

**2020 - 2021**  
**Adopted Budget**

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# **2020-21 ADOPTED BUDGET**

## **Members of the Budget Committee**

### **Mayor & Council Members:**

Rick Rogers (Mayor)  
Denise Bacon  
Stephanie Findley  
Patrick Johnson  
Julia Martinez Plancarte  
Gene Piros  
Elise Yarnell Hollamon

### **Appointed Members:**

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

### **City Manager**

Dan Weinheimer

### **Finance Director**

Matt Zook

### **Department Heads**

David Brooks, Information Technology Director  
Brian Casey, Police Chief  
Doug Rux, Community Development Director  
Alison Seiler, Interim Human Resources Director  
Truman Stone, City Attorney  
Russ Thomas, Interim Public Works Director  
Will Worthey, Library Director

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# TABLE OF CONTENTS



## Budget Overview

|  |    |
|--|----|
| Budget Message                         | 3  |
| Changes from Proposed to Approved      | 9  |
| All Funds Summary                      | 15 |
| Property Tax Revenues Summary          | 16 |
| City-Wide Financial Overview           | 17 |
| Personnel Full-Time Equivalent Summary | 18 |
| Budgeted Salary Schedules              | 20 |

## Budget Detail

### General Fund (01)

|                      |    |
|----------------------|----|
| General Fund Revenue | 30 |
| General Government   | 32 |
| Municipal Court      | 34 |
| Police               | 37 |
| Fire                 | 44 |
| Communications       | 46 |
| Library              | 48 |
| Planning             | 51 |

### Administrative Support Services Fund (31)

|                                |    |
|--------------------------------|----|
| Cost Allocation Methodology    | 57 |
| Cost Matrix                    | 59 |
| City Manager's Office          | 64 |
| Human Resources                | 67 |
| City Recorder                  | 70 |
| Community Engagement           | 72 |
| Finance & General Office       | 74 |
| Finance - Billing              | 76 |
| Information Technology         | 78 |
| City Attorney's Office         | 80 |
| Fleet & Facilities Maintenance | 82 |

## Public Safety Funds

|                       |    |
|-----------------------|----|
| Civil Forfeiture (03) | 88 |
| 911 Tax (13)          | 90 |
| Public Safety (16)    | 92 |

## Community Development Funds

|                            |     |
|----------------------------|-----|
| Building Inspection (08)   | 97  |
| Economic Development (14)  | 101 |
| Transient Lodging Tax (19) | 104 |
| Parking Fee In Lieu (20)   | 106 |

## Public Works Funds

|   |     |
|---|-----|
| Streets (02, 42, 18)                    | 110 |
| Wastewater (06, 46, 04)                 | 122 |
| Water (07, 47, 04)                      | 136 |
| Stormwater (17, 43, 04)                 | 150 |
| Capital Projects List & Funding Sources | 161 |

## Miscellaneous Funds

|   |     |
|---|-----|
| Debt Service (09)                       | 166 |
| Governmental Capital Projects (21)      | 168 |
| Library Gift, Memorial & Grant (22)     | 170 |
| Vehicle/Equipment Replacement Fund (32) | 172 |

## Discontinued Funds

|                                      |     |
|--------------------------------------|-----|
| Emergency Medical Services (05)      | 176 |
| City Hall Fee (10)                   | 178 |
| Cable TV Trust (23)                  | 180 |
| PERS Rate Stabilization Reserve (25) | 182 |

## Glossary

## Appendix

|  |     |
|--|-----|
| Notices of Meetings/Public Hearings                | 193 |
| Form LB-1  | 205 |
| Resolution 2020-3672 Election to Participate SRS   | 207 |
| Resolution 2020-3673 Certification of Services SRS | 208 |
| Resolution 2020-3674 Adopting the 20-21 Budget     | 210 |
| Form LB-50   | 215 |

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# BUDGET OVERVIEW

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**Budget message 2020-2021**

On behalf of the management team and the Finance Department staff, I present to you the City's annual 2020-21 Proposed Budget. As this is my first proposed budget as City Manager in Newberg, the budget focuses on plans and action items from the past year including the Community Vision (adopted by City Council in August 2019), Riverfront Master Plan, and City Council goals. This budget also reflects the impact to our economy resulting from the response to the global pandemic of Coronavirus Disease 2019 (COVID-19). The United States' response to COVID-19 escalated very rapidly beginning in February 2020 and at this time there is not an obvious "end date".

2020-21 will be a year of recovery and renewal resulting from COVID-19. The year will also be my first full year as City Manager, and there is work to do on organizational culture and recruitment of key staff. I believe in strategic planning and execution of those plans. The City budget will necessarily reduce overall this year and what we have will be reallocated to focus on established goals and on planning for our future needs.

**Coronavirus Disease 2019**

The effects on the Newberg economy from COVID-19 promise to be severe. "Stay home, save lives" and "physical distancing" are the phrases of the day and every effort has been made to "flatten the curve" of disease spread and minimize the length of the impacts. Beginning in March 2020, Oregon Governor Kate Brown issued escalating restrictions to daily life and many businesses have been mandatorily shuttered during the spring and summer months. Among the enacted restrictions are:

- Limiting gathering of individuals
- Mandating at least six feet of distance between individuals
- Restricting restaurants and bars to carry-out or delivery service only
- Closing public schools from April through the end of the 2020 school year (focusing on distance learning)
- Closing specific businesses where social distancing cannot be achieved

Response to COVID-19 will impact this budget severely due to its impact on local business activity and specifically on tourism and travel. The General Fund is reliant on hotel stays that fund the Transient Lodging Tax (TLT). Response to COVID-19 has eliminated anything but essential business travel. During this period, the City's only hotel taking visitors is operating at approximately 15% of capacity. This budget assumes no TLT revenue for six months and a diminished revenue throughout the year compared with the average TLT.

Nationally, COVID-19 has resulted in unprecedented unemployment levels. Unemployment claims in late-March and April have been in the millions (3.4m claims in the week of March 21 and 6.6m claims the week of April 4). In Oregon, the unemployment numbers were similarly bleak – 76,500 the week of March 15, 92,700 the week of March 22, and 100,700 claims the week of March 29.

Newberg made attempts to support local businesses in the 2019-20 budget year. The Newberg Business Emergency Relief Grant (BERG) program consisted of micro-grants of up to \$2,500 to businesses using approximately \$100,000 of General Fund monies. The grants were specifically meant to cover rent or mortgage for a businesses in an attempt to provide immediate relief as federal relief programs were being deployed. The BERG program was combined with the Newberg Support Local Challenge where the City offered rebates of utility charges for spending at local businesses. This program started in April 2020 allowed up to \$75 in utility rebates

for spending up to \$125. The intent of this program was to offer help to individual families or businesses while encouraging local spending that might help sustain local businesses. Funds for the Support Local Challenge were capped at \$100,000 per month and drawn from utility funds' reserves. Both programs impact the City's ending fund balance for 2019-20 but were deemed needed actions.

### **Council Priorities**

City Manager Joe Hannan retired from his position in September 2019. He was replaced by David Clyne, who served as City Manager Pro Tempore (Pro Tem) until February 2020. Mr. Clyne assisted the City Council through some transition as the City conducted a City Manager hiring process in late 2019, resulting in the hire of a permanent Manager who started in February 2020. Additionally, two Councilors left the body in 2019 and 2020. Councilor Mike Corey (District 5) announced his resignation in October 2019 due to a move outside of Newberg. In December 2019, the Council appointed Gene Piros to complete the remainder of this term. In February 2020, Julia (Jules) Martinez Plancarte replaced Councilor Elizabeth Curtis Gemeroy (District 2) who announced her resignation in November 2019 due to a move outside of her district boundary.

The City Council met in a retreat in January 2020 to set council goals. These goals are as follows:

- Change operational culture to one focused on customer service and act to resolve ongoing legal disputes.
- Further develop an operational culture that adopts and cherishes diversity, equity, and inclusion as core values.
- Promote development of affordable and workforce housing such as houselessness, transitional housing, and workforce housing.
- Create and support an Urban Renewal Authority
- Collaborate with local partners and with entities like ICLEI in the development of a sustainability program.

While this proposed budget cuts the General Fund significantly to address shortfalls anticipated from the response to COVID-19, there are areas within the proposed budget where additions are made to support Council goals.

- *Operational culture of customer service:* The City Manager proposes replacing the Human Resources Director position that is currently vacant with an Assistant City Manager/HR Director position. Elevating this position is meant to demonstrate its importance and to increase the efforts of Human Resources to create a positive internal culture. Additional culture changes will be made through permanent replacement of the vacant Public Works Director and Police Chief positions.
- *Diversity, equity, and inclusion:* This goal will be addressed without additional expenditure in 2020-21 through the use of existing training resources and through establishing internal core values and culture plans.
- *Promoting development of housing:* The Community Development Department is proposed to add an Associate Planner position whose duties will focus on housing. This is not expertise that the Planning staff currently has.
- *Urban Renewal Plan and Authority:* Preparation work is needed before pursuing an Urban Renewal Authority. This budget funds work on urban growth boundary updates, Riverfront Master Plan



implementation, and economic development work. All efforts that are expected to contribute to an Urban Renewal Authority proposal.

- *Sustainability Program:* The City will not add spending specifically earmarked for sustainability but will work with community partners to build a sustainability plan.

### **Community Vision (August 2019)**

Newberg utilized a Resource Assistance for Rural Environments (RARE) Intern to assist in facilitating community engagement on a twenty-year vision plan. Adopted by the City Council on August 19, 2019, the plan was called aNewBERG. The 20-year vision includes short (1-5 years), medium (6-10 years) and long-term (11-20 years) actions along with identifying organizational leaders to steward the implementation. Organized into five large themes – community engagement, community leadership, cultural assets, economic development, and livability and development – aNewBERG includes an implementation plan that suggests an implementation committee and ongoing updates to the community over the years.

It is important to honor the work done by the community to make the plan and to also begin an implementation process. This budget plans to move forward with the community vision using low or no-cost options in 2020-21. The City has tried to focus on being the center of factual information to the community during COVID-19 and on engaging community partners in a way that coordinates our limited resources. The City will continue to hone its role as convener and participant in providing community solutions. To this end, community engagement and communication are important areas for the City to act on its assigned tasks from the aNewBERG plan.

### **Personnel**

The proposed budget includes no cost of living increase for City staff. This action will save approximately \$355,000 from the overall budget (\$170,000 savings to the General Fund). The City's two collective bargaining units have milestones in their contracts with the City that also allow the possibility that their members would be included in those not offered a cost of living increase in 2020-21. The City's agreement with the American Federation of State, County and Municipal Employees (AFSCME) union ends December 2020, and the Newberg Dundee Public Safety Association has a scheduled wage opener discussion planned in the 2020-21 budget year. Step increases are included in the proposed budget for eligible employees.

In addition to eliminating cost of living increases, several positions are proposed to be eliminated or frozen in this budget as a result of lost General Fund. In total, the City's full-time equivalent (FTE) count is proposed to reduce from 144.89 to 140.35, a 3.1% reduction. Proposed reductions will come in reduced hours for some positions, freezing the replacement of vacant positions and in a reduction in force. Proposed reductions include the City Manager's Office (CMO) Administrative Assistant position, Senior Librarian position and an Assistant Planner position. Frozen positions include a Sergeant in the Newberg-Dundee Police Department and other positions that become vacant through attrition in 2020-21 will be considered to be held vacant for the budget year. The positions eliminated from the budget all represent duties that will need to continue and to be absorbed by other staff or contractors.

Three department director roles are vacant in this budget and each will be filled during the 2020-21 budget year. These positions are Public Works Director, Police Chief and Human Resources Director. The City Manager will begin a restructuring of the organization in 2020-21 that will include elevating the Human Resources Director to an Assistant City Manager role overseeing internal services departments. This change is also meant to place an emphasis on changing the internal organizational culture. Elevating this position will increase the

budget by approximately \$25,000 but that increase is shared across all City funds so the General Fund impact is limited.

In addition to replacing these positions, the budget plans for adding positions in areas that the City lacks existing capability to achieve City Council goals. Community Development has been a focus of the City Council and this budget proposes to hire a Planning Manager (a position that was approved for 2019-20 but unfilled) and an Associate Planner with a focus on housing. Filling these positions will provide the City added capacity for ongoing work, knowledge in priority areas, long-term succession planning, and an ability to rebalance the work of the Community Development Director. Because the Planning Manager position was previously budgeted there is no change in sustaining that position. Adding an Associate Planner while eliminating an Assistant Planner position will increase the budget approximately \$30,000 depending on the step at which the new employee is hired.

### **Notable Department Changes**

Most departments are planned to reduce spending as a result of impacts from the COVID-19 response and lost revenue. Overall, this budget reduces the City's General Fund expenditures by \$278,000 and yet maintains an ending fund balance of 16.5% in conformance with Government Finance Officers Association (GFOA) principles. The budget considers immediate limitations while keeping an eye on Newberg's future.

Notable changes are listed below:

- The City Manager's Office will reduce its budget almost 20% in 2020-21 due to a reduction in force. The office will reduce FTE count from two to one. That decrease will reduce the personnel budget \$80,000 or 24.5%. This reduction eliminates administrative and project support for the City Manager, Mayor and Recorder. This work will be absorbed by existing staff or delegated outside the Manager's Office.
- Community development is proposed to increase its budget mainly due to increased professional services. The overall increase in Planning materials and services from the 2019-20 adopted budget of \$504,285 to the proposed 2020-21 budget of \$751,483 is approximately a 49% increase. Professional services agreements proposed for funding include:
  - Current planning assistance to assure applications are processed in a timely manner
  - Urban Growth Boundary expansion
  - Riverfront Master Plan development
  - Economic development

Each of these efforts address community vision goals related to our community's Livability and Development or Economic Development future. It is important to keep the "ball moving" on these projects as they are needed steps along the path to creating the future imagined in the aNewBERG plan.

- Human Resources' materials and services budget is proposed to increase to \$31,000 in 2020-21. This increase is due to adding key capabilities to the NEOGOV software suite. The NEOGOV system was introduced to Newberg in December 2019 with recruitment tools. The software expands the reach the City has in drawing in applicants and makes the hiring process automated and more transparent. The new module will include training and performance evaluation tools that will further expand on City Council goals related to culture. The e-learning suite offers access to 1,500 training courses and the performance evaluation tool will bring that process online for better transparency and consistency. The NEOGOV cost for 2020-21 is \$15,029.

- The Community Engagement materials and services budget was increased significantly (526% from last year) in order to provide funds for contractual assistance for the City's Community Engagement Specialist. Previously the budget only funded hosting the website under the community engagement program. \$25,000 is provided with the intention of contracting with a communication firm or individual for assistance in content creation and task execution. The COVID-19 response has required a substantial, sustained communication effort and demonstrated the importance of community information. This budget allocation is meant to enhance that program.

2019-20 was a year of transition and uncertainty. The year included a number of unforeseen events including internal leadership transitions and a global pandemic that brought unprecedented economic hardship. I am confident that the community will recover and that 2020-21 will be a year of growth in Newberg. While this budget includes overall cuts, it also puts the organization's focus on executing its plans and goals.

Thank you to the staff that have prepared this budget and for their work in support of the community. Thank you to the Budget Committee and to the City Council for their work in listening to public input and staff plans.

Respectfully,

Dan Weinheimer

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**Changes to the 2020-21 Budget from Proposed to Approved**  
**No changes occurred from Approved to Adopted**

| Description  | Change to<br>GF EFB<br>Inc/(Dec) |
|--|----------------------------------|
| ① Increase FTE - HR Specialist & Correction to IT On-call Pay per Union Contract<br>& Facilities Maint/Groundskeeper Attrition | 221                              |
| ② Reduction to CET Revenue in Fund 14  | (5,947)                          |
| ③ Increase Street Fund for Bypass Lobbyist expenses  | -                                |
| ④ Adjustment to Visitor Center contract which shifts funds to Visit Newberg  | -                                |
| ⑤ Correction to add Health Insurance for Planning Manager position   | (25,908)                         |
| Subtotal   | (31,634)                         |

|   | Proposed<br>2020-21  | Approved<br>2020-21  | Change      |     |
|---|----------------------|----------------------|-------------|-----|
| <b>Fund 01 - General Fund</b>                       |                      |                      |             |     |
| <b>Expenses</b>                                     |                      |                      |             |     |
| 01-1110-590000 Internal Chrg-Admin Support Services | \$ 136,343           | \$ 136,108           | \$ (235)    | ①   |
| 01-1510-444002 Retirement-Pension Bond              | \$ 835               | \$ 839               | \$ 4        | ①   |
| 01-1510-590000 Internal Chrg-Admin Support Services | \$ 99,901            | \$ 99,959            | \$ 58       | ①   |
| 01-2110-444002 Retirement-Pension Bond              | \$ 2,571             | \$ 2,583             | \$ 12       | ①   |
| 01-2110-590000 Internal Chrg-Admin Support Services | \$ 1,271,476         | \$ 1,273,425         | \$ 1,949    | ①   |
| 01-2120-444002 Retirement-Pension Bond              | \$ 105,302           | \$ 105,817           | \$ 515      | ①   |
| 01-2130-444002 Retirement-Pension Bond              | \$ 16,318            | \$ 16,398            | \$ 80       | ①   |
| 01-2150-444002 Retirement-Pension Bond              | \$ 7,347             | \$ 7,382             | \$ 35       | ①   |
| 01-2310-444002 Retirement-Pension Bond              | \$ 17,500            | \$ 17,584            | \$ 84       | ①   |
| 01-2310-590000 Internal Chrg-Admin Support Services | \$ 431,271           | \$ 433,299           | \$ 2,028    | ①   |
| 01-3120-444002 Retirement-Pension Bond              | \$ 10,628            | \$ 10,681            | \$ 53       | ①   |
| 01-3120-590000 Internal Chrg-Admin Support Services | \$ 369,959           | \$ 365,420           | \$ (4,539)  | ①   |
| 01-4110-410000 Administrative Salaries              | \$ 200,734           | \$ 204,591           | \$ 3,857    | ②   |
| 01-4110-438000 Longevity                            | \$ 576               | \$ 598               | \$ 22       | ②   |
| 01-4110-441000 FICA/Medicare                        | \$ 27,254            | \$ 27,550            | \$ 296      | ②   |
| 01-4110-442000 Workers Compensation                 | \$ 1,414             | \$ 1,419             | \$ 5        | ②   |
| 01-4110-443000 Unemployment                         | \$ 357               | \$ 361               | \$ 4        | ②   |
| 01-4110-444000 Retirement-PERS                      | \$ 78,320            | \$ 79,406            | \$ 1,086    | ②   |
| 01-4110-444002 Retirement-Pension Bond              | \$ 13,716            | \$ 13,941            | \$ 225      | ① ② |
| 01-4110-445000 Health/Life/LTD                      | \$ 48,851            | \$ 75,277            | \$ 26,426   | ② ⑤ |
| 01-4110-590000 Internal Chrg-Admin Support Services | \$ 225,418           | \$ 225,087           | \$ (331)    | ①   |
| 01-9180-800000 Contingency                          | \$ 968,242           | \$ 936,608           | \$ (31,634) |     |
| <b>Total General Fund</b>                           | <b>\$ 14,629,666</b> | <b>\$ 14,629,666</b> | <b>\$ -</b> |     |

**Changes to the 2020-21 Budget from Proposed to Approved**  
**No changes occurred from Approved to Adopted**

|                                  |                                      | Proposed<br>2020-21  | Approved<br>2020-21  | Change      |   |
|----------------------------------|--------------------------------------|----------------------|----------------------|-------------|---|
| <b>Fund 02 - Street Fund</b>     |                                      |                      |                      |             |   |
| <b>Expenses</b>                  |                                      |                      |                      |             |   |
| 02-5112-444002                   | Retirement-Pension Bond              | \$ 5,709             | \$ 5,740             | \$ 31       | ① |
| 02-5112-533000                   | Contractual Services                 | \$ 41,250            | \$ 65,750            | \$ 24,500   | ③ |
| 02-5112-590000                   | Internal Chrg-Admin Support Services | \$ 325,862           | \$ 326,189           | \$ 327      | ① |
| 02-5120-431000                   | Maintenance Salaries                 | \$ 68,606            | \$ 63,687            | \$ (4,919)  | ① |
| 02-5120-441000                   | FICA/Medicare                        | \$ 8,622             | \$ 8,246             | \$ (376)    | ① |
| 02-5120-442000                   | Workers Compensation                 | \$ 4,297             | \$ 4,165             | \$ (132)    | ① |
| 02-5120-443000                   | Unemployment                         | \$ 115               | \$ 110               | \$ (5)      | ① |
| 02-5120-444000                   | Retirement-PERS                      | \$ 595               | \$ -                 | \$ (595)    | ① |
| 02-5120-444002                   | Retirement-Pension Bond              | \$ 202               | \$ -                 | \$ (202)    | ① |
| 02-5120-445000                   | Health/Life/LTD                      | \$ 37,972            | \$ 35,348            | \$ (2,624)  | ① |
| 02-9180-800000                   | Contingency                          | \$ 641,825           | \$ 625,820           | \$ (16,005) |   |
| <b>Total Street Fund</b>         |                                      | <b>\$ 4,596,989</b>  | <b>\$ 4,596,989</b>  | <b>\$ -</b> |   |
| <b>Fund 06 - Wastewater Fund</b> |                                      |                      |                      |             |   |
| <b>Expenses</b>                  |                                      |                      |                      |             |   |
| 06-5113-444002                   | Retirement-Pension Bond              | \$ 5,709             | \$ 5,740             | \$ 31       | ① |
| 06-5113-590000                   | Internal Chrg-Admin Support Services | \$ 1,013,024         | \$ 1,015,339         | \$ 2,315    | ① |
| 06-5131-444002                   | Retirement-Pension Bond              | \$ 3,215             | \$ 3,231             | \$ 16       | ① |
| 06-5132-431000                   | Salaries & Wages                     | \$ 428,693           | \$ 416,397           | \$ (12,296) | ① |
| 06-5132-441000                   | FICA/Medicare                        | \$ 42,229            | \$ 41,288            | \$ (941)    | ① |
| 06-5132-442000                   | Workers Compensation                 | \$ 19,113            | \$ 18,784            | \$ (329)    | ① |
| 06-5132-443000                   | Unemployment                         | \$ 558               | \$ 545               | \$ (13)     | ① |
| 06-5132-444000                   | Retirement-PERS                      | \$ 4,482             | \$ 2,994             | \$ (1,488)  | ① |
| 06-5132-444002                   | Retirement-Pension Bond              | \$ 1,518             | \$ 1,019             | \$ (499)    | ① |
| 06-5132-445000                   | Health/Life/LTD                      | \$ 185,665           | \$ 179,104           | \$ (6,561)  | ① |
| 06-9180-800000                   | Contingency                          | \$ 2,136,827         | \$ 2,142,757         | \$ 5,930    |   |
| 06-9180-826000                   | Reserve-Wastewater CIP's             | \$ 4,985,931         | \$ 4,999,766         | \$ 13,836   |   |
| <b>Total Wastewater Fund</b>     |                                      | <b>\$ 20,646,571</b> | <b>\$ 20,646,571</b> | <b>\$ -</b> |   |
| <b>Fund 07 - Water Fund</b>      |                                      |                      |                      |             |   |
| <b>Expenses</b>                  |                                      |                      |                      |             |   |
| 07-5113-444002                   | Retirement-Pension Bond              | \$ 5,709             | \$ 5,740             | \$ 31       | ① |
| 07-5113-590000                   | Internal Chrg-Admin Support Services | \$ 927,043           | \$ 928,288           | \$ 1,245    | ① |
| 07-5141-444002                   | Retirement-Pension Bond              | \$ 2,802             | \$ 2,816             | \$ 14       | ① |
| 07-5142-431000                   | Salaries & Wages                     | \$ 304,165           | \$ 291,869           | \$ (12,296) | ① |
| 07-5142-441000                   | FICA/Medicare                        | \$ 34,385            | \$ 33,444            | \$ (941)    | ① |
| 07-5142-442000                   | Workers Compensation                 | \$ 17,507            | \$ 17,178            | \$ (329)    | ① |
| 07-5142-443000                   | Unemployment                         | \$ 455               | \$ 442               | \$ (13)     | ① |
| 07-5142-444000                   | Retirement-PERS                      | \$ 22,091            | \$ 20,603            | \$ (1,488)  | ① |
| 07-5142-444002                   | Retirement-Pension Bond              | \$ 5,624             | \$ 5,146             | \$ (478)    | ① |
| 07-5142-445000                   | Health/Life/LTD                      | \$ 151,198           | \$ 144,637           | \$ (6,561)  | ① |
| 07-9180-800000                   | Contingency                          | \$ 3,117,126         | \$ 3,110,881         | \$ (6,245)  |   |
| 07-9180-827000                   | Reserve-Water CIP's                  | \$ 5,802,180         | \$ 5,829,241         | \$ 27,061   |   |
| <b>Total Water Fund</b>          |                                      | <b>\$ 19,309,726</b> | <b>\$ 19,309,726</b> | <b>\$ -</b> |   |



**Changes to the 2020-21 Budget from Proposed to Approved**  
**No changes occurred from Approved to Adopted**

|  |   | Proposed<br>2020-21 | Approved<br>2020-21 | Change              |   |
|--|---|---------------------|---------------------|---------------------|---|
| <b>Fund 08 - Building Inspection Fund</b>  |   |                     |                     |                     |   |
| <b>Expenses</b>                            |   |                     |                     |                     |   |
| 08-4210-444002                             | Retirement-Pension Bond                 | \$ 4,767            | \$ 4,790            | \$ 23               | ① |
| 08-4210-590000                             | Internal Chrg-Admin Support Services    | \$ 148,413          | \$ 147,981          | \$ (432)            | ① |
| 08-9180-800000                             | Contingency                             | \$ 1,612,192        | \$ 1,612,601        | \$ 409              |   |
| <b>Total Building Inspection Fund</b>      |   | <b>\$ 2,396,484</b> | <b>\$ 2,396,484</b> | <b>\$ -</b>         |   |
| <b>Fund 13 - 911 Tax Fund</b>              |   |                     |                     |                     |   |
| <b>Expenses</b>                            |   |                     |                     |                     |   |
| 13-2310-444002                             | Retirement-Pension Bond                 | \$ 6,735            | \$ 6,767            | \$ 32               | ① |
| 13-9180-800000                             | Contingency                             | \$ 35,263           | \$ 35,231           | \$ (32)             |   |
| <b>Total 911 Tax Fund</b>                  |   |                     |                     | <b>\$ -</b>         |   |
| <b>Fund 14 - Economic Development Fund</b> |   |                     |                     |                     |   |
| <b>Revenues</b>                            |   |                     |                     |                     |   |
| 14-0000-338007                             | Construction Excise Taxes               | \$ 300,000          | \$ 150,000          | \$ (150,000)        | ② |
| <b>Expenses</b>                            |   |                     |                     |                     |   |
| 14-4140-410000                             | Administrative Salaries                 | \$ 6,430            | \$ 2,572            | \$ (3,858)          | ② |
| 14-4140-438000                             | Longevity                               | \$ 36               | \$ 14               | \$ (22)             | ② |
| 14-4140-441000                             | FICA/Medicare                           | \$ 495              | \$ 198              | \$ (297)            | ② |
| 14-4140-442000                             | Workers Compensation                    | \$ 7                | \$ 3                | \$ (4)              | ② |
| 14-4140-443000                             | Unemployment                            | \$ 7                | \$ 3                | \$ (4)              | ② |
| 14-4140-444000                             | Retirement-PERS                         | \$ 1,810            | \$ 724              | \$ (1,086)          | ② |
| 14-4140-444002                             | Retirement-Pension Bond                 | \$ 265              | \$ 106              | \$ (159)            | ② |
| 14-4140-445000                             | Health/Life/LTD                         | \$ 863              | \$ 345              | \$ (518)            | ② |
| 14-4140-515000                             | Printing & Advertising                  | \$ 500              | \$ 1,935            | \$ 1,435            | ② |
| 14-9130-605001                             | Developer Incentives (CET)              | \$ 144,000          | \$ 72,000           | \$ (72,000)         | ② |
| 14-9130-605002                             | Housing & Community Services (CET)      | \$ 43,200           | \$ 21,600           | \$ (21,600)         | ② |
| 14-9130-605003                             | Affrdbl Housing Prog & Incentives (CET) | \$ 100,800          | \$ 50,400           | \$ (50,400)         | ② |
| 14-9180-800002                             | Contingency-CET                         | \$ 1,487            | \$ -                | \$ (1,487)          |   |
| <b>Total Economic Development Fund</b>     |   | <b>\$ 999,589</b>   | <b>\$ 849,589</b>   | <b>\$ (150,000)</b> |   |

**Changes to the 2020-21 Budget from Proposed to Approved**  
**No changes occurred from Approved to Adopted**

|   |                                      | Proposed<br>2020-21 | Approved<br>2020-21 | Change      |   |
|---|--------------------------------------|---------------------|---------------------|-------------|---|
| <b>Fund 16 - Public Safety Fund</b>         |                                      |                     |                     |             |   |
| <b>Expenses</b>                             |                                      |                     |                     |             |   |
| 16-2120-444002                              | Retirement-Pension Bond              | \$ 8,708            | \$ 8,750            | \$ 42       | ① |
| 16-2310-444002                              | Retirement-Pension Bond              | \$ 6,307            | \$ 6,338            | \$ 31       | ① |
| 16-9180-800000                              | Contingency-Public Safety Fee        | \$ 12,419           | \$ 12,377           | \$ (42)     | ① |
| 16-9180-800001                              | Contingency-CO Public Safety Fee     | \$ 29,754           | \$ 29,723           | \$ (31)     | ① |
| <b>Total Public Safety Fund</b>             |                                      | <b>\$ 658,121</b>   | <b>\$ 658,121</b>   | <b>\$ -</b> |   |
| <b>Fund 17 - Stormwater Fund</b>            |                                      |                     |                     |             |   |
| <b>Expenses</b>                             |                                      |                     |                     |             |   |
| 17-5113-444002                              | Retirement-Pension Bond              | \$ 6,348            | \$ 6,381            | \$ 33       | ① |
| 17-5113-590000                              | Internal Chrg-Admin Support Services | \$ 302,031          | \$ 302,885          | \$ 854      | ① |
| 17-5170-431000                              | Maintenance Salaries                 | \$ 223,662          | \$ 216,285          | \$ (7,377)  | ① |
| 17-5170-441000                              | FICA/Medicare                        | \$ 20,798           | \$ 20,234           | \$ (564)    | ① |
| 17-5170-442000                              | Workers Compensation                 | \$ 12,523           | \$ 12,325           | \$ (198)    | ① |
| 17-5170-443000                              | Unemployment                         | \$ 276              | \$ 268              | \$ (8)      | ① |
| 17-5170-444000                              | Retirement-PERS                      | \$ 14,450           | \$ 13,557           | \$ (893)    | ① |
| 17-5170-444002                              | Retirement-Pension Bond              | \$ 4,892            | \$ 4,612            | \$ (280)    | ① |
| 17-5170-445000                              | Health/Life/LTD                      | \$ 91,186           | \$ 87,250           | \$ (3,936)  | ① |
| 17-9180-800000                              | Contingency                          | \$ 738,996          | \$ 751,365          | \$ 12,369   |   |
| <b>Total Stormwater Fund</b>                |                                      | <b>\$ 3,083,083</b> | <b>\$ 3,083,083</b> | <b>\$ -</b> |   |
| <b>Fund 19 - Transient Lodging Tax Fund</b> |                                      |                     |                     |             |   |
| <b>Expenses</b>                             |                                      |                     |                     |             |   |
| 19-1110-592501                              | Visitor Center Contract              | \$ 96,000           | \$ 75,000           | \$ (21,000) | ④ |
| 19-1110-592502                              | Visit Newberg Contract               | \$ 104,141          | \$ 125,141          | \$ 21,000   | ④ |
| <b>Total Transient Lodging Tax Fund</b>     |                                      | <b>\$ 601,980</b>   | <b>\$ 601,980</b>   | <b>\$ -</b> |   |

**Changes to the 2020-21 Budget from Proposed to Approved**  
**No changes occurred from Approved to Adopted**

|  |  | Proposed<br>2020-21   | Approved<br>2020-21   | Change              |   |
|--|--|-----------------------|-----------------------|---------------------|---|
| <b>Fund 31 - Admin/Support Services Fund</b> |  |                       |                       |                     |   |
| <b>Revenues</b>                              |  |                       |                       |                     |   |
| 31-0000-370010                               | Internal Rev-Admin/Recorder/CommEngmnt | \$ 552,912            | \$ 552,969            | \$ 57               | ① |
| 31-0000-370050                               | Internal Rev-Human Resource            | \$ 231,337            | \$ 248,435            | \$ 17,098           | ① |
| 31-0000-370075                               | Internal Rev-Utility Billing           | \$ 374,699            | \$ 374,706            | \$ 7                | ① |
| 31-0000-370100                               | Internal Rev-Finance                   | \$ 758,128            | \$ 758,190            | \$ 62               | ① |
| 31-0000-370125                               | Internal Rev-Computer Services         | \$ 1,228,766          | \$ 1,236,129          | \$ 7,363            | ① |
| 31-0000-370150                               | Internal Rev-Legal                     | \$ 481,225            | \$ 481,273            | \$ 48               | ① |
| 31-0000-370200                               | Internal Rev-Insurance                 | \$ 477,779            | \$ 477,789            | \$ 10               | ① |
| 31-0000-370300                               | Internal Rev-Phone/Postage             | \$ 253,629            | \$ 253,635            | \$ 6                | ① |
| 31-0000-370400                               | Internal Rev-Fleet                     | \$ 268,839            | \$ 268,844            | \$ 5                | ① |
| 31-0000-370500                               | Internal Rev-Facilities                | \$ 623,427            | \$ 602,010            | \$ (21,417)         | ① |
| <b>Expenses</b>                              |  |                       |                       |                     |   |
| 31-1210-444002                               | Retirement-Pension Bond                | \$ 6,968              | \$ 7,002              | \$ 34               | ① |
| 31-1220-420000                               | Clerical Salaries                      | \$ 28,232             | \$ 42,441             | \$ 14,209           | ① |
| 31-1220-441000                               | FICA/Medicare                          | \$ 10,323             | \$ 11,410             | \$ 1,087            | ① |
| 31-1220-442000                               | Workers Compensation                   | \$ 193                | \$ 204                | \$ 11               | ① |
| 31-1220-443000                               | Unemployment                           | \$ 136                | \$ 150                | \$ 14               | ① |
| 31-1220-444000                               | Retirement-PERS                        | \$ 33,286             | \$ 35,005             | \$ 1,719            | ① |
| 31-1220-444002                               | Retirement-Pension Bond                | \$ 5,528              | \$ 6,140              | \$ 612              | ① |
| 31-1250-444002                               | Retirement-Pension Bond                | \$ 2,519              | \$ 2,531              | \$ 12               | ① |
| 31-1310-444002                               | Retirement-Pension Bond                | \$ 10,252             | \$ 10,302             | \$ 50               | ① |
| 31-1330-436000                               | On Call Pay                            | \$ 6,000              | \$ 10,956             | \$ 4,956            | ① |
| 31-1330-441000                               | FICA/Medicare                          | \$ 40,324             | \$ 40,704             | \$ 380              | ① |
| 31-1330-442000                               | Workers Compensation                   | \$ 745                | \$ 748                | \$ 3                | ① |
| 31-1330-443000                               | Unemployment                           | \$ 531                | \$ 536                | \$ 5                | ① |
| 31-1330-444001                               | Retirement-Principal                   | \$ 140,851            | \$ 143,045            | \$ 2,194            | ① |
| 31-1330-444002                               | Retirement-Pension Bond                | \$ 8,563              | \$ 8,605              | \$ 42               | ① |
| 31-1410-444002                               | Retirement-Pension Bond                | \$ 7,983              | \$ 8,021              | \$ 38               | ① |
| 31-5164-431000                               | Salaries & Wages                       | \$ 50,049             | \$ 37,754             | \$ (12,295)         | ① |
| 31-5164-441000                               | FICA/Medicare                          | \$ 3,906              | \$ 2,965              | \$ (941)            | ① |
| 31-5164-442000                               | Workers Compensation                   | \$ 1,798              | \$ 1,469              | \$ (329)            | ① |
| 31-5164-443000                               | Unemployment                           | \$ 52                 | \$ 39                 | \$ (13)             | ① |
| 31-5164-444000                               | Retirement-PERS                        | \$ 1,488              | \$ -                  | \$ (1,488)          | ① |
| 31-5164-444002                               | Retirement-Pension Bond                | \$ 504                | \$ -                  | \$ (504)            | ① |
| 31-5164-445000                               | Health/Life/LTD                        | \$ 21,359             | \$ 14,798             | \$ (6,561)          | ① |
| 31-9180-800000                               | Contingency                            | \$ 218,507            | \$ 218,511            | \$ 4                | ① |
| <b>Total Admin/Support Services Fund</b>     |  | <b>\$ 5,679,560</b>   | <b>\$ 5,682,799</b>   | <b>\$ 3,239</b>     |   |
|  |  |                       |                       |                     |   |
| <b>Total Change to Budget</b>                |  | <b>\$ 109,722,272</b> | <b>\$ 109,575,511</b> | <b>\$ (146,761)</b> |   |

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## 2020-21 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       | 2,962,034              | 11,298,773        | 368,859           | 12,206,673        | 386,385           | 936,608             | 1,100,000         |
| Street                            | 02       | 1,562,075              | 3,034,914         | -                 | 1,698,464         | 1,461,500         | 1,437,025           | -                 |
| Civil Forfeiture                  | 03       | 425                    | 5                 | -                 | 430               | -                 | -                   | -                 |
| Public Works Capital Projects     | 04       | -                      | -                 | 12,502,680        | 12,502,680        | -                 | -                   | -                 |
| Wastewater                        | 06       | 11,494,766             | 9,151,805         | -                 | 8,005,907         | 4,749,285         | 2,891,613           | 4,999,766         |
| Water                             | 07       | 12,938,105             | 6,334,639         | 36,982            | 4,862,873         | 5,506,731         | 3,110,881           | 5,829,241         |
| Building Inspection               | 08       | 1,713,597              | 682,887           | -                 | 767,073           | 16,810            | 1,612,601           | -                 |
| Debt Service                      | 09       | 3,898                  | 428,517           | 372,575           | 800,531           | -                 | -                   | 4,459             |
| 911 Tax                           | 13       | 42,867                 | 319,516           | -                 | 327,152           | -                 | 35,231              | -                 |
| Economic Development              | 14       | 642,479                | 207,110           | -                 | 662,941           | 3,000             | 183,648             | -                 |
| Public Safety Fee                 | 16       | 61,265                 | 596,856           | -                 | 616,021           | -                 | 42,100              | -                 |
| Stormwater                        | 17       | 1,288,623              | 1,794,460         | -                 | 1,530,543         | 801,175           | 751,365             | -                 |
| Streets Capital Projects          | 18       | 211,001                | 2,000             | 4,019,000         | 4,019,000         | -                 | -                   | 213,001           |
| Transient Lodging Tax             | 19       | 32,980                 | 569,000           | -                 | 230,141           | 368,859           | 2,980               | -                 |
| Parking Fee In Lieu               | 20       | -                      | 39,000            | -                 | -                 | 39,000            | -                   | -                 |
| Governmental Capital Projects     | 21       | 537,721                | 437,520           | -                 | 975,241           | -                 | -                   | -                 |
| Library Gift, Memorial, and Grant | 22       | 8,875                  | 34,980            | -                 | 34,680            | -                 | 9,175               | -                 |
| Administrative Support Services   | 31       | 400,775                | 5,282,024         | -                 | 5,460,926         | 3,362             | 218,511             | -                 |
| Vehicle/Equipment Replacement     | 32       | 2,514,994              | 836,256           | -                 | 3,351,250         | -                 | -                   | -                 |
| Street Systems Development        | 42       | 4,672,095              | 1,375,562         | -                 | -                 | 2,518,500         | 3,529,157           | -                 |
| Stormwater Systems Development    | 43       | 228,415                | 61,000            | -                 | -                 | 82,825            | 192,356             | 14,234            |
| Wastewater Systems Development    | 46       | 6,836,152              | 833,600           | -                 | 211,226           | 1,562,805         | 5,895,721           | -                 |
| Water Systems Development         | 47       | 108                    | 601,600           | 200,141           | 801,849           | -                 | -                   | -                 |
| <b>Total</b>                      |          | <b>48,153,250</b>      | <b>43,922,024</b> | <b>17,500,237</b> | <b>59,065,601</b> | <b>17,500,237</b> | <b>20,848,972</b>   | <b>12,160,701</b> |

Total Budget    \$ 109,575,511

## 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 2020-21 Proposed Budget includes a 3% increase to levy \$2.6523. This limit may be exceeded if authorized by a measure approved by the voters.

The following table illustrates two years of historical actuals, the 2019-20 projection, and the 2020-21 budget. The City used an estimate of 4.3% growth in assessed value to prepare the FY 2020-21 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 94.31%, 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>2017-18 | Actual<br>2018-19 | Projected<br>2019-20 | Budget<br>2020-21    |
|---|-------------------|-------------------|----------------------|----------------------|
| Prior Year Assessed Value                                     | 1,780,615,477     | 1,855,195,227     | 1,904,718,781        | 2,037,958,279        |
| Change in Value   | 74,579,750        | 49,523,554        | 133,239,498          | <i>87,632,206</i>    |
| Assessed Value (AV)   | 1,855,195,227     | 1,904,718,781     | 2,037,958,279        | <i>2,125,590,485</i> |
| Assessed Value Growth Rate                                    | 4.19%             | 2.67%             | 7.00%                | <i>4.30%</i>         |
| <b>Tax Rates</b>  |                   |                   |                      |                      |
| Permanent Tax rate (per \$1,000 of Assessed Value)            | 4.3827            | 2.5000            | 2.5750               | 2.6523               |
| <b>Tax Dollars</b>  |                   |                   |                      |                      |
| Permanent Tax Amount Levied (AV÷1000×Tax Rate) - GENERAL FUND | 8,130,764         | 4,761,797         | 5,247,742            | <i>5,637,704</i>     |
| Additional Adjustments, Taxes and Penalties                   | (7)               | 8,670             | 980                  | -                    |
| Total Taxes to be Received                                    | 8,130,757         | 4,770,467         | 5,248,722            | 5,637,704            |
| Taxes Anticipated to be received in 2019-20 and 2020-21       |                   |                   | <i>4,948,903</i>     | <i>5,316,918</i>     |
| Collection Rate (Taxed Rec'd÷Amt Levied)                      |                   |                   | <i>94.31%</i>        | <i>94.31%</i>        |

Numbers in *italics* represent estimates



## City-Wide Financial Overview

|                             | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted<br>vs. Adopted |
|-----------------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>RESOURCES</b>            |                    |                      |                     |                     |                    |                        |
| Beginning Fund Balances     | 47,440,406         | 50,563,051           | 48,153,250          | 48,153,250          | 48,153,250         | 1.5%                   |
| Property Taxes              | 5,124,145          | 5,153,001            | 5,517,379           | 5,517,379           | 5,517,379          | 7.7%                   |
| Other Taxes                 | 2,954,692          | 2,496,905            | 2,685,937           | 2,535,937           | 2,535,937          | -14.2%                 |
| Licenses & Fees             | 8,488,077          | 5,071,191            | 5,847,075           | 5,847,075           | 5,847,075          | -31.1%                 |
| Charges for Services        | 16,125,904         | 16,327,861           | 16,449,569          | 16,449,569          | 16,449,569         | 2.0%                   |
| Intergovernmental           | 3,536,498          | 3,449,888            | 3,706,935           | 3,706,935           | 3,706,935          | 4.8%                   |
| Fines & Forfeitures         | 710,949            | 646,515              | 658,612             | 658,612             | 658,612            | -7.4%                  |
| Loan Payments               | 15,455             | 16,742               | 3,500               | 3,500               | 3,500              | -77.4%                 |
| Interest Earnings           | 1,307,089          | 1,113,941            | 243,205             | 243,205             | 243,205            | -81.4%                 |
| Grants                      | 1,727,622          | 967,703              | 1,370,304           | 1,370,304           | 1,370,304          | -20.7%                 |
| Donations                   | 58,000             | 773                  | 30,850              | 30,850              | 30,850             | -46.8%                 |
| Miscellaneous               | 33,530             | 92,337               | 42,480              | 42,480              | 42,480             | 26.7%                  |
| Current Revenue             | 40,081,961         | 35,336,857           | 36,555,846          | 36,405,846          | 36,405,846         | -9.2%                  |
| Internal Charges            | 8,167,550          | 8,057,832            | 7,472,939           | 7,516,178           | 7,516,178          | -8.0%                  |
| Transfers                   | 18,005,854         | 6,875,710            | 17,540,237          | 17,500,237          | 17,500,237         | -2.8%                  |
| Internal Resources          | 26,173,404         | 14,933,542           | 25,013,176          | 25,016,415          | 25,016,415         | -4.4%                  |
| <b>TOTAL RESOURCES</b>      | <b>113,695,771</b> | <b>100,833,450</b>   | <b>109,722,272</b>  | <b>109,575,511</b>  | <b>109,575,511</b> | <b>-3.6%</b>           |
| <b>REQUIREMENTS</b>         |                    |                      |                     |                     |                    |                        |
| Personnel Services          | 18,761,269         | 17,843,930           | 18,423,864          | 18,387,797          | 18,387,797         | -2.0%                  |
| Materials & Services        | 15,255,878         | 14,775,380           | 14,379,573          | 14,408,747          | 14,408,747         | -5.6%                  |
| Capital Outlay              | 3,558,038          | 1,708,564            | 3,666,848           | 3,666,848           | 3,666,848          | 3.1%                   |
| Operating Budget            | 37,575,185         | 34,327,874           | 36,470,285          | 36,463,392          | 36,463,392         | -3.0%                  |
| Capital Projects            | 19,090,779         | 6,898,473            | 17,496,921          | 17,496,921          | 17,496,921         | -8.3%                  |
| Debt Service                | 4,028,397          | 4,028,397            | 3,876,313           | 3,876,313           | 3,876,313          | -3.8%                  |
| Special Payments            | 558,362            | 174,260              | 882,975             | 738,975             | 738,975            | 32.3%                  |
| Insurance                   | 380,835            | 375,486              | 490,000             | 490,000             | 490,000            | 28.7%                  |
| Total Expenditures          | 61,633,558         | 45,804,490           | 59,216,494          | 59,065,601          | 59,065,601         | -4.2%                  |
| Transfers                   | 18,005,854         | 6,875,710            | 17,500,237          | 17,500,237          | 17,500,237         | -2.8%                  |
| Contingency                 | 22,779,434         | -                    | 20,885,736          | 20,848,972          | 20,848,972         | -8.5%                  |
| <b>TOTAL APPROPRIATIONS</b> | <b>102,418,846</b> | <b>52,680,200</b>    | <b>97,602,467</b>   | <b>97,414,810</b>   | <b>97,414,810</b>  | <b>-4.9%</b>           |
| Reserves                    | 10,175,555         | -                    | 11,015,346          | 11,056,242          | 11,056,242         | 8.7%                   |
| Unappropriated Fund Balance | 1,101,370          | -                    | 1,104,459           | 1,104,459           | 1,104,459          | 0.3%                   |
| <b>TOTAL BUDGET</b>         | <b>113,695,771</b> | <b>52,680,200</b>    | <b>109,722,272</b>  | <b>109,575,511</b>  | <b>109,575,511</b> | <b>-3.6%</b>           |
| <b>Total FTE</b>            | <b>144.89</b>      | <b>140.31</b>        | <b>140.35</b>       | <b>139.55</b>       | <b>139.55</b>      | <b>-3.7%</b>           |

## Personnel Full-Time Equivalent Summary

| <b>FTE By Fund</b>          | <b>Adopted<br/>2017-18</b> | <b>Adopted<br/>2018-19</b> | <b>(A)<br/>Adopted<br/>2019-20</b> | <b>Projected<br/>2019-20</b> | <b>Proposed<br/>2020-21</b> | <b>Approved<br/>2020-21</b> | <b>(B)<br/>Adopted<br/>2020-21</b> | <b>Adopted<br/>vs Adopted<br/>(A) vs (B)</b> |
|-----------------------------|----------------------------|----------------------------|------------------------------------|------------------------------|-----------------------------|-----------------------------|------------------------------------|--|
| <b>General Fund</b>         |                            |                            |                                    |                              |                             |                             |                                    |  |
| General Government          | 0.03                       | 0.06                       | -                                  | -                            | -                           | -                           | -                                  | -  |
| Municipal Court             | 1.83                       | 1.83                       | 1.80                               | 1.70                         | 1.70                        | 1.70                        | 1.70                               | (0.10)                                       |
| Police                      | 35.50                      | 35.50                      | 35.50                              | 35.50                        | 35.00                       | 35.00                       | 35.00                              | (0.50)                                       |
| Communications              | 7.65                       | 7.80                       | 7.80                               | 7.12                         | 6.50                        | 6.50                        | 6.50                               | (1.30)                                       |
| Library                     | 12.44                      | 12.44                      | 12.44                              | 13.44                        | 12.07                       | 12.07                       | 12.07                              | (0.37)                                       |
| Planning                    | 4.61                       | 4.61                       | 4.61                               | 3.62                         | 4.21                        | 4.24                        | 4.24                               | (0.37)                                       |
| <b>TOTAL</b>                | <b>62.06</b>               | <b>62.24</b>               | <b>62.15</b>                       | <b>61.38</b>                 | <b>59.48</b>                | <b>59.51</b>                | <b>59.51</b>                       | <b>(2.64)</b>                                |
| <b>Street Fund</b>          |                            |                            |                                    |                              |                             |                             |                                    |  |
| Engineering                 | 2.58                       | 2.58                       | 2.70                               | 2.58                         | 2.70                        | 2.70                        | 2.70                               | -  |
| Maintenance                 | 2.60                       | 2.60                       | 2.85                               | 1.60                         | 1.60                        | 1.50                        | 1.50                               | (1.35)                                       |
| <b>TOTAL</b>                | <b>5.18</b>                | <b>5.18</b>                | <b>5.55</b>                        | <b>4.18</b>                  | <b>4.30</b>                 | <b>4.20</b>                 | <b>4.20</b>                        | <b>(1.35)</b>                                |
| <b>Wastewater Fund</b>      |                            |                            |                                    |                              |                             |                             |                                    |  |
| Engineering                 | 2.57                       | 2.57                       | 2.70                               | 2.58                         | 2.70                        | 2.70                        | 2.70                               | -  |
| Operations                  | 10.73                      | 9.73                       | 9.73                               | 9.49                         | 9.49                        | 9.49                        | 9.49                               | (0.24)                                       |
| Maintenance                 | 6.96                       | 7.96                       | 8.21                               | 8.21                         | 8.21                        | 7.96                        | 7.96                               | (0.25)                                       |
| <b>TOTAL</b>                | <b>20.26</b>               | <b>20.26</b>               | <b>20.64</b>                       | <b>20.28</b>                 | <b>20.40</b>                | <b>20.15</b>                | <b>20.15</b>                       | <b>(0.49)</b>                                |
| <b>Water Fund</b>           |                            |                            |                                    |                              |                             |                             |                                    |  |
| Engineering                 | 2.58                       | 2.58                       | 2.70                               | 2.58                         | 2.70                        | 2.70                        | 2.70                               | -  |
| Operations                  | 4.92                       | 4.92                       | 4.92                               | 4.68                         | 4.68                        | 4.68                        | 4.68                               | (0.24)                                       |
| Maintenance                 | 6.50                       | 6.50                       | 5.75                               | 5.75                         | 6.75                        | 6.50                        | 6.50                               | 0.75   |
| <b>TOTAL</b>                | <b>14.00</b>               | <b>14.00</b>               | <b>13.37</b>                       | <b>13.01</b>                 | <b>14.13</b>                | <b>13.88</b>                | <b>13.88</b>                       | <b>0.51</b>                                  |
| <b>Building Inspection</b>  |                            |                            |                                    |                              |                             |                             |                                    |  |
| Building Inspection         | 3.94                       | 3.94                       | 4.06                               | 4.06                         | 4.38                        | 4.38                        | 4.38                               | 0.32   |
| <b>9-1-1 Emergency</b>      |                            |                            |                                    |                              |                             |                             |                                    |  |
| Communications              | 1.60                       | 1.45                       | 1.45                               | 1.45                         | 2.00                        | 2.00                        | 2.00                               | 0.55   |
| <b>Economic Development</b> |                            |                            |                                    |                              |                             |                             |                                    |  |
| Planning                    | 0.10                       | 0.10                       | 0.10                               | 0.10                         | 0.19                        | 0.16                        | 0.16                               | 0.06   |
| <b>Public Safety</b>        |                            |                            |                                    |                              |                             |                             |                                    |  |
| Police                      | 3.00                       | 3.00                       | 3.00                               | 3.00                         | 2.50                        | 2.50                        | 2.50                               | (0.50)                                       |
| Communications              | 2.00                       | 2.00                       | 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>4.50</b>                 | <b>4.50</b>                 | <b>4.50</b>                        | <b>(0.50)</b>                                |

## Personnel Full-Time Equivalent Summary

| <b>FTE By Fund</b>                     | <b>Adopted<br/>2017-18</b> | <b>Adopted<br/>2018-19</b> | <b>(A)<br/>Adopted<br/>2019-20</b> | <b>Projected<br/>2019-20</b> | <b>Proposed<br/>2020-21</b> | <b>Approved<br/>2020-21</b> | <b>(B)<br/>Adopted<br/>2020-21</b> | <b>Adopted<br/>vs Adopted<br/>(A) vs (B)</b> |
|--|----------------------------|----------------------------|------------------------------------|------------------------------|-----------------------------|-----------------------------|------------------------------------|--|
| <b>Stormwater</b>                      |                            |                            |                                    |                              |                             |                             |                                    |  |
| Engineering                            | 2.77                       | 2.77                       | 2.90                               | 2.78                         | 2.90                        | 2.90                        | 2.90                               | -  |
| Maintenance                            | 4.32                       | 4.32                       | 4.57                               | 4.57                         | 4.57                        | 4.42                        | 4.42                               | (0.15)                                       |
| <b>TOTAL</b>                           | <b>7.09</b>                | <b>7.09</b>                | <b>7.47</b>                        | <b>7.35</b>                  | <b>7.47</b>                 | <b>7.32</b>                 | <b>7.32</b>                        | <b>(0.15)</b>                                |
| <b>Administrative Support Services</b> |                            |                            |                                    |                              |                             |                             |                                    |  |
| City Manager's Office                  | 4.00                       | 2.00                       | 2.00                               | 2.00                         | 1.00                        | 1.00                        | 1.00                               | (1.00)                                       |
| Human Resources                        | 1.50                       | 1.50                       | 1.50                               | 0.50                         | 1.50                        | 1.70                        | 1.70                               | 0.20   |
| City Recorder                          | -                          | 1.00                       | 1.00                               | 1.00                         | 1.00                        | 1.00                        | 1.00                               | -  |
| Community Engagement                   | -                          | 1.00                       | 1.00                               | 1.00                         | 1.00                        | 1.00                        | 1.00                               | -  |
| Finance                                | 7.00                       | 7.00                       | 7.00                               | 7.00                         | 7.00                        | 7.00                        | 7.00                               | -  |
| Information Technology                 | 6.50                       | 6.50                       | 6.50                               | 6.00                         | 6.00                        | 6.00                        | 6.00                               | (0.50)                                       |
| City Attorney's Office                 | 3.40                       | 3.40                       | 3.40                               | 3.30                         | 3.30                        | 3.30                        | 3.30                               | (0.10)                                       |
| Public Works - Fleet & Facilities      | 2.70                       | 2.70                       | 2.70                               | 2.70                         | 2.70                        | 2.45                        | 2.45                               | (0.25)                                       |
| <b>TOTAL</b>                           | <b>25.10</b>               | <b>25.10</b>               | <b>25.10</b>                       | <b>23.50</b>                 | <b>23.50</b>                | <b>23.45</b>                | <b>23.45</b>                       | <b>(1.65)</b>                                |
| <b>CITY TOTAL</b>                      | <b>144.33</b>              | <b>144.36</b>              | <b>144.89</b>                      | <b>140.31</b>                | <b>140.35</b>               | <b>139.55</b>               | <b>139.55</b>                      | <b>(5.34)</b>                                |
| <b>Summary of FTE by Department</b>    | <b>Adopted<br/>2017-18</b> | <b>Adopted<br/>2018-19</b> | <b>(A)<br/>Adopted<br/>2019-20</b> | <b>Projected<br/>2019-20</b> | <b>Proposed<br/>2020-21</b> | <b>Approved<br/>2020-21</b> | <b>(B)<br/>Adopted<br/>2020-21</b> | <b>Adopted<br/>vs Adopted<br/>(A) vs (B)</b> |
| General Government                     | 0.03                       | 0.06                       | -                                  | -                            | -                           | -                           | -                                  | -  |
| City Manager's Office                  | 5.50                       | 5.50                       | 5.50                               | 4.50                         | 4.50                        | 4.70                        | 4.70                               | (0.80)                                       |
| Finance/Court                          | 8.83                       | 8.83                       | 8.80                               | 8.70                         | 8.70                        | 8.70                        | 8.70                               | (0.10)                                       |
| Information Technology                 | 6.50                       | 6.50                       | 6.50                               | 6.00                         | 6.00                        | 6.00                        | 6.00                               | (0.50)                                       |
| City Attorney's Office                 | 3.40                       | 3.40                       | 3.40                               | 3.30                         | 3.30                        | 3.30                        | 3.30                               | (0.10)                                       |
| Police                                 | 38.50                      | 38.50                      | 38.50                              | 38.50                        | 37.50                       | 37.50                       | 37.50                              | (1.00)                                       |
| Communications                         | 11.25                      | 11.25                      | 11.25                              | 10.57                        | 10.50                       | 10.50                       | 10.50                              | (0.75)                                       |
| Library                                | 12.44                      | 12.44                      | 12.44                              | 13.44                        | 12.07                       | 12.07                       | 12.07                              | (0.37)                                       |
| Planning/Building                      | 8.65                       | 8.65                       | 8.77                               | 7.78                         | 8.78                        | 8.78                        | 8.78                               | 0.01   |
| Public Works                           | 49.23                      | 49.23                      | 49.73                              | 47.52                        | 49.00                       | 48.00                       | 48.00                              | (1.73)                                       |
| <b>CITY TOTAL</b>                      | <b>144.33</b>              | <b>144.36</b>              | <b>144.89</b>                      | <b>140.31</b>                | <b>140.35</b>               | <b>139.55</b>               | <b>139.55</b>                      | <b>(5.34)</b>                                |

**FISCAL YEAR 2020-2021 SALARY SCHEDULE**

City of Newberg

**Non-Represented Employees**

| <u>Non-Represented Employees</u>        |        |    | Step  | Step  |
|---|--------|----|-------|-------|
|   |        |    | 1     | 11    |
| CLASSIFICATION                          | GRADE  |    |       |       |
| Library Shelver                         | 110    | \$ | 2,080 | 2,662 |
|   | Hourly | \$ | 12.00 | 15.36 |
| 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 |
| Senior Library Assistant                | 134    | \$ | 3,839 | 4,914 |
| GIS Technician I                        | Hourly | \$ | 22.15 | 28.35 |
| Code Compliance                         | 136    | \$ | 3,935 | 5,037 |
|   | Hourly | \$ | 22.70 | 29.06 |
| Librarian I                             | 138    | \$ | 4,033 | 5,163 |
| Latino Librarian - Outreach Coordinator | Hourly | \$ | 23.27 | 29.79 |
| Accounting Clerk II                     | 142    | \$ | 4,259 | 5,452 |
| Administrative Assistant                | Hourly | \$ | 24.57 | 31.45 |
| Librarian II (MLS)                      | 145    | \$ | 4,436 | 5,679 |
| Paralegal I                             | Hourly | \$ | 25.59 | 32.76 |
| Project Specialist                      | 148    | \$ | 4,513 | 5,780 |
|   | Hourly | \$ | 26.04 | 33.35 |
| Court Administrator                     | 151    | \$ | 4,676 | 5,986 |
|   | Hourly | \$ | 26.98 | 34.54 |
| Building Inspector                      | 153    | \$ | 4,914 | 6,290 |
| Community Engagement Specialist         | Hourly | \$ | 28.35 | 36.29 |
| Human Resources Assistant               |        |    |       |       |
| Paralegal II (Certified)                |        |    |       |       |
| Plans Examiner I                        |        |    |       |       |

**FISCAL YEAR 2020-2021 SALARY SCHEDULE**

City of Newberg

**Non-Represented Employees**

| <i>Non-Represented Employees</i> |        |    | Step  | Step   |
|----------------------------------|--------|----|-------|--------|
|                                  |        |    | 1     | 11     |
| CLASSIFICATION                   | GRADE  |    |       |        |
| Financial Analyst                | 154    | \$ | 4,972 | 6,364  |
|                                  | Hourly | \$ | 28.69 | 36.72  |
| Communications Supervisor ##     | 157    | \$ | 5,102 | 6,531  |
|                                  | Hourly | \$ | 29.44 | 37.68  |
| Associate Planner                | 163    | \$ | 5,326 | 6,816  |
|                                  | Hourly | \$ | 30.73 | 39.32  |
| Senior Accountant                | 164    | \$ | 5,461 | 6,989  |
|                                  | Hourly | \$ | 31.51 | 40.32  |
| 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  |
| 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  |
| Building Official                | 185    | \$ | 6,858 | 8,779  |
| Planning Manager                 | Hourly | \$ | 39.57 | 50.65  |
| City Engineer                    | 189    | \$ | 7,569 | 9,689  |
|                                  | Hourly | \$ | 43.67 | 55.90  |
| Police Captain                   | 190    | \$ | 8,097 | 10,365 |
|                                  | Hourly | \$ | 46.71 | 59.80  |

**FISCAL YEAR 2020-2021 SALARY SCHEDULE**

City of Newberg

**Non-Represented Employees**

|                       |              |  | <b>Step</b> | <b>Step</b> |
|-----------------------|--------------|--|-------------|-------------|
|                       |              |  | <b>1</b>    | <b>11</b>   |
| <b>CLASSIFICATION</b> | <b>GRADE</b> |  |             |             |

**DEPARTMENT DIRECTORS**

|  |     |    |       |        |
|--|-----|----|-------|--------|
| <i>Library Director</i>                | 200 | \$ | 7,679 | 9,831  |
| <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 |
| <i>Assistant City Manager</i>          | 209 | \$ | 9,667 | 12,374 |

**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 | \$ | 13,333 |

**CODE***Italics = Exempt**Exempt = City pays 6% pickup to PERS or private plan**## = non-exempt: City pays 6% pickup to PERS*



# FISCAL YEAR 2020-2021 SALARY SCHEDULE

City of Newberg

Newberg-Dundee Public Safety Association

|  |  | Step | 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 |

## CODE

\*Intermediate Certification - 5% Increase on Base Wage  
 \*\*Advanced Certification - 5% Increase on Intermediate Wage  
 5% Premium Pay on Current Wage - Detective/Canine/Motors  
 5% Assignment Pay when Engaged - FTO, CAD, SRO, LEDS REP  
 5% Bi-Lingual on Current Wage

Longevity Pay - Start of 11th Year - \$120/mo.  
 Longevity Pay - Start of 16th Year - \$200/mo.  
 Longevity Pay - Start of 21st Year - \$400/mo.

Hourly Rates Based on 173.33 Hrs/Mo.  
 All Employees are Non-Exempt  
 City Pays 6% PERS Pick-up

Hired Laterals:  
 40 hrs Comp Bank upon hire  
 40 hrs Sick Bank upon hire

**Effective JANUARY 1, 2020**  
**City of Newberg - AFSCME Union Salary Schedule**

**Public Works**

| <u>Public Works</u>                  |        |    | Step  | 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 |
| Asset Management Specialist          | 144    | \$ | 4,512 | 5,779 |
| Conveyance Specialist                | Hourly | \$ | 26.03 | 33.34 |
| Operator 2 - Pretreatment Specialist |        |    |       |       |
| 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 |

Effective JANUARY 1, 2020  
City of Newberg - AFSCME Union Salary Schedule

**Information Technology**

| <u><b>Information Technology</b></u> |        |    | Step  | Step  |
|--------------------------------------|--------|----|-------|-------|
|                                      |        |    | 1     | 11    |
| CLASSIFICATION                       |        |    | GRADE |       |
| Information Technician I             | 140    | \$ | 4,105 | 5,255 |
|                                      | Hourly | \$ | 23.68 | 30.32 |
| IT Administrative Assistant          | 142    | \$ | 4,259 | 5,452 |
|                                      | Hourly | \$ | 24.57 | 31.45 |
| IT System Administrator              | 165    | \$ | 5,598 | 7,164 |
|                                      | Hourly | \$ | 32.30 | 41.33 |
| IT Network Engineer                  | 175    | \$ | 6,043 | 7,737 |
|                                      | Hourly | \$ | 34.86 | 44.64 |

**Effective JANUARY 1, 2020**  
**City of Newberg - AFSCME Union Salary Schedule**

**Engineering**

| <u>Engineering</u>         |        |       | Step  | Step  |
|----------------------------|--------|-------|-------|-------|
|                            |        |       | 1     | 11    |
| CLASSIFICATION             |        | GRADE |       |       |
| Engineering Technician I   | 134    | \$    | 3,839 | 4,914 |
|                            | Hourly | \$    | 22.15 | 28.35 |
| Engineering Technician II  | 145    | \$    | 4,436 | 5,679 |
|                            | Hourly | \$    | 25.59 | 32.76 |
| GIS Analyst                | 153    | \$    | 4,914 | 6,290 |
|                            | Hourly | \$    | 28.35 | 36.29 |
| Engineering Technician III | 157    | \$    | 5,102 | 6,531 |
|                            | Hourly | \$    | 29.44 | 37.68 |
| Engineering Associate      | 163    | \$    | 5,326 | 6,816 |
|                            | Hourly | \$    | 30.73 | 39.32 |



# GENERAL FUND (01)

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## GENERAL FUND SUMMARY - REVENUES

| <b>FUND 01</b>              | <b>ACTUAL<br/>2017-18</b> | <b>ACTUAL<br/>2018-19</b> | <b>ADOPTED<br/>2019-20</b> | <b>PROJECTED<br/>2019-20</b> | <b>PROPOSED<br/>2020-21</b> | <b>APPROVED<br/>2020-21</b> | <b>ADOPTED<br/>2020-21</b> | <b>Adopted<br/>vs. Adopted</b> |
|-----------------------------|---------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|-----------------------------|----------------------------|--------------------------------|
| Beg F/B-Net Working Capital | 3,564,316                 | 4,228,834                 | 3,997,287                  | 4,476,667                    | 2,962,034                   | 2,962,034                   | 2,962,034                  | -25.9%                         |
| Property Taxes              | 7,864,019                 | 4,903,121                 | 5,122,776                  | 5,151,399                    | 5,516,918                   | 5,516,918                   | 5,516,918                  | 7.7%                           |
| Franchise Fees              | 2,356,291                 | 2,784,788                 | 2,808,278                  | 2,784,730                    | 2,830,639                   | 2,830,639                   | 2,830,639                  | 0.8%                           |
| State Shared Revenues       | 775,741                   | 753,713                   | 774,125                    | 806,139                      | 853,682                     | 853,682                     | 853,682                    | 10.3%                          |
| Community Development       | 485,585                   | 496,061                   | 226,680                    | 265,699                      | 449,795                     | 449,795                     | 449,795                    | 98.4%                          |
| Dundee Contracts            | 521,594                   | 527,728                   | 544,589                    | 538,354                      | 546,876                     | 546,876                     | 546,876                    | 0.4%                           |
| Traffic Fines & Court Fees  | 593,830                   | 615,564                   | 612,949                    | 553,265                      | 563,612                     | 563,612                     | 563,612                    | -8.0%                          |
| Transfers In                | 1,252,592                 | 744,422                   | 738,794                    | 458,135                      | 368,859                     | 368,859                     | 368,859                    | -50.1%                         |
| Other                       | 1,303,356                 | 1,365,686                 | 697,822                    | 701,885                      | 537,251                     | 537,251                     | 537,251                    | -23.0%                         |
| <b>TOTAL REVENUES</b>       | <b>18,717,324</b>         | <b>16,419,917</b>         | <b>15,523,300</b>          | <b>15,736,273</b>            | <b>14,629,666</b>           | <b>14,629,666</b>           | <b>14,629,666</b>          | <b>-5.8%</b>                   |

## GENERAL FUND SUMMARY - EXPENDITURES

| <b>FUND 01</b>                  | <b>ACTUAL<br/>2017-18</b> | <b>ACTUAL<br/>2018-19</b> | <b>ADOPTED<br/>2019-20</b> | <b>PROJECTED<br/>2019-20</b> | <b>PROPOSED<br/>2020-21</b> | <b>APPROVED<br/>2020-21</b> | <b>ADOPTED<br/>2020-21</b> | <b>Adopted<br/>vs. Adopted</b> |
|---------------------------------|---------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|-----------------------------|----------------------------|--------------------------------|
| <b>GENERAL GOVERNMENT</b>       |                           |                           |                            |                              |                             |                             |                            |                                |
| Personnel Services              | 9,856                     | 6,726                     | 8,140                      | 6,988                        | 7,973                       | 7,973                       | 7,973                      | -2.1%                          |
| Materials and Services          | 185,800                   | 195,779                   | 334,318                    | 332,682                      | 223,170                     | 222,935                     | 222,935                    | -33.3%                         |
| <b>Total General Government</b> | <b>195,656</b>            | <b>202,505</b>            | <b>342,458</b>             | <b>339,670</b>               | <b>231,143</b>              | <b>230,908</b>              | <b>230,908</b>             | <b>-32.6%</b>                  |
| <b>MUNICIPAL COURT</b>          |                           |                           |                            |                              |                             |                             |                            |                                |
| Personnel Services              | 174,106                   | 177,152                   | 199,445                    | 184,534                      | 201,150                     | 201,154                     | 201,154                    | 0.9%                           |
| Materials and Services          | 120,020                   | 136,102                   | 148,001                    | 147,199                      | 131,298                     | 131,356                     | 131,356                    | -11.2%                         |
| Capital Outlay                  | -                         | -                         | -                          | 5,451                        | -                           | -                           | -                          | 0.0%                           |
| <b>Total Municipal Court</b>    | <b>294,125</b>            | <b>313,254</b>            | <b>347,446</b>             | <b>337,184</b>               | <b>332,448</b>              | <b>332,510</b>              | <b>332,510</b>             | <b>-4.3%</b>                   |
| <b>POLICE DEPARTMENT</b>        |                           |                           |                            |                              |                             |                             |                            |                                |
| Personnel Services              | 4,873,589                 | 5,251,882                 | 5,698,172                  | 5,631,075                    | 5,442,978                   | 5,443,620                   | 5,443,620                  | -4.5%                          |
| Materials and Services          | 1,623,408                 | 1,711,316                 | 1,879,297                  | 1,860,728                    | 1,816,125                   | 1,818,074                   | 1,818,074                  | -3.3%                          |
| Capital Outlay                  | 15,001                    | 14,828                    | 15,000                     | 59,879                       | 15,000                      | 15,000                      | 15,000                     | 0.0%                           |
| <b>Total Police Department</b>  | <b>6,511,998</b>          | <b>6,978,026</b>          | <b>7,592,469</b>           | <b>7,551,682</b>             | <b>7,274,103</b>            | <b>7,276,694</b>            | <b>7,276,694</b>           | <b>-4.2%</b>                   |
| <b>COMMUNICATIONS</b>           |                           |                           |                            |                              |                             |                             |                            |                                |
| Personnel Services              | 544,001                   | 659,011                   | 795,938                    | 711,809                      | 731,347                     | 731,431                     | 731,431                    | -8.1%                          |
| Materials and Services          | 518,063                   | 553,276                   | 637,380                    | 628,795                      | 582,069                     | 584,097                     | 584,097                    | -8.4%                          |
| <b>Total Communications</b>     | <b>1,062,064</b>          | <b>1,212,287</b>          | <b>1,433,318</b>           | <b>1,381,295</b>             | <b>1,313,416</b>            | <b>1,315,528</b>            | <b>1,315,528</b>           | <b>-8.2%</b>                   |
| <b>LIBRARY</b>                  |                           |                           |                            |                              |                             |                             |                            |                                |
| Personnel Services              | 1,022,889                 | 1,110,219                 | 1,151,787                  | 1,120,722                    | 1,054,771                   | 1,054,824                   | 1,054,824                  | -8.4%                          |
| Materials and Services          | 663,986                   | 693,887                   | 750,851                    | 741,111                      | 692,431                     | 687,892                     | 687,892                    | -8.4%                          |
| Capital Outlay                  | 39,410                    | 5,995                     | 15,000                     | 14,804                       | -                           | -                           | -                          | -100.0%                        |
| <b>Total Library</b>            | <b>1,726,285</b>          | <b>1,810,101</b>          | <b>1,917,638</b>           | <b>1,876,637</b>             | <b>1,747,202</b>            | <b>1,742,716</b>            | <b>1,742,716</b>           | <b>-9.1%</b>                   |
| <b>PLANNING</b>                 |                           |                           |                            |                              |                             |                             |                            |                                |
| Personnel Services              | 463,594                   | 473,499                   | 515,918                    | 453,596                      | 526,164                     | 558,085                     | 558,085                    | 8.2%                           |
| Materials and Services          | 305,829                   | 549,205                   | 504,285                    | 447,790                      | 750,563                     | 750,232                     | 750,232                    | 48.8%                          |
| <b>Total Planning</b>           | <b>769,423</b>            | <b>1,022,704</b>          | <b>1,020,203</b>           | <b>901,386</b>               | <b>1,276,727</b>            | <b>1,308,317</b>            | <b>1,308,317</b>           | <b>28.2%</b>                   |
| <b>NONDEPARTMENTAL</b>          |                           |                           |                            |                              |                             |                             |                            |                                |
| Debt Service                    | -                         | 64,535                    | -                          | -                            | -                           | -                           | -                          | 0.0%                           |
| Transfers Out                   | 52,161                    | 339,838                   | 386,385                    | 386,385                      | 386,385                     | 386,385                     | 386,385                    | 0.0%                           |
| Contingency                     | -                         | -                         | 1,383,383                  | -                            | 968,242                     | 936,608                     | 936,608                    | -32.3%                         |
| Unappropriated Fund Balance     | -                         | -                         | 1,100,000                  | -                            | 1,100,000                   | 1,100,000                   | 1,100,000                  | 0.0%                           |
| <b>Total Nondepartmental</b>    | <b>52,161</b>             | <b>404,373</b>            | <b>2,869,768</b>           | <b>386,385</b>               | <b>2,454,627</b>            | <b>2,422,993</b>            | <b>2,422,993</b>           | <b>-15.6%</b>                  |
| <b>TOTAL EXPENDITURES</b>       | <b>14,488,490</b>         | <b>11,943,250</b>         | <b>15,523,300</b>          | <b>12,774,239</b>            | <b>14,629,666</b>           | <b>14,629,666</b>           | <b>14,629,666</b>          | <b>-5.8%</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 \$2.5750 to \$2.6523 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 94.31%.
- Prior Year taxes in the FY 19-20 Adopted Budget were overstated by not recognizing the reduced tax levy that began in FY 19-19. FY 20-21 Proposed is more reflective of the reduced levy.

Franchise Fees: In FY 2019-20 franchise fees included a proposed garbage franchise fee rate change from 5% to 7% for 9 months of FY 2019-20. This rate change did not occur, therefore the actual revenue received in FY 2019-20 is project to be \$53k less than the adopted amount.

Transient Lodging Tax: The General Fund receives 65% of the total Transient Lodging Tax revenue, which is recognized in the Transient Lodging Tax Fund. Due to the COVID-19 pandemic, revenue is projected to decrease over 50%.

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 23,795 in FY 2019-20 to 24,045 in FY 2020-21.

Community Development: This revenue is derived from planning and land use services and is proposed to increase because of a projected single family development.

Planning/Subdivision Fees: These are proposed to decrease because of a projected slowdown in subdivision, commercial and industrial development activity.

Other Revenues: Other revenue changes between budget years, both increases and decreases, are based on adjustments resulting based on *actual* activity in FY 2019-20, as well as improved processes in projection modeling.



| ACCOUNT #      | DESCRIPTION                               | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted '21<br>vs. Adopted '20 |
|----------------|---|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|--------------------------------|
| <b>FUND 01</b> | <b>GENERAL FUND<br/>REVENUES</b>          |                   |                   |                    |                      |                     |                     |                    |                                |
| 01-0000-300000 | Beg F/B-Net Working Capital               | 3,564,316         | 4,228,834         | 3,997,287          | 4,476,667            | 2,962,034           | 2,962,034           | 2,962,034          | -25.9%                         |
| 01-0000-310000 | Current Year Taxes                        | 7,616,551         | 4,505,104         | 4,837,776          | 4,948,903            | 5,316,918           | 5,316,918           | 5,316,918          | 9.9%                           |
| 01-0000-311000 | Prior Year Taxes                          | 247,468           | 398,017           | 285,000            | 202,496              | 200,000             | 200,000             | 200,000            | -29.8%                         |
| 01-0000-320001 | Franchise Fee-Cable                       | 253,361           | 247,522           | 251,867            | 241,826              | 244,245             | 244,245             | 244,245            | -3.0%                          |
| 01-0000-320002 | Franchise Fee-Garbage                     | 200,972           | 205,752           | 266,854            | 213,498              | 215,633             | 215,633             | 215,633            | -19.2%                         |
| 01-0000-320003 | Franchise Fee-Gas                         | 232,820           | 211,808           | 210,000            | 221,122              | 225,000             | 225,000             | 225,000            | 7.1%                           |
| 01-0000-320004 | Franchise Fee-Electric                    | 886,011           | 897,337           | 915,281            | 922,927              | 950,615             | 950,615             | 950,615            | 3.9%                           |
| 01-0000-320005 | Franchise Fee-Telephone                   | 36,701            | 156,363           | 53,925             | 61,984               | 60,744              | 60,744              | 60,744             | 12.6%                          |
| 01-0000-321004 | Other Business & Liquor Taxes             | 1,725             | 1,700             | 1,700              | 1,700                | 1,700               | 1,700               | 1,700              | 0.0%                           |
| 01-0000-321005 | Local Marijuana Taxes                     | 106,666           | 117,804           | 120,000            | 128,333              | 120,000             | 120,000             | 120,000            | 0.0%                           |
| 01-0000-322009 | Community Development                     | 485,585           | 496,061           | 226,680            | 265,699              | 449,795             | 449,795             | 449,795            | 98.4%                          |
| 01-0000-334027 | Police Grants                             | 17,254            | 7,794             | 11,679             | 29,143               | 22,500              | 22,500              | 22,500             | 92.7%                          |
| 01-0000-334034 | Planning Grants                           | 22,575            | 263,075           | 15,600             | 26,409               | 10,776              | 10,776              | 10,776             | -30.9%                         |
| 01-0000-335003 | State Liquor Taxes                        | 374,252           | 394,336           | 399,994            | 439,300              | 475,851             | 475,851             | 475,851            | 19.0%                          |
| 01-0000-335004 | State Cigarette Taxes                     | 28,972            | 27,170            | 28,316             | 27,171               | 27,171              | 27,171              | 27,171             | -4.0%                          |
| 01-0000-335005 | State Marijuana Taxes                     | 122,751           | 75,617            | 75,668             | 78,627               | 84,398              | 84,398              | 84,398             | 11.5%                          |
| 01-0000-335006 | State Revenue Sharing                     | 249,766           | 256,590           | 270,147            | 261,041              | 266,262             | 266,262             | 266,262            | -1.4%                          |
| 01-0000-336001 | Dundee Planning Contract                  | 29,556            | 24,605            | 25,500             | 19,265               | 25,500              | 25,500              | 25,500             | 0.0%                           |
| 01-0000-336003 | Dundee Communications                     | 41,483            | 43,557            | 45,736             | 45,736               | 48,023              | 48,023              | 48,023             | 5.0%                           |
| 01-0000-336004 | Dundee Police Contract                    | 450,555           | 459,566           | 473,353            | 473,353              | 473,353             | 473,353             | 473,353            | 0.0%                           |
| 01-0000-338000 | Reimbursed Costs                          | 40,143            | 49,974            | 30,000             | 41,850               | 36,000              | 36,000              | 36,000             | 20.0%                          |
| 01-0000-338007 | School District CET Admin Fee             | 2,680             | 2,201             | 3,400              | 2,994                | 2,943               | 2,943               | 2,943              | -13.4%                         |
| 01-0000-338008 | Park SDC Admin Fee                        | 28,203            | 12,496            | 19,000             | 36,632               | 26,309              | 26,309              | 26,309             | 38.5%                          |
| 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                 | -                 | -                 | 100                | 106                  | 108                 | 108                 | 108                | 8.0%                           |
| 01-0000-341002 | PD Reports and Other Fees                 | 7,789             | 7,666             | 7,500              | 7,500                | 7,500               | 7,500               | 7,500              | 0.0%                           |
| 01-0000-341003 | Planning / Subdivision Fees               | 415,355           | 175,937           | 150,000            | 143,526              | 100,000             | 100,000             | 100,000            | -33.3%                         |
| 01-0000-341005 | Permit Center Document Sales              | 15                | 20                | 400                | 20                   | 200                 | 200                 | 200                | -50.0%                         |
| 01-0000-341006 | Technology Fee                            | 20,870            | 9,379             | 7,500              | 7,252                | 5,000               | 5,000               | 5,000              | -33.3%                         |
| 01-0000-341007 | Police Reserves Revenue                   | -                 | 3,330             | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 01-0000-342001 | Newberg Dog Licenses                      | 16,504            | 21,017            | 20,000             | 20,220               | 20,000              | 20,000              | 20,000             | 0.0%                           |
| 01-0000-342002 | Newberg Rural Fire Contract               | 363,258           | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 01-0000-346001 | Library Fines, Fees, Copies, etc          | 21,784            | 27,579            | 20,000             | 14,716               | 16,000              | 16,000              | 16,000             | -20.0%                         |
| 01-0000-346003 | Lost Book Payments                        | 2,881             | 1,830             | 2,500              | 1,373                | 1,500               | 1,500               | 1,500              | -40.0%                         |
| 01-0000-346004 | CCRLS Reimbursement                       | 72,725            | 73,740            | 77,647             | 77,647               | 82,715              | 82,715              | 82,715             | 6.5%                           |
| 01-0000-346005 | Non-Resident Library Cards                | 16,742            | 19,882            | 18,500             | 20,762               | 18,500              | 18,500              | 18,500             | 0.0%                           |
| 01-0000-348000 | EMS User Fees                             | -                 | 23,898            | 10,000             | 9,578                | 5,000               | 5,000               | 5,000              | -50.0%                         |
| 01-0000-351000 | Traffic Fines                             | 521,972           | 542,577           | 549,430            | 488,307              | 498,073             | 498,073             | 498,073            | -9.3%                          |
| 01-0000-351001 | Court Improvement Fees                    | 2,687             | 2,695             | 2,595              | 2,292                | 2,600               | 2,600               | 2,600              | 0.2%                           |
| 01-0000-351003 | Alarm Fees                                | 400               | 5,450             | 2,000              | 6,750                | 5,000               | 5,000               | 5,000              | 150.0%                         |
| 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                 | 3,870             | 2,216             | 2,024              | 2,979                | 3,039               | 3,039               | 3,039              | 50.1%                          |
| 01-0000-351006 | Traffic School Fee                        | 54,849            | 58,585            | 53,400             | 50,410               | 51,400              | 51,400              | 51,400             | -3.7%                          |
| 01-0000-351008 | Photo Red Light                           | 8,553             | 2,541             | 2,000              | 1,027                | 2,000               | 2,000               | 2,000              | 0.0%                           |
| 01-0000-360000 | Miscellaneous Revenues                    | 3,046             | 7,403             | 4,000              | 6,944                | 4,000               | 4,000               | 4,000              | 0.0%                           |
| 01-0000-361000 | Interest Earned                           | 62,144            | 126,593           | 135,000            | 89,150               | 20,500              | 20,500              | 20,500             | -84.8%                         |
| 01-0000-361001 | Interest-Receivables                      | -                 | 1,228             | 2,519              | -                    | -                   | -                   | -                  | -100.0%                        |
| 01-0000-361004 | Interest-Other Investments                | -                 | 94                | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 01-0000-364000 | Sale Of Assets                            | 327               | 276,196           | 1,000              | 1,030                | 1,000               | 1,000               | 1,000              | 0.0%                           |
| 01-0000-367002 | K-9 Donations                             | -                 | 11,850            | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 01-0000-370000 | Proceeds From Notes Receivable            | -                 | 88,000            | 4,777              | -                    | -                   | -                   | -                  | -100.0%                        |
| 01-0000-370700 | Internal Rev-City Utilities Franchise Fee | 746,428           | 1,066,006         | 1,110,351          | 1,123,373            | 1,134,402           | 1,134,402           | 1,134,402          | 2.2%                           |
| 01-0000-380000 | Loan Proceeds                             | 45,671            | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 01-0000-390005 | Transfer In-EMS Fund                      | 381,638           | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 01-0000-390019 | Transfer In-Transient Lodging Tax         | 726,436           | 744,422           | 738,794            | 458,135              | 368,859             | 368,859             | 368,859            | -50.1%                         |
| 01-0000-390025 | Transfer In-PERS Reserve                  | 144,517           | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| <b>FUND 01</b> | <b>TOTAL REVENUES</b>                     | <b>18,717,324</b> | <b>16,419,917</b> | <b>15,523,300</b>  | <b>15,736,273</b>    | <b>14,629,666</b>   | <b>14,629,666</b>   | <b>14,629,666</b>  | <b>-5.8%</b>                   |

## FUND 01: General Fund – General Government

**18-19 19-20 20-21**  
**BUDGETED STAFF FTE: 0.06 0.00 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

A majority of the Council changed membership in 2019.

The City hired a new City Manager who started work in February 2020.

The Council held a retreat in January 2020 and selected as its five 2020 goals:

- 1) Change operational culture to one focused on Customer Service and act to Resolve Ongoing Legal Disputes.
- 2) Further develop an operational culture that adopts and cherishes Diversity, Equity, and Inclusion as core values.
- 3) Promote development of Affordable Housing including as transitional housing and workforce housing.
- 4) Create and support an Urban Renewal Plan and Authority.
- 5) Collaborate with local partners and with entities like ICLEI in the development of a Sustainability program.

### Significant Changes from 2019-20

The composition of the City Council changed in 2019 and that change continued with the appointment of Julia Martinez-Plancarte to serve in District 2 in January 2020 (sworn into office on February 3, 2020). With a new Council and new City Manager, the budget for FY2020-21 should include requests for training and Council retreats. The intent is both for role-setting and for organizational-visioning. Additional budget would include membership and travel related to participation in the National League of Cities (NLC). The NLC holds two conferences annually – one occurs in March in Washington, DC and the other is a fall conference that has a new location each year. The NLC is inclusive of both elected and appointed City officials and includes educational sessions, networking with peers (peer-to-peer learning), and tours. The March conference is an opportunity for Council to network with federal elected officials and with federal agency staff. Attending NLC would be beneficial for Council learning and could be used to target projects that use federal funds (transportation or economic development for instance).

Due to the financial constraints related to COVID-19, however, travel and training has been reduced to \$0 with an expectation that as resources become available, this budget would be adjusted to \$10,000.

|                                 | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted<br>vs. Adopted |
|---------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>GENERAL GOVERNMENT</b>       |                   |                   |                    |                      |                     |                     |                    |                        |
| Personnel Services              | 9,856             | 6,726             | 8,140              | 6,988                | 7,973               | 7,973               | 7,973              | -2.1%                  |
| Materials and Services          | 185,800           | 195,779           | 334,318            | 332,682              | 223,170             | 222,935             | 222,935            | -33.3%                 |
| <b>Total General Government</b> | <b>195,656</b>    | <b>202,505</b>    | <b>342,458</b>     | <b>339,670</b>       | <b>231,143</b>      | <b>230,908</b>      | <b>230,908</b>     | <b>-32.6%</b>          |

| ACCOUNT #      | DESCRIPTION                          | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted '21<br>vs. Adopted '20 |
|----------------|--------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|--------------------------------|
| <b>1110</b>    | <b>GENERAL GOVERNMENT</b>            |                   |                   |                    |                      |                     |                     |                    |                                |
| 01-1110-431000 | Officer Salaries                     | 1,984             | 278               | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 01-1110-432000 | Councilor Compensation               | 2,020             | 1,450             | 2,880              | 2,430                | 2,880               | 2,880               | 2,880              | 0.0%                           |
| 01-1110-433000 | Mayor Compensation                   | 5,280             | 4,600             | 4,450              | 4,000                | 4,450               | 4,450               | 4,450              | 0.0%                           |
| 01-1110-441000 | FICA/Medicare                        | 387               | 351               | 287                | 356                  | 287                 | 287                 | 287                | 0.0%                           |
| 01-1110-442000 | Workers Compensation                 | 138               | 41                | 512                | 190                  | 345                 | 345                 | 345                | -32.6%                         |
| 01-1110-443000 | Unemployment                         | 9                 | 6                 | 11                 | 12                   | 11                  | 11                  | 11                 | 0.0%                           |
| 01-1110-444000 | Retirement-PERS                      | 38                | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
|                | <b>Total Personnel Services</b>      | <b>9,856</b>      | <b>6,726</b>      | <b>8,140</b>       | <b>6,988</b>         | <b>7,973</b>        | <b>7,973</b>        | <b>7,973</b>       | <b>-2.1%</b>                   |
| 01-1110-510000 | Office Supplies                      | 502               | 1,087             | 1,500              | 1,000                | 1,500               | 1,500               | 1,500              | 0.0%                           |
| 01-1110-515000 | Printing & Advertising               | 57                | 631               | 1,000              | 1,000                | 1,000               | 1,000               | 1,000              | 0.0%                           |
| 01-1110-520000 | Dues & Meetings                      | 28,759            | 30,038            | 33,980             | 32,849               | 35,980              | 35,980              | 35,980             | 5.9%                           |
| 01-1110-520005 | Mayor's Expenses                     | 3,442             | 1,637             | 2,000              | 2,000                | 2,000               | 2,000               | 2,000              | 0.0%                           |
| 01-1110-520006 | Council/Committee Expense            | 1,595             | 1,231             | 4,340              | 2,527                | 4,340               | 4,340               | 4,340              | 0.0%                           |
| 01-1110-520008 | Recognition                          | 325               | 902               | 1,000              | 800                  | 1,000               | 1,000               | 1,000              | 0.0%                           |
| 01-1110-523000 | Supplies & Equipment                 | 1,152             | 1,645             | 1,200              | 1,200                | 2,700               | 2,700               | 2,700              | 125.0%                         |
| 01-1110-525000 | Travel & Training                    | 3,799             | 6,591             | 11,600             | 4,055                | -                   | -                   | -                  | -100.0%                        |
| 01-1110-540000 | Utilities                            | 165               | 180               | 180                | 180                  | 182                 | 182                 | 182                | 1.1%                           |
| 01-1110-560000 | Property Taxes                       | -                 | 1,992             | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 01-1110-580000 | Professional Services                | 3,268             | 4,678             | 5,000              | 9,175                | 10,125              | 10,125              | 10,125             | 102.5%                         |
| 01-1110-590000 | Internal Chrg-Admin Support Services | 124,737           | 124,667           | 152,018            | 148,710              | 136,343             | 136,108             | 136,108            | -10.5%                         |
| 01-1110-592000 | Community Support                    | -                 | 2,500             | 102,500            | 111,186              | 10,000              | 10,000              | 10,000             | -90.2%                         |
| 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>185,800</b>    | <b>195,779</b>    | <b>334,318</b>     | <b>332,682</b>       | <b>223,170</b>      | <b>222,935</b>      | <b>222,935</b>     | <b>-33.3%</b>                  |
| <b>1110</b>    | <b>TOTAL GENERAL GOVERNMENT</b>      | <b>195,656</b>    | <b>202,505</b>    | <b>342,458</b>     | <b>339,670</b>       | <b>231,143</b>      | <b>230,908</b>      | <b>230,908</b>     | <b>-32.6%</b>                  |

**FUND 01: General Fund – Court**

**18-19 19-20 20-21**  
**BUDGETED STAFF FTE: 1.83 1.80 1.70**

**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 Administrator, and a part-time Court Clerk.

**Significant Changes**

The part-time Bailiff position (0.10 FTE) will not be filled in FY 2020-21. The bailiff function has been performed by an existing sergeant.

Travel & Training allows for three conferences for the two staff. The part-time Court Clerk is new and will take advantage of as much training as possible. Maintenance Agreements includes new ticket importing as part of the Computer Aided Dispatch upgrade that occurred in 2019-20.

|                              | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted<br>vs. Adopted |
|------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>MUNICIPAL COURT</b>       |                   |                   |                    |                      |                     |                     |                    |                        |
| Personnel Services           | 174,106           | 177,152           | 199,445            | 184,534              | 201,150             | 201,154             | 201,154            | 0.9%                   |
| Materials and Services       | 120,020           | 136,102           | 148,001            | 147,199              | 131,298             | 131,356             | 131,356            | -11.2%                 |
| Capital Outlay               | -                 | -                 | -                  | 5,451                | -                   | -                   | -                  | 0.0%                   |
| <b>Total Municipal Court</b> | <b>294,125</b>    | <b>313,254</b>    | <b>347,446</b>     | <b>337,184</b>       | <b>332,448</b>      | <b>332,510</b>      | <b>332,510</b>     | <b>-4.3%</b>           |

| ACCOUNT #      | DESCRIPTION                          | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted '21<br>vs. Adopted '20 |
|----------------|--------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|--------------------------------|
| <b>1510</b>    | <b>MUNICIPAL COURT</b>               |                   |                   |                    |                      |                     |                     |                    |                                |
| 01-1510-420000 | Clerical Salaries                    | 86,404            | 82,895            | 99,088             | 84,190               | 92,259              | 92,259              | 92,259             | -6.9%                          |
| 01-1510-431000 | Judicial Salaries                    | 34,109            | 35,921            | 35,041             | 35,040               | 35,041              | 35,041              | 35,041             | 0.0%                           |
| 01-1510-435000 | Overtime                             | -                 | 72                | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 01-1510-438000 | Longevity                            | 160               | 480               | 480                | 1,200                | 1,440               | 1,440               | 1,440              | 200.0%                         |
| 01-1510-441000 | FICA/Medicare                        | 9,055             | 8,931             | 10,298             | 9,116                | 9,849               | 9,849               | 9,849              | -4.4%                          |
| 01-1510-442000 | Workers Compensation                 | 429               | 239               | 486                | 273                  | 263                 | 263                 | 263                | -45.9%                         |
| 01-1510-443000 | Unemployment                         | 121               | 120               | 137                | 122                  | 131                 | 131                 | 131                | -4.4%                          |
| 01-1510-444000 | Retirement - PERS                    | -                 | -                 | 1,038              | 1,510                | 2,466               | 2,466               | 2,466              | 137.6%                         |
| 01-1510-444001 | Retirement-Principal                 | 21,272            | 24,472            | 27,476             | 27,508               | 32,467              | 32,467              | 32,467             | 18.2%                          |
| 01-1510-444002 | Retirement-Pension Bond              | -                 | -                 | 193                | 527                  | 835                 | 839                 | 839                | 334.7%                         |
| 01-1510-445000 | Health/Life/LTD                      | 22,555            | 24,022            | 25,208             | 25,048               | 26,399              | 26,399              | 26,399             | 4.7%                           |
|                | <b>Total Personnel Services</b>      | <b>174,106</b>    | <b>177,152</b>    | <b>199,445</b>     | <b>184,534</b>       | <b>201,150</b>      | <b>201,154</b>      | <b>201,154</b>     | <b>0.9%</b>                    |
| 01-1510-510000 | Office Supplies                      | 1,184             | 2,294             | 2,000              | 2,000                | 2,000               | 2,000               | 2,000              | 0.0%                           |
| 01-1510-515000 | Printing & Advertising               | 1,504             | 767               | 1,200              | 1,200                | 1,200               | 1,200               | 1,200              | 0.0%                           |
| 01-1510-520000 | Dues & Meetings                      | 175               | -                 | 150                | 175                  | 150                 | 150                 | 150                | 0.0%                           |
| 01-1510-525000 | Travel & Training                    | 1,610             | 1,065             | 1,200              | 2,394                | 2,686               | 2,686               | 2,686              | 123.8%                         |
| 01-1510-532000 | Bank Fees                            | 4,575             | 5,444             | 5,000              | 5,402                | 5,400               | 5,400               | 5,400              | 8.0%                           |
| 01-1510-533000 | Contractual Services                 | 673               | 432               | 400                | 424                  | 450                 | 450                 | 450                | 12.5%                          |
| 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               | 2,561             | 2,636             | 2,650              | 4,344                | 4,347               | 4,347               | 4,347              | 64.0%                          |
| 01-1510-590000 | Internal Chrg-Admin Support Services | 98,056            | 110,721           | 120,237            | 117,293              | 99,901              | 99,959              | 99,959             | -16.9%                         |
| 01-1510-590006 | Internal Chrg-Network Upgrade        | 762               | 731               | 1,464              | 1,464                | 1,464               | 1,464               | 1,464              | 0.0%                           |
| 01-1510-594000 | Court Appointed Attorney Fees        | 2,416             | 2,200             | 3,000              | 3,000                | 3,000               | 3,000               | 3,000              | 0.0%                           |
| 01-1510-595000 | Court Costs                          | 5,003             | 7,777             | 8,200              | 7,913                | 8,200               | 8,200               | 8,200              | 0.0%                           |
| 01-1510-595001 | Court Improvements                   | -                 | 535               | 1,000              | 90                   | 1,000               | 1,000               | 1,000              | 0.0%                           |
|                | <b>Total Materials and Services</b>  | <b>120,020</b>    | <b>136,102</b>    | <b>148,001</b>     | <b>147,199</b>       | <b>131,298</b>      | <b>131,356</b>      | <b>131,356</b>     | <b>-11.2%</b>                  |
| 01-1510-610000 | Capital Outlay                       | -                 | -                 | -                  | 5,451                | -                   | -                   | -                  | 0.0%                           |
|                | <b>Total Capital Outlay</b>          | <b>-</b>          | <b>-</b>          | <b>-</b>           | <b>5,451</b>         | <b>-</b>            | <b>-</b>            | <b>-</b>           | <b>0.0%</b>                    |
| <b>1510</b>    | <b>TOTAL MUNICIPAL COURT</b>         | <b>294,125</b>    | <b>313,254</b>    | <b>347,446</b>     | <b>337,184</b>       | <b>332,448</b>      | <b>332,510</b>      | <b>332,510</b>     | <b>-4.3%</b>                   |

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## FUND 01: General Fund – Police

18-19 19-20 20-21

BUDGETED STAFF FTE: 35.50 35.50 35.00

### 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 thirty-five sworn police officers and two records-evidence staff, which supports the Patrol Division and the Special Operations Division.



The Newberg-Dundee Police Department is one of approximately 49 agencies out of 175 in Oregon that are accredited. NDPD has been accredited since 2004 which is a significant accomplishment considering it requires the agency to be evaluated every three years with over 100 recognized standards for the law enforcement profession, as adopted by the Oregon Accreditation Alliance for Law Enforcement. In 2019 Newberg-Dundee was ranked 1<sup>st</sup> as the Safest City to Live in Oregon. (<https://backgroundchecks.org/safest-cities-in-oregon.html>)

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 are currently three more patrol officers in training. This group is supervised by four 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. 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. One officer is a drug Recognition Expert. 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 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 police department has replaced the Records Management System (RMS) and Computer Aided Dispatch System (CAD). These systems are critical to the ongoing function of the police department and 9-1-1 Center. The previous systems were at the end of their life span and were required to be replaced. The new systems will increase efficiency, productivity and the time it takes Communications Officer and the Police Officer enter data, search files, complete reports and improve work conditions from the field and patrol cars.

The City used to maintain the Animal Control Program, but this program was no longer funded as of the FY2014-15 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 FY2017-18. 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.

### **Community Outreach Programs (COP)**

- Shop with a Cop
- Tip a Cop – Special Olympics Fundraiser
- Polar Plunge – Special Olympics Fundraiser
- Plane Pull – Special Olympics Fundraiser
- Safety Town
- Kids Fair
- Citizen Police Academy
- Coffee with a Cop
- Police Department Open House
- Vacation Home Check Program
- National Night out
- Unidos Newberg- NDPD
- I'll Be Your Friend Campaign – Anti Bullying
- Suicide Prevention Program / Car
- Breast Cancer Awareness Month
- Police Internship

### **Committees & Advisory Boards**

- Newberg-Dundee Community Policing Committee (Local community leaders)
- Providence Newberg Medical Center Citizen Advisory Council (Member, Chief Casey)
- Unidos Newberg Latino Community Leadership – Newberg-Dundee Police Coalition (Casey & Kosmicki)
- Newberg-Dundee Police Foundation



### **Teams within the Newberg-Dundee Police Department**

- Mental Health (MHRT)
- Canine 2 patrol, 1 drug
- Domestic Violence Response
- Traffic
- School Resource Officer
- Community Outreach Program
- Computer Forensics
- Firearms
- Reality Based Training
- Honor Guard
- Reserve Program
- Field Training Evaluation (FTEP)
- Public Information Officer (PIO)
- Emergency Vehicle Operations Course (EVOC)
- Community Response Team (CRT)

### **Significant Changes:**

Due to the reduced revenue attributed to the COVID-19 pandemic, the Police budget has been reduced in the following ways:

- Purchase of one (1) patrol vehicle rather than two (2)
- Freeze one (1) sergeant position

Other significant changes include recruitment cost for the Police Chief position. Prisoner expense budget was also eliminated as actual expenses have not occurred as expected. Additionally, a Child Abuse Multidisciplinary Intervention (CAMI) grant in the amount of \$45,000 over two years was awarded to the department in 2019.

|                                | ACTUAL           | ACTUAL           | ADOPTED          | PROJECTED        | PROPOSED         | APPROVED         | ADOPTED          | Adopted      |
|--------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|--------------|
| POLICE DEPARTMENT              | 2017-18          | 2018-19          | 2019-20          | 2019-20          | 2020-21          | 2020-21          | 2020-21          | vs. Adopted  |
| Personnel Services             | 4,873,589        | 5,251,882        | 5,698,172        | 5,631,075        | 5,442,978        | 5,443,620        | 5,443,620        | -4.5%        |
| Materials and Services         | 1,623,408        | 1,711,316        | 1,879,297        | 1,860,728        | 1,816,125        | 1,818,074        | 1,818,074        | -3.3%        |
| Capital Outlay                 | 15,001           | 14,828           | 15,000           | 59,879           | 15,000           | 15,000           | 15,000           | 0.0%         |
| <b>Total Police Department</b> | <b>6,511,998</b> | <b>6,978,026</b> | <b>7,592,469</b> | <b>7,551,682</b> | <b>7,274,103</b> | <b>7,276,694</b> | <b>7,276,694</b> | <b>-4.2%</b> |

| ACCOUNT #                     | DESCRIPTION                          | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted '21<br>vs. Adopted '20 |
|-------------------------------|--------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|--------------------------------|
| <b>POLICE DEPARTMENT 21XX</b> |                                      |                   |                   |                    |                      |                     |                     |                    |                                |
| <b>2110</b>                   | <b>POLICE ADMINISTRATION</b>         |                   |                   |                    |                      |                     |                     |                    |                                |
| 01-2110-410000                | Administrative Salaries              | 136,013           | 141,267           | 218,322            | 246,866              | 62,748              | 62,748              | 62,748             | -71.3%                         |
| 01-2110-420000                | Clerical Salaries                    | 62,265            | 63,518            | 65,496             | 65,415               | 65,496              | 65,496              | 65,496             | 0.0%                           |
| 01-2110-438000                | Longevity                            | 1,600             | 1,680             | 1,680              | 2,700                | 1,440               | 1,440               | 1,440              | -14.3%                         |
| 01-2110-440000                | Misc Fringe Benefits                 | 1,280             | 920               | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 01-2110-441000                | FICA/Medicare                        | 14,772            | 14,853            | 21,840             | 21,483               | 9,921               | 9,921               | 9,921              | -54.6%                         |
| 01-2110-442000                | Workers Compensation                 | 5,668             | 5,676             | 10,360             | 9,784                | 1,916               | 1,916               | 1,916              | -81.5%                         |
| 01-2110-443000                | Unemployment                         | 201               | 207               | 286                | 316                  | 130                 | 130                 | 130                | -54.5%                         |
| 01-2110-444000                | Retirement-PERS                      | 36,478            | 37,614            | 56,254             | 60,786               | 17,564              | 17,564              | 17,564             | -68.8%                         |
| 01-2110-444001                | Retirement-Principal                 | 22,111            | 23,583            | 25,052             | 25,111               | 29,640              | 29,640              | 29,640             | 18.3%                          |
| 01-2110-444002                | Retirement-Pension Bond              | 6,699             | 6,437             | 8,527              | 10,315               | 2,571               | 2,583               | 2,583              | -69.7%                         |
| 01-2110-445000                | Health/Life/LTD                      | 46,066            | 49,204            | 51,345             | 51,133               | 51,744              | 51,744              | 51,744             | 0.8%                           |
| Total Personnel Services      |                                      | 333,153           | 344,959           | 459,162            | 493,909              | 243,170             | 243,182             | 243,182            | -47.0%                         |
| 01-2110-510000                | Office Supplies                      | 10,646            | 11,703            | 8,500              | 9,414                | 8,500               | 8,500               | 8,500              | 0.0%                           |
| 01-2110-511000                | Postage                              | 385               | 53                | 500                | 246                  | 500                 | 500                 | 500                | 0.0%                           |
| 01-2110-515000                | Printing & Advertising               | 6,845             | 3,679             | 4,000              | 1,866                | 4,000               | 4,000               | 4,000              | 0.0%                           |
| 01-2110-520000                | Dues & Meetings                      | 911               | 925               | 1,500              | 1,336                | 1,500               | 1,500               | 1,500              | 0.0%                           |
| 01-2110-520003                | Recruitment Expense                  | 1,760             | -                 | -                  | -                    | 28,000              | 28,000              | 28,000             | 100.0%                         |
| 01-2110-525000                | Travel & Training                    | 335               | 1,285             | 3,500              | 2,118                | 3,500               | 3,500               | 3,500              | 0.0%                           |
| 01-2110-533045                | Maintenance Agreements               | 8,081             | 9,523             | 8,400              | 7,664                | 8,400               | 8,400               | 8,400              | 0.0%                           |
| 01-2110-540000                | Utilities                            | 863               | 941               | 950                | 942                  | 950                 | 950                 | 950                | 0.0%                           |
| 01-2110-551000                | Books & Publications                 | 1,157             | 1,072             | 1,000              | 374                  | 1,000               | 1,000               | 1,000              | 0.0%                           |
| 01-2110-563000                | Vehicle Maintenance                  | 1,662             | 240               | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 01-2110-580000                | Professional Services                | 5,780             | 13,823            | 6,500              | 6,364                | 6,500               | 6,500               | 6,500              | 0.0%                           |
| 01-2110-590000                | Internal Chrg-Admin Support Services | 1,074,315         | 1,184,536         | 1,324,329          | 1,292,978            | 1,271,476           | 1,273,425           | 1,273,425          | -3.8%                          |
| 01-2110-590006                | Internal Chrg-Network Upgrade        | 27,444            | 8,925             | 17,849             | 17,849               | 17,849              | 17,849              | 17,849             | 0.0%                           |
| Total Materials and Services  |                                      | 1,140,183         | 1,236,705         | 1,377,028          | 1,341,151            | 1,352,175           | 1,354,124           | 1,354,124          | -1.7%                          |
| <b>2110</b>                   | <b>TOTAL POLICE ADMINISTRATION</b>   | <b>1,473,336</b>  | <b>1,581,664</b>  | <b>1,836,190</b>   | <b>1,835,060</b>     | <b>1,595,345</b>    | <b>1,597,306</b>    | <b>1,597,306</b>   | <b>-13.0%</b>                  |

| ACCOUNT #                    | DESCRIPTION                   | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted '21<br>vs. Adopted '20 |
|------------------------------|-------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|--------------------------------|
| <b>2120</b>                  | <b>PATROL</b>                 |                   |                   |                    |                      |                     |                     |                    |                                |
| 01-2120-410000               | Administrative Salaries       | 118,659           | 120,747           | 124,404            | 125,342              | 127,514             | 127,514             | 127,514            | 2.5%                           |
| 01-2120-431000               | Officer Salaries              | 1,876,553         | 2,111,782         | 2,144,911          | 2,173,964            | 2,179,166           | 2,179,166           | 2,179,166          | 1.6%                           |
| 01-2120-435000               | Overtime                      | 118,098           | 131,409           | 136,640            | 138,709              | 144,000             | 144,000             | 144,000            | 5.4%                           |
| 01-2120-435001               | Holiday Bank                  | 52,034            | 56,648            | 56,000             | 66,148               | 69,000              | 69,000              | 69,000             | 23.2%                          |
| 01-2120-436000               | Shift Diff/On Call Pay        | 1,307             | 960               | 960                | 960                  | 960                 | 960                 | 960                | 0.0%                           |
| 01-2120-438000               | Longevity                     | 24,400            | 33,320            | 39,120             | 48,440               | 49,920              | 49,920              | 49,920             | 27.6%                          |
| 01-2120-440000               | Misc Fringe Benefits          | 3,345             | 2,300             | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 01-2120-441000               | FICA/Medicare                 | 164,642           | 184,002           | 191,406            | 193,446              | 196,649             | 196,649             | 196,649            | 2.7%                           |
| 01-2120-442000               | Workers Compensation          | 87,782            | 100,019           | 112,483            | 108,550              | 71,371              | 71,371              | 71,371             | -36.5%                         |
| 01-2120-443000               | Unemployment                  | 2,190             | 2,454             | 2,516              | 2,568                | 2,586               | 2,586               | 2,586              | 2.8%                           |
| 01-2120-444000               | Retirement-PERS               | 514,046           | 582,122           | 652,531            | 652,541              | 664,587             | 664,587             | 664,587            | 1.8%                           |
| 01-2120-444002               | Retirement-Pension Bond       | 102,696           | 109,140           | 101,847            | 107,973              | 105,302             | 105,817             | 105,817            | 3.9%                           |
| 01-2120-445000               | Health/Life/LTD               | 500,900           | 604,662           | 605,551            | 612,054              | 657,989             | 657,989             | 657,989            | 8.7%                           |
| Total Personnel Services     |                               | 3,566,651         | 4,039,565         | 4,168,369          | 4,230,695            | 4,269,044           | 4,269,559           | 4,269,559          | 2.4%                           |
| 01-2120-512000               | Uniforms                      | 30,460            | 25,061            | 35,367             | 32,766               | 35,367              | 35,367              | 35,367             | 0.0%                           |
| 01-2120-520000               | Dues & Meetings               | 815               | 719               | 700                | 606                  | 700                 | 700                 | 700                | 0.0%                           |
| 01-2120-520003               | Recruitment Expense           | 2,890             | 2,385             | 500                | 500                  | 500                 | 500                 | 500                | 0.0%                           |
| 01-2120-523000               | Supplies & Equipment          | 7,933             | 12,037            | 6,500              | 5,792                | 6,500               | 6,500               | 6,500              | 0.0%                           |
| 01-2120-523001               | Firearms                      | 37,079            | 17,230            | 15,000             | 14,914               | 15,000              | 15,000              | 15,000             | 0.0%                           |
| 01-2120-523005               | Flares                        | -                 | 500               | 500                | 500                  | 500                 | 500                 | 500                | 0.0%                           |
| 01-2120-524000               | Safety Program                | 201               | 673               | 1,250              | 1,134                | 1,250               | 1,250               | 1,250              | 0.0%                           |
| 01-2120-525000               | Travel & Training             | 12,365            | 10,040            | 15,000             | 13,563               | 15,000              | 15,000              | 15,000             | 0.0%                           |
| 01-2120-526000               | Employee Testing              | 543               | 2,386             | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 01-2120-528000               | Prisoner Expense              | -                 | -                 | 10,000             | 1,535                | -                   | -                   | -                  | -100.0%                        |
| 01-2120-529000               | K-9 Program                   | 10,126            | 27,817            | 10,000             | 14,047               | 10,000              | 10,000              | 10,000             | 0.0%                           |
| 01-2120-529001               | Dog Control                   | -                 | -                 | 9,000              | 9,000                | 9,000               | 9,000               | 9,000              | 0.0%                           |
| 01-2120-533000               | Contractual Services          | 1,200             | 2,937             | 1,000              | 1,242                | 1,000               | 1,000               | 1,000              | 0.0%                           |
| 01-2120-533045               | Maintenance Agreements        | 2,885             | 3,108             | 2,800              | 2,760                | 2,800               | 2,800               | 2,800              | 0.0%                           |
| 01-2120-536000               | Traffic Program               | 1,995             | 2,015             | 2,000              | 7,797                | 2,000               | 2,000               | 2,000              | 0.0%                           |
| 01-2120-562000               | Fuel                          | 58,728            | 63,201            | 60,000             | 66,382               | 60,000              | 60,000              | 60,000             | 0.0%                           |
| 01-2120-563000               | Vehicle Maintenance           | 37,130            | 42,716            | 35,000             | 48,840               | 35,000              | 35,000              | 35,000             | 0.0%                           |
| 01-2120-566000               | Equip Repair & Maintenance    | 2,025             | 1,681             | -                  | 2,696                | -                   | -                   | -                  | 0.0%                           |
| 01-2120-566120               | Small Equipment Replacement   | 20,585            | 14,042            | 20,000             | 19,098               | 20,000              | 20,000              | 20,000             | 0.0%                           |
| 01-2120-580000               | Professional Services         | 5,395             | 4,319             | 6,228              | 3,048                | 6,228               | 6,228               | 6,228              | 0.0%                           |
| 01-2120-590001               | Internal Chrg-Veh/Equip       | 100,000           | 100,000           | 100,000            | 100,000              | 50,000              | 50,000              | 50,000             | -50.0%                         |
| 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%                           |
| Total Materials and Services |                               | 391,356           | 391,867           | 389,845            | 405,220              | 329,845             | 329,845             | 329,845            | -15.4%                         |
| 01-2120-610000               | Capital Outlay                | 15,001            | 14,828            | 15,000             | 59,879               | 15,000              | 15,000              | 15,000             | 0.0%                           |
| Total Capital Outlay         |                               | 15,001            | 14,828            | 15,000             | 59,879               | 15,000              | 15,000              | 15,000             | 0.0%                           |
| <b>2120</b>                  | <b>TOTAL PATROL</b>           | <b>3,973,009</b>  | <b>4,446,260</b>  | <b>4,573,214</b>   | <b>4,695,794</b>     | <b>4,613,889</b>    | <b>4,614,404</b>    | <b>4,614,404</b>   | <b>0.9%</b>                    |

| ACCOUNT #                    | DESCRIPTION                  | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted '21<br>vs. Adopted '20 |
|------------------------------|------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|--------------------------------|
| <b>2130</b>                  | <b>INVESTIGATIONS</b>        |                   |                   |                    |                      |                     |                     |                    |                                |
| 01-2130-431000               | Officer Salaries             | 388,235           | 345,394           | 435,594            | 353,744              | 356,529             | 356,529             | 356,529            | -18.2%                         |
| 01-2130-435000               | Overtime                     | 33,227            | 17,007            | 21,000             | 17,637               | 22,000              | 22,000              | 22,000             | 4.8%                           |
| 01-2130-435001               | Holiday Bank                 | 13,160            | 9,479             | 14,000             | 10,238               | 12,000              | 12,000              | 12,000             | -14.3%                         |
| 01-2130-436000               | On Call Pay                  | 1,787             | 1,440             | 1,512              | 1,476                | 1,512               | 1,512               | 1,512              | 0.0%                           |
| 01-2130-436100               | Uniform Allowance            | 1,350             | 1,080             | 1,008              | 1,044                | 1,008               | 1,008               | 1,008              | 0.0%                           |
| 01-2130-438000               | Longevity                    | 2,340             | 1,680             | 2,880              | 3,120                | 5,280               | 5,280               | 5,280              | 83.3%                          |
| 01-2130-440000               | Misc Fringe Benefits         | 2,930             | 1,840             | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 01-2130-441000               | FICA/Medicare                | 33,271            | 28,374            | 36,415             | 29,365               | 30,473              | 30,473              | 30,473             | -16.3%                         |
| 01-2130-442000               | Workers Compensation         | 17,359            | 15,152            | 21,380             | 16,529               | 11,060              | 11,060              | 11,060             | -48.3%                         |
| 01-2130-443000               | Unemployment                 | 448               | 375               | 480                | 390                  | 400                 | 400                 | 400                | -16.7%                         |
| 01-2130-444000               | Retirement-PERS              | 96,831            | 75,943            | 110,038            | 85,397               | 90,543              | 90,543              | 90,543             | -17.7%                         |
| 01-2130-444002               | Retirement-Pension Bond      | 22,530            | 16,405            | 19,377             | 16,050               | 16,318              | 16,398              | 16,398             | -15.4%                         |
| 01-2130-445000               | Health/Life/LTD              | 90,478            | 72,095            | 102,607            | 73,902               | 78,926              | 78,926              | 78,926             | -23.1%                         |
| Total Personnel Services     |                              | 703,947           | 586,264           | 766,291            | 608,892              | 626,049             | 626,129             | 626,129            | -18.3%                         |
| 01-2130-520000               | Dues & Meetings              | 182               | 216               | 500                | 500                  | 500                 | 500                 | 500                | 0.0%                           |
| 01-2130-521000               | Confidential Funds           | 5,000             | -                 | 5,000              | 2,500                | 5,000               | 5,000               | 5,000              | 0.0%                           |
| 01-2130-523000               | Supplies & Equipment         | 1,475             | 2,792             | 2,000              | 1,975                | 2,000               | 2,000               | 2,000              | 0.0%                           |
| 01-2130-523004               | Photographic Equipment       | -                 | 413               | 700                | -                    | 700                 | 700                 | 700                | 0.0%                           |
| 01-2130-525000               | Travel & Training            | 7,082             | 1,255             | 3,500              | 2,492                | 3,500               | 3,500               | 3,500              | 0.0%                           |
| 01-2130-528000               | Investigation Expense        | 113               | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 01-2130-533000               | Contractual Services         | 280               | 230               | 1,500              | 1,500                | 1,500               | 1,500               | 1,500              | 0.0%                           |
| 01-2130-533020               | CAMI Grant                   | -                 | -                 | -                  | 22,500               | 22,500              | 22,500              | 22,500             | 100.0%                         |
| 01-2130-533045               | Maintenance Agreements       | 475               | 479               | 3,500              | 3,289                | 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          | 505               | 2,007             | 2,000              | 1,418                | 2,000               | 2,000               | 2,000              | 0.0%                           |
| 01-2130-566120               | Small Equipment Replacement  | 1,758             | 6,496             | 3,000              | 2,666                | 3,000               | 3,000               | 3,000              | 0.0%                           |
| 01-2130-580000               | Professional Services        | 3,266             | 703               | 2,000              | 600                  | 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 | 5,000             | 5,000             | 15,000             | 15,000               | 15,000              | 15,000              | 15,000             | 0.0%                           |
| Total Materials and Services |                              | 42,336            | 36,791            | 55,900             | 71,640               | 78,400              | 78,400              | 78,400             | 40.3%                          |
| <b>2130</b>                  | <b>TOTAL INVESTIGATIONS</b>  | <b>746,283</b>    | <b>623,055</b>    | <b>822,191</b>     | <b>680,532</b>       | <b>704,449</b>      | <b>704,529</b>      | <b>704,529</b>     | <b>-14.3%</b>                  |

| ACCOUNT #      | DESCRIPTION                         | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted '21<br>vs. Adopted '20 |
|----------------|-------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|--------------------------------|
| <b>2150</b>    | <b>SUPPORT SERVICES</b>             |                   |                   |                    |                      |                     |                     |                    |                                |
| 01-2150-410000 | Administrative Salaries             | 42,210            | 43,885            | 45,222             | 45,176               | 45,222              | 45,222              | 45,222             | 0.0%                           |
| 01-2150-420000 | Clerical Salaries                   | 108,787           | 113,278           | 121,869            | 118,806              | 119,550             | 119,550             | 119,550            | -1.9%                          |
| 01-2150-435000 | Overtime                            | 122               | -                 | 3,000              | 1,500                | 1,500               | 1,500               | 1,500              | -50.0%                         |
| 01-2150-435001 | Holiday Bank                        | 4,642             | 4,235             | 5,000              | 3,907                | 5,000               | 5,000               | 5,000              | 0.0%                           |
| 01-2150-438000 | Longevity                           | 5,400             | 6,720             | 6,840              | 7,740                | 8,040               | 8,040               | 8,040              | 17.5%                          |
| 01-2150-440000 | Misc Fringe Benefits                | 320               | 230               | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 01-2150-441000 | FICA/Medicare                       | 11,913            | 12,425            | 13,918             | 13,329               | 13,717              | 13,717              | 13,717             | -1.4%                          |
| 01-2150-442000 | Workers Compensation                | 623               | 280               | 469                | 341                  | 301                 | 301                 | 301                | -35.8%                         |
| 01-2150-443000 | Unemployment                        | 161               | 168               | 183                | 179                  | 182                 | 182                 | 182                | -0.5%                          |
| 01-2150-444000 | Retirement-PERS                     | 36,968            | 38,256            | 44,870             | 43,262               | 44,137              | 44,137              | 44,137             | -1.6%                          |
| 01-2150-444002 | Retirement-Pension Bond             | 7,851             | 7,586             | 7,406              | 7,557                | 7,347               | 7,382               | 7,382              | -0.3%                          |
| 01-2150-445000 | Health/Life/LTD                     | 50,840            | 54,031            | 55,573             | 55,782               | 59,719              | 59,719              | 59,719             | 7.5%                           |
|                | <b>Total Personnel Services</b>     | <b>269,838</b>    | <b>281,094</b>    | <b>304,350</b>     | <b>297,579</b>       | <b>304,715</b>      | <b>304,750</b>      | <b>304,750</b>     | <b>0.1%</b>                    |
| 01-2150-520000 | Dues & Meetings                     | 115               | 115               | 300                | 300                  | 300                 | 300                 | 300                | 0.0%                           |
| 01-2150-523000 | Supplies & Equipment                | 1,601             | 1,075             | 1,900              | 1,350                | 1,900               | 1,900               | 1,900              | 0.0%                           |
| 01-2150-525000 | Travel & Training                   | 1,346             | 1,376             | 2,000              | 1,708                | 2,000               | 2,000               | 2,000              | 0.0%                           |
| 01-2150-527000 | Community Policing                  | 982               | 410               | 3,000              | 2,535                | 3,000               | 3,000               | 3,000              | 0.0%                           |
| 01-2150-532000 | Bank Fees                           | 191               | 227               | 500                | 226                  | 500                 | 500                 | 500                | 0.0%                           |
| 01-2150-532001 | R.A.I.N. Agreement                  | 5,866             | 5,302             | 6,452              | 5,185                | 5,633               | 5,633               | 5,633              | -12.7%                         |
| 01-2150-533000 | Contractual Services                | 7,916             | 6,978             | 10,782             | 630                  | 10,782              | 10,782              | 10,782             | 0.0%                           |
| 01-2150-533045 | Maintenance Agreements              | 14,212            | 14,309            | 15,290             | 14,470               | 15,290              | 15,290              | 15,290             | 0.0%                           |
| 01-2150-566000 | Equip Repair & Maintenance          | 105               | 1,122             | 4,500              | 2,966                | 4,500               | 4,500               | 4,500              | 0.0%                           |
|                | <b>Total Materials and Services</b> | <b>32,334</b>     | <b>30,914</b>     | <b>44,724</b>      | <b>29,370</b>        | <b>43,905</b>       | <b>43,905</b>       | <b>43,905</b>      | <b>-1.8%</b>                   |
| <b>2150</b>    | <b>TOTAL SUPPORT SERVICES</b>       | <b>302,172</b>    | <b>312,008</b>    | <b>349,074</b>     | <b>326,949</b>       | <b>348,620</b>      | <b>348,655</b>      | <b>348,655</b>     | <b>-0.1%</b>                   |
| <b>2160</b>    | <b>ANIMAL CONTROL</b>               |                   |                   |                    |                      |                     |                     |                    |                                |
| 01-2160-540000 | Utilities                           | 7,741             | 3,452             | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
|                | <b>Total Materials and Services</b> | <b>7,741</b>      | <b>3,452</b>      | <b>-</b>           | <b>-</b>             | <b>-</b>            | <b>-</b>            | <b>-</b>           | <b>0.0%</b>                    |
| <b>2160</b>    | <b>TOTAL ANIMAL CONTROL</b>         | <b>7,741</b>      | <b>3,452</b>      | <b>-</b>           | <b>-</b>             | <b>-</b>            | <b>-</b>            | <b>-</b>           | <b>0.0%</b>                    |
| <b>2170</b>    | <b>POLICE RESERVES</b>              |                   |                   |                    |                      |                     |                     |                    |                                |
| 01-2170-512000 | Uniforms                            | 2,945             | 2,310             | -                  | 1,742                | -                   | -                   | -                  | 0.0%                           |
| 01-2170-520003 | Recruitment Expense                 | 1,154             | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 01-2170-523001 | Firearms                            | -                 | 2,206             | -                  | -                    | -                   | -                   | -                  | 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               | 720               | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 01-2170-596000 | Reserve Police Costs                | 3,739             | 4,474             | 10,000             | 9,955                | 10,000              | 10,000              | 10,000             | 0.0%                           |
| 01-2170-596003 | Reserve Officers' Ammunition        | -                 | -                 | 1,800              | 1,650                | 1,800               | 1,800               | 1,800              | 0.0%                           |
|                | <b>Total Materials and Services</b> | <b>9,458</b>      | <b>11,587</b>     | <b>11,800</b>      | <b>13,347</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>9,458</b>      | <b>11,587</b>     | <b>11,800</b>      | <b>13,347</b>        | <b>11,800</b>       | <b>11,800</b>       | <b>11,800</b>      | <b>0.0%</b>                    |
|                | <b>TOTAL POLICE DEPARTMENT</b>      | <b>6,511,998</b>  | <b>6,978,026</b>  | <b>7,592,469</b>   | <b>7,551,682</b>     | <b>7,274,103</b>    | <b>7,276,694</b>    | <b>7,276,694</b>   | <b>-4.2%</b>                   |

**FUND 01: General Fund – Fire**

**18-19 19-20 20-21**  
**BUDGETED STAFF FTE: 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.

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.

|                              | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted<br>vs. Adopted |
|------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>FIRE DEPARTMENT</b>       |                   |                   |                    |                      |                     |                     |                    |                        |
| Personnel Services           | (1,436)           | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| Materials and Services       | 3,878,214         | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| <b>Total Fire Department</b> | <b>3,876,777</b>  | -                 | -                  | -                    | -                   | -                   | -                  | <b>0.0%</b>            |

| ACCOUNT #                   | DESCRIPTION                      | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted '21<br>vs. Adopted '20 |
|-----------------------------|----------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|--------------------------------|
| <b>FIRE DEPARTMENT 22XX</b> |                                  |                   |                   |                    |                      |                     |                     |                    |                                |
| <b>2210</b>                 | <b>FIRE ADMINISTRATION</b>       |                   |                   |                    |                      |                     |                     |                    |                                |
| 01-2210-533000              | Contractual Services             | 3,877,183         | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 01-2210-540000              | Utilities                        | 1,031             | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
|                             | Total Materials and Services     | 3,878,214         | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| <b>2210</b>                 | <b>TOTAL FIRE ADMINISTRATION</b> | <b>3,878,214</b>  | <b>-</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%                           |
| 01-2220-445000              | Health/Life/LTD                  | (1,491)           | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
|                             | Total Personnel Services         | (1,436)           | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| <b>2220</b>                 | <b>TOTAL FIRE SUPPRESSION</b>    | <b>(1,436)</b>    | <b>-</b>          | <b>-</b>           | <b>-</b>             | <b>-</b>            | <b>-</b>            | <b>-</b>           | <b>0.0%</b>                    |
|                             | <b>TOTAL FIRE DEPARTMENT</b>     | <b>3,876,777</b>  | <b>-</b>          | <b>-</b>           | <b>-</b>             | <b>-</b>            | <b>-</b>            | <b>-</b>           | <b>0.0%</b>                    |

**FUND 01: General Fund – Police – Communications****18-19 19-20 20-21****BUDGETED STAFF FTE: 7.80 7.80 6.50****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. Additionally, Communications performs records functions in support of police operations.

Communications is staffed with 10 full time dispatchers, costs of which are allocated between three funds: General Fund, COPS, and 9-1-1.

**Significant Changes**

Major projects having an impact on Dispatch operations in Fiscal Year 20-21 include:

- Implementation of the Motorola 800 MHz radio system upgrade from analog to digital capability. Tower is installed, and work underway to complete installation of wiring, radios and computers, in the Newberg Dispatch Center, and relocation of system antennas on the rooftop of the Public Safety Building. Due to COVID-19, go live has been pushed out to late 2020.
- CAD/Mobile/RMS (Computer Aided Dispatch and Police Records) software update is progressing. Due to COVID-19, go live has been pushed out to 3rd Quarter 2020. As part of this software upgrade, the Cad-to-Cad function will allow Newberg 9-1-1 to assist WCCCA (Washington County Consolidated Communications) with EMD (Emergency Medical Dispatch) to promote faster unit dispatch in the Newberg call answering area.

|                             | ACTUAL           | ACTUAL           | ADOPTED          | PROJECTED        | PROPOSED         | APPROVED         | ADOPTED          | Adopted      |
|-----------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|--------------|
| COMMUNICATIONS              | 2017-18          | 2018-19          | 2019-20          | 2019-20          | 2020-21          | 2020-21          | 2020-21          | vs. Adopted  |
| Personnel Services          | 544,001          | 659,011          | 795,938          | 711,809          | 731,347          | 731,431          | 731,431          | -8.1%        |
| Materials and Services      | 518,063          | 553,276          | 637,380          | 628,795          | 582,069          | 584,097          | 584,097          | -8.4%        |
| <b>Total Communications</b> | <b>1,062,064</b> | <b>1,212,287</b> | <b>1,433,318</b> | <b>1,381,295</b> | <b>1,313,416</b> | <b>1,315,528</b> | <b>1,315,528</b> | <b>-8.2%</b> |



| ACCOUNT #      | DESCRIPTION                          | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted '21<br>vs. Adopted '20 |
|----------------|--------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|--------------------------------|
| <b>2310</b>    | <b>COMMUNICATIONS</b>                |                   |                   |                    |                      |                     |                     |                    |                                |
| 01-2310-410000 | Administrative Salaries              | 42,211            | 43,885            | 45,222             | 45,176               | 45,222              | 45,222              | 45,222             | 0.0%                           |
| 01-2310-420000 | Dispatch Salaries                    | 258,783           | 309,832           | 383,631            | 324,793              | 332,110             | 332,110             | 332,110            | -13.4%                         |
| 01-2310-435000 | Overtime                             | 32,590            | 43,835            | 32,000             | 42,966               | 35,000              | 35,000              | 35,000             | 9.4%                           |
| 01-2310-435001 | Holiday Bank                         | 9,054             | 9,727             | 12,000             | 11,753               | 13,000              | 13,000              | 13,000             | 8.3%                           |
| 01-2310-438000 | Longevity                            | 1,440             | 600               | 600                | 1,500                | 1,800               | 1,800               | 1,800              | 200.0%                         |
| 01-2310-440000 | Misc Fringe Benefits                 | 320               | 230               | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 01-2310-441000 | FICA/Medicare                        | 25,573            | 30,215            | 36,219             | 32,059               | 32,676              | 32,676              | 32,676             | -9.8%                          |
| 01-2310-442000 | Workers Compensation                 | 1,397             | 811               | 1,277              | 830                  | 668                 | 668                 | 668                | -47.7%                         |
| 01-2310-443000 | Unemployment                         | 348               | 403               | 479                | 429                  | 431                 | 431                 | 431                | -10.0%                         |
| 01-2310-444000 | Retirement-PERS                      | 65,988            | 75,225            | 105,153            | 88,800               | 93,205              | 93,205              | 93,205             | -11.4%                         |
| 01-2310-444002 | Retirement-Pension Bond              | 15,667            | 16,624            | 18,581             | 17,617               | 17,500              | 17,584              | 17,584             | -5.4%                          |
| 01-2310-445000 | Health/Life/LTD                      | 90,631            | 127,624           | 160,776            | 145,886              | 159,735             | 159,735             | 159,735            | -0.6%                          |
|                | <b>Total Personnel Services</b>      | <b>544,001</b>    | <b>659,011</b>    | <b>795,938</b>     | <b>711,809</b>       | <b>731,347</b>      | <b>731,431</b>      | <b>731,431</b>     | <b>-8.1%</b>                   |
| 01-2310-520000 | Dues & Meetings                      | 431               | 413               | 500                | 455                  | 500                 | 500                 | 500                | 0.0%                           |
| 01-2310-520003 | Recruitment Expense                  | 1,409             | 2,417             | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 01-2310-523000 | Supplies & Equipment                 | 2,548             | 1,519             | 4,000              | 3,587                | 4,000               | 4,000               | 4,000              | 0.0%                           |
| 01-2310-525000 | Travel & Training                    | 3,186             | 3,104             | 4,000              | 12,308               | 5,000               | 5,000               | 5,000              | 25.0%                          |
| 01-2310-526000 | Employee Testing                     | 129               | 276               | 500                | -                    | 500                 | 500                 | 500                | 0.0%                           |
| 01-2310-533000 | Contractual Services                 | 13,768            | 6,620             | 16,420             | 16,500               | 16,420              | 16,420              | 16,420             | 0.0%                           |
| 01-2310-533045 | Maintenance Agreements               | 75,222            | 74,538            | 83,950             | 79,664               | 85,581              | 85,581              | 85,581             | 1.9%                           |
| 01-2310-566000 | Equip Repair & Maintenance           | -                 | 2,158             | 2,000              | 2,798                | 6,000               | 6,000               | 6,000              | 200.0%                         |
| 01-2310-566120 | Small Equipment Replacement          | 1,616             | 399               | 2,000              | 1,000                | 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 | 347,195           | 436,933           | 493,213            | 481,686              | 431,271             | 433,299             | 433,299            | -12.1%                         |
| 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             | 5,899             | 11,797             | 11,797               | 11,797              | 11,797              | 11,797             | 0.0%                           |
|                | <b>Total Materials and Services</b>  | <b>518,063</b>    | <b>553,276</b>    | <b>637,380</b>     | <b>628,795</b>       | <b>582,069</b>      | <b>584,097</b>      | <b>584,097</b>     | <b>-8.4%</b>                   |
| 01-2310-610000 | Capital Outlay                       | -                 | -                 | -                  | 40,691               | -                   | -                   | -                  | 0.0%                           |
|                | <b>Total Capital Outlay</b>          | <b>-</b>          | <b>-</b>          | <b>-</b>           | <b>40,691</b>        | <b>-</b>            | <b>-</b>            | <b>-</b>           | <b>0.0%</b>                    |
| <b>2310</b>    | <b>TOTAL COMMUNICATIONS</b>          | <b>1,062,064</b>  | <b>1,212,287</b>  | <b>1,433,318</b>   | <b>1,381,295</b>     | <b>1,313,416</b>    | <b>1,315,528</b>    | <b>1,315,528</b>   | <b>-8.2%</b>                   |

## FUND 01: General Fund – Library

**18-19 19-20 20-21**  
**BUDGETED STAFF FTE: 12.44 12.44 12.07**

### Department Description

Despite the sudden arrival of tough economic times, the Newberg Public Library continues to be an energetic hub of community events, programming, and initiatives. We stand ready to assist our residents in any way possible. Many residents will be seeking new employment in the months ahead, and we will make assisting them our number one priority in the new fiscal year.

We will continue to offer a fantastic array of digital and wireless services, and a core physical collection of over 90,000 items for the enjoyment of all residents. The average tenure of our staff speaks to their commitment to service and provides a reference and circulation skill set un-rivaled in the Pacific Northwest.

The library is the “front porch” of our community and is the 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.

### Significant Changes

The library knows that it must cut expenses in light of unprecedented national events. We have developed a plan to cut costs without reducing hours and with a minimum loss of service. We feel that making these cuts is the right thing to do, especially with so many residents facing the same tough decisions themselves. With that said we will continue to build upon our achievements from last year.

During the last year bright new signage was installed all across the library with bilingual wayfinding signs, and the entire nonfiction section was reorganized into a more efficient pattern. This involved the movement of 38,000 items in just 3.5 hours. Other building enhancements took place with help from our supportive public works team. These included the initiation of an exterior painting project and the replacement of almost 100% of our lighting to LED, to the betterment of our carbon footprint and the general fund budget!

All staff attended training courses focusing on successfully engaging with persons experiencing homelessness. Training refreshers were undertaken in CPR first aid by many library staff. Additionally, library management staff undertook training in the areas of servant leadership and equity, diversity, and inclusion, so as to better support each other and all members of our community.

Volunteer support was enhanced with new software and some additional funds to support our stellar team who are on track to provide almost 5000 hours of support this year.

Lastly, the library is poised to tackle some of its long running issues in the arena of promoting greater access to our services and more efficient collection development. Internal tracking tools and procedures have been improved to allow faster and more agile service provision. For example in March of 2020 due to the COVID-19 restrictions we were able to pivot all our materials purchasing to E-books immediately.

|                        | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted<br>vs. Adopted |
|------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>LIBRARY</b>         |                   |                   |                    |                      |                     |                     |                    |                        |
| Personnel Services     | 1,022,889         | 1,110,219         | 1,151,787          | 1,120,722            | 1,054,771           | 1,054,824           | 1,054,824          | -8.4%                  |
| Materials and Services | 663,986           | 693,887           | 750,851            | 741,111              | 692,431             | 687,892             | 687,892            | -8.4%                  |
| Capital Outlay         | 39,410            | 5,995             | 15,000             | 14,804               | -                   | -                   | -                  | -100.0%                |
| <b>Total Library</b>   | <b>1,726,285</b>  | <b>1,810,101</b>  | <b>1,917,638</b>   | <b>1,876,637</b>     | <b>1,747,202</b>    | <b>1,742,716</b>    | <b>1,742,716</b>   | <b>-9.1%</b>           |

| ACCOUNT #      | DESCRIPTION                          | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted '21<br>vs. Adopted '20 |
|----------------|--------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|--------------------------------|
| <b>3120</b>    | <b>LIBRARY SERVICES</b>              |                   |                   |                    |                      |                     |                     |                    |                                |
| 01-3120-410000 | Administrative Salaries              | 184,570           | 216,911           | 191,466            | 181,845              | 184,920             | 184,920             | 184,920            | -3.4%                          |
| 01-3120-431000 | Salaries & Wages                     | 531,800           | 565,525           | 590,015            | 595,795              | 546,003             | 546,003             | 546,003            | -7.5%                          |
| 01-3120-435000 | Overtime                             | -                 | 1,002             | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 01-3120-438000 | Longevity                            | 2,400             | 2,740             | 1,920              | 5,160                | 3,840               | 3,840               | 3,840              | 100.0%                         |
| 01-3120-440000 | Misc Fringe Benefits                 | 1,280             | 920               | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 01-3120-441000 | FICA/Medicare                        | 53,826            | 59,129            | 59,931             | 59,254               | 56,211              | 56,211              | 56,211             | -6.2%                          |
| 01-3120-442000 | Workers Compensation                 | 2,878             | 1,383             | 2,259              | 1,598                | 1,516               | 1,516               | 1,516              | -32.9%                         |
| 01-3120-443000 | Unemployment                         | 715               | 779               | 792                | 794                  | 746                 | 746                 | 746                | -5.8%                          |
| 01-3120-444000 | Retirement-PERS                      | 41,323            | 39,541            | 50,385             | 32,768               | 45,921              | 45,921              | 45,921             | -8.9%                          |
| 01-3120-444001 | Retirement-Principal                 | 93,891            | 106,861           | 116,666            | 117,049              | 102,200             | 102,200             | 102,200            | -12.4%                         |
| 01-3120-444002 | Retirement-Pension Bond              | 5,179             | 6,877             | 8,564              | 8,182                | 10,628              | 10,681              | 10,681             | 24.7%                          |
| 01-3120-445000 | Health/Life/LTD                      | 105,027           | 108,551           | 129,789            | 118,277              | 102,786             | 102,786             | 102,786            | -20.8%                         |
|                | <b>Total Personnel Services</b>      | <b>1,022,889</b>  | <b>1,110,219</b>  | <b>1,151,787</b>   | <b>1,120,722</b>     | <b>1,054,771</b>    | <b>1,054,824</b>    | <b>1,054,824</b>   | <b>-8.4%</b>                   |
| 01-3120-510000 | Office Supplies                      | 8,397             | 6,691             | 7,500              | 7,358                | 7,500               | 7,500               | 7,500              | 0.0%                           |
| 01-3120-515000 | Printing & Advertising               | 155               | 402               | 200                | 200                  | 400                 | 400                 | 400                | 100.0%                         |
| 01-3120-520000 | Dues & Meetings                      | 2,374             | 1,826             | 1,700              | 1,670                | 1,700               | 1,700               | 1,700              | 0.0%                           |
| 01-3120-520003 | Recruitment Expense                  | -                 | 1,360             | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 01-3120-523000 | Supplies & Equipment                 | 1,875             | 2,136             | 2,600              | 2,574                | 2,600               | 2,600               | 2,600              | 0.0%                           |
| 01-3120-525000 | Travel & Training                    | 4,718             | 7,980             | 8,000              | 8,350                | 8,000               | 8,000               | 8,000              | 0.0%                           |
| 01-3120-532000 | Bank Fees                            | 957               | 1,315             | 1,400              | 1,340                | 1,400               | 1,400               | 1,400              | 0.0%                           |
| 01-3120-533000 | Contractual Services                 | 520               | 564               | 1,000              | 992                  | 1,000               | 1,000               | 1,000              | 0.0%                           |
| 01-3120-533045 | Maintenance Agreements               | 3,984             | 5,078             | 4,300              | 7,433                | 6,500               | 6,500               | 6,500              | 51.2%                          |
| 01-3120-540000 | Utilities                            | 33,080            | 32,500            | 33,000             | 30,733               | 29,000              | 29,000              | 29,000             | -12.1%                         |
| 01-3120-542001 | Regional Library Service             | 141,268           | 148,604           | 150,012            | 150,012              | 156,649             | 156,649             | 156,649            | 4.4%                           |
| 01-3120-551000 | Books & Publications                 | 44,810            | 38,494            | 51,500             | 50,191               | 53,000              | 53,000              | 53,000             | 2.9%                           |
| 01-3120-551001 | Audio-Visual                         | 9,059             | 10,346            | 10,300             | 10,300               | 10,600              | 10,600              | 10,600             | 2.9%                           |
| 01-3120-551002 | Periodicals                          | 5,283             | 5,891             | 5,400              | 5,400                | 4,500               | 4,500               | 4,500              | -16.7%                         |
| 01-3120-551003 | Children's Books                     | 25,197            | 22,847            | 24,700             | 24,700               | 25,000              | 25,000              | 25,000             | 1.2%                           |
| 01-3120-551004 | Children's Audio-Visual              | 3,871             | 3,086             | 2,600              | 2,600                | 2,600               | 2,600               | 2,600              | 0.0%                           |
| 01-3120-551005 | Children's Periodicals               | 337               | 256               | 250                | -                    | -                   | -                   | -                  | -100.0%                        |
| 01-3120-551006 | Electronic Resources                 | 6,691             | 5,248             | 3,945              | 3,945                | 4,200               | 4,200               | 4,200              | 6.5%                           |
| 01-3120-551007 | Adult Book Replacement               | 322               | 312               | 500                | 505                  | -                   | -                   | -                  | -100.0%                        |
| 01-3120-551008 | Children's Book Replacement          | 1,503             | 1,395             | 1,500              | 1,500                | -                   | -                   | -                  | -100.0%                        |
| 01-3120-551009 | Lost Book Refunds                    | 20                | -                 | 100                | 100                  | 100                 | 100                 | 100                | 0.0%                           |
| 01-3120-566000 | Equip Repair & Maintenance           | -                 | 40                | 500                | 1,771                | 1,500               | 1,500               | 1,500              | 200.0%                         |
| 01-3120-590000 | Internal Chrg-Admin Support Services | 362,452           | 392,998           | 433,821            | 423,414              | 369,959             | 365,420             | 365,420            | -15.8%                         |
| 01-3120-590002 | Internal Chrg-Computers              | 3,000             | 3,000             | 3,000              | 3,000                | 3,000               | 3,000               | 3,000              | 0.0%                           |
| 01-3120-590006 | Internal Chrg-Network Upgrade        | 3,999             | 1,412             | 2,823              | 2,823                | 2,823               | 2,823               | 2,823              | 0.0%                           |
| 01-3120-596000 | Volunteer Costs                      | 115               | 106               | 200                | 200                  | 400                 | 400                 | 400                | 100.0%                         |
|                | <b>Total Materials and Services</b>  | <b>663,986</b>    | <b>693,887</b>    | <b>750,851</b>     | <b>741,111</b>       | <b>692,431</b>      | <b>687,892</b>      | <b>687,892</b>     | <b>-8.4%</b>                   |
| 01-3120-610000 | Capital Outlay                       | 39,410            | 5,995             | 15,000             | 14,804               | -                   | -                   | -                  | -100.0%                        |
|                | <b>Total Capital Outlay</b>          | <b>39,410</b>     | <b>5,995</b>      | <b>15,000</b>      | <b>14,804</b>        | <b>-</b>            | <b>-</b>            | <b>-</b>           | <b>-100.0%</b>                 |
| <b>3120</b>    | <b>TOTAL LIBRARY SERVICES</b>        | <b>1,726,285</b>  | <b>1,810,101</b>  | <b>1,917,638</b>   | <b>1,876,637</b>     | <b>1,747,202</b>    | <b>1,742,716</b>    | <b>1,742,716</b>   | <b>-9.1%</b>                   |

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## FUND 01: General Fund – Planning

**18-19 19-20 20-21**

**BUDGETED STAFF FTE: 4.61 4.61 4.24**

### **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 increase because of a projected single family development. Planning Grants will decrease as grants are closed out. There will be a continuation of some grant funding for the Economic Opportunities Analysis and Certified Local Government Grant for a historic survey in the downtown area. An increase in School District Construction Excise Tax and Chehalem Park and Recreation District System Development Charge (SDC) Administration fees are proposed based on single family development and a SDC increase by Chehalem Park and Recreation District effective July 1, 2020. The Planning/Subdivision Fees is proposed to decrease because of a projected slowdown in subdivision, commercial and industrial development activity.

Materials and Services – Supplies & Equipment indicates an increase for a laptop and thin clients (2) for the front counter and an office chair. Travel & Training increases based on costs for diversity training. Professional Services increases include Urban Growth Boundary Expansion Consultant, Urban Growth Boundary Expansion Legal Services, Traffic Consultant Downtown Comprehensive Plan/Rezone, Transcriptionist Services, Wix.com Historic Web site, Miscellaneous Consultant Services, Consultant Services Economic Opportunities Analysis, Consultant Services Historic Inventory, Yamhill County Plan/Zone Fee Riverfront, Housing Needs Analysis Buildable Lands and Population update, Consultant Services for Public/Semi-public Lands Analysis, Consultant Services Downtown Parking Inventory, Consultant Services Legal Description Annexations Riverfront, and AKS Consulting Services Riverfront Master Plan Implementation.

### **2020 Council Goals**

The proposed budget aligns with the following City Council Goals:

- 1) Further develop an operational culture that adopts and cherishes Diversity, Equity, and Inclusion as core values.
  - a. Planning Division Travel and Training
  - b. Diversity/Equity/Inclusion Training
- 2) Promote development of housing affordability such as houselessness, transitional housing, workforce housing.
  - a. Planning Division Grants
    - i. DLCD Technical Assistance Economic Opportunities Analysis
  - b. Professional Services
    - i. Urban Growth Boundary Expansion Consultant
    - ii. Urban Growth Boundary Expansion Legal Services
    - iii. Consultant Services Economic Opportunities Analysis
    - iv. Yamhill County Plan/Zone Fee Riverfront
    - v. Housing Needs Analysis Buildable Lands Inventory and Population Update

- vi. Consultant Services Public/Semi-public Lands
  - vii. Consultant Services Downtown Parking Inventory
  - viii. Consultant Services Legal Description Annexations Riverfront
  - ix. AKS Consulting Services Riverfront Master Plan Implementation
- 3) Create and Support an Urban Renewal Plan and Authority.
- a. Professional Services
    - i. Yamhill County Plan/Zone Fee Riverfront
    - ii. Consultant Services Legal Description Annexations Riverfront
    - iii. Traffic Consultant Downtown Comp Plan/Rezone
    - iv. Consultant Services Downtown Parking Inventory
    - v. AKS Consulting Services Riverfront Master Plan Implementation

|                        | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted<br>vs. Adopted |
|------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>PLANNING</b>        |                   |                   |                    |                      |                     |                     |                    |                        |
| Personnel Services     | 463,594           | 473,499           | 515,918            | 453,596              | 526,164             | 558,085             | 558,085            | 8.2%                   |
| Materials and Services | 305,829           | 549,205           | 504,285            | 447,790              | 750,563             | 750,232             | 750,232            | 48.8%                  |
| <b>Total Planning</b>  | <b>769,423</b>    | <b>1,022,704</b>  | <b>1,020,203</b>   | <b>901,386</b>       | <b>1,276,727</b>    | <b>1,308,317</b>    | <b>1,308,317</b>   | <b>28.2%</b>           |

| ACCOUNT #                    | DESCRIPTION                          | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted '21<br>vs. Adopted '20 |
|------------------------------|--------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|--------------------------------|
| <b>4110</b>                  | <b>PLANNING</b>                      |                   |                   |                    |                      |                     |                     |                    |                                |
| 01-4110-410000               | Administrative Salaries              | 97,431            | 101,875           | 107,528            | 106,557              | 200,734             | 204,591             | 204,591            | 90.3%                          |
| 01-4110-420000               | Clerical Salaries                    | 35,065            | 37,464            | 40,682             | 40,013               | 21,453              | 21,453              | 21,453             | -47.3%                         |
| 01-4110-431000               | Salaries & Wages                     | 177,435           | 195,155           | 206,499            | 170,539              | 133,489             | 133,489             | 133,489            | -35.4%                         |
| 01-4110-435000               | Overtime                             | 157               | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 01-4110-438000               | Longevity                            | 240               | -                 | -                  | 306                  | 576                 | 598                 | 598                | 100.0%                         |
| 01-4110-440000               | Misc Fringe Benefits                 | 544               | 391               | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 01-4110-441000               | FICA/Medicare                        | 23,113            | 24,997            | 27,136             | 23,953               | 27,254              | 27,550              | 27,550             | 1.5%                           |
| 01-4110-442000               | Workers Compensation                 | 2,223             | 2,131             | 4,951              | 3,594                | 1,414               | 1,419               | 1,419              | -71.3%                         |
| 01-4110-443000               | Unemployment                         | 311               | 334               | 356                | 319                  | 357                 | 361                 | 361                | 1.4%                           |
| 01-4110-444000               | Retirement-PERS                      | 32,713            | 44,055            | 55,086             | 49,499               | 78,320              | 79,406              | 79,406             | 44.1%                          |
| 01-4110-444001               | Retirement-Principal                 | 28,843            | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 01-4110-444002               | Retirement-Pension Bond              | 7,121             | 11,959            | 12,782             | 11,781               | 13,716              | 13,941              | 13,941             | 9.1%                           |
| 01-4110-445000               | Health/Life/LTD                      | 58,398            | 55,138            | 60,898             | 47,035               | 48,851              | 75,277              | 75,277             | 23.6%                          |
| Total Personnel Services     |                                      | 463,594           | 473,499           | 515,918            | 453,596              | 526,164             | 558,085             | 558,085            | 8.2%                           |
| 01-4110-510000               | Office Supplies                      | 2,676             | 2,297             | 3,500              | 3,551                | 3,500               | 3,500               | 3,500              | 0.0%                           |
| 01-4110-511000               | Postage                              | -                 | -                 | 100                | 100                  | 100                 | 100                 | 100                | 0.0%                           |
| 01-4110-515000               | Printing & Advertising               | 1,869             | 1,783             | 2,500              | 2,500                | 2,500               | 2,500               | 2,500              | 0.0%                           |
| 01-4110-520000               | Dues & Meetings                      | 1,553             | 1,447             | 4,120              | 2,477                | 4,130               | 4,130               | 4,130              | 0.2%                           |
| 01-4110-520003               | Recruitment Expense                  | 105               | -                 | 850                | 150                  | 850                 | 850                 | 850                | 0.0%                           |
| 01-4110-523000               | Supplies & Equipment                 | 575               | 2,387             | 3,155              | 3,155                | 4,205               | 4,205               | 4,205              | 33.3%                          |
| 01-4110-525000               | Travel & Training                    | 1,314             | 2,966             | 4,900              | 1,947                | 6,455               | 6,455               | 6,455              | 31.7%                          |
| 01-4110-532000               | Bank Fees                            | 2,524             | 7,921             | 9,000              | 8,000                | 9,000               | 9,000               | 9,000              | 0.0%                           |
| 01-4110-533000               | Contractual Services                 | -                 | 280               | 450                | 436                  | 460                 | 460                 | 460                | 2.2%                           |
| 01-4110-533011               | Planning Misc Grants                 | 38,608            | 247,292           | 15,600             | 26,409               | 10,776              | 10,776              | 10,776             | -30.9%                         |
| 01-4110-533045               | Maintenance Agreements               | 13,225            | 14,906            | 14,464             | 14,464               | 14,835              | 14,835              | 14,835             | 2.6%                           |
| 01-4110-540000               | Utilities                            | 360               | 351               | 408                | 350                  | 354                 | 354                 | 354                | -13.2%                         |
| 01-4110-551000               | Books & Publications                 | 40                | 40                | 150                | 90                   | 150                 | 150                 | 150                | 0.0%                           |
| 01-4110-562000               | Fuel                                 | 1,198             | 1,447             | 1,200              | 1,397                | 1,300               | 1,300               | 1,300              | 8.3%                           |
| 01-4110-563000               | Vehicle Maintenance                  | -                 | -                 | 600                | 309                  | 600                 | 600                 | 600                | 0.0%                           |
| 01-4110-576000               | Recording Fees                       | 46                | -                 | 100                | 100                  | 100                 | 100                 | 100                | 0.0%                           |
| 01-4110-580000               | Professional Services                | 2,949             | 26,394            | 179,960            | 125,444              | 462,808             | 462,808             | 462,808            | 157.2%                         |
| 01-4110-580005               | Land Use Planning Appeals            | -                 | -                 | 100                | 100                  | 100                 | 100                 | 100                | 0.0%                           |
| 01-4110-590000               | Internal Chrg-Admin Support Services | 234,879           | 238,233           | 260,206            | 253,889              | 225,418             | 225,087             | 225,087            | -13.5%                         |
| 01-4110-590006               | Internal Chrg-Network Upgrade        | 3,910             | 1,461             | 2,922              | 2,922                | 2,922               | 2,922               | 2,922              | 0.0%                           |
| Total Materials and Services |                                      | 305,829           | 549,205           | 504,285            | 447,790              | 750,563             | 750,232             | 750,232            | 48.8%                          |
| <b>4110</b>                  | <b>TOTAL PLANNING</b>                | <b>769,423</b>    | <b>1,022,704</b>  | <b>1,020,203</b>   | <b>901,386</b>       | <b>1,276,727</b>    | <b>1,308,317</b>    | <b>1,308,317</b>   | <b>28.2%</b>                   |

| ACCOUNT #                   | DESCRIPTION                           | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted '21<br>vs. Adopted '20 |
|-----------------------------|---------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|--------------------------------|
| <b>NONDEPARTMENTAL 91XX</b> |                                       |                   |                   |                    |                      |                     |                     |                    |                                |
| <b>9150</b>                 | <b>DEBT SERVICE - PRINCIPAL</b>       |                   |                   |                    |                      |                     |                     |                    |                                |
| 01-9150-647000              | Interfund Loan - Water SDC            | -                 | 63,270            | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
|                             | <b>Total Debt Service - Principal</b> | -                 | 63,270            | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| <b>9160</b>                 | <b>DEBT SERVICE - INTEREST</b>        |                   |                   |                    |                      |                     |                     |                    |                                |
| 01-9160-647000              | Interfund Loan - Water SDC            | -                 | 1,265             | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
|                             | <b>Total Debt Service - Interest</b>  | -                 | 1,265             | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| <b>9150/9160</b>            | <b>TOTAL DEBT SERVICE</b>             | -                 | 64,535            | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| <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             | -                 | 309,616           | 372,575            | 372,575              | 372,575             | 372,575             | 372,575            | 0.0%                           |
| 01-9170-932000              | Transfer Out-Veh/Equip Replacement    | 16,412            | 16,412            | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 01-9170-947000              | Transfer Out-Water SDC                | 21,939            | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| <b>9170</b>                 | <b>TOTAL TRANSFERS</b>                | 52,161            | 339,838           | 386,385            | 386,385              | 386,385             | 386,385             | 386,385            | 0.0%                           |
| <b>9180</b>                 | <b>RESERVES</b>                       |                   |                   |                    |                      |                     |                     |                    |                                |
| 01-9180-800000              | Contingency                           | -                 | -                 | 1,383,383          | -                    | 968,242             | 936,608             | 936,608            | -32.3%                         |
| 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>                 | -                 | -                 | 2,483,383          | -                    | 2,068,242           | 2,036,608           | 2,036,608          | -18.0%                         |
|                             | <b>TOTAL NONDEPARTMENTAL</b>          | 52,161            | 404,373           | 2,869,768          | 386,385              | 2,454,627           | 2,422,993           | 2,422,993          | -15.6%                         |
| <b>FUND 01</b>              | <b>TOTAL GENERAL FUND</b>             | 14,488,490        | 11,943,250        | 15,523,300         | 12,774,239           | 14,629,666          | 14,629,666          | 14,629,666         | -5.8%                          |
|                             | ENDING FUND BALANCE                   | 4,228,834         | 4,476,667         | -                  | 2,962,034            | -                   | -                   | -                  | 0.0%                           |





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

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## **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 2020-21 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 2019 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 2019 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 2020-21 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 2019-20 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 2020-21 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 |           |  | 2020-21 Subtotal | Discount ① | 2020-21 Net Total |
|--------------------------|-----------------------|------------|-----------------|----------------|---------|---------|----------------|------------------------|---------|------------------------|---------|---------|--------------|-----------|--|------------------|------------|-------------------|
|                          | City Recorder         | Comm Engmt | Human Resources | Finance        | Billing | Postage | Telephones     | Information Technology | Legal   | Enforcement            | Code    | Fleet   | Facilities   | Insurance |  |                  |            |                   |
| General Gov't            | 4,694                 | -          | -               | 3,673          | -       | 78      | 8,662          | -                      | 101,571 | 14,343                 | -       | -       | 7,256        | 543       |  | 140,820          | (4,712)    | 136,108           |
| Municipal Court          | 6,727                 | 3,856      | -               | 5,264          | -       | 2,755   | 4,599          | 33,447                 | 33,732  | -                      | -       | -       | 11,271       | 2,041     |  | 103,693          | (3,734)    | 99,959            |
| Police                   | 145,059               | 82,466     | -               | 113,516        | -       | 9,611   | 63,161         | 401,106                | 32,503  | 10,245                 | -       | 117,264 | 169,053      | 170,547   |  | 1,314,531        | (41,106)   | 1,273,425         |
| Communications           | 57,723                | 24,097     | -               | 45,171         | -       | -       | 7,791          | 267,447                | -       | -                      | -       | -       | 33,811       | 12,564    |  | 448,604          | (15,305)   | 433,299           |
| Library                  | 37,127                | 26,625     | -               | 29,054         | -       | 577     | 22,040         | 74,553                 | -       | -                      | -       | -       | 153,309      | 35,603    |  | 378,888          | (13,468)   | 365,420           |
| Planning                 | 19,752                | 9,875      | -               | 15,457         | -       | 5,491   | 13,267         | 55,277                 | 56,880  | 9,733                  | -       | -       | 39,910       | 7,526     |  | 233,167          | (8,080)    | 225,087           |
| General Fund             | 271,082               | 146,919    | -               | 212,135        | -       | 18,512  | 119,520        | 831,830                | 224,686 | 34,321                 | 117,264 | 117,264 | 414,610      | 228,825   |  | 2,619,704        | (86,407)   | 2,533,297         |
| Street Fund              | 28,554                | 11,888     | -               | 80,732         | -       | 878     | 10,243         | 39,370                 | 40,425  | 41,619                 | 30,804  | 30,804  | 31,051       | 19,545    |  | 335,109          | (8,920)    | 326,189           |
| Wastewater Fund          | 114,214               | 44,211     | -               | 225,808        | 174,138 | 4,800   | 42,995         | 136,494                | 66,834  | 6,787                  | 53,538  | 53,538  | 56,862       | 121,761   |  | 1,048,443        | (33,103)   | 1,015,340         |
| Water Fund               | 114,214               | 28,638     | -               | 226,987        | 174,138 | 4,800   | 34,949         | 136,494                | 67,444  | 6,787                  | 26,501  | 26,501  | 54,017       | 81,953    |  | 956,922          | (28,634)   | 928,288           |
| Building Inspection Fund | 14,454                | 8,911      | -               | 11,311         | -       | 131     | 12,517         | 51,064                 | 4,063   | -                      | 4,391   | 4,391   | 39,910       | 6,519     |  | 153,271          | (5,290)    | 147,981           |
| Stormwater Fund          | 28,554                | 16,001     | -               | 26,038         | 38,697  | 878     | 11,713         | 81,345                 | 4,063   | -                      | -       | 45,147  | 25,269       | 34,826    |  | 312,531          | (9,646)    | 302,885           |
|                          | 571,072               | 256,568    | -               | 783,011        | 386,973 | 30,000  | 231,938        | 1,276,596              | 407,515 | 89,514                 | 277,645 | 277,645 | 621,718      | 493,430   |  | 5,425,980        | (172,000)  | 5,253,980 ②       |

① A discount is given to ensure the proposed budget for Fund 31 has an ending fund balance that is 4% 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/>2017-18</b> | <b>ACTUAL<br/>2018-19</b> | <b>ADOPTED<br/>2019-20</b> | <b>PROJECTED<br/>2019-20</b> | <b>PROPOSED<br/>2020-21</b> | <b>APPROVED<br/>2020-21</b> | <b>ADOPTED<br/>2020-21</b> | <b>Adopted<br/>vs. Adopted</b> |
|-----------------------------|---------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|-----------------------------|----------------------------|--------------------------------|
| Beg F/B-Net Working Capital | 728,861                   | 488,426                   | 382,218                    | 512,469                      | 400,775                     | 400,775                     | 400,775                    | 4.9%                           |
| Internal Revenues           | 4,519,705                 | 4,924,370                 | 5,642,052                  | 5,511,802                    | 5,250,741                   | 5,253,980                   | 5,253,980                  | -6.9%                          |
| Other                       | 73,388                    | 68,914                    | 59,031                     | 50,768                       | 28,044                      | 28,044                      | 28,044                     | -52.5%                         |
| <b>TOTAL REVENUES</b>       | <b>5,321,954</b>          | <b>5,481,710</b>          | <b>6,083,301</b>           | <b>6,075,039</b>             | <b>5,679,560</b>            | <b>5,682,799</b>            | <b>5,682,799</b>           | <b>-6.6%</b>                   |

### ADMIN/SUPPORT SERVICES FUND SUMMARY - EXPENDITURES

| <b>FUND 31</b>                    | <b>ACTUAL<br/>2017-18</b> | <b>ACTUAL<br/>2018-19</b> | <b>ADOPTED<br/>2019-20</b> | <b>PROJECTED<br/>2019-20</b> | <b>PROPOSED<br/>2020-21</b> | <b>APPROVED<br/>2020-21</b> | <b>ADOPTED<br/>2020-21</b> | <b>Adopted<br/>vs. Adopted</b> |
|-----------------------------------|---------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|-----------------------------|----------------------------|--------------------------------|
| <b>CITY MANAGER</b>               |                           |                           |                            |                              |                             |                             |                            |                                |
| Personnel Services                | 520,040                   | 308,268                   | 329,106                    | 324,266                      | 248,515                     | 248,549                     | 248,549                    | -24.5%                         |
| Materials and Services            | 100,092                   | 55,163                    | 43,246                     | 127,072                      | 50,900                      | 50,900                      | 50,900                     | 17.7%                          |
| <b>Total City Manager</b>         | <b>620,132</b>            | <b>363,431</b>            | <b>372,352</b>             | <b>451,338</b>               | <b>299,415</b>              | <b>299,449</b>              | <b>299,449</b>             | <b>-19.6%</b>                  |
| <b>HUMAN RESOURCES</b>            |                           |                           |                            |                              |                             |                             |                            |                                |
| Personnel Services                | 167,603                   | 151,294                   | 203,912                    | 130,076                      | 208,886                     | 226,538                     | 226,538                    | 11.1%                          |
| Materials and Services            | 14,515                    | 36,494                    | 27,000                     | 27,016                       | 31,529                      | 31,529                      | 31,529                     | 16.8%                          |
| <b>Total Human Resources</b>      | <b>182,118</b>            | <b>187,788</b>            | <b>230,912</b>             | <b>157,092</b>               | <b>240,415</b>              | <b>258,067</b>              | <b>258,067</b>             | <b>11.8%</b>                   |
| <b>CITY RECORDER</b>              |                           |                           |                            |                              |                             |                             |                            |                                |
| Personnel Services                | -                         | 117,513                   | 122,115                    | 122,383                      | 131,410                     | 131,410                     | 131,410                    | 7.6%                           |
| Materials and Services            | -                         | 22,555                    | 23,145                     | 86,528                       | 14,185                      | 14,185                      | 14,185                     | -38.7%                         |
| <b>Total City Recorder</b>        | <b>-</b>                  | <b>140,068</b>            | <b>145,260</b>             | <b>208,911</b>               | <b>145,595</b>              | <b>145,595</b>              | <b>145,595</b>             | <b>0.2%</b>                    |
| <b>COMMUNITY ENGAGEMENT</b>       |                           |                           |                            |                              |                             |                             |                            |                                |
| Personnel Services                | -                         | 114,042                   | 123,381                    | 67,626                       | 85,666                      | 85,678                      | 85,678                     | -30.6%                         |
| Materials and Services            | -                         | 398                       | 6,438                      | 15,955                       | 40,350                      | 40,350                      | 40,350                     | 526.7%                         |
| <b>Total Community Engagement</b> | <b>-</b>                  | <b>114,440</b>            | <b>129,819</b>             | <b>83,581</b>                | <b>126,016</b>              | <b>126,028</b>              | <b>126,028</b>             | <b>-2.9%</b>                   |
| <b>FINANCE</b>                    |                           |                           |                            |                              |                             |                             |                            |                                |
| Personnel Services                | 627,553                   | 672,344                   | 742,384                    | 716,014                      | 708,631                     | 708,681                     | 708,681                    | -4.5%                          |
| Materials and Services            | 72,538                    | 91,612                    | 145,162                    | 114,676                      | 95,930                      | 95,930                      | 95,930                     | -33.9%                         |
| <b>Total Finance</b>              | <b>700,091</b>            | <b>763,956</b>            | <b>887,546</b>             | <b>830,690</b>               | <b>804,561</b>              | <b>804,611</b>              | <b>804,611</b>             | <b>-9.3%</b>                   |
| <b>GENERAL OFFICE</b>             |                           |                           |                            |                              |                             |                             |                            |                                |
| Materials and Services            | 151,203                   | 213,620                   | 248,372                    | 256,866                      | 261,938                     | 261,938                     | 261,938                    | 5.5%                           |
| <b>Total General Office</b>       | <b>151,203</b>            | <b>213,620</b>            | <b>248,372</b>             | <b>256,866</b>               | <b>261,938</b>              | <b>261,938</b>              | <b>261,938</b>             | <b>5.5%</b>                    |
| <b>FINANCE-BILLING</b>            |                           |                           |                            |                              |                             |                             |                            |                                |
| Personnel Services                | 164,111                   | 174,179                   | 185,442                    | 185,991                      | 199,596                     | 199,596                     | 199,596                    | 7.6%                           |
| Materials and Services            | 155,152                   | 168,067                   | 272,140                    | 281,855                      | 187,377                     | 187,377                     | 187,377                    | -31.1%                         |
| <b>Total Finance-Billing</b>      | <b>319,263</b>            | <b>342,246</b>            | <b>457,582</b>             | <b>467,846</b>               | <b>386,973</b>              | <b>386,973</b>              | <b>386,973</b>             | <b>-15.4%</b>                  |

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

| <b>FUND 31</b>                       | <b>ACTUAL<br/>2017-18</b> | <b>ACTUAL<br/>2018-19</b> | <b>ADOPTED<br/>2019-20</b> | <b>PROJECTED<br/>2019-20</b> | <b>PROPOSED<br/>2020-21</b> | <b>APPROVED<br/>2020-21</b> | <b>ADOPTED<br/>2020-21</b> | <b>Adopted<br/>vs. Adopted</b> |
|--------------------------------------|---------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|-----------------------------|----------------------------|--------------------------------|
| <b>INFORMATION TECHNOLOGY</b>        |                           |                           |                            |                              |                             |                             |                            |                                |
| Personnel Services                   | 840,594                   | 881,126                   | 902,745                    | 834,485                      | 888,654                     | 896,234                     | 896,234                    | -0.7%                          |
| Materials and Services               | 160,614                   | 192,534                   | 248,494                    | 235,181                      | 235,362                     | 235,362                     | 235,362                    | -5.3%                          |
| Capital Outlay                       | 47,814                    | 16,592                    | 220,000                    | 220,000                      | 145,000                     | 145,000                     | 145,000                    | -34.1%                         |
| <b>Total Information Technology</b>  | <b>1,049,021</b>          | <b>1,090,252</b>          | <b>1,371,239</b>           | <b>1,289,666</b>             | <b>1,269,016</b>            | <b>1,276,596</b>            | <b>1,276,596</b>           | <b>-6.9%</b>                   |
| <b>CITY ATTORNEY</b>                 |                           |                           |                            |                              |                             |                             |                            |                                |
| Personnel Services                   | 428,138                   | 426,496                   | 462,967                    | 454,833                      | 467,124                     | 467,162                     | 467,162                    | 0.9%                           |
| Materials and Services               | 19,944                    | 19,065                    | 39,600                     | 33,730                       | 38,700                      | 38,700                      | 38,700                     | -2.3%                          |
| <b>Total City Attorney</b>           | <b>448,082</b>            | <b>445,561</b>            | <b>502,567</b>             | <b>488,563</b>               | <b>505,824</b>              | <b>505,862</b>              | <b>505,862</b>             | <b>0.7%</b>                    |
| <b>PUBLIC WORKS-FLEET</b>            |                           |                           |                            |                              |                             |                             |                            |                                |
| Personnel Services                   | 207,472                   | 223,614                   | 239,084                    | 236,788                      | 251,746                     | 251,746                     | 251,746                    | 5.3%                           |
| Materials and Services               | 27,210                    | 30,416                    | 31,400                     | 31,698                       | 31,900                      | 31,900                      | 31,900                     | 1.6%                           |
| <b>Total Public Works-Fleet</b>      | <b>234,681</b>            | <b>254,030</b>            | <b>270,484</b>             | <b>268,486</b>               | <b>283,646</b>              | <b>283,646</b>              | <b>283,646</b>             | <b>4.9%</b>                    |
| <b>PUBLIC WORKS-FACILITIES</b>       |                           |                           |                            |                              |                             |                             |                            |                                |
| Personnel Services                   | 60,268                    | 66,364                    | 95,728                     | 91,445                       | 97,317                      | 75,186                      | 75,186                     | -21.5%                         |
| Materials and Services               | 713,796                   | 665,977                   | 700,390                    | 700,932                      | 546,975                     | 546,975                     | 546,975                    | -21.9%                         |
| <b>Total Public Works-Facilities</b> | <b>774,064</b>            | <b>732,341</b>            | <b>796,118</b>             | <b>792,377</b>               | <b>644,292</b>              | <b>622,161</b>              | <b>622,161</b>             | <b>-21.9%</b>                  |
| <b>NONDEPARTMENTAL</b>               |                           |                           |                            |                              |                             |                             |                            |                                |
| Insurance                            | 349,962                   | 318,146                   | 380,835                    | 375,486                      | 490,000                     | 490,000                     | 490,000                    | 28.7%                          |
| Transfers Out                        | 3,362                     | 3,362                     | 3,362                      | 3,362                        | 3,362                       | 3,362                       | 3,362                      | 0.0%                           |
| Contingency                          | -                         | -                         | 286,853                    | -                            | 218,507                     | 218,511                     | 218,511                    | -23.8%                         |
| <b>Total Nondepartmental</b>         | <b>353,324</b>            | <b>321,508</b>            | <b>671,050</b>             | <b>378,848</b>               | <b>711,869</b>              | <b>711,873</b>              | <b>711,873</b>             | <b>6.1%</b>                    |
| <b>TOTAL EXPENDITURES</b>            | <b>4,831,978</b>          | <b>4,969,241</b>          | <b>6,083,301</b>           | <b>5,674,264</b>             | <b>5,679,560</b>            | <b>5,682,799</b>            | <b>5,682,799</b>           | <b>-6.6%</b>                   |

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| ACCOUNT #      | DESCRIPTION                            | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted '21<br>vs. Adopted '20 |
|----------------|--|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|--------------------------------|
| <b>FUND 31</b> | <b>ADMIN/SUPPORT SERVICES FUND</b>     |                   |                   |                    |                      |                     |                     |                    |                                |
|                | <b>REVENUES</b>                        |                   |                   |                    |                      |                     |                     |                    |                                |
| 31-0000-300000 | Beg F/B-Net Working Capital            | 728,861           | 488,426           | 382,218            | 512,469              | 400,775             | 400,775             | 400,775            | 4.9%                           |
| 31-0000-336007 | Intergovernmental Garage Chrg          | 4,268             | 14,059            | 6,000              | 6,000                | 6,000               | 6,000               | 6,000              | 0.0%                           |
| 31-0000-338000 | Reimbursed Costs                       | -                 | 5                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 31-0000-341004 | Lien Search Fees                       | 17,734            | 16,497            | 15,000             | 15,000               | 15,000              | 15,000              | 15,000             | 0.0%                           |
| 31-0000-341012 | Assessment Fees                        | 54                | 36                | 100                | 36                   | 100                 | 100                 | 100                | 0.0%                           |
| 31-0000-360000 | Miscellaneous Revenues                 | 3,939             | 269               | -                  | 872                  | -                   | -                   | -                  | 0.0%                           |
| 31-0000-361000 | Interest Earned                        | 22,485            | 37,550            | 37,500             | 28,429               | 6,500               | 6,500               | 6,500              | -82.7%                         |
| 31-0000-364000 | Sale Of Assets                         | 10                | 80                | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 31-0000-367000 | Donations-Utility Assistance           | 3                 | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 31-0000-370010 | Internal Rev-Admin/Recorder/CommEngmnt | 576,656           | 579,184           | 636,860            | 621,516              | 552,912             | 552,969             | 552,969            | -13.2%                         |
| 31-0000-370050 | Internal Rev-Human Resource            | 194,775           | 216,886           | 227,142            | 221,411              | 231,337             | 248,435             | 248,435            | 9.4%                           |
| 31-0000-370075 | Internal Rev-Utility Billing           | 290,618           | 334,568           | 451,743            | 442,899              | 374,699             | 374,706             | 374,706            | -17.1%                         |
| 31-0000-370100 | Internal Rev-Finance                   | 638,232           | 715,485           | 821,315            | 802,403              | 758,128             | 758,190             | 758,190            | -7.7%                          |
| 31-0000-370125 | Internal Rev-Computer Services         | 963,921           | 1,048,780         | 1,348,846          | 1,321,103            | 1,228,766           | 1,236,129           | 1,236,129          | -8.4%                          |
| 31-0000-370150 | Internal Rev-Legal                     | 432,226           | 473,681           | 494,361            | 481,831              | 481,225             | 481,273             | 481,273            | -2.6%                          |
| 31-0000-370200 | Internal Rev-Insurance                 | 329,673           | 375,074           | 374,616            | 364,704              | 477,779             | 477,789             | 477,789            | 27.5%                          |
| 31-0000-370300 | Internal Rev-Phone/Postage             | 159,498           | 151,804           | 244,316            | 240,291              | 253,629             | 253,635             | 253,635            | 3.8%                           |
| 31-0000-370400 | Internal Rev-Fleet                     | 182,660           | 242,060           | 260,162            | 253,780              | 268,839             | 268,844             | 268,844            | 3.3%                           |
| 31-0000-370500 | Internal Rev-Facilities                | 751,446           | 786,848           | 782,691            | 761,864              | 623,427             | 602,010             | 602,010            | -23.1%                         |
| 31-0000-371000 | Intergovernmental Facility Chg         | 406               | 418               | 431                | 431                  | 444                 | 444                 | 444                | 3.0%                           |
| 31-0000-390025 | Transfer In-PERS Reserve               | 24,489            | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| <b>FUND 31</b> | <b>TOTAL REVENUES</b>                  | <b>5,321,954</b>  | <b>5,481,710</b>  | <b>6,083,301</b>   | <b>6,075,039</b>     | <b>5,679,560</b>    | <b>5,682,799</b>    | <b>5,682,799</b>   | <b>-6.6%</b>                   |

**FUND 31: Admin/Support Services Fund – City Manager’s Office****18-19 19-20 20-21****BUDGETED STAFF FTE: 2.00 2.00 1.00****Description**

The City Manager’s Office includes the City Manager. 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 provides staff support for the Mayor and Council on tasks related to policy and assisting the elected with engaging and responding to their constituents.

**Significant Changes**

In FY 2020-21 the budget eliminated the City Manager’s Administrative Assistant position. That position had provided administrative support to the Manager, City Council and City Recorder.

|                           | ACTUAL         | ACTUAL         | ADOPTED        | PROJECTED      | PROPOSED       | APPROVED       | ADOPTED        | Adopted            |
|---------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|--------------------|
| <b>CITY MANAGER</b>       | <b>2017-18</b> | <b>2018-19</b> | <b>2019-20</b> | <b>2019-20</b> | <b>2020-21</b> | <b>2020-21</b> | <b>2020-21</b> | <b>vs. Adopted</b> |
| Personnel Services        | 520,040        | 308,268        | 329,106        | 324,266        | 248,515        | 248,549        | 248,549        | -24.5%             |
| Materials and Services    | 100,092        | 55,163         | 43,246         | 127,072        | 50,900         | 50,900         | 50,900         | 17.7%              |
| <b>Total City Manager</b> | <b>620,132</b> | <b>363,431</b> | <b>372,352</b> | <b>451,338</b> | <b>299,415</b> | <b>299,449</b> | <b>299,449</b> | <b>-19.6%</b>      |

| ACCOUNT #                           | DESCRIPTION               | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted '21<br>vs. Adopted '20 |
|-------------------------------------|---------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|--------------------------------|
| <b>CITY MANAGER'S OFFICE 12XX</b>   |                           |                   |                   |                    |                      |                     |                     |                    |                                |
| <b>1210</b>                         | <b>CITY MANAGER</b>       |                   |                   |                    |                      |                     |                     |                    |                                |
| 31-1210-410000                      | Administrative Salaries   | 280,597           | 141,944           | 150,276            | 183,292              | 164,112             | 164,112             | 164,112            | 9.2%                           |
| 31-1210-420000                      | Clerical Salaries         | 52,381            | 53,249            | 56,230             | 56,078               | -                   | -                   | -                  | -100.0%                        |
| 31-1210-435000                      | Overtime                  | 8                 | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 31-1210-440000                      | Misc Fringe Benefits      | 1,700             | 740               | 1,060              | 2,000                | 6,000               | 6,000               | 6,000              | 466.0%                         |
| 31-1210-441000                      | FICA/Medicare             | 24,563            | 13,877            | 15,879             | 18,430               | 13,014              | 13,014              | 13,014             | -18.0%                         |
| 31-1210-442000                      | Workers Compensation      | 1,263             | 570               | 762                | 720                  | 430                 | 430                 | 430                | -43.6%                         |
| 31-1210-443000                      | Unemployment              | 334               | 200               | 209                | 243                  | 171                 | 171                 | 171                | -18.2%                         |
| 31-1210-444000                      | Retirement-PERS           | 38,105            | 38,563            | 42,359             | 13,362               | 30,791              | 30,791              | 30,791             | -27.3%                         |
| 31-1210-444001                      | Retirement-Principal      | 65,025            | 18,307            | 21,351             | 21,293               | -                   | -                   | -                  | -100.0%                        |
| 31-1210-444002                      | Retirement-Pension Bond   | 7,029             | 6,602             | 6,160              | 2,743                | 6,968               | 7,002               | 7,002              | 13.7%                          |
| 31-1210-445000                      | Health/Life/LTD           | 49,035            | 34,216            | 34,820             | 26,105               | 27,029              | 27,029              | 27,029             | -22.4%                         |
| <b>Total Personnel Services</b>     |                           | <b>520,040</b>    | <b>308,268</b>    | <b>329,106</b>     | <b>324,266</b>       | <b>248,515</b>      | <b>248,549</b>      | <b>248,549</b>     | <b>-24.5%</b>                  |
| 31-1210-510000                      | Office Supplies           | 3,064             | 1,470             | 3,000              | 3,434                | 3,500               | 3,500               | 3,500              | 16.7%                          |
| 31-1210-515000                      | Printing & Advertising    | 2,790             | 668               | 820                | 847                  | 800                 | 800                 | 800                | -2.4%                          |
| 31-1210-520000                      | Dues & Meetings           | 2,861             | 2,560             | 1,900              | 5,071                | 3,000               | 3,000               | 3,000              | 57.9%                          |
| 31-1210-520003                      | Recruitment Expense       | -                 | -                 | -                  | 35,122               | -                   | -                   | -                  | 0.0%                           |
| 31-1210-520008                      | Recognition               | -                 | -                 | 5,000              | 6,379                | 7,500               | 7,500               | 7,500              | 50.0%                          |
| 31-1210-523000                      | Supplies & Equipment      | 4,324             | 935               | 1,000              | 3,004                | -                   | -                   | -                  | -100.0%                        |
| 31-1210-525000                      | Travel & Training         | 6,815             | 4,256             | 4,000              | 8,738                | 2,500               | 2,500               | 2,500              | -37.5%                         |
| 31-1210-533000                      | Contractual Services      | 4,786             | 2,388             | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 31-1210-533045                      | Maintenance Agreements    | 2,937             | 2,487             | 3,000              | 2,828                | 3,000               | 3,000               | 3,000              | 0.0%                           |
| 31-1210-540000                      | Utilities                 | 490               | 511               | 526                | 526                  | 600                 | 600                 | 600                | 14.1%                          |
| 31-1210-580000                      | Professional Services     | 38,191            | 39,827            | 24,000             | 61,123               | 30,000              | 30,000              | 30,000             | 25.0%                          |
| 31-1210-591000                      | Elections                 | 33,833            | 61                | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| <b>Total Materials and Services</b> |                           | <b>100,092</b>    | <b>55,163</b>     | <b>43,246</b>      | <b>127,072</b>       | <b>50,900</b>       | <b>50,900</b>       | <b>50,900</b>      | <b>17.7%</b>                   |
| <b>1210</b>                         | <b>TOTAL CITY MANAGER</b> | <b>620,132</b>    | <b>363,431</b>    | <b>372,352</b>     | <b>451,338</b>       | <b>299,415</b>      | <b>299,449</b>      | <b>299,449</b>     | <b>-19.6%</b>                  |

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

18-19 19-20 20-21

BUDGETED STAFF FTE: 1.50 1.50 1.70

### Department Description

The City of Newberg's employees are its human resources and the backbone of the City's success. This has been especially evident in the Coronavirus pandemic. 33 of the 160 staff have been employed with the City more than 5 years, 37 more than 10 years, nearly 28 more than 20 years. The City profits from this stability, especially in times of change.

More than half the City's staff were designated emergency responders during the COVID-19 pandemic and they have gone above and beyond to serve the public and keep the City functioning. This meant personal sacrifice, continuing to work instead of sheltering at home, foregoing federal emergency leave, adapting workplaces and shifts to continue to operate - doing more with less staff and resources.

A sudden, paradigm shift was necessary in the way the City worked and every division deserves praise for its adaptiveness and creativity in meeting those challenges.

Employees still have ongoing needs and life events – births and deaths, family/military leaves, employment verifications, benefit questions, work/life balance requests and it is HR's role to help them navigate and understand any policies or procedures, making resources available to them. When there are issues or concerns, HR is there to investigate, recommend and assist in finding resolution.

The City relies on HR to maintain current information on changes in the law pertaining to labor relations, employment discrimination, workers' compensation, unemployment, benefit benchmarks and trends affecting employees and employers. For the City, HR is a risk manager, a benefit administrator, a union and labor relations negotiator.

In FY 2020-21 the City Council has set goals, which include: empowering an honest and transparent workplace-culture and diversity, equity and inclusion. HR will work hand-in-hand with the City Manager, other department heads and the Council towards these goals, by facilitating mandatory training, ensuring new recruitment efforts include outreach to diverse populations and groups, and streamlining processes for more transparency. The online recruitment software implemented at the end of 2019 has increased job applications and is a national outreach tool, as well as providing auditable and transparent recruitment actions.

City personnel have shown they pull together in a time of crisis, putting duty and public service first. They are the City's most significant asset.

### Significant Changes

The City will expand the online recruitment software to include an electronic performance evaluation module that sets goals and notes achievements that are trackable throughout the year, making for a more interactive and transparent process between managers and their team members. The same system can ensure that managers and staff access tailored training and development critical to empowering good decision-making.

### **Human Resource Statistics 2019-20**

Total # of Employees (full-time, part-time) = 160

Recruitments = 32

Total Applications Received = 224

New Hires = 11

Terminations/Resignations/Retirements = 8

NDPSA Employees = 40

AFSCME = 42

Trainings provided to ALL EMPLOYEES = 7

|                              | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted<br>vs. Adopted |
|------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>HUMAN RESOURCES</b>       |                   |                   |                    |                      |                     |                     |                    |                        |
| Personnel Services           | 167,603           | 151,294           | 203,912            | 130,076              | 208,886             | 226,538             | 226,538            | 11.1%                  |
| Materials and Services       | 14,515            | 36,494            | 27,000             | 27,016               | 31,529              | 31,529              | 31,529             | 16.8%                  |
| <b>Total Human Resources</b> | <b>182,118</b>    | <b>187,788</b>    | <b>230,912</b>     | <b>157,092</b>       | <b>240,415</b>      | <b>258,067</b>      | <b>258,067</b>     | <b>11.8%</b>           |

| ACCOUNT #      | DESCRIPTION                         | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted '21<br>vs. Adopted '20 |
|----------------|-------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|--------------------------------|
| <b>1220</b>    | <b>HUMAN RESOURCES</b>              |                   |                   |                    |                      |                     |                     |                    |                                |
| 31-1220-410000 | Administrative Salaries             | 94,476            | 98,780            | 104,292            | 64,421               | 106,710             | 106,710             | 106,710            | 2.3%                           |
| 31-1220-420000 | Clerical Salaries                   | 18,299            | -                 | 31,896             | 19,849               | 28,232              | 42,441              | 42,441             | 33.1%                          |
| 31-1220-435000 | Overtime                            | 8                 | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 31-1220-440000 | Misc Fringe Benefits                | 640               | 460               | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 31-1220-441000 | FICA/Medicare                       | 8,526             | 7,428             | 10,418             | 7,120                | 10,323              | 11,410              | 11,410             | 9.5%                           |
| 31-1220-442000 | Workers Compensation                | 414               | 148               | 313                | 152                  | 193                 | 204                 | 204                | -34.8%                         |
| 31-1220-443000 | Unemployment                        | 114               | 99                | 137                | 96                   | 136                 | 150                 | 150                | 9.5%                           |
| 31-1220-444000 | Retirement-PERS                     | 17,541            | 15,530            | 25,891             | 12,272               | 33,286              | 35,005              | 35,005             | 35.2%                          |
| 31-1220-444002 | Retirement-Pension Bond             | 4,640             | 4,478             | 5,544              | 3,247                | 5,528               | 6,140               | 6,140              | 10.8%                          |
| 31-1220-445000 | Health/Life/LTD                     | 22,945            | 24,371            | 25,421             | 22,919               | 24,478              | 24,478              | 24,478             | -3.7%                          |
|                | <b>Total Personnel Services</b>     | <b>167,603</b>    | <b>151,294</b>    | <b>203,912</b>     | <b>130,076</b>       | <b>208,886</b>      | <b>226,538</b>      | <b>226,538</b>     | <b>11.1%</b>                   |
| 31-1220-510000 | Office Supplies                     | 981               | 621               | 1,000              | 1,000                | 1,000               | 1,000               | 1,000              | 0.0%                           |
| 31-1220-520000 | Dues & Meetings                     | 833               | 2,991             | 2,000              | 914                  | 2,000               | 2,000               | 2,000              | 0.0%                           |
| 31-1220-520003 | Recruitment Expense                 | 381               | 162               | 2,000              | 6,113                | 5,000               | 5,000               | 5,000              | 150.0%                         |
| 31-1220-520008 | Recognition                         | 4,985             | 5,000             | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 31-1220-523000 | Supplies & Equipment                | -                 | -                 | -                  | 1,500                | 1,500               | 1,500               | 1,500              | 100.0%                         |
| 31-1220-524000 | Safety Program                      | 628               | 421               | 1,000              | 574                  | 1,500               | 1,500               | 1,500              | 50.0%                          |
| 31-1220-524001 | Risk Management                     | 339               | -                 | 500                | -                    | -                   | -                   | -                  | -100.0%                        |
| 31-1220-525000 | Travel & Training                   | 4,437             | 7,005             | 3,000              | 1,921                | 5,000               | 5,000               | 5,000              | 66.7%                          |
| 31-1220-551000 | Books & Publications                | 274               | 618               | 1,000              | 176                  | 500                 | 500                 | 500                | -50.0%                         |
| 31-1220-580000 | Professional Services               | 1,657             | 19,676            | 16,500             | 14,818               | 15,029              | 15,029              | 15,029             | -8.9%                          |
|                | <b>Total Materials and Services</b> | <b>14,515</b>     | <b>36,494</b>     | <b>27,000</b>      | <b>27,016</b>        | <b>31,529</b>       | <b>31,529</b>       | <b>31,529</b>      | <b>16.8%</b>                   |
| <b>1220</b>    | <b>TOTAL HUMAN RESOURCES</b>        | <b>182,118</b>    | <b>187,788</b>    | <b>230,912</b>     | <b>157,092</b>       | <b>240,415</b>      | <b>258,067</b>      | <b>258,067</b>     | <b>11.8%</b>                   |

**FUND 31: Admin/Support Services Fund – City Recorder****18-19 19-20 20-21****BUDGETED STAFF FTE: 1.00 1.00 1.00****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**

Money has been budgeted for an Electronic Records Management System to aid departments in managing their records for retention and legal requirements.

|                            | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted<br>vs. Adopted |
|----------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>CITY RECORDER</b>       |                   |                   |                    |                      |                     |                     |                    |                        |
| Personnel Services         | -                 | 117,513           | 122,115            | 122,383              | 131,410             | 131,410             | 131,410            | 7.6%                   |
| Materials and Services     | -                 | 22,555            | 23,145             | 86,528               | 14,185              | 14,185              | 14,185             | -38.7%                 |
| <b>Total City Recorder</b> | -                 | <b>140,068</b>    | <b>145,260</b>     | <b>208,911</b>       | <b>145,595</b>      | <b>145,595</b>      | <b>145,595</b>     | <b>0.2%</b>            |



| ACCOUNT #      | DESCRIPTION                         | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted '21<br>vs. Adopted '20 |
|----------------|-------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|--------------------------------|
| <b>1230</b>    | <b>CITY RECORDER</b>                |                   |                   |                    |                      |                     |                     |                    |                                |
| 31-1230-410000 | Administrative Salaries             | -                 | 75,192            | 77,466             | 77,225               | 79,398              | 79,398              | 79,398             | 2.5%                           |
| 31-1230-438000 | Longevity                           | -                 | -                 | -                  | 540                  | 720                 | 720                 | 720                | 100.0%                         |
| 31-1230-441000 | FICA/Medicare                       | -                 | 5,623             | 5,926              | 5,852                | 6,129               | 6,129               | 6,129              | 3.4%                           |
| 31-1230-442000 | Workers Compensation                | -                 | 132               | 169                | 131                  | 110                 | 110                 | 110                | -34.9%                         |
| 31-1230-443000 | Unemployment                        | -                 | 73                | 78                 | 78                   | 81                  | 81                  | 81                 | 3.8%                           |
| 31-1230-444001 | Retirement-Principal                | -                 | 27,671            | 29,414             | 29,460               | 35,477              | 35,477              | 35,477             | 20.6%                          |
| 31-1230-445000 | Health/Life/LTD                     | -                 | 8,822             | 9,062              | 9,097                | 9,495               | 9,495               | 9,495              | 4.8%                           |
|                | <b>Total Personnel Services</b>     | -                 | 117,513           | 122,115            | 122,383              | 131,410             | 131,410             | 131,410            | 7.6%                           |
| 31-1230-510000 | Office Supplies                     | -                 | 1,602             | 400                | 245                  | 100                 | 100                 | 100                | -75.0%                         |
| 31-1230-515000 | Printing & Advertising              | -                 | 107               | 400                | 207                  | 100                 | 100                 | 100                | -75.0%                         |
| 31-1230-520000 | Dues & Meetings                     | -                 | 737               | 1,245              | 1,006                | 1,245               | 1,245               | 1,245              | 0.0%                           |
| 31-1230-520003 | Recruitment Expense                 | -                 | -                 | 200                | -                    | -                   | -                   | -                  | -100.0%                        |
| 31-1230-520008 | Recognition                         | -                 | -                 | 200                | -                    | -                   | -                   | -                  | -100.0%                        |
| 31-1230-523000 | Supplies & Equipment                | -                 | -                 | 1,000              | 412                  | 1,000               | 1,000               | 1,000              | 0.0%                           |
| 31-1230-525000 | Travel & Training                   | -                 | 2,049             | 1,460              | 1,208                | 1,000               | 1,000               | 1,000              | -31.5%                         |
| 31-1230-533045 | Maintenance Agreements              | -                 | 5,344             | -                  | 20                   | -                   | -                   | -                  | 0.0%                           |
| 31-1230-551000 | Books & Publications                | -                 | -                 | 200                | 75                   | 200                 | 200                 | 200                | 0.0%                           |
| 31-1230-580000 | Professional Services               | -                 | 12,675            | 16,040             | 11,355               | 10,040              | 10,040              | 10,040             | -37.4%                         |
| 31-1230-591000 | Elections                           | -                 | 41                | 2,000              | 72,000               | 500                 | 500                 | 500                | -75.0%                         |
|                | <b>Total Materials and Services</b> | -                 | 22,555            | 23,145             | 86,528               | 14,185              | 14,185              | 14,185             | -38.7%                         |
| <b>1230</b>    | <b>TOTAL CITY RECORDER</b>          | -                 | 140,068           | 145,260            | 208,911              | 145,595             | 145,595             | 145,595            | 0.2%                           |

**FUND 31: Admin/Support Services Fund – Community Engagement****18-19 19-20 20-21****BUDGETED STAFF FTE: 1.00 1.00 1.00****Department Description**

The Community Engagement Specialist serves as a source of both external and internal communication for the City. The position manages the City's communication efforts to assure that citizens and community members are aware of City programs and news as well as connects with the community through partnerships and engagement to gain a better understanding of the needs of the community. The position manages a strategic communication plan including media relations, website content, social media, and electronic communication efforts.

**Significant Changes**

Money has been budgeted to increase outreach through printing and advertising. The Contractual Services line item has increased to reflect the need to upgrade our social media archiving software. The Professional Services line item has increased to budget for a website redesign through our website hosting provider.

|                                   | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted<br>vs. Adopted |
|-----------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>COMMUNITY ENGAGEMENT</b>       |                   |                   |                    |                      |                     |                     |                    |                        |
| Personnel Services                | -                 | 114,042           | 123,381            | 67,626               | 85,666              | 85,678              | 85,678             | -30.6%                 |
| Materials and Services            | -                 | 398               | 6,438              | 15,955               | 40,350              | 40,350              | 40,350             | 526.7%                 |
| <b>Total Community Engagement</b> | -                 | <b>114,440</b>    | <b>129,819</b>     | <b>83,581</b>        | <b>126,016</b>      | <b>126,028</b>      | <b>126,028</b>     | <b>-2.9%</b>           |

| ACCOUNT #                          | DESCRIPTION                       | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted '21<br>vs. Adopted '20 |
|------------------------------------|-----------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|--------------------------------|
| <b>1250</b>                        | <b>COMMUNITY ENGAGEMENT</b>       |                   |                   |                    |                      |                     |                     |                    |                                |
| 31-1250-410000                     | Administrative Salaries           | -                 | 71,608            | 78,347             | 51,240               | 61,476              | 61,476              | 61,476             | -21.5%                         |
| 31-1250-420000                     | Clerical Salaries                 | -                 | 712               | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 31-1250-435000                     | Overtime                          | -                 | -                 | -                  | 33                   | -                   | -                   | -                  | 0.0%                           |
| 31-1250-440000                     | Misc Fringe Benefits              | -                 | 460               | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 31-1250-441000                     | FICA/Medicare                     | -                 | 5,503             | 5,994              | 3,911                | 4,703               | 4,703               | 4,703              | -21.5%                         |
| 31-1250-442000                     | Workers Compensation              | -                 | 127               | 170                | 86                   | 95                  | 95                  | 95                 | -44.1%                         |
| 31-1250-443000                     | Unemployment                      | -                 | 71                | 79                 | 52                   | 62                  | 62                  | 62                 | -21.5%                         |
| 31-1250-444000                     | Retirement-PERS                   | -                 | -                 | -                  | 610                  | 7,439               | 7,439               | 7,439              | 100.0%                         |
| 31-1250-444001                     | Retirement-Principal              | -                 | 26,521            | 29,749             | 5,480                | -                   | -                   | -                  | -100.0%                        |
| 31-1250-444002                     | Retirement-Pension Bond           | -                 | -                 | -                  | 177                  | 2,519               | 2,531               | 2,531              | 100.0%                         |
| 31-1250-445000                     | Health/Life/LTD                   | -                 | 9,040             | 9,042              | 6,037                | 9,372               | 9,372               | 9,372              | 3.6%                           |
| Total Personnel Services           |                                   | -                 | 114,042           | 123,381            | 67,626               | 85,666              | 85,678              | 85,678             | -30.6%                         |
| 31-1250-510000                     | Office Supplies                   | -                 | 9                 | 100                | 100                  | 100                 | 100                 | 100                | 0.0%                           |
| 31-1250-515000                     | Printing & Advertising            | -                 | -                 | 400                | 397                  | 500                 | 500                 | 500                | 25.0%                          |
| 31-1250-520000                     | Dues & Meetings                   | -                 | -                 | 250                | 200                  | 250                 | 250                 | 250                | 0.0%                           |
| 31-1250-523000                     | Supplies & Equipment              | -                 | 389               | 2,300              | 2,660                | 2,500               | 2,500               | 2,500              | 8.7%                           |
| 31-1250-525000                     | Travel & Training                 | -                 | -                 | 1,000              | 1,000                | 1,000               | 1,000               | 1,000              | 0.0%                           |
| 31-1250-533000                     | Contractual Services              | -                 | -                 | 2,388              | 3,578                | 5,000               | 5,000               | 5,000              | 109.4%                         |
| 31-1250-533045                     | Maintenance Agreements            | -                 | -                 | -                  | 6,000                | 6,000               | 6,000               | 6,000              | 100.0%                         |
| 31-1250-551000                     | Books & Periodicals               | -                 | -                 | -                  | 20                   | -                   | -                   | -                  | 0.0%                           |
| 31-1250-580000                     | Professional Services             | -                 | -                 | -                  | 2,000                | 25,000              | 25,000              | 25,000             | 100.0%                         |
| Total Materials and Services       |                                   | -                 | 398               | 6,438              | 15,955               | 40,350              | 40,350              | 40,350             | 526.7%                         |
| <b>1250</b>                        | <b>TOTAL COMMUNITY ENGAGEMENT</b> | -                 | <b>114,440</b>    | <b>129,819</b>     | <b>83,581</b>        | <b>126,016</b>      | <b>126,028</b>      | <b>126,028</b>     | <b>-2.9%</b>                   |
| <b>TOTAL CITY MANAGER'S OFFICE</b> |                                   | <b>802,250</b>    | <b>805,727</b>    | <b>878,343</b>     | <b>900,922</b>       | <b>811,441</b>      | <b>829,139</b>      | <b>829,139</b>     | <b>-5.6%</b>                   |

**FUND 31: Admin/Support Services Fund – Finance****18-19 19-20 20-21****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 Personnel Services in Finance is dropping primarily due to the FY 2019-20 budget having extra budget for two months of overlap between the incoming and outgoing accounting clerk who retired in 2019. FY 2020-21 expenditures fall more in line with historical trends.

Travel and Training is increasing to provide for new staff to learn the financial software and make improvements.

In FY 2019-20, Maintenance Services and Professional Services were increased to provide a review of Springbrook financial software and potential enhancement of the existing system. Staff decided after the review to continue using Springbrook and invest in training and system enhancement. Unfortunately, the future enhancement and upgrades are currently on hold until a more stable financial situation occurs. Staff is comfortable training within the existing resources.

Internal Charges-Computers sets aside funds for the future hardware or software. These funds are transferred to Fund 32 Equipment & Vehicle Replacement Fund. No funds will be transferred in FY 2020-21.

**FUND 31: Admin/Support Services Fund – General Office****18-19 19-20 20-21****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**

No significant changes

|                             | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted<br>vs. Adopted |
|-----------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>FINANCE</b>              |                   |                   |                    |                      |                     |                     |                    |                        |
| Personnel Services          | 627,553           | 672,344           | 742,384            | 716,014              | 708,631             | 708,681             | 708,681            | -4.5%                  |
| Materials and Services      | 72,538            | 91,612            | 145,162            | 114,676              | 95,930              | 95,930              | 95,930             | -33.9%                 |
| <b>Total Finance</b>        | <b>700,091</b>    | <b>763,956</b>    | <b>887,546</b>     | <b>830,690</b>       | <b>804,561</b>      | <b>804,611</b>      | <b>804,611</b>     | <b>-9.3%</b>           |
| <b>GENERAL OFFICE</b>       |                   |                   |                    |                      |                     |                     |                    |                        |
| Materials and Services      | 151,203           | 213,620           | 248,372            | 256,866              | 261,938             | 261,938             | 261,938            | 5.5%                   |
| <b>Total General Office</b> | <b>151,203</b>    | <b>213,620</b>    | <b>248,372</b>     | <b>256,866</b>       | <b>261,938</b>      | <b>261,938</b>      | <b>261,938</b>     | <b>5.5%</b>            |

| ACCOUNT #                           | DESCRIPTION                 | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted '21<br>vs. Adopted '20 |
|-------------------------------------|-----------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|--------------------------------|
| <b>FINANCE DEPARTMENT 13XX</b>      |                             |                   |                   |                    |                      |                     |                     |                    |                                |
| <b>1310</b>                         | <b>FINANCE</b>              |                   |                   |                    |                      |                     |                     |                    |                                |
| 31-1310-410000                      | Administrative Salaries     | 198,750           | 210,149           | 224,457            | 224,188              | 227,898             | 227,898             | 227,898            | 1.5%                           |
| 31-1310-420000                      | Clerical Salaries           | 182,865           | 196,855           | 218,836            | 209,785              | 191,106             | 191,106             | 191,106            | -12.7%                         |
| 31-1310-435000                      | Overtime                    | -                 | -                 | -                  | 177                  | -                   | -                   | -                  | 0.0%                           |
| 31-1310-438000                      | Longevity                   | 1,560             | 2,120             | 1,633              | 3,840                | 4,560               | 4,560               | 4,560              | 179.2%                         |
| 31-1310-440000                      | Misc Fringe Benefits        | 640               | 460               | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 31-1310-441000                      | FICA/Medicare               | 28,429            | 30,258            | 34,037             | 32,933               | 32,403              | 32,403              | 32,403             | -4.8%                          |
| 31-1310-442000                      | Workers Compensation        | 1,436             | 664               | 935                | 687                  | 570                 | 570                 | 570                | -39.0%                         |
| 31-1310-443000                      | Unemployment                | 383               | 409               | 449                | 441                  | 426                 | 426                 | 426                | -5.1%                          |
| 31-1310-444000                      | Retirement-PERS             | 35,573            | 36,922            | 51,678             | 47,200               | 50,090              | 50,090              | 50,090             | -3.1%                          |
| 31-1310-444001                      | Retirement-Principal        | 76,850            | 87,344            | 84,377             | 84,128               | 83,065              | 83,065              | 83,065             | -1.6%                          |
| 31-1310-444002                      | Retirement-Pension Bond     | 8,465             | 8,156             | 9,512              | 9,779                | 10,252              | 10,302              | 10,302             | 8.3%                           |
| 31-1310-445000                      | Health/Life/LTD             | 92,601            | 99,007            | 116,470            | 102,856              | 108,261             | 108,261             | 108,261            | -7.0%                          |
| <b>Total Personnel Services</b>     |                             | <b>627,553</b>    | <b>672,344</b>    | <b>742,384</b>     | <b>716,014</b>       | <b>708,631</b>      | <b>708,681</b>      | <b>708,681</b>     | <b>-4.5%</b>                   |
| 31-1310-510000                      | Office Supplies             | 2,482             | 3,564             | 3,500              | 3,500                | 3,000               | 3,000               | 3,000              | -14.3%                         |
| 31-1310-515000                      | Printing & Advertising      | 1,630             | 2,055             | 2,500              | 1,724                | 2,200               | 2,200               | 2,200              | -12.0%                         |
| 31-1310-520000                      | Dues & Meetings             | 1,580             | 1,305             | 2,200              | 1,390                | 1,570               | 1,570               | 1,570              | -28.6%                         |
| 31-1310-520003                      | Recruitment Expense         | -                 | -                 | -                  | 98                   | -                   | -                   | -                  | 0.0%                           |
| 31-1310-523000                      | Supplies & Equipment        | 495               | 395               | 1,000              | 1,572                | 1,000               | 1,000               | 1,000              | 0.0%                           |
| 31-1310-525000                      | Travel & Training           | 4,086             | 6,505             | 6,670              | 12,633               | 8,350               | 8,350               | 8,350              | 25.2%                          |
| 31-1310-532000                      | Bank Fees                   | -                 | 1                 | -                  | 13                   | -                   | -                   | -                  | 0.0%                           |
| 31-1310-533000                      | Contractual Services        | 8,225             | 8,142             | 8,500              | 10,193               | 10,200              | 10,200              | 10,200             | 20.0%                          |
| 31-1310-533045                      | Maintenance Agreements      | 17,949            | 18,311            | 24,160             | 20,173               | 25,800              | 25,800              | 25,800             | 6.8%                           |
| 31-1310-540000                      | Utilities                   | 381               | 438               | 490                | 442                  | 480                 | 480                 | 480                | -2.0%                          |
| 31-1310-551000                      | Books & Publications        | 40                | 80                | 300                | 40                   | 200                 | 200                 | 200                | -33.3%                         |
| 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       | 32,670            | 37,816            | 82,842             | 49,898               | 40,130              | 40,130              | 40,130             | -51.6%                         |
| 31-1310-590002                      | Internal Chrg-Computers     | -                 | 10,000            | 10,000             | 10,000               | -                   | -                   | -                  | -100.0%                        |
| <b>Total Materials and Services</b> |                             | <b>72,538</b>     | <b>91,612</b>     | <b>145,162</b>     | <b>114,676</b>       | <b>95,930</b>       | <b>95,930</b>       | <b>95,930</b>      | <b>-33.9%</b>                  |
| <b>1310</b>                         | <b>TOTAL FINANCE</b>        | <b>700,091</b>    | <b>763,956</b>    | <b>887,546</b>     | <b>830,690</b>       | <b>804,561</b>      | <b>804,611</b>      | <b>804,611</b>     | <b>-9.3%</b>                   |
| <b>1311</b>                         | <b>GENERAL OFFICE</b>       |                   |                   |                    |                      |                     |                     |                    |                                |
| 31-1311-511000                      | Postage                     | 24,535            | 27,653            | 29,000             | 29,000               | 30,000              | 30,000              | 30,000             | 3.4%                           |
| 31-1311-531000                      | Telephones                  | 126,668           | 185,967           | 219,372            | 227,866              | 231,938             | 231,938             | 231,938            | 5.7%                           |
| <b>Total Materials and Services</b> |                             | <b>151,203</b>    | <b>213,620</b>    | <b>248,372</b>     | <b>256,866</b>       | <b>261,938</b>      | <b>261,938</b>      | <b>261,938</b>     | <b>5.5%</b>                    |
| <b>1311</b>                         | <b>TOTAL GENERAL OFFICE</b> | <b>151,203</b>    | <b>213,620</b>    | <b>248,372</b>     | <b>256,866</b>       | <b>261,938</b>      | <b>261,938</b>      | <b>261,938</b>     | <b>5.5%</b>                    |

**FUND 31: Admin/Support Services Fund – Finance – Billing****18-19 19-20 20-21****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**

In April 2015, the City's financial software company, Springbrook, was acquired by Accela. When this occurred the annual user group conference was put to a halt. Last year the user group reinstated the annual conference. The FY 2020-21 Proposed Budget reflects an increase to Travel & Training to allow the billing staff to attend the conference next year.

In April 2020, the City allocated \$100k for the "Newberg Support Local Challenge" in response to the COVID-19 pandemic using the Utility Assistance account. These funds come from the Water (45%), Wastewater (45%), and Stormwater (10%) Funds.

|                              | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted<br>vs. Adopted |
|------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>FINANCE-BILLING</b>       |                   |                   |                    |                      |                     |                     |                    |                        |
| Personnel Services           | 164,111           | 174,179           | 185,442            | 185,991              | 199,596             | 199,596             | 199,596            | 7.6%                   |
| Materials and Services       | 155,152           | 168,067           | 272,140            | 281,855              | 187,377             | 187,377             | 187,377            | -31.1%                 |
| <b>Total Finance-Billing</b> | <b>319,263</b>    | <b>342,246</b>    | <b>457,582</b>     | <b>467,846</b>       | <b>386,973</b>      | <b>386,973</b>      | <b>386,973</b>     | <b>-15.4%</b>          |

| ACCOUNT #      | DESCRIPTION                         | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted '21<br>vs. Adopted '20 |
|----------------|-------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|--------------------------------|
| <b>1320</b>    | <b>FINANCE - BILLING</b>            |                   |                   |                    |                      |                     |                     |                    |                                |
| 31-1320-420000 | Clerical Salaries                   | 90,303            | 94,319            | 99,679             | 99,575               | 102,181             | 102,181             | 102,181            | 2.5%                           |
| 31-1320-438000 | Longevity                           | -                 | -                 | -                  | 900                  | 1,440               | 1,440               | 1,440              | 100.0%                         |
| 31-1320-441000 | FICA/Medicare                       | 6,513             | 6,794             | 7,625              | 7,488                | 7,927               | 7,927               | 7,927              | 4.0%                           |
| 31-1320-442000 | Workers Compensation                | 405               | 197               | 267                | 197                  | 176                 | 176                 | 176                | -34.1%                         |
| 31-1320-443000 | Unemployment                        | 90                | 94                | 100                | 102                  | 105                 | 105                 | 105                | 5.0%                           |
| 31-1320-444001 | Retirement-Principal                | 31,021            | 34,776            | 37,850             | 38,082               | 45,884              | 45,884              | 45,884             | 21.2%                          |
| 31-1320-445000 | Health/Life/LTD                     | 35,779            | 37,999            | 39,921             | 39,647               | 41,883              | 41,883              | 41,883             | 4.9%                           |
|                | <b>Total Personnel Services</b>     | <b>164,111</b>    | <b>174,179</b>    | <b>185,442</b>     | <b>185,991</b>       | <b>199,596</b>      | <b>199,596</b>      | <b>199,596</b>     | <b>7.6%</b>                    |
| 31-1320-510000 | Office Supplies                     | 1,724             | 1,022             | 1,800              | 1,149                | 1,500               | 1,500               | 1,500              | -16.7%                         |
| 31-1320-515000 | Printing & Advertising              | 492               | 1,190             | 1,000              | 1,100                | 1,100               | 1,100               | 1,100              | 10.0%                          |
| 31-1320-520000 | Dues & Meetings                     | -                 | -                 | -                  | 125                  | 125                 | 125                 | 125                | 100.0%                         |
| 31-1320-523000 | Supplies & Equipment                | 5,855             | 2,093             | 1,000              | 30                   | 1,600               | 1,600               | 1,600              | 60.0%                          |
| 31-1320-525000 | Travel & Training                   | 332               | 250               | 1,000              | 2,848                | 1,800               | 1,800               | 1,800              | 80.0%                          |
| 31-1320-532000 | Bank Fees                           | 77,017            | 84,432            | 85,000             | 96,095               | 100,000             | 100,000             | 100,000            | 17.6%                          |
| 31-1320-533000 | Contractual Services                | 51,636            | 52,402            | 53,000             | 49,801               | 50,000              | 50,000              | 50,000             | -5.7%                          |
| 31-1320-533045 | Maintenance Agreements              | 8,393             | 8,701             | 9,140              | 10,530               | 11,060              | 11,060              | 11,060             | 21.0%                          |
| 31-1320-540000 | Utilities                           | 153               | 175               | 200                | 177                  | 192                 | 192                 | 192                | -4.0%                          |
| 31-1320-558001 | Utility Assistance                  | 9,099             | 17,802            | 120,000            | 120,000              | 20,000              | 20,000              | 20,000             | -83.3%                         |
| 31-1320-580000 | Professional Services               | 450               | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
|                | <b>Total Materials and Services</b> | <b>155,152</b>    | <b>168,067</b>    | <b>272,140</b>     | <b>281,855</b>       | <b>187,377</b>      | <b>187,377</b>      | <b>187,377</b>     | <b>-31.1%</b>                  |
| <b>1320</b>    | <b>TOTAL FINANCE - BILLING</b>      | <b>319,263</b>    | <b>342,246</b>    | <b>457,582</b>     | <b>467,846</b>       | <b>386,973</b>      | <b>386,973</b>      | <b>386,973</b>     | <b>-15.4%</b>                  |
|                | <b>TOTAL FINANCE DEPARTMENT</b>     | <b>1,019,353</b>  | <b>1,106,202</b>  | <b>1,345,128</b>   | <b>1,298,536</b>     | <b>1,191,534</b>    | <b>1,191,584</b>    | <b>1,191,584</b>   | <b>-11.4%</b>                  |

**FUND 31: Admin/Support Services Fund – Information Technology****18-19 19-20 20-21****BUDGETED STAFF FTE: 6.50 6.50 6.00****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**

The IT training budget has been reduced by 50%.

\$145,000 will be spent on replacing a cluster of servers, upgrading video cards, and desktop memory.

|                                     | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted<br>vs. Adopted |
|-------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>INFORMATION TECHNOLOGY</b>       |                   |                   |                    |                      |                     |                     |                    |                        |
| Personnel Services                  | 840,594           | 881,126           | 902,745            | 834,485              | 888,654             | 896,234             | 896,234            | -0.7%                  |
| Materials and Services              | 160,614           | 192,534           | 248,494            | 235,181              | 235,362             | 235,362             | 235,362            | -5.3%                  |
| Capital Outlay                      | 47,814            | 16,592            | 220,000            | 220,000              | 145,000             | 145,000             | 145,000            | -34.1%                 |
| <b>Total Information Technology</b> | <b>1,049,021</b>  | <b>1,090,252</b>  | <b>1,371,239</b>   | <b>1,289,666</b>     | <b>1,269,016</b>    | <b>1,276,596</b>    | <b>1,276,596</b>   | <b>-6.9%</b>           |



| ACCOUNT #      | DESCRIPTION                         | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted '21<br>vs. Adopted '20 |
|----------------|-------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|--------------------------------|
| <b>1330</b>    | <b>INFORMATION TECHNOLOGY</b>       |                   |                   |                    |                      |                     |                     |                    |                                |
| 31-1330-410000 | Administrative Salaries             | 118,817           | 121,195           | 124,884            | 124,785              | 124,884             | 124,884             | 124,884            | 0.0%                           |
| 31-1330-420000 | Clerical Salaries                   | 28,405            | 29,662            | 28,230             | 56,667               | 65,751              | 65,751              | 65,751             | 132.9%                         |
| 31-1330-431000 | Other Salaries                      | 371,103           | 387,305           | 399,783            | 314,888              | 318,515             | 318,515             | 318,515            | -20.3%                         |
| 31-1330-435000 | Overtime                            | -                 | 979               | 1,100              | 2,500                | 5,000               | 5,000               | 5,000              | 354.5%                         |
| 31-1330-436000 | On Call Pay                         | 9,208             | 9,183             | 11,400             | 7,500                | 6,000               | 10,956              | 10,956             | -3.9%                          |
| 31-1330-438000 | Longevity                           | 1,160             | 1,660             | 1,920              | 4,860                | 6,960               | 6,960               | 6,960              | 262.5%                         |
| 31-1330-440000 | Misc Fringe Benefits                | 3,520             | 2,530             | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 31-1330-441000 | FICA/Medicare                       | 39,117            | 40,703            | 43,401             | 38,289               | 40,324              | 40,704              | 40,704             | -6.2%                          |
| 31-1330-442000 | Workers Compensation                | 2,098             | 866               | 1,285              | 863                  | 745                 | 748                 | 748                | -41.8%                         |
| 31-1330-443000 | Unemployment                        | 531               | 551               | 572                | 514                  | 531                 | 536                 | 536                | -6.3%                          |
| 31-1330-444000 | Retirement-PERS                     | 39,316            | 40,294            | 51,227             | 45,328               | 45,518              | 45,518              | 45,518             | -11.1%                         |
| 31-1330-444001 | Retirement-Principal                | 113,042           | 126,593           | 126,058            | 113,615              | 140,851             | 143,045             | 143,045            | 13.5%                          |
| 31-1330-444002 | Retirement-Pension Bond             | 9,490             | 9,021             | 9,579              | 8,917                | 8,563               | 8,605               | 8,605              | -10.2%                         |
| 31-1330-445000 | Health/Life/LTD                     | 104,786           | 110,584           | 103,306            | 115,759              | 125,012             | 125,012             | 125,012            | 21.0%                          |
|                | <b>Total Personnel Services</b>     | <b>840,594</b>    | <b>881,126</b>    | <b>902,745</b>     | <b>834,485</b>       | <b>888,654</b>      | <b>896,234</b>      | <b>896,234</b>     | <b>-0.7%</b>                   |
| 31-1330-510000 | Office Supplies                     | 1,357             | 1,112             | 1,200              | 1,200                | 2,000               | 2,000               | 2,000              | 66.7%                          |
| 31-1330-520000 | Dues & Meetings                     | 22                | 302               | 200                | 232                  | 200                 | 200                 | 200                | 0.0%                           |
| 31-1330-520003 | Recruitment Expense                 | -                 | -                 | 500                | -                    | 500                 | 500                 | 500                | 0.0%                           |
| 31-1330-523000 | Supplies & Equipment                | 35,341            | 23,397            | 26,000             | 26,000               | 26,000              | 26,000              | 26,000             | 0.0%                           |
| 31-1330-525000 | Travel & Training                   | 4,039             | 24,592            | 30,000             | 7,900                | 15,000              | 15,000              | 15,000             | -50.0%                         |
| 31-1330-533045 | Maintenance Agreements              | 118,404           | 141,826           | 168,862            | 168,862              | 170,000             | 170,000             | 170,000            | 0.7%                           |
| 31-1330-540000 | Utilities                           | 481               | 482               | 532                | 482                  | 462                 | 462                 | 462                | -13.2%                         |
| 31-1330-551000 | Books & Publications                | -                 | 40                | 200                | 200                  | 200                 | 200                 | 200                | 0.0%                           |
| 31-1330-580000 | Professional Services               | 970               | 783               | 21,000             | 30,305               | 21,000              | 21,000              | 21,000             | 0.0%                           |
|                | <b>Total Materials and Services</b> | <b>160,614</b>    | <b>192,534</b>    | <b>248,494</b>     | <b>235,181</b>       | <b>235,362</b>      | <b>235,362</b>      | <b>235,362</b>     | <b>-5.3%</b>                   |
| 31-1330-610000 | Capital Outlay                      | 47,814            | 16,592            | 220,000            | 220,000              | 145,000             | 145,000             | 145,000            | -34.1%                         |
|                | <b>Total Capital Outlay</b>         | <b>47,814</b>     | <b>16,592</b>     | <b>220,000</b>     | <b>220,000</b>       | <b>145,000</b>      | <b>145,000</b>      | <b>145,000</b>     | <b>-34.1%</b>                  |
| <b>1330</b>    | <b>TOTAL INFORMATION TECHNOLOGY</b> | <b>1,049,021</b>  | <b>1,090,252</b>  | <b>1,371,239</b>   | <b>1,289,666</b>     | <b>1,269,016</b>    | <b>1,276,596</b>    | <b>1,276,596</b>   | <b>-6.9%</b>                   |

**FUND 31: Admin/Support Services Fund – City Attorney’s Office****18-19 19-20 20-21****BUDGETED STAFF FTE: 3.40 3.40 3.30****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 (contract), and code compliance officer.

**Significant Changes**

The position of City Prosecutor has been reduced from .4 FTE to .3 FTE as a cost savings measure.

|                            | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted<br>vs. Adopted |
|----------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>CITY ATTORNEY</b>       |                   |                   |                    |                      |                     |                     |                    |                        |
| Personnel Services         | 428,138           | 426,496           | 462,967            | 454,833              | 467,124             | 467,162             | 467,162            | 0.9%                   |
| Materials and Services     | 19,944            | 19,065            | 39,600             | 33,730               | 38,700              | 38,700              | 38,700             | -2.3%                  |
| <b>Total City Attorney</b> | <b>448,082</b>    | <b>445,561</b>    | <b>502,567</b>     | <b>488,563</b>       | <b>505,824</b>      | <b>505,862</b>      | <b>505,862</b>     | <b>0.7%</b>            |

| ACCOUNT #                    | DESCRIPTION                | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted '21<br>vs. Adopted '20 |
|------------------------------|----------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|--------------------------------|
| <b>1410</b>                  | <b>CITY ATTORNEY</b>       |                   |                   |                    |                      |                     |                     |                    |                                |
| 31-1410-410000               | Administrative Salaries    | 133,385           | 134,735           | 138,319            | 143,532              | 142,865             | 142,865             | 142,865            | 3.3%                           |
| 31-1410-420000               | Clerical Salaries          | 68,218            | 69,468            | 71,631             | 71,544               | 71,631              | 71,631              | 71,631             | 0.0%                           |
| 31-1410-431000               | Prosecution Salaries       | 37,596            | 25,950            | 41,602             | 28,676               | 31,202              | 31,202              | 31,202             | -25.0%                         |
| 31-1410-432000               | Code Enforcement Salaries  | 43,747            | 46,844            | 50,032             | 50,341               | 51,280              | 51,280              | 51,280             | 2.5%                           |
| 31-1410-438000               | Longevity                  | -                 | -                 | -                  | 1,080                | 1,440               | 1,440               | 1,440              | 100.0%                         |
| 31-1410-440000               | Misc Fringe Benefits       | 1,700             | 1,200             | 1,060              | -                    | -                   | -                   | -                  | -100.0%                        |
| 31-1410-441000               | FICA/Medicare              | 21,089            | 20,448            | 23,152             | 22,037               | 22,829              | 22,829              | 22,829             | -1.4%                          |
| 31-1410-442000               | Workers Compensation       | 1,467             | 1,322             | 1,708              | 1,495                | 1,085               | 1,085               | 1,085              | -36.5%                         |
| 31-1410-443000               | Unemployment               | 283               | 278               | 305                | 298                  | 301                 | 301                 | 301                | -1.3%                          |
| 31-1410-444000               | Retirement-PERS            | 25,830            | 25,811            | 31,282             | 31,464               | 32,194              | 32,194              | 32,194             | 2.9%                           |
| 31-1410-444001               | Retirement-Principal       | 23,651            | 25,777            | 27,199             | 27,303               | 32,038              | 32,038              | 32,038             | 17.8%                          |
| 31-1410-444002               | Retirement-Pension Bond    | 8,435             | 8,048             | 7,710              | 8,113                | 7,983               | 8,021               | 8,021              | 4.0%                           |
| 31-1410-445000               | Health/Life/LTD            | 62,737            | 66,615            | 68,967             | 68,950               | 72,276              | 72,276              | 72,276             | 4.8%                           |
| Total Personnel Services     |                            | 428,138           | 426,496           | 462,967            | 454,833              | 467,124             | 467,162             | 467,162            | 0.9%                           |
| 31-1410-510000               | Office Supplies            | 827               | 585               | 2,400              | 2,322                | 2,400               | 2,400               | 2,400              | 0.0%                           |
| 31-1410-510100               | Code Enforcement           | 1,792             | 1,332             | 4,000              | 3,909                | 4,000               | 4,000               | 4,000              | 0.0%                           |
| 31-1410-510120               | Nuisance/Abatement Control | 1,600             | 2,869             | 3,000              | 3,000                | 3,000               | 3,000               | 3,000              | 0.0%                           |
| 31-1410-520000               | Dues & Meetings            | 1,634             | 1,539             | 3,200              | 2,780                | 3,200               | 3,200               | 3,200              | 0.0%                           |
| 31-1410-523000               | Supplies & Equipment       | 42                | 184               | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 31-1410-525000               | Travel & Training          | 3,448             | 4,793             | 8,000              | 5,168                | 8,000               | 8,000               | 8,000              | 0.0%                           |
| 31-1410-533045               | Maintenance Agreements     | 4,325             | 3,985             | 5,000              | 4,085                | 5,000               | 5,000               | 5,000              | 0.0%                           |
| 31-1410-540000               | Utilities                  | 305               | 351               | 400                | 350                  | 400                 | 400                 | 400                | 0.0%                           |
| 31-1410-551000               | Books & Publications       | 1,037             | 180               | 800                | 875                  | 800                 | 800                 | 800                | 0.0%                           |
| 31-1410-580000               | Professional Services      | 4,475             | 2,949             | 11,000             | 10,316               | 11,000              | 11,000              | 11,000             | 0.0%                           |
| 31-1410-595000               | Prosecution Expenses       | 233               | 251               | 800                | 400                  | 400                 | 400                 | 400                | -50.0%                         |
| 31-1410-595001               | Litigation Expenses        | 227               | 47                | 1,000              | 525                  | 500                 | 500                 | 500                | -50.0%                         |
| Total Materials and Services |                            | 19,944            | 19,065            | 39,600             | 33,730               | 38,700              | 38,700              | 38,700             | -2.3%                          |
| <b>1410</b>                  | <b>TOTAL CITY ATTORNEY</b> | <b>448,082</b>    | <b>445,561</b>    | <b>502,567</b>     | <b>488,563</b>       | <b>505,824</b>      | <b>505,862</b>      | <b>505,862</b>     | <b>0.7%</b>                    |

**FUND 31: Admin/Support Services - Fleet & Facilities Maintenance** **18-19 19-20 20-21**  
**BUDGETED STAFF FTE: 2.70 2.70 2.45**

**Department Description**

The Administrative and Support Services – Fleet & Facilities departments are 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 3 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**

**Shop Supplies/Environmental** – Increase in cost of miscellaneous environmental supplies and disposal charges associated with vehicle repairs, such as tire disposal, oils, hazardous materials, etc.

**Books & Publications** – Increase cost for vehicle diagnostic tools user subscriptions due to increase in complexity of new vehicles (computer based operating systems).

**Professional Service** – Increase of \$20k for the ADA Transition Plan.

|                                      | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted<br>vs. Adopted |
|--------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>PUBLIC WORKS-FLEET</b>            |                   |                   |                    |                      |                     |                     |                    |                        |
| Personnel Services                   | 207,472           | 223,614           | 239,084            | 236,788              | 251,746             | 251,746             | 251,746            | 5.3%                   |
| Materials and Services               | 27,210            | 30,416            | 31,400             | 31,698               | 31,900              | 31,900              | 31,900             | 1.6%                   |
| <b>Total Public Works-Fleet</b>      | <b>234,681</b>    | <b>254,030</b>    | <b>270,484</b>     | <b>268,486</b>       | <b>283,646</b>      | <b>283,646</b>      | <b>283,646</b>     | <b>4.9%</b>            |
|                                      |                   |                   |                    |                      |                     |                     |                    |                        |
|                                      | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted<br>vs. Adopted |
| <b>PUBLIC WORKS-FACILITIES</b>       |                   |                   |                    |                      |                     |                     |                    |                        |
| Personnel Services                   | 60,268            | 66,364            | 95,728             | 91,445               | 97,317              | 75,186              | 75,186             | -21.5%                 |
| Materials and Services               | 713,796           | 665,977           | 700,390            | 700,932              | 546,975             | 546,975             | 546,975            | -21.9%                 |
| Capital Outlay                       | 1,550             | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                   |
| <b>Total Public Works-Facilities</b> | <b>775,614</b>    | <b>732,341</b>    | <b>796,118</b>     | <b>792,377</b>       | <b>644,292</b>      | <b>622,161</b>      | <b>622,161</b>     | <b>-21.9%</b>          |

| ACCOUNT #                    | DESCRIPTION                    | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted '21<br>vs. Adopted '20 |
|------------------------------|--------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|--------------------------------|
| <b>PUBLIC WORKS 51XX</b>     |                                |                   |                   |                    |                      |                     |                     |                    |                                |
| <b>5162</b>                  | <b>FLEET</b>                   |                   |                   |                    |                      |                     |                     |                    |                                |
| 31-5162-410000               | Administrative Salaries        | 15,193            | 18,780            | 20,305             | 20,285               | 21,334              | 21,334              | 21,334             | 5.1%                           |
| 31-5162-431000               | Salaries & Wages               | 95,699            | 99,073            | 103,178            | 102,760              | 104,850             | 104,850             | 104,850            | 1.6%                           |
| 31-5162-435000               | Overtime                       | 1,048             | 53                | 1,000              | 554                  | 500                 | 500                 | 500                | -50.0%                         |
| 31-5162-436000               | On Call Pay                    | 1,243             | 1,055             | 500                | 740                  | 500                 | 500                 | 500                | 0.0%                           |
| 31-5162-438000               | Longevity                      | 3,550             | 5,100             | 5,460              | 5,910                | 6,060               | 6,060               | 6,060              | 11.0%                          |
| 31-5162-440000               | Misc Fringe Benefits           | 778               | 575               | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 31-5162-441000               | FICA/Medicare                  | 8,598             | 9,178             | 9,979              | 9,818                | 10,194              | 10,194              | 10,194             | 2.2%                           |
| 31-5162-442000               | Workers Compensation           | 4,597             | 4,251             | 5,405              | 4,994                | 3,437               | 3,437               | 3,437              | -36.4%                         |
| 31-5162-443000               | Unemployment                   | 117               | 125               | 133                | 132                  | 134                 | 134                 | 134                | 0.8%                           |
| 31-5162-444001               | Retirement-Principal           | 39,298            | 45,001            | 50,766             | 49,496               | 60,336              | 60,336              | 60,336             | 18.9%                          |
| 31-5162-445000               | Health/Life/LTD                | 37,352            | 40,423            | 42,358             | 42,099               | 44,401              | 44,401              | 44,401             | 4.8%                           |
| Total Personnel Services     |                                | 207,472           | 223,614           | 239,084            | 236,788              | 251,746             | 251,746             | 251,746            | 5.3%                           |
| 31-5162-510000               | Office Supplies                | 36                | -                 | 500                | 500                  | 500                 | 500                 | 500                | 0.0%                           |
| 31-5162-512000               | Uniforms                       | 1,031             | 549               | 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           | 4,129             | (3,084)           | 5,000              | 5,000                | 5,000               | 5,000               | 5,000              | 0.0%                           |
| 31-5162-523008               | Intergovernmental Garage Costs | 2,812             | 17,552            | 5,000              | 5,033                | 5,000               | 5,000               | 5,000              | 0.0%                           |
| 31-5162-523012               | Shop Supplies/Environmental    | 2,656             | 2,175             | 2,000              | 3,000                | 2,000               | 2,000               | 2,000              | 0.0%                           |
| 31-5162-523100               | Small Tools                    | 3,212             | 3,509             | 3,000              | 3,264                | 3,000               | 3,000               | 3,000              | 0.0%                           |
| 31-5162-525000               | Travel & Training              | 783               | 206               | 1,400              | 1,400                | 1,400               | 1,400               | 1,400              | 0.0%                           |
| 31-5162-526000               | Employee Testing               | 232               | 334               | 300                | 300                  | 300                 | 300                 | 300                | 0.0%                           |
| 31-5162-533045               | Maintenance Agreements         | 1,487             | 1,403             | 3,000              | 2,001                | 3,000               | 3,000               | 3,000              | 0.0%                           |
| 31-5162-551000               | Books & Publications           | 893               | 714               | 1,000              | 1,000                | 1,500               | 1,500               | 1,500              | 50.0%                          |
| 31-5162-562000               | Fuel                           | 878               | 663               | 1,000              | 1,000                | 1,000               | 1,000               | 1,000              | 0.0%                           |
| 31-5162-563000               | Vehicle Maintenance            | 417               | 1,373             | 500                | 500                  | 500                 | 500                 | 500                | 0.0%                           |
| 31-5162-566000               | Equip Repair & Maintenance     | 3,573             | 22                | 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               | 5,000              | 0.0%                           |
| Total Materials and Services |                                | 27,210            | 30,416            | 31,400             | 31,698               | 31,900              | 31,900              | 31,900             | 1.6%                           |
| <b>5162</b>                  | <b>TOTAL FLEET</b>             | <b>234,681</b>    | <b>254,030</b>    | <b>270,484</b>     | <b>268,486</b>       | <b>283,646</b>      | <b>283,646</b>      | <b>283,646</b>     | <b>4.9%</b>                    |

| ACCOUNT #      | DESCRIPTION                             | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted '21<br>vs. Adopted '20 |
|----------------|---|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|--------------------------------|
| <b>5164</b>    | <b>FACILITIES</b>                       |                   |                   |                    |                      |                     |                     |                    |                                |
| 31-5164-431000 | Salaries & Wages                        | 32,596            | 35,314            | 49,084             | 47,920               | 50,049              | 37,754              | 37,754             | -23.1%                         |
| 31-5164-435000 | Overtime                                | -                 | -                 | 500                | 269                  | 300                 | 300                 | 300                | -40.0%                         |
| 31-5164-436000 | On Call Pay                             | 373               | 35                | 700                | 700                  | 700                 | 700                 | 700                | 0.0%                           |
| 31-5164-440000 | Misc Fringe Benefits                    | 320               | 230               | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 31-5164-441000 | FICA/Medicare                           | 2,447             | 2,596             | 3,848              | 3,652                | 3,906               | 2,965               | 2,965              | -22.9%                         |
| 31-5164-442000 | Workers Compensation                    | 1,727             | 1,831             | 3,573              | 2,584                | 1,798               | 1,469               | 1,469              | -58.9%                         |
| 31-5164-443000 | Unemployment                            | 33                | 35                | 52                 | 50                   | 52                  | 39                  | 39                 | -25.0%                         |
| 31-5164-444000 | Retirement-PERS                         | -                 | 78                | 2,738              | 1,399                | 1,488               | -                   | -                  | -100.0%                        |
| 31-5164-444001 | Retirement-Principal                    | 11,307            | 12,815            | 14,366             | 14,167               | 17,161              | 17,161              | 17,161             | 19.5%                          |
| 31-5164-444002 | Retirement-Pension Bond                 | -                 | -                 | 507                | 495                  | 504                 | -                   | -                  | -100.0%                        |
| 31-5164-445000 | Health/Life/LTD                         | 11,465            | 13,430            | 20,360             | 20,209               | 21,359              | 14,798              | 14,798             | -27.3%                         |
|                | <b>Total Personnel Services</b>         | <b>60,268</b>     | <b>66,364</b>     | <b>95,728</b>      | <b>91,445</b>        | <b>97,317</b>       | <b>75,186</b>       | <b>75,186</b>      | <b>-21.5%</b>                  |
| 31-5164-510000 | Office Supplies                         | 455               | 168               | 750                | 750                  | 750                 | 750                 | 750                | 0.0%                           |
| 31-5164-512000 | Uniforms                                | 387               | 908               | 1,000              | 1,750                | 1,000               | 1,000               | 1,000              | 0.0%                           |
| 31-5164-520000 | Dues & Meetings                         | 336               | 639               | 400                | 400                  | 400                 | 400                 | 400                | 0.0%                           |
| 31-5164-523000 | Supplies & Equipment                    | 13,449            | 9,591             | 18,000             | 18,000               | 18,000              | 18,000              | 18,000             | 0.0%                           |
| 31-5164-523012 | Shop Supplies/environmental             | 64                | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 31-5164-523100 | Small Tools                             | 810               | 1,129             | 2,000              | 2,246                | 2,000               | 2,000               | 2,000              | 0.0%                           |
| 31-5164-525000 | Travel & Training                       | 241               | 175               | 2,000              | 2,891                | 2,000               | 2,000               | 2,000              | 0.0%                           |
| 31-5164-526000 | Employee Testing                        | 132               | 52                | 250                | 250                  | 250                 | 250                 | 250                | 0.0%                           |
| 31-5164-533000 | Contractual Services                    | 97,830            | 87,659            | 111,500            | 111,500              | 101,500             | 101,500             | 101,500            | -9.0%                          |
| 31-5164-533001 | Haz Mat Removal                         | -                 | -                 | 500                | 500                  | 500                 | 500                 | 500                | 0.0%                           |
| 31-5164-533045 | Maintenance Agreements                  | 7,772             | 1,998             | 8,000              | 8,000                | 8,000               | 8,000               | 8,000              | 0.0%                           |
| 31-5164-540000 | Utilities                               | 71,416            | 71,267            | 72,000             | 71,655               | 72,000              | 72,000              | 72,000             | 0.0%                           |
| 31-5164-562000 | Fuel                                    | -                 | 34                | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 31-5164-563000 | Vehicle Maintenance                     | 190               | -                 | 500                | 500                  | 500                 | 500                 | 500                | 0.0%                           |
| 31-5164-566000 | Equip Repair & Maintenance              | -                 | 125               | 1,000              | 1,000                | 1,000               | 1,000               | 1,000              | 0.0%                           |
| 31-5164-571000 | Bldg Repair                             | 2,509             | 707               | 25,000             | 20,000               | 25,000              | 25,000              | 25,000             | 0.0%                           |
| 31-5164-571005 | Building Repairs-PW Maint               | 9,357             | 31,396            | 14,000             | 12,000               | 14,000              | 14,000              | 14,000             | 0.0%                           |
| 31-5164-571011 | Building Repairs-City Hall/CDD          | 25,920            | 21,551            | 18,000             | 18,000               | 18,000              | 18,000              | 18,000             | 0.0%                           |
| 31-5164-571021 | Building Repairs-Public Safety          | 32,055            | 27,441            | 16,000             | 18,000               | 16,000              | 16,000              | 16,000             | 0.0%                           |
| 31-5164-571025 | Building Repairs-Animal Ctrl            | 945               | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 31-5164-571031 | Building Repairs-Library                | 9,313             | 7,661             | 10,000             | 18,000               | 10,000              | 10,000              | 10,000             | 0.0%                           |
| 31-5164-571045 | Building Repairs-Archives               | 288               | 2,207             | 5,000              | 1,000                | 5,000               | 5,000               | 5,000              | 0.0%                           |
| 31-5164-571046 | Building Repairs-City Parking Lots      | -                 | -                 | 25,000             | 25,000               | 25,000              | 25,000              | 25,000             | 0.0%                           |
| 31-5164-571077 | Building Repairs-Community Art Displays | 2,436             | -                 | 1,500              | 1,500                | 1,500               | 1,500               | 1,500              | 0.0%                           |
| 31-5164-580000 | Professional Services                   | -                 | -                 | -                  | -                    | 20,000              | 20,000              | 20,000             | 100.0%                         |
| 31-5164-584000 | Janitorial Service                      | 69,541            | 62,978            | 78,000             | 78,000               | 78,000              | 78,000              | 78,000             | 0.0%                           |
| 31-5164-585000 | Grounds keeping-General                 | 28,565            | 31,612            | 15,000             | 15,000               | 15,000              | 15,000              | 15,000             | 0.0%                           |
| 31-5164-585001 | Grounds keeping-Public Safety           | -                 | 882               | 3,000              | 3,000                | 3,000               | 3,000               | 3,000              | 0.0%                           |
| 31-5164-585055 | Grounds keeping-Library                 | 210               | 2,222             | 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           | 213,415            | 213,415              | 50,000              | 50,000              | 50,000             | -76.6%                         |
|                | <b>Total Materials and Services</b>     | <b>713,796</b>    | <b>665,977</b>    | <b>700,390</b>     | <b>700,932</b>       | <b>546,975</b>      | <b>546,975</b>      | <b>546,975</b>     | <b>-21.9%</b>                  |
| 31-5164-610000 | Capital Outlay                          | 1,550             | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
|                | <b>Total Capital Outlay</b>             | <b>1,550</b>      | <b>-</b>          | <b>-</b>           | <b>-</b>             | <b>-</b>            | <b>-</b>            | <b>-</b>           | <b>0.0%</b>                    |
| <b>5164</b>    | <b>TOTAL FACILITIES</b>                 | <b>775,614</b>    | <b>732,341</b>    | <b>796,118</b>     | <b>792,377</b>       | <b>644,292</b>      | <b>622,161</b>      | <b>622,161</b>     | <b>-21.9%</b>                  |
|                | <b>TOTAL PUBLIC WORKS</b>               | <b>1,010,295</b>  | <b>986,371</b>    | <b>1,066,602</b>   | <b>1,060,863</b>     | <b>927,938</b>      | <b>905,807</b>      | <b>905,807</b>     | <b>-15.1%</b>                  |

| ACCOUNT #      | DESCRIPTION                              | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted '21<br>vs. Adopted '20 |
|----------------|--|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|--------------------------------|
| <b>9140</b>    | <b>INSURANCE</b>                         |                   |                   |                    |                      |                     |                     |                    |                                |
| 31-9140-550000 | PCL Insurance Premiums                   | 288,204           | 302,981           | 316,835            | 311,486              | 440,000             | 440,000             | 440,000            | 38.9%                          |
| 31-9140-550001 | PCL Claims                               | 61,758            | 15,165            | 64,000             | 64,000               | 50,000              | 50,000              | 50,000             | -21.9%                         |
| <b>9140</b>    | <b>TOTAL INSURANCE</b>                   | <b>349,962</b>    | <b>318,146</b>    | <b>380,835</b>     | <b>375,486</b>       | <b>490,000</b>      | <b>490,000</b>      | <b>490,000</b>     | <b>28.7%</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%                           |
| <b>9170</b>    | <b>TOTAL TRANSFERS</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>3,362</b>       | <b>0.0%</b>                    |
| <b>9180</b>    | <b>RESERVES</b>                          |                   |                   |                    |                      |                     |                     |                    |                                |
| 31-9180-800000 | Contingency                              | -                 | -                 | 286,853            | -                    | 218,507             | 218,511             | 218,511            | -23.8%                         |
| <b>9180</b>    | <b>TOTAL RESERVES</b>                    | <b>-</b>          | <b>-</b>          | <b>286,853</b>     | <b>-</b>             | <b>218,507</b>      | <b>218,511</b>      | <b>218,511</b>     | <b>-23.8%</b>                  |
| <b>FUND 31</b> | <b>TOTAL ADMIN/SUPPORT SERVICES FUND</b> | <b>4,833,528</b>  | <b>4,969,241</b>  | <b>6,083,301</b>   | <b>5,674,264</b>     | <b>5,679,560</b>    | <b>5,682,799</b>    | <b>5,682,799</b>   | <b>-6.6%</b>                   |
|                | ENDING FUND BALANCE                      | 488,426           | 512,469           | -                  | 400,775              | -                   | -                   | -                  | 0.0%                           |

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# PUBLIC SAFETY FUNDS

## FUND 03: Civil Forfeiture Fund – Police

|                     | <u>18-19</u> | <u>19-20</u> | <u>20-21</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>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted '21<br>vs. Adopted '20 |
|----------------|--------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|--------------------------------|
| <b>FUND 03</b> | <b>CIVIL FORFEITURE<br/>REVENUES</b> |                   |                   |                    |                      |                     |                     |                    |                                |
| 03-0000-300000 | Beg F/B-Net Working Capital          | 25,268            | 15,312            | 13,473             | 25                   | 425                 | 425                 | 425                | -96.8%                         |
| 03-0000-336000 | Other Forfeitures                    | 0                 | 1,456             | -                  | 395                  | -                   | -                   | -                  | 0.0%                           |
| 03-0000-361000 | Interest Earned                      | 392               | 299               | 500                | 5                    | 5                   | 5                   | 5                  | -99.0%                         |
| <b>FUND 03</b> | <b>TOTAL REVENUES</b>                | <b>25,660</b>     | <b>17,067</b>     | <b>13,973</b>      | <b>425</b>           | <b>430</b>          | <b>430</b>          | <b>430</b>         | <b>-96.9%</b>                  |
| <b>2110</b>    | <b>POLICE ADMINISTRATION</b>         |                   |                   |                    |                      |                     |                     |                    |                                |
| 03-2110-521000 | Federal Funds                        | 10,348            | 3,092             | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 03-2110-580001 | Professional Services-State          | -                 | 13,950            | 13,973             | -                    | 430                 | 430                 | 430                | -96.9%                         |
|                | Total Materials and Services         | 10,348            | 17,042            | 13,973             | -                    | 430                 | 430                 | 430                | -96.9%                         |
| <b>2110</b>    | <b>TOTAL POLICE ADMINISTRATION</b>   | <b>10,348</b>     | <b>17,042</b>     | <b>13,973</b>      | <b>-</b>             | <b>430</b>          | <b>430</b>          | <b>430</b>         | <b>-96.9%</b>                  |
| <b>FUND 03</b> | <b>TOTAL CIVIL FORFEITURE FUND</b>   | <b>10,348</b>     | <b>17,042</b>     | <b>13,973</b>      | <b>-</b>             | <b>430</b>          | <b>430</b>          | <b>430</b>         | <b>-96.9%</b>                  |
|                | ENDING FUND BALANCE                  | 15,312            | 25                | -                  | 425                  | -                   | -                   | -                  | 0.0%                           |

**FUND 13: 911 Fund – Police – Communications**

**18-19 19-20 20-21**  
**BUDGETED STAFF FTE: 1.45 1.45 2.00**

**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**

Oregon's 9-1-1 tax was increased to \$1.00 per line or prepaid transaction effective January 1, 2020. It will increase to \$1.25 effective January 1, 2021. Before this change, the rate had been at 75 cents since 1995. Therefore, in FY 2020-21, it is projected that this fund will be able to support an additional 0.55 FTE. This additional support is a relief to the General Fund in the amount of approximately \$56,000.

|                        | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted<br>vs. Adopted |
|------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>911 TAX FUND</b>    |                   |                   |                    |                      |                     |                     |                    |                        |
| Personnel Services     | 205,726           | 195,187           | 210,081            | 199,096              | 267,718             | 267,750             | 267,750            | 27.5%                  |
| Materials and Services | 17,464            | 17,946            | 19,557             | 23,753               | 59,402              | 59,402              | 59,402             | 203.7%                 |
| <b>Total 911 Tax</b>   | <b>223,190</b>    | <b>213,133</b>    | <b>229,638</b>     | <b>222,849</b>       | <b>327,120</b>      | <b>327,152</b>      | <b>327,152</b>     | <b>42.5%</b>           |

| ACCOUNT #      | DESCRIPTION                         | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted '21<br>vs. Adopted '20 |
|----------------|-------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|--------------------------------|
| <b>FUND 13</b> | <b>911 TAX FUND</b>                 |                   |                   |                    |                      |                     |                     |                    |                                |
|                | <b>REVENUES</b>                     |                   |                   |                    |                      |                     |                     |                    |                                |
| 13-0000-300000 | Beg F/B-Net Working Capital         | 19,080            | 21,628            | 30,589             | 39,073               | 42,867              | 42,867              | 42,867             | 40.1%                          |
| 13-0000-310000 | 911 Excise Taxes                    | 209,273           | 213,723           | 221,349            | 204,165              | 262,264             | 262,264             | 262,264            | 18.5%                          |
| 13-0000-312000 | 911 Dundee Excise Taxes             | 16,365            | 16,710            | 17,357             | 16,010               | 20,566              | 20,566              | 20,566             | 18.5%                          |
| 13-0000-338000 | Reimbursed Costs                    | -                 | -                 | -                  | -                    | 32,636              | 32,636              | 32,636             | 100.0%                         |
| 13-0000-338011 | Master Street Address Guide         | -                 | -                 | -                  | 6,178                | 4,000               | 4,000               | 4,000              | 100.0%                         |
| 13-0000-360000 | Miscellaneous Revenues              | -                 | (62)              | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 13-0000-361000 | Interest Earned                     | 100               | 207               | 135                | 290                  | 50                  | 50                  | 50                 | -63.0%                         |
| <b>FUND 13</b> | <b>TOTAL REVENUES</b>               | <b>244,818</b>    | <b>252,206</b>    | <b>269,430</b>     | <b>265,716</b>       | <b>362,383</b>      | <b>362,383</b>      | <b>362,383</b>     | <b>34.5%</b>                   |
| <b>2310</b>    | <b>COMMUNICATIONS</b>               |                   |                   |                    |                      |                     |                     |                    |                                |
| 13-2310-420000 | Dispatch Salaries                   | 104,819           | 100,999           | 104,459            | 106,099              | 137,982             | 137,982             | 137,982            | 32.1%                          |
| 13-2310-435000 | Overtime                            | 24,781            | 22,640            | 23,000             | 17,154               | 23,000              | 23,000              | 23,000             | 0.0%                           |
| 13-2310-435001 | Holiday Bank                        | 1,674             | 908               | 4,000              | 697                  | 1,000               | 1,000               | 1,000              | -75.0%                         |
| 13-2310-438000 | Longevity                           | 480               | 480               | 480                | 1,200                | 2,400               | 2,400               | 2,400              | 400.0%                         |
| 13-2310-440000 | Misc Fringe Benefits                | 640               | 460               | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 13-2310-441000 | FICA/Medicare                       | 9,725             | 9,202             | 10,094             | 9,380                | 12,575              | 12,575              | 12,575             | 24.6%                          |
| 13-2310-442000 | Workers Compensation                | 487               | 201               | 325                | 245                  | 264                 | 264                 | 264                | -18.8%                         |
| 13-2310-443000 | Unemployment                        | 132               | 126               | 132                | 126                  | 165                 | 165                 | 165                | 25.0%                          |
| 13-2310-444000 | Retirement-PERS                     | 21,203            | 20,106            | 26,552             | 23,209               | 32,129              | 32,129              | 32,129             | 21.0%                          |
| 13-2310-444002 | Retirement-Pension Bond             | 6,341             | 5,800             | 5,371              | 5,408                | 6,735               | 6,767               | 6,767              | 26.0%                          |
| 13-2310-445000 | Health/Life/LTD                     | 35,444            | 34,265            | 35,668             | 35,578               | 51,468              | 51,468              | 51,468             | 44.3%                          |
|                | <b>Total Personnel Services</b>     | <b>205,726</b>    | <b>195,187</b>    | <b>210,081</b>     | <b>199,096</b>       | <b>267,718</b>      | <b>267,750</b>      | <b>267,750</b>     | <b>27.5%</b>                   |
| 13-2310-523000 | Supplies & Equipment                | -                 | 903               | 400                | -                    | 400                 | 400                 | 400                | 0.0%                           |
| 13-2310-525000 | Travel & Training                   | 1,099             | 333               | 1,300              | 1,065                | 1,300               | 1,300               | 1,300              | 0.0%                           |
| 13-2310-530001 | 911 Dundee Excise Taxes             | 16,365            | 16,710            | 17,357             | 16,010               | 20,566              | 20,566              | 20,566             | 18.5%                          |
| 13-2310-533017 | Master Street Address Guide         | -                 | -                 | -                  | 6,178                | 4,000               | 4,000               | 4,000              | 100.0%                         |
| 13-2310-533045 | Maintenance Agreements              | -                 | -                 | -                  | -                    | 32,636              | 32,636              | 32,636             | 100.0%                         |
| 13-2310-580000 | Professional Services               | -                 | -                 | 500                | 500                  | 500                 | 500                 | 500                | 0.0%                           |
|                | <b>Total Materials and Services</b> | <b>17,464</b>     | <b>17,946</b>     | <b>19,557</b>      | <b>23,753</b>        | <b>59,402</b>       | <b>59,402</b>       | <b>59,402</b>      | <b>203.7%</b>                  |
| <b>2310</b>    | <b>TOTAL COMMUNICATIONS</b>         | <b>223,190</b>    | <b>213,133</b>    | <b>229,638</b>     | <b>222,849</b>       | <b>327,120</b>      | <b>327,152</b>      | <b>327,152</b>     | <b>42.5%</b>                   |
| <b>9180</b>    | <b>RESERVES</b>                     |                   |                   |                    |                      |                     |                     |                    |                                |
| 13-9180-800000 | Contingency                         | -                 | -                 | 39,792             | -                    | 35,263              | 35,231              | 35,231             | -11.5%                         |
| <b>9180</b>    | <b>TOTAL RESERVES</b>               | <b>-</b>          | <b>-</b>          | <b>39,792</b>      | <b>-</b>             | <b>35,263</b>       | <b>35,231</b>       | <b>35,231</b>      | <b>-11.5%</b>                  |
| <b>FUND 13</b> | <b>TOTAL 911 TAX FUND</b>           | <b>223,190</b>    | <b>213,133</b>    | <b>269,430</b>     | <b>222,849</b>       | <b>362,383</b>      | <b>362,383</b>      | <b>362,383</b>     | <b>34.5%</b>                   |
|                | <b>ENDING FUND BALANCE</b>          | <b>21,628</b>     | <b>39,073</b>     | <b>-</b>           | <b>42,867</b>        | <b>-</b>            | <b>-</b>            | <b>-</b>           | <b>0.0%</b>                    |

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

|                            | <u>18-19</u> | <u>19-20</u> | <u>20-21</u> |
|----------------------------|--------------|--------------|--------------|
| <b>BUDGETED STAFF FTE:</b> | 3.00         | 3.00         | 2.50         |

### **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. Therefore, the Proposed Budget includes a 0.50 FTE decrease. 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>18-19</u> | <u>19-20</u> | <u>20-21</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. \$2.26 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>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted '21<br>vs. Adopted '20 |
|----------------|------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|--------------------------------|
| <b>FUND 16</b> | <b>PUBLIC SAFETY FUND</b>          |                   |                   |                    |                      |                     |                     |                    |                                |
|                | <b>REVENUES</b>                    |                   |                   |                    |                      |                     |                     |                    |                                |
| 16-0000-300000 | Beg F/B-Net Working Capital-PSF    | 120,055           | 88,695            | 77,926             | 83,228               | 28,215              | 28,215              | 28,215             | -63.8%                         |
| 16-0000-300001 | Beg F/B-Net Working Capital-CO PSF | 51,805            | 30,664            | 15,897             | 30,721               | 33,050              | 33,050              | 33,050             | 107.9%                         |
| 16-0000-347000 | Public Safety Fee                  | 314,164           | 334,262           | 336,942            | 338,554              | 340,272             | 340,272             | 340,272            | 1.0%                           |
| 16-0000-347001 | CO Public Safety Fee               | 213,624           | 237,194           | 247,116            | 247,116              | 256,334             | 256,334             | 256,334            | 3.7%                           |
| 16-0000-361000 | Interest Earned                    | 2,186             | 1,973             | 2,000              | 921                  | 250                 | 250                 | 250                | -87.5%                         |
| <b>FUND 16</b> | <b>TOTAL REVENUES</b>              | <b>701,834</b>    | <b>692,788</b>    | <b>679,881</b>     | <b>700,540</b>       | <b>658,121</b>      | <b>658,121</b>      | <b>658,121</b>     | <b>-3.2%</b>                   |
| <b>2120</b>    | <b>PATROL</b>                      |                   |                   |                    |                      |                     |                     |                    |                                |
| 16-2120-431000 | Officer Salaries                   | 188,951           | 190,176           | 204,693            | 208,008              | 183,552             | 183,552             | 183,552            | -10.3%                         |
| 16-2120-435000 | Overtime                           | 14,541            | 10,280            | 20,500             | 17,715               | 20,000              | 20,000              | 20,000             | -2.4%                          |
| 16-2120-435001 | Holiday Bank                       | 6,822             | 7,254             | 8,000              | 7,907                | 9,000               | 9,000               | 9,000              | 12.5%                          |
| 16-2120-441000 | FICA/Medicare                      | 15,625            | 15,410            | 17,839             | 17,617               | 16,261              | 16,261              | 16,261             | -8.8%                          |
| 16-2120-442000 | Workers Compensation               | 9,049             | 8,590             | 10,340             | 10,229               | 5,788               | 5,788               | 5,788              | -44.0%                         |
| 16-2120-443000 | Unemployment                       | 210               | 218               | 235                | 236                  | 214                 | 214                 | 214                | -8.9%                          |
| 16-2120-444000 | Retirement-PERS                    | 38,846            | 35,791            | 54,506             | 52,463               | 49,841              | 49,841              | 49,841             | -8.6%                          |
| 16-2120-444002 | Retirement-Pension Bond            | 8,759             | 7,432             | 9,493              | 9,783                | 8,708               | 8,750               | 8,750              | -7.8%                          |
| 16-2120-445000 | Health/Life/LTD                    | 64,339            | 66,038            | 69,776             | 70,164               | 62,844              | 62,844              | 62,844             | -9.9%                          |
|                | Total Personnel Services           | 347,141           | 341,189           | 395,382            | 394,122              | 356,208             | 356,250             | 356,250            | -9.9%                          |
| <b>2120</b>    | <b>TOTAL PATROL</b>                | <b>347,141</b>    | <b>341,189</b>    | <b>395,382</b>     | <b>394,122</b>       | <b>356,208</b>      | <b>356,250</b>      | <b>356,250</b>     | <b>-9.9%</b>                   |
| <b>2310</b>    | <b>COMMUNICATIONS</b>              |                   |                   |                    |                      |                     |                     |                    |                                |
| 16-2310-420000 | Dispatch Salaries                  | 113,892           | 115,446           | 119,268            | 121,778              | 122,040             | 122,040             | 122,040            | 2.3%                           |
| 16-2310-435000 | Overtime                           | 24,570            | 22,493            | 24,000             | 17,952               | 24,000              | 24,000              | 24,000             | 0.0%                           |
| 16-2310-435001 | Holiday Bank                       | 2,267             | 4,351             | 5,000              | 4,693                | 5,500               | 5,500               | 5,500              | 10.0%                          |
| 16-2310-438000 | Longevity                          | 2,400             | 2,400             | 2,400              | 2,400                | 2,400               | 2,400               | 2,400              | 0.0%                           |
| 16-2310-441000 | FICA/Medicare                      | 10,622            | 10,726            | 11,526             | 11,055               | 11,776              | 11,776              | 11,776             | 2.2%                           |
| 16-2310-442000 | Workers Compensation               | 521               | 254               | 385                | 296                  | 251                 | 251                 | 251                | -34.8%                         |
| 16-2310-443000 | Unemployment                       | 139               | 145               | 151                | 149                  | 155                 | 155                 | 155                | 2.6%                           |
| 16-2310-444000 | Retirement-PERS                    | 31,443            | 30,413            | 36,562             | 34,009               | 37,204              | 37,204              | 37,204             | 1.8%                           |
| 16-2310-444002 | Retirement-Pension Bond            | 6,775             | 6,268             | 6,134              | 6,200                | 6,307               | 6,338               | 6,338              | 3.3%                           |
| 16-2310-445000 | Health/Life/LTD                    | 42,705            | 45,154            | 46,392             | 46,621               | 50,107              | 50,107              | 50,107             | 8.0%                           |
|                | Total Personnel Services           | 235,334           | 237,650           | 251,818            | 245,153              | 259,740             | 259,771             | 259,771            | 3.2%                           |
| <b>2310</b>    | <b>TOTAL COMMUNICATIONS</b>        | <b>235,334</b>    | <b>237,650</b>    | <b>251,818</b>     | <b>245,153</b>       | <b>259,740</b>      | <b>259,771</b>      | <b>259,771</b>     | <b>3.2%</b>                    |
| <b>9180</b>    | <b>RESERVES</b>                    |                   |                   |                    |                      |                     |                     |                    |                                |
| 16-9180-800000 | Contingency-Public Safety Fee      | -                 | -                 | 20,710             | -                    | 12,419              | 12,377              | 12,377             | -40.2%                         |
| 16-9180-800001 | Contingency-CO Public Safety Fee   | -                 | -                 | 11,971             | -                    | 29,754              | 29,723              | 29,723             | 148.3%                         |
| <b>9180</b>    | <b>TOTAL RESERVES</b>              | <b>-</b>          | <b>-</b>          | <b>32,681</b>      | <b>-</b>             | <b>42,173</b>       | <b>42,100</b>       | <b>42,100</b>      | <b>28.8%</b>                   |
| <b>FUND 16</b> | <b>TOTAL PUBLIC SAFETY FUND</b>    | <b>582,475</b>    | <b>578,839</b>    | <b>679,881</b>     | <b>639,275</b>       | <b>658,121</b>      | <b>658,121</b>      | <b>658,121</b>     | <b>-3.2%</b>                   |
|                | ENDING FUND BALANCE                | 119,359           | 113,949           | -                  | 61,265               | -                   | -                   | -                  | 0.0%                           |

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# COMMUNITY DEVELOPMENT FUNDS

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## FUND 08: Building Inspection Fund

**18-19 19-20 20-21**  
**BUDGETED STAFF FTE: 3.94 4.06 4.38**

### 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 increases slightly based on residential building permit activity. There is a corresponding increase in the Technology Fee based on residential building permit activity.

Materials and Services increases include Travel & Training to include Diversity/Equity/Inclusion training, Maintenance Agreements for Trakit software, Books & Publications for new code books, and Vehicle Maintenance.

Materials and Services decreases include Office Supplies, Dues & Meetings, and Supplies & Equipment.

### 2020 Council Goals

The proposed budget aligns with the following City Council Goals:

- 1) Further develop an operational culture that adopts and cherishes Diversity, Equity, and Inclusion as core values.
  - a. Building Division Travel and Training
    - i. Diversity/Equity/Inclusion Training

|                                  | ACTUAL         | ACTUAL         | ADOPTED        | PROJECTED      | PROPOSED       | APPROVED       | ADOPTED        | Adopted     |
|----------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|-------------|
| BUILDING INSPECTION FUND         | 2017-18        | 2018-19        | 2019-20        | 2019-20        | 2020-21        | 2020-21        | 2020-21        | vs. Adopted |
| Personnel Services               | 446,520        | 470,929        | 519,801        | 514,040        | 562,400        | 562,423        | 562,423        | 8.2%        |
| Materials and Services           | 180,171        | 169,296        | 226,784        | 218,378        | 205,082        | 204,650        | 204,650        | -9.8%       |
| <b>Total Building Inspection</b> | <b>626,691</b> | <b>640,225</b> | <b>746,585</b> | <b>732,418</b> | <b>767,482</b> | <b>767,073</b> | <b>767,073</b> | <b>2.7%</b> |

| ACCOUNT #      | DESCRIPTION                          | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted '21<br>vs. Adopted '20 |
|----------------|--------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|--------------------------------|
| <b>FUND 08</b> | <b>BUILDING INSPECTION FUND</b>      |                   |                   |                    |                      |                     |                     |                    |                                |
|                | <b>REVENUES</b>                      |                   |                   |                    |                      |                     |                     |                    |                                |
| 08-0000-300000 | Beg F/B-Net Working Capital          | 1,107,774         | 1,451,786         | 1,498,823          | 1,744,150            | 1,713,597           | 1,713,597           | 1,713,597          | 14.3%                          |
| 08-0000-322001 | Building Permits                     | 613,918           | 569,415           | 360,729            | 382,375              | 348,904             | 348,904             | 348,904            | -3.3%                          |
| 08-0000-322002 | Plumbing / Mechanical Permits        | 234,393           | 249,539           | 185,549            | 226,651              | 250,823             | 250,823             | 250,823            | 35.2%                          |
| 08-0000-322005 | Mobile Home Permits                  | 1,669             | 1,020             | 1,020              | 578                  | 1,020               | 1,020               | 1,020              | 0.0%                           |
| 08-0000-322007 | Electrical Permits                   | 473               | 818               | -                  | 521                  | -                   | -                   | -                  | 0.0%                           |
| 08-0000-336001 | Contract Building Inspection         | 90,800            | 63,675            | 43,283             | 54,576               | 43,283              | 43,283              | 43,283             | 0.0%                           |
| 08-0000-341006 | Technology Fee                       | 24,233            | 22,812            | 15,112             | 15,905               | 30,037              | 30,037              | 30,037             | 98.8%                          |
| 08-0000-360000 | Miscellaneous Revenues               | 59                | 7                 | 20                 | 3                    | 20                  | 20                  | 20                 | 0.0%                           |
| 08-0000-361000 | Interest Earned                      | 21,315            | 42,113            | 47,000             | 38,066               | 8,800               | 8,800               | 8,800              | -81.3%                         |
| 08-0000-390025 | Transfer In-PERS Reserve             | 653               | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| <b>FUND 08</b> | <b>TOTAL REVENUES</b>                | <b>2,095,288</b>  | <b>2,401,185</b>  | <b>2,151,536</b>   | <b>2,462,825</b>     | <b>2,396,484</b>    | <b>2,396,484</b>    | <b>2,396,484</b>   | <b>11.4%</b>                   |
| <b>4210</b>    | <b>BUILDING INSPECTION</b>           |                   |                   |                    |                      |                     |                     |                    |                                |
| 08-4210-410000 | Administrative Salaries              | 111,909           | 118,620           | 124,360            | 124,097              | 124,673             | 124,673             | 124,673            | 0.3%                           |
| 08-4210-420000 | Clerical Salaries                    | 69,671            | 75,098            | 89,455             | 88,792               | 106,914             | 106,914             | 106,914            | 19.5%                          |
| 08-4210-431000 | Building Inspector Salary            | 22,953            | 21,360            | 28,290             | 24,345               | 28,290              | 28,290              | 28,290             | 0.0%                           |
| 08-4210-432000 | Plans Examiner Salary                | 72,968            | 75,642            | 79,884             | 79,405               | 81,876              | 81,876              | 81,876             | 2.5%                           |
| 08-4210-438000 | Longevity                            | 720               | 1,200             | 1,920              | 4,134                | 6,108               | 6,108               | 6,108              | 218.1%                         |
| 08-4210-440000 | Misc Fringe Benefits                 | 736               | 529               | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 08-4210-441000 | FICA/Medicare                        | 20,786            | 21,791            | 24,779             | 24,224               | 26,612              | 26,612              | 26,612             | 7.4%                           |
| 08-4210-442000 | Workers Compensation                 | 4,046             | 3,924             | 5,131              | 4,474                | 3,286               | 3,286               | 3,286              | -36.0%                         |
| 08-4210-443000 | Unemployment                         | 277               | 292               | 327                | 324                  | 352                 | 352                 | 352                | 7.6%                           |
| 08-4210-444000 | Retirement-PERS                      | 11,886            | 12,329            | 16,759             | 16,086               | 17,162              | 17,162              | 17,162             | 2.4%                           |
| 08-4210-444001 | Retirement-Principal                 | 59,867            | 66,755            | 71,979             | 72,136               | 84,790              | 84,790              | 84,790             | 17.8%                          |
| 08-4210-444002 | Retirement-Pension Bond              | 4,289             | 4,211             | 4,624              | 4,594                | 4,767               | 4,790               | 4,790              | 3.6%                           |
| 08-4210-445000 | Health/Life/LTD                      | 66,412            | 69,178            | 72,293             | 71,429               | 77,570              | 77,570              | 77,570             | 7.3%                           |
|                | <b>Total Personnel Services</b>      | <b>446,520</b>    | <b>470,929</b>    | <b>519,801</b>     | <b>514,040</b>       | <b>562,400</b>      | <b>562,423</b>      | <b>562,423</b>     | <b>8.2%</b>                    |
| 08-4210-510000 | Office Supplies                      | 967               | 913               | 2,450              | 1,496                | 2,000               | 2,000               | 2,000              | -18.4%                         |
| 08-4210-511000 | Postage                              | -                 | -                 | 100                | 100                  | 100                 | 100                 | 100                | 0.0%                           |
| 08-4210-515000 | Printing & Advertising               | 142               | 163               | 500                | 60                   | 500                 | 500                 | 500                | 0.0%                           |
| 08-4210-520000 | Dues & Meetings                      | 676               | 718               | 1,800              | 1,300                | 1,600               | 1,600               | 1,600              | -11.1%                         |
| 08-4210-520003 | Recruitment Expense                  | -                 | -                 | 850                | -                    | 850                 | 850                 | 850                | 0.0%                           |
| 08-4210-523000 | Supplies & Equipment                 | 2,398             | 1,057             | 11,263             | 8,855                | 7,278               | 7,278               | 7,278              | -35.4%                         |
| 08-4210-525000 | Travel & Training                    | 5,992             | 5,794             | 11,115             | 6,000                | 11,700              | 11,700              | 11,700             | 5.3%                           |
| 08-4210-526000 | Employee Testing                     | -                 | -                 | 200                | -                    | 200                 | 200                 | 200                | 0.0%                           |
| 08-4210-532000 | Bank Fees                            | 5,441             | 5,473             | 6,000              | 3,587                | 6,000               | 6,000               | 6,000              | 0.0%                           |
| 08-4210-533045 | Maintenance Agreements               | 9,603             | 10,447            | 10,840             | 10,840               | 11,265              | 11,265              | 11,265             | 3.9%                           |
| 08-4210-540000 | Utilities                            | 436               | 438               | 491                | 438                  | 443                 | 443                 | 443                | -9.8%                          |
| 08-4210-551000 | Books & Publications                 | 286               | 202               | 491                | 491                  | 900                 | 900                 | 900                | 83.3%                          |
| 08-4210-562000 | Fuel                                 | 1,640             | 1,649             | 1,980              | 1,980                | 1,980               | 1,980               | 1,980              | 0.0%                           |
| 08-4210-563000 | Vehicle Maintenance                  | 158               | 137               | 600                | 2,217                | 1,000               | 1,000               | 1,000              | 66.7%                          |
| 08-4210-580000 | Professional Services                | 14,401            | 8,964             | 3,000              | 9,362                | 5,000               | 5,000               | 5,000              | 66.7%                          |
| 08-4210-590000 | Internal Chrg-Admin Support Services | 127,775           | 130,015           | 170,851            | 167,399              | 148,413             | 147,981             | 147,981            | -13.4%                         |
| 08-4210-590001 | Internal Chrg-Veh/Equip              | 2,400             | 2,400             | 2,400              | 2,400                | 4,000               | 4,000               | 4,000              | 66.7%                          |
| 08-4210-590006 | Internal Chrg-Network Upgrade        | 7,857             | 926               | 1,853              | 1,853                | 1,853               | 1,853               | 1,853              | 0.0%                           |
|                | <b>Total Materials and Services</b>  | <b>180,171</b>    | <b>169,296</b>    | <b>226,784</b>     | <b>218,378</b>       | <b>205,082</b>      | <b>204,650</b>      | <b>204,650</b>     | <b>-9.8%</b>                   |
| <b>4210</b>    | <b>TOTAL BUILDING INSPECTION</b>     | <b>626,691</b>    | <b>640,225</b>    | <b>746,585</b>     | <b>732,418</b>       | <b>767,482</b>      | <b>767,073</b>      | <b>767,073</b>     | <b>2.7%</b>                    |

| ACCOUNT #                    | DESCRIPTION                           | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted '21<br>vs. Adopted '20 |
|------------------------------|---------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|--------------------------------|
| <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%                           |
| <b>9170</b>                  | <b>TOTAL TRANSFERS</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>16,810</b>      | <b>0.0%</b>                    |
| <b>9180</b>                  | <b>RESERVES</b>                       |                   |                   |                    |                      |                     |                     |                    |                                |
| 08-9180-800000               | Contingency                           | -                 | -                 | 1,388,141          | -                    | 1,612,192           | 1,612,601           | 1,612,601          | 16.2%                          |
| <b>9180</b>                  | <b>TOTAL RESERVES</b>                 | <b>-</b>          | <b>-</b>          | <b>1,388,141</b>   | <b>-</b>             | <b>1,612,192</b>    | <b>1,612,601</b>    | <b>1,612,601</b>   | <b>16.2%</b>                   |
| <b>TOTAL NONDEPARTMENTAL</b> |                                       | <b>16,810</b>     | <b>16,810</b>     | <b>1,404,951</b>   | <b>16,810</b>        | <b>1,629,002</b>    | <b>1,629,411</b>    | <b>1,629,411</b>   | <b>16.0%</b>                   |
| <b>FUND 08</b>               | <b>TOTAL BUILDING INSPECTION FUND</b> | <b>643,501</b>    | <b>657,035</b>    | <b>2,151,536</b>   | <b>749,228</b>       | <b>2,396,484</b>    | <b>2,396,484</b>    | <b>2,396,484</b>   | <b>11.4%</b>                   |
| ENDING FUND BALANCE          |                                       | 1,451,786         | 1,744,150         | -                  | 1,713,597            | -                   | -                   | -                  | 0.0%                           |

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## FUND 14: Economic Development Fund

**18-19 19-20 20-21**  
**BUDGETED STAFF FTE: 0.10 0.10 0.16**

### Department Description

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

### Significant Changes

Revenue decreases as two Economic Development Revolving Loans were paid off in FY 19/20. Revenue Interest Earned increases due to a larger beginning fund balance.

Materials & Services Economic Development includes re-budgeting for urban renewal feasibility study and plan and report.

Special Payments includes re-budgeting for the Economic Development Revolving Loan Fund loan program.

A new Construction Excise Tax is added to the fund including revenue and expenditures.

### 2020 Council Goals

The proposed budget aligns with the following City Council Goals:

- 1) Promote development of housing affordability such as houselessness, transitional housing, workforce housing.
  - a. Affordable Housing Fund
    - i. Loans and Grants
  - b. Construction Excise Tax
    - i. Developer Incentives
    - ii. Housing and Community Services
    - iii. Affordable Housing Programs and Incentives
- 2) Create and Support an Urban Renewal Plan and Authority.
  - a. Economic Development Professional Services
    - i. Urban Renewal Feasibility Study and Plan and Report

|                                   | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted<br>vs. Adopted |
|-----------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>ECONOMIC DEVELOPMENT FUND</b>  |                   |                   |                    |                      |                     |                     |                    |                        |
| Personnel Services                | 5,562             | 5,823             | 6,312              | 6,206                | 18,909              | 12,961              | 12,961             | 105.3%                 |
| Materials and Services            | 9,606             | 7,204             | 155,205            | 50,239               | 89,570              | 91,005              | 91,005             | -41.4%                 |
| <b>Total Economic Development</b> | <b>15,167</b>     | <b>13,027</b>     | <b>161,517</b>     | <b>56,445</b>        | <b>108,479</b>      | <b>103,966</b>      | <b>103,966</b>     | <b>-35.6%</b>          |

| ACCOUNT #      | DESCRIPTION                                 | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted '21<br>vs. Adopted '20 |
|----------------|---|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|--------------------------------|
| <b>FUND 14</b> | <b>ECONOMIC DEVELOPMENT FUND</b>            |                   |                   |                    |                      |                     |                     |                    |                                |
|                | <b>REVENUES</b>                             |                   |                   |                    |                      |                     |                     |                    |                                |
| 14-0000-300000 | Beg F/B-Net Working Capital-Econ Dev        | 549,874           | 605,460           | 560,682            | 665,027              | 574,558             | 574,558             | 574,558            | 2.5%                           |
| 14-0000-300001 | Beg F/B-Net Working Capital-Affrdbl Housing | 67,874            | 60,540            | 61,277             | 66,499               | 67,921              | 67,921              | 67,921             | 10.8%                          |
| 14-0000-300002 | Beg F/B-Net Working Capital-CET             | -                 | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 14-0000-321004 | Business License Fee                        | 50,403            | 47,876            | 48,100             | 45,930               | 48,000              | 48,000              | 48,000             | -0.2%                          |
| 14-0000-334007 | CDBG Grants                                 | 196,970           | 203,030           | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 14-0000-338007 | Construction Excise Taxes                   | -                 | -                 | -                  | -                    | 300,000             | 150,000             | 150,000            | 100.0%                         |
| 14-0000-360000 | Miscellaneous Revenues                      | -                 | 4,512             | 10                 | 15                   | 10                  | 10                  | 10                 | 0.0%                           |
| 14-0000-361000 | Interest Earned                             | 10,975            | 17,828            | 19,000             | 16,067               | 3,700               | 3,700               | 3,700              | -80.5%                         |
| 14-0000-361001 | Interest-Receiveables                       | 1,573             | 698               | 107                | 107                  | -                   | -                   | -                  | -100.0%                        |
| 14-0000-370000 | Proceeds From Notes Receivable              | 13,534            | 12,466            | 6,778              | 6,778                | -                   | -                   | -                  | -100.0%                        |
| 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              | 900                  | 1,800               | 1,800               | 1,800              | 0.0%                           |
| <b>FUND 14</b> | <b>TOTAL REVENUES</b>                       | <b>891,202</b>    | <b>952,410</b>    | <b>701,354</b>     | <b>803,123</b>       | <b>999,589</b>      | <b>849,589</b>      | <b>849,589</b>     | <b>42.5%</b>                   |
| <b>4120</b>    | <b>ECONOMIC DEVELOPMENT</b>                 |                   |                   |                    |                      |                     |                     |                    |                                |
| 14-4120-420000 | Clerical Salaries                           | 4,562             | 4,757             | 5,128              | 5,062                | 7,264               | 7,264               | 7,264              | 41.7%                          |
| 14-4120-441000 | FICA/Medicare                               | 321               | 344               | 392                | 376                  | 556                 | 556                 | 556                | 41.8%                          |
| 14-4120-442000 | Workers Compensation                        | 19                | 10                | 15                 | 10                   | 14                  | 14                  | 14                 | -6.7%                          |
| 14-4120-443000 | Unemployment                                | 4                 | 5                 | 5                  | 5                    | 7                   | 7                   | 7                  | 40.0%                          |
| 14-4120-445000 | Health/Life/LTD                             | 655               | 707               | 772                | 753                  | 1,155               | 1,155               | 1,155              | 49.6%                          |
|                | <b>Total Personnel Services</b>             | <b>5,562</b>      | <b>5,823</b>      | <b>6,312</b>       | <b>6,206</b>         | <b>8,996</b>        | <b>8,996</b>        | <b>8,996</b>       | <b>42.5%</b>                   |
| 14-4120-510000 | Office Supplies                             | -                 | -                 | 100                | 50                   | 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                             | 3,796             | 3,860             | 8,000              | 4,272                | 8,350               | 8,350               | 8,350              | 4.4%                           |
| 14-4120-525000 | Travel & Training                           | 484               | 40                | 1,500              | 705                  | 1,700               | 1,700               | 1,700              | 13.3%                          |
| 14-4120-532000 | Bank Fees                                   | 514               | 345               | 3,400              | 507                  | 3,400               | 3,400               | 3,400              | 0.0%                           |
| 14-4120-533045 | Maintenance Agreements                      | 882               | 1,000             | 1,085              | 1,085                | 1,140               | 1,140               | 1,140              | 5.1%                           |
| 14-4120-575100 | Loan Fees                                   | -                 | -                 | 3,600              | 1,800                | 3,600               | 3,600               | 3,600              | 0.0%                           |
| 14-4120-576000 | Recording Fees                              | -                 | -                 | -                  | 240                  | 20                  | 20                  | 20                 | 100.0%                         |
| 14-4120-580000 | Professional Services                       | 3,800             | 1,800             | 133,000            | 39,880               | 66,120              | 66,120              | 66,120             | -50.3%                         |
|                | <b>Total Materials and Services</b>         | <b>9,476</b>      | <b>7,045</b>      | <b>151,885</b>     | <b>49,139</b>        | <b>85,630</b>       | <b>85,630</b>       | <b>85,630</b>      | <b>-43.6%</b>                  |
| <b>4120</b>    | <b>TOTAL ECONOMIC DEVELOPMENT</b>           | <b>15,038</b>     | <b>12,868</b>     | <b>158,197</b>     | <b>55,345</b>        | <b>94,626</b>       | <b>94,626</b>       | <b>94,626</b>      | <b>-40.2%</b>                  |
| <b>4130</b>    | <b>AFFORDABLE HOUSING</b>                   |                   |                   |                    |                      |                     |                     |                    |                                |
| 14-4130-510000 | Office Supplies                             | -                 | -                 | 100                | 100                  | 100                 | 100                 | 100                | 0.0%                           |
| 14-4130-515000 | Printing & Advertising                      | 129               | 159               | 270                | 100                  | 270                 | 270                 | 270                | 0.0%                           |
| 14-4130-525000 | Travel & Training                           | -                 | -                 | 150                | -                    | 170                 | 170                 | 170                | 13.3%                          |
| 14-4130-575100 | Loan Fees                                   | -                 | -                 | 1,800              | 900                  | 1,800               | 1,800               | 1,800              | 0.0%                           |
| 14-4130-580000 | Professional Services                       | -                 | -                 | 1,000              | -                    | 1,000               | 1,000               | 1,000              | 0.0%                           |
|                | <b>Total Materials and Services</b>         | <b>129</b>        | <b>159</b>        | <b>3,320</b>       | <b>1,100</b>         | <b>3,340</b>        | <b>3,340</b>        | <b>3,340</b>       | <b>0.6%</b>                    |
| <b>4130</b>    | <b>TOTAL AFFORDABLE HOUSING</b>             | <b>129</b>        | <b>159</b>        | <b>3,320</b>       | <b>1,100</b>         | <b>3,340</b>        | <b>3,340</b>        | <b>3,340</b>       | <b>0.6%</b>                    |



| ACCOUNT #      | DESCRIPTION                             | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted '21<br>vs. Adopted '20 |
|----------------|---|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|--------------------------------|
| <b>4140</b>    | <b>CONSTRUCTION EXCISE TAXES</b>        |                   |                   |                    |                      |                     |                     |                    |                                |
| 14-4140-410000 | Administrative Salaries                 | -                 | -                 | -                  | -                    | 6,430               | 2,572               | 2,572              | 100.0%                         |
| 14-4140-438000 | Longevity                               | -                 | -                 | -                  | -                    | 36                  | 14                  | 14                 | 100.0%                         |
| 14-4140-441000 | FICA/Medicare                           | -                 | -                 | -                  | -                    | 495                 | 198                 | 198                | 100.0%                         |
| 14-4140-442000 | Workers Compensation                    | -                 | -                 | -                  | -                    | 7                   | 3                   | 3                  | 100.0%                         |
| 14-4140-443000 | Unemployment                            | -                 | -                 | -                  | -                    | 7                   | 3                   | 3                  | 100.0%                         |
| 14-4140-444000 | Retirement-PERS                         | -                 | -                 | -                  | -                    | 1,810               | 724                 | 724                | 100.0%                         |
| 14-4140-444002 | Retirement-Pension Bond                 | -                 | -                 | -                  | -                    | 265                 | 106                 | 106                | 100.0%                         |
| 14-4140-445000 | Health/Life/LTD                         | -                 | -                 | -                  | -                    | 863                 | 345                 | 345                | 100.0%                         |
|                | <b>Total Personnel Services</b>         | -                 | -                 | -                  | -                    | 9,913               | 3,965               | 3,965              | 100.0%                         |
| 14-4140-510000 | Office Supplies                         | -                 | -                 | -                  | -                    | 100                 | 100                 | 100                | 100.0%                         |
| 14-4140-515000 | Printing & Advertising                  | -                 | -                 | -                  | -                    | 500                 | 1,935               | 1,935              | 100.0%                         |
|                | <b>Total Materials and Services</b>     | -                 | -                 | -                  | -                    | 600                 | 2,035               | 2,035              | 100.0%                         |
| <b>4140</b>    | <b>TOTAL CONSTRUCTION EXCISE TAXES</b>  | -                 | -                 | -                  | -                    | <b>10,513</b>       | <b>6,000</b>        | <b>6,000</b>       | <b>100.0%</b>                  |
|                | <b>TOTAL PLANNING</b>                   | <b>15,167</b>     | <b>13,027</b>     | <b>161,517</b>     | <b>56,445</b>        | <b>108,479</b>      | <b>103,966</b>      | <b>103,966</b>     | <b>-35.6%</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 (AH)            | -                 | -                 | 35,724             | -                    | 45,865              | 45,865              | 45,865             | 28.4%                          |
| 14-9130-603000 | Trust Fund Housing Grants (AH)          | 8,193             | -                 | 14,885             | -                    | 19,110              | 19,110              | 19,110             | 28.4%                          |
| 14-9130-604000 | YC Housing Authority Grants (AH)        | 196,970           | 203,030           | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 14-9130-605001 | Developer Incentives (CET)              | -                 | -                 | -                  | -                    | 144,000             | 72,000              | 72,000             | 100.0%                         |
| 14-9130-605002 | Housing & Community Services (CET)      | -                 | -                 | -                  | -                    | 43,200              | 21,600              | 21,600             | 100.0%                         |
| 14-9130-605003 | Affrdbl Housing Prog & Incentives (CET) | -                 | -                 | -                  | -                    | 100,800             | 50,400              | 50,400             | 100.0%                         |
| <b>9130</b>    | <b>TOTAL SPECIAL PAYMENTS</b>           | <b>205,163</b>    | <b>203,030</b>    | <b>400,609</b>     | <b>100,000</b>       | <b>702,975</b>      | <b>558,975</b>      | <b>558,975</b>     | <b>75.5%</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               | 1,872             | 1,828             | 1,199              | 1,199                | -                   | -                   | -                  | -100.0%                        |
| <b>9170</b>    | <b>TOTAL TRANSFERS</b>                  | <b>4,872</b>      | <b>4,828</b>      | <b>4,199</b>       | <b>4,199</b>         | <b>3,000</b>        | <b>3,000</b>        | <b>3,000</b>       | <b>-28.6%</b>                  |
| <b>9180</b>    | <b>RESERVES</b>                         |                   |                   |                    |                      |                     |                     |                    |                                |
| 14-9180-800000 | Contingency-Econ Dev                    | -                 | -                 | 124,125            | -                    | 181,871             | 181,871             | 181,871            | 46.5%                          |
| 14-9180-800001 | Contingency-Affrdbl Housing             | -                 | -                 | 10,904             | -                    | 1,777               | 1,777               | 1,777              | -83.7%                         |
| 14-9180-800002 | Contingency-CET                         | -                 | -                 | -                  | -                    | 1,487               | -                   | -                  | 100.0%                         |
| <b>9180</b>    | <b>TOTAL RESERVES</b>                   | -                 | -                 | <b>135,029</b>     | -                    | <b>185,135</b>      | <b>183,648</b>      | <b>183,648</b>     | <b>40.4%</b>                   |
| <b>FUND 14</b> | <b>TOTAL ECONOMIC DEVELOPMENT FUND</b>  | <b>225,203</b>    | <b>220,885</b>    | <b>701,354</b>     | <b>160,644</b>       | <b>999,589</b>      | <b>849,589</b>      | <b>849,589</b>     | <b>42.5%</b>                   |
|                | ENDING FUND BALANCE                     | 666,000           | 731,525           | -                  | 642,479              | -                   | -                   | -                  | 0.0%                           |

## FUND 19: Transient Lodging Tax

|                     | <u>18-19</u> | <u>19-20</u> | <u>20-21</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

Revenues are anticipated to be impacted because of COVID-19 by approximately 47%.

Tourism Promotion Professional Services indicates a decrease as Visit Newberg has established their non-profit status with the Internal Revenue Service and no additional expenditures are necessary per the agreement with Visit Newberg for start-up costs.

The Visitor Center Contract with the Chehalem Valley Chamber indicates a slight increase with the relocation of the facility into downtown Newberg into the Hancock Commons Building. The Visitor Center contract reflects a CPI for staffing at 2.7%.

Visit Newberg expenditures identify a large decrease based on decreased Transient Lodging Tax revenues from the COVID-19 pandemic. One-time left over funds were distributed in FY 2019-20 per the contract.

Under Special Payments the Destination Development-Marketing Grant (Large Grant) funds are being re-budgeted because grant award distributions for FY 2019-20 will not fully occur until after June 30, 2020. The amount being re-budgeted is \$30,000.

Transfers to the General Fund are also identified to have a large decrease based on decreased Transient Lodging Tax revenues from the COVID-19 pandemic.

| ACCOUNT #      | DESCRIPTION                             | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted '21<br>vs. Adopted '20 |
|----------------|---|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|--------------------------------|
| <b>FUND 19</b> | <b>TRANSIENT LODGING TAX FUND</b>       |                   |                   |                    |                      |                     |                     |                    |                                |
|                | <b>REVENUES</b>                         |                   |                   |                    |                      |                     |                     |                    |                                |
| 19-0000-300000 | Beg F/B-Net Working Capital             | 343,718           | 586,886           | 275,460            | 300,967              | 32,980              | 32,980              | 32,980             | -88.0%                         |
| 19-0000-321003 | Transient Lodging Tax - Hotels          | 1,118,742         | 1,089,927         | 1,085,598          | 683,590              | 568,000             | 568,000             | 568,000            | -47.7%                         |
| 19-0000-321004 | Transient Lodging Tax - Other           | -                 | 56,514            | 49,467             | 21,925               | -                   | -                   | -                  | -100.0%                        |
| 19-0000-360000 | Miscellaneous Revenues                  | -                 | -                 | -                  | 530                  | -                   | -                   | -                  | 0.0%                           |
| 19-0000-361000 | Interest Earned                         | 8,240             | 12,532            | 18,500             | 3,458                | 1,000               | 1,000               | 1,000              | -94.6%                         |
| <b>FUND 19</b> | <b>TOTAL REVENUES</b>                   | <b>1,470,700</b>  | <b>1,745,859</b>  | <b>1,429,025</b>   | <b>1,010,470</b>     | <b>601,980</b>      | <b>601,980</b>      | <b>601,980</b>     | <b>-57.9%</b>                  |
| <b>1110</b>    | <b>TOURISM PROMOTION</b>                |                   |                   |                    |                      |                     |                     |                    |                                |
| 19-1110-580000 | Professional Services                   | -                 | 16,533            | 5,000              | 5,000                | -                   | -                   | -                  | -100.0%                        |
| 19-1110-592500 | Tourism Promotion                       | -                 | 4,595             | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 19-1110-592501 | Visitor Center Contract                 | 139,886           | 145,342           | 95,577             | 95,577               | 96,000              | 75,000              | 75,000             | 0.4%                           |
| 19-1110-592502 | Visit Newberg Contract                  | -                 | 250,000           | 557,654            | 418,778              | 104,141             | 125,141             | 125,141            | -81.3%                         |
|                | Total Materials and Services            | 139,886           | 416,470           | 658,231            | 519,355              | 200,141             | 200,141             | 200,141            | -69.6%                         |
| <b>1110</b>    | <b>TOTAL TOURISM PROMOTION</b>          | <b>139,886</b>    | <b>416,470</b>    | <b>658,231</b>     | <b>519,355</b>       | <b>200,141</b>      | <b>200,141</b>      | <b>200,141</b>     | <b>-69.6%</b>                  |
| <b>9130</b>    | <b>SPECIAL PAYMENTS</b>                 |                   |                   |                    |                      |                     |                     |                    |                                |
| 19-9130-603000 | Small Grants                            | 17,491            | 14,000            | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 19-9130-603100 | Development/Marketing Grants            | -                 | 270,000           | 30,000             | -                    | 30,000              | 30,000              | 30,000             | 0.0%                           |
| <b>9130</b>    | <b>TOTAL SPECIAL PAYMENTS</b>           | <b>17,491</b>     | <b>284,000</b>    | <b>30,000</b>      | <b>-</b>             | <b>30,000</b>       | <b>30,000</b>       | <b>30,000</b>      | <b>0.0%</b>                    |
| <b>9170</b>    | <b>TRANSFERS</b>                        |                   |                   |                    |                      |                     |                     |                    |                                |
| 19-9170-901000 | Transfer Out-General Fund               | 726,436           | 744,422           | 738,794            | 458,135              | 368,859             | 368,859             | 368,859            | -50.1%                         |
| <b>9170</b>    | <b>TOTAL TRANSFERS</b>                  | <b>726,436</b>    | <b>744,422</b>    | <b>738,794</b>     | <b>458,135</b>       | <b>368,859</b>      | <b>368,859</b>      | <b>368,859</b>     | <b>-50.1%</b>                  |
| <b>9180</b>    | <b>RESERVES</b>                         |                   |                   |                    |                      |                     |                     |                    |                                |
| 19-9180-800000 | Contingency                             | -                 | -                 | 2,000              | -                    | 2,980               | 2,980               | 2,980              | 49.0%                          |
| <b>9180</b>    | <b>TOTAL RESERVES</b>                   | <b>-</b>          | <b>-</b>          | <b>2,000</b>       | <b>-</b>             | <b>2,980</b>        | <b>2,980</b>        | <b>2,980</b>       | <b>49.0%</b>                   |
| <b>FUND 19</b> | <b>TOTAL TRANSIENT LODGING TAX FUND</b> | <b>883,814</b>    | <b>1,444,892</b>  | <b>1,429,025</b>   | <b>977,490</b>       | <b>601,980</b>      | <b>601,980</b>      | <b>601,980</b>     | <b>-57.9%</b>                  |
|                | ENDING FUND BALANCE                     | 586,886           | 300,967           | -                  | 32,980               | -                   | -                   | -                  | 0.0%                           |

## FUND 20: Parking Fee In Lieu

|                     | <u>18-19</u> | <u>19-20</u> | <u>20-21</u> |
|---------------------|--------------|--------------|--------------|
| BUDGETED STAFF FTE: | 0.00         | 0.00         | 0.00         |

### Department Description

The Parking Fee in Lieu Fund collects payments from developers for residential parking spaces required to be constructed in the C-3 zone in the downtown area. The program allows developers to pay the fee for spaces and the City will use collected funds to acquire property, design and construct public off-street parking spaces. Funds collected are transferred out to the Street Capital Projects Fund (18) for property acquisition, design and construction.

### Significant Changes

This is a new fund being established for the Parking Fee in Lieu program. It is estimated developers will pay for three parking spaces during FY 2020-21 at a cost of \$13,000 per off-street parking space.

| ACCOUNT #      | DESCRIPTION                                  | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted '21<br>vs. Adopted '20 |
|----------------|--|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|--------------------------------|
| <b>FUND 20</b> | <b>PARKING FEE IN LIEU FUND<br/>REVENUES</b> |                   |                   |                    |                      |                     |                     |                    |                                |
| 20-0000-300000 | Beg F/B-Net Working Capital                  | -                 | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 20-0000-349010 | Parking Fee In Lieu                          | -                 | -                 | -                  | -                    | 39,000              | 39,000              | 39,000             | 100.0%                         |
| <b>FUND 20</b> | <b>TOTAL REVENUES</b>                        | -                 | -                 | -                  | -                    | <b>39,000</b>       | <b>39,000</b>       | <b>39,000</b>      | <b>100.0%</b>                  |
| <b>9170</b>    | <b>TRANSFERS</b>                             |                   |                   |                    |                      |                     |                     |                    |                                |
| 20-9170-918000 | Transfer Out-Street Cap Projects             | -                 | -                 | -                  | -                    | 39,000              | 39,000              | 39,000             | 100.0%                         |
| <b>9170</b>    | <b>TOTAL TRANSFERS</b>                       | -                 | -                 | -                  | -                    | <b>39,000</b>       | <b>39,000</b>       | <b>39,000</b>      | <b>100.0%</b>                  |
| <b>FUND 20</b> | <b>TOTAL PARKING FEE IN LIEU FUND</b>        | -                 | -                 | -                  | -                    | <b>39,000</b>       | <b>39,000</b>       | <b>39,000</b>      | <b>100.0%</b>                  |
|                | ENDING FUND BALANCE                          | -                 | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |

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# PUBLIC WORKS FUNDS

## STREET PROGRAM

### STREET FUND SUMMARY - REVENUES

| <b>FUND 02</b>              | <b>ACTUAL<br/>2017-18</b> | <b>ACTUAL<br/>2018-19</b> | <b>ADOPTED<br/>2019-20</b> | <b>PROJECTED<br/>2019-20</b> | <b>PROPOSED<br/>2020-21</b> | <b>APPROVED<br/>2020-21</b> | <b>ADOPTED<br/>2020-21</b> | <b>Adopted<br/>vs. Adopted</b> |
|-----------------------------|---------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|-----------------------------|----------------------------|--------------------------------|
| Beg F/B-Net Working Capital | 736,256                   | 1,222,625                 | 2,243,186                  | 2,398,118                    | 1,562,075                   | 1,562,075                   | 1,562,075                  | -30.4%                         |
| Gas Taxes                   | 1,513,868                 | 1,733,413                 | 1,821,964                  | 1,664,934                    | 1,801,932                   | 1,801,932                   | 1,801,932                  | -1.1%                          |
| Transportation Utility Fee  | 1,048,878                 | 1,137,151                 | 1,151,429                  | 1,151,429                    | 1,143,182                   | 1,143,182                   | 1,143,182                  | -0.7%                          |
| Other                       | 572,003                   | 1,090,464                 | 112,000                    | 143,684                      | 89,800                      | 89,800                      | 89,800                     | -19.8%                         |
| <b>TOTAL REVENUES</b>       | <b>3,871,005</b>          | <b>5,183,653</b>          | <b>5,328,579</b>           | <b>5,358,165</b>             | <b>4,596,989</b>            | <b>4,596,989</b>            | <b>4,596,989</b>           | <b>-13.7%</b>                  |

### STREET FUND SUMMARY - EXPENDITURES

| <b>FUND 02</b>               | <b>ACTUAL<br/>2017-18</b> | <b>ACTUAL<br/>2018-19</b> | <b>ADOPTED<br/>2019-20</b> | <b>PROJECTED<br/>2019-20</b> | <b>PROPOSED<br/>2020-21</b> | <b>APPROVED<br/>2020-21</b> | <b>ADOPTED<br/>2020-21</b> | <b>Adopted<br/>vs. Adopted</b> |
|------------------------------|---------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|-----------------------------|----------------------------|--------------------------------|
| <b>ENGINEERING</b>           |                           |                           |                            |                              |                             |                             |                            |                                |
| Personnel Services           | 276,441                   | 295,100                   | 342,851                    | 308,369                      | 338,910                     | 338,941                     | 338,941                    | -1.1%                          |
| Materials and Services       | 303,864                   | 324,002                   | 378,893                    | 355,561                      | 404,838                     | 429,665                     | 429,665                    | 13.4%                          |
| Capital Outlay               | 113                       | 1,066                     | 3,500                      | 3,500                        | 3,375                       | 3,375                       | 3,375                      | -3.6%                          |
| <b>Total Engineering</b>     | <b>580,418</b>            | <b>620,168</b>            | <b>725,244</b>             | <b>667,430</b>               | <b>747,123</b>              | <b>771,981</b>              | <b>771,981</b>             | <b>6.4%</b>                    |
| <b>MAINTENANCE</b>           |                           |                           |                            |                              |                             |                             |                            |                                |
| Personnel Services           | 193,465                   | 182,834                   | 252,544                    | 206,101                      | 213,836                     | 204,983                     | 204,983                    | -18.8%                         |
| Materials and Services       | 434,110                   | 461,816                   | 564,500                    | 553,800                      | 621,500                     | 621,500                     | 621,500                    | 10.1%                          |
| Capital Outlay               | -                         | -                         | -                          | -                            | -                           | -                           | -                          | 0.0%                           |
| <b>Total Maintenance</b>     | <b>627,575</b>            | <b>644,650</b>            | <b>817,044</b>             | <b>759,901</b>               | <b>835,336</b>              | <b>826,483</b>              | <b>826,483</b>             | <b>1.2%</b>                    |
| <b>NONDEPARTMENTAL</b>       |                           |                           |                            |                              |                             |                             |                            |                                |
| Special Payments             | -                         | -                         | -                          | -                            | 100,000                     | 100,000                     | 100,000                    | 100.0%                         |
| Transfers Out                | 1,440,387                 | 1,520,717                 | 2,957,749                  | 2,368,759                    | 1,461,500                   | 1,461,500                   | 1,461,500                  | -50.6%                         |
| Contingency                  | -                         | -                         | 828,542                    | -                            | 1,453,030                   | 1,437,025                   | 1,437,025                  | 73.4%                          |
| <b>Total Nondepartmental</b> | <b>1,440,387</b>          | <b>1,520,717</b>          | <b>3,786,291</b>           | <b>2,368,759</b>             | <b>3,014,530</b>            | <b>2,998,525</b>            | <b>2,998,525</b>           | <b>-20.8%</b>                  |
| <b>TOTAL EXPENDITURES</b>    | <b>2,648,380</b>          | <b>2,785,535</b>          | <b>5,328,579</b>           | <b>3,796,090</b>             | <b>4,596,989</b>            | <b>4,596,989</b>            | <b>4,596,989</b>           | <b>-13.7%</b>                  |



## STREET PROGRAM cont'd

### STREET SYSTEM DEVELOPMENT FUND SUMMARY - REVENUES

| <b>FUND 42</b>              | <b>ACTUAL<br/>2017-18</b> | <b>ACTUAL<br/>2018-19</b> | <b>ADOPTED<br/>2019-20</b> | <b>PROJECTED<br/>2019-20</b> | <b>PROPOSED<br/>2020-21</b> | <b>APPROVED<br/>2020-21</b> | <b>ADOPTED<br/>2020-21</b> | <b>Adopted<br/>vs. Adopted</b> |
|-----------------------------|---------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|-----------------------------|----------------------------|--------------------------------|
| Beg F/B-Net Working Capital | 2,936,734                 | 3,885,186                 | 3,471,673                  | 3,690,766                    | 4,672,095                   | 4,672,095                   | 4,672,095                  | 34.6%                          |
| System Development Fees     | 2,171,610                 | 1,211,511                 | 2,500,000                  | 700,000                      | 1,000,000                   | 1,000,000                   | 1,000,000                  | -60.0%                         |
| Other                       | 68,018                    | 116,309                   | 835,160                    | 490,736                      | 375,562                     | 375,562                     | 375,562                    | -55.0%                         |
| <b>TOTAL REVENUES</b>       | <b>5,176,362</b>          | <b>5,213,006</b>          | <b>6,806,833</b>           | <b>4,881,502</b>             | <b>6,047,657</b>            | <b>6,047,657</b>            | <b>6,047,657</b>           | <b>-11.2%</b>                  |

### STREET SYSTEM DEVELOPMENT FUND SUMMARY - EXPENDITURES

| <b>FUND 42</b>            | <b>ACTUAL<br/>2017-18</b> | <b>ACTUAL<br/>2018-19</b> | <b>ADOPTED<br/>2019-20</b> | <b>PROJECTED<br/>2019-20</b> | <b>PROPOSED<br/>2020-21</b> | <b>APPROVED<br/>2020-21</b> | <b>ADOPTED<br/>2020-21</b> | <b>Adopted<br/>vs. Adopted</b> |
|---------------------------|---------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|-----------------------------|----------------------------|--------------------------------|
| Transfers Out             | 1,291,176                 | 1,522,240                 | 2,370,189                  | 209,407                      | 2,518,500                   | 2,518,500                   | 2,518,500                  | 6.3%                           |
| Contingency               | -                         | -                         | 4,436,644                  | -                            | 3,529,157                   | 3,529,157                   | 3,529,157                  | -20.5%                         |
| <b>TOTAL EXPENDITURES</b> | <b>1,291,176</b>          | <b>1,522,240</b>          | <b>6,806,833</b>           | <b>209,407</b>               | <b>6,047,657</b>            | <b>6,047,657</b>            | <b>6,047,657</b>           | <b>-11.2%</b>                  |

### STREET CAPITAL PROJECTS FUND SUMMARY - REVENUES

| <b>FUND 18</b>              | <b>ACTUAL<br/>2017-18</b> | <b>ACTUAL<br/>2018-19</b> | <b>ADOPTED<br/>2019-20</b> | <b>PROJECTED<br/>2019-20</b> | <b>PROPOSED<br/>2020-21</b> | <b>APPROVED<br/>2020-21</b> | <b>ADOPTED<br/>2020-21</b> | <b>Adopted<br/>vs. Adopted</b> |
|-----------------------------|---------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|-----------------------------|----------------------------|--------------------------------|
| Beg F/B-Net Working Capital | 168,834                   | 176,804                   | 207,873                    | 203,601                      | 211,001                     | 211,001                     | 211,001                    | 1.5%                           |
| Transfers In                | 2,708,413                 | 3,020,356                 | 5,313,115                  | 2,563,343                    | 4,019,000                   | 4,019,000                   | 4,019,000                  | -24.4%                         |
| Other                       | 7,970                     | 27,352                    | 13,000                     | 11,318                       | 2,000                       | 2,000                       | 2,000                      | -84.6%                         |
| <b>TOTAL REVENUES</b>       | <b>2,885,217</b>          | <b>3,224,512</b>          | <b>5,533,988</b>           | <b>2,778,262</b>             | <b>4,232,001</b>            | <b>4,232,001</b>            | <b>4,232,001</b>           | <b>-23.5%</b>                  |

### STREET CAPITAL PROJECTS FUND SUMMARY - EXPENDITURES

| <b>FUND 18</b>               | <b>ACTUAL<br/>2017-18</b> | <b>ACTUAL<br/>2018-19</b> | <b>ADOPTED<br/>2019-20</b> | <b>PROJECTED<br/>2019-20</b> | <b>PROPOSED<br/>2020-21</b> | <b>APPROVED<br/>2020-21</b> | <b>ADOPTED<br/>2020-21</b> | <b>Adopted<br/>vs. Adopted</b> |
|------------------------------|---------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|-----------------------------|----------------------------|--------------------------------|
| Capital Projects             | 2,708,413                 | 3,020,911                 | 5,313,115                  | 2,567,261                    | 4,019,000                   | 4,019,000                   | 4,019,000                  | -24.4%                         |
| Reserve for Payments in Lieu | -                         | -                         | 220,873                    | -                            | 213,001                     | 213,001                     | 213,001                    | -3.6%                          |
| <b>TOTAL EXPENDITURES</b>    | <b>2,708,413</b>          | <b>3,020,911</b>          | <b>5,533,988</b>           | <b>2,567,261</b>             | <b>4,232,001</b>            | <b>4,232,001</b>            | <b>4,232,001</b>           | <b>-23.5%</b>                  |

## FUND 02: Streets

**18-19 19-20 20-21**  
**BUDGETED STAFF FTE: 5.18 5.55 4.20**

### Department Description

The street fund is responsible for the:

- 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

**Summer Help** – Funding being moved from Summer Help to Contractual Services. Future hires of temporary seasonal employees will be done through a temp agency, reducing hiring and position expenses.

**Contractual Services** – Funding being moved from Summer Help. Future hires of temporary seasonal employees will be done through a temp agency, reducing hiring and position expenses. Includes an additional increase due to a rise in contractual costs with Marion County (Intergovernmental Agreement) to perform annual center and fog line striping of city streets.

**Maintenance Agreements** – Funds increased to accurately represent Street contribution amount for ongoing subscription and support costs of Cartegraph OMS.

|                                   | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted<br>vs. Adopted |
|-----------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>STREET FUND</b>                |                   |                   |                    |                      |                     |                     |                    |                        |
| Personnel Services                | 469,906           | 477,934           | 595,395            | 514,470              | 552,746             | 543,924             | 543,924            | -8.6%                  |
| Materials and Services            | 737,974           | 785,818           | 943,393            | 909,361              | 1,026,338           | 1,051,165           | 1,051,165          | 11.4%                  |
| Capital Outlay                    | 113               | 1,066             | 3,500              | 3,500                | 3,375               | 3,375               | 3,375              | -3.6%                  |
| <b>Total Public Works-Streets</b> | <b>1,207,993</b>  | <b>1,264,818</b>  | <b>1,542,288</b>   | <b>1,427,331</b>     | <b>1,582,459</b>    | <b>1,598,464</b>    | <b>1,598,464</b>   | <b>3.6%</b>            |

| ACCOUNT #      | DESCRIPTION                     | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted '21<br>vs. Adopted '20 |
|----------------|---------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|--------------------------------|
| <b>FUND 02</b> | <b>STREET FUND</b>              |                   |                   |                    |                      |                     |                     |                    |                                |
|                | <b>REVENUES</b>                 |                   |                   |                    |                      |                     |                     |                    |                                |
| 02-0000-300000 | Beg F/B-Net Working Capital     | 736,256           | 798,166           | 1,624,339          | 1,734,909            | 1,194,052           | 1,194,052           | 1,194,052          | -26.5%                         |
| 02-0000-300001 | Beg F/B-Net Working Capital-TUF | -                 | 424,459           | 618,847            | 663,209              | 368,023             | 368,023             | 368,023            | -40.5%                         |
| 02-0000-332003 | Street/Curb Permits             | 16,020            | 17,498            | 15,000             | 15,890               | 15,000              | 15,000              | 15,000             | 0.0%                           |
| 02-0000-334001 | Federal Exchange Grant          | -                 | 250,000           | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 02-0000-335000 | Gas Taxes                       | 1,498,729         | 1,716,079         | 1,803,744          | 1,648,285            | 1,783,913           | 1,783,913           | 1,783,913          | -1.1%                          |
| 02-0000-336000 | Bike Way Taxes                  | 15,139            | 17,334            | 18,220             | 16,649               | 18,019              | 18,019              | 18,019             | -1.1%                          |
| 02-0000-338000 | Reimb Costs-Materials           | 871               | 3,505             | 500                | 5,448                | 500                 | 500                 | 500                | 0.0%                           |
| 02-0000-338001 | Reimb Costs-Labor               | 1,430             | 903               | 500                | 2,988                | 500                 | 500                 | 500                | 0.0%                           |
| 02-0000-338002 | Reimb Costs-Capital Project     | 128,935           | 27,941            | 10,000             | 13,055               | 10,000              | 10,000              | 10,000             | 0.0%                           |
| 02-0000-341006 | Technology Fee                  | 4,897             | 4,646             | 6,000              | 5,557                | 5,000               | 5,000               | 5,000              | -16.7%                         |
| 02-0000-342004 | Dev Review and Inspection Fee   | 57,967            | 76,270            | 50,000             | 67,920               | 50,000              | 50,000              | 50,000             | 0.0%                           |
| 02-0000-347000 | Transportation Utility Fee      | 1,048,878         | 1,137,151         | 1,151,429          | 1,151,429            | 1,143,182           | 1,143,182           | 1,143,182          | -0.7%                          |
| 02-0000-360000 | Miscellaneous Revenues          | 1,954             | 99,182            | -                  | 70                   | -                   | -                   | -                  | 0.0%                           |
| 02-0000-361000 | Interest Earned                 | 13,399            | 34,899            | 30,000             | 32,306               | 8,800               | 8,800               | 8,800              | -70.7%                         |
| 02-0000-364000 | Sale Of Assets                  | 923               | 300               | -                  | 450                  | -                   | -                   | -                  | 0.0%                           |
| 02-0000-376001 | Developer Projects              | 342,750           | 575,320           | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 02-0000-390025 | Transfer In-PERS Reserve        | 2,858             | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| <b>FUND 02</b> | <b>TOTAL REVENUES</b>           | <b>3,871,005</b>  | <b>5,183,653</b>  | <b>5,328,579</b>   | <b>5,358,165</b>     | <b>4,596,989</b>    | <b>4,596,989</b>    | <b>4,596,989</b>   | <b>-13.7%</b>                  |

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| ACCOUNT #                           | DESCRIPTION                          | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted '21<br>vs. Adopted '20 |
|-------------------------------------|--------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|--------------------------------|
| <b>PUBLIC WORKS 51XX</b>            |                                      |                   |                   |                    |                      |                     |                     |                    |                                |
| <b>5112</b>                         | <b>STREET ENGINEERING</b>            |                   |                   |                    |                      |                     |                     |                    |                                |
| 02-5112-410000                      | Administrative Salaries              | 53,544            | 57,389            | 60,646             | 59,797               | 51,887              | 51,887              | 51,887             | -14.4%                         |
| 02-5112-420000                      | Clerical Salaries                    | 26,627            | 26,074            | 39,710             | 24,032               | 27,257              | 27,257              | 27,257             | -31.4%                         |
| 02-5112-432000                      | Engineer Salaries                    | 99,477            | 108,284           | 113,250            | 113,373              | 127,376             | 127,376             | 127,376            | 12.5%                          |
| 02-5112-435000                      | Overtime                             | 952               | 10                | -                  | 28                   | -                   | -                   | -                  | 0.0%                           |
| 02-5112-438000                      | Longevity                            | 480               | 226               | 540                | 1,286                | 1,980               | 1,980               | 1,980              | 266.7%                         |
| 02-5112-440000                      | Misc Fringe Benefits                 | 897               | 635               | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 02-5112-441000                      | FICA/Medicare                        | 13,565            | 14,366            | 16,384             | 14,991               | 15,950              | 15,950              | 15,950             | -2.6%                          |
| 02-5112-442000                      | Workers Compensation                 | 2,190             | 2,244             | 2,958              | 2,513                | 1,911               | 1,911               | 1,911              | -35.4%                         |
| 02-5112-443000                      | Unemployment                         | 181               | 193               | 216                | 200                  | 210                 | 210                 | 210                | -2.8%                          |
| 02-5112-444000                      | Retirement-PERS                      | 19,156            | 23,733            | 28,360             | 26,810               | 31,766              | 31,766              | 31,766             | 12.0%                          |
| 02-5112-444001                      | Retirement-Principal                 | 24,652            | 22,187            | 25,623             | 24,863               | 30,609              | 30,609              | 30,609             | 19.5%                          |
| 02-5112-444002                      | Retirement-Pension Bond              | 3,984             | 5,464             | 5,586              | 5,336                | 5,709               | 5,740               | 5,740              | 2.8%                           |
| 02-5112-445000                      | Health/Life/LTD                      | 30,735            | 34,295            | 49,578             | 35,140               | 44,255              | 44,255              | 44,255             | -10.7%                         |
| <b>Total Personnel Services</b>     |                                      | <b>276,441</b>    | <b>295,100</b>    | <b>342,851</b>     | <b>308,369</b>       | <b>338,910</b>      | <b>338,941</b>      | <b>338,941</b>     | <b>-1.1%</b>                   |
| 02-5112-510000                      | Office Supplies                      | 1,463             | 1,322             | 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               | 523               | 37                | 100                | 131                  | 100                 | 100                 | 100                | 0.0%                           |
| 02-5112-520000                      | Dues & Meetings                      | 640               | 1,519             | 1,120              | 1,120                | 1,170               | 1,170               | 1,170              | 4.5%                           |
| 02-5112-520003                      | Recruitment Expense                  | 51                | -                 | -                  | -                    | 1,500               | 1,500               | 1,500              | 100.0%                         |
| 02-5112-520006                      | Traffic Safety Committee             | 127               | 586               | 10,000             | 602                  | 5,000               | 5,000               | 5,000              | -50.0%                         |
| 02-5112-520008                      | Recognition                          | 35                | 313               | 125                | 125                  | 125                 | 125                 | 125                | 0.0%                           |
| 02-5112-523000                      | Supplies & Equipment                 | 1,148             | 1,606             | 1,320              | 1,317                | 1,325               | 1,325               | 1,325              | 0.4%                           |
| 02-5112-525000                      | Travel & Training                    | 2,322             | 3,968             | 8,800              | 4,234                | 8,000               | 8,000               | 8,000              | -9.1%                          |
| 02-5112-526000                      | Employee Testing                     | 19                | 32                | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 02-5112-532000                      | Bank Fees                            | 1,416             | 2,939             | 3,000              | 969                  | 3,000               | 3,000               | 3,000              | 0.0%                           |
| 02-5112-533000                      | Contractual Services                 | 72,661            | 36,349            | 49,800             | 49,800               | 41,250              | 65,750              | 65,750             | 32.0%                          |
| 02-5112-533045                      | Maintenance Agreements               | 11,815            | 11,658            | 11,850             | 11,850               | 12,043              | 12,043              | 12,043             | 1.6%                           |
| 02-5112-540000                      | Utilities                            | 192               | 234               | 200                | 200                  | 200                 | 200                 | 200                | 0.0%                           |
| 02-5112-551000                      | Books & Publications                 | 920               | -                 | 200                | -                    | 200                 | 200                 | 200                | 0.0%                           |
| 02-5112-562000                      | Fuel                                 | 751               | 848               | 725                | 725                  | 725                 | 725                 | 725                | 0.0%                           |
| 02-5112-563000                      | Vehicle Maintenance                  | 255               | 169               | 650                | 438                  | 650                 | 650                 | 650                | 0.0%                           |
| 02-5112-576000                      | Recording Fees                       | 61                | -                 | 100                | 50                   | 100                 | 100                 | 100                | 0.0%                           |
| 02-5112-590000                      | Internal Chrg-Admin Support Services | 209,467           | 261,765           | 287,315            | 280,412              | 325,862             | 326,189             | 326,189            | 13.5%                          |
| 02-5112-590006                      | Internal Chrg-Network Upgrade        | -                 | 657               | 1,313              | 1,313                | 1,313               | 1,313               | 1,313              | 0.0%                           |
| <b>Total Materials and Services</b> |                                      | <b>303,864</b>    | <b>324,002</b>    | <b>378,893</b>     | <b>355,561</b>       | <b>404,838</b>      | <b>429,665</b>      | <b>429,665</b>     | <b>13.4%</b>                   |
| 02-5112-610000                      | Capital Outlay                       | 113               | 1,066             | 3,500              | 3,500                | 3,375               | 3,375               | 3,375              | -3.6%                          |
| <b>Total Capital Outlay</b>         |                                      | <b>113</b>        | <b>1,066</b>      | <b>3,500</b>       | <b>3,500</b>         | <b>3,375</b>        | <b>3,375</b>        | <b>3,375</b>       | <b>-3.6%</b>                   |
| <b>5112</b>                         | <b>TOTAL STREET ENGINEERING</b>      | <b>580,418</b>    | <b>620,168</b>    | <b>725,244</b>     | <b>667,430</b>       | <b>747,123</b>      | <b>771,981</b>      | <b>771,981</b>     | <b>6.4%</b>                    |

| ACCOUNT #                          | DESCRIPTION                        | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted '21<br>vs. Adopted '20 |
|------------------------------------|------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|--------------------------------|
| <b>5120</b>                        | <b>STREET MAINTENANCE</b>          |                   |                   |                    |                      |                     |                     |                    |                                |
| 02-5120-410000                     | Administrative Salaries            | 23,366            | 24,631            | 25,377             | 25,674               | 25,589              | 25,589              | 25,589             | 0.8%                           |
| 02-5120-420000                     | Clerical Salaries                  | 10,629            | 12,089            | 12,863             | 12,771               | 13,263              | 13,263              | 13,263             | 3.1%                           |
| 02-5120-431000                     | Maintenance Salaries               | 45,793            | 46,671            | 68,260             | 58,959               | 68,606              | 63,687              | 63,687             | -6.7%                          |
| 02-5120-433000                     | Summer Help                        | 39,555            | 23,826            | 40,215             | 15,902               | -                   | -                   | -                  | -100.0%                        |
| 02-5120-435000                     | Overtime                           | 967               | 496               | 900                | 684                  | 500                 | 500                 | 500                | -44.4%                         |
| 02-5120-436000                     | On Call Pay                        | 645               | 208               | 900                | 900                  | 900                 | 900                 | 900                | 0.0%                           |
| 02-5120-438000                     | Longevity                          | 1,890             | 2,050             | 2,940              | 2,955                | 3,840               | 3,840               | 3,840              | 30.6%                          |
| 02-5120-440000                     | Misc Fringe Benefits               | 160               | 115               | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 02-5120-441000                     | FICA/Medicare                      | 9,139             | 8,152             | 11,586             | 8,883                | 8,622               | 8,246               | 8,246              | -28.8%                         |
| 02-5120-442000                     | Workers Compensation               | 8,060             | 6,684             | 9,345              | 7,308                | 4,297               | 4,165               | 4,165              | -55.4%                         |
| 02-5120-443000                     | Unemployment                       | 121               | 116               | 154                | 120                  | 115                 | 110                 | 110                | -28.6%                         |
| 02-5120-444000                     | Retirement-PERS                    | 584               | 92                | 1,095              | 836                  | 595                 | -                   | -                  | -100.0%                        |
| 02-5120-444001                     | Retirement-Principal               | 28,902            | 32,157            | 41,890             | 37,946               | 49,335              | 49,335              | 49,335             | 17.8%                          |
| 02-5120-444002                     | Retirement-Pension Bond            | -                 | -                 | 203                | 314                  | 202                 | -                   | -                  | -100.0%                        |
| 02-5120-445000                     | Health/Life/LTD                    | 23,653            | 25,547            | 36,816             | 32,849               | 37,972              | 35,348              | 35,348             | -4.0%                          |
| Total Personnel Services           |                                    | 193,465           | 182,834           | 252,544            | 206,101              | 213,836             | 204,983             | 204,983            | -18.8%                         |
| 02-5120-510000                     | Office Supplies                    | 2,152             | 856               | 2,500              | 2,000                | 2,500               | 2,500               | 2,500              | 0.0%                           |
| 02-5120-512000                     | Uniforms                           | 1,507             | 2,532             | 4,000              | 4,000                | 4,000               | 4,000               | 4,000              | 0.0%                           |
| 02-5120-520000                     | Dues & Meetings                    | 1,512             | 1,266             | 4,000              | 4,000                | 4,000               | 4,000               | 4,000              | 0.0%                           |
| 02-5120-520003                     | Recruitment Expense                | -                 | 734               | 500                | 500                  | 500                 | 500                 | 500                | 0.0%                           |
| 02-5120-522000                     | Road Materials                     | 29,791            | 26,768            | 25,000             | 23,000               | 25,000              | 25,000              | 25,000             | 0.0%                           |
| 02-5120-523000                     | Supplies & Equipment               | 8,252             | 6,693             | 9,000              | 8,000                | 9,000               | 9,000               | 9,000              | 0.0%                           |
| 02-5120-523100                     | Small Tools                        | 917               | 3,572             | 4,000              | 5,000                | 4,000               | 4,000               | 4,000              | 0.0%                           |
| 02-5120-524000                     | Safety Program                     | 142               | -                 | 1,000              | 800                  | 1,000               | 1,000               | 1,000              | 0.0%                           |
| 02-5120-525000                     | Travel & Training                  | 3,401             | 4,935             | 5,000              | 5,000                | 5,000               | 5,000               | 5,000              | 0.0%                           |
| 02-5120-526000                     | Employee Testing                   | 866               | 153               | 500                | 500                  | 500                 | 500                 | 500                | 0.0%                           |
| 02-5120-533000                     | Contractual Services               | 19,306            | 20,333            | 30,000             | 33,000               | 76,000              | 76,000              | 76,000             | 153.3%                         |
| 02-5120-533045                     | Maintenance Agreements             | 1,868             | 10,980            | 15,000             | 18,000               | 18,000              | 18,000              | 18,000             | 20.0%                          |
| 02-5120-538101                     | Street Improvements                | 7,933             | 5,735             | 35,000             | 35,000               | 35,000              | 35,000              | 35,000             | 0.0%                           |
| 02-5120-538102                     | Street Crack Sealing               | 10,400            | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 02-5120-538105                     | Sidewalk Intersections/ADA/Bikeway | 8,600             | 12,867            | 28,000             | 25,000               | 28,000              | 28,000              | 28,000             | 0.0%                           |
| 02-5120-540000                     | Utilities                          | 3,473             | 3,705             | 4,000              | 3,000                | 4,000               | 4,000               | 4,000              | 0.0%                           |
| 02-5120-541000                     | Street Signs                       | 6,608             | 16,887            | 20,000             | 24,000               | 28,000              | 28,000              | 28,000             | 40.0%                          |
| 02-5120-541001                     | Street-Electrical                  | 271,429           | 276,286           | 280,000            | 260,000              | 280,000             | 280,000             | 280,000            | 0.0%                           |
| 02-5120-541002                     | Street Light/Pole Maintenance      | 4,593             | 7,400             | 30,000             | 30,000               | 30,000              | 30,000              | 30,000             | 0.0%                           |
| 02-5120-562000                     | Fuel                               | 9,304             | 8,923             | 10,000             | 12,000               | 10,000              | 10,000              | 10,000             | 0.0%                           |
| 02-5120-563000                     | Vehicle Maintenance                | 12,364            | 16,255            | 15,000             | 15,000               | 15,000              | 15,000              | 15,000             | 0.0%                           |
| 02-5120-566000                     | Equip Repair & Maintenance         | 1,842             | 1,699             | 7,000              | 6,000                | 7,000               | 7,000               | 7,000              | 0.0%                           |
| 02-5120-571000                     | Building & Grounds Maintenance     | 2,850             | 8,237             | 10,000             | 15,000               | 10,000              | 10,000              | 10,000             | 0.0%                           |
| 02-5120-590001                     | Internal Chrg-Veh/Equip            | 25,000            | 25,000            | 25,000             | 25,000               | 25,000              | 25,000              | 25,000             | 0.0%                           |
| Total Materials and Services       |                                    | 434,110           | 461,816           | 564,500            | 553,800              | 621,500             | 621,500             | 621,500            | 10.1%                          |
| <b>5120</b>                        | <b>TOTAL STREET MAINTENANCE</b>    | <b>627,575</b>    | <b>644,650</b>    | <b>817,044</b>     | <b>759,901</b>       | <b>835,336</b>      | <b>826,483</b>      | <b>826,483</b>     | <b>1.2%</b>                    |
| <b>TOTAL PUBLIC WORKS (STREET)</b> |                                    | <b>1,207,993</b>  | <b>1,264,818</b>  | <b>1,542,288</b>   | <b>1,427,331</b>     | <b>1,582,459</b>    | <b>1,598,464</b>    | <b>1,598,464</b>   | <b>3.6%</b>                    |

| ACCOUNT #                    | DESCRIPTION                          | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted '21<br>vs. Adopted '20 |
|------------------------------|--------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|--------------------------------|
| <b>NONDEPARTMENTAL 91XX</b>  |                                      |                   |                   |                    |                      |                     |                     |                    |                                |
| <b>9130</b>                  | <b>SPECIAL PAYMENTS</b>              |                   |                   |                    |                      |                     |                     |                    |                                |
| 02-9130-601000               | Sidewalk Loan Program                | -                 | -                 | -                  | -                    | 50,000              | 50,000              | 50,000             | 100.0%                         |
| 02-9130-602000               | Sidewalk Grant Program               | -                 | -                 | -                  | -                    | 50,000              | 50,000              | 50,000             | 100.0%                         |
| <b>9130</b>                  | <b>TOTAL SPECIAL PAYMENTS</b>        | -                 | -                 | -                  | -                    | <b>100,000</b>      | <b>100,000</b>      | <b>100,000</b>     | <b>100.0%</b>                  |
| <b>9170</b>                  | <b>TRANSFERS</b>                     |                   |                   |                    |                      |                     |                     |                    |                                |
| 02-9170-909000               | Transfer Out-Debt Service            | 23,150            | 22,601            | 14,823             | 14,823               | -                   | -                   | -                  | -100.0%                        |
| 02-9170-918000               | Transfer Out-Street Cap Projects     | 1,417,237         | 599,715           | 1,542,926          | 907,321              | 761,500             | 761,500             | 761,500            | -50.6%                         |
| 02-9170-918001               | Transfer Out-TUF Street Cap Projects | -                 | 898,401           | 1,400,000          | 1,446,615            | 700,000             | 700,000             | 700,000            | -50.0%                         |
| <b>9170</b>                  | <b>TOTAL TRANSFERS</b>               | <b>1,440,387</b>  | <b>1,520,717</b>  | <b>2,957,749</b>   | <b>2,368,759</b>     | <b>1,461,500</b>    | <b>1,461,500</b>    | <b>1,461,500</b>   | <b>-50.6%</b>                  |
| <b>9180</b>                  | <b>RESERVES</b>                      |                   |                   |                    |                      |                     |                     |                    |                                |
| 02-9180-800000               | Contingency                          | -                 | -                 | 828,542            | -                    | 641,825             | 625,820             | 625,820            | -24.5%                         |
| 02-9180-803000               | Contingency-TUF                      | -                 | -                 | -                  | -                    | 811,205             | 811,205             | 811,205            | 100.0%                         |
| <b>9180</b>                  | <b>TOTAL RESERVES</b>                | -                 | -                 | <b>828,542</b>     | -                    | <b>1,453,030</b>    | <b>1,437,025</b>    | <b>1,437,025</b>   | <b>73.4%</b>                   |
| <b>TOTAL NONDEPARTMENTAL</b> |                                      | <b>1,440,387</b>  | <b>1,520,717</b>  | <b>3,786,291</b>   | <b>2,368,759</b>     | <b>3,014,530</b>    | <b>2,998,525</b>    | <b>2,998,525</b>   | <b>-20.8%</b>                  |
| <b>FUND 02</b>               | <b>TOTAL STREET FUND</b>             | <b>2,648,380</b>  | <b>2,785,535</b>  | <b>5,328,579</b>   | <b>3,796,090</b>     | <b>4,596,989</b>    | <b>4,596,989</b>    | <b>4,596,989</b>   | <b>-13.7%</b>                  |
| ENDING FUND BALANCE          |                                      | 1,222,625         | 2,398,118         | -                  | 1,562,075            | -                   | -                   | -                  | 0.0%                           |

## FUND 42: Street System Development Charges

|                     | <u>18-19</u> | <u>19-20</u> | <u>20-21</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. SDC's are transferred from Fund 42 to the applicable project(s) in Fund 18.

### Significant Changes

Due to a projected decrease in development, the system development charges are expected to decrease.



| ACCOUNT #      | DESCRIPTION                           | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted '21<br>vs. Adopted '20 |
|----------------|---------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|--------------------------------|
| <b>FUND 42</b> | <b>STREET SYSTEM DEVELOPMENT FUND</b> |                   |                   |                    |                      |                     |                     |                    |                                |
|                | <b>REVENUES</b>                       |                   |                   |                    |                      |                     |                     |                    |                                |
| 42-0000-300000 | Beg F/B-Net Working Capital           | 2,936,734         | 3,885,186         | 3,471,673          | 3,690,766            | 4,672,095           | 4,672,095           | 4,672,095          | 34.6%                          |
| 42-0000-334000 | Miscellaneous Grants                  | -                 | -                 | 725,000            | 387,238              | 352,762             | 352,762             | 352,762            | -51.3%                         |
| 42-0000-349002 | System Development Fees               | 2,171,610         | 1,211,511         | 2,500,000          | 700,000              | 1,000,000           | 1,000,000           | 1,000,000          | -60.0%                         |
| 42-0000-360000 | Miscellaneous Revenues                | -                 | -                 | -                  | 7                    | -                   | -                   | -                  | 0.0%                           |
| 42-0000-361000 | Interest Earned                       | 61,739            | 90,058            | 100,000            | 89,057               | 19,700              | 19,700              | 19,700             | -80.3%                         |
| 42-0000-361001 | Interest-Receivables                  | 1,174             | 895               | 7,160              | 7,341                | 600                 | 600                 | 600                | -91.6%                         |
| 42-0000-363000 | Assessment Installments               | 5,105             | 25,356            | 3,000              | 7,093                | 2,500               | 2,500               | 2,500              | -16.7%                         |
| <b>FUND 42</b> | <b>TOTAL REVENUES</b>                 | <b>5,176,362</b>  | <b>5,213,006</b>  | <b>6,806,833</b>   | <b>4,881,502</b>     | <b>6,047,657</b>    | <b>6,047,657</b>    | <b>6,047,657</b>   | <b>-11.2%</b>                  |
| <b>9170</b>    | <b>TRANSFERS</b>                      |                   |                   |                    |                      |                     |                     |                    |                                |
| 42-9170-918000 | Transfer Out-Street Cap Projects      | 1,291,176         | 1,522,240         | 2,370,189          | 209,407              | 2,518,500           | 2,518,500           | 2,518,500          | 6.3%                           |
| <b>9170</b>    | <b>TOTAL TRANSFERS</b>                | <b>1,291,176</b>  | <b>1,522,240</b>  | <b>2,370,189</b>   | <b>209,407</b>       | <b>2,518,500</b>    | <b>2,518,500</b>    | <b>2,518,500</b>   | <b>6.3%</b>                    |
| <b>9180</b>    | <b>RESERVES</b>                       |                   |                   |                    |                      |                     |                     |                    |                                |
| 42-9180-800000 | Contingency                           | -                 | -                 | 4,436,644          | -                    | 3,529,157           | 3,529,157           | 3,529,157          | -20.5%                         |
| <b>9180</b>    | <b>TOTAL RESERVES</b>                 | <b>-</b>          | <b>-</b>          | <b>4,436,644</b>   | <b>-</b>             | <b>3,529,157</b>    | <b>3,529,157</b>    | <b>3,529,157</b>   | <b>-20.5%</b>                  |
| <b>FUND 42</b> | <b>TOTAL STREET SDC FUND</b>          | <b>1,291,176</b>  | <b>1,522,240</b>  | <b>6,806,833</b>   | <b>209,407</b>       | <b>6,047,657</b>    | <b>6,047,657</b>    | <b>6,047,657</b>   | <b>-11.2%</b>                  |
|                | ENDING FUND BALANCE                   | 3,885,186         | 3,690,766         | -                  | 4,672,095            | -                   | -                   | -                  | 0.0%                           |

## FUND 18: Street Capital Projects

18-19 19-20 20-21  
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 2020-21 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. 18.5150.702106
- **Transportation System Plan Update:** The adoption of the Riverfront Master Plan will require an update to the existing Transportation System Plan. 18.5150.702109
- **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. 18.5150.702111
- **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. 18.5150.702123
- **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. 18-5150-702167
- **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. 18.5150.702177
- **Pavement Rehabilitation/Citywide Pavement Preservation - TUF:** In 2017, City Council adopted a Transportation Utility Fee, which generates approximately \$1.1 million in annual revenue to invest in maintenance of pavement surfaces. The City of Newberg has 72 miles of paved streets and 4 miles of gravel roadways – making roads the City's largest infrastructure asset, with a replacement value of approximately \$150 million. In 2016, the condition of the roads ranged from poor to good with an overall pavement condition index of 72 city-wide. Maps that identify the type/location of the multiple roadway improvement projects are located on the Engineering Division webpage. 18.5150.703000

| ACCOUNT #      | DESCRIPTION                               | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted '21<br>vs. Adopted '20 |
|----------------|---|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|--------------------------------|
| <b>FUND 18</b> | <b>STREET CAPITAL PROJECTS FUND</b>       |                   |                   |                    |                      |                     |                     |                    |                                |
|                | <b>REVENUES</b>                           |                   |                   |                    |                      |                     |                     |                    |                                |
| 18-0000-300000 | Beg F/B-Net Working Capital               | 168,834           | 176,804           | 207,873            | 203,601              | 211,001             | 211,001             | 211,001            | 1.5%                           |
| 18-0000-349010 | Payments in Lieu                          | -                 | 8,100             | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 18-0000-361000 | Interest Earned                           | 7,970             | 19,252            | 13,000             | 11,318               | 2,000               | 2,000               | 2,000              | -84.6%                         |
| 18-0000-390002 | Transfer In-Street Fund                   | 1,417,237         | 1,498,116         | 2,942,926          | 2,353,936            | 1,461,500           | 1,461,500           | 1,461,500          | -50.3%                         |
| 18-0000-390020 | Transfer In-Parking Fee In Lieu           | -                 | -                 | -                  | -                    | 39,000              | 39,000              | 39,000             | 100.0%                         |
| 18-0000-390042 | Transfer In-Street SDC                    | 1,291,176         | 1,522,240         | 2,370,189          | 209,407              | 2,518,500           | 2,518,500           | 2,518,500          | 6.3%                           |
| <b>FUND 18</b> | <b>TOTAL REVENUES</b>                     | <b>2,885,217</b>  | <b>3,224,512</b>  | <b>5,533,988</b>   | <b>2,778,262</b>     | <b>4,232,001</b>    | <b>4,232,001</b>    | <b>4,232,001</b>   | <b>-23.5%</b>                  |
| <b>5150</b>    | <b>CAPITAL PROJECTS</b>                   |                   |                   |                    |                      |                     |                     |                    |                                |
| 18-5150-702106 | Bicycle Route & ADA Improvements          | -                 | -                 | 30,000             | 30,000               | 150,000             | 150,000             | 150,000            | 400.0%                         |
| 18-5150-702109 | Transportation Plan Update                | -                 | -                 | 50,000             | 10,000               | 40,000              | 40,000              | 40,000             | -20.0%                         |
| 18-5150-702111 | College St Bikeline & Sidewalk            | 95,344            | 2,654             | 200,000            | 49,885               | 150,000             | 150,000             | 150,000            | -25.0%                         |
| 18-5150-702120 | Parking Fee In Lieu Projects              | -                 | -                 | -                  | -                    | 39,000              | 39,000              | 39,000             | 100.0%                         |
| 18-5150-702123 | Elliott Road                              | -                 | 21,735            | 1,095,675          | 302,165              | 750,000             | 750,000             | 750,000            | -31.5%                         |
| 18-5150-702163 | Villa Rd - Haworth to Crestview           | 1,644,431         | 1,648,453         | -                  | 3,918                | -                   | -                   | -                  | 0.0%                           |
| 18-5150-702167 | Crestview Drive                           | -                 | 103,667           | 2,200,000          | 387,238              | 2,160,000           | 2,160,000           | 2,160,000          | -1.8%                          |
| 18-5150-702171 | Pavement Rehabilitation                   | 301,621           | 345,629           | 297,440            | 297,440              | -                   | -                   | -                  | -100.0%                        |
| 18-5150-702177 | PW Maint Facility Improvements            | 42,598            | -                 | 40,000             | 40,000               | 30,000              | 30,000              | 30,000             | -25.0%                         |
| 18-5150-703000 | Citywide Pavement Preservation - TUF      | 624,419           | 898,773           | 1,400,000          | 1,446,615            | 700,000             | 700,000             | 700,000            | -50.0%                         |
| <b>5150</b>    | <b>TOTAL CAPITAL PROJECTS</b>             | <b>2,708,413</b>  | <b>3,020,911</b>  | <b>5,313,115</b>   | <b>2,567,261</b>     | <b>4,019,000</b>    | <b>4,019,000</b>    | <b>4,019,000</b>   | <b>-24.4%</b>                  |
| <b>9180</b>    | <b>RESERVES</b>                           |                   |                   |                    |                      |                     |                     |                    |                                |
| 18-9180-830000 | Reserve for Payments in Lieu              | -                 | -                 | 220,873            | -                    | 213,001             | 213,001             | 213,001            | -3.6%                          |
| <b>9180</b>    | <b>TOTAL RESERVES</b>                     | <b>-</b>          | <b>-</b>          | <b>220,873</b>     | <b>-</b>             | <b>213,001</b>      | <b>213,001</b>      | <b>213,001</b>     | <b>-3.6%</b>                   |
| <b>FUND 18</b> | <b>TOTAL STREET CAPITAL PROJECTS FUND</b> | <b>2,708,413</b>  | <b>3,020,911</b>  | <b>5,533,988</b>   | <b>2,567,261</b>     | <b>4,232,001</b>    | <b>4,232,001</b>    | <b>4,232,001</b>   | <b>-23.5%</b>                  |
|                | ENDING FUND BALANCE                       | 176,804           | 203,601           | -                  | 211,001              | -                   | -                   | -                  | 0.0%                           |

## WASTEWATER PROGRAM

### WASTEWATER FUND SUMMARY - REVENUES

| <b>FUND 06</b>              | <b>ACTUAL<br/>2017-18</b> | <b>ACTUAL<br/>2018-19</b> | <b>ADOPTED<br/>2019-20</b> | <b>PROJECTED<br/>2019-20</b> | <b>PROPOSED<br/>2020-21</b> | <b>APPROVED<br/>2020-21</b> | <b>ADOPTED<br/>2020-21</b> | <b>Adopted<br/>vs. Adopted</b> |
|-----------------------------|---------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|-----------------------------|----------------------------|--------------------------------|
| Beg F/B-Net Working Capital | 11,973,385                | 11,761,812                | 10,633,398                 | 11,636,528                   | 11,494,766                  | 11,494,766                  | 11,494,766                 | 8.1%                           |
| User Fees                   | 7,812,684                 | 8,162,462                 | 8,244,597                  | 8,430,622                    | 8,454,505                   | 8,454,505                   | 8,454,505                  | 2.5%                           |
| Other                       | 549,514                   | 672,227                   | 557,300                    | 517,967                      | 697,300                     | 697,300                     | 697,300                    | 25.1%                          |
| <b>TOTAL REVENUES</b>       | <b>20,335,583</b>         | <b>20,596,501</b>         | <b>19,435,295</b>          | <b>20,585,117</b>            | <b>20,646,571</b>           | <b>20,646,571</b>           | <b>20,646,571</b>          | <b>6.2%</b>                    |

### WASTEWATER FUND SUMMARY - EXPENDITURES

| <b>FUND 06</b>               | <b>ACTUAL<br/>2017-18</b> | <b>ACTUAL<br/>2018-19</b> | <b>ADOPTED<br/>2019-20</b> | <b>PROJECTED<br/>2019-20</b> | <b>PROPOSED<br/>2020-21</b> | <b>APPROVED<br/>2020-21</b> | <b>ADOPTED<br/>2020-21</b> | <b>Adopted<br/>vs. Adopted</b> |
|------------------------------|---------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|-----------------------------|----------------------------|--------------------------------|
| <b>ENGINEERING</b>           |                           |                           |                            |                              |                             |                             |                            |                                |
| Personnel Services           | 275,423                   | 293,999                   | 342,851                    | 308,080                      | 338,910                     | 338,941                     | 338,941                    | -1.1%                          |
| Materials and Services       | 1,434,806                 | 1,718,780                 | 1,834,712                  | 1,871,546                    | 1,753,638                   | 1,755,953                   | 1,755,953                  | -4.3%                          |
| Capital Outlay               | 113                       | 290                       | 3,500                      | 3,500                        | 3,375                       | 3,375                       | 3,375                      | -3.6%                          |
| <b>Total Engineering</b>     | <b>1,710,342</b>          | <b>2,013,069</b>          | <b>2,181,063</b>           | <b>2,183,126</b>             | <b>2,095,923</b>            | <b>2,098,269</b>            | <b>2,098,269</b>           | <b>-3.8%</b>                   |
| <b>OPERATIONS</b>            |                           |                           |                            |                              |                             |                             |                            |                                |
| Personnel Services           | 1,032,350                 | 972,314                   | 1,168,360                  | 1,060,539                    | 1,171,244                   | 1,171,260                   | 1,171,260                  | 0.2%                           |
| Materials and Services       | 964,124                   | 833,683                   | 1,265,064                  | 1,200,934                    | 1,317,247                   | 1,317,247                   | 1,317,247                  | 4.1%                           |
| Capital Outlay               | 63,463                    | 163,948                   | 154,000                    | 154,000                      | 120,000                     | 120,000                     | 120,000                    | -22.1%                         |
| <b>Total Operations</b>      | <b>2,059,937</b>          | <b>1,969,945</b>          | <b>2,587,424</b>           | <b>2,415,473</b>             | <b>2,608,491</b>            | <b>2,608,507</b>            | <b>2,608,507</b>           | <b>0.8%</b>                    |
| <b>MAINTENANCE</b>           |                           |                           |                            |                              |                             |                             |                            |                                |
| Personnel Services           | 687,181                   | 868,350                   | 990,885                    | 964,404                      | 1,039,190                   | 1,017,063                   | 1,017,063                  | 2.6%                           |
| Materials and Services       | 406,873                   | 386,372                   | 582,500                    | 570,500                      | 582,500                     | 582,500                     | 582,500                    | 0.0%                           |
| <b>Total Maintenance</b>     | <b>1,094,054</b>          | <b>1,267,360</b>          | <b>1,573,385</b>           | <b>1,534,904</b>             | <b>1,621,690</b>            | <b>1,599,563</b>            | <b>1,599,563</b>           | <b>1.7%</b>                    |
| <b>NONDEPARTMENTAL</b>       |                           |                           |                            |                              |                             |                             |                            |                                |
| Special Payments             | -                         | -                         | 50,000                     | -                            | 50,000                      | 50,000                      | 50,000                     | 0.0%                           |
| Debt Service                 | 2,327,273                 | 2,096,555                 | 1,648,406                  | 1,648,406                    | 1,649,568                   | 1,649,568                   | 1,649,568                  | 0.1%                           |
| Transfers Out                | 1,382,165                 | 1,613,044                 | 3,132,600                  | 1,308,442                    | 4,749,285                   | 4,749,285                   | 4,749,285                  | 51.6%                          |
| Reserves                     | -                         | -                         | 5,258,541                  | -                            | 4,985,931                   | 4,999,766                   | 4,999,766                  | -4.9%                          |
| Contingency                  | -                         | -                         | 3,003,876                  | -                            | 2,885,683                   | 2,891,613                   | 2,891,613                  | -3.7%                          |
| <b>Total Nondepartmental</b> | <b>3,709,438</b>          | <b>3,709,599</b>          | <b>13,093,423</b>          | <b>2,956,848</b>             | <b>14,320,467</b>           | <b>14,340,232</b>           | <b>14,340,232</b>          | <b>9.5%</b>                    |
| <b>TOTAL EXPENDITURES</b>    | <b>8,573,771</b>          | <b>8,959,973</b>          | <b>19,435,295</b>          | <b>9,090,351</b>             | <b>20,646,571</b>           | <b>20,646,571</b>           | <b>20,646,571</b>          | <b>6.2%</b>                    |

## WASTEWATER PROGRAM cont'd

| WASTEWATER SYSTEM DEVELOPMENT FUND SUMMARY - REVENUES |                           |                           |                            |                              |                             |                             |                            |                                |
|---|---------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|-----------------------------|----------------------------|--------------------------------|
| <b>FUND 46</b>  | <b>ACTUAL<br/>2017-18</b> | <b>ACTUAL<br/>2018-19</b> | <b>ADOPTED<br/>2019-20</b> | <b>PROJECTED<br/>2019-20</b> | <b>PROPOSED<br/>2020-21</b> | <b>APPROVED<br/>2020-21</b> | <b>ADOPTED<br/>2020-21</b> | <b>Adopted<br/>vs. Adopted</b> |
| Beg F/B-Net Working Capital                           | 5,106,412                 | 5,966,311                 | 6,369,053                  | 6,629,076                    | 6,836,152                   | 6,836,152                   | 6,836,152                  | 7.3%                           |
| System Development Fees                               | 1,764,862                 | 1,359,263                 | 1,800,000                  | 700,000                      | 800,000                     | 800,000                     | 800,000                    | -55.6%                         |
| Other   | 88,569                    | 165,817                   | 182,273                    | 149,136                      | 33,600                      | 33,600                      | 33,600                     | -81.6%                         |
| <b>TOTAL REVENUES</b>                                 | <b>6,959,843</b>          | <b>7,491,391</b>          | <b>8,351,326</b>           | <b>7,478,212</b>             | <b>7,669,752</b>            | <b>7,669,752</b>            | <b>7,669,752</b>           | <b>-8.2%</b>                   |

| WASTEWATER SYSTEM DEVELOPMENT FUND SUMMARY - EXPENDITURES |                           |                           |                            |                              |                             |                             |                            |                                |
|---|---------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|-----------------------------|----------------------------|--------------------------------|
| <b>FUND 46</b>  | <b>ACTUAL<br/>2017-18</b> | <b>ACTUAL<br/>2018-19</b> | <b>ADOPTED<br/>2019-20</b> | <b>PROJECTED<br/>2019-20</b> | <b>PROPOSED<br/>2020-21</b> | <b>APPROVED<br/>2020-21</b> | <b>ADOPTED<br/>2020-21</b> | <b>Adopted<br/>vs. Adopted</b> |
| Debt Service  | 284,725                   | 209,987                   | 210,064                    | 210,064                      | 211,226                     | 211,226                     | 211,226                    | 0.6%                           |
| Transfers Out   | 708,807                   | 652,328                   | 1,838,400                  | 431,996                      | 1,562,805                   | 1,562,805                   | 1,562,805                  | -15.0%                         |
| Contingency   | -                         | -                         | 6,302,862                  | -                            | 5,895,721                   | 5,895,721                   | 5,895,721                  | -6.5%                          |
| <b>TOTAL EXPENDITURES</b>                                 | <b>993,532</b>            | <b>862,315</b>            | <b>8,351,326</b>           | <b>642,060</b>               | <b>7,669,752</b>            | <b>7,669,752</b>            | <b>7,669,752</b>           | <b>-8.2%</b>                   |

| WASTEWATER CAPITAL PROJECTS FUND SUMMARY - REVENUES |                           |                           |                            |                              |                             |                             |                            |                                |
|---|---------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|-----------------------------|----------------------------|--------------------------------|
| <b>FUND 04</b>                                      | <b>ACTUAL<br/>2017-18</b> | <b>ACTUAL<br/>2018-19</b> | <b>ADOPTED<br/>2019-20</b> | <b>PROJECTED<br/>2019-20</b> | <b>PROPOSED<br/>2020-21</b> | <b>APPROVED<br/>2020-21</b> | <b>ADOPTED<br/>2020-21</b> | <b>Adopted<br/>vs. Adopted</b> |
| Beg F/B-Net Working Capital                         | -                         | -                         | -                          | -                            | -                           | -                           | -                          | 0.0%                           |
| Transfers In-Wastewater                             | 2,090,972                 | 2,265,372                 | 4,971,000                  | 1,740,438                    | 6,312,090                   | 6,312,090                   | 6,312,090                  | 27.0%                          |
| Transfers In-Other                                  | 1,383,022                 | 457,582                   | 6,487,900                  | 1,466,749                    | 6,190,590                   | 6,190,590                   | 6,190,590                  | -4.6%                          |
| <b>TOTAL REVENUES</b>                               | <b>3,473,994</b>          | <b>2,722,954</b>          | <b>11,458,900</b>          | <b>3,207,187</b>             | <b>12,502,680</b>           | <b>12,502,680</b>           | <b>12,502,680</b>          | <b>9.1%</b>                    |

| WASTEWATER CAPITAL PROJECTS FUND SUMMARY - EXPENDITURES |                           |                           |                            |                              |                             |                             |                            |                                |
|---|---------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|-----------------------------|----------------------------|--------------------------------|
| <b>FUND 04</b>  | <b>ACTUAL<br/>2017-18</b> | <b>ACTUAL<br/>2018-19</b> | <b>ADOPTED<br/>2019-20</b> | <b>PROJECTED<br/>2019-20</b> | <b>PROPOSED<br/>2020-21</b> | <b>APPROVED<br/>2020-21</b> | <b>ADOPTED<br/>2020-21</b> | <b>Adopted<br/>vs. Adopted</b> |
| Capital Projects-Wastewater                             | 2,090,972                 | 2,265,372                 | 4,971,000                  | 1,740,438                    | 6,312,090                   | 6,312,090                   | 6,312,090                  | 27.0%                          |
| Capital Projects-Other                                  | 1,383,022                 | 457,582                   | 6,487,900                  | 1,466,749                    | 6,190,590                   | 6,190,590                   | 6,190,590                  | -4.6%                          |
| <b>TOTAL EXPENDITURES</b>                               | <b>3,473,994</b>          | <b>2,722,954</b>          | <b>11,458,900</b>          | <b>3,207,187</b>             | <b>12,502,680</b>           | <b>12,502,680</b>           | <b>12,502,680</b>          | <b>9.1%</b>                    |

## FUND 06: Wastewater

**18-19 19-20 20-21**

**BUDGETED STAFF FTE: 20.26 20.64 20.15**

### Department Description

The wastewater fund is responsible for the:

- Planning, design, inspection, and management of capital improvement projects for the replacement and expansion of the wastewater collection, pumping, and treatment systems.
- Design reviews and inspections for construction of public improvements associated with private development projects.
- Operation and maintenance of the City's wastewater treatment plant and wastewater pump stations.
- Operation and maintenance of 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

**WWTP Safety Program** – Significant increase due to the need to add railings around parts of the roof of the compost building.

**Travel and Training** – Increase due to new staff that will require more training to prepare for exams. Several current employees will be testing for higher level certifications and will need to attend classes as well, on top of the required CEU's to maintain certifications.

**Contractual Services** – Increase to allow us to hire temporary staff for specific projects at times throughout the year (painting, pressure washing, etc). If this method works out well, it will allow us to eliminate the summer help line in the personnel portion of the budget.

**Vehicle Maintenance** – It was increased last year to purchase tires for our loader, the reduction this year is back to a normal budgetary number.

**Equipment Repair & Maintenance** – Increase due to shifting priorities. The past several years we have spent time and money replacing failing equipment, and now we have accomplished the majority of the necessary replacements. Time and money will shift this fiscal year more to maintenance and away from Capital Outlay.

**Capital Outlay** – Decreased for the reasons mentioned above. We have successfully replaced much of our end of life equipment in the plant and have shifted additional money to repair and maintenance.

|                                      | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted<br>vs. Adopted |
|--------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>WASTEWATER FUND</b>               |                   |                   |                    |                      |                     |                     |                    |                        |
| Personnel Services                   | 1,994,955         | 2,134,663         | 2,502,096          | 2,333,023            | 2,549,344           | 2,527,264           | 2,527,264          | 1.0%                   |
| Materials and Services               | 2,805,802         | 2,938,835         | 3,682,276          | 3,642,980            | 3,653,385           | 3,655,700           | 3,655,700          | -0.7%                  |
| Capital Outlay                       | 63,576            | 176,876           | 157,500            | 157,500              | 123,375             | 123,375             | 123,375            | -21.7%                 |
| <b>Total Public Works-Wastewater</b> | <b>4,864,333</b>  | <b>5,250,374</b>  | <b>6,341,872</b>   | <b>6,133,503</b>     | <b>6,326,104</b>    | <b>6,306,339</b>    | <b>6,306,339</b>   | <b>-0.6%</b>           |

| ACCOUNT #      | DESCRIPTION                    | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted '21<br>vs. Adopted '20 |
|----------------|--------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|--------------------------------|
| <b>FUND 06</b> | <b>WASTEWATER FUND</b>         |                   |                   |                    |                      |                     |                     |                    |                                |
|                | <b>REVENUES</b>                |                   |                   |                    |                      |                     |                     |                    |                                |
| 06-0000-300000 | Beg F/B-Net Working Capital    | 11,973,385        | 11,761,812        | 10,633,398         | 11,636,528           | 11,494,766          | 11,494,766          | 11,494,766         | 8.1%                           |
| 06-0000-334000 | Miscellaneous Grants           | -                 | -                 | -                  | -                    | 400,000             | 400,000             | 400,000            | 100.0%                         |
| 06-0000-338001 | Reimb Costs-Labor              | 228               | 162               | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 06-0000-338002 | Reimb Costs-Capital Project    | 25,506            | 12,953            | 10,000             | 10,200               | 10,000              | 10,000              | 10,000             | 0.0%                           |
| 06-0000-341006 | Technology Fee                 | 4,897             | 4,646             | 6,000              | 6,000                | 6,000               | 6,000               | 6,000              | 0.0%                           |
| 06-0000-342004 | Dev Review and Inspection Fee  | 46,145            | 60,259            | 50,000             | 50,000               | 50,000              | 50,000              | 50,000             | 0.0%                           |
| 06-0000-342005 | Compost Sales/Sawdust Sales    | 53,289            | 39,226            | 30,000             | 12,000               | 15,000              | 15,000              | 15,000             | -50.0%                         |
| 06-0000-348000 | User Fees                      | 7,812,684         | 8,162,462         | 8,244,597          | 8,430,622            | 8,454,505           | 8,454,505           | 8,454,505          | 2.5%                           |
| 06-0000-349001 | Connection Charges             | 29,531            | 19,672            | 20,000             | 1,000                | 20,000              | 20,000              | 20,000             | 0.0%                           |
| 06-0000-350000 | Utility Billing Penalties      | 45,180            | 46,115            | 50,000             | 50,000               | 50,000              | 50,000              | 50,000             | 0.0%                           |
| 06-0000-355000 | Other Fees: Septage Dumping    | 145,292           | 148,157           | 90,000             | 128,567              | 90,000              | 90,000              | 90,000             | 0.0%                           |
| 06-0000-360000 | Miscellaneous Revenues         | 298               | 208               | -                  | 3,958                | -                   | -                   | -                  | 0.0%                           |
| 06-0000-361000 | Interest Earned                | 193,065           | 278,433           | 300,500            | 254,992              | 55,500              | 55,500              | 55,500             | -81.5%                         |
| 06-0000-361004 | Interest-Other Investments     | -                 | 1,484             | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 06-0000-362000 | Energy Partner Program Revenue | 2,303             | 1,668             | 800                | 800                  | 800                 | 800                 | 800                | 0.0%                           |
| 06-0000-364000 | Sale Of Assets                 | 923               | 59,244            | -                  | 450                  | -                   | -                   | -                  | 0.0%                           |
| 06-0000-390025 | Transfer In-PERS Reserve       | 2,858             | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| <b>FUND 06</b> | <b>TOTAL REVENUES</b>          | <b>20,335,583</b> | <b>20,596,501</b> | <b>19,435,295</b>  | <b>20,585,117</b>    | <b>20,646,571</b>   | <b>20,646,571</b>   | <b>20,646,571</b>  | <b>6.2%</b>                    |

| ACCOUNT #                           | DESCRIPTION                          | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted '21<br>vs. Adopted '20 |
|-------------------------------------|--------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|--------------------------------|
| <b>PUBLIC WORKS 51XX</b>            |                                      |                   |                   |                    |                      |                     |                     |                    |                                |
| <b>5113</b>                         | <b>WASTEWATER ENGINEERING</b>        |                   |                   |                    |                      |                     |                     |                    |                                |
| 06-5113-410000                      | Administrative Salaries              | 53,545            | 57,389            | 60,646             | 59,798               | 51,887              | 51,887              | 51,887             | -14.4%                         |
| 06-5113-420000                      | Clerical Salaries                    | 26,073            | 25,481            | 39,710             | 23,876               | 27,257              | 27,257              | 27,257             | -31.4%                         |
| 06-5113-432000                      | Engineer Salaries                    | 99,477            | 108,284           | 113,250            | 113,373              | 127,376             | 127,376             | 127,376            | 12.5%                          |
| 06-5113-435000                      | Overtime                             | 952               | 10                | -                  | 28                   | -                   | -                   | -                  | 0.0%                           |
| 06-5113-438000                      | Longevity                            | 480               | 224               | 540                | 1,284                | 1,980               | 1,980               | 1,980              | 266.7%                         |
| 06-5113-440000                      | Misc Fringe Benefits                 | 891               | 630               | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 06-5113-441000                      | FICA/Medicare                        | 13,529            | 14,327            | 16,384             | 14,980               | 15,950              | 15,950              | 15,950             | -2.6%                          |
| 06-5113-442000                      | Workers Compensation                 | 2,185             | 2,243             | 2,958              | 2,513                | 1,911               | 1,911               | 1,911              | -35.4%                         |
| 06-5113-443000                      | Unemployment                         | 181               | 192               | 216                | 200                  | 210                 | 210                 | 210                | -2.8%                          |
| 06-5113-444000                      | Retirement-PERS                      | 19,156            | 23,733            | 28,360             | 26,810               | 31,766              | 31,766              | 31,766             | 12.0%                          |
| 06-5113-444001                      | Retirement-Principal                 | 24,459            | 21,967            | 25,623             | 24,804               | 30,609              | 30,609              | 30,609             | 19.5%                          |
| 06-5113-444002                      | Retirement-Pension Bond              | 3,984             | 5,464             | 5,586              | 5,336                | 5,709               | 5,740               | 5,740              | 2.8%                           |
| 06-5113-445000                      | Health/Life/LTD                      | 30,512            | 34,055            | 49,578             | 35,078               | 44,255              | 44,255              | 44,255             | -10.7%                         |
| <b>Total Personnel Services</b>     |                                      | <b>275,423</b>    | <b>293,999</b>    | <b>342,851</b>     | <b>308,080</b>       | <b>338,910</b>      | <b>338,941</b>      | <b>338,941</b>     | <b>-1.1%</b>                   |
| 06-5113-510000                      | Office Supplies                      | 1,153             | 1,227             | 2,200              | 1,701                | 2,200               | 2,200               | 2,200              | 0.0%                           |
| 06-5113-511000                      | Postage                              | -                 | -                 | 50                 | 50                   | 50                  | 50                  | 50                 | 0.0%                           |
| 06-5113-515000                      | Printing & Advertising               | 521               | 37                | 100                | 346                  | 100                 | 100                 | 100                | 0.0%                           |
| 06-5113-520000                      | Dues & Meetings                      | 754               | 1,256             | 1,120              | 1,120                | 1,170               | 1,170               | 1,170              | 4.5%                           |
| 06-5113-520003                      | Recruitment Expense                  | 51                | -                 | -                  | -                    | 1,500               | 1,500               | 1,500              | 100.0%                         |
| 06-5113-520008                      | Recognition                          | 91                | 365               | 125                | 125                  | 125                 | 125                 | 125                | 0.0%                           |
| 06-5113-523000                      | Supplies & Equipment                 | 1,138             | 1,376             | 1,320              | 1,317                | 1,320               | 1,320               | 1,320              | 0.0%                           |
| 06-5113-525000                      | Travel & Training                    | 2,220             | 3,290             | 8,800              | 8,800                | 8,000               | 8,000               | 8,000              | -9.1%                          |
| 06-5113-526000                      | Employee Testing                     | 19                | 32                | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 06-5113-532000                      | Bank Fees                            | 1,487             | 5,920             | 5,000              | 1,234                | 5,000               | 5,000               | 5,000              | 0.0%                           |
| 06-5113-533000                      | Contractual Services                 | 15,215            | 3,362             | 13,500             | 17,061               | 11,250              | 11,250              | 11,250             | -16.7%                         |
| 06-5113-533045                      | Maintenance Agreements               | 11,815            | 11,664            | 11,850             | 11,850               | 12,043              | 12,043              | 12,043             | 1.6%                           |
| 06-5113-540000                      | Utilities                            | 192               | 234               | 200                | 200                  | 200                 | 200                 | 200                | 0.0%                           |
| 06-5113-551000                      | Books & Publications                 | 99                | -                 | 200                | -                    | 200                 | 200                 | 200                | 0.0%                           |
| 06-5113-562000                      | Fuel                                 | 751               | 848               | 725                | 725                  | 725                 | 725                 | 725                | 0.0%                           |
| 06-5113-563000                      | Vehicle Maintenance                  | 298               | 172               | 650                | 650                  | 650                 | 650                 | 650                | 0.0%                           |
| 06-5113-575100                      | Loan Fees                            | 114,434           | 110,634           | 105,574            | 105,574              | 100,206             | 100,206             | 100,206            | -5.1%                          |
| 06-5113-576000                      | Recording Fees                       | -                 | -                 | 100                | 50                   | 100                 | 100                 | 100                | 0.0%                           |
| 06-5113-580000                      | Professional Services                | 1,444             | -                 | -                  | 5,000                | -                   | -                   | -                  | 0.0%                           |
| 06-5113-590000                      | Internal Chrg-Admin Support Services | 836,603           | 963,582           | 1,066,330          | 1,085,853            | 1,013,024           | 1,015,339           | 1,015,339          | -4.8%                          |
| 06-5113-590004                      | Internal Chrg-Facilities (COP)       | 55,888            | 54,562            | 35,786             | 35,786               | -                   | -                   | -                  | -100.0%                        |
| 06-5113-590006                      | Internal Chrg-Network Upgrade        | -                 | 1,980             | 3,960              | 3,960                | 3,960               | 3,960               | 3,960              | 0.0%                           |
| 06-5113-590015                      | Internal Chrg-Franchise Fee          | 390,634           | 558,239           | 577,122            | 590,144              | 591,815             | 591,815             | 591,815            | 2.5%                           |
| <b>Total Materials and Services</b> |                                      | <b>1,434,806</b>  | <b>1,718,780</b>  | <b>1,834,712</b>   | <b>1,871,546</b>     | <b>1,753,638</b>    | <b>1,755,953</b>    | <b>1,755,953</b>   | <b>-4.3%</b>                   |
| 06-5113-610000                      | Capital Outlay                       | 113               | 290               | 3,500              | 3,500                | 3,375               | 3,375               | 3,375              | -3.6%                          |
| <b>Total Capital Outlay</b>         |                                      | <b>113</b>        | <b>290</b>        | <b>3,500</b>       | <b>3,500</b>         | <b>3,375</b>        | <b>3,375</b>        | <b>3,375</b>       | <b>-3.6%</b>                   |
| <b>5113</b>                         | <b>TOTAL WASTEWATER ENGINEERING</b>  | <b>1,710,342</b>  | <b>2,013,069</b>  | <b>2,181,063</b>   | <b>2,183,126</b>     | <b>2,095,923</b>    | <b>2,098,269</b>    | <b>2,098,269</b>   | <b>-3.8%</b>                   |



| ACCOUNT #                           | DESCRIPTION                        | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted '21<br>vs. Adopted '20 |
|-------------------------------------|------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|--------------------------------|
| <b>5131</b>                         | <b>WASTEWATER OPERATIONS</b>       |                   |                   |                    |                      |                     |                     |                    |                                |
| 06-5131-410000                      | Administrative Salaries            | 77,724            | 83,299            | 90,051             | 89,972               | 91,896              | 91,896              | 91,896             | 2.0%                           |
| 06-5131-420000                      | Clerical Salaries                  | 32,064            | 34,208            | 37,615             | 23,737               | 30,238              | 30,238              | 30,238             | -19.6%                         |
| 06-5131-431000                      | Salaries & Wages                   | 472,255           | 420,952           | 504,780            | 470,594              | 503,827             | 503,827             | 503,827            | -0.2%                          |
| 06-5131-433000                      | Summer Help                        | 3,784             | 4,420             | 8,113              | 1,144                | -                   | -                   | -                  | -100.0%                        |
| 06-5131-435000                      | Overtime                           | 2,585             | 927               | 5,000              | 3,345                | 2,500               | 2,500               | 2,500              | -50.0%                         |
| 06-5131-436000                      | On Call Pay                        | 7,156             | 3,220             | 6,400              | 8,285                | 6,400               | 6,400               | 6,400              | 0.0%                           |
| 06-5131-438000                      | Longevity                          | 2,940             | 5,822             | 7,394              | 6,901                | 11,136              | 11,136              | 11,136             | 50.6%                          |
| 06-5131-440000                      | Misc Fringe Benefits               | 3,200             | 1,840             | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 06-5131-441000                      | FICA/Medicare                      | 44,156            | 40,784            | 50,441             | 45,367               | 49,420              | 49,420              | 49,420             | -2.0%                          |
| 06-5131-442000                      | Workers Compensation               | 22,865            | 20,608            | 29,160             | 25,070               | 18,011              | 18,011              | 18,011             | -38.2%                         |
| 06-5131-443000                      | Unemployment                       | 602               | 555               | 665                | 609                  | 653                 | 653                 | 653                | -1.8%                          |
| 06-5131-444000                      | Retirement-PERS                    | -                 | 253               | 14,221             | 5,347                | 9,497               | 9,497               | 9,497              | -33.2%                         |
| 06-5131-444001                      | Retirement-Principal               | 205,692           | 204,254           | 228,159            | 211,980              | 256,904             | 256,904             | 256,904            | 12.6%                          |
| 06-5131-444002                      | Retirement-Pension Bond            | -                 | 70                | 2,632              | 1,636                | 3,215               | 3,231               | 3,231              | 22.8%                          |
| 06-5131-445000                      | Health/Life/LTD                    | 157,328           | 151,102           | 183,729            | 166,552              | 187,547             | 187,547             | 187,547            | 2.1%                           |
| <b>Total Personnel Services</b>     |                                    | <b>1,032,350</b>  | <b>972,314</b>    | <b>1,168,360</b>   | <b>1,060,539</b>     | <b>1,171,244</b>    | <b>1,171,260</b>    | <b>1,171,260</b>   | <b>0.2%</b>                    |
| 06-5131-510000                      | Office Supplies                    | 1,308             | 146               | 2,800              | 2,800                | 2,800               | 2,800               | 2,800              | 0.0%                           |
| 06-5131-511000                      | Postage                            | 116               | 56                | 700                | 700                  | 700                 | 700                 | 700                | 0.0%                           |
| 06-5131-512000                      | Uniforms                           | 4,018             | 3,594             | 6,250              | 6,250                | 6,525               | 6,525               | 6,525              | 4.4%                           |
| 06-5131-515000                      | Printing & Advertising             | 2,565             | 2,436             | 2,000              | 2,000                | 2,000               | 2,000               | 2,000              | 0.0%                           |
| 06-5131-520000                      | Dues & Meetings                    | 1,907             | 2,526             | 4,500              | 4,500                | 5,000               | 5,000               | 5,000              | 11.1%                          |
| 06-5131-520003                      | Recruitment Expense                | -                 | -                 | 1,000              | 1,000                | 1,000               | 1,000               | 1,000              | 0.0%                           |
| 06-5131-523000                      | Supplies & Equipment               | 8,197             | 5,382             | 12,000             | 10,043               | 10,000              | 10,000              | 10,000             | -16.7%                         |
| 06-5131-523100                      | Small Tools                        | 7,550             | 11,015            | 12,000             | 9,762                | 10,000              | 10,000              | 10,000             | -16.7%                         |
| 06-5131-524000                      | Safety Program                     | 2,882             | 1,767             | 10,000             | 10,000               | 40,000              | 40,000              | 40,000             | 300.0%                         |
| 06-5131-525000                      | Travel & Training                  | 7,078             | 9,521             | 14,600             | 13,844               | 17,900              | 17,900              | 17,900             | 22.6%                          |
| 06-5131-526000                      | Employee Testing                   | 2,258             | 1,447             | 2,800              | 2,515                | 2,870               | 2,870               | 2,870              | 2.5%                           |
| 06-5131-532000                      | Bank Fees                          | 2,099             | 2,536             | 3,000              | 3,000                | 3,000               | 3,000               | 3,000              | 0.0%                           |
| 06-5131-533000                      | Contractual Services               | 68,505            | 45,185            | 73,000             | 64,025               | 83,000              | 83,000              | 83,000             | 13.7%                          |
| 06-5131-533045                      | Maintenance Agreements             | 7,043             | 12,538            | 26,500             | 26,500               | 26,500              | 26,500              | 26,500             | 0.0%                           |
| 06-5131-537000                      | Operating Supplies                 | 187,383           | 174,121           | 273,614            | 235,000              | 261,752             | 261,752             | 261,752            | -4.3%                          |
| 06-5131-540000                      | Utilities                          | 340,992           | 299,063           | 350,000            | 350,000              | 350,000             | 350,000             | 350,000            | 0.0%                           |
| 06-5131-545000                      | Lab Supplies                       | 16,482            | 18,530            | 20,000             | 18,700               | 20,000              | 20,000              | 20,000             | 0.0%                           |
| 06-5131-546000                      | Permits & Fees                     | 21,433            | 30,527            | 28,320             | 26,500               | 28,520              | 28,520              | 28,520             | 0.7%                           |
| 06-5131-547000                      | Analytical Lab Testing             | 13,430            | 13,767            | 26,160             | 22,405               | 19,660              | 19,660              | 19,660             | -24.8%                         |
| 06-5131-548000                      | Industrial Pretreatment            | 2,688             | 2,483             | 5,560              | 5,000                | 5,560               | 5,560               | 5,560              | 0.0%                           |
| 06-5131-551000                      | Books & Publications               | 419               | 258               | 600                | 600                  | 800                 | 800                 | 800                | 33.3%                          |
| 06-5131-560000                      | Property Taxes                     | -                 | -                 | 480                | 480                  | 480                 | 480                 | 480                | 0.0%                           |
| 06-5131-562000                      | Fuel                               | 3,744             | 4,436             | 12,000             | 8,944                | 10,500              | 10,500              | 10,500             | -12.5%                         |
| 06-5131-563000                      | Vehicle Maintenance                | 7,024             | 3,774             | 16,500             | 15,686               | 8,500               | 8,500               | 8,500              | -48.5%                         |
| 06-5131-566000                      | Equip Repair & Maintenance         | 165,188           | 80,853            | 185,000            | 185,000              | 218,000             | 218,000             | 218,000            | 17.8%                          |
| 06-5131-568000                      | Pump Station Maintenance           | 10,156            | 8,493             | 25,000             | 25,000               | 25,000              | 25,000              | 25,000             | 0.0%                           |
| 06-5131-571000                      | Building & Grounds Maintenance     | 8,227             | 24,986            | 77,000             | 77,000               | 83,500              | 83,500              | 83,500             | 8.4%                           |
| 06-5131-580000                      | Professional Services              | -                 | 563               | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 06-5131-590001                      | Internal Chrg-Veh/Equip            | 71,430            | 72,930            | 72,930             | 72,930               | 72,930              | 72,930              | 72,930             | 0.0%                           |
| 06-5131-590002                      | Internal Chrg-Computers            | -                 | 750               | 750                | 750                  | 750                 | 750                 | 750                | 0.0%                           |
| <b>Total Materials and Services</b> |                                    | <b>964,124</b>    | <b>833,683</b>    | <b>1,265,064</b>   | <b>1,200,934</b>     | <b>1,317,247</b>    | <b>1,317,247</b>    | <b>1,317,247</b>   | <b>4.1%</b>                    |
| 06-5131-610000                      | Capital Outlay                     | 63,463            | 163,948           | 154,000            | 154,000              | 120,000             | 120,000             | 120,000            | -22.1%                         |
| <b>Total Capital Outlay</b>         |                                    | <b>63,463</b>     | <b>163,948</b>    | <b>154,000</b>     | <b>154,000</b>       | <b>120,000</b>      | <b>120,000</b>      | <b>120,000</b>     | <b>-22.1%</b>                  |
| <b>5131</b>                         | <b>TOTAL WASTEWATER OPERATIONS</b> | <b>2,059,937</b>  | <b>1,969,945</b>  | <b>2,587,424</b>   | <b>2,415,473</b>     | <b>2,608,491</b>    | <b>2,608,507</b>    | <b>2,608,507</b>   | <b>0.8%</b>                    |

| ACCOUNT #      | DESCRIPTION                            | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted '21<br>vs. Adopted '20 |
|----------------|--|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|--------------------------------|
| <b>5132</b>    | <b>WASTEWATER MAINTENANCE</b>          |                   |                   |                    |                      |                     |                     |                    |                                |
| 06-5132-410000 | Administrative Salaries                | 68,944            | 80,972            | 86,292             | 86,526               | 89,591              | 89,591              | 89,591             | 3.8%                           |
| 06-5132-420000 | Clerical Salaries                      | 10,629            | 12,089            | 12,863             | 12,771               | 13,263              | 13,263              | 13,263             | 3.1%                           |
| 06-5132-431000 | Salaries & Wages                       | 292,922           | 371,143           | 419,055            | 407,973              | 428,693             | 416,397             | 416,397            | -0.6%                          |
| 06-5132-435000 | Overtime                               | 2,680             | 3,975             | 4,000              | 3,184                | 2,000               | 2,000               | 2,000              | -50.0%                         |
| 06-5132-436000 | On Call Pay                            | 2,824             | 4,426             | 5,000              | 6,200                | 5,000               | 5,000               | 5,000              | 0.0%                           |
| 06-5132-438000 | Longevity                              | 5,930             | 8,830             | 10,740             | 12,105               | 13,440              | 13,440              | 13,440             | 25.1%                          |
| 06-5132-440000 | Misc Fringe Benefits                   | 1,333             | 1,355             | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 06-5132-441000 | FICA/Medicare                          | 28,274            | 35,630            | 41,156             | 39,612               | 42,229              | 41,288              | 41,288             | 0.3%                           |
| 06-5132-442000 | Workers Compensation                   | 21,255            | 23,621            | 30,803             | 27,209               | 19,113              | 18,784              | 18,784             | -39.0%                         |
| 06-5132-443000 | Unemployment                           | 383               | 483               | 544                | 535                  | 558                 | 545                 | 545                | 0.2%                           |
| 06-5132-444000 | Retirement-PERS                        | -                 | 335               | 5,642              | 4,281                | 4,482               | 2,994               | 2,994              | -46.9%                         |
| 06-5132-444001 | Retirement-Principal                   | 132,555           | 171,292           | 195,677            | 189,709              | 233,638             | 233,638             | 233,638            | 19.4%                          |
| 06-5132-444002 | Retirement-Pension Bond                | -                 | -                 | 1,484              | 1,512                | 1,518               | 1,019               | 1,019              | -31.3%                         |
| 06-5132-445000 | Health/Life/LTD                        | 119,453           | 154,199           | 177,629            | 172,787              | 185,665             | 179,104             | 179,104            | 0.8%                           |
|                | <b>Total Personnel Services</b>        | <b>687,181</b>    | <b>868,350</b>    | <b>990,885</b>     | <b>964,404</b>       | <b>1,039,190</b>    | <b>1,017,063</b>    | <b>1,017,063</b>   | <b>2.6%</b>                    |
| 06-5132-512000 | Uniforms                               | 2,141             | 2,338             | 3,500              | 3,500                | 3,500               | 3,500               | 3,500              | 0.0%                           |
| 06-5132-520000 | Dues & Meetings                        | 2,723             | 1,847             | 4,500              | 4,000                | 4,500               | 4,500               | 4,500              | 0.0%                           |
| 06-5132-520003 | Recruitment Expense                    | 576               | 620               | 1,500              | 1,000                | 1,500               | 1,500               | 1,500              | 0.0%                           |
| 06-5132-523000 | Supplies & Equipment                   | 12,547            | 7,722             | 13,000             | 13,000               | 13,000              | 13,000              | 13,000             | 0.0%                           |
| 06-5132-523100 | Small Tools                            | 5,239             | 11,116            | 6,000              | 8,000                | 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                      | 11,908            | 9,526             | 15,000             | 15,000               | 15,000              | 15,000              | 15,000             | 0.0%                           |
| 06-5132-526000 | Employee Testing                       | 628               | 1,072             | 1,000              | 1,000                | 1,000               | 1,000               | 1,000              | 0.0%                           |
| 06-5132-533000 | Contractual Services                   | 50,790            | 55,457            | 60,000             | 80,000               | 60,000              | 60,000              | 60,000             | 0.0%                           |
| 06-5132-533045 | Maintenance Agreements                 | 2,943             | 13,337            | 20,000             | 20,000               | 20,000              | 20,000              | 20,000             | 0.0%                           |
| 06-5132-538301 | Inflow/Infiltration Correction         | 3,902             | 40,606            | 60,000             | 60,000               | 60,000              | 60,000              | 60,000             | 0.0%                           |
| 06-5132-538306 | Wastewater Rehabilitation              | 49,206            | 12,835            | 85,000             | 60,000               | 85,000              | 85,000              | 85,000             | 0.0%                           |
| 06-5132-538307 | Wastewater System Replacement          | 57,708            | 17,418            | 30,000             | 25,000               | 30,000              | 30,000              | 30,000             | 0.0%                           |
| 06-5132-538323 | Manhole Rehabilitation                 | -                 | 29,900            | 35,000             | 35,000               | 35,000              | 35,000              | 35,000             | 0.0%                           |
| 06-5132-538325 | Lateral Replacement                    | 4,060             | 777               | 25,000             | 20,000               | 25,000              | 25,000              | 25,000             | 0.0%                           |
| 06-5132-540000 | Utilities                              | 3,473             | 3,706             | 4,000              | 3,000                | 4,000               | 4,000               | 4,000              | 0.0%                           |
| 06-5132-562000 | Fuel                                   | 10,875            | 11,886            | 17,000             | 15,000               | 17,000              | 17,000              | 17,000             | 0.0%                           |
| 06-5132-563000 | Vehicle Maintenance                    | 14,894            | 9,565             | 16,000             | 16,000               | 16,000              | 16,000              | 16,000             | 0.0%                           |
| 06-5132-566000 | Equip Repair & Maintenance             | 5,376             | 4,097             | 10,000             | 15,000               | 10,000              | 10,000              | 10,000             | 0.0%                           |
| 06-5132-567000 | Pipe & Materials                       | 17,885            | 2,547             | 25,000             | 25,000               | 25,000              | 25,000              | 25,000             | 0.0%                           |
| 06-5132-590001 | Internal Chrg-Veh/Equip                | 150,000           | 150,000           | 150,000            | 150,000              | 150,000             | 150,000             | 150,000            | 0.0%                           |
|                | <b>Total Materials and Services</b>    | <b>406,873</b>    | <b>386,372</b>    | <b>582,500</b>     | <b>570,500</b>       | <b>582,500</b>      | <b>582,500</b>      | <b>582,500</b>     | <b>0.0%</b>                    |
| 06-5132-610000 | Capital Outlay                         | -                 | 12,638            | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
|                | <b>Total Capital Outlay</b>            | <b>-</b>          | <b>12,638</b>     | <b>-</b>           | <b>-</b>             | <b>-</b>            | <b>-</b>            | <b>-</b>           | <b>0.0%</b>                    |
| <b>5132</b>    | <b>TOTAL WASTEWATER MAINTENANCE</b>    | <b>1,094,054</b>  | <b>1,267,360</b>  | <b>1,573,385</b>   | <b>1,534,904</b>     | <b>1,621,690</b>    | <b>1,599,563</b>    | <b>1,599,563</b>   | <b>1.7%</b>                    |
|                | <b>TOTAL PUBLIC WORKS (WASTEWATER)</b> | <b>4,864,333</b>  | <b>5,250,374</b>  | <b>6,341,872</b>   | <b>6,133,503</b>     | <b>6,326,104</b>    | <b>6,306,339</b>    | <b>6,306,339</b>   | <b>-0.6%</b>                   |

| ACCOUNT #                   | DESCRIPTION                     | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted '21<br>vs. Adopted '20 |
|-----------------------------|---------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|--------------------------------|
| <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            | 134,367           | 143,967           | 130,398            | 130,398              | 136,892             | 136,892             | 136,892            | 5.0%                           |
| 06-9150-609000              | Loan: WW Property Expansion     | 193,000           | 193,000           | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 06-9150-609001              | Loan: DEQ #R68820               | 483,409           | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 06-9150-609002              | Loan: DEQ #R68821               | 550,175           | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 06-9150-609003              | Loan: DEQ #R68822               | -                 | 1,011,852         | 1,073,509          | 1,073,509            | 1,092,377           | 1,092,377           | 1,092,377          | 1.8%                           |
| 06-9150-615000              | 2015 Refunding Bond             | 239,974           | 248,095           | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
|                             | Total Debt Service - Principal  | 1,600,925         | 1,596,914         | 1,203,907          | 1,203,907            | 1,229,269           | 1,229,269           | 1,229,269          | 2.1%                           |
| <b>9160</b>                 | <b>DEBT SERVICE - INTEREST</b>  |                   |                   |                    |                      |                     |                     |                    |                                |
| 06-9160-608000              | Loan: Effluent Reuse            | 97,186            | 66,020            | 79,666             | 79,666               | 74,334              | 74,334              | 74,334             | -6.7%                          |
| 06-9160-609000              | Loan: WW Property Expansion     | 16,212            | 4,030             | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 06-9160-609001              | Loan: DEQ #R68820               | 285,393           | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 06-9160-609002              | Loan: DEQ #R68821               | 318,355           | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 06-9160-609003              | Loan: DEQ #R68822               | -                 | 426,490           | 364,833            | 364,833              | 345,965             | 345,965             | 345,965            | -5.2%                          |
| 06-9160-615000              | 2015 Refunding Bond             | 9,202             | 3,101             | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
|                             | Total Debt Service - Interest   | 726,348           | 499,641           | 444,499            | 444,499              | 420,299             | 420,299             | 420,299            | -5.4%                          |
| <b>9150/9160</b>            | <b>TOTAL DEBT SERVICE</b>       | <b>2,327,273</b>  | <b>2,096,555</b>  | <b>1,648,406</b>   | <b>1,648,406</b>     | <b>1,649,568</b>    | <b>1,649,568</b>    | <b>1,649,568</b>   | <b>0.1%</b>                    |
| <b>9170</b>                 | <b>TRANSFERS</b>                |                   |                   |                    |                      |                     |                     |                    |                                |
| 06-9170-904000              | Transfer Out-Capital Projects   | 1,382,165         | 1,613,044         | 3,132,600          | 1,308,442            | 4,749,285           | 4,749,285           | 4,749,285          | 51.6%                          |
| <b>9170</b>                 | <b>TOTAL TRANSFERS</b>          | <b>1,382,165</b>  | <b>1,613,044</b>  | <b>3,132,600</b>   | <b>1,308,442</b>     | <b>4,749,285</b>    | <b>4,749,285</b>    | <b>4,749,285</b>   | <b>51.6%</b>                   |
| <b>9180</b>                 | <b>RESERVES</b>                 |                   |                   |                    |                      |                     |                     |                    |                                |
| 06-9180-800000              | Contingency                     | -                 | -                 | 2,253,661          | -                    | 2,136,827           | 2,142,757           | 2,142,757          | -4.9%                          |
| 06-9180-826000              | Reserve-Wastewater CIP's        | -                 | -                 | 5,258,541          | -                    | 4,985,931           | 4,999,766           | 4,999,766          | -4.9%                          |
| 06-9180-840000              | Contingency-Debt Service        | -                 | -                 | 750,215            | -                    | 748,856             | 748,856             | 748,856            | -0.2%                          |
| <b>9180</b>                 | <b>TOTAL RESERVES</b>           | <b>-</b>          | <b>-</b>          | <b>8,262,417</b>   | <b>-</b>             | <b>7,871,614</b>    | <b>7,891,379</b>    | <b>7,891,379</b>   | <b>-4.5%</b>                   |
|                             | <b>TOTAL NONDEPARTMENTAL</b>    | <b>3,709,438</b>  | <b>3,709,599</b>  | <b>13,093,423</b>  | <b>2,956,848</b>     | <b>14,320,467</b>   | <b>14,340,232</b>   | <b>14,340,232</b>  | <b>9.5%</b>                    |
| <b>FUND 06</b>              | <b>TOTAL WASTEWATER FUND</b>    | <b>8,573,771</b>  | <b>8,959,973</b>  | <b>19,435,295</b>  | <b>9,090,351</b>     | <b>20,646,571</b>   | <b>20,646,571</b>   | <b>20,646,571</b>  | <b>6.2%</b>                    |
|                             | ENDING FUND BALANCE             | 11,761,812        | 11,636,528        | -                  | 11,494,766           | -                   | -                   | -                  | 0.0%                           |

## FUND 46: Wastewater System Development Charges

|                     | <u>18-19</u> | <u>19-20</u> | <u>20-21</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. SDC's are transferred from Fund 46 to the applicable project(s) in Fund 4.

### Significant Changes

Due to a projected decrease in development, the system development charges are expected to decrease.

| ACCOUNT #        | DESCRIPTION                               | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted '21<br>vs. Adopted '20 |
|------------------|---|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|--------------------------------|
| <b>FUND 46</b>   | <b>WASTEWATER SYSTEM DEVELOPMENT FUND</b> |                   |                   |                    |                      |                     |                     |                    |                                |
|                  | <b>REVENUES</b>                           |                   |                   |                    |                      |                     |                     |                    |                                |
| 46-0000-300000   | Beg F/B-Net Working Capital               | 5,106,412         | 5,966,311         | 6,369,053          | 6,629,076            | 6,836,152           | 6,836,152           | 6,836,152          | 7.3%                           |
| 46-0000-349002   | System Development Fees                   | 1,764,862         | 1,359,263         | 1,800,000          | 700,000              | 800,000             | 800,000             | 800,000            | -55.6%                         |
| 46-0000-360000   | Miscellaneous Revenues                    | -                 | -                 | -                  | 7                    | -                   | -                   | -                  | 0.0%                           |
| 46-0000-361000   | Interest Earned                           | 87,918            | 161,012           | 175,000            | 141,218              | 33,600              | 33,600              | 33,600             | -80.8%                         |
| 46-0000-361001   | Interest-Receiveables                     | 46                | 60                | 7,273              | 7,295                | -                   | -                   | -                  | -100.0%                        |
| 46-0000-361004   | Interest-Other Investments                | -                 | 1,484             | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 46-0000-363000   | Assessment Installments                   | 605               | 3,261             | -                  | 616                  | -                   | -                   | -                  | 0.0%                           |
| <b>FUND 46</b>   | <b>TOTAL REVENUES</b>                     | <b>6,959,843</b>  | <b>7,491,391</b>  | <b>8,351,326</b>   | <b>7,478,212</b>     | <b>7,669,752</b>    | <b>7,669,752</b>    | <b>7,669,752</b>   | <b>-8.2%</b>                   |
| <b>9150</b>      | <b>DEBT SERVICE - PRINCIPAL</b>           |                   |                   |                    |                      |                     |                     |                    |                                |
| 46-9150-608000   | Loan: Effluent Reuse                      | 134,367           | 143,967           | 130,398            | 130,398              | 136,892             | 136,892             | 136,892            | 5.0%                           |
| 46-9150-615000   | 2015 Refunding Bond                       | 52,515            | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
|                  | Total Debt Service - Principal            | 186,882           | 143,967           | 130,398            | 130,398              | 136,892             | 136,892             | 136,892            | 5.0%                           |
| <b>9160</b>      | <b>DEBT SERVICE - INTEREST</b>            |                   |                   |                    |                      |                     |                     |                    |                                |
| 46-9160-608000   | Loan: Effluent Reuse                      | 97,186            | 66,020            | 79,666             | 79,666               | 74,334              | 74,334              | 74,334             | -6.7%                          |
| 46-9160-615000   | 2015 Refunding Bond                       | 656               | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
|                  | Total Debt Service - Interest             | 97,842            | 66,020            | 79,666             | 79,666               | 74,334              | 74,334              | 74,334             | -6.7%                          |
| <b>9150/9160</b> | <b>TOTAL DEBT SERVICE</b>                 | <b>284,725</b>    | <b>209,987</b>    | <b>210,064</b>     | <b>210,064</b>       | <b>211,226</b>      | <b>211,226</b>      | <b>211,226</b>     | <b>0.6%</b>                    |
| <b>9170</b>      | <b>TRANSFERS</b>                          |                   |                   |                    |                      |                     |                     |                    |                                |
| 46-9170-904000   | Transfer Out-Capital Projects             | 708,807           | 652,328           | 1,838,400          | 431,996              | 1,562,805           | 1,562,805           | 1,562,805          | -15.0%                         |
| <b>9170</b>      | <b>TOTAL TRANSFERS</b>                    | <b>708,807</b>    | <b>652,328</b>    | <b>1,838,400</b>   | <b>431,996</b>       | <b>1,562,805</b>    | <b>1,562,805</b>    | <b>1,562,805</b>   | <b>-15.0%</b>                  |
| <b>9180</b>      | <b>RESERVES</b>                           |                   |                   |                    |                      |                     |                     |                    |                                |
| 46-9180-800000   | Contingency                               | -                 | -                 | 6,302,862          | -                    | 5,895,721           | 5,895,721           | 5,895,721          | -6.5%                          |
| <b>9180</b>      | <b>TOTAL RESERVES</b>                     | <b>-</b>          | <b>-</b>          | <b>6,302,862</b>   | <b>-</b>             | <b>5,895,721</b>    | <b>5,895,721</b>    | <b>5,895,721</b>   | <b>-6.5%</b>                   |
| <b>FUND 46</b>   | <b>TOTAL WASTEWATER SDC FUND</b>          | <b>993,532</b>    | <b>862,315</b>    | <b>8,351,326</b>   | <b>642,060</b>       | <b>7,669,752</b>    | <b>7,669,752</b>    | <b>7,669,752</b>   | <b>-8.2%</b>                   |
|                  | ENDING FUND BALANCE                       | 5,966,311         | 6,629,076         | -                  | 6,836,152            | -                   | -                   | -                  | 0.0%                           |

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## FUND 04: Proprietary Capital Projects – Wastewater

18-19 19-20 20-21

BUDGETED STAFF FTE: 0.00 0.00 0.00

### Description

The Engineering Services Department manages the planning, design, and construction of the wastewater fund capital improvement projects. The projects proposed for FY 2020-21 budget are as follows:

- **Inflow and Infiltration (I&I) Projects:** The 2015 Inflow and Infiltration Report identified the need for significant replacements/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. 04-5150-706301
- **WWTP Oxidation Ditch Repair:** Structural repairs were completed in FY 2018-19 to oxidation ditch #2. Only one ditch can be offline at any one time during the summer months, therefore, the structural upgrades to ditch #1 are shown to be completed over multiple years. 04-5150-706310
- **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. 04.5150.706329
- **Solar Farm:** The average annual electric bill for the Wastewater Treatment Plan is \$250,000. Options were evaluated to lower this cost and solar was the recommended alternative. The energy savings are approximated at 14.1% per year with a 7-10 year pay back on the capital costs. The City applied for and received two grants totaling \$400,000 to help fund this project. 04.5150.706381
- **PLC Replacement:** The Programmable Logic Controller (PLC) is the system which provides the ability to run the treatment plant in an automatic mode. The Siemens PLC was installed in the late 1990's and is nearing its life expectancy. The PLC which we currently use is no longer being made by Siemens. Currently we are relying on a 3<sup>rd</sup> party to support the PLC but they could stop production at any time making our system obsolete. We will first look at all of the options and then come back to purchase the new system. 04.5150.706397
- **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. 04.5150.706408
- **Wastewater Treatment Plant Sawdust Bays:** The current compost cure bay setup is configured to allow staff to use three (3) 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 4 bay structure will allow to move the sawdust over closer to where we use it, will provide us an additional 2 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. 04.5150.706416

- **Hess Creek Lining:** This project is identified as C1.A in the 2018 Wastewater Master Plan update and is 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. 04.5150.706418
- **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. 04.5150.706419
- **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. 04.5150.706420
- **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. 04.5150.706470
- **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. 04.5150.706477
- **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 Mountainview 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. 04.5150.706479



| ACCOUNT #                 | DESCRIPTION                                 | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted '21<br>vs. Adopted '20 |
|---------------------------|---|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|--------------------------------|
| <b>FUND 04</b>            | <b>PROPRIETARY CAPITAL PROJECTS</b>         |                   |                   |                    |                      |                     |                     |                    |                                |
|                           | <b>REVENUES</b>                             |                   |                   |                    |                      |                     |                     |                    |                                |
| 04-0000-300000            | Beg F/B-Net Working Capital                 | -                 | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 04-0000-390006            | Transfer In-Wastewater Fund                 | 1,382,165         | 1,613,044         | 3,132,600          | 1,308,442            | 4,749,285           | 4,749,285           | 4,749,285          | 51.6%                          |
| 04-0000-390046            | Transfer In-Wastewater SDC                  | 708,807           | 652,328           | 1,838,400          | 431,996              | 1,562,805           | 1,562,805           | 1,562,805          | -15.0%                         |
| <b>5150</b>               | <b>CAPITAL PROJECTS</b>                     |                   |                   |                    |                      |                     |                     |                    |                                |
|                           | <b>WASTEWATER PROJECTS</b>                  |                   |                   |                    |                      |                     |                     |                    |                                |
| 04-5150-706301            | Inflow/Infiltration Projects                | 302,701           | 866,913           | 630,000            | 326,510              | 950,000             | 950,000             | 950,000            | 50.8%                          |
| 04-5150-706308            | Wastewater Master Plan                      | 227,604           | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 04-5150-706310            | Oxidation Ditches                           | 523,537           | -                 | 265,000            | 153,029              | 681,500             | 681,500             | 681,500            | 157.2%                         |
| 04-5150-706313            | Roofing at WWTP                             | -                 | -                 | 160,000            | 122,298              | -                   | -                   | -                  | -100.0%                        |
| 04-5150-706329            | Coating for Pump Station                    | 138               | 212               | 160,000            | 25,000               | 135,000             | 135,000             | 135,000            | -15.6%                         |
| 04-5150-706381            | WWTP Solar Panel Project                    | -                 | -                 | -                  | -                    | 950,000             | 950,000             | 950,000            | 100.0%                         |
| 04-5150-706393            | Dayton Pump Station - Design & Construction | 791,661           | 801,287           | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 04-5150-706396            | Sixth St Sewer Rehab                        | -                 | 38,895            | 200,000            | 567,115              | -                   | -                   | -                  | -100.0%                        |
| 04-5150-706397            | Programmable Logic Controller               | -                 | -                 | -                  | -                    | 1,545,000           | 1,545,000           | 1,545,000          | 100.0%                         |
| 04-5150-706405            | Fifth St Pipe Replacement                   | 31,456            | 396,487           | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 04-5150-706408            | Wastewater Master Plan Update               | -                 | -                 | 100,000            | 10,000               | 90,000              | 90,000              | 90,000             | -10.0%                         |
| 04-5150-706410            | Oxidation Ditch Rotor Replacement           | 58,725            | 66,426            | 80,000             | 60,824               | -                   | -                   | -                  | -100.0%                        |
| 04-5150-706416            | WWTP Sawdust Bays                           | -                 | -                 | 372,000            | 72,024               | 300,000             | 300,000             | 300,000            | -19.4%                         |
| 04-5150-706417            | Compost Sale Pile Cover                     | -                 | -                 | 160,000            | -                    | -                   | -                   | -                  | -100.0%                        |
| 04-5150-706418            | Hess Creek Lining                           | -                 | -                 | 1,060,000          | 105,700              | 300,000             | 300,000             | 300,000            | -71.7%                         |
| 04-5150-706419            | Clarifier Study                             | -                 | -                 | 64,000             | 10,046               | 55,000              | 55,000              | 55,000             | -14.1%                         |
| 04-5150-706420            | Crestview Drive Sewer                       | -                 | -                 | 320,000            | 87,868               | 550,000             | 550,000             | 550,000            | 71.9%                          |
| 04-5150-706428            | 8th St Utility Replacement                  | 103,936           | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 04-5150-706470            | Operations Remodel                          | -                 | -                 | 425,000            | 50,000               | 375,000             | 375,000             | 375,000            | -11.8%                         |
| 04-5150-706471            | WWTP Painting & Maintenance                 | -                 | -                 | 56,000             | 56,000               | 20,600              | 20,600              | 20,600             | -63.2%                         |
| 04-5150-706477            | PW Maint Facility Improvements              | 50,646            | -                 | 40,000             | 40,000               | 30,000              | 30,000              | 30,000             | -25.0%                         |
| 04-5150-706479            | Chehalem Extension                          | 568               | 95,152            | 879,000            | 54,024               | 329,990             | 329,990             | 329,990            | -62.5%                         |
| Total Wastewater Projects |   | 2,090,972         | 2,265,372         | 4,971,000          | 1,740,438            | 6,312,090           | 6,312,090           | 6,312,090          | 27.0%                          |

## WATER PROGRAM

### WATER FUND SUMMARY - REVENUES

| <b>FUND 07</b>              | <b>ACTUAL<br/>2017-18</b> | <b>ACTUAL<br/>2018-19</b> | <b>ADOPTED<br/>2019-20</b> | <b>PROJECTED<br/>2019-20</b> | <b>PROPOSED<br/>2020-21</b> | <b>APPROVED<br/>2020-21</b> | <b>ADOPTED<br/>2020-21</b> | <b>Adopted<br/>vs. Adopted</b> |
|-----------------------------|---------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|-----------------------------|----------------------------|--------------------------------|
| Beg F/B-Net Working Capital | 8,995,620                 | 10,801,834                | 12,487,952                 | 12,543,776                   | 12,938,105                  | 12,938,105                  | 12,938,105                 | 3.6%                           |
| User Fees                   | 5,679,573                 | 5,888,852                 | 5,880,582                  | 5,880,582                    | 6,027,789                   | 6,027,789                   | 6,027,789                  | 2.5%                           |
| Other                       | 530,069                   | 598,702                   | 603,182                    | 587,471                      | 343,832                     | 343,832                     | 343,832                    | -43.0%                         |
| <b>TOTAL REVENUES</b>       | <b>15,205,262</b>         | <b>17,289,388</b>         | <b>18,971,716</b>          | <b>19,011,829</b>            | <b>19,309,726</b>           | <b>19,309,726</b>           | <b>19,309,726</b>          | <b>1.8%</b>                    |

### WATER FUND SUMMARY - EXPENDITURES

| <b>FUND 07</b>               | <b>ACTUAL<br/>2017-18</b> | <b>ACTUAL<br/>2018-19</b> | <b>ADOPTED<br/>2019-20</b> | <b>PROJECTED<br/>2019-20</b> | <b>PROPOSED<br/>2020-21</b> | <b>APPROVED<br/>2020-21</b> | <b>ADOPTED<br/>2020-21</b> | <b>Adopted<br/>vs. Adopted</b> |
|------------------------------|---------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|-----------------------------|----------------------------|--------------------------------|
| <b>ENGINEERING</b>           |                           |                           |                            |                              |                             |                             |                            |                                |
| Personnel Services           | 276,441                   | 295,099                   | 342,851                    | 308,370                      | 338,910                     | 338,941                     | 338,941                    | -1.1%                          |
| Materials and Services       | 1,059,815                 | 1,301,646                 | 1,464,141                  | 1,485,674                    | 1,446,581                   | 1,447,826                   | 1,447,826                  | -1.1%                          |
| Capital Outlay               | 53,343                    | 12,097                    | 3,500                      | 3,500                        | 3,375                       | 3,375                       | 3,375                      | -3.6%                          |
| <b>Total Engineering</b>     | <b>1,389,599</b>          | <b>1,608,842</b>          | <b>1,810,492</b>           | <b>1,797,544</b>             | <b>1,788,866</b>            | <b>1,790,142</b>            | <b>1,790,142</b>           | <b>-1.1%</b>                   |
| <b>OPERATIONS</b>            |                           |                           |                            |                              |                             |                             |                            |                                |
| Personnel Services           | 527,120                   | 557,640                   | 618,337                    | 537,553                      | 592,868                     | 592,882                     | 592,882                    | -4.1%                          |
| Materials and Services       | 534,190                   | 531,296                   | 656,945                    | 592,803                      | 688,644                     | 688,644                     | 688,644                    | 4.8%                           |
| Capital Outlay               | 32,023                    | 67,812                    | 70,000                     | 48,224                       | 70,000                      | 70,000                      | 70,000                     | 0.0%                           |
| <b>Total Operations</b>      | <b>1,093,333</b>          | <b>1,156,748</b>          | <b>1,345,282</b>           | <b>1,178,580</b>             | <b>1,351,512</b>            | <b>1,351,526</b>            | <b>1,351,526</b>           | <b>0.5%</b>                    |
| <b>MAINTENANCE</b>           |                           |                           |                            |                              |                             |                             |                            |                                |
| Personnel Services           | 685,667                   | 714,734                   | 702,037                    | 736,401                      | 826,172                     | 804,066                     | 804,066                    | 14.5%                          |
| Materials and Services       | 359,194                   | 387,357                   | 469,000                    | 468,000                      | 504,000                     | 504,000                     | 504,000                    | 7.5%                           |
| <b>Total Maintenance</b>     | <b>1,044,861</b>          | <b>1,114,729</b>          | <b>1,171,037</b>           | <b>1,204,401</b>             | <b>1,330,172</b>            | <b>1,308,066</b>            | <b>1,308,066</b>           | <b>11.7%</b>                   |
| <b>NONDEPARTMENTAL</b>       |                           |                           |                            |                              |                             |                             |                            |                                |
| Debt Service                 | 414,602                   | 414,658                   | 414,450                    | 414,450                      | 413,139                     | 413,139                     | 413,139                    | -0.3%                          |
| Transfers Out                | 461,033                   | 450,635                   | 6,250,900                  | 1,478,749                    | 5,506,731                   | 5,506,731                   | 5,506,731                  | -11.9%                         |
| Reserves                     | -                         | -                         | 4,681,907                  | -                            | 5,802,180                   | 5,829,241                   | 5,829,241                  |                                |
| Contingency                  | -                         | -                         | 3,297,648                  | -                            | 3,117,126                   | 3,110,881                   | 3,110,881                  | -5.7%                          |
| <b>Total Nondepartmental</b> | <b>875,635</b>            | <b>865,293</b>            | <b>14,644,905</b>          | <b>1,893,199</b>             | <b>14,839,176</b>           | <b>14,859,992</b>           | <b>14,859,992</b>          | <b>1.5%</b>                    |
| <b>TOTAL EXPENDITURES</b>    | <b>4,403,428</b>          | <b>4,745,612</b>          | <b>18,971,716</b>          | <b>6,073,724</b>             | <b>19,309,726</b>           | <b>19,309,726</b>           | <b>19,309,726</b>          | <b>1.8%</b>                    |

## WATER PROGRAM cont'd

### WATER SYSTEM DEVELOPMENT FUND SUMMARY - REVENUES

| <b>FUND 47</b>              | <b>ACTUAL<br/>2017-18</b> | <b>ACTUAL<br/>2018-19</b> | <b>ADOPTED<br/>2019-20</b> | <b>PROJECTED<br/>2019-20</b> | <b>PROPOSED<br/>2020-21</b> | <b>APPROVED<br/>2020-21</b> | <b>ADOPTED<br/>2020-21</b> | <b>Adopted<br/>vs. Adopted</b> |
|-----------------------------|---------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|-----------------------------|----------------------------|--------------------------------|
| Beg F/B-Net Working Capital | 572,610                   | 314,199                   | 183,138                    | 244,641                      | 108                         | 108                         | 108                        | -99.9%                         |
| System Development Fees     | 559,688                   | 652,350                   | 1,000,000                  | 400,000                      | 600,000                     | 600,000                     | 600,000                    | -40.0%                         |
| Other                       | 40,070                    | 75,428                    | 9,695                      | 159,390                      | 201,741                     | 201,741                     | 201,741                    | 1980.9%                        |
| <b>TOTAL REVENUES</b>       | <b>1,172,368</b>          | <b>1,041,977</b>          | <b>1,192,833</b>           | <b>804,031</b>               | <b>801,849</b>              | <b>801,849</b>              | <b>801,849</b>             | <b>-32.8%</b>                  |

### WATER SYSTEM DEVELOPMENT FUND SUMMARY - EXPENDITURES

| <b>FUND 47</b>            | <b>ACTUAL<br/>2017-18</b> | <b>ACTUAL<br/>2018-19</b> | <b>ADOPTED<br/>2019-20</b> | <b>PROJECTED<br/>2019-20</b> | <b>PROPOSED<br/>2020-21</b> | <b>APPROVED<br/>2020-21</b> | <b>ADOPTED<br/>2020-21</b> | <b>Adopted<br/>vs. Adopted</b> |
|---------------------------|---------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|-----------------------------|----------------------------|--------------------------------|
| Debt Service              | 845,831                   | 797,336                   | 803,923                    | 803,923                      | 801,849                     | 801,849                     | 801,849                    | -0.3%                          |
| Transfers Out             | 12,338                    | -                         | -                          | -                            | -                           | -                           | -                          | 0.0%                           |
| Contingency               | -                         | -                         | 388,910                    | -                            | -                           | -                           | -                          | -100.0%                        |
| <b>TOTAL EXPENDITURES</b> | <b>858,169</b>            | <b>797,336</b>            | <b>1,192,833</b>           | <b>803,923</b>               | <b>801,849</b>              | <b>801,849</b>              | <b>801,849</b>             | <b>-32.8%</b>                  |

### WATER CAPITAL PROJECTS FUND SUMMARY - REVENUES

| <b>FUND 04</b>              | <b>ACTUAL<br/>2017-18</b> | <b>ACTUAL<br/>2018-19</b> | <b>ADOPTED<br/>2019-20</b> | <b>PROJECTED<br/>2019-20</b> | <b>PROPOSED<br/>2020-21</b> | <b>APPROVED<br/>2020-21</b> | <b>ADOPTED<br/>2020-21</b> | <b>Adopted<br/>vs. Adopted</b> |
|-----------------------------|---------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|-----------------------------|----------------------------|--------------------------------|
| Beg F/B-Net Working Capital | -                         | -                         | -                          | -                            | -                           | -                           | -                          | 0.0%                           |
| Transfers In-Water          | 473,371                   | 450,635                   | 6,250,900                  | 1,326,749                    | 5,306,590                   | 5,306,590                   | 5,306,590                  | -15.1%                         |
| Transfers In-Other          | 3,000,622                 | 2,272,319                 | 5,208,000                  | 1,880,438                    | 7,196,090                   | 7,196,090                   | 7,196,090                  | 38.2%                          |
| <b>TOTAL REVENUES</b>       | <b>3,473,994</b>          | <b>2,722,954</b>          | <b>11,458,900</b>          | <b>3,207,187</b>             | <b>12,502,680</b>           | <b>12,502,680</b>           | <b>12,502,680</b>          | <b>9.1%</b>                    |

### WATER CAPITAL PROJECTS FUND SUMMARY - EXPENDITURES

| <b>FUND 04</b>            | <b>ACTUAL<br/>2017-18</b> | <b>ACTUAL<br/>2018-19</b> | <b>ADOPTED<br/>2019-20</b> | <b>PROJECTED<br/>2019-20</b> | <b>PROPOSED<br/>2020-21</b> | <b>APPROVED<br/>2020-21</b> | <b>ADOPTED<br/>2020-21</b> | <b>Adopted<br/>vs. Adopted</b> |
|---------------------------|---------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|-----------------------------|----------------------------|--------------------------------|
| Capital Projects-Water    | 473,371                   | 450,635                   | 6,250,900                  | 1,326,749                    | 5,306,590                   | 5,306,590                   | 5,306,590                  | -15.1%                         |
| Capital Projects-Other    | 3,000,622                 | 2,272,319                 | 5,208,000                  | 1,880,438                    | 7,196,090                   | 7,196,090                   | 7,196,090                  | 38.2%                          |
| <b>TOTAL EXPENDITURES</b> | <b>3,473,994</b>          | <b>2,722,954</b>          | <b>11,458,900</b>          | <b>3,207,187</b>             | <b>12,502,680</b>           | <b>12,502,680</b>           | <b>12,502,680</b>          | <b>9.1%</b>                    |

**FUND 07: Water****18-19 19-20 20-21****BUDGETED STAFF FTE: 14.00 13.37 13.88****Department Description**

The water fund is responsible for the:

- 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.
- Design review and inspections for construction of public improvements associated with private development projects.
- Operation and maintenance of the City's potable and non-potable water supply systems.
- Maintenance and service to 6 wells, 2 raw water transmission lines from the well field to the water treatment plant, the 8.5 mgd water treatment plant, 1 booster pump station, and the 3 City reservoirs that store a total of 12 million gallons of potable water.
- Operation and maintenance of 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 of 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.
- Maintenance of the non-potable water supply systems which consist of Otis Spring and the wastewater recycled water system. The non-potable systems are an alternative source of irrigation for the Chehalem Glenn Golf course and will expand to other future users.
- Collection of monthly water meter readings for municipal services statements that are sent out by the City Finance Department.

**Significant Changes**

**Salaries and Wages** – Submitting FY 20-21 budget request to add Utility Tech II position (1.0 FTE) for Water Distribution Maintenance.

**Water Meters** – This is due to increasing number of meter/MXU radio replacement requirements as they reach end of life, and anticipated growth in additional residential water connections.

**Water Line Replacement** – This is due to materials cost increases and increase in number of required repairs/replacements.

**Permits and Fees** – This is due to a significant increase in the fees charged to water systems by the Oregon State Health division in all areas.

**Fuel** – Decrease due to newer vehicles that get much better gas mileage.

|                                 | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted<br>vs. Adopted |
|---------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>WATER FUND</b>               |                   |                   |                    |                      |                     |                     |                    |                        |
| Personnel Services              | 1,489,227         | 1,567,473         | 1,663,225          | 1,582,324            | 1,757,950           | 1,735,889           | 1,735,889          | 4.4%                   |
| Materials and Services          | 1,953,199         | 2,220,299         | 2,590,086          | 2,546,477            | 2,639,225           | 2,640,470           | 2,640,470          | 1.9%                   |
| Capital Outlay                  | 85,366            | 92,547            | 73,500             | 51,724               | 73,375              | 73,375              | 73,375             | -0.2%                  |
| <b>Total Public Works-Water</b> | <b>3,527,793</b>  | <b>3,880,319</b>  | <b>4,326,811</b>   | <b>4,180,525</b>     | <b>4,470,550</b>    | <b>4,449,734</b>    | <b>4,449,734</b>   | <b>2.8%</b>            |

| ACCOUNT #      | DESCRIPTION                          | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted '21<br>vs. Adopted '20 |
|----------------|--------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|--------------------------------|
| <b>FUND 07</b> | <b>WATER FUND</b>                    |                   |                   |                    |                      |                     |                     |                    |                                |
|                | <b>REVENUES</b>                      |                   |                   |                    |                      |                     |                     |                    |                                |
| 07-0000-300000 | Beg F/B-Net Working Capital          | 8,995,620         | 10,801,834        | 12,487,952         | 12,543,776           | 12,938,105          | 12,938,105          | 12,938,105         | 3.6%                           |
| 07-0000-338000 | Reimb Costs-Materials                | 14,871            | 1,440             | 1,000              | -                    | 1,000               | 1,000               | 1,000              | 0.0%                           |
| 07-0000-338001 | Reimb Costs-Labor                    | 7,847             | 247               | 1,000              | -                    | 1,000               | 1,000               | 1,000              | 0.0%                           |
| 07-0000-338002 | Reimb Costs-Capital Project          | 25,506            | 12,953            | 10,000             | 13,200               | 10,000              | 10,000              | 10,000             | 0.0%                           |
| 07-0000-341006 | Technology Fee                       | 4,897             | 4,646             | 6,000              | 6,000                | 6,000               | 6,000               | 6,000              | 0.0%                           |
| 07-0000-342004 | Dev Review and Inspection Fee        | 46,144            | 60,259            | 50,000             | 50,000               | 50,000              | 50,000              | 50,000             | 0.0%                           |
| 07-0000-348000 | User Fees                            | 5,679,573         | 5,888,852         | 5,880,582          | 5,880,582            | 6,027,789           | 6,027,789           | 6,027,789          | 2.5%                           |
| 07-0000-349001 | Connection Charges                   | 131,346           | 106,536           | 96,000             | 92,561               | 96,000              | 96,000              | 96,000             | 0.0%                           |
| 07-0000-350000 | Utility Billing Penalties            | 45,180            | 46,115            | 50,000             | 50,000               | 50,000              | 50,000              | 50,000             | 0.0%                           |
| 07-0000-355000 | Other Fees: Hydrant Permits          | 28,850            | 17,257            | 20,000             | 10,262               | 10,000              | 10,000              | 10,000             | -50.0%                         |
| 07-0000-360000 | Miscellaneous Revenues               | 18,472            | 20,369            | 16,000             | 31,486               | 19,950              | 19,950              | 19,950             | 24.7%                          |
| 07-0000-361000 | Interest Earned                      | 163,387           | 288,130           | 315,000            | 294,382              | 61,700              | 61,700              | 61,700             | -80.4%                         |
| 07-0000-362000 | Energy Partner Program Revenue       | 2,667             | 3,468             | 1,200              | 2,148                | 1,200               | 1,200               | 1,200              | 0.0%                           |
| 07-0000-364000 | Sale Of Assets                       | 1,063             | 300               | -                  | 450                  | -                   | -                   | -                  | 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%                           |
| 07-0000-390008 | 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%                           |
| 07-0000-390025 | 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%                           |
| <b>FUND 07</b> | <b>TOTAL REVENUES</b>                | <b>15,205,262</b> | <b>17,289,388</b> | <b>18,971,716</b>  | <b>19,011,829</b>    | <b>19,309,726</b>   | <b>19,309,726</b>   | <b>19,309,726</b>  | <b>1.8%</b>                    |

| ACCOUNT #                           | DESCRIPTION                          | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted '21<br>vs. Adopted '20 |
|-------------------------------------|--------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|--------------------------------|
| <b>PUBLIC WORKS 51XX</b>            |                                      |                   |                   |                    |                      |                     |                     |                    |                                |
| <b>5113</b>                         | <b>WATER ENGINEERING</b>             |                   |                   |                    |                      |                     |                     |                    |                                |
| 07-5113-410000                      | Administrative Salaries              | 53,545            | 57,389            | 60,646             | 59,798               | 51,887              | 51,887              | 51,887             | -14.4%                         |
| 07-5113-420000                      | Clerical Salaries                    | 26,627            | 26,074            | 39,710             | 24,032               | 27,257              | 27,257              | 27,257             | -31.4%                         |
| 07-5113-432000                      | Engineer Salaries                    | 99,477            | 108,283           | 113,250            | 113,373              | 127,376             | 127,376             | 127,376            | 12.5%                          |
| 07-5113-435000                      | Overtime                             | 952               | 10                | -                  | 28                   | -                   | -                   | -                  | 0.0%                           |
| 07-5113-438000                      | Longevity                            | 480               | 226               | 540                | 1,286                | 1,980               | 1,980               | 1,980              | 266.7%                         |
| 07-5113-440000                      | Misc Fringe Benefits                 | 897               | 635               | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 07-5113-441000                      | FICA/Medicare                        | 13,565            | 14,366            | 16,384             | 14,991               | 15,950              | 15,950              | 15,950             | -2.6%                          |
| 07-5113-442000                      | Workers Compensation                 | 2,188             | 2,244             | 2,958              | 2,513                | 1,911               | 1,911               | 1,911              | -35.4%                         |
| 07-5113-443000                      | Unemployment                         | 181               | 193               | 216                | 200                  | 210                 | 210                 | 210                | -2.8%                          |
| 07-5113-444000                      | Retirement-PERS                      | 19,156            | 23,733            | 28,360             | 26,810               | 31,766              | 31,766              | 31,766             | 12.0%                          |
| 07-5113-444001                      | Retirement-Principal                 | 24,652            | 22,187            | 25,623             | 24,863               | 30,609              | 30,609              | 30,609             | 19.5%                          |
| 07-5113-444002                      | Retirement-Pension Bond              | 3,984             | 5,464             | 5,586              | 5,336                | 5,709               | 5,740               | 5,740              | 2.8%                           |
| 07-5113-445000                      | Health/Life/LTD                      | 30,737            | 34,295            | 49,578             | 35,140               | 44,255              | 44,255              | 44,255             | -10.7%                         |
| <b>Total Personnel Services</b>     |                                      | <b>276,441</b>    | <b>295,099</b>    | <b>342,851</b>     | <b>308,370</b>       | <b>338,910</b>      | <b>338,941</b>      | <b>338,941</b>     | <b>-1.1%</b>                   |
| 07-5113-510000                      | Office Supplies                      | 631               | 1,363             | 2,200              | 2,109                | 2,200               | 2,200               | 2,200              | 0.0%                           |
| 07-5113-511000                      | Postage                              | -                 | -                 | 50                 | 50                   | 50                  | 50                  | 50                 | 0.0%                           |
| 07-5113-515000                      | Printing & Advertising               | 663               | 37                | 100                | 372                  | 100                 | 100                 | 100                | 0.0%                           |
| 07-5113-520000                      | Dues & Meetings                      | 1,105             | 1,214             | 1,120              | 1,120                | 1,170               | 1,170               | 1,170              | 4.5%                           |
| 07-5113-520003                      | Recruitment Expense                  | 42                | -                 | -                  | -                    | 1,500               | 1,500               | 1,500              | 100.0%                         |
| 07-5113-520008                      | Recognition                          | 31                | 378               | 125                | 125                  | 125                 | 125                 | 125                | 0.0%                           |
| 07-5113-523000                      | Supplies & Equipment                 | 1,181             | 1,123             | 1,320              | 1,317                | 1,320               | 1,320               | 1,320              | 0.0%                           |
| 07-5113-523010                      | Conservation Public Outreach Program | 768               | -                 | 6,000              | 6,000                | 6,000               | 6,000               | 6,000              | 0.0%                           |
| 07-5113-525000                      | Travel & Training                    | 2,205             | 3,254             | 8,800              | 8,800                | 8,000               | 8,000               | 8,000              | -9.1%                          |
| 07-5113-526000                      | Employee Testing                     | 19                | 32                | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 07-5113-532000                      | Bank Fees                            | 1,419             | 3,781             | 3,000              | 1,044                | 3,000               | 3,000               | 3,000              | 0.0%                           |
| 07-5113-533000                      | Contractual Services                 | 21,189            | 9,633             | 53,500             | 53,500               | 56,250              | 56,250              | 56,250             | 5.1%                           |
| 07-5113-533045                      | Maintenance Agreements               | 11,815            | 11,659            | 11,850             | 11,850               | 12,043              | 12,043              | 12,043             | 1.6%                           |
| 07-5113-540000                      | Utilities                            | 192               | 234               | 200                | 200                  | 200                 | 200                 | 200                | 0.0%                           |
| 07-5113-551000                      | Books & Publications                 | 100               | -                 | 200                | -                    | 200                 | 200                 | 200                | 0.0%                           |
| 07-5113-562000                      | Fuel                                 | 751               | 848               | 725                | 725                  | 725                 | 725                 | 725                | 0.0%                           |
| 07-5113-563000                      | Vehicle Maintenance                  | 298               | 172               | 650                | 650                  | 650                 | 650                 | 650                | 0.0%                           |
| 07-5113-576000                      | Recording Fees                       | 193               | 466               | 100                | 50                   | 100                 | 100                 | 100                | 0.0%                           |
| 07-5113-580000                      | Professional Services                | 1,698             | 460               | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 07-5113-590000                      | Internal Chrg-Admin Support Services | 675,651           | 811,130           | 922,814            | 946,375              | 927,043             | 928,288             | 928,288            | 0.6%                           |
| 07-5113-590004                      | Internal Chrg-Facilities (COP)       | 55,888            | 54,562            | 35,786             | 35,786               | -                   | -                   | -                  | -100.0%                        |
| 07-5113-590006                      | Internal Chrg-Network Upgrade        | -                 | 1,980             | 3,960              | 3,960                | 3,960               | 3,960               | 3,960              | 0.0%                           |
| 07-5113-590015                      | Internal Chrg-Franchise Fee          | 283,979           | 399,320           | 411,641            | 411,641              | 421,945             | 421,945             | 421,945            | 2.5%                           |
| <b>Total Materials and Services</b> |                                      | <b>1,059,815</b>  | <b>1,301,646</b>  | <b>1,464,141</b>   | <b>1,485,674</b>     | <b>1,446,581</b>    | <b>1,447,826</b>    | <b>1,447,826</b>   | <b>-1.1%</b>                   |
| 07-5113-610000                      | Capital Outlay                       | 53,343            | 12,097            | 3,500              | 3,500                | 3,375               | 3,375               | 3,375              | -3.6%                          |
| <b>Total Capital Outlay</b>         |                                      | <b>53,343</b>     | <b>12,097</b>     | <b>3,500</b>       | <b>3,500</b>         | <b>3,375</b>        | <b>3,375</b>        | <b>3,375</b>       | <b>-3.6%</b>                   |
| <b>5113</b>                         | <b>TOTAL WATER ENGINEERING</b>       | <b>1,389,599</b>  | <b>1,608,842</b>  | <b>1,810,492</b>   | <b>1,797,544</b>     | <b>1,788,866</b>    | <b>1,790,142</b>    | <b>1,790,142</b>   | <b>-1.1%</b>                   |

| ACCOUNT #                    | DESCRIPTION                          | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted '21<br>vs. Adopted '20 |
|------------------------------|--------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|--------------------------------|
| <b>5141</b>                  | <b>WATER OPERATIONS</b>              |                   |                   |                    |                      |                     |                     |                    |                                |
| 07-5141-410000               | Administrative Salaries              | 79,667            | 85,361            | 90,961             | 90,881               | 91,896              | 91,896              | 91,896             | 1.0%                           |
| 07-5141-420000               | Clerical Salaries                    | 21,134            | 22,805            | 25,077             | 15,825               | 20,159              | 20,159              | 20,159             | -19.6%                         |
| 07-5141-431000               | Salaries & Wages                     | 188,641           | 201,357           | 208,951            | 198,054              | 207,318             | 207,318             | 207,318            | -0.8%                          |
| 07-5141-433000               | Summer Help                          | 3,784             | 4,420             | 8,113              | 1,144                | -                   | -                   | -                  | -100.0%                        |
| 07-5141-435000               | Overtime                             | 1,505             | 958               | 3,000              | 1,647                | 1,500               | 1,500               | 1,500              | -50.0%                         |
| 07-5141-436000               | On Call Pay                          | 2,727             | 2,705             | 4,850              | 6,095                | 4,850               | 4,850               | 4,850              | 0.0%                           |
| 07-5141-438000               | Longevity                            | 2,200             | 3,298             | 3,886              | 6,119                | 7,104               | 7,104               | 7,104              | 82.8%                          |
| 07-5141-440000               | Misc Fringe Benefits                 | 1,920             | 1,380             | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 07-5141-441000               | FICA/Medicare                        | 22,102            | 23,778            | 26,379             | 24,173               | 25,462              | 25,462              | 25,462             | -3.5%                          |
| 07-5141-442000               | Workers Compensation                 | 12,310            | 13,020            | 16,587             | 14,360               | 10,018              | 10,018              | 10,018             | -39.6%                         |
| 07-5141-443000               | Unemployment                         | 302               | 321               | 349                | 323                  | 335                 | 335                 | 335                | -4.0%                          |
| 07-5141-444000               | Retirement-PERS                      | -                 | 253               | -                  | 4,572                | 8,278               | 8,278               | 8,278              | 100.0%                         |
| 07-5141-444001               | Retirement-Principal                 | 104,891           | 119,697           | 133,386            | 108,192              | 122,894             | 122,894             | 122,894            | -7.9%                          |
| 07-5141-444002               | Retirement-Pension Bond              | -                 | 70                | -                  | 1,389                | 2,802               | 2,816               | 2,816              | 100.0%                         |
| 07-5141-445000               | Health/Life/LTD                      | 85,937            | 78,217            | 96,798             | 64,779               | 90,252              | 90,252              | 90,252             | -6.8%                          |
| Total Personnel Services     |                                      | 527,120           | 557,640           | 618,337            | 537,553              | 592,868             | 592,882             | 592,882            | -4.1%                          |
| 07-5141-510000               | Office Supplies                      | 631               | 249               | 900                | 900                  | 900                 | 900                 | 900                | 0.0%                           |
| 07-5141-511000               | Postage                              | 2,712             | 4,759             | 6,570              | 6,570                | 6,570               | 6,570               | 6,570              | 0.0%                           |
| 07-5141-512000               | Uniforms                             | 2,365             | 1,266             | 2,200              | 2,200                | 2,500               | 2,500               | 2,500              | 13.6%                          |
| 07-5141-515000               | Printing & Advertising               | 6,021             | 9,267             | 11,100             | 11,000               | 11,100              | 11,100              | 11,100             | 0.0%                           |
| 07-5141-520000               | Dues & Meetings                      | 1,014             | 758               | 2,500              | 2,300                | 2,500               | 2,500               | 2,500              | 0.0%                           |
| 07-5141-520003               | Recruitment Expense                  | -                 | -                 | -                  | 81                   | -                   | -                   | -                  | 0.0%                           |
| 07-5141-523000               | Supplies & Equipment                 | 7,524             | 3,887             | 6,500              | 4,218                | 6,500               | 6,500               | 6,500              | 0.0%                           |
| 07-5141-523010               | Conservation Public Outreach Program | 1,797             | 3,178             | 5,000              | 5,000                | 5,000               | 5,000               | 5,000              | 0.0%                           |
| 07-5141-523100               | Small Tools                          | 1,486             | 2,231             | 3,500              | 2,659                | 3,500               | 3,500               | 3,500              | 0.0%                           |
| 07-5141-524000               | Safety Program                       | 1,189             | 392               | 1,500              | 1,300                | 1,500               | 1,500               | 1,500              | 0.0%                           |
| 07-5141-525000               | Travel & Training                    | 3,558             | 4,294             | 7,500              | 7,435                | 8,000               | 8,000               | 8,000              | 6.7%                           |
| 07-5141-526000               | Employee Testing                     | 1,453             | 466               | 900                | 855                  | 900                 | 900                 | 900                | 0.0%                           |
| 07-5141-533000               | Contractual Services                 | 39,925            | 28,260            | 40,000             | 39,837               | 40,000              | 40,000              | 40,000             | 0.0%                           |
| 07-5141-533045               | Maintenance Agreements               | 19,708            | 5,898             | 28,600             | 28,522               | 28,600              | 28,600              | 28,600             | 0.0%                           |
| 07-5141-537000               | Operating Supplies                   | 93,616            | 82,897            | 96,505             | 89,677               | 102,295             | 102,295             | 102,295            | 6.0%                           |
| 07-5141-540000               | Utilities                            | 214,986           | 227,465           | 261,820            | 229,965              | 277,529             | 277,529             | 277,529            | 6.0%                           |
| 07-5141-545000               | Lab Supplies                         | 1,870             | 2,209             | 2,250              | 2,084                | 2,250               | 2,250               | 2,250              | 0.0%                           |
| 07-5141-546000               | Permits & Fees                       | 2,751             | 9,952             | 5,200              | 25,982               | 22,000              | 22,000              | 22,000             | 323.1%                         |
| 07-5141-547000               | Analytical Lab Testing               | 10,565            | 12,977            | 15,000             | 11,570               | 13,000              | 13,000              | 13,000             | -13.3%                         |
| 07-5141-551000               | Books & Publications                 | 169               | 15                | 400                | 250                  | 400                 | 400                 | 400                | 0.0%                           |
| 07-5141-560000               | Property Taxes                       | 1,964             | 1,934             | 2,000              | 2,097                | 2,100               | 2,100               | 2,100              | 5.0%                           |
| 07-5141-562000               | Fuel                                 | 1,224             | 1,199             | 3,000              | 1,474                | 2,000               | 2,000               | 2,000              | -33.3%                         |
| 07-5141-563000               | Vehicle Maintenance                  | 3,032             | 292               | 3,000              | 2,159                | 2,000               | 2,000               | 2,000              | -33.3%                         |
| 07-5141-566000               | Equip Repair & Maintenance           | 50,618            | 51,215            | 69,500             | 45,783               | 69,500              | 69,500              | 69,500             | 0.0%                           |
| 07-5141-568000               | Springs Riparian System Maintenance  | -                 | -                 | -                  | -                    | 1,500               | 1,500               | 1,500              | 100.0%                         |
| 07-5141-569000               | Well Maintenance                     | 5,262             | 36,957            | 40,000             | 30,091               | 35,000              | 35,000              | 35,000             | -12.5%                         |
| 07-5141-571000               | Building & Grounds Maintenance       | 17,353            | 7,779             | 10,000             | 7,294                | 10,000              | 10,000              | 10,000             | 0.0%                           |
| 07-5141-590001               | Internal Chrg-Veh/Equip              | 41,400            | 26,500            | 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               | 5,000              | 0.0%                           |
| Total Materials and Services |                                      | 534,190           | 531,296           | 656,945            | 592,803              | 688,644             | 688,644             | 688,644            | 4.8%                           |
| 07-5141-610000               | Capital Outlay                       | 32,023            | 67,812            | 70,000             | 48,224               | 70,000              | 70,000              | 70,000             | 0.0%                           |
| Total Capital Outlay         |                                      | 32,023            | 67,812            | 70,000             | 48,224               | 70,000              | 70,000              | 70,000             | 0.0%                           |
| <b>5141</b>                  | <b>TOTAL WATER OPERATIONS</b>        | <b>1,093,333</b>  | <b>1,156,748</b>  | <b>1,345,282</b>   | <b>1,178,580</b>     | <b>1,351,512</b>    | <b>1,351,526</b>    | <b>1,351,526</b>   | <b>0.5%</b>                    |

| ACCOUNT #      | DESCRIPTION                         | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted '21<br>vs. Adopted '20 |
|----------------|-------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|--------------------------------|
| <b>5142</b>    | <b>WATER MAINTENANCE</b>            |                   |                   |                    |                      |                     |                     |                    |                                |
| 07-5142-410000 | Administrative Salaries             | 100,544           | 107,367           | 113,195            | 114,400              | 114,500             | 114,500             | 114,500            | 1.2%                           |
| 07-5142-420000 | Clerical Salaries                   | 10,629            | 12,089            | 12,863             | 12,771               | 13,263              | 13,263              | 13,263             | 3.1%                           |
| 07-5142-431000 | Salaries & Wages                    | 261,726           | 266,033           | 243,566            | 264,055              | 304,165             | 291,869             | 291,869            | 19.8%                          |
| 07-5142-435000 | Overtime                            | 648               | 2,628             | 2,500              | 1,457                | 1,300               | 1,300               | 1,300              | -48.0%                         |
| 07-5142-436000 | On Call Pay                         | 3,490             | 3,030             | 5,000              | 5,120                | 5,000               | 5,000               | 5,000              | 0.0%                           |
| 07-5142-438000 | Longevity                           | 5,700             | 7,090             | 6,720              | 10,155               | 11,220              | 11,220              | 11,220             | 67.0%                          |
| 07-5142-440000 | Misc Fringe Benefits                | 1,280             | 920               | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 07-5142-441000 | FICA/Medicare                       | 28,196            | 29,322            | 29,366             | 30,456               | 34,385              | 33,444              | 33,444             | 13.9%                          |
| 07-5142-442000 | Workers Compensation                | 19,112            | 22,067            | 25,666             | 24,331               | 17,507              | 17,178              | 17,178             | -33.1%                         |
| 07-5142-443000 | Unemployment                        | 383               | 400               | 390                | 414                  | 455                 | 442                 | 442                | 13.3%                          |
| 07-5142-444000 | Retirement-PERS                     | 410               | 6,217             | 10,854             | 9,517                | 22,091              | 20,603              | 20,603             | 89.8%                          |
| 07-5142-444001 | Retirement-Principal                | 130,854           | 125,342           | 122,438            | 130,136              | 145,464             | 145,464             | 145,464            | 18.8%                          |
| 07-5142-444002 | Retirement-Pension Bond             | 112               | 2,645             | 3,238              | 3,357                | 5,624               | 5,146               | 5,146              | 58.9%                          |
| 07-5142-445000 | Health/Life/LTD                     | 122,582           | 129,584           | 126,241            | 130,232              | 151,198             | 144,637             | 144,637            | 14.6%                          |
|                | <b>Total Personnel Services</b>     | <b>685,667</b>    | <b>714,734</b>    | <b>702,037</b>     | <b>736,401</b>       | <b>826,172</b>      | <b>804,066</b>      | <b>804,066</b>     | <b>14.5%</b>                   |
| 07-5142-512000 | Uniforms                            | 2,632             | 3,548             | 3,500              | 3,500                | 3,500               | 3,500               | 3,500              | 0.0%                           |
| 07-5142-520000 | Dues & Meetings                     | 916               | 1,148             | 3,500              | 3,500                | 3,500               | 3,500               | 3,500              | 0.0%                           |
| 07-5142-520003 | Recruitment Expense                 | 9                 | 245               | 500                | 500                  | 500                 | 500                 | 500                | 0.0%                           |
| 07-5142-523000 | Supplies & Equipment                | 17,710            | 6,341             | 10,000             | 8,000                | 10,000              | 10,000              | 10,000             | 0.0%                           |
| 07-5142-523009 | Water Meters                        | 50,322            | 76,018            | 75,000             | 75,000               | 100,000             | 100,000             | 100,000            | 33.3%                          |
| 07-5142-523011 | Water Meter Installations           | 21,923            | 34,457            | 40,000             | 40,000               | 40,000              | 40,000              | 40,000             | 0.0%                           |
| 07-5142-523100 | Small Tools                         | 4,473             | 8,817             | 8,000              | 10,000               | 8,000               | 8,000               | 8,000              | 0.0%                           |
| 07-5142-525000 | Travel & Training                   | 3,127             | 6,533             | 10,000             | 10,000               | 10,000              | 10,000              | 10,000             | 0.0%                           |
| 07-5142-526000 | Employee Testing                    | 1,070             | 1,213             | 1,000              | 1,000                | 1,000               | 1,000               | 1,000              | 0.0%                           |
| 07-5142-533000 | Contractual Services                | 35,049            | 31,913            | 40,000             | 45,000               | 40,000              | 40,000              | 40,000             | 0.0%                           |
| 07-5142-533045 | Maintenance Agreements              | 1,868             | 12,267            | 20,000             | 20,000               | 20,000              | 20,000              | 20,000             | 0.0%                           |
| 07-5142-538519 | Water Line Replacement              | 1,220             | 2,508             | 20,000             | 30,000               | 30,000              | 30,000              | 30,000             | 50.0%                          |
| 07-5142-540000 | Utilities                           | 3,473             | 3,706             | 3,500              | 3,500                | 3,500               | 3,500               | 3,500              | 0.0%                           |
| 07-5142-562000 | Fuel                                | 6,799             | 6,511             | 10,000             | 7,000                | 10,000              | 10,000              | 10,000             | 0.0%                           |
| 07-5142-563000 | Vehicle Maintenance                 | 7,676             | 5,730             | 10,000             | 8,000                | 10,000              | 10,000              | 10,000             | 0.0%                           |
| 07-5142-566000 | Equip Repair & Maintenance          | 257               | 133               | 5,000              | 4,000                | 5,000               | 5,000               | 5,000              | 0.0%                           |
| 07-5142-567000 | Pipe & Materials                    | 27,670            | 10,444            | 30,000             | 20,000               | 30,000              | 30,000              | 30,000             | 0.0%                           |
| 07-5142-568000 | Otis Springs System Maintenance     | -                 | 2,428             | 3,000              | 2,000                | 3,000               | 3,000               | 3,000              | 0.0%                           |
| 07-5142-569000 | Wellfield Maintenance               | -                 | 397               | 3,000              | 4,000                | 3,000               | 3,000               | 3,000              | 0.0%                           |
| 07-5142-590001 | Internal Chrg-Veh/Equip             | 173,000           | 173,000           | 173,000            | 173,000              | 173,000             | 173,000             | 173,000            | 0.0%                           |
|                | <b>Total Materials and Services</b> | <b>359,194</b>    | <b>387,357</b>    | <b>469,000</b>     | <b>468,000</b>       | <b>504,000</b>      | <b>504,000</b>      | <b>504,000</b>     | <b>7.5%</b>                    |
| 07-5142-610000 | Capital Outlay                      | -                 | 12,638            | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
|                | <b>Total Capital Outlay</b>         | <b>-</b>          | <b>12,638</b>     | <b>-</b>           | <b>-</b>             | <b>-</b>            | <b>-</b>            | <b>-</b>           | <b>0.0%</b>                    |
| <b>5142</b>    | <b>TOTAL WATER MAINTENANCE</b>      | <b>1,044,861</b>  | <b>1,114,729</b>  | <b>1,171,037</b>   | <b>1,204,401</b>     | <b>1,330,172</b>    | <b>1,308,066</b>    | <b>1,308,066</b>   | <b>11.7%</b>                   |
|                | <b>TOTAL PUBLIC WORKS (WATER)</b>   | <b>3,527,793</b>  | <b>3,880,319</b>  | <b>4,326,811</b>   | <b>4,180,525</b>     | <b>4,470,550</b>    | <b>4,449,734</b>    | <b>4,449,734</b>   | <b>2.8%</b>                    |



| ACCOUNT #                   | DESCRIPTION                     | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted '21<br>vs. Adopted '20 |
|-----------------------------|---------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|--------------------------------|
| <b>NONDEPARTMENTAL 91XX</b> |                                 |                   |                   |                    |                      |                     |                     |                    |                                |
| <b>9150</b>                 | <b>DEBT SERVICE - PRINCIPAL</b> |                   |                   |                    |                      |                     |                     |                    |                                |
| 07-9150-615000              | 2015 Refunding Bond             | 342,172           | 350,891           | 359,564            | 359,564              | 370,150             | 370,150             | 370,150            | 2.9%                           |
|                             | Total Debt Service - Principal  | 342,172           | 350,891           | 359,564            | 359,564              | 370,150             | 370,150             | 370,150            | 2.9%                           |
| <b>9160</b>                 | <b>DEBT SERVICE - INTEREST</b>  |                   |                   |                    |                      |                     |                     |                    |                                |
| 07-9160-615000              | 2015 Refunding Bond             | 72,430            | 63,767            | 54,886             | 54,886               | 42,989              | 42,989              | 42,989             | -21.7%                         |
|                             | Total Debt Service - Interest   | 72,430            | 63,767            | 54,886             | 54,886               | 42,989              | 42,989              | 42,989             | -21.7%                         |
| <b>9150/9160</b>            | <b>TOTAL DEBT SERVICE</b>       | <b>414,602</b>    | <b>414,658</b>    | <b>414,450</b>     | <b>414,450</b>       | <b>413,139</b>      | <b>413,139</b>      | <b>413,139</b>     | <b>-0.3%</b>                   |
| <b>9170</b>                 | <b>TRANSFERS</b>                |                   |                   |                    |                      |                     |                     |                    |                                |
| 07-9170-904000              | Transfer Out-Capital Projects   | 461,033           | 450,635           | 6,250,900          | 1,326,749            | 5,306,590           | 5,306,590           | 5,306,590          | -15.1%                         |
| 07-9170-947000              | Transfer Out-Water SDC          | -                 | -                 | -                  | 152,000              | 200,141             | 200,141             | 200,141            | 100.0%                         |
| <b>9170</b>                 | <b>TOTAL TRANSFERS</b>          | <b>461,033</b>    | <b>450,635</b>    | <b>6,250,900</b>   | <b>1,478,749</b>     | <b>5,506,731</b>    | <b>5,506,731</b>    | <b>5,506,731</b>   | <b>-11.9%</b>                  |
| <b>9180</b>                 | <b>RESERVES</b>                 |                   |                   |                    |                      |                     |                     |                    |                                |
| 07-9180-800000              | Contingency                     | -                 | -                 | 3,297,648          | -                    | 3,117,126           | 3,110,881           | 3,110,881          | -5.7%                          |
| 07-9180-827000              | Reserve-Water CIP's             | -                 | -                 | 4,681,907          | -                    | 5,802,180           | 5,829,241           | 5,829,241          | 24.5%                          |
| <b>9180</b>                 | <b>TOTAL RESERVES</b>           | <b>-</b>          | <b>-</b>          | <b>7,979,555</b>   | <b>-</b>             | <b>8,919,306</b>    | <b>8,940,122</b>    | <b>8,940,122</b>   | <b>12.0%</b>                   |
|                             | <b>TOTAL NONDEPARTMENTAL</b>    | <b>875,635</b>    | <b>865,293</b>    | <b>14,644,905</b>  | <b>1,893,199</b>     | <b>14,839,176</b>   | <b>14,859,992</b>   | <b>14,859,992</b>  | <b>1.5%</b>                    |
| <b>FUND 07</b>              | <b>TOTAL WATER FUND</b>         | <b>4,403,428</b>  | <b>4,745,612</b>  | <b>18,971,716</b>  | <b>6,073,724</b>     | <b>19,309,726</b>   | <b>19,309,726</b>   | <b>19,309,726</b>  | <b>1.8%</b>                    |
|                             | ENDING FUND BALANCE             | 10,801,834        | 12,543,776        | -                  | 12,938,105           | -                   | -                   | -                  | 0.0%                           |

## FUND 47: Water System Development Charges

|                     | <u>18-19</u> | <u>19-20</u> | <u>20-21</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. SDC's are transferred from Fund 47 to the applicable project(s) in Fund 4.

### Significant Changes

Due to a projected decrease in development, the system development charges are expected to decrease.

| ACCOUNT #        | DESCRIPTION                          | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted '21<br>vs. Adopted '20 |
|------------------|--------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|--------------------------------|
| <b>FUND 47</b>   | <b>WATER SYSTEM DEVELOPMENT FUND</b> |                   |                   |                    |                      |                     |                     |                    |                                |
|                  | <b>REVENUES</b>                      |                   |                   |                    |                      |                     |                     |                    |                                |
| 47-0000-300000   | Beg F/B-Net Working Capital          | 572,610           | 314,199           | 183,138            | 244,641              | 108                 | 108                 | 108                | -99.9%                         |
| 47-0000-349002   | System Development Fees              | 559,688           | 652,350           | 1,000,000          | 400,000              | 600,000             | 600,000             | 600,000            | -40.0%                         |
| 47-0000-360000   | Miscellaneous Revenues               | -                 | -                 | -                  | 7                    | -                   | -                   | -                  | 0.0%                           |
| 47-0000-361000   | Interest Earned                      | 6,022             | 6,048             | 6,800              | 3,100                | 300                 | 300                 | 300                | -95.6%                         |
| 47-0000-361001   | Interest-Receiveables                | 968               | 597               | 1,995              | 2,028                | 300                 | 300                 | 300                | -85.0%                         |
| 47-0000-361004   | Interest-Other Investments           | -                 | 1,120             | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 47-0000-363000   | Assessment Installments              | 11,141            | 3,128             | 900                | 2,255                | 1,000               | 1,000               | 1,000              | 11.1%                          |
| 47-0000-370000   | Proceeds From Notes Receivable       | -                 | 64,535            | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 47-0000-390001   | Transfer In-General Fund             | 21,939            | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 47-0000-390007   | Transfer In-Water Fund               | -                 | -                 | -                  | 152,000              | 200,141             | 200,141             | 200,141            | 100.0%                         |
| <b>FUND 47</b>   | <b>TOTAL REVENUES</b>                | <b>1,172,368</b>  | <b>1,041,977</b>  | <b>1,192,833</b>   | <b>804,031</b>       | <b>801,849</b>      | <b>801,849</b>      | <b>801,849</b>     | <b>-32.8%</b>                  |
| <b>9150</b>      | <b>DEBT SERVICE - PRINCIPAL</b>      |                   |                   |                    |                      |                     |                     |                    |                                |
| 47-9150-608000   | Loan: Effluent Reuse                 | 101,423           | 108,670           | 98,427             | 98,427               | 103,329             | 103,329             | 103,329            | 5.0%                           |
| 47-9150-615000   | 2015 Refunding Bond                  | 525,339           | 506,014           | 525,436            | 525,436              | 539,850             | 539,850             | 539,850            | 2.7%                           |
|                  | Total Debt Service - Principal       | 626,762           | 614,684           | 623,863            | 623,863              | 643,179             | 643,179             | 643,179            | 3.1%                           |
| <b>9160</b>      | <b>DEBT SERVICE - INTEREST</b>       |                   |                   |                    |                      |                     |                     |                    |                                |
| 47-9160-608000   | Loan: Effluent Reuse                 | 73,358            | 49,833            | 60,134             | 60,134               | 56,109              | 56,109              | 56,109             | -6.7%                          |
| 47-9160-615000   | 2015 Refunding Bond                  | 145,711           | 132,819           | 119,926            | 119,926              | 102,561             | 102,561             | 102,561            | -14.5%                         |
|                  | Total Debt Service - Interest        | 219,069           | 182,652           | 180,060            | 180,060              | 158,670             | 158,670             | 158,670            | -11.9%                         |
| <b>9150/9160</b> | <b>TOTAL DEBT SERVICE</b>            | <b>845,831</b>    | <b>797,336</b>    | <b>803,923</b>     | <b>803,923</b>       | <b>801,849</b>      | <b>801,849</b>      | <b>801,849</b>     | <b>-0.3%</b>                   |
| <b>9170</b>      | <b>TRANSFERS</b>                     |                   |                   |                    |                      |                     |                     |                    |                                |
| 47-9170-904000   | Transfer Out-Capital Projects        | 12,338            | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| <b>9170</b>      | <b>TOTAL TRANSFERS</b>               | <b>12,338</b>     | <b>-</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            | -                    | -                   | -                   | -                  | -100.0%                        |
| <b>9180</b>      | <b>TOTAL RESERVES</b>                | <b>-</b>          | <b>-</b>          | <b>388,910</b>     | <b>-</b>             | <b>-</b>            | <b>-</b>            | <b>-</b>           | <b>-100.0%</b>                 |
| <b>FUND 47</b>   | <b>TOTAL WATER SDC FUND</b>          | <b>858,169</b>    | <b>797,336</b>    | <b>1,192,833</b>   | <b>803,923</b>       | <b>801,849</b>      | <b>801,849</b>      | <b>801,849</b>     | <b>-32.8%</b>                  |
|                  | ENDING FUND BALANCE                  | 314,199           | 244,641           | -                  | 108                  | -                   | -                   | -                  | 0.0%                           |

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## FUND 04: Proprietary Capital Projects Fund - Water

18-19 19-20 20-21

BUDGETED STAFF FTE: 0.00 0.00 0.00

### Description

The Engineering Services Department manages the planning, design, and construction of the water fund capital improvement projects. The projects proposed for the FY 2020-21 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. 04.5150.707477
- **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. 04.5150.707479
- **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. 04.5150.707481
- **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. 04.5150.707484 and 04.5150.707572
- **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 extend 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. 04.5150.707485
- **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. 04.5150.707486
- **Fixed Based Radio Read:** The existing meter reading system requires a city worker to drive through the entire city to read the 6700 meters. The fixed based system will allow for the meters to be read from 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. 04.5150.707488
- **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. 04.5150.707490 and 04.5150.707489

- **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 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. 04.5150.707491
- **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, Greenvally 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. 04.5150.707528
- **WTP Filter Covers:** There may be a need to cover the treatment plant filters to meet State requirements for contact time. This project would need to determine the requirements, design and then construct the necessary covering. 04.5150.707529
- **Seismic Improvements:** This project will implement needed improvements to the water system to meet the Oregon Resilience Plan Level of Service Goals. These will include source/treatment facilities, transmission pipelines, pump stations, reservoirs, and pipelines serving critical and essential facilities. 04.5150.707531
- **AWIA:** The America's Water Infrastructure Act of 2018 requires community water systems that serve more than 3300 people to complete a risk and resilience assessment and development an emergency response plan. The certification of completion for the assessment must be submitted by 6/30/2021. The response plan must be completed no later than six months after the assessment. This is required to be reviewed every five years. 04.5150.707531
- **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 every five years for resiliency reasons. 04.5150.707572
- **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 2-3 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. 04.5150.707577
- **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. 04.5150.707613

| ACCOUNT #                   | DESCRIPTION                                  | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted '21<br>vs. Adopted '20 |
|-----------------------------|--|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|--------------------------------|
| <b>FUND 04</b>              | <b>PROPRIETARY CAPITAL PROJECTS</b>          |                   |                   |                    |                      |                     |                     |                    |                                |
|                             | <b>REVENUES</b>                              |                   |                   |                    |                      |                     |                     |                    |                                |
| 04-0000-300000              | Beg F/B-Net Working Capital                  | -                 | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 04-0000-390007              | Transfer In-Water Fund                       | 461,033           | 450,635           | 6,250,900          | 1,326,749            | 5,306,590           | 5,306,590           | 5,306,590          | -15.1%                         |
| 04-0000-390047              | Transfer In-Water SDC                        | 12,338            | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| <b>5150</b>                 | <b>CAPITAL PROJECTS</b>                      |                   |                   |                    |                      |                     |                     |                    |                                |
|                             | <b>WATER PROJECTS</b>                        |                   |                   |                    |                      |                     |                     |                    |                                |
| 04-5150-707477              | PW Maint Facility Improvements               | 47,706            | -                 | 40,000             | 40,000               | 30,000              | 30,000              | 30,000             | -25.0%                         |
| 04-5150-707478              | WTP Seismic Resiliency                       | -                 | 54,745            | 185,000            | 185,000              | -                   | -                   | -                  | -100.0%                        |
| 04-5150-707479              | Chehalem Extension                           | 275               | 55,285            | 673,000            | 40,227               | 190,500             | 190,500             | 190,500            | -71.7%                         |
| 04-5150-707481              | Fire Flow - W Illinois                       | 236               | 11,582            | 141,000            | 8,354                | 135,000             | 135,000             | 135,000            | -4.3%                          |
| 04-5150-707482              | Fire Flow - George Fox                       | -                 | 242,816           | 233,000            | 114,156              | -                   | -                   | -                  | -100.0%                        |
| 04-5150-707483              | Decommission Wells 1 & 2                     | -                 | -                 | 200,000            | -                    | -                   | -                   | -                  | -100.0%                        |
| 04-5150-707484              | Redundant Water Supply                       | -                 | 24,180            | 487,000            | 487,000              | 1,029,286           | 1,029,286           | 1,029,286          | 111.4%                         |
| 04-5150-707485              | Bell West Pump Station                       | -                 | -                 | 770,000            | 36,158               | 300,000             | 300,000             | 300,000            | -61.0%                         |
| 04-5150-707486              | Fireflow- Vittoria Square                    | -                 | -                 | 157,000            | -                    | 157,000             | 157,000             | 157,000            | 0.0%                           |
| 04-5150-707487              | N College Street - N Terrace                 | -                 | -                 | 256,000            | -                    | 459,804             | 459,804             | 459,804            | 79.6%                          |
| 04-5150-707488              | Fixed Based Radio Read                       | -                 | -                 | 372,000            | 100,051              | 659,000             | 659,000             | 659,000            | 77.2%                          |
| 04-5150-707489              | Crestview Waterline - Nonpotable             | -                 | -                 | 1,060,900          | 81,359               | 490,000             | 490,000             | 490,000            | -53.8%                         |
| 04-5150-707490              | Crestview Waterline - Potable                | -                 | -                 | 213,000            | 17,966               | 195,000             | 195,000             | 195,000            | -8.5%                          |
| 04-5150-707491              | Routine WL Replacement                       | -                 | -                 | 300,000            | 100,000              | 200,000             | 200,000             | 200,000            | -33.3%                         |
| 04-5150-707502              | Water Rights Review                          | 2,163             | 13,627            | 5,000              | 5,000                | -                   | -                   | -                  | -100.0%                        |
| 04-5150-707528              | Valves on College St                         | -                 | -                 | 200,000            | 10,000               | 190,000             | 190,000             | 190,000            | -5.0%                          |
| 04-5150-707529              | WTP Filter Covers                            | -                 | -                 | -                  | -                    | 200,000             | 200,000             | 200,000            | 100.0%                         |
| 04-5150-707531              | Seismic/AWIA                                 | -                 | -                 | -                  | -                    | 206,000             | 206,000             | 206,000            | 100.0%                         |
| 04-5150-707557              | Water Conservation Plan                      | -                 | 47,547            | 30,000             | 14,833               | -                   | -                   | -                  | -100.0%                        |
| 04-5150-707572              | Water Master Plan Update                     | 6,447             | -                 | 50,000             | 10,000               | 40,000              | 40,000              | 40,000             | -20.0%                         |
| 04-5150-707577              | WTP Exp Land Purchase                        | -                 | -                 | 500,000            | 8,301                | 525,000             | 525,000             | 525,000            | 5.0%                           |
| 04-5150-707593              | Wellfield Improvements                       | -                 | -                 | 10,000             | -                    | -                   | -                   | -                  | -100.0%                        |
| 04-5150-707613              | College St Relocation (Aldercrest-Foothills) | 4,091             | 853               | 368,000            | 68,344               | 300,000             | 300,000             | 300,000            | -18.5%                         |
| 04-5150-707615              | WTP Hypochlorite Generator                   | 412,453           | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| <b>Total Water Projects</b> |  | <b>473,371</b>    | <b>450,635</b>    | <b>6,250,900</b>   | <b>1,326,749</b>     | <b>5,306,590</b>    | <b>5,306,590</b>    | <b>5,306,590</b>   | <b>-15.1%</b>                  |

## STORMWATER PROGRAM

### STORMWATER FUND SUMMARY - REVENUES

| <b>FUND 17</b>              | <b>ACTUAL<br/>2017-18</b> | <b>ACTUAL<br/>2018-19</b> | <b>ADOPTED<br/>2019-20</b> | <b>PROJECTED<br/>2019-20</b> | <b>PROPOSED<br/>2020-21</b> | <b>APPROVED<br/>2020-21</b> | <b>ADOPTED<br/>2020-21</b> | <b>Adopted<br/>vs. Adopted</b> |
|-----------------------------|---------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|-----------------------------|----------------------------|--------------------------------|
| Beg F/B-Net Working Capital | 1,028,956                 | 603,028                   | 923,603                    | 1,039,361                    | 1,288,623                   | 1,288,623                   | 1,288,623                  | 39.5%                          |
| User Fees                   | 1,436,296                 | 1,585,043                 | 1,736,978                  | 1,736,978                    | 1,723,460                   | 1,723,460                   | 1,723,460                  | -0.8%                          |
| Other                       | 123,661                   | 127,710                   | 84,000                     | 126,157                      | 71,000                      | 71,000                      | 71,000                     | -15.5%                         |
| <b>TOTAL REVENUES</b>       | <b>2,588,913</b>          | <b>2,315,781</b>          | <b>2,744,581</b>           | <b>2,902,496</b>             | <b>3,083,083</b>            | <b>3,083,083</b>            | <b>3,083,083</b>           | <b>12.3%</b>                   |

### STORMWATER FUND SUMMARY - EXPENDITURES

| <b>FUND 17</b>               | <b>ACTUAL<br/>2017-18</b> | <b>ACTUAL<br/>2018-19</b> | <b>ADOPTED<br/>2019-20</b> | <b>PROJECTED<br/>2019-20</b> | <b>PROPOSED<br/>2020-21</b> | <b>APPROVED<br/>2020-21</b> | <b>ADOPTED<br/>2020-21</b> | <b>Adopted<br/>vs. Adopted</b> |
|------------------------------|---------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|-----------------------------|----------------------------|--------------------------------|
| <b>ENGINEERING</b>           |                           |                           |                            |                              |                             |                             |                            |                                |
| Personnel Services           | 289,003                   | 313,892                   | 367,003                    | 330,371                      | 361,827                     | 361,860                     | 361,860                    | -1.4%                          |
| Materials and Services       | 341,248                   | 414,469                   | 505,197                    | 507,508                      | 484,116                     | 484,970                     | 484,970                    | -4.0%                          |
| Capital Outlay               | 113                       | 290                       | 3,500                      | 3,500                        | 3,375                       | 3,375                       | 3,375                      | -3.6%                          |
| <b>Total Engineering</b>     | <b>630,364</b>            | <b>728,651</b>            | <b>875,700</b>             | <b>841,379</b>               | <b>849,318</b>              | <b>850,205</b>              | <b>850,205</b>             | <b>-2.9%</b>                   |
| <b>MAINTENANCE</b>           |                           |                           |                            |                              |                             |                             |                            |                                |
| Personnel Services           | 399,756                   | 426,917                   | 473,892                    | 452,494                      | 485,094                     | 471,838                     | 471,838                    | -0.4%                          |
| Materials and Services       | 98,018                    | 114,252                   | 193,500                    | 193,000                      | 208,500                     | 208,500                     | 208,500                    | 7.8%                           |
| <b>Total Maintenance</b>     | <b>497,774</b>            | <b>541,169</b>            | <b>667,392</b>             | <b>645,494</b>               | <b>693,594</b>              | <b>680,338</b>              | <b>680,338</b>             | <b>1.9%</b>                    |
| <b>NONDEPARTMENTAL</b>       |                           |                           |                            |                              |                             |                             |                            |                                |
| Transfers Out                | 857,745                   | 6,600                     | 175,500                    | 127,000                      | 801,175                     | 801,175                     | 801,175                    | 356.5%                         |
| Contingency                  | -                         | -                         | 1,025,989                  | -                            | 738,996                     | 751,365                     | 751,365                    | -26.8%                         |
| <b>Total Nondepartmental</b> | <b>857,745</b>            | <b>6,600</b>              | <b>1,201,489</b>           | <b>127,000</b>               | <b>1,540,171</b>            | <b>1,552,540</b>            | <b>1,552,540</b>           | <b>29.2%</b>                   |
| <b>TOTAL EXPENDITURES</b>    | <b>1,985,884</b>          | <b>1,276,420</b>          | <b>2,744,581</b>           | <b>1,613,873</b>             | <b>3,083,083</b>            | <b>3,083,083</b>            | <b>3,083,083</b>           | <b>12.3%</b>                   |



## STORMWATER PROGRAM cont'd

### STORMWATER SYSTEM DEVELOPMENT FUND SUMMARY - REVENUES

| <b>FUND 43</b>              | <b>ACTUAL<br/>2017-18</b> | <b>ACTUAL<br/>2018-19</b> | <b>ADOPTED<br/>2019-20</b> | <b>PROJECTED<br/>2019-20</b> | <b>PROPOSED<br/>2020-21</b> | <b>APPROVED<br/>2020-21</b> | <b>ADOPTED<br/>2020-21</b> | <b>Adopted<br/>vs. Adopted</b> |
|-----------------------------|---------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|-----------------------------|----------------------------|--------------------------------|
| Beg F/B-Net Working Capital | 106,284                   | 137,313                   | 190,295                    | 197,159                      | 228,415                     | 228,415                     | 228,415                    | 20.0%                          |
| System Development Fees     | 81,060                    | 55,812                    | 75,000                     | 40,000                       | 60,000                      | 60,000                      | 60,000                     | -20.0%                         |
| Other                       | 1,873                     | 4,381                     | 4,800                      | 4,256                        | 1,000                       | 1,000                       | 1,000                      | -79.2%                         |
| <b>TOTAL REVENUES</b>       | <b>189,217</b>            | <b>197,506</b>            | <b>270,095</b>             | <b>241,415</b>               | <b>289,415</b>              | <b>289,415</b>              | <b>289,415</b>             | <b>7.2%</b>                    |

### STORMWATER SYSTEM DEVELOPMENT FUND SUMMARY - EXPENDITURES

| <b>FUND 43</b>            | <b>ACTUAL<br/>2017-18</b> | <b>ACTUAL<br/>2018-19</b> | <b>ADOPTED<br/>2019-20</b> | <b>PROJECTED<br/>2019-20</b> | <b>PROPOSED<br/>2020-21</b> | <b>APPROVED<br/>2020-21</b> | <b>ADOPTED<br/>2020-21</b> | <b>Adopted<br/>vs. Adopted</b> |
|---------------------------|---------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|-----------------------------|----------------------------|--------------------------------|
| Transfers Out             | 51,905                    | 347                       | 61,500                     | 13,000                       | 82,825                      | 82,825                      | 82,825                     | 34.7%                          |
| Contingency               | -                         | -                         | 208,595                    | -                            | 206,590                     | 206,590                     | 206,590                    | -1.0%                          |
| <b>TOTAL EXPENDITURES</b> | <b>51,905</b>             | <b>347</b>                | <b>270,095</b>             | <b>13,000</b>                | <b>289,415</b>              | <b>289,415</b>              | <b>289,415</b>             | <b>7.2%</b>                    |

### STORMWATER CAPITAL PROJECTS FUND SUMMARY - REVENUES

| <b>FUND 04</b>              | <b>ACTUAL<br/>2017-18</b> | <b>ACTUAL<br/>2018-19</b> | <b>ADOPTED<br/>2019-20</b> | <b>PROJECTED<br/>2019-20</b> | <b>PROPOSED<br/>2020-21</b> | <b>APPROVED<br/>2020-21</b> | <b>ADOPTED<br/>2020-21</b> | <b>Adopted<br/>vs. Adopted</b> |
|-----------------------------|---------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|-----------------------------|----------------------------|--------------------------------|
| Beg F/B-Net Working Capital | -                         | -                         | -                          | -                            | -                           | -                           | -                          | 0.0%                           |
| Transfers In-Stormwater     | 909,650                   | 6,947                     | 237,000                    | 140,000                      | 884,000                     | 884,000                     | 884,000                    | 273.0%                         |
| Transfers In-Other          | 2,564,343                 | 2,716,007                 | 11,221,900                 | 3,067,187                    | 11,618,680                  | 11,618,680                  | 11,618,680                 | 3.5%                           |
| <b>TOTAL REVENUES</b>       | <b>3,473,994</b>          | <b>2,722,954</b>          | <b>11,458,900</b>          | <b>3,207,187</b>             | <b>12,502,680</b>           | <b>12,502,680</b>           | <b>12,502,680</b>          | <b>9.1%</b>                    |

### STORMWATER CAPITAL PROJECTS FUND SUMMARY - EXPENDITURES

| <b>FUND 04</b>              | <b>ACTUAL<br/>2017-18</b> | <b>ACTUAL<br/>2018-19</b> | <b>ADOPTED<br/>2019-20</b> | <b>PROJECTED<br/>2019-20</b> | <b>PROPOSED<br/>2020-21</b> | <b>APPROVED<br/>2020-21</b> | <b>ADOPTED<br/>2020-21</b> | <b>Adopted<br/>vs. Adopted</b> |
|-----------------------------|---------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|-----------------------------|----------------------------|--------------------------------|
| Capital Projects-Stormwater | 909,650                   | 6,947                     | 237,000                    | 140,000                      | 884,000                     | 884,000                     | 884,000                    | 273.0%                         |
| Capital Projects-Other      | 2,564,343                 | 2,716,007                 | 11,221,900                 | 3,067,187                    | 11,618,680                  | 11,618,680                  | 11,618,680                 | 3.5%                           |
| <b>TOTAL EXPENDITURES</b>   | <b>3,473,994</b>          | <b>2,722,954</b>          | <b>11,458,900</b>          | <b>3,207,187</b>             | <b>12,502,680</b>           | <b>12,502,680</b>           | <b>12,502,680</b>          | <b>9.1%</b>                    |

**FUND 17: Stormwater****18-19 19-20 20-21****BUDGETED STAFF FTE: 7.09 7.47 7.32****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.
- The operation and maintenance of 339,000 linear feet of stormwater piping, 112,000 linear feet of roadside ditches, 3,022 inlets, and 1,020 storm drain manholes.

**Significant Changes**

**Contractual Services** – Increase due to contracted Street Sweeping services for including contracted night sweeping of the downtown city core area, including 2nd Street and Water Wise parking lots, and an increase in the number of contracted utility locating services for underground stormwater piping.

|                                      | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted<br>vs. Adopted |
|--------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|------------------------|
| <b>STORMWATER FUND</b>               |                   |                   |                    |                      |                     |                     |                    |                        |
| Personnel Services                   | 688,760           | 740,809           | 840,895            | 782,865              | 846,921             | 833,698             | 833,698            | -0.9%                  |
| Materials and Services               | 439,266           | 528,721           | 698,697            | 700,508              | 692,616             | 693,470             | 693,470            | -0.7%                  |
| Capital Outlay                       | 113               | 290               | 3,500              | 3,500                | 3,375               | 3,375               | 3,375              | -3.6%                  |
| <b>Total Public Works-Stormwater</b> | <b>1,128,139</b>  | <b>1,269,820</b>  | <b>1,543,092</b>   | <b>1,486,873</b>     | <b>1,542,912</b>    | <b>1,530,543</b>    | <b>1,530,543</b>   | <b>-0.8%</b>           |

| ACCOUNT #      | DESCRIPTION                   | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted '21<br>vs. Adopted '20 |
|----------------|-------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|--------------------------------|
| <b>FUND 17</b> | <b>STORMWATER FUND</b>        |                   |                   |                    |                      |                     |                     |                    |                                |
|                | <b>REVENUES</b>               |                   |                   |                    |                      |                     |                     |                    |                                |
| 17-0000-300000 | Beg F/B-Net Working Capital   | 1,028,956         | 603,028           | 923,603            | 1,039,361            | 1,288,623           | 1,288,623           | 1,288,623          | 39.5%                          |
| 17-0000-332004 | Erosion Control Permits       | 32,567            | 31,608            | 15,000             | 24,877               | 15,000              | 15,000              | 15,000             | 0.0%                           |
| 17-0000-338001 | Reimb Costs-Labor             | 228               | 162               | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 17-0000-338002 | Reimb Costs-Capital Project   | 25,349            | 12,941            | 10,000             | 11,055               | 10,000              | 10,000              | 10,000             | 0.0%                           |
| 17-0000-341006 | Technology Fee                | 4,899             | 4,643             | 6,000              | 5,557                | 6,000               | 6,000               | 6,000              | 0.0%                           |
| 17-0000-342004 | Dev Review and Inspection Fee | 46,618            | 60,259            | 35,000             | 60,455               | 35,000              | 35,000              | 35,000             | 0.0%                           |
| 17-0000-348000 | User Fees                     | 1,436,296         | 1,585,043         | 1,736,978          | 1,736,978            | 1,723,460           | 1,723,460           | 1,723,460          | -0.8%                          |
| 17-0000-360000 | Miscellaneous Revenues        | 9                 | 4                 | -                  | 28                   | -                   | -                   | -                  | 0.0%                           |
| 17-0000-361000 | Interest Earned               | 10,211            | 17,793            | 18,000             | 23,735               | 5,000               | 5,000               | 5,000              | -72.2%                         |
| 17-0000-364000 | Sale Of Assets                | 923               | 300               | -                  | 450                  | -                   | -                   | -                  | 0.0%                           |
| 17-0000-390025 | Transfer In-PERS Reserve      | 2,858             | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| <b>FUND 17</b> | <b>TOTAL REVENUES</b>         | <b>2,588,913</b>  | <b>2,315,781</b>  | <b>2,744,581</b>   | <b>2,902,496</b>     | <b>3,083,083</b>    | <b>3,083,083</b>    | <b>3,083,083</b>   | <b>12.3%</b>                   |

| ACCOUNT #                           | DESCRIPTION                          | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted '21<br>vs. Adopted '20 |
|-------------------------------------|--------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|--------------------------------|
| <b>PUBLIC WORKS 51XX</b>            |                                      |                   |                   |                    |                      |                     |                     |                    |                                |
| <b>5113</b>                         | <b>STORMWATER ENGINEERING</b>        |                   |                   |                    |                      |                     |                     |                    |                                |
| 17-5113-410000                      | Administrative Salaries              | 53,545            | 57,389            | 60,646             | 59,797               | 51,887              | 51,887              | 51,887             | -14.4%                         |
| 17-5113-420000                      | Clerical Salaries                    | 26,073            | 25,480            | 39,710             | 23,876               | 27,257              | 27,257              | 27,257             | -31.4%                         |
| 17-5113-432000                      | Engineer Salaries                    | 110,319           | 122,627           | 128,396            | 128,499              | 142,962             | 142,962             | 142,962            | 11.3%                          |
| 17-5113-435000                      | Overtime                             | 952               | 10                | -                  | 28                   | -                   | -                   | -                  | 0.0%                           |
| 17-5113-438000                      | Longevity                            | 480               | 224               | 540                | 1,284                | 1,980               | 1,980               | 1,980              | 266.7%                         |
| 17-5113-440000                      | Misc Fringe Benefits                 | 891               | 630               | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 17-5113-441000                      | FICA/Medicare                        | 14,333            | 15,407            | 17,543             | 16,124               | 17,143              | 17,143              | 17,143             | -2.3%                          |
| 17-5113-442000                      | Workers Compensation                 | 2,424             | 2,514             | 3,296              | 2,831                | 2,127               | 2,127               | 2,127              | -35.5%                         |
| 17-5113-443000                      | Unemployment                         | 191               | 206               | 231                | 215                  | 225                 | 225                 | 225                | -2.6%                          |
| 17-5113-444000                      | Retirement-PERS                      | 19,539            | 25,170            | 30,193             | 28,641               | 33,652              | 33,652              | 33,652             | 11.5%                          |
| 17-5113-444001                      | Retirement-Principal                 | 24,304            | 21,966            | 25,623             | 24,803               | 30,609              | 30,609              | 30,609             | 19.5%                          |
| 17-5113-444002                      | Retirement-Pension Bond              | 4,052             | 6,109             | 6,202              | 5,982                | 6,348               | 6,381               | 6,381              | 2.9%                           |
| 17-5113-445000                      | Health/Life/LTD                      | 31,901            | 36,160            | 54,623             | 38,291               | 47,637              | 47,637              | 47,637             | -12.8%                         |
| <b>Total Personnel Services</b>     |                                      | <b>289,003</b>    | <b>313,892</b>    | <b>367,003</b>     | <b>330,371</b>       | <b>361,827</b>      | <b>361,860</b>      | <b>361,860</b>     | <b>-1.4%</b>                   |
| 17-5113-510000                      | Office Supplies                      | 1,107             | 1,138             | 2,200              | 1,916                | 2,200               | 2,200               | 2,200              | 0.0%                           |
| 17-5113-515000                      | Printing & Advertising               | 150               | 37                | 100                | 161                  | 100                 | 100                 | 100                | 0.0%                           |
| 17-5113-520000                      | Dues & Meetings                      | 588               | 1,183             | 1,120              | 1,120                | 1,170               | 1,170               | 1,170              | 4.5%                           |
| 17-5113-520003                      | Recruitment Expense                  | 51                | -                 | -                  | -                    | 1,500               | 1,500               | 1,500              | 100.0%                         |
| 17-5113-520008                      | Recognition                          | 31                | 276               | 125                | 125                  | 125                 | 125                 | 125                | 0.0%                           |
| 17-5113-523000                      | Supplies & Equipment                 | 884               | 1,034             | 1,320              | 1,317                | 1,320               | 1,320               | 1,320              | 0.0%                           |
| 17-5113-523010                      | Quality Public Outreach Program      | 460               | 862               | 5,000              | 5,000                | 5,000               | 5,000               | 5,000              | 0.0%                           |
| 17-5113-523011                      | TMDL Community Program               | 108               | 771               | 2,500              | 2,500                | 2,500               | 2,500               | 2,500              | 0.0%                           |
| 17-5113-523012                      | TMDL Field Program                   | 1,294             | 400               | 15,000             | 15,000               | 15,000              | 15,000              | 15,000             | 0.0%                           |
| 17-5113-525000                      | Travel & Training                    | 2,754             | 3,226             | 8,800              | 8,800                | 8,000               | 8,000               | 8,000              | -9.1%                          |
| 17-5113-526000                      | Employee Testing                     | 32                | 32                | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 17-5113-532000                      | Bank Fees                            | 242               | 577               | 400                | 311                  | 400                 | 400                 | 400                | 0.0%                           |
| 17-5113-533000                      | Contractual Services                 | 11,172            | 3,750             | 13,500             | 13,500               | 6,250               | 6,250               | 6,250              | -53.7%                         |
| 17-5113-533045                      | Maintenance Agreements               | 11,815            | 11,658            | 11,850             | 11,850               | 12,043              | 12,043              | 12,043             | 1.6%                           |
| 17-5113-540000                      | Utilities                            | 192               | 234               | 200                | 200                  | 200                 | 200                 | 200                | 0.0%                           |
| 17-5113-551000                      | Books & Publications                 | 25                | -                 | 200                | -                    | 200                 | 200                 | 200                | 0.0%                           |
| 17-5113-562000                      | Fuel                                 | 1,205             | 1,371             | 725                | 725                  | 725                 | 725                 | 725                | 0.0%                           |
| 17-5113-563000                      | Vehicle Maintenance                  | 255               | 169               | 650                | 650                  | 650                 | 650                 | 650                | 0.0%                           |
| 17-5113-576000                      | Recording Fees                       | 56                | -                 | 100                | 50                   | 100                 | 100                 | 100                | 0.0%                           |
| 17-5113-580000                      | Professional Services                | 722               | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 17-5113-590000                      | Internal Chrg-Admin Support Services | 228,575           | 269,790           | 310,918            | 313,793              | 302,031             | 302,885             | 302,885            | -2.6%                          |
| 17-5113-590004                      | Internal Chrg-Facilities             | 7,717             | 7,534             | 4,941              | 4,941                | -                   | -                   | -                  | -100.0%                        |
| 17-5113-590006                      | Internal Chrg-Network Upgrade        | -                 | 1,980             | 3,960              | 3,960                | 3,960               | 3,960               | 3,960              | 0.0%                           |
| 17-5113-590015                      | Internal Chrg-Franchise Fee          | 71,815            | 108,447           | 121,588            | 121,589              | 120,642             | 120,642             | 120,642            | -0.8%                          |
| <b>Total Materials and Services</b> |                                      | <b>341,248</b>    | <b>414,469</b>    | <b>505,197</b>     | <b>507,508</b>       | <b>484,116</b>      | <b>484,970</b>      | <b>484,970</b>     | <b>-4.0%</b>                   |
| 17-5113-610000                      | Capital Outlay                       | 113               | 290               | 3,500              | 3,500                | 3,375               | 3,375               | 3,375              | -3.6%                          |
| <b>Total Capital Outlay</b>         |                                      | <b>113</b>        | <b>290</b>        | <b>3,500</b>       | <b>3,500</b>         | <b>3,375</b>        | <b>3,375</b>        | <b>3,375</b>       | <b>-3.6%</b>                   |
| <b>5113</b>                         | <b>TOTAL STORMWATER ENGINEERING</b>  | <b>630,364</b>    | <b>728,651</b>    | <b>875,700</b>     | <b>841,379</b>       | <b>849,318</b>      | <b>850,205</b>      | <b>850,205</b>     | <b>-2.9%</b>                   |

| ACCOUNT #      | DESCRIPTION                            | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted '21<br>vs. Adopted '20 |
|----------------|--|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|--------------------------------|
| <b>5141</b>    | <b>STORMWATER MAINTENANCE</b>          |                   |                   |                    |                      |                     |                     |                    |                                |
| 17-5170-410000 | Administrative Salaries                | 23,366            | 24,630            | 25,377             | 25,674               | 25,589              | 25,589              | 25,589             | 0.8%                           |
| 17-5170-420000 | Clerical Salaries                      | 10,915            | 12,088            | 12,863             | 12,771               | 13,263              | 13,263              | 13,263             | 3.1%                           |
| 17-5170-431000 | Maintenance Salaries                   | 193,307           | 210,866           | 219,117            | 209,069              | 223,662             | 216,285             | 216,285            | -1.3%                          |
| 17-5170-435000 | Overtime                               | 1,321             | 955               | 2,500              | 2,276                | 1,300               | 1,300               | 1,300              | -48.0%                         |
| 17-5170-436000 | Standby Pay                            | 1,914             | 1,554             | 3,000              | 4,060                | 3,000               | 3,000               | 3,000              | 0.0%                           |
| 17-5170-438000 | Longevity                              | 2,850             | 3,970             | 4,140              | 4,155                | 5,040               | 5,040               | 5,040              | 21.7%                          |
| 17-5170-440000 | Misc Fringe Benefits                   | 160               | 115               | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 17-5170-441000 | FICA/Medicare                          | 17,317            | 18,810            | 20,428             | 19,395               | 20,798              | 20,234              | 20,234             | -0.9%                          |
| 17-5170-442000 | Workers Compensation                   | 16,113            | 15,194            | 20,240             | 18,272               | 12,523              | 12,325              | 12,325             | -39.1%                         |
| 17-5170-443000 | Unemployment                           | 234               | 254               | 271                | 264                  | 276                 | 268                 | 268                | -1.1%                          |
| 17-5170-444000 | Retirement-PERS                        | 1,231             | 4,291             | 14,766             | 13,946               | 14,450              | 13,557              | 13,557             | -8.2%                          |
| 17-5170-444001 | Retirement-Principal                   | 75,383            | 62,015            | 58,912             | 54,408               | 69,115              | 69,115              | 69,115             | 17.3%                          |
| 17-5170-444002 | Retirement-Pension Bond                | 336               | 1,552             | 4,719              | 4,922                | 4,892               | 4,612               | 4,612              | -2.3%                          |
| 17-5170-445000 | Health/Life/LTD                        | 55,311            | 70,623            | 87,559             | 83,282               | 91,186              | 87,250              | 87,250             | -0.4%                          |
|                | <b>Total Personnel Services</b>        | <b>399,756</b>    | <b>426,917</b>    | <b>473,892</b>     | <b>452,494</b>       | <b>485,094</b>      | <b>471,838</b>      | <b>471,838</b>     | <b>-0.4%</b>                   |
| 17-5170-510000 | Office Supplies                        | 1,496             | 536               | 1,500              | 1,500                | 1,500               | 1,500               | 1,500              | 0.0%                           |
| 17-5170-512000 | Uniforms                               | 2,273             | 1,751             | 3,000              | 3,000                | 3,000               | 3,000               | 3,000              | 0.0%                           |
| 17-5170-520000 | Dues & Meetings                        | 504               | 261               | 1,500              | 1,500                | 1,500               | 1,500               | 1,500              | 0.0%                           |
| 17-5170-520003 | Recruitment Expense                    | -                 | -                 | 500                | 500                  | 500                 | 500                 | 500                | 0.0%                           |
| 17-5170-523000 | Supplies & Equipment                   | 7,251             | 5,389             | 6,000              | 4,000                | 6,000               | 6,000               | 6,000              | 0.0%                           |
| 17-5170-523100 | Small Tools                            | 834               | 8,084             | 3,000              | 5,000                | 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                      | 1,632             | 2,242             | 6,000              | 5,000                | 6,000               | 6,000               | 6,000              | 0.0%                           |
| 17-5170-526000 | Employee Testing                       | 774               | 657               | 1,000              | 1,000                | 1,000               | 1,000               | 1,000              | 0.0%                           |
| 17-5170-533000 | Contractual Services                   | 2,619             | 7,491             | 20,000             | 34,000               | 35,000              | 35,000              | 35,000             | 75.0%                          |
| 17-5170-533045 | Maintenance Agreements                 | 2,685             | 11,825            | 20,000             | 20,000               | 20,000              | 20,000              | 20,000             | 0.0%                           |
| 17-5170-538702 | Stormwater Repair                      | 1,429             | 9,521             | 50,000             | 35,000               | 50,000              | 50,000              | 50,000             | 0.0%                           |
| 17-5170-540000 | Utilities                              | 3,473             | 3,705             | 3,000              | 3,000                | 3,000               | 3,000               | 3,000              | 0.0%                           |
| 17-5170-562000 | Fuel                                   | 18,014            | 17,213            | 16,000             | 18,000               | 16,000              | 16,000              | 16,000             | 0.0%                           |
| 17-5170-563000 | Vehicle Maintenance                    | 17,893            | 15,871            | 18,000             | 15,000               | 18,000              | 18,000              | 18,000             | 0.0%                           |
| 17-5170-566000 | Equip Repair & Maintenance             | 3,745             | 2,784             | 8,000              | 8,000                | 8,000               | 8,000               | 8,000              | 0.0%                           |
| 17-5170-567000 | Pipe & Materials                       | 13,396            | 6,922             | 15,500             | 18,000               | 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%                           |
|                | <b>Total Materials and Services</b>    | <b>98,018</b>     | <b>114,252</b>    | <b>193,500</b>     | <b>193,000</b>       | <b>208,500</b>      | <b>208,500</b>      | <b>208,500</b>     | <b>7.8%</b>                    |
| <b>5170</b>    | <b>TOTAL STORMWATER MAINTENANCE</b>    | <b>497,774</b>    | <b>541,169</b>    | <b>667,392</b>     | <b>645,494</b>       | <b>693,594</b>      | <b>680,338</b>      | <b>680,338</b>     | <b>1.9%</b>                    |
|                | <b>TOTAL PUBLIC WORKS (STORMWATER)</b> | <b>1,128,139</b>  | <b>1,269,820</b>  | <b>1,543,092</b>   | <b>1,486,873</b>     | <b>1,542,912</b>    | <b>1,530,543</b>    | <b>1,530,543</b>   | <b>-0.8%</b>                   |
|                | <b>NONDEPARTMENTAL 91XX</b>            |                   |                   |                    |                      |                     |                     |                    |                                |
| <b>9170</b>    | <b>TRANSFERS</b>                       |                   |                   |                    |                      |                     |                     |                    |                                |
| 17-9170-904000 | Transfer Out-Capital Projects          | 857,745           | 6,600             | 175,500            | 127,000              | 801,175             | 801,175             | 801,175            | 356.5%                         |
| <b>9170</b>    | <b>TOTAL TRANSFERS</b>                 | <b>857,745</b>    | <b>6,600</b>      | <b>175,500</b>     | <b>127,000</b>       | <b>801,175</b>      | <b>801,175</b>      | <b>801,175</b>     | <b>356.5%</b>                  |
| <b>9180</b>    | <b>RESERVES</b>                        |                   |                   |                    |                      |                     |                     |                    |                                |
| 17-9180-800000 | Contingency                            | -                 | -                 | 1,025,989          | -                    | 738,996             | 751,365             | 751,365            | -26.8%                         |
| <b>9180</b>    | <b>TOTAL RESERVES</b>                  | <b>-</b>          | <b>-</b>          | <b>1,025,989</b>   | <b>-</b>             | <b>738,996</b>      | <b>751,365</b>      | <b>751,365</b>     | <b>-26.8%</b>                  |
|                | <b>TOTAL NONDEPARTMENTAL</b>           | <b>857,745</b>    | <b>6,600</b>      | <b>1,201,489</b>   | <b>127,000</b>       | <b>1,540,171</b>    | <b>1,552,540</b>    | <b>1,552,540</b>   | <b>29.2%</b>                   |
| <b>FUND 17</b> | <b>TOTAL STORMWATER FUND</b>           | <b>1,985,884</b>  | <b>1,276,420</b>  | <b>2,744,581</b>   | <b>1,613,873</b>     | <b>3,083,083</b>    | <b>3,083,083</b>    | <b>3,083,083</b>   | <b>12.3%</b>                   |
|                | <b>ENDING FUND BALANCE</b>             | <b>603,028</b>    | <b>1,039,361</b>  | <b>-</b>           | <b>1,288,623</b>     | <b>-</b>            | <b>-</b>            | <b>-</b>           | <b>0.0%</b>                    |

## FUND 43: Stormwater System Development Charges

|                     | <u>18-19</u> | <u>19-20</u> | <u>20-21</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. SDC's are transferred from Fund 43 to the applicable project(s) in Fund 4.

### Significant Changes

Due to a projected decrease in development, the system development charges are expected to decrease.

| ACCOUNT #      | DESCRIPTION                               | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted '21<br>vs. Adopted '20 |
|----------------|---|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|--------------------------------|
| <b>FUND 43</b> | <b>STORMWATER SYSTEM DEVELOPMENT FUND</b> |                   |                   |                    |                      |                     |                     |                    |                                |
|                | <b>REVENUES</b>                           |                   |                   |                    |                      |                     |                     |                    |                                |
| 43-0000-300000 | Beg F/B-Net Working Capital               | 106,284           | 137,313           | 190,295            | 197,159              | 228,415             | 228,415             | 228,415            | 20.0%                          |
| 43-0000-349002 | System Development Fees                   | 81,060            | 55,812            | 75,000             | 40,000               | 60,000              | 60,000              | 60,000             | -20.0%                         |
| 43-0000-360000 | Miscellaneous Revenues                    | -                 | -                 | -                  | 7                    | -                   | -                   | -                  | 0.0%                           |
| 43-0000-361000 | Interest Earned                           | 1,873             | 4,381             | 4,800              | 4,249                | 1,000               | 1,000               | 1,000              | -79.2%                         |
| <b>FUND 43</b> | <b>TOTAL REVENUES</b>                     | <b>189,217</b>    | <b>197,506</b>    | <b>270,095</b>     | <b>241,415</b>       | <b>289,415</b>      | <b>289,415</b>      | <b>289,415</b>     | <b>7.2%</b>                    |
| <b>9170</b>    | <b>TRANSFERS</b>                          |                   |                   |                    |                      |                     |                     |                    |                                |
| 43-9170-904000 | Transfer Out-Capital Projects             | 51,905            | 347               | 61,500             | 13,000               | 82,825              | 82,825              | 82,825             | 34.7%                          |
| <b>9170</b>    | <b>TOTAL TRANSFERS</b>                    | <b>51,905</b>     | <b>347</b>        | <b>61,500</b>      | <b>13,000</b>        | <b>82,825</b>       | <b>82,825</b>       | <b>82,825</b>      | <b>34.7%</b>                   |
| <b>9180</b>    | <b>RESERVES</b>                           |                   |                   |                    |                      |                     |                     |                    |                                |
| 43-9180-800000 | Contingency                               | -                 | -                 | 194,361            | -                    | 192,356             | 192,356             | 192,356            | -1.0%                          |
| 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>208,595</b>     | <b>-</b>             | <b>206,590</b>      | <b>206,590</b>      | <b>206,590</b>     | <b>-1.0%</b>                   |
| <b>FUND 43</b> | <b>TOTAL STORMWATER SDC FUND</b>          | <b>51,905</b>     | <b>347</b>        | <b>270,095</b>     | <b>13,000</b>        | <b>289,415</b>      | <b>289,415</b>      | <b>289,415</b>     | <b>7.2%</b>                    |
|                | ENDING FUND BALANCE                       | 137,313           | 197,159           | -                  | 228,415              | -                   | -                   | -                  | 0.0%                           |

## FUND 04: Proprietary Capital Projects – Stormwater

18-19 19-20 20-21

BUDGETED STAFF FTE: 0.00 0.00 0.00

### Department Description

The Engineering Services Department manages the planning, design, and construction of the stormwater fund capital improvement projects. The projects proposed for the FY 2020-21 budget are as follows:

- **Storm Fixes:** This project will address storm drainage issues ahead of the Pavement Rehabilitation/Preservation projects. 04.5150.717712
- **Railroad Ditch – N College to N Meridian:** This area of the system has a variety of contributing flooding factors and likely needs to be studied to determine what the “fix” would be and where the stormwater should be routed. It should also be noted that Paul’s paving project is scheduled to pave Meridian Street, but a possible solution to the flooding issues in this area could be to connect the stormwater line north of the railroad tracks to the south at Vermillion Street. 04.5150.717714
- **Stormwater Master Plan Update:** The adoption of the Riverfront Master Plan will require an update to the existing Stormwater Plan. 04.5150.717725
- **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. 04.5150.717738
- **N Springbrook Road Stormwater:** There are existing flooding problems along Springbrook Road. This project will do some early investigation into some of the causes. 04.5150.717772
- **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. 04.5150.717777



| ACCOUNT #                 | DESCRIPTION                         | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted '21<br>vs. Adopted '20 |
|---------------------------|-------------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|--------------------------------|
| <b>FUND 04</b>            | <b>PROPRIETARY CAPITAL PROJECTS</b> |                   |                   |                    |                      |                     |                     |                    |                                |
|                           | <b>REVENUES</b>                     |                   |                   |                    |                      |                     |                     |                    |                                |
| 04-0000-300000            | Beg F/B-Net Working Capital         | -                 | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 04-0000-390017            | Transfer In-Stormwater Fund         | 857,745           | 6,600             | 175,500            | 127,000              | 801,175             | 801,175             | 801,175            | 356.5%                         |
| 04-0000-390043            | Transfer In-Stormwater SDC          | 51,905            | 347               | 61,500             | 13,000               | 82,825              | 82,825              | 82,825             | 34.7%                          |
| <b>5150</b>               | <b>CAPITAL PROJECTS</b>             |                   |                   |                    |                      |                     |                     |                    |                                |
|                           | <b>STORMWATER PROJECTS</b>          |                   |                   |                    |                      |                     |                     |                    |                                |
| 04-5150-717709            | N Elliott                           | -                 | -                 | -                  | -                    | 257,500             | 257,500             | 257,500            | 100.0%                         |
| 04-5150-717711            | Blaine St (2nd - 11th)              | 818,022           | 1,455             | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 04-5150-717712            | Storm Fixes for Pavement            | -                 | -                 | -                  | -                    | 75,000              | 75,000              | 75,000             | 100.0%                         |
| 04-5150-717714            | RR Ditch-N College/N Meridian       | -                 | -                 | -                  | -                    | 45,000              | 45,000              | 45,000             | 100.0%                         |
| 04-5150-717725            | Master Plan Update                  | -                 | -                 | 107,000            | 10,000               | 97,000              | 97,000              | 97,000             | -9.3%                          |
| 04-5150-717728            | 8th St Utility Replacement          | 37,944            | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 04-5150-717738            | 800 Block Wynooski                  | -                 | 5,492             | 90,000             | 90,000               | 225,000             | 225,000             | 225,000            | 150.0%                         |
| 04-5150-717763            | Villa Road (Haworth-Crestview)      | 5,336             | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 04-5150-717772            | Springbrook Storm Evaluation        | -                 | -                 | -                  | -                    | 154,500             | 154,500             | 154,500            | 100.0%                         |
| 04-5150-717777            | PW Maint Facility Improvements      | 48,349            | -                 | 40,000             | 40,000               | 30,000              | 30,000              | 30,000             | -25.0%                         |
| Total Stormwater Projects |                                     | 909,650           | 6,947             | 237,000            | 140,000              | 884,000             | 884,000             | 884,000            | 273.0%                         |

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**2020-21 CAPITAL PROJECTS & FUNDING SOURCE**

| Funding Source                     |  |                   |           |            |           |           |             |         |           |
|------------------------------------|--|-------------------|-----------|------------|-----------|-----------|-------------|---------|-----------|
| Acct #                             | Project                                      | 2020-21<br>BUDGET | 390002    | 390042     | 390006    | 390046    | 390007      | 390017  | 390043    |
|                                    |  |                   | Street    | Street SDC | WW Rates  | WW SDC    | Water Rates | Storm   | Storm SDC |
| Wastewater                         |  |                   |           |            |           |           |             |         |           |
| 04 5150 706301                     | Inflow/Infiltration Projects                 | 950,000           |           | 50/50      | 475,000   | 475,000   |             |         |           |
| 04 5150 706310                     | Oxidation Ditches                            | 681,500           |           |            | 606,535   | 74,965    |             |         |           |
| 04 5150 706329                     | Coating for Pump Station                     | 135,000           |           | 75/25      | 101,250   | 33,750    |             |         |           |
| 04 5150 706381                     | WWTP Solar Panel Project                     | 950,000           |           |            | 950,000   |           |             |         |           |
| 04 5150 706397                     | Programmable Logic Controller                | 1,545,000         |           |            | 1,545,000 |           |             |         |           |
| 04 5150 706408                     | Wastewater Master Plan Update                | 90,000            |           | 50/50      | 45,000    | 45,000    |             |         |           |
| 04 5150 706416                     | WWTP Sawdust Bays                            | 300,000           |           | 90/10      | 270,000   | 30,000    |             |         |           |
| 04 5150 706418                     | Hess Creek Lining                            | 300,000           |           | 98/02      | 294,000   | 6,000     |             |         |           |
| 04 5150 706419                     | Clarifier Study                              | 55,000            |           | 78/22      | 42,900    | 12,100    |             |         |           |
| 04 5150 706420                     | Crestview Drive Sewer                        | 550,000           |           |            |           | 550,000   |             |         |           |
| 04 5150 706470                     | Operations Remodel                           | 375,000           |           |            | 375,000   |           |             |         |           |
| 04 5150 706471                     | WWTP Painting & Maintenance                  | 20,600            |           |            | 20,600    |           |             |         |           |
| 04 5150 706477                     | PW Maint Facility Improvements               | 30,000            |           | 80/20      | 24,000    | 6,000     |             |         |           |
| 04 5150 706479                     | Chehalem Extension                           | 329,990           |           |            |           | 329,990   |             |         |           |
| Subtotal Wastewater                |  | 6,312,090         | -         | -          | 4,749,285 | 1,562,805 | -           | -       | -         |
| Water                              |  |                   |           |            |           |           |             |         |           |
| 04 5150 707477                     | PW Maint Facility Improvements               | 30,000            |           |            |           |           | 30,000      |         |           |
| 04 5150 707479                     | Chehalem Extension                           | 190,500           |           |            |           |           | 190,500     |         |           |
| 04 5150 707481                     | Fire Flow - W Illinois                       | 135,000           |           |            |           |           | 135,000     |         |           |
| 04 5150 707484                     | Redundant Water Supply                       | 1,029,286         |           |            |           |           | 1,029,286   |         |           |
| 04 5150 707485                     | Bell West Pump Station                       | 300,000           |           |            |           |           | 300,000     |         |           |
| 04 5150 707486                     | Fireflow- Vittoria Square                    | 157,000           |           |            |           |           | 157,000     |         |           |
| 04 5150 707487                     | N College Street - N Terrace                 | 459,804           |           |            |           |           | 459,804     |         |           |
| 04 5150 707488                     | Fixed Based Radio Read                       | 659,000           |           |            |           |           | 659,000     |         |           |
| 04 5150 707489                     | Crestview Waterline - Nonpotable             | 490,000           |           |            |           |           | 490,000     |         |           |
| 04 5150 707490                     | Crestview Waterline - Potable                | 195,000           |           |            |           |           | 195,000     |         |           |
| 04 5150 707491                     | Routine WL Replacement                       | 200,000           |           |            |           |           | 200,000     |         |           |
| 04 5150 707528                     | Valves on College St                         | 190,000           |           |            |           |           | 190,000     |         |           |
| 04 5150 707529                     | WTP Filter Covers                            | 200,000           |           |            |           |           | 200,000     |         |           |
| 04 5150 707531                     | Seismic/AWIA                                 | 206,000           |           |            |           |           | 206,000     |         |           |
| 04 5150 707572                     | Water Master Plan Update                     | 40,000            |           |            |           |           | 40,000      |         |           |
| 04 5150 707577                     | WTP Exp Land Purchase                        | 525,000           |           |            |           |           | 525,000     |         |           |
| 04 5150 707613                     | College St Relocation (Aldercrest-Foothills) | 300,000           |           |            |           |           | 300,000     |         |           |
| Subtotal Water                     |  | 5,306,590         | -         | -          | -         | -         | 5,306,590   | -       | -         |
| Stormwater                         |  |                   |           |            |           |           |             |         |           |
| 04 5150 717709                     | N Elliott                                    | 257,500           |           |            |           |           | 95/05       | 244,625 | 12,875    |
| 04 5150 717712                     | Storm Fixes for Pavement                     | 75,000            |           |            |           |           |             | 75,000  |           |
| 04 5150 717714                     | RR Ditch (N College/N Meridian)              | 45,000            |           |            |           |           |             | 45,000  |           |
| 04 5150 717725                     | Master Plan Update                           | 97,000            |           |            |           |           | 50/50       | 48,500  | 48,500    |
| 04 5150 717738                     | 800 Block Wynooski                           | 225,000           |           |            |           |           |             | 225,000 |           |
| 04 5150 717772                     | Springbrook Storm Evaluation                 | 154,500           |           |            |           |           | 90/10       | 139,050 | 15,450    |
| 04 5150 717777                     | PW Maint Facility Improvements               | 30,000            |           |            |           |           | 80/20       | 24,000  | 6,000     |
| Subtotal Stormwater                |  | 884,000           | -         | -          | -         | -         | -           | 801,175 | 82,825    |
| Subtotal Fund 04 Projects          |  | 12,502,680        | -         | -          | 4,749,285 | 1,562,805 | 5,306,590   | 801,175 | 82,825    |
| Street                             |  |                   |           |            |           |           |             |         |           |
| 18 5150 702106                     | Bicycle Route Improvements                   | 150,000           | 75,000    | 75,000     | 50/50     |           |             |         |           |
| 18 5150 702109                     | Transportation Plan Update                   | 40,000            | 20,000    | 20,000     | 50/50     |           |             |         |           |
| 18 5150 702111                     | College St Bikelane & Sidewalk               | 150,000           | 150,000   |            |           |           |             |         |           |
| 18 5150 702123                     | Elliott Road                                 | 750,000           | 292,500   | 457,500    | 39/61     |           |             |         |           |
| 18 5150 702167                     | Crestview Dr                                 | 2,160,000         | 200,000   | 1,960,000  |           |           |             |         |           |
| 18 5150 702177                     | PW Maint Facility Improvements               | 30,000            | 24,000    | 6,000      | 80/20     |           |             |         |           |
| 18 5150 703000                     | Citywide Pavement Preservation - TUF         | 700,000           | 700,000   |            |           |           |             |         |           |
| Subtotal Fund 18 (Street) Projects |  | 3,980,000         | 1,461,500 | 2,518,500  | -         | -         | -           | -       | -         |
| TOTAL ALL CAPITAL PROJECTS         |  | 16,482,680        | 1,461,500 | 2,518,500  | 4,749,285 | 1,562,805 | 5,306,590   | 801,175 | 82,825    |

| ACCOUNT #      | DESCRIPTION                                 | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted '21<br>vs. Adopted '20 |
|----------------|---|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|--------------------------------|
| <b>FUND 04</b> | <b>PROPRIETARY CAPITAL PROJECTS</b>         |                   |                   |                    |                      |                     |                     |                    |                                |
|                | <b>REVENUES</b>                             |                   |                   |                    |                      |                     |                     |                    |                                |
| 04-0000-300000 | Beg F/B-Net Working Capital                 | -                 | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 04-0000-390006 | Transfer In-Wastewater Fund                 | 1,382,165         | 1,613,044         | 3,132,600          | 1,308,442            | 4,749,285           | 4,749,285           | 4,749,285          | 51.6%                          |
| 04-0000-390007 | Transfer In-Water Fund                      | 461,033           | 450,635           | 6,250,900          | 1,326,749            | 5,306,590           | 5,306,590           | 5,306,590          | -15.1%                         |
| 04-0000-390017 | Transfer In-Stormwater Fund                 | 857,745           | 6,600             | 175,500            | 127,000              | 801,175             | 801,175             | 801,175            | 356.5%                         |
| 04-0000-390043 | Transfer In-Stormwater SDC                  | 51,905            | 347               | 61,500             | 13,000               | 82,825              | 82,825              | 82,825             | 34.7%                          |
| 04-0000-390046 | Transfer In-Wastewater SDC                  | 708,807           | 652,328           | 1,838,400          | 431,996              | 1,562,805           | 1,562,805           | 1,562,805          | -15.0%                         |
| 04-0000-390047 | Transfer In-Water SDC                       | 12,338            | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| <b>FUND 04</b> | <b>TOTAL REVENUES</b>                       | <b>3,473,994</b>  | <b>2,722,954</b>  | <b>11,458,900</b>  | <b>3,207,187</b>     | <b>12,502,680</b>   | <b>12,502,680</b>   | <b>12,502,680</b>  | <b>9.1%</b>                    |
| <b>5150</b>    | <b>CAPITAL PROJECTS</b>                     |                   |                   |                    |                      |                     |                     |                    |                                |
|                | <b>WASTEWATER PROJECTS</b>                  |                   |                   |                    |                      |                     |                     |                    |                                |
| 04-5150-706301 | Inflow/Infiltration Projects                | 302,701           | 866,913           | 630,000            | 326,510              | 950,000             | 950,000             | 950,000            | 50.8%                          |
| 04-5150-706308 | Wastewater Master Plan                      | 227,604           | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 04-5150-706310 | Oxidation Ditches                           | 523,537           | -                 | 265,000            | 153,029              | 681,500             | 681,500             | 681,500            | 157.2%                         |
| 04-5150-706313 | Roofing at WWTP                             | -                 | -                 | 160,000            | 122,298              | -                   | -                   | -                  | -100.0%                        |
| 04-5150-706329 | Coating for Pump Station                    | 138               | 212               | 160,000            | 25,000               | 135,000             | 135,000             | 135,000            | -15.6%                         |
| 04-5150-706381 | WWTP Solar Panel Project                    | -                 | -                 | -                  | -                    | 950,000             | 950,000             | 950,000            | 100.0%                         |
| 04-5150-706393 | Dayton Pump Station - Design & Construction | 791,661           | 801,287           | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 04-5150-706396 | Sixth St Sewer Rehab                        | -                 | 38,895            | 200,000            | 567,115              | -                   | -                   | -                  | -100.0%                        |
| 04-5150-706397 | Programmable Logic Controller               | -                 | -                 | -                  | -                    | 1,545,000           | 1,545,000           | 1,545,000          | 100.0%                         |
| 04-5150-706405 | Fifth St Pipe Replacement                   | 31,456            | 396,487           | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 04-5150-706408 | Wastewater Master Plan Update               | -                 | -                 | 100,000            | 10,000               | 90,000              | 90,000              | 90,000             | -10.0%                         |
| 04-5150-706410 | Oxidation Ditch Rotor Replacement           | 58,725            | 66,426            | 80,000             | 60,824               | -                   | -                   | -                  | -100.0%                        |
| 04-5150-706416 | WWTP Sawdust Bays                           | -                 | -                 | 372,000            | 72,024               | 300,000             | 300,000             | 300,000            | -19.4%                         |
| 04-5150-706417 | Compost Sale Pile Cover                     | -                 | -                 | 160,000            | -                    | -                   | -                   | -                  | -100.0%                        |
| 04-5150-706418 | Hess Creek Lining                           | -                 | -                 | 1,060,000          | 105,700              | 300,000             | 300,000             | 300,000            | -71.7%                         |
| 04-5150-706419 | Clarifier Study                             | -                 | -                 | 64,000             | 10,046               | 55,000              | 55,000              | 55,000             | -14.1%                         |
| 04-5150-706420 | Crestview Drive Sewer                       | -                 | -                 | 320,000            | 87,868               | 550,000             | 550,000             | 550,000            | 71.9%                          |
| 04-5150-706428 | 8th St Utility Replacement                  | 103,936           | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 04-5150-706470 | Operations Remodel                          | -                 | -                 | 425,000            | 50,000               | 375,000             | 375,000             | 375,000            | -11.8%                         |
| 04-5150-706471 | WWTP Painting & Maintenance                 | -                 | -                 | 56,000             | 56,000               | 20,600              | 20,600              | 20,600             | -63.2%                         |
| 04-5150-706477 | PW Maint Facility Improvements              | 50,646            | -                 | 40,000             | 40,000               | 30,000              | 30,000              | 30,000             | -25.0%                         |
| 04-5150-706479 | Chehalem Extension                          | 568               | 95,152            | 879,000            | 54,024               | 329,990             | 329,990             | 329,990            | -62.5%                         |
|                | <b>Total Wastewater Projects</b>            | <b>2,090,972</b>  | <b>2,265,372</b>  | <b>4,971,000</b>   | <b>1,740,438</b>     | <b>6,312,090</b>    | <b>6,312,090</b>    | <b>6,312,090</b>   | <b>27.0%</b>                   |

| ACCOUNT #                        | DESCRIPTION                                    | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted '21<br>vs. Adopted '20 |
|----------------------------------|--|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|--------------------------------|
| <b>WATER PROJECTS</b>            |  |                   |                   |                    |                      |                     |                     |                    |                                |
| 04-5150-707477                   | PW Maint Facility Improvements                 | 47,706            | -                 | 40,000             | 40,000               | 30,000              | 30,000              | 30,000             | -25.0%                         |
| 04-5150-707478                   | WTP Seismic Resiliency                         | -                 | 54,745            | 185,000            | 185,000              | -                   | -                   | -                  | -100.0%                        |
| 04-5150-707479                   | Chehalem Extension                             | 275               | 55,285            | 673,000            | 40,227               | 190,500             | 190,500             | 190,500            | -71.7%                         |
| 04-5150-707481                   | Fire Flow - W Illinois                         | 236               | 11,582            | 141,000            | 8,354                | 135,000             | 135,000             | 135,000            | -4.3%                          |
| 04-5150-707482                   | Fire Flow - George Fox                         | -                 | 242,816           | 233,000            | 114,156              | -                   | -                   | -                  | -100.0%                        |
| 04-5150-707483                   | Decommission Wells 1 & 2                       | -                 | -                 | 200,000            | -                    | -                   | -                   | -                  | -100.0%                        |
| 04-5150-707484                   | Redundant Water Supply                         | -                 | 24,180            | 487,000            | 487,000              | 1,029,286           | 1,029,286           | 1,029,286          | 111.4%                         |
| 04-5150-707485                   | Bell West Pump Station                         | -                 | -                 | 770,000            | 36,158               | 300,000             | 300,000             | 300,000            | -61.0%                         |
| 04-5150-707486                   | Fireflow- Vittoria Square                      | -                 | -                 | 157,000            | -                    | 157,000             | 157,000             | 157,000            | 0.0%                           |
| 04-5150-707487                   | N College Street - N Terrace                   | -                 | -                 | 256,000            | -                    | 459,804             | 459,804             | 459,804            | 79.6%                          |
| 04-5150-707488                   | Fixed Based Radio Read                         | -                 | -                 | 372,000            | 100,051              | 659,000             | 659,000             | 659,000            | 77.2%                          |
| 04-5150-707489                   | Crestview Waterline - Nonpotable               | -                 | -                 | 1,060,900          | 81,359               | 490,000             | 490,000             | 490,000            | -53.8%                         |
| 04-5150-707490                   | Crestview Waterline - Potable                  | -                 | -                 | 213,000            | 17,966               | 195,000             | 195,000             | 195,000            | -8.5%                          |
| 04-5150-707491                   | Routine WL Replacement                         | -                 | -                 | 300,000            | 100,000              | 200,000             | 200,000             | 200,000            | -33.3%                         |
| 04-5150-707502                   | Water Rights Review                            | 2,163             | 13,627            | 5,000              | 5,000                | -                   | -                   | -                  | -100.0%                        |
| 04-5150-707528                   | Valves on College St                           | -                 | -                 | 200,000            | 10,000               | 190,000             | 190,000             | 190,000            | -5.0%                          |
| 04-5150-707529                   | WTP Filter Covers                              | -                 | -                 | -                  | -                    | 200,000             | 200,000             | 200,000            | 100.0%                         |
| 04-5150-707531                   | Seismic/AWIA                                   | -                 | -                 | -                  | -                    | 206,000             | 206,000             | 206,000            | 100.0%                         |
| 04-5150-707557                   | Water Conservation Plan                        | -                 | 47,547            | 30,000             | 14,833               | -                   | -                   | -                  | -100.0%                        |
| 04-5150-707572                   | Water Master Plan Update                       | 6,447             | -                 | 50,000             | 10,000               | 40,000              | 40,000              | 40,000             | -20.0%                         |
| 04-5150-707577                   | WTP Exp Land Purchase                          | -                 | -                 | 500,000            | 8,301                | 525,000             | 525,000             | 525,000            | 5.0%                           |
| 04-5150-707593                   | Wellfield Improvements                         | -                 | -                 | 10,000             | -                    | -                   | -                   | -                  | -100.0%                        |
| 04-5150-707613                   | College St Relocation (Aldercrest-Foothills)   | 4,091             | 853               | 368,000            | 68,344               | 300,000             | 300,000             | 300,000            | -18.5%                         |
| 04-5150-707615                   | WTP Hypochlorite Generator                     | 412,453           | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| <b>Total Water Projects</b>      |  | <b>473,371</b>    | <b>450,635</b>    | <b>6,250,900</b>   | <b>1,326,749</b>     | <b>5,306,590</b>    | <b>5,306,590</b>    | <b>5,306,590</b>   | <b>-15.1%</b>                  |
| <b>STORMWATER PROJECTS</b>       |  |                   |                   |                    |                      |                     |                     |                    |                                |
| 04-5150-717709                   | N Elliott                                      | -                 | -                 | -                  | -                    | 257,500             | 257,500             | 257,500            | 100.0%                         |
| 04-5150-717711                   | Blaine St (2nd - 11th)                         | 818,022           | 1,455             | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 04-5150-717712                   | Storm Fixes for Pavement                       | -                 | -                 | -                  | -                    | 75,000              | 75,000              | 75,000             | 100.0%                         |
| 04-5150-717714                   | RR Ditch-N College/N Meridian                  | -                 | -                 | -                  | -                    | 45,000              | 45,000              | 45,000             | 100.0%                         |
| 04-5150-717725                   | Master Plan Update                             | -                 | -                 | 107,000            | 10,000               | 97,000              | 97,000              | 97,000             | -9.3%                          |
| 04-5150-717728                   | 8th St Utility Replacement                     | 37,944            | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 04-5150-717738                   | 800 Block Wynooski                             | -                 | 5,492             | 90,000             | 90,000               | 225,000             | 225,000             | 225,000            | 150.0%                         |
| 04-5150-717763                   | Villa Road (Haworth-Crestview)                 | 5,336             | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 04-5150-717772                   | Springbrook Storm Evaluation                   | -                 | -                 | -                  | -                    | 154,500             | 154,500             | 154,500            | 100.0%                         |
| 04-5150-717777                   | PW Maint Facility Improvements                 | 48,349            | -                 | 40,000             | 40,000               | 30,000              | 30,000              | 30,000             | -25.0%                         |
| <b>Total Stormwater Projects</b> |  | <b>909,650</b>    | <b>6,947</b>      | <b>237,000</b>     | <b>140,000</b>       | <b>884,000</b>      | <b>884,000</b>      | <b>884,000</b>     | <b>273.0%</b>                  |
| <b>5150</b>                      | <b>TOTAL CAPITAL PROJECTS</b>                  | <b>3,473,994</b>  | <b>2,722,954</b>  | <b>11,458,900</b>  | <b>3,207,187</b>     | <b>12,502,680</b>   | <b>12,502,680</b>   | <b>12,502,680</b>  | <b>9.1%</b>                    |
| <b>FUND 04</b>                   | <b>TOTAL PROPRIETARY CAPITAL PROJECTS FUND</b> | <b>3,473,994</b>  | <b>2,722,954</b>  | <b>11,458,900</b>  | <b>3,207,187</b>     | <b>12,502,680</b>   | <b>12,502,680</b>   | <b>12,502,680</b>  | <b>9.1%</b>                    |
| <b>ENDING FUND BALANCE</b>       |  | <b>-</b>          | <b>-</b>          | <b>-</b>           | <b>-</b>             | <b>-</b>            | <b>-</b>            | <b>-</b>           | <b>0.0%</b>                    |

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# MISCELLANEOUS FUNDS

**FUND 09: Debt Service Fund****18-19 19-20 20-21****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 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, 2020 | Debt Service<br>Payment<br>FY 2020-21 | Final<br>Payment<br>Date | Fund Resource Used                   |
| Limited Tax Pension Bond   | \$ 1,895,000                             | \$ 285,040                            | June 2028                | All Funds w/OPERS                    |
| Full Faith & Credit Financing, Series 2018A 2018B<br><i>Public Safety Communications Upgrade</i>                   | 2,642,043                                | 372,575                               | June 2028                | General Fund                         |
| Oregon Transportation Infrastructure Bank Loan<br><i>Newberg-Dundee Bypass Project</i>                             | 1,205,416                                | 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> | 20,041,322                               | 1,538,548                             | Apr 2036                 | Wastewater Fund                      |
| Business Oregon Loan<br><i>Effluent Reuse Water System Improvements</i>  | 4,125,255                                | 581,888                               | Dec 2028                 | 72.6% Wastewater / 27.4% Water       |
| Full Faith & Credit Refunding Bond, Series 2015<br><i>Water Reservoir</i>  | 996,126                                  | 352,844                               | Dec 2022                 | Water Fund                           |
| <i>Water Treatment Expansion &amp; Well #8</i>   | 2,592,667                                | 501,723                               | Dec 2025                 | Water SDC Fund                       |
| <i>Parallel River Water Line</i>   | 1,026,207                                | 200,984                               | Dec 2025                 | 30% Water Fund / 70% Water SDC Fund  |
|  | <u>34,524,036</u>                        | <u>3,976,518</u>                      |                          |                                      |



| ACCOUNT #      | DESCRIPTION                    | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted '21<br>vs. Adopted '20 |
|----------------|--------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|--------------------------------|
| <b>FUND 09</b> | <b>DEBT SERVICE FUND</b>       |                   |                   |                    |                      |                     |                     |                    |                                |
|                | <b>REVENUES</b>                |                   |                   |                    |                      |                     |                     |                    |                                |
| 09-0000-300000 | Beg F/B-Net Working Capital    | 38,270            | 47,809            | -                  | 347                  | 3,898               | 3,898               | 3,898              | 100.0%                         |
| 09-0000-311000 | Prior Year Taxes               | 7,703             | 12,721            | 1,369              | 1,602                | 461                 | 461                 | 461                | -66.3%                         |
| 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                | 1,808             | 2,610             | -                  | 1,763                | 100                 | 100                 | 100                | 100.0%                         |
| 09-0000-361004 | Interest-Other Investments     | 28                | 165               | -                  | 185                  | -                   | -                   | -                  | 0.0%                           |
| 09-0000-370500 | Internal Rev-Facilities        | 119,492           | 116,658           | 76,513             | 76,513               | -                   | -                   | -                  | -100.0%                        |
| 09-0000-372000 | Pension Bond Charge            | 248,417           | 261,882           | 274,063            | 274,063              | 285,040             | 285,040             | 285,040            | 4.0%                           |
| 09-0000-390001 | Transfer In-General Fund       | -                 | 309,616           | 372,575            | 372,575              | 372,575             | 372,575             | 372,575            | 0.0%                           |
| 09-0000-390002 | Transfer In-Street Fund        | 23,150            | 22,601            | 14,823             | 14,823               | -                   | -                   | -                  | -100.0%                        |
| 09-0000-390010 | Transfer In-City Hall          | 108,486           | 105,914           | 69,466             | 69,466               | -                   | -                   | -                  | -100.0%                        |
| 09-0000-390014 | Transfer In-EDRLF              | 1,872             | 1,828             | 1,199              | 1,199                | -                   | -                   | -                  | -100.0%                        |
| <b>FUND 09</b> | <b>TOTAL REVENUES</b>          | <b>692,143</b>    | <b>1,024,720</b>  | <b>952,924</b>     | <b>955,452</b>       | <b>804,990</b>      | <b>804,990</b>      | <b>804,990</b>     | <b>-15.5%</b>                  |
|                | <b>DEBT SERVICE 91XX</b>       |                   |                   |                    |                      |                     |                     |                    |                                |
| <b>9150</b>    | <b>PRINCIPAL</b>               |                   |                   |                    |                      |                     |                     |                    |                                |
| 09-9150-604000 | 2004 Pension Bonds             | 110,000           | 130,000           | 150,000            | 150,000              | 170,000             | 170,000             | 170,000            | 13.3%                          |
| 09-9150-615000 | 2015 Refunding Bond            | 240,000           | 240,000           | 160,000            | 160,000              | -                   | -                   | -                  | -100.0%                        |
| 09-9150-616000 | Bypass Loan                    | 103,590           | 106,262           | 109,004            | 109,004              | 111,816             | 111,816             | 111,816            | 2.6%                           |
| 09-9150-617000 | Public Safety Comm Upgrade     | -                 | 264,940           | 290,318            | 290,318              | 299,655             | 299,655             | 299,655            | 3.2%                           |
| <b>9150</b>    | <b>TOTAL PRINCIPAL</b>         | <b>453,590</b>    | <b>741,202</b>    | <b>709,322</b>     | <b>709,322</b>       | <b>581,471</b>      | <b>581,471</b>      | <b>581,471</b>     | <b>-18.0%</b>                  |
| <b>9160</b>    | <b>INTEREST</b>                |                   |                   |                    |                      |                     |                     |                    |                                |
| 09-9160-604000 | 2004 Pension Bond Interest     | 138,417           | 131,882           | 124,063            | 124,063              | 115,040             | 115,040             | 115,040            | -7.3%                          |
| 09-9160-615000 | 2015 Refunding Bond            | 13,000            | 7,000             | 2,000              | 2,000                | -                   | -                   | -                  | -100.0%                        |
| 09-9160-616000 | Bypass Loan                    | 39,326            | 36,654            | 33,912             | 33,912               | 31,100              | 31,100              | 31,100             | -8.3%                          |
| 09-9160-617000 | Public Safety Comm Upgrade     | -                 | 107,635           | 82,257             | 82,257               | 72,920              | 72,920              | 72,920             | -11.4%                         |
| <b>9160</b>    | <b>TOTAL INTEREST</b>          | <b>190,744</b>    | <b>283,171</b>    | <b>242,232</b>     | <b>242,232</b>       | <b>219,060</b>      | <b>219,060</b>      | <b>219,060</b>     | <b>-9.6%</b>                   |
|                | <b>TOTAL DEBT SERVICE</b>      | <b>644,333</b>    | <b>1,024,373</b>  | <b>951,554</b>     | <b>951,554</b>       | <b>800,531</b>      | <b>800,531</b>      | <b>800,531</b>     | <b>-15.9%</b>                  |
| <b>9180</b>    | <b>RESERVES</b>                |                   |                   |                    |                      |                     |                     |                    |                                |
| 09-9180-880000 | Unappropriated Fund Balance    | -                 | -                 | 1,370              | -                    | 4,459               | 4,459               | 4,459              | 225.5%                         |
| <b>9180</b>    | <b>TOTAL RESERVES</b>          | <b>-</b>          | <b>-</b>          | <b>1,370</b>       | <b>-</b>             | <b>4,459</b>        | <b>4,459</b>        | <b>4,459</b>       | <b>225.5%</b>                  |
| <b>FUND 09</b> | <b>TOTAL DEBT SERVICE FUND</b> | <b>644,333</b>    | <b>1,024,373</b>  | <b>952,924</b>     | <b>951,554</b>       | <b>804,990</b>      | <b>804,990</b>      | <b>804,990</b>     | <b>-15.5%</b>                  |
|                | ENDING FUND BALANCE            | 47,809            | 347               | -                  | 3,898                | -                   | -                   | -                  | 0.0%                           |

## FUND 21: Governmental Capital Projects Fund

18-19 19-20 20-21  
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, \$959,334 was spent in FY 2018-19, and \$800,000 is estimated to be spent in FY 2019-20. The remainder is anticipated to be spent in FY 2020-21, with the project expected to be on budget. 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 able to be occupied. Having the Public Safety Building immediately able to be occupied 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 construction of the project is well underway, with the interior retrofit nearly complete and some remaining work of the roof to be accomplished, and the construction is to be completed by within 2020-21.

| ACCOUNT #      | DESCRIPTION                               | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted '21<br>vs. Adopted '20 |
|----------------|---|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|--------------------------------|
| <b>FUND 21</b> | <b>GOVERNMENTAL CAPITAL PROJECTS FUND</b> |                   |                   |                    |                      |                     |                     |                    |                                |
|                | <b>REVENUES</b>                           |                   |                   |                    |                      |                     |                     |                    |                                |
| 21-0000-300000 | Beg F/B-Net Working Capital               | -                 | 2,297,056         | 1,548,137          | 1,283,579            | 537,721             | 537,721             | 537,721            | -65.3%                         |
| 21-0000-334060 | Miscellaneous Grants                      | -                 | -                 | 770,627            | 378,167              | 437,520             | 437,520             | 437,520            | -43.2%                         |
| 21-0000-380000 | Loan Proceeds                             | 3,151,630         | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| <b>FUND 21</b> | <b>TOTAL REVENUES</b>                     | <b>3,151,630</b>  | <b>2,297,056</b>  | <b>2,318,764</b>   | <b>1,661,746</b>     | <b>975,241</b>      | <b>975,241</b>      | <b>975,241</b>     | <b>-57.9%</b>                  |
| <b>5150</b>    | <b>CAPITAL PROJECTS</b>                   |                   |                   |                    |                      |                     |                     |                    |                                |
| 21-5150-731023 | Public Safety Comm Upgrade                | 854,574           | 959,335           | 1,548,137          | 800,000              | 537,721             | 537,721             | 537,721            | -65.3%                         |
| 21-5150-731024 | Seismic Retrofit of PSB                   | -                 | 54,142            | 770,627            | 324,025              | 437,520             | 437,520             | 437,520            | -43.2%                         |
| <b>5150</b>    | <b>TOTAL CAPITAL PROJECTS</b>             | <b>854,574</b>    | <b>1,013,477</b>  | <b>2,318,764</b>   | <b>1,124,025</b>     | <b>975,241</b>      | <b>975,241</b>      | <b>975,241</b>     | <b>-57.9%</b>                  |
| <b>FUND 21</b> | <b>TOTAL GOV'T CAPITAL PROJECT FUND</b>   | <b>854,574</b>    | <b>1,013,477</b>  | <b>2,318,764</b>   | <b>1,124,025</b>     | <b>975,241</b>      | <b>975,241</b>      | <b>975,241</b>     | <b>-57.9%</b>                  |
|                | ENDING FUND BALANCE                       | 2,297,056         | 1,283,579         | -                  | 537,721              | -                   | -                   | -                  | 0.0%                           |

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

|                     | <u>18-19</u> | <u>19-20</u> | <u>20-21</u> |
|---------------------|--------------|--------------|--------------|
| 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.

### Significant Changes

For the upcoming year pledges are already in hand for the various projects set to occur in the library in FY 2020-21. These include Summer Reading Projects and funds for a new reference desk to match the historic Carnegie portion of the building.

*Clockwise from top  
Library Donor Board  
showing gifts to the  
library as well as  
furnishings supported  
by the Library  
Foundation of  
Newberg*

*Programs for kids and  
adults supported with  
funds from the Library  
Friends and grants  
Babytime storytime  
supported by grants*



| ACCOUNT #      | DESCRIPTION   | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted '21<br>vs. Adopted '20 |
|----------------|---|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|--------------------------------|
| <b>FUND 22</b> | <b>LIBRARY GIFT, MEMORIAL &amp; GRANT FUND REVENUES</b> |                   |                   |                    |                      |                     |                     |                    |                                |
| 22-0000-300000 | Beg F/B-Net Working Capital                             | 88,497            | 81,134            | 101,123            | 75,085               | 8,875               | 8,875               | 8,875              | -91.2%                         |
| 22-0000-334003 | Ready to Read Grant                                     | 102               | 3,703             | 3,800              | -                    | 3,830               | 3,830               | 3,830              | 0.8%                           |
| 22-0000-334034 | Grants  | 20,668            | -                 | 58,000             | 3,830                | -                   | -                   | -                  | -100.0%                        |
| 22-0000-346002 | Library Friends   | -                 | 344               | -                  | -                    | 17,250              | 17,250              | 17,250             | 100.0%                         |
| 22-0000-361000 | Interest Earned   | 1,332             | 1,946             | 2,000              | 1,092                | 300                 | 300                 | 300                | -85.0%                         |
| 22-0000-367000 | Library Donations                                       | 36,033            | 48,429            | 58,000             | 773                  | 13,600              | 13,600              | 13,600             | -76.6%                         |
| <b>FUND 22</b> | <b>TOTAL REVENUES</b>                                   | <b>146,632</b>    | <b>135,556</b>    | <b>222,923</b>     | <b>80,780</b>        | <b>43,855</b>       | <b>43,855</b>       | <b>43,855</b>      | <b>-80.3%</b>                  |
| <b>3110</b>    | <b>LIBRARY ADMINISTRATION</b>                           |                   |                   |                    |                      |                     |                     |                    |                                |
| 22-3110-523000 | Supplies & Equipment                                    | 340               | -                 | 5,000              | -                    | 2,450               | 2,450               | 2,450              | -51.0%                         |
| 22-3110-533003 | Ready To Read Grant                                     | 4,108             | 3,991             | 4,200              | 4,200                | 3,830               | 3,830               | 3,830              | -8.8%                          |
| 22-3110-533034 | Miscellaneous Grants                                    | 20,634            | 7,376             | 58,000             | 329                  | -                   | -                   | -                  | -100.0%                        |
| 22-3110-542000 | Library Programs  | 11,511            | 38,723            | 60,000             | 33,322               | 17,700              | 17,700              | 17,700             | -70.5%                         |
| 22-3110-546000 | Library Friends   | 12,732            | 1,149             | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 22-3110-551000 | Books & Periodicals                                     | 12,679            | 3,915             | 28,000             | 4,762                | 6,700               | 6,700               | 6,700              | -76.1%                         |
| 22-3110-551001 | Audio-Visual  | 1,458             | -                 | 10,000             | -                    | -                   | -                   | -                  | -100.0%                        |
| 22-3110-580000 | Professional Services                                   | -                 | -                 | 10,000             | -                    | -                   | -                   | -                  | -100.0%                        |
|                | Total Materials and Services                            | 63,463            | 55,154            | 175,200            | 42,613               | 30,680              | 30,680              | 30,680             | -82.5%                         |
| 22-3110-610000 | Capital Outlay  | 2,035             | 5,317             | 15,000             | 29,292               | 4,000               | 4,000               | 4,000              | -73.3%                         |
|                | Total Capital Outlay                                    | 2,035             | 5,317             | 15,000             | 29,292               | 4,000               | 4,000               | 4,000              | -73.3%                         |
| <b>3110</b>    | <b>TOTAL LIBRARY ADMINISTRATION</b>                     | <b>65,498</b>     | <b>60,471</b>     | <b>190,200</b>     | <b>71,905</b>        | <b>34,680</b>       | <b>34,680</b>       | <b>34,680</b>      | <b>-81.8%</b>                  |
| <b>9180</b>    | <b>RESERVES</b>   |                   |                   |                    |                      |                     |                     |                    |                                |
| 22-9180-800000 | Contingency   | -                 | -                 | 32,723             | -                    | 9,175               | 9,175               | 9,175              | -72.0%                         |
| <b>9180</b>    | <b>TOTAL RESERVES</b>                                   | <b>-</b>          | <b>-</b>          | <b>32,723</b>      | <b>-</b>             | <b>9,175</b>        | <b>9,175</b>        | <b>9,175</b>       | <b>-72.0%</b>                  |
| <b>FUND 22</b> | <b>TOTAL LIBRARY GIFT, MEMORIAL &amp; GRANT FUND</b>    | <b>65,498</b>     | <b>60,471</b>     | <b>222,923</b>     | <b>71,905</b>        | <b>43,855</b>       | <b>43,855</b>       | <b>43,855</b>      | <b>-80.3%</b>                  |
|                | ENDING FUND BALANCE                                     | 81,134            | 75,085            | -                  | 8,875                | -                   | -                   | -                  | 0.0%                           |

## FUND 32: Vehicle/Equipment Replacement Fund

|                     | <u>18-19</u> | <u>19-20</u> | <u>20-21</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>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted '21<br>vs. Adopted '20 |
|----------------|--|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|--------------------------------|
| <b>FUND 32</b> | <b>VEHICLES/EQUIP REPLACEMENT FUND</b> |                   |                   |                    |                      |                     |                     |                    |                                |
|                | <b>REVENUES</b>                        |                   |                   |                    |                      |                     |                     |                    |                                |
| 32-0000-300000 | Beg F/B-Net Working Capital            | 1,431,306         | 1,958,096         | 2,015,354          | 2,552,675            | 2,514,994           | 2,514,994           | 2,514,994          | 24.8%                          |
| 32-0000-341001 | Forensic Services                      | -                 | 7,156             | -                  | 16,405               | 15,000              | 15,000              | 15,000             | 100.0%                         |
| 32-0000-360000 | Miscellaneous Revenues                 | 6,189             | -                 | -                  | 4,372                | -                   | -                   | -                  | 0.0%                           |
| 32-0000-360005 | Pool Car Revenue                       | 3,665             | 3,961             | 3,100              | 3,100                | 3,100               | 3,100               | 3,100              | 0.0%                           |
| 32-0000-361000 | Interest Earned                        | 29,893            | 58,065            | 62,600             | 61,722               | 13,500              | 13,500              | 13,500             | -78.4%                         |
| 32-0000-361004 | Interest-Other Investments             | -                 | 41                | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 32-0000-364000 | Sale Of Assets                         | 34,632            | 42,205            | -                  | 21,922               | 5,000               | 5,000               | 5,000              | 100.0%                         |
| 32-0000-370610 | Internal Rev-Computer Replacement      | 72,860            | 62,701            | 88,651             | 88,651               | 78,651              | 78,651              | 78,651             | -11.3%                         |
| 32-0000-370620 | Internal Rev-Vehicle Replacement       | 657,805           | 644,405           | 644,405            | 644,405              | 596,005             | 596,005             | 596,005            | -7.5%                          |
| 32-0000-370630 | Internal Rev-Equipment Replacement     | 351,000           | 315,000           | 288,415            | 288,415              | 125,000             | 125,000             | 125,000            | -56.7%                         |
| 32-0000-390004 | Transfer In-General Fund               | 16,412            | 16,412            | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 32-0000-393010 | Lease Proceeds                         | -                 | 146,496           | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| <b>FUND 32</b> | <b>TOTAL REVENUES</b>                  | <b>2,603,762</b>  | <b>3,254,538</b>  | <b>3,102,525</b>   | <b>3,681,667</b>     | <b>3,351,250</b>    | <b>3,351,250</b>    | <b>3,351,250</b>   | <b>8.0%</b>                    |
| <b>1210</b>    | <b>CITY MANAGER'S OFFICE</b>           |                   |                   |                    |                      |                     |                     |                    |                                |
| 32-1210-610100 | Capital Outlay-Computers               | -                 | -                 | 1,558              | -                    | 1,563               | 1,563               | 1,563              | 0.3%                           |
| <b>1210</b>    | <b>TOTAL CITY MANAGER'S OFFICE</b>     | <b>-</b>          | <b>-</b>          | <b>1,558</b>       | <b>-</b>             | <b>1,563</b>        | <b>1,563</b>        | <b>1,563</b>       | <b>0.3%</b>                    |
| <b>1220</b>    | <b>HUMAN RESOURCES</b>                 |                   |                   |                    |                      |                     |                     |                    |                                |
| 32-1220-610200 | Capital Outlay-Equip/Software          | -                 | -                 | 1,075              | -                    | 1,079               | 1,079               | 1,079              | 0.4%                           |
| <b>1220</b>    | <b>TOTAL HUMAN RESOURCES</b>           | <b>-</b>          | <b>-</b>          | <b>1,075</b>       | <b>-</b>             | <b>1,079</b>        | <b>1,079</b>        | <b>1,079</b>       | <b>0.4%</b>                    |
| <b>1310</b>    | <b>FINANCE</b>                         |                   |                   |                    |                      |                     |                     |                    |                                |
| 32-1310-610200 | Capital Outlay-Equip/Software          | -                 | -                 | 39,295             | -                    | 39,489              | 39,489              | 39,489             | 0.5%                           |
| <b>1310</b>    | <b>TOTAL FINANCE</b>                   | <b>-</b>          | <b>-</b>          | <b>39,295</b>      | <b>-</b>             | <b>39,489</b>       | <b>39,489</b>       | <b>39,489</b>      | <b>0.5%</b>                    |
| <b>1330</b>    | <b>INFORMATION TECHNOLOGY</b>          |                   |                   |                    |                      |                     |                     |                    |                                |
| 32-1330-534000 | Lease Payment                          | 68,272            | 42,362            | 52,957             | 51,902               | 51,902              | 51,902              | 51,902             | -2.0%                          |
| 32-1330-610200 | Capital Outlay-Equip/Software          | -                 | 146,925           | 7,901              | -                    | 7,928               | 7,928               | 7,928              | 0.3%                           |
| <b>1330</b>    | <b>TOTAL INFORMATION TECHNOLOGY</b>    | <b>68,272</b>     | <b>189,287</b>    | <b>60,858</b>      | <b>51,902</b>        | <b>59,830</b>       | <b>59,830</b>       | <b>59,830</b>      | <b>-1.7%</b>                   |
| <b>1410</b>    | <b>CITY ATTORNEY</b>                   |                   |                   |                    |                      |                     |                     |                    |                                |
| 32-1410-610100 | Capital Outlay-Computers               | -                 | -                 | 450                | -                    | 452                 | 452                 | 452                | 0.4%                           |
| <b>1410</b>    | <b>TOTAL CITY ATTORNEY</b>             | <b>-</b>          | <b>-</b>          | <b>450</b>         | <b>-</b>             | <b>452</b>          | <b>452</b>          | <b>452</b>         | <b>0.4%</b>                    |
| <b>1510</b>    | <b>MUNICIPAL COURT</b>                 |                   |                   |                    |                      |                     |                     |                    |                                |
| 32-1510-610100 | Capital Outlay-Computers               | -                 | -                 | 4,371              | 4,000                | 270                 | 270                 | 270                | -93.8%                         |
| <b>1510</b>    | <b>TOTAL MUNICIPAL COURT</b>           | <b>-</b>          | <b>-</b>          | <b>4,371</b>       | <b>4,000</b>         | <b>270</b>          | <b>270</b>          | <b>270</b>         | <b>-93.8%</b>                  |
| <b>2110</b>    | <b>POLICE ADMINISTRATION</b>           |                   |                   |                    |                      |                     |                     |                    |                                |
| 32-2110-610000 | Capital Outlay-Vehicles                | 118,824           | 132,698           | 118,289            | 97,278               | 91,185              | 91,185              | 91,185             | -22.9%                         |
| 32-2110-610100 | Capital Outlay-Computers               | 2,243             | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 32-2110-610107 | Capital Outlay-MDT                     | -                 | 9,687             | 99,778             | 9,341                | 105,112             | 105,112             | 105,112            | 5.3%                           |
| 32-2110-610108 | Capital Outlay-Radio Replacement       | -                 | 1,480             | 274,509            | 264,136              | 41,957              | 41,957              | 41,957             | -84.7%                         |
| 32-2110-610200 | Capital Outlay-Equip/Software          | 22                | -                 | 99,960             | 14,984               | 87,922              | 87,922              | 87,922             | -12.0%                         |
| 32-2110-610201 | Capital Outlay-Forensic Equipment      | 7,096             | 12,774            | 19,647             | 12,269               | 52,497              | 52,497              | 52,497             | 167.2%                         |
| <b>2110</b>    | <b>TOTAL POLICE ADMINISTRATION</b>     | <b>128,185</b>    | <b>156,639</b>    | <b>612,183</b>     | <b>398,008</b>       | <b>378,673</b>      | <b>378,673</b>      | <b>378,673</b>     | <b>-38.1%</b>                  |
| <b>2310</b>    | <b>COMMUNICATIONS</b>                  |                   |                   |                    |                      |                     |                     |                    |                                |
| 32-2310-610200 | Capital Outlay-Equip/Software          | -                 | -                 | 195,655            | 163,443              | 47,289              | 47,289              | 47,289             | -75.8%                         |
| <b>2310</b>    | <b>TOTAL COMMUNICATIONS</b>            | <b>-</b>          | <b>-</b>          | <b>195,655</b>     | <b>163,443</b>       | <b>47,289</b>       | <b>47,289</b>       | <b>47,289</b>      | <b>-75.8%</b>                  |
| <b>3110</b>    | <b>LIBRARY</b>                         |                   |                   |                    |                      |                     |                     |                    |                                |
| 32-3110-610100 | Capital Outlay-Computers               | -                 | 843               | 16,548             | 2,466                | 19,204              | 19,204              | 19,204             | 16.1%                          |
| <b>3110</b>    | <b>TOTAL LIBRARY</b>                   | <b>-</b>          | <b>843</b>        | <b>16,548</b>      | <b>2,466</b>         | <b>19,204</b>       | <b>19,204</b>       | <b>19,204</b>      | <b>16.1%</b>                   |

| ACCOUNT #      | DESCRIPTION                                  | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted '21<br>vs. Adopted '20 |
|----------------|--|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|--------------------------------|
| <b>4110</b>    | <b>PLANNING</b>                              |                   |                   |                    |                      |                     |                     |                    |                                |
| 32-4110-610000 | Capital Outlay-Vehicles                      | -                 | -                 | 3,162              | -                    | 3,174               | 3,174               | 3,174              | 0.4%                           |
| <b>4110</b>    | <b>TOTAL PLANNING</b>                        | -                 | -                 | <b>3,162</b>       | -                    | <b>3,174</b>        | <b>3,174</b>        | <b>3,174</b>       | <b>0.4%</b>                    |
| <b>4210</b>    | <b>BUILDING INSPECTION</b>                   |                   |                   |                    |                      |                     |                     |                    |                                |
| 32-4210-610000 | Capital Outlay-Vehicles                      | -                 | -                 | 24,563             | -                    | 28,679              | 28,679              | 28,679             | 16.8%                          |
| 32-4210-610100 | Capital Outlay-Computers                     | -                 | -                 | 8,475              | -                    | 8,506               | 8,506               | 8,506              | 0.4%                           |
| <b>4210</b>    | <b>TOTAL BUILDING INSPECTION</b>             | -                 | -                 | <b>33,038</b>      | -                    | <b>37,185</b>       | <b>37,185</b>       | <b>37,185</b>      | <b>12.6%</b>                   |
| <b>5110</b>    | <b>PUBLIC WORKS</b>                          |                   |                   |                    |                      |                     |                     |                    |                                |
| 32-5110-610002 | Capital Outlay-Maint Veh Repl                | 177,374           | 173,076           | 1,280,843          | 300,000              | 1,723,624           | 1,723,624           | 1,723,624          | 34.6%                          |
| 32-5110-610003 | Capital Outlay-Eng Veh Repl                  | -                 | 27,015            | 41,983             | 10                   | 55,800              | 55,800              | 55,800             | 32.9%                          |
| 32-5110-610006 | Capital Outlay-WW Veh Repl                   | 56,837            | -                 | 182,485            | -                    | 238,587             | 238,587             | 238,587            | 30.7%                          |
| 32-5110-610007 | Capital Outlay-Water Veh Repl                | 20,666            | -                 | 70,523             | 67,664               | 70,770              | 70,770              | 70,770             | 0.4%                           |
| 32-5110-610031 | Capital Outlay-Garage Vehicles               | -                 | -                 | 62,718             | -                    | 67,989              | 67,989              | 67,989             | 8.4%                           |
| 32-5110-610101 | Capital Outlay-Ops Computers                 | -                 | -                 | 12,783             | -                    | 18,632              | 18,632              | 18,632             | 45.8%                          |
| 32-5110-610102 | Capital Outlay-Maint Computers               | 6,851             | -                 | 13,343             | -                    | 55,524              | 55,524              | 55,524             | 316.1%                         |
| 32-5110-610103 | Capital Outlay-Eng Computers                 | -                 | 301               | 26,548             | 1,944                | 25,169              | 25,169              | 25,169             | -5.2%                          |
| 32-5110-610131 | Capital Outlay-Garage Computers              | 906               | -                 | 7,718              | -                    | 7,742               | 7,742               | 7,742              | 0.3%                           |
| 32-5110-610201 | Capital Outlay-Ops Equip/Software            | 101,570           | 16,042            | 4,135              | -                    | 4,077               | 4,077               | 4,077              | -1.4%                          |
| 32-5110-610203 | Capital Outlay-Eng Equip/Software            | 14,084            | -                 | 3,041              | -                    | 3,272               | 3,272               | 3,272              | 7.6%                           |
| 32-5110-610204 | Capital Outlay-WW Lab Equip                  | -                 | 24,783            | 35,167             | 1,561                | 47,107              | 47,107              | 47,107             | 34.0%                          |
| <b>5110</b>    | <b>TOTAL PUBLIC WORKS</b>                    | <b>378,287</b>    | <b>241,217</b>    | <b>1,741,287</b>   | <b>371,179</b>       | <b>2,318,293</b>    | <b>2,318,293</b>    | <b>2,318,293</b>   | <b>33.1%</b>                   |
| <b>5162</b>    | <b>FLEET</b>                                 |                   |                   |                    |                      |                     |                     |                    |                                |
| 32-5162-562000 | Pool Car                                     | 690               | 857               | 17,565             | 675                  | 25,887              | 25,887              | 25,887             | 47.4%                          |
| <b>5162</b>    | <b>TOTAL FLEET</b>                           | <b>690</b>        | <b>857</b>        | <b>17,565</b>      | <b>675</b>           | <b>25,887</b>       | <b>25,887</b>       | <b>25,887</b>      | <b>47.4%</b>                   |
|                | <b>TOTAL PUBLIC WORKS</b>                    | <b>378,977</b>    | <b>242,074</b>    | <b>1,758,852</b>   | <b>371,854</b>       | <b>2,344,180</b>    | <b>2,344,180</b>    | <b>2,344,180</b>   | <b>33.3%</b>                   |
| <b>5164</b>    | <b>FACILITIES</b>                            |                   |                   |                    |                      |                     |                     |                    |                                |
| 32-5164-610000 | Capital Outlay Facilities Rep/Repl           | 70,233            | 113,020           | 375,480            | 175,000              | 418,862             | 418,862             | 418,862            | 11.6%                          |
| <b>5164</b>    | <b>TOTAL FACILITIES</b>                      | <b>70,233</b>     | <b>113,020</b>    | <b>375,480</b>     | <b>175,000</b>       | <b>418,862</b>      | <b>418,862</b>      | <b>418,862</b>     | <b>11.6%</b>                   |
| <b>FUND 32</b> | <b>TOTAL VEHICLES/EQUIP REPLACEMENT FUND</b> | <b>645,667</b>    | <b>701,863</b>    | <b>3,102,525</b>   | <b>1,166,673</b>     | <b>3,351,250</b>    | <b>3,351,250</b>    | <b>3,351,250</b>   | <b>8.0%</b>                    |
|                | ENDING FUND BALANCE                          | 1,958,096         | 2,552,675         | -                  | 2,514,994            | -                   | -                   | -                  | 0.0%                           |



# DISCONTINUED FUNDS

## FUND 05: EMS Fund - Fire

|                     | <u>18-19</u> | <u>19-20</u> | <u>20-21</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>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted '21<br>vs. Adopted '20 |
|----------------|---|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|--------------------------------|
| <b>FUND 05</b> | <b>EMERGENCY MEDICAL SERVICES (EMS)</b> |                   |                   |                    |                      |                     |                     |                    |                                |
|                | <b>REVENUES</b>                         |                   |                   |                    |                      |                     |                     |                    |                                |
| 05-0000-300000 | Beg F/B-Net Working Capital             | 79,659            | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 05-0000-348000 | User Fees                               | 26,618            | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 05-0000-361000 | Interest Earned                         | 903               | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 05-0000-380000 | Loan Proceeds                           | 500,000           | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| <b>FUND 05</b> | <b>TOTAL REVENUES</b>                   | <b>607,180</b>    | <b>-</b>          | <b>-</b>           | <b>-</b>             | <b>-</b>            | <b>-</b>            | <b>-</b>           | <b>0.0%</b>                    |
| <b>2250</b>    | <b>EMERGENCY MEDICAL SERVICES</b>       |                   |                   |                    |                      |                     |                     |                    |                                |
| 05-2250-533000 | Contractual Services                    | 25,542            | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 05-2250-590000 | Internal Chrg-Admin Support Services    | 200,000           | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
|                | Total Materials and Services            | 225,542           | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| <b>2250</b>    | <b>TOTAL EMERGENCY MEDICAL SERVICES</b> | <b>225,542</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               | 381,638           | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| <b>9170</b>    | <b>TOTAL TRANSFERS</b>                  | <b>381,638</b>    | <b>-</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>607,180</b>    | <b>-</b>          | <b>-</b>           | <b>-</b>             | <b>-</b>            | <b>-</b>            | <b>-</b>           | <b>0.0%</b>                    |
|                | ENDING FUND BALANCE                     | -                 | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |

## FUND 10: City Hall Fee Fund

|                     | <u>18-19</u> | <u>19-20</u> | <u>20-21</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 implemented 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 has been 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 all of the funds will be refunded by June 30, 2020. As a result, this fund will be closed at the end of FY 2019-20.

| ACCOUNT #      | DESCRIPTION                   | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted '21<br>vs. Adopted '20 |
|----------------|-------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|--------------------------------|
| <b>FUND 10</b> | <b>CITY HALL FUND</b>         |                   |                   |                    |                      |                     |                     |                    |                                |
|                | <b>REVENUES</b>               |                   |                   |                    |                      |                     |                     |                    |                                |
| 10-0000-300000 | Beg F/B-Net Working Capital   | 552,745           | 612,916           | 146,719            | 142,177              | -                   | -                   | -                  | -100.0%                        |
| 10-0000-322010 | City Hall Fee                 | 159,282           | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| 10-0000-361000 | Interest Earned               | 9,375             | 11,659            | 500                | 1,549                | -                   | -                   | -                  | -100.0%                        |
| <b>FUND 10</b> | <b>TOTAL REVENUES</b>         | <b>721,402</b>    | <b>624,575</b>    | <b>147,219</b>     | <b>143,726</b>       | <b>-</b>            | <b>-</b>            | <b>-</b>           | <b>-100.0%</b>                 |
| <b>9130</b>    | <b>SPECIAL PAYMENTS</b>       |                   |                   |                    |                      |                     |                     |                    |                                |
| 10-9130-600000 | Refunds                       | -                 | 376,484           | 77,753             | 74,260               | -                   | -                   | -                  | -100.0%                        |
| <b>9130</b>    | <b>TOTAL SPECIAL PAYMENTS</b> | <b>-</b>          | <b>376,484</b>    | <b>77,753</b>      | <b>74,260</b>        | <b>-</b>            | <b>-</b>            | <b>-</b>           | <b>-100.0%</b>                 |
| <b>9170</b>    | <b>TRANSFERS</b>              |                   |                   |                    |                      |                     |                     |                    |                                |
| 10-9170-909000 | Transfer Out-Debt Service     | 108,486           | 105,914           | 69,466             | 69,466               | -                   | -                   | -                  | -100.0%                        |
| <b>9170</b>    | <b>TOTAL TRANSFERS</b>        | <b>108,486</b>    | <b>105,914</b>    | <b>69,466</b>      | <b>69,466</b>        | <b>-</b>            | <b>-</b>            | <b>-</b>           | <b>-100.0%</b>                 |
| <b>FUND 10</b> | <b>TOTAL CITY HALL FUND</b>   | <b>108,486</b>    | <b>482,398</b>    | <b>147,219</b>     | <b>143,726</b>       | <b>-</b>            | <b>-</b>            | <b>-</b>           | <b>-100.0%</b>                 |
|                | ENDING FUND BALANCE           | 612,916           | 142,177           | -                  | -                    | -                   | -                   | -                  | 0.0%                           |

## FUND 23: Cable TV Fund

|                     | <u>18-19</u> | <u>19-20</u> | <u>20-21</u> |
|---------------------|--------------|--------------|--------------|
| BUDGETED STAFF FTE: | 0.00         | 0.00         | 0.00         |

### Description

The Cable TV fund accounts for money received from the closing of the office of the local cable TV company in FY 2000-01.

### Significant Changes

The remaining funds of \$7,452 has been spent in FY 2019-20 on audio/video equipment for the Public Safety Building Training Room/Council Chambers. Therefore, this fund will be closed at the end of FY 2019-20.

| ACCOUNT #      | DESCRIPTION                      | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted '21<br>vs. Adopted '20 |
|----------------|----------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|--------------------------------|
| <b>FUND 23</b> | <b>CABLE TV TRUST FUND</b>       |                   |                   |                    |                      |                     |                     |                    |                                |
|                | <b>REVENUES</b>                  |                   |                   |                    |                      |                     |                     |                    |                                |
| 23-0000-300000 | Beg F/B-Net Working Capital      | 37,897            | 16,507            | 5,270              | 7,336                | -                   | -                   | -                  | -100.0%                        |
| 23-0000-361000 | Interest Earned                  | 488               | 406               | 200                | 116                  | -                   | -                   | -                  | -100.0%                        |
| <b>FUND 23</b> | <b>TOTAL REVENUES</b>            | <b>38,385</b>     | <b>16,913</b>     | <b>5,470</b>       | <b>7,452</b>         | <b>-</b>            | <b>-</b>            | <b>-</b>           | <b>-100.0%</b>                 |
| <b>1610</b>    | <b>CABLE TV</b>                  |                   |                   |                    |                      |                     |                     |                    |                                |
| 23-1610-610000 | Capital Outlay                   | 21,878            | 9,577             | 5,470              | 7,452                | -                   | -                   | -                  | -100.0%                        |
|                | Total Capital Outlay             | 21,878            | 9,577             | 5,470              | 7,452                | -                   | -                   | -                  | -100.0%                        |
| <b>1610</b>    | <b>TOTAL CABLE TV</b>            | <b>21,878</b>     | <b>9,577</b>      | <b>5,470</b>       | <b>7,452</b>         | <b>-</b>            | <b>-</b>            | <b>-</b>           | <b>-100.0%</b>                 |
| <b>FUND 23</b> | <b>TOTAL CABLE TV TRUST FUND</b> | <b>21,878</b>     | <b>9,577</b>      | <b>5,470</b>       | <b>7,452</b>         | <b>-</b>            | <b>-</b>            | <b>-</b>           | <b>-100.0%</b>                 |
|                | ENDING FUND BALANCE              | 16,507            | 7,336             | -                  | -                    | -                   | -                   | -                  | 0.0%                           |

## FUND 25: PERS Rate Stabilization Fund

|                     | <u>18-19</u> | <u>19-20</u> | <u>20-21</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. The reserves saved in this fund in FY 2016-17 were transferred back to the funds in FY 2017-18.

### Significant Changes

None.



| ACCOUNT #      | DESCRIPTION                                  | ACTUAL<br>2017-18 | ACTUAL<br>2018-19 | ADOPTED<br>2019-20 | PROJECTED<br>2019-20 | PROPOSED<br>2020-21 | APPROVED<br>2020-21 | ADOPTED<br>2020-21 | Adopted '21<br>vs. Adopted '20 |
|----------------|--|-------------------|-------------------|--------------------|----------------------|---------------------|---------------------|--------------------|--------------------------------|
| <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                              | 1,251             | -                 | -                  | -                    | -                   | -                   | -                  | 0.0%                           |
| <b>FUND 25</b> | <b>TOTAL REVENUES</b>                        | <b>181,091</b>    | <b>-</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>181,091</b>    | <b>-</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>181,091</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

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**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).

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# APPENDIX

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# Pamplin MediaGroup

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## AFFIDAVIT OF PUBLICATION

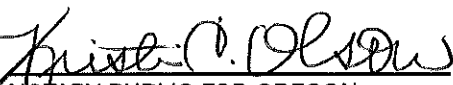
State of Oregon, County of Yamhill, Clackamas, SS I, Charlotte Allsop, being the first duly sworn, depose and say that I am the Accounting Manager of the **Newberg Graphic**, a newspaper of general circulation, serving Newberg in the aforesaid county and state, as defined by ORS 193.010 and 193.020,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

**City of Newberg**  
**NOTICE OF BUDGET COMMITTEE MEETING**  
**on April 21, 2020 at 6:30 p.m.**  
**Ad#: 161293**

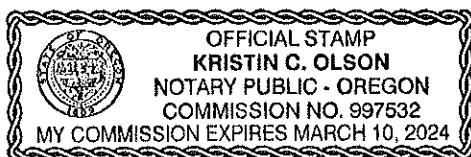
A copy of which is hereto annexed, was published in the entire issue of said newspaper(s) for 1 week(s) in the following issue(s):  
**04/15/2020**

  
Charlotte Allsop (Accounting Manager)

Subscribed and sworn to before me this  
04/15/2020.

  
NOTARY PUBLIC FOR OREGON

Acct #: 102540  
**Attn: Matt Zook**  
NEWBERG, CITY OF  
PO BOX 970  
NEWBERG, OR 97132



## 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, 2020 to June 30, 2021, will be held at the City Hall Permit Conference Room, 414 E. First Street, Newberg, Oregon. The meeting will take place on April 21, 2020 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.

The meeting will be a teleconference style meeting, with only limited city staff at City Hall to facilitate the meeting. To maintain compliance with public meeting laws, a limited number of chairs will be provided in the room for citizens to listen to the meeting and offer public comment; however, social distancing is essential in reducing the spread of the COVID-19 pandemic. The City has taken steps to utilize current technology to make meetings available to the public without increasing the risk of exposure. City officials strongly encourage all citizens that are able to use the video link or phone number provided to listen to the meeting from home. Specific instructions to access the meeting electronically can be found on the City website. The public can also participate by e-mailing in public comments to City Recorder at [sue.ryan@newbergoregon.gov](mailto:sue.ryan@newbergoregon.gov). The audio recording of the meeting will be posted to the City website the day following the meeting.

A copy of the budget document may be inspected or obtained on or after April 15, 2020 at Newberg City Hall, 414 E. First Street, Newberg, Oregon, between the hours of 8:30 a.m. and 4:30 p.m. by appointment with the City Recorder. To view the budget online beginning April 15, 2020, 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.

Matt Zook  
Finance Director  
City of Newberg  
Publish April 15, 2020

NG161293

# Pamplin MediaGroup

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## AFFIDAVIT OF PUBLICATION

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

**City of Newberg**  
**CITY OF NEWBERG PUBLIC HEARING on**  
**April 28, 2020 at 6:30 p.m.**  
**Ad#: 161847**

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):  
**04/22/2020**

*Charlotte Allsop*

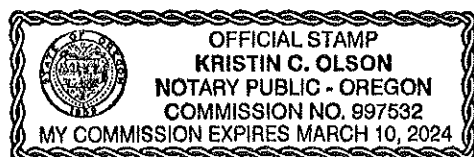
Charlotte Allsop (Accounting Manager)

Subscribed and sworn to before me this  
04/22/2020.

*Kristin C. Olson*

NOTARY PUBLIC FOR OREGON

Acct #: 102540  
**Attn: Matt Zook**  
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, 2020 to June 30, 2021 will be held before the Budget Committee on April 28, 2020, during their meeting which will begin at 6:30 p.m. at the City Hall Permit Conference Room, 414 E. First 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>.

The meeting will be a teleconference style meeting, with only limited city staff at City Hall to facilitate the meeting. To maintain compliance with public meeting laws, a limited number of chairs will be provided in the room for citizens to listen to the meeting and offer public comment; however, social distancing is essential in reducing the spread of the COVID-19 pandemic. The City has taken steps to utilize current technology to make meetings available to the public without increasing the risk of exposure. City officials strongly encourage all citizens that are able to use the video link or phone number provided to listen to the meeting from home. Specific instructions to access the meeting electronically can be found on the City website. The public can also participate by e-mailing in public comments to City Recorder at [sue.ryan@newbergoregon.gov](mailto:sue.ryan@newbergoregon.gov). Written testimony can be mailed to City of Newberg, Attn: Sue Ryan, City Recorder, PO Box 970, Newberg, Oregon, 97132. The audio recording of the meeting will be posted to the City website the day following the meeting.

Matt Zook  
Finance Director  
City of Newberg  
Publish April 22, 2020

NG161847



## Featured

## The Newberg Support Local Challenge

Earn utility rebates for shopping local



*Find out how you can participate today!*

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### What's New

- **Budget Committee Meeting** NOTICE OF BUDGET COMMITTEE MEETING on April 21, 2020 at 6:30 p.m. to discuss the City Budget for the fiscal year 2020-21. The purpose of the meeting...
- **The Newberg Support Local Challenge** En Español This program starts on April 7, 2020! The City of Newberg wants to help our local business community during these challenging times and we...
- **COVID-19 City of Newberg and Community Partner Updates** Información en Español COVID-19 Resources for Businesses and Employees COVID-19 Public Health Information
- **COVID-19 Resources for Businesses and Employees** Información en Español COVID-19 City of Newberg and Community Partner Updates COVID-19 Public Health Information

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### Upcoming Events

Online Storytime - 04/09/2020 - 10:30am  
PLANNING COMMISSION MEETING-\*\*MEETING CANCELLED\*\* - 04/09/2020 - 7:00pm  
AD HOC Urban Renewal Citizens Advisory Committee Meeting - 04/13/2020 - 5:30pm  
Online Storytime - 04/14/2020 - 10:30am

[View All Events](#)


### Key Links

[Agendas/Minutes](#)  
[Bids/RFPs](#)  
[Business Licenses](#)  
[2020 Census](#)  
[Chamber of Commerce](#)

- [City Code](#)
- [Emergency Management](#)
- [Internships](#)
- [Job Opportunities](#)
- [Library](#)
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Newberg City Hall | 414 E. First Street | Newberg, OR 97132 | (503) 538-9421 | M-F 8:30-4:30PM

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✓ Page *Budget Committee Meeting* has been updated.

## Budget Committee Meeting

[View](#) [Edit](#) [Revisions](#) [Clone content](#)

### Calendar Date:

Tuesday, April 21, 2020 - 6:30pm

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

## NOTICE

### Budget Committee Meeting

**Tuesday, April 21, 2020 at 6:30 PM**

*Newberg City Hall Permit Conference Room: 414 E First 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, 2020 to June 30, 2021, will be held at the City Hall Permit Conference Room, 414 E. First Street, Newberg, Oregon. The meeting will take place on April 21, 2020 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.

The meeting will be a teleconference style meeting, with only limited city staff at City Hall to facilitate the meeting. To maintain compliance with public meeting laws, a limited number of chairs will be provided in the room for citizens to listen to the meeting and offer public comment; however, social distancing is essential in reducing the spread of the COVID-19 pandemic. The City has taken steps to utilize current technology to make meetings available to the public without increasing the risk of exposure. City officials strongly encourage all citizens that are able to use the video link or phone number provided to listen to the meeting from home. Specific instructions to access the meeting electronically can be found on the City website. The public can also participate by e-mailing in public comments to City Recorder at [sue.ryan@newbergoregon.gov](mailto:sue.ryan@newbergoregon.gov). The audio recording of the meeting will be posted to the City website the day following the meeting.

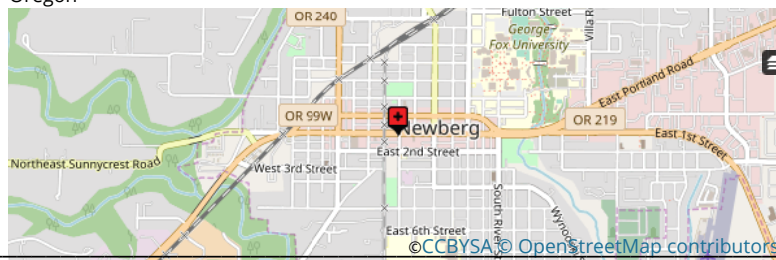
A copy of the budget document may be inspected or obtained on or after April 15, 2020 at Newberg City Hall, 414 E. First Street, Newberg, Oregon, between the hours of 8:30 a.m. and 4:30 p.m. by appointment with the City Recorder. To view the budget online beginning April 15, 2020, visit [City of Newberg's 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

City Hall  
414 E First 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](#)

[Edit Contact Details](#)

[Agendas/Minutes](#)

## Upcoming Events

Budget Committee Meeting - 04/21/2020 - 6:30pm

[View the Budget Committee Calendar](#)

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

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## Featured

## The Newberg Support Local Challenge

Earn utility rebates for shopping local



*Find out how you can participate today!*

## What's New

- **PUBLIC HEARING - Uses of State Revenue Sharing for FY 20-21** PUBLIC HEARING, on April 28, 2020, concerning the possible uses of State Revenue Sharing funds to be received for fiscal year July 1, 2020 to June 30...
- **Budget Committee Meeting** NOTICE OF BUDGET COMMITTEE MEETING on April 28, 2020 at 6:30 p.m. to discuss the City Budget for the fiscal year 2020-21. The purpose of the meeting...
- **City of Newberg Releases 2020-2021 Proposed Budget** Español
- **City of Newberg Public Works Director Leaves Behind Legacy of Innovation** (NEWBERG, OR) – City of Newberg Public Works Director Jay Harris left employment Friday April 3rd with the City of Newberg after eight years to lead...

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## Upcoming Events

LEGO Quarantine Challenge - 04/17/2020 - 10:00am  
Birding (and nature) are fun! Part of the Hobby Share series via Zoom - 04/17/2020 - 2:00pm  
City Council for 4/20/20 - 04/20/2020 - 6:00pm  
Online Storytime - 04/21/2020 - 10:30am

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## Key Links

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[Business Licenses](#)  
[2020 Census](#)  
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Newberg City Hall | 414 E. First Street | Newberg, OR 97132 | (503) 538-9421 | M-F 8:30-4:30PM

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## PUBLIC HEARING - Uses of State Revenue Sharing for FY 20-21

**Calendar Date:**

Tuesday, April 28, 2020 - 6:30pm

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

## PUBLIC HEARING NOTICE

**Uses of State Revenue Sharing for Fiscal Year 2020-2021****April 28, 2020 at 6:30PM***Newberg City Hall Permit Conference Room | 414 E. First Street, Newberg, Oregon*

A Public Hearing concerning possible uses of State Revenue Sharing funds to be received for fiscal year July 1, 2020 to June 30, 2021 will be held before the Budget Committee on April 28, 2020, during their meeting which will begin at 6:30 p.m. at the City Hall Permit Conference Room, 414 E. First 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>.

The meeting will be a teleconference style meeting, with only limited city staff at City Hall to facilitate the meeting. To maintain compliance with public meeting laws, a limited number of chairs will be provided in the room for citizens to listen to the meeting and offer public comment; however, social distancing is essential in reducing the spread of the COVID-19 pandemic. The City has taken steps to utilize current technology to make meetings available to the public without increasing the risk of exposure. City officials strongly encourage all citizens that are able to use the video link or phone number provided to listen to the meeting from home. Specific instructions to access the meeting electronically will be found below once available. The public can also participate by e-mailing in public comments to City Recorder at [sue.ryan@newbergoregon.gov](mailto:sue.ryan@newbergoregon.gov). Written testimony can be mailed to City of Newberg, Attn: Sue Ryan, City Recorder, PO Box 970, Newberg, Oregon, 97132. The audio recording of the meeting will be posted to the City website the day following the meeting.

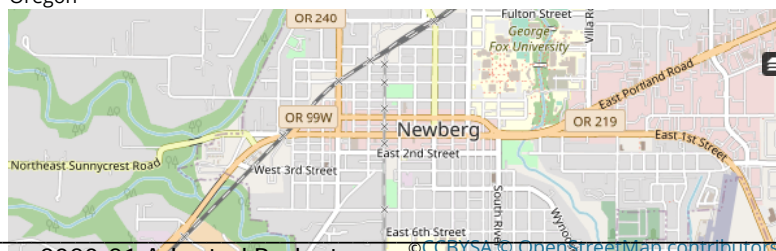
**City of Newberg Annual Budget**

## Meeting Information

**Agenda:** [Agenda \(2 MB\)](#)**Audio/Video:**[Audio](#)

## Location

City Hall  
414 E First 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 Meeting](#) - 04/21/2020 - 6:30pm

[Budget Committee Meeting](#) - 04/28/2020 - 6:30pm

**PUBLIC HEARING - Uses of State Revenue Sharing for FY 20-21 - 04/28/2020 - 6:30pm**

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

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# Pamplin Media Group

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, Clackamas, SS I, Charlotte Allsop, being the first duly sworn, depose and say that I am the Accounting Manager of the **Newberg Graphic**, a newspaper 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 Hearing concerning proposed uses of State Revenue Sharing funds on June 1, 2020, during their meeting which will begin at 7:00 p.m.**  
**Ad#: 165728**

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):  
**05/27/2020**

*Charlotte Allsop*

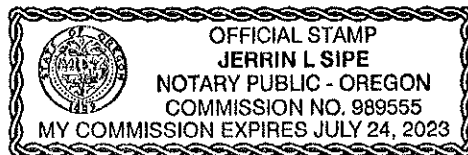
Charlotte Allsop (Accounting Manager)

Subscribed and sworn to before me this  
05/27/2020.

*Jerrin L. Sipe*

NOTARY PUBLIC FOR OREGON

Acct #: 102540  
Attn: **Matt Zook**  
NEWBERG, CITY OF  
PO BOX 970  
NEWBERG, OR 97132



## CITY OF NEWBERG PUBLIC HEARING

A Public Hearing concerning proposed uses of State Revenue Sharing funds to be received for fiscal year July 1, 2020 to June 30, 2021 will be held before the City Council on **June 1, 2020**, during their meeting which will begin at 7:00 p.m. at the City Hall Permit Conference Room, 414 E. First Street, Newberg, Oregon. The public is invited to comment on the proposed uses of State Revenue Sharing funds. This notice is also posted at <http://www.newbergoregon.gov>.

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Matt Zook  
Finance Director  
City of Newberg  
Publish May 27, 2020

NG165728

# Pamplin MediaGroup

6605 SE Lake Road, Portland, OR 97222  
PO Box 22109 Portland, OR 97269-2169  
Phone: 503-684-0360 Fax: 503-620-3433  
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**City of Newberg**  
**NOTICE OF BUDGET HEARING on June 1,**  
**2020 at 7:00 pm LB-1**  
**Ad#: 165902**

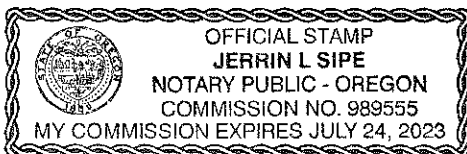
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*Charlotte Allsop*  
Charlotte Allsop (Accounting Manager)

Subscribed and sworn to before me this  
05/27/2020.

*Jerrin L. Sipe*  
NOTARY PUBLIC FOR OREGON

Acct #: 102540  
Attn: Matt Zook  
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 1, 2020 at 7:00 pm at the City Hall Permit Conference Room, 414 E. First Street, Newberg, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2020 as approved by the City of Newberg Budget Committee.

The meeting will be a teleconference style meeting with only limited city staff at City Hall to facilitate the meeting. To maintain compliance with public meeting laws, a limited number of chairs will be provided in the room for citizens to listen to the meeting and offer public comment; however, social distancing is essential in reducing the spread of the COVID-19 pandemic. The City has taken steps to utilize current technology to make meetings available to the public without increasing the risk of exposure. City officials strongly encourage all citizens that are able to use the video link or phone number provided to listen to the meeting from home. Specific instructions to access the meeting electronically can be found on the City website. The public can also participate by e-mailing in public comments to City Recorder at sue.ryan@newbergoregon.gov. The audio recording of the meeting will be posted to the City website the day following the meeting.

A summary of the budget is presented below. A copy of this 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. by appointment with the City Recorder. 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  |                          | FINANCIAL SUMMARY - REQUIREMENTS    |                                      |
|--|--------------------------|-------------------------------------|--------------------------------------|
|  | Actual Amount<br>2018-19 | Adopted Budget<br>This Year 2019-20 | Approved Budget<br>Next Year 2020-21 |
| <b>TOTAL OF ALL FUNDS</b>  |                          |                                     |                                      |
| Beginning Fund Balance/Net Working Capital   | 47,460,862               | 47,440,406                          | 48,133,750                           |
| Fees, Licenses, Permits, Fines, Assessments & Other Service Charges  | 23,928,461               | 25,940,385                          | 22,958,756                           |
| Federal, State and all Other Grants, Gifts, Allocations and Donations  | 4,385,759                | 5,322,120                           | 5,108,089                            |
| Revenue from Bonds and Other Debt  | 146,496                  | 0                                   | 0                                    |
| Interfund Transfers / Internal Service Reimbursements  | 14,442,856               | 26,173,404                          | 25,016,415                           |
| All Other Resources Except Current Year Property Taxes   | 5,312,894                | 4,295,311                           | 2,821,622                            |
| Current Year Property Taxes Estimated to be Received   | 4,915,842                | 5,124,145                           | 5,517,379                            |
| <b>Total Resources</b>   | <b>100,593,170</b>       | <b>113,895,771</b>                  | <b>109,575,511</b>                   |
| <b>FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION</b>   |                          |                                     |                                      |
| Personnel Services   | 18,761,269               | 18,761,269                          | 18,387,797                           |
| Materials and Services   | 12,852,759               | 15,636,713                          | 14,898,747                           |
| Capital Outlay   | 7,739,931                | 22,648,817                          | 21,163,769                           |
| Debt Service   | 4,607,404                | 4,028,397                           | 3,876,111                            |
| Interfund Transfers  | 6,381,085                | 18,005,854                          | 17,500,237                           |
| Contingencies  | 0                        | 22,779,434                          | 20,848,977                           |
| Special Payments   | 863,514                  | 558,362                             | 738,975                              |
| Unappropriated Ending Balance & Reserved for Future Expenditure  | 0                        | 11,216,925                          | 12,160,701                           |
| <b>Total Requirements</b>  | <b>50,030,119</b>        | <b>113,895,771</b>                  | <b>109,575,511</b>                   |
| <b>FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *</b> |                          |                                     |                                      |
| Name of Organizational Unit or Program   |                          |                                     |                                      |
| FTE for that unit or program   |                          |                                     |                                      |
| Police   | 7,492,896                | 8,614,007                           | 8,012,042                            |
| FTE  | 38.50                    | 37.50                               | 37.50                                |
| Communications   | 1,663,070                | 2,110,429                           | 1,949,740                            |

A public meeting of the Newberg City Council will be held on June 1, 2020 at 7:00 pm at the City Hall Permit Conference Room, 414 E. First Street, Newberg, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2020 as approved by the City of Newberg Budget Committee.

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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>2018-19 | Adopted Budget<br>This Year 2019-20 | Approved Budget<br>Next Year 2020-21 |
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| <b>Total Resources</b>  | <b>100,593,170</b>       | <b>113,695,771</b>                  | <b>109,575,511</b>                   |

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|---|-------------------|--------------------|--------------------|
| Name of Organizational Unit or Program<br>FTE for that unit or program  |                   |                    |                    |
| Police  | 7,492,896         | 8,614,007          | 8,012,047          |
| FTE   | 38.50             | 38.50              | 37.50              |
| Communications  | 1,663,070         | 2,110,429          | 1,949,740          |
| FTE   | 11.25             | 11.25              | 10.50              |
| Municipal Court   | 313,254           | 351,817            | 332,780            |
| FTE   | 1.83              | 1.80               | 1.70               |
| Library   | 1,871,415         | 2,124,386          | 1,796,600          |
| FTE   | 12.44             | 12.44              | 12.07              |
| Planning & Building   | 1,675,956         | 1,964,505          | 2,219,715          |
| FTE   | 8.65              | 8.77               | 8.78               |
| PW Engineering  | 4,998,046         | 5,664,071          | 5,594,838          |
| FTE   | 10.50             | 11.00              | 11.00              |
| PW Street Maintenance   | 817,726           | 2,111,230          | 2,605,631          |
| FTE   | 2.60              | 2.85               | 1.50               |
| PW Wastewater   | 3,278,130         | 4,395,379          | 4,516,473          |
| FTE   | 17.69             | 17.94              | 17.45              |
| PW Water  | 2,271,477         | 2,586,842          | 2,730,362          |
| FTE   | 11.42             | 10.67              | 11.18              |
| PW Stormwater   | 541,169           | 667,392            | 680,338            |
| FTE   | 4.32              | 4.57               | 4.42               |
| PW Fleet & Facilities   | 1,100,248         | 1,530,083          | 1,426,287          |
| FTE   | 2.70              | 2.70               | 2.45               |
| General Government  | 628,552           | 1,006,159          | 431,049            |
| FTE   | 0.06              | 0.00               | 0.00               |
| City Manager's Office   | 617,939           | 648,989            | 572,635            |
| FTE   | 4.00              | 4.00               | 3.00               |
| Human Resources   | 187,788           | 231,987            | 259,146            |
| FTE   | 1.50              | 1.50               | 1.70               |
| Finance   | 1,106,202         | 1,384,423          | 1,231,073          |
| FTE   | 7.00              | 7.00               | 7.00               |
| Information Technology  | 1,279,539         | 1,432,097          | 1,336,426          |
| FTE   | 6.50              | 6.50               | 6.00               |
| Legal   | 445,561           | 503,017            | 506,314            |
| FTE   | 3.40              | 3.40               | 3.30               |
| Not Allocated to Organizational Unit or Program   | 19,741,151        | 76,368,958         | 73,374,057         |
| FTE   | 0.00              | 0.00               | 0.00               |
| <b>Total Requirements</b>   | <b>50,030,119</b> | <b>113,695,771</b> | <b>109,575,511</b> |
| <b>Total FTE</b>  | <b>144.36</b>     | <b>144.89</b>      | <b>139.55</b>      |

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

Due to the coronavirus pandemic, the City of Newberg is projecting to receive less resources amongst most funds with an overall decrease of \$4M. Some of the more notable reductions in resources are transient lodging tax, system development charges, and interest earnings. In response to the decreased resources, the City has reduced expenditures overall, including personnel (reduction of FTE by 5.34) and capital improvement projects (postponed). The details for each fund can be found in the Approved Budget document as referenced above.

**PROPERTY TAX LEVIES**

|   | Rate or Amount Imposed<br>2018-19 | Rate or Amount Imposed<br>This Year 2019-20 | Rate or Amount Approved<br>Next Year 2020-21 |
|---|-----------------------------------|---|--|
| Permanent Rate Levy (rate limit 4.3827 per \$1,000) | 2.5000                            | 2.5750                                      | 2.6523                                       |
| 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              | \$6,510,000                             | \$0  |
| Other Borrowings         | \$28,089,211                            | \$572,290  |
| <b>Total</b>             | <b>\$34,599,211</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. 11-18)





## RESOLUTION No. 2020-3672

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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 28, 2020. 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 1, 2020. Both of these meetings were properly notified in the Newberg Graphic on April 22, 2020 and May 27, 2020.

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

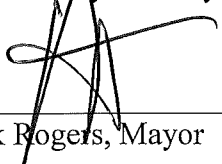
Section 1. Pursuant to ORS 221.770, the City hereby elects to receive state revenues for fiscal year 2020-21.

- **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: June 2, 2020.

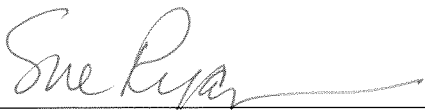
**ADOPTED** by the City Council of the City of Newberg, Oregon, this 1<sup>st</sup> day of June, 2020.

  
\_\_\_\_\_  
Sue Ryan, City Recorder

**ATTEST** by the Mayor this 4th day of June, 2020.

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

I certify that a public hearing before the Budget Committee was held on April 28, 2020 and a public hearing before the City Council was held on June 1, 2020, giving citizens an opportunity to comment on use of State Revenue Sharing.

  
\_\_\_\_\_  
Sue Ryan, City Recorder



## **RESOLUTION No. 2020-3673**

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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:

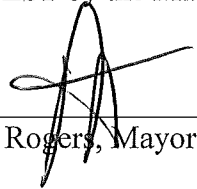
- (1) Police protection
- (2) Street construction, maintenance, and lighting
- (3) Sanitary sewer
- (4) Storm sewers
- (5) Planning, zoning, and subdivision control
- (6) Water utility service

➤ **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: June 2, 2020.

**ADOPTED** by the City Council of the City of Newberg, Oregon, this 1<sup>st</sup> day of June, 2020.

  
\_\_\_\_\_  
Sue Ryan, City Recorder

**ATTEST** by the Mayor this 4th day of June, 2020.

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



## RESOLUTION No. 2020-3674

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**A RESOLUTION ADOPTING THE CITY OF NEWBERG, OREGON  
BUDGET FOR THE 2020-2021 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 2020-21 budget on May 5, 2020.
2. The notice of this budget hearing and financial summary (Form LB-1) was published in the May 27, 2020 Newberg Graphic.
3. A public hearing on the approved budget was held on June 1, 2020.

### 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 2020-21 in the total of \$109,575,511 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, 2020, and for the purposes shown below are hereby appropriated:

#### General Fund (01)

|                         |            |
|-------------------------|------------|
| General Government      | 230,908    |
| Municipal Court         | 332,510    |
| Police                  | 7,276,694  |
| Communications          | 1,315,528  |
| Library                 | 1,742,716  |
| Planning                | 1,308,317  |
| Transfers               | 386,385    |
| Contingency             | 936,608    |
| Total General Fund (01) | 13,529,666 |

|                         |           |
|-------------------------|-----------|
| <u>Street Fund (02)</u> |           |
| Public Works            | 1,598,464 |
| Special Payments        | 100,000   |
| Transfers               | 1,461,500 |
| Contingency             | 1,437,025 |
| Total Street Fund (02)  | 4,596,989 |

|                                   |     |
|-----------------------------------|-----|
| <u>Civil Forfeiture Fund (03)</u> |     |
| Police                            | 430 |
| Total Civil Forfeiture Fund (03)  | 430 |

|   |            |
|---|------------|
| <u>Proprietary Capital Projects Fund (04)</u> |            |
| Capital Projects                              | 12,502,680 |
| Total Proprietary Capital Projects Fund (04)  | 12,502,680 |

|                             |            |
|-----------------------------|------------|
| <u>Wastewater Fund (06)</u> |            |
| Public Works                | 6,306,339  |
| Special Payments            | 50,000     |
| Debt Service                | 1,649,568  |
| Transfers                   | 4,749,285  |
| Contingency                 | 2,891,613  |
| Total Wastewater Fund (06)  | 15,646,805 |

|                        |            |
|------------------------|------------|
| <u>Water Fund (07)</u> |            |
| Public Works           | 4,449,734  |
| Debt Service           | 413,139    |
| Transfers              | 5,506,731  |
| Contingency            | 3,110,881  |
| Total Water Fund (07)  | 13,480,485 |

|                                      |           |
|--------------------------------------|-----------|
| <u>Building Inspection Fund (08)</u> |           |
| Building Inspection                  | 767,073   |
| Transfers                            | 16,810    |
| Contingency                          | 1,612,601 |
| Total Building Inspection Fund (08)  | 2,396,484 |

|                               |         |
|-------------------------------|---------|
| <u>Debt Service Fund (09)</u> |         |
| Debt Service                  | 800,531 |
| Total Debt Service Fund (09)  | 800,531 |

|                                  |         |
|----------------------------------|---------|
| <u>9-1-1 Emergency Fund (13)</u> |         |
| Communications                   | 327,152 |
| Contingency                      | 35,231  |
| Total 9-1-1 Emergency Fund (13)  | 362,383 |

Economic Development Fund (14)

|                  |         |
|------------------|---------|
| Planning         | 103,966 |
| Special Payments | 558,975 |
| Transfers        | 3,000   |
| Contingency      | 183,648 |

|                                      |         |
|--------------------------------------|---------|
| Total Economic Development Fund (14) | 849,589 |
|--------------------------------------|---------|

Public Safety Fee Fund (16)

|                |         |
|----------------|---------|
| Police         | 356,250 |
| Communications | 259,771 |
| Contingency    | 42,100  |

|                                   |         |
|-----------------------------------|---------|
| Total Public Safety Fee Fund (16) | 658,121 |
|-----------------------------------|---------|

Stormwater Fund (17)

|              |           |
|--------------|-----------|
| Public Works | 1,530,543 |
| Transfers    | 801,175   |
| Contingency  | 751,365   |

|                            |           |
|----------------------------|-----------|
| Total Stormwater Fund (17) | 3,083,083 |
|----------------------------|-----------|

Street Capital Projects Fund (18)

|                  |           |
|------------------|-----------|
| Capital Projects | 4,019,000 |
|------------------|-----------|

|   |           |
|---|-----------|
| Total Street Capital Projects Fund (18) | 4,019,000 |
|---|-----------|

Transient Lodging Tax Fund (19)

|                    |         |
|--------------------|---------|
| General Government | 200,141 |
| Special Payments   | 30,000  |
| Transfers          | 368,859 |
| Contingency        | 2,980   |

|                                       |         |
|---------------------------------------|---------|
| Total Transient Lodging Tax Fund (19) | 601,980 |
|---------------------------------------|---------|

Parking Fee In Lieu Fund (20)

|           |        |
|-----------|--------|
| Transfers | 39,000 |
|-----------|--------|

|                                     |        |
|-------------------------------------|--------|
| Total Parking Fee In Lieu Fund (20) | 39,000 |
|-------------------------------------|--------|

Governmental Capital Projects Fund (21)

|                  |         |
|------------------|---------|
| Capital Projects | 975,241 |
|------------------|---------|

|   |         |
|---|---------|
| Total Governmental Capital Projects Fund (21) | 975,241 |
|---|---------|

Library Gift & Memorial Fund (22)

|             |        |
|-------------|--------|
| Library     | 34,680 |
| Contingency | 9,175  |

|   |        |
|---|--------|
| Total Library Gift & Memorial Fund (22) | 43,855 |
|---|--------|

Admin / Support Services Fund (31)

|  |           |
|--|-----------|
| City Manager's Office                    | 829,139   |
| Finance                                  | 1,191,584 |
| General Office                           | 261,938   |
| Information Technology                   | 1,276,596 |
| Legal                                    | 505,862   |
| Public Works                             | 905,807   |
| Insurance                                | 490,000   |
| Transfers                                | 3,362     |
| Contingency                              | 218,511   |
| Total Admin / Support Services Fund (31) | 5,682,799 |

Vehicle / Equipment Replacement Fund (32)

|   |           |
|---|-----------|
| City Manager's Office                           | 1,563     |
| Human Resources                                 | 1,079     |
| Finance   | 39,489    |
| Information Technology                          | 59,830    |
| Legal   | 452       |
| Municipal Court                                 | 270       |
| Police  | 378,673   |
| Communications                                  | 47,289    |
| Library   | 19,204    |
| Planning  | 3,174     |
| Building Inspection                             | 37,185    |
| Public Works                                    | 2,344,180 |
| Facilities Repair / Maintenance                 | 418,862   |
| Total Vehicle / Equipment Replacement Fund (32) | 3,351,250 |

Street System Development Fund (42)

|   |           |
|---|-----------|
| Transfers                                 | 2,518,500 |
| Contingency                               | 3,529,157 |
| Total Street System Development Fund (42) | 6,047,657 |

Stormwater System Development Fund (43)

|   |         |
|---|---------|
| Transfers                                     | 82,825  |
| Contingency                                   | 192,356 |
| Total Stormwater System Development Fund (43) | 275,181 |

Wastewater System Development Fund (46)

|   |           |
|---|-----------|
| Debt Service                                  | 211,226   |
| Transfers                                     | 1,562,805 |
| Contingency                                   | 5,895,721 |
| Total Wastewater System Development Fund (46) | 7,669,752 |

Water System Development Fund (47)

Debt Service

801,849

Total Water System Development Fund (47)

801,849

**Total Appropriations**

**97,414,810**

Unappropriated Fund Balance - General Fund (01)

1,100,000

Unappropriated Fund Balance - Debt Service Fund (09)

4,459

Reserves - Wastewater Fund (06)

4,999,766

Reserves - Water Fund (07)

5,829,241

Reserves - Street Capital Projects Fund (18)

213,001

Reserves - Stormwater SDC Fund (43)

14,234

**Total Adopted Budget**

**109,575,511**

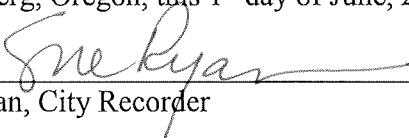
3. Imposing the Tax. The City Council of the City of Newberg imposes the following ad valorem property taxes upon the assessed value of all taxable property within the district at the rate of \$2.6523 per \$1,000 of assessed value for permanent rate tax.
4. Categorizing the Tax. The City Council of the City of Newberg categorizes the imposed taxes for purposes of Article XI section 11b as:

|                    | <u>General Government<br/>Limitation</u> | <u>Excluded from<br/>the Limitation</u> |
|--------------------|--|---|
| Permanent Rate Tax | \$2.6523 per \$1,000.00 TAV              |   |

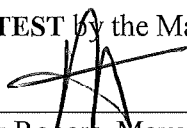
5. The Finance Director is authorized and directed to certify the levy with the Yamhill County Assessor and Yamhill County Clerk.

➤ **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is June 2<sup>nd</sup>, 2020.

**ADOPTED** by the City Council of the City of Newberg, Oregon, this 1<sup>st</sup> day of June, 2020.

  
Sue Ryan, City Recorder

ATTEST by the Mayor this 4<sup>th</sup> day of June, 2020.

  
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**  
**2020-2021**

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

|                             |                         |                       |                                    |                  |
|-----------------------------|-------------------------|-----------------------|------------------------------------|------------------|
| <u>PO Box 970</u>           | <u>Newberg</u>          | <u>OR</u>             | <u>97132</u>                       | <u>6/23/2020</u> |
| Mailing Address of District | City                    | State                 | ZIP code                           | Date             |
| <u>Matt Zook</u>            | <u>Finance Director</u> | <u>(503) 537-1216</u> | <u>matt.zook@newbergoregon.gov</u> |                  |
| Contact Person              | Title                   | Daytime Telephone     | 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   | \$2.6523 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. |  |  |
| 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. |  | <b>0</b>   |

## PART II: RATE LIMIT CERTIFICATION

|  |   |                 |
|--|---|-----------------|
| 6. Permanent rate limit in dollars and cents per \$1,000 . . . . .   | 6 | <b>\$4.3827</b> |
| 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 district</b> . . . . .               | 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.