



2019-2020  
Adopted Budget



# 2019-20 ADOPTED BUDGET

## Members of the Budget Committee

### Mayor & Council Members:

Rick Rogers (Mayor)  
Denise Bacon  
Mike Corey  
Elizabeth Curtis Gerneroy  
Stephanie Findley  
Patrick Johnson  
Elise Yarnell Hollamon

### Appointed Members:

Solomon Allen  
David Bonn  
Timothy Carpenter  
Beth Koschmann  
Molly Olson  
Jack Reardon  
Brad Sitton

### City Manager

Joe Hannan

### Finance Director

Matt Zook

### Department Heads

David Brooks, Information Technology Director  
Brian Casey, Police Chief  
Leah Griffith, Library Director  
Jay Harris, Public Works Director  
Anna Lee, Human Resources Director  
Doug Rux, Community Development Director  
Truman Stone, City Attorney

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# BUDGET OVERVIEW

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414 E. First Street · P.O. Box 970 · Newberg, OR 97132

April 23, 2019

Newberg Budget Committee

Budget Message 2019-20

On behalf of the Management Team and the Finance Department staff, I am pleased to present to you the City's annual 2019-20 Proposed Budget. The 2019-20 budget reflects Newberg as a modestly, but steadily growing community that implements the City Council priorities in public safety, staff as our most important resource, our investment in streets, safe water and wastewater, and long range plans for growth, stability and sustainability.

### **Overall View**

Total City budget for all funds is \$113,849,504, an 18.4% increase from the current 2018-19 City budget. Total appropriations (legal authorization to spend) are \$102,599,250. The City's budget is a balanced budget as required under Oregon budget law.

The City has a permanent rate tax limit of \$4.3827 per \$1,000 of assessed value. Estimated assessed valuation for the City of Newberg is \$1,986,621,689, or a 4.3% increase from the adjusted 2018-19 assessed value. The budget proposes a levy rate of \$2.5750, an increase of \$0.075 from the 2018-19 levy rate.

The budget includes a 4% increase in water rates, 3.5% increase in wastewater rates, and 9% increase in stormwater fees and no change in the transportation utility fee as recommended by the Citizens Rate Review Committee and approved by the City Council effective January 1, 2020.

To accomplish a balanced budget in the General Fund, \$1.27 million is committed from reserves, leaving a General Fund budget reserve of \$2.7 million. Two additional fees are proposed - an increase in the public safety fee of \$3 per month per household and an increase in the franchise fee for waste management from 5% to 7%.

### **Plan to Address Structural Budget Deficit**

A structural deficit is a condition when current year expenditures exceed current revenues. The plan for the 2019-20 budget and the following 2020-21 budget is to close the structural deficit by considering cuts to current operations and adding new revenues. The 2018-19 General Fund budget had a structural deficit of \$1.38 million. The 2018-19 year-end projection anticipates a structural deficit of only \$231,547. The budget performed better than projected because of additional unexpected revenues (one-time COMCAST property tax settlement, higher development fees, unexpected new telephone franchiser, deferred planning studies, as well as conservative spending).

The 2019-20 budget proposes more expenditures than projected revenues, creating a \$1.27 million structural deficit, with a projected ending fund balance of \$2.7 million (21.3% of the General Fund). The substantial reserves provide the means for implementing a measured process of achieving a financial plan and budget in 2020-21 where revenues meet expenditures while funding all of the Council's priorities. However, there is no guarantee of unexpected new or increased revenues.

In the 2018-19 budget hearings, I recommended that if the City Council decided to close the budget gap completely, the City could use an increase in the property tax rate which requires voter approval or public safety fee which does not require voter approval, but I would recommend to let tax payers decide. My recommendation to go to taxpayer remains, particularly if the City Council chooses to completely close the budget gap. Funds have been included in the budget for survey of the community or education about services and the budget gap.

The 2019-20 budget proposes a \$3 per month increase in the public safety fee and a 2% increase in the franchise fee on solid waste in an effort towards closing the budget gap.

There is reason for vigilance and scrutiny of expenditures but not severe action in a budget that includes a structural gap as long as there is a plan for controlling costs and moving toward equilibrium.

### **Public Safety Fee**

Police Department expenditures in the General Fund (\$7.37 million) exceed estimated total property taxes (\$5.12 million) to be received by the City. The Public Safety Fee of \$3 was established in 2009 as a fund of restricted revenues. The \$3 per month fee is assessed per Equivalent Dwelling Unit and dedicated to fund three patrol officers. Neither property taxes nor Public Safety Fees are keeping up with paying for police officers.

### **Solid Waste Franchise Fee**

The City's financial business model is to use property taxes to fund general services of the City benefitting all residents; rely on users to pay for services received (water, wastewater, streets and stormwater funds) and to maximize the City's investments (such as franchising and charging for use of City rights of ways and using lodging taxes) to help fund police, library and other General Fund services. While the City is restricted by State law on property tax increases, the City has limited authority to charge for the use of our rights of way and franchising authority. The existing 5% franchise fee on waste removal is proposed to increase to 7% and designed to fund General Fund services benefitting the entire community.

### **Council Priorities**

The 2019-20 proposed budget is built to address maintaining quality services and implementing Council strategic priorities first established in 2016 and continuing through 2019. The budget provides resources for the priorities as follows:

1. Maintain state-of-the-art dispatch: Fully fund ten annual payments for public safety communications upgrade.
2. Repair and maintain City's sidewalks and streets. Builds on City's Pavement Maintenance Plan with commitment to new street construction and major pavement rehabilitation.
3. Facilitates annexation to Tualatin Valley Fire & Rescue. Accomplished July 1, 2018.

4. Utilize technology to improve and economize City services: maintain current infrastructure while serving as a placeholder for discussion and approval of information services master plan.
5. Complete 5-year Financial Plan: For the second year, the budget has been crafted with a new five-year financial planning and budgeting tool. Financial policies are in draft and are planned for Council review and adoption in 2019.
6. Expand the Urban Growth Boundary: The Community Development Department is funded and committed to the ongoing process of requesting expansion of our urban growth boundary.
7. Encourage Affordable Housing: With full staffing of the Community Development Department, the City will continue implementation of Council/Community Affordable Housing strategy.
8. Develop a Riverfront Master Plan: Community Development staff is facilitating an 18-month process of developing the Riverfront Master Plan.
9. Implement Emergency Preparedness and Response Program: Budget provides ongoing staff support and critical seismic safety studies of water plant and transmission lines and seismic upgrade of Public Safety Building but does not provide additional funds for emergency preparedness and response.
10. Implement Newberg Economic Development Strategy: Budget funds Community Development staff to work with community partners on the Economic Development Strategy, and lodging tax funds transferred to the newly-created non-profit Visit Newberg in support of development strategies for tourism.
11. Complete Community Visioning: The community visioning project is scheduled for completion in summer 2019 with presentation to the community and City Council for approval in fall 2019.
12. Improve Transit System in Newberg: Budget provides continued partnership funding with Yamhill County Transit Area.

A new Mayor and two new councilors were elected in November 2018. The 2019-20 City Council has chosen to follow the current priorities. The Council anticipates meeting in early summer 2019 to consider their priorities for the balance of 2019 and beyond. Any change or modification of the priorities requiring a change in budget would be considered through a supplemental budget.

### **Personnel**

A 3.0% cost of living increase is budgeted for general and police employees and a 2.5% cost living plus a 0.5% bonus for public works employees to allow the City to retain seasoned and skilled employees while decreasing the threat of employees going to large agencies with higher salaries (lose investment in employee training and experience).

No additional positions are proposed in the General Fund. Employees will meet increased demands from growth with existing staff. Several long-tenured employees including Leah Griffith, Library Director, Denise Reilly, Senior Librarian and Pam Young, Accounting Clerk with 20+ years of experience are retiring. Their dedication and service is appreciated. Management staff is working diligently to retain the institutional knowledge of retiring employees through technology while also training the next generation of supervisors and directors.

Overall cost increases for personnel averages 5.9% across all funds.

PERS: The City, as with all public agencies in Oregon, faces a Public Employee Retirement System (PERS) challenge moving forward. The City provides a retirement program to current and retired employees through Oregon PERS.

The overall impact to the City of the rate increase totals \$124,000 Citywide (\$85,000 in the General Fund). Funding PERS and rate increases will continue to impact City operations for several years. City staff continue to monitor potential programs at the State level to help mitigate rate increases and will provide options to the City Council when they are available.

In 2019, the City shifted future employees previously covered under the Newberg Employees Retirement Plan to less costly Oregon PERS resulting in future savings.

Medical insurance: The City's cost of medical insurance rose 6%. Employees continue to share in medical insurance costs.

## **Public Safety**

### **Oregon's 2<sup>nd</sup> Safest City**

Newberg was crowned Oregon's second safest city according to Safe Home based on FBI and U.S. Census data for Oregon cities with a population over 10,000. The Newberg-Dundee Police Department is also one of approximately 24 accredited police departments in Oregon. This is a significant accomplishment considering it requires the agency to comply with over 100 recognized standards for the law enforcement profession, as adopted by the Oregon Accreditation Alliance for Law Enforcement.

The Department has active Community Outreach Programs that includes: community policing, Safety Town for kids, Shop with a Cop, Citizen's Police Academy and Tip a Cop.

For the past two years, the department has been meeting with Unidos Newberg, a Latino Community Group. The purpose is to build a stronger relationship between the Latino Community and the Police Department.

Additionally, the police department has worked closely with the school district to establish suicide prevention awareness and the Handle with Care program, which allows the police department to share information with the student's teacher concerning any tragic event that may have caused trauma for the student. This confidential notice alerts the teacher that the student might have behavior or emotional struggles and they may need special help or attention while at school. In partnership with the School District, the department also provides a School Resource Officer stationed full time at Newberg High School during the academic year.

The proposed budget will insure the community's investment in public safety is maintained.

### **Communications Upgrade**

The budget provides for the second of ten payments to fully fund the \$3.1 million upgrade of the Newberg Dundee Police Department's radio communications that enables officers to communicate with other agencies and participate in mutual aid with federal, state, and most other Oregon cities to respond in emergencies.

The upgrade to state-of-the-art communications will:

- Enhance officer safety and communications on the street by eliminating areas inaccessible to radio traffic in Newberg and Dundee.

- Allow continued communication with neighboring police and fire agencies during response and disaster situations.
- Allow residents the ability to text to 911 (accomplished in 2019).

Newberg, unlike the majority of other cities participating in the communications upgrade through Washington Consolidated Communication Agency, did not levy a special fee to pay for upgrades but chose instead to pay for the \$3.1 million in improvements through sale of assets and using existing revenues that otherwise would be dedicated to operations.

### **Information Technology Improvements**

There are two significant increases to the IT budget: The first is in maintenance agreements due to Microsoft licensing transitioning from a perpetual license to a subscription license. The second increase is replacing network equipment. Network equipment consists of routers, switches, firewalls, and wireless. The majority of the current equipment is now 12 years old. Most of the equipment we are using is now at end of life / end of support. A recent Criminal Justice Information System audit identified the security of our network infrastructure as deficient.

There is a process and commitment to budgeting for replacement of critical information technology equipment as well as major investments in equipment and vehicles. Still much work needs to be done in evaluating city facilities and planning for their eventual replacement.

### **Infrastructure Investment**

The budget provides funding for updating and completing master plans and/or implementing recommendations to preserve and enhance our water, wastewater, stormwater and street systems. Some of the significant projects for 2019-20 include:

#### Streets:

Utilizing approximately \$2.9 million in annual transportation utility fee revenue and state gas tax revenue and \$2.4 million in street system development charges to invest in new construction and maintenance of pavement surfaces.

- **North Elliot Road Project:** Construction of full width street improvement with curbs, sidewalk, and bike lanes from 99W to the High School.
- **Crestview Drive; 99W to Springbrook Rd:** Crestview Drive is an important transportation link to provide better access to the northern portion of the City. It will connect 99W at Providence Drive to N. Springbrook Road. Improvement replaces the existing gravel roadway and substandard pavement sections, and includes curbs, gutters, bike lanes, street trees, street lights and sidewalks.
- **College Street Bike Lanes and Sidewalk:** Construction of sidewalks, curbs, gutters, pedestrian and bicycle route from Aldercrest to Foothill on the West side of College (project length will depend upon construction bids). ADA/Pedestrian/Bike Route Improvement Plan identified the College Street project as a primary critical pedestrian and bikeway route. The incomplete sidewalk connections are unsafe as it forces pedestrians onto the roadway shoulders.



- **Pavement Rehabilitation/Citywide Pavement Preservation** for the following in 2019-20:
  - Second Street from Parkview Dr to Everest Rd
  - Fifth Street from Meridian St to River St
  - Melody Ln from Prospect to N College St
  - Brutscher Street from Hayes St to Highway 99W
  - Foothill Drive from N. College St to Aldersgate Dr
  - Third Street from Church St to Everest Rd
  - Church Street from First St to Third St
  - Meridian Street from Pinehurst Dr to Crestview Dr
  - Fifth Street from Dayton Ave to Blaine St
- Bicycle Route and ADA Improvements: Funds have been set aside for projects that will be defined in fall 2019.
- Transportation System Plan Update: The adoption of the Riverfront Master Plan will require an update to the existing Transportation System Plan.

## Water

- Upgrade fire flow to George Fox University campus with 8" water mains, per the current water system master plan.
- Extend waterline to Chehalem Drive (and farther north depending upon grant success) responding to growth as well as addressing well water failures in the area.
- College Street Waterline Relocation: In partnership with Oregon Department of Transportation, the project relocates a waterline to facilitate the extension of sidewalks and bike lanes to the northern portion of the City.
- New water shut off vales will be installed to the 24" waterline along College Street to minimize flooding in the event of a waterline break.
- Study new water sources on the north side of Willamette River for current emergency response and future growth needs.
- Water Treatment Plant Land Purchase: There may be a need to expand the Water Treatment Plant for growth and increased treatment requirements from the State. The City has determined that approximately two to three acres adjacent to the existing plant would be the best/lowest cost alternative. This project would allow for the needed environmental studies, surveying and appraisals and the property purchase.
- Bell West Pump Station: The proposed pump station is needed to supply adequate fire flow and constant service pressure to the Zone 2 expansion area. Once the Bell Road Reservoir is constructed, this pump station will be used to supply a future reservoir. Additionally, this project extends waterlines from N Terrace Drive to the intersection of N College and N Valley Road and then to the east down Bell Road.
- Vittoria Square Fire Flow Improvements: Recent water master plan update revealed that this area has a fire flow and pressure deficiency under existing conditions and future growth. The installation of 600 linear feet of 8-inch waterlines will address this deficiency.
- Fixed Based Radio Read: The existing meter reading system requires a city worker to drive through the entire city to read approximately 7,000 meters. The fixed based system will allow for the meters to be read from the utility billing office in real time. Rate payers will have the ability to gain access to real-time and historical water use information.

- Crestview Drive Waterline; Potable and Non Potable: As the most cost effective method to install the potable and non-potable waterlines, this project will construct approximately 3000' of non-potable water pipe in E Crestview Drive along with street improvements and improvements at Otis Springs to advance the non-potable water system per the 2017 Water Master Plan.
- Evaluate seismic hazards at City water treatment plant and transmission lines.

### Wastewater

- Sewer main extended to Columbia Drive from Highway 240 in Chehalem Drive.
- Continued reduction of water inflow and infiltration. The goal of the project is to replace the aging pipe infrastructure to reduce system maintenance costs and to reduce the inflow and infiltration to lower operating costs at the wastewater treatment plant, based on the priorities listed in the 2015 Inflow and Infiltration Report.
- Replace Dayton Avenue pump station.
- Fernwood and Creekside lift stations improved through coating and water sealing the wall/floor joints.
- 6th Street from Blaine to River: Replace 70-80 year old wastewater line. The line is made of clay and the manholes are brick. This project will bring this service line up-to-date meeting today's standards.
- Wastewater Treatment Plant Sawdust Bays: Construct additional four-bay structure to allow to move the sawdust over closer to where we use it, will provide us an additional two bays that we can use for compost curing, and still leave us two additional bays to use to keep either recycled compost or sale compost dry during the winter.
- Compost Sale Pile Cover: This project is to install a cover over the compost that is produced over the winter months for sale during the spring/summer/fall months to prevent the rain from washing solids out of the compost pile and back into the plant, which then requires us to send those solids back through the treatment process; provide for a high quality of dry product for our customers; facilitate some of dry compost to be used for dry recycle during the wet months and allowing us to increase our composting efficiency in the winter months when dry recycle compost is hard to come by.
- Hess Creek Lining: This project is identified in the 2018 Wastewater Master Plan update as a priority project. Currently the access to Hess Creek is limited and undersized in some locations. This project will line the upper portion of the Hess Creek trunk line to reduce Inflow and Infiltration influence and extend the life of the pipe.
- Clarifier Study: The recommendation for this study was made in the 2018 Wastewater Master Plan Update. Currently our clarifiers are working well, and are able to handle the peak flow events that occur at the plant several times a year during large rainstorms. The clarifiers are rated for 1,200 gallons per day per square foot. To address these occasional peak flow events, we would need to add additional clarifier capacity soon. This project would grant us regulatory approval to increase the allowable loading on the clarifiers and delay the need for the additional clarifiers.
- Crestview Drive Wastewater: As a part of the construction of Crestview Drive from the city limits to N Springbrook Road, the wastewater line will be installed where feasible.
- Chehalem Drive Extension Project: This project would extend the public wastewater line from the existing terminus on the east side of Chehalem Creek on Hwy 240 to NE Chehalem Drive, then north on Chehalem Drive to just south of the intersection with Columbia Drive. This project would be constructed in conjunction with a similar waterline extension project and will allow for a more orderly future development in the region.

## **Growth Response**

The City's population grew from to 23,480 in 2018 to 23,795 in 2019.

- Planning: Funds provided for urban renewal feasibility study and plan that could provide needed funding to implement the master plans for downtown and riverfront (under development) and in the downtown area for the West End Mill District and Second Street redevelopment.
- Planning and Economic Development: Funds provided for downtown traffic study that will facilitate further improvement of the downtown core as well as provide critical information that could be used to recruit a hotel to the downtown which would fulfill goals of the Downtown Improvement Plan as well as the tourism strategy.

## **Economic Development**

2019-20 will be another year of significant change as major improvements continue at Providence Newberg Medical Center, George Fox University Medical Complex, and the downtown. Major housing developed (JT Smith 248 townhomes) is scheduled and permitted for land north of Providence. As well, there will be continued infill of residential development along the waterfront and in the north end of the city in addition to several multifamily units throughout the City.

Tourism/Lodging Taxes: The budget projects an increase in lodging tax revenues of 3% from \$1,102,005 to \$1,135,065. The General Fund receives 65% of the revenues for services such as police, library and planning. 35% is dedicated to tourism marketing. A non-profit Visit Newberg dedicated to marketing Newberg as a destination was created in 2019 and the majority of the transient lodging is in the process of being transferred for the Boards use in marketing Newberg and increasing the number of tourists visits as well as contributing to the City's General Fund. The Chehalem Valley Chamber of Commerce will continue to receive funding to operate a Visitor Information Center.

## **Financial Policies**

In 2019-20, staff intends to bring to the City Council for approval a set of revised financial policies on revenues, operations, capital improvements, investment, pension investments, long range financial planning, fund balances and reserves.

Thank you to the staff in the preparation of this budget and for their work throughout the year to deliver service in accordance with Council priorities while always searching for way to economize and improve. I also thank City employees who each day utilize the community's precious resources to provide the highest quality of services possible. I also thank the Budget Committee and City Council for listening to the public and staff and carefully considering the many challenges facing the community and ultimately agreeing to entrust the staff with utilizing the public's money to provide quality service.

Investments detailed in this budget, when approved by the Budget Committee and City Council, strengthen the organization, facilitate continued community growth, and insure the delivery of quality services to our citizens.

Respectfully submitted,



Joe Hannan  
City Manager

## Changes to the 2019-20 Budget from Proposed to Approved

| Description  | Change to<br>GF EFB<br>Inc/(Dec) |
|--|----------------------------------|
| ① Remove \$3 Public Safety Fee increase in Fund 16 (BC Motion)   | (143,621)                        |
| ② Remove \$20k Westrock Lobbyist expense from General Government Contractual Services (BC Motion)          | 20,000                           |
| ③ Add \$700 for additional Community Visioning expenses to Planning Dues & Meetings (Staff Proposal)       | (700)                            |
| ④ Moved \$239,231 from Contingency to Visitor Center and Visit Newberg in Fund 19 (Staff Proposal)         | -                                |
| Subtotal   | (124,321)                        |
| <b>Reduction of \$148,000 to the General Fund (BC Motion):</b>   |                                  |
| ⑤ Remove \$30k Community Survey expense from General Government Professional Services (Staff Proposal)     | 30,000                           |
| ⑥ Remove \$36,585 Capital Replacement transfer from Facilities in Fund 31 (Staff Proposal)                 | 26,741                           |
| ⑦ Remove \$100k Capital Outlay from Info Tech in Fund 31 (Staff Proposal) (BC did not approve this change) | -                                |
| ⑧ Reduce CIS Insurance rates to updated actual rates - Funds 01,02,06,07,08,13,17,31 (Staff Proposal)      | 16,013                           |
| ⑨ Reduce NDPD Insurance rates to updated actual rates - Funds 01,13,16 (Staff Proposal)                    | 9,087                            |
| Subtotal   | 81,841                           |
|  | <u>(42,480)</u>                  |

|   | Proposed<br>2019-20  | Approved<br>2019-20  | Change        |       |
|---|----------------------|----------------------|---------------|-------|
| <b>Fund 01 - General Fund</b>                       |                      |                      |               |       |
| <b>Expenses</b>                                     |                      |                      |               |       |
| 01-1110-533000 Contractual Services                 | \$ 20,000            | \$ -                 | \$ (20,000)   | ②     |
| 01-1110-580000 Professional Services                | \$ 35,000            | \$ 5,000             | \$ (30,000)   | ⑤     |
| 01-1110-590000 Internal Chrg-Admin Support Services | \$ 152,934           | \$ 152,018           | \$ (916)      | ⑥ ⑦ ⑧ |
| 01-1510-445000 Health/Life/LTD                      | \$ 25,868            | \$ 25,208            | \$ (660)      | ⑧     |
| 01-1510-590000 Internal Chrg-Admin Support Services | \$ 121,037           | \$ 120,237           | \$ (800)      | ⑥ ⑦ ⑧ |
| 01-2110-445000 Health/Life/LTD                      | \$ 52,188            | \$ 50,868            | \$ (1,320)    | ⑧     |
| 01-2110-590000 Internal Chrg-Admin Support Services | \$ 1,337,001         | \$ 1,324,329         | \$ (12,672)   | ⑥ ⑦ ⑧ |
| 01-2120-431000 Officer Salaries                     | \$ 2,061,691         | \$ 2,144,911         | \$ 83,220     | ①     |
| 01-2120-441000 FICA/Medicare                        | \$ 185,040           | \$ 191,406           | \$ 6,366      | ①     |
| 01-2120-442000 Workers Compensation                 | \$ 108,580           | \$ 112,483           | \$ 3,903      | ①     |
| 01-2120-443000 Unemployment                         | \$ 2,432             | \$ 2,516             | \$ 84         | ①     |
| 01-2120-444000 Retirement-PERS                      | \$ 629,237           | \$ 652,531           | \$ 23,294     | ①     |
| 01-2120-444002 Retirement-Pension Bond              | \$ 98,459            | \$ 101,847           | \$ 3,388      | ①     |
| 01-2120-445000 Health/Life/LTD                      | \$ 591,185           | \$ 605,551           | \$ 14,366     | ① ⑧ ⑨ |
| 01-2130-445000 Health/Life/LTD                      | \$ 103,987           | \$ 102,607           | \$ (1,380)    | ⑧ ⑨   |
| 01-2150-445000 Health/Life/LTD                      | \$ 56,377            | \$ 55,573            | \$ (804)      | ⑧ ⑨   |
| 01-2310-445000 Health/Life/LTD                      | \$ 162,890           | \$ 160,776           | \$ (2,114)    | ⑧ ⑨   |
| 01-2310-590000 Internal Chrg-Admin Support Services | \$ 496,247           | \$ 493,213           | \$ (3,034)    | ⑥ ⑦ ⑧ |
| 01-3120-445000 Health/Life/LTD                      | \$ 132,837           | \$ 129,789           | \$ (3,048)    | ⑧     |
| 01-3120-590000 Internal Chrg-Admin Support Services | \$ 445,699           | \$ 433,821           | \$ (11,878)   | ⑥ ⑦ ⑧ |
| 01-4110-445000 Health/Life/LTD                      | \$ 62,300            | \$ 60,898            | \$ (1,402)    | ⑧     |
| 01-4110-520000 Dues & Meetings                      | \$ 3,420             | \$ 4,120             | \$ 700        | ③     |
| 01-4110-590000 Internal Chrg-Admin Support Services | \$ 263,019           | \$ 260,206           | \$ (2,813)    | ⑥ ⑦ ⑧ |
| 01-9180-800000 Contingency                          | \$ 1,625,863         | \$ 1,583,383         | \$ (42,480)   |       |
| <b>Total General Fund</b>                           | <b>\$ 15,523,300</b> | <b>\$ 15,523,300</b> | <b>\$ (0)</b> |       |

## Changes to the 2019-20 Budget from Proposed to Approved

|   |                                      | Proposed<br>2019-20  | Approved<br>2019-20  | Change      |       |
|---|--------------------------------------|----------------------|----------------------|-------------|-------|
| <b>Fund 02 - Street Fund</b>              |                                      |                      |                      |             |       |
| <b>Expenses</b>                           |                                      |                      |                      |             |       |
| 02-5112-445000                            | Health/Life/LTD                      | \$ 50,856            | \$ 49,578            | \$ (1,278)  | ⑧     |
| 02-5112-590000                            | Internal Chrg-Admin Support Services | \$ 289,282           | \$ 287,315           | \$ (1,967)  | ⑥ ⑦ ⑧ |
| 02-5120-445000                            | Health/Life/LTD                      | \$ 37,770            | \$ 36,816            | \$ (954)    | ⑧     |
| 02-9180-800000                            | Contingency                          | \$ 824,343           | \$ 828,542           | \$ 4,199    |       |
| <b>Total Street Fund</b>                  |                                      | <b>\$ 5,328,579</b>  | <b>\$ 5,328,579</b>  | <b>\$ -</b> |       |
| <b>Fund 06 - Wastewater Fund</b>          |                                      |                      |                      |             |       |
| <b>Expenses</b>                           |                                      |                      |                      |             |       |
| 06-5113-445000                            | Health/Life/LTD                      | \$ 50,856            | \$ 49,578            | \$ (1,278)  | ⑧     |
| 06-5113-590000                            | Internal Chrg-Admin Support Services | \$ 1,071,582         | \$ 1,066,330         | \$ (5,252)  | ⑥ ⑦ ⑧ |
| 06-5131-445000                            | Health/Life/LTD                      | \$ 188,460           | \$ 183,729           | \$ (4,731)  | ⑧     |
| 06-5132-445000                            | Health/Life/LTD                      | \$ 182,220           | \$ 177,629           | \$ (4,591)  | ⑧     |
| 06-9180-800000                            | Contingency                          | \$ 2,248,905         | \$ 2,253,661         | \$ 4,756    |       |
| 06-9180-826000                            | Reserve-Wastewater CIP's             | \$ 5,247,445         | \$ 5,258,541         | \$ 11,096   |       |
| <b>Total Wastewater Fund</b>              |                                      | <b>\$ 19,435,295</b> | <b>\$ 19,435,295</b> | <b>\$ -</b> |       |
| <b>Fund 07 - Water Fund</b>               |                                      |                      |                      |             |       |
| <b>Expenses</b>                           |                                      |                      |                      |             |       |
| 07-5113-445000                            | Health/Life/LTD                      | \$ 50,856            | \$ 49,578            | \$ (1,278)  | ⑧     |
| 07-5113-590000                            | Internal Chrg-Admin Support Services | \$ 927,725           | \$ 922,814           | \$ (4,911)  | ⑥ ⑦ ⑧ |
| 07-5141-445000                            | Health/Life/LTD                      | \$ 99,307            | \$ 96,798            | \$ (2,509)  | ⑧     |
| 07-5142-445000                            | Health/Life/LTD                      | \$ 129,523           | \$ 126,241           | \$ (3,282)  | ⑧     |
| 07-9180-800000                            | Contingency                          | \$ 3,301,242         | \$ 3,297,648         | \$ (3,594)  |       |
| 07-9180-827000                            | Reserve-Water CIP's                  | \$ 4,666,333         | \$ 4,681,907         | \$ 15,574   |       |
| <b>Total Water Fund</b>                   |                                      | <b>\$ 18,971,716</b> | <b>\$ 18,971,716</b> | <b>\$ -</b> |       |
| <b>Fund 08 - Building Inspection Fund</b> |                                      |                      |                      |             |       |
| <b>Expenses</b>                           |                                      |                      |                      |             |       |
| 08-4210-445000                            | Health/Life/LTD                      | \$ 74,155            | \$ 72,293            | \$ (1,862)  | ⑧     |
| 08-4210-590000                            | Internal Chrg-Admin Support Services | \$ 173,369           | \$ 170,851           | \$ (2,518)  | ⑥ ⑦ ⑧ |
| 08-9180-800000                            | Contingency                          | \$ 1,383,761         | \$ 1,388,141         | \$ 4,380    |       |
| <b>Total Building Inspection Fund</b>     |                                      | <b>\$ 2,151,536</b>  | <b>\$ 2,151,536</b>  | <b>\$ -</b> |       |
| <b>Fund 13 - 911 Tax Fund</b>             |                                      |                      |                      |             |       |
| <b>Expenses</b>                           |                                      |                      |                      |             |       |
| 13-2310-445000                            | Health/Life/LTD                      | \$ 36,458            | \$ 35,668            | \$ (790)    | ⑧ ⑨   |
| 13-9180-800000                            | Contingency                          | \$ 39,002            | \$ 39,792            | \$ 790      |       |
| <b>Total 911 Tax Fund</b>                 |                                      | <b>\$ 269,430</b>    | <b>\$ 269,430</b>    | <b>\$ -</b> |       |

## Changes to the 2019-20 Budget from Proposed to Approved

|   |                                      | Proposed<br>2019-20 | Approved<br>2019-20 | Change              |       |
|---|--------------------------------------|---------------------|---------------------|---------------------|-------|
| <b>Fund 16 - Public Safety Fund</b>         |                                      |                     |                     |                     |       |
| <b>Revenues</b>                             |                                      |                     |                     |                     |       |
| 16-0000-347000                              | Public Safety Fee                    | \$ 505,413          | \$ 336,942          | \$ (168,471)        | ①     |
| <b>Expenses</b>                             |                                      |                     |                     |                     |       |
| 16-2120-431000                              | Officer Salaries                     | \$ 287,913          | \$ 204,693          | \$ (83,220)         | ①     |
| 16-2120-441000                              | FICA/Medicare                        | \$ 24,205           | \$ 17,839           | \$ (6,366)          | ①     |
| 16-2120-442000                              | Workers Compensation                 | \$ 14,243           | \$ 10,340           | \$ (3,903)          | ①     |
| 16-2120-443000                              | Unemployment                         | \$ 319              | \$ 235              | \$ (84)             | ①     |
| 16-2120-444000                              | Retirement-PERS                      | \$ 77,800           | \$ 54,506           | \$ (23,294)         | ①     |
| 16-2120-444002                              | Retirement-Pension Bond              | \$ 12,881           | \$ 9,493            | \$ (3,388)          | ①     |
| 16-2120-445000                              | Health/Life/LTD                      | \$ 94,294           | \$ 69,776           | \$ (24,518)         | ① ⑧ ⑨ |
| 16-2310-445000                              | Health/Life/LTD                      | \$ 46,968           | \$ 46,392           | \$ (576)            | ⑧ ⑨   |
| 16-9180-800000                              | Contingency-Public Safety Fee        | \$ 44,562           | \$ 20,710           | \$ (23,852)         |       |
| 16-9180-800001                              | Contingency-CO Public Safety Fee     | \$ 11,241           | \$ 11,971           | \$ 730              |       |
| <b>Total Public Safety Fund</b>             |                                      | <b>\$ 848,352</b>   | <b>\$ 679,881</b>   | <b>\$ (168,471)</b> |       |
| <b>Fund 17 - Stormwater Fund</b>            |                                      |                     |                     |                     |       |
| <b>Expenses</b>                             |                                      |                     |                     |                     |       |
| 17-5113-445000                              | Health/Life/LTD                      | \$ 56,033           | \$ 54,623           | \$ (1,410)          | ⑧     |
| 17-5113-590000                              | Internal Chrg-Admin Support Services | \$ 312,836          | \$ 310,918          | \$ (1,918)          | ⑥ ⑦ ⑧ |
| 17-5170-445000                              | Health/Life/LTD                      | \$ 89,831           | \$ 87,559           | \$ (2,272)          | ⑧     |
| 17-9180-800000                              | Contingency                          | \$ 1,020,389        | \$ 1,025,989        | \$ 5,600            |       |
| <b>Total Stormwater Fund</b>                |                                      | <b>\$ 2,744,581</b> | <b>\$ 2,744,581</b> | <b>\$ -</b>         |       |
| <b>Fund 19 - Transient Lodging Tax Fund</b> |                                      |                     |                     |                     |       |
| <b>Expenses</b>                             |                                      |                     |                     |                     |       |
| 19-1110-592501                              | Visitor Center Contract              | \$ 90,000           | \$ 95,577           | \$ 5,577            | ④     |
| 19-1110-592502                              | Visit Newberg Contract               | \$ 324,000          | \$ 557,654          | \$ 233,654          | ④     |
| 19-9180-800000                              | Contingency                          | \$ 241,231          | \$ 2,000            | \$ (239,231)        |       |
| <b>Total Transient Lodging Tax Fund</b>     |                                      | <b>\$ 1,429,025</b> | <b>\$ 1,429,025</b> | <b>\$ -</b>         |       |

## Changes to the 2019-20 Budget from Proposed to Approved

|  |  | Proposed<br>2019-20   | Approved<br>2019-20   | Change              |       |
|--|--|-----------------------|-----------------------|---------------------|-------|
| <b>Fund 31 - Admin/Support Services Fund</b>     |  |                       |                       |                     |       |
| <b>Revenues</b>                                  |  |                       |                       |                     |       |
| 31-0000-370010                                   | Internal Rev-Admin/Recorder/CommEngmnt | \$ 638,248            | \$ 636,860            | \$ (1,388)          | ⑥ ⑦ ⑧ |
| 31-0000-370050                                   | Internal Rev-Human Resource            | \$ 227,824            | \$ 227,142            | \$ (682)            | ⑥ ⑦ ⑧ |
| 31-0000-370075                                   | Internal Rev-Utility Billing           | \$ 352,807            | \$ 351,743            | \$ (1,064)          | ⑥ ⑦ ⑧ |
| 31-0000-370100                                   | Internal Rev-Finance                   | \$ 824,392            | \$ 821,315            | \$ (3,077)          | ⑥ ⑦ ⑧ |
| 31-0000-370125                                   | Internal Rev-Computer Services         | \$ 1,351,659          | \$ 1,348,846          | \$ (2,813)          | ⑥ ⑦ ⑧ |
| 31-0000-370150                                   | Internal Rev-Legal                     | \$ 496,179            | \$ 494,361            | \$ (1,818)          | ⑥ ⑦ ⑧ |
| 31-0000-370200                                   | Internal Rev-Insurance                 | \$ 374,670            | \$ 374,616            | \$ (54)             | ⑥ ⑦ ⑧ |
| 31-0000-370300                                   | Internal Rev-Phone/Postage             | \$ 244,351            | \$ 244,316            | \$ (35)             | ⑥ ⑦ ⑧ |
| 31-0000-370400                                   | Internal Rev-Fleet                     | \$ 261,289            | \$ 260,162            | \$ (1,127)          | ⑥ ⑦ ⑧ |
| 31-0000-370500                                   | Internal Rev-Facilities                | \$ 819,312            | \$ 782,691            | \$ (36,621)         | ⑥ ⑦ ⑧ |
| <b>Expenses</b>                                  |  |                       |                       |                     |       |
| 31-1210-445000                                   | Health/Life/LTD                        | \$ 35,684             | \$ 34,820             | \$ (864)            | ⑧     |
| 31-1220-445000                                   | Health/Life/LTD                        | \$ 26,081             | \$ 25,421             | \$ (660)            | ⑧     |
| 31-1230-445000                                   | Health/Life/LTD                        | \$ 9,290              | \$ 9,062              | \$ (228)            | ⑧     |
| 31-1250-445000                                   | Health/Life/LTD                        | \$ 9,270              | \$ 9,042              | \$ (228)            | ⑧     |
| 31-1310-445000                                   | Health/Life/LTD                        | \$ 119,483            | \$ 116,470            | \$ (3,013)          | ⑧     |
| 31-1320-445000                                   | Health/Life/LTD                        | \$ 40,953             | \$ 39,921             | \$ (1,032)          | ⑧     |
| 31-1330-445000                                   | Health/Life/LTD                        | \$ 105,970            | \$ 103,306            | \$ (2,664)          | ⑧     |
| 31-1330-610000                                   | Capital Outlay                         | \$ 220,000            | \$ 220,000            | \$ -                | ⑦     |
| 31-1410-445000                                   | Health/Life/LTD                        | \$ 70,743             | \$ 68,967             | \$ (1,776)          | ⑧     |
| 31-5162-445000                                   | Health/Life/LTD                        | \$ 43,462             | \$ 42,358             | \$ (1,104)          | ⑧     |
| 31-5164-445000                                   | Health/Life/LTD                        | \$ 20,885             | \$ 20,360             | \$ (525)            | ⑧     |
| 31-5164-590003                                   | Internal Chrg-Capital Replace          | \$ 250,000            | \$ 213,415            | \$ (36,585)         | ⑥     |
| <b>Total Admin/Support Services Fund</b>         |  | <b>\$ 6,031,980</b>   | <b>\$ 5,983,301</b>   | <b>\$ (48,679)</b>  |       |
| <b>Fund 32 - Vehicles/Equip Replacement Fund</b> |  |                       |                       |                     |       |
| <b>Revenues</b>                                  |  |                       |                       |                     |       |
| 32-0000-370630                                   | Internal Rev-Equipment Replacement     | \$ 325,000            | \$ 288,415            | \$ (36,585)         | ⑥     |
| <b>Expenses</b>                                  |  |                       |                       |                     |       |
| 32-5164-610000                                   | Capital Outlay Facilities Rep/Repl     | \$ 412,065            | \$ 375,480            | \$ (36,585)         | ⑥     |
| <b>Total Vehicles/Equip Replacement Fund</b>     |  | <b>\$ 3,139,110</b>   | <b>\$ 3,102,525</b>   | <b>\$ (36,585)</b>  |       |
| <b>Total Change to Budget</b>                    |  | <b>\$ 113,849,504</b> | <b>\$ 113,595,769</b> | <b>\$ (253,735)</b> |       |

## 2019-20 Budget - All Funds Summary

| Fund                              | Fund No. | Beginning Fund Balance | RESOURCES         |                   | REQUIREMENTS      |                   | ENDING FUND BALANCE |                   |
|-----------------------------------|----------|------------------------|-------------------|-------------------|-------------------|-------------------|---------------------|-------------------|
|                                   |          |                        | Revenues          | Transfers In      | Expenditures      | Transfers Out     | Contingencies       | Reserves          |
| General                           | 01       | 3,997,287              | 10,787,219        | 738,794           | 12,453,532        | 386,385           | 1,583,383           | 1,100,000         |
| Street                            | 02       | 2,243,186              | 3,085,393         | -                 | 1,542,288         | 2,957,749         | 828,542             | -                 |
| Civil Forfeiture                  | 03       | 13,473                 | 500               | -                 | 13,973            | -                 | -                   | -                 |
| Public Works Capital Projects     | 04       | -                      | -                 | 11,458,900        | 11,458,900        | -                 | -                   | -                 |
| Wastewater                        | 06       | 10,633,398             | 8,801,897         | -                 | 8,040,278         | 3,132,600         | 3,003,876           | 5,258,541         |
| Water                             | 07       | 12,487,952             | 6,446,782         | 36,982            | 4,741,261         | 6,250,900         | 3,297,648           | 4,681,907         |
| Building Inspection               | 08       | 1,498,823              | 652,713           | -                 | 746,585           | 16,810            | 1,388,141           | -                 |
| Debt Service                      | 09       | -                      | 494,861           | 458,063           | 951,554           | -                 | -                   | 1,370             |
| City Hall Fee                     | 10       | 146,719                | 500               | -                 | 77,753            | 69,466            | -                   | -                 |
| 911 Tax                           | 13       | 30,589                 | 238,841           | -                 | 229,638           | -                 | 39,792              | -                 |
| Economic Development              | 14       | 621,959                | 79,395            | -                 | 562,126           | 4,199             | 135,029             | -                 |
| Public Safety Fee                 | 16       | 93,823                 | 586,058           | -                 | 647,200           | -                 | 32,681              | -                 |
| Stormwater                        | 17       | 923,603                | 1,820,978         | -                 | 1,543,092         | 175,500           | 1,025,989           | -                 |
| Streets Capital Projects          | 18       | 207,873                | 13,000            | 5,313,115         | 5,313,115         | -                 | -                   | 220,873           |
| Transient Lodging Tax             | 19       | 275,460                | 1,153,565         | -                 | 688,231           | 738,794           | 2,000               | -                 |
| Governmental Capital Projects     | 21       | 1,548,137              | 770,627           | -                 | 2,318,764         | -                 | -                   | -                 |
| Library Gift, Memorial, and Grant | 22       | 101,123                | 121,800           | -                 | 190,200           | -                 | 32,723              | -                 |
| Cable TV                          | 23       | 5,270                  | 200               | -                 | 5,470             | -                 | -                   | -                 |
| Administrative Support Services   | 31       | 382,218                | 5,601,083         | -                 | 5,693,086         | 3,362             | 286,853             | -                 |
| Vehicle/Equipment Replacement     | 32       | 2,015,354              | 1,087,171         | -                 | 3,102,525         | -                 | -                   | -                 |
| Street Systems Development        | 42       | 3,471,673              | 3,335,160         | -                 | -                 | 2,370,189         | 4,436,644           | -                 |
| Stormwater Systems Development    | 43       | 190,295                | 79,800            | -                 | -                 | 61,500            | 194,361             | 14,234            |
| Wastewater Systems Development    | 46       | 6,369,053              | 1,982,273         | -                 | 210,064           | 1,838,400         | 6,302,862           | -                 |
| Water Systems Development         | 47       | 183,138                | 1,009,695         | -                 | 803,923           | -                 | 388,910             | -                 |
| <b>Total</b>                      |          | <b>47,440,406</b>      | <b>48,149,509</b> | <b>18,005,854</b> | <b>61,333,558</b> | <b>18,005,854</b> | <b>22,979,433</b>   | <b>11,276,925</b> |

Total Budget    \$ 113,595,769



## Property Tax Revenues Summary

The City of Newberg has a permanent ad valorem property tax rate of \$4.3827 per \$1,000 of Assessed Value. In November 2017, Newberg voters approved a charter amendment in conjunction with the July 1, 2018 annexation of the City with Tualatin Valley Fire & Rescue that prohibited the City from levying more than \$2.50 of the permanent rate commencing with the City's 2018-19 fiscal year. Beginning in 2019-20, and each year thereafter, the City may increase the tax rate limit by 3% of the prior year's limit. The 2019-20 Proposed Budget includes a 3% increase to levy \$2.575. This limit may be exceeded if authorized by a measure approved by the voters.

The following table illustrates two years of historical actuals, the 2018-19 projection, and the 2019-20 budget. The City used an estimate of 4.3% growth in assessed value to prepare the FY 2019-20 budget, which reflects the maximum 3% increase in taxable assessed value plus an estimate growth rate of 1.3%. The assumed collection rate of the tax levy in the year the taxes are levied is 94.57%, which is the result of allowed early payment discounts plus non-paying accounts. The total taxes to be received represents the General Fund Current Year Property Tax revenues.

|   | Actual<br>2016-17 | Actual<br>2017-18 | Projected<br>2018-19 | Budget<br>2019-20    |
|---|-------------------|-------------------|----------------------|----------------------|
| Prior Year Assessed Value                                     | 1,696,556,938     | 1,780,615,477     | 1,855,195,227        | 1,904,718,781        |
| Change in Value   | 84,058,539        | 74,579,750        | 49,523,554           | <i>81,902,908</i>    |
| Assessed Value (AV)   | 1,780,615,477     | 1,855,195,227     | 1,904,718,781        | <i>1,986,621,689</i> |
| Assessed Value Growth Rate                                    | 4.95%             | 4.19%             | 2.67%                | <i>4.30%</i>         |
| <b>Tax Rates</b>  |                   |                   |                      |                      |
| Permanent Tax rate (per \$1,000 of Assessed Value)            | 4.3827            | 4.3827            | 2.5000               | 2.5750               |
| <b>Tax Dollars</b>  |                   |                   |                      |                      |
| Permanent Tax Amount Levied (AV÷1000×Tax Rate) - GENERAL FUND | 7,803,903         | 8,130,764         | 4,761,761            | <i>5,115,551</i>     |
| Additional Adjustments, Taxes and Penalties                   | 53,205            | (7)               | -                    | -                    |
| Total Taxes to be Received                                    | 7,857,108         | 8,130,757         | 4,761,761            | 5,115,551            |
| <br>Taxes Anticipated to be received in 2018-19 and 2019-20   |                   |                   | <i>4,428,947</i>     | <i>4,837,776</i>     |
| Collection Rate (Taxed Rec'd÷Amt Levied)                      |                   |                   | <i>93.01%</i>        | <i>94.57%</i>        |

Numbers in *italics* represent estimates

## City-Wide Financial Overview

|                             | ADOPTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|-----------------------------|--------------------|---------------------|---------------------|--------------------|------------------------|
| <b>RESOURCES</b>            |                    |                     |                     |                    |                        |
| Beginning Fund Balances     | 40,337,510         | 47,440,406          | 47,440,406          | 47,440,406         | 17.6%                  |
| Property Taxes              | 4,789,016          | 5,124,145           | 5,124,145           | 5,124,145          | 7.0%                   |
| Other Taxes                 | 2,817,452          | 2,954,692           | 2,954,692           | 2,954,692          | 4.9%                   |
| Licenses & Fees             | 4,881,914          | 8,656,548           | 8,488,077           | 8,488,077          | 73.9%                  |
| Charges for Services        | 15,429,045         | 16,125,904          | 16,125,904          | 16,125,904         | 4.5%                   |
| Intergovernmental           | 3,311,299          | 3,536,498           | 3,536,498           | 3,536,498          | 6.8%                   |
| Fines & Forfeitures         | 680,694            | 710,949             | 710,949             | 710,949            | 4.4%                   |
| Loan Payments               | 16,700             | 15,455              | 15,455              | 15,455             | -7.5%                  |
| Financing Proceeds          | 195,000            | -                   | -                   | -                  | -100.0%                |
| Interest Earnings           | 597,223            | 1,307,089           | 1,307,089           | 1,307,089          | 118.9%                 |
| Grants                      | 2,235,554          | 1,727,622           | 1,727,622           | 1,727,622          | -22.7%                 |
| Donations                   | 84,850             | 58,000              | 58,000              | 58,000             | -31.6%                 |
| Miscellaneous               | 106,835            | 33,530              | 33,530              | 33,530             | -68.6%                 |
| Current Revenue             | 35,145,582         | 40,250,430          | 40,081,959          | 40,081,959         | 14.0%                  |
| Internal Charges            | 7,556,449          | 8,152,814           | 8,067,550           | 8,067,550          | 6.8%                   |
| Transfers                   | 13,310,316         | 18,005,854          | 18,005,854          | 18,005,854         | 35.3%                  |
| Internal Resources          | 20,866,765         | 26,158,668          | 26,073,404          | 26,073,404         | 25.0%                  |
| <b>TOTAL RESOURCES</b>      | <b>96,349,857</b>  | <b>113,849,504</b>  | <b>113,595,769</b>  | <b>113,595,769</b> | <b>17.9%</b>           |
| <b>REQUIREMENTS</b>         |                    |                     |                     |                    |                        |
| Personnel Services          | 17,709,966         | 18,721,054          | 18,661,269          | 18,661,269         | 5.4%                   |
| Materials & Services        | 14,124,551         | 14,951,211          | 15,055,878          | 15,055,878         | 6.6%                   |
| Capital Outlay              | 3,235,034          | 3,594,623           | 3,558,038           | 3,558,038          | 10.0%                  |
| Operating Budget            | 35,069,551         | 37,266,888          | 37,275,185          | 37,275,185         | 6.3%                   |
| Capital Projects            | 14,499,350         | 19,090,779          | 19,090,779          | 19,090,779         | 31.7%                  |
| Debt Service                | 4,745,975          | 4,028,397           | 4,028,397           | 4,028,397          | -15.1%                 |
| Special Payments            | 1,552,344          | 558,362             | 558,362             | 558,362            | -64.0%                 |
| Insurance                   | 390,132            | 380,835             | 380,835             | 380,835            | -2.4%                  |
| Total Expenditures          | 56,257,352         | 61,325,261          | 61,333,558          | 61,333,558         | 9.0%                   |
| Transfers                   | 13,345,414         | 18,005,854          | 18,005,854          | 18,005,854         | 34.9%                  |
| Contingency                 | 11,847,641         | 23,268,135          | 22,979,433          | 22,979,433         | 94.0%                  |
| <b>TOTAL APPROPRIATIONS</b> | <b>81,450,407</b>  | <b>102,599,250</b>  | <b>102,318,845</b>  | <b>102,318,845</b> | <b>25.6%</b>           |
| Reserves                    | 13,747,741         | 10,148,885          | 10,175,555          | 10,175,555         | -26.0%                 |
| Unappropriated Fund Balance | 1,151,709          | 1,101,370           | 1,101,370           | 1,101,370          | -4.4%                  |
| <b>TOTAL BUDGET</b>         | <b>96,349,857</b>  | <b>113,849,504</b>  | <b>113,595,769</b>  | <b>113,595,769</b> | <b>17.9%</b>           |
| <b>Total FTE</b>            | <b>144.36</b>      | <b>144.89</b>       | <b>144.89</b>       | <b>144.89</b>      | <b>0.4%</b>            |

# Personnel Full-Time Equivalent Summary

| <b>FTE By Fund</b>                | <b>Adopted<br/>2015-16</b> | <b>Adopted<br/>2016-17</b> | <b>Adopted<br/>2017-18</b> | <b>(A)<br/>Adopted<br/>2018-19</b> | <b>(B)<br/>Adopted<br/>2019-20</b> | <b>Adopted<br/>vs Adopted<br/>(A) vs (B)</b> |
|-----------------------------------|----------------------------|----------------------------|----------------------------|------------------------------------|------------------------------------|--|
| <b>General Fund</b>               |                            |                            |                            |                                    |                                    |  |
| General Government                | -                          | 0.03                       | 0.03                       | 0.06                               | -                                  | (0.06)                                       |
| Municipal Court                   | 1.70                       | 1.83                       | 1.83                       | 1.83                               | 1.80                               | (0.03)                                       |
| Police                            | 35.50                      | 35.50                      | 35.50                      | 35.50                              | 34.50                              | (1.00)                                       |
| Fire                              | 17.88                      | 1.00                       | -                          | -                                  | -                                  | -  |
| Communications                    | 6.50                       | 7.65                       | 7.65                       | 7.80                               | 7.80                               | -  |
| Library                           | 11.94                      | 12.44                      | 12.44                      | 12.44                              | 12.44                              | -  |
| Planning                          | 3.55                       | 4.61                       | 4.61                       | 4.61                               | 4.61                               | -  |
| <b>TOTAL</b>                      | <b>77.07</b>               | <b>63.06</b>               | <b>62.06</b>               | <b>62.24</b>                       | <b>61.15</b>                       | <b>(1.09)</b>                                |
| <b>Street Fund</b>                |                            |                            |                            |                                    |                                    |  |
| Engineering                       | 1.71                       | 2.08                       | 2.58                       | 2.58                               | 2.70                               | 0.12   |
| Maintenance                       | 1.35                       | 1.59                       | 2.60                       | 2.60                               | 2.85                               | 0.25   |
| <b>TOTAL</b>                      | <b>3.06</b>                | <b>3.67</b>                | <b>5.18</b>                | <b>5.18</b>                        | <b>5.55</b>                        | <b>0.37</b>                                  |
| <b>Emergency Medical Services</b> |                            |                            |                            |                                    |                                    |  |
| Fire                              | 8.88                       | -                          | -                          | -                                  | -                                  | -  |
| <b>Wastewater Fund</b>            |                            |                            |                            |                                    |                                    |  |
| Engineering                       | 1.86                       | 2.07                       | 2.57                       | 2.57                               | 2.70                               | 0.13   |
| Operations                        | 10.00                      | 10.33                      | 10.73                      | 9.73                               | 9.73                               | -  |
| Maintenance                       | 6.00                       | 6.21                       | 6.96                       | 7.96                               | 8.21                               | 0.25   |
| <b>TOTAL</b>                      | <b>17.86</b>               | <b>18.61</b>               | <b>20.26</b>               | <b>20.26</b>                       | <b>20.64</b>                       | <b>0.38</b>                                  |
| <b>Water Fund</b>                 |                            |                            |                            |                                    |                                    |  |
| Engineering                       | 2.36                       | 2.08                       | 2.58                       | 2.58                               | 2.70                               | 0.12   |
| Operations                        | 5.00                       | 5.32                       | 4.92                       | 4.92                               | 4.92                               | -  |
| Maintenance                       | 6.25                       | 6.50                       | 6.50                       | 6.50                               | 5.75                               | (0.75)                                       |
| <b>TOTAL</b>                      | <b>13.61</b>               | <b>13.90</b>               | <b>14.00</b>               | <b>14.00</b>                       | <b>13.37</b>                       | <b>(0.63)</b>                                |
| <b>Building Inspection</b>        |                            |                            |                            |                                    |                                    |  |
| Building Inspection               | 3.15                       | 3.94                       | 3.94                       | 3.94                               | 4.06                               | 0.12   |
| <b>9-1-1 Emergency</b>            |                            |                            |                            |                                    |                                    |  |
| Communications                    | 2.00                       | 1.60                       | 1.60                       | 1.45                               | 1.45                               | -  |

# Personnel Full-Time Equivalent Summary

| <b>FTE By Fund</b>                     | <b>Adopted<br/>2015-16</b> | <b>Adopted<br/>2016-17</b> | <b>Adopted<br/>2017-18</b> | <b>(A)<br/>Adopted<br/>2018-19</b> | <b>(B)<br/>Adopted<br/>2019-20</b> | <b>Adopted<br/>vs Adopted<br/>(A) vs (B)</b> |
|--|----------------------------|----------------------------|----------------------------|------------------------------------|------------------------------------|--|
| <b>Economic Development</b>            |                            |                            |                            |                                    |                                    |  |
| Planning                               | 0.10                       | 0.10                       | 0.10                       | 0.10                               | 0.10                               | -  |
| <b>Public Safety</b>                   |                            |                            |                            |                                    |                                    |  |
| Police                                 | 3.00                       | 3.00                       | 3.00                       | 3.00                               | 4.00                               | 1.00   |
| Communications                         | 2.00                       | 2.00                       | 2.00                       | 2.00                               | 2.00                               | -  |
| <b>TOTAL</b>                           | <b>5.00</b>                | <b>5.00</b>                | <b>5.00</b>                | <b>5.00</b>                        | <b>6.00</b>                        | <b>1.00</b>                                  |
| <b>Stormwater</b>                      |                            |                            |                            |                                    |                                    |  |
| Engineering                            | 2.51                       | 2.27                       | 2.77                       | 2.77                               | 2.90                               | 0.13   |
| Maintenance                            | 4.15                       | 4.32                       | 4.32                       | 4.32                               | 4.57                               | 0.25   |
| <b>TOTAL</b>                           | <b>6.66</b>                | <b>6.59</b>                | <b>7.09</b>                | <b>7.09</b>                        | <b>7.47</b>                        | <b>0.38</b>                                  |
| <b>Administrative Support Services</b> |                            |                            |                            |                                    |                                    |  |
| City Manager's Office                  | 4.10                       | 4.00                       | 4.00                       | 2.00                               | 2.00                               | -  |
| Human Resources                        | -                          | 1.50                       | 1.50                       | 1.50                               | 1.50                               | -  |
| City Recorder                          | -                          | -                          | -                          | 1.00                               | 1.00                               | -  |
| Community Engagement                   | -                          | -                          | -                          | 1.00                               | 1.00                               | -  |
| Finance                                | 6.50                       | 7.00                       | 7.00                       | 7.00                               | 7.00                               | -  |
| Information Technology                 | 5.38                       | 6.50                       | 6.50                       | 6.50                               | 6.50                               | -  |
| City Attorney's Office                 | 4.30                       | 4.40                       | 3.40                       | 3.40                               | 3.40                               | -  |
| Public Works - Fleet & Facilities      | 2.25                       | 2.45                       | 2.70                       | 2.70                               | 2.70                               | -  |
| <b>TOTAL</b>                           | <b>22.53</b>               | <b>25.85</b>               | <b>25.10</b>               | <b>25.10</b>                       | <b>25.10</b>                       | <b>-</b>                                     |
| <b>CITY TOTAL</b>                      | <b>159.92</b>              | <b>142.32</b>              | <b>144.33</b>              | <b>144.36</b>                      | <b>144.89</b>                      | <b>0.53</b>                                  |
| <b>Summary of FTE by Department</b>    | <b>Adopted<br/>2015-16</b> | <b>Adopted<br/>2016-17</b> | <b>Adopted<br/>2017-18</b> | <b>(A)<br/>Adopted<br/>2018-19</b> | <b>(B)<br/>Adopted<br/>2019-20</b> | <b>Adopted<br/>vs Adopted<br/>(A) vs (B)</b> |
| General Government                     | -                          | 0.03                       | 0.03                       | 0.06                               | -                                  | (0.06)                                       |
| City Manager's Office                  | 4.10                       | 4.00                       | 4.00                       | 4.00                               | 4.00                               | -  |
| Human Resources                        | -                          | 1.50                       | 1.50                       | 1.50                               | 1.50                               | -  |
| Finance/Court                          | 8.20                       | 8.83                       | 8.83                       | 8.83                               | 8.80                               | (0.03)                                       |
| Information Technology                 | 5.38                       | 6.50                       | 6.50                       | 6.50                               | 6.50                               | -  |
| City Attorney's Office                 | 4.30                       | 4.40                       | 3.40                       | 3.40                               | 3.40                               | -  |
| Police                                 | 38.50                      | 38.50                      | 38.50                      | 38.50                              | 38.50                              | -  |
| Communications                         | 10.50                      | 11.25                      | 11.25                      | 11.25                              | 11.25                              | -  |
| Fire                                   | 26.76                      | 1.00                       | -                          | -                                  | -                                  | -  |
| Library                                | 11.94                      | 12.44                      | 12.44                      | 12.44                              | 12.44                              | -  |
| Planning/Building                      | 6.80                       | 8.65                       | 8.65                       | 8.65                               | 8.77                               | 0.12   |
| Public Works                           | 43.44                      | 45.22                      | 49.23                      | 49.23                              | 49.73                              | 0.50   |
| <b>CITY TOTAL</b>                      | <b>159.92</b>              | <b>142.32</b>              | <b>144.33</b>              | <b>144.36</b>                      | <b>144.89</b>                      | <b>0.53</b>                                  |

# **FISCAL YEAR 2019-2020 SALARY SCHEDULE**

**City of Newberg**

*(includes a 3% Cost Of Living Adjustment effective July 1, 2019)*

**Non-Represented Employees**

|                             |        | Step     |       |
|-----------------------------|--------|----------|-------|
|                             |        | 1        | 11    |
| CLASSIFICATION              | GRADE  |          |       |
| Library Shelver             | 110    | \$ 1,950 | 2,497 |
|                             | Hourly | \$ 11.25 | 14.41 |
| Seasonal Maintenance Worker | 115    | \$ 2,427 | 3,107 |
| Casual Staff Assistant      | Hourly | \$ 14.00 | 17.93 |
| Library Assistant I         | 117    | \$ 3,128 | 4,003 |
|                             | Hourly | \$ 18.05 | 23.09 |
| Accounting Clerk I          | 118    | \$ 3,206 | 4,103 |
| Court Clerk I               | Hourly | \$ 18.50 | 23.67 |
| Office Assistant I          |        |          |       |
| Court Clerk II              | 123    | \$ 3,474 | 4,447 |
| Library Assistant II        | Hourly | \$ 20.04 | 25.66 |
| Office Assistant II         |        |          |       |
| Bailiff/Sergeant-at-Arms    | 124    | \$ 3,560 | 4,557 |
|                             | Hourly | \$ 20.54 | 26.29 |
| Library Assistant III       | 125    | \$ 3,649 | 4,671 |
|                             | Hourly | \$ 21.05 | 26.95 |
| Engineering Technician I    | 134    | \$ 3,839 | 4,914 |
| Senior Library Assistant    | Hourly | \$ 22.15 | 28.35 |
| Code Compliance             | 136    | \$ 3,935 | 5,037 |
|                             | Hourly | \$ 22.70 | 29.06 |
| Librarian I                 | 138    | \$ 4,033 | 5,163 |
|                             | Hourly | \$ 23.27 | 29.79 |
| Information Technician I    | 140    | \$ 4,105 | 5,255 |
|                             | Hourly | \$ 23.68 | 30.32 |
| Accounting Clerk II         | 142    | \$ 4,259 | 5,452 |
| Administrative Assistant    | Hourly | \$ 24.57 | 31.45 |
| Assistant Planner           | 145    | \$ 4,436 | 5,679 |
| Engineering Technician II   | Hourly | \$ 25.59 | 32.76 |
| Librarian II (MLS)          |        |          |       |
| Paralegal I                 |        |          |       |
| Project Specialist          | 148    | \$ 4,513 | 5,780 |
|                             | Hourly | \$ 26.04 | 33.35 |
| Court Administrator         | 151    | \$ 4,676 | 5,986 |
|                             | Hourly | \$ 26.98 | 34.54 |
| Department Support Manager  | 152    | \$ 4,794 | 6,137 |
|                             | Hourly | \$ 27.66 | 35.41 |

# FISCAL YEAR 2019-2020 SALARY SCHEDULE

City of Newberg

(includes a 3% Cost Of Living Adjustment effective July 1, 2019)

Non-Represented Employees

| CLASSIFICATION                  | GRADE  | Step     |       |
|---------------------------------|--------|----------|-------|
|                                 |        | 1        | 11    |
| Building Inspector              | 153    | \$ 4,914 | 6,290 |
| Community Engagement Specialist | Hourly | \$ 28.35 | 36.29 |
| GIS Analyst                     |        |          |       |
| Human Resources Assistant       |        |          |       |
| Paralegal II (Certified)        |        |          |       |
| Plans Examiner I                |        |          |       |
| Financial Analyst               | 154    | \$ 4,972 | 6,364 |
|                                 | Hourly | \$ 28.69 | 36.72 |
| Communications Supervisor ##    | 157    | \$ 5,102 | 6,531 |
| Engineering Technician III      | Hourly | \$ 29.44 | 37.68 |
| Senior Librarian                |        |          |       |
| Associate Planner               | 163    | \$ 5,326 | 6,816 |
| Engineering Associate           | Hourly | \$ 30.73 | 39.32 |
| Senior Accountant               | 164    | \$ 5,461 | 6,989 |
|                                 | Hourly | \$ 31.51 | 40.32 |
| IT Systems Administrator        | 165    | \$ 5,598 | 7,164 |
|                                 | Hourly | \$ 32.30 | 41.33 |
| City Recorder                   | 167    | \$ 5,737 | 7,342 |
| Maintenance Supervisor          | Hourly | \$ 33.10 | 42.36 |
| Operations Supervisor           |        |          |       |
| Plans Examiner II               |        |          |       |
| Assistant Library Director      | 171    | \$ 5,884 | 7,532 |
| Civil Engineer I                | Hourly | \$ 33.95 | 43.45 |
| Police Support Services Manager |        |          |       |
| Senior Planner                  |        |          |       |
| Plant Superintendent            | 172    | \$ 5,980 | 7,655 |
|                                 | Hourly | \$ 34.50 | 44.16 |
| IT Network Engineer             | 175    | \$ 6,043 | 7,737 |
|                                 | Hourly | \$ 34.86 | 44.64 |
| Civil Engineer II               | 181    | \$ 6,286 | 8,045 |
|                                 | Hourly | \$ 36.27 | 46.41 |
| Police Sergeant ##              | 182    | \$ 6,414 | 8,209 |
| Senior Engineer                 | Hourly | \$ 37.00 | 47.36 |
| Maintenance Superintendent      | 183    | \$ 6,607 | 8,457 |
|                                 | Hourly | \$ 38.12 | 48.79 |
| Assistant Finance Director      | 184    | \$ 6,769 | 8,663 |
|                                 | Hourly | \$ 39.05 | 49.98 |

# FISCAL YEAR 2019-2020 SALARY SCHEDULE

City of Newberg

(includes a 3% Cost Of Living Adjustment effective July 1, 2019)

## Non-Represented Employees

| CLASSIFICATION | GRADE | Step |    |
|----------------|-------|------|----|
|                |       | 1    | 11 |

|                          |        |    |       |        |
|--------------------------|--------|----|-------|--------|
| <i>Building Official</i> | 185    | \$ | 6,858 | 8,779  |
|                          | Hourly | \$ | 39.57 | 50.65  |
| <i>City Engineer</i>     | 189    | \$ | 7,569 | 9,689  |
|                          | Hourly | \$ | 43.67 | 55.90  |
| <i>Police Captain</i>    | 190    | \$ | 8,097 | 10,365 |
|                          | Hourly | \$ | 46.71 | 59.80  |

## DEPARTMENT DIRECTORS

|  |     |    |       |        |
|--|-----|----|-------|--------|
| <i>Human Resources Director</i>        | 200 | \$ | 7,679 | 9,831  |
| <i>Library Director</i>                |     |    |       |        |
| <i>Information Technology Director</i> | 202 | \$ | 8,128 | 10,405 |
| <i>Community Development Director</i>  | 205 | \$ | 8,370 | 10,714 |
| <i>Finance Director</i>                |     |    |       |        |
| <i>Public Works Director</i>           |     |    |       |        |
| <i>Police Chief *</i>                  | 207 | \$ | 9,471 | 12,125 |

## CONTRACT EMPLOYEES

|                      |         |           |    |        |
|----------------------|---------|-----------|----|--------|
| Plumbing Inspector   | Hourly  | Flat Rate | \$ | 40     |
| Prosecutor           | Hourly  | Flat Rate | \$ | 50     |
| Municipal Judge      | Monthly | Flat Rate | \$ | 2,920  |
| <i>City Attorney</i> | Monthly | Flat Rate | \$ | 11,253 |
| <i>City Manager</i>  | Monthly | Flat Rate | \$ | 12,515 |

## CODE

*Italics = Exempt*

*Exempt = City pays 6% pickup to PERS or private plan*

## = non-exempt: City pays 6% pickup to PERS

\* = includes city contribution to employee's deferred comp plan

**FISCAL YEAR 2019-2020 SALARY SCHEDULE****City of Newberg***(includes a 3% Cost Of Living Adjustment effective July 1, 2019 per the approved collective bargaining agreement)***Newberg-Dundee Public Safety Association**

|  | Step |   |
|--|------|---|
|  | A    | F |

**CLASSIFICATION**

|                          |                |          |       |
|--------------------------|----------------|----------|-------|
| Records/Evidence Tech    | <u>Monthly</u> | \$ 3,715 | 4,742 |
|                          | <u>Hourly</u>  | \$ 21.43 | 27.36 |
| Communications (CO1)     | <u>Monthly</u> | \$ 3,704 | 4,726 |
|                          | <u>Hourly</u>  | \$ 21.37 | 27.27 |
| Communications (CO2)*    | <u>Monthly</u> | \$ 3,887 | 4,960 |
|                          | <u>Hourly</u>  | \$ 22.43 | 28.62 |
| Communications (CO3)**   | <u>Monthly</u> | \$ 4,082 | 5,209 |
|                          | <u>Hourly</u>  | \$ 23.55 | 30.05 |
| Police Officer (PO1)     | <u>Monthly</u> | \$ 4,929 | 6,291 |
|                          | <u>Hourly</u>  | \$ 28.44 | 36.29 |
| Police Officer (PO2)*    | <u>Monthly</u> | \$ 5,175 | 6,606 |
|                          | <u>Hourly</u>  | \$ 29.86 | 38.11 |
| Police Officer (PO3)**   | <u>Monthly</u> | \$ 5,434 | 6,936 |
|                          | <u>Hourly</u>  | \$ 31.35 | 40.02 |
| Police Corporal (CPL1)   | <u>Monthly</u> | \$ 5,269 | 6,724 |
|                          | <u>Hourly</u>  | \$ 30.40 | 38.79 |
| Police Corporal (CPL2)*  | <u>Monthly</u> | \$ 5,533 | 7,062 |
|                          | <u>Hourly</u>  | \$ 31.92 | 40.74 |
| Police Corporal (CPL3)** | <u>Monthly</u> | \$ 5,810 | 7,415 |
|                          | <u>Hourly</u>  | \$ 33.52 | 42.78 |



# **JANUARY 2020 SALARY SCHEDULE**

**City of Newberg**

*(includes a 2.5% Cost Of Living Adjustment effective January 1, 2020 per the approved collective bargaining agreement)*

**Public Works Union**

|                                      |        | Step     |       |
|--------------------------------------|--------|----------|-------|
|                                      |        | 1        | 11    |
| CLASSIFICATION                       | GRADE  |          |       |
| Secretary                            | 121    | \$ 3,444 | 4,408 |
|                                      | Hourly | \$ 19.87 | 25.44 |
| Facilities Maintenance/Groundskeeper | 132    | \$ 3,930 | 5,031 |
| Operator 1                           | Hourly | \$ 22.67 | 29.03 |
| Utility Technician 1                 |        |          |       |
| Admin Support Coordinator            | 136    | \$ 4,110 | 5,260 |
| Facilities Maintenance Technician    | Hourly | \$ 23.71 | 30.35 |
| Fleet Mechanic                       |        |          |       |
| Utility Technician 2                 |        |          |       |
| Operator 2 - Treatment Plant         | 140    | \$ 4,308 | 5,515 |
| Plant Mechanic                       | Hourly | \$ 24.85 | 31.81 |
| Conveyance Specialist                | 144    | \$ 4,512 | 5,779 |
| Operator 2 - Pretreatment Specialist | Hourly | \$ 26.03 | 33.34 |
| PWM Lead - Crew Chief                |        |          |       |
| Fleet Mainenance Lead - Crew Chief   | 148    | \$ 4,736 | 6,061 |
| Operator 3 - Regulatory Specialist   | Hourly | \$ 27.32 | 34.97 |
| Operator 3 - Senior Operator         |        |          |       |
| Sr Plant Mechanic                    |        |          |       |
| Operator 4 - Regulatory Compliance   | 152    | \$ 4,944 | 6,329 |
|                                      | Hourly | \$ 28.53 | 36.51 |



# GENERAL FUND (01)

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## GENERAL FUND SUMMARY - REVENUES

| <b>FUND 01</b>              | <b>ACTUAL<br/>2016-17</b> | <b>ACTUAL<br/>2017-18</b> | <b>ADOPTED<br/>2018-19</b> | <b>PROJECTED<br/>2018-19</b> | <b>PROPOSED<br/>2019-20</b> | <b>APPROVED<br/>2019-20</b> | <b>ADOPTED<br/>2019-20</b> | <b>Adopted<br/>vs. Adopted</b> |
|-----------------------------|---------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|-----------------------------|----------------------------|--------------------------------|
| Beg F/B-Net Working Capital | 3,313,037                 | 3,564,316                 | 3,683,915                  | 4,228,834                    | 3,997,287                   | 3,997,287                   | 3,997,287                  | 8.5%                           |
| Property Taxes              | 7,689,732                 | 7,864,019                 | 4,784,286                  | 4,902,427                    | 5,122,776                   | 5,122,776                   | 5,122,776                  | 7.1%                           |
| Franchise Fees              | 2,209,150                 | 2,356,291                 | 2,622,381                  | 2,781,444                    | 2,808,278                   | 2,808,278                   | 2,808,278                  | 7.1%                           |
| State Shared Revenues       | 621,603                   | 775,741                   | 724,903                    | 749,446                      | 774,125                     | 774,125                     | 774,125                    | 6.8%                           |
| Community Development       | 435,029                   | 485,585                   | 290,000                    | 450,000                      | 226,680                     | 226,680                     | 226,680                    | -21.8%                         |
| Dundee Contracts            | 501,001                   | 521,594                   | 529,123                    | 532,514                      | 544,589                     | 544,589                     | 544,589                    | 2.9%                           |
| Traffic Fines & Court Fees  | 615,642                   | 593,830                   | 582,194                    | 603,780                      | 612,949                     | 612,949                     | 612,949                    | 5.3%                           |
| Transfers In                | 985,930                   | 1,252,592                 | 717,324                    | 716,586                      | 738,794                     | 738,794                     | 738,794                    | 3.0%                           |
| Other                       | 1,153,945                 | 1,303,356                 | 813,635                    | 1,094,570                    | 697,822                     | 697,822                     | 697,822                    | -14.2%                         |
| <b>TOTAL REVENUES</b>       | <b>17,525,069</b>         | <b>18,717,324</b>         | <b>14,747,761</b>          | <b>16,059,601</b>            | <b>15,523,300</b>           | <b>15,523,300</b>           | <b>15,523,300</b>          | <b>5.3%</b>                    |

## GENERAL FUND SUMMARY - EXPENDITURES

| <b>FUND 01</b>                  | <b>ACTUAL<br/>2016-17</b> | <b>ACTUAL<br/>2017-18</b> | <b>ADOPTED<br/>2018-19</b> | <b>PROJECTED<br/>2018-19</b> | <b>PROPOSED<br/>2019-20</b> | <b>APPROVED<br/>2019-20</b> | <b>ADOPTED<br/>2019-20</b> | <b>Adopted<br/>vs. Adopted</b> |
|---------------------------------|---------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|-----------------------------|----------------------------|--------------------------------|
| <b>GENERAL GOVERNMENT</b>       |                           |                           |                            |                              |                             |                             |                            |                                |
| Personnel Services              | 8,090                     | 9,856                     | 11,734                     | 8,061                        | 8,140                       | 8,140                       | 8,140                      | -30.6%                         |
| Materials and Services          | 196,919                   | 185,800                   | 198,180                    | 196,465                      | 285,234                     | 234,318                     | 234,318                    | 18.2%                          |
| <b>Total General Government</b> | <b>205,009</b>            | <b>195,656</b>            | <b>209,914</b>             | <b>204,526</b>               | <b>293,374</b>              | <b>242,458</b>              | <b>242,458</b>             | <b>15.5%</b>                   |
| <b>MUNICIPAL COURT</b>          |                           |                           |                            |                              |                             |                             |                            |                                |
| Personnel Services              | 164,483                   | 174,106                   | 188,453                    | 177,133                      | 200,105                     | 199,445                     | 199,445                    | 5.8%                           |
| Materials and Services          | 196,386                   | 120,020                   | 140,931                    | 136,097                      | 148,801                     | 148,001                     | 148,001                    | 5.0%                           |
| <b>Total Municipal Court</b>    | <b>360,869</b>            | <b>294,125</b>            | <b>329,384</b>             | <b>313,230</b>               | <b>348,906</b>              | <b>347,446</b>              | <b>347,446</b>             | <b>5.5%</b>                    |
| <b>POLICE DEPARTMENT</b>        |                           |                           |                            |                              |                             |                             |                            |                                |
| Personnel Services              | 4,586,609                 | 4,873,589                 | 5,303,653                  | 5,259,240                    | 5,467,055                   | 5,598,172                   | 5,598,172                  | 5.6%                           |
| Materials and Services          | 1,480,971                 | 1,623,408                 | 1,756,387                  | 1,686,341                    | 1,891,969                   | 1,879,297                   | 1,879,297                  | 7.0%                           |
| Capital Outlay                  | 11,075                    | 15,001                    | 15,000                     | 15,000                       | 15,000                      | 15,000                      | 15,000                     | 0.0%                           |
| <b>Total Police Department</b>  | <b>6,078,655</b>          | <b>6,511,998</b>          | <b>7,075,040</b>           | <b>6,960,581</b>             | <b>7,374,024</b>            | <b>7,492,469</b>            | <b>7,492,469</b>           | <b>5.9%</b>                    |
| <b>COMMUNICATIONS</b>           |                           |                           |                            |                              |                             |                             |                            |                                |
| Personnel Services              | 628,945                   | 544,001                   | 745,348                    | 688,883                      | 798,052                     | 795,938                     | 795,938                    | 6.8%                           |
| Materials and Services          | 428,702                   | 518,063                   | 587,718                    | 577,959                      | 640,414                     | 637,380                     | 637,380                    | 8.4%                           |
| <b>Total Communications</b>     | <b>1,057,647</b>          | <b>1,062,064</b>          | <b>1,333,066</b>           | <b>1,266,842</b>             | <b>1,438,466</b>            | <b>1,433,318</b>            | <b>1,433,318</b>           | <b>7.5%</b>                    |
| <b>LIBRARY</b>                  |                           |                           |                            |                              |                             |                             |                            |                                |
| Personnel Services              | 929,753                   | 1,022,889                 | 1,089,390                  | 1,101,555                    | 1,154,835                   | 1,151,787                   | 1,151,787                  | 5.7%                           |
| Materials and Services          | 538,752                   | 663,986                   | 718,592                    | 707,945                      | 762,729                     | 750,851                     | 750,851                    | 4.5%                           |
| Capital Outlay                  | 8,171                     | 39,410                    | 25,000                     | 3,720                        | 15,000                      | 15,000                      | 15,000                     | -40.0%                         |
| <b>Total Library</b>            | <b>1,476,676</b>          | <b>1,726,285</b>          | <b>1,832,982</b>           | <b>1,813,220</b>             | <b>1,932,564</b>            | <b>1,917,638</b>            | <b>1,917,638</b>           | <b>4.6%</b>                    |
| <b>PLANNING</b>                 |                           |                           |                            |                              |                             |                             |                            |                                |
| Personnel Services              | 449,419                   | 463,594                   | 529,749                    | 473,064                      | 517,320                     | 515,918                     | 515,918                    | -2.6%                          |
| Materials and Services          | 414,979                   | 305,829                   | 628,904                    | 626,526                      | 506,398                     | 504,285                     | 504,285                    | -19.8%                         |
| <b>Total Planning</b>           | <b>864,398</b>            | <b>769,423</b>            | <b>1,158,653</b>           | <b>1,099,590</b>             | <b>1,023,718</b>            | <b>1,020,203</b>            | <b>1,020,203</b>           | <b>-11.9%</b>                  |
| <b>NONDEPARTMENTAL</b>          |                           |                           |                            |                              |                             |                             |                            |                                |
| Transfers Out                   | 194,813                   | 52,161                    | 424,736                    | 404,325                      | 386,385                     | 386,385                     | 386,385                    | -9.0%                          |
| Contingency                     | -                         | -                         | 1,283,986                  | -                            | 1,625,863                   | 1,583,383                   | 1,583,383                  | 23.3%                          |
| Unappropriated Fund Balance     | -                         | -                         | 1,100,000                  | -                            | 1,100,000                   | 1,100,000                   | 1,100,000                  | 0.0%                           |
| <b>Total Nondepartmental</b>    | <b>194,813</b>            | <b>52,161</b>             | <b>2,808,722</b>           | <b>404,325</b>               | <b>3,112,248</b>            | <b>3,069,768</b>            | <b>3,069,768</b>           | <b>9.3%</b>                    |
| <b>TOTAL EXPENDITURES</b>       | <b>13,960,753</b>         | <b>14,488,490</b>         | <b>14,747,761</b>          | <b>12,062,314</b>            | <b>15,523,300</b>           | <b>15,523,300</b>           | <b>15,523,300</b>          | <b>5.3%</b>                    |

## FUND 01: General Fund – Revenue

### Department Description

The General Fund major resources include property taxes, franchise fees, transient lodging tax, state shared revenues, planning and community development permits, intergovernmental revenue agreements, licenses and fees, library fees, and traffic fines.

### Significant Changes

Property Tax Revenue: Assumptions used to prepare the proposed budget are listed below. A more detailed explanation is provided in the Property Tax Revenues Summary section of this document.

- 4.3% growth in assessed value.
- Tax rate increase from \$2.5000 to \$2.5750 per \$1,000 of Assessed Value, a 3% increase as allowed by City charter. The City's permanent tax rate is \$4.3827.
- A collection rate assumption of 94.57%. This number is obtained from the Yamhill County Assessor's Office for 2017-18 and represents the amount of tax actually collected in the first year of levy. This reduction of collections in the first year is due to allowable discounts of up to 3% per law, as well as delinquent payments. The collection rate used for budgeting and projection purposes in the past was 93.01%.

Franchise Fees: Franchise fees include a proposed garbage franchise fee rate change from 5% to 7% for 9 months of FY 2019-20. This would raise approximately \$60,000 of additional revenue. In addition, the City began receiving telephone franchise revenue from a service provider that had previously not been compliant with the City's Municipal Code. This was due to the due diligence of staff in monitoring telephone activity and also resulted in a \$100,000 back-payment of revenue in FY 2018-19. PGE franchise fee reflects a 7.7% increase over the FY 2018-19 budget but only a 2% increase over the actual revenue received in FY 2018-19, which was higher than anticipated.

Transient Lodging Tax: The General Fund receives 65% of the total Transient Lodging Tax revenue, which is recognized in the Transient Lodging Tax Fund. Revenue is projected to increase at 3%.

State Shared Revenue: The City relies upon information from the League of Oregon Cities for this revenue, which includes taxes on cigarettes, liquor, and marijuana. Increase in population is a component of the formulas, and Newberg's population has increased from 23,480 in FY 2018-19 to 23,795 in FY 2019-20. The primary increase in these revenues is in the marijuana tax.

Community Development: This revenue is derived from planning and land use services and is proposed to decrease because of a projected slowdown in development activity primarily in the commercial and industrial sectors. An increase in School District Construction Excise Taxes and Park SDC Administration fees are proposed based on single-family development and a SDC increase by Chehalem Park and Recreation District effective July 1, 2019.

Other Revenues: Other revenue changes between budget years, both increases and decreases, are based on adjustments resulting based on *actual* activity in FY 2018-19, as well as improved processes in projection modeling.

| ACCOUNT #      | DESCRIPTION                               | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|----------------|---|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>FUND 01</b> | <b>GENERAL FUND<br/>REVENUES</b>          |                   |                   |                    |                      |                     |                     |                    |                        |
| 01-0000-300000 | Beg F/B-Net Working Capital               | 3,313,037         | 3,564,316         | 3,683,915          | 4,228,834            | 3,997,287           | 3,997,287           | 3,997,287          | 8.5%                   |
| 01-0000-310000 | Current Year Taxes                        | 7,377,399         | 7,616,551         | 4,499,286          | 4,428,947            | 4,837,776           | 4,837,776           | 4,837,776          | 7.5%                   |
| 01-0000-311000 | Prior Year Taxes                          | 312,333           | 247,468           | 285,000            | 473,480              | 285,000             | 285,000             | 285,000            | 0.0%                   |
| 01-0000-320001 | Franchise Fee-Cable                       | 245,091           | 253,361           | 260,000            | 249,372              | 251,867             | 251,867             | 251,867            | -3.1%                  |
| 01-0000-320002 | Franchise Fee-Garbage                     | 190,151           | 200,972           | 204,399            | 204,806              | 266,854             | 266,854             | 266,854            | 30.6%                  |
| 01-0000-320003 | Franchise Fee-Gas                         | 207,733           | 232,820           | 210,000            | 211,808              | 210,000             | 210,000             | 210,000            | 0.0%                   |
| 01-0000-320004 | Franchise Fee-Electric                    | 836,456           | 886,011           | 850,000            | 897,334              | 915,281             | 915,281             | 915,281            | 7.7%                   |
| 01-0000-320005 | Franchise Fee-Telephone                   | 34,450            | 36,701            | 35,522             | 156,637              | 53,925              | 53,925              | 53,925             | 51.8%                  |
| 01-0000-321004 | Other Business & Liquor Taxes             | 1,475             | 1,725             | 1,475              | 1,700                | 1,700               | 1,700               | 1,700              | 15.3%                  |
| 01-0000-321005 | Marijuana Taxes                           | 129,601           | 106,666           | 100,000            | 121,814              | 120,000             | 120,000             | 120,000            | 20.0%                  |
| 01-0000-322009 | Community Development                     | 435,029           | 485,585           | 290,000            | 450,000              | 226,680             | 226,680             | 226,680            | -21.8%                 |
| 01-0000-334027 | Police Grants                             | 37,486            | 17,254            | -                  | 4,929                | 11,679              | 11,679              | 11,679             | 100.0%                 |
| 01-0000-334034 | Planning Grants                           | 141,850           | 22,575            | 160,951            | 269,175              | 15,600              | 15,600              | 15,600             | -90.3%                 |
| 01-0000-335003 | State Liquor Taxes                        | 356,789           | 374,252           | 388,522            | 386,431              | 399,994             | 399,994             | 399,994            | 3.0%                   |
| 01-0000-335004 | State Cigarette Taxes                     | 29,438            | 28,972            | 28,329             | 28,554               | 28,316              | 28,316              | 28,316             | 0.0%                   |
| 01-0000-335005 | State Marijuana Taxes                     | -                 | 122,751           | 58,935             | 74,704               | 75,668              | 75,668              | 75,668             | 28.4%                  |
| 01-0000-335006 | State Revenue Sharing                     | 235,375           | 249,766           | 249,117            | 259,757              | 270,147             | 270,147             | 270,147            | 8.4%                   |
| 01-0000-336001 | Dundee Planning Contract                  | 20,205            | 29,556            | 26,000             | 29,390               | 25,500              | 25,500              | 25,500             | -1.9%                  |
| 01-0000-336003 | Dundee Communications                     | 39,508            | 41,483            | 43,557             | 43,558               | 45,736              | 45,736              | 45,736             | 5.0%                   |
| 01-0000-336004 | Dundee Police Contract                    | 441,288           | 450,555           | 459,566            | 459,566              | 473,353             | 473,353             | 473,353            | 3.0%                   |
| 01-0000-338000 | Reimbursed Costs                          | 23,201            | 40,143            | 20,000             | 43,648               | 30,000              | 30,000              | 30,000             | 50.0%                  |
| 01-0000-338007 | School District CET Admin Fee             | 2,504             | 2,680             | 2,000              | 2,287                | 3,400               | 3,400               | 3,400              | 70.0%                  |
| 01-0000-338008 | Park SDC Admin Fee                        | 4,752             | 28,203            | 6,000              | 12,356               | 19,000              | 19,000              | 19,000             | 216.7%                 |
| 01-0000-338009 | School District SRO                       | 35,000            | 35,000            | 35,000             | 35,000               | 35,000              | 35,000              | 35,000             | 0.0%                   |
| 01-0000-341000 | Temporary Retail Licenses                 | 1,431             | -                 | 200                | 100                  | 100                 | 100                 | 100                | -50.0%                 |
| 01-0000-341001 | Forensic Services                         | 878               | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 01-0000-341002 | PD Reports and Other Fees                 | 6,905             | 7,789             | 8,000              | 7,500                | 7,500               | 7,500               | 7,500              | -6.3%                  |
| 01-0000-341003 | Planning / Subdivision Fees               | 240,349           | 415,355           | 190,000            | 176,793              | 150,000             | 150,000             | 150,000            | -21.1%                 |
| 01-0000-341004 | Fire Department Miscellaneous Fees        | 500               | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 01-0000-341005 | Permit Center Document Sales              | 335               | 15                | 400                | 15                   | 400                 | 400                 | 400                | 0.0%                   |
| 01-0000-341006 | Technology Fee                            | 9,012             | 20,870            | 9,500              | 8,168                | 7,500               | 7,500               | 7,500              | -21.1%                 |
| 01-0000-341007 | Police Reserves Revenue                   | 10,409            | -                 | -                  | 3,330                | -                   | -                   | -                  | 0.0%                   |
| 01-0000-342001 | Newberg Dog Licenses                      | -                 | 16,504            | 16,000             | 20,000               | 20,000              | 20,000              | 20,000             | 25.0%                  |
| 01-0000-342002 | Newberg Rural Fire Contract               | 340,117           | 363,258           | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 01-0000-346001 | Library Fines, Fees, Copies, etc          | 20,325            | 21,784            | 20,000             | 22,098               | 20,000              | 20,000              | 20,000             | 0.0%                   |
| 01-0000-346003 | Lost Book Payments                        | 2,059             | 2,881             | 3,500              | 2,413                | 2,500               | 2,500               | 2,500              | -28.6%                 |
| 01-0000-346004 | CCRLS Reimbursement                       | 85,388            | 72,725            | 73,739             | 73,739               | 77,647              | 77,647              | 77,647             | 5.3%                   |
| 01-0000-346005 | Non-Resident Library Cards                | 17,464            | 16,742            | 18,500             | 18,838               | 18,500              | 18,500              | 18,500             | 0.0%                   |
| 01-0000-348000 | EMS User Fees                             | -                 | -                 | -                  | 22,406               | 10,000              | 10,000              | 10,000             | 100.0%                 |
| 01-0000-351000 | Traffic Fines                             | 510,357           | 521,972           | 500,000            | 538,657              | 549,430             | 549,430             | 549,430            | 9.9%                   |
| 01-0000-351001 | Court Improvement Fees                    | 3,371             | 2,687             | 3,500              | 2,569                | 2,595               | 2,595               | 2,595              | -25.9%                 |
| 01-0000-351003 | Alarm Fees                                | 650               | 400               | 1,500              | 4,200                | 2,000               | 2,000               | 2,000              | 33.3%                  |
| 01-0000-351004 | Peer Court                                | 1,500             | 1,500             | 1,500              | 1,500                | 1,500               | 1,500               | 1,500              | 0.0%                   |
| 01-0000-351005 | Court Appointed Attorneys                 | 5,914             | 3,870             | 3,694              | 1,984                | 2,024               | 2,024               | 2,024              | -45.2%                 |
| 01-0000-351006 | Traffic School Fee                        | 86,436            | 54,849            | 70,000             | 52,375               | 53,400              | 53,400              | 53,400             | -23.7%                 |
| 01-0000-351008 | Photo Red Light                           | 7,414             | 8,553             | 2,000              | 2,495                | 2,000               | 2,000               | 2,000              | 0.0%                   |
| 01-0000-360000 | Miscellaneous Revenues                    | 5,535             | 3,046             | 4,000              | 5,000                | 4,000               | 4,000               | 4,000              | 0.0%                   |
| 01-0000-361000 | Interest Earned                           | 25,316            | 62,144            | 42,845             | 131,233              | 135,000             | 135,000             | 135,000            | 215.1%                 |
| 01-0000-361001 | Interest-Receiveables                     | -                 | -                 | -                  | 1,185                | 2,519               | 2,519               | 2,519              | 100.0%                 |
| 01-0000-361004 | Interest-Other Investments                | -                 | -                 | -                  | 94                   | -                   | -                   | -                  | 0.0%                   |
| 01-0000-364000 | Sale Of Assets                            | 11,115            | 327               | 89,675             | 97,044               | 1,000               | 1,000               | 1,000              | -98.9%                 |
| 01-0000-367002 | K-9 Donations                             | 936               | -                 | 11,850             | 11,850               | -                   | -                   | -                  | -100.0%                |
| 01-0000-370000 | Proceeds From Notes Receivable            | -                 | -                 | -                  | 1,855                | 4,777               | 4,777               | 4,777              | 100.0%                 |
| 01-0000-370700 | Internal Rev-City Utilities Franchise Fee | 695,269           | 746,428           | 1,062,460          | 1,061,487            | 1,110,351           | 1,110,351           | 1,110,351          | 4.5%                   |
| 01-0000-380000 | Loan Proceeds                             | -                 | 45,671            | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 01-0000-390005 | Transfer In-EMS Fund                      | 338,212           | 381,638           | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 01-0000-390019 | Transfer In-Transient Lodging Tax         | 647,718           | 726,436           | 717,324            | 716,586              | 738,794             | 738,794             | 738,794            | 3.0%                   |
| 01-0000-390025 | Transfer In-PERS Reserve                  | -                 | 144,517           | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| <b>FUND 01</b> | <b>TOTAL REVENUES</b>                     | <b>17,525,069</b> | <b>18,717,324</b> | <b>14,747,761</b>  | <b>16,059,601</b>    | <b>15,523,300</b>   | <b>15,523,300</b>   | <b>15,523,300</b>  | <b>5.3%</b>            |

## FUND 01: General Fund – General Government

**17-18 18-19 19-20**  
**BUDGETED STAFF FTE: 0.03 0.06 0.00**

### Department Description

General Government provides the resources for the Mayor and City Council to lead the City through goal development, policy discussion and decisions, and community consensus building. The funds cover membership in the League of Oregon Cities, Mid-Willamette Valley Council of Governments, Oregon Government Ethics assessment as well as supplies and equipment, travel and training needs.

### Significant Changes

The amounts are modeled on historic budgeting patterns. A significant change this year is a Council of primarily new people sworn into office in January 2019. An unknown factor in preparing the future budget is their areas of interest and individual needs.

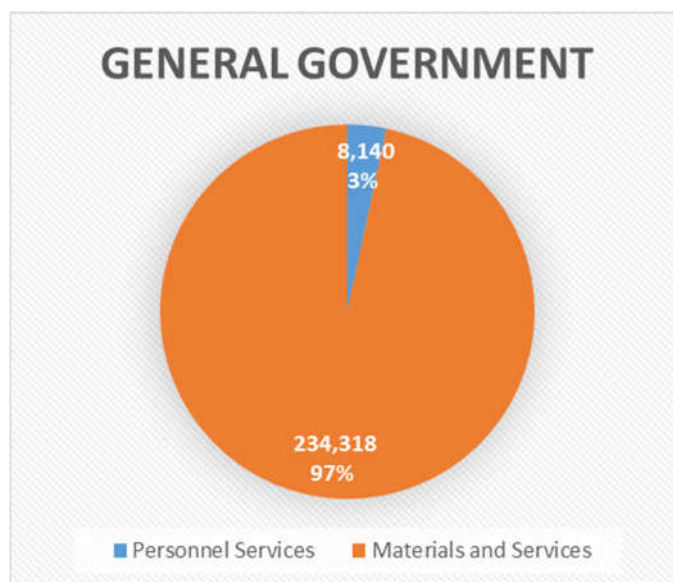
The reduction in Personnel Services is due to the removal of the Sergeant of Arms position.

The Council entered into an Intergovernmental Agreement in March 2019 with Clackamas County for the Willamette Falls Locks.

The Council will have to relocate its meetings for a three-month period due to a construction project at the Public Safety Building for seismic retrofit.

The Council will engage a lobbyist to work on behalf of the City with the WestRock Corporation on resolution of the shuttered industrial site.

|                                 | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|---------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>GENERAL GOVERNMENT</b>       |                   |                   |                    |                      |                     |                     |                    |                        |
| Personnel Services              | 8,090             | 9,856             | 11,734             | 8,061                | 8,140               | 8,140               | 8,140              | -30.6%                 |
| Materials and Services          | 196,919           | 185,800           | 198,180            | 196,465              | 285,234             | 234,318             | 234,318            | 18.2%                  |
| <b>Total General Government</b> | <b>205,009</b>    | <b>195,656</b>    | <b>209,914</b>     | <b>204,526</b>       | <b>293,374</b>      | <b>242,458</b>      | <b>242,458</b>     | <b>15.5%</b>           |



| ACCOUNT #      | DESCRIPTION                          | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|----------------|--------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>1110</b>    | <b>GENERAL GOVERNMENT</b>            |                   |                   |                    |                      |                     |                     |                    |                        |
| 01-1110-431000 | Officer Salaries                     | 1,101             | 1,984             | 2,551              | 278                  | -                   | -                   | -                  | -100.0%                |
| 01-1110-432000 | Councilor Compensation               | 1,650             | 2,020             | 2,880              | 2,350                | 2,880               | 2,880               | 2,880              | 0.0%                   |
| 01-1110-433000 | Mayor Compensation                   | 4,940             | 5,280             | 5,100              | 4,890                | 4,450               | 4,450               | 4,450              | -12.7%                 |
| 01-1110-441000 | FICA/Medicare                        | 282               | 387               | 491                | 309                  | 287                 | 287                 | 287                | -41.5%                 |
| 01-1110-442000 | Workers Compensation                 | 101               | 138               | 689                | 222                  | 512                 | 512                 | 512                | -25.7%                 |
| 01-1110-443000 | Unemployment                         | 15                | 9                 | 23                 | 12                   | 11                  | 11                  | 11                 | -52.2%                 |
| 01-1110-444000 | Retirement-PERS                      | -                 | 38                | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
|                | <b>Total Personnel Services</b>      | <b>8,090</b>      | <b>9,856</b>      | <b>11,734</b>      | <b>8,061</b>         | <b>8,140</b>        | <b>8,140</b>        | <b>8,140</b>       | <b>-30.6%</b>          |
| 01-1110-510000 | Office Supplies                      | 307               | 502               | 750                | 1,002                | 1,500               | 1,500               | 1,500              | 100.0%                 |
| 01-1110-515000 | Printing & Advertising               | 1,277             | 57                | 490                | 490                  | 1,000               | 1,000               | 1,000              | 104.1%                 |
| 01-1110-520000 | Dues & Meetings                      | 27,848            | 28,759            | 28,000             | 30,068               | 33,980              | 33,980              | 33,980             | 21.4%                  |
| 01-1110-520005 | Mayor's Expenses                     | 2,196             | 3,442             | 2,800              | 1,473                | 2,000               | 2,000               | 2,000              | -28.6%                 |
| 01-1110-520006 | Council/Committee Expense            | 3,443             | 1,595             | 5,720              | 1,191                | 4,340               | 4,340               | 4,340              | -24.1%                 |
| 01-1110-520008 | Recognition                          | 703               | 325               | 1,000              | 1,102                | 1,000               | 1,000               | 1,000              | 0.0%                   |
| 01-1110-523000 | Supplies & Equipment                 | 5,781             | 1,152             | 1,400              | 1,400                | 1,200               | 1,200               | 1,200              | -14.3%                 |
| 01-1110-525000 | Travel & Training                    | 7,666             | 3,799             | 5,335              | 7,347                | 11,600              | 11,600              | 11,600             | 117.4%                 |
| 01-1110-533000 | Contractual Services                 | -                 | -                 | -                  | -                    | 20,000              | -                   | -                  | 0.0%                   |
| 01-1110-540000 | Utilities                            | -                 | 165               | 180                | 180                  | 180                 | 180                 | 180                | 0.0%                   |
| 01-1110-560000 | Property Taxes                       | -                 | -                 | 1,992              | 1,992                | -                   | -                   | -                  | -100.0%                |
| 01-1110-580000 | Professional Services                | -                 | 3,268             | 4,678              | 4,678                | 35,000              | 5,000               | 5,000              | 6.9%                   |
| 01-1110-590000 | Internal Chrg-Admin Support Services | 116,198           | 124,737           | 127,835            | 125,042              | 152,934             | 152,018             | 152,018            | 18.9%                  |
| 01-1110-592000 | Community Support                    | 13,500            | -                 | -                  | 2,500                | 2,500               | 2,500               | 2,500              | 100.0%                 |
| 01-1110-592300 | Transit Services                     | 18,000            | 18,000            | 18,000             | 18,000               | 18,000              | 18,000              | 18,000             | 0.0%                   |
|                | <b>Total Materials and Services</b>  | <b>196,919</b>    | <b>185,800</b>    | <b>198,180</b>     | <b>196,465</b>       | <b>285,234</b>      | <b>234,318</b>      | <b>234,318</b>     | <b>18.2%</b>           |
| <b>1110</b>    | <b>TOTAL GENERAL GOVERNMENT</b>      | <b>205,009</b>    | <b>195,656</b>    | <b>209,914</b>     | <b>204,526</b>       | <b>293,374</b>      | <b>242,458</b>      | <b>242,458</b>     | <b>15.5%</b>           |



## FUND 01: General Fund – Court

**17-17 18-19 19-20**  
**BUDGETED STAFF FTE: 1.83 1.83 1.80**

### Description

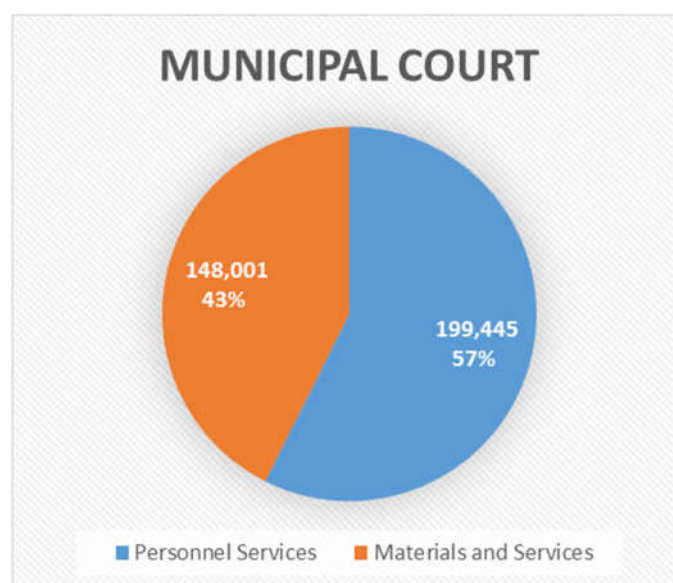
The Municipal Court Department acts as the judicial function of the City by handling municipal code offenses, minor misdemeanor crimes, and traffic violations cited by the Newberg-Dundee Police Department. Court personnel includes the Municipal Judge, Court Clerk, part-time Assistant Court Clerk, and the part-time Bailiff.

### Significant Changes

The part-time (0.50 FTE) Court Clerk position was vacated in February 2019 and is anticipated to be filled by July 1, 2019. Due to the August 1, 2016 transition of new employees into the Oregon Public Employees Retirement System (PERS), the new hire will be eligible for PERS benefits. The former employee was hired before August 1, 2016 and thus not eligible for the Newberg Employee Retirement Pension System (NERPS), which is only available to full-time employees.

Other Materials & Services budget amounts were reduced to align closer to the FY 2018-19 actual expenses. Court Costs included a new workstation for the Court Administrator in FY 2018-19, and a new workstation for the Court Clerk is included in FY 2019-20.

|                              | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>MUNICIPAL COURT</b>       |                   |                   |                    |                      |                     |                     |                    |                        |
| Personnel Services           | 164,483           | 174,106           | 188,453            | 177,133              | 200,105             | 199,445             | 199,445            | 5.8%                   |
| Materials and Services       | 196,386           | 120,020           | 140,931            | 136,097              | 148,801             | 148,001             | 148,001            | 5.0%                   |
| <b>Total Municipal Court</b> | <b>360,869</b>    | <b>294,125</b>    | <b>329,384</b>     | <b>313,230</b>       | <b>348,906</b>      | <b>347,446</b>      | <b>347,446</b>     | <b>5.5%</b>            |



| ACCOUNT #      | DESCRIPTION                          | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|----------------|--------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>1510</b>    | <b>MUNICIPAL COURT</b>               |                   |                   |                    |                      |                     |                     |                    |                        |
| 01-1510-420000 | Clerical Salaries                    | 82,323            | 86,404            | 94,116             | 83,109               | 99,088              | 99,088              | 99,088             | 5.3%                   |
| 01-1510-431000 | Judicial Salaries                    | 34,071            | 34,109            | 35,041             | 35,959               | 35,041              | 35,041              | 35,041             | 0.0%                   |
| 01-1510-438000 | Longevity                            | -                 | 160               | -                  | 240                  | 480                 | 480                 | 480                | 100.0%                 |
| 01-1510-441000 | FICA/Medicare                        | 8,732             | 9,055             | 9,881              | 9,054                | 10,298              | 10,298              | 10,298             | 4.2%                   |
| 01-1510-442000 | Workers Compensation                 | 421               | 429               | 461                | 287                  | 486                 | 486                 | 486                | 5.4%                   |
| 01-1510-443000 | Unemployment                         | 233               | 121               | 260                | 122                  | 137                 | 137                 | 137                | -47.3%                 |
| 01-1510-444000 | Retirement - PERS                    | -                 | -                 | -                  | -                    | 1,038               | 1,038               | 1,038              | 100.0%                 |
| 01-1510-444001 | Retirement-Principal                 | 17,003            | 21,272            | 24,434             | 24,476               | 27,476              | 27,476              | 27,476             | 12.4%                  |
| 01-1510-444002 | Retirement-Pension Bond              | -                 | -                 | -                  | -                    | 193                 | 193                 | 193                | 100.0%                 |
| 01-1510-445000 | Health/Life/LTD                      | 21,701            | 22,555            | 24,260             | 23,886               | 25,868              | 25,208              | 25,208             | 3.9%                   |
|                | <b>Total Personnel Services</b>      | <b>164,483</b>    | <b>174,106</b>    | <b>188,453</b>     | <b>177,133</b>       | <b>200,105</b>      | <b>199,445</b>      | <b>199,445</b>     | <b>5.8%</b>            |
| 01-1510-510000 | Office Supplies                      | 1,385             | 1,184             | 2,000              | 1,600                | 2,000               | 2,000               | 2,000              | 0.0%                   |
| 01-1510-515000 | Printing & Advertising               | 608               | 1,504             | 1,200              | 845                  | 1,200               | 1,200               | 1,200              | 0.0%                   |
| 01-1510-520000 | Dues & Meetings                      | 75                | 175               | 175                | 150                  | 150                 | 150                 | 150                | -14.3%                 |
| 01-1510-525000 | Travel & Training                    | 1,726             | 1,610             | 1,800              | 1,890                | 1,200               | 1,200               | 1,200              | -33.3%                 |
| 01-1510-532000 | Bank Fees                            | 4,508             | 4,575             | 5,000              | 5,000                | 5,000               | 5,000               | 5,000              | 0.0%                   |
| 01-1510-533000 | Contractual Services                 | 371               | 673               | 300                | 430                  | 400                 | 400                 | 400                | 33.3%                  |
| 01-1510-533031 | Peer Court                           | 1,500             | 1,500             | 1,500              | 1,500                | 1,500               | 1,500               | 1,500              | 0.0%                   |
| 01-1510-533045 | Maintenance Agreements               | 2,636             | 2,561             | 2,900              | 2,632                | 2,650               | 2,650               | 2,650              | -8.6%                  |
| 01-1510-590000 | Internal Chrg-Admin Support Services | 172,853           | 98,056            | 113,361            | 110,884              | 121,037             | 120,237             | 120,237            | 6.1%                   |
| 01-1510-590006 | Internal Chrg-Network Upgrade        | 762               | 762               | 1,195              | 731                  | 1,464               | 1,464               | 1,464              | 22.5%                  |
| 01-1510-594000 | Court Appointed Attorney Fees        | 4,834             | 2,416             | 4,000              | 2,000                | 3,000               | 3,000               | 3,000              | -25.0%                 |
| 01-1510-595000 | Court Costs                          | 4,744             | 5,003             | 5,500              | 7,900                | 8,200               | 8,200               | 8,200              | 49.1%                  |
| 01-1510-595001 | Court Improvements                   | 385               | -                 | 2,000              | 535                  | 1,000               | 1,000               | 1,000              | -50.0%                 |
|                | <b>Total Materials and Services</b>  | <b>196,386</b>    | <b>120,020</b>    | <b>140,931</b>     | <b>136,097</b>       | <b>148,801</b>      | <b>148,001</b>      | <b>148,001</b>     | <b>5.0%</b>            |
| <b>1510</b>    | <b>TOTAL MUNICIPAL COURT</b>         | <b>360,869</b>    | <b>294,125</b>    | <b>329,384</b>     | <b>313,230</b>       | <b>348,906</b>      | <b>347,446</b>      | <b>347,446</b>     | <b>5.5%</b>            |

## FUND 01: General Fund – Police

**17-18 18-19 19-20**

**BUDGETED STAFF FTE:** 35.50 35.50 34.50

### Description

The Newberg-Dundee Police Department Administration is comprised of the Chief of Police, one Captain, one Administrative Sergeant, one Support Services Manager and one Administrative Assistant, which oversees a full service, progressive and contemporary agency. The department has 35 sworn police officers and 2 records-evidence staff, which supports the Patrol Division and the Special Operations Division. The Communications Division has 10.75 dispatchers.



The Newberg-Dundee Police Department is also one of approximately 24 accredited police departments in Oregon. This is a significant accomplishment considering it requires the agency to comply with over 100 recognized standards for the law enforcement profession, as adopted by the Oregon Accreditation Alliance for Law Enforcement. Newberg is also ranked the 6<sup>th</sup> Safest City in Oregon by the National Council for Home Safety and Security.

The Patrol Division, which provides 24-hour service and protection to the community, is the most active and visible component of the police department. The Newberg-Dundee Police currently has 21 patrol officers in a three month rotation covering day, afternoon and night shifts. There is currently one more patrol officer in training. This group is supervised by five uniform sergeants and two corporals also assigned to rotating shifts.

Officers in the patrol division “wear many hats” and simply saying that a patrol officer takes calls for service oversimplifies their respective and collective roles in the organization and community. Members of the patrol division, in addition to their primary role as initial call takers, keepers of the peace and traffic enforcement, also make up the majority of the department’s important and necessary other ancillary roles. These roles and assignments lead to the proper and smooth function of the department, patrol division and service to the communities of Newberg and Dundee.

Seven of the patrol officers have the additional responsibility of Field Training Officers. Two officers are assigned to Traffic Safety. Three officers are assigned as canine handlers; two officers each handle a tracking dog and the other handles a drug detection dog. One of the two tracking dogs is expected to retire within the next year. Five officers work as members of the department’s Domestic Violence Response Team. Four officers are assigned to the Mental Health Response Team. One officer is assigned to the schools as a School Resource Officer. All of the ancillary roles include sergeants in supervisory and/or active participants. The department has an Honor Guard made up of both patrol and detectives.

The Newberg-Dundee Special Investigations Unit (SIU) is comprised of four detectives and one supervisor. SIU is responsible for investigation of all major crimes such as sex abuse, child abuse, child pornography, computer crimes, fraud, narcotics, burglaries, robberies, felony assault and homicides. Assignments are generally divided into four categories: person crimes, property crimes, drugs, and youth crimes.

The Newberg-Dundee Police Department supports the only computer forensics team in Yamhill County which has proven to be a vital investigation component and benefit to the community. Computers play a prominent role in the daily activities for most individuals and in our society. Digital electronics and the Internet have created a new challenge for law enforcement across the country and worldwide. Criminals are using digital

## **FUND 01: General Fund – Police cont’d.**

instruments of all types to facilitate and commit criminal activity while creating difficulties for law enforcement to investigate, apprehend and arrest suspects. Computer forensics can recover evidence, motives, a chronology of events, insight into an offender's interest and activities. Nearly every type of investigation has the potential to benefit from computer forensics.

Police support services maintains, files, distributes, and purges police records. Responds to public records requests for case reports, including video and audio records. Responds to subpoenas and requests for discovery. Conducts background records checks; files FBI stats; processes and maintains evidence and found property and disposal. Disposal or donation of lost and found bikes. Provides statistical analysis through ACCESS databases. Assists with Court duties as necessary. Monitors records and training for Criminal Justice Information Services (CJIS) compliance.

The City used to maintain the Animal Control Program, but this program was no longer funded as of the FY 2014-15 budget. The program is operated through the Newberg Animal Shelter Friends (NASF). The City maintained ownership of the facility and continued to provide utilities for the building through FY 2017-18. The City sold the animal shelter to NASF in late 2018. The police department is leasing a single kennel from the Newberg Animal Shelter Friends. This will allow us 24 hour availability for a kennel to house strays dogs until the owner can be located or the dog is adopted.

The Newberg-Dundee Police Department has an active Community Outreach Programs that includes a variety of community policing programs to include Safety Town for kids, Shop With a Cop, Citizen's Police Academy and Tip a Cop. For the past two years the police department has been meeting the Unidos Newberg, which is a Latino Community Group. The purpose is help build a stronger relationship between the Latino Community and the Police Department. The meetings have covered topics such as, when to call 9-1-1, how to make a police report, traffic stop protocols, police operations and police use of force situations.

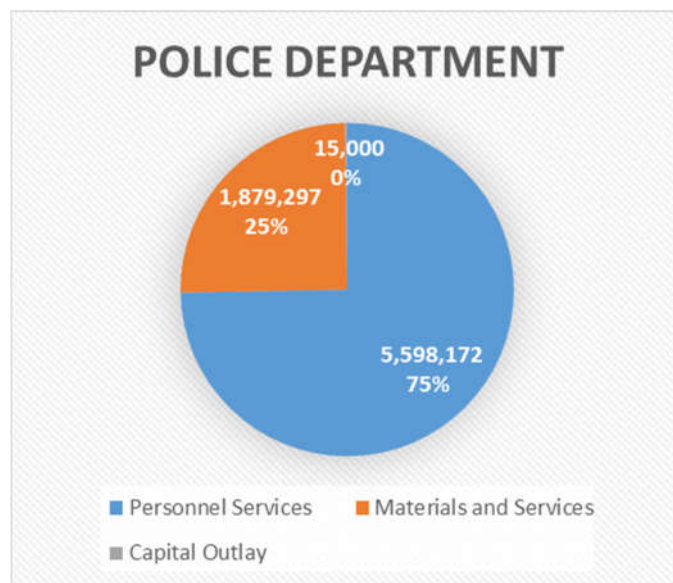
Additionally, the police department has worked closely with the school district to establish suicide prevention awareness and the Handle with Care program, which allows the police department to share information with the student's teacher concerning any tragic event that may have caused trauma for the student. This confidential notice alerts the teacher that the student might have behavior or emotional struggles and they may need special help or attention while at school.

### **Significant Changes:**

The FY 2019-20 Proposed Budget reflects an increase of \$3 in the Public Safety fee effective January 1, 2020. This fee has not yet been approved. This increase accounts for approximately \$170,000 of additional revenue for half a year. This revenue is recognized in the Public Safety Fee Fund. Further, the Proposed Budget reflects a shift of 1.0 FTE from the General Fund Patrol division to the Public Safety Fee Fund to offset the additional revenue. The Public Safety Fee of \$3 was established in 2009 for the purpose of funding three police officer positions. The cost of police officers has increased beyond the current revenues supporting the department today.

## FUND 01: General Fund – Police cont'd.

| <b>POLICE DEPARTMENT</b>       | <b>ACTUAL<br/>2016-17</b> | <b>ACTUAL<br/>2017-18</b> | <b>ADOPTED<br/>2018-19</b> | <b>PROJECTED<br/>2018-19</b> | <b>PROPOSED<br/>2019-20</b> | <b>APPROVED<br/>2019-20</b> | <b>ADOPTED<br/>2019-20</b> | <b>Adopted<br/>vs. Adopted</b> |
|--------------------------------|---------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|-----------------------------|----------------------------|--------------------------------|
| Personnel Services             | 4,586,609                 | 4,873,589                 | 5,303,653                  | 5,259,240                    | 5,467,055                   | 5,598,172                   | 5,598,172                  | 5.6%                           |
| Materials and Services         | 1,480,971                 | 1,623,408                 | 1,756,387                  | 1,686,341                    | 1,891,969                   | 1,879,297                   | 1,879,297                  | 7.0%                           |
| Capital Outlay                 | 11,075                    | 15,001                    | 15,000                     | 15,000                       | 15,000                      | 15,000                      | 15,000                     | 0.0%                           |
| <b>Total Police Department</b> | <b>6,078,655</b>          | <b>6,511,998</b>          | <b>7,075,040</b>           | <b>6,960,581</b>             | <b>7,374,024</b>            | <b>7,492,469</b>            | <b>7,492,469</b>           | <b>5.9%</b>                    |



| ACCOUNT #                           | DESCRIPTION                          | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|-------------------------------------|--------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>POLICE DEPARTMENT 21XX</b>       |                                      |                   |                   |                    |                      |                     |                     |                    |                        |
| <b>2110</b>                         | <b>POLICE ADMINISTRATION</b>         |                   |                   |                    |                      |                     |                     |                    |                        |
| 01-2110-410000                      | Administrative Salaries              | 127,690           | 136,013           | 141,300            | 141,208              | 145,548             | 145,548             | 145,548            | 3.0%                   |
| 01-2110-420000                      | Clerical Salaries                    | 60,730            | 62,265            | 63,540             | 63,495               | 65,496              | 65,496              | 65,496             | 3.1%                   |
| 01-2110-438000                      | Longevity                            | 1,200             | 1,600             | 1,680              | 1,680                | 1,680               | 1,680               | 1,680              | 0.0%                   |
| 01-2110-440000                      | Misc Fringe Benefits                 | 1,280             | 1,280             | 1,280              | 1,010                | -                   | -                   | -                  | -100.0%                |
| 01-2110-441000                      | FICA/Medicare                        | 13,996            | 14,772            | 15,896             | 15,053               | 16,273              | 16,273              | 16,273             | 2.4%                   |
| 01-2110-442000                      | Workers Compensation                 | 5,554             | 5,668             | 6,394              | 5,894                | 6,984               | 6,984               | 6,984              | 9.2%                   |
| 01-2110-443000                      | Unemployment                         | 381               | 201               | 417                | 209                  | 213                 | 213                 | 213                | -48.9%                 |
| 01-2110-444000                      | Retirement-PERS                      | 27,318            | 36,478            | 37,675             | 37,615               | 41,075              | 41,075              | 41,075             | 9.0%                   |
| 01-2110-444001                      | Retirement-Principal                 | 17,972            | 22,111            | 23,795             | 23,641               | 25,052              | 25,052              | 25,052             | 5.3%                   |
| 01-2110-444002                      | Retirement-Pension Bond              | 6,693             | 6,699             | 6,184              | 6,247                | 5,973               | 5,973               | 5,973              | -3.4%                  |
| 01-2110-445000                      | Health/Life/LTD                      | 44,298            | 46,066            | 49,099             | 48,641               | 52,188              | 50,868              | 50,868             | 3.6%                   |
| <b>Total Personnel Services</b>     |                                      | <b>307,111</b>    | <b>333,153</b>    | <b>347,260</b>     | <b>344,693</b>       | <b>360,482</b>      | <b>359,162</b>      | <b>359,162</b>     | <b>3.4%</b>            |
| 01-2110-510000                      | Office Supplies                      | 7,693             | 10,646            | 8,500              | 7,837                | 8,500               | 8,500               | 8,500              | 0.0%                   |
| 01-2110-511000                      | Postage                              | 254               | 385               | 500                | 106                  | 500                 | 500                 | 500                | 0.0%                   |
| 01-2110-515000                      | Printing & Advertising               | 4,598             | 6,845             | 4,000              | 2,199                | 4,000               | 4,000               | 4,000              | 0.0%                   |
| 01-2110-520000                      | Dues & Meetings                      | 1,024             | 911               | 1,500              | 1,022                | 1,500               | 1,500               | 1,500              | 0.0%                   |
| 01-2110-520003                      | Recruitment Expense                  | 2,091             | 1,760             | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 01-2110-525000                      | Travel & Training                    | 178               | 335               | 3,500              | 2,625                | 3,500               | 3,500               | 3,500              | 0.0%                   |
| 01-2110-533045                      | Maintenance Agreements               | 7,261             | 8,081             | 8,400              | 8,079                | 8,400               | 8,400               | 8,400              | 0.0%                   |
| 01-2110-540000                      | Utilities                            | -                 | 863               | 950                | 942                  | 950                 | 950                 | 950                | 0.0%                   |
| 01-2110-551000                      | Books & Publications                 | 314               | 1,157             | 1,000              | 1,742                | 1,000               | 1,000               | 1,000              | 0.0%                   |
| 01-2110-563000                      | Vehicle Maintenance                  | 517               | 1,662             | -                  | 480                  | -                   | -                   | -                  | 0.0%                   |
| 01-2110-580000                      | Professional Services                | 5,694             | 5,780             | 6,500              | 7,242                | 6,500               | 6,500               | 6,500              | 0.0%                   |
| 01-2110-590000                      | Internal Chrg-Admin Support Services | 1,009,845         | 1,074,315         | 1,211,871          | 1,185,392            | 1,337,001           | 1,324,329           | 1,324,329          | 9.3%                   |
| 01-2110-590006                      | Internal Chrg-Network Upgrade        | 27,444            | 27,444            | 14,547             | 8,925                | 17,849              | 17,849              | 17,849             | 22.7%                  |
| <b>Total Materials and Services</b> |                                      | <b>1,066,914</b>  | <b>1,140,183</b>  | <b>1,261,268</b>   | <b>1,226,591</b>     | <b>1,389,700</b>    | <b>1,377,028</b>    | <b>1,377,028</b>   | <b>9.2%</b>            |
| <b>2110</b>                         | <b>TOTAL POLICE ADMINISTRATION</b>   | <b>1,374,025</b>  | <b>1,473,336</b>  | <b>1,608,528</b>   | <b>1,571,284</b>     | <b>1,750,182</b>    | <b>1,736,190</b>    | <b>1,736,190</b>   | <b>7.9%</b>            |

| ACCOUNT #      | DESCRIPTION                         | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|----------------|-------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>2120</b>    | <b>PATROL</b>                       |                   |                   |                    |                      |                     |                     |                    |                        |
| 01-2120-410000 | Administrative Salaries             | 107,719           | 118,659           | 120,792            | 120,706              | 124,404             | 124,404             | 124,404            | 3.0%                   |
| 01-2120-431000 | Officer Salaries                    | 1,808,095         | 1,876,553         | 2,032,001          | 2,101,235            | 2,061,691           | 2,144,911           | 2,144,911          | 5.6%                   |
| 01-2120-435000 | Overtime                            | 132,899           | 118,098           | 138,000            | 133,383              | 136,640             | 136,640             | 136,640            | -1.0%                  |
| 01-2120-435001 | Holiday Bank                        | 50,401            | 52,034            | 54,000             | 56,648               | 56,000              | 56,000              | 56,000             | 3.7%                   |
| 01-2120-436000 | Shift Diff/On Call Pay              | 720               | 1,307             | 960                | 960                  | 960                 | 960                 | 960                | 0.0%                   |
| 01-2120-438000 | Longevity                           | 9,280             | 24,400            | 26,880             | 33,800               | 39,120              | 39,120              | 39,120             | 45.5%                  |
| 01-2120-440000 | Misc Fringe Benefits                | 3,200             | 3,345             | 3,200              | 2,290                | -                   | -                   | -                  | -100.0%                |
| 01-2120-441000 | FICA/Medicare                       | 160,230           | 164,642           | 181,751            | 185,401              | 185,040             | 191,406             | 191,406            | 5.3%                   |
| 01-2120-442000 | Workers Compensation                | 84,619            | 87,782            | 94,018             | 102,018              | 108,580             | 112,483             | 112,483            | 19.6%                  |
| 01-2120-443000 | Unemployment                        | 4,277             | 2,190             | 4,763              | 2,463                | 2,432               | 2,516               | 2,516              | -47.2%                 |
| 01-2120-444000 | Retirement-PERS                     | 408,640           | 514,046           | 574,157            | 582,644              | 629,237             | 652,531             | 652,531            | 13.7%                  |
| 01-2120-444002 | Retirement-Pension Bond             | 109,927           | 102,696           | 102,649            | 105,335              | 98,459              | 101,847             | 101,847            | -0.8%                  |
| 01-2120-445000 | Health/Life/LTD                     | 481,704           | 500,900           | 574,226            | 599,513              | 591,185             | 605,551             | 605,551            | 5.5%                   |
|                | <b>Total Personnel Services</b>     | <b>3,361,710</b>  | <b>3,566,651</b>  | <b>3,907,397</b>   | <b>4,026,396</b>     | <b>4,033,748</b>    | <b>4,168,369</b>    | <b>4,168,369</b>   | <b>6.7%</b>            |
| 01-2120-512000 | Uniforms                            | 39,212            | 30,460            | 35,367             | 30,540               | 35,367              | 35,367              | 35,367             | 0.0%                   |
| 01-2120-520000 | Dues & Meetings                     | 402               | 815               | 700                | 428                  | 700                 | 700                 | 700                | 0.0%                   |
| 01-2120-520003 | Recruitment Expense                 | 1,490             | 2,890             | 500                | 2,385                | 500                 | 500                 | 500                | 0.0%                   |
| 01-2120-523000 | Supplies & Equipment                | 6,163             | 7,933             | 6,500              | 5,472                | 6,500               | 6,500               | 6,500              | 0.0%                   |
| 01-2120-523001 | Firearms                            | 22,537            | 37,079            | 15,000             | 10,264               | 15,000              | 15,000              | 15,000             | 0.0%                   |
| 01-2120-523005 | Flares                              | -                 | -                 | 500                | 1,000                | 500                 | 500                 | 500                | 0.0%                   |
| 01-2120-524000 | Safety Program                      | 384               | 201               | 1,250              | 1,346                | 1,250               | 1,250               | 1,250              | 0.0%                   |
| 01-2120-525000 | Travel & Training                   | 13,521            | 12,365            | 15,000             | 12,475               | 15,000              | 15,000              | 15,000             | 0.0%                   |
| 01-2120-526000 | Employee Testing                    | 79                | 543               | -                  | 785                  | -                   | -                   | -                  | 0.0%                   |
| 01-2120-528000 | Prisoner Expense                    | -                 | -                 | 10,000             | -                    | 10,000              | 10,000              | 10,000             | 0.0%                   |
| 01-2120-529000 | K-9 Program                         | 9,883             | 10,126            | 21,850             | 20,468               | 10,000              | 10,000              | 10,000             | -54.2%                 |
| 01-2120-529001 | Dog Control                         | -                 | -                 | -                  | -                    | 9,000               | 9,000               | 9,000              | 100.0%                 |
| 01-2120-530000 | Drug Dog                            | 11,272            | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 01-2120-533000 | Contractual Services                | 1,221             | 1,200             | 1,000              | 2,275                | 1,000               | 1,000               | 1,000              | 0.0%                   |
| 01-2120-533045 | Maintenance Agreements              | 48                | 2,885             | 2,800              | 3,084                | 2,800               | 2,800               | 2,800              | 0.0%                   |
| 01-2120-536000 | Traffic Program                     | 1,727             | 1,995             | 2,000              | 2,015                | 2,000               | 2,000               | 2,000              | 0.0%                   |
| 01-2120-562000 | Fuel                                | 47,489            | 58,728            | 60,000             | 54,554               | 60,000              | 60,000              | 60,000             | 0.0%                   |
| 01-2120-563000 | Vehicle Maintenance                 | 32,596            | 37,130            | 35,000             | 36,710               | 35,000              | 35,000              | 35,000             | 0.0%                   |
| 01-2120-566000 | Equip Repair & Maintenance          | 923               | 2,025             | -                  | 243                  | -                   | -                   | -                  | 0.0%                   |
| 01-2120-566120 | Small Equipment Replacement         | 14,950            | 20,585            | 20,000             | 16,440               | 20,000              | 20,000              | 20,000             | 0.0%                   |
| 01-2120-580000 | Professional Services               | 5,971             | 5,395             | 6,228              | 3,996                | 6,228               | 6,228               | 6,228              | 0.0%                   |
| 01-2120-590001 | Internal Chrg-Veh/Equip             | 49,450            | 100,000           | 100,000            | 100,000              | 100,000             | 100,000             | 100,000            | 0.0%                   |
| 01-2120-590003 | Internal Chrg-Capital Replace       | 3,000             | 3,000             | 3,000              | 3,000                | 3,000               | 3,000               | 3,000              | 0.0%                   |
| 01-2120-590007 | Internal Chrg-MDT                   | 18,000            | 18,000            | 18,000             | 18,000               | 18,000              | 18,000              | 18,000             | 0.0%                   |
| 01-2120-590008 | Internal Chrg-Radio Replace         | 38,000            | 38,000            | 38,000             | 38,000               | 38,000              | 38,000              | 38,000             | 0.0%                   |
|                | <b>Total Materials and Services</b> | <b>318,318</b>    | <b>391,356</b>    | <b>392,695</b>     | <b>363,480</b>       | <b>389,845</b>      | <b>389,845</b>      | <b>389,845</b>     | <b>-0.7%</b>           |
| 01-2120-610000 | Capital Outlay                      | 11,075            | 15,001            | 15,000             | 15,000               | 15,000              | 15,000              | 15,000             | 0.0%                   |
|                | <b>Total Capital Outlay</b>         | <b>11,075</b>     | <b>15,001</b>     | <b>15,000</b>      | <b>15,000</b>        | <b>15,000</b>       | <b>15,000</b>       | <b>15,000</b>      | <b>0.0%</b>            |
| <b>2120</b>    | <b>TOTAL PATROL</b>                 | <b>3,691,103</b>  | <b>3,973,009</b>  | <b>4,315,092</b>   | <b>4,404,876</b>     | <b>4,438,593</b>    | <b>4,573,214</b>    | <b>4,573,214</b>   | <b>6.0%</b>            |

| ACCOUNT #      | DESCRIPTION                         | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|----------------|-------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>2130</b>    | <b>INVESTIGATIONS</b>               |                   |                   |                    |                      |                     |                     |                    |                        |
| 01-2130-431000 | Officer Salaries                    | 388,547           | 388,235           | 423,792            | 342,585              | 435,594             | 435,594             | 435,594            | 2.8%                   |
| 01-2130-435000 | Overtime                            | 20,051            | 33,227            | 20,000             | 22,760               | 21,000              | 21,000              | 21,000             | 5.0%                   |
| 01-2130-435001 | Holiday Bank                        | 11,728            | 13,160            | 14,000             | 9,479                | 14,000              | 14,000              | 14,000             | 0.0%                   |
| 01-2130-436000 | On Call Pay                         | 1,800             | 1,787             | 2,016              | 1,476                | 1,512               | 1,512               | 1,512              | -25.0%                 |
| 01-2130-436100 | Uniform Allowance                   | 1,350             | 1,350             | 1,344              | 1,044                | 1,008               | 1,008               | 1,008              | -25.0%                 |
| 01-2130-438000 | Longevity                           | 1,680             | 2,340             | 2,640              | 1,680                | 2,880               | 2,880               | 2,880              | 9.1%                   |
| 01-2130-440000 | Misc Fringe Benefits                | 3,165             | 2,930             | 3,200              | 2,020                | -                   | -                   | -                  | -100.0%                |
| 01-2130-441000 | FICA/Medicare                       | 31,900            | 33,271            | 35,726             | 28,902               | 36,415              | 36,415              | 36,415             | 1.9%                   |
| 01-2130-442000 | Workers Compensation                | 17,836            | 17,359            | 18,686             | 15,691               | 21,380              | 21,380              | 21,380             | 14.4%                  |
| 01-2130-443000 | Unemployment                        | 850               | 448               | 937                | 384                  | 480                 | 480                 | 480                | -48.8%                 |
| 01-2130-444000 | Retirement-PERS                     | 78,783            | 96,831            | 109,093            | 77,432               | 110,038             | 110,038             | 110,038            | 0.9%                   |
| 01-2130-444002 | Retirement-Pension Bond             | 21,477            | 22,530            | 20,176             | 16,068               | 19,377              | 19,377              | 19,377             | -4.0%                  |
| 01-2130-445000 | Health/Life/LTD                     | 92,993            | 90,478            | 109,580            | 74,027               | 103,987             | 102,607             | 102,607            | -6.4%                  |
|                | <b>Total Personnel Services</b>     | <b>672,160</b>    | <b>703,947</b>    | <b>761,190</b>     | <b>593,548</b>       | <b>767,671</b>      | <b>766,291</b>      | <b>766,291</b>     | <b>0.7%</b>            |
| 01-2130-520000 | Dues & Meetings                     | -                 | 182               | 500                | 432                  | 500                 | 500                 | 500                | 0.0%                   |
| 01-2130-521000 | Confidential Funds                  | -                 | 5,000             | 5,000              | -                    | 5,000               | 5,000               | 5,000              | 0.0%                   |
| 01-2130-523000 | Supplies & Equipment                | 758               | 1,475             | 2,000              | 1,694                | 2,000               | 2,000               | 2,000              | 0.0%                   |
| 01-2130-523004 | Photographic Equipment              | 588               | -                 | 700                | 510                  | 700                 | 700                 | 700                | 0.0%                   |
| 01-2130-525000 | Travel & Training                   | 2,805             | 7,082             | 3,500              | 2,309                | 3,500               | 3,500               | 3,500              | 0.0%                   |
| 01-2130-528000 | Investigation Expense               | -                 | 113               | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 01-2130-533000 | Contractual Services                | 53                | 280               | 1,500              | 27                   | 1,500               | 1,500               | 1,500              | 0.0%                   |
| 01-2130-533045 | Maintenance Agreements              | 433               | 475               | 3,500              | 2,333                | 3,500               | 3,500               | 3,500              | 0.0%                   |
| 01-2130-534000 | Vehicle Lease                       | 1,200             | 1,200             | 1,200              | 1,200                | 1,200               | 1,200               | 1,200              | 0.0%                   |
| 01-2130-563000 | Vehicle Maintenance                 | 2,370             | 505               | 2,000              | 2,530                | 2,000               | 2,000               | 2,000              | 0.0%                   |
| 01-2130-566120 | Small Equipment Replacement         | 1,038             | 1,758             | 3,000              | 1,634                | 3,000               | 3,000               | 3,000              | 0.0%                   |
| 01-2130-580000 | Professional Services               | 989               | 3,266             | 2,000              | 717                  | 2,000               | 2,000               | 2,000              | 0.0%                   |
| 01-2130-590001 | Internal Chrg-Veh/Equip             | 16,000            | 16,000            | 16,000             | 16,000               | 16,000              | 16,000              | 16,000             | 0.0%                   |
| 01-2130-590004 | Internal Chrg-Forensic Equip        | 6,371             | 5,000             | 5,000              | 5,000                | 15,000              | 15,000              | 15,000             | 200.0%                 |
|                | <b>Total Materials and Services</b> | <b>32,604</b>     | <b>42,336</b>     | <b>45,900</b>      | <b>34,386</b>        | <b>55,900</b>       | <b>55,900</b>       | <b>55,900</b>      | <b>21.8%</b>           |
| <b>2130</b>    | <b>TOTAL INVESTIGATIONS</b>         | <b>704,765</b>    | <b>746,283</b>    | <b>807,090</b>     | <b>627,934</b>       | <b>823,571</b>      | <b>822,191</b>      | <b>822,191</b>     | <b>1.9%</b>            |



| ACCOUNT #      | DESCRIPTION                         | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|----------------|-------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>2150</b>    | <b>SUPPORT SERVICES</b>             |                   |                   |                    |                      |                     |                     |                    |                        |
| 01-2150-410000 | Administrative Salaries             | 39,389            | 42,210            | 43,896             | 43,867               | 45,222              | 45,222              | 45,222             | 3.0%                   |
| 01-2150-420000 | Clerical Salaries                   | 102,329           | 108,787           | 114,520            | 115,679              | 121,869             | 121,869             | 121,869            | 6.4%                   |
| 01-2150-435000 | Overtime                            | 2,997             | 122               | 2,919              | 2,919                | 3,000               | 3,000               | 3,000              | 2.8%                   |
| 01-2150-435001 | Holiday Bank                        | 3,804             | 4,642             | 5,000              | 9,012                | 5,000               | 5,000               | 5,000              | 0.0%                   |
| 01-2150-438000 | Longevity                           | 1,780             | 5,400             | 5,400              | 6,720                | 6,840               | 6,840               | 6,840              | 26.7%                  |
| 01-2150-440000 | Misc Fringe Benefits                | 320               | 320               | 320                | 253                  | -                   | -                   | -                  | -100.0%                |
| 01-2150-441000 | FICA/Medicare                       | 11,093            | 11,913            | 13,163             | 13,419               | 13,918              | 13,918              | 13,918             | 5.7%                   |
| 01-2150-442000 | Workers Compensation                | 649               | 623               | 797                | 364                  | 469                 | 469                 | 469                | -41.2%                 |
| 01-2150-443000 | Unemployment                        | 302               | 161               | 346                | 180                  | 183                 | 183                 | 183                | -47.1%                 |
| 01-2150-444000 | Retirement-PERS                     | 27,765            | 36,968            | 39,650             | 40,924               | 44,870              | 44,870              | 44,870             | 13.2%                  |
| 01-2150-444002 | Retirement-Pension Bond             | 7,885             | 7,851             | 7,436              | 7,741                | 7,406               | 7,406               | 7,406              | -0.4%                  |
| 01-2150-445000 | Health/Life/LTD                     | 47,313            | 50,840            | 54,359             | 53,525               | 56,377              | 55,573              | 55,573             | 2.2%                   |
|                | <b>Total Personnel Services</b>     | <b>245,627</b>    | <b>269,838</b>    | <b>287,806</b>     | <b>294,603</b>       | <b>305,154</b>      | <b>304,350</b>      | <b>304,350</b>     | <b>5.7%</b>            |
| 01-2150-520000 | Dues & Meetings                     | 162               | 115               | 300                | 215                  | 300                 | 300                 | 300                | 0.0%                   |
| 01-2150-523000 | Supplies & Equipment                | 1,409             | 1,601             | 1,900              | 1,081                | 1,900               | 1,900               | 1,900              | 0.0%                   |
| 01-2150-525000 | Travel & Training                   | 1,749             | 1,346             | 2,000              | 2,035                | 2,000               | 2,000               | 2,000              | 0.0%                   |
| 01-2150-527000 | Community Policing                  | 353               | 982               | 3,000              | 2,910                | 3,000               | 3,000               | 3,000              | 0.0%                   |
| 01-2150-532000 | Bank Fees                           | 188               | 191               | 500                | 189                  | 500                 | 500                 | 500                | 0.0%                   |
| 01-2150-532001 | R.A.I.N. Agreement                  | 5,866             | 5,866             | 6,452              | 5,302                | 6,452               | 6,452               | 6,452              | 0.0%                   |
| 01-2150-533000 | Contractual Services                | 8,076             | 7,916             | 10,782             | 8,159                | 10,782              | 10,782              | 10,782             | 0.0%                   |
| 01-2150-533045 | Maintenance Agreements              | 14,061            | 14,212            | 15,290             | 18,326               | 15,290              | 15,290              | 15,290             | 0.0%                   |
| 01-2150-566000 | Equip Repair & Maintenance          | 3,114             | 105               | 4,500              | 2,570                | 4,500               | 4,500               | 4,500              | 0.0%                   |
|                | <b>Total Materials and Services</b> | <b>34,977</b>     | <b>32,334</b>     | <b>44,724</b>      | <b>40,787</b>        | <b>44,724</b>       | <b>44,724</b>       | <b>44,724</b>      | <b>0.0%</b>            |
| <b>2150</b>    | <b>TOTAL SUPPORT SERVICES</b>       | <b>280,604</b>    | <b>302,172</b>    | <b>332,530</b>     | <b>335,390</b>       | <b>349,878</b>      | <b>349,074</b>      | <b>349,074</b>     | <b>5.0%</b>            |
| <b>2160</b>    | <b>ANIMAL CONTROL</b>               |                   |                   |                    |                      |                     |                     |                    |                        |
| 01-2160-540000 | Utilities                           | 5,562             | 7,741             | -                  | 3,452                | -                   | -                   | -                  | 0.0%                   |
|                | <b>Total Materials and Services</b> | <b>5,562</b>      | <b>7,741</b>      | <b>-</b>           | <b>3,452</b>         | <b>-</b>            | <b>-</b>            | <b>-</b>           | <b>0.0%</b>            |
| <b>2160</b>    | <b>TOTAL ANIMAL CONTROL</b>         | <b>5,562</b>      | <b>7,741</b>      | <b>-</b>           | <b>3,452</b>         | <b>-</b>            | <b>-</b>            | <b>-</b>           | <b>0.0%</b>            |
| <b>2170</b>    | <b>POLICE RESERVES</b>              |                   |                   |                    |                      |                     |                     |                    |                        |
| 01-2170-512000 | Uniforms                            | 2,592             | 2,945             | -                  | 1,250                | -                   | -                   | -                  | 0.0%                   |
| 01-2170-520000 | Dues & Meetings                     | 269               | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 01-2170-520003 | Recruitment Expense                 | 420               | 1,154             | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 01-2170-523001 | Firearms                            | 9,252             | -                 | -                  | 2,179                | -                   | -                   | -                  | 0.0%                   |
| 01-2170-525000 | Travel & Training                   | -                 | 900               | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 01-2170-566120 | Small Equipment Replace             | -                 | -                 | -                  | 2,597                | -                   | -                   | -                  | 0.0%                   |
| 01-2170-580000 | Professional Services               | 713               | 720               | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 01-2170-596000 | Reserve Police Costs                | 9,350             | 3,739             | 10,000             | 9,819                | 10,000              | 10,000              | 10,000             | 0.0%                   |
| 01-2170-596003 | Reserve Officers' Ammunition        | -                 | -                 | 1,800              | 1,800                | 1,800               | 1,800               | 1,800              | 0.0%                   |
|                | <b>Total Materials and Services</b> | <b>22,596</b>     | <b>9,458</b>      | <b>11,800</b>      | <b>17,645</b>        | <b>11,800</b>       | <b>11,800</b>       | <b>11,800</b>      | <b>0.0%</b>            |
| <b>2170</b>    | <b>TOTAL POLICE RESERVES</b>        | <b>22,596</b>     | <b>9,458</b>      | <b>11,800</b>      | <b>17,645</b>        | <b>11,800</b>       | <b>11,800</b>       | <b>11,800</b>      | <b>0.0%</b>            |
|                | <b>TOTAL POLICE DEPARTMENT</b>      | <b>6,078,655</b>  | <b>6,511,998</b>  | <b>7,075,040</b>   | <b>6,960,581</b>     | <b>7,374,024</b>    | <b>7,492,469</b>    | <b>7,492,469</b>   | <b>5.9%</b>            |

**FUND 01: General Fund – Fire**

|                            | <u>17-18</u> | <u>18-19</u> | <u>19-20</u> |
|----------------------------|--------------|--------------|--------------|
| <b>BUDGETED STAFF FTE:</b> | 0.00         | 0.00         | 0.00         |

**Description**

The Newberg Fire Department had a long history of providing fire suppression, rescue, emergency medical services, fire prevention and life safety education to both the City of Newberg and the Newberg Rural Fire Protection District. The level of resources required to maintain a high level of service continued to outpace the City's ability to fund the staff, equipment, and infrastructure. Calls for service had continued to rise. In response to this growing need, City Council entered into an Intergovernmental Agreement with Tualatin Valley Fire & Rescue (TVF&R) in March 2016 for a two-year functional consolidation. This contract provided additional staffing, improved apparatus, and ongoing training, as well as continued the long-standing commitment to community service through the annual Easter Egg Hunt, the Pancake Breakfast, the Old Fashioned Festival, Toy & Joy Golf Tournament, school visits, and many other opportunities to keep the local feel to the department. On July 1, 2018, fire services within the City of Newberg officially transferred to TVF&R.

**Significant Changes**

The City's contract ended on June 30, 2018, and the City's fire services were annexed into TVF&R. The reduction in fire expenditures were coupled with a reduction in property tax revenue as a charter amendment passed in November of 2017 that reduced the City's tax levy.

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| ACCOUNT #                   | DESCRIPTION                      | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|-----------------------------|----------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>FIRE DEPARTMENT 22XX</b> |                                  |                   |                   |                    |                      |                     |                     |                    |                        |
| <b>2210</b>                 | <b>FIRE ADMINISTRATION</b>       |                   |                   |                    |                      |                     |                     |                    |                        |
| 01-2210-533000              | Contractual Services             | 3,718,428         | 3,877,183         | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 01-2210-540000              | Utilities                        | 976               | 1,031             | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
|                             | Total Materials and Services     | 3,719,404         | 3,878,214         | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| <b>2210</b>                 | <b>TOTAL FIRE ADMINISTRATION</b> | <b>3,719,404</b>  | <b>3,878,214</b>  | <b>-</b>           | <b>-</b>             | <b>-</b>            | <b>-</b>            | <b>-</b>           | <b>0.0%</b>            |
| <b>2220</b>                 | <b>FIRE SUPPRESSION</b>          |                   |                   |                    |                      |                     |                     |                    |                        |
| 01-2220-441000              | FICA/Medicare                    | -                 | 55                | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 01-2220-444000              | Retirement-PERS                  | (551)             | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 01-2220-445000              | Health/Life/LTD                  | 42                | (1,491)           | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
|                             | Total Personnel Services         | (509)             | (1,436)           | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 01-2220-523000              | Supplies & Equipment             | 3,901             | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 01-2220-523020              | Small Equipment                  | 135               | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 01-2220-525000              | Travel & Training                | (299)             | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 01-2220-563000              | Vehicle Maintenance              | 77                | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 01-2220-596000              | Volunteer Costs                  | (22)              | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
|                             | Total Materials and Services     | 3,791             | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| <b>2220</b>                 | <b>TOTAL FIRE SUPPRESSION</b>    | <b>3,282</b>      | <b>(1,436)</b>    | <b>-</b>           | <b>-</b>             | <b>-</b>            | <b>-</b>            | <b>-</b>           | <b>0.0%</b>            |
|                             | <b>TOTAL FIRE DEPARTMENT</b>     | <b>3,722,686</b>  | <b>3,876,777</b>  | <b>-</b>           | <b>-</b>             | <b>-</b>            | <b>-</b>            | <b>-</b>           | <b>0.0%</b>            |

## FUND 01: General Fund – Police – Communications

**17-18 18-19 19-20**  
**BUDGETED STAFF FTE: 7.65 7.80 7.80**

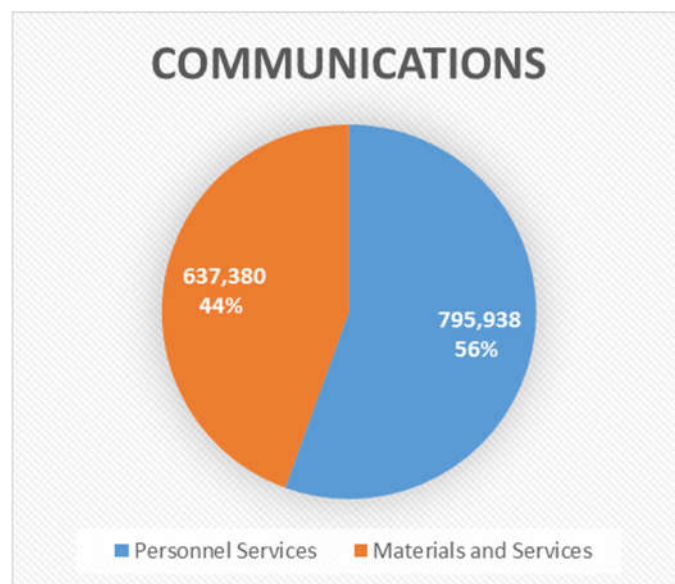
### Description

The Communications division is the answering point for all emergency 911 calls for east Yamhill County, as well as the switchboard for Newberg-Dundee Police business lines and after-hour emergency calls for Newberg and Dundee Public Works. Communications performs records functions in support of police operations, as well as serving as the CJIS/LEDS Rep for police, legal and court.

### Significant Changes

None

|                             | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|-----------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>COMMUNICATIONS</b>       |                   |                   |                    |                      |                     |                     |                    |                        |
| Personnel Services          | 628,945           | 544,001           | 745,348            | 688,883              | 798,052             | 795,938             | 795,938            | 6.8%                   |
| Materials and Services      | 428,702           | 518,063           | 587,718            | 577,959              | 640,414             | 637,380             | 637,380            | 8.4%                   |
| <b>Total Communications</b> | <b>1,057,647</b>  | <b>1,062,064</b>  | <b>1,333,066</b>   | <b>1,266,842</b>     | <b>1,438,466</b>    | <b>1,433,318</b>    | <b>1,433,318</b>   | <b>7.5%</b>            |



| ACCOUNT #                    | DESCRIPTION                          | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|------------------------------|--------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>2310</b>                  | <b>COMMUNICATIONS</b>                |                   |                   |                    |                      |                     |                     |                    |                        |
| 01-2310-410000               | Administrative Salaries              | 39,389            | 42,211            | 43,896             | 43,867               | 45,222              | 45,222              | 45,222             | 3.0%                   |
| 01-2310-420000               | Dispatch Salaries                    | 308,250           | 258,783           | 350,776            | 318,082              | 383,631             | 383,631             | 383,631            | 9.4%                   |
| 01-2310-435000               | Overtime                             | 58,303            | 32,590            | 30,000             | 44,876               | 32,000              | 32,000              | 32,000             | 6.7%                   |
| 01-2310-435001               | Holiday Bank                         | 9,894             | 9,054             | 14,000             | 22,729               | 12,000              | 12,000              | 12,000             | -14.3%                 |
| 01-2310-438000               | Longevity                            | 1,180             | 1,440             | 600                | 600                  | 600                 | 600                 | 600                | 0.0%                   |
| 01-2310-440000               | Misc Fringe Benefits                 | 320               | 320               | 320                | 253                  | -                   | -                   | -                  | -100.0%                |
| 01-2310-441000               | FICA/Medicare                        | 31,055            | 25,573            | 33,629             | 32,509               | 36,219              | 36,219              | 36,219             | 7.7%                   |
| 01-2310-442000               | Workers Compensation                 | 1,819             | 1,397             | 2,013              | 928                  | 1,277               | 1,277               | 1,277              | -36.6%                 |
| 01-2310-443000               | Unemployment                         | 831               | 348               | 883                | 434                  | 479                 | 479                 | 479                | -45.8%                 |
| 01-2310-444000               | Retirement-PERS                      | 61,133            | 65,988            | 92,830             | 86,182               | 105,153             | 105,153             | 105,153            | 13.3%                  |
| 01-2310-444002               | Retirement-Pension Bond              | 17,891            | 15,667            | 18,995             | 17,739               | 18,581              | 18,581              | 18,581             | -2.2%                  |
| 01-2310-445000               | Health/Life/LTD                      | 98,881            | 90,631            | 157,406            | 120,684              | 162,890             | 160,776             | 160,776            | 2.1%                   |
| Total Personnel Services     |                                      | 628,945           | 544,001           | 745,348            | 688,883              | 798,052             | 795,938             | 795,938            | 6.8%                   |
| 01-2310-520000               | Dues & Meetings                      | 463               | 431               | 500                | 826                  | 500                 | 500                 | 500                | 0.0%                   |
| 01-2310-520003               | Recruitment Expense                  | 2,011             | 1,409             | -                  | 2,225                | -                   | -                   | -                  | 0.0%                   |
| 01-2310-523000               | Supplies & Equipment                 | 1,586             | 2,548             | 4,000              | 3,231                | 4,000               | 4,000               | 4,000              | 0.0%                   |
| 01-2310-525000               | Travel & Training                    | 2,150             | 3,186             | 4,000              | 5,076                | 4,000               | 4,000               | 4,000              | 0.0%                   |
| 01-2310-526000               | Employee Testing                     | -                 | 129               | 500                | 48                   | 500                 | 500                 | 500                | 0.0%                   |
| 01-2310-533000               | Contractual Services                 | 3,234             | 13,768            | 16,420             | 16,420               | 16,420              | 16,420              | 16,420             | 0.0%                   |
| 01-2310-533045               | Maintenance Agreements               | 79,247            | 75,222            | 83,950             | 85,283               | 83,950              | 83,950              | 83,950             | 0.0%                   |
| 01-2310-566000               | Equip Repair & Maintenance           | 3,505             | -                 | 2,000              | 3,158                | 2,000               | 2,000               | 2,000              | 0.0%                   |
| 01-2310-566120               | Small Equipment Replacement          | 1,920             | 1,616             | 2,000              | 799                  | 2,000               | 2,000               | 2,000              | 0.0%                   |
| 01-2310-575001               | Debt Issue Costs                     | -                 | 45,671            | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 01-2310-590000               | Internal Chrg-Admin Support Services | 307,698           | 347,195           | 445,733            | 435,994              | 496,247             | 493,213             | 493,213            | 10.7%                  |
| 01-2310-590003               | Internal Chrg-Capital Replace        | 19,000            | 19,000            | 19,000             | 19,000               | 19,000              | 19,000              | 19,000             | 0.0%                   |
| 01-2310-590006               | Internal Chrg-Network Upgrade        | 7,888             | 7,888             | 9,615              | 5,899                | 11,797              | 11,797              | 11,797             | 22.7%                  |
| Total Materials and Services |                                      | 428,702           | 518,063           | 587,718            | 577,959              | 640,414             | 637,380             | 637,380            | 8.4%                   |
| <b>2310</b>                  | <b>TOTAL COMMUNICATIONS</b>          | <b>1,057,647</b>  | <b>1,062,064</b>  | <b>1,333,066</b>   | <b>1,266,842</b>     | <b>1,438,466</b>    | <b>1,433,318</b>    | <b>1,433,318</b>   | <b>7.5%</b>            |

## FUND 01: General Fund – Library

17-18 18-19 19-20

BUDGETED STAFF FTE: 12.44 12.44 12.44

### Department Description

In today's world, the Newberg Public Library is much more than a depository of books waiting for people to stop in and check them out. It is a place for parents to learn how to encourage early literacy with their children, an opportunity for teens to become leaders and kids to succeed. It's a place for individuals to find jobs, learn new skills, and complete the activities required of participation in the modern world. The library supports learning in many ways, including book clubs, speakers, workshops, and materials placed in the waiting rooms and community gathering places around the community. Electronic resources, such as e-books, e-magazines, streaming videos, and online classes, are a key element of services. The library has developed a very popular **Library of Things** over the last year where people can support their learning by checking out "things" such as a telescope, microscope, crafting supplies and even puzzles. And, of course, there are still books. Studies continue to show that the business of a library is still providing books to its community and books are still what many people come to the library to find.

The library continues to be a very active place with hundreds of people visiting each day and using resources within the building as well as checking things out for use at home. The library is on pace to exceed last year's usage numbers.

### Significant Changes

Budget-wise, this is pretty much a status quo budget from FY 2018-19. Where there were some minor increases (\$3,000 or less) there were corresponding decreases.

The primary change for the library in FY 2019-20 is the retirement of the long-time director as well as a 20-year veteran librarian. Their departures are resulting in a number of internal promotions and moves as well as the hiring of a new library director who will start in July. With all these changes, however, the bottom line for personnel basically remains static as long-time employees at the top of the pay scale are replaced with employees at a beginning step.

Materials and Services also remain static with some areas seeing slight increases and others seeing decreases. Travel and Training is up as we continue to support the vital training of staff. Maintenance Agreements are up with the upgrade of our primary copier and the addition of another copier located downstairs for use by staff as well as printing for the public from the computers in the children's room.

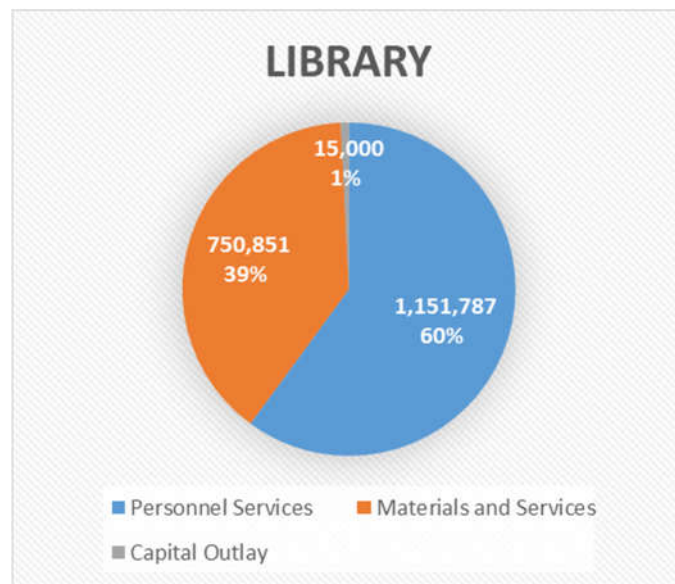
Contractual Services have finally aligned with the changes enacted by our regional system, Chemeketa Cooperative Regional Library Service (CCRLS) that have saved the city funds. Electronic Resources has been lowered, as again, CCRLS has picked up the cost for a number of online resources including adding more e-books, e-magazines and e-audiobooks for patron use.

Volunteer costs were raised to allow a little more of a "thank you" to these valuable individuals who provide over 4,000 hours of assistance each year.

Capital Outlay provides funds to make some improvements to the staff workroom as well as the self-checkout computer areas. These needed upgrades will allow more efficient work flows and easier patron use.

## FUND 01: General Fund – Library cont'd.

| <b>LIBRARY</b>         | <b>ACTUAL<br/>2016-17</b> | <b>ACTUAL<br/>2017-18</b> | <b>ADOPTED<br/>2018-19</b> | <b>PROJECTED<br/>2018-19</b> | <b>PROPOSED<br/>2019-20</b> | <b>APPROVED<br/>2019-20</b> | <b>ADOPTED<br/>2019-20</b> | <b>Adopted<br/>vs. Adopted</b> |
|------------------------|---------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|-----------------------------|----------------------------|--------------------------------|
| Personnel Services     | 929,753                   | 1,022,889                 | 1,089,390                  | 1,101,555                    | 1,154,835                   | 1,151,787                   | 1,151,787                  | 5.7%                           |
| Materials and Services | 538,752                   | 663,986                   | 718,592                    | 707,945                      | 762,729                     | 750,851                     | 750,851                    | 4.5%                           |
| Capital Outlay         | 8,171                     | 39,410                    | 25,000                     | 3,720                        | 15,000                      | 15,000                      | 15,000                     | -40.0%                         |
| <b>Total Library</b>   | <b>1,476,676</b>          | <b>1,726,285</b>          | <b>1,832,982</b>           | <b>1,813,220</b>             | <b>1,932,564</b>            | <b>1,917,638</b>            | <b>1,917,638</b>           | <b>4.6%</b>                    |





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| ACCOUNT #      | DESCRIPTION                          | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|----------------|--------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>3120</b>    | <b>LIBRARY SERVICES</b>              |                   |                   |                    |                      |                     |                     |                    |                        |
| 01-3120-410000 | Administrative Salaries              | 217,879           | 184,570           | 195,118            | 210,951              | 191,466             | 191,466             | 191,466            | -1.9%                  |
| 01-3120-431000 | Salaries & Wages                     | 455,986           | 531,800           | 564,677            | 559,468              | 590,015             | 590,015             | 590,015            | 4.5%                   |
| 01-3120-435000 | Overtime                             | -                 | -                 | -                  | 639                  | -                   | -                   | -                  | 0.0%                   |
| 01-3120-438000 | Longevity                            | 2,820             | 2,400             | 2,400              | 2,960                | 1,920               | 1,920               | 1,920              | -20.0%                 |
| 01-3120-440000 | Misc Fringe Benefits                 | 1,280             | 1,280             | 1,280              | 1,010                | -                   | -                   | -                  | -100.0%                |
| 01-3120-441000 | FICA/Medicare                        | 50,960            | 53,826            | 58,406             | 58,808               | 59,931              | 59,931              | 59,931             | 2.6%                   |
| 01-3120-442000 | Workers Compensation                 | 2,976             | 2,878             | 3,793              | 1,661                | 2,259               | 2,259               | 2,259              | -40.4%                 |
| 01-3120-443000 | Unemployment                         | 1,353             | 715               | 1,536              | 786                  | 792                 | 792                 | 792                | -48.4%                 |
| 01-3120-444000 | Retirement-PERS                      | 21,031            | 41,323            | 38,943             | 42,048               | 50,385              | 50,385              | 50,385             | 29.4%                  |
| 01-3120-444001 | Retirement-Principal                 | 80,368            | 93,891            | 107,271            | 106,973              | 116,666             | 116,666             | 116,666            | 8.8%                   |
| 01-3120-444002 | Retirement-Pension Bond              | 5,163             | 5,179             | 7,384              | 7,684                | 8,564               | 8,564               | 8,564              | 16.0%                  |
| 01-3120-445000 | Health/Life/LTD                      | 89,937            | 105,027           | 108,582            | 108,567              | 132,837             | 129,789             | 129,789            | 19.5%                  |
|                | <b>Total Personnel Services</b>      | <b>929,753</b>    | <b>1,022,889</b>  | <b>1,089,390</b>   | <b>1,101,555</b>     | <b>1,154,835</b>    | <b>1,151,787</b>    | <b>1,151,787</b>   | <b>5.7%</b>            |
| 01-3120-510000 | Office Supplies                      | 8,656             | 8,397             | 7,000              | 7,368                | 7,500               | 7,500               | 7,500              | 7.1%                   |
| 01-3120-515000 | Printing & Advertising               | 1,143             | 155               | 200                | 202                  | 200                 | 200                 | 200                | 0.0%                   |
| 01-3120-520000 | Dues & Meetings                      | 2,020             | 2,374             | 1,653              | 1,665                | 1,700               | 1,700               | 1,700              | 2.8%                   |
| 01-3120-520003 | Recruitment Expense                  | 80                | -                 | 1,000              | 1,000                | -                   | -                   | -                  | -100.0%                |
| 01-3120-523000 | Supplies & Equipment                 | 2,329             | 1,875             | 2,500              | 2,567                | 2,600               | 2,600               | 2,600              | 4.0%                   |
| 01-3120-525000 | Travel & Training                    | 1,099             | 4,718             | 6,300              | 8,047                | 8,000               | 8,000               | 8,000              | 27.0%                  |
| 01-3120-532000 | Bank Fees                            | 971               | 957               | 2,000              | 1,344                | 1,400               | 1,400               | 1,400              | -30.0%                 |
| 01-3120-533000 | Contractual Services                 | 558               | 520               | 2,400              | 564                  | 1,000               | 1,000               | 1,000              | -58.3%                 |
| 01-3120-533045 | Maintenance Agreements               | 3,659             | 3,984             | 2,900              | 4,289                | 4,300               | 4,300               | 4,300              | 48.3%                  |
| 01-3120-540000 | Utilities                            | 34,172            | 33,080            | 34,000             | 32,194               | 33,000              | 33,000              | 33,000             | -2.9%                  |
| 01-3120-542001 | Regional Library Service             | 134,893           | 141,268           | 148,604            | 148,604              | 150,012             | 150,012             | 150,012            | 0.9%                   |
| 01-3120-551000 | Books & Publications                 | 36,098            | 44,810            | 51,500             | 51,500               | 51,500              | 51,500              | 51,500             | 0.0%                   |
| 01-3120-551001 | Audio-Visual                         | 10,107            | 9,059             | 10,300             | 10,300               | 10,300              | 10,300              | 10,300             | 0.0%                   |
| 01-3120-551002 | Periodicals                          | 4,713             | 5,283             | 5,400              | 5,400                | 5,400               | 5,400               | 5,400              | 0.0%                   |
| 01-3120-551003 | Children's Books                     | 21,212            | 25,197            | 24,700             | 24,700               | 24,700              | 24,700              | 24,700             | 0.0%                   |
| 01-3120-551004 | Children's Audio-Visual              | 2,101             | 3,871             | 2,600              | 2,600                | 2,600               | 2,600               | 2,600              | 0.0%                   |
| 01-3120-551005 | Children's Periodicals               | 211               | 337               | 250                | 250                  | 250                 | 250                 | 250                | 0.0%                   |
| 01-3120-551006 | Electronic Resources                 | 2,033             | 6,691             | 5,200              | 5,200                | 3,945               | 3,945               | 3,945              | -24.1%                 |
| 01-3120-551007 | Adult Book Replacement               | 283               | 322               | 500                | 500                  | 500                 | 500                 | 500                | 0.0%                   |
| 01-3120-551008 | Children's Book Replacement          | 1,495             | 1,503             | 1,500              | 1,500                | 1,500               | 1,500               | 1,500              | 0.0%                   |
| 01-3120-551009 | Lost Book Refunds                    | 86                | 20                | 100                | 100                  | 100                 | 100                 | 100                | 0.0%                   |
| 01-3120-566000 | Equip Repair & Maintenance           | -                 | -                 | 500                | 240                  | 500                 | 500                 | 500                | 0.0%                   |
| 01-3120-590000 | Internal Chrg-Admin Support Services | 264,305           | 362,452           | 402,084            | 393,299              | 445,699             | 433,821             | 433,821            | 7.9%                   |
| 01-3120-590002 | Internal Chrg-Computers              | 2,500             | 3,000             | 3,000              | 3,000                | 3,000               | 3,000               | 3,000              | 0.0%                   |
| 01-3120-590006 | Internal Chrg-Network Upgrade        | 3,999             | 3,999             | 2,301              | 1,412                | 2,823               | 2,823               | 2,823              | 22.7%                  |
| 01-3120-596000 | Volunteer Costs                      | 28                | 115               | 100                | 100                  | 200                 | 200                 | 200                | 100.0%                 |
|                | <b>Total Materials and Services</b>  | <b>538,752</b>    | <b>663,986</b>    | <b>718,592</b>     | <b>707,945</b>       | <b>762,729</b>      | <b>750,851</b>      | <b>750,851</b>     | <b>4.5%</b>            |
| 01-3120-610000 | Capital Outlay                       | 8,171             | 39,410            | 25,000             | 3,720                | 15,000              | 15,000              | 15,000             | -40.0%                 |
|                | <b>Total Capital Outlay</b>          | <b>8,171</b>      | <b>39,410</b>     | <b>25,000</b>      | <b>3,720</b>         | <b>15,000</b>       | <b>15,000</b>       | <b>15,000</b>      | <b>-40.0%</b>          |
| <b>3120</b>    | <b>TOTAL LIBRARY SERVICES</b>        | <b>1,476,676</b>  | <b>1,726,285</b>  | <b>1,832,982</b>   | <b>1,813,220</b>     | <b>1,932,564</b>    | <b>1,917,638</b>    | <b>1,917,638</b>   | <b>4.6%</b>            |

## FUND 01: General Fund – Planning

**17-18 18-19 19-20**  
**BUDGETED STAFF FTE: 4.61 4.61 4.61**

### Department Description

The Community Development Department, Planning Division, administers land use planning functions including current planning, long range planning, economic development, and provides planning services to the City of Dundee through an Intergovernmental Agreement.

### Significant Changes

Revenue for the Community Development Fee is proposed to decrease because of a projected slowdown in development activity primarily in the commercial and industrial sectors. Planning Grants will decrease as grants are closed out. There will be a continuation of some grant funding for the Riverfront Master Plan and a new Certified Local Government Grant for a historic survey in the historic downtown area. The Dundee Planning Contract will slightly decrease based on projected reduced planning activities. An increase in School District Construction Excise Taxes and Park SDC Administration fees are proposed based on single family development and a SDC increase by Chehalem Park and Recreation District effective July 1, 2019. The Planning/Subdivision Fees is proposed to decrease because of a projected slowdown in development activity.

Materials and Services indicate a decrease in Dues & Meetings due to close out of the Community Visioning program and Planning Misc Grants as grants are closed out. Increases occur in Supplies & Equipment (Chairs, monitors, standup/sit down desks and keyboards), Travel & Training for increase costs for conferences, Bank Fees, Contractual Services (Adobe InDesign), and Fuel for inspections and traveling to meetings.

|                        | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>PLANNING</b>        |                   |                   |                    |                      |                     |                     |                    |                        |
| Personnel Services     | 449,419           | 463,594           | 529,749            | 473,064              | 517,320             | 515,918             | 515,918            | -2.6%                  |
| Materials and Services | 414,979           | 305,829           | 628,904            | 626,526              | 506,398             | 504,285             | 504,285            | -19.8%                 |
| <b>Total Planning</b>  | <b>864,398</b>    | <b>769,423</b>    | <b>1,158,653</b>   | <b>1,099,590</b>     | <b>1,023,718</b>    | <b>1,020,203</b>    | <b>1,020,203</b>   | <b>-11.9%</b>          |



| ACCOUNT #      | DESCRIPTION                          | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|----------------|--------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>4110</b>    | <b>PLANNING</b>                      |                   |                   |                    |                      |                     |                     |                    |                        |
| 01-4110-410000 | Administrative Salaries              | 93,108            | 97,431            | 101,844            | 101,781              | 107,528             | 107,528             | 107,528            | 5.6%                   |
| 01-4110-420000 | Clerical Salaries                    | 33,938            | 35,065            | 37,684             | 37,537               | 40,682              | 40,682              | 40,682             | 8.0%                   |
| 01-4110-431000 | Salaries & Wages                     | 169,194           | 177,435           | 197,299            | 195,013              | 206,499             | 206,499             | 206,499            | 4.7%                   |
| 01-4110-435000 | Overtime                             | 3                 | 157               | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 01-4110-438000 | Longevity                            | 680               | 240               | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 01-4110-440000 | Misc Fringe Benefits                 | 544               | 544               | 544                | 430                  | -                   | -                   | -                  | -100.0%                |
| 01-4110-441000 | FICA/Medicare                        | 22,131            | 23,113            | 25,810             | 25,337               | 27,136              | 27,136              | 27,136             | 5.1%                   |
| 01-4110-442000 | Workers Compensation                 | 3,602             | 2,223             | 4,676              | 2,482                | 4,951               | 4,951               | 4,951              | 5.9%                   |
| 01-4110-443000 | Unemployment                         | 592               | 311               | 677                | 337                  | 356                 | 356                 | 356                | -47.4%                 |
| 01-4110-444000 | Retirement-PERS                      | 19,751            | 32,713            | 41,353             | 43,897               | 55,086              | 55,086              | 55,086             | 33.2%                  |
| 01-4110-444001 | Retirement-Principal                 | 45,066            | 28,843            | 19,708             | -                    | -                   | -                   | -                  | -100.0%                |
| 01-4110-444002 | Retirement-Pension Bond              | 4,840             | 7,121             | 10,634             | 11,687               | 12,782              | 12,782              | 12,782             | 20.2%                  |
| 01-4110-445000 | Health/Life/LTD                      | 55,970            | 58,398            | 89,520             | 54,563               | 62,300              | 60,898              | 60,898             | -32.0%                 |
|                | <b>Total Personnel Services</b>      | <b>449,419</b>    | <b>463,594</b>    | <b>529,749</b>     | <b>473,064</b>       | <b>517,320</b>      | <b>515,918</b>      | <b>515,918</b>     | <b>-2.6%</b>           |
| 01-4110-510000 | Office Supplies                      | 2,656             | 2,676             | 3,500              | 3,500                | 3,500               | 3,500               | 3,500              | 0.0%                   |
| 01-4110-511000 | Postage                              | -                 | -                 | 100                | 100                  | 100                 | 100                 | 100                | 0.0%                   |
| 01-4110-515000 | Printing & Advertising               | 951               | 1,869             | 2,500              | 2,500                | 2,500               | 2,500               | 2,500              | 0.0%                   |
| 01-4110-520000 | Dues & Meetings                      | 2,278             | 1,553             | 4,430              | 4,430                | 3,420               | 4,120               | 4,120              | -7.0%                  |
| 01-4110-520003 | Recruitment Expense                  | 110               | 105               | 850                | 850                  | 850                 | 850                 | 850                | 0.0%                   |
| 01-4110-523000 | Supplies & Equipment                 | 1,147             | 575               | 2,200              | 2,200                | 3,155               | 3,155               | 3,155              | 43.4%                  |
| 01-4110-525000 | Travel & Training                    | 1,224             | 1,314             | 4,145              | 4,145                | 4,900               | 4,900               | 4,900              | 18.2%                  |
| 01-4110-532000 | Bank Fees                            | 1,992             | 2,524             | 3,200              | 8,820                | 9,000               | 9,000               | 9,000              | 181.3%                 |
| 01-4110-533000 | Contractual Services                 | -                 | -                 | 270                | 280                  | 450                 | 450                 | 450                | 66.7%                  |
| 01-4110-533011 | Planning Misc Grants                 | 139,681           | 38,608            | 165,951            | 253,393              | 15,600              | 15,600              | 15,600             | -90.6%                 |
| 01-4110-533045 | Maintenance Agreements               | 5,647             | 13,225            | 14,248             | 14,248               | 14,464              | 14,464              | 14,464             | 1.5%                   |
| 01-4110-540000 | Utilities                            | -                 | 360               | 408                | 408                  | 408                 | 408                 | 408                | 0.0%                   |
| 01-4110-551000 | Books & Publications                 | 40                | 40                | 150                | 140                  | 150                 | 150                 | 150                | 0.0%                   |
| 01-4110-562000 | Fuel                                 | 1,264             | 1,198             | 1,000              | 1,163                | 1,200               | 1,200               | 1,200              | 20.0%                  |
| 01-4110-563000 | Vehicle Maintenance                  | 68                | -                 | 600                | 600                  | 600                 | 600                 | 600                | 0.0%                   |
| 01-4110-576000 | Recording Fees                       | -                 | 46                | 100                | 100                  | 100                 | 100                 | 100                | 0.0%                   |
| 01-4110-580000 | Professional Services                | 4,078             | 2,949             | 178,510            | 89,164               | 179,960             | 179,960             | 179,960            | 0.8%                   |
| 01-4110-580005 | Land Use Planning Appeals            | -                 | -                 | 100                | 100                  | 100                 | 100                 | 100                | 0.0%                   |
| 01-4110-590000 | Internal Chrg-Admin Support Services | 249,933           | 234,879           | 244,261            | 238,924              | 263,019             | 260,206             | 260,206            | 6.5%                   |
| 01-4110-590006 | Internal Chrg-Network Upgrade        | 3,910             | 3,910             | 2,381              | 1,461                | 2,922               | 2,922               | 2,922              | 22.7%                  |
|                | <b>Total Materials and Services</b>  | <b>414,979</b>    | <b>305,829</b>    | <b>628,904</b>     | <b>626,526</b>       | <b>506,398</b>      | <b>504,285</b>      | <b>504,285</b>     | <b>-19.8%</b>          |
| <b>4110</b>    | <b>TOTAL PLANNING</b>                | <b>864,398</b>    | <b>769,423</b>    | <b>1,158,653</b>   | <b>1,099,590</b>     | <b>1,023,718</b>    | <b>1,020,203</b>    | <b>1,020,203</b>   | <b>-11.9%</b>          |

| ACCOUNT #                    | DESCRIPTION                        | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|------------------------------|------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>NONDEPARTMENTAL 91XX</b>  |                                    |                   |                   |                    |                      |                     |                     |                    |                        |
| <b>9170</b>                  | <b>TRANSFERS</b>                   |                   |                   |                    |                      |                     |                     |                    |                        |
| 01-9170-907000               | Transfer Out-Water Fund            | 13,810            | 13,810            | 13,810             | 13,810               | 13,810              | 13,810              | 13,810             | 0.0%                   |
| 01-9170-909000               | Transfer Out-Debt Service          | -                 | -                 | 372,575            | 309,568              | 372,575             | 372,575             | 372,575            | 0.0%                   |
| 01-9170-925000               | Transfer Out-PERS Reserve Fund     | 142,652           | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 01-9170-932000               | Transfer Out-Veh/Equip Replacement | 16,412            | 16,412            | 16,412             | 16,412               | -                   | -                   | -                  | -100.0%                |
| 01-9170-947000               | Transfer Out-Water SDC             | 21,939            | 21,939            | 21,939             | 64,535               | -                   | -                   | -                  | -100.0%                |
| <b>9170</b>                  | <b>TOTAL TRANSFERS</b>             | <b>194,813</b>    | <b>52,161</b>     | <b>424,736</b>     | <b>404,325</b>       | <b>386,385</b>      | <b>386,385</b>      | <b>386,385</b>     | <b>-9.0%</b>           |
| <b>9180</b>                  | <b>RESERVES</b>                    |                   |                   |                    |                      |                     |                     |                    |                        |
| 01-9180-800000               | Contingency                        | -                 | -                 | 1,283,986          | -                    | 1,625,863           | 1,583,383           | 1,583,383          | 23.3%                  |
| 01-9180-880000               | Unappropriated Fund Balance        | -                 | -                 | 1,100,000          | -                    | 1,100,000           | 1,100,000           | 1,100,000          | 0.0%                   |
| <b>9180</b>                  | <b>TOTAL RESERVES</b>              | <b>-</b>          | <b>-</b>          | <b>2,383,986</b>   | <b>-</b>             | <b>2,725,863</b>    | <b>2,683,383</b>    | <b>2,683,383</b>   | <b>12.6%</b>           |
| <b>TOTAL NONDEPARTMENTAL</b> |                                    | <b>194,813</b>    | <b>52,161</b>     | <b>2,808,722</b>   | <b>404,325</b>       | <b>3,112,248</b>    | <b>3,069,768</b>    | <b>3,069,768</b>   | <b>9.3%</b>            |
| <b>FUND 01</b>               | <b>TOTAL GENERAL FUND</b>          | <b>13,960,753</b> | <b>14,488,490</b> | <b>14,747,761</b>  | <b>12,062,314</b>    | <b>15,523,300</b>   | <b>15,523,300</b>   | <b>15,523,300</b>  | <b>5.3%</b>            |
|                              | ENDING FUND BALANCE                | 3,564,316         | 4,228,834         | -                  | 3,997,287            | -                   | -                   | -                  | 0.0%                   |



# **ADMINISTRATIVE SUPPORT SERVICES FUND (31)**

## **Fund 31: Admin/Support Services Fund – Cost Allocation Methodology**

Administrative Support Services costs are funded by City Service Departments (i.e. General, Street, Wastewater, Water, Building Inspection, and Stormwater Funds). The allocation is based upon a variety of factors. Listed below are the Fund 31 Departments with a brief explanation of the methodology used to allocate the internal charges.

### **City Manager**

The City Manager budget (excluding the HR portion) is charged as follows: 20% to Water, 20% to Wastewater, 5% to Stormwater, 5% to Street, and 50% to all other departments (Council, Court, Police, Communications, Library, Planning, and Building) based on the prior year budget appropriations.

### **Human Resources**

Allocated by FY 2019-20 budgeted FTEs. The driving assumption is that HR spends resources per employee.

### **Finance**

After netting out lien search fees, assessment fees, and interest earned, budgeted expenditures are allocated based on prior year budgeted appropriations. The driving assumption is that Finance resources are utilized based on the size of each fund's budget. More fund activity results in a greater allocation of Finance's cost.

### **Utility Billing**

Flat allocation between Water, Wastewater, and Stormwater of 45%, 45%, and 10%, respectively.

### **Postage**

Allocation is based on total calendar year postage meter reading by department.

### **Telephones**

This includes land-line phones, cell phones, elevator lines, alarms, and internet costs. To the extent possible, expenditures related to lines/services specifically related to departments are allocated directly to those departments. The remainder of this line item, relating to non-department-specific-costs such as internet services, land-line phones, or administrative portions such as IT, HR, or Finance bills, are allocated between each department by total active land-lines in each department.

### **Information Technology**

Allocation is based off a ratio of total service calls made to the help desk phone line as provided by the IT Director. The driving assumption is that IT's resources are driven by service requests made by each employee. Additionally, to smooth shifts in usage, an average of the four most recent years is used.

### **Legal**

The total Legal department budget, less Code Enforcement and Court Prosecutor costs, is allocated based on a rough estimation of time spent on matters related to each department made by the City Attorney. The Court Prosecutor costs are all charged directly to Court.

### **Code Enforcement**

This portion of the Legal budget is charged to each department based on ratio of incident counts as tracked by the code enforcement officer during the calendar year.

### **Fleet**

Allocation is based off 2018 calendar year total garage service hours used by each department.

### **Facilities**

Different allocations are used for different expenses. Costs are broken down by buildings serviced based on square footage allocations, and then by department FTE count within each building/facility.

### **Insurance – CityCounty Insurance Services (CIS)**

Allocation is based on the 2018 billing breakdown. The total insurance budget was allocated to 3 categories (each using separate methodologies to closely match the methodologies used by the insurance company in generating the invoice): General Liability, Vehicle Liability, and Property Liability.

- 54.8% - *General Liability*: Allocation is based on the General Liability Schedule received from CIS. Police, streets, water, storm, and wastewater system costs are allocated to the related departments. All remaining costs are allocated by the FY 2019-20 budgeted FTEs.
- 14.5% - *Vehicle Liability*: Allocation is based on prior year costs per vehicle grouping as broken down in the prior year department summary within the FY 2018-19 CIS Auto Schedule.
- 30.7% - *Property Liability*: Allocated using prior year CIS valuation breakdown of insured properties. The premium is allocated based on properties used by each department. City Hall and Public Safety buildings are split between departments by FY 2019-20 budgeted FTEs.

The following page is a cost matrix that provides the amount of each Fund 31 department, and how much is allocated to each City Service Department.



## Administrative Support Services Fund

### Cost Matrix

| City Service Dept's      | City Manager's Office                       |                 |  | Finance Office |         |         | General Office |                        |         | City Attorney's Office |      |  | Public Works |            |           | 2019-20 Subtotal | Discount ① | 2019-20 Net Total |
|--------------------------|---|-----------------|--|----------------|---------|---------|----------------|------------------------|---------|------------------------|------|--|--------------|------------|-----------|------------------|------------|-------------------|
|                          | City Manager<br>City Recorder<br>Comm Engmt | Human Resources |  | Finance        | Billing | Postage | Telephones     | Information Technology | Legal   | Enforcement            | Code |  | Fleet        | Facilities | Insurance |                  |            |                   |
| General Gov't            | 4,535                                       | -               |  | 3,683          | -       | 138     | 5,828          | -                      | 98,174  | 32,305                 |      |  | -            | 9,332      | 365       | 154,360          | (2,342)    | 152,018           |
| Municipal Court          | 7,350                                       | 3,470           |  | 5,969          | -       | 3,585   | 5,010          | 35,515                 | 45,033  | -                      |      |  | -            | 14,851     | 1,527     | 122,311          | (2,074)    | 120,237           |
| Police                   | 157,868                                     | 74,220          |  | 128,211        | -       | 9,332   | 56,892         | 430,843                | 31,416  | 9,889                  |      |  | 97,595       | 222,769    | 127,453   | 1,346,488        | (22,159)   | 1,324,329         |
| Communications           | 72,067                                      | 21,688          |  | 58,528         | -       | -       | 7,812          | 287,275                | -       | -                      |      |  | -            | 44,553     | 9,421     | 501,344          | (8,131)    | 493,213           |
| Library                  | 40,900                                      | 23,963          |  | 33,217         | -       | 585     | 23,344         | 88,856                 | -       | -                      |      |  | -            | 205,741    | 24,568    | 441,174          | (7,352)    | 433,821           |
| Planning                 | 25,854                                      | 8,887           |  | 20,997         | -       | 7,008   | 13,387         | 64,722                 | 54,977  | 11,867                 |      |  | -            | 51,328     | 5,654     | 264,680          | (4,474)    | 260,206           |
| General Fund             | 308,574                                     | 132,228         |  | 250,605        | -       | 20,647  | 112,273        | 907,211                | 229,600 | 54,061                 |      |  | 97,595       | 548,575    | 168,988   | 2,830,357        | (46,533)   | 2,783,824         |
| Street Fund              | 32,372                                      | 10,699          |  | 66,361         | -       | 259     | 10,450         | 39,930                 | 39,073  | 14,065                 |      |  | 30,202       | 33,619     | 15,157    | 292,187          | (4,872)    | 287,315           |
| Wastewater Fund          | 129,486                                     | 39,790          |  | 264,576        | 160,912 | 3,783   | 39,620         | 135,917                | 64,598  | 14,065                 |      |  | 59,456       | 66,693     | 105,426   | 1,084,321        | (17,991)   | 1,066,330         |
| Water Fund               | 129,486                                     | 25,775          |  | 213,274        | 160,912 | 3,783   | 35,796         | 135,917                | 65,187  | 14,065                 |      |  | 30,694       | 63,972     | 59,083    | 937,944          | (15,130)   | 922,814           |
| Building Inspection Fund | 15,142                                      | 8,020           |  | 12,297         | -       | 269     | 9,991          | 64,722                 | 3,927   | -                      |      |  | 2,716        | 51,328     | 4,877     | 173,289          | (2,437)    | 170,851           |
| Stormwater Fund          | 32,372                                      | 14,401          |  | 27,833         | 35,758  | 259     | 11,242         | 87,540                 | 3,927   | -                      |      |  | 43,818       | 31,497     | 27,304    | 315,951          | (5,032)    | 310,918           |
|                          | 647,432                                     | 230,913         |  | 834,946        | 357,582 | 29,000  | 219,372        | 1,371,237              | 406,312 | 96,256                 |      |  | 264,481      | 795,684    | 380,835   | 5,634,050        | (91,996)   | 5,542,052 ②       |

① A discount is given to ensure the proposed budget for Fund 31 has an ending fund balance that is 5% of expenditures.

② This number ties to the following page under Internal Revenues.

## ADMIN/SUPPORT SERVICES FUND SUMMARY - REVENUES

| <b>FUND 31</b>              | <b>ACTUAL<br/>2016-17</b> | <b>ACTUAL<br/>2017-18</b> | <b>ADOPTED<br/>2018-19</b> | <b>PROJECTED<br/>2018-19</b> | <b>PROPOSED<br/>2019-20</b> | <b>APPROVED<br/>2019-20</b> | <b>ADOPTED<br/>2019-20</b> | <b>Adopted<br/>vs. Adopted</b> |
|-----------------------------|---------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|-----------------------------|----------------------------|--------------------------------|
| Beg F/B-Net Working Capital | 474,296                   | 728,861                   | 378,937                    | 488,426                      | 382,218                     | 382,218                     | 382,218                    | 0.9%                           |
| Internal Revenues           | 4,298,951                 | 4,519,705                 | 5,034,370                  | 4,924,368                    | 5,590,731                   | 5,542,052                   | 5,542,052                  | 10.1%                          |
| Other                       | 50,405                    | 73,388                    | 41,718                     | 64,711                       | 59,031                      | 59,031                      | 59,031                     | 41.5%                          |
| <b>TOTAL REVENUES</b>       | <b>4,823,653</b>          | <b>5,321,954</b>          | <b>5,455,025</b>           | <b>5,477,505</b>             | <b>6,031,980</b>            | <b>5,983,301</b>            | <b>5,983,301</b>           | <b>9.7%</b>                    |

## ADMIN/SUPPORT SERVICES FUND SUMMARY - EXPENDITURES

| <b>FUND 31</b>                    | <b>ACTUAL<br/>2016-17</b> | <b>ACTUAL<br/>2017-18</b> | <b>ADOPTED<br/>2018-19</b> | <b>PROJECTED<br/>2018-19</b> | <b>PROPOSED<br/>2019-20</b> | <b>APPROVED<br/>2019-20</b> | <b>ADOPTED<br/>2019-20</b> | <b>Adopted<br/>vs. Adopted</b> |
|-----------------------------------|---------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|-----------------------------|----------------------------|--------------------------------|
| <b>CITY MANAGER</b>               |                           |                           |                            |                              |                             |                             |                            |                                |
| Personnel Services                | 464,641                   | 520,040                   | 314,948                    | 312,677                      | 329,970                     | 329,106                     | 329,106                    | 4.5%                           |
| Materials and Services            | 26,120                    | 100,092                   | 61,348                     | 25,664                       | 43,246                      | 43,246                      | 43,246                     | -29.5%                         |
| <b>Total City Manager</b>         | <b>490,761</b>            | <b>620,132</b>            | <b>376,296</b>             | <b>338,341</b>               | <b>373,216</b>              | <b>372,352</b>              | <b>372,352</b>             | <b>-1.0%</b>                   |
| <b>HUMAN RESOURCES</b>            |                           |                           |                            |                              |                             |                             |                            |                                |
| Personnel Services                | 164,836                   | 167,603                   | 193,700                    | 158,189                      | 204,572                     | 203,912                     | 203,912                    | 5.3%                           |
| Materials and Services            | 21,321                    | 14,515                    | 32,000                     | 31,500                       | 27,000                      | 27,000                      | 27,000                     | -15.6%                         |
| <b>Total Human Resources</b>      | <b>186,158</b>            | <b>182,118</b>            | <b>225,700</b>             | <b>189,689</b>               | <b>231,572</b>              | <b>230,912</b>              | <b>230,912</b>             | <b>2.3%</b>                    |
| <b>CITY RECORDER</b>              |                           |                           |                            |                              |                             |                             |                            |                                |
| Personnel Services                | -                         | -                         | 121,220                    | 114,092                      | 122,343                     | 122,115                     | 122,115                    | 0.7%                           |
| Materials and Services            | -                         | -                         | 20,769                     | 26,310                       | 23,145                      | 23,145                      | 23,145                     | 11.4%                          |
| <b>Total City Recorder</b>        | <b>-</b>                  | <b>-</b>                  | <b>141,989</b>             | <b>140,402</b>               | <b>145,488</b>              | <b>145,260</b>              | <b>145,260</b>             | <b>2.3%</b>                    |
| <b>COMMUNITY ENGAGEMENT</b>       |                           |                           |                            |                              |                             |                             |                            |                                |
| Personnel Services                | -                         | -                         | 116,510                    | 115,223                      | 123,609                     | 123,381                     | 123,381                    | 5.9%                           |
| Materials and Services            | -                         | -                         | 4,050                      | 449                          | 6,438                       | 6,438                       | 6,438                      | 59.0%                          |
| <b>Total Community Engagement</b> | <b>-</b>                  | <b>-</b>                  | <b>120,560</b>             | <b>115,672</b>               | <b>130,047</b>              | <b>129,819</b>              | <b>129,819</b>             | <b>7.7%</b>                    |
| <b>FINANCE</b>                    |                           |                           |                            |                              |                             |                             |                            |                                |
| Personnel Services                | 565,904                   | 627,553                   | 670,938                    | 671,656                      | 745,397                     | 742,384                     | 742,384                    | 10.6%                          |
| Materials and Services            | 107,440                   | 72,538                    | 108,810                    | 100,850                      | 145,162                     | 145,162                     | 145,162                    | 33.4%                          |
| <b>Total Finance</b>              | <b>673,344</b>            | <b>700,091</b>            | <b>779,748</b>             | <b>772,506</b>               | <b>890,559</b>              | <b>887,546</b>              | <b>887,546</b>             | <b>13.8%</b>                   |
| <b>GENERAL OFFICE</b>             |                           |                           |                            |                              |                             |                             |                            |                                |
| Materials and Services            | 140,474                   | 151,203                   | 196,711                    | 191,761                      | 248,372                     | 248,372                     | 248,372                    | 26.3%                          |
| <b>Total General Office</b>       | <b>140,474</b>            | <b>151,203</b>            | <b>196,711</b>             | <b>191,761</b>               | <b>248,372</b>              | <b>248,372</b>              | <b>248,372</b>             | <b>26.3%</b>                   |
| <b>FINANCE-BILLING</b>            |                           |                           |                            |                              |                             |                             |                            |                                |
| Personnel Services                | 153,046                   | 164,111                   | 175,447                    | 174,182                      | 186,474                     | 185,442                     | 185,442                    | 5.7%                           |
| Materials and Services            | 146,468                   | 155,152                   | 172,470                    | 172,470                      | 172,140                     | 172,140                     | 172,140                    | -0.2%                          |
| <b>Total Finance-Billing</b>      | <b>299,514</b>            | <b>319,263</b>            | <b>347,917</b>             | <b>346,652</b>               | <b>358,614</b>              | <b>357,582</b>              | <b>357,582</b>             | <b>2.8%</b>                    |

# ADMIN/SUPPORT SERVICES FUND SUMMARY - EXPENDITURES cont'd

| <b>FUND 31</b>                       | <b>ACTUAL<br/>2016-17</b> | <b>ACTUAL<br/>2017-18</b> | <b>ADOPTED<br/>2018-19</b> | <b>PROJECTED<br/>2018-19</b> | <b>PROPOSED<br/>2019-20</b> | <b>APPROVED<br/>2019-20</b> | <b>ADOPTED<br/>2019-20</b> | <b>Adopted<br/>vs. Adopted</b> |
|--------------------------------------|---------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|-----------------------------|----------------------------|--------------------------------|
| <b>INFORMATION TECHNOLOGY</b>        |                           |                           |                            |                              |                             |                             |                            |                                |
| Personnel Services                   | 744,326                   | 840,594                   | 884,537                    | 878,579                      | 905,409                     | 902,745                     | 902,745                    | 2.1%                           |
| Materials and Services               | 178,739                   | 160,614                   | 207,408                    | 208,960                      | 248,494                     | 248,494                     | 248,494                    | 19.8%                          |
| Capital Outlay                       | 41,597                    | 47,814                    | 28,700                     | 30,609                       | 220,000                     | 220,000                     | 220,000                    | 666.6%                         |
| <b>Total Information Technology</b>  | <b>964,662</b>            | <b>1,049,021</b>          | <b>1,120,645</b>           | <b>1,118,148</b>             | <b>1,373,903</b>            | <b>1,371,239</b>            | <b>1,371,239</b>           | <b>22.4%</b>                   |
| <b>CITY ATTORNEY</b>                 |                           |                           |                            |                              |                             |                             |                            |                                |
| Personnel Services                   | 376,578                   | 428,138                   | 452,968                    | 436,966                      | 464,743                     | 462,967                     | 462,967                    | 2.2%                           |
| Materials and Services               | 11,767                    | 19,944                    | 40,127                     | 34,390                       | 39,600                      | 39,600                      | 39,600                     | -1.3%                          |
| <b>Total City Attorney</b>           | <b>388,345</b>            | <b>448,082</b>            | <b>493,095</b>             | <b>471,356</b>               | <b>504,343</b>              | <b>502,567</b>              | <b>502,567</b>             | <b>1.9%</b>                    |
| <b>PUBLIC WORKS-FLEET</b>            |                           |                           |                            |                              |                             |                             |                            |                                |
| Personnel Services                   | 165,271                   | 207,472                   | 227,935                    | 226,465                      | 240,188                     | 239,084                     | 239,084                    | 4.9%                           |
| Materials and Services               | 21,380                    | 27,210                    | 29,100                     | 29,100                       | 31,400                      | 31,400                      | 31,400                     | 7.9%                           |
| <b>Total Public Works-Fleet</b>      | <b>186,651</b>            | <b>234,681</b>            | <b>257,035</b>             | <b>255,565</b>               | <b>271,588</b>              | <b>270,484</b>              | <b>270,484</b>             | <b>5.2%</b>                    |
| <b>PUBLIC WORKS-FACILITIES</b>       |                           |                           |                            |                              |                             |                             |                            |                                |
| Personnel Services                   | 65,231                    | 60,268                    | 86,876                     | 73,035                       | 96,253                      | 95,728                      | 95,728                     | 10.2%                          |
| Materials and Services               | 371,491                   | 713,796                   | 733,475                    | 733,475                      | 736,975                     | 700,390                     | 700,390                    | -4.5%                          |
| <b>Total Public Works-Facilities</b> | <b>436,721</b>            | <b>774,064</b>            | <b>820,351</b>             | <b>806,510</b>               | <b>833,228</b>              | <b>796,118</b>              | <b>796,118</b>             | <b>-3.0%</b>                   |
| <b>NONDEPARTMENTAL</b>               |                           |                           |                            |                              |                             |                             |                            |                                |
| Insurance                            | 299,738                   | 349,962                   | 390,132                    | 345,323                      | 380,835                     | 380,835                     | 380,835                    | -2.4%                          |
| Transfers Out                        | 27,536                    | 3,362                     | 3,362                      | 3,362                        | 3,362                       | 3,362                       | 3,362                      | 0.0%                           |
| Contingency                          | -                         | -                         | 181,484                    | -                            | 286,853                     | 286,853                     | 286,853                    | 58.1%                          |
| <b>Total Nondepartmental</b>         | <b>327,274</b>            | <b>353,324</b>            | <b>574,978</b>             | <b>348,685</b>               | <b>671,050</b>              | <b>671,050</b>              | <b>671,050</b>             | <b>16.7%</b>                   |
| <b>TOTAL EXPENDITURES</b>            | <b>4,094,792</b>          | <b>4,831,978</b>          | <b>5,455,025</b>           | <b>5,095,287</b>             | <b>6,031,980</b>            | <b>5,983,301</b>            | <b>5,983,301</b>           | <b>9.7%</b>                    |

| ACCOUNT #      | DESCRIPTION                            | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|----------------|--|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>FUND 31</b> | <b>ADMIN/SUPPORT SERVICES FUND</b>     |                   |                   |                    |                      |                     |                     |                    |                        |
|                | <b>REVENUES</b>                        |                   |                   |                    |                      |                     |                     |                    |                        |
| 31-0000-300000 | Beg F/B-Net Working Capital            | 474,296           | 728,861           | 378,937            | 488,426              | 382,218             | 382,218             | 382,218            | 0.9%                   |
| 31-0000-336007 | Intergovernmental Garage Chrg          | 8,151             | 4,268             | 6,000              | 8,020                | 6,000               | 6,000               | 6,000              | 0.0%                   |
| 31-0000-338000 | Reimbursed Costs                       | 6,637             | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 31-0000-341004 | Lien Search Fees                       | 19,272            | 17,734            | 15,000             | 15,000               | 15,000              | 15,000              | 15,000             | 0.0%                   |
| 31-0000-341012 | Assessment Fees                        | 108               | 54                | 300                | 36                   | 100                 | 100                 | 100                | -66.7%                 |
| 31-0000-360000 | Miscellaneous Revenues                 | -                 | 3,939             | -                  | 269                  | -                   | -                   | -                  | 0.0%                   |
| 31-0000-361000 | Interest Earned                        | 15,203            | 22,485            | 20,000             | 40,968               | 37,500              | 37,500              | 37,500             | 87.5%                  |
| 31-0000-364000 | Sale Of Assets                         | 640               | 10                | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 31-0000-367000 | Donations-Utility Assistance           | -                 | 3                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 31-0000-370010 | Internal Rev-Admin/Recorder/CommEngmnt | 531,724           | 576,656           | 593,220            | 580,258              | 638,248             | 636,860             | 636,860            | 7.4%                   |
| 31-0000-370050 | Internal Rev-Human Resource            | 204,370           | 194,775           | 221,627            | 216,784              | 227,824             | 227,142             | 227,142            | 2.5%                   |
| 31-0000-370075 | Internal Rev-Utility Billing           | 303,352           | 290,618           | 341,641            | 334,176              | 352,807             | 351,743             | 351,743            | 3.0%                   |
| 31-0000-370100 | Internal Rev-Finance                   | 655,590           | 638,232           | 731,017            | 715,044              | 824,392             | 821,315             | 821,315            | 12.4%                  |
| 31-0000-370125 | Internal Rev-Computer Services         | 938,465           | 963,921           | 1,072,243          | 1,048,815            | 1,351,659           | 1,348,846           | 1,348,846          | 25.8%                  |
| 31-0000-370150 | Internal Rev-Legal                     | 514,015           | 432,226           | 484,197            | 473,617              | 496,179             | 494,361             | 494,361            | 2.1%                   |
| 31-0000-370200 | Internal Rev-Insurance                 | 373,676           | 329,673           | 383,093            | 374,722              | 374,670             | 374,616             | 374,616            | -2.2%                  |
| 31-0000-370300 | Internal Rev-Phone/Postage             | 142,376           | 159,498           | 155,687            | 152,285              | 244,351             | 244,316             | 244,316            | 56.9%                  |
| 31-0000-370400 | Internal Rev-Fleet                     | 176,084           | 182,660           | 246,504            | 241,118              | 261,289             | 260,162             | 260,162            | 5.5%                   |
| 31-0000-370500 | Internal Rev-Facilities                | 459,299           | 751,446           | 805,141            | 787,549              | 819,312             | 782,691             | 782,691            | -2.8%                  |
| 31-0000-371000 | Intergovernmental Facility Chg         | 394               | 406               | 418                | 418                  | 431                 | 431                 | 431                | 3.0%                   |
| 31-0000-390025 | Transfer In-PERS Reserve               | -                 | 24,489            | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| <b>FUND 31</b> | <b>TOTAL REVENUES</b>                  | <b>4,823,653</b>  | <b>5,321,954</b>  | <b>5,455,025</b>   | <b>5,477,505</b>     | <b>6,031,980</b>    | <b>5,983,301</b>    | <b>5,983,301</b>   | <b>9.7%</b>            |

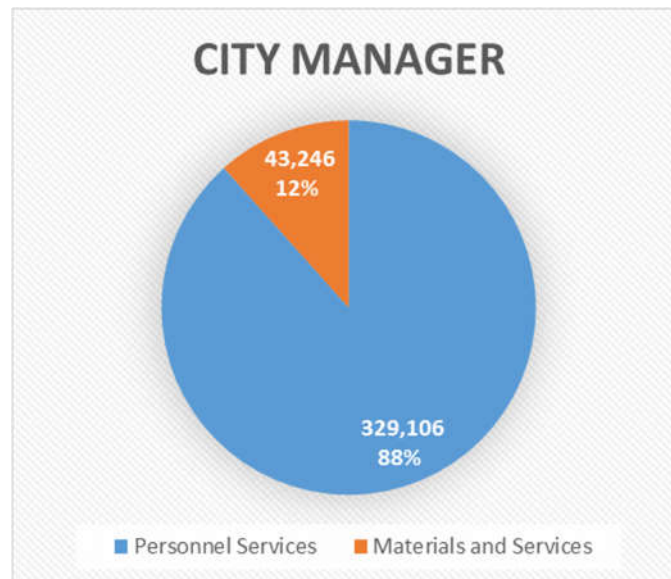
**FUND 31: Admin/Support Services Fund – City Manager’s Office****17-18 18-19 19-20****BUDGETED STAFF FTE: 4.00 2.00 2.00****Description**

The City Manager’s Office includes the City Manager and Administrative Assistant. The City Manager is the chief administrative officer, which includes budget officer, for the city and oversees the city’s daily business and helps translate the policy directives from the City Council into action. The City Manager and Administrative Assistant provide staff support for the Mayor and Council on tasks related to policy and assisting the elected with engaging and responding to their constituents. The Administrative Assistant also provides support for the City Recorder and in Human Resources as requested.

**Significant Changes**

In FY 2019-20 the expenditures related to employee recognition has been moved from the Human Resources department to the City Manager’s budget.

|                           | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|---------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>CITY MANAGER</b>       |                   |                   |                    |                      |                     |                     |                    |                        |
| Personnel Services        | 464,641           | 520,040           | 314,948            | 312,677              | 329,970             | 329,106             | 329,106            | 4.5%                   |
| Materials and Services    | 26,120            | 100,092           | 61,348             | 25,664               | 43,246              | 43,246              | 43,246             | -29.5%                 |
| <b>Total City Manager</b> | <b>490,761</b>    | <b>620,132</b>    | <b>376,296</b>     | <b>338,341</b>       | <b>373,216</b>      | <b>372,352</b>      | <b>372,352</b>     | <b>-1.0%</b>           |



| ACCOUNT #                           | DESCRIPTION               | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|-------------------------------------|---------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>CITY MANAGER'S OFFICE 12XX</b>   |                           |                   |                   |                    |                      |                     |                     |                    |                        |
| <b>1210</b>                         | <b>CITY MANAGER</b>       |                   |                   |                    |                      |                     |                     |                    |                        |
| 31-1210-410000                      | Administrative Salaries   | 251,523           | 280,597           | 146,274            | 145,724              | 150,276             | 150,276             | 150,276            | 2.7%                   |
| 31-1210-420000                      | Clerical Salaries         | 52,451            | 52,381            | 53,242             | 53,197               | 56,230              | 56,230              | 56,230             | 5.6%                   |
| 31-1210-435000                      | Overtime                  | -                 | 8                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 31-1210-440000                      | Misc Fringe Benefits      | 1,665             | 1,700             | 640                | 820                  | 1,060               | 1,060               | 1,060              | 65.6%                  |
| 31-1210-441000                      | FICA/Medicare             | 23,276            | 24,563            | 15,312             | 14,078               | 15,879              | 15,879              | 15,879             | 3.7%                   |
| 31-1210-442000                      | Workers Compensation      | 1,257             | 1,263             | 806                | 615                  | 762                 | 762                 | 762                | -5.5%                  |
| 31-1210-443000                      | Unemployment              | 617               | 334               | 401                | 201                  | 209                 | 209                 | 209                | -47.9%                 |
| 31-1210-444000                      | Retirement-PERS           | 31,903            | 38,105            | 38,668             | 38,571               | 42,359              | 42,359              | 42,359             | 9.5%                   |
| 31-1210-444001                      | Retirement-Principal      | 48,731            | 65,025            | 19,594             | 19,577               | 21,351              | 21,351              | 21,351             | 9.0%                   |
| 31-1210-444002                      | Retirement-Pension Bond   | 7,628             | 7,029             | 6,347              | 6,407                | 6,160               | 6,160               | 6,160              | -2.9%                  |
| 31-1210-445000                      | Health/Life/LTD           | 45,590            | 49,035            | 33,664             | 33,487               | 35,684              | 34,820              | 34,820             | 3.4%                   |
| <b>Total Personnel Services</b>     |                           | <b>464,641</b>    | <b>520,040</b>    | <b>314,948</b>     | <b>312,677</b>       | <b>329,970</b>      | <b>329,106</b>      | <b>329,106</b>     | <b>4.5%</b>            |
| 31-1210-510000                      | Office Supplies           | 2,043             | 3,064             | 4,000              | 1,000                | 3,000               | 3,000               | 3,000              | -25.0%                 |
| 31-1210-515000                      | Printing & Advertising    | 20                | 2,790             | 60                 | 415                  | 820                 | 820                 | 820                | 1266.7%                |
| 31-1210-520000                      | Dues & Meetings           | 1,956             | 2,861             | 1,015              | 1,900                | 1,900               | 1,900               | 1,900              | 87.2%                  |
| 31-1210-520008                      | Recognition               | 112               | -                 | -                  | -                    | 5,000               | 5,000               | 5,000              | 100.0%                 |
| 31-1210-523000                      | Supplies & Equipment      | 2,096             | 4,324             | -                  | 935                  | 1,000               | 1,000               | 1,000              | 100.0%                 |
| 31-1210-525000                      | Travel & Training         | 4,047             | 6,815             | 4,000              | 3,660                | 4,000               | 4,000               | 4,000              | 0.0%                   |
| 31-1210-533000                      | Contractual Services      | 5,643             | 4,786             | 4,200              | 2,388                | -                   | -                   | -                  | -100.0%                |
| 31-1210-533045                      | Maintenance Agreements    | 2,965             | 2,937             | 3,500              | 2,500                | 3,000               | 3,000               | 3,000              | -14.3%                 |
| 31-1210-540000                      | Utilities                 | -                 | 490               | 573                | 511                  | 526                 | 526                 | 526                | -8.2%                  |
| 31-1210-551000                      | Books & Periodicals       | 21                | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 31-1210-580000                      | Professional Services     | 7,037             | 38,191            | 44,000             | 12,294               | 24,000              | 24,000              | 24,000             | -45.5%                 |
| 31-1210-591000                      | Elections                 | 180               | 33,833            | -                  | 61                   | -                   | -                   | -                  | 0.0%                   |
| <b>Total Materials and Services</b> |                           | <b>26,120</b>     | <b>100,092</b>    | <b>61,348</b>      | <b>25,664</b>        | <b>43,246</b>       | <b>43,246</b>       | <b>43,246</b>      | <b>-29.5%</b>          |
| <b>1210</b>                         | <b>TOTAL CITY MANAGER</b> | <b>490,761</b>    | <b>620,132</b>    | <b>376,296</b>     | <b>338,341</b>       | <b>373,216</b>      | <b>372,352</b>      | <b>372,352</b>     | <b>-1.0%</b>           |

## FUND 31: Admin/Support Services Fund – Human Resources

**17-18 18-19 19-20**

**BUDGETED STAFF FTE: 1.50 1.50 1.50**

### Department Description

The Human Resources Department consists of the Human Resources Director and a .5 FTE Project Specialist.

The City of Newberg recognizes its employees as its greatest asset and strives to maintain a safe, respectful and professional workplace. The City is proud of its dedicated staff who take every opportunity to provide exceptional service to their customers.

The Human Resources Department partners with all departments to provide a positive and productive working environment and support for a successful workforce. Provides strategies that support a fair and equitable performance system, which values employees and maximizes individual and organizational performance.

To ensure that employees are working in a safe and efficient environment, human resources partners with employees and management to investigate issues/concerns and to find resolutions that are in the best interest of the employees and the City as an organization.

Formulates, monitors and recommends procedures and activities involved in the recruitment, selection, classification, performance evaluation, retention, and career development of all City employees.

Manages the organizational development, employee classification and compensation plans for the City.

Maintains current information on legislative affairs, statutory changes, case law decisions and new trends relating to labor relations, employment discrimination, workers compensation, unemployment and other related topics. Monitors compliance with pertinent federal, state, and local laws, regulations, and ordinances. Consults legal counsel to ensure that policies comply with federal and state law.

Provides ongoing employee training and professional development opportunities to support employee success.

Manages all lines of insurance for benefit administration and workers' compensation claims management. Coordinates with vendors and manages contracts.

The Human Resources Director is the lead negotiator for both the Newberg-Dundee Public Safety Association and AFSCME Local 1569 union agreements, and manages union relationships.

This budget year the Human Resources Department is launching a new recruitment tool! NEOGOV will allow the City to manage and market recruitments by posting all recruitments on the governmentjobs.com website for more extensive efforts in reaching qualified applicants. NEOGOV will provide reporting tools for analysis on recruitment efforts and trends.



## FUND 01: Admin/Support Services Fund – Human Resources cont'd.

### Human Resources statistics 2018-19

Total # of Employees (full-time, part-time, seasonal) = **158**

Total Recruitments = **23**

Total Applications Received = **250**

New Hires = **18**

Terminations/Resignations/Retirements = **20**

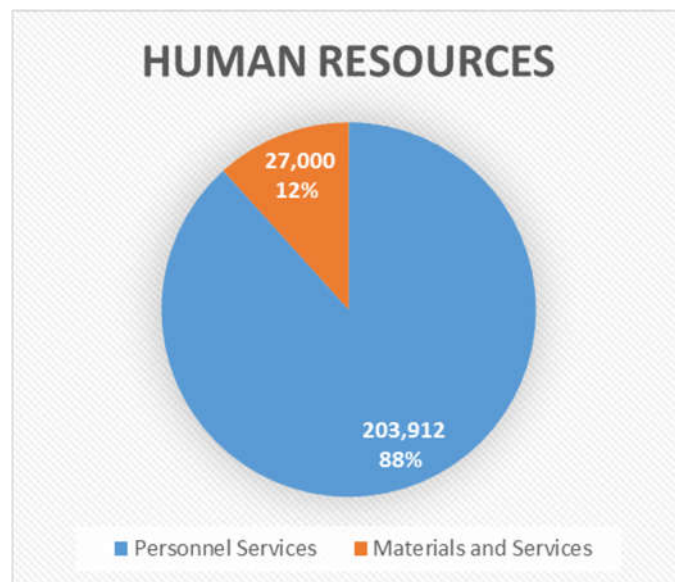
NDPSA Employees = **38**

AFSCME Employees = **26**

Trainings provided to ALL EMPLOYEES = **20**

Union contracts = **2**

|                              | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>HUMAN RESOURCES</b>       |                   |                   |                    |                      |                     |                     |                    |                        |
| Personnel Services           | 164,836           | 167,603           | 193,700            | 158,189              | 204,572             | 203,912             | 203,912            | 5.3%                   |
| Materials and Services       | 21,321            | 14,515            | 32,000             | 31,500               | 27,000              | 27,000              | 27,000             | -15.6%                 |
| <b>Total Human Resources</b> | <b>186,158</b>    | <b>182,118</b>    | <b>225,700</b>     | <b>189,689</b>       | <b>231,572</b>      | <b>230,912</b>      | <b>230,912</b>     | <b>2.3%</b>            |





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| ACCOUNT #      | DESCRIPTION                         | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|----------------|-------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>1220</b>    | <b>HUMAN RESOURCES</b>              |                   |                   |                    |                      |                     |                     |                    |                        |
| 31-1220-410000 | Administrative Salaries             | 91,235            | 94,476            | 98,772             | 98,673               | 104,292             | 104,292             | 104,292            | 5.6%                   |
| 31-1220-420000 | Clerical Salaries                   | 24,763            | 18,299            | 30,892             | 5,138                | 31,896              | 31,896              | 31,896             | 3.3%                   |
| 31-1220-435000 | Overtime                            | -                 | 8                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 31-1220-440000 | Misc Fringe Benefits                | 740               | 640               | 640                | 505                  | -                   | -                   | -                  | -100.0%                |
| 31-1220-441000 | FICA/Medicare                       | 8,782             | 8,526             | 9,968              | 7,895                | 10,418              | 10,418              | 10,418             | 4.5%                   |
| 31-1220-442000 | Workers Compensation                | 481               | 414               | 573                | 181                  | 313                 | 313                 | 313                | -45.4%                 |
| 31-1220-443000 | Unemployment                        | 227               | 114               | 261                | 106                  | 137                 | 137                 | 137                | -47.5%                 |
| 31-1220-444000 | Retirement-PERS                     | 11,729            | 17,541            | 22,204             | 16,998               | 25,891              | 25,891              | 25,891             | 16.6%                  |
| 31-1220-444001 | Retirement-Principal                | 59                | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 31-1220-444002 | Retirement-Pension Bond             | 4,679             | 4,640             | 5,630              | 4,526                | 5,544               | 5,544               | 5,544              | -1.5%                  |
| 31-1220-445000 | Health/Life/LTD                     | 22,142            | 22,945            | 24,760             | 24,167               | 26,081              | 25,421              | 25,421             | 2.7%                   |
|                | <b>Total Personnel Services</b>     | <b>164,836</b>    | <b>167,603</b>    | <b>193,700</b>     | <b>158,189</b>       | <b>204,572</b>      | <b>203,912</b>      | <b>203,912</b>     | <b>5.3%</b>            |
| 31-1220-510000 | Office Supplies                     | 5,920             | 981               | 1,000              | 1,000                | 1,000               | 1,000               | 1,000              | 0.0%                   |
| 31-1220-520000 | Dues & Meetings                     | 1,696             | 833               | 2,000              | 2,000                | 2,000               | 2,000               | 2,000              | 0.0%                   |
| 31-1220-520003 | Recruitment Expense                 | 926               | 381               | 2,000              | 2,000                | 2,000               | 2,000               | 2,000              | 0.0%                   |
| 31-1220-520008 | Recognition                         | 5,213             | 4,985             | 5,000              | 5,000                | -                   | -                   | -                  | -100.0%                |
| 31-1220-524000 | Safety Program                      | 333               | 628               | 1,000              | 1,000                | 1,000               | 1,000               | 1,000              | 0.0%                   |
| 31-1220-524001 | Risk Management                     | 568               | 339               | 500                | -                    | 500                 | 500                 | 500                | 0.0%                   |
| 31-1220-525000 | Travel & Training                   | 898               | 4,437             | 3,000              | 3,000                | 3,000               | 3,000               | 3,000              | 0.0%                   |
| 31-1220-551000 | Books & Publications                | 177               | 274               | 1,000              | 1,000                | 1,000               | 1,000               | 1,000              | 0.0%                   |
| 31-1220-580000 | Professional Services               | 5,589             | 1,657             | 16,500             | 16,500               | 16,500              | 16,500              | 16,500             | 0.0%                   |
|                | <b>Total Materials and Services</b> | <b>21,321</b>     | <b>14,515</b>     | <b>32,000</b>      | <b>31,500</b>        | <b>27,000</b>       | <b>27,000</b>       | <b>27,000</b>      | <b>-15.6%</b>          |
| <b>1220</b>    | <b>TOTAL HUMAN RESOURCES</b>        | <b>186,158</b>    | <b>182,118</b>    | <b>225,700</b>     | <b>189,689</b>       | <b>231,572</b>      | <b>230,912</b>      | <b>230,912</b>     | <b>2.3%</b>            |

**FUND 31: Admin/Support Services Fund – City Recorder****17-18 18-19 19-20****BUDGETED STAFF FTE: 0.00 1.00 1.00****Department Description**

The City Recorder serves as clerk to the Council, the City's Elections Officer, and the City's Public Records Officer. The position coordinates general public records requests, manages the Archives Building, and trains staff including department records coordinators throughout the City. The position also ensures the City adheres to the legal requirements of meetings law, and assists staff with research. The City Recorder also publishes the Council packet via Granicus Peak system.

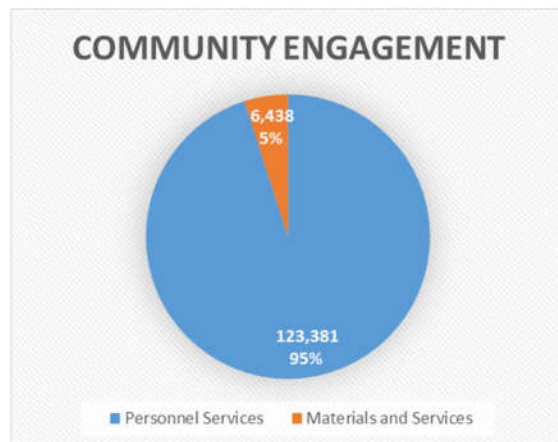
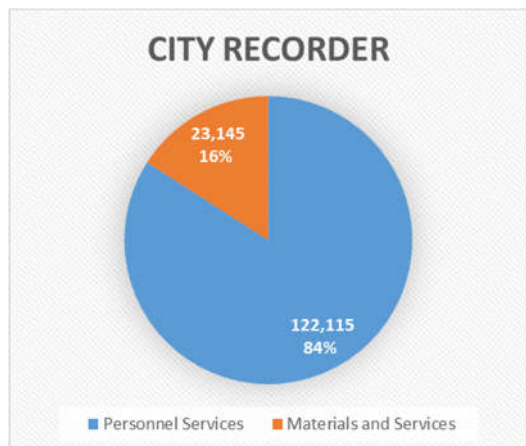
**Significant Changes**

The Archives Building was remodeled in FY 2018-19. Money has been budgeted for safety equipment. Based upon feedback from the City Attorney and Community Development Director, additional money has been budgeted for Municipal Code Amendments.

**FUND 31: Admin/Support Services Fund – Community Engagement****17-18 18-19 19-20****BUDGETED STAFF FTE: 0.00 1.00 1.00****Description**

The Community Engagement Specialist manages the City's communication efforts to assure that citizens are aware of City issues and that a mechanism is established to obtain feedback from the community.

|                                   | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|-----------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>CITY RECORDER</b>              |                   |                   |                    |                      |                     |                     |                    |                        |
| Personnel Services                | -                 | -                 | 121,220            | 114,092              | 122,343             | 122,115             | 122,115            | 0.7%                   |
| Materials and Services            | -                 | -                 | 20,769             | 26,310               | 23,145              | 23,145              | 23,145             | 11.4%                  |
| <b>Total City Recorder</b>        | -                 | -                 | <b>141,989</b>     | <b>140,402</b>       | <b>145,488</b>      | <b>145,260</b>      | <b>145,260</b>     | <b>2.3%</b>            |
| <b>COMMUNITY ENGAGEMENT</b>       |                   |                   |                    |                      |                     |                     |                    |                        |
| Personnel Services                | -                 | -                 | 116,510            | 115,223              | 123,609             | 123,381             | 123,381            | 5.9%                   |
| Materials and Services            | -                 | -                 | 4,050              | 449                  | 6,438               | 6,438               | 6,438              | 59.0%                  |
| <b>Total Community Engagement</b> | -                 | -                 | <b>120,560</b>     | <b>115,672</b>       | <b>130,047</b>      | <b>129,819</b>      | <b>129,819</b>     | <b>7.7%</b>            |



| ACCOUNT #      | DESCRIPTION                         | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|----------------|-------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>1230</b>    | <b>CITY RECORDER</b>                |                   |                   |                    |                      |                     |                     |                    |                        |
| 31-1230-410000 | Administrative Salaries             | -                 | -                 | 73,350             | 72,855               | 77,466              | 77,466              | 77,466             | 5.6%                   |
| 31-1230-420000 | Clerical Salaries                   | -                 | -                 | 5,600              | -                    | -                   | -                   | -                  | -100.0%                |
| 31-1230-441000 | FICA/Medicare                       | -                 | -                 | 6,011              | 5,547                | 5,926               | 5,926               | 5,926              | -1.4%                  |
| 31-1230-442000 | Workers Compensation                | -                 | -                 | 334                | 135                  | 169                 | 169                 | 169                | -49.4%                 |
| 31-1230-443000 | Unemployment                        | -                 | -                 | 157                | 73                   | 78                  | 78                  | 78                 | -50.3%                 |
| 31-1230-444001 | Retirement-Principal                | -                 | -                 | 26,993             | 26,811               | 29,414              | 29,414              | 29,414             | 9.0%                   |
| 31-1230-445000 | Health/Life/LTD                     | -                 | -                 | 8,775              | 8,671                | 9,290               | 9,062               | 9,062              | 3.3%                   |
|                | <b>Total Personnel Services</b>     | -                 | -                 | <b>121,220</b>     | <b>114,092</b>       | <b>122,343</b>      | <b>122,115</b>      | <b>122,115</b>     | <b>0.7%</b>            |
| 31-1230-510000 | Office Supplies                     | -                 | -                 | 400                | 400                  | 400                 | 400                 | 400                | 0.0%                   |
| 31-1230-515000 | Printing & Advertising              | -                 | -                 | 200                | 200                  | 400                 | 400                 | 400                | 100.0%                 |
| 31-1230-520000 | Dues & Meetings                     | -                 | -                 | 1,125              | 1,125                | 1,245               | 1,245               | 1,245              | 10.7%                  |
| 31-1230-520003 | Recruitment Expense                 | -                 | -                 | -                  | -                    | 200                 | 200                 | 200                | 100.0%                 |
| 31-1230-520008 | Recognition                         | -                 | -                 | -                  | -                    | 200                 | 200                 | 200                | 100.0%                 |
| 31-1230-523000 | Supplies & Equipment                | -                 | -                 | -                  | -                    | 1,000               | 1,000               | 1,000              | 100.0%                 |
| 31-1230-525000 | Travel & Training                   | -                 | -                 | 1,000              | 1,000                | 1,460               | 1,460               | 1,460              | 46.0%                  |
| 31-1230-533045 | Maintenance Agreements              | -                 | -                 | 5,344              | 5,344                | -                   | -                   | -                  | -100.0%                |
| 31-1230-551000 | Books & Publications                | -                 | -                 | -                  | -                    | 200                 | 200                 | 200                | 100.0%                 |
| 31-1230-580000 | Professional Services               | -                 | -                 | 12,600             | 18,200               | 16,040              | 16,040              | 16,040             | 27.3%                  |
| 31-1230-591000 | Elections                           | -                 | -                 | 100                | 41                   | 2,000               | 2,000               | 2,000              | 1900.0%                |
|                | <b>Total Materials and Services</b> | -                 | -                 | <b>20,769</b>      | <b>26,310</b>        | <b>23,145</b>       | <b>23,145</b>       | <b>23,145</b>      | <b>11.4%</b>           |
| <b>1230</b>    | <b>TOTAL CITY RECORDER</b>          | -                 | -                 | <b>141,989</b>     | <b>140,402</b>       | <b>145,488</b>      | <b>145,260</b>      | <b>145,260</b>     | <b>2.3%</b>            |
| <b>1240</b>    | <b>EMERGENCY MANAGEMENT</b>         |                   |                   |                    |                      |                     |                     |                    |                        |
| 31-1240-510000 | Office Supplies                     | 530               | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 31-1240-524000 | Safety Program                      | 357               | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
|                | <b>Total Materials and Services</b> | <b>887</b>        | -                 | -                  | -                    | -                   | -                   | -                  | <b>0.0%</b>            |
| <b>1240</b>    | <b>TOTAL EMERGENCY MANAGEMENT</b>   | <b>887</b>        | -                 | -                  | -                    | -                   | -                   | -                  | <b>0.0%</b>            |
| <b>1250</b>    | <b>COMMUNITY ENGAGEMENT</b>         |                   |                   |                    |                      |                     |                     |                    |                        |
| 31-1250-410000 | Administrative Salaries             | -                 | -                 | 72,362             | 72,282               | 78,347              | 78,347              | 78,347             | 8.3%                   |
| 31-1250-420000 | Clerical Salaries                   | -                 | -                 | 1,140              | 1,142                | -                   | -                   | -                  | -100.0%                |
| 31-1250-440000 | Misc Fringe Benefits                | -                 | -                 | 1,060              | 505                  | -                   | -                   | -                  | -100.0%                |
| 31-1250-441000 | FICA/Medicare                       | -                 | -                 | 5,717              | 5,625                | 5,994               | 5,994               | 5,994              | 4.8%                   |
| 31-1250-442000 | Workers Compensation                | -                 | -                 | 324                | 162                  | 170                 | 170                 | 170                | -47.5%                 |
| 31-1250-443000 | Unemployment                        | -                 | -                 | 147                | 75                   | 79                  | 79                  | 79                 | -46.3%                 |
| 31-1250-444001 | Retirement-Principal                | -                 | -                 | 27,020             | 26,786               | 29,749              | 29,749              | 29,749             | 10.1%                  |
| 31-1250-445000 | Health/Life/LTD                     | -                 | -                 | 8,740              | 8,646                | 9,270               | 9,042               | 9,042              | 3.5%                   |
|                | <b>Total Personnel Services</b>     | -                 | -                 | <b>116,510</b>     | <b>115,223</b>       | <b>123,609</b>      | <b>123,381</b>      | <b>123,381</b>     | <b>5.9%</b>            |
| 31-1250-510000 | Office Supplies                     | -                 | -                 | 100                | 100                  | 100                 | 100                 | 100                | 0.0%                   |
| 31-1250-515000 | Printing & Advertising              | -                 | -                 | 400                | -                    | 400                 | 400                 | 400                | 0.0%                   |
| 31-1250-520000 | Dues & Meetings                     | -                 | -                 | 250                | -                    | 250                 | 250                 | 250                | 0.0%                   |
| 31-1250-523000 | Supplies & Equipment                | -                 | -                 | 2,300              | 349                  | 2,300               | 2,300               | 2,300              | 0.0%                   |
| 31-1250-525000 | Travel & Training                   | -                 | -                 | 1,000              | -                    | 1,000               | 1,000               | 1,000              | 0.0%                   |
| 31-1250-533000 | Contractual Services                | -                 | -                 | -                  | -                    | 2,388               | 2,388               | 2,388              | 100.0%                 |
|                | <b>Total Materials and Services</b> | -                 | -                 | <b>4,050</b>       | <b>449</b>           | <b>6,438</b>        | <b>6,438</b>        | <b>6,438</b>       | <b>59.0%</b>           |
| <b>1250</b>    | <b>TOTAL COMMUNITY ENGAGEMENT</b>   | -                 | -                 | <b>120,560</b>     | <b>115,672</b>       | <b>130,047</b>      | <b>129,819</b>      | <b>129,819</b>     | <b>7.7%</b>            |
|                | <b>TOTAL CITY MANAGER'S OFFICE</b>  | <b>677,805</b>    | <b>802,250</b>    | <b>864,545</b>     | <b>784,104</b>       | <b>880,323</b>      | <b>878,343</b>      | <b>878,343</b>     | <b>1.6%</b>            |

**FUND 31: Admin/Support Services Fund – Finance****17-18 18-19 19-20****BUDGETED STAFF FTE: 5.00 5.00 5.00****Description**

The Finance Department is responsible for the accounting and financial oversight of the City's resources. It is comprised of various functions, including payroll, payables, cash receipting, budgets, auditing and financial reporting. The municipal services billing function is responsible for the invoicing, collections, and customer service for approximately 6,900 residential, commercial, and industrial accounts.

**Significant Changes**

The primary change in the Finance department is the upcoming retirement of Pam Young in October 2019 after 22 years of service to the City of Newberg. The budget reflects two months overlap to ensure a smooth transition.

Printing and Advertising budget is being reduced to reflect the actual usage over the last couple years.

Supplies and Equipment is being reduced as there are no needs anticipated in the next year.

Contractual Services is being reduced to reflect the reduction in lien search fees as the activity has slowed.

Book & Publications is being reduced to reflect the actual usage over the last couple years. Much of what we need is available without cost on the internet.

Maintenance Services and Professional Services are both increasing due to the strategic step of consulting services with Springbrook Software, who provides the City's financial and utility billing software. Newberg is the original customer of the locally-founded company. Over the last four years, the system has fallen behind in keeping up with the needs of delivering efficient and effective financial information both internally and across the departments we serve. Thus, the next step is to engage Springbrook's product experts to determine improvements in how the system is being utilized as well as existing enhancement that might come in a version upgrade. Modules to be evaluated include payroll, accounts payable, financial reporting, and other key modules. This initial step is approximately \$6,000. If the results are favorable, the next step would be to upgrade to the next version, which would cost approximately \$7,500. In addition, if Springbrook proves it can continue as the foundational financial software, then two additional modules would be added. Electronic Purchase Orders and Employee Self Service would expand access to Springbrook across city department to provide faster, more efficient purchasing and employee management. This would cost approximately \$27,000 in one-time costs and \$4,000 in ongoing maintenance costs. If Springbrook is incapable of delivering the needs of the department, the requested funds would not be spent, but would instead be transferred to Fund 32 to be added to the future replacement of the entire system, which would be a future request between \$200-250k.

**FUND 31: Admin/Support Services Fund – General Office****17-18 18-19 19-20****BUDGETED STAFF FTE: 0.00 0.00 0.00****Description**

This department accounts for all postage, internet, and telephone costs in a central location to reduce tracking costs.

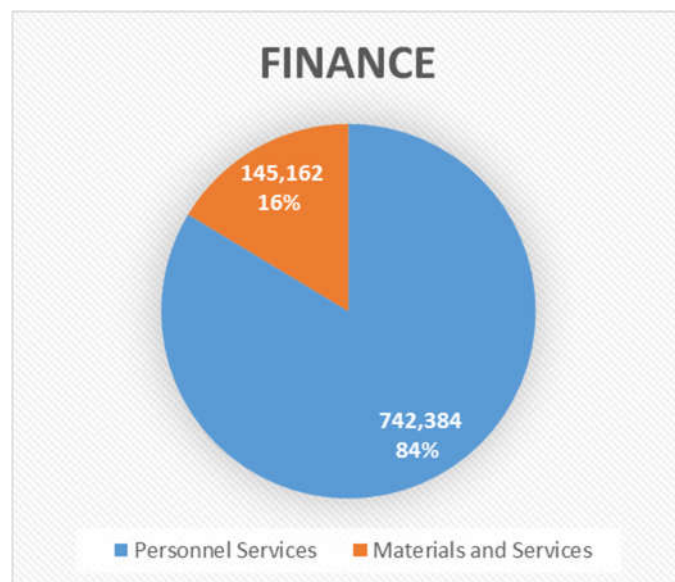
**Significant Changes**

In FY 2018-19, the City Council approved the migration of cell communications to a disaster-resilient system through AT&T called FirstNet, which allows prioritization over the civilian network in the event of a disaster. This included the purchase of City-owned cell phones and network equipment at highly-reduced rates. This

## FUND 31: Admin/Support Services Fund – Finance & General Office cont'd.

migration shifted the accounting of the City's cost to the central telephone department rather than as employee stipends and equipment allowances that were charged as personnel service expenses. The total expenses in the Telephone line are in turn charged out the appropriate funds through the internal services charge matrix described elsewhere in this budget document. The FY 2019-20 Telephone budget reflects this shift. In addition, new devices have been added as a part of normal operations.

|                        | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>FINANCE</b>         |                   |                   |                    |                      |                     |                     |                    |                        |
| Personnel Services     | 565,904           | 627,553           | 670,938            | 671,656              | 745,397             | 742,384             | 742,384            | 10.6%                  |
| Materials and Services | 107,440           | 72,538            | 108,810            | 100,850              | 145,162             | 145,162             | 145,162            | 33.4%                  |
| <b>Total Finance</b>   | <b>673,344</b>    | <b>700,091</b>    | <b>779,748</b>     | <b>772,506</b>       | <b>890,559</b>      | <b>887,546</b>      | <b>887,546</b>     | <b>13.8%</b>           |



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| ACCOUNT #                      | DESCRIPTION                         | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|--------------------------------|-------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>FINANCE DEPARTMENT 13XX</b> |                                     |                   |                   |                    |                      |                     |                     |                    |                        |
| <b>1310</b>                    | <b>FINANCE</b>                      |                   |                   |                    |                      |                     |                     |                    |                        |
| 31-1310-410000                 | Administrative Salaries             | 187,771           | 198,750           | 210,202            | 209,960              | 224,457             | 224,457             | 224,457            | 6.8%                   |
| 31-1310-420000                 | Clerical Salaries                   | 174,007           | 182,865           | 192,506            | 196,523              | 218,836             | 218,836             | 218,836            | 13.7%                  |
| 31-1310-435000                 | Overtime                            | 1,089             | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 31-1310-438000                 | Longevity                           | 1,200             | 1,560             | 1,680              | 2,120                | 1,633               | 1,633               | 1,633              | -2.8%                  |
| 31-1310-440000                 | Misc Fringe Benefits                | 640               | 640               | 640                | 505                  | -                   | -                   | -                  | -100.0%                |
| 31-1310-441000                 | FICA/Medicare                       | 27,051            | 28,429            | 30,985             | 30,826               | 34,037              | 34,037              | 34,037             | 9.8%                   |
| 31-1310-442000                 | Workers Compensation                | 1,521             | 1,436             | 1,697              | 733                  | 935                 | 935                 | 935                | -44.9%                 |
| 31-1310-443000                 | Unemployment                        | 727               | 383               | 813                | 412                  | 449                 | 449                 | 449                | -44.8%                 |
| 31-1310-444000                 | Retirement-PERS                     | 23,404            | 35,573            | 36,991             | 36,928               | 51,678              | 51,678              | 51,678             | 39.7%                  |
| 31-1310-444001                 | Retirement-Principal                | 62,144            | 76,850            | 87,869             | 87,519               | 84,377              | 84,377              | 84,377             | -4.0%                  |
| 31-1310-444002                 | Retirement-Pension Bond             | 5,795             | 8,465             | 7,858              | 7,926                | 9,512               | 9,512               | 9,512              | 21.0%                  |
| 31-1310-445000                 | Health/Life/LTD                     | 80,556            | 92,601            | 99,697             | 98,204               | 119,483             | 116,470             | 116,470            | 16.8%                  |
|                                | <b>Total Personnel Services</b>     | <b>565,904</b>    | <b>627,553</b>    | <b>670,938</b>     | <b>671,656</b>       | <b>745,397</b>      | <b>742,384</b>      | <b>742,384</b>     | <b>10.6%</b>           |
| 31-1310-510000                 | Office Supplies                     | 3,960             | 2,482             | 3,500              | 3,500                | 3,500               | 3,500               | 3,500              | 0.0%                   |
| 31-1310-515000                 | Printing & Advertising              | 3,343             | 1,630             | 3,700              | 2,500                | 2,500               | 2,500               | 2,500              | -32.4%                 |
| 31-1310-520000                 | Dues & Meetings                     | 2,004             | 1,580             | 2,200              | 2,200                | 2,200               | 2,200               | 2,200              | 0.0%                   |
| 31-1310-520003                 | Recruitment Expense                 | 528               | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 31-1310-523000                 | Supplies & Equipment                | 8,264             | 495               | 5,000              | 5,000                | 1,000               | 1,000               | 1,000              | -80.0%                 |
| 31-1310-525000                 | Travel & Training                   | 6,416             | 4,086             | 6,500              | 6,500                | 6,670               | 6,670               | 6,670              | 2.6%                   |
| 31-1310-532000                 | Bank Fees                           | 69                | -                 | -                  | 1                    | -                   | -                   | -                  | 0.0%                   |
| 31-1310-533000                 | Contractual Services                | 9,894             | 8,225             | 14,400             | 7,639                | 8,500               | 8,500               | 8,500              | -41.0%                 |
| 31-1310-533045                 | Maintenance Agreements              | 17,255            | 17,949            | 19,600             | 19,600               | 24,160              | 24,160              | 24,160             | 23.3%                  |
| 31-1310-540000                 | Utilities                           | -                 | 381               | 410                | 410                  | 490                 | 490                 | 490                | 19.5%                  |
| 31-1310-551000                 | Books & Publications                | 270               | 40                | 500                | 500                  | 300                 | 300                 | 300                | -40.0%                 |
| 31-1310-575000                 | Bond Registration Costs             | 3,000             | 3,000             | 3,000              | 3,000                | 3,000               | 3,000               | 3,000              | 0.0%                   |
| 31-1310-580000                 | Professional Services               | 52,438            | 32,670            | 40,000             | 40,000               | 82,842              | 82,842              | 82,842             | 107.1%                 |
| 31-1310-590002                 | Internal Chrg-Computers             | -                 | -                 | 10,000             | 10,000               | 10,000              | 10,000              | 10,000             | 0.0%                   |
|                                | <b>Total Materials and Services</b> | <b>107,440</b>    | <b>72,538</b>     | <b>108,810</b>     | <b>100,850</b>       | <b>145,162</b>      | <b>145,162</b>      | <b>145,162</b>     | <b>33.4%</b>           |
| <b>1310</b>                    | <b>TOTAL FINANCE</b>                | <b>673,344</b>    | <b>700,091</b>    | <b>779,748</b>     | <b>772,506</b>       | <b>890,559</b>      | <b>887,546</b>      | <b>887,546</b>     | <b>13.8%</b>           |
| <b>1311</b>                    | <b>GENERAL OFFICE</b>               |                   |                   |                    |                      |                     |                     |                    |                        |
| 31-1311-511000                 | Postage                             | 23,613            | 24,535            | 28,605             | 28,605               | 29,000              | 29,000              | 29,000             | 1.4%                   |
| 31-1311-531000                 | Telephones                          | 116,861           | 126,668           | 168,106            | 163,156              | 219,372             | 219,372             | 219,372            | 30.5%                  |
|                                | <b>Total Materials and Services</b> | <b>140,474</b>    | <b>151,203</b>    | <b>196,711</b>     | <b>191,761</b>       | <b>248,372</b>      | <b>248,372</b>      | <b>248,372</b>     | <b>26.3%</b>           |
| <b>1311</b>                    | <b>TOTAL GENERAL OFFICE</b>         | <b>140,474</b>    | <b>151,203</b>    | <b>196,711</b>     | <b>191,761</b>       | <b>248,372</b>      | <b>248,372</b>      | <b>248,372</b>     | <b>26.3%</b>           |



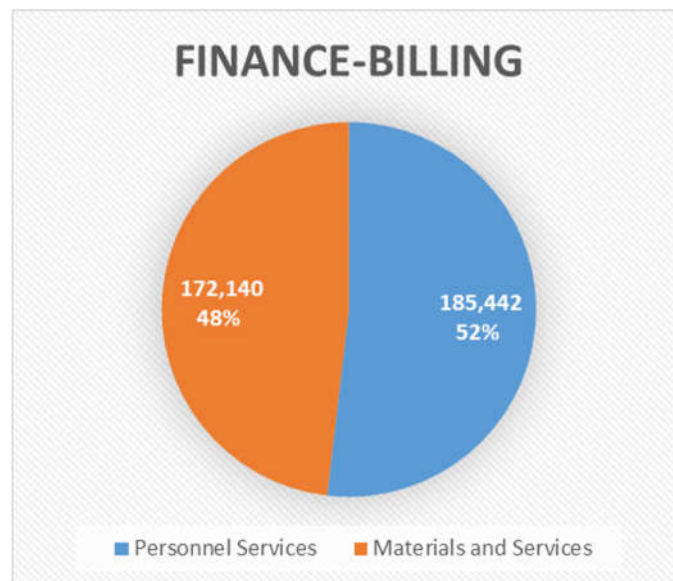
**FUND 31: Admin/Support Services Fund – Finance – Billing****17-18 18-19 19-20****BUDGETED STAFF FTE: 2.00 2.00 2.00****Description**

The finance - billing function is responsible for the invoicing, collections, and customer service for approximately 6,900 residential, commercial, and industrial accounts.

**Significant Changes**

There are no significant changes in the Finance – Billing budget.

|                              | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>FINANCE-BILLING</b>       |                   |                   |                    |                      |                     |                     |                    |                        |
| Personnel Services           | 153,046           | 164,111           | 175,447            | 174,182              | 186,474             | 185,442             | 185,442            | 5.7%                   |
| Materials and Services       | 146,468           | 155,152           | 172,470            | 172,470              | 172,140             | 172,140             | 172,140            | -0.2%                  |
| <b>Total Finance-Billing</b> | <b>299,514</b>    | <b>319,263</b>    | <b>347,917</b>     | <b>346,652</b>       | <b>358,614</b>      | <b>357,582</b>      | <b>357,582</b>     | <b>2.8%</b>            |



| ACCOUNT #      | DESCRIPTION                         | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|----------------|-------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>1320</b>    | <b>FINANCE - BILLING</b>            |                   |                   |                    |                      |                     |                     |                    |                        |
| 31-1320-420000 | Clerical Salaries                   | 86,250            | 90,303            | 94,404             | 94,336               | 99,679              | 99,679              | 99,679             | 5.6%                   |
| 31-1320-441000 | FICA/Medicare                       | 6,230             | 6,513             | 7,222              | 7,013                | 7,625               | 7,625               | 7,625              | 5.6%                   |
| 31-1320-442000 | Workers Compensation                | 423               | 405               | 453                | 214                  | 267                 | 267                 | 267                | -41.1%                 |
| 31-1320-443000 | Unemployment                        | 172               | 90                | 189                | 96                   | 100                 | 100                 | 100                | -47.1%                 |
| 31-1320-444001 | Retirement-Principal                | 25,401            | 31,021            | 34,741             | 34,717               | 37,850              | 37,850              | 37,850             | 8.9%                   |
| 31-1320-445000 | Health/Life/LTD                     | 34,570            | 35,779            | 38,438             | 37,806               | 40,953              | 39,921              | 39,921             | 3.9%                   |
|                | <b>Total Personnel Services</b>     | <b>153,046</b>    | <b>164,111</b>    | <b>175,447</b>     | <b>174,182</b>       | <b>186,474</b>      | <b>185,442</b>      | <b>185,442</b>     | <b>5.7%</b>            |
| 31-1320-510000 | Office Supplies                     | 1,556             | 1,724             | 1,800              | 1,800                | 1,800               | 1,800               | 1,800              | 0.0%                   |
| 31-1320-515000 | Printing & Advertising              | 382               | 492               | 1,000              | 1,000                | 1,000               | 1,000               | 1,000              | 0.0%                   |
| 31-1320-523000 | Supplies & Equipment                | 400               | 5,855             | 1,000              | 1,000                | 1,000               | 1,000               | 1,000              | 0.0%                   |
| 31-1320-525000 | Travel & Training                   | 836               | 332               | 1,500              | 1,500                | 1,000               | 1,000               | 1,000              | -33.3%                 |
| 31-1320-532000 | Bank Fees                           | 68,105            | 77,017            | 85,000             | 85,000               | 85,000              | 85,000              | 85,000             | 0.0%                   |
| 31-1320-533000 | Contractual Services                | 51,680            | 51,636            | 53,000             | 53,000               | 53,000              | 53,000              | 53,000             | 0.0%                   |
| 31-1320-533045 | Maintenance Agreements              | 7,626             | 8,393             | 8,700              | 8,700                | 9,140               | 9,140               | 9,140              | 5.1%                   |
| 31-1320-540000 | Utilities                           | -                 | 153               | 170                | 170                  | 200                 | 200                 | 200                | 17.6%                  |
| 31-1320-558001 | Utility Assistance                  | 13,985            | 9,099             | 20,000             | 20,000               | 20,000              | 20,000              | 20,000             | 0.0%                   |
| 31-1320-566000 | Equip Repair & Maintenance          | -                 | -                 | 300                | 300                  | -                   | -                   | -                  | -100.0%                |
| 31-1320-580000 | Professional Services               | 1,898             | 450               | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
|                | <b>Total Materials and Services</b> | <b>146,468</b>    | <b>155,152</b>    | <b>172,470</b>     | <b>172,470</b>       | <b>172,140</b>      | <b>172,140</b>      | <b>172,140</b>     | <b>-0.2%</b>           |
| <b>1320</b>    | <b>TOTAL FINANCE - BILLING</b>      | <b>299,514</b>    | <b>319,263</b>    | <b>347,917</b>     | <b>346,652</b>       | <b>358,614</b>      | <b>357,582</b>      | <b>357,582</b>     | <b>2.8%</b>            |
|                | <b>TOTAL FINANCE DEPARTMENT</b>     | <b>972,858</b>    | <b>1,019,353</b>  | <b>1,127,665</b>   | <b>1,119,158</b>     | <b>1,249,173</b>    | <b>1,245,128</b>    | <b>1,245,128</b>   | <b>10.4%</b>           |

**FUND 31: Admin/Support Services Fund – Information Technology****17-18 18-19 19-20****BUDGETED STAFF FTE: 6.50 6.50 6.50****Department Description**

The Information Technology (IT) Department supports the City-wide area network, office applications, and hardware, including e-mail system, data backup, website, and 9-1-1 center. IT provides computer, network, telephone equipment, and mobile device support for all staff.

IT operates the help desk fifty-eight hours a week, and 24-hour support is offered through on-call during evenings and weekends.

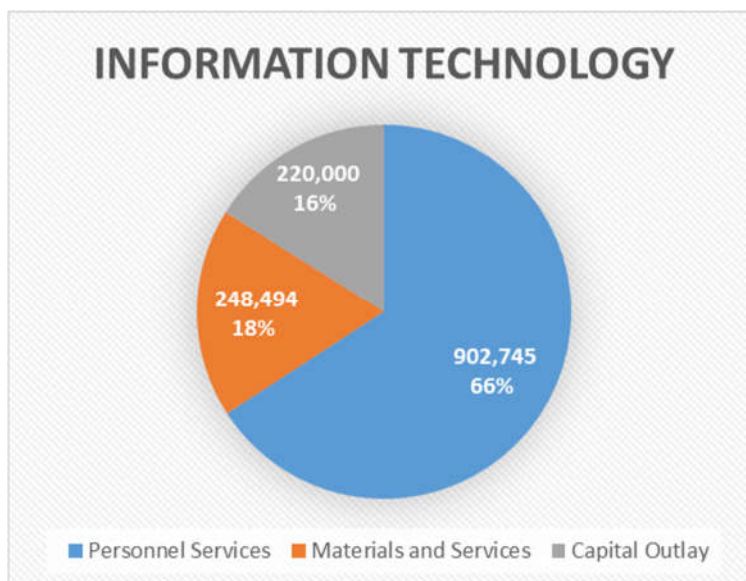
**Significant Changes**

There are two significant increases to the IT budget:

The first increase is in maintenance agreements. The change is due to Microsoft licensing transitioning from a perpetual license to a subscription license.

The second increase is replacing network equipment. Network equipment consists of routers, switches, firewalls, and wireless. The majority of the current equipment is now 12 years old. Most of the equipment we are using is now at end of life / end of support. A recent Criminal Justice Information System audit identified the security of our network infrastructure as deficient.

|                                     | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|-------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>INFORMATION TECHNOLOGY</b>       |                   |                   |                    |                      |                     |                     |                    |                        |
| Personnel Services                  | 744,326           | 840,594           | 884,537            | 878,579              | 905,409             | 902,745             | 902,745            | 2.1%                   |
| Materials and Services              | 178,739           | 160,614           | 207,408            | 208,960              | 248,494             | 248,494             | 248,494            | 19.8%                  |
| Capital Outlay                      | 41,597            | 47,814            | 28,700             | 30,609               | 220,000             | 220,000             | 220,000            | 666.6%                 |
| <b>Total Information Technology</b> | <b>964,662</b>    | <b>1,049,021</b>  | <b>1,120,645</b>   | <b>1,118,148</b>     | <b>1,373,903</b>    | <b>1,371,239</b>    | <b>1,371,239</b>   | <b>22.4%</b>           |



| ACCOUNT #      | DESCRIPTION                         | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|----------------|-------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>1330</b>    | <b>INFORMATION TECHNOLOGY</b>       |                   |                   |                    |                      |                     |                     |                    |                        |
| 31-1330-410000 | Administrative Salaries             | 115,390           | 118,817           | 121,212            | 121,142              | 124,884             | 124,884             | 124,884            | 3.0%                   |
| 31-1330-420000 | Clerical Salaries                   | 25,756            | 28,405            | 29,633             | 29,611               | 28,230              | 28,230              | 28,230             | -4.7%                  |
| 31-1330-431000 | Other Salaries                      | 330,893           | 371,103           | 380,751            | 382,833              | 399,783             | 399,783             | 399,783            | 5.0%                   |
| 31-1330-435000 | Overtime                            | -                 | -                 | 1,100              | 1,100                | 1,100               | 1,100               | 1,100              | 0.0%                   |
| 31-1330-436000 | On Call Pay                         | 9,125             | 9,208             | 11,400             | 10,275               | 11,400              | 11,400              | 11,400             | 0.0%                   |
| 31-1330-438000 | Longevity                           | 880               | 1,160             | 1,680              | 1,700                | 1,920               | 1,920               | 1,920              | 14.3%                  |
| 31-1330-440000 | Misc Fringe Benefits                | 3,485             | 3,520             | 3,520              | 2,778                | -                   | -                   | -                  | -100.0%                |
| 31-1330-441000 | FICA/Medicare                       | 36,087            | 39,117            | 42,021             | 41,291               | 43,401              | 43,401              | 43,401             | 3.3%                   |
| 31-1330-442000 | Workers Compensation                | 2,406             | 2,098             | 2,350              | 1,006                | 1,285               | 1,285               | 1,285              | -45.3%                 |
| 31-1330-443000 | Unemployment                        | 973               | 531               | 1,103              | 555                  | 572                 | 572                 | 572                | -48.1%                 |
| 31-1330-444000 | Retirement-PERS                     | 25,515            | 39,316            | 39,707             | 39,977               | 51,227              | 51,227              | 51,227             | 29.0%                  |
| 31-1330-444001 | Retirement-Principal                | 92,824            | 113,042           | 129,693            | 127,287              | 126,058             | 126,058             | 126,058            | -2.8%                  |
| 31-1330-444002 | Retirement-Pension Bond             | 6,058             | 9,490             | 8,506              | 8,735                | 9,579               | 9,579               | 9,579              | 12.6%                  |
| 31-1330-445000 | Health/Life/LTD                     | 94,933            | 104,786           | 111,861            | 110,289              | 105,970             | 103,306             | 103,306            | -7.6%                  |
|                | <b>Total Personnel Services</b>     | <b>744,326</b>    | <b>840,594</b>    | <b>884,537</b>     | <b>878,579</b>       | <b>905,409</b>      | <b>902,745</b>      | <b>902,745</b>     | <b>2.1%</b>            |
| 31-1330-510000 | Office Supplies                     | 648               | 1,357             | 1,200              | 963                  | 1,200               | 1,200               | 1,200              | 0.0%                   |
| 31-1330-520000 | Dues & Meetings                     | 161               | 22                | 200                | 160                  | 200                 | 200                 | 200                | 0.0%                   |
| 31-1330-520003 | Recruitment Expense                 | 68                | -                 | 500                | -                    | 500                 | 500                 | 500                | 0.0%                   |
| 31-1330-523000 | Supplies & Equipment                | 25,612            | 35,341            | 26,000             | 26,000               | 26,000              | 26,000              | 26,000             | 0.0%                   |
| 31-1330-525000 | Travel & Training                   | 17,847            | 4,039             | 30,000             | 30,000               | 30,000              | 30,000              | 30,000             | 0.0%                   |
| 31-1330-533045 | Maintenance Agreements              | 113,409           | 118,404           | 127,776            | 146,355              | 168,862             | 168,862             | 168,862            | 32.2%                  |
| 31-1330-540000 | Utilities                           | -                 | 481               | 532                | 482                  | 532                 | 532                 | 532                | 0.0%                   |
| 31-1330-551000 | Books & Publications                | -                 | -                 | 200                | -                    | 200                 | 200                 | 200                | 0.0%                   |
| 31-1330-580000 | Professional Services               | 20,996            | 970               | 21,000             | 5,000                | 21,000              | 21,000              | 21,000             | 0.0%                   |
|                | <b>Total Materials and Services</b> | <b>178,739</b>    | <b>160,614</b>    | <b>207,408</b>     | <b>208,960</b>       | <b>248,494</b>      | <b>248,494</b>      | <b>248,494</b>     | <b>19.8%</b>           |
| 31-1330-610000 | Capital Outlay                      | 41,597            | 47,814            | 28,700             | 30,609               | 220,000             | 220,000             | 220,000            | 666.6%                 |
|                | <b>Total Capital Outlay</b>         | <b>41,597</b>     | <b>47,814</b>     | <b>28,700</b>      | <b>30,609</b>        | <b>220,000</b>      | <b>220,000</b>      | <b>220,000</b>     | <b>666.6%</b>          |
| <b>1330</b>    | <b>TOTAL INFORMATION TECHNOLOGY</b> | <b>964,662</b>    | <b>1,049,021</b>  | <b>1,120,645</b>   | <b>1,118,148</b>     | <b>1,373,903</b>    | <b>1,371,239</b>    | <b>1,371,239</b>   | <b>22.4%</b>           |

**FUND 31: Admin/Support Services Fund – City Attorney’s Office****17-18 18-19 19-20****BUDGETED STAFF FTE: 3.40 3.40 3.40****Department Description**

The 2006 Newberg Charter establishes the office of city attorney:

**Section 35 City Attorney.**

The office of city attorney is established as the chief legal officer of the city government. A majority of the council must appoint and may remove the attorney. The attorney must appoint and supervise, and may remove any city attorney’s office employees.

The City Attorney’s Office works as an integral part of the legislative and administrative branches of the City to provide legal advice and ensure the City operates in a legally justifiable manner. The City Attorney’s Office acts to enforce the codes and laws of the City, ensuring citizens enjoy the protection of the law and the quality of life that the City Code envisions.

The City Attorney’s Office consists of the city attorney, paralegal, city prosecutor (.4 contract FTE), and code compliance officer.

**Significant Changes**

None

|                            | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|----------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>CITY ATTORNEY</b>       |                   |                   |                    |                      |                     |                     |                    |                        |
| Personnel Services         | 376,578           | 428,138           | 452,968            | 436,966              | 464,743             | 462,967             | 462,967            | 2.2%                   |
| Materials and Services     | 11,767            | 19,944            | 40,127             | 34,390               | 39,600              | 39,600              | 39,600             | -1.3%                  |
| <b>Total City Attorney</b> | <b>388,345</b>    | <b>448,082</b>    | <b>493,095</b>     | <b>471,356</b>       | <b>504,343</b>      | <b>502,567</b>      | <b>502,567</b>     | <b>1.9%</b>            |



| ACCOUNT #      | DESCRIPTION                         | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|----------------|-------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>1410</b>    | <b>CITY ATTORNEY</b>                |                   |                   |                    |                      |                     |                     |                    |                        |
| 31-1410-410000 | Administrative Salaries             | 124,684           | 133,385           | 134,288            | 135,588              | 138,319             | 138,319             | 138,319            | 3.0%                   |
| 31-1410-420000 | Clerical Salaries                   | 63,585            | 68,218            | 73,244             | 69,448               | 71,631              | 71,631              | 71,631             | -2.2%                  |
| 31-1410-431000 | Prosecution Salaries                | 39,050            | 37,596            | 41,602             | 34,201               | 41,602              | 41,602              | 41,602             | 0.0%                   |
| 31-1410-432000 | Code Enforcement Salaries           | 27,776            | 43,747            | 48,580             | 47,365               | 50,032              | 50,032              | 50,032             | 3.0%                   |
| 31-1410-440000 | Misc Fringe Benefits                | 1,700             | 1,700             | 1,700              | 1,325                | 1,060               | 1,060               | 1,060              | -37.6%                 |
| 31-1410-441000 | FICA/Medicare                       | 18,654            | 21,089            | 22,905             | 21,439               | 23,152              | 23,152              | 23,152             | 1.1%                   |
| 31-1410-442000 | Workers Compensation                | 1,269             | 1,467             | 1,806              | 1,422                | 1,708               | 1,708               | 1,708              | -5.4%                  |
| 31-1410-443000 | Unemployment                        | 519               | 283               | 601                | 289                  | 305                 | 305                 | 305                | -49.3%                 |
| 31-1410-444000 | Retirement-PERS                     | 17,161            | 25,830            | 26,551             | 26,378               | 31,282              | 31,282              | 31,282             | 17.8%                  |
| 31-1410-444001 | Retirement-Principal                | 23,315            | 23,651            | 27,190             | 25,743               | 27,199              | 27,199              | 27,199             | 0.0%                   |
| 31-1410-444002 | Retirement-Pension Bond             | 6,913             | 8,435             | 7,947              | 7,950                | 7,710               | 7,710               | 7,710              | -3.0%                  |
| 31-1410-445000 | Health/Life/LTD                     | 51,954            | 62,737            | 66,554             | 65,818               | 70,743              | 68,967              | 68,967             | 3.6%                   |
|                | <b>Total Personnel Services</b>     | <b>376,578</b>    | <b>428,138</b>    | <b>452,968</b>     | <b>436,966</b>       | <b>464,743</b>      | <b>462,967</b>      | <b>462,967</b>     | <b>2.2%</b>            |
| 31-1410-510000 | Office Supplies                     | 1,056             | 827               | 2,400              | 2,400                | 2,400               | 2,400               | 2,400              | 0.0%                   |
| 31-1410-510100 | Code Enforcement                    | 1,596             | 1,792             | 4,000              | 4,000                | 4,000               | 4,000               | 4,000              | 0.0%                   |
| 31-1410-510120 | Nuisance/Abatement Control          | -                 | 1,600             | 3,000              | 3,000                | 3,000               | 3,000               | 3,000              | 0.0%                   |
| 31-1410-520000 | Dues & Meetings                     | 1,639             | 1,634             | 3,200              | 3,200                | 3,200               | 3,200               | 3,200              | 0.0%                   |
| 31-1410-520003 | Recruitment Expense                 | 61                | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 31-1410-523000 | Supplies & Equipment                | 715               | 42                | -                  | 139                  | -                   | -                   | -                  | 0.0%                   |
| 31-1410-525000 | Travel & Training                   | 2,893             | 3,448             | 8,600              | 6,000                | 8,000               | 8,000               | 8,000              | -7.0%                  |
| 31-1410-533045 | Maintenance Agreements              | 2,902             | 4,325             | 5,000              | 5,000                | 5,000               | 5,000               | 5,000              | 0.0%                   |
| 31-1410-540000 | Utilities                           | -                 | 305               | 327                | 351                  | 400                 | 400                 | 400                | 22.3%                  |
| 31-1410-551000 | Books & Publications                | 263               | 1,037             | 800                | 800                  | 800                 | 800                 | 800                | 0.0%                   |
| 31-1410-580000 | Professional Services               | 346               | 4,475             | 11,000             | 8,000                | 11,000              | 11,000              | 11,000             | 0.0%                   |
| 31-1410-595000 | Prosecution Expenses                | 225               | 233               | 800                | 500                  | 800                 | 800                 | 800                | 0.0%                   |
| 31-1410-595001 | Litigation Expenses                 | 72                | 227               | 1,000              | 1,000                | 1,000               | 1,000               | 1,000              | 0.0%                   |
|                | <b>Total Materials and Services</b> | <b>11,767</b>     | <b>19,944</b>     | <b>40,127</b>      | <b>34,390</b>        | <b>39,600</b>       | <b>39,600</b>       | <b>39,600</b>      | <b>-1.3%</b>           |
| <b>1410</b>    | <b>TOTAL CITY ATTORNEY</b>          | <b>388,345</b>    | <b>448,082</b>    | <b>493,095</b>     | <b>471,356</b>       | <b>504,343</b>      | <b>502,567</b>      | <b>502,567</b>     | <b>1.9%</b>            |

## FUND 31: Admin/Support Services Fund – Fleet & Facilities

**17-18 18-19 19-20**

**BUDGETED STAFF FTE: 2.70 2.70 2.70**

### **Department Description**

The Administrative and Support Services is responsible for:

- City owned grounds, parking lots and buildings, which includes the Library and Annex Buildings, City Hall, City Hall Archives Building, Police Department, 2<sup>nd</sup> Street Parking Lot, Maintenance Yard, and the Wastewater and Water Treatment Plant Administration Buildings.
- Grounds keeping for over three acres of landscape and turf, which includes the Waterwise Garden, Butler Property, Francis Square, Rocket Park, Hwy 99W medians, Newberg Welcome Signs, Unity Park (Flagpole), Dayton Ave at 3<sup>rd</sup> and 4<sup>th</sup> Street, in addition to all landscaping around City Facilities.
- Maintenance, repair, and purchasing/set-up of new or replacement vehicles and small/large equipment for most City departments.
- 101 vehicles in the City Administration, Community Development, Police, and Public Works Departments, 10 emergency generators, water trucks, street sweepers, backhoes, loaders, roadway graders, dump trucks, vactor trucks, TV truck, crane trucks, crew/service trucks, and 132 pieces of small equipment.
- Fleet Maintenance also provides maintenance and repair services for 17 Newberg School District and 13 Chehalem Park and Recreation District maintenance vehicles.

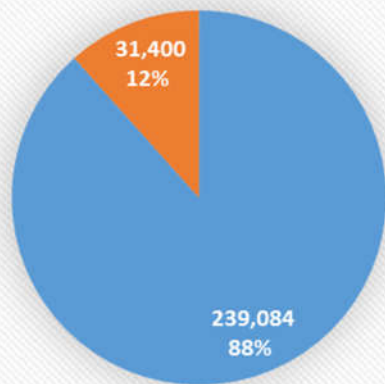
### **Significant Changes**

- Funds have been reallocated within fund 31.5164 to reflect actual expenditure needs by year for the various building improvement projects, and an increase in overall material and contractor costs.
- Maintenance Agreements increase for subscription/Support of the OMS Cartegraph System.

## FUND 31: Admin/Support Services Fund – Fleet & Facilities cont'd.

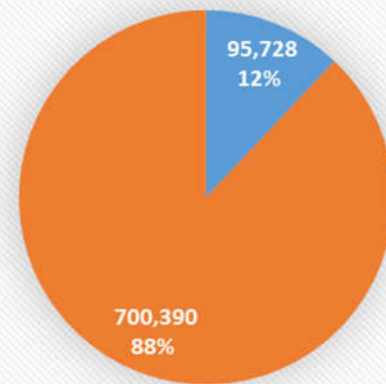
|                                      | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|--------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>PUBLIC WORKS-FLEET</b>            |                   |                   |                    |                      |                     |                     |                    |                        |
| Personnel Services                   | 165,271           | 207,472           | 227,935            | 226,465              | 240,188             | 239,084             | 239,084            | 4.9%                   |
| Materials and Services               | 21,380            | 27,210            | 29,100             | 29,100               | 31,400              | 31,400              | 31,400             | 7.9%                   |
| <b>Total Public Works-Fleet</b>      | <b>186,651</b>    | <b>234,681</b>    | <b>257,035</b>     | <b>255,565</b>       | <b>271,588</b>      | <b>270,484</b>      | <b>270,484</b>     | <b>5.2%</b>            |
| <b>PUBLIC WORKS-FACILITIES</b>       |                   |                   |                    |                      |                     |                     |                    |                        |
| Personnel Services                   | 65,231            | 60,268            | 86,876             | 73,035               | 96,253              | 95,728              | 95,728             | 10.2%                  |
| Materials and Services               | 371,491           | 713,796           | 733,475            | 733,475              | 736,975             | 700,390             | 700,390            | -4.5%                  |
| <b>Total Public Works-Facilities</b> | <b>436,721</b>    | <b>774,064</b>    | <b>820,351</b>     | <b>806,510</b>       | <b>833,228</b>      | <b>796,118</b>      | <b>796,118</b>     | <b>-3.0%</b>           |

**PUBLIC WORKS-FLEET**



■ Personnel Services ■ Materials and Services

**PUBLIC WORKS-FACILITIES**



■ Personnel Services ■ Materials and Services



| ACCOUNT #                           | DESCRIPTION                    | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|-------------------------------------|--------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>PUBLIC WORKS 51XX</b>            |                                |                   |                   |                    |                      |                     |                     |                    |                        |
| <b>5162</b>                         | <b>FLEET</b>                   |                   |                   |                    |                      |                     |                     |                    |                        |
| 31-5162-410000                      | Administrative Salaries        | -                 | 15,193            | 18,760             | 18,748               | 20,305              | 20,305              | 20,305             | 8.2%                   |
| 31-5162-431000                      | Salaries & Wages               | 91,338            | 95,699            | 99,102             | 99,525               | 103,178             | 103,178             | 103,178            | 4.1%                   |
| 31-5162-435000                      | Overtime                       | 523               | 1,048             | 1,000              | 1,000                | 1,000               | 1,000               | 1,000              | 0.0%                   |
| 31-5162-436000                      | On Call Pay                    | 1,025             | 1,243             | 500                | 735                  | 500                 | 500                 | 500                | 0.0%                   |
| 31-5162-438000                      | Longevity                      | 1,650             | 3,550             | 5,100              | 5,100                | 5,460               | 5,460               | 5,460              | 7.1%                   |
| 31-5162-440000                      | Misc Fringe Benefits           | 640               | 778               | 800                | 632                  | -                   | -                   | -                  | -100.0%                |
| 31-5162-441000                      | FICA/Medicare                  | 6,896             | 8,598             | 9,583              | 9,410                | 9,979               | 9,979               | 9,979              | 4.1%                   |
| 31-5162-442000                      | Workers Compensation           | 3,257             | 4,597             | 4,775              | 4,618                | 5,405               | 5,405               | 5,405              | 13.2%                  |
| 31-5162-443000                      | Unemployment                   | 190               | 117               | 252                | 127                  | 133                 | 133                 | 133                | -47.2%                 |
| 31-5162-444001                      | Retirement-Principal           | 27,079            | 39,298            | 47,250             | 46,390               | 50,766              | 50,766              | 50,766             | 7.4%                   |
| 31-5162-445000                      | Health/Life/LTD                | 32,672            | 37,352            | 40,813             | 40,180               | 43,462              | 42,358              | 42,358             | 3.8%                   |
| <b>Total Personnel Services</b>     |                                | <b>165,271</b>    | <b>207,472</b>    | <b>227,935</b>     | <b>226,465</b>       | <b>240,188</b>      | <b>239,084</b>      | <b>239,084</b>     | <b>4.9%</b>            |
| 31-5162-510000                      | Office Supplies                | 247               | 36                | 500                | 500                  | 500                 | 500                 | 500                | 0.0%                   |
| 31-5162-512000                      | Uniforms                       | 991               | 1,031             | 1,200              | 1,200                | 1,200               | 1,200               | 1,200              | 0.0%                   |
| 31-5162-520000                      | Dues & Meetings                | -                 | 70                | 500                | 500                  | 500                 | 500                 | 500                | 0.0%                   |
| 31-5162-523000                      | Supplies & Equipment           | (588)             | 4,129             | 5,000              | 5,000                | 5,000               | 5,000               | 5,000              | 0.0%                   |
| 31-5162-523008                      | Intergovernmental Garage Costs | 7,973             | 2,812             | 5,000              | 5,000                | 5,000               | 5,000               | 5,000              | 0.0%                   |
| 31-5162-523012                      | Shop Supplies/Environmental    | 88                | 2,656             | 1,500              | 1,500                | 2,000               | 2,000               | 2,000              | 33.3%                  |
| 31-5162-523100                      | Small Tools                    | 1,951             | 3,212             | 3,000              | 3,000                | 3,000               | 3,000               | 3,000              | 0.0%                   |
| 31-5162-525000                      | Travel & Training              | 614               | 783               | 1,400              | 1,400                | 1,400               | 1,400               | 1,400              | 0.0%                   |
| 31-5162-526000                      | Employee Testing               | 308               | 232               | 300                | 300                  | 300                 | 300                 | 300                | 0.0%                   |
| 31-5162-533045                      | Maintenance Agreements         | 1,122             | 1,487             | 1,200              | 1,200                | 3,000               | 3,000               | 3,000              | 150.0%                 |
| 31-5162-551000                      | Books & Publications           | 898               | 893               | 1,000              | 1,000                | 1,000               | 1,000               | 1,000              | 0.0%                   |
| 31-5162-562000                      | Fuel                           | 1,219             | 878               | 1,000              | 1,000                | 1,000               | 1,000               | 1,000              | 0.0%                   |
| 31-5162-563000                      | Vehicle Maintenance            | 5,039             | 417               | 500                | 500                  | 500                 | 500                 | 500                | 0.0%                   |
| 31-5162-566000                      | Equip Repair & Maintenance     | 1,520             | 3,573             | 2,000              | 2,000                | 2,000               | 2,000               | 2,000              | 0.0%                   |
| 31-5162-590001                      | Internal Chrg-Veh/Equip        | -                 | 5,000             | 5,000              | 5,000                | 5,000               | 5,000               | 5,000              | 0.0%                   |
| <b>Total Materials and Services</b> |                                | <b>21,380</b>     | <b>27,210</b>     | <b>29,100</b>      | <b>29,100</b>        | <b>31,400</b>       | <b>31,400</b>       | <b>31,400</b>      | <b>7.9%</b>            |
| <b>5162</b>                         | <b>TOTAL FLEET</b>             | <b>186,651</b>    | <b>234,681</b>    | <b>257,035</b>     | <b>255,565</b>       | <b>271,588</b>      | <b>270,484</b>      | <b>270,484</b>     | <b>5.2%</b>            |

| ACCOUNT #      | DESCRIPTION                             | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|----------------|---|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>5164</b>    | <b>FACILITIES</b>                       |                   |                   |                    |                      |                     |                     |                    |                        |
| 31-5164-431000 | Salaries & Wages                        | 37,108            | 32,596            | 46,890             | 37,553               | 49,084              | 49,084              | 49,084             | 4.7%                   |
| 31-5164-435000 | Overtime                                | 603               | -                 | 500                | 500                  | 500                 | 500                 | 500                | 0.0%                   |
| 31-5164-436000 | On Call Pay                             | 541               | 373               | 700                | 700                  | 700                 | 700                 | 700                | 0.0%                   |
| 31-5164-440000 | Misc Fringe Benefits                    | 370               | 320               | 320                | 253                  | -                   | -                   | -                  | -100.0%                |
| 31-5164-441000 | FICA/Medicare                           | 2,853             | 2,447             | 3,704              | 2,924                | 3,848               | 3,848               | 3,848              | 3.9%                   |
| 31-5164-442000 | Workers Compensation                    | 2,570             | 1,727             | 3,177              | 2,234                | 3,573               | 3,573               | 3,573              | 12.5%                  |
| 31-5164-443000 | Unemployment                            | 79                | 33                | 98                 | 40                   | 52                  | 52                  | 52                 | -46.9%                 |
| 31-5164-444000 | Retirement-PERS                         | -                 | -                 | -                  | 626                  | 2,738               | 2,738               | 2,738              | 100.0%                 |
| 31-5164-444001 | Retirement-Principal                    | 11,081            | 11,307            | 17,816             | 13,221               | 14,366              | 14,366              | 14,366             | -19.4%                 |
| 31-5164-444002 | Retirement-Pension Bond                 | -                 | -                 | -                  | 114                  | 507                 | 507                 | 507                | 100.0%                 |
| 31-5164-445000 | Health/Life/LTD                         | 10,024            | 11,465            | 13,671             | 14,870               | 20,885              | 20,360              | 20,360             | 48.9%                  |
|                | <b>Total Personnel Services</b>         | <b>65,231</b>     | <b>60,268</b>     | <b>86,876</b>      | <b>73,035</b>        | <b>96,253</b>       | <b>95,728</b>       | <b>95,728</b>      | <b>10.2%</b>           |
| 31-5164-510000 | Office Supplies                         | 889               | 455               | 750                | 750                  | 750                 | 750                 | 750                | 0.0%                   |
| 31-5164-512000 | Uniforms                                | 993               | 387               | 1,000              | 1,000                | 1,000               | 1,000               | 1,000              | 0.0%                   |
| 31-5164-520000 | Dues & Meetings                         | 232               | 336               | 400                | 400                  | 400                 | 400                 | 400                | 0.0%                   |
| 31-5164-523000 | Supplies & Equipment                    | 12,317            | 13,449            | 18,000             | 16,000               | 18,000              | 18,000              | 18,000             | 0.0%                   |
| 31-5164-523012 | Shop Supplies/environmental             | -                 | 64                | 500                | -                    | -                   | -                   | -                  | -100.0%                |
| 31-5164-523100 | Small Tools                             | 2,661             | 810               | 2,000              | 2,000                | 2,000               | 2,000               | 2,000              | 0.0%                   |
| 31-5164-525000 | Travel & Training                       | 905               | 241               | 2,000              | 2,000                | 2,000               | 2,000               | 2,000              | 0.0%                   |
| 31-5164-526000 | Employee Testing                        | 291               | 132               | 250                | 250                  | 250                 | 250                 | 250                | 0.0%                   |
| 31-5164-533000 | Contractual Services                    | 62,545            | 97,830            | 115,000            | 110,000              | 111,500             | 111,500             | 111,500            | -3.0%                  |
| 31-5164-533001 | Haz Mat Removal                         | -                 | -                 | 500                | 500                  | 500                 | 500                 | 500                | 0.0%                   |
| 31-5164-533045 | Maintenance Agreements                  | 4,601             | 7,772             | 4,000              | 3,500                | 8,000               | 8,000               | 8,000              | 100.0%                 |
| 31-5164-540000 | Utilities                               | 70,803            | 71,416            | 72,000             | 60,000               | 72,000              | 72,000              | 72,000             | 0.0%                   |
| 31-5164-562000 | Fuel                                    | 7                 | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 31-5164-563000 | Vehicle Maintenance                     | 290               | 190               | 500                | 500                  | 500                 | 500                 | 500                | 0.0%                   |
| 31-5164-566000 | Equip Repair & Maintenance              | 2,614             | -                 | 1,000              | 1,000                | 1,000               | 1,000               | 1,000              | 0.0%                   |
| 31-5164-571000 | Bldg Repair                             | 566               | 2,509             | 25,000             | 25,000               | 25,000              | 25,000              | 25,000             | 0.0%                   |
| 31-5164-571005 | Building Repairs-PW Maint               | 15,376            | 9,357             | 14,000             | 25,000               | 14,000              | 14,000              | 14,000             | 0.0%                   |
| 31-5164-571011 | Building Repairs-City Hall/CDD          | 20,691            | 25,920            | 16,000             | 23,000               | 18,000              | 18,000              | 18,000             | 12.5%                  |
| 31-5164-571021 | Building Repairs-Public Safety          | 30,631            | 32,055            | 16,000             | 16,000               | 16,000              | 16,000              | 16,000             | 0.0%                   |
| 31-5164-571025 | Building Repairs-Animal Ctrl            | 609               | 945               | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 31-5164-571031 | Building Repairs-Library                | 16,519            | 9,313             | 10,000             | 10,000               | 10,000              | 10,000              | 10,000             | 0.0%                   |
| 31-5164-571045 | Building Repairs-Archives               | 624               | 288               | 5,000              | 5,000                | 5,000               | 5,000               | 5,000              | 0.0%                   |
| 31-5164-571046 | Building Repairs-City Parking Lots      | -                 | -                 | 25,000             | 23,000               | 25,000              | 25,000              | 25,000             | 0.0%                   |
| 31-5164-571077 | Building Repairs-Community Art Displays | -                 | 2,436             | -                  | -                    | 1,500               | 1,500               | 1,500              | 100.0%                 |
| 31-5164-584000 | Janitorial Service                      | 61,049            | 69,541            | 78,000             | 75,000               | 78,000              | 78,000              | 78,000             | 0.0%                   |
| 31-5164-585000 | Grounds keeping-General                 | 12,397            | 28,565            | 15,000             | 22,000               | 15,000              | 15,000              | 15,000             | 0.0%                   |
| 31-5164-585001 | Grounds keeping-Public Safety           | 304               | -                 | 3,000              | 3,000                | 3,000               | 3,000               | 3,000              | 0.0%                   |
| 31-5164-585055 | Grounds keeping-Library                 | -                 | 210               | 5,000              | 5,000                | 5,000               | 5,000               | 5,000              | 0.0%                   |
| 31-5164-590001 | Internal Chrg-Veh/Equip                 | 53,575            | 53,575            | 53,575             | 53,575               | 53,575              | 53,575              | 53,575             | 0.0%                   |
| 31-5164-590003 | Internal Chrg-Capital Replace           | -                 | 286,000           | 250,000            | 250,000              | 250,000             | 213,415             | 213,415            | -14.6%                 |
|                | <b>Total Materials and Services</b>     | <b>371,491</b>    | <b>713,796</b>    | <b>733,475</b>     | <b>733,475</b>       | <b>736,975</b>      | <b>700,390</b>      | <b>700,390</b>     | <b>-4.5%</b>           |
| 31-5164-610000 | Capital Outlay                          | -                 | 1,550             | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
|                | <b>Total Capital Outlay</b>             | <b>-</b>          | <b>1,550</b>      | <b>-</b>           | <b>-</b>             | <b>-</b>            | <b>-</b>            | <b>-</b>           | <b>0.0%</b>            |
| <b>5164</b>    | <b>TOTAL FACILITIES</b>                 | <b>436,721</b>    | <b>775,614</b>    | <b>820,351</b>     | <b>806,510</b>       | <b>833,228</b>      | <b>796,118</b>      | <b>796,118</b>     | <b>-3.0%</b>           |
|                | <b>TOTAL PUBLIC WORKS</b>               | <b>623,373</b>    | <b>1,010,295</b>  | <b>1,077,386</b>   | <b>1,062,075</b>     | <b>1,104,816</b>    | <b>1,066,602</b>    | <b>1,066,602</b>   | <b>-1.0%</b>           |

| ACCOUNT #      | DESCRIPTION                              | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|----------------|--|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>9140</b>    | <b>INSURANCE</b>                         |                   |                   |                    |                      |                     |                     |                    |                        |
| 31-9140-550000 | PCL Insurance Premiums                   | 289,899           | 288,204           | 326,132            | 302,981              | 316,835             | 316,835             | 316,835            | -2.9%                  |
| 31-9140-550001 | PCL Claims                               | 9,839             | 61,758            | 64,000             | 42,342               | 64,000              | 64,000              | 64,000             | 0.0%                   |
| <b>9140</b>    | <b>TOTAL INSURANCE</b>                   | <b>299,738</b>    | <b>349,962</b>    | <b>390,132</b>     | <b>345,323</b>       | <b>380,835</b>      | <b>380,835</b>      | <b>380,835</b>     | <b>-2.4%</b>           |
| <b>9170</b>    | <b>TRANSFERS</b>                         |                   |                   |                    |                      |                     |                     |                    |                        |
| 31-9170-907000 | Transfer Out-Water Fund                  | 3,362             | 3,362             | 3,362              | 3,362                | 3,362               | 3,362               | 3,362              | 0.0%                   |
| 31-9170-925000 | Transfer Out-PERS Reserve Fund           | 24,174            | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| <b>9170</b>    | <b>TOTAL TRANSFERS</b>                   | <b>27,536</b>     | <b>3,362</b>      | <b>3,362</b>       | <b>3,362</b>         | <b>3,362</b>        | <b>3,362</b>        | <b>3,362</b>       | <b>0.0%</b>            |
| <b>9180</b>    | <b>RESERVES</b>                          |                   |                   |                    |                      |                     |                     |                    |                        |
| 31-9180-800000 | Contingency                              | -                 | -                 | 181,484            | -                    | 286,853             | 286,853             | 286,853            | 58.1%                  |
| <b>9180</b>    | <b>TOTAL RESERVES</b>                    | <b>-</b>          | <b>-</b>          | <b>181,484</b>     | <b>-</b>             | <b>286,853</b>      | <b>286,853</b>      | <b>286,853</b>     | <b>58.1%</b>           |
| <b>FUND 31</b> | <b>TOTAL ADMIN/SUPPORT SERVICES FUND</b> | <b>4,094,792</b>  | <b>4,833,528</b>  | <b>5,455,025</b>   | <b>5,095,287</b>     | <b>6,031,980</b>    | <b>5,983,301</b>    | <b>5,983,301</b>   | <b>9.7%</b>            |
|                | ENDING FUND BALANCE                      | 728,861           | 488,426           | -                  | 382,218              | -                   | -                   | -                  | 0.0%                   |



# PUBLIC SAFETY FUNDS

### FUND 03: Civil Forfeiture Fund – Police

|                     | <u>17-18</u> | <u>18-19</u> | <u>19-20</u> |
|---------------------|--------------|--------------|--------------|
| BUDGETED STAFF FTE: | 0.00         | 0.00         | 0.00         |

#### Description

This fund is dedicated to the recognition of forfeiture funds. The City occasionally seizes criminal assets that need to be tracked separately. These funds are used to purchase various law enforcement equipment.

In FY 2018-19, the Police Department used these funds to purchase cabinets and computer forensics equipment.

#### Significant Changes

None

| ACCOUNT #      | DESCRIPTION                          | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|----------------|--------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>FUND 03</b> | <b>CIVIL FORFEITURE<br/>REVENUES</b> |                   |                   |                    |                      |                     |                     |                    |                        |
| 03-0000-300000 | Beg F/B-Net Working Capital          | 24,302            | 25,268            | 23,432             | 15,312               | 13,473              | 13,473              | 13,473             | -42.5%                 |
| 03-0000-336000 | Other Forfeitures                    | 706               | 0                 | -                  | 903                  | -                   | -                   | -                  | 0.0%                   |
| 03-0000-361000 | Interest Earned                      | 261               | 392               | 300                | 358                  | 500                 | 500                 | 500                | 66.7%                  |
| <b>FUND 03</b> | <b>TOTAL REVENUES</b>                | <b>25,268</b>     | <b>25,660</b>     | <b>23,732</b>      | <b>16,573</b>        | <b>13,973</b>       | <b>13,973</b>       | <b>13,973</b>      | <b>-41.1%</b>          |
| <b>2110</b>    | <b>POLICE ADMINISTRATION</b>         |                   |                   |                    |                      |                     |                     |                    |                        |
| 03-2110-521000 | Federal Funds                        | -                 | 10,348            | 7,600              | 3,100                | -                   | -                   | -                  | -100.0%                |
| 03-2110-580001 | Professional Services-State          | -                 | -                 | 16,132             | -                    | 13,973              | 13,973              | 13,973             | -13.4%                 |
|                | Total Materials and Services         | -                 | 10,348            | 23,732             | 3,100                | 13,973              | 13,973              | 13,973             | -41.1%                 |
| <b>2110</b>    | <b>TOTAL POLICE ADMINISTRATION</b>   | <b>-</b>          | <b>10,348</b>     | <b>23,732</b>      | <b>3,100</b>         | <b>13,973</b>       | <b>13,973</b>       | <b>13,973</b>      | <b>-41.1%</b>          |
| <b>FUND 03</b> | <b>TOTAL CIVIL FORFEITURE FUND</b>   | <b>-</b>          | <b>10,348</b>     | <b>23,732</b>      | <b>3,100</b>         | <b>13,973</b>       | <b>13,973</b>       | <b>13,973</b>      | <b>-41.1%</b>          |
|                | ENDING FUND BALANCE                  | 25,268            | 15,312            | -                  | 13,473               | -                   | -                   | -                  | 0.0%                   |

## FUND 13: 911 Fund – Police – Communications

**17-18 18-19 19-20**  
**BUDGETED STAFF FTE: 1.60 1.45 1.45**

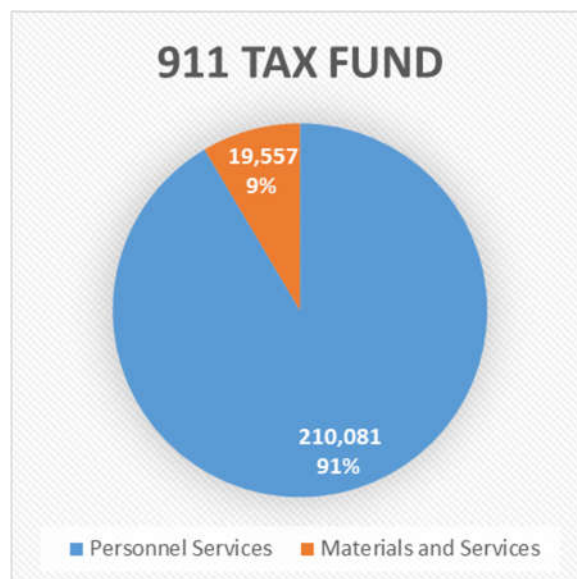
### Description

This fund represents additional funding for the same department referenced earlier in the General Fund. The 911 Fund represents the restricted aspect of the 911 state tax and the associated costs that this revenue supports.

### Significant Changes

None

|                        | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>911 TAX FUND</b>    |                   |                   |                    |                      |                     |                     |                    |                        |
| Personnel Services     | 192,583           | 205,726           | 207,508            | 206,359              | 210,871             | 210,081             | 210,081            | 1.2%                   |
| Materials and Services | 17,012            | 17,464            | 18,325             | 18,272               | 19,557              | 19,557              | 19,557             | 6.7%                   |
| <b>Total 911 Tax</b>   | <b>209,595</b>    | <b>223,190</b>    | <b>225,833</b>     | <b>224,631</b>       | <b>230,428</b>      | <b>229,638</b>      | <b>229,638</b>     | <b>1.7%</b>            |



| ACCOUNT #      | DESCRIPTION                      | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|----------------|----------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>FUND 13</b> | <b>911 TAX FUND<br/>REVENUES</b> |                   |                   |                    |                      |                     |                     |                    |                        |
| 13-0000-300000 | Beg F/B-Net Working Capital      | 10,713            | 19,080            | 12,722             | 21,628               | 30,589              | 30,589              | 30,589             | 140.4%                 |
| 13-0000-310000 | 911 Excise Taxes                 | 201,923           | 209,273           | 212,000            | 216,436              | 221,349             | 221,349             | 221,349            | 4.4%                   |
| 13-0000-312000 | 911 Dundee Excise Taxes          | 16,005            | 16,365            | 16,125             | 16,972               | 17,357              | 17,357              | 17,357             | 7.6%                   |
| 13-0000-361000 | Interest Earned                  | 33                | 100               | 50                 | 184                  | 135                 | 135                 | 135                | 170.0%                 |
| <b>FUND 13</b> | <b>TOTAL REVENUES</b>            | <b>228,675</b>    | <b>244,818</b>    | <b>240,897</b>     | <b>255,220</b>       | <b>269,430</b>      | <b>269,430</b>      | <b>269,430</b>     | <b>11.8%</b>           |
| <b>2310</b>    | <b>COMMUNICATIONS</b>            |                   |                   |                    |                      |                     |                     |                    |                        |
| 13-2310-420000 | Dispatch Salaries                | 97,440            | 104,819           | 99,980             | 100,790              | 104,459             | 104,459             | 104,459            | 4.5%                   |
| 13-2310-435000 | Overtime                         | 26,446            | 24,781            | 27,075             | 26,825               | 23,000              | 23,000              | 23,000             | -15.1%                 |
| 13-2310-435001 | Holiday Bank                     | 522               | 1,674             | 4,000              | 4,454                | 4,000               | 4,000               | 4,000              | 0.0%                   |
| 13-2310-438000 | Longevity                        | 480               | 480               | 480                | 480                  | 480                 | 480                 | 480                | 0.0%                   |
| 13-2310-440000 | Misc Fringe Benefits             | 640               | 640               | 640                | 505                  | -                   | -                   | -                  | -100.0%                |
| 13-2310-441000 | FICA/Medicare                    | 9,230             | 9,725             | 10,116             | 9,987                | 10,094              | 10,094              | 10,094             | -0.2%                  |
| 13-2310-442000 | Workers Compensation             | 511               | 487               | 719                | 266                  | 325                 | 325                 | 325                | -54.8%                 |
| 13-2310-443000 | Unemployment                     | 253               | 132               | 277                | 135                  | 132                 | 132                 | 132                | -52.3%                 |
| 13-2310-444000 | Retirement-PERS                  | 16,388            | 21,203            | 24,136             | 23,093               | 26,552              | 26,552              | 26,552             | 10.0%                  |
| 13-2310-444002 | Retirement-Pension Bond          | 6,706             | 6,341             | 5,535              | 5,800                | 5,371               | 5,371               | 5,371              | -3.0%                  |
| 13-2310-445000 | Health/Life/LTD                  | 33,966            | 35,444            | 34,550             | 34,024               | 36,458              | 35,668              | 35,668             | 3.2%                   |
|                | Total Personnel Services         | 192,583           | 205,726           | 207,508            | 206,359              | 210,871             | 210,081             | 210,081            | 1.2%                   |
| 13-2310-523000 | Supplies & Equipment             | 350               | -                 | 400                | -                    | 400                 | 400                 | 400                | 0.0%                   |
| 13-2310-525000 | Travel & Training                | 657               | 1,099             | 1,300              | 1,300                | 1,300               | 1,300               | 1,300              | 0.0%                   |
| 13-2310-530001 | 911 Dundee Excise Taxes          | 16,005            | 16,365            | 16,125             | 16,972               | 17,357              | 17,357              | 17,357             | 7.6%                   |
| 13-2310-580000 | Professional Services            | -                 | -                 | 500                | -                    | 500                 | 500                 | 500                | 0.0%                   |
|                | Total Materials and Services     | 17,012            | 17,464            | 18,325             | 18,272               | 19,557              | 19,557              | 19,557             | 6.7%                   |
| <b>2310</b>    | <b>TOTAL COMMUNICATIONS</b>      | <b>209,595</b>    | <b>223,190</b>    | <b>225,833</b>     | <b>224,631</b>       | <b>230,428</b>      | <b>229,638</b>      | <b>229,638</b>     | <b>1.7%</b>            |
| <b>9180</b>    | <b>RESERVES</b>                  |                   |                   |                    |                      |                     |                     |                    |                        |
| 13-9180-800000 | Contingency                      | -                 | -                 | 15,064             | -                    | 39,002              | 39,792              | 39,792             | 164.2%                 |
| <b>9180</b>    | <b>TOTAL RESERVES</b>            | <b>-</b>          | <b>-</b>          | <b>15,064</b>      | <b>-</b>             | <b>39,002</b>       | <b>39,792</b>       | <b>39,792</b>      | <b>164.2%</b>          |
| <b>FUND 13</b> | <b>TOTAL 911 TAX FUND</b>        | <b>209,595</b>    | <b>223,190</b>    | <b>240,897</b>     | <b>224,631</b>       | <b>269,430</b>      | <b>269,430</b>      | <b>269,430</b>     | <b>11.8%</b>           |
|                | ENDING FUND BALANCE              | 19,080            | 21,628            | -                  | 30,589               | -                   | -                   | -                  | 0.0%                   |



**FUND 16: Public Safety Fee Fund – Police – Patrol**

|                            | <u>17-18</u> | <u>18-19</u> | <u>19-20</u> |
|----------------------------|--------------|--------------|--------------|
| <b>BUDGETED STAFF FTE:</b> | 3.00         | 3.00         | 4.00         |

**Description**

The Public Safety Fee of \$3 was established in 2009 for the purpose of funding three police officer positions. This fund represents additional funding for the same department referenced earlier in the General Fund. The Public Safety Fee Fund represents the restricted aspect of the revenue generated from the fees attached to the Municipal Services Statement. \$3 per month per Equivalent Dwelling Unit (EDU) is dedicated to fund 3 patrol officers.

**Significant Changes**

The cost of police officers has increased beyond the current revenues supporting the department today. The Proposed Budget includes a \$3 increase in the Public Safety Fee for patrol, effective for 6 months. The additional revenue provides support for one officer (1.0 FTE) to be shifted from the General Fund to the Public Safety Fee fund, retaining the same level of service. In addition, the number of customers (meters) included in the assessment is growing at an assumed annual rate of 140 meters per year. This Public Safety Fee does not include an inflationary index like the Communication Officer Public Safety Fee described below.

**FUND 16: Public Safety Fee Fund – Police – Communications**

|                            | <u>17-18</u> | <u>18-19</u> | <u>19-20</u> |
|----------------------------|--------------|--------------|--------------|
| <b>BUDGETED STAFF FTE:</b> | 2.00         | 2.00         | 2.00         |

**Description**

The Communications Officer Public Safety Fee of \$2 was established in 2014 for the purpose of funding two communications officer positions. The Communications Officer Public Safety Fee Fund represents the restricted aspect of the revenue generated from the fees attached to the Municipal Services Statement. \$2.20 per month per Equivalent Dwelling Unit (EDU) is currently dedicated to fund 2 dispatchers. It represents the increasing cost of the dispatcher costs due to negotiated wages as well as rising benefit costs.

**Significant Changes**

Growth in the Communication Officer Public Safety Fee revenue reflects an increase by the inflationary index as allowed by Council action, as well as new meters.

| ACCOUNT #      | DESCRIPTION                        | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|----------------|------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>FUND 16</b> | <b>PUBLIC SAFETY FUND</b>          |                   |                   |                    |                      |                     |                     |                    |                        |
|                | <b>REVENUES</b>                    |                   |                   |                    |                      |                     |                     |                    |                        |
| 16-0000-300000 | Beg F/B-Net Working Capital-PSF    | 154,813           | 120,055           | 91,938             | 88,695               | 77,926              | 77,926              | 77,926             | -15.2%                 |
| 16-0000-300001 | Beg F/B-Net Working Capital-CO PSF | 8,733             | 51,805            | 31,539             | 30,664               | 15,897              | 15,897              | 15,897             | -49.6%                 |
| 16-0000-347000 | Public Safety Fee                  | 296,616           | 314,164           | 332,545            | 332,545              | 505,413             | 336,942             | 336,942            | 1.3%                   |
| 16-0000-347001 | CO Public Safety Fee               | 197,670           | 213,624           | 234,500            | 234,500              | 247,116             | 247,116             | 247,116            | 5.4%                   |
| 16-0000-361000 | Interest Earned                    | 953               | 2,186             | 2,000              | 1,942                | 2,000               | 2,000               | 2,000              | 0.0%                   |
| <b>FUND 16</b> | <b>TOTAL REVENUES</b>              | <b>658,785</b>    | <b>701,834</b>    | <b>692,522</b>     | <b>688,346</b>       | <b>848,352</b>      | <b>679,881</b>      | <b>679,881</b>     | <b>-1.8%</b>           |
| <b>2120</b>    | <b>PATROL</b>                      |                   |                   |                    |                      |                     |                     |                    |                        |
| 16-2120-431000 | Officer Salaries                   | 187,240           | 188,951           | 173,448            | 188,838              | 287,913             | 204,693             | 204,693            | 18.0%                  |
| 16-2120-435000 | Overtime                           | 15,845            | 14,541            | 27,213             | 13,888               | 20,500              | 20,500              | 20,500             | -24.7%                 |
| 16-2120-435001 | Holiday Bank                       | 7,930             | 6,822             | 8,000              | 7,253                | 8,000               | 8,000               | 8,000              | 0.0%                   |
| 16-2120-436000 | Shift Diff/On Call Pay             | 240               | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 16-2120-441000 | FICA/Medicare                      | 15,693            | 15,625            | 15,963             | 15,831               | 24,205              | 17,839              | 17,839             | 11.8%                  |
| 16-2120-442000 | Workers Compensation               | 8,966             | 9,049             | 8,164              | 8,968                | 14,243              | 10,340              | 10,340             | 26.7%                  |
| 16-2120-443000 | Unemployment                       | 424               | 210               | 458                | 222                  | 319                 | 235                 | 235                | -48.7%                 |
| 16-2120-444000 | Retirement-PERS                    | 27,886            | 38,846            | 50,882             | 36,730               | 77,800              | 54,506              | 54,506             | 7.1%                   |
| 16-2120-444002 | Retirement-Pension Bond            | 9,144             | 8,759             | 8,446              | 7,364                | 12,881              | 9,493               | 9,493              | 12.4%                  |
| 16-2120-445000 | Health/Life/LTD                    | 58,659            | 64,339            | 68,298             | 65,412               | 94,294              | 69,776              | 69,776             | 2.2%                   |
|                | Total Personnel Services           | 332,028           | 347,141           | 360,872            | 344,506              | 540,155             | 395,382             | 395,382            | 9.6%                   |
| <b>2120</b>    | <b>TOTAL PATROL</b>                | <b>332,028</b>    | <b>347,141</b>    | <b>360,872</b>     | <b>344,506</b>       | <b>540,155</b>      | <b>395,382</b>      | <b>395,382</b>     | <b>9.6%</b>            |
| <b>2310</b>    | <b>COMMUNICATIONS</b>              |                   |                   |                    |                      |                     |                     |                    |                        |
| 16-2310-420000 | Dispatch Salaries                  | 76,085            | 113,892           | 113,792            | 113,485              | 119,268             | 119,268             | 119,268            | 4.8%                   |
| 16-2310-435000 | Overtime                           | 13,383            | 24,570            | 27,129             | 28,232               | 24,000              | 24,000              | 24,000             | -11.5%                 |
| 16-2310-435001 | Holiday Bank                       | 4,808             | 2,267             | 5,000              | 9,351                | 5,000               | 5,000               | 5,000              | 0.0%                   |
| 16-2310-438000 | Longevity                          | 580               | 2,400             | 2,400              | 2,400                | 2,400               | 2,400               | 2,400              | 0.0%                   |
| 16-2310-441000 | FICA/Medicare                      | 6,954             | 10,622            | 11,347             | 11,569               | 11,526              | 11,526              | 11,526             | 1.6%                   |
| 16-2310-442000 | Workers Compensation               | 418               | 521               | 1,069              | 326                  | 385                 | 385                 | 385                | -64.0%                 |
| 16-2310-443000 | Unemployment                       | 190               | 139               | 329                | 155                  | 151                 | 151                 | 151                | -54.1%                 |
| 16-2310-444000 | Retirement-PERS                    | 15,986            | 31,443            | 32,902             | 33,283               | 36,562              | 36,562              | 36,562             | 11.1%                  |
| 16-2310-444002 | Retirement-Pension Bond            | 4,692             | 6,775             | 5,972              | 6,453                | 6,134               | 6,134               | 6,134              | 2.7%                   |
| 16-2310-445000 | Health/Life/LTD                    | 31,801            | 42,705            | 45,491             | 44,763               | 46,968              | 46,392              | 46,392             | 2.0%                   |
|                | Total Personnel Services           | 154,897           | 235,334           | 245,431            | 250,017              | 252,394             | 251,818             | 251,818            | 2.6%                   |
| <b>2310</b>    | <b>TOTAL COMMUNICATIONS</b>        | <b>154,897</b>    | <b>235,334</b>    | <b>245,431</b>     | <b>250,017</b>       | <b>252,394</b>      | <b>251,818</b>      | <b>251,818</b>     | <b>2.6%</b>            |
| <b>9180</b>    | <b>RESERVES</b>                    |                   |                   |                    |                      |                     |                     |                    |                        |
| 16-9180-800000 | Contingency-Public Safety Fee      | -                 | -                 | 64,845             | -                    | 44,562              | 20,710              | 20,710             | -68.1%                 |
| 16-9180-800001 | Contingency-CO Public Safety Fee   | -                 | -                 | 21,374             | -                    | 11,241              | 11,971              | 11,971             | -44.0%                 |
| <b>9180</b>    | <b>TOTAL RESERVES</b>              | <b>-</b>          | <b>-</b>          | <b>86,219</b>      | <b>-</b>             | <b>55,803</b>       | <b>32,681</b>       | <b>32,681</b>      | <b>-62.1%</b>          |
| <b>FUND 16</b> | <b>TOTAL PUBLIC SAFETY FUND</b>    | <b>486,925</b>    | <b>582,475</b>    | <b>692,522</b>     | <b>594,523</b>       | <b>848,352</b>      | <b>679,881</b>      | <b>679,881</b>     | <b>-1.8%</b>           |
|                | ENDING FUND BALANCE                | 171,860           | 119,359           | -                  | 93,823               | -                   | -                   | -                  | 0.0%                   |

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# COMMUNITY DEVELOPMENT FUNDS

## FUND 08: Building Inspection Fund

**17-18 18-19 19-20**  
**BUDGETED STAFF FTE: 3.94 3.94 4.06**

### Department Description

The Community Development Department, Building Division, provides services for plan review, permit issuance and inspections for residential, commercial and industrial development as well as providing these services on contract to the cities of Dundee, Lafayette and Dayton.

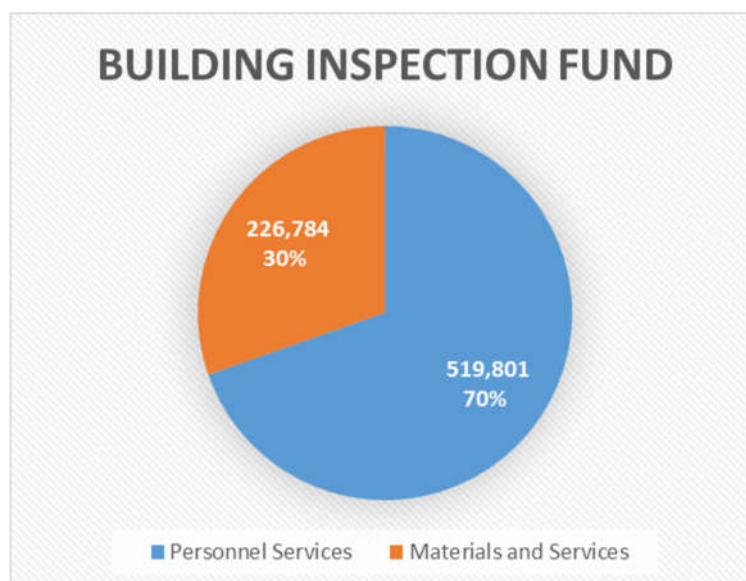
### Significant Changes

Revenue decreases include anticipated decreased activity in development for Building Permits. There is a corresponding decrease in the Technology Fee based on reduced development activity. There is an increase in interest earned based on a larger Beginning Fund Balance.

Personnel Services includes a 0.12 FTE increase for a part-time Office Assistant 1 to respond to Building Division records management and retention.

Materials and Services increase include Dues & Meetings, Supplies & Equipment (monitors, keyboards, jackets, chairs, Sit/Stand Desk, Code books, Blue Beam software), Travel & Training.

|                                  | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|----------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>BUILDING INSPECTION FUND</b>  |                   |                   |                    |                      |                     |                     |                    |                        |
| Personnel Services               | 421,042           | 446,520           | 502,625            | 476,097              | 521,663             | 519,801             | 519,801            | 3.4%                   |
| Materials and Services           | 103,356           | 180,171           | 175,963            | 170,792              | 229,302             | 226,784             | 226,784            | 28.9%                  |
| <b>Total Building Inspection</b> | <b>524,398</b>    | <b>626,691</b>    | <b>678,588</b>     | <b>646,889</b>       | <b>750,965</b>      | <b>746,585</b>      | <b>746,585</b>     | <b>10.0%</b>           |



| ACCOUNT #      | DESCRIPTION                          | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|----------------|--------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>FUND 08</b> | <b>BUILDING INSPECTION FUND</b>      |                   |                   |                    |                      |                     |                     |                    |                        |
|                | <b>REVENUES</b>                      |                   |                   |                    |                      |                     |                     |                    |                        |
| 08-0000-300000 | Beg F/B-Net Working Capital          | 746,431           | 1,107,774         | 1,291,113          | 1,451,786            | 1,498,823           | 1,498,823           | 1,498,823          | 16.1%                  |
| 08-0000-322001 | Building Permits                     | 517,696           | 613,918           | 465,822            | 465,822              | 360,729             | 360,729             | 360,729            | -22.6%                 |
| 08-0000-322002 | Plumbing / Mechanical Permits        | 183,058           | 234,393           | 98,368             | 146,214              | 185,549             | 185,549             | 185,549            | 88.6%                  |
| 08-0000-322005 | Mobile Home Permits                  | 6,129             | 1,669             | 1,003              | -                    | 1,020               | 1,020               | 1,020              | 1.7%                   |
| 08-0000-322007 | Electrical Permits                   | 304               | 473               | 158                | 936                  | -                   | -                   | -                  | -100.0%                |
| 08-0000-322011 | Permit Center Misc Fees              | -                 | -                 | 100                | -                    | -                   | -                   | -                  | -100.0%                |
| 08-0000-336001 | Contract Building Inspection         | 158,523           | 90,800            | 41,900             | 41,900               | 43,283              | 43,283              | 43,283             | 3.3%                   |
| 08-0000-341006 | Technology Fee                       | 18,571            | 24,233            | 18,418             | 18,418               | 15,112              | 15,112              | 15,112             | -18.0%                 |
| 08-0000-360000 | Miscellaneous Revenues               | 15                | 59                | 50                 | 12                   | 20                  | 20                  | 20                 | -60.0%                 |
| 08-0000-361000 | Interest Earned                      | 10,275            | 21,315            | 15,000             | 37,434               | 47,000              | 47,000              | 47,000             | 213.3%                 |
| 08-0000-364000 | Sale Of Assets                       | 8,625             | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 08-0000-390025 | Transfer In-PERS Reserve             | -                 | 653               | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| <b>FUND 08</b> | <b>TOTAL REVENUES</b>                | <b>1,649,628</b>  | <b>2,095,288</b>  | <b>1,931,932</b>   | <b>2,162,522</b>     | <b>2,151,536</b>    | <b>2,151,536</b>    | <b>2,151,536</b>   | <b>11.4%</b>           |
| <b>4210</b>    | <b>BUILDING INSPECTION</b>           |                   |                   |                    |                      |                     |                     |                    |                        |
| 08-4210-410000 | Administrative Salaries              | 104,743           | 111,909           | 118,620            | 118,539              | 124,360             | 124,360             | 124,360            | 4.8%                   |
| 08-4210-420000 | Clerical Salaries                    | 68,154            | 69,671            | 72,403             | 75,403               | 89,455              | 89,455              | 89,455             | 23.6%                  |
| 08-4210-431000 | Building Inspector Salary            | 16,963            | 22,953            | 49,922             | 25,555               | 28,290              | 28,290              | 28,290             | -43.3%                 |
| 08-4210-432000 | Plans Examiner Salary                | 67,393            | 72,968            | 75,648             | 75,562               | 79,884              | 79,884              | 79,884             | 5.6%                   |
| 08-4210-438000 | Longevity                            | 720               | 720               | 1,680              | 1,440                | 1,920               | 1,920               | 1,920              | 14.3%                  |
| 08-4210-440000 | Misc Fringe Benefits                 | 736               | 736               | 736                | 581                  | -                   | -                   | -                  | -100.0%                |
| 08-4210-441000 | FICA/Medicare                        | 19,392            | 20,786            | 24,404             | 22,465               | 24,779              | 24,779              | 24,779             | 1.5%                   |
| 08-4210-442000 | Workers Compensation                 | 3,798             | 4,046             | 5,098              | 4,234                | 5,131               | 5,131               | 5,131              | 0.6%                   |
| 08-4210-443000 | Unemployment                         | 523               | 277               | 640                | 300                  | 327                 | 327                 | 327                | -48.9%                 |
| 08-4210-444000 | Retirement-PERS                      | 3,485             | 11,886            | 12,336             | 12,319               | 16,759              | 16,759              | 16,759             | 35.9%                  |
| 08-4210-444001 | Retirement-Principal                 | 69,338            | 59,867            | 67,382             | 66,955               | 71,979              | 71,979              | 71,979             | 6.8%                   |
| 08-4210-444002 | Retirement-Pension Bond              | 854               | 4,289             | 4,049              | 4,090                | 4,624               | 4,624               | 4,624              | 14.2%                  |
| 08-4210-445000 | Health/Life/LTD                      | 64,942            | 66,412            | 69,707             | 68,654               | 74,155              | 72,293              | 72,293             | 3.7%                   |
|                | <b>Total Personnel Services</b>      | <b>421,042</b>    | <b>446,520</b>    | <b>502,625</b>     | <b>476,097</b>       | <b>521,663</b>      | <b>519,801</b>      | <b>519,801</b>     | <b>3.4%</b>            |
| 08-4210-510000 | Office Supplies                      | 741               | 967               | 2,250              | 2,250                | 2,450               | 2,450               | 2,450              | 8.9%                   |
| 08-4210-511000 | Postage                              | -                 | -                 | 100                | 100                  | 100                 | 100                 | 100                | 0.0%                   |
| 08-4210-515000 | Printing & Advertising               | 285               | 142               | 500                | 500                  | 500                 | 500                 | 500                | 0.0%                   |
| 08-4210-520000 | Dues & Meetings                      | 964               | 676               | 1,000              | 1,000                | 1,800               | 1,800               | 1,800              | 80.0%                  |
| 08-4210-520003 | Recruitment Expense                  | 68                | -                 | 850                | -                    | 850                 | 850                 | 850                | 0.0%                   |
| 08-4210-523000 | Supplies & Equipment                 | 2,050             | 2,398             | 2,250              | 2,250                | 11,263              | 11,263              | 11,263             | 400.6%                 |
| 08-4210-525000 | Travel & Training                    | 2,795             | 5,992             | 6,375              | 6,375                | 11,115              | 11,115              | 11,115             | 74.4%                  |
| 08-4210-526000 | Employee Testing                     | 40                | -                 | 200                | 200                  | 200                 | 200                 | 200                | 0.0%                   |
| 08-4210-532000 | Bank Fees                            | 4,222             | 5,441             | 7,200              | 5,626                | 6,000               | 6,000               | 6,000              | -16.7%                 |
| 08-4210-533045 | Maintenance Agreements               | 1,882             | 9,603             | 10,565             | 10,565               | 10,840              | 10,840              | 10,840             | 2.6%                   |
| 08-4210-540000 | Utilities                            | -                 | 436               | 491                | 491                  | 491                 | 491                 | 491                | 0.0%                   |
| 08-4210-551000 | Books & Publications                 | 219               | 286               | 500                | 500                  | 491                 | 491                 | 491                | -1.8%                  |
| 08-4210-562000 | Fuel                                 | 1,620             | 1,640             | 3,000              | 1,980                | 1,980               | 1,980               | 1,980              | -34.0%                 |
| 08-4210-563000 | Vehicle Maintenance                  | 1,451             | 158               | 600                | 600                  | 600                 | 600                 | 600                | 0.0%                   |
| 08-4210-580000 | Professional Services                | 9,787             | 14,401            | 3,000              | 4,767                | 3,000               | 3,000               | 3,000              | 0.0%                   |
| 08-4210-590000 | Internal Chrg-Admin Support Services | 66,976            | 127,775           | 133,172            | 130,262              | 173,369             | 170,851             | 170,851            | 28.3%                  |
| 08-4210-590001 | Internal Chrg-Veh/Equip              | 2,400             | 2,400             | 2,400              | 2,400                | 2,400               | 2,400               | 2,400              | 0.0%                   |
| 08-4210-590006 | Internal Chrg-Network Upgrade        | 7,857             | 7,857             | 1,510              | 926                  | 1,853               | 1,853               | 1,853              | 22.7%                  |
|                | <b>Total Materials and Services</b>  | <b>103,356</b>    | <b>180,171</b>    | <b>175,963</b>     | <b>170,792</b>       | <b>229,302</b>      | <b>226,784</b>      | <b>226,784</b>     | <b>28.9%</b>           |
| <b>4210</b>    | <b>TOTAL BUILDING INSPECTION</b>     | <b>524,398</b>    | <b>626,691</b>    | <b>678,588</b>     | <b>646,889</b>       | <b>750,965</b>      | <b>746,585</b>      | <b>746,585</b>     | <b>10.0%</b>           |

| ACCOUNT #                    | DESCRIPTION                           | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|------------------------------|---------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>NONDEPARTMENTAL 91XX</b>  |                                       |                   |                   |                    |                      |                     |                     |                    |                        |
| <b>9170</b>                  | <b>TRANSFERS</b>                      |                   |                   |                    |                      |                     |                     |                    |                        |
| 08-9170-907000               | Transfer Out-Water Fund               | 16,810            | 16,810            | 16,810             | 16,810               | 16,810              | 16,810              | 16,810             | 0.0%                   |
| 08-9170-925000               | Transfer Out-PERS Reserve Fund        | 645               | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| <b>9170</b>                  | <b>TOTAL TRANSFERS</b>                | <b>17,455</b>     | <b>16,810</b>     | <b>16,810</b>      | <b>16,810</b>        | <b>16,810</b>       | <b>16,810</b>       | <b>16,810</b>      | <b>0.0%</b>            |
| <b>9180</b>                  | <b>RESERVES</b>                       |                   |                   |                    |                      |                     |                     |                    |                        |
| 08-9180-800000               | Contingency                           | -                 | -                 | 1,236,534          | -                    | 1,383,761           | 1,388,141           | 1,388,141          | 12.3%                  |
| <b>9180</b>                  | <b>TOTAL RESERVES</b>                 | <b>-</b>          | <b>-</b>          | <b>1,236,534</b>   | <b>-</b>             | <b>1,383,761</b>    | <b>1,388,141</b>    | <b>1,388,141</b>   | <b>12.3%</b>           |
| <b>TOTAL NONDEPARTMENTAL</b> |                                       | <b>17,455</b>     | <b>16,810</b>     | <b>1,253,344</b>   | <b>16,810</b>        | <b>1,400,571</b>    | <b>1,404,951</b>    | <b>1,404,951</b>   | <b>12.1%</b>           |
| <b>FUND 08</b>               | <b>TOTAL BUILDING INSPECTION FUND</b> | <b>541,853</b>    | <b>643,501</b>    | <b>1,931,932</b>   | <b>663,699</b>       | <b>2,151,536</b>    | <b>2,151,536</b>    | <b>2,151,536</b>   | <b>11.4%</b>           |
| ENDING FUND BALANCE          |                                       | 1,107,774         | 1,451,786         | -                  | 1,498,823            | -                   | -                   | -                  | 0.0%                   |

## FUND 14: Economic Development Fund

**17-18 18-19 19-20**  
**BUDGETED STAFF FTE: 0.10 0.10 0.10**

### Department Description

The Community Development Department, Economic Development Fund, administers the business license program, Economic Development Revolving Loan Fund and Affordable Housing Trust Fund.

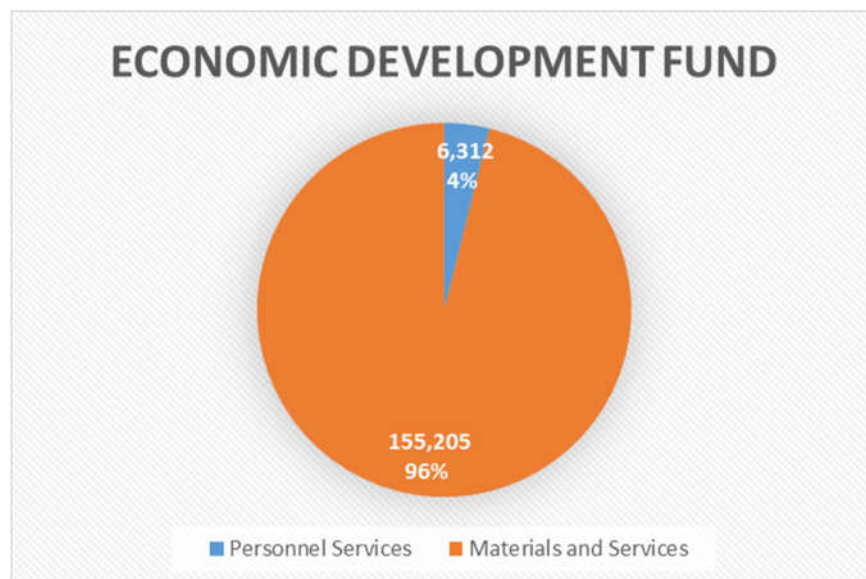
### Significant Changes

Revenue CDBG Grants grant will close out in FY 2018-19. Interest revenue increases due to a larger beginning fund balance. Interest Receivable and Proceeds from Notes Received related to outstanding loans decrease due to the fact that the two notes receivables being paid off will be paid in full in January of 2020.

Materials & Services Economic Development includes re-budgeting for urban renewal feasibility study and plan, and budgeting for a hotel feasibility study for the downtown area. Affordable Housing reflects reduced outside professional services.

Special Payments includes re-budgeting for EDRLF loan program. Special Payments YC Housing Authority Grants reflects the closed out CDBG Grant in FY 2018-19.

|                                   | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|-----------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>ECONOMIC DEVELOPMENT FUND</b>  |                   |                   |                    |                      |                     |                     |                    |                        |
| Personnel Services                | 5,125             | 5,562             | 5,904              | 5,814                | 6,312               | 6,312               | 6,312              | 6.9%                   |
| Materials and Services            | 6,960             | 9,606             | 125,945            | 13,732               | 155,205             | 155,205             | 155,205            | 23.2%                  |
| <b>Total Economic Development</b> | <b>12,085</b>     | <b>15,167</b>     | <b>131,849</b>     | <b>19,546</b>        | <b>161,517</b>      | <b>161,517</b>      | <b>161,517</b>     | <b>22.5%</b>           |





| ACCOUNT #      | DESCRIPTION                                 | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|----------------|---|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>FUND 14</b> | <b>ECONOMIC DEVELOPMENT FUND</b>            |                   |                   |                    |                      |                     |                     |                    |                        |
|                | <b>REVENUES</b>                             |                   |                   |                    |                      |                     |                     |                    |                        |
| 14-0000-300000 | Beg F/B-Net Working Capital-Econ Dev        | 502,788           | 549,874           | 540,317            | 605,460              | 560,682             | 560,682             | 560,682            | 3.8%                   |
| 14-0000-300001 | Beg F/B-Net Working Capital-Affrdbl Housing | 67,403            | 67,874            | 60,060             | 60,540               | 61,277              | 61,277              | 61,277             | 2.0%                   |
| 14-0000-321004 | Business License Fee                        | 44,425            | 50,403            | 48,100             | 48,100               | 48,100              | 48,100              | 48,100             | 0.0%                   |
| 14-0000-334007 | CDBG Grants                                 | -                 | 196,970           | 214,000            | 203,030              | -                   | -                   | -                  | -100.0%                |
| 14-0000-360000 | Miscellaneous Revenues                      | 6                 | -                 | 10                 | 4,450                | 10                  | 10                  | 10                 | 0.0%                   |
| 14-0000-361000 | Interest Earned                             | 6,242             | 10,975            | 8,500              | 16,623               | 19,000              | 19,000              | 19,000             | 123.5%                 |
| 14-0000-361001 | Interest-Receiveables                       | 2,286             | 1,573             | 1,500              | 792                  | 107                 | 107                 | 107                | -92.9%                 |
| 14-0000-370000 | Proceeds From Notes Receivable              | 12,525            | 13,534            | 12,000             | 13,568               | 6,778               | 6,778               | 6,778              | -43.5%                 |
| 14-0000-370001 | Loan Fees                                   | -                 | -                 | 3,600              | 1,800                | 3,600               | 3,600               | 3,600              | 0.0%                   |
| 14-0000-370002 | Affordable Housing Loan Fees                | -                 | -                 | 1,800              | -                    | 1,800               | 1,800               | 1,800              | 0.0%                   |
| <b>FUND 14</b> | <b>TOTAL REVENUES</b>                       | <b>635,675</b>    | <b>891,202</b>    | <b>889,887</b>     | <b>954,363</b>       | <b>701,354</b>      | <b>701,354</b>      | <b>701,354</b>     | <b>-21.2%</b>          |
| <b>4120</b>    | <b>ECONOMIC DEVELOPMENT</b>                 |                   |                   |                    |                      |                     |                     |                    |                        |
| 14-4120-420000 | Clerical Salaries                           | 4,145             | 4,562             | 4,736              | 4,739                | 5,128               | 5,128               | 5,128              | 8.3%                   |
| 14-4120-441000 | FICA/Medicare                               | 301               | 321               | 362                | 353                  | 392                 | 392                 | 392                | 8.3%                   |
| 14-4120-442000 | Workers Compensation                        | 20                | 19                | 24                 | 11                   | 15                  | 15                  | 15                 | -37.5%                 |
| 14-4120-443000 | Unemployment                                | 8                 | 4                 | 9                  | 4                    | 5                   | 5                   | 5                  | -44.4%                 |
| 14-4120-445000 | Health/Life/LTD                             | 650               | 655               | 773                | 707                  | 772                 | 772                 | 772                | -0.1%                  |
|                | <b>Total Personnel Services</b>             | <b>5,125</b>      | <b>5,562</b>      | <b>5,904</b>       | <b>5,814</b>         | <b>6,312</b>        | <b>6,312</b>        | <b>6,312</b>       | <b>6.9%</b>            |
| 14-4120-510000 | Office Supplies                             | -                 | -                 | 100                | 100                  | 100                 | 100                 | 100                | 0.0%                   |
| 14-4120-511000 | Postage                                     | -                 | -                 | 100                | 100                  | 100                 | 100                 | 100                | 0.0%                   |
| 14-4120-515000 | Printing & Advertising                      | -                 | -                 | 1,100              | 500                  | 1,100               | 1,100               | 1,100              | 0.0%                   |
| 14-4120-520000 | Dues & Meetings                             | 2,009             | 3,796             | 7,950              | 4,110                | 8,000               | 8,000               | 8,000              | 0.6%                   |
| 14-4120-525000 | Travel & Training                           | 95                | 484               | 1,450              | 500                  | 1,500               | 1,500               | 1,500              | 3.4%                   |
| 14-4120-532000 | Bank Fees                                   | 2,864             | 514               | 3,300              | 2,197                | 3,400               | 3,400               | 3,400              | 3.0%                   |
| 14-4120-533045 | Maintenance Agreements                      | -                 | 882               | 1,050              | 1,050                | 1,085               | 1,085               | 1,085              | 3.3%                   |
| 14-4120-575100 | Loan Fees                                   | -                 | -                 | 3,600              | 1,800                | 3,600               | 3,600               | 3,600              | 0.0%                   |
| 14-4120-580000 | Professional Services                       | 1,800             | 3,800             | 103,000            | 3,000                | 133,000             | 133,000             | 133,000            | 29.1%                  |
|                | <b>Total Materials and Services</b>         | <b>6,769</b>      | <b>9,476</b>      | <b>121,650</b>     | <b>13,357</b>        | <b>151,885</b>      | <b>151,885</b>      | <b>151,885</b>     | <b>24.9%</b>           |
| <b>4120</b>    | <b>TOTAL ECONOMIC DEVELOPMENT</b>           | <b>11,894</b>     | <b>15,038</b>     | <b>127,554</b>     | <b>19,171</b>        | <b>158,197</b>      | <b>158,197</b>      | <b>158,197</b>     | <b>24.0%</b>           |

| ACCOUNT #      | DESCRIPTION                            | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|----------------|--|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>4130</b>    | <b>AFFORDABLE HOUSING</b>              |                   |                   |                    |                      |                     |                     |                    |                        |
| 14-4130-510000 | Office Supplies                        | -                 | -                 | 100                | 100                  | 100                 | 100                 | 100                | 0.0%                   |
| 14-4130-515000 | Printing & Advertising                 | 191               | 129               | 270                | 150                  | 270                 | 270                 | 270                | 0.0%                   |
| 14-4130-525000 | Travel & Training                      | -                 | -                 | 125                | 125                  | 150                 | 150                 | 150                | 20.0%                  |
| 14-4130-575100 | Loan Fees                              | -                 | -                 | 1,800              | -                    | 1,800               | 1,800               | 1,800              | 0.0%                   |
| 14-4130-580000 | Professional Services                  | -                 | -                 | 2,000              | -                    | 1,000               | 1,000               | 1,000              | -50.0%                 |
|                | Total Materials and Services           | 191               | 129               | 4,295              | 375                  | 3,320               | 3,320               | 3,320              | -22.7%                 |
| <b>4130</b>    | <b>TOTAL AFFORDABLE HOUSING</b>        | <b>191</b>        | <b>129</b>        | <b>4,295</b>       | <b>375</b>           | <b>3,320</b>        | <b>3,320</b>        | <b>3,320</b>       | <b>-22.7%</b>          |
| <b>9130</b>    | <b>SPECIAL PAYMENTS</b>                |                   |                   |                    |                      |                     |                     |                    |                        |
| 14-9130-601000 | EDRLF Loans                            | -                 | -                 | 350,000            | 100,000              | 350,000             | 350,000             | 350,000            | 0.0%                   |
| 14-9130-602000 | Housing Authority Loans                | -                 | -                 | 31,981             | -                    | 35,724              | 35,724              | 35,724             | 11.7%                  |
| 14-9130-603000 | Trust Fund Housing Grants              | -                 | 8,193             | 13,325             | 5,000                | 14,885              | 14,885              | 14,885             | 11.7%                  |
| 14-9130-603100 | EDRLF Grants                           | 1,000             | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 14-9130-604000 | YC Housing Authority Grants            | -                 | 196,970           | 214,000            | 203,030              | -                   | -                   | -                  | -100.0%                |
| <b>9130</b>    | <b>TOTAL SPECIAL PAYMENTS</b>          | <b>1,000</b>      | <b>205,163</b>    | <b>609,306</b>     | <b>308,030</b>       | <b>400,609</b>      | <b>400,609</b>      | <b>400,609</b>     | <b>-34.3%</b>          |
| <b>9170</b>    | <b>TRANSFERS</b>                       |                   |                   |                    |                      |                     |                     |                    |                        |
| 14-9170-907000 | Transfer Out-Water Fund                | 3,000             | 3,000             | 3,000              | 3,000                | 3,000               | 3,000               | 3,000              | 0.0%                   |
| 14-9170-909000 | Transfer Out-Debt Service              | 1,842             | 1,872             | 1,828              | 1,828                | 1,199               | 1,199               | 1,199              | -34.4%                 |
| <b>9170</b>    | <b>TOTAL TRANSFERS</b>                 | <b>4,842</b>      | <b>4,872</b>      | <b>4,828</b>       | <b>4,828</b>         | <b>4,199</b>        | <b>4,199</b>        | <b>4,199</b>       | <b>-13.0%</b>          |
| <b>9180</b>    | <b>RESERVES</b>                        |                   |                   |                    |                      |                     |                     |                    |                        |
| 14-9180-800000 | Contingency-Econ Dev                   | -                 | -                 | 128,985            | -                    | 124,125             | 124,125             | 124,125            | -3.8%                  |
| 14-9180-800001 | Contingency-Affrdbl Housing            | -                 | -                 | 14,919             | -                    | 10,904              | 10,904              | 10,904             | -26.9%                 |
| <b>9180</b>    | <b>TOTAL RESERVES</b>                  | <b>-</b>          | <b>-</b>          | <b>143,904</b>     | <b>-</b>             | <b>135,029</b>      | <b>135,029</b>      | <b>135,029</b>     | <b>-6.2%</b>           |
| <b>FUND 14</b> | <b>TOTAL ECONOMIC DEVELOPMENT FUND</b> | <b>17,927</b>     | <b>225,203</b>    | <b>889,887</b>     | <b>332,404</b>       | <b>701,354</b>      | <b>701,354</b>      | <b>701,354</b>     | <b>-21.2%</b>          |
|                | ENDING FUND BALANCE                    | 617,748           | 666,000           | -                  | 621,959              | -                   | -                   | -                  | 0.0%                   |

## FUND 19: Transient Lodging Tax Fund

|                     | <u>17-18</u> | <u>18-19</u> | <u>19-20</u> |
|---------------------|--------------|--------------|--------------|
| BUDGETED STAFF FTE: | 0.00         | 0.00         | 0.00         |

### Department Description

A portion of Transient Lodging Taxes (TLT) is required to be used for the promotion of tourism. The remainder of the funds may be used at the discretion of the City and are currently transferred to the General Fund.

The portion set aside for the promotion of tourism is used to support the Visitor's Center operated by the Chehalem Valley Chamber of Commerce, Visit Newberg for tourism promotion, and the City's Destination Development-Marketing Grant (Large Grant) program to promote tourism.

### Significant Changes

Materials and Services professional Services decrease as start-up costs to establish Visit Newberg are completed. Tourism Promotion is zeroed out as functions will be transferred to Visit Newberg. The Visitor Center Contract decreases as the Chehalem Valley Chamber will no longer provide tourism marketing services. The Visitor Center Contract under Tourism Promotion will reflect a CPI.

Materials and Services Visit Newberg has been added for tourism marketing services with a budget amount of \$324,000.

Under Special Payments the Destination Development-Marketing Grant (Large Grant) funds are being re-budgeted because grant award distributions for FY 2018-19 will not fully occur until after June 30, 2019. The amount being re-budgeted is \$30,000.

Contingency will have \$241,231 which will be negotiated with Visit Newberg for distribution for tourism marketing promotion.

| ACCOUNT #      | DESCRIPTION                                | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|----------------|--|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>FUND 19</b> | <b>TRANSIENT LODGING TAX FUND REVENUES</b> |                   |                   |                    |                      |                     |                     |                    |                        |
| 19-0000-300000 | Beg F/B-Net Working Capital                | 149,857           | 343,718           | 498,042            | 586,886              | 275,460             | 275,460             | 275,460            | -44.7%                 |
| 19-0000-321003 | Transient Lodging Tax - Hotels             | 996,033           | 1,118,742         | 1,156,056          | 1,053,979            | 1,085,598           | 1,085,598           | 1,085,598          | -6.1%                  |
| 19-0000-321004 | Transient Lodging Tax - Other              | -                 | -                 | -                  | 48,026               | 49,467              | 49,467              | 49,467             | 100.0%                 |
| 19-0000-361000 | Interest Earned                            | 2,477             | 8,240             | 5,728              | 14,205               | 18,500              | 18,500              | 18,500             | 223.0%                 |
| <b>FUND 19</b> | <b>TOTAL REVENUES</b>                      | <b>1,148,367</b>  | <b>1,470,700</b>  | <b>1,659,826</b>   | <b>1,703,096</b>     | <b>1,429,025</b>    | <b>1,429,025</b>    | <b>1,429,025</b>   | <b>-13.9%</b>          |
| <b>1110</b>    | <b>TOURISM PROMOTION</b>                   |                   |                   |                    |                      |                     |                     |                    |                        |
| 19-1110-525000 | Travel & Training                          | 300               | -                 | 2,000              | -                    | -                   | -                   | -                  | -100.0%                |
| 19-1110-580000 | Professional Services                      | -                 | -                 | -                  | 27,113               | 5,000               | 5,000               | 5,000              | 100.0%                 |
| 19-1110-592500 | Tourism Promotion                          | 269               | -                 | 131,773            | 4,595                | -                   | -                   | -                  | -100.0%                |
| 19-1110-592501 | Visitor Center Contract                    | 137,548           | 139,886           | 145,342            | 145,342              | 90,000              | 95,577              | 95,577             | -34.2%                 |
| 19-1110-592502 | Visit Newberg Contract                     | -                 | -                 | 150,000            | 250,000              | 324,000             | 557,654             | 557,654            | 271.8%                 |
|                | Total Materials and Services               | 138,117           | 139,886           | 429,115            | 427,050              | 419,000             | 658,231             | 658,231            | 53.4%                  |
| <b>1110</b>    | <b>TOTAL TOURISM PROMOTION</b>             | <b>138,117</b>    | <b>139,886</b>    | <b>429,115</b>     | <b>427,050</b>       | <b>419,000</b>      | <b>658,231</b>      | <b>658,231</b>     | <b>53.4%</b>           |
| <b>9130</b>    | <b>SPECIAL PAYMENTS</b>                    |                   |                   |                    |                      |                     |                     |                    |                        |
| 19-9130-603000 | Small Grants                               | 18,813            | 17,491            | 20,000             | 14,000               | -                   | -                   | -                  | -100.0%                |
| 19-9130-603100 | Development/Marketing Grants               | -                 | -                 | 436,260            | 270,000              | 30,000              | 30,000              | 30,000             | -93.1%                 |
| <b>9130</b>    | <b>TOTAL SPECIAL PAYMENTS</b>              | <b>18,813</b>     | <b>17,491</b>     | <b>456,260</b>     | <b>284,000</b>       | <b>30,000</b>       | <b>30,000</b>       | <b>30,000</b>      | <b>-93.4%</b>          |
| <b>9170</b>    | <b>TRANSFERS</b>                           |                   |                   |                    |                      |                     |                     |                    |                        |
| 19-9170-901000 | Transfer Out-General Fund                  | 647,718           | 726,436           | 752,422            | 716,586              | 738,794             | 738,794             | 738,794            | -1.8%                  |
| <b>9170</b>    | <b>TOTAL TRANSFERS</b>                     | <b>647,718</b>    | <b>726,436</b>    | <b>752,422</b>     | <b>716,586</b>       | <b>738,794</b>      | <b>738,794</b>      | <b>738,794</b>     | <b>-1.8%</b>           |
| <b>9180</b>    | <b>RESERVES</b>                            |                   |                   |                    |                      |                     |                     |                    |                        |
| 19-9180-800000 | Contingency                                | -                 | -                 | 22,029             | -                    | 241,231             | 2,000               | 2,000              | -90.9%                 |
| <b>9180</b>    | <b>TOTAL RESERVES</b>                      | <b>-</b>          | <b>-</b>          | <b>22,029</b>      | <b>-</b>             | <b>241,231</b>      | <b>2,000</b>        | <b>2,000</b>       | <b>-90.9%</b>          |
| <b>FUND 19</b> | <b>TOTAL TRANSIENT LODGING TAX FUND</b>    | <b>804,649</b>    | <b>883,814</b>    | <b>1,659,826</b>   | <b>1,427,636</b>     | <b>1,429,025</b>    | <b>1,429,025</b>    | <b>1,429,025</b>   | <b>-13.9%</b>          |
|                | ENDING FUND BALANCE                        | 343,718           | 586,886           | -                  | 275,460              | -                   | -                   | -                  | 0.0%                   |

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# PUBLIC WORKS FUNDS

## STREET PROGRAM

### STREET FUND SUMMARY - REVENUES

| <b>FUND 02</b>              | <b>ACTUAL<br/>2016-17</b> | <b>ACTUAL<br/>2017-18</b> | <b>ADOPTED<br/>2018-19</b> | <b>PROJECTED<br/>2018-19</b> | <b>PROPOSED<br/>2019-20</b> | <b>APPROVED<br/>2019-20</b> | <b>ADOPTED<br/>2019-20</b> | <b>Adopted<br/>vs. Adopted</b> |
|-----------------------------|---------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|-----------------------------|----------------------------|--------------------------------|
| Beg F/B-Net Working Capital | 816,245                   | 736,256                   | 669,164                    | 1,222,625                    | 2,243,186                   | 2,243,186                   | 2,243,186                  | 235.2%                         |
| Gas Taxes                   | 1,389,315                 | 1,513,868                 | 1,701,830                  | 1,815,107                    | 1,821,964                   | 1,821,964                   | 1,821,964                  | 7.1%                           |
| Transportation Utility Fee  | -                         | 1,048,878                 | 1,100,000                  | 1,131,788                    | 1,151,429                   | 1,151,429                   | 1,151,429                  | 4.7%                           |
| Other                       | 777,111                   | 572,003                   | 191,000                    | 1,065,982                    | 112,000                     | 112,000                     | 112,000                    | -41.4%                         |
| <b>TOTAL REVENUES</b>       | <b>2,982,672</b>          | <b>3,871,005</b>          | <b>3,661,994</b>           | <b>5,235,502</b>             | <b>5,328,579</b>            | <b>5,328,579</b>            | <b>5,328,579</b>           | <b>45.5%</b>                   |

### STREET FUND SUMMARY - EXPENDITURES

| <b>FUND 02</b>               | <b>ACTUAL<br/>2016-17</b> | <b>ACTUAL<br/>2017-18</b> | <b>ADOPTED<br/>2018-19</b> | <b>PROJECTED<br/>2018-19</b> | <b>PROPOSED<br/>2019-20</b> | <b>APPROVED<br/>2019-20</b> | <b>ADOPTED<br/>2019-20</b> | <b>Adopted<br/>vs. Adopted</b> |
|------------------------------|---------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|-----------------------------|----------------------------|--------------------------------|
| <b>ENGINEERING</b>           |                           |                           |                            |                              |                             |                             |                            |                                |
| Personnel Services           | 268,432                   | 276,441                   | 315,753                    | 297,484                      | 344,129                     | 342,851                     | 342,851                    | 8.6%                           |
| Materials and Services       | 356,403                   | 303,864                   | 356,860                    | 346,272                      | 380,860                     | 378,893                     | 378,893                    | 6.2%                           |
| Capital Outlay               | 26,900                    | 113                       | 5,000                      | 5,000                        | 3,500                       | 3,500                       | 3,500                      | -30.0%                         |
| <b>Total Engineering</b>     | <b>651,735</b>            | <b>580,418</b>            | <b>677,613</b>             | <b>648,756</b>               | <b>728,489</b>              | <b>725,244</b>              | <b>725,244</b>             | <b>7.0%</b>                    |
| <b>MAINTENANCE</b>           |                           |                           |                            |                              |                             |                             |                            |                                |
| Personnel Services           | 160,982                   | 193,465                   | 208,471                    | 205,411                      | 253,498                     | 252,544                     | 252,544                    | 21.1%                          |
| Materials and Services       | 502,600                   | 434,110                   | 564,750                    | 537,250                      | 564,500                     | 564,500                     | 564,500                    | 0.0%                           |
| Capital Outlay               | -                         | -                         | -                          | -                            | -                           | -                           | -                          | 0.0%                           |
| <b>Total Maintenance</b>     | <b>663,582</b>            | <b>627,575</b>            | <b>773,221</b>             | <b>742,661</b>               | <b>817,998</b>              | <b>817,044</b>              | <b>817,044</b>             | <b>5.7%</b>                    |
| <b>NONDEPARTMENTAL</b>       |                           |                           |                            |                              |                             |                             |                            |                                |
| Transfers Out                | 931,099                   | 1,440,387                 | 1,846,585                  | 1,600,899                    | 2,957,749                   | 2,957,749                   | 2,957,749                  | 60.2%                          |
| Contingency                  | -                         | -                         | 364,575                    | -                            | 824,343                     | 828,542                     | 828,542                    | 127.3%                         |
| <b>Total Nondepartmental</b> | <b>931,099</b>            | <b>1,440,387</b>          | <b>2,211,160</b>           | <b>1,600,899</b>             | <b>3,782,092</b>            | <b>3,786,291</b>            | <b>3,786,291</b>           | <b>71.2%</b>                   |
| <b>TOTAL EXPENDITURES</b>    | <b>2,246,416</b>          | <b>2,648,380</b>          | <b>3,661,994</b>           | <b>2,992,316</b>             | <b>5,328,579</b>            | <b>5,328,579</b>            | <b>5,328,579</b>           | <b>45.5%</b>                   |

## STREET PROGRAM cont'd

### STREET SYSTEM DEVELOPMENT FUND SUMMARY - REVENUES

| <b>FUND 42</b>              | <b>ACTUAL<br/>2016-17</b> | <b>ACTUAL<br/>2017-18</b> | <b>ADOPTED<br/>2018-19</b> | <b>PROJECTED<br/>2018-19</b> | <b>PROPOSED<br/>2019-20</b> | <b>APPROVED<br/>2019-20</b> | <b>ADOPTED<br/>2019-20</b> | <b>Adopted<br/>vs. Adopted</b> |
|-----------------------------|---------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|-----------------------------|----------------------------|--------------------------------|
| Beg F/B-Net Working Capital | 2,824,984                 | 2,936,734                 | 2,287,121                  | 3,885,186                    | 3,471,673                   | 3,471,673                   | 3,471,673                  | 51.8%                          |
| System Development Fees     | 335,636                   | 2,171,610                 | 600,000                    | 1,107,798                    | 2,500,000                   | 2,500,000                   | 2,500,000                  | 316.7%                         |
| Other                       | 104,312                   | 68,018                    | 794,800                    | 123,672                      | 835,160                     | 835,160                     | 835,160                    | 5.1%                           |
| <b>TOTAL REVENUES</b>       | <b>3,264,931</b>          | <b>5,176,362</b>          | <b>3,681,921</b>           | <b>5,116,656</b>             | <b>6,806,833</b>            | <b>6,806,833</b>            | <b>6,806,833</b>           | <b>84.9%</b>                   |

### STREET SYSTEM DEVELOPMENT FUND SUMMARY - EXPENDITURES

| <b>FUND 42</b>            | <b>ACTUAL<br/>2016-17</b> | <b>ACTUAL<br/>2017-18</b> | <b>ADOPTED<br/>2018-19</b> | <b>PROJECTED<br/>2018-19</b> | <b>PROPOSED<br/>2019-20</b> | <b>APPROVED<br/>2019-20</b> | <b>ADOPTED<br/>2019-20</b> | <b>Adopted<br/>vs. Adopted</b> |
|---------------------------|---------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|-----------------------------|----------------------------|--------------------------------|
| Transfers Out             | 328,197                   | 1,291,176                 | 3,513,983                  | 1,644,983                    | 2,370,189                   | 2,370,189                   | 2,370,189                  | -32.5%                         |
| Contingency               | -                         | -                         | 167,938                    | -                            | 4,436,644                   | 4,436,644                   | 4,436,644                  | 2541.8%                        |
| <b>TOTAL EXPENDITURES</b> | <b>328,197</b>            | <b>1,291,176</b>          | <b>3,681,921</b>           | <b>1,644,983</b>             | <b>6,806,833</b>            | <b>6,806,833</b>            | <b>6,806,833</b>           | <b>84.9%</b>                   |

### STREET CAPITAL PROJECTS FUND SUMMARY - REVENUES

| <b>FUND 18</b>              | <b>ACTUAL<br/>2016-17</b> | <b>ACTUAL<br/>2017-18</b> | <b>ADOPTED<br/>2018-19</b> | <b>PROJECTED<br/>2018-19</b> | <b>PROPOSED<br/>2019-20</b> | <b>APPROVED<br/>2019-20</b> | <b>ADOPTED<br/>2019-20</b> | <b>Adopted<br/>vs. Adopted</b> |
|-----------------------------|---------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|-----------------------------|----------------------------|--------------------------------|
| Beg F/B-Net Working Capital | 165,646                   | 168,834                   | 175,291                    | 176,804                      | 207,873                     | 207,873                     | 207,873                    | 18.6%                          |
| Transfers In                | 1,221,280                 | 2,708,413                 | 5,337,968                  | 3,223,281                    | 5,313,115                   | 5,313,115                   | 5,313,115                  | -0.5%                          |
| Other                       | 3,188                     | 7,970                     | 6,500                      | 31,069                       | 13,000                      | 13,000                      | 13,000                     | 100.0%                         |
| <b>TOTAL REVENUES</b>       | <b>1,390,114</b>          | <b>2,885,217</b>          | <b>5,519,759</b>           | <b>3,431,154</b>             | <b>5,533,988</b>            | <b>5,533,988</b>            | <b>5,533,988</b>           | <b>0.3%</b>                    |

### STREET CAPITAL PROJECTS FUND SUMMARY - EXPENDITURES

| <b>FUND 18</b>               | <b>ACTUAL<br/>2016-17</b> | <b>ACTUAL<br/>2017-18</b> | <b>ADOPTED<br/>2018-19</b> | <b>PROJECTED<br/>2018-19</b> | <b>PROPOSED<br/>2019-20</b> | <b>APPROVED<br/>2019-20</b> | <b>ADOPTED<br/>2019-20</b> | <b>Adopted<br/>vs. Adopted</b> |
|------------------------------|---------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|-----------------------------|----------------------------|--------------------------------|
| Capital Projects             | 1,221,280                 | 2,708,413                 | 5,337,968                  | 3,223,281                    | 5,313,115                   | 5,313,115                   | 5,313,115                  | -0.5%                          |
| Reserve for Payments in Lieu | -                         | -                         | 181,791                    | -                            | 220,873                     | 220,873                     | 220,873                    | 21.5%                          |
| <b>TOTAL EXPENDITURES</b>    | <b>1,221,280</b>          | <b>2,708,413</b>          | <b>5,519,759</b>           | <b>3,223,281</b>             | <b>5,533,988</b>            | <b>5,533,988</b>            | <b>5,533,988</b>           | <b>0.3%</b>                    |



## FUND 02: Streets

|                            | <u>17-18</u> | <u>18-19</u> | <u>19-20</u> |
|----------------------------|--------------|--------------|--------------|
| <b>BUDGETED STAFF FTE:</b> | 5.18         | 5.18         | 5.55         |

### Department Description

The street fund is responsible for:

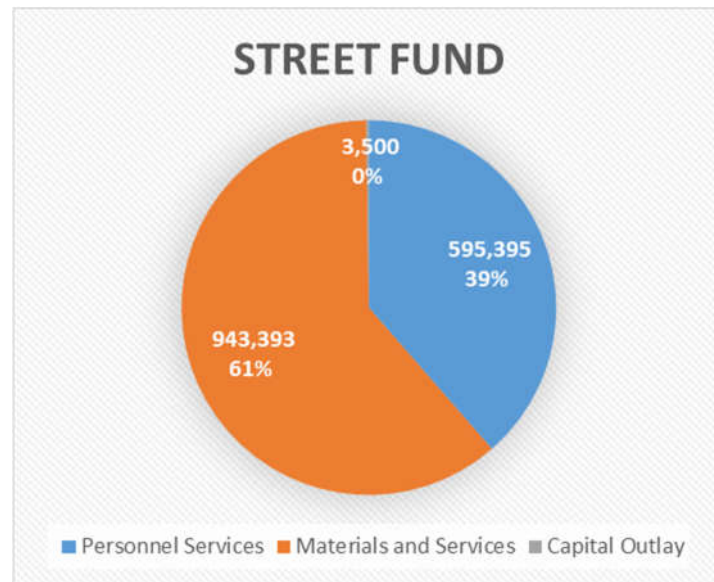
- Planning, design, inspection, and management of capital improvement projects for the replacement and expansion of the 72 centerline miles of the City's public transportation system infrastructure.
- The design review and inspections for construction of public improvements associated with private development projects.
- Maintains and repairs the 72 centerline miles of pavement surfaces, roadway striping, and crosswalks.
- Grading and maintenance of the 4 miles of gravel roads.
- Street sweeping by the City and downtown (night) sweeping contractor.
- Snow plowing and sanding of city streets during inclement weather.
- Maintenance of over 1600 city owned street lights.
- Installation and maintenance of traffic control devices such as the 1900 street signs and many miles of fog and centerline stripes.

### Significant Changes

- Increase in dues & meetings and travel & training budgets due to new staff and personnel changes. Also, the National American Public Works Administration (APWA) conference is being held in Seattle this year and we are planning for increased conference/training participation.
- Maintenance Agreements increased for subscription/support of the Maintenance/Operations Divisions Cartegraph OMS System.
- Increase in contractual services funded for night sweeping of the downtown city core area.
- Engineering contractual services increased over last year for the addition of Citizen's Rate Review meetings (occurs every two years).
- Increase in personnel services to increase the 0.5 FTE Administrative Assistant in Engineering to 1.0 FTE, which is split evenly between Streets, Water, Wastewater, and Stormwater Funds as well as the reassignment of a Maintenance Tech II position from 1.00 FTE in the Water Fund to 25% to the Street, Water, Wastewater, and Stormwater Fund. This reflects a change in job duties and increased technical skills and knowledge requirements related to the management of the Cartegraph OMS System, which is the City's computerized work order and asset management system.

## FUND 02: Streets cont'd.

| <b>STREET FUND</b>                | <b>ACTUAL<br/>2016-17</b> | <b>ACTUAL<br/>2017-18</b> | <b>ADOPTED<br/>2018-19</b> | <b>PROJECTED<br/>2018-19</b> | <b>PROPOSED<br/>2019-20</b> | <b>APPROVED<br/>2019-20</b> | <b>ADOPTED<br/>2019-20</b> | <b>Adopted<br/>vs. Adopted</b> |
|-----------------------------------|---------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|-----------------------------|----------------------------|--------------------------------|
| Personnel Services                | 429,414                   | 469,906                   | 524,224                    | 502,895                      | 597,627                     | 595,395                     | 595,395                    | 13.6%                          |
| Materials and Services            | 859,004                   | 737,974                   | 921,610                    | 883,522                      | 945,360                     | 943,393                     | 943,393                    | 2.4%                           |
| Capital Outlay                    | 26,900                    | 113                       | 5,000                      | 5,000                        | 3,500                       | 3,500                       | 3,500                      | -30.0%                         |
| <b>Total Public Works-Streets</b> | <b>1,315,317</b>          | <b>1,207,993</b>          | <b>1,450,834</b>           | <b>1,391,417</b>             | <b>1,546,487</b>            | <b>1,542,288</b>            | <b>1,542,288</b>           | <b>6.3%</b>                    |



| ACCOUNT #      | DESCRIPTION                     | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|----------------|---------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>FUND 02</b> | <b>STREET FUND<br/>REVENUES</b> |                   |                   |                    |                      |                     |                     |                    |                        |
| 02-0000-300000 | Beg F/B-Net Working Capital     | 816,245           | 736,256           | 669,164            | 1,222,625            | 2,243,186           | 2,243,186           | 2,243,186          | 235.2%                 |
| 02-0000-332003 | Street/Curb Permits             | 15,827            | 16,020            | 15,000             | 17,925               | 15,000              | 15,000              | 15,000             | 0.0%                   |
| 02-0000-334001 | Federal Exchange Grant          | 673,101           | -                 | 100,000            | 250,000              | -                   | -                   | -                  | -100.0%                |
| 02-0000-335000 | Gas Taxes                       | 1,375,422         | 1,498,729         | 1,684,812          | 1,796,956            | 1,803,744           | 1,803,744           | 1,803,744          | 7.1%                   |
| 02-0000-336000 | Bike Way Taxes                  | 13,893            | 15,139            | 17,018             | 18,151               | 18,220              | 18,220              | 18,220             | 7.1%                   |
| 02-0000-338000 | Reimb Costs-Materials           | 13,193            | 871               | 500                | 1,999                | 500                 | 500                 | 500                | 0.0%                   |
| 02-0000-338001 | Reimb Costs-Labor               | 961               | 1,430             | 500                | 918                  | 500                 | 500                 | 500                | 0.0%                   |
| 02-0000-338002 | Reimb Costs-Capital Project     | 32,447            | 128,935           | 10,000             | 24,308               | 10,000              | 10,000              | 10,000             | 0.0%                   |
| 02-0000-341006 | Technology Fee                  | 1,971             | 4,897             | 6,000              | 5,879                | 6,000               | 6,000               | 6,000              | 0.0%                   |
| 02-0000-342004 | Dev Review and Inspection Fee   | 34,192            | 57,967            | 50,000             | 67,236               | 50,000              | 50,000              | 50,000             | 0.0%                   |
| 02-0000-347000 | Transportation Utility Fee      | -                 | 1,048,878         | 1,100,000          | 1,131,788            | 1,151,429           | 1,151,429           | 1,151,429          | 4.7%                   |
| 02-0000-360000 | Miscellaneous Revenues          | 336               | 1,954             | -                  | 99,088               | -                   | -                   | -                  | 0.0%                   |
| 02-0000-361000 | Interest Earned                 | 4,636             | 13,399            | 9,000              | 23,428               | 30,000              | 30,000              | 30,000             | 233.3%                 |
| 02-0000-364000 | Sale Of Assets                  | 448               | 923               | -                  | 201                  | -                   | -                   | -                  | 0.0%                   |
| 02-0000-376001 | Developer Projects              | -                 | 342,750           | -                  | 575,000              | -                   | -                   | -                  | 0.0%                   |
| 02-0000-390025 | Transfer In-PERS Reserve        | -                 | 2,858             | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| <b>FUND 02</b> | <b>TOTAL REVENUES</b>           | <b>2,982,672</b>  | <b>3,871,005</b>  | <b>3,661,994</b>   | <b>5,235,502</b>     | <b>5,328,579</b>    | <b>5,328,579</b>    | <b>5,328,579</b>   | <b>45.5%</b>           |

| ACCOUNT #                    | DESCRIPTION                          | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|------------------------------|--------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>PUBLIC WORKS 51XX</b>     |                                      |                   |                   |                    |                      |                     |                     |                    |                        |
| <b>5112</b>                  | <b>STREET ENGINEERING</b>            |                   |                   |                    |                      |                     |                     |                    |                        |
| 02-5112-410000               | Administrative Salaries              | 49,408            | 53,544            | 57,419             | 57,245               | 60,646              | 60,646              | 60,646             | 5.6%                   |
| 02-5112-420000               | Clerical Salaries                    | 23,907            | 26,627            | 32,923             | 27,568               | 39,710              | 39,710              | 39,710             | 20.6%                  |
| 02-5112-432000               | Engineer Salaries                    | 99,324            | 99,477            | 108,841            | 108,217              | 113,250             | 113,250             | 113,250            | 4.1%                   |
| 02-5112-435000               | Overtime                             | 1,225             | 952               | -                  | 10                   | -                   | -                   | -                  | 0.0%                   |
| 02-5112-438000               | Longevity                            | 480               | 480               | 193                | 276                  | 540                 | 540                 | 540                | 179.8%                 |
| 02-5112-440000               | Misc Fringe Benefits                 | 838               | 897               | 883                | 699                  | -                   | -                   | -                  | -100.0%                |
| 02-5112-441000               | FICA/Medicare                        | 13,043            | 13,565            | 15,320             | 14,670               | 16,384              | 16,384              | 16,384             | 6.9%                   |
| 02-5112-442000               | Workers Compensation                 | 2,209             | 2,190             | 2,733              | 2,370                | 2,958               | 2,958               | 2,958              | 8.2%                   |
| 02-5112-443000               | Unemployment                         | 348               | 181               | 405                | 196                  | 216                 | 216                 | 216                | -46.7%                 |
| 02-5112-444000               | Retirement-PERS                      | 13,006            | 19,156            | 24,937             | 24,011               | 28,360              | 28,360              | 28,360             | 13.7%                  |
| 02-5112-444001               | Retirement-Principal                 | 29,911            | 24,652            | 22,888             | 22,344               | 25,623              | 25,623              | 25,623             | 11.9%                  |
| 02-5112-444002               | Retirement-Pension Bond              | 2,807             | 3,984             | 5,733              | 5,472                | 5,586               | 5,586               | 5,586              | -2.6%                  |
| 02-5112-445000               | Health/Life/LTD                      | 31,925            | 30,735            | 43,478             | 34,406               | 50,856              | 49,578              | 49,578             | 14.0%                  |
| Total Personnel Services     |                                      | 268,432           | 276,441           | 315,753            | 297,484              | 344,129             | 342,851             | 342,851            | 8.6%                   |
| 02-5112-510000               | Office Supplies                      | 978               | 1,463             | 2,200              | 2,200                | 2,200               | 2,200               | 2,200              | 0.0%                   |
| 02-5112-511000               | Postage                              | -                 | -                 | 75                 | 75                   | 75                  | 75                  | 75                 | 0.0%                   |
| 02-5112-515000               | Printing & Advertising               | 425               | 523               | 100                | 100                  | 100                 | 100                 | 100                | 0.0%                   |
| 02-5112-520000               | Dues & Meetings                      | 918               | 640               | 1,020              | 1,020                | 1,120               | 1,120               | 1,120              | 9.8%                   |
| 02-5112-520003               | Recruitment Expense                  | 384               | 51                | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 02-5112-520006               | Traffic Safety Committee             | -                 | 127               | 10,000             | 6,014                | 10,000              | 10,000              | 10,000             | 0.0%                   |
| 02-5112-520008               | Recognition                          | -                 | 35                | 125                | 125                  | 125                 | 125                 | 125                | 0.0%                   |
| 02-5112-523000               | Supplies & Equipment                 | 593               | 1,148             | 1,320              | 1,320                | 1,320               | 1,320               | 1,320              | 0.0%                   |
| 02-5112-525000               | Travel & Training                    | 1,144             | 2,322             | 6,050              | 6,050                | 8,800               | 8,800               | 8,800              | 45.5%                  |
| 02-5112-526000               | Employee Testing                     | 32                | 19                | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 02-5112-532000               | Bank Fees                            | 292               | 1,416             | 3,000              | 2,646                | 3,000               | 3,000               | 3,000              | 0.0%                   |
| 02-5112-533000               | Contractual Services                 | 166,303           | 72,661            | 51,250             | 51,250               | 49,800              | 49,800              | 49,800             | -2.8%                  |
| 02-5112-533045               | Maintenance Agreements               | 8,295             | 11,815            | 11,725             | 11,725               | 11,850              | 11,850              | 11,850             | 1.1%                   |
| 02-5112-540000               | Utilities                            | -                 | 192               | 194                | 194                  | 200                 | 200                 | 200                | 3.1%                   |
| 02-5112-551000               | Books & Publications                 | -                 | 920               | 200                | 200                  | 200                 | 200                 | 200                | 0.0%                   |
| 02-5112-562000               | Fuel                                 | 734               | 751               | 725                | 725                  | 725                 | 725                 | 725                | 0.0%                   |
| 02-5112-563000               | Vehicle Maintenance                  | 691               | 255               | 650                | 650                  | 650                 | 650                 | 650                | 0.0%                   |
| 02-5112-576000               | Recording Fees                       | 51                | 61                | 100                | 100                  | 100                 | 100                 | 100                | 0.0%                   |
| 02-5112-590000               | Internal Chrg-Admin Support Services | 175,563           | 209,467           | 267,056            | 261,221              | 289,282             | 287,315             | 287,315            | 7.6%                   |
| 02-5112-590006               | Internal Chrg-Network Upgrade        | -                 | -                 | 1,070              | 657                  | 1,313               | 1,313               | 1,313              | 22.7%                  |
| Total Materials and Services |                                      | 356,403           | 303,864           | 356,860            | 346,272              | 380,860             | 378,893             | 378,893            | 6.2%                   |
| 02-5112-610000               | Capital Outlay                       | 26,900            | 113               | 5,000              | 5,000                | 3,500               | 3,500               | 3,500              | -30.0%                 |
| Total Capital Outlay         |                                      | 26,900            | 113               | 5,000              | 5,000                | 3,500               | 3,500               | 3,500              | -30.0%                 |
| <b>5112</b>                  | <b>TOTAL STREET ENGINEERING</b>      | <b>651,735</b>    | <b>580,418</b>    | <b>677,613</b>     | <b>648,756</b>       | <b>728,489</b>      | <b>725,244</b>      | <b>725,244</b>     | <b>7.0%</b>            |

| ACCOUNT #      | DESCRIPTION                         | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|----------------|-------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>5120</b>    | <b>STREET MAINTENANCE</b>           |                   |                   |                    |                      |                     |                     |                    |                        |
| 02-5120-410000 | Administrative Salaries             | 21,782            | 23,366            | 24,636             | 24,620               | 25,377              | 25,377              | 25,377             | 3.0%                   |
| 02-5120-420000 | Clerical Salaries                   | 10,118            | 10,629            | 11,231             | 12,056               | 12,863              | 12,863              | 12,863             | 14.5%                  |
| 02-5120-431000 | Maintenance Salaries                | 48,609            | 45,793            | 52,218             | 47,666               | 68,260              | 68,260              | 68,260             | 30.7%                  |
| 02-5120-433000 | Summer Help                         | 15,848            | 39,555            | 37,155             | 39,781               | 40,215              | 40,215              | 40,215             | 8.2%                   |
| 02-5120-435000 | Overtime                            | 654               | 967               | 825                | 825                  | 900                 | 900                 | 900                | 9.1%                   |
| 02-5120-436000 | On Call Pay                         | 679               | 645               | 900                | 963                  | 900                 | 900                 | 900                | 0.0%                   |
| 02-5120-438000 | Longevity                           | 1,080             | 1,890             | 3,000              | 2,100                | 2,940               | 2,940               | 2,940              | -2.0%                  |
| 02-5120-440000 | Misc Fringe Benefits                | 160               | 160               | 160                | 127                  | -                   | -                   | -                  | -100.0%                |
| 02-5120-441000 | FICA/Medicare                       | 7,272             | 9,139             | 9,955              | 9,667                | 11,586              | 11,586              | 11,586             | 16.4%                  |
| 02-5120-442000 | Workers Compensation                | 5,963             | 8,060             | 7,008              | 7,872                | 9,345               | 9,345               | 9,345              | 33.3%                  |
| 02-5120-443000 | Unemployment                        | 198               | 121               | 263                | 135                  | 154                 | 154                 | 154                | -41.4%                 |
| 02-5120-444000 | Retirement-PERS                     | -                 | 584               | -                  | 296                  | 1,095               | 1,095               | 1,095              | 100.0%                 |
| 02-5120-444001 | Retirement-Principal                | 25,138            | 28,902            | 35,721             | 32,963               | 41,890              | 41,890              | 41,890             | 17.3%                  |
| 02-5120-444002 | Retirement-Pension Bond             | -                 | -                 | -                  | 45                   | 203                 | 203                 | 203                | 100.0%                 |
| 02-5120-445000 | Health/Life/LTD                     | 23,481            | 23,653            | 25,399             | 26,295               | 37,770              | 36,816              | 36,816             | 45.0%                  |
|                | <b>Total Personnel Services</b>     | <b>160,982</b>    | <b>193,465</b>    | <b>208,471</b>     | <b>205,411</b>       | <b>253,498</b>      | <b>252,544</b>      | <b>252,544</b>     | <b>21.1%</b>           |
| 02-5120-510000 | Office Supplies                     | 1,442             | 2,152             | 2,500              | 2,500                | 2,500               | 2,500               | 2,500              | 0.0%                   |
| 02-5120-512000 | Uniforms                            | 3,030             | 1,507             | 3,750              | 3,750                | 4,000               | 4,000               | 4,000              | 6.7%                   |
| 02-5120-520000 | Dues & Meetings                     | 926               | 1,512             | 4,000              | 3,500                | 4,000               | 4,000               | 4,000              | 0.0%                   |
| 02-5120-520003 | Recruitment Expense                 | 749               | -                 | 500                | -                    | 500                 | 500                 | 500                | 0.0%                   |
| 02-5120-522000 | Road Materials                      | 14,415            | 29,791            | 25,000             | 25,000               | 25,000              | 25,000              | 25,000             | 0.0%                   |
| 02-5120-523000 | Supplies & Equipment                | 12,311            | 8,252             | 9,000              | 9,000                | 9,000               | 9,000               | 9,000              | 0.0%                   |
| 02-5120-523100 | Small Tools                         | 4,781             | 917               | 4,000              | 3,000                | 4,000               | 4,000               | 4,000              | 0.0%                   |
| 02-5120-524000 | Safety Program                      | -                 | 142               | 500                | 500                  | 1,000               | 1,000               | 1,000              | 100.0%                 |
| 02-5120-525000 | Travel & Training                   | 2,745             | 3,401             | 5,000              | 4,500                | 5,000               | 5,000               | 5,000              | 0.0%                   |
| 02-5120-526000 | Employee Testing                    | 320               | 866               | 500                | 500                  | 500                 | 500                 | 500                | 0.0%                   |
| 02-5120-533000 | Contractual Services                | 18,127            | 19,306            | 16,000             | 27,000               | 30,000              | 30,000              | 30,000             | 87.5%                  |
| 02-5120-533045 | Maintenance Agreements              | 4,117             | 1,868             | 5,000              | 12,000               | 15,000              | 15,000              | 15,000             | 200.0%                 |
| 02-5120-538101 | Street Improvements                 | 5,194             | 7,933             | 50,000             | 35,000               | 35,000              | 35,000              | 35,000             | -30.0%                 |
| 02-5120-538102 | Street Crack Sealing                | 26,075            | 10,400            | 5,000              | -                    | -                   | -                   | -                  | -100.0%                |
| 02-5120-538105 | Sidewalk Intersections/ADA/Bikeway  | 13,616            | 8,600             | 25,000             | 33,000               | 28,000              | 28,000              | 28,000             | 12.0%                  |
| 02-5120-540000 | Utilities                           | 3,241             | 3,473             | 5,000              | 3,000                | 4,000               | 4,000               | 4,000              | -20.0%                 |
| 02-5120-541000 | Street Signs                        | 12,254            | 6,608             | 20,000             | 18,000               | 20,000              | 20,000              | 20,000             | 0.0%                   |
| 02-5120-541001 | Street-Electrical                   | 270,769           | 271,429           | 285,000            | 260,000              | 280,000             | 280,000             | 280,000            | -1.8%                  |
| 02-5120-541002 | Street Light/Pole Maintenance       | 9,987             | 4,593             | 30,000             | 25,000               | 30,000              | 30,000              | 30,000             | 0.0%                   |
| 02-5120-562000 | Fuel                                | 6,897             | 9,304             | 12,000             | 10,000               | 10,000              | 10,000              | 10,000             | -16.7%                 |
| 02-5120-563000 | Vehicle Maintenance                 | 19,073            | 12,364            | 15,000             | 15,000               | 15,000              | 15,000              | 15,000             | 0.0%                   |
| 02-5120-566000 | Equip Repair & Maintenance          | 9,720             | 1,842             | 7,000              | 7,000                | 7,000               | 7,000               | 7,000              | 0.0%                   |
| 02-5120-571000 | Building & Grounds Maintenance      | 12,812            | 2,850             | 10,000             | 15,000               | 10,000              | 10,000              | 10,000             | 0.0%                   |
| 02-5120-590001 | Internal Chrg-Veh/Equip             | 20,000            | 25,000            | 25,000             | 25,000               | 25,000              | 25,000              | 25,000             | 0.0%                   |
| 02-5120-590002 | Internal Chrg-Computers             | 30,000            | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
|                | <b>Total Materials and Services</b> | <b>502,600</b>    | <b>434,110</b>    | <b>564,750</b>     | <b>537,250</b>       | <b>564,500</b>      | <b>564,500</b>      | <b>564,500</b>     | <b>0.0%</b>            |
| <b>5120</b>    | <b>TOTAL STREET MAINTENANCE</b>     | <b>663,582</b>    | <b>627,575</b>    | <b>773,221</b>     | <b>742,661</b>       | <b>817,998</b>      | <b>817,044</b>      | <b>817,044</b>     | <b>5.7%</b>            |
|                | <b>TOTAL PUBLIC WORKS (STREET)</b>  | <b>1,315,317</b>  | <b>1,207,993</b>  | <b>1,450,834</b>   | <b>1,391,417</b>     | <b>1,546,487</b>    | <b>1,542,288</b>    | <b>1,542,288</b>   | <b>6.3%</b>            |

| ACCOUNT #                    | DESCRIPTION                          | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|------------------------------|--------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>NONDEPARTMENTAL 91XX</b>  |                                      |                   |                   |                    |                      |                     |                     |                    |                        |
| <b>9170</b>                  | <b>TRANSFERS</b>                     |                   |                   |                    |                      |                     |                     |                    |                        |
| 02-9170-907000               | Transfer Out-Water Fund              | 4,858             | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 02-9170-909000               | Transfer Out-Debt Service            | 22,772            | 23,150            | 22,600             | 22,601               | 14,823              | 14,823              | 14,823             | -34.4%                 |
| 02-9170-918000               | Transfer Out-Street Cap Projects     | 900,648           | 1,417,237         | 886,585            | 640,898              | 1,542,926           | 1,542,926           | 1,542,926          | 74.0%                  |
| 02-9170-918001               | Transfer Out-TUF Street Cap Projects | -                 | -                 | 937,400            | 937,400              | 1,400,000           | 1,400,000           | 1,400,000          | 49.3%                  |
| 02-9170-925000               | Transfer Out-PERS Reserve Fund       | 2,821             | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| <b>9170</b>                  | <b>TOTAL TRANSFERS</b>               | <b>931,099</b>    | <b>1,440,387</b>  | <b>1,846,585</b>   | <b>1,600,899</b>     | <b>2,957,749</b>    | <b>2,957,749</b>    | <b>2,957,749</b>   | <b>60.2%</b>           |
| <b>9180</b>                  | <b>RESERVES</b>                      |                   |                   |                    |                      |                     |                     |                    |                        |
| 02-9180-800000               | Contingency                          | -                 | -                 | 364,575            | -                    | 824,343             | 828,542             | 828,542            | 127.3%                 |
| <b>9180</b>                  | <b>TOTAL RESERVES</b>                | <b>-</b>          | <b>-</b>          | <b>364,575</b>     | <b>-</b>             | <b>824,343</b>      | <b>828,542</b>      | <b>828,542</b>     | <b>127.3%</b>          |
| <b>TOTAL NONDEPARTMENTAL</b> |                                      | <b>931,099</b>    | <b>1,440,387</b>  | <b>2,211,160</b>   | <b>1,600,899</b>     | <b>3,782,092</b>    | <b>3,786,291</b>    | <b>3,786,291</b>   | <b>71.2%</b>           |
| <b>FUND 02</b>               | <b>TOTAL STREET FUND</b>             | <b>2,246,416</b>  | <b>2,648,380</b>  | <b>3,661,994</b>   | <b>2,992,316</b>     | <b>5,328,579</b>    | <b>5,328,579</b>    | <b>5,328,579</b>   | <b>45.5%</b>           |
|                              | ENDING FUND BALANCE                  | 736,256           | 1,222,625         | -                  | 2,243,186            | -                   | -                   | -                  | 0.0%                   |

## FUND 42: Street System Development Charges

|                     | <u>17-18</u> | <u>18-19</u> | <u>19-20</u> |
|---------------------|--------------|--------------|--------------|
| BUDGETED STAFF FTE: | 0.00         | 0.00         | 0.00         |

### Description

Street System Development Charges (SDCs) are paid by developers on building permits. They are used to provide additional capacity to the City's infrastructure and can only be spent on capital projects listed in the Transportation System Plan.

### Significant Changes

Revenue increases result from anticipated increased activity in commercial development.

| ACCOUNT #      | DESCRIPTION                           | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|----------------|---------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>FUND 42</b> | <b>STREET SYSTEM DEVELOPMENT FUND</b> |                   |                   |                    |                      |                     |                     |                    |                        |
|                | <b>REVENUES</b>                       |                   |                   |                    |                      |                     |                     |                    |                        |
| 42-0000-300000 | Beg F/B-Net Working Capital           | 2,824,984         | 2,936,734         | 2,287,121          | 3,885,186            | 3,471,673           | 3,471,673           | 3,471,673          | 51.8%                  |
| 42-0000-334000 | Miscellaneous Grants                  | -                 | -                 | 740,000            | 15,000               | 725,000             | 725,000             | 725,000            | -2.0%                  |
| 42-0000-338002 | Reimb Costs-Capital Projects          | 6,481             | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 42-0000-349002 | System Development Fees               | 335,636           | 2,171,610         | 600,000            | 1,107,798            | 2,500,000           | 2,500,000           | 2,500,000          | 316.7%                 |
| 42-0000-361000 | Interest Earned                       | 29,649            | 61,739            | 50,000             | 82,924               | 100,000             | 100,000             | 100,000            | 100.0%                 |
| 42-0000-361001 | Interest-Receiveables                 | 1,877             | 1,174             | 1,000              | 874                  | 7,160               | 7,160               | 7,160              | 616.0%                 |
| 42-0000-363000 | Assessment Installments               | 66,305            | 5,105             | 3,800              | 24,874               | 3,000               | 3,000               | 3,000              | -21.1%                 |
| <b>FUND 42</b> | <b>TOTAL REVENUES</b>                 | <b>3,264,931</b>  | <b>5,176,362</b>  | <b>3,681,921</b>   | <b>5,116,656</b>     | <b>6,806,833</b>    | <b>6,806,833</b>    | <b>6,806,833</b>   | <b>84.9%</b>           |
| <b>9170</b>    | <b>TRANSFERS</b>                      |                   |                   |                    |                      |                     |                     |                    |                        |
| 42-9170-907000 | Transfer Out-Water Fund               | 7,565             | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 42-9170-918000 | Transfer Out-Street Cap Projects      | 320,632           | 1,291,176         | 3,513,983          | 1,644,983            | 2,370,189           | 2,370,189           | 2,370,189          | -32.5%                 |
| <b>9170</b>    | <b>TOTAL TRANSFERS</b>                | <b>328,197</b>    | <b>1,291,176</b>  | <b>3,513,983</b>   | <b>1,644,983</b>     | <b>2,370,189</b>    | <b>2,370,189</b>    | <b>2,370,189</b>   | <b>-32.5%</b>          |
| <b>9180</b>    | <b>RESERVES</b>                       |                   |                   |                    |                      |                     |                     |                    |                        |
| 42-9180-800000 | Contingency                           | -                 | -                 | 167,938            | -                    | 4,436,644           | 4,436,644           | 4,436,644          | 2541.8%                |
| <b>9180</b>    | <b>TOTAL RESERVES</b>                 | <b>-</b>          | <b>-</b>          | <b>167,938</b>     | <b>-</b>             | <b>4,436,644</b>    | <b>4,436,644</b>    | <b>4,436,644</b>   | <b>2541.8%</b>         |
| <b>FUND 42</b> | <b>TOTAL STREET SDC FUND</b>          | <b>328,197</b>    | <b>1,291,176</b>  | <b>3,681,921</b>   | <b>1,644,983</b>     | <b>6,806,833</b>    | <b>6,806,833</b>    | <b>6,806,833</b>   | <b>84.9%</b>           |
|                | ENDING FUND BALANCE                   | 2,936,734         | 3,885,186         | -                  | 3,471,673            | -                   | -                   | -                  | 0.0%                   |



## FUND 18: Streets Capital Projects

17-18 18-19 19-20  
BUDGETED STAFF FTE: 0.00 0.00 0.00

### Department Description

The Engineering Services Department manages the planning, design, and construction of the street fund capital improvement projects. The projects proposed for the FY 2019-20 budget are as follows:

- **Bicycle Route and ADA Improvements:** City Council established a comprehensive program to implement the policies and recommended improvements in the ADA/Pedestrian/Bike Route Improvement Plan. Projects are selected based on the City's need and available funding for each fiscal year.
- **Transportation System Plan Update:** The adoption of the Riverfront Master Plan will require an update to the existing Transportation System Plan.
- **College Street Bike Lanes and Sidewalk:** The 2007 ADA/Pedestrian/Bike Route Improvement Plan identified the project as a primary critical pedestrian and bikeway route. The incomplete sidewalk connections are unsafe as it forces pedestrians onto the roadway shoulders. This project will be a continuation of the project that was completed 4 years ago. The City has entered into an Intergovernmental Agreement with ODOT on this project. The Intergovernmental Agreement is in the process of being amended. Design will commence after the amendment is approved.
- **North Elliot Road Project:** This roadway improvement project consists of a full width street improvement with curbs, sidewalk, and bike lanes from 99W to the High School. The design phase of the project started in FY 2018-19.
- **Crestview Drive; 99W to Springbrook Rd:** Crestview Drive is an important transportation link to the north portion of the City. It will connect 99W at Providence Drive to N. Springbrook Road. The two sections of either end of the alignment have not been constructed. This improvement replaces the existing gravel roadway and substandard pavement sections, and will include curbs, gutters, bike lanes, and sidewalks.
- **Pavement Rehabilitation/Citywide Pavement Preservation - TUF:** In 2017, City Council adopted a Transportation Utility Fee, which generates approximately \$1.2 million in annual revenue to invest in maintenance of pavement surfaces. Additionally, state gas taxes are used to rehabilitate the streets. Maps that identify the type/location of the multiple roadway improvement projects are located on the Engineering Division webpage.
- **Maintenance Yard:** The Cal Portland site adjacent to existing public works maintenance yard was purchased in the fall of 2015. Work continues on the maintenance facility, which includes items such as removing/upgrading existing improvements, repair/replacement of pavement, upgrades to existing buildings, installation of additional covered storage for equipment, installation of a fuel station for city vehicles and for emergency fuel, landscaping, fencing, and improvements to building and yard lighting and security systems.

| ACCOUNT #      | DESCRIPTION                               | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|----------------|---|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>FUND 18</b> | <b>STREET CAPITAL PROJECTS FUND</b>       |                   |                   |                    |                      |                     |                     |                    |                        |
|                | <b>REVENUES</b>                           |                   |                   |                    |                      |                     |                     |                    |                        |
| 18-0000-300000 | Beg F/B-Net Working Capital               | 165,646           | 168,834           | 175,291            | 176,804              | 207,873             | 207,873             | 207,873            | 18.6%                  |
| 18-0000-349010 | Payments in Lieu                          | -                 | -                 | -                  | 8,100                | -                   | -                   | -                  | 0.0%                   |
| 18-0000-361000 | Interest Earned                           | 3,188             | 7,970             | 6,500              | 22,969               | 13,000              | 13,000              | 13,000             | 100.0%                 |
| 18-0000-390002 | Transfer In-Street Fund                   | 900,648           | 1,417,237         | 1,823,985          | 1,578,298            | 2,942,926           | 2,942,926           | 2,942,926          | 61.3%                  |
| 18-0000-390042 | Transfer In-Street SDC                    | 320,632           | 1,291,176         | 3,513,983          | 1,644,983            | 2,370,189           | 2,370,189           | 2,370,189          | -32.5%                 |
| <b>FUND 18</b> | <b>TOTAL REVENUES</b>                     | <b>1,390,114</b>  | <b>2,885,217</b>  | <b>5,519,759</b>   | <b>3,431,154</b>     | <b>5,533,988</b>    | <b>5,533,988</b>    | <b>5,533,988</b>   | <b>0.3%</b>            |
| <b>5150</b>    | <b>CAPITAL PROJECTS</b>                   |                   |                   |                    |                      |                     |                     |                    |                        |
| 18-5150-702106 | Bicycle Route & ADA Improvements          | -                 | -                 | 5,000              | 5,000                | 30,000              | 30,000              | 30,000             | 500.0%                 |
| 18-5150-702109 | Transportation Plan Update                | -                 | -                 | -                  | -                    | 50,000              | 50,000              | 50,000             | 100.0%                 |
| 18-5150-702111 | College St Bikelane & Sidewalk            | -                 | 95,344            | 200,000            | 2,206                | 200,000             | 200,000             | 200,000            | 0.0%                   |
| 18-5150-702123 | Elliott Road                              | -                 | -                 | 350,000            | 50,000               | 1,095,675           | 1,095,675           | 1,095,675          | 213.1%                 |
| 18-5150-702163 | Villa Rd - Haworth to Crestview           | 967,610           | 1,644,431         | 1,870,568          | 1,870,568            | -                   | -                   | -                  | -100.0%                |
| 18-5150-702167 | Crestview Drive                           | -                 | -                 | 1,640,000          | 15,000               | 2,200,000           | 2,200,000           | 2,200,000          | 34.1%                  |
| 18-5150-702171 | Pavement Rehabilitation                   | 211,697           | 301,621           | 315,000            | 343,107              | 297,440             | 297,440             | 297,440            | -5.6%                  |
| 18-5150-702176 | LED Street Light Conversion               | 1,875             | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 18-5150-702177 | PW Maint Facility Improvements            | 19,883            | 42,598            | 20,000             | -                    | 40,000              | 40,000              | 40,000             | 100.0%                 |
| 18-5150-703000 | Citywide Pavement Preservation - TUF      | 20,215            | 624,419           | 937,400            | 937,400              | 1,400,000           | 1,400,000           | 1,400,000          | 49.3%                  |
| <b>5150</b>    | <b>TOTAL CAPITAL PROJECTS</b>             | <b>1,221,280</b>  | <b>2,708,413</b>  | <b>5,337,968</b>   | <b>3,223,281</b>     | <b>5,313,115</b>    | <b>5,313,115</b>    | <b>5,313,115</b>   | <b>-0.5%</b>           |
| <b>9180</b>    | <b>RESERVES</b>                           |                   |                   |                    |                      |                     |                     |                    |                        |
| 18-9180-830000 | Reserve for Payments in Lieu              | -                 | -                 | 181,791            | -                    | 220,873             | 220,873             | 220,873            | 21.5%                  |
| <b>9180</b>    | <b>TOTAL RESERVES</b>                     | <b>-</b>          | <b>-</b>          | <b>181,791</b>     | <b>-</b>             | <b>220,873</b>      | <b>220,873</b>      | <b>220,873</b>     | <b>21.5%</b>           |
| <b>FUND 18</b> | <b>TOTAL STREET CAPITAL PROJECTS FUND</b> | <b>1,221,280</b>  | <b>2,708,413</b>  | <b>5,519,759</b>   | <b>3,223,281</b>     | <b>5,533,988</b>    | <b>5,533,988</b>    | <b>5,533,988</b>   | <b>0.3%</b>            |
|                | ENDING FUND BALANCE                       | 168,834           | 176,804           | -                  | 207,873              | -                   | -                   | -                  | 0.0%                   |

## WASTEWATER PROGRAM

### WASTEWATER FUND SUMMARY - REVENUES

| <b>FUND 06</b>              | <b>ACTUAL<br/>2016-17</b> | <b>ACTUAL<br/>2017-18</b> | <b>ADOPTED<br/>2018-19</b> | <b>PROJECTED<br/>2018-19</b> | <b>PROPOSED<br/>2019-20</b> | <b>APPROVED<br/>2019-20</b> | <b>ADOPTED<br/>2019-20</b> | <b>Adopted<br/>vs. Adopted</b> |
|-----------------------------|---------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|-----------------------------|----------------------------|--------------------------------|
| Beg F/B-Net Working Capital | 12,445,970                | 11,973,385                | 10,336,315                 | 11,761,812                   | 10,633,398                  | 10,633,398                  | 10,633,398                 | 2.9%                           |
| User Fees                   | 7,459,771                 | 7,812,684                 | 7,926,163                  | 8,172,692                    | 8,244,597                   | 8,244,597                   | 8,244,597                  | 4.0%                           |
| Other                       | 635,892                   | 549,514                   | 441,800                    | 603,245                      | 557,300                     | 557,300                     | 557,300                    | 26.1%                          |
| <b>TOTAL REVENUES</b>       | <b>20,541,634</b>         | <b>20,335,583</b>         | <b>18,704,278</b>          | <b>20,537,749</b>            | <b>19,435,295</b>           | <b>19,435,295</b>           | <b>19,435,295</b>          | <b>3.9%</b>                    |

### WASTEWATER FUND SUMMARY - EXPENDITURES

| <b>FUND 06</b>               | <b>ACTUAL<br/>2016-17</b> | <b>ACTUAL<br/>2017-18</b> | <b>ADOPTED<br/>2018-19</b> | <b>PROJECTED<br/>2018-19</b> | <b>PROPOSED<br/>2019-20</b> | <b>APPROVED<br/>2019-20</b> | <b>ADOPTED<br/>2019-20</b> | <b>Adopted<br/>vs. Adopted</b> |
|------------------------------|---------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|-----------------------------|----------------------------|--------------------------------|
| <b>ENGINEERING</b>           |                           |                           |                            |                              |                             |                             |                            |                                |
| Personnel Services           | 268,197                   | 275,423                   | 314,640                    | 296,379                      | 344,129                     | 342,851                     | 342,851                    | 9.0%                           |
| Materials and Services       | 1,363,210                 | 1,434,806                 | 1,739,211                  | 1,723,362                    | 1,839,964                   | 1,834,712                   | 1,834,712                  | 5.5%                           |
| Capital Outlay               | -                         | 113                       | 5,000                      | 5,000                        | 3,500                       | 3,500                       | 3,500                      | -30.0%                         |
| <b>Total Engineering</b>     | <b>1,631,407</b>          | <b>1,710,342</b>          | <b>2,058,851</b>           | <b>2,024,741</b>             | <b>2,187,593</b>            | <b>2,181,063</b>            | <b>2,181,063</b>           | <b>5.9%</b>                    |
| <b>OPERATIONS</b>            |                           |                           |                            |                              |                             |                             |                            |                                |
| Personnel Services           | 992,634                   | 1,032,350                 | 1,106,457                  | 1,016,320                    | 1,173,091                   | 1,168,360                   | 1,168,360                  | 5.6%                           |
| Materials and Services       | 943,230                   | 964,124                   | 1,260,784                  | 1,142,611                    | 1,265,064                   | 1,265,064                   | 1,265,064                  | 0.3%                           |
| Capital Outlay               | 166,894                   | 63,463                    | 126,650                    | 126,650                      | 154,000                     | 154,000                     | 154,000                    | 21.6%                          |
| <b>Total Operations</b>      | <b>2,102,758</b>          | <b>2,059,937</b>          | <b>2,493,891</b>           | <b>2,285,581</b>             | <b>2,592,155</b>            | <b>2,587,424</b>            | <b>2,587,424</b>           | <b>3.8%</b>                    |
| <b>MAINTENANCE</b>           |                           |                           |                            |                              |                             |                             |                            |                                |
| Personnel Services           | 576,348                   | 687,181                   | 877,479                    | 884,089                      | 995,476                     | 990,885                     | 990,885                    | 12.9%                          |
| Materials and Services       | 366,816                   | 406,873                   | 569,000                    | 525,500                      | 582,500                     | 582,500                     | 582,500                    | 2.4%                           |
| <b>Total Maintenance</b>     | <b>943,164</b>            | <b>1,094,054</b>          | <b>1,446,479</b>           | <b>1,409,589</b>             | <b>1,577,976</b>            | <b>1,573,385</b>            | <b>1,573,385</b>           | <b>8.8%</b>                    |
| <b>NONDEPARTMENTAL</b>       |                           |                           |                            |                              |                             |                             |                            |                                |
| Special Payments             | -                         | -                         | 50,000                     | -                            | 50,000                      | 50,000                      | 50,000                     | 0.0%                           |
| Debt Service                 | 2,475,235                 | 2,327,273                 | 2,299,621                  | 2,096,555                    | 1,648,406                   | 1,648,406                   | 1,648,406                  | -28.3%                         |
| Transfers Out                | 1,415,684                 | 1,382,165                 | 2,147,000                  | 2,087,885                    | 3,132,600                   | 3,132,600                   | 3,132,600                  | 45.9%                          |
| Reserves                     | -                         | -                         | 6,730,275                  | -                            | 5,247,445                   | 5,258,541                   | 5,258,541                  | -21.9%                         |
| Contingency                  | -                         | -                         | 1,478,161                  | -                            | 2,999,120                   | 3,003,876                   | 3,003,876                  | 103.2%                         |
| <b>Total Nondepartmental</b> | <b>3,890,920</b>          | <b>3,709,438</b>          | <b>12,705,057</b>          | <b>4,184,440</b>             | <b>13,077,571</b>           | <b>13,093,423</b>           | <b>13,093,423</b>          | <b>3.1%</b>                    |
| <b>TOTAL EXPENDITURES</b>    | <b>8,568,249</b>          | <b>8,573,771</b>          | <b>18,704,278</b>          | <b>9,904,351</b>             | <b>19,435,295</b>           | <b>19,435,295</b>           | <b>19,435,295</b>          | <b>3.9%</b>                    |

## WASTEWATER PROGRAM cont'd

### WASTEWATER SYSTEM DEVELOPMENT FUND SUMMARY - REVENUES

| <b>FUND 46</b>              | <b>ACTUAL<br/>2016-17</b> | <b>ACTUAL<br/>2017-18</b> | <b>ADOPTED<br/>2018-19</b> | <b>PROJECTED<br/>2018-19</b> | <b>PROPOSED<br/>2019-20</b> | <b>APPROVED<br/>2019-20</b> | <b>ADOPTED<br/>2019-20</b> | <b>Adopted<br/>vs. Adopted</b> |
|-----------------------------|---------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|-----------------------------|----------------------------|--------------------------------|
| Beg F/B-Net Working Capital | 4,527,496                 | 5,106,412                 | 4,971,041                  | 5,966,311                    | 6,369,053                   | 6,369,053                   | 6,369,053                  | 28.1%                          |
| System Development Fees     | 1,094,556                 | 1,764,862                 | 750,000                    | 1,272,754                    | 1,800,000                   | 1,800,000                   | 1,800,000                  | 140.0%                         |
| Other                       | 51,528                    | 88,569                    | 70,000                     | 150,110                      | 182,273                     | 182,273                     | 182,273                    | 160.4%                         |
| <b>TOTAL REVENUES</b>       | <b>5,673,581</b>          | <b>6,959,843</b>          | <b>5,791,041</b>           | <b>7,389,175</b>             | <b>8,351,326</b>            | <b>8,351,326</b>            | <b>8,351,326</b>           | <b>44.2%</b>                   |

### WASTEWATER SYSTEM DEVELOPMENT FUND SUMMARY - EXPENDITURES

| <b>FUND 46</b>            | <b>ACTUAL<br/>2016-17</b> | <b>ACTUAL<br/>2017-18</b> | <b>ADOPTED<br/>2018-19</b> | <b>PROJECTED<br/>2018-19</b> | <b>PROPOSED<br/>2019-20</b> | <b>APPROVED<br/>2019-20</b> | <b>ADOPTED<br/>2019-20</b> | <b>Adopted<br/>vs. Adopted</b> |
|---------------------------|---------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|-----------------------------|----------------------------|--------------------------------|
| Debt Service              | 284,078                   | 284,725                   | 209,987                    | 209,987                      | 210,064                     | 210,064                     | 210,064                    | 0.0%                           |
| Transfers Out             | 283,091                   | 708,807                   | 1,673,000                  | 810,135                      | 1,838,400                   | 1,838,400                   | 1,838,400                  | 9.9%                           |
| Contingency               | -                         | -                         | 3,908,054                  | -                            | 6,302,862                   | 6,302,862                   | 6,302,862                  | 61.3%                          |
| <b>TOTAL EXPENDITURES</b> | <b>567,169</b>            | <b>993,532</b>            | <b>5,791,041</b>           | <b>1,020,122</b>             | <b>8,351,326</b>            | <b>8,351,326</b>            | <b>8,351,326</b>           | <b>44.2%</b>                   |

### WASTEWATER CAPITAL PROJECTS FUND SUMMARY - REVENUES

| <b>FUND 04</b>              | <b>ACTUAL<br/>2016-17</b> | <b>ACTUAL<br/>2017-18</b> | <b>ADOPTED<br/>2018-19</b> | <b>PROJECTED<br/>2018-19</b> | <b>PROPOSED<br/>2019-20</b> | <b>APPROVED<br/>2019-20</b> | <b>ADOPTED<br/>2019-20</b> | <b>Adopted<br/>vs. Adopted</b> |
|-----------------------------|---------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|-----------------------------|----------------------------|--------------------------------|
| Beg F/B-Net Working Capital | -                         | -                         | -                          | -                            | -                           | -                           | -                          | 0.0%                           |
| Transfers In-Wastewater     | 1,658,132                 | 2,090,972                 | 3,820,000                  | 2,898,020                    | 4,971,000                   | 4,971,000                   | 4,971,000                  | 30.1%                          |
| Transfers In-Other          | 1,052,033                 | 1,383,022                 | 2,629,000                  | 392,140                      | 6,487,900                   | 6,487,900                   | 6,487,900                  | 146.8%                         |
| <b>TOTAL REVENUES</b>       | <b>2,710,165</b>          | <b>3,473,994</b>          | <b>6,449,000</b>           | <b>3,290,160</b>             | <b>11,458,900</b>           | <b>11,458,900</b>           | <b>11,458,900</b>          | <b>77.7%</b>                   |

### WASTEWATER CAPITAL PROJECTS FUND SUMMARY - EXPENDITURES

| <b>FUND 04</b>              | <b>ACTUAL<br/>2016-17</b> | <b>ACTUAL<br/>2017-18</b> | <b>ADOPTED<br/>2018-19</b> | <b>PROJECTED<br/>2018-19</b> | <b>PROPOSED<br/>2019-20</b> | <b>APPROVED<br/>2019-20</b> | <b>ADOPTED<br/>2019-20</b> | <b>Adopted<br/>vs. Adopted</b> |
|-----------------------------|---------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|-----------------------------|----------------------------|--------------------------------|
| Capital Projects-Wastewater | 1,658,132                 | 2,090,972                 | 3,820,000                  | 2,898,020                    | 4,971,000                   | 4,971,000                   | 4,971,000                  | 30.1%                          |
| Capital Projects-Other      | 1,052,033                 | 1,383,022                 | 2,629,000                  | 392,140                      | 6,487,900                   | 6,487,900                   | 6,487,900                  | 146.8%                         |
| <b>TOTAL EXPENDITURES</b>   | <b>2,710,165</b>          | <b>3,473,994</b>          | <b>6,449,000</b>           | <b>3,290,160</b>             | <b>11,458,900</b>           | <b>11,458,900</b>           | <b>11,458,900</b>          | <b>77.7%</b>                   |

## FUND 06: Wastewater

**17-18 18-19 19-20**

**BUDGETED STAFF FTE: 20.26 20.26 20.64**

### **Department Description**

The wastewater fund is responsible for:

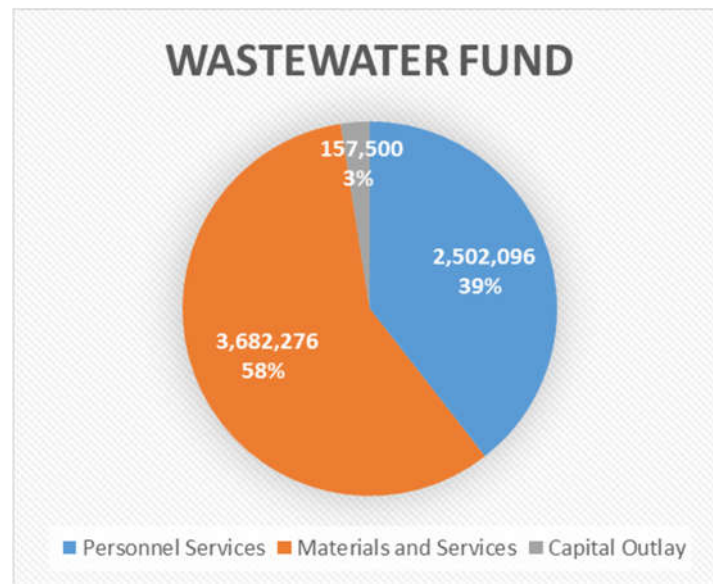
- Planning, design, inspection, and management of capital improvement projects for the replacement and expansion of the wastewater collection, pumping, and treatment systems.
- The design reviews and inspections for construction of public improvements associated with private development projects.
- Operating and maintaining the City's wastewater treatment plant and wastewater pump stations.
- Operating and maintaining the 427,000 gravity linear feet and 29,000 force main linear feet of wastewater collection system piping, 1,657 manholes, and 712 cleanouts throughout the City.
- Routine maintenance: includes pipe cleaning, line video-taping, root and obstruction removal, manhole repair, and pipe lining and replacement projects.
- Collections System pretreatment inspections of grease traps, interceptors, and FOG (Fats, Oils, and Grease) reduction in the collection system.

### **Significant Changes**

- Maintenance Agreements increased for subscription/Support of the OMS Cartegraph System.
- Increase in travel & training budgets due to new staff, personnel changes, increase in certified staff, the National Public Works conference being held in Seattle and additional training requirements.
- Engineering Contractual Services increased over last year to include the Citizen's Rate Review meetings, which occur every 2 years.
- Increase in personnel services to increase the 0.5 FTE Administrative Assistant in Engineering to 1.0 FTE, which is split evenly between Streets, Water, Wastewater, and Stormwater Funds as well as the reassignment of a Maintenance Tech II position from 1.00 FTE in the Water Fund to 25% to the Street, Water, Wastewater, and Stormwater Fund. This reflects a change in job duties and increased technical skills and knowledge requirements related to the management of the Cartegraph OMS System, which is the City's computerized work order and asset management system.
- The operations capital outlay line item increased due to needed replacements for pumps at two lift stations. The existing pumps at Andrew lift station have reached their end of life date (20 years), along with the large River Run subdivision connecting to the station, it has made those pump replacements a high priority. The other lift station pump replacement is at the Hwy 240 lift station, the 12-year old ABS pumps are being replaced with Flygt pumps due to significant failures, which will significantly increase the reliability of the station.
- Another significant increase is in the operations vehicle maintenance line item. The tires on the CAT 930 loader that is used in the composting system need to be replaced at an estimated cost of \$9,000.

## FUND 06: Wastewater cont'd.

|                                      | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|--------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>WASTEWATER FUND</b>               |                   |                   |                    |                      |                     |                     |                    |                        |
| Personnel Services                   | 1,837,179         | 1,994,955         | 2,298,576          | 2,196,788            | 2,512,696           | 2,502,096           | 2,502,096          | 8.9%                   |
| Materials and Services               | 2,673,256         | 2,805,802         | 3,568,995          | 3,391,473            | 3,687,528           | 3,682,276           | 3,682,276          | 3.2%                   |
| Capital Outlay                       | 166,894           | 63,576            | 131,650            | 131,650              | 157,500             | 157,500             | 157,500            | 19.6%                  |
| <b>Total Public Works-Wastewater</b> | <b>4,677,329</b>  | <b>4,864,333</b>  | <b>5,999,221</b>   | <b>5,719,911</b>     | <b>6,357,724</b>    | <b>6,341,872</b>    | <b>6,341,872</b>   | <b>5.7%</b>            |



| ACCOUNT #      | DESCRIPTION                         | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|----------------|-------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>FUND 06</b> | <b>WASTEWATER FUND<br/>REVENUES</b> |                   |                   |                    |                      |                     |                     |                    |                        |
| 06-0000-300000 | Beg F/B-Net Working Capital         | 12,445,970        | 11,973,385        | 10,336,315         | 11,761,812           | 10,633,398          | 10,633,398          | 10,633,398         | 2.9%                   |
| 06-0000-338001 | Reimb Costs-Labor                   | (45)              | 228               | -                  | 76                   | -                   | -                   | -                  | 0.0%                   |
| 06-0000-338002 | Reimb Costs-Capital Project         | 32,447            | 25,506            | 10,000             | 8,819                | 10,000              | 10,000              | 10,000             | 0.0%                   |
| 06-0000-341006 | Technology Fee                      | 1,554             | 4,897             | 6,000              | 5,879                | 6,000               | 6,000               | 6,000              | 0.0%                   |
| 06-0000-342004 | Dev Review and Inspection Fee       | 31,146            | 46,145            | 50,000             | 58,392               | 50,000              | 50,000              | 50,000             | 0.0%                   |
| 06-0000-342005 | Compost Sales/Sawdust Sales         | 28,845            | 53,289            | 30,000             | 30,007               | 30,000              | 30,000              | 30,000             | 0.0%                   |
| 06-0000-343000 | Illinois Street Rental              | 7,301             | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 06-0000-348000 | User Fees                           | 7,459,771         | 7,812,684         | 7,926,163          | 8,172,692            | 8,244,597           | 8,244,597           | 8,244,597          | 4.0%                   |
| 06-0000-349001 | Connection Charges                  | 7,480             | 29,531            | 20,000             | 20,575               | 20,000              | 20,000              | 20,000             | 0.0%                   |
| 06-0000-350000 | Utility Billing Penalties           | 47,828            | 45,180            | 50,000             | 43,885               | 50,000              | 50,000              | 50,000             | 0.0%                   |
| 06-0000-355000 | Other Fees: Septage Dumping         | 105,775           | 145,292           | 90,000             | 103,959              | 90,000              | 90,000              | 90,000             | 0.0%                   |
| 06-0000-360000 | Miscellaneous Revenues              | 1,047             | 298               | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 06-0000-361000 | Interest Earned                     | 123,503           | 193,065           | 185,000            | 269,760              | 300,500             | 300,500             | 300,500            | 62.4%                  |
| 06-0000-361004 | Interest-Other Investments          | -                 | -                 | -                  | 1,484                | -                   | -                   | -                  | 0.0%                   |
| 06-0000-362000 | Energy Partner Program Revenue      | 897               | 2,303             | 800                | 1,264                | 800                 | 800                 | 800                | 0.0%                   |
| 06-0000-364000 | Sale Of Assets                      | 248,116           | 923               | -                  | 59,145               | -                   | -                   | -                  | 0.0%                   |
| 06-0000-390025 | Transfer In-PERS Reserve            | -                 | 2,858             | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| <b>FUND 06</b> | <b>TOTAL REVENUES</b>               | <b>20,541,634</b> | <b>20,335,583</b> | <b>18,704,278</b>  | <b>20,537,749</b>    | <b>19,435,295</b>   | <b>19,435,295</b>   | <b>19,435,295</b>  | <b>3.9%</b>            |

| ACCOUNT #                    | DESCRIPTION                          | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|------------------------------|--------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>PUBLIC WORKS 51XX</b>     |                                      |                   |                   |                    |                      |                     |                     |                    |                        |
| <b>5113</b>                  | <b>WASTEWATER ENGINEERING</b>        |                   |                   |                    |                      |                     |                     |                    |                        |
| 06-5113-410000               | Administrative Salaries              | 49,054            | 53,545            | 57,419             | 57,245               | 60,646              | 60,646              | 60,646             | 5.6%                   |
| 06-5113-420000               | Clerical Salaries                    | 24,464            | 26,073            | 32,330             | 26,976               | 39,710              | 39,710              | 39,710             | 22.8%                  |
| 06-5113-432000               | Engineer Salaries                    | 99,324            | 99,477            | 108,841            | 108,217              | 113,250             | 113,250             | 113,250            | 4.1%                   |
| 06-5113-435000               | Overtime                             | 1,225             | 952               | -                  | 10                   | -                   | -                   | -                  | 0.0%                   |
| 06-5113-438000               | Longevity                            | 480               | 480               | 193                | 274                  | 540                 | 540                 | 540                | 179.8%                 |
| 06-5113-440000               | Misc Fringe Benefits                 | 832               | 891               | 876                | 693                  | -                   | -                   | -                  | -100.0%                |
| 06-5113-441000               | FICA/Medicare                        | 13,065            | 13,529            | 15,274             | 14,628               | 16,384              | 16,384              | 16,384             | 7.3%                   |
| 06-5113-442000               | Workers Compensation                 | 2,204             | 2,185             | 2,730              | 2,368                | 2,958               | 2,958               | 2,958              | 8.4%                   |
| 06-5113-443000               | Unemployment                         | 350               | 181               | 404                | 196                  | 216                 | 216                 | 216                | -46.5%                 |
| 06-5113-444000               | Retirement-PERS                      | 12,931            | 19,156            | 24,937             | 24,011               | 28,360              | 28,360              | 28,360             | 13.7%                  |
| 06-5113-444001               | Retirement-Principal                 | 29,753            | 24,459            | 22,668             | 22,122               | 25,623              | 25,623              | 25,623             | 13.0%                  |
| 06-5113-444002               | Retirement-Pension Bond              | 2,807             | 3,984             | 5,733              | 5,472                | 5,586               | 5,586               | 5,586              | -2.6%                  |
| 06-5113-445000               | Health/Life/LTD                      | 31,708            | 30,512            | 43,235             | 34,167               | 50,856              | 49,578              | 49,578             | 14.7%                  |
| Total Personnel Services     |                                      | 268,197           | 275,423           | 314,640            | 296,379              | 344,129             | 342,851             | 342,851            | 9.0%                   |
| 06-5113-510000               | Office Supplies                      | 984               | 1,153             | 2,200              | 2,200                | 2,200               | 2,200               | 2,200              | 0.0%                   |
| 06-5113-511000               | Postage                              | 12                | -                 | 50                 | 50                   | 50                  | 50                  | 50                 | 0.0%                   |
| 06-5113-515000               | Printing & Advertising               | 109               | 521               | 100                | 100                  | 100                 | 100                 | 100                | 0.0%                   |
| 06-5113-520000               | Dues & Meetings                      | 951               | 754               | 1,020              | 1,020                | 1,120               | 1,120               | 1,120              | 9.8%                   |
| 06-5113-520003               | Recruitment Expense                  | 334               | 51                | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 06-5113-520008               | Recognition                          | -                 | 91                | 125                | 145                  | 125                 | 125                 | 125                | 0.0%                   |
| 06-5113-523000               | Supplies & Equipment                 | 1,112             | 1,138             | 1,320              | 1,320                | 1,320               | 1,320               | 1,320              | 0.0%                   |
| 06-5113-525000               | Travel & Training                    | 1,064             | 2,220             | 6,050              | 6,050                | 8,800               | 8,800               | 8,800              | 45.5%                  |
| 06-5113-526000               | Employee Testing                     | 32                | 19                | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 06-5113-532000               | Bank Fees                            | 518               | 1,487             | 3,000              | 4,372                | 5,000               | 5,000               | 5,000              | 66.7%                  |
| 06-5113-533000               | Contractual Services                 | 1,926             | 15,215            | 5,000              | 5,000                | 13,500              | 13,500              | 13,500             | 170.0%                 |
| 06-5113-533045               | Maintenance Agreements               | 8,295             | 11,815            | 11,725             | 11,725               | 11,850              | 11,850              | 11,850             | 1.1%                   |
| 06-5113-540000               | Utilities                            | -                 | 192               | 194                | 194                  | 200                 | 200                 | 200                | 3.1%                   |
| 06-5113-551000               | Books & Publications                 | -                 | 99                | 200                | 200                  | 200                 | 200                 | 200                | 0.0%                   |
| 06-5113-562000               | Fuel                                 | 734               | 751               | 725                | 725                  | 725                 | 725                 | 725                | 0.0%                   |
| 06-5113-563000               | Vehicle Maintenance                  | 665               | 298               | 650                | 650                  | 650                 | 650                 | 650                | 0.0%                   |
| 06-5113-575100               | Loan Fees                            | 119,501           | 114,434           | 109,232            | 110,634              | 105,574             | 105,574             | 105,574            | -3.3%                  |
| 06-5113-576000               | Recording Fees                       | 81                | -                 | 100                | 100                  | 100                 | 100                 | 100                | 0.0%                   |
| 06-5113-580000               | Professional Services                | -                 | 1,444             | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 06-5113-590000               | Internal Chrg-Admin Support Services | 798,925           | 836,603           | 984,900            | 963,380              | 1,071,582           | 1,066,330           | 1,066,330          | 8.3%                   |
| 06-5113-590004               | Internal Chrg-Facilities (COP)       | 54,977            | 55,888            | 54,562             | 54,562               | 35,786              | 35,786              | 35,786             | -34.4%                 |
| 06-5113-590006               | Internal Chrg-Network Upgrade        | -                 | -                 | 3,227              | 1,980                | 3,960               | 3,960               | 3,960              | 22.7%                  |
| 06-5113-590015               | Internal Chrg-Franchise Fee          | 372,989           | 390,634           | 554,831            | 558,955              | 577,122             | 577,122             | 577,122            | 4.0%                   |
| Total Materials and Services |                                      | 1,363,210         | 1,434,806         | 1,739,211          | 1,723,362            | 1,839,964           | 1,834,712           | 1,834,712          | 5.5%                   |
| 06-5113-610000               | Capital Outlay                       | -                 | 113               | 5,000              | 5,000                | 3,500               | 3,500               | 3,500              | -30.0%                 |
| Total Capital Outlay         |                                      | -                 | 113               | 5,000              | 5,000                | 3,500               | 3,500               | 3,500              | -30.0%                 |
| <b>5113</b>                  | <b>TOTAL WASTEWATER ENGINEERING</b>  | <b>1,631,407</b>  | <b>1,710,342</b>  | <b>2,058,851</b>   | <b>2,024,741</b>     | <b>2,187,593</b>    | <b>2,181,063</b>    | <b>2,181,063</b>   | <b>5.9%</b>            |



| ACCOUNT #      | DESCRIPTION                         | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|----------------|-------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>5131</b>    | <b>WASTEWATER OPERATIONS</b>        |                   |                   |                    |                      |                     |                     |                    |                        |
| 06-5131-410000 | Administrative Salaries             | 72,456            | 77,724            | 83,207             | 83,153               | 90,051              | 90,051              | 90,051             | 8.2%                   |
| 06-5131-420000 | Clerical Salaries                   | 25,911            | 32,064            | 32,717             | 34,161               | 37,615              | 37,615              | 37,615             | 15.0%                  |
| 06-5131-431000 | Salaries & Wages                    | 474,301           | 472,255           | 484,932            | 436,907              | 504,780             | 504,780             | 504,780            | 4.1%                   |
| 06-5131-433000 | Summer Help                         | 3,744             | 3,784             | 7,134              | 5,325                | 8,113               | 8,113               | 8,113              | 13.7%                  |
| 06-5131-435000 | Overtime                            | 532               | 2,585             | 5,000              | 5,000                | 5,000               | 5,000               | 5,000              | 0.0%                   |
| 06-5131-436000 | On Call Pay                         | 6,153             | 7,156             | 6,400              | 7,723                | 6,400               | 6,400               | 6,400              | 0.0%                   |
| 06-5131-438000 | Longevity                           | 1,200             | 2,940             | 5,040              | 5,822                | 7,394               | 7,394               | 7,394              | 46.7%                  |
| 06-5131-440000 | Misc Fringe Benefits                | 3,840             | 3,200             | 3,200              | 2,020                | -                   | -                   | -                  | -100.0%                |
| 06-5131-441000 | FICA/Medicare                       | 43,643            | 44,156            | 48,013             | 43,601               | 50,441              | 50,441              | 50,441             | 5.1%                   |
| 06-5131-442000 | Workers Compensation                | 24,434            | 22,865            | 25,714             | 22,617               | 29,160              | 29,160              | 29,160             | 13.4%                  |
| 06-5131-443000 | Unemployment                        | 1,193             | 602               | 1,262              | 585                  | 665                 | 665                 | 665                | -47.3%                 |
| 06-5131-444000 | Retirement-PERS                     | -                 | -                 | -                  | 3,252                | 14,221              | 14,221              | 14,221             | 100.0%                 |
| 06-5131-444001 | Retirement-Principal                | 176,837           | 205,692           | 233,379            | 208,971              | 228,159             | 228,159             | 228,159            | -2.2%                  |
| 06-5131-444002 | Retirement-Pension Bond             | -                 | -                 | -                  | 589                  | 2,632               | 2,632               | 2,632              | 100.0%                 |
| 06-5131-445000 | Health/Life/LTD                     | 158,389           | 157,328           | 170,459            | 156,594              | 188,460             | 183,729             | 183,729            | 7.8%                   |
|                | <b>Total Personnel Services</b>     | <b>992,634</b>    | <b>1,032,350</b>  | <b>1,106,457</b>   | <b>1,016,320</b>     | <b>1,173,091</b>    | <b>1,168,360</b>    | <b>1,168,360</b>   | <b>5.6%</b>            |
| 06-5131-510000 | Office Supplies                     | 1,136             | 1,308             | 2,800              | 2,800                | 2,800               | 2,800               | 2,800              | 0.0%                   |
| 06-5131-511000 | Postage                             | 162               | 116               | 700                | 700                  | 700                 | 700                 | 700                | 0.0%                   |
| 06-5131-512000 | Uniforms                            | 3,236             | 4,018             | 6,250              | 6,250                | 6,250               | 6,250               | 6,250              | 0.0%                   |
| 06-5131-515000 | Printing & Advertising              | 1,986             | 2,565             | 2,000              | 2,000                | 2,000               | 2,000               | 2,000              | 0.0%                   |
| 06-5131-520000 | Dues & Meetings                     | 1,672             | 1,907             | 4,500              | 4,500                | 4,500               | 4,500               | 4,500              | 0.0%                   |
| 06-5131-520003 | Recruitment Expense                 | 245               | -                 | 1,000              | -                    | 1,000               | 1,000               | 1,000              | 0.0%                   |
| 06-5131-523000 | Supplies & Equipment                | 13,753            | 8,197             | 18,000             | 12,073               | 12,000              | 12,000              | 12,000             | -33.3%                 |
| 06-5131-523100 | Small Tools                         | 5,869             | 7,550             | 8,000              | 9,237                | 12,000              | 12,000              | 12,000             | 50.0%                  |
| 06-5131-524000 | Safety Program                      | 2,711             | 2,882             | 10,000             | 7,929                | 10,000              | 10,000              | 10,000             | 0.0%                   |
| 06-5131-525000 | Travel & Training                   | 10,787            | 7,078             | 11,800             | 10,851               | 14,600              | 14,600              | 14,600             | 23.7%                  |
| 06-5131-526000 | Employee Testing                    | 2,290             | 2,258             | 2,600              | 2,548                | 2,800               | 2,800               | 2,800              | 7.7%                   |
| 06-5131-532000 | Bank Fees                           | 954               | 2,099             | 2,000              | 3,225                | 3,000               | 3,000               | 3,000              | 50.0%                  |
| 06-5131-533000 | Contractual Services                | 40,944            | 68,505            | 82,000             | 77,143               | 73,000              | 73,000              | 73,000             | -11.0%                 |
| 06-5131-533045 | Maintenance Agreements              | 10,832            | 7,043             | 26,500             | 26,500               | 26,500              | 26,500              | 26,500             | 0.0%                   |
| 06-5131-537000 | Operating Supplies                  | 189,420           | 187,383           | 279,994            | 220,780              | 273,614             | 273,614             | 273,614            | -2.3%                  |
| 06-5131-540000 | Utilities                           | 367,538           | 340,992           | 350,000            | 350,000              | 350,000             | 350,000             | 350,000            | 0.0%                   |
| 06-5131-545000 | Lab Supplies                        | 18,567            | 16,482            | 20,000             | 18,420               | 20,000              | 20,000              | 20,000             | 0.0%                   |
| 06-5131-546000 | Permits & Fees                      | 20,109            | 21,433            | 26,160             | 33,453               | 28,320              | 28,320              | 28,320             | 8.3%                   |
| 06-5131-547000 | Analytical Lab Testing              | 12,991            | 13,430            | 25,600             | 12,639               | 26,160              | 26,160              | 26,160             | 2.2%                   |
| 06-5131-548000 | Industrial Pretreatment             | 7,636             | 2,688             | 5,320              | 5,175                | 5,560               | 5,560               | 5,560              | 4.5%                   |
| 06-5131-551000 | Books & Publications                | 75                | 419               | 400                | 400                  | 600                 | 600                 | 600                | 50.0%                  |
| 06-5131-560000 | Property Taxes                      | -                 | -                 | 480                | 480                  | 480                 | 480                 | 480                | 0.0%                   |
| 06-5131-562000 | Fuel                                | 4,936             | 3,744             | 12,000             | 7,766                | 12,000              | 12,000              | 12,000             | 0.0%                   |
| 06-5131-563000 | Vehicle Maintenance                 | 2,496             | 7,024             | 7,500              | 7,027                | 16,500              | 16,500              | 16,500             | 120.0%                 |
| 06-5131-566000 | Equip Repair & Maintenance          | 124,549           | 165,188           | 185,000            | 152,660              | 185,000             | 185,000             | 185,000            | 0.0%                   |
| 06-5131-568000 | Pump Station Maintenance            | 8,791             | 10,156            | 25,000             | 25,000               | 25,000              | 25,000              | 25,000             | 0.0%                   |
| 06-5131-571000 | Building & Grounds Maintenance      | 35,496            | 8,227             | 71,500             | 68,812               | 77,000              | 77,000              | 77,000             | 7.7%                   |
| 06-5131-580000 | Professional Services               | -                 | -                 | -                  | 563                  | -                   | -                   | -                  | 0.0%                   |
| 06-5131-590001 | Internal Chrg-Veh/Equip             | 54,050            | 71,430            | 72,930             | 72,930               | 72,930              | 72,930              | 72,930             | 0.0%                   |
| 06-5131-590002 | Internal Chrg-Computers             | -                 | -                 | 750                | 750                  | 750                 | 750                 | 750                | 0.0%                   |
|                | <b>Total Materials and Services</b> | <b>943,230</b>    | <b>964,124</b>    | <b>1,260,784</b>   | <b>1,142,611</b>     | <b>1,265,064</b>    | <b>1,265,064</b>    | <b>1,265,064</b>   | <b>0.3%</b>            |
| 06-5131-610000 | Capital Outlay                      | 115,961           | 63,463            | 126,650            | 126,650              | 154,000             | 154,000             | 154,000            | 21.6%                  |
| 06-5131-610400 | Capital Outlay-Ops Vehicle Replac   | 50,932            | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
|                | <b>Total Capital Outlay</b>         | <b>166,894</b>    | <b>63,463</b>     | <b>126,650</b>     | <b>126,650</b>       | <b>154,000</b>      | <b>154,000</b>      | <b>154,000</b>     | <b>21.6%</b>           |
| <b>5131</b>    | <b>TOTAL WASTEWATER OPERATIONS</b>  | <b>2,102,758</b>  | <b>2,059,937</b>  | <b>2,493,891</b>   | <b>2,285,581</b>     | <b>2,592,155</b>    | <b>2,587,424</b>    | <b>2,587,424</b>   | <b>3.8%</b>            |

| ACCOUNT #      | DESCRIPTION                            | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|----------------|--|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>5132</b>    | <b>WASTEWATER MAINTENANCE</b>          |                   |                   |                    |                      |                     |                     |                    |                        |
| 06-5132-410000 | Administrative Salaries                | 21,782            | 68,944            | 80,916             | 80,865               | 86,292              | 86,292              | 86,292             | 6.6%                   |
| 06-5132-420000 | Clerical Salaries                      | 10,118            | 10,629            | 11,231             | 12,056               | 12,863              | 12,863              | 12,863             | 14.5%                  |
| 06-5132-431000 | Salaries & Wages                       | 292,249           | 292,922           | 394,983            | 375,070              | 419,055             | 419,055             | 419,055            | 6.1%                   |
| 06-5132-435000 | Overtime                               | 1,005             | 2,680             | 4,000              | 4,149                | 4,000               | 4,000               | 4,000              | 0.0%                   |
| 06-5132-436000 | On Call Pay                            | 2,653             | 2,824             | 5,000              | 6,850                | 5,000               | 5,000               | 5,000              | 0.0%                   |
| 06-5132-438000 | Longevity                              | 3,860             | 5,930             | 9,900              | 9,120                | 10,740              | 10,740              | 10,740             | 8.5%                   |
| 06-5132-440000 | Misc Fringe Benefits                   | 985               | 1,333             | 1,120              | 1,245                | -                   | -                   | -                  | -100.0%                |
| 06-5132-441000 | FICA/Medicare                          | 24,984            | 28,274            | 38,798             | 36,761               | 41,156              | 41,156              | 41,156             | 6.1%                   |
| 06-5132-442000 | Workers Compensation                   | 21,039            | 21,255            | 24,457             | 24,949               | 30,803              | 30,803              | 30,803             | 25.9%                  |
| 06-5132-443000 | Unemployment                           | 683               | 383               | 1,020              | 495                  | 544                 | 544                 | 544                | -46.7%                 |
| 06-5132-444000 | Retirement-PERS                        | -                 | -                 | 12,336             | 1,791                | 5,642               | 5,642               | 5,642              | -54.3%                 |
| 06-5132-444001 | Retirement-Principal                   | 99,365            | 132,555           | 146,680            | 175,135              | 195,677             | 195,677             | 195,677            | 33.4%                  |
| 06-5132-444002 | Retirement-Pension Bond                | -                 | -                 | 2,623              | 542                  | 1,484               | 1,484               | 1,484              | -43.4%                 |
| 06-5132-445000 | Health/Life/LTD                        | 97,624            | 119,453           | 144,415            | 155,061              | 182,220             | 177,629             | 177,629            | 23.0%                  |
|                | <b>Total Personnel Services</b>        | <b>576,348</b>    | <b>687,181</b>    | <b>877,479</b>     | <b>884,089</b>       | <b>995,476</b>      | <b>990,885</b>      | <b>990,885</b>     | <b>12.9%</b>           |
| 06-5132-512000 | Uniforms                               | 3,450             | 2,141             | 3,500              | 3,500                | 3,500               | 3,500               | 3,500              | 0.0%                   |
| 06-5132-520000 | Dues & Meetings                        | 2,776             | 2,723             | 4,500              | 4,500                | 4,500               | 4,500               | 4,500              | 0.0%                   |
| 06-5132-520003 | Recruitment Expense                    | 765               | 576               | 1,500              | 500                  | 1,500               | 1,500               | 1,500              | 0.0%                   |
| 06-5132-523000 | Supplies & Equipment                   | 14,202            | 12,547            | 13,000             | 12,000               | 13,000              | 13,000              | 13,000             | 0.0%                   |
| 06-5132-523100 | Small Tools                            | 7,230             | 5,239             | 6,000              | 6,000                | 6,000               | 6,000               | 6,000              | 0.0%                   |
| 06-5132-524000 | Safety Program                         | -                 | -                 | 1,000              | 1,000                | 1,000               | 1,000               | 1,000              | 0.0%                   |
| 06-5132-525000 | Travel & Training                      | 6,520             | 11,908            | 10,000             | 15,000               | 15,000              | 15,000              | 15,000             | 50.0%                  |
| 06-5132-526000 | Employee Testing                       | 1,906             | 628               | 1,000              | 1,000                | 1,000               | 1,000               | 1,000              | 0.0%                   |
| 06-5132-533000 | Contractual Services                   | 21,304            | 50,790            | 50,000             | 50,000               | 60,000              | 60,000              | 60,000             | 20.0%                  |
| 06-5132-533045 | Maintenance Agreements                 | 6,442             | 2,943             | 6,500              | 15,000               | 20,000              | 20,000              | 20,000             | 207.7%                 |
| 06-5132-538301 | Inflow/Infiltration Correction         | -                 | 3,902             | 75,000             | 50,000               | 60,000              | 60,000              | 60,000             | -20.0%                 |
| 06-5132-538306 | Wastewater Rehabilitation              | 35,250            | 49,206            | 85,000             | 70,000               | 85,000              | 85,000              | 85,000             | 0.0%                   |
| 06-5132-538307 | Wastewater System Replacement          | 7,409             | 57,708            | 30,000             | 30,000               | 30,000              | 30,000              | 30,000             | 0.0%                   |
| 06-5132-538323 | Manhole Rehabilitation                 | 29,510            | -                 | 35,000             | 35,000               | 35,000              | 35,000              | 35,000             | 0.0%                   |
| 06-5132-538325 | Lateral Replacement                    | 11,597            | 4,060             | 25,000             | 20,000               | 25,000              | 25,000              | 25,000             | 0.0%                   |
| 06-5132-540000 | Utilities                              | 3,241             | 3,473             | 4,000              | 3,000                | 4,000               | 4,000               | 4,000              | 0.0%                   |
| 06-5132-560000 | Property Taxes                         | 1,574             | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 06-5132-562000 | Fuel                                   | 8,060             | 10,875            | 17,000             | 13,000               | 17,000              | 17,000              | 17,000             | 0.0%                   |
| 06-5132-563000 | Vehicle Maintenance                    | 7,601             | 14,894            | 16,000             | 16,000               | 16,000              | 16,000              | 16,000             | 0.0%                   |
| 06-5132-566000 | Equip Repair & Maintenance             | 11,938            | 5,376             | 10,000             | 10,000               | 10,000              | 10,000              | 10,000             | 0.0%                   |
| 06-5132-567000 | Pipe & Materials                       | 7,334             | 17,885            | 25,000             | 20,000               | 25,000              | 25,000              | 25,000             | 0.0%                   |
| 06-5132-590001 | Internal Chrg-Veh/Equip                | 148,709           | 150,000           | 150,000            | 150,000              | 150,000             | 150,000             | 150,000            | 0.0%                   |
| 06-5132-590002 | Internal Chrg-Computers                | 30,000            | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
|                | <b>Total Materials and Services</b>    | <b>366,816</b>    | <b>406,873</b>    | <b>569,000</b>     | <b>525,500</b>       | <b>582,500</b>      | <b>582,500</b>      | <b>582,500</b>     | <b>2.4%</b>            |
| <b>5132</b>    | <b>TOTAL WASTEWATER MAINTENANCE</b>    | <b>943,164</b>    | <b>1,094,054</b>  | <b>1,446,479</b>   | <b>1,409,589</b>     | <b>1,577,976</b>    | <b>1,573,385</b>    | <b>1,573,385</b>   | <b>8.8%</b>            |
|                | <b>TOTAL PUBLIC WORKS (WASTEWATER)</b> | <b>4,677,329</b>  | <b>4,864,333</b>  | <b>5,999,221</b>   | <b>5,719,911</b>     | <b>6,357,724</b>    | <b>6,341,872</b>    | <b>6,341,872</b>   | <b>5.7%</b>            |

| ACCOUNT #                   | DESCRIPTION                           | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|-----------------------------|---------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>NONDEPARTMENTAL 91XX</b> |                                       |                   |                   |                    |                      |                     |                     |                    |                        |
| <b>9130</b>                 | <b>SPECIAL PAYMENTS</b>               |                   |                   |                    |                      |                     |                     |                    |                        |
| 06-9130-601000              | Private Lateral Rehab Loans           | -                 | -                 | 50,000             | -                    | 50,000              | 50,000              | 50,000             | 0.0%                   |
| <b>9130</b>                 | <b>TOTAL SPECIAL PAYMENTS</b>         | <b>-</b>          | <b>-</b>          | <b>50,000</b>      | <b>-</b>             | <b>50,000</b>       | <b>50,000</b>       | <b>50,000</b>      | <b>0.0%</b>            |
| <b>9150</b>                 | <b>DEBT SERVICE - PRINCIPAL</b>       |                   |                   |                    |                      |                     |                     |                    |                        |
| 06-9150-608000              | Loan: Effluent Reuse                  | 129,827           | 134,367           | 143,967            | 143,967              | 130,398             | 130,398             | 130,398            | -9.4%                  |
| 06-9150-609000              | Loan: WW Property Expansion           | 193,000           | 193,000           | 193,000            | 193,000              | -                   | -                   | -                  | -100.0%                |
| 06-9150-609001              | Loan: DEQ #R68820                     | 469,782           | 483,409           | 497,432            | -                    | -                   | -                   | -                  | -100.0%                |
| 06-9150-609002              | Loan: DEQ #R68821                     | 270,104           | 550,175           | 563,736            | -                    | -                   | -                   | -                  | -100.0%                |
| 06-9150-609003              | Loan: DEQ #R68822                     | -                 | -                 | -                  | 1,011,852            | 1,073,509           | 1,073,509           | 1,073,509          | 100.0%                 |
| 06-9150-615000              | 2015 Refunding Bond                   | 236,603           | 239,974           | 248,095            | 248,095              | -                   | -                   | -                  | -100.0%                |
|                             | <b>Total Debt Service - Principal</b> | <b>1,299,316</b>  | <b>1,600,925</b>  | <b>1,646,230</b>   | <b>1,596,914</b>     | <b>1,203,907</b>    | <b>1,203,907</b>    | <b>1,203,907</b>   | <b>-26.9%</b>          |
| <b>9160</b>                 | <b>DEBT SERVICE - INTEREST</b>        |                   |                   |                    |                      |                     |                     |                    |                        |
| 06-9160-608000              | Loan: Effluent Reuse                  | 102,379           | 97,186            | 66,020             | 66,020               | 79,666              | 79,666              | 79,666             | 20.7%                  |
| 06-9160-609000              | Loan: WW Property Expansion           | 24,318            | 16,212            | 8,106              | 4,030                | -                   | -                   | -                  | -100.0%                |
| 06-9160-609001              | Loan: DEQ #R68820                     | 299,020           | 285,393           | 271,370            | -                    | -                   | -                   | -                  | -100.0%                |
| 06-9160-609002              | Loan: DEQ #R68821                     | 735,043           | 318,355           | 304,794            | -                    | -                   | -                   | -                  | -100.0%                |
| 06-9160-609003              | Loan: DEQ #R68822                     | -                 | -                 | -                  | 426,490              | 364,833             | 364,833             | 364,833            | 100.0%                 |
| 06-9160-615000              | 2015 Refunding Bond                   | 15,159            | 9,202             | 3,101              | 3,101                | -                   | -                   | -                  | -100.0%                |
|                             | <b>Total Debt Service - Interest</b>  | <b>1,175,919</b>  | <b>726,348</b>    | <b>653,391</b>     | <b>499,641</b>       | <b>444,499</b>      | <b>444,499</b>      | <b>444,499</b>     | <b>-32.0%</b>          |
| <b>9150/9160</b>            | <b>TOTAL DEBT SERVICE</b>             | <b>2,475,235</b>  | <b>2,327,273</b>  | <b>2,299,621</b>   | <b>2,096,555</b>     | <b>1,648,406</b>    | <b>1,648,406</b>    | <b>1,648,406</b>   | <b>-28.3%</b>          |
| <b>9170</b>                 | <b>TRANSFERS</b>                      |                   |                   |                    |                      |                     |                     |                    |                        |
| 06-9170-904000              | Transfer Out-Capital Projects         | 1,382,605         | 1,382,165         | 2,147,000          | 2,087,885            | 3,132,600           | 3,132,600           | 3,132,600          | 45.9%                  |
| 06-9170-907000              | Transfer Out-Water Fund               | 30,258            | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 06-9170-925000              | Transfer Out-PERS Reserve Fund        | 2,821             | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| <b>9170</b>                 | <b>TOTAL TRANSFERS</b>                | <b>1,415,684</b>  | <b>1,382,165</b>  | <b>2,147,000</b>   | <b>2,087,885</b>     | <b>3,132,600</b>    | <b>3,132,600</b>    | <b>3,132,600</b>   | <b>45.9%</b>           |
| <b>9180</b>                 | <b>RESERVES</b>                       |                   |                   |                    |                      |                     |                     |                    |                        |
| 06-9180-800000              | Contingency                           | -                 | -                 | 629,624            | -                    | 2,248,905           | 2,253,661           | 2,253,661          | 257.9%                 |
| 06-9180-826000              | Reserve-Wastewater CIP's              | -                 | -                 | 6,730,275          | -                    | 5,247,445           | 5,258,541           | 5,258,541          | -21.9%                 |
| 06-9180-840000              | Contingency-Debt Service              | -                 | -                 | 848,537            | -                    | 750,215             | 750,215             | 750,215            | -11.6%                 |
| <b>9180</b>                 | <b>TOTAL RESERVES</b>                 | <b>-</b>          | <b>-</b>          | <b>8,208,436</b>   | <b>-</b>             | <b>8,246,565</b>    | <b>8,262,417</b>    | <b>8,262,417</b>   | <b>0.7%</b>            |
|                             | <b>TOTAL NONDEPARTMENTAL</b>          | <b>3,890,920</b>  | <b>3,709,438</b>  | <b>12,705,057</b>  | <b>4,184,440</b>     | <b>13,077,571</b>   | <b>13,093,423</b>   | <b>13,093,423</b>  | <b>3.1%</b>            |
| <b>FUND 06</b>              | <b>TOTAL WASTEWATER FUND</b>          | <b>8,568,249</b>  | <b>8,573,771</b>  | <b>18,704,278</b>  | <b>9,904,351</b>     | <b>19,435,295</b>   | <b>19,435,295</b>   | <b>19,435,295</b>  | <b>3.9%</b>            |
|                             | <b>ENDING FUND BALANCE</b>            | <b>11,973,385</b> | <b>11,761,812</b> | <b>-</b>           | <b>10,633,398</b>    | <b>-</b>            | <b>-</b>            | <b>-</b>           | <b>0.0%</b>            |

## FUND 46: Wastewater System Development Charges

|                     | <u>17-18</u> | <u>18-19</u> | <u>19-20</u> |
|---------------------|--------------|--------------|--------------|
| BUDGETED STAFF FTE: | 0.00         | 0.00         | 0.00         |

### Description

Wastewater System Development Charges (SDCs) are paid by developers on building permits. They are used to provide additional capacity to the City's infrastructure and can only be spent on capital projects listed in the Wastewater Master Plan.

### Significant Changes

Revenue increases result from anticipated increased activity in commercial development.

| ACCOUNT #        | DESCRIPTION  | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|------------------|--|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>FUND 46</b>   | <b>WASTEWATER SYSTEM DEVELOPMENT FUND REVENUES</b> |                   |                   |                    |                      |                     |                     |                    |                        |
| 46-0000-300000   | Beg F/B-Net Working Capital                        | 4,527,496         | 5,106,412         | 4,971,041          | 5,966,311            | 6,369,053           | 6,369,053           | 6,369,053          | 28.1%                  |
| 46-0000-349002   | System Development Fees                            | 1,094,556         | 1,764,862         | 750,000            | 1,272,754            | 1,800,000           | 1,800,000           | 1,800,000          | 140.0%                 |
| 46-0000-361000   | Interest Earned                                    | 51,514            | 87,918            | 70,000             | 145,326              | 175,000             | 175,000             | 175,000            | 150.0%                 |
| 46-0000-361001   | Interest-Receiveables                              | 15                | 46                | -                  | 64                   | 7,273               | 7,273               | 7,273              | 100.0%                 |
| 46-0000-361004   | Interest-Other Investments                         | -                 | -                 | -                  | 1,484                | -                   | -                   | -                  | 0.0%                   |
| 46-0000-363000   | Assessment Installments                            | -                 | 605               | -                  | 3,236                | -                   | -                   | -                  | 0.0%                   |
| <b>FUND 46</b>   | <b>TOTAL REVENUES</b>                              | <b>5,673,581</b>  | <b>6,959,843</b>  | <b>5,791,041</b>   | <b>7,389,175</b>     | <b>8,351,326</b>    | <b>8,351,326</b>    | <b>8,351,326</b>   | <b>44.2%</b>           |
| <b>9150</b>      | <b>DEBT SERVICE - PRINCIPAL</b>                    |                   |                   |                    |                      |                     |                     |                    |                        |
| 46-9150-608000   | Loan: Effluent Reuse                               | 129,827           | 134,367           | 143,967            | 143,967              | 130,398             | 130,398             | 130,398            | -9.4%                  |
| 46-9150-615000   | 2015 Refunding Bond                                | 49,934            | 52,515            | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
|                  | Total Debt Service - Principal                     | 179,762           | 186,882           | 143,967            | 143,967              | 130,398             | 130,398             | 130,398            | -9.4%                  |
| <b>9160</b>      | <b>DEBT SERVICE - INTEREST</b>                     |                   |                   |                    |                      |                     |                     |                    |                        |
| 46-9160-608000   | Loan: Effluent Reuse                               | 102,379           | 97,186            | 66,020             | 66,020               | 79,666              | 79,666              | 79,666             | 20.7%                  |
| 46-9160-615000   | 2015 Refunding Bond                                | 1,937             | 656               | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
|                  | Total Debt Service - Interest                      | 104,316           | 97,842            | 66,020             | 66,020               | 79,666              | 79,666              | 79,666             | 20.7%                  |
| <b>9150/9160</b> | <b>TOTAL DEBT SERVICE</b>                          | <b>284,078</b>    | <b>284,725</b>    | <b>209,987</b>     | <b>209,987</b>       | <b>210,064</b>      | <b>210,064</b>      | <b>210,064</b>     | <b>0.0%</b>            |
| <b>9170</b>      | <b>TRANSFERS</b>                                   |                   |                   |                    |                      |                     |                     |                    |                        |
| 46-9170-904000   | Transfer Out-Capital Projects                      | 275,526           | 708,807           | 1,673,000          | 810,135              | 1,838,400           | 1,838,400           | 1,838,400          | 9.9%                   |
| 46-9170-907000   | Transfer Out-Water Fund                            | 7,565             | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| <b>9170</b>      | <b>TOTAL TRANSFERS</b>                             | <b>283,091</b>    | <b>708,807</b>    | <b>1,673,000</b>   | <b>810,135</b>       | <b>1,838,400</b>    | <b>1,838,400</b>    | <b>1,838,400</b>   | <b>9.9%</b>            |
| <b>9180</b>      | <b>RESERVES</b>                                    |                   |                   |                    |                      |                     |                     |                    |                        |
| 46-9180-800000   | Contingency  | -                 | -                 | 3,908,054          | -                    | 6,302,862           | 6,302,862           | 6,302,862          | 61.3%                  |
| <b>9180</b>      | <b>TOTAL RESERVES</b>                              | <b>-</b>          | <b>-</b>          | <b>3,908,054</b>   | <b>-</b>             | <b>6,302,862</b>    | <b>6,302,862</b>    | <b>6,302,862</b>   | <b>61.3%</b>           |
| <b>FUND 46</b>   | <b>TOTAL WASTEWATER SDC FUND</b>                   | <b>567,169</b>    | <b>993,532</b>    | <b>5,791,041</b>   | <b>1,020,122</b>     | <b>8,351,326</b>    | <b>8,351,326</b>    | <b>8,351,326</b>   | <b>44.2%</b>           |
|                  | ENDING FUND BALANCE                                | 5,106,412         | 5,966,311         | -                  | 6,369,053            | -                   | -                   | -                  | 0.0%                   |

## FUND 04: Proprietary Capital Projects – Wastewater

17-18 18-19 19-20  
BUDGETED STAFF FTE: 0.00 0.00 0.00

### Department Description

The Engineering Services Department manages the planning, design, and construction of the wastewater fund capital improvement projects. The projects proposed for the FY 2019-20 budget are as follows:

- **Inflow and Infiltration (I&I) Projects:** The 2015 Inflow and Infiltration Report identified the need for significant replacement/rehabilitation of the older sections of the wastewater collections system throughout the City. The goal of the project is to replace the aging pipe infrastructure to reduce system maintenance costs and to reduce the inflow and infiltration to lower operating costs at the wastewater treatment plant, based on the priorities listed in the report.
- **WWTP Oxidation Ditch Repairs and brush rotor replacements:** In order to maximize the efficiency of our existing oxidation ditches the 30 year old brush rotors need to be replaced. The brush rotors are key in mixing and aeration of the wastewater enabling the bacteria to complete their work. Structural repairs were completed last summer to oxidation ditch #2. Only one ditch can be offline at any one time, and only during the summer months, therefore, the replacement of the rotors and the structural upgrades to ditch #1 are shown to be completed over multiple years.
- **Roofing, Painting & Maintenance at the Wastewater Treatment Plant:** The maintenance of roofs and gutters on the existing buildings at the 1980's treatment plant was deferred by prior administrations. The next in line for replacement is the operations building which will coincide with the remodel of that building, and will be followed by roofing on the secondary building and compost tunnels in future years.
- **Fernwood and Creekside Lift Station Coatings:** This project will involve bypass pumping around each station for a period of time for cleaning of the wastewater wet well and applying the coating material. In addition to solving the concrete erosion and grout problems at both lift stations, it will also provide for much easier cleaning and maintenance as there will no longer be a porous surface for grease and debris to attach to.
- **6<sup>th</sup> Street from Blaine to River:** This existing wastewater line on 6<sup>th</sup> Street from Blaine Street to River Street is between 70 to 80 years old. The line is made of clay and the manholes are brick. This project will bring this service line up-to-date meeting today's standards.
- **Wastewater System Plan Update:** The adoption of the Riverfront Master Plan will require an update to the existing Wastewater System Plan. This update will also evaluate the 'surcharging' definition and the feasibility of changing basins for a portion of the system north of 99W and east of N Springbrook Road.
- **Wastewater Treatment Plant Sawdust Bays:** The current compost cure bay setup is configured to allow staff to use three of the covered storage bays as compost curing bays. They are equipped with blowers and temperature probes that enable the curing of compost to meet the permit class A compost temperature requirements. This additional four-bay structure will allow to move the sawdust over closer to where we use it, will provide us an additional two bays that we can use for compost curing, and still leave us two additional bays to use to keep either recycled compost or sale compost dry during the winter.

- **Compost Sale Pile Cover:** This project is to install a cover over the compost that is produced over the winter months for sale during the spring/summer/fall months. There are several benefits to covering the compost, the first is to prevent the rain from washing solids out of the compost pile and back into the plant, which then requires us to send those solids back through the treatment process. The second is that the cover will provide for a high quality of dry product for our customers that come in during the spring, which is the busiest time of year for compost sales. A third potential benefit is that some of this dry compost could be used for dry recycle during the wet months and allowing us to increase our composting efficiency in the winter months when dry recycle compost is hard to come by.
- **Hess Creek Lining:** This project is identified as C1.A in the 2018 Wastewater Master Plan update and is a priority project. Currently the access to Hess Creek is limited and undersized in some locations. This project will line the upper portion of the Hess Creek trunk line to reduce I&I influence and extend the life of the pipe. Flow monitoring will also be implemented after the lining to inform the design phase of Hess Creek Phase 2 lining/upgrades.
- **Clarifier Study:** The recommendation for this study was made in the 2018 Wastewater Master Plan Update. Currently our clarifiers are working well, and are able to handle the peak flow events that occur at the plant several times a year during large rainstorms. The clarifiers are rated for 1,200 gallons per day per square foot, which is an old industry standard, and based on the loading on these clarifiers during these occasional peak flow events we would need to add additional clarifier capacity soon. This project would grant us regulatory approval to increase the allowable loading on the clarifiers and delay the need for the additional clarifiers.
- **Crestview Drive Wastewater:** As a part of the construction of Crestview Drive from the city limits to N Springbrook Road, the wastewater line will be installed where feasible.
- **Wastewater Treatment Plant Remodel:** The existing treatment plant administration building was constructed in 1987 and has a lot of underutilized space that was former shop, storage, and generator rooms. The existing lab and men's locker room are 30+ years old and are undersized, near end of life, and are poorly configured. The proposed remodel will allow for the expansion of the men's locker room, upgrades to the network wiring, addition of a copier/work/mail room, and replacement of the lab cupboards/sinks/countertops/flooring/ventilation system. Staff work stations and offices will be also upgraded as budget allows.
- **Maintenance Yard:** The Cal Portland site adjacent to the existing public works maintenance yard was purchased in the fall of 2015. Work continues on the maintenance facility, which includes items such as removing/upgrading existing improvements, repair/replacement of pavement, upgrades to existing buildings, installation of additional covered storage for equipment, installation of a fuel station for city vehicles and for emergency fuel, landscaping, fencing, and improvements to building and yard lighting and security systems.
- **Chehalem Drive Extension Project:** This project would extend the public wastewater line from the existing terminus on the east side of Chehalem Creek on Hwy 240 to NE Chehalem Drive, then north on Chehalem Drive to just south of the intersection with Columbia Drive. This project would be constructed in conjunction with a similar waterline extension project and will allow for a more orderly future development in the region.

| ACCOUNT #      | DESCRIPTION                                 | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|----------------|---|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>FUND 04</b> | <b>PROPRIETARY CAPITAL PROJECTS</b>         |                   |                   |                    |                      |                     |                     |                    |                        |
|                | <b>REVENUES</b>                             |                   |                   |                    |                      |                     |                     |                    |                        |
| 04-0000-390006 | Transfer In-Wastewater Fund                 | 1,382,605         | 1,382,165         | 2,147,000          | 2,087,885            | 3,132,600           | 3,132,600           | 3,132,600          | 45.9%                  |
| 04-0000-390046 | Transfer In-Wastewater SDC                  | 275,526           | 708,807           | 1,673,000          | 810,135              | 1,838,400           | 1,838,400           | 1,838,400          | 9.9%                   |
| <b>5150</b>    | <b>CAPITAL PROJECTS</b>                     |                   |                   |                    |                      |                     |                     |                    |                        |
|                | <b>WASTEWATER PROJECTS</b>                  |                   |                   |                    |                      |                     |                     |                    |                        |
| 04-5150-706301 | Inflow/Infiltration Projects                | 231,761           | 302,701           | 975,000            | 1,074,750            | 630,000             | 630,000             | 630,000            | -35.4%                 |
| 04-5150-706308 | Wastewater Master Plan                      | 120,680           | 227,604           | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 04-5150-706310 | Oxidation Ditches                           | 145,415           | 523,537           | -                  | -                    | 265,000             | 265,000             | 265,000            | 100.0%                 |
| 04-5150-706313 | Roofing at WWTP                             | 82,544            | -                 | -                  | -                    | 160,000             | 160,000             | 160,000            | 100.0%                 |
| 04-5150-706329 | Coating for Pump Station                    | -                 | 138               | 170,000            | 10,220               | 160,000             | 160,000             | 160,000            | -5.9%                  |
| 04-5150-706369 | Dehydration Unit Burner Rebuild             | -                 | -                 | 65,000             | -                    | -                   | -                   | -                  | -100.0%                |
| 04-5150-706393 | Dayton Pump Station - Design & Construction | 318,951           | 791,661           | 750,000            | 796,470              | -                   | -                   | -                  | -100.0%                |
| 04-5150-706396 | Sixth St Sewer Rehab                        | -                 | -                 | 300,000            | 400,040              | 200,000             | 200,000             | 200,000            | -33.3%                 |
| 04-5150-706397 | Programmable Logic Controller Study         | -                 | -                 | 30,000             | 30,000               | -                   | -                   | -                  | -100.0%                |
| 04-5150-706405 | Fifth St Pipe Replacement                   | -                 | 31,456            | 440,000            | 395,540              | -                   | -                   | -                  | -100.0%                |
| 04-5150-706408 | Wastewater Master Plan Update               | -                 | -                 | -                  | -                    | 100,000             | 100,000             | 100,000            | 100.0%                 |
| 04-5150-706410 | Oxidation Ditch Rotor Replacement           | -                 | 58,725            | 80,000             | 80,000               | 80,000              | 80,000              | 80,000             | 0.0%                   |
| 04-5150-706411 | South Springbrook (Bypass)                  | 50,000            | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 04-5150-706415 | WWTP Hypochlorite                           | 688,899           | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 04-5150-706416 | WWTP Sawdust Bays                           | -                 | -                 | -                  | -                    | 372,000             | 372,000             | 372,000            | 100.0%                 |
| 04-5150-706417 | Compost Sale Pile Cover                     | -                 | -                 | -                  | -                    | 160,000             | 160,000             | 160,000            | 100.0%                 |
| 04-5150-706418 | Hess Creek Lining                           | -                 | -                 | -                  | -                    | 1,060,000           | 1,060,000           | 1,060,000          | 100.0%                 |
| 04-5150-706419 | Clarifier Study                             | -                 | -                 | -                  | -                    | 64,000              | 64,000              | 64,000             | 100.0%                 |
| 04-5150-706420 | Crestview Drive Sewer                       | -                 | -                 | -                  | -                    | 320,000             | 320,000             | 320,000            | 100.0%                 |
| 04-5150-706428 | 8th St Utility Replacement                  | -                 | 103,936           | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 04-5150-706470 | Operations Remodel                          | -                 | -                 | -                  | -                    | 425,000             | 425,000             | 425,000            | 100.0%                 |
| 04-5150-706471 | WWTP Painting & Maintenance                 | -                 | -                 | -                  | -                    | 56,000              | 56,000              | 56,000             | 100.0%                 |
| 04-5150-706477 | PW Maint Facility Improvements              | 19,883            | 50,646            | 20,000             | -                    | 40,000              | 40,000              | 40,000             | 100.0%                 |
| 04-5150-706479 | Chehalem Extension                          | -                 | 568               | 990,000            | 111,000              | 879,000             | 879,000             | 879,000            | -11.2%                 |
|                | <b>Total Wastewater Projects</b>            | <b>1,658,132</b>  | <b>2,090,972</b>  | <b>3,820,000</b>   | <b>2,898,020</b>     | <b>4,971,000</b>    | <b>4,971,000</b>    | <b>4,971,000</b>   | <b>30.1%</b>           |



## WATER PROGRAM

### WATER FUND SUMMARY - REVENUES

| <b>FUND 07</b>              | <b>ACTUAL<br/>2016-17</b> | <b>ACTUAL<br/>2017-18</b> | <b>ADOPTED<br/>2018-19</b> | <b>PROJECTED<br/>2018-19</b> | <b>PROPOSED<br/>2019-20</b> | <b>APPROVED<br/>2019-20</b> | <b>ADOPTED<br/>2019-20</b> | <b>Adopted<br/>vs. Adopted</b> |
|-----------------------------|---------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|-----------------------------|----------------------------|--------------------------------|
| Beg F/B-Net Working Capital | 7,784,122                 | 8,995,620                 | 10,196,690                 | 10,801,834                   | 12,487,952                  | 12,487,952                  | 12,487,952                 | 22.5%                          |
| User Fees                   | 5,123,020                 | 5,679,573                 | 5,666,152                  | 5,831,712                    | 5,880,582                   | 5,880,582                   | 5,880,582                  | 3.8%                           |
| Other                       | 463,831                   | 530,069                   | 407,182                    | 575,411                      | 603,182                     | 603,182                     | 603,182                    | 48.1%                          |
| <b>TOTAL REVENUES</b>       | <b>13,370,973</b>         | <b>15,205,262</b>         | <b>16,270,024</b>          | <b>17,208,957</b>            | <b>18,971,716</b>           | <b>18,971,716</b>           | <b>18,971,716</b>          | <b>16.6%</b>                   |

### WATER FUND SUMMARY - EXPENDITURES

| <b>FUND 07</b>               | <b>ACTUAL<br/>2016-17</b> | <b>ACTUAL<br/>2017-18</b> | <b>ADOPTED<br/>2018-19</b> | <b>PROJECTED<br/>2018-19</b> | <b>PROPOSED<br/>2019-20</b> | <b>APPROVED<br/>2019-20</b> | <b>ADOPTED<br/>2019-20</b> | <b>Adopted<br/>vs. Adopted</b> |
|------------------------------|---------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|-----------------------------|----------------------------|--------------------------------|
| <b>ENGINEERING</b>           |                           |                           |                            |                              |                             |                             |                            |                                |
| Personnel Services           | 266,886                   | 276,441                   | 315,753                    | 297,483                      | 344,129                     | 342,851                     | 342,851                    | 8.6%                           |
| Materials and Services       | 1,093,812                 | 1,059,815                 | 1,330,400                  | 1,310,771                    | 1,469,052                   | 1,464,141                   | 1,464,141                  | 10.1%                          |
| Capital Outlay               | 193,300                   | 53,343                    | 5,000                      | 5,000                        | 3,500                       | 3,500                       | 3,500                      | -30.0%                         |
| <b>Total Engineering</b>     | <b>1,553,997</b>          | <b>1,389,599</b>          | <b>1,651,153</b>           | <b>1,613,254</b>             | <b>1,816,681</b>            | <b>1,810,492</b>            | <b>1,810,492</b>           | <b>9.7%</b>                    |
| <b>OPERATIONS</b>            |                           |                           |                            |                              |                             |                             |                            |                                |
| Personnel Services           | 523,497                   | 527,120                   | 581,413                    | 567,416                      | 620,846                     | 618,337                     | 618,337                    | 6.4%                           |
| Materials and Services       | 473,591                   | 534,190                   | 629,700                    | 574,234                      | 656,945                     | 656,945                     | 656,945                    | 4.3%                           |
| Capital Outlay               | 50,391                    | 32,023                    | 70,000                     | 33,379                       | 70,000                      | 70,000                      | 70,000                     | 0.0%                           |
| <b>Total Operations</b>      | <b>1,047,478</b>          | <b>1,093,333</b>          | <b>1,281,113</b>           | <b>1,175,029</b>             | <b>1,347,791</b>            | <b>1,345,282</b>            | <b>1,345,282</b>           | <b>5.0%</b>                    |
| <b>MAINTENANCE</b>           |                           |                           |                            |                              |                             |                             |                            |                                |
| Personnel Services           | 647,899                   | 685,667                   | 760,443                    | 729,464                      | 705,319                     | 702,037                     | 702,037                    | -7.7%                          |
| Materials and Services       | 364,605                   | 359,194                   | 424,000                    | 410,000                      | 469,000                     | 469,000                     | 469,000                    | 10.6%                          |
| <b>Total Maintenance</b>     | <b>1,012,504</b>          | <b>1,044,861</b>          | <b>1,184,443</b>           | <b>1,139,464</b>             | <b>1,174,319</b>            | <b>1,171,037</b>            | <b>1,171,037</b>           | <b>-1.1%</b>                   |
| <b>NONDEPARTMENTAL</b>       |                           |                           |                            |                              |                             |                             |                            |                                |
| Special Payments             | -                         | -                         | -                          | -                            | -                           | -                           | -                          | 0.0%                           |
| Debt Service                 | 413,423                   | 414,602                   | 414,658                    | 414,658                      | 414,450                     | 414,450                     | 414,450                    | -0.1%                          |
| Transfers Out                | 347,950                   | 461,033                   | 2,736,774                  | 378,600                      | 6,250,900                   | 6,250,900                   | 6,250,900                  | 128.4%                         |
| Reserves                     | -                         | -                         | 6,821,441                  | -                            | 4,666,333                   | 4,681,907                   | 4,681,907                  |                                |
| Contingency                  | -                         | -                         | 2,180,442                  | -                            | 3,301,242                   | 3,297,648                   | 3,297,648                  | 51.2%                          |
| <b>Total Nondepartmental</b> | <b>761,373</b>            | <b>875,635</b>            | <b>12,153,315</b>          | <b>793,258</b>               | <b>14,632,925</b>           | <b>14,644,905</b>           | <b>14,644,905</b>          | <b>20.5%</b>                   |
| <b>TOTAL EXPENDITURES</b>    | <b>4,375,353</b>          | <b>4,403,428</b>          | <b>16,270,024</b>          | <b>4,721,005</b>             | <b>18,971,716</b>           | <b>18,971,716</b>           | <b>18,971,716</b>          | <b>16.6%</b>                   |

## WATER PROGRAM cont'd

### WATER SYSTEM DEVELOPMENT FUND SUMMARY - REVENUES

| <b>FUND 47</b>              | <b>ACTUAL<br/>2016-17</b> | <b>ACTUAL<br/>2017-18</b> | <b>ADOPTED<br/>2018-19</b> | <b>PROJECTED<br/>2018-19</b> | <b>PROPOSED<br/>2019-20</b> | <b>APPROVED<br/>2019-20</b> | <b>ADOPTED<br/>2019-20</b> | <b>Adopted<br/>vs. Adopted</b> |
|-----------------------------|---------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|-----------------------------|----------------------------|--------------------------------|
| Beg F/B-Net Working Capital | 821,631                   | 572,610                   | 223,123                    | 314,199                      | 183,138                     | 183,138                     | 183,138                    | -17.9%                         |
| System Development Fees     | 683,590                   | 559,688                   | 320,000                    | 590,241                      | 1,000,000                   | 1,000,000                   | 1,000,000                  | 212.5%                         |
| Other                       | 31,592                    | 40,070                    | 254,213                    | 76,034                       | 9,695                       | 9,695                       | 9,695                      | -96.2%                         |
| <b>TOTAL REVENUES</b>       | <b>1,536,813</b>          | <b>1,172,368</b>          | <b>797,336</b>             | <b>980,474</b>               | <b>1,192,833</b>            | <b>1,192,833</b>            | <b>1,192,833</b>           | <b>49.6%</b>                   |

### WATER SYSTEM DEVELOPMENT FUND SUMMARY - EXPENDITURES

| <b>FUND 47</b>            | <b>ACTUAL<br/>2016-17</b> | <b>ACTUAL<br/>2017-18</b> | <b>ADOPTED<br/>2018-19</b> | <b>PROJECTED<br/>2018-19</b> | <b>PROPOSED<br/>2019-20</b> | <b>APPROVED<br/>2019-20</b> | <b>ADOPTED<br/>2019-20</b> | <b>Adopted<br/>vs. Adopted</b> |
|---------------------------|---------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|-----------------------------|----------------------------|--------------------------------|
| Debt Service              | 844,843                   | 845,831                   | 797,336                    | 797,336                      | 803,923                     | 803,923                     | 803,923                    | 0.8%                           |
| Transfers Out             | 119,360                   | 12,338                    | -                          | -                            | -                           | -                           | -                          | 0.0%                           |
| Contingency               | -                         | -                         | -                          | -                            | 388,910                     | 388,910                     | 388,910                    | 100.0%                         |
| <b>TOTAL EXPENDITURES</b> | <b>964,203</b>            | <b>858,169</b>            | <b>797,336</b>             | <b>797,336</b>               | <b>1,192,833</b>            | <b>1,192,833</b>            | <b>1,192,833</b>           | <b>49.6%</b>                   |

### WATER CAPITAL PROJECTS FUND SUMMARY - REVENUES

| <b>FUND 04</b>              | <b>ACTUAL<br/>2016-17</b> | <b>ACTUAL<br/>2017-18</b> | <b>ADOPTED<br/>2018-19</b> | <b>PROJECTED<br/>2018-19</b> | <b>PROPOSED<br/>2019-20</b> | <b>APPROVED<br/>2019-20</b> | <b>ADOPTED<br/>2019-20</b> | <b>Adopted<br/>vs. Adopted</b> |
|-----------------------------|---------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|-----------------------------|----------------------------|--------------------------------|
| Beg F/B-Net Working Capital | -                         | -                         | -                          | -                            | -                           | -                           | -                          | 0.0%                           |
| Transfers In-Water          | 456,924                   | 473,371                   | 2,509,000                  | 378,600                      | 6,250,900                   | 6,250,900                   | 6,250,900                  | 149.1%                         |
| Transfers In-Other          | 2,253,241                 | 3,000,622                 | 3,940,000                  | 2,911,560                    | 5,208,000                   | 5,208,000                   | 5,208,000                  | 32.2%                          |
| <b>TOTAL REVENUES</b>       | <b>2,710,165</b>          | <b>3,473,994</b>          | <b>6,449,000</b>           | <b>3,290,160</b>             | <b>11,458,900</b>           | <b>11,458,900</b>           | <b>11,458,900</b>          | <b>77.7%</b>                   |

### WATER CAPITAL PROJECTS FUND SUMMARY - EXPENDITURES

| <b>FUND 04</b>            | <b>ACTUAL<br/>2016-17</b> | <b>ACTUAL<br/>2017-18</b> | <b>ADOPTED<br/>2018-19</b> | <b>PROJECTED<br/>2018-19</b> | <b>PROPOSED<br/>2019-20</b> | <b>APPROVED<br/>2019-20</b> | <b>ADOPTED<br/>2019-20</b> | <b>Adopted<br/>vs. Adopted</b> |
|---------------------------|---------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|-----------------------------|----------------------------|--------------------------------|
| Capital Projects-Water    | 456,924                   | 473,371                   | 2,509,000                  | 378,600                      | 6,250,900                   | 6,250,900                   | 6,250,900                  | 149.1%                         |
| Capital Projects-Other    | 2,253,241                 | 3,000,622                 | 3,940,000                  | 2,911,560                    | 5,208,000                   | 5,208,000                   | 5,208,000                  | 32.2%                          |
| <b>TOTAL EXPENDITURES</b> | <b>2,710,165</b>          | <b>3,473,994</b>          | <b>6,449,000</b>           | <b>3,290,160</b>             | <b>11,458,900</b>           | <b>11,458,900</b>           | <b>11,458,900</b>          | <b>77.7%</b>                   |

## FUND 07: Water

**17-18 18-19 19-20**

**BUDGETED STAFF FTE: 14.00 14.00 13.37**

### **Department Description**

The water fund is responsible for:

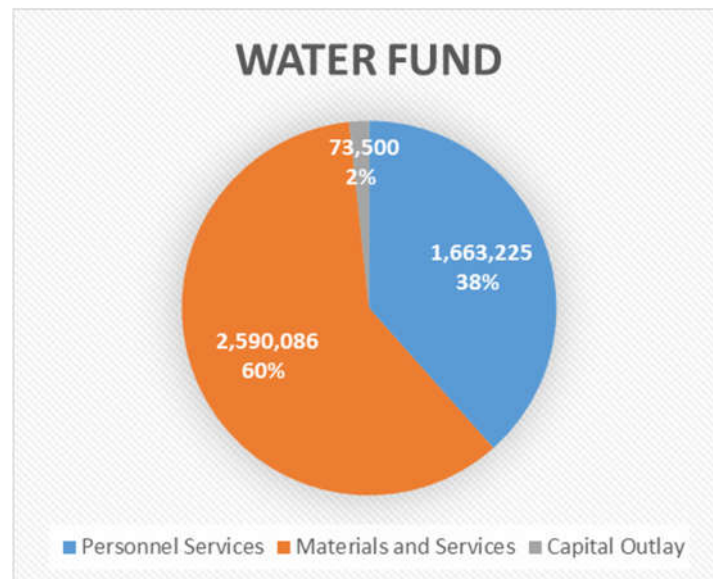
- Planning, design, inspection, and management of the capital improvement projects for the replacement and expansion of the potable and non-potable water distribution piping, pumping, treatment, wellfield, and storage systems.
- The design review and inspections for construction of public improvements associated with private development projects.
- Providing maintenance and service to six wells, two raw water transmission lines from the well field to the water treatment plant, the 8.5 mgd water treatment plant, one booster pump station, and the three City reservoirs that store a total of twelve million gallons of potable water.
- Operating and maintaining 590,000 feet of potable mainline piping, 15,000 feet of non-potable mainline piping, 11,000 feet of recycled water, 3,297 valves, 868 fire hydrants, and 6,970 water services and meters.
- Monitoring the City's water use and regulates water production to meet the demand of the City and to maintain reserves to meet fire flow storage for emergency needs.
- Maintaining the non-potable water supply systems which consist of Otis Spring and the wastewater recycled water system.
- Collecting monthly water meter readings for municipal services statements that are sent out by the City Finance-Billing Department.

### **Significant Changes**

- Additional maintenance to increase the non-potable water supply from Otis Springs.
- Maintenance Agreements increase for subscription/support of the OMS Cartegraph System.
- Increase in Water Meters due to increasing number of meter/MXU radio replacement as they reach end of life, and anticipated growth in additional residential water connections.
- Increase in travel & training budgets due to new staff, personnel changes, increase in certified staff, the National Public Works conference being held in Seattle and additional training requirements.
- Engineering Contractual Services increased over last year for the Citizen's Rate Review meetings.
- Increase in personnel services to increase the 0.5 FTE Administrative Assistant in Engineering to 1.0 FTE, which is split evenly between Streets, Water, Wastewater, and Stormwater Funds as well as the reassignment of a Maintenance Tech II position from 1.00 FTE in the Water Fund to 25% to the Street, Water, Wastewater, and Stormwater Fund. This reflects a change in job duties and increased technical skills and knowledge requirements related to the management of the Cartegraph OMS System, which is the City's computerized work order and asset management system.
- The operations postage line item increased significantly due to increased mailings of educational and backflow prevention materials.

## FUND 07: Water cont'd.

|                                 | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|---------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>WATER FUND</b>               |                   |                   |                    |                      |                     |                     |                    |                        |
| Personnel Services              | 1,438,282         | 1,489,227         | 1,657,609          | 1,594,363            | 1,670,294           | 1,663,225           | 1,663,225          | 0.3%                   |
| Materials and Services          | 1,932,008         | 1,953,199         | 2,384,100          | 2,295,005            | 2,594,997           | 2,590,086           | 2,590,086          | 8.6%                   |
| Capital Outlay                  | 243,691           | 85,366            | 75,000             | 38,379               | 73,500              | 73,500              | 73,500             | -2.0%                  |
| <b>Total Public Works-Water</b> | <b>3,613,980</b>  | <b>3,527,793</b>  | <b>4,116,709</b>   | <b>3,927,747</b>     | <b>4,338,791</b>    | <b>4,326,811</b>    | <b>4,326,811</b>   | <b>5.1%</b>            |



| ACCOUNT #      | DESCRIPTION                          | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|----------------|--------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>FUND 07</b> | <b>WATER FUND</b>                    |                   |                   |                    |                      |                     |                     |                    |                        |
|                | <b>REVENUES</b>                      |                   |                   |                    |                      |                     |                     |                    |                        |
| 07-0000-300000 | Beg F/B-Net Working Capital          | 7,784,122         | 8,995,620         | 10,196,690         | 10,801,834           | 12,487,952          | 12,487,952          | 12,487,952         | 22.5%                  |
| 07-0000-338000 | Reimb Costs-Materials                | 1,536             | 14,871            | 1,000              | 663                  | 1,000               | 1,000               | 1,000              | 0.0%                   |
| 07-0000-338001 | Reimb Costs-Labor                    | 1,713             | 7,847             | 1,000              | 662                  | 1,000               | 1,000               | 1,000              | 0.0%                   |
| 07-0000-338002 | Reimb Costs-Capital Project          | 32,447            | 25,506            | 10,000             | 9,319                | 10,000              | 10,000              | 10,000             | 0.0%                   |
| 07-0000-341006 | Technology Fee                       | 3,206             | 4,897             | 6,000              | 5,879                | 6,000               | 6,000               | 6,000              | 0.0%                   |
| 07-0000-342004 | Dev Review and Inspection Fee        | 31,272            | 46,144            | 50,000             | 58,392               | 50,000              | 50,000              | 50,000             | 0.0%                   |
| 07-0000-348000 | User Fees                            | 5,123,020         | 5,679,573         | 5,666,152          | 5,831,712            | 5,880,582           | 5,880,582           | 5,880,582          | 3.8%                   |
| 07-0000-349001 | Connection Charges                   | 99,293            | 131,346           | 96,000             | 104,867              | 96,000              | 96,000              | 96,000             | 0.0%                   |
| 07-0000-350000 | Utility Billing Penalties            | 47,828            | 45,180            | 50,000             | 43,885               | 50,000              | 50,000              | 50,000             | 0.0%                   |
| 07-0000-355000 | Other Fees: Hydrant Permits          | 36,741            | 28,850            | 20,000             | 22,101               | 20,000              | 20,000              | 20,000             | 0.0%                   |
| 07-0000-360000 | Miscellaneous Revenues               | 15,595            | 18,472            | -                  | 18,411               | 16,000              | 16,000              | 16,000             | 100.0%                 |
| 07-0000-361000 | Interest Earned                      | 85,921            | 163,387           | 135,000            | 271,617              | 315,000             | 315,000             | 315,000            | 133.3%                 |
| 07-0000-362000 | Energy Partner Program Revenue       | 451               | 2,667             | 1,200              | 2,432                | 1,200               | 1,200               | 1,200              | 0.0%                   |
| 07-0000-364000 | Sale Of Assets                       | 614               | 1,063             | -                  | 201                  | -                   | -                   | -                  | 0.0%                   |
| 07-0000-390001 | Transfer In-General Fund             | 13,810            | 13,810            | 13,810             | 13,810               | 13,810              | 13,810              | 13,810             | 0.0%                   |
| 07-0000-390002 | Transfer In-Street Fund              | 4,858             | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 07-0000-390006 | Transfer In-Wastewater Fund          | 30,258            | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 07-0000-390008 | Transfer In-Building Inspection Fund | 16,810            | 16,810            | 16,810             | 16,810               | 16,810              | 16,810              | 16,810             | 0.0%                   |
| 07-0000-390014 | Transfer In-EDRLF                    | 3,000             | 3,000             | 3,000              | 3,000                | 3,000               | 3,000               | 3,000              | 0.0%                   |
| 07-0000-390017 | Transfer In-Stormwater Fund          | 4,858             | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 07-0000-390025 | Transfer In-PERS Reserve             | -                 | 2,858             | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 07-0000-390031 | Transfer In-Admin Support Services   | 3,362             | 3,362             | 3,362              | 3,362                | 3,362               | 3,362               | 3,362              | 0.0%                   |
| 07-0000-390042 | Transfer In-Street SDC               | 7,565             | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 07-0000-390043 | Transfer In-Stormwater SDC           | 7,565             | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 07-0000-390046 | Transfer In-Wastewater SDC           | 7,565             | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 07-0000-390047 | Transfer In-Water SDC                | 7,565             | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| <b>FUND 07</b> | <b>TOTAL REVENUES</b>                | <b>13,370,973</b> | <b>15,205,262</b> | <b>16,270,024</b>  | <b>17,208,957</b>    | <b>18,971,716</b>   | <b>18,971,716</b>   | <b>18,971,716</b>  | <b>16.6%</b>           |

| ACCOUNT #                    | DESCRIPTION                          | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|------------------------------|--------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>PUBLIC WORKS 51XX</b>     |                                      |                   |                   |                    |                      |                     |                     |                    |                        |
| <b>5113</b>                  | <b>WATER ENGINEERING</b>             |                   |                   |                    |                      |                     |                     |                    |                        |
| 07-5113-410000               | Administrative Salaries              | 49,054            | 53,545            | 57,419             | 57,245               | 60,646              | 60,646              | 60,646             | 5.6%                   |
| 07-5113-420000               | Clerical Salaries                    | 23,907            | 26,627            | 32,923             | 27,568               | 39,710              | 39,710              | 39,710             | 20.6%                  |
| 07-5113-432000               | Engineer Salaries                    | 98,512            | 99,477            | 108,840            | 108,217              | 113,250             | 113,250             | 113,250            | 4.1%                   |
| 07-5113-435000               | Overtime                             | 1,225             | 952               | -                  | 10                   | -                   | -                   | -                  | 0.0%                   |
| 07-5113-438000               | Longevity                            | 480               | 480               | 193                | 276                  | 540                 | 540                 | 540                | 179.8%                 |
| 07-5113-440000               | Misc Fringe Benefits                 | 838               | 897               | 883                | 699                  | -                   | -                   | -                  | -100.0%                |
| 07-5113-441000               | FICA/Medicare                        | 12,956            | 13,565            | 15,320             | 14,670               | 16,384              | 16,384              | 16,384             | 6.9%                   |
| 07-5113-442000               | Workers Compensation                 | 2,191             | 2,188             | 2,733              | 2,370                | 2,958               | 2,958               | 2,958              | 8.2%                   |
| 07-5113-443000               | Unemployment                         | 348               | 181               | 406                | 196                  | 216                 | 216                 | 216                | -46.8%                 |
| 07-5113-444000               | Retirement-PERS                      | 12,931            | 19,156            | 24,937             | 24,011               | 28,360              | 28,360              | 28,360             | 13.7%                  |
| 07-5113-444001               | Retirement-Principal                 | 29,712            | 24,652            | 22,888             | 22,344               | 25,623              | 25,623              | 25,623             | 11.9%                  |
| 07-5113-444002               | Retirement-Pension Bond              | 2,807             | 3,984             | 5,733              | 5,472                | 5,586               | 5,586               | 5,586              | -2.6%                  |
| 07-5113-444003               | PERS Reserve Expense                 | -                 | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 07-5113-445000               | Health/Life/LTD                      | 31,924            | 30,737            | 43,478             | 34,405               | 50,856              | 49,578              | 49,578             | 14.0%                  |
| Total Personnel Services     |                                      | 266,886           | 276,441           | 315,753            | 297,483              | 344,129             | 342,851             | 342,851            | 8.6%                   |
| 07-5113-510000               | Office Supplies                      | 1,003             | 631               | 2,200              | 2,200                | 2,200               | 2,200               | 2,200              | 0.0%                   |
| 07-5113-511000               | Postage                              | 12                | -                 | 50                 | 50                   | 50                  | 50                  | 50                 | 0.0%                   |
| 07-5113-515000               | Printing & Advertising               | 69                | 663               | 100                | 100                  | 100                 | 100                 | 100                | 0.0%                   |
| 07-5113-520000               | Dues & Meetings                      | 1,861             | 1,105             | 1,020              | 1,020                | 1,120               | 1,120               | 1,120              | 9.8%                   |
| 07-5113-520003               | Recruitment Expense                  | 329               | 42                | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 07-5113-520008               | Recognition                          | -                 | 31                | 125                | 125                  | 125                 | 125                 | 125                | 0.0%                   |
| 07-5113-523000               | Supplies & Equipment                 | 564               | 1,181             | 1,320              | 1,320                | 1,320               | 1,320               | 1,320              | 0.0%                   |
| 07-5113-523010               | Conservation Public Outreach Program | 4,944             | 768               | 5,000              | 5,000                | 6,000               | 6,000               | 6,000              | 20.0%                  |
| 07-5113-525000               | Travel & Training                    | 1,561             | 2,205             | 6,050              | 6,050                | 8,800               | 8,800               | 8,800              | 45.5%                  |
| 07-5113-526000               | Employee Testing                     | 32                | 19                | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 07-5113-532000               | Bank Fees                            | 445               | 1,419             | 3,000              | 3,106                | 3,000               | 3,000               | 3,000              | 0.0%                   |
| 07-5113-533000               | Contractual Services                 | 20,662            | 21,189            | 15,000             | 15,000               | 53,500              | 53,500              | 53,500             | 256.7%                 |
| 07-5113-533045               | Maintenance Agreements               | 8,295             | 11,815            | 11,725             | 11,725               | 11,850              | 11,850              | 11,850             | 1.1%                   |
| 07-5113-540000               | Utilities                            | -                 | 192               | 194                | 194                  | 200                 | 200                 | 200                | 3.1%                   |
| 07-5113-551000               | Books & Publications                 | -                 | 100               | 200                | 200                  | 200                 | 200                 | 200                | 0.0%                   |
| 07-5113-562000               | Fuel                                 | 734               | 751               | 725                | 725                  | 725                 | 725                 | 725                | 0.0%                   |
| 07-5113-563000               | Vehicle Maintenance                  | 665               | 298               | 650                | 650                  | 650                 | 650                 | 650                | 0.0%                   |
| 07-5113-576000               | Recording Fees                       | 239               | 193               | 100                | 566                  | 100                 | 100                 | 100                | 0.0%                   |
| 07-5113-580000               | Professional Services                | 1,200             | 1,698             | -                  | 460                  | -                   | -                   | -                  | 0.0%                   |
| 07-5113-590000               | Internal Chrg-Admin Support Services | 740,068           | 675,651           | 828,521            | 810,418              | 927,725             | 922,814             | 922,814            | 11.4%                  |
| 07-5113-590004               | Internal Chrg-Facilities (COP)       | 54,977            | 55,888            | 54,562             | 54,562               | 35,786              | 35,786              | 35,786             | -34.4%                 |
| 07-5113-590006               | Internal Chrg-Network Upgrade        | -                 | -                 | 3,227              | 1,980                | 3,960               | 3,960               | 3,960              | 22.7%                  |
| 07-5113-590015               | Internal Chrg-Franchise Fee          | 256,151           | 283,979           | 396,631            | 395,320              | 411,641             | 411,641             | 411,641            | 3.8%                   |
| Total Materials and Services |                                      | 1,093,812         | 1,059,815         | 1,330,400          | 1,310,771            | 1,469,052           | 1,464,141           | 1,464,141          | 10.1%                  |
| 07-5113-610000               | Capital Outlay                       | 193,300           | 53,343            | 5,000              | 5,000                | 3,500               | 3,500               | 3,500              | -30.0%                 |
| Total Capital Outlay         |                                      | 193,300           | 53,343            | 5,000              | 5,000                | 3,500               | 3,500               | 3,500              | -30.0%                 |
| <b>5113</b>                  | <b>TOTAL WATER ENGINEERING</b>       | <b>1,553,997</b>  | <b>1,389,599</b>  | <b>1,651,153</b>   | <b>1,613,254</b>     | <b>1,816,681</b>    | <b>1,810,492</b>    | <b>1,810,492</b>   | <b>9.7%</b>            |

| ACCOUNT #      | DESCRIPTION                          | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|----------------|--------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>5141</b>    | <b>WATER OPERATIONS</b>              |                   |                   |                    |                      |                     |                     |                    |                        |
| 07-5141-410000 | Administrative Salaries              | 74,266            | 79,667            | 85,286             | 85,211               | 90,961              | 90,961              | 90,961             | 6.7%                   |
| 07-5141-420000 | Clerical Salaries                    | 25,911            | 21,134            | 21,811             | 22,774               | 25,077              | 25,077              | 25,077             | 15.0%                  |
| 07-5141-431000 | Salaries & Wages                     | 193,008           | 188,641           | 198,965            | 199,444              | 208,951             | 208,951             | 208,951            | 5.0%                   |
| 07-5141-433000 | Summer Help                          | 3,744             | 3,784             | 7,134              | 5,325                | 8,113               | 8,113               | 8,113              | 13.7%                  |
| 07-5141-435000 | Overtime                             | 1,963             | 1,505             | 3,000              | 3,000                | 3,000               | 3,000               | 3,000              | 0.0%                   |
| 07-5141-436000 | On Call Pay                          | 3,077             | 2,727             | 4,850              | 5,847                | 4,850               | 4,850               | 4,850              | 0.0%                   |
| 07-5141-438000 | Longevity                            | 2,120             | 2,200             | 2,640              | 3,298                | 3,886               | 3,886               | 3,886              | 47.2%                  |
| 07-5141-440000 | Misc Fringe Benefits                 | 1,920             | 1,920             | 1,920              | 1,515                | -                   | -                   | -                  | -100.0%                |
| 07-5141-441000 | FICA/Medicare                        | 22,433            | 22,102            | 24,909             | 24,492               | 26,379              | 26,379              | 26,379             | 5.9%                   |
| 07-5141-442000 | Workers Compensation                 | 12,343            | 12,310            | 14,538             | 14,000               | 16,587              | 16,587              | 16,587             | 14.1%                  |
| 07-5141-443000 | Unemployment                         | 616               | 302               | 657                | 331                  | 349                 | 349                 | 349                | -46.9%                 |
| 07-5141-444001 | Retirement-Principal                 | 92,073            | 104,891           | 122,428            | 122,361              | 133,386             | 133,386             | 133,386            | 9.0%                   |
| 07-5141-445000 | Health/Life/LTD                      | 90,022            | 85,937            | 93,275             | 79,818               | 99,307              | 96,798              | 96,798             | 3.8%                   |
|                | <b>Total Personnel Services</b>      | <b>523,497</b>    | <b>527,120</b>    | <b>581,413</b>     | <b>567,416</b>       | <b>620,846</b>      | <b>618,337</b>      | <b>618,337</b>     | <b>6.4%</b>            |
| 07-5141-510000 | Office Supplies                      | 250               | 631               | 900                | 900                  | 900                 | 900                 | 900                | 0.0%                   |
| 07-5141-511000 | Postage                              | 2,769             | 2,712             | 3,700              | 8,186                | 6,570               | 6,570               | 6,570              | 77.6%                  |
| 07-5141-512000 | Uniforms                             | 2,341             | 2,365             | 1,950              | 1,950                | 2,200               | 2,200               | 2,200              | 12.8%                  |
| 07-5141-515000 | Printing & Advertising               | 4,785             | 6,021             | 10,000             | 10,000               | 11,100              | 11,100              | 11,100             | 11.0%                  |
| 07-5141-520000 | Dues & Meetings                      | 1,104             | 1,014             | 2,500              | 1,945                | 2,500               | 2,500               | 2,500              | 0.0%                   |
| 07-5141-520003 | Recruitment Expense                  | 90                | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 07-5141-523000 | Supplies & Equipment                 | 8,056             | 7,524             | 6,500              | 6,025                | 6,500               | 6,500               | 6,500              | 0.0%                   |
| 07-5141-523010 | Conservation Public Outreach Program | -                 | 1,797             | 5,000              | 3,000                | 5,000               | 5,000               | 5,000              | 0.0%                   |
| 07-5141-523100 | Small Tools                          | 3,432             | 1,486             | 3,500              | 3,458                | 3,500               | 3,500               | 3,500              | 0.0%                   |
| 07-5141-524000 | Safety Program                       | -                 | 1,189             | 1,500              | 1,250                | 1,500               | 1,500               | 1,500              | 0.0%                   |
| 07-5141-525000 | Travel & Training                    | 5,402             | 3,558             | 6,000              | 5,924                | 7,500               | 7,500               | 7,500              | 25.0%                  |
| 07-5141-526000 | Employee Testing                     | 410               | 1,453             | 600                | 1,053                | 900                 | 900                 | 900                | 50.0%                  |
| 07-5141-533000 | Contractual Services                 | 32,467            | 39,925            | 40,000             | 31,645               | 40,000              | 40,000              | 40,000             | 0.0%                   |
| 07-5141-533045 | Maintenance Agreements               | 10,062            | 19,708            | 28,600             | 24,640               | 28,600              | 28,600              | 28,600             | 0.0%                   |
| 07-5141-537000 | Operating Supplies                   | 83,260            | 93,616            | 88,000             | 87,817               | 96,505              | 96,505              | 96,505             | 9.7%                   |
| 07-5141-540000 | Utilities                            | 209,852           | 214,986           | 247,000            | 244,503              | 261,820             | 261,820             | 261,820            | 6.0%                   |
| 07-5141-545000 | Lab Supplies                         | 1,309             | 1,870             | 2,250              | 2,151                | 2,250               | 2,250               | 2,250              | 0.0%                   |
| 07-5141-546000 | Permits & Fees                       | 2,312             | 2,751             | 4,800              | 4,138                | 5,200               | 5,200               | 5,200              | 8.3%                   |
| 07-5141-547000 | Analytical Lab Testing               | 13,498            | 10,565            | 17,500             | 14,497               | 15,000              | 15,000              | 15,000             | -14.3%                 |
| 07-5141-551000 | Books & Publications                 | -                 | 169               | 400                | 250                  | 400                 | 400                 | 400                | 0.0%                   |
| 07-5141-560000 | Property Taxes                       | 1,914             | 1,964             | 2,000              | 1,934                | 2,000               | 2,000               | 2,000              | 0.0%                   |
| 07-5141-562000 | Fuel                                 | 1,772             | 1,224             | 3,000              | 1,539                | 3,000               | 3,000               | 3,000              | 0.0%                   |
| 07-5141-563000 | Vehicle Maintenance                  | 424               | 3,032             | 3,000              | 2,673                | 3,000               | 3,000               | 3,000              | 0.0%                   |
| 07-5141-566000 | Equip Repair & Maintenance           | 61,297            | 50,618            | 69,500             | 58,969               | 69,500              | 69,500              | 69,500             | 0.0%                   |
| 07-5141-568000 | Springs Riparian System Maintenance  | 2,994             | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 07-5141-569000 | Well Maintenance                     | 15,884            | 5,262             | 40,000             | 15,473               | 40,000              | 40,000              | 40,000             | 0.0%                   |
| 07-5141-571000 | Building & Grounds Maintenance       | 2,905             | 17,353            | 10,000             | 8,814                | 10,000              | 10,000              | 10,000             | 0.0%                   |
| 07-5141-590001 | Internal Chrg-Veh/Equip              | 5,000             | 41,400            | 26,500             | 26,500               | 26,500              | 26,500              | 26,500             | 0.0%                   |
| 07-5141-590002 | Internal Chrg-Computers              | -                 | -                 | 5,000              | 5,000                | 5,000               | 5,000               | 5,000              | 0.0%                   |
|                | <b>Total Materials and Services</b>  | <b>473,591</b>    | <b>534,190</b>    | <b>629,700</b>     | <b>574,234</b>       | <b>656,945</b>      | <b>656,945</b>      | <b>656,945</b>     | <b>4.3%</b>            |
| 07-5141-610000 | Capital Outlay                       | 50,391            | 32,023            | 70,000             | 33,379               | 70,000              | 70,000              | 70,000             | 0.0%                   |
|                | <b>Total Capital Outlay</b>          | <b>50,391</b>     | <b>32,023</b>     | <b>70,000</b>      | <b>33,379</b>        | <b>70,000</b>       | <b>70,000</b>       | <b>70,000</b>      | <b>0.0%</b>            |
| <b>5141</b>    | <b>TOTAL WATER OPERATIONS</b>        | <b>1,047,478</b>  | <b>1,093,333</b>  | <b>1,281,113</b>   | <b>1,175,029</b>     | <b>1,347,791</b>    | <b>1,345,282</b>    | <b>1,345,282</b>   | <b>5.0%</b>            |

| ACCOUNT #      | DESCRIPTION                         | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|----------------|-------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>5142</b>    | <b>WATER MAINTENANCE</b>            |                   |                   |                    |                      |                     |                     |                    |                        |
| 07-5142-410000 | Administrative Salaries             | 93,756            | 100,544           | 107,484            | 107,213              | 113,195             | 113,195             | 113,195            | 5.3%                   |
| 07-5142-420000 | Clerical Salaries                   | 10,118            | 10,629            | 11,231             | 12,056               | 12,863              | 12,863              | 12,863             | 14.5%                  |
| 07-5142-431000 | Salaries & Wages                    | 263,362           | 261,726           | 278,867            | 269,680              | 243,566             | 243,566             | 243,566            | -12.7%                 |
| 07-5142-435000 | Overtime                            | 2,984             | 648               | 2,500              | 2,351                | 2,500               | 2,500               | 2,500              | 0.0%                   |
| 07-5142-436000 | On Call Pay                         | 3,113             | 3,490             | 5,000              | 6,900                | 5,000               | 5,000               | 5,000              | 0.0%                   |
| 07-5142-438000 | Longevity                           | 3,620             | 5,700             | 8,040              | 7,140                | 6,720               | 6,720               | 6,720              | -16.4%                 |
| 07-5142-440000 | Misc Fringe Benefits                | 1,445             | 1,280             | 1,280              | 1,011                | -                   | -                   | -                  | -100.0%                |
| 07-5142-441000 | FICA/Medicare                       | 27,880            | 28,196            | 31,702             | 30,530               | 29,366              | 29,366              | 29,366             | -7.4%                  |
| 07-5142-442000 | Workers Compensation                | 19,311            | 19,112            | 22,063             | 23,402               | 25,666              | 25,666              | 25,666             | 16.3%                  |
| 07-5142-443000 | Unemployment                        | 758               | 383               | 834                | 412                  | 390                 | 390                 | 390                | -53.2%                 |
| 07-5142-444000 | Retirement-PERS                     | -                 | 410               | 1,150              | 6,614                | 10,854              | 10,854              | 10,854             | 843.8%                 |
| 07-5142-444001 | Retirement-Principal                | 114,536           | 130,854           | 154,869            | 128,862              | 122,438             | 122,438             | 122,438            | -20.9%                 |
| 07-5142-444002 | Retirement-Pension Bond             | -                 | 112               | 496                | 2,693                | 3,238               | 3,238               | 3,238              | 552.8%                 |
| 07-5142-445000 | Health/Life/LTD                     | 107,016           | 122,582           | 134,927            | 130,600              | 129,523             | 126,241             | 126,241            | -6.4%                  |
|                | <b>Total Personnel Services</b>     | <b>647,899</b>    | <b>685,667</b>    | <b>760,443</b>     | <b>729,464</b>       | <b>705,319</b>      | <b>702,037</b>      | <b>702,037</b>     | <b>-7.7%</b>           |
| 07-5142-512000 | Uniforms                            | 3,427             | 2,632             | 3,500              | 3,500                | 3,500               | 3,500               | 3,500              | 0.0%                   |
| 07-5142-520000 | Dues & Meetings                     | 763               | 916               | 3,500              | 3,000                | 3,500               | 3,500               | 3,500              | 0.0%                   |
| 07-5142-520003 | Recruitment Expense                 | 20                | 9                 | 500                | -                    | 500                 | 500                 | 500                | 0.0%                   |
| 07-5142-523000 | Supplies & Equipment                | 9,070             | 17,710            | 10,000             | 10,000               | 10,000              | 10,000              | 10,000             | 0.0%                   |
| 07-5142-523009 | Water Meters                        | 47,418            | 50,322            | 50,000             | 50,000               | 75,000              | 75,000              | 75,000             | 50.0%                  |
| 07-5142-523011 | Water Meter Installations           | 19,500            | 21,923            | 20,000             | 35,000               | 40,000              | 40,000              | 40,000             | 100.0%                 |
| 07-5142-523100 | Small Tools                         | 8,486             | 4,473             | 8,000              | 6,000                | 8,000               | 8,000               | 8,000              | 0.0%                   |
| 07-5142-525000 | Travel & Training                   | 4,648             | 3,127             | 10,000             | 8,000                | 10,000              | 10,000              | 10,000             | 0.0%                   |
| 07-5142-526000 | Employee Testing                    | 1,852             | 1,070             | 1,000              | 500                  | 1,000               | 1,000               | 1,000              | 0.0%                   |
| 07-5142-533000 | Contractual Services                | 26,629            | 35,049            | 35,000             | 30,000               | 40,000              | 40,000              | 40,000             | 14.3%                  |
| 07-5142-533045 | Maintenance Agreements              | 5,367             | 1,868             | 7,000              | 10,000               | 20,000              | 20,000              | 20,000             | 185.7%                 |
| 07-5142-538519 | Water Line Replacement              | 3,770             | 1,220             | 30,000             | 20,000               | 20,000              | 20,000              | 20,000             | -33.3%                 |
| 07-5142-540000 | Utilities                           | 3,241             | 3,473             | 3,500              | 3,000                | 3,500               | 3,500               | 3,500              | 0.0%                   |
| 07-5142-562000 | Fuel                                | 5,801             | 6,799             | 10,000             | 7,000                | 10,000              | 10,000              | 10,000             | 0.0%                   |
| 07-5142-563000 | Vehicle Maintenance                 | 4,870             | 7,676             | 11,000             | 7,000                | 10,000              | 10,000              | 10,000             | -9.1%                  |
| 07-5142-566000 | Equip Repair & Maintenance          | 4,290             | 257               | 5,000              | 4,000                | 5,000               | 5,000               | 5,000              | 0.0%                   |
| 07-5142-567000 | Pipe & Materials                    | 12,196            | 27,670            | 35,000             | 30,000               | 30,000              | 30,000              | 30,000             | -14.3%                 |
| 07-5142-568000 | Otis Springs System Maintenance     | 258               | -                 | 3,000              | 5,000                | 3,000               | 3,000               | 3,000              | 0.0%                   |
| 07-5142-569000 | Wellfield Maintenance               | -                 | -                 | 5,000              | 5,000                | 3,000               | 3,000               | 3,000              | -40.0%                 |
| 07-5142-590001 | Internal Chrg-Veh/Equip             | 173,000           | 173,000           | 173,000            | 173,000              | 173,000             | 173,000             | 173,000            | 0.0%                   |
| 07-5142-590002 | Internal Chrg-Computers             | 30,000            | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
|                | <b>Total Materials and Services</b> | <b>364,605</b>    | <b>359,194</b>    | <b>424,000</b>     | <b>410,000</b>       | <b>469,000</b>      | <b>469,000</b>      | <b>469,000</b>     | <b>10.6%</b>           |
| <b>5142</b>    | <b>TOTAL WATER MAINTENANCE</b>      | <b>1,012,504</b>  | <b>1,044,861</b>  | <b>1,184,443</b>   | <b>1,139,464</b>     | <b>1,174,319</b>    | <b>1,171,037</b>    | <b>1,171,037</b>   | <b>-1.1%</b>           |
|                | <b>TOTAL PUBLIC WORKS (WATER)</b>   | <b>3,613,980</b>  | <b>3,527,793</b>  | <b>4,116,709</b>   | <b>3,927,747</b>     | <b>4,338,791</b>    | <b>4,326,811</b>    | <b>4,326,811</b>   | <b>5.1%</b>            |



| ACCOUNT #                   | DESCRIPTION                     | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|-----------------------------|---------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>NONDEPARTMENTAL 91XX</b> |                                 |                   |                   |                    |                      |                     |                     |                    |                        |
| <b>9150</b>                 | <b>DEBT SERVICE - PRINCIPAL</b> |                   |                   |                    |                      |                     |                     |                    |                        |
| 07-9150-615000              | 2015 Refunding Bond             | 332,559           | 342,172           | 350,891            | 350,891              | 359,564             | 359,564             | 359,564            | 2.5%                   |
|                             | Total Debt Service - Principal  | 332,559           | 342,172           | 350,891            | 350,891              | 359,564             | 359,564             | 359,564            | 2.5%                   |
| <b>9160</b>                 | <b>DEBT SERVICE - INTEREST</b>  |                   |                   |                    |                      |                     |                     |                    |                        |
| 07-9160-615000              | 2015 Refunding Bond             | 80,864            | 72,430            | 63,767             | 63,767               | 54,886              | 54,886              | 54,886             | -13.9%                 |
|                             | Total Debt Service - Interest   | 80,864            | 72,430            | 63,767             | 63,767               | 54,886              | 54,886              | 54,886             | -13.9%                 |
| <b>9150/9160</b>            | <b>TOTAL DEBT SERVICE</b>       | <b>413,423</b>    | <b>414,602</b>    | <b>414,658</b>     | <b>414,658</b>       | <b>414,450</b>      | <b>414,450</b>      | <b>414,450</b>     | <b>-0.1%</b>           |
| <b>9170</b>                 | <b>TRANSFERS</b>                |                   |                   |                    |                      |                     |                     |                    |                        |
| 07-9170-904000              | Transfer Out-Capital Projects   | 345,129           | 461,033           | 2,509,000          | 378,600              | 6,250,900           | 6,250,900           | 6,250,900          | 149.1%                 |
| 07-9170-925000              | Transfer Out-PERS Reserve Fund  | 2,821             | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 07-9170-947000              | Transfer Out-Water SDC          | -                 | -                 | 227,774            | -                    | -                   | -                   | -                  | -100.0%                |
| <b>9170</b>                 | <b>TOTAL TRANSFERS</b>          | <b>347,950</b>    | <b>461,033</b>    | <b>2,736,774</b>   | <b>378,600</b>       | <b>6,250,900</b>    | <b>6,250,900</b>    | <b>6,250,900</b>   | <b>128.4%</b>          |
| <b>9180</b>                 | <b>RESERVES</b>                 |                   |                   |                    |                      |                     |                     |                    |                        |
| 07-9180-800000              | Contingency                     | -                 | -                 | 2,180,442          | -                    | 3,301,242           | 3,297,648           | 3,297,648          | 51.2%                  |
| 07-9180-827000              | Reserve-Water CIP's             | -                 | -                 | 6,821,441          | -                    | 4,666,333           | 4,681,907           | 4,681,907          | -31.4%                 |
| <b>9180</b>                 | <b>TOTAL RESERVES</b>           | <b>-</b>          | <b>-</b>          | <b>9,001,883</b>   | <b>-</b>             | <b>7,967,575</b>    | <b>7,979,555</b>    | <b>7,979,555</b>   | <b>-11.4%</b>          |
|                             | <b>TOTAL NONDEPARTMENTAL</b>    | <b>761,373</b>    | <b>875,635</b>    | <b>12,153,315</b>  | <b>793,258</b>       | <b>14,632,925</b>   | <b>14,644,905</b>   | <b>14,644,905</b>  | <b>20.5%</b>           |
| <b>FUND 07</b>              | <b>TOTAL WATER FUND</b>         | <b>4,375,353</b>  | <b>4,403,428</b>  | <b>16,270,024</b>  | <b>4,721,005</b>     | <b>18,971,716</b>   | <b>18,971,716</b>   | <b>18,971,716</b>  | <b>16.6%</b>           |
|                             | ENDING FUND BALANCE             | 8,995,620         | 10,801,834        | -                  | 12,487,952           | -                   | -                   | -                  | 0.0%                   |

## FUND 47: Water System Development Charges

|                     | <u>17-18</u> | <u>18-19</u> | <u>19-20</u> |
|---------------------|--------------|--------------|--------------|
| BUDGETED STAFF FTE: | 0.00         | 0.00         | 0.00         |

### Description

Water System Development Charges (SDCs) are paid by developers on building permits. They are used to provide additional capacity to the City's infrastructure and can only be spent on capital projects listed in the Water Master Plan.

### Significant Changes

Revenue increases result from anticipated increased activity in commercial development.

| ACCOUNT #        | DESCRIPTION                          | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|------------------|--------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>FUND 47</b>   | <b>WATER SYSTEM DEVELOPMENT FUND</b> |                   |                   |                    |                      |                     |                     |                    |                        |
|                  | <b>REVENUES</b>                      |                   |                   |                    |                      |                     |                     |                    |                        |
| 47-0000-300000   | Beg F/B-Net Working Capital          | 821,631           | 572,610           | 223,123            | 314,199              | 183,138             | 183,138             | 183,138            | -17.9%                 |
| 47-0000-349002   | System Development Fees              | 683,590           | 559,688           | 320,000            | 590,241              | 1,000,000           | 1,000,000           | 1,000,000          | 212.5%                 |
| 47-0000-361000   | Interest Earned                      | 6,599             | 6,022             | 2,500              | 6,671                | 6,800               | 6,800               | 6,800              | 172.0%                 |
| 47-0000-361001   | Interest-Receiveables                | 1,570             | 968               | 1,100              | 601                  | 1,995               | 1,995               | 1,995              | 81.4%                  |
| 47-0000-361004   | Interest-Other Investments           | -                 | -                 | -                  | 1,120                | -                   | -                   | -                  | 0.0%                   |
| 47-0000-363000   | Assessment Installments              | 1,484             | 11,141            | 900                | 3,107                | 900                 | 900                 | 900                | 0.0%                   |
| 47-0000-390001   | Transfer In-General Fund             | 21,939            | 21,939            | 21,939             | 64,535               | -                   | -                   | -                  | -100.0%                |
| 47-0000-390007   | Transfer In-Water Fund               | -                 | -                 | 227,774            | -                    | -                   | -                   | -                  | -100.0%                |
| <b>FUND 47</b>   | <b>TOTAL REVENUES</b>                | <b>1,536,813</b>  | <b>1,172,368</b>  | <b>797,336</b>     | <b>980,474</b>       | <b>1,192,833</b>    | <b>1,192,833</b>    | <b>1,192,833</b>   | <b>49.6%</b>           |
| <b>9150</b>      | <b>DEBT SERVICE - PRINCIPAL</b>      |                   |                   |                    |                      |                     |                     |                    |                        |
| 47-9150-608000   | Loan: Effluent Reuse                 | 97,996            | 101,423           | 108,670            | 108,670              | 98,427              | 98,427              | 98,427             | -9.4%                  |
| 47-9150-615000   | 2015 Refunding Bond                  | 510,904           | 525,339           | 506,014            | 506,014              | 525,436             | 525,436             | 525,436            | 3.8%                   |
|                  | Total Debt Service - Principal       | 608,901           | 626,762           | 614,684            | 614,684              | 623,863             | 623,863             | 623,863            | 1.5%                   |
| <b>9160</b>      | <b>DEBT SERVICE - INTEREST</b>       |                   |                   |                    |                      |                     |                     |                    |                        |
| 47-9160-608000   | Loan: Effluent Reuse                 | 77,278            | 73,358            | 49,833             | 49,833               | 60,134              | 60,134              | 60,134             | 20.7%                  |
| 47-9160-615000   | 2015 Refunding Bond                  | 158,664           | 145,711           | 132,819            | 132,819              | 119,926             | 119,926             | 119,926            | -9.7%                  |
|                  | Total Debt Service - Interest        | 235,942           | 219,069           | 182,652            | 182,652              | 180,060             | 180,060             | 180,060            | -1.4%                  |
| <b>9150/9160</b> | <b>TOTAL DEBT SERVICE</b>            | <b>844,843</b>    | <b>845,831</b>    | <b>797,336</b>     | <b>797,336</b>       | <b>803,923</b>      | <b>803,923</b>      | <b>803,923</b>     | <b>0.8%</b>            |
| <b>9170</b>      | <b>TRANSFERS</b>                     |                   |                   |                    |                      |                     |                     |                    |                        |
| 47-9170-904000   | Transfer Out-Capital Projects        | 111,795           | 12,338            | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 47-9170-907000   | Transfer Out-Water Fund              | 7,565             | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| <b>9170</b>      | <b>TOTAL TRANSFERS</b>               | <b>119,360</b>    | <b>12,338</b>     | <b>-</b>           | <b>-</b>             | <b>-</b>            | <b>-</b>            | <b>-</b>           | <b>0.0%</b>            |
| <b>9180</b>      | <b>RESERVES</b>                      |                   |                   |                    |                      |                     |                     |                    |                        |
| 47-9180-800000   | Contingency                          | -                 | -                 | -                  | -                    | 388,910             | 388,910             | 388,910            | 100.0%                 |
| <b>9180</b>      | <b>TOTAL RESERVES</b>                | <b>-</b>          | <b>-</b>          | <b>-</b>           | <b>-</b>             | <b>388,910</b>      | <b>388,910</b>      | <b>388,910</b>     | <b>100.0%</b>          |
| <b>FUND 47</b>   | <b>TOTAL WATER SDC FUND</b>          | <b>964,203</b>    | <b>858,169</b>    | <b>797,336</b>     | <b>797,336</b>       | <b>1,192,833</b>    | <b>1,192,833</b>    | <b>1,192,833</b>   | <b>49.6%</b>           |
|                  | ENDING FUND BALANCE                  | 572,610           | 314,199           | -                  | 183,138              | -                   | -                   | -                  | 0.0%                   |

## FUND 04: Proprietary Capital Projects Fund - Water

17-18 18-19 19-20

BUDGETED STAFF FTE: 0.00 0.00 0.00

### Department Description

The Engineering Services Department manages the planning, design, and construction of the water fund capital improvement projects. The projects proposed for the FY 2019-20 budget are as follows:

- **Public Works Maintenance (PWM) Facility Improvements:** The Cal Portland site adjacent to existing public works maintenance yard was purchased in the fall of 2015. Work continues on the maintenance facility, which includes items such as removing/upgrading existing improvements, repair/replacement of pavement, upgrades to existing buildings, installation of additional covered storage for equipment, installation of a fuel station for city vehicles and for emergency fuel, landscaping, fencing, and improvements to building and yard lighting and security systems.
- **Seismic Resiliency Project:** This project will evaluate the seismic resiliency of the entire water system, and evaluate the seismic hazards of the existing water treatment plant. This will help the city's water system become more resilient in the case of a major seismic event.
- **Chehalem Drive Water Extension Project:** This project would extend the public waterline from the exiting terminus on the east side of Chehalem Creek at Hwy 240 to NE Chehalem Drive. There have been several development inquiries in the area and the water line extension would allow for orderly future development in the region. This project would be constructed in conjunction with the wastewater extension project.
- **W. Illinois Fire Flow Project:** The water modeling revealed that this area has a fire flow and pressure deficiency under existing conditions and future growth. The installation of an 8-inch waterline will address this deficiency. This project will be constructed in conjunction with the Chehalem Drive Extension Project.
- **E. North and Sherman Streets W. of Villa Rd surrounding George Fox University Roberts Center and residence halls - Fire Flow Project:** The 2017 Water Master Plan modeling revealed that this area has a fire flow and pressure deficiency under existing conditions. The city will need to upsize to a new 8-inch looped mainline pipe.
- **Decommission Wells #1 & 2:** Wells #1 & #2 have reached the end of life and are not being utilized. This project would properly decommission the wells per State standards.
- **Redundant Water Supply:** The City's current water supply is the well field on the south side of the Willamette River. To address supply vulnerability and long-term water resiliency, per the water system master plan the City should pursue another source north of the River. This project would include water rights, exploration, property acquisition and potentially the construction of a secondary treatment plant.
- **Bell West Pump Station:** The proposed pump station is needed to supply adequate fire flow and constant service pressure to the Zone 2 expansion area. Once the Bell Road Reservoir is constructed, this pump station will be used to supply a future reservoir. Additionally, this project extends waterlines from N Terrace Drive to the intersection of N College and N Valley Road and then to the east down Bell Road. This will help supply water for future Zone 2 development.

- **Vittoria Square Fire Flow Improvements:** The recent water master plan update revealed that this area has a fire flow and pressure deficiency under existing conditions and future growth. The installation of 600 linear feet of 8-inch waterlines will address this deficiency.
- **Fixed Based Radio Read:** The existing meter reading system requires a city worker to drive through the entire city to read approximately 7,000 meters. The fixed based system will allow for the meters to be read from the utility billing office in real time. This will cut down on labor costs and could detect a leak sooner. Rate payers will also have the ability to gain access to hourly real-time and historical water use information. Operations and treatment plant staff will also have access to real-time use data.
- **Crestview Drive Waterline; Potable and Non Potable:** It is most cost effective to install the potable and non-potable waterlines at the same time as the street construction. This project will construct approximately 3000' of non-potable water pipe in E Crestview Drive along with improvements at Otis Springs to advance the non-potable water system per the 2017 Water Master Plan. These improvements along with the installation of pipe by developers will allow for non-potable water to be used in the northern areas of the City. This project will also construct approximately 700' of potable water lines in E Crestview Drive.
- **Routine Waterline Replacements:** The existing water distribution system consists of approximately 600,000 linear feet of 2-inch to 24-inch pipes. As the existing water pipes age and reach the end of life, they need to be replaced. It is more cost effective to replace pipes on a routine basis before they reach end of life, rather than continually perform emergency street/waterline repairs, experience ongoing service outages, and have water quality issues.
- **Water Rights Review and Reconfiguration Project:** This project is intended to take a comprehensive view of our existing water rights, make sure they are correctly proportioned and reconfigure if necessary. The water right work will be used in our update of our Water Conservation Plan.
- **Valves on College Street:** The City has an existing 18" water transmission line on the east side of N College Street. This line currently has three isolation valves located at Vermillion Street, Greenvalley Drive and North Valley Road intersections. The project will provide additional isolation valves at other intersections or about every 500 feet. The additional valves will be able to isolate the transmission line for maintenance or emergency response.
- **Water Conservation Plan:** The City's Water Management and Conservation Plan (WMCP) is due for its 10-year update as required by the Oregon Water Resources Department (OWRD). The WMCP satisfies the requirements of the Oregon Administrative Rules (OAR) Chapter 690, Division 86. The plan provides a description of the water supplier, water conservation measures, curtailment planning during supply shortages, and the overall water supply availability within the City.
- **Water Master Plan Update:** As the Riverfront Master Plan is adopted, seismic resiliency is evaluated and the redundant supply discussion is developed, the recommendations from those plans will need to be incorporated into the 2017 Water Master Plan. Additionally, per OAR Chapter 333, Division 061-0060(5)(a)(J) the City is required to update the Water Master Plan periodically for resiliency reasons.
- **Water Treatment Plant Land Purchase:** There may be a need to expand the Water Treatment Plant in the future for growth and increased treatment requirements from the State. The City has determined that approximately two to three acres adjacent to the existing plant would be the best/lowest cost

alternative. This project would allow for the needed environmental studies, surveying and appraisals and the property purchase.

- **Wellfield Improvements:** Card lock access control is proposed to be installed at the wellfield gate at Champoeg Road.
- **College Street Waterline Relocation:** The Oregon Department of Transportation will be extending sidewalks and bike lanes further north on the west side of College street. As a part of this project the City's existing water line will need to be lowered as it is too shallow. This work will be coordinated with the waterline valve insertion project.

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| ACCOUNT #      | DESCRIPTION                                  | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|----------------|--|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>FUND 04</b> | <b>PROPRIETARY CAPITAL PROJECTS</b>          |                   |                   |                    |                      |                     |                     |                    |                        |
|                | <b>REVENUES</b>                              |                   |                   |                    |                      |                     |                     |                    |                        |
| 04-0000-390007 | Transfer In-Water Fund                       | 345,129           | 461,033           | 2,509,000          | 378,600              | 6,250,900           | 6,250,900           | 6,250,900          | 149.1%                 |
| 04-0000-390047 | Transfer In-Water SDC                        | 111,795           | 12,338            | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| <b>5150</b>    | <b>CAPITAL PROJECTS</b>                      |                   |                   |                    |                      |                     |                     |                    |                        |
|                | <b>WATER PROJECTS</b>                        |                   |                   |                    |                      |                     |                     |                    |                        |
| 04-5150-707477 | PW Maint Facility Improvements               | 19,883            | 47,706            | 20,000             | -                    | 40,000              | 40,000              | 40,000             | 100.0%                 |
| 04-5150-707478 | WTP Seismic Resiliency                       | -                 | -                 | 200,000            | 15,000               | 185,000             | 185,000             | 185,000            | -7.5%                  |
| 04-5150-707479 | Chehalem Extension                           | -                 | 275               | 740,000            | 66,280               | 673,000             | 673,000             | 673,000            | -9.1%                  |
| 04-5150-707481 | Fire Flow - W Illinois                       | -                 | 236               | 155,000            | 13,840               | 141,000             | 141,000             | 141,000            | -9.0%                  |
| 04-5150-707482 | Fire Flow - George Fox                       | -                 | -                 | 346,000            | 113,330              | 233,000             | 233,000             | 233,000            | -32.7%                 |
| 04-5150-707483 | Decommission Wells 1 & 2                     | -                 | -                 | 200,000            | -                    | 200,000             | 200,000             | 200,000            | 0.0%                   |
| 04-5150-707484 | Redundant Water Supply                       | -                 | -                 | 163,000            | 50,070               | 487,000             | 487,000             | 487,000            | 198.8%                 |
| 04-5150-707485 | Bell West Pump Station                       | -                 | -                 | -                  | -                    | 770,000             | 770,000             | 770,000            | 100.0%                 |
| 04-5150-707486 | Fireflow- Vittoria Square                    | -                 | -                 | -                  | -                    | 157,000             | 157,000             | 157,000            | 100.0%                 |
| 04-5150-707487 | N College Street - N Terrace                 | -                 | -                 | -                  | -                    | 256,000             | 256,000             | 256,000            | 100.0%                 |
| 04-5150-707488 | Fixed Based Radio Read                       | -                 | -                 | -                  | -                    | 372,000             | 372,000             | 372,000            | 100.0%                 |
| 04-5150-707489 | Crestview Waterline - Nonpotable             | -                 | -                 | -                  | -                    | 1,060,900           | 1,060,900           | 1,060,900          | 100.0%                 |
| 04-5150-707490 | Crestview Waterline - Potable                | -                 | -                 | -                  | -                    | 213,000             | 213,000             | 213,000            | 100.0%                 |
| 04-5150-707491 | Routine WL Replacement                       | -                 | -                 | -                  | -                    | 300,000             | 300,000             | 300,000            | 100.0%                 |
| 04-5150-707502 | Water Rights Review                          | -                 | 2,163             | 15,000             | 9,810                | 5,000               | 5,000               | 5,000              | -66.7%                 |
| 04-5150-707528 | Valves on College St                         | -                 | -                 | 200,000            | -                    | 200,000             | 200,000             | 200,000            | 0.0%                   |
| 04-5150-707555 | Spring Improvements                          | 1,158             | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 04-5150-707557 | Water Conservation Plan                      | -                 | -                 | 100,000            | 58,550               | 30,000              | 30,000              | 30,000             | -70.0%                 |
| 04-5150-707572 | Water Master Plan Update                     | 121,231           | 6,447             | -                  | -                    | 50,000              | 50,000              | 50,000             | 100.0%                 |
| 04-5150-707577 | WTP Exp Land Purchase                        | -                 | -                 | -                  | -                    | 500,000             | 500,000             | 500,000            | 100.0%                 |
| 04-5150-707587 | Reservoir Improvements                       | 278,990           | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 04-5150-707593 | Wellfield Improvements                       | -                 | -                 | -                  | -                    | 10,000              | 10,000              | 10,000             | 100.0%                 |
| 04-5150-707611 | South Springbrook (Bypass)                   | 28,312            | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 04-5150-707612 | College St Relocation (Illinois-Aldercrest)  | 7,350             | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 04-5150-707613 | College St Relocation (Aldercrest-Foothills) | -                 | 4,091             | 370,000            | 1,720                | 368,000             | 368,000             | 368,000            | -0.5%                  |
| 04-5150-707615 | WTP Hypochlorite Generator                   | -                 | 412,453           | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 04-5150-707616 | Wellfield Valve Installation                 | -                 | -                 | -                  | 50,000               | -                   | -                   | -                  | 0.0%                   |
|                | <b>Total Water Projects</b>                  | <b>456,924</b>    | <b>473,371</b>    | <b>2,509,000</b>   | <b>378,600</b>       | <b>6,250,900</b>    | <b>6,250,900</b>    | <b>6,250,900</b>   | <b>149.1%</b>          |



## STORMWATER PROGRAM

### STORMWATER FUND SUMMARY - REVENUES

| <b>FUND 17</b>              | <b>ACTUAL<br/>2016-17</b> | <b>ACTUAL<br/>2017-18</b> | <b>ADOPTED<br/>2018-19</b> | <b>PROJECTED<br/>2018-19</b> | <b>PROPOSED<br/>2019-20</b> | <b>APPROVED<br/>2019-20</b> | <b>ADOPTED<br/>2019-20</b> | <b>Adopted<br/>vs. Adopted</b> |
|-----------------------------|---------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|-----------------------------|----------------------------|--------------------------------|
| Beg F/B-Net Working Capital | 1,169,140                 | 1,028,956                 | 423,117                    | 603,028                      | 923,603                     | 923,603                     | 923,603                    | 118.3%                         |
| User Fees                   | 1,322,591                 | 1,436,296                 | 1,585,691                  | 1,567,404                    | 1,736,978                   | 1,736,978                   | 1,736,978                  | 9.5%                           |
| Other                       | 153,411                   | 123,661                   | 79,000                     | 115,163                      | 84,000                      | 84,000                      | 84,000                     | 6.3%                           |
| <b>TOTAL REVENUES</b>       | <b>2,645,142</b>          | <b>2,588,913</b>          | <b>2,087,808</b>           | <b>2,285,595</b>             | <b>2,744,581</b>            | <b>2,744,581</b>            | <b>2,744,581</b>           | <b>31.5%</b>                   |

### STORMWATER FUND SUMMARY - EXPENDITURES

| <b>FUND 17</b>               | <b>ACTUAL<br/>2016-17</b> | <b>ACTUAL<br/>2017-18</b> | <b>ADOPTED<br/>2018-19</b> | <b>PROJECTED<br/>2018-19</b> | <b>PROPOSED<br/>2019-20</b> | <b>APPROVED<br/>2019-20</b> | <b>ADOPTED<br/>2019-20</b> | <b>Adopted<br/>vs. Adopted</b> |
|------------------------------|---------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|-----------------------------|----------------------------|--------------------------------|
| <b>ENGINEERING</b>           |                           |                           |                            |                              |                             |                             |                            |                                |
| Personnel Services           | 288,361                   | 289,003                   | 334,212                    | 317,469                      | 368,413                     | 367,003                     | 367,003                    | 9.8%                           |
| Materials and Services       | 300,663                   | 341,248                   | 449,574                    | 427,862                      | 507,115                     | 505,197                     | 505,197                    | 12.4%                          |
| Capital Outlay               | -                         | 113                       | 5,000                      | 5,000                        | 3,500                       | 3,500                       | 3,500                      | -30.0%                         |
| <b>Total Engineering</b>     | <b>589,024</b>            | <b>630,364</b>            | <b>788,786</b>             | <b>750,331</b>               | <b>879,028</b>              | <b>875,700</b>              | <b>875,700</b>             | <b>11.0%</b>                   |
| <b>MAINTENANCE</b>           |                           |                           |                            |                              |                             |                             |                            |                                |
| Personnel Services           | 382,936                   | 399,756                   | 459,599                    | 427,298                      | 476,164                     | 473,892                     | 473,892                    | 3.1%                           |
| Materials and Services       | 146,666                   | 98,018                    | 176,500                    | 171,500                      | 193,500                     | 193,500                     | 193,500                    | 9.6%                           |
| <b>Total Maintenance</b>     | <b>529,601</b>            | <b>497,774</b>            | <b>636,099</b>             | <b>598,798</b>               | <b>669,664</b>              | <b>667,392</b>              | <b>667,392</b>             | <b>4.9%</b>                    |
| <b>NONDEPARTMENTAL</b>       |                           |                           |                            |                              |                             |                             |                            |                                |
| Transfers Out                | 497,561                   | 857,745                   | 111,000                    | 12,863                       | 175,500                     | 175,500                     | 175,500                    | 58.1%                          |
| Contingency                  | -                         | -                         | 551,923                    | -                            | 1,020,389                   | 1,025,989                   | 1,025,989                  | 85.9%                          |
| <b>Total Nondepartmental</b> | <b>497,561</b>            | <b>857,745</b>            | <b>662,923</b>             | <b>12,863</b>                | <b>1,195,889</b>            | <b>1,201,489</b>            | <b>1,201,489</b>           | <b>81.2%</b>                   |
| <b>TOTAL EXPENDITURES</b>    | <b>1,616,187</b>          | <b>1,985,884</b>          | <b>2,087,808</b>           | <b>1,361,992</b>             | <b>2,744,581</b>            | <b>2,744,581</b>            | <b>2,744,581</b>           | <b>31.5%</b>                   |

## STORMWATER PROGRAM cont'd

### STORMWATER SYSTEM DEVELOPMENT FUND SUMMARY - REVENUES

| <b>FUND 43</b>              | <b>ACTUAL<br/>2016-17</b> | <b>ACTUAL<br/>2017-18</b> | <b>ADOPTED<br/>2018-19</b> | <b>PROJECTED<br/>2018-19</b> | <b>PROPOSED<br/>2019-20</b> | <b>APPROVED<br/>2019-20</b> | <b>ADOPTED<br/>2019-20</b> | <b>Adopted<br/>vs. Adopted</b> |
|-----------------------------|---------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|-----------------------------|----------------------------|--------------------------------|
| Beg F/B-Net Working Capital | 167,567                   | 106,284                   | 107,416                    | 137,313                      | 190,295                     | 190,295                     | 190,295                    | 77.2%                          |
| System Development Fees     | 43,479                    | 81,060                    | 41,000                     | 49,919                       | 75,000                      | 75,000                      | 75,000                     | 82.9%                          |
| Other                       | 8,030                     | 1,873                     | 1,500                      | 3,740                        | 4,800                       | 4,800                       | 4,800                      | 220.0%                         |
| <b>TOTAL REVENUES</b>       | <b>219,076</b>            | <b>189,217</b>            | <b>149,916</b>             | <b>190,972</b>               | <b>270,095</b>              | <b>270,095</b>              | <b>270,095</b>             | <b>80.2%</b>                   |

### STORMWATER SYSTEM DEVELOPMENT FUND SUMMARY - EXPENDITURES

| <b>FUND 43</b>            | <b>ACTUAL<br/>2016-17</b> | <b>ACTUAL<br/>2017-18</b> | <b>ADOPTED<br/>2018-19</b> | <b>PROJECTED<br/>2018-19</b> | <b>PROPOSED<br/>2019-20</b> | <b>APPROVED<br/>2019-20</b> | <b>ADOPTED<br/>2019-20</b> | <b>Adopted<br/>vs. Adopted</b> |
|---------------------------|---------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|-----------------------------|----------------------------|--------------------------------|
| Transfers Out             | 112,792                   | 51,905                    | 9,000                      | 677                          | 61,500                      | 61,500                      | 61,500                     | 583.3%                         |
| Contingency               | -                         | -                         | 140,916                    | -                            | 208,595                     | 208,595                     | 208,595                    | 48.0%                          |
| <b>TOTAL EXPENDITURES</b> | <b>112,792</b>            | <b>51,905</b>             | <b>149,916</b>             | <b>677</b>                   | <b>270,095</b>              | <b>270,095</b>              | <b>270,095</b>             | <b>80.2%</b>                   |

### STORMWATER CAPITAL PROJECTS FUND SUMMARY - REVENUES

| <b>FUND 04</b>              | <b>ACTUAL<br/>2016-17</b> | <b>ACTUAL<br/>2017-18</b> | <b>ADOPTED<br/>2018-19</b> | <b>PROJECTED<br/>2018-19</b> | <b>PROPOSED<br/>2019-20</b> | <b>APPROVED<br/>2019-20</b> | <b>ADOPTED<br/>2019-20</b> | <b>Adopted<br/>vs. Adopted</b> |
|-----------------------------|---------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|-----------------------------|----------------------------|--------------------------------|
| Beg F/B-Net Working Capital | -                         | -                         | -                          | -                            | -                           | -                           | -                          | 0.0%                           |
| Transfers In-Stormwater     | 595,109                   | 909,650                   | 120,000                    | 13,540                       | 237,000                     | 237,000                     | 237,000                    | 97.5%                          |
| Transfers In-Other          | 2,115,056                 | 2,564,343                 | 6,329,000                  | 3,276,620                    | 11,221,900                  | 11,221,900                  | 11,221,900                 | 77.3%                          |
| <b>TOTAL REVENUES</b>       | <b>2,710,165</b>          | <b>3,473,994</b>          | <b>6,449,000</b>           | <b>3,290,160</b>             | <b>11,458,900</b>           | <b>11,458,900</b>           | <b>11,458,900</b>          | <b>77.7%</b>                   |

### STORMWATER CAPITAL PROJECTS FUND SUMMARY - EXPENDITURES

| <b>FUND 04</b>              | <b>ACTUAL<br/>2016-17</b> | <b>ACTUAL<br/>2017-18</b> | <b>ADOPTED<br/>2018-19</b> | <b>PROJECTED<br/>2018-19</b> | <b>PROPOSED<br/>2019-20</b> | <b>APPROVED<br/>2019-20</b> | <b>ADOPTED<br/>2019-20</b> | <b>Adopted<br/>vs. Adopted</b> |
|-----------------------------|---------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|-----------------------------|----------------------------|--------------------------------|
| Capital Projects-Stormwater | 595,109                   | 909,650                   | 120,000                    | 13,540                       | 237,000                     | 237,000                     | 237,000                    | 97.5%                          |
| Capital Projects-Other      | 2,115,056                 | 2,564,343                 | 6,329,000                  | 3,276,620                    | 11,221,900                  | 11,221,900                  | 11,221,900                 | 77.3%                          |
| <b>TOTAL EXPENDITURES</b>   | <b>2,710,165</b>          | <b>3,473,994</b>          | <b>6,449,000</b>           | <b>3,290,160</b>             | <b>11,458,900</b>           | <b>11,458,900</b>           | <b>11,458,900</b>          | <b>77.7%</b>                   |

## FUND 17: Stormwater

|                     | <u>17-18</u> | <u>18-19</u> | <u>19-20</u> |
|---------------------|--------------|--------------|--------------|
| BUDGETED STAFF FTE: | 7.09         | 7.09         | 7.47         |

### Department Description

The stormwater fund is responsible for:

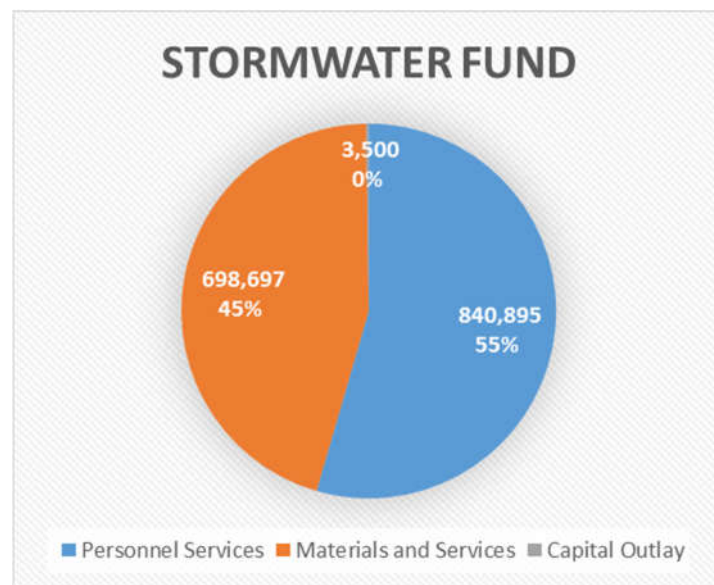
- Planning, design, inspection, and management of capital improvement projects for the replacement and expansion of the stormwater conveyance, detention, and water quality systems.
- The design reviews and inspections for construction of public improvements associated with private development projects.
- Operating and maintaining 339,000 lineal feet of stormwater piping, 112,000 lineal feet of roadside ditches, 3,022 inlets, and 1,020 storm drain manholes.

### Significant Changes

- Maintenance Agreements increase for subscription/Support of the OMS Cartegraph System.
- Increase in travel & training budgets due to new staff, personnel changes, the National Public Works conference being held in Seattle and additional training requirements of the TMDL plan.
- Engineering Contractual Services increased over last year for the Citizen's Rate Review meetings, which occur every two years.
- Maintenance Contractual Services increased for night sweeping of the downtown city core area and the increase in cost for utility locating services.
- Increase in personnel services to increase the 0.5 FTE Administrative Assistant in Engineering to 1.0 FTE, which is split evenly between Streets, Water, Wastewater, and Stormwater Funds as well as the reassignment of a Maintenance Tech II position from 1.00 FTE in the Water Fund to 25% to the Street, Water, Wastewater, and Stormwater Fund. This reflects a change in job duties and increased technical skills and knowledge requirements related to the management of the Cartegraph OMS System, which is the City's computerized work order and asset management system.

## FUND 17: Stormwater cont'd.

|                                      | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|--------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>STORMWATER FUND</b>               |                   |                   |                    |                      |                     |                     |                    |                        |
| Personnel Services                   | 671,297           | 688,760           | 793,811            | 744,767              | 844,577             | 840,895             | 840,895            | 5.9%                   |
| Materials and Services               | 447,329           | 439,266           | 626,074            | 599,362              | 700,615             | 698,697             | 698,697            | 11.6%                  |
| Capital Outlay                       | -                 | 113               | 5,000              | 5,000                | 3,500               | 3,500               | 3,500              | -30.0%                 |
| <b>Total Public Works-Stormwater</b> | <b>1,118,625</b>  | <b>1,128,139</b>  | <b>1,424,885</b>   | <b>1,349,129</b>     | <b>1,548,692</b>    | <b>1,543,092</b>    | <b>1,543,092</b>   | <b>8.3%</b>            |



| ACCOUNT #      | DESCRIPTION                         | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|----------------|-------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>FUND 17</b> | <b>STORMWATER FUND<br/>REVENUES</b> |                   |                   |                    |                      |                     |                     |                    |                        |
| 17-0000-300000 | Beg F/B-Net Working Capital         | 1,169,140         | 1,028,956         | 423,117            | 603,028              | 923,603             | 923,603             | 923,603            | 118.3%                 |
| 17-0000-332004 | Erosion Control Permits             | 15,636            | 32,567            | 15,000             | 27,149               | 15,000              | 15,000              | 15,000             | 0.0%                   |
| 17-0000-338001 | Reimb Costs-Labor                   | -                 | 228               | -                  | 76                   | -                   | -                   | -                  | 0.0%                   |
| 17-0000-338002 | Reimb Costs-Capital Project         | 32,447            | 25,349            | 10,000             | 8,308                | 10,000              | 10,000              | 10,000             | 0.0%                   |
| 17-0000-341006 | Technology Fee                      | 4,846             | 4,899             | 6,000              | 5,877                | 6,000               | 6,000               | 6,000              | 0.0%                   |
| 17-0000-342004 | Dev Review and Inspection Fee       | 86,687            | 46,618            | 35,000             | 58,391               | 35,000              | 35,000              | 35,000             | 0.0%                   |
| 17-0000-348000 | User Fees                           | 1,322,591         | 1,436,296         | 1,585,691          | 1,567,404            | 1,736,978           | 1,736,978           | 1,736,978          | 9.5%                   |
| 17-0000-360000 | Miscellaneous Revenues              | 1,996             | 9                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 17-0000-361000 | Interest Earned                     | 11,352            | 10,211            | 13,000             | 15,161               | 18,000              | 18,000              | 18,000             | 38.5%                  |
| 17-0000-364000 | Sale Of Assets                      | 447               | 923               | -                  | 201                  | -                   | -                   | -                  | 0.0%                   |
| 17-0000-390025 | Transfer In-PERS Reserve            | -                 | 2,858             | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| <b>FUND 17</b> | <b>TOTAL REVENUES</b>               | <b>2,645,142</b>  | <b>2,588,913</b>  | <b>2,087,808</b>   | <b>2,285,595</b>     | <b>2,744,581</b>    | <b>2,744,581</b>    | <b>2,744,581</b>   | <b>31.5%</b>           |

| ACCOUNT #                    | DESCRIPTION                          | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|------------------------------|--------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>PUBLIC WORKS 51XX</b>     |                                      |                   |                   |                    |                      |                     |                     |                    |                        |
| <b>5113</b>                  | <b>STORMWATER ENGINEERING</b>        |                   |                   |                    |                      |                     |                     |                    |                        |
| 17-5113-410000               | Administrative Salaries              | 48,699            | 53,545            | 57,419             | 57,245               | 60,646              | 60,646              | 60,646             | 5.6%                   |
| 17-5113-420000               | Clerical Salaries                    | 23,377            | 26,073            | 32,330             | 26,976               | 39,710              | 39,710              | 39,710             | 22.8%                  |
| 17-5113-432000               | Engineer Salaries                    | 112,001           | 110,319           | 123,182            | 122,547              | 128,396             | 128,396             | 128,396            | 4.2%                   |
| 17-5113-435000               | Overtime                             | 1,809             | 952               | -                  | 10                   | -                   | -                   | -                  | 0.0%                   |
| 17-5113-438000               | Longevity                            | 480               | 480               | 193                | 274                  | 540                 | 540                 | 540                | 179.8%                 |
| 17-5113-440000               | Misc Fringe Benefits                 | 832               | 891               | 877                | 693                  | -                   | -                   | -                  | -100.0%                |
| 17-5113-441000               | FICA/Medicare                        | 13,961            | 14,333            | 16,371             | 15,717               | 17,543              | 17,543              | 17,543             | 7.2%                   |
| 17-5113-442000               | Workers Compensation                 | 2,452             | 2,424             | 3,025              | 2,657                | 3,296               | 3,296               | 3,296              | 9.0%                   |
| 17-5113-443000               | Unemployment                         | 374               | 191               | 433                | 210                  | 231                 | 231                 | 231                | -46.7%                 |
| 17-5113-444000               | Retirement-PERS                      | 12,855            | 19,539            | 26,374             | 25,447               | 30,193              | 30,193              | 30,193             | 14.5%                  |
| 17-5113-444001               | Retirement-Principal                 | 33,509            | 24,304            | 22,668             | 22,122               | 25,623              | 25,623              | 25,623             | 13.0%                  |
| 17-5113-444002               | Retirement-Pension Bond              | 2,807             | 4,052             | 6,352              | 6,098                | 6,202               | 6,202               | 6,202              | -2.4%                  |
| 17-5113-445000               | Health/Life/LTD                      | 35,205            | 31,901            | 44,988             | 37,473               | 56,033              | 54,623              | 54,623             | 21.4%                  |
| Total Personnel Services     |                                      | 288,361           | 289,003           | 334,212            | 317,469              | 368,413             | 367,003             | 367,003            | 9.8%                   |
| 17-5113-510000               | Office Supplies                      | 1,003             | 1,107             | 2,200              | 2,200                | 2,200               | 2,200               | 2,200              | 0.0%                   |
| 17-5113-515000               | Printing & Advertising               | -                 | 150               | 100                | 100                  | 100                 | 100                 | 100                | 0.0%                   |
| 17-5113-520000               | Dues & Meetings                      | 1,062             | 588               | 1,020              | 1,020                | 1,120               | 1,120               | 1,120              | 9.8%                   |
| 17-5113-520003               | Recruitment Expense                  | 349               | 51                | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 17-5113-520008               | Recognition                          | -                 | 31                | 125                | 125                  | 125                 | 125                 | 125                | 0.0%                   |
| 17-5113-523000               | Supplies & Equipment                 | 484               | 884               | 1,350              | 1,350                | 1,320               | 1,320               | 1,320              | -2.2%                  |
| 17-5113-523010               | Quality Public Outreach Program      | 1,699             | 460               | 5,000              | 3,862                | 5,000               | 5,000               | 5,000              | 0.0%                   |
| 17-5113-523011               | TMDL Community Program               | 52                | 108               | 2,500              | 2,500                | 2,500               | 2,500               | 2,500              | 0.0%                   |
| 17-5113-523012               | TMDL Field Program                   | 12,591            | 1,294             | 15,000             | 5,400                | 15,000              | 15,000              | 15,000             | 0.0%                   |
| 17-5113-525000               | Travel & Training                    | 1,413             | 2,754             | 6,050              | 6,050                | 8,800               | 8,800               | 8,800              | 45.5%                  |
| 17-5113-526000               | Employee Testing                     | 32                | 32                | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 17-5113-532000               | Bank Fees                            | 154               | 242               | 300                | 380                  | 400                 | 400                 | 400                | 33.3%                  |
| 17-5113-533000               | Contractual Services                 | 1,480             | 11,172            | 5,000              | 5,000                | 13,500              | 13,500              | 13,500             | 170.0%                 |
| 17-5113-533045               | Maintenance Agreements               | 8,295             | 11,815            | 11,725             | 11,725               | 11,850              | 11,850              | 11,850             | 1.1%                   |
| 17-5113-540000               | Utilities                            | -                 | 192               | 194                | 194                  | 200                 | 200                 | 200                | 3.1%                   |
| 17-5113-551000               | Books & Publications                 | -                 | 25                | 200                | 200                  | 200                 | 200                 | 200                | 0.0%                   |
| 17-5113-562000               | Fuel                                 | 1,051             | 1,205             | 725                | 725                  | 725                 | 725                 | 725                | 0.0%                   |
| 17-5113-563000               | Vehicle Maintenance                  | 691               | 255               | 650                | 650                  | 650                 | 650                 | 650                | 0.0%                   |
| 17-5113-576000               | Recording Fees                       | -                 | 56                | 100                | 100                  | 100                 | 100                 | 100                | 0.0%                   |
| 17-5113-580000               | Professional Services                | -                 | 722               | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 17-5113-590000               | Internal Chrg-Admin Support Services | 196,587           | 228,575           | 275,576            | 269,555              | 312,836             | 310,918             | 310,918            | 12.8%                  |
| 17-5113-590004               | Internal Chrg-Facilities             | 7,590             | 7,717             | 7,534              | 7,534                | 4,941               | 4,941               | 4,941              | -34.4%                 |
| 17-5113-590006               | Internal Chrg-Network Upgrade        | -                 | -                 | 3,227              | 1,980                | 3,960               | 3,960               | 3,960              | 22.7%                  |
| 17-5113-590015               | Internal Chrg-Franchise Fee          | 66,130            | 71,815            | 110,998            | 107,212              | 121,588             | 121,588             | 121,588            | 9.5%                   |
| Total Materials and Services |                                      | 300,663           | 341,248           | 449,574            | 427,862              | 507,115             | 505,197             | 505,197            | 12.4%                  |
| 17-5113-610000               | Capital Outlay                       | -                 | 113               | 5,000              | 5,000                | 3,500               | 3,500               | 3,500              | -30.0%                 |
| Total Capital Outlay         |                                      | -                 | 113               | 5,000              | 5,000                | 3,500               | 3,500               | 3,500              | -30.0%                 |
| <b>5113</b>                  | <b>TOTAL STORMWATER ENGINEERING</b>  | <b>589,024</b>    | <b>630,364</b>    | <b>788,786</b>     | <b>750,331</b>       | <b>879,028</b>      | <b>875,700</b>      | <b>875,700</b>     | <b>11.0%</b>           |

| ACCOUNT #      | DESCRIPTION                            | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|----------------|--|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>5141</b>    | <b>STORMWATER MAINTENANCE</b>          |                   |                   |                    |                      |                     |                     |                    |                        |
| 17-5170-410000 | Administrative Salaries                | 21,782            | 23,366            | 24,636             | 24,620               | 25,377              | 25,377              | 25,377             | 3.0%                   |
| 17-5170-420000 | Clerical Salaries                      | 10,105            | 10,915            | 11,231             | 12,056               | 12,863              | 12,863              | 12,863             | 14.5%                  |
| 17-5170-431000 | Maintenance Salaries                   | 193,658           | 193,307           | 209,454            | 202,615              | 219,117             | 219,117             | 219,117            | 4.6%                   |
| 17-5170-435000 | Overtime                               | 1,560             | 1,321             | 2,500              | 2,500                | 2,500               | 2,500               | 2,500              | 0.0%                   |
| 17-5170-436000 | Standby Pay                            | 1,682             | 1,914             | 3,000              | 3,313                | 3,000               | 3,000               | 3,000              | 0.0%                   |
| 17-5170-438000 | Longevity                              | 1,320             | 2,850             | 4,920              | 4,020                | 4,140               | 4,140               | 4,140              | -15.9%                 |
| 17-5170-440000 | Misc Fringe Benefits                   | 160               | 160               | 160                | 127                  | -                   | -                   | -                  | -100.0%                |
| 17-5170-441000 | FICA/Medicare                          | 17,093            | 17,317            | 19,579             | 18,773               | 20,428              | 20,428              | 20,428             | 4.3%                   |
| 17-5170-442000 | Workers Compensation                   | 16,018            | 16,113            | 18,560             | 15,850               | 20,240              | 20,240              | 20,240             | 9.1%                   |
| 17-5170-443000 | Unemployment                           | 461               | 234               | 515                | 253                  | 271                 | 271                 | 271                | -47.4%                 |
| 17-5170-444000 | Retirement-PERS                        | -                 | 1,231             | 3,450              | 7,333                | 14,766              | 14,766              | 14,766             | 328.0%                 |
| 17-5170-444001 | Retirement-Principal                   | 67,871            | 75,383            | 83,010             | 61,598               | 58,912              | 58,912              | 58,912             | -29.0%                 |
| 17-5170-444002 | Retirement-Pension Bond                | -                 | 336               | 1,488              | 2,857                | 4,719               | 4,719               | 4,719              | 217.1%                 |
| 17-5170-445000 | Health/Life/LTD                        | 51,225            | 55,311            | 77,096             | 71,383               | 89,831              | 87,559              | 87,559             | 13.6%                  |
|                | <b>Total Personnel Services</b>        | <b>382,936</b>    | <b>399,756</b>    | <b>459,599</b>     | <b>427,298</b>       | <b>476,164</b>      | <b>473,892</b>      | <b>473,892</b>     | <b>3.1%</b>            |
| 17-5170-510000 | Office Supplies                        | 508               | 1,496             | 1,500              | 1,000                | 1,500               | 1,500               | 1,500              | 0.0%                   |
| 17-5170-512000 | Uniforms                               | 2,848             | 2,273             | 3,000              | 3,000                | 3,000               | 3,000               | 3,000              | 0.0%                   |
| 17-5170-520000 | Dues & Meetings                        | 72                | 504               | 1,500              | 1,000                | 1,500               | 1,500               | 1,500              | 0.0%                   |
| 17-5170-520003 | Recruitment Expense                    | -                 | -                 | 500                | -                    | 500                 | 500                 | 500                | 0.0%                   |
| 17-5170-523000 | Supplies & Equipment                   | 10,866            | 7,251             | 6,000              | 5,000                | 6,000               | 6,000               | 6,000              | 0.0%                   |
| 17-5170-523100 | Small Tools                            | 4,073             | 834               | 3,000              | 3,000                | 3,000               | 3,000               | 3,000              | 0.0%                   |
| 17-5170-524000 | Safety Program                         | -                 | -                 | 500                | 500                  | 500                 | 500                 | 500                | 0.0%                   |
| 17-5170-525000 | Travel & Training                      | 1,289             | 1,632             | 6,000              | 6,000                | 6,000               | 6,000               | 6,000              | 0.0%                   |
| 17-5170-526000 | Employee Testing                       | 1,040             | 774               | 1,000              | 1,000                | 1,000               | 1,000               | 1,000              | 0.0%                   |
| 17-5170-533000 | Contractual Services                   | 6,789             | 2,619             | 12,000             | 10,000               | 20,000              | 20,000              | 20,000             | 66.7%                  |
| 17-5170-533045 | Maintenance Agreements                 | 5,036             | 2,685             | 6,000              | 13,000               | 20,000              | 20,000              | 20,000             | 233.3%                 |
| 17-5170-538702 | Stormwater Repair                      | 26,165            | 1,429             | 55,000             | 55,000               | 50,000              | 50,000              | 50,000             | -9.1%                  |
| 17-5170-540000 | Utilities                              | 3,241             | 3,473             | 3,000              | 3,000                | 3,000               | 3,000               | 3,000              | 0.0%                   |
| 17-5170-562000 | Fuel                                   | 14,587            | 18,014            | 16,000             | 14,000               | 16,000              | 16,000              | 16,000             | 0.0%                   |
| 17-5170-563000 | Vehicle Maintenance                    | 13,129            | 17,893            | 18,000             | 18,000               | 18,000              | 18,000              | 18,000             | 0.0%                   |
| 17-5170-566000 | Equip Repair & Maintenance             | 3,435             | 3,745             | 8,000              | 6,000                | 8,000               | 8,000               | 8,000              | 0.0%                   |
| 17-5170-567000 | Pipe & Materials                       | 3,586             | 13,396            | 15,500             | 12,000               | 15,500              | 15,500              | 15,500             | 0.0%                   |
| 17-5170-590001 | Internal Chrg-Veh/Equip                | 20,000            | 20,000            | 20,000             | 20,000               | 20,000              | 20,000              | 20,000             | 0.0%                   |
| 17-5170-590002 | Internal Chrg-Computers                | 30,000            | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
|                | <b>Total Materials and Services</b>    | <b>146,666</b>    | <b>98,018</b>     | <b>176,500</b>     | <b>171,500</b>       | <b>193,500</b>      | <b>193,500</b>      | <b>193,500</b>     | <b>9.6%</b>            |
| <b>5170</b>    | <b>TOTAL STORMWATER MAINTENANCE</b>    | <b>529,601</b>    | <b>497,774</b>    | <b>636,099</b>     | <b>598,798</b>       | <b>669,664</b>      | <b>667,392</b>      | <b>667,392</b>     | <b>4.9%</b>            |
|                | <b>TOTAL PUBLIC WORKS (STORMWATER)</b> | <b>1,118,625</b>  | <b>1,128,139</b>  | <b>1,424,885</b>   | <b>1,349,129</b>     | <b>1,548,692</b>    | <b>1,543,092</b>    | <b>1,543,092</b>   | <b>8.3%</b>            |
|                | <b>NONDEPARTMENTAL 91XX</b>            |                   |                   |                    |                      |                     |                     |                    |                        |
| <b>9170</b>    | <b>TRANSFERS</b>                       |                   |                   |                    |                      |                     |                     |                    |                        |
| 17-9170-904000 | Transfer Out-Capital Projects          | 489,882           | 857,745           | 111,000            | 12,863               | 175,500             | 175,500             | 175,500            | 58.1%                  |
| 17-9170-907000 | Transfer Out-Water Fund                | 4,858             | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 17-9170-925000 | Transfer Out-PERS Reserve Fund         | 2,821             | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| <b>9170</b>    | <b>TOTAL TRANSFERS</b>                 | <b>497,561</b>    | <b>857,745</b>    | <b>111,000</b>     | <b>12,863</b>        | <b>175,500</b>      | <b>175,500</b>      | <b>175,500</b>     | <b>58.1%</b>           |
| <b>9180</b>    | <b>RESERVES</b>                        |                   |                   |                    |                      |                     |                     |                    |                        |
| 17-9180-800000 | Contingency                            | -                 | -                 | 551,923            | -                    | 1,020,389           | 1,025,989           | 1,025,989          | 85.9%                  |
| <b>9180</b>    | <b>TOTAL RESERVES</b>                  | <b>-</b>          | <b>-</b>          | <b>551,923</b>     | <b>-</b>             | <b>1,020,389</b>    | <b>1,025,989</b>    | <b>1,025,989</b>   | <b>85.9%</b>           |
|                | <b>TOTAL NONDEPARTMENTAL</b>           | <b>497,561</b>    | <b>857,745</b>    | <b>662,923</b>     | <b>12,863</b>        | <b>1,195,889</b>    | <b>1,201,489</b>    | <b>1,201,489</b>   | <b>81.2%</b>           |
| <b>FUND 17</b> | <b>TOTAL STORMWATER FUND</b>           | <b>1,616,187</b>  | <b>1,985,884</b>  | <b>2,087,808</b>   | <b>1,361,992</b>     | <b>2,744,581</b>    | <b>2,744,581</b>    | <b>2,744,581</b>   | <b>31.5%</b>           |
|                | <b>ENDING FUND BALANCE</b>             | <b>1,028,956</b>  | <b>603,028</b>    | <b>-</b>           | <b>923,603</b>       | <b>-</b>            | <b>-</b>            | <b>-</b>           | <b>0.0%</b>            |

## FUND 43: Stormwater System Development Charges

|                     | <u>17-18</u> | <u>18-19</u> | <u>19-20</u> |
|---------------------|--------------|--------------|--------------|
| BUDGETED STAFF FTE: | 0.00         | 0.00         | 0.00         |

### Description

Stormwater System Development Charges (SDCs) are paid by developers on building permits. They are used to provide additional capacity to the City's infrastructure and can only be spent on capital projects listed in the Stormwater Master Plan.

### Significant Changes

Revenue increases result from anticipated increased activity in commercial development.



| ACCOUNT #      | DESCRIPTION                               | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|----------------|---|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>FUND 43</b> | <b>STORMWATER SYSTEM DEVELOPMENT FUND</b> |                   |                   |                    |                      |                     |                     |                    |                        |
|                | <b>REVENUES</b>                           |                   |                   |                    |                      |                     |                     |                    |                        |
| 43-0000-300000 | Beg F/B-Net Working Capital               | 167,567           | 106,284           | 107,416            | 137,313              | 190,295             | 190,295             | 190,295            | 77.2%                  |
| 43-0000-349002 | System Development Fees                   | 43,479            | 81,060            | 41,000             | 49,919               | 75,000              | 75,000              | 75,000             | 82.9%                  |
| 43-0000-361000 | Interest Earned                           | 1,453             | 1,873             | 1,500              | 3,740                | 4,800               | 4,800               | 4,800              | 220.0%                 |
| 43-0000-361001 | Interest-Receiveables                     | 119               | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 43-0000-363000 | Assessment Installments                   | 6,457             | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| <b>FUND 43</b> | <b>TOTAL REVENUES</b>                     | <b>219,076</b>    | <b>189,217</b>    | <b>149,916</b>     | <b>190,972</b>       | <b>270,095</b>      | <b>270,095</b>      | <b>270,095</b>     | <b>80.2%</b>           |
| <b>9170</b>    | <b>TRANSFERS</b>                          |                   |                   |                    |                      |                     |                     |                    |                        |
| 43-9170-904000 | Transfer Out-Capital Projects             | 105,227           | 51,905            | 9,000              | 677                  | 61,500              | 61,500              | 61,500             | 583.3%                 |
| 43-9170-907000 | Transfer Out-Water Fund                   | 7,565             | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| <b>9170</b>    | <b>TOTAL TRANSFERS</b>                    | <b>112,792</b>    | <b>51,905</b>     | <b>9,000</b>       | <b>677</b>           | <b>61,500</b>       | <b>61,500</b>       | <b>61,500</b>      | <b>583.3%</b>          |
| <b>9180</b>    | <b>RESERVES</b>                           |                   |                   |                    |                      |                     |                     |                    |                        |
| 43-9180-800000 | Contingency                               | -                 | -                 | 126,682            | -                    | 194,361             | 194,361             | 194,361            | 53.4%                  |
| 43-9180-830000 | Reserve for Payments in Lieu              | -                 | -                 | 14,234             | -                    | 14,234              | 14,234              | 14,234             | 0.0%                   |
| <b>9180</b>    | <b>TOTAL RESERVES</b>                     | <b>-</b>          | <b>-</b>          | <b>140,916</b>     | <b>-</b>             | <b>208,595</b>      | <b>208,595</b>      | <b>208,595</b>     | <b>48.0%</b>           |
| <b>FUND 43</b> | <b>TOTAL STORMWATER SDC FUND</b>          | <b>112,792</b>    | <b>51,905</b>     | <b>149,916</b>     | <b>677</b>           | <b>270,095</b>      | <b>270,095</b>      | <b>270,095</b>     | <b>80.2%</b>           |
|                | ENDING FUND BALANCE                       | 106,284           | 137,313           | -                  | 190,295              | -                   | -                   | -                  | 0.0%                   |

## FUND 04: Proprietary Capital Projects – Stormwater

|                     | <u>17-18</u> | <u>18-19</u> | <u>19-20</u> |
|---------------------|--------------|--------------|--------------|
| BUDGETED STAFF FTE: | 0.00         | 0.00         | 0.00         |

### Department Description

The Engineering Services Department manages the planning, design, and construction of the stormwater capital improvement projects.

- **800 Block Wynooski:** The current pipe and outfall severely eroded the area east of Wynooski Street. This project would extend the outfall further down the slope to reduce erosion around the slopes of Hess Creek. The design work for this project started in FY 2018-19.
- **Stormwater Plan Update:** The adoption of the Riverfront Master Plan will require an update to the existing Stormwater Plan.
- **Maintenance Yard:** The Cal Portland site adjacent to existing public works maintenance yard was purchased in the fall of 2015. Work continues on the maintenance facility, which includes items such as removing/upgrading existing improvements, repair/replacement of pavement, upgrades to existing buildings, installation of additional covered storage for equipment, installation of a fuel station for city vehicles and for emergency fuel, landscaping, fencing, and improvements to building and yard lighting systems.

| ACCOUNT #      | DESCRIPTION                         | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|----------------|-------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>FUND 04</b> | <b>PROPRIETARY CAPITAL PROJECTS</b> |                   |                   |                    |                      |                     |                     |                    |                        |
|                | <b>REVENUES</b>                     |                   |                   |                    |                      |                     |                     |                    |                        |
| 04-0000-390017 | Transfer In-Stormwater Fund         | 489,882           | 857,745           | 111,000            | 12,863               | 175,500             | 175,500             | 175,500            | 58.1%                  |
| 04-0000-390043 | Transfer In-Stormwater SDC          | 105,227           | 51,905            | 9,000              | 677                  | 61,500              | 61,500              | 61,500             | 583.3%                 |
| <b>5150</b>    | <b>CAPITAL PROJECTS</b>             |                   |                   |                    |                      |                     |                     |                    |                        |
|                | <b>STORMWATER PROJECTS</b>          |                   |                   |                    |                      |                     |                     |                    |                        |
| 04-5150-717711 | Blaine St (2nd - 11th)              | 179,989           | 818,022           | -                  | 1,460                | -                   | -                   | -                  | 0.0%                   |
| 04-5150-717725 | Master Plan Update                  | -                 | -                 | -                  | -                    | 107,000             | 107,000             | 107,000            | 100.0%                 |
| 04-5150-717728 | 8th St Utility Replacement          | -                 | 37,944            | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 04-5150-717738 | 800 Block Wynyoski                  | -                 | -                 | 100,000            | 12,080               | 90,000              | 90,000              | 90,000             | -10.0%                 |
| 04-5150-717763 | Villa Road (Haworth-Crestview)      | 395,238           | 5,336             | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 04-5150-717777 | PW Maint Facility Improvements      | 19,883            | 48,349            | 20,000             | -                    | 40,000              | 40,000              | 40,000             | 100.0%                 |
|                | <b>Total Stormwater Projects</b>    | <b>595,109</b>    | <b>909,650</b>    | <b>120,000</b>     | <b>13,540</b>        | <b>237,000</b>      | <b>237,000</b>      | <b>237,000</b>     | <b>97.5%</b>           |

| ACCOUNT #      | DESCRIPTION                                      | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|----------------|--|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>FUND 04</b> | <b>PROPRIETARY CAPITAL PROJECTS<br/>REVENUES</b> |                   |                   |                    |                      |                     |                     |                    |                        |
| 04-0000-300000 | Beg F/B-Net Working Capital                      | -                 | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 04-0000-390006 | Transfer In-Wastewater Fund                      | 1,382,605         | 1,382,165         | 2,147,000          | 2,087,885            | 3,132,600           | 3,132,600           | 3,132,600          | 45.9%                  |
| 04-0000-390007 | Transfer In-Water Fund                           | 345,129           | 461,033           | 2,509,000          | 378,600              | 6,250,900           | 6,250,900           | 6,250,900          | 149.1%                 |
| 04-0000-390017 | Transfer In-Stormwater Fund                      | 489,882           | 857,745           | 111,000            | 12,863               | 175,500             | 175,500             | 175,500            | 58.1%                  |
| 04-0000-390043 | Transfer In-Stormwater SDC                       | 105,227           | 51,905            | 9,000              | 677                  | 61,500              | 61,500              | 61,500             | 583.3%                 |
| 04-0000-390046 | Transfer In-Wastewater SDC                       | 275,526           | 708,807           | 1,673,000          | 810,135              | 1,838,400           | 1,838,400           | 1,838,400          | 9.9%                   |
| 04-0000-390047 | Transfer In-Water SDC                            | 111,795           | 12,338            | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| <b>FUND 04</b> | <b>TOTAL REVENUES</b>                            | <b>2,710,165</b>  | <b>3,473,994</b>  | <b>6,449,000</b>   | <b>3,290,160</b>     | <b>11,458,900</b>   | <b>11,458,900</b>   | <b>11,458,900</b>  | <b>77.7%</b>           |
| <b>5150</b>    | <b>CAPITAL PROJECTS<br/>WASTEWATER PROJECTS</b>  |                   |                   |                    |                      |                     |                     |                    |                        |
| 04-5150-706301 | Inflow/Infiltration Projects                     | 231,761           | 302,701           | 975,000            | 1,074,750            | 630,000             | 630,000             | 630,000            | -35.4%                 |
| 04-5150-706308 | Wastewater Master Plan                           | 120,680           | 227,604           | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 04-5150-706310 | Oxidation Ditches                                | 145,415           | 523,537           | -                  | -                    | 265,000             | 265,000             | 265,000            | 100.0%                 |
| 04-5150-706313 | Roofing at WWTP                                  | 82,544            | -                 | -                  | -                    | 160,000             | 160,000             | 160,000            | 100.0%                 |
| 04-5150-706329 | Coating for Pump Station                         | -                 | 138               | 170,000            | 10,220               | 160,000             | 160,000             | 160,000            | -5.9%                  |
| 04-5150-706369 | Dehydration Unit Burner Rebuild                  | -                 | -                 | 65,000             | -                    | -                   | -                   | -                  | -100.0%                |
| 04-5150-706393 | Dayton Pump Station - Design & Construction      | 318,951           | 791,661           | 750,000            | 796,470              | -                   | -                   | -                  | -100.0%                |
| 04-5150-706396 | Sixth St Sewer Rehab                             | -                 | -                 | 300,000            | 400,040              | 200,000             | 200,000             | 200,000            | -33.3%                 |
| 04-5150-706397 | Programmable Logic Controller Study              | -                 | -                 | 30,000             | 30,000               | -                   | -                   | -                  | -100.0%                |
| 04-5150-706405 | Fifth St Pipe Replacement                        | -                 | 31,456            | 440,000            | 395,540              | -                   | -                   | -                  | -100.0%                |
| 04-5150-706408 | Wastewater Master Plan Update                    | -                 | -                 | -                  | -                    | 100,000             | 100,000             | 100,000            | 100.0%                 |
| 04-5150-706410 | Oxidation Ditch Rotor Replacement                | -                 | 58,725            | 80,000             | 80,000               | 80,000              | 80,000              | 80,000             | 0.0%                   |
| 04-5150-706411 | South Springbrook (Bypass)                       | 50,000            | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 04-5150-706415 | WWTP Hypochlorite                                | 688,899           | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 04-5150-706416 | WWTP Sawdust Bays                                | -                 | -                 | -                  | -                    | 372,000             | 372,000             | 372,000            | 100.0%                 |
| 04-5150-706417 | Compost Sale Pile Cover                          | -                 | -                 | -                  | -                    | 160,000             | 160,000             | 160,000            | 100.0%                 |
| 04-5150-706418 | Hess Creek Lining                                | -                 | -                 | -                  | -                    | 1,060,000           | 1,060,000           | 1,060,000          | 100.0%                 |
| 04-5150-706419 | Clarifier Study                                  | -                 | -                 | -                  | -                    | 64,000              | 64,000              | 64,000             | 100.0%                 |
| 04-5150-706420 | Crestview Drive Sewer                            | -                 | -                 | -                  | -                    | 320,000             | 320,000             | 320,000            | 100.0%                 |
| 04-5150-706428 | 8th St Utility Replacement                       | -                 | 103,936           | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 04-5150-706470 | Operations Remodel                               | -                 | -                 | -                  | -                    | 425,000             | 425,000             | 425,000            | 100.0%                 |
| 04-5150-706471 | WWTP Painting & Maintenance                      | -                 | -                 | -                  | -                    | 56,000              | 56,000              | 56,000             | 100.0%                 |
| 04-5150-706477 | PW Maint Facility Improvements                   | 19,883            | 50,646            | 20,000             | -                    | 40,000              | 40,000              | 40,000             | 100.0%                 |
| 04-5150-706479 | Chehalem Extension                               | -                 | 568               | 990,000            | 111,000              | 879,000             | 879,000             | 879,000            | -11.2%                 |
|                | Total Wastewater Projects                        | 1,658,132         | 2,090,972         | 3,820,000          | 2,898,020            | 4,971,000           | 4,971,000           | 4,971,000          | 30.1%                  |

| ACCOUNT #                  | DESCRIPTION                                    | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|----------------------------|--|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>WATER PROJECTS</b>      |  |                   |                   |                    |                      |                     |                     |                    |                        |
| 04-5150-707477             | PW Maint Facility Improvements                 | 19,883            | 47,706            | 20,000             | -                    | 40,000              | 40,000              | 40,000             | 100.0%                 |
| 04-5150-707478             | WTP Seismic Resiliency                         | -                 | -                 | 200,000            | 15,000               | 185,000             | 185,000             | 185,000            | -7.5%                  |
| 04-5150-707479             | Chehalem Extension                             | -                 | 275               | 740,000            | 66,280               | 673,000             | 673,000             | 673,000            | -9.1%                  |
| 04-5150-707481             | Fire Flow - W Illinois                         | -                 | 236               | 155,000            | 13,840               | 141,000             | 141,000             | 141,000            | -9.0%                  |
| 04-5150-707482             | Fire Flow - George Fox                         | -                 | -                 | 346,000            | 113,330              | 233,000             | 233,000             | 233,000            | -32.7%                 |
| 04-5150-707483             | Decommission Wells 1 & 2                       | -                 | -                 | 200,000            | -                    | 200,000             | 200,000             | 200,000            | 0.0%                   |
| 04-5150-707484             | Redundant Water Supply                         | -                 | -                 | 163,000            | 50,070               | 487,000             | 487,000             | 487,000            | 198.8%                 |
| 04-5150-707485             | Bell West Pump Station                         | -                 | -                 | -                  | -                    | 770,000             | 770,000             | 770,000            | 100.0%                 |
| 04-5150-707486             | Fireflow- Vittoria Square                      | -                 | -                 | -                  | -                    | 157,000             | 157,000             | 157,000            | 100.0%                 |
| 04-5150-707487             | N College Street - N Terrace                   | -                 | -                 | -                  | -                    | 256,000             | 256,000             | 256,000            | 100.0%                 |
| 04-5150-707488             | Fixed Based Radio Read                         | -                 | -                 | -                  | -                    | 372,000             | 372,000             | 372,000            | 100.0%                 |
| 04-5150-707489             | Crestview Waterline - Nonpotable               | -                 | -                 | -                  | -                    | 1,060,900           | 1,060,900           | 1,060,900          | 100.0%                 |
| 04-5150-707490             | Crestview Waterline - Potable                  | -                 | -                 | -                  | -                    | 213,000             | 213,000             | 213,000            | 100.0%                 |
| 04-5150-707491             | Routine WL Replacement                         | -                 | -                 | -                  | -                    | 300,000             | 300,000             | 300,000            | 100.0%                 |
| 04-5150-707502             | Water Rights Review                            | -                 | 2,163             | 15,000             | 9,810                | 5,000               | 5,000               | 5,000              | -66.7%                 |
| 04-5150-707528             | Valves on College St                           | -                 | -                 | 200,000            | -                    | 200,000             | 200,000             | 200,000            | 0.0%                   |
| 04-5150-707555             | Spring Improvements                            | 1,158             | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 04-5150-707557             | Water Conservation Plan                        | -                 | -                 | 100,000            | 58,550               | 30,000              | 30,000              | 30,000             | -70.0%                 |
| 04-5150-707572             | Water Master Plan Update                       | 121,231           | 6,447             | -                  | -                    | 50,000              | 50,000              | 50,000             | 100.0%                 |
| 04-5150-707577             | WTP Exp Land Purchase                          | -                 | -                 | -                  | -                    | 500,000             | 500,000             | 500,000            | 100.0%                 |
| 04-5150-707587             | Reservoir Improvements                         | 278,990           | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 04-5150-707593             | Wellfield Improvements                         | -                 | -                 | -                  | -                    | 10,000              | 10,000              | 10,000             | 100.0%                 |
| 04-5150-707611             | South Springbrook (Bypass)                     | 28,312            | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 04-5150-707612             | College St Relocation (Illinois-Aldercrest)    | 7,350             | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 04-5150-707613             | College St Relocation (Aldercrest-Foothills)   | -                 | 4,091             | 370,000            | 1,720                | 368,000             | 368,000             | 368,000            | -0.5%                  |
| 04-5150-707615             | WTP Hypochlorite Generator                     | -                 | 412,453           | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 04-5150-707616             | Wellfield Valve Installation                   | -                 | -                 | -                  | 50,000               | -                   | -                   | -                  | 0.0%                   |
| Total Water Projects       |  | 456,924           | 473,371           | 2,509,000          | 378,600              | 6,250,900           | 6,250,900           | 6,250,900          | 149.1%                 |
| <b>STORMWATER PROJECTS</b> |  |                   |                   |                    |                      |                     |                     |                    |                        |
| 04-5150-717711             | Blaine St (2nd - 11th)                         | 179,989           | 818,022           | -                  | 1,460                | -                   | -                   | -                  | 0.0%                   |
| 04-5150-717725             | Master Plan Update                             | -                 | -                 | -                  | -                    | 107,000             | 107,000             | 107,000            | 100.0%                 |
| 04-5150-717728             | 8th St Utility Replacement                     | -                 | 37,944            | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 04-5150-717738             | 800 Block Wynoski                              | -                 | -                 | 100,000            | 12,080               | 90,000              | 90,000              | 90,000             | -10.0%                 |
| 04-5150-717763             | Villa Road (Haworth-Crestview)                 | 395,238           | 5,336             | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 04-5150-717777             | PW Maint Facility Improvements                 | 19,883            | 48,349            | 20,000             | -                    | 40,000              | 40,000              | 40,000             | 100.0%                 |
| Total Stormwater Projects  |  | 595,109           | 909,650           | 120,000            | 13,540               | 237,000             | 237,000             | 237,000            | 97.5%                  |
| <b>5150</b>                | <b>TOTAL CAPITAL PROJECTS</b>                  | <b>2,710,165</b>  | <b>3,473,994</b>  | <b>6,449,000</b>   | <b>3,290,160</b>     | <b>11,458,900</b>   | <b>11,458,900</b>   | <b>11,458,900</b>  | <b>77.7%</b>           |
| <b>FUND 04</b>             | <b>TOTAL PROPRIETARY CAPITAL PROJECTS FUND</b> | <b>2,710,165</b>  | <b>3,473,994</b>  | <b>6,449,000</b>   | <b>3,290,160</b>     | <b>11,458,900</b>   | <b>11,458,900</b>   | <b>11,458,900</b>  | <b>77.7%</b>           |
| ENDING FUND BALANCE        |  | -                 | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |

**2019-20 CAPITAL PROJECTS & FUNDING SOURCE**

| Acct # | Project | 2019-20<br>BUDGET | Funding Source   |                      |                    |                  |                       |                 |                     |
|--------|---------|-------------------|------------------|----------------------|--------------------|------------------|-----------------------|-----------------|---------------------|
|        |         |                   | 390002<br>Street | 390042<br>Street SDC | 390006<br>WW Rates | 390046<br>WW SDC | 390007<br>Water Rates | 390017<br>Storm | 390043<br>Storm SDC |

**Wastewater**

|         |        |                                |           |  |       |           |         |  |  |
|---------|--------|--------------------------------|-----------|--|-------|-----------|---------|--|--|
| 04 5150 | 706301 | Inflow/Infiltration Correction | 630,000   |  | 50/50 | 315,000   | 315,000 |  |  |
| 04 5150 | 706310 | Oxidation Ditches              | 265,000   |  | 89/11 | 235,850   | 29,150  |  |  |
| 04 5150 | 706313 | Roofing at WWTP                | 160,000   |  |       | 160,000   |         |  |  |
| 04 5150 | 706329 | Coating for Pump Station       | 160,000   |  | 75/25 | 120,000   | 40,000  |  |  |
| 04 5150 | 706396 | Sixth St Sewer Rehab           | 200,000   |  | 90/10 | 180,000   | 20,000  |  |  |
| 04 5150 | 706408 | Wastewater Master Plan Update  | 100,000   |  | 75/25 | 75,000    | 25,000  |  |  |
| 04 5150 | 706410 | Oxidation Ditch Rotor Replace  | 80,000    |  |       | 80,000    |         |  |  |
| 04 5150 | 706416 | WWTP Sawdust Bays              | 372,000   |  | 50/50 | 186,000   | 186,000 |  |  |
| 04 5150 | 706417 | Compost Sale Pile Cover        | 160,000   |  |       | 160,000   |         |  |  |
| 04 5150 | 706418 | Hess Creek Lining              | 1,060,000 |  | 98/02 | 1,038,800 | 21,200  |  |  |
| 04 5150 | 706419 | Clarifier Study                | 64,000    |  | 78/22 | 49,920    | 14,080  |  |  |
| 04 5150 | 706420 | Crestview Drive Sewer          | 320,000   |  |       |           | 320,000 |  |  |
| 04 5150 | 706470 | Operations Remodel             | 425,000   |  | 90/10 | 382,500   | 42,500  |  |  |
| 04 5150 | 706471 | WWTP Painting & Maintenance    | 56,000    |  |       | 56,000    |         |  |  |
| 04 5150 | 706477 | PW Maint Facility Improvements | 40,000    |  | 80/20 | 32,000    | 8,000   |  |  |
| 04 5150 | 706479 | Chehalem Extension             | 879,000   |  | 07/93 | 61,530    | 817,470 |  |  |

|                            |  |  |                  |   |   |                  |                  |   |   |
|----------------------------|--|--|------------------|---|---|------------------|------------------|---|---|
| <b>Subtotal Wastewater</b> |  |  | <b>4,971,000</b> | - | - | <b>3,132,600</b> | <b>1,838,400</b> | - | - |
|----------------------------|--|--|------------------|---|---|------------------|------------------|---|---|

**Water**

|         |        |  |           |  |  |  |           |  |  |
|---------|--------|--|-----------|--|--|--|-----------|--|--|
| 04 5150 | 707477 | PW Maint Facility Improvements               | 40,000    |  |  |  | 40,000    |  |  |
| 04 5150 | 707478 | WTP Seismic Resiliency                       | 185,000   |  |  |  | 185,000   |  |  |
| 04 5150 | 707479 | Chehalem Extension                           | 673,000   |  |  |  | 673,000   |  |  |
| 04 5150 | 707481 | Fire Flow - W Illinois                       | 141,000   |  |  |  | 141,000   |  |  |
| 04 5150 | 707482 | Fire Flow - George Fox                       | 233,000   |  |  |  | 233,000   |  |  |
| 04 5150 | 707483 | Decommission Wells 1 & 2                     | 200,000   |  |  |  | 200,000   |  |  |
| 04 5150 | 707484 | Redundant Water Supply                       | 487,000   |  |  |  | 487,000   |  |  |
| 04 5150 | 707485 | Bell West Pump Station                       | 770,000   |  |  |  | 770,000   |  |  |
| 04 5150 | 707486 | Fireflow- Vittoria Square                    | 157,000   |  |  |  | 157,000   |  |  |
| 04 5150 | 707487 | N College Street - N Terrace                 | 256,000   |  |  |  | 256,000   |  |  |
| 04 5150 | 707488 | Fixed Based Radio Read                       | 372,000   |  |  |  | 372,000   |  |  |
| 04 5150 | 707489 | Crestview Waterline - Nonpotable             | 1,060,900 |  |  |  | 1,060,900 |  |  |
| 04 5150 | 707490 | Crestview Waterline - Potable                | 213,000   |  |  |  | 213,000   |  |  |
| 04 5150 | 707491 | Routine WL Replacement                       | 300,000   |  |  |  | 300,000   |  |  |
| 04 5150 | 707502 | Water Rights Review                          | 5,000     |  |  |  | 5,000     |  |  |
| 04 5150 | 707528 | Valves on College St                         | 200,000   |  |  |  | 200,000   |  |  |
| 04 5150 | 707557 | Water Conservation Plan                      | 30,000    |  |  |  | 30,000    |  |  |
| 04 5150 | 707572 | Water Master Plan Update                     | 50,000    |  |  |  | 50,000    |  |  |
| 04 5150 | 707577 | WTP Exp Land Purchase                        | 500,000   |  |  |  | 500,000   |  |  |
| 04 5150 | 707593 | Wellfield Improvements                       | 10,000    |  |  |  | 10,000    |  |  |
| 04 5150 | 707613 | College St Relocation (Aldercrest-Foothills) | 368,000   |  |  |  | 368,000   |  |  |

|                       |  |  |                  |   |   |   |   |                  |   |
|-----------------------|--|--|------------------|---|---|---|---|------------------|---|
| <b>Subtotal Water</b> |  |  | <b>6,250,900</b> | - | - | - | - | <b>6,250,900</b> | - |
|-----------------------|--|--|------------------|---|---|---|---|------------------|---|

**Stormwater**

|         |        |                                |         |  |  |  |       |        |        |
|---------|--------|--------------------------------|---------|--|--|--|-------|--------|--------|
| 04 5150 | 717725 | Stormwater Master Plan Update  | 107,000 |  |  |  | 50/50 | 53,500 | 53,500 |
| 04 5150 | 717738 | 800 Block Wyooski              | 90,000  |  |  |  |       | 90,000 |        |
| 04 5150 | 717777 | PW Maint Facility Improvements | 40,000  |  |  |  | 80/20 | 32,000 | 8,000  |

|                            |  |  |                |   |   |   |   |                |               |
|----------------------------|--|--|----------------|---|---|---|---|----------------|---------------|
| <b>Subtotal Stormwater</b> |  |  | <b>237,000</b> | - | - | - | - | <b>175,500</b> | <b>61,500</b> |
|----------------------------|--|--|----------------|---|---|---|---|----------------|---------------|

|                               |  |  |                   |   |   |                  |                  |                  |                |
|-------------------------------|--|--|-------------------|---|---|------------------|------------------|------------------|----------------|
| <b>Total Fund 04 Projects</b> |  |  | <b>11,458,900</b> | - | - | <b>3,132,600</b> | <b>1,838,400</b> | <b>6,250,900</b> | <b>175,500</b> |
|-------------------------------|--|--|-------------------|---|---|------------------|------------------|------------------|----------------|

**Street**

|         |        |                                |           |           |           |       |  |  |  |
|---------|--------|--------------------------------|-----------|-----------|-----------|-------|--|--|--|
| 18 5150 | 702106 | Bicycle Route Improvements     | 30,000    | 30,000    |           |       |  |  |  |
| 18 5150 | 702109 | Transportation Plan Update     | 50,000    | 25,000    | 25,000    | 50/50 |  |  |  |
| 18 5150 | 702111 | College St Bikeline & Sidewalk | 200,000   | 200,000   |           |       |  |  |  |
| 18 5150 | 702123 | Elliott Road                   | 1,095,675 | 383,486   | 712,189   | 35/65 |  |  |  |
| 18 5150 | 702167 | Crestview Dr                   | 2,200,000 | 575,000   | 1,625,000 |       |  |  |  |
| 18 5150 | 702171 | Pavement Rehabilitation        | 297,440   | 297,440   |           |       |  |  |  |
| 18 5150 | 702177 | PW Maint Facility Improvements | 40,000    | 32,000    | 8,000     | 80/20 |  |  |  |
| 18 5150 | 703000 | Citywide Pavement Rehab - TUF  | 1,400,000 | 1,400,000 |           |       |  |  |  |

|  |  |  |                  |                  |                  |   |   |   |   |
|--|--|--|------------------|------------------|------------------|---|---|---|---|
| <b>Total Fund 18 (Street) Projects</b> |  |  | <b>5,313,115</b> | <b>2,942,926</b> | <b>2,370,189</b> | - | - | - | - |
|--|--|--|------------------|------------------|------------------|---|---|---|---|

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# MISCELLANEOUS FUNDS



**FUND 09: Debt Service Fund****17-18 18-19 19-20****BUDGETED STAFF FTE: 0.00 0.00 0.00****Description**

The City has one debt service fund. The Debt Service Fund makes payments on all debt relating to governmental activities (services which are primarily supported from property taxes and other fees). The debt related to business-type activities is paid out of the individual funds (services supported via user charges such as EMS, Water, Wastewater, and Stormwater).

Internal Charges to each department based on PERS eligible wages are collected for the 2004 PERS Pension Bond. The Bypass Loan is being funded by the Surface Transportation Program through the Federal Highway Administration. In FY 2018-19 the City began making debt service payments on the WCCCA Radio Upgrade.

**Significant Changes**

There are no significant changes in the Debt Service Fund.

Below is a summary of the City's outstanding debt. This includes obligations located in the Debt Service Fund and other funds.

| <b>DEBT AND FUNDING SOURCES</b>  |  |                                       |                          |   |
|--|--|---------------------------------------|--------------------------|---|
| Description  | Principal<br>Outstanding<br>July 1, 2019 | Debt Service<br>Payment<br>FY 2019-20 | Final<br>Payment<br>Date | Fund Resource Used  |
| Limited Tax Pension Bond   | \$ 2,045,000                             | \$ 274,063                            | June 2028                | All Funds w/OPERS   |
| Full Faith & Credit Financing, Series 2018A 2018B<br><i>Public Safety Communications Upgrade</i>                   | 2,932,361                                | 372,575                               | June 2028                | General Fund  |
| Oregon Transportation Infrastructure Bank Loan<br><i>Newberg-Dundee Bypass Project</i>                             | 1,314,420                                | 142,916                               | Jan 2030                 | Surface Transportation Program Funds                                |
| Clean Water State Revolving Fund Loan<br><i>Wastewater Treatment Plant -<br/>Repair, Renovation, and Expansion</i> | 21,114,831                               | 1,543,916                             | Apr 2036                 | Wastewater Fund   |
| Business Oregon Loan<br><i>Effluent Reuse Water System Improvements</i>  | 4,484,477                                | 578,688                               | Dec 2028                 | 72.6% Wastewater / 27.4% Water                                      |
| Full Faith & Credit Refunding Bond, Series 2015  |  |                                       |                          | 42.88% City Hall Fee; 44.18%  |
| <i>City Hall Remodel</i>   | 160,000                                  | 162,000                               | Dec 2019                 | Water/Wastewater; 9.15% Street; 3.05%<br>Stormwater; 0.74% Econ Dev |
| <i>Water Reservoir</i>   | 1,306,514                                | 354,113                               | Dec 2022                 | Water Fund  |
| <i>Water Treatment Expansion &amp; Well #8</i>   | 3,003,360                                | 504,576                               | Dec 2025                 | Water SDC Fund  |
| <i>Parallel River Water Line</i>   | 1,190,126                                | 201,124                               | Dec 2025                 | 30% Water Fund / 70% Water SDC Fund                                 |
|  | <u>37,551,089</u>                        | <u>4,133,971</u>                      |                          |   |

| ACCOUNT #      | DESCRIPTION                        | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|----------------|------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>FUND 09</b> | <b>DEBT SERVICE FUND</b>           |                   |                   |                    |                      |                     |                     |                    |                        |
|                | <b>REVENUES</b>                    |                   |                   |                    |                      |                     |                     |                    |                        |
| 09-0000-300000 | Beg F/B-Net Working Capital        | 216,728           | 38,270            | 46,455             | 47,809               | -                   | -                   | -                  | -100.0%                |
| 09-0000-311000 | Prior Year Taxes                   | 18,830            | 7,703             | 4,730              | 12,712               | 1,369               | 1,369               | 1,369              | -71.1%                 |
| 09-0000-334001 | Federal Exchange Grant             | 142,916           | 142,916           | 142,916            | 142,916              | 142,916             | 142,916             | 142,916            | 0.0%                   |
| 09-0000-361000 | Interest Earned                    | 1,918             | 1,808             | 500                | 2,367                | -                   | -                   | -                  | -100.0%                |
| 09-0000-361004 | Interest-Other Investments         | 4                 | 28                | -                  | 118                  | -                   | -                   | -                  | 0.0%                   |
| 09-0000-370500 | Internal Rev-Facilities            | 117,543           | 119,492           | 116,658            | 116,658              | 76,513              | 76,513              | 76,513             | -34.4%                 |
| 09-0000-372000 | Pension Bond Charge                | 238,995           | 248,417           | 261,906            | 261,882              | 274,063             | 274,063             | 274,063            | 4.6%                   |
| 09-0000-390001 | Transfer In-General Fund           | -                 | -                 | 372,575            | 309,568              | 372,575             | 372,575             | 372,575            | 0.0%                   |
| 09-0000-390002 | Transfer In-Street Fund            | 22,772            | 23,150            | 22,600             | 22,601               | 14,823              | 14,823              | 14,823             | -34.4%                 |
| 09-0000-390010 | Transfer In-City Hall              | 106,718           | 108,486           | 105,914            | 105,914              | 69,466              | 69,466              | 69,466             | -34.4%                 |
| 09-0000-390014 | Transfer In-EDRLF                  | 1,842             | 1,872             | 1,828              | 1,828                | 1,199               | 1,199               | 1,199              | -34.4%                 |
| <b>FUND 09</b> | <b>TOTAL REVENUES</b>              | <b>868,266</b>    | <b>692,143</b>    | <b>1,076,082</b>   | <b>1,024,373</b>     | <b>952,924</b>      | <b>952,924</b>      | <b>952,924</b>     | <b>-11.4%</b>          |
|                | <b>DEBT SERVICE 91XX</b>           |                   |                   |                    |                      |                     |                     |                    |                        |
| <b>9150</b>    | <b>PRINCIPAL</b>                   |                   |                   |                    |                      |                     |                     |                    |                        |
| 09-9150-604000 | 2004 Pension Bonds                 | 95,000            | 110,000           | 130,000            | 130,000              | 150,000             | 150,000             | 150,000            | 15.4%                  |
| 09-9150-615000 | 2015 Refunding Bond                | 230,000           | 240,000           | 240,000            | 240,000              | 160,000             | 160,000             | 160,000            | -33.3%                 |
| 09-9150-616000 | Bypass Loan                        | 107,066           | 103,590           | 99,741             | 106,262              | 109,004             | 109,004             | 109,004            | 9.3%                   |
| 09-9150-617000 | Public Safety Comm Upgrade         | -                 | -                 | 264,940            | 264,940              | 290,318             | 290,318             | 290,318            | 9.6%                   |
| 09-9150-697001 | 1997 City Facilities Bond          | 20,000            | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 09-9150-698001 | 1998 Fire Facilities Bond          | 170,000           | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| <b>9150</b>    | <b>TOTAL PRINCIPAL</b>             | <b>622,066</b>    | <b>453,590</b>    | <b>734,681</b>     | <b>741,202</b>       | <b>709,322</b>      | <b>709,322</b>      | <b>709,322</b>     | <b>-3.5%</b>           |
| <b>9160</b>    | <b>INTEREST</b>                    |                   |                   |                    |                      |                     |                     |                    |                        |
| 09-9160-604000 | 2004 Pension Bond Interest         | 143,995           | 138,417           | 131,882            | 131,882              | 124,063             | 124,063             | 124,063            | -5.9%                  |
| 09-9160-615000 | 2015 Refunding Bond                | 18,875            | 13,000            | 7,000              | 7,000                | 2,000               | 2,000               | 2,000              | -71.4%                 |
| 09-9160-616000 | Bypass Loan                        | 35,850            | 39,326            | 43,175             | 36,654               | 33,912              | 33,912              | 33,912             | -21.5%                 |
| 09-9160-617000 | Public Safety Comm Upgrade         | -                 | -                 | 107,635            | 107,635              | 82,257              | 82,257              | 82,257             | -23.6%                 |
| 09-9160-697001 | 1997 City Facilities Bond Interest | 540               | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 09-9160-698001 | 1998 Fire Facilities Bond Interest | 8,670             | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| <b>9160</b>    | <b>TOTAL INTEREST</b>              | <b>207,930</b>    | <b>190,744</b>    | <b>289,692</b>     | <b>283,171</b>       | <b>242,232</b>      | <b>242,232</b>      | <b>242,232</b>     | <b>-16.4%</b>          |
|                | <b>TOTAL DEBT SERVICE</b>          | <b>829,996</b>    | <b>644,333</b>    | <b>1,024,373</b>   | <b>1,024,373</b>     | <b>951,554</b>      | <b>951,554</b>      | <b>951,554</b>     | <b>-7.1%</b>           |
| <b>9180</b>    | <b>RESERVES</b>                    |                   |                   |                    |                      |                     |                     |                    |                        |
| 09-9180-880000 | Unappropriated Fund Balance        | -                 | -                 | 51,709             | -                    | 1,370               | 1,370               | 1,370              | -97.4%                 |
| <b>9180</b>    | <b>TOTAL RESERVES</b>              | <b>-</b>          | <b>-</b>          | <b>51,709</b>      | <b>-</b>             | <b>1,370</b>        | <b>1,370</b>        | <b>1,370</b>       | <b>-97.4%</b>          |
| <b>FUND 09</b> | <b>TOTAL DEBT SERVICE FUND</b>     | <b>829,996</b>    | <b>644,333</b>    | <b>1,076,082</b>   | <b>1,024,373</b>     | <b>952,924</b>      | <b>952,924</b>      | <b>952,924</b>     | <b>-11.4%</b>          |
|                | ENDING FUND BALANCE                | 38,270            | 47,809            | -                  | -                    | -                   | -                   | -                  | 0.0%                   |

## FUND 10: City Hall Fee Fund

|                     | <u>17-18</u> | <u>18-19</u> | <u>19-20</u> |
|---------------------|--------------|--------------|--------------|
| BUDGETED STAFF FTE: | 0.00         | 0.00         | 0.00         |

### Description

The purpose of the City Hall Fee Fund was to collect revenues for the repayment of the City Hall bonded debt, which was issued in 1999 for 20 years to completely remodel City Hall. A City Hall fee was charged as a percentage (0.25%) on estimated value at the time of building permit issuance. In addition to the City Hall Fee, an additional source of revenue was implement from 1999-2004. A 1.5% privilege tax was added to the 3.5% franchise fee rate with PGE. The 1.5% privilege tax revenue was recognized in the City Hall Fee Fund to complement the City Hall Fee.

The debt payments made from the City Hall Fee revenue represent 42.88% of the total debt payments for the remodel debt. Other City funds are charged a portion of the debt payments, including Wastewater Fund (22.09%), Water Fund (22.09%), Stormwater Fund (3.05%), Street Fund (9.15%), and Economic Development Revolving Loan Fund (0.74%). The revenue collected in the City Hall Fee Fund was only purposed to fund the 42.88% of the total debt and was not intended to backfill the debt payments charged to the other funds.

While the debt will be paid in full in FY 2019-20, sufficient revenues were accumulated as of early 2015 in the City Hall Fee Fund to pay its portion (42.88%) of the total debt. Further, the City Hall remodel debt was refinanced in 2015 as part of a large consolidation of six existing debt issues to capture the lower interest rates in effect at that time. The savings captured in the refinance reduced the debt payments and caused the City Hall Fee Fund to have even more funds on hand than necessary. Due to staff transition in 2015 and multiple factors in the ensuing years, the research on this legacy fee was not concluded until May 2018, at which time it was determined that the purpose of the City Hall Fee was solely for the retirement of the debt payments (42.88% portion) and could not be used for any other purpose. Thus, the City Hall Fee was terminated in May 2018, and the refund process began in FY 2018-19 for approximately \$440,000.

### Significant Changes

The refund process has begun, and it is anticipated that at least \$372,000 (83%) of the funds will be refunded in FY 2018-19. An additional \$78,000 will be refunded in FY 2019-20. Interest earned in this fund on the excess funds will be included in the refunds. In addition to the refunds, the City Hall Fee Fund's portion of the final debt service payment (\$69,466) will be made in FY 2019-20. This fund will be closed at the end of FY 2019-20.

| ACCOUNT #      | DESCRIPTION                   | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|----------------|-------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>FUND 10</b> | <b>CITY HALL FUND</b>         |                   |                   |                    |                      |                     |                     |                    |                        |
|                | <b>REVENUES</b>               |                   |                   |                    |                      |                     |                     |                    |                        |
| 10-0000-300000 | Beg F/B-Net Working Capital   | 509,076           | 552,745           | 612,158            | 612,916              | 146,719             | 146,719             | 146,719            | -76.0%                 |
| 10-0000-322010 | City Hall Fee                 | 145,010           | 159,282           | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 10-0000-361000 | Interest Earned               | 5,377             | 9,375             | -                  | 11,717               | 500                 | 500                 | 500                | 100.0%                 |
| <b>FUND 10</b> | <b>TOTAL REVENUES</b>         | <b>659,463</b>    | <b>721,402</b>    | <b>612,158</b>     | <b>624,633</b>       | <b>147,219</b>      | <b>147,219</b>      | <b>147,219</b>     | <b>-76.0%</b>          |
| <b>9130</b>    | <b>SPECIAL PAYMENTS</b>       |                   |                   |                    |                      |                     |                     |                    |                        |
| 10-9130-600000 | Refunds                       | -                 | -                 | 436,778            | 372,000              | 77,753              | 77,753              | 77,753             | -82.2%                 |
| <b>9130</b>    | <b>TOTAL SPECIAL PAYMENTS</b> | <b>-</b>          | <b>-</b>          | <b>436,778</b>     | <b>372,000</b>       | <b>77,753</b>       | <b>77,753</b>       | <b>77,753</b>      | <b>-82.2%</b>          |
| <b>9170</b>    | <b>TRANSFERS</b>              |                   |                   |                    |                      |                     |                     |                    |                        |
| 10-9170-909000 | Transfer Out-Debt Service     | 106,718           | 108,486           | 105,914            | 105,914              | 69,466              | 69,466              | 69,466             | -34.4%                 |
| <b>9170</b>    | <b>TOTAL TRANSFERS</b>        | <b>106,718</b>    | <b>108,486</b>    | <b>105,914</b>     | <b>105,914</b>       | <b>69,466</b>       | <b>69,466</b>       | <b>69,466</b>      | <b>-34.4%</b>          |
| <b>9180</b>    | <b>RESERVES</b>               |                   |                   |                    |                      |                     |                     |                    |                        |
| 10-9180-800000 | Contingency                   | -                 | -                 | 69,466             | -                    | -                   | -                   | -                  | -100.0%                |
| <b>9180</b>    | <b>TOTAL RESERVES</b>         | <b>-</b>          | <b>-</b>          | <b>69,466</b>      | <b>-</b>             | <b>-</b>            | <b>-</b>            | <b>-</b>           | <b>-100.0%</b>         |
| <b>FUND 10</b> | <b>TOTAL CITY HALL FUND</b>   | <b>106,718</b>    | <b>108,486</b>    | <b>612,158</b>     | <b>477,914</b>       | <b>147,219</b>      | <b>147,219</b>      | <b>147,219</b>     | <b>-76.0%</b>          |
|                | ENDING FUND BALANCE           | 552,745           | 612,916           | -                  | 146,719              | -                   | -                   | -                  | 0.0%                   |

## FUND 21: Governmental Capital Projects Fund

|                     | <u>17-18</u> | <u>18-19</u> | <u>19-20</u> |
|---------------------|--------------|--------------|--------------|
| BUDGETED STAFF FTE: | 0.00         | 0.00         | 0.00         |

### Description

#### **Public Safety Communications Upgrade**

Washington County Consolidated Communications Agency (WCCCA), in conjunction with C800, radio system provider for Clackamas County, and the City of Newberg are in the process of replacing/upgrading the wide area communications system from an analog to digital system. The scope of work is to replace/upgrade the 911 emergency communication systems for the city. This includes, but is not limited to, infrastructure hardening, an additional communication tower at the Public Works Maintenance Yard, simulcast equipment, radios, land and infrastructure upgrades, master site equipment, system refresh/upgrade, generator, microwave backhaul, console equipment, fire station alerting systems, site alarms and monitoring, spares and materials, 48 VDC power system, contingency equipment, backup dispatch, test equipment, project management, paging, and unified PushToTalk. The system has been designed for sharing of information with other interconnected systems such as Computer Aided Dispatch, logging, mapping, and other systems. Newberg's current and future public safety communication capability is dependent upon this project.

The City's cost for the Public Safety Communications Upgrade project is estimated to be \$3,150,000. The project is estimated to span multiple years. The funding for the loan was accomplished in March 2018 as a single loan for the entire amount of the project. Rather than comingle loan proceeds with General Fund dollars, a separate capital project fund was created through a Supplemental Budget process in June 2018. The full amount of the loan proceeds was received into the capital project fund in FY 2017-18. \$854,574 was spent in FY 2017-18, and \$748,919 is estimated to be spent in FY 2018-19. The remainder is anticipated to be spent in FY 2019-20. The bank loan took advantage of favorable market terms with an interest rate of 3.07% over 10 years. The debt service payments will be paid by the General Fund, reflected in the budget as a transfer out of the General Fund to the Debt Service Fund of \$372,575.

#### **Seismic Retrofit of the Public Safety Building**

In 2017, a comprehensive study of all city buildings concluded that all of the city owned buildings would encounter heavy damage during a large seismic event and would not be occupiable. Having the Public Safety Building immediately occupiable after such an occasion is imperative for the city and the region to survive, respond, and recover quickly from the natural disaster. Upon completion of the proposed seismic upgrades identified by WRK Engineers, the City of Newberg Public Safety Building will most likely be the only undamaged city facility remaining after a large seismic event.

In August 2018, the City of Newberg accepted a grant in the amount of \$815,687 from Business Oregon for the seismic rehabilitation of the Public Safety Building. The design phase of the project is underway, and the construction is to be completed by September 2020.

| ACCOUNT #      | DESCRIPTION                               | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|----------------|---|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>FUND 21</b> | <b>GOVERNMENTAL CAPITAL PROJECTS FUND</b> |                   |                   |                    |                      |                     |                     |                    |                        |
|                | <b>REVENUES</b>                           |                   |                   |                    |                      |                     |                     |                    |                        |
| 21-0000-300000 | Beg F/B-Net Working Capital               | -                 | -                 | 1,896,695          | 2,297,056            | 1,548,137           | 1,548,137           | 1,548,137          | -18.4%                 |
| 21-0000-334060 | Miscellaneous Grants                      | -                 | -                 | 815,687            | 45,060               | 770,627             | 770,627             | 770,627            | -5.5%                  |
| 21-0000-380000 | Loan Proceeds                             | -                 | 3,151,630         | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| <b>FUND 21</b> | <b>TOTAL REVENUES</b>                     | -                 | <b>3,151,630</b>  | <b>2,712,382</b>   | <b>2,342,116</b>     | <b>2,318,764</b>    | <b>2,318,764</b>    | <b>2,318,764</b>   | <b>-14.5%</b>          |
| <b>5150</b>    | <b>CAPITAL PROJECTS</b>                   |                   |                   |                    |                      |                     |                     |                    |                        |
| 21-5150-731023 | Public Safety Comm Upgrade                | -                 | 854,574           | 1,896,695          | 748,919              | 1,548,137           | 1,548,137           | 1,548,137          | -18.4%                 |
| 21-5150-731024 | Seismic Retrofit of PSB                   | -                 | -                 | 815,687            | 45,060               | 770,627             | 770,627             | 770,627            | -5.5%                  |
| <b>5150</b>    | <b>TOTAL CAPITAL PROJECTS</b>             | -                 | <b>854,574</b>    | <b>2,712,382</b>   | <b>793,979</b>       | <b>2,318,764</b>    | <b>2,318,764</b>    | <b>2,318,764</b>   | <b>-14.5%</b>          |
| <b>FUND 21</b> | <b>TOTAL GOV'T CAPITAL PROJECT FUND</b>   | -                 | <b>854,574</b>    | <b>2,712,382</b>   | <b>793,979</b>       | <b>2,318,764</b>    | <b>2,318,764</b>    | <b>2,318,764</b>   | <b>-14.5%</b>          |
|                | ENDING FUND BALANCE                       | -                 | 2,297,056         | -                  | 1,548,137            | -                   | -                   | -                  | 0.0%                   |

## FUND 22: Library Gift, Memorial & Grant Fund

**17-18   18-19   19-20**  
**BUDGETED STAFF FTE: 0.00   0.00   0.00**

### Fund Description

The Library Gift, Memorial & Grant Fund is the repository for any gifts, memorials and grants the library receives during the course of the year. All gifts, memorials and grants are given with direction from the giver for how the funds are to be spent (memorial books, specific projects, specific equipment) and, consequently, there is no leeway on how these funds are used. The Library does reserve the right to not accept funds if the requirements are not acceptable. Some grants and gifts are also made to the Library Foundation of Newberg which is a separate 501c3 organization with the express purpose of supporting the library.

### Significant Changes

This fund includes a number of place holders to allow for the receiving of gifts, memorials or grants in FY 2019-20 that are unknown at this time.

*Clockwise from top*  
*Library Donor Board showing*  
*gifts to the library as well as*  
*furnishings supported by*  
*the Library Foundation of*  
*Newberg*  
*Virtual Reality equipment*  
*supported by the Library*  
*Foundation's annual gifts*  
*Programs for kids and adults*  
*supported with funds from*  
*the Library Friends and*  
*grants*  
*Babytime storytime supported*  
*by grants*



for Virtual Reality\*  
 Dozens of games!



\*Open to ADULTS and youth (middle school & older)



| ACCOUNT #      | DESCRIPTION   | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|----------------|---|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>FUND 22</b> | <b>LIBRARY GIFT, MEMORIAL &amp; GRANT FUND REVENUES</b> |                   |                   |                    |                      |                     |                     |                    |                        |
| 22-0000-300000 | Beg F/B-Net Working Capital                             | 92,550            | 88,497            | 65,180             | 81,134               | 101,123             | 101,123             | 101,123            | 55.1%                  |
| 22-0000-334003 | Ready to Read Grant                                     | 3,520             | 102               | 4,000              | 3,800                | 3,800               | 3,800               | 3,800              | -5.0%                  |
| 22-0000-334034 | Grants  | 42,102            | 20,668            | 58,000             | 58,000               | 58,000              | 58,000              | 58,000             | 0.0%                   |
| 22-0000-334054 | Children's Room Remodel/Grants                          | 4                 | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 22-0000-346002 | Library Friends   | 4,980             | -                 | 15,000             | -                    | -                   | -                   | -                  | -100.0%                |
| 22-0000-361000 | Interest Earned   | 903               | 1,332             | 1,000              | 1,810                | 2,000               | 2,000               | 2,000              | 100.0%                 |
| 22-0000-367000 | Library Donations                                       | 34,613            | 36,033            | 58,000             | 58,000               | 58,000              | 58,000              | 58,000             | 0.0%                   |
| <b>FUND 22</b> | <b>TOTAL REVENUES</b>                                   | <b>178,671</b>    | <b>146,632</b>    | <b>201,180</b>     | <b>202,744</b>       | <b>222,923</b>      | <b>222,923</b>      | <b>222,923</b>     | <b>10.8%</b>           |
| <b>3110</b>    | <b>LIBRARY ADMINISTRATION</b>                           |                   |                   |                    |                      |                     |                     |                    |                        |
| 22-3110-431000 | Salaries & Wages  | 678               | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
|                | Total Personnel Services                                | 678               | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 22-3110-523000 | Supplies & Equipment                                    | 706               | 340               | 10,000             | 500                  | 5,000               | 5,000               | 5,000              | -50.0%                 |
| 22-3110-533003 | Ready To Read Grant                                     | 4,048             | 4,108             | 4,000              | 4,029                | 4,200               | 4,200               | 4,200              | 5.0%                   |
| 22-3110-533034 | Miscellaneous Grants                                    | 52,453            | 20,634            | 58,000             | 15,376               | 58,000              | 58,000              | 58,000             | 0.0%                   |
| 22-3110-542000 | Library Programs  | 13,595            | 11,511            | 35,000             | 46,721               | 60,000              | 60,000              | 60,000             | 71.4%                  |
| 22-3110-546000 | Library Friends   | 8,164             | 12,732            | -                  | 1,149                | -                   | -                   | -                  | 0.0%                   |
| 22-3110-551000 | Books & Periodicals                                     | 9,530             | 12,679            | 28,000             | 14,054               | 28,000              | 28,000              | 28,000             | 0.0%                   |
| 22-3110-551001 | Audio-Visual  | 47                | 1,458             | 10,000             | 5,000                | 10,000              | 10,000              | 10,000             | 0.0%                   |
| 22-3110-580000 | Professional Services                                   | -                 | -                 | 10,000             | -                    | 10,000              | 10,000              | 10,000             | 0.0%                   |
|                | Total Materials and Services                            | 88,544            | 63,463            | 155,000            | 86,829               | 175,200             | 175,200             | 175,200            | 13.0%                  |
| 22-3110-610000 | Capital Outlay  | 953               | 2,035             | 15,000             | 14,792               | 15,000              | 15,000              | 15,000             | 0.0%                   |
|                | Total Capital Outlay                                    | 953               | 2,035             | 15,000             | 14,792               | 15,000              | 15,000              | 15,000             | 0.0%                   |
| <b>3110</b>    | <b>TOTAL LIBRARY ADMINISTRATION</b>                     | <b>90,175</b>     | <b>65,498</b>     | <b>170,000</b>     | <b>101,621</b>       | <b>190,200</b>      | <b>190,200</b>      | <b>190,200</b>     | <b>11.9%</b>           |
| <b>9180</b>    | <b>RESERVES</b>   |                   |                   |                    |                      |                     |                     |                    |                        |
| 22-9180-800000 | Contingency   | -                 | -                 | 31,180             | -                    | 32,723              | 32,723              | 32,723             | 4.9%                   |
| <b>9180</b>    | <b>TOTAL RESERVES</b>                                   | <b>-</b>          | <b>-</b>          | <b>31,180</b>      | <b>-</b>             | <b>32,723</b>       | <b>32,723</b>       | <b>32,723</b>      | <b>4.9%</b>            |
| <b>FUND 22</b> | <b>TOTAL LIBRARY GIFT, MEMORIAL &amp; GRANT FUN</b>     | <b>90,175</b>     | <b>65,498</b>     | <b>201,180</b>     | <b>101,621</b>       | <b>222,923</b>      | <b>222,923</b>      | <b>222,923</b>     | <b>10.8%</b>           |
|                | ENDING FUND BALANCE                                     | 88,497            | 81,134            | -                  | 101,123              | -                   | -                   | -                  | 0.0%                   |



## FUND 23: Cable TV Fund

|                     | <u>17-18</u> | <u>18-19</u> | <u>19-20</u> |
|---------------------|--------------|--------------|--------------|
| BUDGETED STAFF FTE: | 0.00         | 0.00         | 0.00         |

### Description

The Cable TV fund account for money received from the closing of the office of the local cable TV company in 2000-2001. The balance in the Cable TV Fund will be used for communication-type services as specified via resolution.

### Significant Changes

HAM radio components are being purchased in FY 2018-19. The remaining funds of \$5,270 will be spent on communication services until the fund balance is reduced to \$0 and closed.

| ACCOUNT #      | DESCRIPTION                         | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|----------------|-------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>FUND 23</b> | <b>CABLE TV TRUST FUND REVENUES</b> |                   |                   |                    |                      |                     |                     |                    |                        |
| 23-0000-300000 | Beg F/B-Net Working Capital         | 37,504            | 37,897            | 16,491             | 16,507               | 5,270               | 5,270               | 5,270              | -68.0%                 |
| 23-0000-361000 | Interest Earned                     | 392               | 488               | 200                | 405                  | 200                 | 200                 | 200                | 0.0%                   |
| <b>FUND 23</b> | <b>TOTAL REVENUES</b>               | <b>37,897</b>     | <b>38,385</b>     | <b>16,691</b>      | <b>16,912</b>        | <b>5,470</b>        | <b>5,470</b>        | <b>5,470</b>       | <b>-67.2%</b>          |
| <b>1610</b>    | <b>CABLE TV</b>                     |                   |                   |                    |                      |                     |                     |                    |                        |
| 23-1610-610000 | Capital Outlay                      | -                 | 21,878            | 16,691             | 11,642               | 5,470               | 5,470               | 5,470              | -67.2%                 |
|                | Total Capital Outlay                | -                 | 21,878            | 16,691             | 11,642               | 5,470               | 5,470               | 5,470              | -67.2%                 |
| <b>1610</b>    | <b>TOTAL CABLE TV</b>               | <b>-</b>          | <b>21,878</b>     | <b>16,691</b>      | <b>11,642</b>        | <b>5,470</b>        | <b>5,470</b>        | <b>5,470</b>       | <b>-67.2%</b>          |
| <b>FUND 23</b> | <b>TOTAL CABLE TV TRUST FUND</b>    | <b>-</b>          | <b>21,878</b>     | <b>16,691</b>      | <b>11,642</b>        | <b>5,470</b>        | <b>5,470</b>        | <b>5,470</b>       | <b>-67.2%</b>          |
|                | ENDING FUND BALANCE                 | 37,897            | 16,507            | -                  | 5,270                | -                   | -                   | -                  | 0.0%                   |

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# **VEHICLE/EQUIPMENT REPLACEMENT FUND**

## FUND 32: Vehicle/Equipment Replacement Fund

|                     | <u>17-18</u> | <u>18-19</u> | <u>19-20</u> |
|---------------------|--------------|--------------|--------------|
| BUDGETED STAFF FTE: | 0.00         | 0.00         | 0.00         |

### Description

This fund accounts for resources set aside from the various City-wide programs/departments for future vehicle and equipment purchases.

### Significant Changes

There are no significant changes in the Vehicle/Equipment Replacement Fund.

| ACCOUNT #      | DESCRIPTION                                     | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|----------------|---|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>FUND 32</b> | <b>VEHICLES/EQUIP REPLACEMENT FUND REVENUES</b> |                   |                   |                    |                      |                     |                     |                    |                        |
| 32-0000-300000 | Beg F/B-Net Working Capital                     | 1,176,384         | 1,431,306         | 1,699,238          | 1,958,096            | 2,015,354           | 2,015,354           | 2,015,354          | 18.6%                  |
| 32-0000-341001 | Forensic Services                               | -                 | -                 | -                  | 7,156                | -                   | -                   | -                  | 0.0%                   |
| 32-0000-360000 | Miscellaneous Revenues                          | -                 | 6,189             | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 32-0000-360005 | Pool Car Revenue                                | 2,981             | 3,665             | 2,600              | 3,416                | 3,100               | 3,100               | 3,100              | 19.2%                  |
| 32-0000-361000 | Interest Earned                                 | 13,908            | 29,893            | 25,000             | 56,137               | 62,600              | 62,600              | 62,600             | 150.4%                 |
| 32-0000-361004 | Interest-Other Investments                      | -                 | -                 | -                  | 41                   | -                   | -                   | -                  | 0.0%                   |
| 32-0000-364000 | Sale Of Assets                                  | 15,727            | 34,632            | -                  | 28,150               | -                   | -                   | -                  | 0.0%                   |
| 32-0000-370610 | Internal Rev-Computer Replacement               | 192,360           | 72,860            | 79,050             | 62,701               | 88,651              | 88,651              | 88,651             | 12.1%                  |
| 32-0000-370620 | Internal Rev-Vehicle Replacement                | 542,184           | 657,805           | 644,405            | 644,405              | 644,405             | 644,405             | 644,405            | 0.0%                   |
| 32-0000-370630 | Internal Rev-Equipment Replacement              | 66,371            | 351,000           | 315,000            | 315,000              | 325,000             | 288,415             | 288,415            | -8.4%                  |
| 32-0000-390004 | Transfer In-General Fund                        | 16,412            | 16,412            | 16,412             | 16,412               | -                   | -                   | -                  | -100.0%                |
| 32-0000-393010 | Lease Proceeds                                  | -                 | -                 | 195,000            | 146,496              | -                   | -                   | -                  | -100.0%                |
| <b>FUND 32</b> | <b>TOTAL REVENUES</b>                           | <b>2,026,327</b>  | <b>2,603,762</b>  | <b>2,976,705</b>   | <b>3,238,010</b>     | <b>3,139,110</b>    | <b>3,102,525</b>    | <b>3,102,525</b>   | <b>4.2%</b>            |
| <b>1110</b>    | <b>GENERAL GOVERNMENT</b>                       |                   |                   |                    |                      |                     |                     |                    |                        |
| 32-1110-610100 | Capital Outlay-Computers                        | 1,373             | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| <b>1110</b>    | <b>TOTAL GENERAL GOVERNMENT</b>                 | <b>1,373</b>      | <b>-</b>          | <b>-</b>           | <b>-</b>             | <b>-</b>            | <b>-</b>            | <b>-</b>           | <b>0.0%</b>            |
| <b>1210</b>    | <b>CITY MANAGER'S OFFICE</b>                    |                   |                   |                    |                      |                     |                     |                    |                        |
| 32-1210-610100 | Capital Outlay-Computers                        | -                 | -                 | 1,494              | -                    | 1,558               | 1,558               | 1,558              | 4.3%                   |
| <b>1210</b>    | <b>TOTAL CITY MANAGER'S OFFICE</b>              | <b>-</b>          | <b>-</b>          | <b>1,494</b>       | <b>-</b>             | <b>1,558</b>        | <b>1,558</b>        | <b>1,558</b>       | <b>4.3%</b>            |
| <b>1220</b>    | <b>HUMAN RESOURCES</b>                          |                   |                   |                    |                      |                     |                     |                    |                        |
| 32-1220-610200 | Capital Outlay-Equip/Software                   | -                 | -                 | 1,033              | -                    | 1,075               | 1,075               | 1,075              | 4.1%                   |
| <b>1220</b>    | <b>TOTAL HUMAN RESOURCES</b>                    | <b>-</b>          | <b>-</b>          | <b>1,033</b>       | <b>-</b>             | <b>1,075</b>        | <b>1,075</b>        | <b>1,075</b>       | <b>4.1%</b>            |
| <b>1310</b>    | <b>FINANCE</b>                                  |                   |                   |                    |                      |                     |                     |                    |                        |
| 32-1310-610100 | Capital Outlay-Computers                        | -                 | -                 | 23,962             | -                    | -                   | -                   | -                  | -100.0%                |
| 32-1310-610200 | Capital Outlay-Equip/Software                   | -                 | -                 | 3,974              | -                    | 39,295              | 39,295              | 39,295             | 888.8%                 |
| <b>1310</b>    | <b>TOTAL FINANCE</b>                            | <b>-</b>          | <b>-</b>          | <b>27,936</b>      | <b>-</b>             | <b>39,295</b>       | <b>39,295</b>       | <b>39,295</b>      | <b>40.7%</b>           |
| <b>1330</b>    | <b>INFORMATION TECHNOLOGY</b>                   |                   |                   |                    |                      |                     |                     |                    |                        |
| 32-1330-534000 | Lease Payment                                   | 68,272            | 68,272            | 58,712             | 42,362               | 52,957              | 52,957              | 52,957             | -9.8%                  |
| 32-1330-610200 | Capital Outlay-Equip/Software                   | 65,380            | -                 | 195,488            | 146,925              | 7,901               | 7,901               | 7,901              | -96.0%                 |
| <b>1330</b>    | <b>TOTAL INFORMATION TECHNOLOGY</b>             | <b>133,652</b>    | <b>68,272</b>     | <b>254,200</b>     | <b>189,287</b>       | <b>60,858</b>       | <b>60,858</b>       | <b>60,858</b>      | <b>-76.1%</b>          |
| <b>1410</b>    | <b>CITY ATTORNEY</b>                            |                   |                   |                    |                      |                     |                     |                    |                        |
| 32-1410-610100 | Capital Outlay-Computers                        | -                 | -                 | 432                | -                    | 450                 | 450                 | 450                | 4.2%                   |
| <b>1410</b>    | <b>TOTAL CITY ATTORNEY</b>                      | <b>-</b>          | <b>-</b>          | <b>432</b>         | <b>-</b>             | <b>450</b>          | <b>450</b>          | <b>450</b>         | <b>4.2%</b>            |
| <b>1510</b>    | <b>MUNICIPAL COURT</b>                          |                   |                   |                    |                      |                     |                     |                    |                        |
| 32-1510-610100 | Capital Outlay-Computers                        | -                 | -                 | 4,196              | -                    | 4,371               | 4,371               | 4,371              | 4.2%                   |
| <b>1510</b>    | <b>TOTAL MUNICIPAL COURT</b>                    | <b>-</b>          | <b>-</b>          | <b>4,196</b>       | <b>-</b>             | <b>4,371</b>        | <b>4,371</b>        | <b>4,371</b>       | <b>4.2%</b>            |

| ACCOUNT #      | DESCRIPTION                        | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|----------------|------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>2110</b>    | <b>POLICE ADMINISTRATION</b>       |                   |                   |                    |                      |                     |                     |                    |                        |
| 32-2110-534000 | Lease Payment                      | 12,832            | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 32-2110-610000 | Capital Outlay-Vehicles            | 86,501            | 118,824           | 118,805            | 132,698              | 118,289             | 118,289             | 118,289            | -0.4%                  |
| 32-2110-610100 | Capital Outlay-Computers           | 348               | 2,243             | 2,702              | -                    | -                   | -                   | -                  | -100.0%                |
| 32-2110-610107 | Capital Outlay-MDT                 | 582               | -                 | 84,500             | 6,290                | 99,778              | 99,778              | 99,778             | 18.1%                  |
| 32-2110-610108 | Capital Outlay-Radio Replacement   | 9,181             | -                 | 227,797            | 1,480                | 274,509             | 274,509             | 274,509            | 20.5%                  |
| 32-2110-610200 | Capital Outlay-Equip/Software      | -                 | 22                | 93,023             | -                    | 99,960              | 99,960              | 99,960             | 7.5%                   |
| 32-2110-610201 | Capital Outlay-Forensic Equipment  | 25,882            | 7,096             | 10,072             | 11,177               | 19,647              | 19,647              | 19,647             | 95.1%                  |
| <b>2110</b>    | <b>TOTAL POLICE ADMINISTRATION</b> | <b>135,325</b>    | <b>128,185</b>    | <b>536,899</b>     | <b>151,645</b>       | <b>612,183</b>      | <b>612,183</b>      | <b>612,183</b>     | <b>14.0%</b>           |
| <b>2210</b>    | <b>FIRE ADMINISTRATION</b>         |                   |                   |                    |                      |                     |                     |                    |                        |
| 32-2210-610100 | Capital Outlay-Computers           | 5,202             | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 32-2210-610107 | Capital Outlay-MDT                 | 40,483            | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 32-2210-610108 | Capital Outlay-Radio Replacement   | 96,184            | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| <b>2210</b>    | <b>TOTAL FIRE ADMINISTRATION</b>   | <b>141,869</b>    | <b>-</b>          | <b>-</b>           | <b>-</b>             | <b>-</b>            | <b>-</b>            | <b>-</b>           | <b>0.0%</b>            |
| <b>2310</b>    | <b>COMMUNICATIONS</b>              |                   |                   |                    |                      |                     |                     |                    |                        |
| 32-2310-610200 | Capital Outlay-Equip/Software      | 6,295             | -                 | 169,201            | -                    | 195,655             | 195,655             | 195,655            | 15.6%                  |
| <b>2310</b>    | <b>TOTAL COMMUNICATIONS</b>        | <b>6,295</b>      | <b>-</b>          | <b>169,201</b>     | <b>-</b>             | <b>195,655</b>      | <b>195,655</b>      | <b>195,655</b>     | <b>15.6%</b>           |
| <b>3110</b>    | <b>LIBRARY</b>                     |                   |                   |                    |                      |                     |                     |                    |                        |
| 32-3110-610100 | Capital Outlay-Computers           | 1,667             | -                 | 12,745             | 2,843                | 16,548              | 16,548              | 16,548             | 29.8%                  |
| <b>3110</b>    | <b>TOTAL LIBRARY</b>               | <b>1,667</b>      | <b>-</b>          | <b>12,745</b>      | <b>2,843</b>         | <b>16,548</b>       | <b>16,548</b>       | <b>16,548</b>      | <b>29.8%</b>           |
| <b>4110</b>    | <b>PLANNING</b>                    |                   |                   |                    |                      |                     |                     |                    |                        |
| 32-4110-610000 | Capital Outlay-Vehicles            | -                 | -                 | -                  | -                    | 3,162               | 3,162               | 3,162              | 100.0%                 |
| <b>4110</b>    | <b>TOTAL PLANNING</b>              | <b>-</b>          | <b>-</b>          | <b>-</b>           | <b>-</b>             | <b>3,162</b>        | <b>3,162</b>        | <b>3,162</b>       | <b>100.0%</b>          |
| <b>4210</b>    | <b>BUILDING INSPECTION</b>         |                   |                   |                    |                      |                     |                     |                    |                        |
| 32-4210-610000 | Capital Outlay-Vehicles            | -                 | -                 | 21,227             | -                    | 24,563              | 24,563              | 24,563             | 15.7%                  |
| 32-4210-610100 | Capital Outlay-Computers           | -                 | -                 | 8,133              | -                    | 8,475               | 8,475               | 8,475              | 4.2%                   |
| <b>4210</b>    | <b>TOTAL BUILDING INSPECTION</b>   | <b>-</b>          | <b>-</b>          | <b>29,360</b>      | <b>-</b>             | <b>33,038</b>       | <b>33,038</b>       | <b>33,038</b>      | <b>12.5%</b>           |

| ACCOUNT #      | DESCRIPTION                                  | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|----------------|--|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>5110</b>    | <b>PUBLIC WORKS</b>                          |                   |                   |                    |                      |                     |                     |                    |                        |
| 32-5110-610002 | Capital Outlay-Maint Veh Repl                | 57,432            | 177,374           | 1,212,610          | 459,187              | 1,280,843           | 1,280,843           | 1,280,843          | 5.6%                   |
| 32-5110-610003 | Capital Outlay-Eng Veh Repl                  | -                 | -                 | 80,725             | 40,000               | 41,983              | 41,983              | 41,983             | -48.0%                 |
| 32-5110-610006 | Capital Outlay-WW Veh Repl                   | -                 | 56,837            | 104,539            | -                    | 182,485             | 182,485             | 182,485            | 74.6%                  |
| 32-5110-610007 | Capital Outlay-Water Veh Repl                | -                 | 20,666            | 62,933             | 30,000               | 70,523              | 70,523              | 70,523             | 12.1%                  |
| 32-5110-610031 | Capital Outlay-Garage Vehicles               | -                 | -                 | 30,272             | -                    | 62,718              | 62,718              | 62,718             | 107.2%                 |
| 32-5110-610101 | Capital Outlay-Ops Computers                 | -                 | -                 | 5,802              | -                    | 12,783              | 12,783              | 12,783             | 120.3%                 |
| 32-5110-610102 | Capital Outlay-Maint Computers               | -                 | 6,851             | 40,363             | 40,000               | 13,343              | 13,343              | 13,343             | -66.9%                 |
| 32-5110-610103 | Capital Outlay-Eng Computers                 | -                 | -                 | 26,285             | 801                  | 26,548              | 26,548              | 26,548             | 1.0%                   |
| 32-5110-610131 | Capital Outlay-Garage Computers              | -                 | 906               | 4,137              | -                    | 7,718               | 7,718               | 7,718              | 86.6%                  |
| 32-5110-610201 | Capital Outlay-Ops Equip/Software            | -                 | 101,570           | -                  | 15,971               | 4,135               | 4,135               | 4,135              | 100.0%                 |
| 32-5110-610203 | Capital Outlay-Eng Equip/Software            | 1,766             | 14,084            | 12,145             | 210                  | 3,041               | 3,041               | 3,041              | -75.0%                 |
| 32-5110-610204 | Capital Outlay-WW Lab Equip                  | -                 | -                 | 36,576             | 20,272               | 35,167              | 35,167              | 35,167             | -3.9%                  |
| <b>5110</b>    | <b>TOTAL PUBLIC WORKS</b>                    | <b>59,199</b>     | <b>378,287</b>    | <b>1,616,387</b>   | <b>606,441</b>       | <b>1,741,287</b>    | <b>1,741,287</b>    | <b>1,741,287</b>   | <b>7.7%</b>            |
| <b>5162</b>    | <b>FLEET</b>                                 |                   |                   |                    |                      |                     |                     |                    |                        |
| 32-5162-562000 | Pool Car                                     | 481               | 690               | 13,091             | 1,079                | 17,565              | 17,565              | 17,565             | 34.2%                  |
| <b>5162</b>    | <b>TOTAL FLEET</b>                           | <b>481</b>        | <b>690</b>        | <b>13,091</b>      | <b>1,079</b>         | <b>17,565</b>       | <b>17,565</b>       | <b>17,565</b>      | <b>34.2%</b>           |
|                | <b>TOTAL PUBLIC WORKS</b>                    | <b>59,680</b>     | <b>378,977</b>    | <b>1,629,478</b>   | <b>607,520</b>       | <b>1,758,852</b>    | <b>1,758,852</b>    | <b>1,758,852</b>   | <b>7.9%</b>            |
| <b>5164</b>    | <b>FACILITIES</b>                            |                   |                   |                    |                      |                     |                     |                    |                        |
| 32-5164-610000 | Capital Outlay Facilities Rep/Repl           | 115,160           | 70,233            | 309,731            | 271,361              | 412,065             | 375,480             | 375,480            | 21.2%                  |
| <b>5164</b>    | <b>TOTAL FACILITIES</b>                      | <b>115,160</b>    | <b>70,233</b>     | <b>309,731</b>     | <b>271,361</b>       | <b>412,065</b>      | <b>375,480</b>      | <b>375,480</b>     | <b>21.2%</b>           |
| <b>FUND 32</b> | <b>TOTAL VEHICLES/EQUIP REPLACEMENT FUND</b> | <b>595,021</b>    | <b>645,667</b>    | <b>2,976,705</b>   | <b>1,222,656</b>     | <b>3,139,110</b>    | <b>3,102,525</b>    | <b>3,102,525</b>   | <b>4.2%</b>            |
|                | ENDING FUND BALANCE                          | 1,431,306         | 1,958,096         | -                  | 2,015,354            | -                   | -                   | -                  | 0.0%                   |



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# DISCONTINUED FUNDS

## FUND 05: EMS Fund - Fire

|                     | <u>17-18</u> | <u>18-19</u> | <u>19-20</u> |
|---------------------|--------------|--------------|--------------|
| BUDGETED STAFF FTE: | 0.00         | 0.00         | 0.00         |

### Description

The EMS Fund previously received funding primarily through user fees. Following a Fire-based EMS model (the most common model utilized in the U.S.), all NFD career staff were cross-trained, dual-role personnel (firefighter –paramedics) allowing for integrated staffing and the best use of resources. In other words, EMS supported fire suppression and fire suppression supported EMS. Without the funds provided by EMS, NFD would not have been able to provide the level of both fire protection and EMS to the community.

As the Fire Department completed the second year of the two-year functional consolidation with TVF&R on June 30, 2018, the majority of EMS activity ended for FY 2018-19. The revenue anticipated in the FY 2019-20 budget for the City represents the collection of outstanding debt as of June 30, 2016 (activity provided by the EMS Division while under the City’s operation). This minimal outstanding debt revenue is now being recognized in the General Fund.

### Significant Changes

The City completed its two-year contract with TVF&R, and Newberg’s fire services were annexed into TVF&R on July 1, 2018.

| ACCOUNT #      | DESCRIPTION                             | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|----------------|---|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>FUND 05</b> | <b>EMERGENCY MEDICAL SERVICES (EMS)</b> |                   |                   |                    |                      |                     |                     |                    |                        |
|                | <b>REVENUES</b>                         |                   |                   |                    |                      |                     |                     |                    |                        |
| 05-0000-300000 | Beg F/B-Net Working Capital             | 1,245,742         | 79,659            | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 05-0000-348000 | User Fees                               | 354,158           | 26,618            | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 05-0000-361000 | Interest Earned                         | 6,053             | 903               | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 05-0000-380000 | Loan Proceeds                           | -                 | 500,000           | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| <b>FUND 05</b> | <b>TOTAL REVENUES</b>                   | <b>1,605,953</b>  | <b>607,180</b>    | <b>-</b>           | <b>-</b>             | <b>-</b>            | <b>-</b>            | <b>-</b>           | <b>0.0%</b>            |
| <b>2250</b>    | <b>EMERGENCY MEDICAL SERVICES</b>       |                   |                   |                    |                      |                     |                     |                    |                        |
| 05-2250-444000 | Retirement-PERS                         | (444)             | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 05-2250-445000 | Health/Life/LTD                         | 4                 | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
|                | Total Personnel Services                | (440)             | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 05-2250-523000 | Supplies & Equipment                    | 11,490            | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 05-2250-533000 | Contractual Services                    | 456,765           | 25,542            | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 05-2250-540000 | Utilities                               | 976               | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 05-2250-559000 | Refunds                                 | 19,290            | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 05-2250-590000 | Internal Chrg-Admin Support Services    | 200,000           | 200,000           | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
|                | Total Materials and Services            | 688,522           | 225,542           | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| <b>2250</b>    | <b>TOTAL EMERGENCY MEDICAL SERVICES</b> | <b>688,082</b>    | <b>225,542</b>    | <b>-</b>           | <b>-</b>             | <b>-</b>            | <b>-</b>            | <b>-</b>           | <b>0.0%</b>            |
| <b>9130</b>    | <b>SPECIAL PAYMENTS</b>                 |                   |                   |                    |                      |                     |                     |                    |                        |
| 05-9130-601000 | TVFR Loan                               | 500,000           | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| <b>9130</b>    | <b>TOTAL SPECIAL PAYMENTS</b>           | <b>500,000</b>    | <b>-</b>          | <b>-</b>           | <b>-</b>             | <b>-</b>            | <b>-</b>            | <b>-</b>           | <b>0.0%</b>            |
| <b>9170</b>    | <b>TRANSFERS</b>                        |                   |                   |                    |                      |                     |                     |                    |                        |
| 05-9170-901000 | Transfer Out-General Fund               | 338,212           | 381,638           | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| <b>9170</b>    | <b>TOTAL TRANSFERS</b>                  | <b>338,212</b>    | <b>381,638</b>    | <b>-</b>           | <b>-</b>             | <b>-</b>            | <b>-</b>            | <b>-</b>           | <b>0.0%</b>            |
| <b>FUND 05</b> | <b>TOTAL EMS FUND</b>                   | <b>1,526,294</b>  | <b>607,180</b>    | <b>-</b>           | <b>-</b>             | <b>-</b>            | <b>-</b>            | <b>-</b>           | <b>0.0%</b>            |
|                | ENDING FUND BALANCE                     | 79,659            | (0)               | -                  | -                    | -                   | -                   | -                  | 0.0%                   |

## FUND 25: PERS Rate Stabilization Fund

|                     | <u>17-18</u> | <u>18-19</u> | <u>19-20</u> |
|---------------------|--------------|--------------|--------------|
| BUDGETED STAFF FTE: | 0.00         | 0.00         | 0.00         |

### Description

The PERS Rate Stabilization Reserve Fund was a new fund in FY 2016-17. This fund was created to offset future PERS contribution rate increases. The employer contribution rates are set in two-year increments. The creation of this reserve fund was not only fiscally prudent but was also a favorable position for the City for future credit ratings.

### Significant Changes

The reserves saved in this fund in FY 2016-17 were transferred back to the funds in FY 2017-18.

| ACCOUNT #      | DESCRIPTION                                  | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|----------------|--|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>FUND 25</b> | <b>PERS RATE STABILIZATION RESERVE FUND</b>  |                   |                   |                    |                      |                     |                     |                    |                        |
|                | <b>REVENUES</b>                              |                   |                   |                    |                      |                     |                     |                    |                        |
| 25-0000-300000 | Beg F/B-Net Working Capital                  | -                 | 179,840           | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 25-0000-361000 | Interest Earned                              | 1,085             | 1,251             | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 25-0000-390001 | Transfer In-General Fund                     | 142,652           | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 25-0000-390002 | Transfer In-Street Fund                      | 2,821             | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 25-0000-390006 | Transfer In-Wastewater Fund                  | 2,821             | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 25-0000-390007 | Transfer In-Water Fund                       | 2,821             | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 25-0000-390008 | Transfer In-Building Inspection Fund         | 645               | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 25-0000-390017 | Transfer In-Stormwater Fund                  | 2,821             | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 25-0000-390031 | Transfer In-Admin Support Services           | 24,174            | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| <b>FUND 25</b> | <b>TOTAL REVENUES</b>                        | <b>179,840</b>    | <b>181,091</b>    | <b>-</b>           | <b>-</b>             | <b>-</b>            | <b>-</b>            | <b>-</b>           | <b>0.0%</b>            |
| <b>9170</b>    | <b>TRANSFERS</b>                             |                   |                   |                    |                      |                     |                     |                    |                        |
| 25-9170-901000 | Transfer Out-General Fund                    | -                 | 144,517           | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 25-9170-902000 | Transfer Out-Street Fund                     | -                 | 2,858             | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 25-9170-906000 | Transfer Out-Wastewater Fund                 | -                 | 2,858             | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 25-9170-907000 | Transfer Out-Water Fund                      | -                 | 2,858             | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 25-9170-908000 | Transfer Out-Building Inspection Fund        | -                 | 653               | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 25-9170-917000 | Transfer Out-Stormwater Fund                 | -                 | 2,858             | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 25-9170-931000 | Transfer Out-Admin Support Services          | -                 | 24,489            | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| <b>9170</b>    | <b>TOTAL TRANSFERS</b>                       | <b>-</b>          | <b>181,091</b>    | <b>-</b>           | <b>-</b>             | <b>-</b>            | <b>-</b>            | <b>-</b>           | <b>0.0%</b>            |
| <b>FUND 25</b> | <b>TOTAL PERS STABILIZATION RESERVE FUND</b> | <b>-</b>          | <b>181,091</b>    | <b>-</b>           | <b>-</b>             | <b>-</b>            | <b>-</b>            | <b>-</b>           | <b>0.0%</b>            |
|                | ENDING FUND BALANCE                          | 179,840           | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |

## FUND 33: Fire & EMS Equipment Fee Fund

|                     | <u>17-18</u> | <u>18-19</u> | <u>19-20</u> |
|---------------------|--------------|--------------|--------------|
| BUDGETED STAFF FTE: | 0.00         | 0.00         | 0.00         |

### Description

In May of 1996 a fire fee was established for the purpose of replacing rolling stock and rescue equipment for the Newberg Fire Department and was continued by the Council in June 2004. The revenues are collected monthly from all in-city utility customers based on water meter size.

### Significant Changes

On July 1, 2016 this fee was suspended from all utility customers and the beginning fund balance was used to support the contract with Tualatin Valley Fire & Rescue District.

| ACCOUNT #      | DESCRIPTION                                | ACTUAL<br>2016-17 | ACTUAL<br>2017-18 | ADOPTED<br>2018-19 | PROJECTED<br>2018-19 | PROPOSED<br>2019-20 | APPROVED<br>2019-20 | ADOPTED<br>2019-20 | Adopted<br>vs. Adopted |
|----------------|--|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>FUND 33</b> | <b>FIRE &amp; EMS EQUIPMENT FEE FUND</b>   |                   |                   |                    |                      |                     |                     |                    |                        |
|                | <b>REVENUES</b>                            |                   |                   |                    |                      |                     |                     |                    |                        |
| 33-0000-300000 | Beg F/B-Net Working Capital                | 371,152           | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 33-0000-347000 | Fire Truck Fees                            | (197)             | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| 33-0000-361000 | Interest Earned                            | 1,602             | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| <b>FUND 33</b> | <b>TOTAL REVENUES</b>                      | <b>372,557</b>    | <b>-</b>          | <b>-</b>           | <b>-</b>             | <b>-</b>            | <b>-</b>            | <b>-</b>           | <b>0.0%</b>            |
| <b>2210</b>    | <b>FIRE ADMINISTRATION</b>                 |                   |                   |                    |                      |                     |                     |                    |                        |
| 33-2210-533000 | Contractual Services                       | 372,557           | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
|                | Total Materials and Services               | 372,557           | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| <b>2210</b>    | <b>TOTAL FIRE ADMINISTRATION</b>           | <b>372,557</b>    | <b>-</b>          | <b>-</b>           | <b>-</b>             | <b>-</b>            | <b>-</b>            | <b>-</b>           | <b>0.0%</b>            |
| <b>FUND 33</b> | <b>TOTAL FIRE &amp; EMS EQUIP FEE FUND</b> | <b>372,557</b>    | <b>-</b>          | <b>-</b>           | <b>-</b>             | <b>-</b>            | <b>-</b>            | <b>-</b>           | <b>0.0%</b>            |
|                | ENDING FUND BALANCE                        | -                 | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |



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# GLOSSARY

**Adopted budget.** Financial plan that is the basis for appropriations. Adopted by the governing body (ORS 294.456, renumbered from 294.435).

**Appropriation.** Authorization for spending a specific amount of money for a specific purpose during a fiscal year. It is based on the adopted budget, including supplemental budgets, if any. It is presented in a resolution or ordinance adopted by the governing body [ORS 294.311(3)].

**Approved budget.** The budget that has been approved by the budget committee. The data from the approved budget is published in the Financial Summary before the budget hearing (ORS 294.428, renumbered from 294.406).

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

**Budget.** Written report showing the local government's comprehensive financial plan for one fiscal year. It must include a balanced statement of actual revenues and expenditures during each of the last two years, and estimated revenues and expenditures for the current and upcoming year [ORS 294.311(5)].

**Capital outlay.** Items which generally have a useful life of one or more years, such as machinery, land, furniture, equipment, or buildings [ORS 294.388(4), renumbered from 294.352(4)].

**Capital projects fund.** A fund used to account for resources, such as bond sale proceeds, to be used for major capital item purchase or construction [OAR 150-294.352(1)].

**Contingency.** A budgetary account used to appropriate resources that can be used to address events or service needs that were unanticipated during budget development. With City Council adoption of a transfer resolution or supplemental budget resolution, a budget appropriation is transferred from the Contingency Account to an operating program from which expenditures can be incurred.

**Debt service fund.** A fund established to account for payment of general long-term debt principal and interest [OAR 150-294.352(1)].

**Enterprise fund.** A fund established to account for operations that are financed and operated in a manner similar to private business enterprises. They are usually self-supporting. Examples of enterprise funds are those for water, gas, and electric utilities, swimming pools, airports, parking garages, transit systems, and ports [OAR 150-294.352(1)-(A)].

**Expenditures.** Total amount incurred if accounts are kept on an accrual basis; total amount paid if accounts are kept on a cash basis [ORS 294.311(16)].

**Fiscal year.** A 12-month period to which the annual operating budget applies. The fiscal year is July 1 through June 30 for local governments [ORS 294.311(17)].

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

**Fund Balance.** For budget purposes, the Fund Balance is the sum of 1) the Contingency account, 2) Reserve for specific future expenditures, and 3) the Unappropriated Ending Fund Balance. The Fund Balance is also known as Working Capital. For accounting purposes, the Fund Balance, as reflected in the Comprehensive Annual Financial Report, is identified in the Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual.

**General fund.** A fund used to account for most fiscal activities except for those activities required to be accounted for in another fund [OAR 150-294.352(1)-(A)].

**Interfund transfers.** Budgeted transfers of resources from one fund to another. The fund making the transfer shows the amount transferred as a budget requirement. The fund receiving the transfer shows it as a fund resource. If the money is to be expended, the fund receiving the transfer also shows that expenditure as a requirement. In that case, the money may be said to be “counted twice” in the budget; once as the transfer out and once as the actual expenditure.

**Internal service fund.** A fund used to account for fiscal activities when goods or services are provided by one department or agency to other departments or agencies on a cost-reimbursement basis (ORS 294.343, renumbered from 294.470).

**Local option tax.** Voter-approved taxing authority that is in addition to the taxes generated by the permanent tax rate. Local option taxes can be for general operations, a specific purpose or capital projects. It is limited to five years unless it is for a capital project, then it is limited to the useful life of the project or 10 years, whichever is less [Art. XI, section 11(4)].

**Materials and services.** Expenses include contractual services (such as attorney or accountant fees), materials (such as office supplies, fuel, or repair parts), and other operating expenses (such as utilities, lease payments, fire insurance, or travel).

**Measure 5.** A constitutional amendment (Art. XI, section 11b) passed in 1990 that limits the amount of operating tax that can be imposed on a property to \$5 per \$1,000 of real market value for education and \$10 per 1,000 for general government.

**Measure 50.** A constitutional amendment (Art. XI, section 11) passed in 1997 that limits the growth in a property’s maximum assessed value to 3% per year. It also limits a local government’s taxing authority by creating permanent rate limits.

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

**Program.** A group of related activities to accomplish a major service or function for which the local government is responsible [ORS 294.311(33)].

**Proposed budget.** Financial plan prepared by the budget officer. All funds must balance. It is submitted to the public and the budget committee for review.

**Reserve for Future Expenditures or Debt Service Accounts.** A line item requirement which identifies funds to be set aside for use in future fiscal years, generally for specific, restricted purposes, or set aside due to uncertainties in certain revenue sources but available for any purpose after uncertainties are satisfied. Reserves are generally identified by City Council or management, but can also be restricted by external authorities, such as for debt service, depending on the specific fund.

**Reserve fund.** Established to accumulate money from year to year for a specific purpose, such as purchase of new equipment (ORS 294.346, renumbered from 294.525).

**Special payment.** A budget expenditure category for pass-through payments, grants made to other organizations and other one-time or unusual expenditures that do not fall into the other categories of personal services, materials and services, capital outlay, etc.

**Special revenue fund.** A fund used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or major capital projects) that are legally restricted to expenditure for specific purposes [OAR 150-294.352(1)-(A)].

**Unappropriated ending fund balance.** Amount set aside in the budget to be carried over to the next year's budget. It provides the local government with cash until tax money or other revenues are received later in the year. This amount cannot be transferred by resolution or used through a supplemental budget, unless necessitated by a qualifying emergency (ORS 294.398, renumbered from 294.371; ORS 294.481, renumbered from 294.455).

# APPENDIX

# Pamplin MediaGroup

6605 SE Lake Road, Portland, OR 97222  
PO Box 22109 Portland, OR 97269-2169  
Phone: 503-684-0360 Fax: 503-620-3433  
E-mail: [legals@commnewspapers.com](mailto:legals@commnewspapers.com)

## AFFIDAVIT OF PUBLICATION

State of Oregon, County of Yamhill, SS I,  
Charlotte Allsop, being the first duly sworn,  
depose and say that I am the Accounting  
Manager of the **Newberg Graphic**, a newspa-  
per of general circulation, serving Newberg  
in the aforesaid county and state, as defined  
by ORS 193.010 and 193.020, that

### City of Newberg

**Public Notice: Budget Committee Orien-  
tation and Public Facility Tour on April 20,  
2019.**

**Ad#: 103224**

A copy of which is hereto annexed, was  
published in the entire issue of said  
newspaper(s) for 1 week(s) in the  
following issue(s):

**04/10/2019**

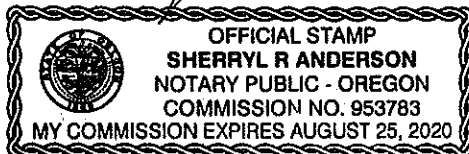
*Charlotte Allsop*

Charlotte Allsop (Accounting Manager)

Subscribed and sworn to before me this  
04/10/2019.

*Sherryl R. Anderson*

NOTARY PUBLIC FOR OREGON



Acct #: 102540

**Attn:**

NEWBERG, CITY OF  
PO BOX 970  
NEWBERG, OR 97132

### CITY OF NEWBERG BUDGET COMMITTEE ORIENTATION AND PUBLIC TOUR

April 20, 2019 at 9:00 a.m.

401 E. Third Street  
Public Safety Building

The Budget Committee will meet to conduct an orientation and public facility tour. All meetings are open to the public. However, members of the public who join the tour must provide their own transportation and lunch. Public comment will not be taken at this meeting.

The agenda and specific tour details can be found on the City's website at [www.newbergoregon.gov](http://www.newbergoregon.gov) under the Agendas/Minutes and select Budget Committee. Please direct your questions and comments to the Finance Director via email at [finance@newbergoregon.gov](mailto:finance@newbergoregon.gov), in writing to P.O. Box 970, Newberg, OR 97132, or via telephone at (503) 538-9421.

Published April 10, 2019

103224

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in the aforesaid county and state, as defined  
by ORS 193.010 and 193.020, that

### City of Newberg

#### Public Notice:

**Budget Committee Meeting on April 23,  
2019.**

**Ad#: 103482**

A copy of which is hereto annexed, was  
published in the entire issue of said  
newspaper(s) for 1 week(s) in the  
following issue(s):

**04/10/2019**

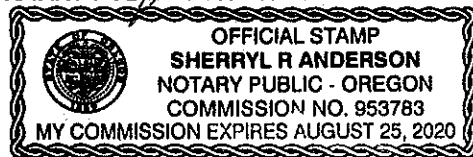
*Charlotte Allsop*

Charlotte Allsop (Accounting Manager)

Subscribed and sworn to before me this  
04/10/2019.

*Sherryl R. Anderson*

NOTARY PUBLIC FOR OREGON



Acct #: 102540

#### Attn:

NEWBERG, CITY OF  
PO BOX 970  
NEWBERG, OR 97132

### CITY OF NEWBERG NOTICE OF BUDGET COMMITTEE MEETING

A public meeting of the Budget Committee of the City of Newberg, Yamhill County, State of Oregon, to discuss the budget for the fiscal year July 1, 2019 to June 30, 2020, will be held at the Newberg Public Safety Building, 401 E. Third Street, Newberg, Oregon. The meeting will take place on April 23, 2019 at 6:30 p.m. The purpose of the meeting is to receive the budget message and to receive comment from the public on the budget. This is a public meeting where deliberation of the Budget Committee will take place. Any person may appear at the meeting and discuss the proposed programs with the Budget Committee.

A copy of the budget document may be inspected or obtained on or after April 17, 2019 at Newberg City Hall, 414 E. First Street, Newberg, Oregon, between the hours of 8:30 a.m. and 4:30 p.m. A copy will also be available for review at the Newberg Public Library at 503 E. Hancock Street, Newberg, OR. To view the budget online beginning April 17, 2019, visit <http://www.newbergoregon.gov>.

Additional meetings will be scheduled as needed with notification posted in the same manner as Council meetings. The Budget Committee calendar is maintained on the City website as referenced above.

Published April 10, 2019

103482



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in the aforesaid county and state, as defined  
by ORS 193.010 and 193.020, that

### City of Newberg

#### Public Notice:

**City of Newberg Public Hearing: State  
Revenue Sharing Funds: Fiscal Year: July  
1, 2019 to June 30, 2020.**

**Ad#: 103496**

A copy of which is hereto annexed, was  
published in the entire issue of said  
newspaper(s) for 1 week(s) in the  
following issue(s):  
**04/10/2019**

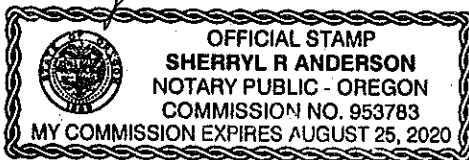
*Charlotte Allsop*

Charlotte Allsop (Accounting Manager)

Subscribed and sworn to before me this  
04/10/2019.

*Sherryl R. Anderson*

NOTARY PUBLIC FOR OREGON



Acct #: 102540

#### Attn:

NEWBERG, CITY OF  
PO BOX 970  
NEWBERG, OR 97132

### CITY OF NEWBERG PUBLIC HEARING

A Public Hearing concerning possible uses of State Revenue Sharing funds to be received for fiscal year July 1, 2019 to June 30, 2020 will be held before the Budget Committee on April 30, 2019, during their meeting which will begin at 6:30 p.m. at the Newberg Public Safety Building, 401 E. Third Street, Newberg, Oregon. The public is invited to comment on the possible uses of State Revenue Sharing funds. This notice is also posted at <http://www.newbergoregon.gov>. Written testimony can be mailed to City of Newberg, Attn: Sue Ryan, City Recorder, PO Box 970, Newberg, Oregon, 97132, or emailed to [cityrecorder@newbergoregon.gov](mailto:cityrecorder@newbergoregon.gov).  
Published April 10, 2019

103496



# City of Newberg

## Featured



**¿LO HICIMOS?**  
**16 de Abril, 6-8pm**  
 CUÁL ES TU OPINIÓN DEL 1er B  
 EL FUTURO DE NEWBERG\*  
 ¿No podrás asistir? Danos tu opinión  
 17 de abril

*Conoce los resultados de la encuesta y la 1ra redacción 16 abril 6 PM*

## What's New

- **Budget Committee Meeting**  
 NOTICE OF BUDGET COMMITTEE MEETING on April 23, 2019 at 6:30 p.m. to discuss the City Budget for the fiscal year 2019-20. The purpose of the meeting...
- **Budget Committee Orientation & Facilities Tour**  
 April 20, 2019 - 9:00 a.m. - 1:00 p.m. Public Safety Building 401 E. Third St. The Budget Committee will meet to conduct an orientation and public...
- **A NewBERG Visioning Discussion 2**  
 April 16, 2019 | 6 PM The NewBERG community visioning project plans a second gathering to present the survey results and to seek feedback on the...
- **Serve on a City Committee or Commission**

March 28, 2019 - The City of Newberg is seeking applications from community members and high school age youth to serve in committees or commissions. ...

[View All News](#)

## Upcoming Events

Teens\* Art Club - 04/12/2019 - 3:00pm

After-Hours Movie: HOLMES & WATSON - 04/12/2019 - 7:00pm

Poetry Open Mic Night\* (after hours) - 04/12/2019 - 7:00pm

Learn RPG\*: Dungeons & Dragons - 04/13/2019 - 1:00pm

[View All Events](#)

## Key Links

[Agendas/Minutes](#)

[Bids/RFPs](#)

[Business Licenses/Permits](#)

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[City Code](#)

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[Parks & Recreation](#)

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Newberg City Hall | 414 E. First Street | Newberg, OR 97132 | (503) 538-9421 | M-F 8:30-4:30PM

 [Select Language](#) ▼





# City of Newberg

## Budget Committee Orientation & Facilities Tour

### Calendar Date:

Saturday, April 20, 2019 - 9:00am

[Add this event to your Outlook calendar \(iCal\).](#)

[Add this event to your Google calendar](#)

**April 20, 2019 - 9:00 a.m. - 1:00 p.m.**

**Public Safety Building**

**401 E. Third St.**

The Budget Committee will meet to conduct an orientation and public facility tour. All meetings are open to the public. However, members of the public who join the tour must provide their own transportation and lunch. Public comment will not be taken at this meeting.

The agenda and specific tour details will be found on this page when available. Please direct your questions and comments to the Finance Director via email at [finance@newbergoregon.gov](mailto:finance@newbergoregon.gov), in writing to P.O. Box 970, Newberg, OR 97132, or via telephone at (503) 538-9421.



## Budget Committee

Matt Zook, Finance Director  
414 E. First Street  
Newberg, OR 97132  
503-537-1205  
[email](#)

[Agendas/Minutes](#)

## Upcoming Events

Budget Committee Orientation & Facilities Tour - 04/20/2019 - 9:00am

[Budget Committee Meeting](#) - 04/23/2019 - 6:30pm

[Budget Committee Meeting](#) - 04/25/2019 - 6:30pm

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# City of Newberg

## Budget Committee Meeting

### Calendar Date:

Tuesday, April 23, 2019 - 6:30pm

[Add this event to your Outlook calendar \(iCal\).](#)

[Add this event to your Google calendar](#)

## NOTICE

### Budget Committee Meeting

**Tuesday, April 23, 2019 at 6:30 PM**

*Newberg Public Safety Building: 401 E Third Street, Newberg OR*

A public meeting of the Budget Committee of the City of Newberg, Yamhill County, State of Oregon, to discuss the budget for the fiscal year July 1, 2019 to June 30, 2020, will be held at the Newberg Public Safety Building, 401 E. Third Street, Newberg, Oregon. The meeting will take place on April 23, 2019 at 6:30 p.m. The purpose of the meeting is to receive the budget message and to receive comment from the public on the budget.

This is a public meeting where deliberation of the Budget Committee will take place. Any person may appear at the meeting and discuss the proposed programs with the Budget Committee.

A copy of the budget document may be inspected or obtained on or after April 20, 2019 at Newberg City Hall, 414 E. First Street, Newberg, Oregon, between the hours of 8:30 a.m. and 4:30 p.m. A copy will also be available for review at the Newberg Public Library at 503 E. Hancock Street, Newberg, OR.

To view the budget online beginning April 20, 2019, visit [City of Newberg's Annual Budget webpage](#).

Additional meetings will be scheduled as needed with notification posted in the same manner as Council meetings. The Budget Committee calendar is maintained on the City

website as referenced above.

## City of Newberg Annual Budget

### Location

Public Safety Building  
401 E. Third St  
Newberg, OR 97132  
See map: [Google Maps](#)  
Oregon



## Budget Committee

Matt Zook, Finance Director  
414 E. First Street  
Newberg, OR 97132  
503-537-1205  
[email](#)

## Agendas/Minutes



## Upcoming Events

[Budget Committee Orientation & Facilities Tour](#) - 04/20/2019 - 9:00am

[Budget Committee Meeting](#) - 04/23/2019 - 6:30pm

[Budget Committee Meeting](#) - 04/25/2019 - 6:30pm

[View the Budget Committee Calendar](#)

[Home](#) [Contact Us](#) [Staff Login](#) [Staff E-mail](#)

Newberg City Hall | 414 E. First Street | Newberg, OR 97132 | (503) 538-9421 | M-F 8:30-4:30PM

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# City of Newberg

## Budget Committee Meeting

### Calendar Date:

Tuesday, April 30, 2019 - 6:30pm

[Add this event to your Outlook calendar \(iCal\).](#)

[Add this event to your Google calendar](#)

## NOTICE

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A copy of the budget document may be inspected or obtained on or after April 20, 2019 at Newberg City Hall, 414 E. First Street, Newberg, Oregon, between the hours of 8:30 a.m. and 4:30 p.m. A copy will also be available for review at the Newberg Public Library at 503 E. Hancock Street, Newberg, OR.

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## City of Newberg Annual Budget

### Location

Public Safety Building  
401 E. Third St  
Newberg, OR 97132  
See map: [Google Maps](#)  
Oregon



## Budget Committee

Matt Zook, Finance Director  
414 E. First Street  
Newberg, OR 97132  
503-537-1205  
[email](#)

### Agendas/Minutes

## Upcoming Events

[Budget Committee Orientation & Facilities Tour - 04/20/2019 - 9:00am](#)

[Budget Committee Meeting - 04/23/2019 - 6:30pm](#)

[Budget Committee Meeting - 04/25/2019 - 6:30pm](#)

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# City of Newberg

## Budget Committee Home

The Budget Committee was created pursuant to ORS 294. It consists of our seven City Council members and seven citizens. Budget proceedings generally start in April and end in May. The City Council has a public hearing for the formal adoption of the City budget at their first meeting in June.

### [2018-2019 Adopted Budget](#)

#### Supporting Documents

-  [2019-20 Budget Committee Calendar](#) (83 KB)
-  [Local Budgeting in Oregon](#) (469 KB)
-  [The Local Budgeting Manual](#) (2 MB)

#### Web Links

[Oregon Dept of Revenue - Local Budget Law](#)  
[Committee Membership List](#)



## Budget Committee

Matt Zook, Finance Director  
414 E. First Street  
Newberg, OR 97132  
503-537-1205  
[email](#)

[Agendas/Minutes](#)

## Upcoming Events

[Budget Committee Orientation & Facilities Tour](#) - 04/20/2019 - 9:00am

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[Budget Committee Meeting](#) - 04/25/2019 - 6:30pm

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# City of Newberg

## Featured



*La visión para el futuro de Newberg - ¿Cuál es tu opinión? Haz clic aquí*

## What's New

- **PUBLIC HEARING - Uses of State Revenue Sharing for FY19-20**  
 PUBLIC HEARING, on April 30, 2019, concerning the possible uses of State Revenue Sharing funds to be received for fiscal year July 1, 2019 to June 30...
- **City of Newberg Annual Budget**  
 The 2019-2020 Proposed Budget document is now available for review online.
- **Budget Committee Meeting**  
 NOTICE OF BUDGET COMMITTEE MEETING on April 23, 2019 at 6:30 p.m. to discuss the City Budget for the fiscal year 2019-20. The purpose of the meeting...
- **Budget Committee Orientation & Facilities Tour**  
 April 20, 2019 - 9:00 a.m. - 1:00 p.m. Public Safety Building 401 E. Third St. The Budget Committee will meet to conduct an orientation and public...

[View All News](#)

## Upcoming Events

Teens\* Art Club - 04/19/2019 - 3:00pm

Budget Committee Orientation & Facilities Tour - 04/20/2019 - 9:00am

City Council Executive Session for April 22, 2019 - 04/22/2019 - 5:00pm

Music & Movement Storytime - 04/23/2019 - 10:30am

[View All Events](#)


## Key Links

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# Pamplin MediaGroup

6605 SE Lake Road, Portland, OR 97222  
PO Box 22109 Portland, OR 97269-2169  
Phone: 503-684-0360 Fax: 503-620-3433  
E-mail: legals@commnewspapers.com

## AFFIDAVIT OF PUBLICATION

State of Oregon, County of Yamhill, SS I,  
Charlotte Allsop, being the first duly sworn,  
depose and say that I am the Accounting  
Manager of the **Newberg Graphic**, a newspa-  
per of general circulation, serving Newberg  
in the aforesaid county and state, as defined  
by ORS 193.010 and 193.020, that

### City of Newberg

#### Public Notice:

**City Council Public Budget Meeting Hear-  
ing on June 3, 2019: Fiscal Year Beginning  
July 1, 2019: Form LB-1.  
Ad#: 112711**

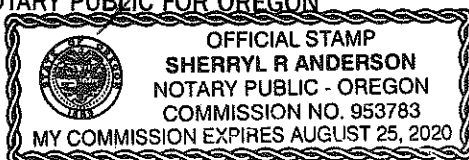
A copy of which is hereto annexed, was  
published in the entire issue of said  
newspaper(s) for 1 week(s) in the  
following issue(s):  
**05/29/2019**

*Charlotte Allsop*

Charlotte Allsop (Accounting Manager)

Subscribed and sworn to before me this  
05/29/2019.

*Sherryl R Anderson*  
NOTARY PUBLIC FOR OREGON



Acct #: 102540

**Attn:**  
**NEWBERG, CITY OF**  
**PO BOX 970**  
**NEWBERG, OR 97132**

### FORM LB-1

### NOTICE OF BUDGET HEARING

A public meeting of the Newberg City Council will be held on June 3, 2019 at 7:00 pm at the Public Safety Building. This meeting is to discuss the budget for the fiscal year beginning July 1, 2019 as approved by the City of Newberg presented below. A copy of the budget may be inspected or obtained at City Hall, 414 E. First Street, between the Public Library, 503 E. Hancock St, during their hours of operation. It can also be viewed online at [www.newberg.or.us](http://www.newberg.or.us) for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding

Contact: Matt Zook, Finance Director

Telephone: (503) 538-9421 Email:

| FINANCIAL SUMMARY - RESOURCES   |                          |
|---|--------------------------|
| TOTAL OF ALL FUNDS  | Actual Amount<br>2017-18 |
| Beginning Fund Balance/Net Working Capital                            | 40,611,930               |
| Fees, Licenses, Permits, Fines, Assessments & Other Service Charges   | 25,115,106               |
| Federal, State and all Other Grants, Gifts, Allocations and Donations | 4,054,625                |
| Revenue from Bonds and Other Debt                                     | 3,197,301                |
| Interfund Transfers / Internal Service Reimbursements                 | 14,605,081               |
| All Other Resources Except Current Year Property Taxes                | 4,013,004                |
| Current Year Property Taxes Estimated to be Received                  | 7,871,722                |
| <b>Total Resources</b>  | <b>99,468,769</b>        |

| FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION       |                   |
|---|-------------------|
| Personnel Services  | 15,985,506        |
| Materials and Services  | 15,711,337        |
| Capital Outlay  | 7,891,232         |
| Debt Service  | 4,516,764         |
| Interfund Transfers   | 7,680,414         |
| Contingencies   | 0                 |
| Special Payments  | 222,654           |
| Unappropriated Ending Balance & Reserved for Future Expenditure | 0                 |
| <b>Total Requirements</b>                                       | <b>52,007,907</b> |

| FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM |                              |
|---|------------------------------|
| Name of Organizational Unit or Program  | FTE for that unit or program |
| Fire  | 4,102,319                    |
| FTE   | 0.00                         |
| Police  | 6,997,673                    |
| FTE   | 38.50                        |
| Communications  | 1,520,588                    |
| FTE   | 11.25                        |
| Municipal Court   | 294,125                      |
| FTE   | 1.83                         |
| Library   | 1,791,783                    |
| FTE   | 12.44                        |
| Planning & Building   | 1,411,282                    |
| FTE   | 8.65                         |
| PW Engineering  | 4,324,807                    |
| FTE   | 10.50                        |
| PW Street Maintenance   | 811,800                      |
| FTE   | 2.60                         |
| PW Wastewater   | 3,312,397                    |
| FTE   | 17.69                        |
| PW Water  | 2,158,860                    |
| FTE   | 11.42                        |
| PW Stormwater   | 497,774                      |
| FTE   | 4.32                         |
| PW Fleet & Facilities   | 1,082,124                    |
| FTE   | 2.70                         |
| General Government  | 357,420                      |
| FTE   | 0.03                         |
| City Manager's Office   | 620,132                      |
| FTE   | 4.00                         |
| Human Resources   | 182,118                      |
| FTE   | 1.50                         |
| Finance   | 1,019,353                    |

A public meeting of the Newberg City Council will be held on June 3, 2019 at 7:00 pm at the Public Safety Building, 401 E. Third Street, Newberg, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2019 as approved by the City of Newberg Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at City Hall, 414 E. First Street, between the hours of 8:30 a.m. and 4:30 p.m. and at the Newberg Public Library, 503 E Hancock St, during their hours of operation. It can also be viewed online at [www.newbergoregon.gov/Finance/page/annual-budget](http://www.newbergoregon.gov/Finance/page/annual-budget). This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year.

Contact: Matt Zook, Finance Director

Telephone: (503) 538-9421

Email: [finance@newbergoregon.gov](mailto:finance@newbergoregon.gov)

| FINANCIAL SUMMARY - RESOURCES   |                          |                                     |                               |
|---|--------------------------|-------------------------------------|-------------------------------|
| TOTAL OF ALL FUNDS  | Actual Amount<br>2017-18 | Adopted Budget<br>This Year 2018-19 | Approved<br>Next Year 2019-20 |
| Beginning Fund Balance/Net Working Capital                            | 40,611,930               | 40,337,510                          | 47,440,406                    |
| Fees, Licenses, Permits, Fines, Assessments & Other Service Charges   | 25,115,106               | 20,977,360                          | 25,340,385                    |
| Federal, State and all Other Grants, Gifts, Allocations and Donations | 4,054,625                | 5,626,301                           | 5,322,120                     |
| Revenue from Bonds and Other Debt                                     | 3,197,301                | 195,000                             | 0                             |
| Interfund Transfers / Internal Service Reimbursements                 | 14,605,081               | 20,866,765                          | 26,073,404                    |
| All Other Resources Except Current Year Property Taxes                | 4,013,004                | 3,378,784                           | 4,295,311                     |
| Current Year Property Taxes Estimated to be Received                  | 7,871,722                | 4,789,016                           | 5,124,145                     |
| <b>Total Resources</b>  | <b>99,468,769</b>        | <b>96,170,736</b>                   | <b>113,595,769</b>            |

| FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION       |                   |                   |                    |
|---|-------------------|-------------------|--------------------|
| Personnel Services  | 15,985,506        | 17,673,571        | 18,661,269         |
| Materials and Services  | 15,711,337        | 14,469,849        | 15,436,713         |
| Capital Outlay  | 7,891,232         | 17,725,834        | 22,648,817         |
| Debt Service  | 4,516,764         | 4,745,975         | 4,028,397          |
| Interfund Transfers   | 7,680,414         | 13,310,316        | 18,005,854         |
| Contingencies   | 0                 | 11,793,397        | 22,979,433         |
| Special Payments  | 222,654           | 1,552,344         | 558,362            |
| Unappropriated Ending Balance & Reserved for Future Expenditure | 0                 | 14,899,450        | 11,276,925         |
| <b>Total Requirements</b>                                       | <b>52,007,907</b> | <b>96,170,736</b> | <b>113,595,769</b> |

| FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM * |                   |                   |                    |
|---|-------------------|-------------------|--------------------|
| Name of Organizational Unit or Program<br>FTE for that unit or program  |                   |                   |                    |
| Fire  | 4,102,319         | 0                 | 0                  |
| FTE   | 0.00              | 0.00              | 0.00               |
| Police  | 6,997,673         | 7,978,998         | 8,514,007          |
| FTE   | 38.50             | 38.50             | 38.50              |
| Communications  | 1,520,588         | 1,954,681         | 2,110,429          |
| FTE   | 11.25             | 11.25             | 11.25              |
| Municipal Court   | 294,125           | 333,580           | 351,817            |
| FTE   | 1.83              | 1.83              | 1.80               |
| Library   | 1,791,783         | 2,015,727         | 2,124,386          |
| FTE   | 12.44             | 12.44             | 12.44              |
| Planning & Building   | 1,411,282         | 1,998,450         | 1,964,505          |
| FTE   | 8.65              | 8.65              | 8.77               |
| PW Engineering  | 4,324,807         | 5,295,558         | 5,664,071          |
| FTE   | 10.50             | 10.50             | 11.00              |
| PW Street Maintenance   | 811,800           | 2,026,194         | 2,111,230          |
| FTE   | 2.60              | 2.60              | 2.85               |
| PW Wastewater   | 3,312,397         | 4,087,287         | 4,395,379          |
| FTE   | 17.69             | 17.69             | 17.94              |
| PW Water  | 2,158,860         | 2,528,489         | 2,586,842          |
| FTE   | 11.42             | 11.42             | 10.67              |
| PW Stormwater   | 497,774           | 636,099           | 667,392            |
| FTE   | 4.32              | 4.32              | 4.57               |
| PW Fleet & Facilities   | 1,082,124         | 1,434,617         | 1,530,083          |
| FTE   | 2.70              | 2.70              | 2.70               |
| General Government  | 357,420           | 649,050           | 906,159            |
| FTE   | 0.03              | 0.06              | 0.00               |
| City Manager's Office   | 620,132           | 640,339           | 648,989            |
| FTE   | 4.00              | 4.00              | 4.00               |
| Human Resources   | 182,118           | 226,733           | 231,987            |
| FTE   | 1.50              | 1.50              | 1.50               |
| Finance   | 1,019,353         | 1,155,601         | 1,284,423          |
| FTE   | 7.00              | 7.00              | 7.00               |
| Information Technology  | 1,117,293         | 1,366,295         | 1,432,097          |
| FTE   | 6.50              | 6.50              | 6.50               |
| Legal   | 448,082           | 493,527           | 503,017            |
| FTE   | 3.40              | 3.40              | 3.40               |
| Not Allocated to Organizational Unit or Program   | 19,957,979        | 61,349,511        | 76,568,956         |
| FTE   | 0.00              | 0.00              | 0.00               |
| <b>Total Requirements</b>   | <b>52,007,907</b> | <b>96,170,736</b> | <b>113,595,769</b> |
| <b>Total FTE</b>  | <b>144.33</b>     | <b>144.36</b>     | <b>144.89</b>      |

**STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING \***

\$17.4M increase in resources due to an increase in Beginning Fund Balance, Interfund Transfers, and System Development Charges (SDC) (\$4.4M). The Beginning Fund Balance increase is attributed to anticipated revenues and expenses being higher and lower, respectively, in the Street Fund (\$1.6M), Water Fund (\$2.3M), Stormwater Fund (\$500k), Street SDC Fund (\$1.2M), and Wastewater SDC Fund (\$1.4M). The increase seen in Interfund Transfers Resources is largely due to an increase in Water Capital Projects (\$3.7M), Wastewater Capital Projects (\$1.2M), and Information Technology Capital Outlay (\$200k). The increase in requirements is primarily due to the same reasons as the increase in resources. Interfund Transfers and Capital Outlay Requirements increased due to an increase in Water Capital Projects (\$3.7M), Wastewater Capital Projects (\$1.2M), and Information Technology Capital Outlay (\$200k). The Contingencies increase is attributed to anticipated revenues and expenses being higher and lower, respectively, in the Wastewater Fund (\$1.6M), Water Fund (\$1.1M), Stormwater Fund (\$500k), Street SDC Fund (\$4.3M), and Wastewater SDC Fund (\$2.4M).

**PROPERTY TAX LEVIES**

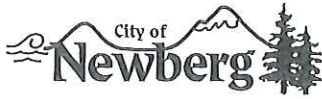
|   | Rate or Amount Imposed<br>2017-18 | Rate or Amount Imposed<br>This Year 2018-19 | Rate or Amount Approved<br>Next Year 2019-20 |
|---|-----------------------------------|---|--|
| Permanent Rate Levy (rate limit 4.3827 per \$1,000) | 4.3827                            | 2.50  | 2.5750                                       |
| Local Option Levy                                   | 0                                 | 0   | 0  |
| Levy For General Obligation Bonds                   | 0                                 | 0   | 0  |

**STATEMENT OF INDEBTEDNESS**

| LONG TERM DEBT           | Estimated Debt Outstanding<br>on July 1 | Estimated Debt Authorized, But<br>Not Incurred on July 1 |
|--------------------------|---|--|
| General Obligation Bonds | \$0                                     | \$0  |
| Other Bonds              | \$7,705,000                             | \$0  |
| Other Borrowings         | \$29,969,227                            | \$572,290  |
| <b>Total</b>             | <b>\$37,674,227</b>                     | <b>\$572,290</b>   |

\* If more space is needed to complete any section of this form, insert lines (rows) on this sheet. You may delete blank lines.

150-504-073-2 (Rev. 02-14)



## RESOLUTION No. 2019-3562

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### A RESOLUTION DECLARING THE CITY OF NEWBERG'S ELECTION TO RECEIVE STATE REVENUES

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#### RECITALS:


1. **WHEREAS**, State Revenue Sharing Law, ORS 221.770 requires cities to pass an ordinance or resolution each year stating that they elect to receive state revenue sharing money;
2. **WHEREAS**, a copy of this ordinance or resolution must be filed with Shared Financial Services of the Department of Administrative Services before July 31 of each year; and
3. **WHEREAS**, the City held a public hearing to discuss *possible* uses of the revenue before the Budget Committee on April 30, 2019. The Budget Committee passed a motion to approve staff's recommendation for the use of the state revenues. The budget includes state shared revenue in the General Fund, the Gas Tax Fund (Street Fund), and the 9-1-1 Fund, with the shared revenues being used to support services provided by those funds. The City Council held a public hearing on the *proposed* uses of the revenue on June 3, 2019.

#### THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

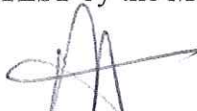
Section 1. Pursuant to ORS 221.770, the City hereby elects to receive state revenues for fiscal year 2019-20.

➤ **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: June 4, 2019.

**ADOPTED** by the City Council of the City of Newberg, Oregon, this 3rd day of June, 2019.

  
DawnKaren Bevill, Acting City Recorder

**ATTEST** by the Mayor this 6<sup>th</sup> day of June, 2019.

  
Rick Rogers, Mayor

I certify that a public hearing before the Budget Committee was held on April 30, 2019 and a public hearing before the City Council was held on June 3, 2019, giving citizens an opportunity to comment on use of State Revenue Sharing.

  
DawnKaren Bevill, Acting City Recorder



## RESOLUTION No. 2019-3563

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### A RESOLUTION CERTIFYING THE PROVISION OF MUNICIPAL SERVICES BY THE CITY OF NEWBERG FOR THE PURPOSES OF PARTICIPATION IN THE STATE REVENUE SHARING PROGRAM

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#### RECITALS:

1. Whereas, ORS 221.760 provides as follows:

Section 1. The officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820 and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following services:

- (1) Police protection
- (2) Fire protection
- (3) Street construction, maintenance, and lighting
- (4) Sanitary sewer
- (5) Storm sewers
- (6) Planning, zoning, and subdivision control
- (7) One or more utility services

And

2. Whereas, city officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760, now, therefore,

#### THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

That the City of Newberg hereby certifies that it provides the following four or more municipal services enumerated in Section 1, ORS 221.760:


- (1) Police protection
- (2) Street construction, maintenance, and lighting
- (3) Sanitary sewer
- (4) Storm sewers
- (5) Planning, zoning, and subdivision control
- (6) Water utility service

➤ **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: June 4, 2019.

**ADOPTED** by the City Council of the City of Newberg, Oregon, this 3<sup>rd</sup> day of June, 2019.

  
DawnKaren Beville, Acting City Recorder

ATTEST by the Mayor this 6<sup>th</sup> day of June, 2019.

  
Rick Rogers, Mayor



## RESOLUTION No. 2019-3564

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### A RESOLUTION ADOPTING THE CITY OF NEWBERG, OREGON BUDGET FOR THE 2019-2020 FISCAL YEAR, MAKING APPROPRIATIONS, IMPOSING THE TAX, AND CATEGORIZING THE TAX

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#### RECITALS:

1. The City of Newberg Budget Committee approved the fiscal year 2019-20 budget on May 21, 2019.
2. The notice of this budget hearing and financial summary (Form LB-1) was published in the May 29, 2019 Newberg Graphic.
3. A public hearing on the approved budget was held on June 3, 2019.

#### THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

1. Adopting the Budget. The City Council of the City of Newberg hereby adopts the budget for fiscal year 2019-20 in the total of \$113,595,769 now on file at City Hall located at 414 E. First Street, Newberg, Oregon.
2. Making Appropriations. The amounts for the fiscal year beginning July 1, 2019, and for the purposes shown below are hereby appropriated:

#### General Fund (01)

|                         |            |
|-------------------------|------------|
| General Government      | 242,458    |
| Municipal Court         | 347,446    |
| Police                  | 7,492,469  |
| Communications          | 1,433,318  |
| Library                 | 1,917,638  |
| Planning                | 1,020,203  |
| Transfers               | 386,385    |
| Contingency             | 1,583,383  |
| Total General Fund (01) | 14,423,300 |



|   |  |            |
|---|--|------------|
| <u>Street Fund (02)</u>                       |  |            |
| Public Works                                  |  | 1,542,288  |
| Transfers                                     |  | 2,957,749  |
| Contingency                                   |  | 828,542    |
|   | Total Street Fund (02)                       | 5,328,579  |
| <u>Civil Forfeiture Fund (03)</u>             |  |            |
| Police  |  | 13,973     |
|   | Total Civil Forfeiture Fund (03)             | 13,973     |
| <u>Proprietary Capital Projects Fund (04)</u> |  |            |
| Capital Projects                              |  | 11,458,900 |
|   | Total Proprietary Capital Projects Fund (04) | 11,458,900 |
| <u>Wastewater Fund (06)</u>                   |  |            |
| Public Works                                  |  | 6,341,872  |
| Special Payments                              |  | 50,000     |
| Debt Service                                  |  | 1,648,406  |
| Transfers                                     |  | 3,132,600  |
| Contingency                                   |  | 3,003,876  |
|   | Total Wastewater Fund (06)                   | 14,176,754 |
| <u>Water Fund (07)</u>                        |  |            |
| Public Works                                  |  | 4,326,811  |
| Debt Service                                  |  | 414,450    |
| Transfers                                     |  | 6,250,900  |
| Contingency                                   |  | 3,297,648  |
|   | Total Water Fund (07)                        | 14,289,809 |
| <u>Building Inspection Fund (08)</u>          |  |            |
| Building Inspection                           |  | 746,585    |
| Transfers                                     |  | 16,810     |
| Contingency                                   |  | 1,388,141  |
|   | Total Building Inspection Fund (08)          | 2,151,536  |
| <u>Debt Service Fund (09)</u>                 |  |            |
| Debt Service                                  |  | 951,554    |
|   | Total Debt Service Fund (09)                 | 951,554    |
| <u>City Hall Fund (10)</u>                    |  |            |
| Special Payments                              |  | 77,753     |
| Transfers                                     |  | 69,466     |
|   | Total City Hall Fund (10)                    | 147,219    |

|  |           |
|--|-----------|
| <u>9-1-1 Emergency Fund (13)</u>                   |           |
| Communications                                     | 229,638   |
| Contingency  | 39,792    |
| Total 9-1-1 Emergency Fund (13)                    | 269,430   |
| <br><u>Economic Development Fund (14)</u>          |           |
| Planning   | 161,517   |
| Special Payments                                   | 400,609   |
| Transfers  | 4,199     |
| Contingency  | 135,029   |
| Total Economic Development Fund (14)               | 701,354   |
| <br><u>Public Safety Fee Fund (16)</u>             |           |
| Police   | 395,382   |
| Communications                                     | 251,818   |
| Contingency  | 32,681    |
| Total Public Safety Fee Fund (16)                  | 679,881   |
| <br><u>Stormwater Fund (17)</u>                    |           |
| Public Works                                       | 1,543,092 |
| Transfers  | 175,500   |
| Contingency  | 1,025,989 |
| Total Stormwater Fund (17)                         | 2,744,581 |
| <br><u>Street Capital Projects Fund (18)</u>       |           |
| Capital Projects                                   | 5,313,115 |
| Total Street Capital Projects Fund (18)            | 5,313,115 |
| <br><u>Transient Lodging Tax Fund (19)</u>         |           |
| General Government                                 | 658,231   |
| Special Payments                                   | 30,000    |
| Transfers  | 738,794   |
| Contingency  | 2,000     |
| Total Transient Lodging Tax Fund (19)              | 1,429,025 |
| <br><u>Governmental Capital Projects Fund (21)</u> |           |
| Capital Projects                                   | 2,318,764 |
| Total Governmental Capital Projects Fund (21)      | 2,318,764 |
| <br><u>Library Gift &amp; Memorial Fund (22)</u>   |           |
| Library  | 190,200   |
| Contingency  | 32,723    |
| Total Library Gift & Memorial Fund (22)            | 222,923   |

Cable TV Trust Fund (23)

|                                |       |
|--------------------------------|-------|
| General Government             | 5,470 |
| Total Cable TV Trust Fund (23) | 5,470 |

Admin / Support Services Fund (31)

|  |           |
|--|-----------|
| City Manager's Office                    | 878,343   |
| Finance                                  | 1,245,128 |
| General Office                           | 248,372   |
| Information Technology                   | 1,371,239 |
| Legal                                    | 502,567   |
| Public Works                             | 1,066,602 |
| Insurance                                | 380,835   |
| Transfers                                | 3,362     |
| Contingency                              | 286,853   |
| Total Admin / Support Services Fund (31) | 5,983,301 |

Vehicle / Equipment Replacement Fund (32)

|   |           |
|---|-----------|
| City Manager's Office                           | 1,558     |
| Human Resources                                 | 1,075     |
| Finance   | 39,295    |
| Information Technology                          | 60,858    |
| Legal   | 450       |
| Municipal Court                                 | 4,371     |
| Police  | 612,183   |
| Communications                                  | 195,655   |
| Library   | 16,548    |
| Planning  | 3,162     |
| Building Inspection                             | 33,038    |
| Public Works                                    | 1,758,852 |
| Facilities Repair / Maintenance                 | 375,480   |
| Total Vehicle / Equipment Replacement Fund (32) | 3,102,525 |

Street System Development Fund (42)

|   |           |
|---|-----------|
| Transfers                                 | 2,370,189 |
| Contingency                               | 4,436,644 |
| Total Street System Development Fund (42) | 6,806,833 |

Stormwater System Development Fund (43)

|   |         |
|---|---------|
| Transfers                                     | 61,500  |
| Contingency                                   | 194,361 |
| Total Stormwater System Development Fund (43) | 255,861 |

Wastewater System Development Fund (46)

|   |           |
|---|-----------|
| Debt Service                                  | 210,064   |
| Transfers                                     | 1,838,400 |
| Contingency                                   | 6,302,862 |
| Total Wastewater System Development Fund (46) | 8,351,326 |

Water System Development Fund (47)

|  |           |
|--|-----------|
| Debt Service                             | 803,923   |
| Contingency                              | 388,910   |
| Total Water System Development Fund (47) | 1,192,833 |

**Total Appropriated Budget 102,318,844**

|  |           |
|--|-----------|
| Unappropriated Fund Balance - General Fund (01)      | 1,100,000 |
| Unappropriated Fund Balance - Debt Service Fund (09) | 1,370     |
| Reserves - Wastewater Fund (06)                      | 5,258,541 |
| Reserves - Water Fund (07)                           | 4,681,907 |
| Reserves - Street Capital Projects Fund (18)         | 220,873   |
| Reserves - Stormwater SDC Fund (43)                  | 14,234    |

**Total Budget 113,595,769**

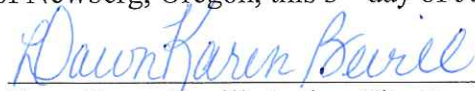
3. Imposing and Categorizing the Tax. The City Council of the City of Newberg imposes the taxes provided for in the adopted budget at the rate of \$2.5750 per \$1,000.00 of assessed value for permanent tax rate, and that these taxes are hereby imposed and categorized for the tax year 2019-2020 upon the assessed value of all taxable property within the City as follows:

|              | <u>General Government</u><br><u>Limitation</u> | <u>Excluded from</u><br><u>the Limitation</u> |
|--------------|--|---|
| General Fund | \$2.5750 per \$1,000.00 TAV                    |   |

4. The Finance Director is authorized and directed to certify the levy with the Yamhill County Assessor and Yamhill County Clerk.
5. The City Manager is authorized to grant a cost of living adjustment as included in the budget for all non-union and contract employees, effective July 1, 2019.

➤ **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is June 4<sup>th</sup>, 2019.

**ADOPTED** by the City Council of the City of Newberg, Oregon, this 3<sup>rd</sup> day of June, 2019.

  
DawnKaren Bevill, Acting City Recorder

ATTEST by the Mayor this 6<sup>th</sup> day of June, 2019.



\_\_\_\_\_  
Rick Rogers, Mayor

Notice of Property Tax and Certification of Intent to Impose a  
Tax, Fee, Assessment or Charge on Property

To assessor of YAMHILL County

FORM LB-50  
2019-2020

☐ Check here if this is  
an amended form.

- Be sure to read instructions in the Notice of Property Tax Levy Forms and Instruction booklet

The City of Newberg has the responsibility and authority to place the following property tax, fee, charge or assessment  
District Name

on the tax roll of Yamhill County. The property tax, fee, charge or assessment is categorized as stated by this form.  
County Name

|  |                                  |  |   |                         |
|--|----------------------------------|--|---|-------------------------|
| <u>PO Box 970</u><br>Mailing Address of District | <u>Newberg</u><br>City           | <u>OR</u><br>State                         | <u>97132</u><br>ZIP code                                    | <u>6/7/2019</u><br>Date |
| <u>Matt Zook</u><br>Contact Person               | <u>Finance Director</u><br>Title | <u>(503) 537-1216</u><br>Daytime Telephone | <u>matt.zook@newbergoregon.gov</u><br>Contact Person E-Mail |                         |

**CERTIFICATION** - You **must** check one box if your district is subject to Local Budget Law.

- ☒ The tax rate or levy amounts certified in Part I are within the tax rate or levy amounts approved by the budget committee.  
☐ The tax rate or levy amounts certified in Part I were changed by the governing body and republished as required in ORS 294.456.

**PART I: TAXES TO BE IMPOSED**

|   |     | Subject to<br>General Government Limits<br>Rate -or- Dollar Amount | Excluded from<br>Measure 5 Limits<br>Dollar Amount of Bond<br>Levy |
|---|-----|--|--|
| 1. Rate per \$1,000 or Total dollar amount levied (within permanent rate limit) . . .                       | 1   | \$2.5750 per \$1,000 AV  |  |
| 2. Local option operating tax . . . . .   | 2   |  |  |
| 3. Local option capital project tax . . . . .   | 3   |  |  |
| 4. City of Portland Levy for pension and disability obligations . . . . .                                   | 4   |  |  |
| 5a. Levy for bonded indebtedness from bonds approved by voters <b>prior</b> to October 6, 2001 . . . . .    | 5a. |  | 0  |
| 5b. Levy for bonded indebtedness from bonds approved by voters <b>on or after</b> October 6, 2001 . . . . . | 5b. |  |  |
| 5c. Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b) . . . . .  | 5c. |  |  |

**PART II: RATE LIMIT CERTIFICATION**

|  |   |          |
|--|---|----------|
| 6. Permanent rate limit in dollars and cents per \$1,000 . . . . .   | 6 | \$4.3827 |
| 7. Election date when your <b>new district</b> received voter approval for your permanent rate limit . . . . . | 7 |          |
| 8. <b>Estimated</b> permanent rate limit for newly <b>merged/consolidated</b> district . . . . .               | 8 |          |

**PART III: SCHEDULE OF LOCAL OPTION TAXES** - Enter all local option taxes on this schedule. If there are more than two taxes,  
attach a sheet showing the information for each.

| Purpose<br>(operating, capital project, or mixed) | Date voters approved<br>local option ballot measure | First tax year<br>levied | Final tax year<br>to be levied | Tax amount -or- rate<br>authorized per year by voters |
|---|---|--------------------------|--------------------------------|---|
|   |   |                          |                                |   |
|   |   |                          |                                |   |

**Part IV. SPECIAL ASSESSMENTS, FEES AND CHARGES\***

| Description | ORS Authority** | Subject to General Government Limitation | Excluded from Measure 5<br>Limitation |
|-------------|-----------------|--|---------------------------------------|
| 1           |                 |  |                                       |
| 2           |                 |  |                                       |

\*If fees, charges, or assessments will be imposed on specific property within your district, you must attach a complete listing of properties, by assessor's account number, to which fees, charges, or assessments will be imposed. Show the fees, charges, or assessments uniformly imposed on the properties. If these amounts are not uniform, show the amount imposed on each property.

\*\*The ORS authority for putting these assessments on the roll must be completed if you have an entry in Part IV.

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