime	0	0	2,000	2,000	2,000	2,000
Fringe benefits	89,107	103,313	130,000	150,000	150,000	150,000
PERS EIF Contribution	4,942	0	0	0	0	0
Total personnel services	233,870	236,866	287,000	347,000	347,000	347,000
Materials and Services						
Materials and supplies	42,175	65,147	70,000	70,000	70,000	70,000
Vehicle/equipment expense	50,000	50,000	50,000	50,000	50,000	50,000
Repairs & maintenance	4,068	1,408	3,200	3,500	3,500	3,500
Traffic signal maintenance	1,142	871	2,500	2,000	2,000	2,000
Tools	1,930	3,491	4,000	5,000	5,000	5,000
Telecommunications	3,091	3,194	3,500	3,500	3,500	3,500
Street lighting	115,786	97,216	130,000	95,000	95,000	95,000
Computer services	4,059	5,741	6,000	6,000	6,000	6,000
Insurance	1,250	0	0	0	0	0
Weed abatement	533	375	0	0	0	0
Professional services	93,592	61,233	90,000	100,000	100,000	100,000
Employee development	476	500	1,000	2,000	2,000	2,000
Safety equipment & training	2,036	1,134	1,000	2,000	2,000	2,000
Travel and education	719	435	1,000	3,000	3,000	3,000
Total materials & services	320,856	290,745	362,200	342,000	342,000	342,000
Capital Outlay						
Equipment	150,488	0	78,750	39,000	39,000	39,000
Contractual overlays	519,636	351,294	2,500,000	3,200,000	3,200,000	3,200,000
Sidewalk Projects	9,725	58,797	50,000	50,000	50,000	50,000
Street Light Project	0	27,562	270,000	0	0	0
Main Street Project 600-700	743,968	0	0	0	0	0
Public Works Building	0	0	0	330,000	330,000	330,000
Total capital outlay	1,423,817	437,653	2,898,750	3,619,000	3,619,000	3,619,000
Transfers						
Transfer to General Fund	80,000	93,400	93,400	93,400	93,400	93,400
Transfer to Grant Fund	0	11,683	0	0	0	0
Transfer to Risk Mgmt Fund	17,000	11,500	12,000	15,000	15,000	15,000
Tsf to Fleet Mgmt - Capital Equip						
Replacement	3,500	3,500	3,500	3,500	3,500	3,500
Transfer to Sewer SDC-Intrfnd loan	17,493	17,493	59,954	62,454	62,454	62,454
Total transfers	117,993	137,576	168,854	174,354	174,354	174,354
Street Debt Service						
2019 Main St loan - principal	25,000	28,000	29,000	29,000	29,000	29,000
2019 Main St loan - interest	19,767	20,880	20,040	19,170	19,170	19,170
2021 Street loan - principal	0	0	375,000	370,000	370,000	370,000
2021 Street loan - interest	0	0	55,340	59,872	59,872	59,872
Total debt service	44,767	48,880	479,380	478,042	478,042	478,042
Reserves						
Barberry Node Reserve	0	0	311,440	331,240	331,240	331,240
Total reserves	0	0	311,440	331,240	331,240	331,240
TOTAL EXPENDITURES	2,141,303	1,151,719	4,507,624	5,291,636	5,291,636	5,291,636
Operating Contingencies	0	0	4,742,716	3,093,364	3,093,364	3,093,364
TOTAL	2,141,303	1,151,719	9,250,340	8,385,000	8,385,000	8,385,000

Street Fund Expenditures (Continued)

The Street Fund expenses include personnel costs, materials and services, capital projects, transfers, debt service and reserves.

The Personnel Services object classification is proposed to increase by 21%. Staff proposes to add one Utility Worker position to the Public Works Department this budget year. The proposed increase in Personnel Services reflects this addition, as Utility Workers are equally supported from the Street and Sewer Funds.

In the Materials and Services object classification, most expense lines are consistent with prior years. The Street Lighting expense line is reduced by \$35,000. This reduction is the result of the Street Light LED Replacement project completed last year. We are realizing energy cost savings as a result of that project.

In the Capital Outlay object classification, staff propose to purchase an asphalt hot box and other equipment, pay contractors to complete phases 1 and 2 of the Street Rehabilitation project, to complete a few sidewalk projects, and to pay a proportionate share of the cost of the new Public Works Operations Building.

The Street Fund transfers funds to the General Fund, Risk Management Fund, Fleet Management Fund, and the Sewer SDC Fund to repay a loan. These transfers are consistent from year to year.

There are two outstanding loans for which the Street Fund is responsible to pay back. The first is the 2019 Main Street Loan. Funding for this project was split between the Urban Renewal District and the Street Fund. This loan is scheduled to be repaid in full in fiscal year 2039-40. The second loan is the 2021 Street Loan, whose proceeds are funding the Street Rehabilitation Project. The 2021 loan is scheduled to be repaid in fiscal year 2030-31.

The Reserves object classification includes one expense line, which is the Barberry Node Reserve. These funds are being held and are planned to be spent on the improvement of the Fir Villa and Ellendale intersection.

An operating contingency of \$3 million is proposed, but not expected to be utilized. A portion of this funding will go toward phase 3 of the Street Rehabilitation project next fiscal year.

Building Inspections Fund Revenues

	Actual 2019-20	Actual 2020-21	Amended 2021-22	Proposed 2022-23	Approved 2022-23	Adopted 2022-23
Revenues						
Permits	457,339	815,694	600,000	500,000	500,000	500,000
Miscellaneous	1,227	235	500	500	500	500
Transfer from-SDC Fund	69,875	47,375	73,000	47,625	47,625	47,625
Total revenues	528,442	863,304	673,500	548,125	548,125	548,125
Beginning balances	669,575	730,458	1,070,379	1,080,000	1,080,000	1,080,000
TOTAL	1,198,016	1,593,761	1,743,879	1,628,125	1,628,125	1,628,125

The Building Inspections Fund fully supports the City’s Building and Inspection Division. The revenues in this fund are predominantly fee based, with a minor amount of miscellaneous revenues and a small transfer from the System Development Charges Fund. Staff try to conservatively estimate permit revenue, based in part on historical data as well as currently approved, but not yet constructed, land use decisions. The beginning fund balance is slightly over \$1 million.

It is important to keep a very healthy beginning fund balance in this fund. By doing this, the city will be able to sustain this division during years of low permit activity.

Building Inspections Fund Expenditures

	Actual 2019-20	Actual 2020-21	Amended 2021-22	Proposed 2022-23	Approved 2022-23	Adopted 2022-23
Personnel Services						
Salaries	215,993	228,885	260,000	315,000	315,000	315,000
Fringe benefits	152,748	156,406	190,000	225,000	225,000	225,000
PERS EIF Contribution	5,959	0	0	0	0	0
Total personnel services	374,699	385,290	450,000	540,000	540,000	540,000
Materials and Services						
Materials and supplies	3,607	1,294	4,400	5,000	5,000	5,000
Fuel	891	1,021	1,000	1,100	1,100	1,100
Telecommunications	3,812	3,798	4,600	5,100	5,100	5,100
Fleet Services Total Care program	2,000	2,000	2,000	2,000	2,000	2,000
Computer services	2,152	4,589	4,000	4,500	4,500	4,500
Professional services	23,839	5,841	3,000	3,500	3,500	3,500
E-permitting services	0	65,940	50,000	40,000	40,000	40,000
Travel and education	2,666	2,750	5,000	5,500	5,500	5,500
Miscellaneous	3,392	360	3,000	4,000	4,000	4,000
Total materials & services	42,360	87,592	77,000	70,700	70,700	70,700
Capital Outlay						
Vehicle	0	0	26,000	0	0	0
Total capital outlay	0	0	26,000	0	0	0
Transfers						
Transfer to General Fund	42,000	42,000	42,000	42,000	42,000	42,000
Transfer to Risk Mgmt Fund	3,500	3,500	4,600	6,300	6,300	6,300
Transfer to Fleet Management	5,000	5,000	5,000	5,000	5,000	5,000
Total transfers	50,500	50,500	51,600	53,300	53,300	53,300
TOTAL EXPENDITURES	467,559	523,383	604,600	664,000	664,000	664,000
Operating Contingencies	0	0	968,900	964,125	964,125	964,125
TOTAL	467,559	523,383	1,573,500	1,628,125	1,628,125	1,628,125

The Building Inspections expenditures include personnel services, materials and services, and transfers. The division added a new Permit Technician position this past year, bringing their total personnel to four.

In the Personnel Services object classification, the addition of the new employee increased personnel expenditures by 20%.

The Materials and Services object classification overall is down 8.2% compared to last year's budget. E-permitting Services are down 10%, while other expense lines are slightly increased.

There are no planned capital expenses in this fund.

This fund does transfer funds to the General Fund, Risk Management Fund and Fleet Management Fund. These transfers are fairly consistent from year to year.

The operating contingency in this fund is slightly less than \$1 million. This contingency is not planned to be spent and will roll into the beginning fund balance for next fiscal year's budget.

Police Officer and Firefighter/EMS Fee Fund

	Actual 2019-20	Actual 2020-21	Amended 2021-22	Proposed 2022-23	Approved 2022-23	Adopted 2022-23
Revenues						
Police Officer Fee	219,000	223,546	220,000	230,000	230,000	230,000
Firefighter/EMS Fee	199,544	203,696	200,000	210,000	210,000	210,000
Total revenues	418,544	427,242	420,000	440,000	440,000	440,000
Beginning balance-Police Fee	47,730	44,639	135,000	200,000	200,000	200,000
Beginning balance-Firefighter/EMS	27,473	8,509	15,000	30,000	30,000	30,000
TOTAL	493,747	480,390	570,000	670,000	670,000	670,000

Police Officer and Firefighter/EMS Fee Fund

	Actual 2019-20	Actual 2020-21	Amended 2021-22	Proposed 2022-23	Approved 2022-23	Adopted 2022-23
Personnel Services						
Police Officer Salaries	141,034	90,588	125,000	140,000	140,000	140,000
Firefighter/EMS Salaries	137,118	125,175	140,000	125,000	125,000	125,000
Police Officer Fringe benefits	81,057	34,288	95,000	90,000	90,000	90,000
Firefighter/EMS Fringe benefits	81,390	64,799	60,000	85,000	85,000	85,000
Total personnel services	440,599	314,850	420,000	440,000	440,000	440,000
TOTAL EXPENDITURES	440,599	314,850	420,000	440,000	440,000	440,000
Operating Contingencies-Police	0	0	135,000	200,000	200,000	200,000
Operating Contingencies-FF/EMS	0	0	15,000	30,000	30,000	30,000
TOTAL	440,599	314,850	570,000	670,000	670,000	670,000

The Police Officer and Firefighter/EMS Fee was created by ordinance 1818 in October 2018. This fee was designed to provide funding for up to two police officers and up to two firefighter/EMT positions, including payroll, benefits, materials and supplies, and administrative and professional services for such employees. The Police Officer Fee amount is \$2.59 and the Firefighter/EMT Fee amount is \$2.36. The fees are charged to each utility billing customer monthly.

These fees are proposed to generate \$230,000 (Police) and \$210,000 (Firefighter/EMT) this fiscal year. It is known that these fees do not fully pay for the expenses of up to two police and firefighter/EMT positions, including the associated costs. The fees have only been used to pay for personnel and fringe benefits, and have never been used to pay for other eligible costs such as materials and supplies or professional and administrative services.

City staff has effectively moved Police and Fire/EMS employees into and out of this fund, in an effort to keep the least expensive employees expensed from this fund. While this has been effective at keeping costs low, the fund is only solvent because there have been vacancies in the Police and Fire & EMS departments. As can be seen in the beginning fund balances, the vacancy have been more prevalent in the Police Department.

The total revenue in this fiscal year is \$670,000. The expenses again are limited to the salaries and fringe benefits of the four positions. This leaves contingency of \$200,000 in Police and \$30,000 in Firefighter/EMS. Staff anticipate the Firefighter/EMS fee to be zeroed out and not fully fund the salary and fringe of the two employees during fiscal year 2023-24.

Staff recommends the City Council reevaluate the current costs for two Police and Fire/EMT employees, including the materials and supplies, and professional and administrative costs of these positions, and adjust the fees. Staff further recommends the Council include a 3% annual cost of living increase to the fees to cover increased personnel costs on a yearly basis.

Systems Development Fund Revenues

	Actual 2019-20	Actual 2020-21	Amended 2021-22	Proposed 2022-23	Approved 2022-23	Adopted 2022-23
Transportation SDC						
Charges/revenue	378,743	679,103	560,000	500,000	500,000	500,000
Beginning balance	836,756	1,041,954	1,500,000	1,640,000	1,640,000	1,640,000
Transfer from Grant Fund	0	0	26,527	0	0	0
Total transportation	1,215,499	1,721,058	2,086,527	2,140,000	2,140,000	2,140,000
Park SDC						
Charges/revenue	279,375	473,402	390,000	250,000	250,000	250,000
Beginning balance	987,819	1,180,152	1,600,000	1,630,000	1,630,000	1,630,000
Total park	1,267,194	1,653,554	1,990,000	1,880,000	1,880,000	1,880,000
Water SDC						
Charges/revenue	503,022	900,217	750,000	400,000	400,000	400,000
Reimb of SDC loan-Wtr Fund	0	0	85,778	85,778	85,778	85,778
Beginning balance	2,036,119	2,030,500	2,800,000	3,125,000	3,125,000	3,125,000
Total water	2,539,141	2,930,717	3,635,778	3,610,778	3,610,778	3,610,778
Sewer SDC						
Charges/revenue	513,166	898,541	755,000	415,000	415,000	415,000
Finance Proceeds-DEQ loan	0	0	7,600,000	0	0	0
Reimbursement of SDC loan	118,666	499,598	0	0	0	0
Reimburse of SDC loan-PW	34,985	34,985	77,447	79,947	79,947	79,947
Beginning balance	5,826,277	4,252,999	4,500,000	5,050,000	5,050,000	5,050,000
Total sewer	6,493,095	5,686,124	12,932,447	5,544,947	5,544,947	5,544,947
Storm SDC						
Charges/revenue	109,417	182,746	150,000	110,000	110,000	110,000
Beginning balance	466,301	419,324	550,000	590,000	590,000	590,000
Total storm	575,718	602,069	700,000	700,000	700,000	700,000
TOTAL SDC FUNDS						
Beginning balances	10,153,272	8,924,929	10,950,000	12,035,000	12,035,000	12,035,000
Total transfers	153,652	534,583	163,225	165,725	165,725	165,725
Total deposits	1,783,723	3,134,009	10,205,000	1,675,000	1,675,000	1,675,000
TOTAL	12,090,647	12,593,521	21,318,225	13,875,725	13,875,725	13,875,725

System Development Charges (SDCs) are collected at the time building permits are issued. These funds are restricted funds, meaning they can only be used for the express purpose of expanding capacity to the system for which they are collected. These expenses can include the planning and engineering work needed to accomplish the project. The total revenues are comprised of the new charges collected and the beginning fund balances for each fee collected. New charges are estimated based on the projects the Building Division reasonably expects to happen in the coming fiscal year.

Overall the SDC revenues are estimated to be down 45%. This in large part is due to the Sewer SDC fund not budgeting the DEQ loan for the purple pipe project. While this project is design ready for an industry user, we do not intend to construct the project until the industry is committed to building their project and using the reclaimed water. We have also budgeted more conservative revenues across all funds compared to this last year.

In the Transportation SDC, the City expects to receive \$500,000 in new revenue, and has a beginning fund balance of \$1,640,000.

In the Parks SDC, the City expects to receive \$250,000 in new revenue, and has a beginning fund balance of \$1,630,000.

In the Water SDC, the City expects to receive \$400,000 in new revenue, and has a beginning fund balance of \$3,125,000. This fund also expects to receive nearly \$86,000 in inter-fund loan reimbursements.

In the Sewer SDC, the City expects to receive \$415,000 in new revenue, and has a beginning fund balance of \$5,050,000. This fund also expects to receive nearly \$80,000 in inter-fund loan reimbursements.

In the Stormwater SDC, the City expects to receive \$110,000 in new revenue, and has a beginning fund balance of \$590,000.

Systems Development Fund Expenditures

	Actual 2019-20	Actual 2020-21	Amended 2021-22	Proposed 2022-23	Approved 2022-23	Adopted 2022-23
Transportation SDC						
Street Projects	131,294	128,127	2,047,527	2,108,800	2,108,800	2,108,800
Transfer to General Fund	26,000	18,000	24,000	19,200	19,200	19,200
Transfer to Building Fund	16,250	11,250	15,000	12,000	12,000	12,000
Total expenditures	173,544	157,377	2,086,527	2,140,000	2,140,000	2,140,000
Park SDC						
Park Projects	51,292	116,567	1,960,750	1,862,125	1,862,125	1,862,125
Transfer to General Fund	22,000	11,200	18,000	11,000	11,000	11,000
Transfer to Building Fund	13,750	7,000	11,250	6,875	6,875	6,875
Total expenditures	87,042	134,767	1,990,000	1,880,000	1,880,000	1,880,000
Water SDC						
Water Projects/Oversizing	466,066	35,628	3,580,528	3,578,278	3,578,278	3,578,278
Transfer to General Fund	26,200	20,600	34,000	20,000	20,000	20,000
Transfer to Building Fund	16,375	12,875	21,250	12,500	12,500	12,500
Total expenditures	508,641	69,103	3,635,778	3,610,778	3,610,778	3,610,778
Sewer SDC						
Sewer Projects/Oversizing	1,948,351	175,617	4,877,197	5,179,847	5,179,847	4,804,847
Sewer Reclaimed Water Project	0	507,184	8,000,000	0	0	0
Transfer to General Fund	22,600	21,200	34,000	21,600	21,600	21,600
Transfer to Building Fund	14,125	13,250	21,250	13,500	13,500	13,500
Transfer to Fleet Fund-intrfnd loan	0	0	0	330,000	330,000	330,000
Transfer to General Fund-intrfnd loan	0	0	0	0	0	375,000
Transfer to Public Works	255,020	0	0	0	0	0
Transfer to Street Fund-intrfnd loan	0	291,000	0	0	0	0
Total expenditures	2,240,096	1,008,251	12,932,447	5,544,947	5,544,947	5,544,947
Storm SDC						
Storm Projects	132,019	34,871	688,950	692,850	692,850	692,850
Transfer to General Fund	15,000	4,800	6,800	4,400	4,400	4,400
Transfer to Building Fund	9,375	3,000	4,250	2,750	2,750	2,750
Total expenditures	156,394	42,671	700,000	700,000	700,000	700,000
TOTAL Expenditures	2,729,022	997,994	21,154,952	13,421,900	13,421,900	13,046,900
TOTAL Transfers	436,695	414,175	189,800	453,825	453,825	828,825
TOTAL	3,165,717	1,412,169	21,344,752	13,875,725	13,875,725	13,875,725

Expenditures from the System Development Charges (SDCs) Fund are restricted by State statute to projects that increase capacity to the system for which they are collected, including system planning and engineering. The City's Capital Improvement Plan (CIP) includes several projects that are SDC eligible, some of which are planned to be completed this fiscal year. For example, John Barnard Park is planned to be constructed this fiscal year.

The proposed expenditures appropriate 100% of the SDC revenues. However, the City has never spent all of the funding that has been appropriated and has followed pretty closely to what has been planned in the CIP.

Trust Fund Revenues

	Actual 2019-20	Actual 2020-21	Amended 2021-22	Proposed 2022-23	Approved 2022-23	Adopted 2022-23
Fire - Harpy Bovard Scholarship						
Beginning balance	22,333	19,333	18,750	21,000	21,000	21,000
Deposits	0	2,405	1,500	1,000	1,000	1,000
Total resources	22,333	21,738	20,250	22,000	22,000	22,000
Fire Extrication Team						
Beginning balance	34,477	28,519	20,000	20,800	20,800	20,800
Deposits	5,700	0	15,000	0	0	0
Total resources	40,177	28,519	35,000	20,800	20,800	20,800
Fire Volunteer Appreciation Trust						
Beginning balance	69,834	60,249	25,000	20,000	20,000	20,000
Transfer In from GF	69,500	72,280	80,500	85,300	85,300	85,300
Deposits	1,416	1,958	2,100	2,000	2,000	2,000
Total resources	140,750	134,487	107,600	107,300	107,300	107,300
Other Fire Trust						
Beginning balance	3,198	3,198	3,198	3,200	3,200	3,200
Deposits	0	0	0	0	0	0
Total resources	3,198	3,198	3,198	3,200	3,200	3,200
Mid-Valley Reserve Training Trust						
Beginning balance	7,991	5,991	0	0	0	0
Deposits	0	0	0	0	0	0
Total resources	7,991	5,991	0	0	0	0
Economic Development						
Beginning balance	4,500	0	0	0	0	0
Deposits	0	0	0	0	0	0
Total resources	4,500	0	0	0	0	0
Park Trust						
Beginning balance	25,496	26,196	29,000	32,000	32,000	32,000
Deposits	700	250	1,000	5,000	5,000	5,000
Transfer In from GF	0	2,729	0	0	0	0
Total resources	26,196	29,175	30,000	37,000	37,000	37,000
Library Trust						
Beginning balance	29,844	23,963	35,000	16,000	16,000	16,000
Deposits	39,545	15,680	15,000	20,000	20,000	20,000
Total resources	69,389	39,643	50,000	36,000	36,000	36,000
Senior Center Trust						
Beginning balance	0	0	0	0	0	0
Deposits	0	0	0	10,000	10,000	10,000
Total resources	0	0	0	10,000	10,000	10,000
Arboretum Trust						
Beginning balance	7,711	4,854	2,000	2,000	2,000	2,000
Deposits	14,466	27,157	22,000	15,000	15,000	15,000
Total resources	22,177	32,011	24,000	17,000	17,000	17,000

Trust Fund Revenues

	Actual 2019-20	Actual 2020-21	Amended 2021-22	Proposed 2022-23	Approved 2022-23	Adopted 2022-23
Glow Run Trust						
Beginning balance	5,000	4,936	0	0	0	0
Deposits	15,706	0	0	0	0	0
Total resources	20,706	4,936	0	0	0	0
Friends of the DAC Trust						
Beginning balance	15,293	5,071	25,000	10,000	10,000	10,000
Deposits	2,050	39,774	25,000	20,000	20,000	20,000
Total resources	17,343	44,845	50,000	30,000	30,000	30,000
Miscellaneous Donation Trust						
Beginning balance	0	0	1,000	4,000	4,000	4,000
Deposits	0	5,760	12,000	10,000	10,000	10,000
Total resources	0	5,760	13,000	14,000	14,000	14,000
Schacher Trust 22-23						
Beginning balance	0	0	0	10,000	10,000	10,000
Deposits	0	0	3,000	150,000	150,000	150,000
Total resources	0	0	3,000	160,000	160,000	160,000
TOTAL TRUST FUNDS						
Beginning balance	225,677	182,310	158,948	139,000	139,000	139,000
Transfers in	69,500	75,009	80,500	85,300	85,300	85,300
Total Deposits	79,583	92,984	96,600	233,000	233,000	233,000
TOTAL	374,761	350,303	336,048	457,300	457,300	457,300

Trust fund revenues are monies either donated to the City or transferred from other funds. These revenues are dedicated or earmarked for a specific purpose. The City has set up 14 trust fund accounts. Three of those accounts have no beginning fund balance and are not proposed to receive any funding this year. For example, the Glow Run Trust was set up for the Glow Run event when it was managed by the City. Since this event is now managed by a non-profit organization, the trust fund is no longer needed. The other two trust funds receiving no funding and having no beginning fund balance are, Economic Development Trust and the Mid-valley Reserve Training Trust.

In total, the City estimates the Trust fund revenues will be \$457,300.

Trust Fund Expenditures

	Actual 2019-20	Actual 2020-21	Amended 2021-22	Proposed 2022-23	Approved 2022-23	Adopted 2022-23
Fire - Harpy Bovard Scholarship						
Scholarship	3,000	0	3,000	3,000	3,000	3,000
Reserve for future scholarship	0	0	17,250	19,000	19,000	19,000
Total expenditures	3,000	0	20,250	22,000	22,000	22,000
Fire Extrication Team						
Total expenditures	11,659	7,714	35,000	20,800	20,800	20,800
Fire Volunteer Appreciation Trust						
Total expenditures	80,501	107,458	107,600	107,300	107,300	107,300
Other Fire Trust						
Total expenditures	0	0	0	3,200	3,200	3,200
Mid-Valley Reserve Training Trust						
Total expenditures	2,000	5,991	0	0	0	0
Economic Development						
Total expenditures	4,500	0	0	0	0	0
Park Trust						
Total expenditures	0	269	30,000	37,000	37,000	37,000
Library Trust						
Total expenditures	45,426	26,756	50,000	36,000	36,000	36,000
Senior Center Trust						
Total expenditures	0	0	0	10,000	10,000	10,000
Arboretum Trust						
Total expenditures	17,323	30,186	24,000	17,000	17,000	17,000
Glow Run Trust						
Total expenditures	15,770	4,936	0	0	0	0
Friends of the DAC Trust						
Total expenditures	12,272	12,906	50,000	30,000	30,000	30,000
Miscellaneous Donation Trust						
Total expenditures	0	0	13,000	14,000	14,000	14,000
Schacher Trust 22-23						
Total expenditures	0	0	3,000	160,000	160,000	160,000
TOTAL	192,450	196,217	332,850	457,300	457,300	457,300

The following is a brief summary of each Trust fund account:

Fire - Happy Bovard Scholarship Trust – This is money Happy Bovard donated in his will establishing a scholarship program.

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

Fire – Volunteer Appreciation Trust – This trust was developed to bring our volunteer program into compliance with federal, state, and local rules and regulations. The funds were moved from the General Fund for managing, tracking and accounting purposes.

Economic Development Trust – This fund is identified in the Dallas City Code and is set up to receive economic development donated funds the City receives.

Parks Trust – These funds are derived from miscellaneous donations to the parks, including Central Bark Dog Park.

Library Trust – These funds are derived from donations from the Friends of the Library and memorials received from Library patrons.

Arboretum Trust – These funds are derived from membership dues to the Delbert Hunter Arboretum and miscellaneous donations.

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

Miscellaneous Donation Trust – This trust is designated for miscellaneous funds donated to the City and expended in a short period of time. An example would be the Secret Santa donations run through the Dallas Police Department.

Schacher Trust 22-23 Trust – This trust account is setup for the city to administer the estate of Ms. Schacher, as a result of code enforcement action against the decedent’s property in the City.

Grant Fund Revenues

	Actual 2019-20	Actual 2020-21	Amended 2021-22	Proposed 2022-23	Approved 2022-23	Adopted 2022-23
Public Works						
RAISE Grant (Infrastructure)	0	0	0	5,000	5,000	5,000
Safe Routes to School Grant	0	0	0	5,000	5,000	5,000
EV Charging Station Grant	0	0	26,527	0	0	0
STIP/ODOT Grant	0	0	2,410,000	0	0	0
Beginning bal-ODOT Bike/ped gran	(40,987)	(11,682)	0	0	0	0
ODOT bike/ped grant	150,000	0	0	0	0	0
Transfer from Street Fund	0	11,682	0	0	0	0
Total resources	109,013	(0)	2,436,527	10,000	10,000	10,000
Economic & Community Development Grants						
Com Dev Block Grant Sen Cntr	1,231,095	145,205	0	0	0	0
Beginning balance CDBG SenCntr	(455)	(4,005)	0	0	0	0
Com Dev Block Grant-Housing	0	11,500	380,000	330,000	330,000	330,000
Com Dev Block Grant-Small Bus	0	5,606	145,000	0	0	0
Business Oregon Pass-Thru	0	45,000	0	0	0	0
Pacific Power (RARE)	0	0	5,000	0	0	0
Certified Local Govt Grant	0	0	0	15,000	15,000	15,000
Total resources	1,230,640	203,306	530,000	345,000	345,000	345,000
Parks						
OR Parks & Rec Grant Large	0	0	0	5,000	5,000	5,000
OR Parks & Rec Grant Small	0	0	0	5,000	5,000	5,000
Moda Grant	0	0	0	0	0	0
Beginning bal - Moda Grant	0	0	0	35,000	35,000	35,000
ODOT Grant-Park Trail	0	0	0	5,000	5,000	5,000
Beginning bal -Trail Project	(9,273)	(9,273)	0	0	0	0
Transfer from General Fund	0	9,273	0	0	0	0
Total resources	(9,273)	0	0	50,000	50,000	50,000
Library						
Grant - Ready to Read	2,641	1,295	2,700	3,000	3,000	3,000
Beginning balance	1,910	2,631	1,000	1,000	1,000	1,000
Library Grant	0	0	0	5,000	5,000	5,000
Total resources	4,551	3,926	3,700	9,000	9,000	9,000
Public Safety						
Beginning bal - Police Grant	6,602	2,194	2,000	2,500	2,500	2,500
Police Grant	6,424	2,265	3,000	5,000	5,000	5,000
FEMA AFG EMS Grant	0	7,349	1,500	5,000	5,000	5,000
FEMA AFG Fire Grant	0	0	0	5,000	5,000	5,000
FEMA AFG Fire Grant-SAFER	151,299	80,395	30,000	0	0	0
Ambulance Grant	0	4,500	5,000	0	0	0
Beginning bal - Fire Grant	209	209	0	0	0	0
Fire Grant	0	3,500	5,000	0	0	0
Criminal Justice CESF Grant	0	50,000	0	0	0	0
Total resources	164,533	150,412	46,500	17,500	17,500	17,500
TOTAL GRANT FUNDS						
Beginning balance	(41,995)	(19,926)	3,000	38,500	38,500	38,500
Transfers in	0	20,955	0	0	0	0
Total Deposits	1,541,459	356,615	3,013,727	393,000	393,000	393,000
TOTAL	1,499,464	357,644	3,016,727	431,500	431,500	431,500

Grant Fund Revenues

Grants fund revenues are received through a donation or contribution of assets (usually cash) by an organization or governmental unit to another organization or governmental unit. Grants are typically made for a specific purpose.

In prior year's budgets, the City has appropriated funds for grants the City intended to apply for, but had not yet received. The problem with doing this is that some grant requests are for significant amounts of money, and if the grant request does not come to fruition, then the Grant Fund becomes arbitrarily inflated.

To resolve this issue, City staff proposes appropriating \$5,000 for grants the City intends to apply for, but has not yet received. In the event, these grant are awarded to the City, we will need to process a budget amendment. On the other hand, if the grants are not secured, the City's budget will not be overly inflated.

As can be seen in the number sheet, staff budgeted for roughly \$400,000 in grant awards this fiscal year. Most of this budgeted amount is part of the Community Development Block Grant for Housing Rehabilitation for \$330,000.

Grant Fund Expenditures

	Actual 2019-20	Actual 2020-21	Amended 2021-22	Proposed 2022-23	Approved 2022-23	Adopted 2022-23
Public Works						
RAISE Grant (Infrastructure)	0	0	0	5,000	5,000	5,000
Safe Routes to School Grant	0	0	0	5,000	5,000	5,000
Transfer to Street SDC	0	0	26,527	0	0	0
Godsey St Improvements	0	0	2,410,000	0	0	0
EV charging station	0	73,473	0	0	0	0
ODOT-ped xing @ E Ellendale	120,695	0	0	0	0	0
Total Public Works Grants	120,695	73,473	2,436,527	10,000	10,000	10,000
Economic & Community Development Grants						
CDBG Grant - Senior Center	1,234,645	141,200	0	0	0	0
CDBG Grant - Housing Rehab	0	11,500	380,000	330,000	330,000	330,000
CDBG Grant-Small Business	0	0	145,000	0	0	0
Business Oregon Pass-Thru	0	45,000	0	0	0	0
Pacific Power (RARE)	0	0	5,000	0	0	0
Certified Local Govt Grant	0	0	0	15,000	15,000	15,000
Econ/Comm Dev Total	1,234,645	197,700	530,000	345,000	345,000	345,000
Parks						
John Barnard Park	0	0	0	40,000	40,000	40,000
Japanese Garden	0	0	0	5,000	5,000	5,000
Park Trail	0	0	0	5,000	5,000	5,000
Total Park Grants	0	0	0	50,000	50,000	50,000
Library						
Ready to Read grant	3,257	2,545	3,700	4,000	4,000	4,000
Library Grants	0	0	0	5,000	5,000	5,000
Total Library Grants	3,257	2,545	3,700	9,000	9,000	9,000
Public Safety						
Police Grant	10,832	1,007	5,000	7,500	7,500	7,500
Criminal Justice CESF Grant	0	50,000	0	0	0	0
FEMA AFG EMS Grant	0	7,349	1,500	5,000	5,000	5,000
FEMA AFG Fire Grant	0	0	0	5,000	5,000	5,000
Ambulance Grant	0	45,000	5,000	0	0	0
Fire Grant	0	2,571	5,000	0	0	0
Total Public Safety Grants	10,832	105,927	16,500	17,500	17,500	17,500
Transfers						
Trfr to General Fund-SAFER	151,299	80,395	30,000	0	0	0
Total transfers	151,299	80,395	30,000	0	0	0
TOTAL	1,520,727	460,040	3,016,727	431,500	431,500	431,500

The City intends to apply for roughly a dozen or so grant this fiscal year. The Community Development Block Grant for Housing Rehabilitation and the Moda Assist grant have already been secured and funding is being carried over from last fiscal year.

Other grants such as the Ready to Read, Certified Local Government and Police Grants for bullet-proof vests are grants the City typically receives each year, without much competition.

The remaining grants are all competitive grant programs and funding is not yet secured. As such, staff recommends a \$5,000 placeholder amount of expenses. These expense lines will be adjusted throughout the fiscal year, upon a successful award of the grant.

This fund is obsolete. Historical information only.

General Obligation Fund Revenues

	Actual 2019-20	Actual 2020-21	Amended 2021-22	Proposed 2022-23	Approved 2022-23	Adopted 2022-23
Current taxes	0	0	0	0	0	0
Delinquent taxes	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0
Beginning balances	378,834	0	0	0	0	0
TOTAL	378,834	0	0	0	0	0

General Obligation Fund Expenditures

	Actual 2019-20	Actual 2020-21	Amended 2021-22	Proposed 2022-23	Approved 2022-23	Adopted 2022-23
Debt Service						
Debt service - principal	0	0	0	0	0	0
Debt service - interest	0	0	0	0	0	0
Total debt service	0	0	0	0	0	0
Transfers						
Transfer to General Fund	378,834	0	0	0	0	0
Total transfers	378,834	0	0	0	0	0
Unappropriated fund balance	0	0	0	0	0	0
TOTAL	378,834	0	0	0	0	0

The City does not have any outstanding General Obligation commitments. The last General Obligation debt was paid off in fiscal year 2018-19.

General Long-Term Debt Fund Revenues

	Actual 2019-20	Actual 2020-21	Amended 2021-22	Proposed 2022-23	Approved 2022-23	Adopted 2022-23
Total General Fund	106,860	104,903	111,711	114,602	114,602	114,602
Total Sewer Fund	16,771	17,407	18,536	19,016	19,016	19,016
Total Fleet Fund	3,117	3,235	3,445	3,534	3,534	3,534
Total Street Fund	7,866	8,164	8,694	8,919	8,919	8,919
Total Water Fund	13,803	14,326	15,256	15,651	15,651	15,651
Total Building Fund	0	6,008	6,398	6,563	6,563	6,563
TOTAL	148,416	154,043	164,040	168,285	168,285	168,285

General Long-Term Debt Fund Expenditures

	Actual 2019-20	Actual 2020-21	Amended 2021-22	Proposed 2022-23	Approved 2022-23	Adopted 2022-23
Debt service - principal	90,000	100,000	115,000	125,000	125,000	125,000
Debt service - interest	58,416	54,043	49,040	43,285	43,285	43,285
TOTAL	148,416	154,043	164,040	168,285	168,285	168,285

In 2005, the City bought into the PERS Pension Obligation Bond. This program allowed borrowing to pay down the unfunded liability and reduce our PERS rates. The City's Pension Obligation Bonds will be paid off in 2028. The revenues from the bond payments are equitably spread among all funds which pay personnel services. The debt payment in FY2022-23 will be \$168,285. This amount will continue to increase to a pinnacle in FY2026-27 with a bond payment of \$203,761. As the General Fund supports most personnel, it contributes the largest portion of this debt service payment. As this payment is scheduled to rise over the next six years, the City needs to keep this debt service in mind when considering the General Fund supported budgets.

Fleet Management Fund Revenues

	Actual 2019-20	Actual 2020-21	Amended 2021-22	Proposed 2022-23	Approved 2022-23	Adopted 2022-23
Revenues						
Reimbursed services	71,173	97,605	80,000	50,000	50,000	50,000
Fuel and oil reimbursement	8,279	7,199	6,500	7,000	7,000	7,000
Fleet svc Total Care program PW	300,000	300,000	300,000	320,000	320,000	320,000
Fleet svc Total Care program GF	116,000	116,000	121,000	121,000	121,000	121,000
Fleet svc Total Care prgrm BLDG	2,000	2,000	2,000	2,000	2,000	2,000
Sale of equipment	36,868	718	5,000	5,000	5,000	5,000
Transfer in - capital equip repl.	11,800	3,500	3,500	3,500	3,500	3,500
Transfer in - Building fund veh pmt	5,000	5,000	5,000	5,000	5,000	5,000
Transfer in-Sewer SDC Intrfnd Loan	0	0	0	330,000	330,000	330,000
Total revenues	551,120	532,021	523,000	843,500	843,500	843,500
Beginning Balance	353,117	397,608	390,000	330,000	330,000	330,000
TOTAL	904,238	929,629	913,000	1,173,500	1,173,500	1,173,500

The Fleet Management Fund supports our Fleet Maintenance Division of the Public Works Department. The City currently employs two full-time mechanics in this division. The City plans to expand this division in the next couple of years by building a new shops facility with additional work bays. This new facility will enable the City the opportunity to capture additional opportunity to service the fleets of other outside agencies.

The Reimbursed Services revenue line is for contracted work we perform for other non-city agencies, such as nearby fire districts. This revenue line is less than in prior years, because we anticipate that during the construction of the new shops we may not be able to service our clients in the same manner or volume.

The Total Care Program revenues are payments made from other City's departments who have fleet vehicles serviced by the Fleet Maintenance program.

The last revenue is \$330,000 in an interfund loan from Sewer SDCs. The interfund loan will be used to pay the Fleet Management Fund's proportionate share for the new public work operations building.

Fleet Management Fund Expenditures

	Actual 2019-20	Actual 2020-21	Amended 2021-22	Proposed 2022-23	Approved 2022-23	Adopted 2022-23
Personnel Services						
Salaries	132,581	135,324	138,000	162,000	162,000	162,000
Fringe benefits	97,661	100,002	107,000	131,000	131,000	131,000
PERS EIF Contribution	3,779	0	0	0	0	0
Total personnel services	234,021	235,325	245,000	293,000	293,000	293,000
Materials and Services						
Materials and supplies	4,965	4,769	6,000	6,000	6,000	6,000
Fuel and oil	48,809	48,169	76,000	130,000	130,000	130,000
Parts and service	81,707	83,324	100,000	110,000	110,000	110,000
Parts and service-intergovt	16,424	25,072	25,000	25,000	25,000	25,000
Repairs & maintenance	4,255	4,367	6,000	7,000	7,000	7,000
Tools	5,580	5,881	6,000	15,000	15,000	15,000
Telecommunications	4,535	4,281	5,000	5,000	5,000	5,000
HVAC, energy & lighting	11,584	11,419	12,500	12,500	12,500	12,500
Computer services	3,536	3,795	6,000	5,000	5,000	5,000
Travel and education	2,762	973	3,000	4,000	4,000	4,000
Miscellaneous	2,952	6,082	5,000	5,000	5,000	5,000
Total materials & services	187,110	198,132	250,500	324,500	324,500	324,500
Capital Outlay						
Vehicles	0	0	50,000	0	0	0
Building Improvements	17,000	0	0	0	0	0
Public Works Building	0	0	0	330,000	330,000	330,000
Total capital outlay	17,000	0	50,000	330,000	330,000	330,000
Transfers						
Transfer to General Fund	50,000	50,000	50,000	50,000	50,000	50,000
Transfer to General Fund-Parks	0	20,000	0	0	0	0
Transfer to Risk Mgmt Fund	18,500	19,500	19,000	28,000	28,000	28,000
Total transfers	68,500	89,500	69,000	78,000	78,000	78,000
TOTAL EXPENDITURES	506,630	522,957	614,500	1,025,500	1,025,500	1,025,500
Operating Contingencies	0	0	298,500	148,000	148,000	148,000
TOTAL	506,630	522,957	913,000	1,173,500	1,173,500	1,173,500

The Personnel Services object classification is proposed to be 19.6% higher than last fiscal year. This reflects a four month period when the City intends to hire a new mechanic to replace a retiring employee.

In the Materials and Services object classification, fuel, parts and tools are driving a proposed 43.9% increase. The majority of that increase being in the Fuel and Oil expense line.

The sole capital improvement project in the Fleet Management Fund is the new Public Works Operations Building, including mechanic shops. This is proposed to be a \$2.2 million dollar project, with \$330,000 paid for from this fund.

This fund transfer funds to the General Fund and the Risk Management Fund. These amount transferred to the General Fund continues to be consistent with prior year's transfers, while the Risk Management Fund transfer is proposed to increase by \$9,000.

Sewer Fund Revenues

	Actual 2019-20	Actual 2020-21	Amended 2021-22	Proposed 2022-23	Approved 2022-23	Adopted 2022-23
Revenues						
Sewer service charges	3,687,494	3,796,382	3,750,000	3,900,000	3,900,000	3,900,000
Miscellaneous	94,258	92,392	75,000	75,000	75,000	75,000
Interest on investments	47,770	13,055	25,000	20,000	20,000	20,000
Total revenues	3,829,522	3,901,829	3,850,000	3,995,000	3,995,000	3,995,000
Beginning balances	819,571	697,996	1,732,593	2,525,000	2,525,000	2,525,000
TOTAL	4,649,093	4,599,826	5,582,593	6,520,000	6,520,000	6,520,000

The Sewer Fund revenues are generated from service charges and miscellaneous revenues. These new revenues, when combined with the beginning fund balance, make up the complete revenues for the Sewer Fund.

Total revenues this fiscal year are proposed to be \$6,520,000.

Sewer Fund Expenditures

	Actual 2019-20	Actual 2020-21	Amended 2021-22	Proposed 2022-23	Approved 2022-23	Adopted 2022-23
Personnel Services						
Salaries	321,086	306,437	300,000	360,000	360,000	360,000
Overtime	0	0	3,000	3,000	3,000	3,000
Fringe benefits	205,843	234,817	245,000	285,000	285,000	285,000
PERS EIF Contribution	9,302	0	0	0	0	0
Total personnel services	536,231	541,253	548,000	648,000	648,000	648,000
Materials and Services						
Materials and supplies	15,914	14,666	40,000	30,000	30,000	30,000
DEQ permits	18,907	21,790	25,000	29,000	29,000	29,000
Vehicle/equipment expense	125,806	125,000	135,000	140,000	140,000	140,000
Repairs and maintenance	30,620	81,979	110,000	115,000	115,000	115,000
Tools	1,663	2,338	3,500	5,500	5,500	5,500
Telecommunications	3,704	3,605	4,000	4,000	4,000	4,000
HVAC, energy and lighting	3,050	3,451	4,000	4,000	4,000	4,000
Computer services	15,968	5,903	9,000	9,000	9,000	9,000
Professional services	823,072	931,511	950,000	950,000	950,000	950,000
Employee development	1,456	1,565	1,000	2,000	2,000	2,000
Safety equipment and training	2,475	386	1,000	2,000	2,000	2,000
Travel and education	2,452	1,348	1,000	3,000	3,000	3,000
Total materials and services	1,045,088	1,193,542	1,283,500	1,293,500	1,293,500	1,293,500
Capital Outlay						
Equipment	23,778	47,518	58,750	209,000	209,000	209,000
CMOM Program (I & I and FOG)	0	320,916	200,000	100,000	100,000	100,000
Hayter/Birch St sewer project	500,000	0	0	0	0	0
WWTF capital improvements	141,220	0	0	340,000	340,000	340,000
Sewer replacement projects	0	900	50,000	100,000	100,000	100,000
WWTF equipment replacement	88,778	60,714	390,000	50,000	50,000	50,000
Public Works Building	0	0	0	660,000	660,000	660,000
Total capital outlay	753,776	430,048	698,750	1,459,000	1,459,000	1,459,000
Transfers						
Transfer to General Fund	551,000	551,000	551,000	551,000	551,000	551,000
Transfer to Risk Mgmt Fund	68,000	78,000	62,700	83,000	83,000	83,000
Total transfers	619,000	629,000	613,700	634,000	634,000	634,000
Sewer Debt Service						
2017 Sewer loan - principal	0	54,000	56,000	57,000	57,000	57,000
2017 Sewer loan - interest	19,402	19,390	18,008	16,564	16,564	16,564
2015 Sewer DEQ loan-principal	0	0	150,000	0	0	0
2015 Sewer DEQ loan - interest	0	0	190,000	0	0	0
2011 Sewer refund bonds-prin	940,000	0	0	0	0	0
2011 Sewer refund bonds-int	37,600	0	0	0	0	0
Total debt service	997,002	73,390	414,008	73,564	73,564	73,564
TOTAL EXPENDITURES	3,951,096	2,867,233	3,557,958	4,108,064	4,108,064	4,108,064
Operating Contingencies	0	0	1,862,042	2,411,936	2,411,936	2,411,936
TOTAL	3,951,096	2,867,233	5,420,000	6,520,000	6,520,000	6,520,000

The City's sewer operations are managed by a hybrid model including internal management of the collection system, while the wastewater treatment facility is managed by contract with Jacobs Engineering.

The Personnel Services object classification is proposed to increase by 18.2%. This increase reflects the new Utility Worker position funded equally between the Sewer Fund and The Street Fund.

The overall Materials and Services object classification is consistent with last year's expenses, with minor adjustments up and down across most of the expense lines.

Sewer Fund Expenditures (Continued)

In the Capital Outlay object classification, the Equipment expense line is seeing a significant increase to purchase a biosolids loader and a portion (\$9,000) of a hot asphalt box. There are several capital purchase needs at the wastewater treatment facility, including septage screen, laboratory dishwasher and replacing the flooring in the main building. Lastly, the City proposes to build a new Public Works Operations Building for \$2.2 million dollars, and the Sewer Fund will be contributing \$660,000 towards that project.

The Sewer Fund Transfers funds to the General Fund and the Risk Management Fund. The General Fund transfer is consistent with prior year's transfers, while the Risk Management Fund transfer is proposed to increase by \$20,300.

There is one outstanding loan owed by the Sewer Fund. This loan was made in 2017 and was for improvement projects in the sewer distribution system. It is scheduled to be paid off in fiscal year 2032.

Stormwater Fund Revenues

	Actual 2019-20	Actual 2020-21	Amended 2021-22	Proposed 2022-23	Approved 2022-23	Adopted 2022-23
Revenues						
Stormwater service charges	306,949	526,989	660,000	700,000	700,000	700,000
Interest on investments	5,308	2,995	3,000	4,000	4,000	4,000
Miscellaneous	0	0	2,000	2,000	2,000	2,000
Transfer from Sewer SDC-inter	127,510	0	0	0	0	0
Total revenues	439,766	529,984	665,000	706,000	706,000	706,000
Beginning balances	85,150	184,381	460,119	560,000	560,000	560,000
TOTAL	524,916	714,365	1,125,119	1,266,000	1,266,000	1,266,000

The Stormwater Fund revenues are predominantly generated from a fee on the City's utility bill. The current fee is \$10.00/month. This fee, along with the beginning balance, completes the total revenues for the Stormwater Fund.

It is estimated that the total revenues for this fund will be \$1,266,000.

Stormwater Fund Expenditures

	Actual 2019-20	Actual 2020-21	Amended 2021-22	Proposed 2022-23	Approved 2022-23	Adopted 2022-23
Personnel Services						
Salaries	59,404	60,046	60,000	65,000	65,000	65,000
Overtime	55	0	2,000	2,000	2,000	2,000
Fringe benefits	23,686	28,851	28,000	30,000	30,000	30,000
PERS EIF Contribution	1,744	0	0	0	0	0
Total personnel services	84,889	88,898	90,000	97,000	97,000	97,000
Materials and Services						
Materials and supplies	13,793	1,215	7,000	10,000	10,000	10,000
DEQ permits	1,112	1,257	2,000	2,500	2,500	2,500
Vehicle/equipment expense	25,000	25,000	28,000	30,000	30,000	30,000
Repairs and maintenance	2,399	1,068	3,000	3,000	3,000	3,000
Material Disposal	24,787	25,930	24,000	28,000	28,000	28,000
Tools	1,512	1,393	2,000	3,000	3,000	3,000
Telecommunications	421	379	600	600	600	600
Computer services	2,765	3,058	3,000	3,000	3,000	3,000
Professional services	4,147	1,898	355,000	290,000	290,000	290,000
Employee development	352	0	500	2,000	2,000	2,000
Safety equipment and training	1,173	287	500	2,000	2,000	2,000
Travel and education	0	0	500	3,000	3,000	3,000
Total materials and services	77,460	61,485	426,100	377,100	377,100	377,100
Capital Outlay						
Equipment	128,371	0	8,750	9,000	9,000	9,000
Stormwater Projects	822	14,871	50,000	75,000	75,000	75,000
Public Works Building	0	0	0	220,000	220,000	220,000
Total capital outlay	129,194	14,871	58,750	304,000	304,000	304,000
Transfers						
Transfer to General Fund	29,000	69,000	69,000	69,000	69,000	69,000
Transfer to Risk Mgmt Fund	2,500	2,500	2,500	15,000	15,000	15,000
Transfer to Sewer SDC-Intfrnd loa	17,493	17,493	17,493	17,493	17,493	17,493
Total transfers	48,993	88,993	88,993	101,493	101,493	101,493
Debt Service						
Total debt service	0	0	0	0	0	0
TOTAL EXPENDITURES	340,535	254,246	663,843	879,593	879,593	879,593
Operating Contingencies	0	0	431,157	386,407	386,407	386,407
TOTAL	340,535	254,246	1,095,000	1,266,000	1,266,000	1,266,000

The Personnel Services object classification pays for 1.2 FTE. There is a slight increase in the amount in this object classification to pay for minor increases in personnel costs.

Most of the expense in the Materials and Services object classification is applied to the Professional Services expense line. The City is under contract with consultants working on the North Fork Ash Creek Study, and other projects, which makes up most of the professional services expenses.

The Capital Outlay projects include a portion of the hot asphalt box purchase and other stormwater projects (To be determined). The City also proposed to build a new Public Works Operations Building for \$2.2 million dollars, and the Stormwater Fund will contribute \$220,000 towards this project.

The Stormwater Fund transfers funds to the City's General Fund, Risk Management Fund, and Sewer SDC for an inter-fund loan. These transfer are consistent with prior years, except for the transfer to Risk Management which is proposed to increase by \$12,500.

Water Fund Revenues

	Actual 2019-20	Actual 2020-21	Amended 2021-22	Proposed 2022-23	Approved 2022-23	Adopted 2022-23
Revenues						
Sale of water	2,762,025	3,179,566	3,200,000	3,425,000	3,425,000	3,425,000
New account fees	14,647	15,433	15,000	15,000	15,000	15,000
Service connections	65,041	97,521	75,000	50,000	50,000	50,000
Miscellaneous	70,347	105,650	90,000	90,000	90,000	90,000
Interest on investments	155,232	38,504	80,000	30,000	30,000	30,000
Finance Proceeds	0	0	0	2,200,000	2,200,000	2,200,000
Total revenues	3,067,293	3,436,674	3,460,000	5,810,000	5,810,000	5,810,000
Beginning balances	2,608,936	2,738,111	2,878,519	3,300,000	3,300,000	3,300,000
TOTAL	5,676,229	6,174,786	6,338,519	9,110,000	9,110,000	9,110,000

The City provides safe drinking water to customers inside the corporate boundaries of Dallas. We also provide bulk water sales to customers who reside outside the City. Water Fund revenues are generated through the sale of water, new service connections and other administrative fees. These revenues are used to pay for the storage, treatment and distribution of raw water. In this fiscal year, the City will receive a \$2.2 million dollar loan from Business Oregon to repair a leak in the Clay Street Reservoirs, and to replace the floating covers at these reservoirs.

The total revenues, less the \$2.2 million dollar loan, is estimated to be 9% higher than last year. This reflects a small annual rate increase plus the addition of new water customers.

Water Fund Expenditures

	Actual 2019-20	Actual 2020-21	Amended 2021-22	Proposed 2022-23	Approved 2022-23	Adopted 2022-23
Personnel Services						
Salaries	540,895	574,411	585,000	620,000	620,000	620,000
Overtime	44,773	21,514	20,000	20,000	20,000	20,000
Fringe Benefits	393,532	400,644	400,000	415,000	415,000	415,000
PERS EIF Contribution	15,698	0	0	0	0	0
Total personnel services	994,898	996,568	1,005,000	1,055,000	1,055,000	1,055,000
Materials and Services						
Materials and supplies	191,285	253,331	250,000	330,000	330,000	330,000
Permits	8,914	9,154	10,000	10,000	10,000	10,000
Vehicle/equipment expense	100,000	100,000	100,000	100,000	100,000	100,000
Repairs and maintenance	39,905	55,965	55,000	60,000	60,000	60,000
Tools	4,334	3,252	5,000	7,500	7,500	7,500
Telecommunications	12,043	11,687	13,000	13,000	13,000	13,000
HVAC, energy and lighting	106,284	112,938	135,000	120,000	120,000	120,000
Computer services	17,716	11,223	17,000	17,000	17,000	17,000
Professional services	89,314	114,443	150,000	125,000	125,000	125,000
Employee development	1,748	1,618	2,500	4,000	4,000	4,000
Safety equipment and training	3,685	463	3,000	2,000	2,000	2,000
Travel and education	1,398	1,194	3,000	7,000	7,000	7,000
Total materials & services	576,627	675,266	743,500	795,500	795,500	795,500
Capital Outlay						
Equipment	55,364	47,518	108,750	9,000	9,000	9,000
Land Acquisition	0	346,046	0	0	0	0
Clay St Line Rehab	0	13,178	750,000	1,225,000	1,225,000	1,225,000
Water Line Replcmt Projects	14,671	6,216	75,000	75,000	75,000	75,000
Clay St Reservoir Project	82,770	0	0	2,200,000	2,200,000	2,200,000
Mercer Reservoir Project	82,770	0	0	0	0	0
WTP capital Improvements	123,332	57,273	15,000	95,000	95,000	95,000
AMR Project	0	0	50,000	0	0	0
Public Works Building	0	0	0	660,000	660,000	660,000
Total capital outlay	358,908	470,231	998,750	4,264,000	4,264,000	4,264,000
Transfers						
Transfer to General Fund	445,000	515,000	515,000	515,000	515,000	515,000
Transfer to Risk Mgmt Fund	39,000	33,000	36,600	42,000	42,000	42,000
Transfer to Water SDC-Intrfrnd Ic	0	0	85,778	85,778	85,778	85,778
Total transfers	484,000	548,000	637,378	642,778	642,778	642,778
Water Debt Service						
2017 Water Loan - principal	322,000	330,000	339,000	348,000	348,000	348,000
2017 Water Loan - interest	108,759	100,506	92,056	83,308	83,308	83,308
2015 IFA SRF Loan - principal	38,137	39,456	40,822	42,234	42,234	42,234
2015 IFA SRF Loan - interest	34,599	33,279	31,915	30,502	30,502	30,502
2016 DEQ CWSRF Loan-princ	79,114	80,234	81,370	82,521	82,521	82,521
2016 DEQ CWSRF Loan-int	23,846	22,726	21,590	20,439	20,439	20,439
2022 SPWF Loan - principal	0	0	0	70,000	70,000	70,000
2022 SPWF Loan - interest	0	0	0	10,000	10,000	10,000
Total debt service	606,455	606,202	606,753	687,004	687,004	687,004
Reserves						
Water Storage Reserve	0	0	0	600,000	600,000	600,000
Total reserves	0	0	0	600,000	600,000	600,000
TOTAL EXPENDITURES	3,020,888	3,296,266	3,991,381	8,044,282	8,044,282	8,044,282
Operating Contingencies	0	0	1,968,619	1,065,718	1,065,718	1,065,718
TOTAL	3,020,888	3,296,266	5,960,000	9,110,000	9,110,000	9,110,000

Water Fund Expenditures (Continued)

The total Water Fund expenditures, including debt, transfers and contingency, is proposed to increase by 58%. The main source of the increase is found in the Capital Outlay object classification, and is a result of increase costs associated with the Clay Street Waterline Replacement project and the Clay Street Reservoir project.

In the Personnel Services object classification, this year's expenses are consistent with last year. There is a slight increase to cover employee cost of living adjustments, per the collective bargaining agreement.

Similar to Personnel Services, the Materials and Services object classification is proposed to increase slightly, by 7%. The largest increase is to the Materials and Supplies expense line, which is due to a steep rise in cost of treatment chemicals, metal fittings and pipe.

As noted above, the City proposes to complete a few capital improvement projects this next fiscal year. These projects are needed to repair and replace aging infrastructure to maintain our system. As noted in other enterprise funds, the City proposes to construct a new Public Works Operations Building for \$2.2 million dollars. The Water Fund will contribute \$660,000 towards this project.

The Water Fund is paying off several debts. The 2017 Water Loan is a refinanced loan. The original loan included several water and sewer maintenance projects. The 2015 IFA SRF loan was secured to replace a water transmission line. The 2016 DEQ CWSRF loan was secured to purchase property in the City's watershed around Mercer Reservoir. Finally, the 2022 SPWF loan was secured to pay for the emergency repair of the Clay Street Reservoir leak and the floating cover replacement. The principal and interest payments proposed for this last debt service is an estimated amount, because the terms of this loan will not be known until the state sell bonds for this loan.

Urban Renewal Agency Budget Message

2022-23 Annual Budget

April 29, 2022

To the Urban Renewal Agency Budget Committee Members:

The Dallas City Council passed an ordinance on September 7, 2004, establishing the Dallas Community Development Commission Urban Renewal Agency. The purpose of the Downtown Urban Renewal District is to cure blight by revitalizing the area of the district.

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 a seven member Urban Renewal District Advisory Committee to advise on certain downtown urban renewal matters, programs and projects. The Urban Renewal Agency also appointed the members of the City of Dallas Budget Committee as the Urban Renewal Agency Budget Committee. The Economic & Community Development Director serves as the staff for and administers the Urban Renewal Program for the Agency.

This budget reflects the 17th 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. The taxes collected are not new property taxes. Rather they are taxes that would otherwise be collected and distributed to the other taxing agencies (i.e. School, County, City, and Special Districts). In 2004, when the urban renewal district was created, the property taxes for the properties inside the district became frozen, meaning the taxing agencies will receive the same amount of taxes from those properties inside the district until the urban renewal district is dissolved. As the property taxes inside the district incrementally grow from year to year, that growth is given to the urban renewal district agency. It is estimated that the agency will collect roughly \$239,000 in property taxes this fiscal year.

In the final few months of last fiscal year and the first few months of the current fiscal year, the Building Improvement Grant program received tremendous community interest. The Agency successfully awarded 11 projects, granting \$277,000. These grant awards levered \$882,000 in private investment.

As a result of the success of the Building Improvement Grant program, the Urban Renewal Agency needed to temporarily suspended the Building Improvement Grant program due to a lack of funding. It's anticipated this program will be reinstated in July 2024, after the Agency completes paying one of its two major debt services.

In the interim the Dallas City Council has authorized and directed city staff to create a sister program to the Urban Renewal Building Improvement Grant program, which will be capitalized by American Rescue Plan Act funding for two years to fill the gap in urban renewal funding. This program is currently under development and will be soliciting applications by the end of the current fiscal year.

The Agency also has a Minor Improvement Grant program, which awards small grants in an amount up to \$500 for improvements to properties within the district. This program awarded two grants this past fiscal year.

The Urban Renewal District Advisory Committee has also been developing a wayfinding signage project which will come to fruition in the next several months.

The Urban Renewal program continues to investigate ways to remove blight, increase the tax base, and overall improve the character of the district.

In fiscal year 2022-23, the Agency, Advisory Committee, and staff will:

- Close out previously awarded Building Improvement Grants
- Continue the Minor Improvement Grant program
- Complete a market analysis and feasibility study for the district
- Investigate opportunities to purchase and redevelop properties

Respectfully submitted,



Brian Latta
City Manager

Urban Renewal Fund

Revenues

	Actual 2019-20	Actual 2020- 21	Amended 2021-22	Proposed 2022-23	Approved 2022-23	Adopted 2022-23
Current taxes	208,977	219,911	225,000	235,000		
Delinquent taxes	3,910	4,340	4,000	4,000		
Finance Proceeds	927,000	0	0	0		
ODOT Grant	100,000	0	0	0		
Interest	17,428	5,508	7,000	4,000		
Miscellaneous	16,818	16,905	16,000	19,000		
Total revenues	1,274,133	246,663	252,000	262,000	0	0
Beginning Balance *	465,150	529,923	490,000	335,000		
TOTAL	1,739,284	776,586	742,000	597,000	0	0

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

Expenditures

	Actual 2019-20	Actual 2020- 21	Amended 2021-22	Proposed 2022-23	Approved 2022-23	Adopted 2022-23
Personnel Services						
Salaries	19,648	7,900	10,000	10,500		
Fringe	8,278	5,339	5,000	6,500		
Total personnel services	27,927	13,239	15,000	17,000	0	0
Materials and Services						
Materials and Supplies	824	270	250	250		
Professional Services	46,151	5,900	35,000	35,000		
Minor Improvement Grant	1,000	1,927	4,000	4,000		
Bldg Improv Grant Program	39,150	48,448	300,000	100,000		
Miscellaneous	298	593	2,000	2,000		
Total materials & services	87,423	57,138	341,250	141,250	0	0
Capital Outlay						
Projects	20,000	1,587	10,000	10,000		
Main Street Project 600-700	400,000	0	0	0		
Senior Center	530,220	34,007	0	0		
Property Acquisition	0	0	0	70,000		
Total capital outlay	950,220	35,594	10,000	80,000	0	0
Transfers						
Transfer to GF-Debt Service	143,791	149,239	149,165	149,055		
Total transfers	143,791	149,239	149,165	149,055	0	0
Reserves						
Debt Service Reserve	0	0	149,165	149,055		
Total reserves	0	0	149,165	149,055	0	0
Operating Contingencies						
Total Contingencies	0	0	77,420	60,640	0	0
TOTAL EXPENDITURES	1,209,361	255,210	742,000	597,000	0	0

Urban Renewal Fund (Continued)

Urban Renewal revenues are derived from property taxes and interest payments. For fiscal year 2022-23 the estimated property taxes are \$239,000 and interest is estimated to be \$4,000. Along with the beginning fund balance of \$335,000 and miscellaneous revenues of \$19,000, the total budget is \$597,000.

On the expenditure side of the budget, the bulk of the funding is tied to debt service transfer and the required debt service reserve. These two expense lines account for \$298,110 or 49.9% of the total Urban Renewal budget. The debt service payments are for two street improvement projects, and a portion of the senior center construction. The 800-900 block street improvement debt service final payment will be July 2023. This will free up a portion of the Urban Renewal revenues to be used for other projects starting in fiscal year 2024-25.

The Urban Renewal fund pays a portion of the salary and fringe costs of the Economic & Community Development Director position.

In the materials and services object classification, there is \$35,000 in professional services. This will pay for some annual expenses, such as the audit, annual reporting, and notices, but will also cover the costs of a consultant to perform a market analysis and feasibility study on properties within the district. There are also two grant programs funded through urban renewal. The minor improvement grant program is recapitalized at \$4,000. The Building Improvement Grant program is budgeted with \$100,000. The funding in the Building Improvement Grant expense line will pay for already approved projects, and will not fund any new applications. The Urban Renewal Agency has temporarily suspended this program. However, as noted in the budget message, the City has created a similar program for the next two years utilizing a portion of the American Rescue Plan Act funds the city received.

In the capital outlay object classification, the \$10,000 for projects will be spent on a wayfinding/information sign project, and the \$70,000 in property acquisition is a placeholder in the event the Agency has the opportunity to purchase property this coming fiscal year.