

2021 - 2022 Adopted Budget



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2021-22 ADOPTED BUDGET

Members of the Budget Committee

Newberg City Council



Rick Rogers
Mayor



Elise Yarnell
Hollamon
District 1



Julia Martinez
Plancarte
District 2



Denise Bacon
District 3



Bryce Coefield
District 4



Mike McBride
District 5



Stephanie
Findley
District 6

Appointed Budget Committee Members:

Solomon Allen
Timothy Carpenter
Beth Koschmann
Lozelle Mathai
Greg Meenahan
Molly Olson
Brad Sitton

City Manager Dan Weinheimer

Assistant City Manager Kezia Wanner

Department Heads

Jeff Kosmicki, Interim Police Chief
Doug Rux, Community Development Director
Russ Thomas, Public Works Director
James Walker, City Attorney,
Miller Nash Graham and Dunn LLP.
Kezia Wanner, Administrative Services Director
Will Worthey, Library Director

Rob Moody of Merina + Co. was contracted to develop the City's FY 2021-22 Budget

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BUDGET OVERVIEW

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2021-22 BUDGET MESSAGE

On behalf of the management team and our evolving Finance Division staff, I present to you the City's Fiscal Year (FY) 2021-22 proposed budget. This budget is my second as Newberg City Manager and it reflects a year's worth of experience, observation and a full year of responding to COVID-19.

Budgets are a reflection of an organization's priorities; strategic planning is wasted without funding. This budget builds on an organizational transformation that was started in 2020. Priorities that this budget addresses include – starting community COVID-19 recovery; funding City Council and our Community Vision goals; a focus on achievable work that meets short and long-term needs; and restructuring City operations for a more customer service oriented approach.

Due to the ongoing effects of COVID-19 on the global economy, the City does not project having a great deal of funding available in FY2021-22. This budget reflects a status quo budget with some smaller additions targeted at priority projects. Some planned items involve adjusting existing assets and plans to better use what we have, rather than adding more to the budget. An ongoing review of our assets and programs will be planned as part of the normal course of doing business with the goal of identifying opportunities to improve without adding funds to the budget.

Budget Development Changes

Due to the recent departures of Finance Division leadership and their institutional knowledge, developing the FY 2021-22 budget was both a challenge and an opportunity. We utilized a contract with Merina + Co to provide finance support and budget development assistance. The fresh set of eyes on the budget document resulted in some structural changes to both the budget and fund allocations.

Changes in the FY 2021-22 budget were made to streamline information and create a document that is easier to read and reference. We have eliminated some redundancies in department and program detail. Additionally, we have combined data about our full time equivalent (FTE) positions with the salary schedule information. In previous years, the City's budget presented information on superseded funds (funds no longer required in the budget). This budget does not contain those funds, nor the legal publications. Rather, we will provide background and supporting documents on the City's website as a more permanent location to find budget information.

Also of note, in the current budget document, we have eliminated unnecessary interfund transfers. In the past, we recorded revenues in one fund and then transferred the monies to be expended in a different fund. This year, we simply recorded both the revenue and related expenditure in the primary fund. This change may appear as though some funds suddenly grew in size but instead means that funds that had been transferred out (and in some cases back at a later date) are maintained in the original fund. This change is both a workload efficiency and a structural one.

Coronavirus Disease (COVID-19) Pandemic Response

In March 2021, the United States marked a year after the onset of the Coronavirus Disease Pandemic. Since that time, there have been more than 545,000 deaths in the United States and more than 30 million documented infections (source: CDC Covid Data Tracker). The national and state response to control COVID spread limited the public health impacts but also caused lasting economic challenges. At last, there is hope with vaccinations becoming widely available to control transmission and limit severity of cases.

This budget reflects the reality that COVID has had – and will have – an impact on operating revenues. The City expects to see a reduction in property tax payments and many fees and taxes as community members struggle through unemployment or reduced employment caused by pandemic closures. Many businesses were unable to weather the COVID closures and those that have been severely impacted – those that provide in-person, close contact service – are facing a prolonged recovery. Events are still only occurring under limitation and restrictions, if at all.

The pandemic recovery appears to be beginning, but the path and timetable remain uncertain. The City spent federal COVID-19 recovery funds received in 2020 on materials and staffing needed to maintain service levels, technology resources needed for staff to work remotely, community support funding, and on partnership projects with the Newberg School District (funding hotspots for families working and learning from home) and with the Spencer Family Foundation (funding feasibility studies of two locations for a childcare community center project).

Additional federal funding was approved on March 11, 2021 in the American Rescue Plan (ARP) and Newberg should receive funds over FY 2021-22 and FY 2022-23, but due to the uncertainty of those allocations, and the rules governing their use, they are not included in this budget. Instead, as federal funds are received, the plan is to reconvene the Budget Committee in the first quarter of FY 2021-22 for consideration of a supplemental budget to allocate those monies.

General Fund Structural Deficit

A “structural deficit” is brought about by an imbalance between ongoing revenue and forecasted expenditure growth. The Government Finance Officers Association (GFOA) recommends that a healthy budget supports financial sustainability many years into the future. This often requires adopting financial policies aimed at maintaining structurally sound fund budgets. A policy should include steps the organization will take to assure recurring revenues are equal to recurring expenditures in the adopted budget.

Newberg’s General Fund includes general government (City Council), police, library, and planning. Current revenue does not meet the ongoing expenditures within this fund – the projected FY 2021-22 shortfall is \$625,000. To balance the General Fund, in the past the City has used reserves or one-time funds from asset sales. This is not sustainable and it is irresponsible to ignore the situation.

This structural deficit in the General Fund was years in the making and so, rather than attempt to balance the fund in one year, this budget addresses some of the imbalance and recommends that City Council, the Budget Committee, and staff work on strategies over the next year that will systemically address the problem. The approach of chipping away at the imbalance over several years assures continuity of expected services and service levels – without promising new ones – so that there are not “trap doors” where stakeholders see City services dramatically diminish.

Some ideas we are considering to address the structural deficit in the future include:

- Increasing the Public Safety Fee that was adopted in 2009. That fee on equivalent dwelling units was initially established to fund three police officers but was not adopted with an escalator to keep up with ongoing costs. The fee now only covers two officers. A modest fee increase could relieve the General Fund of some salary costs.
- Reducing staffing in some of the funded departments – this could be done through leaving positions unfilled after retirements and freezing vacant positions to create a minimal impact.
- Considering dedicated fees for other services currently included in the General Fund.
- Reducing services or service levels in the departments funded with General Fund monies.

The proposed budget includes plans to remove about \$238,000 from the structural deficit through a reduction in planned activities and modest increases in the public safety fee.

Implementation of City Council Goals

The City Council adopted five long-range goals in January 2020. Staff was able to complete a good deal of work on each goal in FY 2020-21 and more is planned on each goal in FY 2021-22. Achieving progress on the Council's goals provides a framework for how we considered adding to the budget and directed short and long-term work plans.

The City Council Goals and planned FY 2021-22 work highlights:

- Change operational culture to one focused on customer service and act to resolve ongoing legal disputes.
 - Continue organizational restructuring and updates of processes, policies and procedures with an eye for efficiency, quality and customer service
- Further develop an operational culture that adopts and cherishes diversity, equity, and inclusion as core values.
 - Implement recommendations from the completed equity assessment, build engagement program with Latinx population, and look to add training for staff
- Promote development of affordable and workforce housing such as houselessness, transitional housing, and workforce housing.
 - Hire a Housing Planner to implement an extensive work plan of housing-related initiatives

- Create and support an Urban Renewal Authority (URA)
 - Complete the adoption of the URA in 2021 and begin the work program
- Collaborate with local partners and with entities like ICLEI in the development of a sustainability program.
 - Identify projects to work with the community sustainability group and identify internal steps that can be taken to increase energy efficiency and reduce waste

Administrative Services Reorganization

This budget funds a reorganization of the City's internal services to address the City Council's goal to, "change operational culture to one focused on customer service and act to resolve ongoing legal disputes." The restructure of finance, information technology, and human resources into an Administrative Services Department consolidates what had been three separate structures into a single cohesive department. The new department will be led by the Assistant City Manager and this reorganization will include the creation of manager positions supervising divisions rather than director-level positions supervising standalone departments.

The FY 2021-22 work program for Administrative Services will include ongoing work in aligning the three functions, evaluating roles and opportunities for improving existing processes, considering technology solutions that could offer efficiencies, and aligning expectations with other departments through service level agreements.

Administrative Services will increase customer service by:

- Leveraging internally-focused resources to streamline processes and procedures
- Evaluating the legacy system in finance in order to determine opportunities to streamline, reduce paper, and improve employee self-service – this may result in replacing or upgrading the system
- Creating a shared expectation with other staff through service level agreements
- Utilizing data to assist decision-makers to make better choices

The reorganization will change all three divisions' staffing and operational makeup. The staffing changes in making this change include:

- Moving the current Information Technology Director to a technology role within the Newberg-Dundee Police Department (NDPD). This new role acknowledges that the technology needs in NDPD are significant – including ongoing support of computer aided dispatch (CAD) technology, records management system (RMS), mobile data terminals (MDTs) in each officer's vehicle, and the anticipated acquisition of body-worn cameras. Making this change will provide NDPD with an information technology project manager to manage departmental needs.
- Assigning other information technology staff to work with large departments in a similar partnership support model. The idea behind this model is to have individuals knowledgeable in the business operations needs of various departments, supporting technology systems, with the ability to manage projects as business needs evolve.

- Reclassifying the roles of Finance Director and Assistant Finance Director to Finance Manager and Financial or Management Analyst respectively. These role changes take advantage of vacancies in both positions to make a fundamental change in duties that will allow the City to more regularly use financial data to make decisions. The Finance Manager position will have day-to-day responsibilities and will oversee the finance and accounting function. The Analyst position would be new to Newberg and is intended to work on financial forecasting, cost projections, resource estimates, data analysis, performance measurement, and process improvement.
- Addition of a Human Resources Manager position. Human resources currently operates using the talents and time of a part-time project specialist and the Assistant City Manager. Neither is able to offer a full-time focus on the City's needs. With the restructuring, adding a Human Resources Manager whose role is focused full-time on operations and implementation of the human resources functions is critical. This year, COVID-19 response was added to an already substantial human resources workload, and without an added position important work is often delayed or deferred.

Other Notable Work Program Highlights

Externally, the budget funds several enhancements:

- A Community Engagement Specialist role (\$109,300) that will add to the existing public engagement and relationship building resources. The intent of this position is to hire a bilingual person and build relationships with the growing Latinx resident population of Newberg. Relationships between the City and this population can help assure better service provision through more direct feedback.
- A Senior Librarian position (\$112,000), both extending hours of operation for the Library and adding to program offerings. The intent would be to hire a bilingual librarian who can help create additional Spanish-language content and support cultural engagement with our Latinx patrons.
- The Economic Health Manager position, added in FY 2020-21, will continue to work on direct business outreach and support, implementation of the Newberg Economic Development Strategy (NEDS), and act as an internal problem solver for businesses struggling with City processes. The Economic Health Manager will spearhead business retention, relocation, recovery, expansion and technical assistance activities for the City. This position helps address community needs with a dedicated responsible staff member.
- Capital Improvement Program (CIP) projects are funded at \$21,413,501 to address infrastructure needs throughout the community, plan for future service needs, and to make Newberg more accessible to residents of all abilities. This amount is increased from the \$8,326,788 dedicated in FY 2020-2021. The increase reflects new work and ongoing projects that were pushed from one fiscal year to the next due to unforeseen circumstances.
- Acquisition of body-worn cameras for Newberg-Dundee Police Department patrol staff. Body-worn cameras can help police perform their jobs in a number of ways – documenting a scene, and providing actionable evidence or training

opportunities. The City expects to apply for a grant to implement a body-worn camera program and hopes to offset some or all of the equipment acquisition and implementation costs. This project is not budgeted in FY2021-22 in the hopes of receiving that grant. Staff have researched options available from many vendors and estimate year one costs at \$85,000 and project that the cameras and related equipment carry an ongoing cost of about \$85,000-90,000 annually.

- Ongoing work on an Urban Renewal Agency and activities that will support implementation of the Riverfront Master Plan and Downtown Master Plan. The anticipated cost of related work is \$360,000, mostly in urban growth boundary (UGB) expansion work.

Internally, the budget funds:

- Additional attorney services. In December 2020, the Council entered into a contract with Miller, Nash, Graham & Dunn to provide the City Attorney function. This change was made to address the current and anticipated workload and complexity of legal matters facing the City. The contract placed a designated City Attorney and also leveraged the expertise of several of the firm's other attorneys. This contract is budgeted at \$500,000 for its first full year – an amount greater than the City spent previously. This increase in funds was expected as the firm gets up to speed on Newberg matters, staff adjust to the new model, and planned work includes complex legal matters. A review for opportunities to control attorney costs will be undertaken before the next fiscal year.
- Asset management and planning for replacement funding as a critical business continuity and cost containment process. The City will undertake an asset inventory and begin the process of cost and lifecycle evaluation in order to better plan for future budgets. The effort may also include space needs and considering future asset planning. This project is expected to use existing Cartegraph software.
- Evaluation of financial software for long-term needs (\$30,000) as part of the City's desire to find software capable of accommodating ongoing remote work, improving financial oversight, and to empower departments to better manage their operations.

FY 2020-21 was a year most of us would like to forget due to the ongoing, unrelenting disruption to life from the global COVID-19 response. Despite the hardships, Newberg staff was able to maintain essential services, provide community support, and still accomplish a great deal of work in support of our community. The City is experiencing a period of transformation – some of which was already noted above – and staff has proven themselves to be dedicated to supporting Newberg residents and businesses.

With this budget, the City is positioning itself to make strides forward on key community impact projects and to support community COVID-19 recovery. I am hopeful that we will soon be back together in person and celebrating all the wonderful aspects of life in Newberg.

Thank you to Rob Moody with Merina + Co for assistance in producing the budget. Thank you as well to the finance and other department staff that spent time preparing budgets. Thank you to the Budget Committee and the City Council for the time and consideration of the City's FY 2021-22 budget.

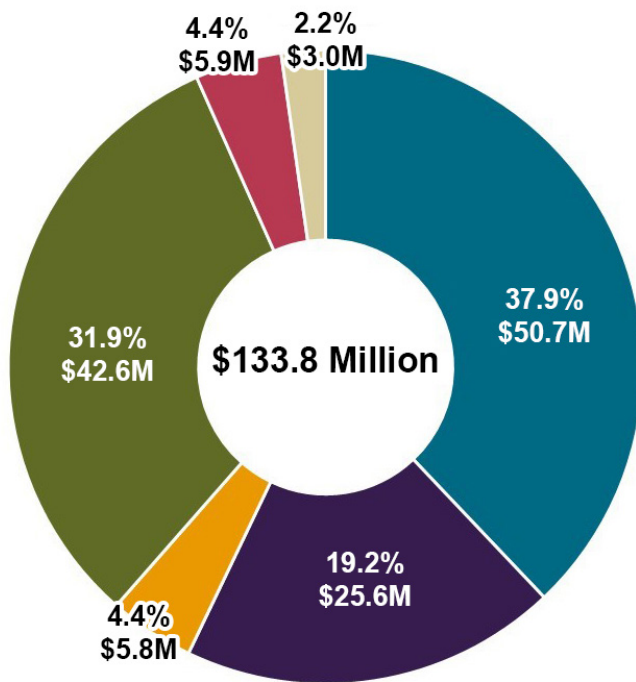


Respectfully,

A handwritten signature in blue ink that reads "Dan Weinheimer". The signature is stylized, with the first name "Dan" written in a cursive-like script and the last name "Weinheimer" in a more formal, slightly cursive script.

Dan Weinheimer
City Manager

REVENUE - WHERE DOES THE MONEY COME FROM?



Beginning Balances - \$50.7M

Cities carry over beginning balances from year to year for a variety of reasons. The beginning balance includes reserves we have to support seasonal variations, funds for future capital projects, and emergency funds.

Providing Services - \$25.6M

This is the money we receive for providing services. It includes residents and businesses paying for water, wastewater, permit fees, business licenses, and more.

Property Taxes - \$5.8M

18.3% of property taxes that businesses and residents pay goes to the City for services. You can see where the rest of this money goes below.

Internal Charges for Services - \$42.6M

This money represents the services our internal services provide to one another. This includes things like vehicle services, technology, and more.

Payments from other Governments - \$5.9M

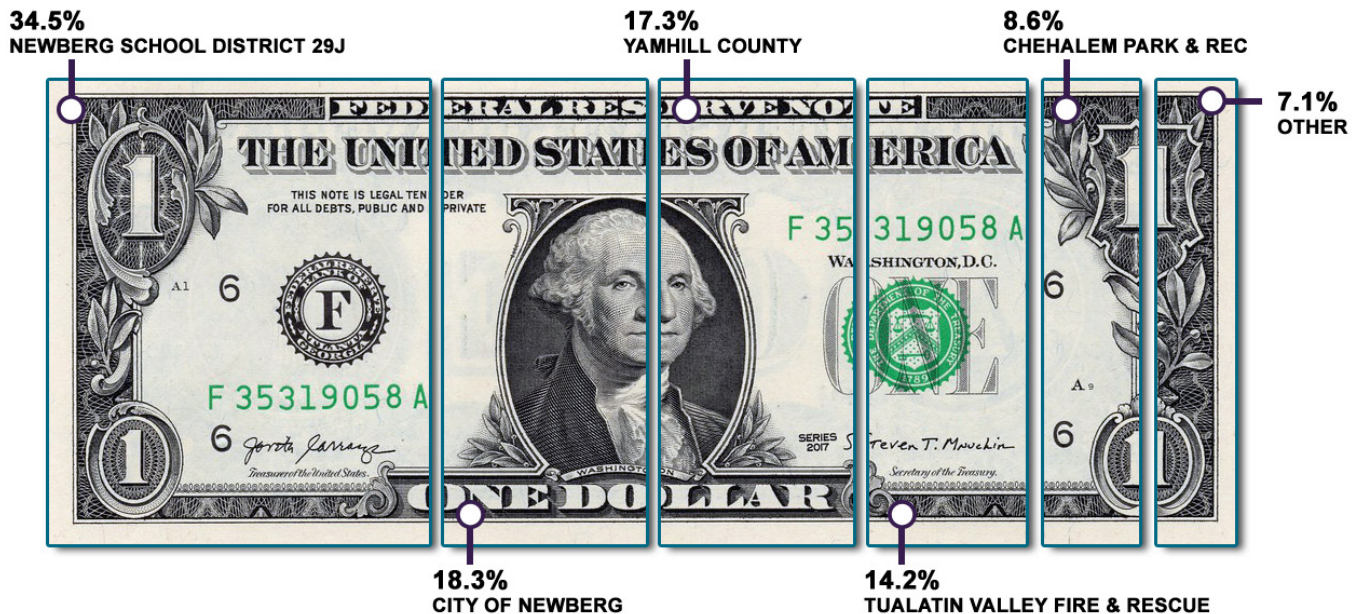
This includes contracts for services we provide to other cities, such as the contract with Dundee for police services.

Miscellaneous Other Revenues - \$3.0M

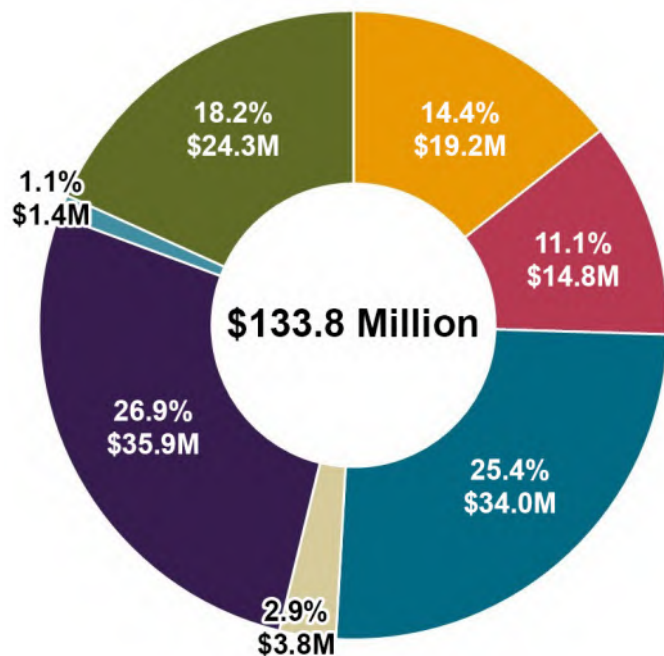
All the little stuff that adds up to become revenue for the City. An example would be grants we receive.

CITY OF NEWBERG PROPERTY TAX BREAKDOWN

Your property taxes fund a variety of services within Newberg. 18.3% of every dollar paid in property taxes goes to the City of Newberg.



EXPENSES - WHERE DOES THE MONEY GO?



Personnel Services - \$19.2M

Personnel services includes the wages we pay for all of our employees as well as benefits and costs for recruitments.

Materials and Services - \$14.8M

This expense includes purchased goods and services such as contracting with consultants to produce drafted plans.

Capital Outlay - \$34.0M

Capital outlay includes purchasing the equipment and vehicles we need to do our job, as well as maintenance of our City facilities. For example, this past year, we repaired the Public Safety Building roof and bought new police vehicles.

Debt Service - \$3.8M

Debt services includes principal and interest payments we pay on outstanding borrowings and loans at the City.

Internal Payments to Other Funds - \$35.9M

These payments are made between departments for services provided, such as the City paying their own municipal services bills, paying for admin support between departments, and the cost of network upgrades.

Special Payments - \$1.4M

Our special payments expenses includes grants and incentive programs either offered by the City, or ones that we contribute to, such as Yamhill County Housing Authority Grants.

Contingencies and Reserves - \$24.3

We set aside money for contingencies and reserves every year to fund future improvement projects and provide emergency funds for the City

TOP BUDGETED EXPENSES BY CITY FUNCTION



\$4.6M
General
Government*



\$1.7M
Library



\$10.3M
Public Safety



\$2.4M
Community
Development



\$15.0M
Public Works

*General Government includes administration services such as finance and human resources.

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2021-22 Budget - All Funds Summary

Fund	Fund No.	Beginning Fund Balance	RESOURCES		REQUIREMENTS		ENDING FUND BALANCE	
			Revenues	Transfers In	Expenditures	Transfers Out	Contingencies	Reserves
General	01	3,343,530	11,743,625	814,711	12,793,863	493,675	2,614,327	-
Street	02	2,486,003	3,215,693	1,718,683	1,679,559	3,554,182	2,186,638	-
Civil Forfeiture	03	425	75	-	500	-	-	-
Public Works Capital Projects	04	-	400,000	25,062,180	25,462,180	-	-	-
Emergency Medical Services	05	-	-	-	-	-	-	-
Wastewater	06	10,989,117	9,408,017	284,453	8,119,189	8,861,025	3,701,372	-
Water	07	12,967,656	6,620,661	65,274	5,005,513	12,490,122	2,157,955	-
Building Inspection	08	1,661,391	611,679	34,297	811,963	-	1,495,405	-
Debt Service	09	726	438,331	372,575	810,306	-	-	1,326
City Hall Fee	10	-	-	-	-	-	-	-
911 Tax	13	45,024	300,988	-	310,188	-	35,824	-
Economic Development	14	742,227	869,400	121,100	1,541,403	-	191,325	-
Public Safety Fee	16	78,821	675,423	-	709,700	-	44,544	-
Stormwater	17	1,690,437	2,138,690	-	1,708,677	2,033,982	86,468	-
Streets Capital Projects	18	212,754	901,000	6,897,464	7,597,464	-	-	413,754
Transient Lodging Tax	19	31,042	617,713	-	246,524	400,939	1,292	-
Parking Fee In Lieu	20	-	-	-	-	-	-	-
Governmental Capital Projects	21	-	-	-	-	-	-	-
Library Gift, Memorial, and Grant	22	8,068	37,645	-	37,345	-	8,368	-
Cable TV	23	-	-	-	-	-	-	-
PERS Stabilization Reserve	25	-	-	-	-	-	-	-
Administrative Support Services	31	653,945	5,212,918	574,521	5,655,418	-	785,966	-
Vehicle/Equipment Replacement	32	3,091,000	-	-	-	3,091,000	-	-
Fire & EMS Equipment Fee	33	-	-	-	-	-	-	-
Street Systems Development	42	5,305,912	1,545,600	-	-	3,343,282	3,508,230	-
Stormwater Systems Development	43	183,652	66,000	-	-	44,573	190,845	14,234
Wastewater Systems Development	46	7,231,546	1,535,000	-	211,044	1,632,478	6,923,024	-
Water Systems Development	47	36,034	801,600	-	801,829	-	35,805	-
Total		50,759,309	47,140,058	35,945,258	73,502,665	35,945,258	23,967,388	429,314

Total Budget \$ 133,844,625

City-Wide Financial Overview

	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22
RESOURCES						
Beginning Fund Balances	49,818,458	47,460,862	\$ 48,153,250	\$ 50,724,309	\$ 50,759,309	50,759,309
Property Taxes	4,915,139	4,915,842	5,517,379	5,728,100	5,823,100	5,823,100
Other Taxes	2,945,477	2,984,727	2,535,937	2,735,463	2,735,463	2,735,463
Licenses & Fees	6,551,813	7,042,169	5,847,075	7,278,858	7,254,858	7,254,858
Charges for Services	15,860,304	15,987,202	16,449,569	17,768,668	17,768,668	17,768,668
Intergovernmental	3,521,563	3,454,618	3,706,935	4,651,694	3,916,094	3,916,094
Fines & Forfeitures	687,350	702,344	658,612	633,000	633,000	633,000
Loan Payments	46,640	196,746	3,500	26,000	26,000	26,000
Financing Proceeds	146,496	146,496	-	-	-	-
Interest Earnings	1,164,836	1,221,653	243,205	227,255	227,255	227,255
Grants	991,910	870,518	1,370,304	1,627,869	1,962,869	1,962,869
Donations	69,850	60,623	30,850	33,515	33,515	33,515
Miscellaneous	903,665	1,106,514	42,480	45,878	45,878	45,878
Current Revenue	37,805,043	38,689,452	36,405,846	40,756,300	40,426,700	40,426,700
Internal Charges	7,440,671	7,461,771	7,476,178	6,693,358	6,693,358	6,693,358
Transfers	7,787,868	6,981,085	17,540,237	35,885,891	35,965,258	35,965,258
Internal Resources	15,228,539	14,442,856	25,016,415	42,579,249	42,658,616	42,658,616
TOTAL RESOURCES	102,852,040	100,593,170	\$ 109,575,511	\$ 134,059,858	\$ 133,844,625	133,844,625
REQUIREMENTS						
Personnel Services	16,985,386	17,555,871	\$ 18,387,797	\$ 18,841,466	\$ 19,237,966	19,236,766
Materials & Services	12,534,613	13,988,603	14,408,747	14,349,804	14,356,424	14,357,624
Capital Outlay	982,589	1,111,602	3,666,848	982,124	982,124	982,124
Operating Budget	30,502,588	32,656,076	36,463,392	34,173,394	34,576,514	34,576,514
Capital Projects	6,757,342	5,258,073	17,496,921	33,359,644	33,059,644	33,059,644
Debt Service	4,607,444	4,028,397	3,876,313	3,883,486	3,883,486	3,883,486
Special Payments	863,514	74,297	738,975	1,522,221	1,493,021	1,493,021
Insurance	318,146	400,223	490,000	490,000	490,000	490,000
Total Expenditures	43,049,034	42,417,066	59,065,601	73,428,745	73,502,665	73,502,665
Transfers	6,981,085	5,358,032	17,500,237	35,866,158	35,945,258	35,945,258
Contingency	-	-	20,848,972	24,335,641	23,967,389	23,967,388
TOTAL APPROPRIATIONS	50,030,119	47,775,098	97,414,810	133,630,543	133,415,311	133,415,310
Reserves	-	-	11,056,242	427,989	427,988	427,989
Unappropriated Fund Balance	-	-	1,104,459	1,326	1,326	1,326
TOTAL BUDGET	50,030,119	47,775,098	\$ 109,575,511	\$ 134,059,858	\$ 133,844,625	133,844,625
Total FTE	144.36	144.89	139.55	137.80	141.40	141.40

Personnel Full-Time Equivalent Summary

Summary of FTE by Department	(A)			(B)		
	Adopted 2018-19	Adopted 2019-20	Adopted 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
City Manager's Office	2.00	2.00	1.00	1.00	1.00	1.00
Human Resources	1.50	1.50	1.70	2.00	2.40	2.40
City Recorder	1.00	1.00	1.00	1.00	1.50	1.50
Community Engagement	1.00	1.00	1.00	1.00	2.00	2.00
City Attorney's Office	3.40	3.40	3.30	2.30	2.30	2.30
Finance/Court	8.83	8.80	8.70	8.70	9.00	9.00
Information Technology	6.50	6.50	6.00	5.00	5.30	5.30
City Attorney's Office	3.40	3.40	3.30	2.30	2.30	2.30
Police	38.50	38.50	37.50	37.00	37.00	37.00
Communications	11.25	11.25	10.50	10.00	10.00	10.00
Library	12.44	12.44	12.07	10.80	11.80	11.80
Planning/Building	8.65	8.77	8.78	8.30	8.30	8.30
Public Works	49.23	49.73	48.00	48.50	48.50	48.50
CITY TOTAL	147.76	148.29	142.85	137.90	141.40	141.40

FISCAL YEAR 2021-2022 SALARY SCHEDULE
City of Newberg -Non Represented Employees
Effective July 1, 2021

<u>Effective July 1, 2021</u>		Step		Step	Step	Step	Step	Step	Step	Step	Step	Step	
		1	2	3	4	5	6	7	8	9	10	11	
CLASSIFICATION		GRADE											
Library Shelver	110	\$	2,210	2,265	2,322	2,380	2,440	2,501	2,564	2,628	2,694	2,761	2,830
	Hourly	\$	12.75	13.07	13.40	13.73	14.08	14.43	14.79	15.16	15.54	15.93	16.33
Seasonal Maintenance Worker	115	\$	2,488	2,550	2,614	2,679	2,746	2,815	2,885	2,957	3,031	3,107	3,185
Casual Staff Assistant	Hourly	\$	14.35	14.71	15.08	15.46	15.84	16.24	16.64	17.06	17.49	17.93	18.38
Library Assistant I	117	\$	3,206	3,286	3,368	3,452	3,538	3,626	3,717	3,810	3,905	4,003	4,103
	Hourly	\$	18.50	18.96	19.43	19.92	20.41	20.92	21.44	21.98	22.53	23.09	23.67
Accounting Clerk I	118	\$	3,286	3,368	3,452	3,538	3,626	3,717	3,810	3,905	4,003	4,103	4,206
Court Clerk I	Hourly	\$	18.96	19.43	19.92	20.41	20.92	21.44	21.98	22.53	23.09	23.67	24.27
Office Assistant I													
Court Clerk II	123	\$	3,561	3,650	3,741	3,835	3,931	4,029	4,130	4,233	4,339	4,447	4,558
Library Assistant II	Hourly	\$	20.54	21.06	21.58	22.13	22.68	23.24	23.83	24.42	25.03	25.66	26.30
Office Assistant II													
Bailiff/Sergeant-at-Arms	124	\$	3,649	3,740	3,834	3,930	4,028	4,129	4,232	4,338	4,446	4,557	4,671
	Hourly	\$	21.05	21.58	22.12	22.67	23.24	23.82	24.42	25.03	25.65	26.29	26.95
Library Assistant III	125	\$	3,740	3,834	3,930	4,028	4,129	4,232	4,338	4,446	4,557	4,671	4,788
	Hourly	\$	21.58	22.12	22.67	23.24	23.82	24.42	25.03	25.65	26.29	26.95	27.62
Senior Library Assistant	134	\$	3,935	4,033	4,134	4,237	4,343	4,452	4,563	4,677	4,794	4,914	5,037
GIS Technician I	Hourly	\$	22.70	23.27	23.85	24.44	25.06	25.69	26.33	26.98	27.66	28.35	29.06
Code Compliance	136	\$	4,033	4,134	4,237	4,343	4,452	4,563	4,677	4,794	4,914	5,037	5,163
	Hourly	\$	23.27	23.85	24.44	25.06	25.69	26.33	26.98	27.66	28.35	29.06	29.79
Librarian I	138	\$	4,134	4,237	4,343	4,452	4,563	4,677	4,794	4,914	5,037	5,163	5,292
Latino Librarian - Outreach Coordinator	Hourly	\$	23.85	24.44	25.06	25.69	26.33	26.98	27.66	28.35	29.06	29.79	30.53
Accounting Clerk II	142	\$	4,365	4,474	4,586	4,701	4,819	4,939	5,062	5,189	5,319	5,452	5,588
Administrative Assistant	Hourly	\$	25.18	25.81	26.46	27.12	27.80	28.49	29.20	29.94	30.69	31.45	32.24
Librarian II (MLS)	145	\$	4,547	4,661	4,778	4,897	5,019	5,144	5,273	5,405	5,540	5,679	5,821
Paralegal I	Hourly	\$	26.23	26.89	27.57	28.25	28.96	29.68	30.42	31.18	31.96	32.76	33.58
Assistant Planner													
Project Specialist	147	\$	4,626	4,742	4,861	4,983	5,108	5,236	5,367	5,501	5,639	5,780	5,925
	Hourly	\$	26.69	27.36	28.04	28.75	29.47	30.21	30.96	31.74	32.53	33.35	34.18
Court Administrator	151	\$	4,793	4,913	5,036	5,162	5,291	5,423	5,559	5,698	5,840	5,986	6,136
	Hourly	\$	27.65	28.34	29.05	29.78	30.53	31.29	32.07	32.87	33.69	34.54	35.40
Building Inspector	153	\$	5,037	5,163	5,292	5,424	5,560	5,699	5,841	5,987	6,137	6,290	6,447
Community Engagement Specialist	Hourly	\$	29.06	29.79	30.53	31.29	32.08	32.88	33.70	34.54	35.41	36.29	37.19
Human Resources Assistant													
Paralegal II (Certified)													
Plans Examiner I													
Financial Analyst	154	\$	5,096	5,223	5,354	5,488	5,625	5,766	5,910	6,058	6,209	6,364	6,523
	Hourly	\$	29.40	30.13	30.89	31.66	32.45	33.27	34.10	34.95	35.82	36.72	37.63
Communications Supervisor	157	\$	5,230	5,361	5,495	5,632	5,773	5,917	6,065	6,217	6,372	6,531	6,694
Senior Librarian	Hourly	\$	30.17	30.93	31.70	32.49	33.31	34.14	34.99	35.87	36.76	37.68	38.62
Associate Planner	163	\$	5,459	5,595	5,735	5,878	6,025	6,176	6,330	6,488	6,650	6,816	6,986
Housing Planner	Hourly	\$	31.49	32.28	33.09	33.91	34.76	35.63	36.52	37.43	38.37	39.32	40.30
Senior Accountant	164	\$	5,598	5,738	5,881	6,028	6,179	6,333	6,491	6,653	6,819	6,989	7,164
	Hourly	\$	32.30	33.10	33.93	34.78	35.65	36.54	37.45	38.38	39.34	40.32	41.33
City Recorder	167	\$	5,880	6,027	6,178	6,332	6,490	6,652	6,818	6,988	7,163	7,342	7,526
Maintenance Supervisor	Hourly	\$	33.92	34.77	35.64	36.53	37.44	38.38	39.34	40.32	41.33	42.36	43.42
Operations Supervisor													
Plans Examiner II													
Assistant Library Director	171	\$	6,031	6,182	6,337	6,495	6,657	6,823	6,994	7,169	7,348	7,532	7,720
Civil Engineer I	Hourly	\$	34.79	35.67	36.56	37.47	38.41	39.36	40.35	41.36	42.39	43.45	44.54
Economic Health Manager													
Police Support Services Manager													
Management/Performance Analyst													
Human Resource Manager													
Senior Planner													
Plant Superintendent	172	\$	6,130	6,283	6,440	6,601	6,766	6,935	7,108	7,286	7,468	7,655	7,846
	Hourly	\$	35.37	36.25	37.15	38.08	39.04	40.01	41.01	42.04	43.09	44.16	45.27

FISCAL YEAR 2021-2022 SALARY SCHEDULE
City of Newberg -Non Represented Employees
Effective July 1, 2021

<u>Effective July 1, 2021</u>		Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step
		1	2	3	4	5	6	7	8	9	10	11
CLASSIFICATION		GRADE										
Civil Engineer II	181	\$ 6,443	6,604	6,769	6,938	7,111	7,289	7,471	7,658	7,849	8,045	8,246
Community Engagement Manager	Hourly	\$ 37.17	38.10	39.05	40.03	41.03	42.05	43.10	44.18	45.28	46.41	47.57
Police Sergeant	182	\$ 6,574	6,738	6,906	7,079	7,256	7,437	7,623	7,814	8,009	8,209	8,414
Senior Engineer	Hourly	\$ 37.93	38.87	39.84	40.84	41.86	42.91	43.98	45.08	46.21	47.36	48.54
Maintenance Superintendent	183	\$ 6,772	6,941	7,115	7,293	7,475	7,662	7,854	8,050	8,251	8,457	8,668
	Hourly	\$ 39.07	40.05	41.05	42.08	43.13	44.20	45.31	46.44	47.60	48.79	50.01
Finance Manager	184	\$ 6,938	7,111	7,289	7,471	7,658	7,849	8,045	8,246	8,452	8,663	8,880
	Hourly	\$ 40.03	41.03	42.05	43.10	44.18	45.28	46.41	47.57	48.76	49.98	51.23
Building Official	185	\$ 7,029	7,205	7,385	7,570	7,759	7,953	8,152	8,356	8,565	8,779	8,998
Planning Manager	Hourly	\$ 40.55	41.57	42.61	43.67	44.76	45.88	47.03	48.21	49.41	50.65	51.91
Technology Manager												
City Engineer	189	\$ 7,758	7,952	8,151	8,355	8,564	8,778	8,997	9,222	9,453	9,689	9,931
	Hourly	\$ 44.76	45.88	47.03	48.20	49.41	50.64	51.91	53.20	54.54	55.90	57.30
Police Captain	190	\$ 8,299	8,506	8,719	8,937	9,160	9,389	9,624	9,865	10,112	10,365	10,624
City Prosecutor	Hourly	\$ 47.88	49.07	50.30	51.56	52.85	54.17	55.52	56.91	58.34	59.80	61.29
DEPARTMENT DIRECTORS												
Library Director	200	\$ 7,871	8,068	8,270	8,477	8,689	8,906	9,129	9,357	9,591	9,831	10,077
Public Safety Technology Manager	202	\$ 8,331	8,539	8,752	8,971	9,195	9,425	9,661	9,903	10,151	10,405	10,665
Community Development Director	205	\$ 8,579	8,793	9,013	9,238	9,469	9,706	9,949	10,198	10,453	10,714	10,982
Public Works Director												
Police Chief	207	\$ 9,708	9,951	10,200	10,455	10,716	10,984	11,259	11,540	11,829	12,125	12,428
Assistant City Manager	209	\$ 9,909	10,157	10,411	10,671	10,938	11,211	11,491	11,778	12,072	12,374	12,683
CONTRACT EMPLOYEES												
Plumbing Inspector	Flat Rate	\$ 40										
Municipal Judge	Flat Rate	\$ 2,920										
City Attorney	Flat Rate	\$ 11,253										
City Manager	Flat Rate	\$ 12,515										

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

FISCAL YEAR 2021-2022 SALARY SCHEDULE

City of Newberg - Newberg-Dundee Public Safety Association

Effective July 1, 2021

		Step	Step	Step	Step	Step	Step
		A	B	C	D	E	F
CLASSIFICATION							
Records/Evidence Tech	<u>Monthly</u>	\$ 3,826	4,017	4,218	4,429	4,650	4,883
	<u>Hourly</u>	\$ 22.07	23.18	24.34	25.55	26.83	28.17
Communications (CO1)	<u>Monthly</u>	\$ 3,815	4,006	4,206	4,416	4,637	4,869
	<u>Hourly</u>	\$ 22.01	23.11	24.27	25.48	26.75	28.09
Communications (CO2)*	<u>Monthly</u>	\$ 4,004	4,204	4,414	4,635	4,867	5,110
	<u>Hourly</u>	\$ 23.10	24.25	25.47	26.74	28.08	29.48
Communications (CO3)**	<u>Monthly</u>	\$ 4,204	4,414	4,635	4,867	5,110	5,366
	<u>Hourly</u>	\$ 24.25	25.47	26.74	28.08	29.48	30.96
Police Officer (PO1)	<u>Monthly</u>	\$ 5,077	5,331	5,598	5,878	6,172	6,481
	<u>Hourly</u>	\$ 29.29	30.76	32.30	33.91	35.61	37.39
Police Officer (PO2)*	<u>Monthly</u>	\$ 5,330	5,597	5,877	6,171	6,480	6,804
	<u>Hourly</u>	\$ 30.75	32.29	33.91	35.60	37.39	39.25
Police Officer (PO3)**	<u>Monthly</u>	\$ 5,597	5,877	6,171	6,480	6,804	7,144
	<u>Hourly</u>	\$ 32.29	33.91	35.60	37.39	39.25	41.22
Police Corporal (CPL1)	<u>Monthly</u>	\$ 5,427	5,698	5,983	6,282	6,596	6,926
	<u>Hourly</u>	\$ 31.31	32.87	34.52	36.24	38.05	39.96
Police Corporal (CPL2)*	<u>Monthly</u>	\$ 5,699	5,984	6,283	6,597	6,927	7,273
	<u>Hourly</u>	\$ 32.88	34.52	36.25	38.06	39.96	41.96
Police Corporal (CPL3)**	<u>Monthly</u>	\$ 5,984	6,283	6,597	6,927	7,273	7,637
	<u>Hourly</u>	\$ 34.52	36.25	38.06	39.96	41.96	44.06

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

FISCAL YEAR 2021-2022 SALARY SCHEDULE
City of Newberg - AFSCME Union Salary Schedule - Public Works
Effective July 1, 2021

<u>Effective July 1, 2021</u>		Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step
		1	2	3	4	5	6	7	8	9	10	11
CLASSIFICATION		GRADE										
Secretary	121	\$ 3,530	3,618	3,708	3,801	3,896	3,993	4,093	4,195	4,300	4,408	4,518
	Hourly	\$ 20.37	20.87	21.39	21.93	22.48	23.04	23.61	24.20	24.81	25.43	26.08
Facilities Maintenance/Groundskeeper	132	\$ 4,028	4,129	4,232	4,338	4,446	4,557	4,671	4,788	4,908	5,031	5,157
Operator 1	Hourly	\$ 23.24	23.82	24.42	25.03	25.65	26.28	26.96	27.62	28.32	29.03	29.75
Utility Technician 1												
Facilities Maintenance Technician	136	\$ 4,213	4,318	4,426	4,537	4,650	4,766	4,885	5,007	5,132	5,260	5,392
Fleet Mechanic	Hourly	\$ 24.31	24.91	25.53	26.18	26.83	27.50	28.18	28.89	29.62	30.35	31.11
Utility Technician 2												
Operator 2 - Treatment Plant	140	\$ 4,416	4,526	4,639	4,755	4,874	4,996	5,121	5,249	5,380	5,515	5,653
Plant Mechanic	Hourly	\$ 25.48	26.11	26.76	27.43	28.11	28.82	29.54	30.28	31.04	31.82	32.60
Administrative Support Coordinator	142	\$ 4,344	4,453	4,564	4,678	4,795	4,915	5,038	5,164	5,293	5,425	5,561
	Hourly	\$ 25.06	25.69	26.33	26.99	27.66	28.36	29.07	29.79	30.54	31.30	32.08
Asset Management Specialist	144	\$ 4,625	4,741	4,860	4,982	5,107	5,235	5,366	5,500	5,638	5,779	5,923
Conveyance Specialist	Hourly	\$ 26.68	27.35	28.04	28.74	29.46	30.20	30.96	31.73	32.53	33.34	34.17
Operator 2 - Pretreatment Specialist												
PWM Lead - Crew Chief												
Fleet Maintenance Lead - Crew Chief	148	\$ 4,854	4,975	5,099	5,226	5,357	5,491	5,628	5,769	5,913	6,061	6,213
Operator 3 - Regulatory Specialist	Hourly	\$ 28.00	28.70	29.42	30.15	30.91	31.68	32.47	33.28	34.11	34.97	35.84
Operator 3 - Senior Operator												
Sr Plant Mechanic												
Operator 4 - Regulatory Compliance	152	\$ 5,068	5,195	5,325	5,458	5,594	5,734	5,877	6,024	6,175	6,329	6,487
	Hourly	\$ 29.25	29.97	30.71	31.49	32.27	33.08	33.91	34.75	35.63	36.51	37.43

FISCAL YEAR 2021-2022 SALARY SCHEDULE
City of Newberg - AFSCME Union Salary Schedule - IT
FY 21-22
Effective July 1, 2021

		BASE	Step		Step		Step		Step		Step	
			1		2		3		4		5	11
CLASSIFICATION	GRADE											
Information Technician I	139	4,105	\$	4,208	4,313	4,421	4,532	4,645	5,386			
	Hourly	23.68	\$	24.28	24.88	25.51	26.15	26.80	31.07			
IT Administrative Assistant	142	4,259	\$	4,365	4,474	4,586	4,701	4,819	5,588			
	Hourly	24.57	\$	25.18	25.81	26.46	27.12	27.80	32.24			
IT System Administrator	165	5,598	\$	5,738	5,881	6,028	6,179	6,333	7,343			
	Hourly	32.30	\$	33.10	33.93	34.78	35.65	36.54	42.36			
IT Network Engineer	175	6,043	\$	6,194	6,349	6,508	6,671	6,838	7,930			
	Hourly	34.86	\$	35.74	36.63	37.55	38.49	39.45	45.75			

FISCAL YEAR 2021-2022 SALARY SCHEDULE
City of Newberg - AFSCME Union Salary Schedule - Engineering
Effective July 1, 2021

<u>Effective July 1, 2021</u>		Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step
		1	2	3	4	5	6	7	8	9	10	11
CLASSIFICATION	GRADE											
Engineering Technician I	134	\$ 3,839	3,935	4,033	4,134	4,237	4,343	4,452	4,563	4,677	4,794	4,914
	Hourly	\$ 22.15	22.70	23.27	23.85	24.44	25.06	25.69	26.33	26.98	27.66	28.35
Engineering Technician II	145	\$ 4,436	4,547	4,661	4,778	4,897	5,019	5,144	5,273	5,405	5,540	5,679
	Hourly	\$ 25.59	26.23	26.89	27.57	28.25	28.96	29.68	30.42	31.18	31.96	32.76
GIS Analyst	153	\$ 4,914	5,037	5,163	5,292	5,424	5,560	5,699	5,841	5,987	6,137	6,290
	Hourly	\$ 28.35	29.06	29.79	30.53	31.29	32.08	32.88	33.70	34.54	35.41	36.29
Engineering Technician III	157	\$ 5,102	5,230	5,361	5,495	5,632	5,773	5,917	6,065	6,217	6,372	6,531
	Hourly	\$ 29.44	30.17	30.93	31.70	32.49	33.31	34.14	34.99	35.87	36.76	37.68
Engineering Associate	163	\$ 5,326	5,459	5,595	5,735	5,878	6,025	6,176	6,330	6,488	6,650	6,816
	Hourly	\$ 30.73	31.49	32.28	33.09	33.91	34.76	35.63	36.52	37.43	38.37	39.32

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GENERAL FUND (01)

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GENERAL FUND SUMMARY - REVENUES

	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22
Beg F/B-Net Working Capital	4,228,834	4,476,667	2,962,034	3,308,530	3,343,530	3,343,530
Property Taxes	4,903,121	5,171,286	5,516,918	5,728,000	5,823,000	5,823,000
Franchise Fees	2,784,788	2,767,537	2,830,639	2,857,725	2,857,725	2,857,725
State Shared Revenues	753,713	809,064	853,682	868,000	868,000	868,000
Community Development	496,061	246,146	449,795	363,000	363,000	363,000
Dundee Contracts	527,728	536,221	546,876	548,000	534,900	534,900
Traffic Fines & Court Fees	615,564	561,522	563,612	536,500	536,500	536,500
Transfers In	744,422	542,887	368,859	814,444	814,711	814,711
Other	1,365,686	901,393	537,251	675,500	760,500	760,500
TOTAL REVENUES	16,419,917	16,012,723	14,629,666	15,699,699	15,901,866	15,901,866

GENERAL FUND SUMMARY - EXPENDITURES

	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22
GENERAL GOVERNMENT						
Personnel Services	6,726	5,964	7,973	7,235	7,235	7,235
Materials and Services	195,779	336,988	222,935	276,955	274,955	274,955
Total General Government	202,505	342,952	230,908	284,190	282,190	282,190
MUNICIPAL COURT						
Personnel Services	177,152	184,959	201,154	197,220	197,220	197,220
Materials and Services	136,102	141,246	131,356	122,732	122,732	122,732
Capital Outlay	-	1,312	-	-	-	-
Total Municipal Court	313,254	327,517	332,510	319,952	319,952	319,952
POLICE DEPARTMENT						
POLICE ADMINISTRATION						
Personnel Services	344,959	485,326	243,182	496,740	553,740	553,740
Materials and Services	1,236,705	1,339,909	1,354,124	1,263,330	1,263,330	1,263,330
Total Police Administration	1,581,664	1,825,235	1,597,306	1,760,070	1,817,070	1,817,070
PATROL						
Personnel Services	4,039,565	4,195,166	4,269,559	4,366,000	4,390,000	4,390,000
Materials and Services	391,867	390,072	329,845	302,800	302,800	302,800
Capital Outlay	14,828	43,938	15,000	135,000	135,000	135,000
Total Patrol	4,446,260	4,629,176	4,614,404	4,803,800	4,827,800	4,827,800
INVESTIGATIONS						
Personnel Services	586,264	599,233	626,129	661,200	661,200	661,200
Materials and Services	36,791	58,132	78,400	47,900	47,400	47,400
Capital Outlay	-	-	-	45,000	45,000	45,000
Total Investigations	623,055	657,365	704,529	754,100	753,600	708,600
SUPPORT SERVICES						
Personnel Services	281,094	296,048	304,750	320,200	320,200	320,200
Materials and Services	30,914	24,500	43,905	36,147	36,147	36,147
Total Support Services	312,008	320,548	348,655	356,347	356,347	356,347

GENERAL FUND SUMMARY - EXPENDITURES

	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22
POLICE RESERVES						
Materials and Services	11,587	7,651	11,800	11,800	11,800	11,800
Total Police Reserves	11,587	7,651	11,800	11,800	11,800	11,800
Personnel Services	5,251,882	5,575,773	5,443,620	5,844,140	5,925,140	5,925,140
Materials and Services	1,707,864	1,820,264	1,818,074	1,661,977	1,661,477	1,661,477
Capital Outlay	14,828	43,938	15,000	180,000	180,000	180,000
Total Police Department	6,974,574	7,439,975	7,276,694	7,686,117	7,766,617	7,766,617
COMMUNICATIONS						
Personnel Services	659,011	709,769	731,431	767,400	767,400	767,400
Materials and Services	553,276	608,137	584,097	502,069	502,069	502,069
Capital Outlay	-	40,691	-	-	-	-
Total Communications	1,212,287	1,358,597	1,315,528	1,269,469	1,269,469	1,269,469
LIBRARY						
Personnel Services	1,110,219	1,053,067	1,054,824	940,800	1,053,700	1,053,700
Materials and Services	693,887	738,619	687,892	626,161	626,161	626,161
Capital Outlay	5,995	14,999	-	3,050	3,050	3,050
Total Library	1,810,101	1,806,685	1,742,716	1,570,011	1,682,911	1,682,911
PLANNING						
Personnel Services	473,499	441,687	558,085	664,860	664,860	664,860
Materials and Services	549,205	384,432	750,232	807,265	807,865	807,865
Total Planning	1,022,704	826,119	1,308,317	1,472,125	1,472,725	1,472,725
NONDEPARTMENTAL						
Debt Service	64,535	-	-	-	-	-
Transfers Out	339,838	382,909	386,385	414,575	493,675	493,675
Contingency	-	-	936,608	2,269,489	2,200,556	2,200,556
Unappropriated Fund Balance	-	-	1,100,000	413,772	413,772	413,772
Total Nondepartmental	404,373	382,909	2,422,993	3,097,836	3,108,003	3,108,003
TOTAL EXPENDITURES	11,939,798	12,484,754	14,629,666	15,699,699	15,901,866	15,901,866

ACCOUNT #	DESCRIPTION	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22
FUND 01	GENERAL FUND RESOURCES						
01-0000-300000	Beg F/B-Net Working Capital	\$ 4,228,834	\$ 4,476,667	\$ 2,962,034	\$ 3,308,530	\$ 3,343,530	\$ 3,343,530
01-0000-310000	Current Year Taxes	4,505,104	4,973,576	5,316,918	5,578,000	5,673,000	5,673,000
01-0000-311000	Prior Year Taxes	398,017	197,710	200,000	150,000	150,000	150,000
01-0000-320001	Franchise Fee-Cable	247,522	241,109	244,245	235,000	235,000	235,000
01-0000-320002	Franchise Fee-Garbage	205,752	208,924	215,633	212,000	212,000	212,000
01-0000-320003	Franchise Fee-Gas	211,808	221,122	225,000	225,000	225,000	225,000
01-0000-320004	Franchise Fee-Electric	897,337	922,927	950,615	950,000	950,000	950,000
01-0000-320005	Franchise Fee-Telephone	156,363	62,958	60,744	10,000	10,000	10,000
01-0000-321004	Other Business & Liquor Taxes	1,700	1,600	1,700	1,000	1,000	1,000
01-0000-321005	Local Marijuana Taxes	117,804	146,603	120,000	185,000	185,000	185,000
01-0000-322009	Community Development	496,061	246,146	449,795	363,000	363,000	363,000
01-0000-334027	Police Grants	7,794	26,330	22,500	-	85,000	85,000
01-0000-334034	Planning Grants	263,075	16,637	10,776	125,000	125,000	125,000
01-0000-334060	Miscellaneous Grants	-	164,954	-	-	-	-
01-0000-335003	State Liquor Taxes	394,336	422,209	475,851	490,000	490,000	490,000
01-0000-335004	State Cigarette Taxes	27,170	26,080	27,171	48,000	48,000	48,000
01-0000-335005	State Marijuana Taxes	75,617	93,895	84,398	40,000	40,000	40,000
01-0000-335006	State Revenue Sharing	256,590	266,880	266,262	290,000	290,000	290,000
01-0000-336001	Dundee Planning Contract	24,605	17,132	25,500	27,000	27,000	27,000
01-0000-336003	Dundee Communications	43,557	45,736	48,023	48,000	50,400	50,400
01-0000-336004	Dundee Police Contract	459,566	473,353	473,353	473,000	457,500	457,500
01-0000-338000	Reimbursed Costs	49,974	51,892	36,000	36,000	36,000	36,000
01-0000-338007	School District CET Admin Fee	2,201	1,627	2,943	2,000	2,000	2,000
01-0000-338008	Park SDC Admin Fee	12,496	21,026	26,309	23,000	23,000	23,000
01-0000-338009	School District SRO	35,000	35,000	35,000	35,000	35,000	35,000
01-0000-341000	Temporary Retail Licenses	-	-	108	100	100	100
01-0000-341002	PD Reports and Other Fees	7,666	6,660	7,500	5,000	5,000	5,000
01-0000-341003	Planning / Subdivision Fees	175,937	183,980	100,000	100,000	100,000	100,000
01-0000-341005	Permit Center Document Sales	20	30	200	100	100	100
01-0000-341006	Technology Fee	9,379	9,792	5,000	5,000	5,000	5,000
01-0000-341007	Police Reserves Revenue	3,330	-	-	-	-	-
01-0000-342001	Newberg Dog Licenses	21,017	18,963	20,000	14,000	14,000	14,000
01-0000-346001	Library Fines, Fees, Copies, etc	27,579	11,403	16,000	12,000	12,000	12,000
01-0000-346003	Lost Book Payments	1,830	1,759	1,500	1,500	1,500	1,500
01-0000-346004	CCRLS Reimbursement	73,740	77,648	82,715	98,000	98,000	98,000
01-0000-346005	Non-Resident Library Cards	19,882	14,293	18,500	13,800	13,800	13,800
01-0000-348000	EMS User Fees	23,898	13,834	5,000	-	-	-
01-0000-351000	Traffic Fines	542,577	506,046	498,073	500,000	500,000	500,000
01-0000-351001	Court Improvement Fees	2,695	2,348	2,600	2,000	2,000	2,000
01-0000-351003	Alarm Fees	5,450	6,000	5,000	3,500	3,500	3,500
01-0000-351004	Peer Court	1,500	1,500	1,500	1,000	1,000	1,000
01-0000-351005	Court Appointed Attorneys	2,216	3,279	3,039	3,000	3,000	3,000
01-0000-351006	Traffic School Fee	58,585	41,322	51,400	25,000	25,000	25,000
01-0000-351008	Photo Red Light	2,541	1,027	2,000	2,000	2,000	2,000
01-0000-360000	Miscellaneous Revenues	7,403	5,308	4,000	4,000	4,000	4,000
01-0000-361000	Interest Earned	126,593	87,418	20,500	15,000	15,000	15,000
01-0000-361001	Interest-Receiveables	1,228	-	-	-	-	-
01-0000-361004	Interest-Other Investments	94	-	-	-	-	-
01-0000-364000	Sale Of Assets	276,196	4,636	1,000	-	-	-
01-0000-367002	K-9 Donations	11,850	-	-	-	-	-
01-0000-370000	Proceeds From Notes Receivable	88,000	-	-	-	-	-
01-0000-370700	Internal Rev-City Utilities Franchise Fee	1,066,006	1,110,497	1,134,402	1,225,725	1,225,725	1,225,725
01-0000-390019	Transfer In-Transient Lodging Tax	744,422	542,887	368,859	400,672	400,939	400,939
01-0000-390032	Transfer In - Vehicle/Equip Repl Fund	-	-	-	413,772	413,772	413,772
FUND 01	TOTAL RESOURCES	\$ 16,419,917	\$ 16,012,723	\$ 14,629,666	\$ 15,699,699	\$ 15,901,866	\$ 15,901,866

FUND 01: General Fund – General Government

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 allocated 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 (when that is possible) and training needs.

Significant Changes

The Council experienced turnover in 2019 and 2020. The District 5 seat was vacant for several months after Councilor Gene Piros resigned for health reasons, and prior to the election of current Councilor Mike McBride. The budget calls for a return of training funding intended to provide Councilors with resources to learn about their role and responsibilities. Due to the turnover and restrictions of COVID-19 interpersonal engagement, funds are allocated to professional services with the intent to use those funds on strategic planning and/or team building among the elected team.

ACCOUNT #	DESCRIPTION	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22
1110	GENERAL GOVERNMENT						
01-1110-431000	Officer Salaries	\$ 278	\$ -	\$ -	\$ -	\$ -	\$ -
01-1110-432000	Councilor Compensation	1,450	1,890	2,880	2,900	2,900	2,900
01-1110-433000	Mayor Compensation	4,600	3,600	4,450	3,600	3,600	3,600
01-1110-441000	FICA/Medicare	351	423	287	275	275	275
01-1110-442000	Workers Compensation	41	27	345	450	450	450
01-1110-443000	Unemployment	6	5	11	10	10	10
01-1110-444000	Retirement-PERS	-	19	-	-	-	-
	Total Personnel Services	\$ 6,726	\$ 5,964	\$ 7,973	\$ 7,235	\$ 7,235	\$ 7,235
01-1110-510000	Office Supplies	\$ 1,087	\$ 273	\$ 1,500	\$ 750	\$ 750	\$ 750
01-1110-515000	Printing & Advertising	631	731	1,000	150	150	150
01-1110-520000	Dues & Meetings	30,038	30,487	35,980	35,000	35,000	35,000
01-1110-520005	Mayor's Expenses	1,637	327	2,000	2,000	2,000	2,000
01-1110-520006	Council/Committee Expense	1,231	2,922	4,340	1,500	1,500	1,500
01-1110-520008	Recognition	902	26	1,000	1,000	1,000	1,000
01-1110-523000	Supplies & Equipment	1,645	755	2,700	2,700	2,700	2,700
01-1110-525000	Travel & Training	6,591	3,487	-	2,000	2,000	2,000
01-1110-540000	Utilities	180	180	182	182	182	182
01-1110-560000	Property Taxes	1,992	-	-	-	-	-
01-1110-580000	Professional Services	4,678	2,498	10,125	10,000	10,000	10,000
01-1110-590000	Internal Chrg-Admin Support Services	124,667	148,710	136,108	191,673	191,673	191,673
01-1110-592000	Community Support	2,500	128,592	10,000	10,000	10,000	10,000
01-1110-592300	Transit Services	18,000	18,000	18,000	20,000	18,000	18,000
	Total Materials and Services	\$ 195,779	\$ 336,988	\$ 222,935	\$ 276,955	\$ 274,955	\$ 274,955
1110	TOTAL GENERAL GOVERNMENT	\$ 202,505	\$ 342,952	\$ 230,908	\$ 284,190	\$ 282,190	\$ 282,190

FUND 01: General Fund - Municipal Court

Description

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

ACCOUNT #	DESCRIPTION	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22
1510	MUNICIPAL COURT						
01-1510-420000	Clerical Salaries	\$ 82,895	\$ 85,454	\$ 92,259	\$ 92,300	\$ 92,300	\$ 92,300
01-1510-431000	Judicial Salaries	35,921	35,040	35,041	35,000	35,000	35,000
01-1510-435000	Overtime	72	-	-	-	-	-
01-1510-438000	Longevity	480	1,200	1,440	1,440	1,440	1,440
01-1510-441000	FICA/Medicare	8,931	9,116	9,849	9,900	9,900	9,900
01-1510-442000	Workers Compensation	239	227	263	300	300	300
01-1510-443000	Unemployment	120	121	131	130	130	130
01-1510-444000	Retirement - PERS	-	916	2,466	3,000	3,000	3,000
01-1510-444001	Retirement-Principal	24,472	27,304	32,467	34,000	34,000	34,000
01-1510-444002	Retirement-Pension Bond	-	389	839	850	850	850
01-1510-445000	Health/Life/LTD	24,022	25,192	26,399	20,300	20,300	20,300
Total Personnel Services		\$ 177,152	\$ 184,959	\$ 201,154	\$ 197,220	\$ 197,220	\$ 197,220
01-1510-510000	Office Supplies	\$ 2,294	\$ 1,579	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
01-1510-515000	Printing & Advertising	767	1,008	1,200	1,500	1,500	1,500
01-1510-520000	Dues & Meetings	-	75	150	150	150	150
01-1510-523000	Supplies & Equipment	-	931	-	-	-	-
01-1510-525000	Travel & Training	1,065	55	2,686	1,300	1,300	1,300
01-1510-532000	Bank Fees	5,444	5,422	5,400	5,500	5,500	5,500
01-1510-533000	Contractual Services	432	453	450	-	-	-
01-1510-533031	Peer Court	1,500	1,500	1,500	1,500	1,500	1,500
01-1510-533045	Maintenance Agreements	2,636	2,636	4,347	1,830	1,830	1,830
01-1510-590000	Internal Chrg-Admin Support Services	110,721	117,293	99,959	101,952	101,952	101,952
01-1510-590006	Internal Chrg-Network Upgrade	731	1,464	1,464	-	-	-
01-1510-594000	Court Appointed Attorney Fees	2,200	1,744	3,000	4,000	4,000	4,000
01-1510-595000	Court Costs	7,777	6,996	8,200	2,000	2,000	2,000
01-1510-595001	Court Improvements	535	90	1,000	1,000	1,000	1,000
Total Materials and Services		\$ 136,102	\$ 141,246	\$ 131,356	\$ 122,732	\$ 122,732	\$ 122,732
01-1510-610000	Capital Outlay	\$ -	\$ 1,312	\$ -	\$ -	\$ -	\$ -
Total Capital Outlay		\$ -	\$ 1,312	\$ -	\$ -	\$ -	\$ -
1510	TOTAL MUNICIPAL COURT	\$ 313,254	\$ 327,517	\$ 332,510	\$ 319,952	\$ 319,952	\$ 319,952

FUND 01: General Fund – Police

Description

The Newberg-Dundee Police Department (NDPD) Administration is comprised of the Chief of Police, one Captain, one Administrative Sergeant, one Support Services Manager and one Administrative Assistant, which oversee a full service, progressive and contemporary police agency. The Department has an authorized strength of 35.00 FTE sworn police officers and two records-evidence staff, which support the Patrol Division and the Special Operations Division. The Department continues to manage at reduced staffing levels due to vacancies. The department continues to manage at reduced staffing levels due to vacancies. Maintaining vacancies provides helps to address the budget shortfall. The department is budgeted at 33 FTE sworn police officers.

The NDPD is one of approximately 57 agencies 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 102 recognized standards for the law enforcement profession, as adopted by the Oregon Accreditation Alliance for Law Enforcement. An additional accomplishment is that Newberg and Dundee were combined, recently ranked the Safest City in Oregon in 2020.

NDPD is proud of the multiple community outreach programs they manage and participate in throughout the year. They include Shop with a Cop, Tip a Cop, Plane Pull, and Polar Plunge (Special Olympics fundraisers), Safety Town, Kids Fair, Citizen Police Academy, Coffee with a Cop, Police Department Open House, Vacation Home Check program, Unidos Newberg – NDPD, I'll Be Your Friend Anti-bullying Campaign, Suicide Prevention Program, Breast Cancer Awareness Month, and Police Internships.

The committees and advisory boards that support NDPD include the Newberg-Dundee Community Policing Committee, Providence Newberg Medical Center Citizen Advisory Council, Unidos Newberg Latino Community Leadership – Newberg-Dundee Police Coalition, and the Newberg-Dundee Police Foundation.

The Department has multiple specialized teams and/or functions to provide focused services to the Newberg-Dundee communities. These specialized units include the Mental Health Resource Team (MHRT), Canine team, Domestic Violence Response, Traffic, School Resource Officer (SRO), Community Outreach Program, Computer Forensics, Firearms, Reality-based Training, Honor Guard, Reserve Program, Field Training Evaluation Program (FTEP), Public Information Officer (PIO), Emergency Vehicle Operations Course (EVOC), and Community Response Team (CRT).

The Patrol Team provides 24-hour service and protection to the community and is the most active and visible component of the Department. The Department currently has 14 Patrol Officers who work a three-month rotation covering day, afternoon and night shifts. This group is supervised by four Sergeants and two Corporals who are also assigned to

rotating shifts. Additionally, the team is supported by two Traffic Officers, three K9 Officers, one School Resource Officer, and two Community Response Officers (CRT) that work with the patrol team on chronic livability issues.

The Newberg-Dundee Special Investigations Unit (SIU) is comprised of three 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, deputy medical examiners, 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 Division in Yamhill County which has proven to be a vital investigation component and benefit to the community. Digital electronics and the Internet have created a new challenge for law enforcement across the country and worldwide. Criminals are using digital instruments to facilitate and commit criminal activity while creating challenges for law enforcement to investigate, apprehend and arrest suspects.

The Support Services staff maintains, files, distributes, and purges police records. The unit responds to public records requests for case reports, including video and audio records. Additionally, they respond to subpoenas and requests for legal discovery. The staff conducts background records checks, files FBI statistics, processes and maintains evidence and found property and disposal. The unit assists with court duties, maintains security card access system for the City, and monitors records and training for Criminal Justice Information Services (CJIS) compliance.

Significant Changes

One significant change from prior year is the replacement of the Records Management System (RMS) and Computer Aided Dispatch System (CAD). These systems are critical to the ongoing functions of the Police Department and 9-1-1 Center. The previous system was at the end of its life and was required to be replaced. The new systems will increase efficiency, productivity and the time it takes both Communications Officers and Police Officers to enter data, search files, complete reports and it will improve work conditions by providing easier access to data for the Officers in the field.

ACCOUNT #	DESCRIPTION	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22
FUND 01							
	POLICE DEPARTMENT 21XX						
2110	POLICE ADMINISTRATION						
01-2110-410000	Administrative Salaries	\$ 141,267	\$ 243,596	\$ 62,748	\$ 215,000	\$ 272,000	\$ 272,000
01-2110-420000	Clerical Salaries	63,518	65,432	65,496	65,500	65,500	65,500
01-2110-438000	Longevity	1,680	2,700	1,440	3,840	3,840	3,840
01-2110-440000	Misc Fringe Benefits	920	-	-	-	-	-
01-2110-441000	FICA/Medicare	14,853	20,597	9,921	21,700	21,700	21,700
01-2110-442000	Workers Compensation	5,676	4,882	1,916	4,300	4,300	4,300
01-2110-443000	Unemployment	207	316	130	300	300	300
01-2110-444000	Retirement-PERS	37,614	59,886	17,564	62,000	62,000	62,000
01-2110-444001	Retirement-Principal	23,583	24,865	29,640	31,000	31,000	31,000
01-2110-444002	Retirement-Pension Bond	6,437	12,802	2,583	9,000	9,000	9,000
01-2110-445000	Health/Life/LTD	49,204	50,250	51,744	84,100	84,100	84,100
	Total Personnel Services	\$ 344,959	\$ 485,326	\$ 243,182	\$ 496,740	\$ 553,740	\$ 553,740
01-2110-510000	Office Supplies	\$ 11,703	\$ 7,732	\$ 8,500	\$ 8,500	\$ 8,500	\$ 8,500
01-2110-511000	Postage	53	218	500	500	500	500
01-2110-515000	Printing & Advertising	3,679	1,840	4,000	4,000	4,000	4,000
01-2110-520000	Dues & Meetings	925	1,300	1,500	1,500	1,500	1,500
01-2110-520003	Recruitment Expense	-	-	28,000	-	-	-
01-2110-525000	Travel & Training	1,285	1,441	3,500	3,500	3,500	3,500
01-2110-533045	Maintenance Agreements	9,523	8,499	8,400	8,400	8,400	8,400
01-2110-540000	Utilities	941	941	950	1,000	1,000	1,000
01-2110-551000	Books & Publications	1,072	747	1,000	1,000	1,000	1,000
01-2110-563000	Vehicle Maintenance	240	-	-	-	-	-
01-2110-580000	Professional Services	13,823	6,364	6,500	6,500	6,500	6,500
01-2110-590000	Internal Chrg-Admin Support Services	1,184,536	1,292,978	1,273,425	1,228,430	1,228,430	1,228,430
01-2110-590006	Internal Chrg-Network Upgrade	8,925	17,849	17,849	-	-	-
	Total Materials and Services	\$ 1,236,705	\$ 1,339,909	\$ 1,354,124	\$ 1,263,330	\$ 1,263,330	\$ 1,263,330
2110	TOTAL POLICE ADMINISTRATION	\$ 1,581,664	\$ 1,825,235	\$ 1,597,306	\$ 1,760,070	\$ 1,817,070	\$ 1,817,070

ACCOUNT #	DESCRIPTION	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22
2120	PATROL						
01-2120-410000	Administrative Salaries	\$ 120,747	\$ 125,535	\$ 127,514	\$ 124,400	\$ 124,400	\$ 124,400
01-2120-431000	Officer Salaries	2,111,782	2,177,806	2,179,166	2,222,100	2,222,100	2,222,100
01-2120-435000	Overtime	131,409	113,793	144,000	144,000	144,000	144,000
01-2120-435001	Holiday Bank	56,648	66,148	69,000	54,000	78,000	78,000
01-2120-436000	Shift Diff/On Call Pay	960	960	960	2,000	2,000	2,000
01-2120-438000	Longevity	33,320	47,320	49,920	51,300	51,300	51,300
01-2120-440000	Misc Fringe Benefits	2,300	-	-	-	-	-
01-2120-441000	FICA/Medicare	184,002	189,978	196,649	199,000	199,000	199,000
01-2120-442000	Workers Compensation	100,019	101,411	71,371	78,000	78,000	78,000
01-2120-443000	Unemployment	2,454	2,536	2,586	2,600	2,600	2,600
01-2120-444000	Retirement-PERS	582,122	645,589	664,587	708,000	708,000	708,000
01-2120-444002	Retirement-Pension Bond	109,140	108,473	105,817	107,400	107,400	107,400
01-2120-445000	Health/Life/LTD	604,662	615,617	657,989	673,200	673,200	673,200
Total Personnel Services		\$ 4,039,565	\$ 4,195,166	\$ 4,269,559	\$ 4,366,000	\$ 4,390,000	\$ 4,390,000
01-2120-512000	Uniforms	\$ 25,061	\$ 38,780	\$ 35,367	\$ 35,000	\$ 35,000	\$ 35,000
01-2120-520000	Dues & Meetings	719	606	700	700	700	700
01-2120-520003	Recruitment Expense	2,385	500	500	1,000	1,000	1,000
01-2120-523000	Supplies & Equipment	12,037	8,629	6,500	7,000	7,000	7,000
01-2120-523001	Firearms	17,230	16,289	15,000	17,000	17,000	17,000
01-2120-523005	Flares	500	-	500	-	-	-
01-2120-524000	Safety Program	673	134	1,250	1,300	1,300	1,300
01-2120-525000	Travel & Training	10,040	9,111	15,000	15,000	15,000	15,000
01-2120-526000	Employee Testing	2,386	-	-	500	500	500
01-2120-528000	Prisoner Expense	-	1,535	-	-	-	-
01-2120-529000	K-9 Program	27,817	19,181	10,000	12,000	12,000	12,000
01-2120-529001	Dog Control	-	9,125	9,000	10,000	10,000	10,000
01-2120-533000	Contractual Services	2,937	1,418	1,000	-	-	-
01-2120-533045	Maintenance Agreements	3,108	2,779	2,800	2,800	2,800	2,800
01-2120-536000	Traffic Program	2,015	7,797	2,000	2,000	2,000	2,000
01-2120-562000	Fuel	63,201	54,743	60,000	65,000	65,000	65,000
01-2120-563000	Vehicle Maintenance	42,716	40,782	35,000	35,000	35,000	35,000
01-2120-566000	Equip Repair & Maintenance	1,681	3,181	-	-	-	-
01-2120-566120	Small Equipment Replacement	14,042	14,453	20,000	20,000	20,000	20,000
01-2120-580000	Professional Services	4,319	2,029	6,228	7,500	7,500	7,500
01-2120-590001	Internal Chrg-Veh/Equip	100,000	100,000	50,000	-	-	-
01-2120-590003	Internal Chrg-Capital Replace	3,000	3,000	3,000	15,000	15,000	15,000
01-2120-590007	Internal Chrg-MDT	18,000	18,000	18,000	18,000	18,000	18,000
01-2120-590008	Internal Chrg-Radio Replace	38,000	38,000	38,000	38,000	38,000	38,000
Total Materials and Services		\$ 391,867	\$ 390,072	\$ 329,845	\$ 302,800	\$ 302,800	\$ 302,800
01-2120-610000	Capital Outlay	\$ 14,828	\$ 43,938	\$ 15,000	\$ 135,000	\$ 135,000	\$ 135,000
Total Capital Outlay		\$ 14,828	\$ 43,938	\$ 15,000	\$ 135,000	\$ 135,000	\$ 135,000
2120	TOTAL PATROL	\$ 4,446,260	\$ 4,629,176	\$ 4,614,404	\$ 4,803,800	\$ 4,827,800	\$ 4,827,800

ACCOUNT #	DESCRIPTION	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22
2130	INVESTIGATIONS						
01-2130-431000	Officer Salaries	\$ 345,394	\$ 354,922	\$ 356,529	\$ 369,000	\$ 369,000	\$ 369,000
01-2130-435000	Overtime	17,007	9,499	22,000	18,000	18,000	18,000
01-2130-435001	Holiday Bank	9,479	10,238	12,000	14,000	14,000	14,000
01-2130-436000	On Call Pay	1,440	1,440	1,512	1,500	1,500	1,500
01-2130-436100	Uniform Allowance	1,080	1,080	1,008	1,000	1,000	1,000
01-2130-438000	Longevity	1,680	2,880	5,280	7,000	7,000	7,000
01-2130-440000	Misc Fringe Benefits	1,840	-	-	-	-	-
01-2130-441000	FICA/Medicare	28,374	28,558	30,473	31,600	31,600	31,600
01-2130-442000	Workers Compensation	15,152	15,404	11,060	12,300	12,300	12,300
01-2130-443000	Unemployment	375	380	400	400	400	400
01-2130-444000	Retirement-PERS	75,943	83,964	90,543	105,200	105,200	105,200
01-2130-444002	Retirement-Pension Bond	16,405	15,735	16,398	17,000	17,000	17,000
01-2130-445000	Health/Life/LTD	72,095	75,133	78,926	84,200	84,200	84,200
	Total Personnel Services	\$ 586,264	\$ 599,233	\$ 626,129	\$ 661,200	\$ 661,200	\$ 661,200
01-2130-520000	Dues & Meetings	\$ 216	\$ -	\$ 500	\$ 500	\$ 500	\$ 500
01-2130-521000	Confidential Funds	-	-	5,000	5,000	5,000	5,000
01-2130-523000	Supplies & Equipment	2,792	114	2,000	2,000	2,000	2,000
01-2130-523004	Photographic Equipment	413	-	700	700	700	700
01-2130-525000	Travel & Training	1,255	1,589	3,500	3,500	3,500	3,500
01-2130-533000	Contractual Services	230	467	1,500	1,500	1,500	1,500
01-2130-533020	CAMI Grant	-	17,521	22,500	23,000	22,500	22,500
01-2130-533045	Maintenance Agreements	479	3,067	3,500	3,500	3,500	3,500
01-2130-534000	Vehicle Lease	1,200	1,200	1,200	1,200	1,200	1,200
01-2130-563000	Vehicle Maintenance	2,007	1,217	2,000	2,000	2,000	2,000
01-2130-566120	Small Equipment Replacement	6,496	1,333	3,000	3,000	3,000	3,000
01-2130-580000	Professional Services	703	624	2,000	2,000	2,000	2,000
01-2130-590001	Internal Chrg-Veh/Equip	16,000	16,000	16,000	-	-	-
01-2130-590004	Internal Chrg-Forensic Equip	5,000	15,000	15,000	-	-	-
	Total Materials and Services	\$ 36,791	\$ 58,132	\$ 78,400	\$ 47,900	\$ 47,400	\$ 47,400
01-2130-610000	Capital Outlay	\$ -	\$ -	\$ -	\$ 45,000	\$ 45,000	\$ 45,000
	Total Capital Outlay	\$ -	\$ -	\$ -	\$ 45,000	\$ 45,000	\$ 45,000
2130	TOTAL INVESTIGATIONS	\$ 623,055	\$ 657,365	\$ 704,529	\$ 754,100	\$ 753,600	\$ 753,600

ACCOUNT #	DESCRIPTION	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22
2150	SUPPORT SERVICES						
01-2150-410000	Administrative Salaries	\$ 43,885	\$ 45,197	\$ 45,222	\$ 45,200	\$ 45,200	\$ 45,200
01-2150-420000	Clerical Salaries	113,278	118,428	119,550	125,400	125,400	125,400
01-2150-435000	Overtime	-	-	1,500	1,500	1,500	1,500
01-2150-435001	Holiday Bank	4,235	4,367	5,000	5,000	5,000	5,000
01-2150-438000	Longevity	6,720	7,740	8,040	8,600	8,600	8,600
01-2150-440000	Misc Fringe Benefits	230	-	-	-	-	-
01-2150-441000	FICA/Medicare	12,425	12,998	13,717	14,200	14,200	14,200
01-2150-442000	Workers Compensation	280	247	301	400	400	400
01-2150-443000	Unemployment	168	176	182	200	200	200
01-2150-444000	Retirement-PERS	38,256	42,958	44,137	48,000	48,000	48,000
01-2150-444002	Retirement-Pension Bond	7,586	7,498	7,382	7,700	7,700	7,700
01-2150-445000	Health/Life/LTD	54,031	56,439	59,719	64,000	64,000	64,000
	Total Personnel Services	\$ 281,094	\$ 296,048	\$ 304,750	\$ 320,200	\$ 320,200	\$ 320,200
01-2150-520000	Dues & Meetings	\$ 115	\$ 182	\$ 300	\$ 300	\$ 300	\$ 300
01-2150-523000	Supplies & Equipment	1,075	1,707	1,900	2,000	2,000	2,000
01-2150-525000	Travel & Training	1,376	208	2,000	2,000	2,000	2,000
01-2150-527000	Community Policing	410	65	3,000	3,000	3,000	3,000
01-2150-532000	Bank Fees	227	226	500	500	500	500
01-2150-532001	R.A.I.N. Agreement	5,302	5,185	5,633	5,381	5,381	5,381
01-2150-533000	Contractual Services	6,978	974	10,782	3,100	3,100	3,100
01-2150-533004	Maintenance Agreements	14,309	14,470	15,290	15,366	15,366	15,366
01-2150-566000	Equip Repair & Maintenance	1,122	1,483	4,500	4,500	4,500	4,500
	Total Materials and Services	\$ 30,914	\$ 24,500	\$ 43,905	\$ 36,147	\$ 36,147	\$ 36,147
2150	TOTAL SUPPORT SERVICES	\$ 312,008	\$ 320,548	\$ 348,655	\$ 356,347	\$ 356,347	\$ 356,347
2170	POLICE RESERVES						
01-2170-512000	Uniforms	\$ 2,310	\$ 1,742	\$ -	\$ -	\$ -	\$ -
01-2170-520003	Recruitment Expense	-	420	-	-	-	-
01-2170-523001	Firearms	2,206	2,796	-	-	-	-
01-2170-566120	Small Equipment Replace	2,597	-	-	-	-	-
	Total Materials and Services	\$ 11,587	\$ 7,651	\$ 11,800	\$ 11,800	\$ 11,800	\$ 11,800
	Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2170	TOTAL POLICE RESERVES	\$ 11,587	\$ 7,651	\$ 11,800	\$ 11,800	\$ 11,800	\$ 11,800
	TOTAL POLICE DEPARTMENT	\$ 6,978,026	\$ 7,439,975	\$ 7,276,694	\$ 7,686,117	\$ 7,766,617	\$ 7,766,617

FUND 01: General Fund – Police Communications

Description

The Communications team is the answering point for all emergency 911 calls for the east end of Yamhill County, as well as the switchboard for the Newberg-Dundee Police business lines and after-hour emergency calls for Newberg and Dundee Public Works. Additionally, the unit performs records functions in support of the police operations.

Communications is staffed with 10 fulltime dispatchers, the cost of which are allocated between three funding sources which are the General Fund, COPS grant funding, and 911 revenues.

Significant Changes

- The implementation of the Motorola 800 MHz radio system upgrade from analog to digital capability will be complete in FY 2021-22.
- CAD/Mobile/RMS software update was completed in of FY 2020-21.

ACCOUNT #	DESCRIPTION	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22
2310	COMMUNICATIONS						
01-2310-410000	Administrative Salaries	\$ 43,885	\$ 45,197	\$ 45,222	\$ 45,200	\$ 45,200	\$ 45,200
01-2310-420000	Dispatch Salaries	309,832	322,719	332,110	342,000	342,000	342,000
01-2310-435000	Overtime	43,835	41,476	35,000	35,000	35,000	35,000
01-2310-435001	Holiday Bank	9,727	12,761	13,000	14,000	14,000	14,000
01-2310-438000	Longevity	600	1,500	1,800	2,400	2,400	2,400
01-2310-440000	Misc Fringe Benefits	230	-	-	-	-	-
01-2310-441000	FICA/Medicare	30,215	31,297	32,676	33,500	33,500	33,500
01-2310-442000	Workers Compensation	811	663	668	800	800	800
01-2310-443000	Unemployment	403	424	431	500	500	500
01-2310-444000	Retirement-PERS	75,225	87,326	93,205	105,000	105,000	105,000
01-2310-444002	Retirement-Pension Bond	16,624	17,343	17,584	18,000	18,000	18,000
01-2310-445000	Health/Life/LTD	127,624	149,063	159,735	171,000	171,000	171,000
Total Personnel Services		\$ 659,011	\$ 709,769	\$ 731,431	\$ 767,400	\$ 767,400	\$ 767,400
01-2310-520000	Dues & Meetings	\$ 413	\$ 455	\$ 500	\$ 1,000	\$ 1,000	\$ 1,000
01-2310-520003	Recruitment Expense	2,417	-	-	-	-	-
01-2310-523000	Supplies & Equipment	1,519	1,920	4,000	9,000	9,000	9,000
01-2310-525000	Travel & Training	3,104	6,593	5,000	7,500	7,500	7,500
01-2310-526000	Employee Testing	276	-	500	500	500	500
01-2310-533000	Contractual Services	6,620	5,200	16,420	15,034	15,034	15,034
01-2310-533045	Maintenance Agreements	74,538	78,203	85,581	89,601	89,601	89,601
01-2310-566000	Equip Repair & Maintenance	2,158	1,399	6,000	6,000	6,000	6,000
01-2310-566120	Small Equipment Replacement	399	1,884	2,000	2,000	2,000	2,000
01-2310-590000	Internal Chrg-Admin Support Services	436,933	481,686	433,299	371,434	371,434	371,434
01-2310-590003	Internal Chrg-Capital Replace	19,000	19,000	19,000	-	-	-
01-2310-590006	Internal Chrg-Network Upgrade	5,899	11,797	11,797	-	-	-
Total Materials and Services		\$ 553,276	\$ 608,137	\$ 584,097	\$ 502,069	\$ 502,069	\$ 502,069
01-2310-610000	Capital Outlay	\$ -	\$ 40,691	\$ -	\$ -	\$ -	\$ -
Total Capital Outlay		\$ -	\$ 40,691	\$ -	\$ -	\$ -	\$ -
2310	TOTAL COMMUNICATIONS	\$ 1,212,287	\$ 1,358,597	\$ 1,315,528	\$ 1,269,469	\$ 1,269,469	\$ 1,269,469

FUND 01: General Fund – Library

Description

Our experienced in 2020 reinforced our understanding that the Newberg Library offers connection and a deep sense of place for many residents in our city. This year gave us the chance to help our community in new ways, working with residents to sew and deliver masks to those in need through the Newberg Mask Force, creating story time videos to connect with families, and using new mediums to connect with, and learn about, one another.

During this year in which COVID influenced so much of what we were able to do, the library department has striven to provide as many services to residents as possible, in English and in Spanish, to make up for our repeated and lengthy closures. We virtualized our early literature, book clubs, and story time programs and offered 'Grab and Go' kits for families. We launched a wide array of contactless curbside and printing options to help see our patrons through these tough times. 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.

We like to say that the library is the "front porch" of our community and has been since 1911. We are proud to provide a place for parents to grow the early literacy skills of their children and provide opportunities for teens to become leaders, particularly within our long-running teen art club. In addition, the library has continued to help individuals gain the skills needed to find new jobs. We have also helped people of all ages enjoy recreational materials to get through a long COVID winter. The library has learned to support our book clubs, educators, and students in a safe and physically-distanced way.

Significant Changes

In recent months, the library has experienced a number of key retirements. We have thoughtfully ensured that our new hires had access to the institutional knowledge of our departing colleagues so as to keep the team at its current level of excellence. To assist with this, we launched a Core Competencies Curriculum to help on-board new library staff. At the beginning of the COVID emergency, the library demonstrated that it was able to continue high-quality operations despite the needed operational cutbacks that impacted both our staffing and our plans for capital improvement.

All of the library staff have undertaken new training opportunities in the fields of emergency management, IT security awareness, customer service, and servant leadership.

This year's budget remains stable for the library aside from the addition of one Senior Librarian position.

ACCOUNT #	DESCRIPTION	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22
LIBRARY DEPARTMENT 31XX							
3120	LIBRARY SERVICES						
01-3120-410000	Administrative Salaries	\$ 216,911	\$ 175,607	\$ 184,920	\$ 187,300	\$ 187,300	\$ 187,300
01-3120-431000	Salaries & Wages	565,525	559,486	546,003	441,500	514,300	514,300
01-3120-435000	Overtime	1,002	-	-	-	-	-
01-3120-438000	Longevity	2,740	4,760	3,840	3,100	3,100	3,100
01-3120-440000	Misc Fringe Benefits	920	-	-	-	-	-
01-3120-441000	FICA/Medicare	59,129	55,131	56,211	48,500	54,100	54,100
01-3120-442000	Workers Compensation	1,383	1,154	1,516	1,500	1,625	1,625
01-3120-443000	Unemployment	779	752	746	700	775	775
01-3120-444000	Retirement-PERS	39,541	25,278	45,921	54,000	65,000	65,000
01-3120-444001	Retirement-Principal	106,861	111,918	102,200	77,400	77,400	77,400
01-3120-444002	Retirement-Pension Bond	6,877	6,692	10,681	13,300	16,300	16,300
01-3120-445000	Health/Life/LTD	108,551	112,289	102,786	113,500	133,800	133,800
Total Personnel Services		\$ 1,110,219	\$ 1,053,067	\$ 1,054,824	\$ 940,800	\$ 1,053,700	\$ 1,053,700
01-3120-510000	Office Supplies	\$ 6,691	\$ 7,212	\$ 7,500	\$ 7,630	\$ 7,630	\$ 7,630
01-3120-515000	Printing & Advertising	402	200	400	410	410	410
01-3120-520000	Dues & Meetings	1,826	1,420	1,700	1,700	1,700	1,700
01-3120-520003	Recruitment Expense	1,360	-	-	-	-	-
01-3120-523000	Supplies & Equipment	2,136	2,600	2,600	2,650	2,650	2,650
01-3120-525000	Travel & Training	7,980	7,290	8,000	8,500	8,500	8,500
01-3120-532000	Bank Fees	1,315	1,574	1,400	2,000	2,000	2,000
01-3120-533000	Contractual Services	564	555	1,000	1,000	1,000	1,000
01-3120-533045	Maintenance Agreements	5,078	5,995	6,500	6,610	6,610	6,610
01-3120-540000	Utilities	32,500	32,176	29,000	31,200	31,200	31,200
01-3120-542001	Regional Library Service	148,604	150,012	156,649	170,004	170,004	170,004
01-3120-551000	Books & Publications	38,494	50,565	53,000	53,900	53,900	53,900
01-3120-551001	Audio-Visual	10,346	10,643	10,600	10,780	10,780	10,780
01-3120-551002	Periodicals	5,891	5,360	4,500	4,450	4,450	4,450
01-3120-551003	Children's Books	22,847	24,043	25,000	25,430	25,430	25,430
01-3120-551004	Children's Audio-Visual	3,086	2,590	2,600	2,645	2,645	2,645
01-3120-551005	Children's Periodicals	256	142	-	-	-	-
01-3120-551006	Electronic Resources	5,248	3,167	4,200	4,270	4,270	4,270
01-3120-551007	Adult Book Replacement	312	505	-	-	-	-
01-3120-551008	Children's Book Replacement	1,395	1,362	-	-	-	-
01-3120-551009	Lost Book Refunds	-	-	100	100	100	100
01-3120-566000	Equip Repair & Maintenance	40	1,771	1,500	1,500	1,500	1,500
01-3120-590000	Internal Chrg-Admin Support Services	392,998	423,414	365,420	290,932	290,932	290,932
01-3120-590002	Internal Chrg-Computers	3,000	3,000	3,000	-	-	-
01-3120-590006	Internal Chrg-Network Upgrade	1,412	2,823	2,823	-	-	-
01-3120-596000	Volunteer Costs	106	200	400	450	450	450
Total Materials and Services		\$ 693,887	\$ 738,619	\$ 687,892	\$ 626,161	\$ 626,161	\$ 626,161
01-3120-610000	Capital Outlay	\$ 5,995	\$ 14,999	\$ -	\$ 3,050	\$ 3,050	\$ 3,050
Total Capital Outlay		\$ 5,995	\$ 14,999	\$ -	\$ 3,050	\$ 3,050	\$ 3,050
3120	TOTAL LIBRARY SERVICES	\$ 1,810,101	\$ 1,806,685	\$ 1,742,716	\$ 1,570,011	\$ 1,682,911	\$ 1,682,911
TOTAL LIBRARY DEPARTMENT		\$ 1,810,101	\$ 1,806,685	\$ 1,742,716	\$ 1,570,011	\$ 1,682,911	\$ 1,682,911

FUND 01: General Fund - Planning

Description

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

The proposed budget aligns with the following City Council Goals:

Develop an operational culture that adopts and cherishes Diversity, Equity, and Inclusion as core values.

- Diversity, Equity, and Inclusion Training for Planning Division staff

Promote development of housing affordability such as houselessness, transitional housing, workforce housing.

- Planning Division Grants
 - DLCD Technical Assistance Housing Production Strategy
 - DLCD Technical Assistance Urban Growth Boundary Expansion
- Professional Services
 - Urban Growth Boundary Expansion Consultant
 - Housing Needs Analysis appeal consultant services

Significant Changes

Revenue for the Community Development Fee is proposed to decrease because of reduced commercial development. Planning Grants will increase slightly. The Dundee Planning Contract increases due to inflationary rate increase for services. A decrease in the School District Construction Excise Tax and Chehalem Park and Recreation District System Development Charge (SDC) Administration fees are proposed based on single family development. The Planning/Subdivision Fees is proposed to remain steady at the budgeted FY 2021-22 level.

Materials and Services Supplies & Equipment is projected to decrease. Travel & Training is reduced based on training needs for staff. Bank Fees are projected to increase due to costs of credit card transactions due to COVID-19.

Planning Miscellaneous Grants will increase for Housing Production Strategy and Technical Assistance for the Urban Growth Boundary Expansion program.

Professional Services remain steady at FY 2020-21 levels and includes funding for an Urban Growth Boundary expansion consultant, consultant services for Housing Needs Analysis and Economic Opportunities Analysis appeals, transcriptionist services, Wix.com Historic Web site, and consultant services for updating the Newberg Strategic Tourism Plan.

ACCOUNT #	DESCRIPTION	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22
4110	PLANNING						
01-4110-410000	Administrative Salaries	\$ 101,875	\$ 107,584	\$ 204,591	\$ 197,400	\$ 197,400	\$ 197,400
01-4110-420000	Clerical Salaries	37,464	39,822	21,453	25,650	25,650	25,650
01-4110-431000	Salaries & Wages	195,155	159,714	133,489	212,500	212,500	212,500
01-4110-435000	Overtime	-	829	-	-	-	-
01-4110-438000	Longevity	-	204	598	620	620	620
01-4110-440000	Misc Fringe Benefits	391	-	-	-	-	-
01-4110-441000	FICA/Medicare	24,997	23,053	27,550	33,400	33,400	33,400
01-4110-442000	Workers Compensation	2,131	3,180	1,419	2,850	2,850	2,850
01-4110-443000	Unemployment	334	311	361	440	440	440
01-4110-444000	Retirement-PERS	44,055	48,536	79,406	82,000	82,000	82,000
01-4110-444002	Retirement-Pension Bond	11,959	11,756	13,941	17,000	17,000	17,000
01-4110-445000	Health/Life/LTD	55,138	46,698	75,277	93,000	93,000	93,000
	Total Personnel Services	\$ 473,499	\$ 441,687	\$ 558,085	\$ 664,860	\$ 664,860	\$ 664,860
01-4110-510000	Office Supplies	\$ 2,297	\$ 1,091	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500
01-4110-511000	Postage	-	-	100	100	100	100
01-4110-515000	Printing & Advertising	1,783	2,082	2,500	2,500	2,500	2,500
01-4110-520000	Dues & Meetings	1,447	2,522	4,130	3,800	3,800	3,800
01-4110-520003	Recruitment Expense	-	120	850	200	200	200
01-4110-523000	Supplies & Equipment	2,387	1,636	4,205	200	200	200
01-4110-525000	Travel & Training	2,966	1,239	6,455	6,190	6,190	6,190
01-4110-532000	Bank Fees	7,921	5,195	9,000	21,000	21,000	21,000
01-4110-533000	Contractual Services	280	421	460	450	450	450
01-4110-533011	Planning Misc Grants	247,292	24,866	10,776	125,000	125,000	125,000
01-4110-533045	Maintenance Agreements	14,906	13,019	14,835	15,225	15,825	15,825
01-4110-540000	Utilities	351	351	354	354	354	354
01-4110-551000	Books & Publications	40	40	150	150	150	150
01-4110-562000	Fuel	1,447	1,016	1,300	1,000	1,000	1,000
01-4110-563000	Vehicle Maintenance	-	9	600	600	600	600
01-4110-576000	Recording Fees	-	-	100	500	500	500
01-4110-580000	Professional Services	26,394	74,014	462,808	357,450	357,450	357,450
01-4110-580005	Land Use Planning Appeals	-	-	100	100	100	100
01-4110-590000	Internal Chrg-Admin Support Services	238,233	253,889	225,087	268,946	268,946	268,946
01-4110-590006	Internal Chrg-Network Upgrade	1,461	2,922	2,922	-	-	-
	Total Materials and Services	\$ 549,205	\$ 384,432	\$ 750,232	\$ 807,265	\$ 807,865	\$ 807,865
4110	TOTAL PLANNING	\$ 1,022,704	\$ 826,119	\$ 1,308,317	\$ 1,472,125	\$ 1,472,725	\$ 1,472,725

ACCOUNT #	DESCRIPTION	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22
NONDEPARTMENTAL 91XX							
9150	DEBT SERVICE - PRINCIPAL						
01-9150-647000	Interfund Loan - Water SDC	\$ 63,270	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Debt Service - Principal	\$ 63,270	\$ -	\$ -	\$ -	\$ -	\$ -
9160	DEBT SERVICE - INTEREST						
01-9160-647000	Interfund Loan - Water SDC	\$ 1,265	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Debt Service - Interest	\$ 1,265	\$ -	\$ -	\$ -	\$ -	\$ -
9150/9160	TOTAL DEBT SERVICE	\$ 64,535	\$ -	\$ -	\$ -	\$ -	\$ -
9170	TRANSFERS						
01-9170-907000	Transfer Out-Water Fund	\$ 13,810	\$ 13,810	\$ 13,810	\$ -	\$ -	\$ -
01-9170-909000	Transfer Out-Debt Service	309,616	369,099	372,575	372,575	372,575	372,575
01-9170-914000	Transfer Out-Economic Dev Fund	-	-	-	42,000	121,100	121,100
01-9170-932000	Transfer Out-Veh/Equip Replacement	16,412	-	-	-	-	-
9170	TOTAL TRANSFERS	\$ 339,838	\$ 382,909	\$ 386,385	\$ 414,575	\$ 493,675	\$ 493,675
9180	RESERVES						
01-9180-800000	Contingency	\$ -	\$ -	\$ 936,608	\$ 2,269,488	\$ 2,200,555	\$ 2,200,555
01-9180-800001	Contingency - Assigned to Cap Expend	-	-	-	413,772	413,772	413,772
01-9180-880000	Unappropriated Fund Balance	-	-	1,100,000	-	-	-
9180	TOTAL RESERVES	\$ -	\$ -	\$ 2,036,608	\$ 2,683,260	\$ 2,614,327	\$ 2,614,327
	TOTAL NONDEPARTMENTAL	\$ 404,373	\$ 382,909	\$ 2,422,993	\$ 3,097,835	\$ 3,108,002	\$ 3,108,002



ADMINISTRATIVE SUPPORT SERVICES FUND (31)

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Fund 31: Administrative/Support Services Fund

Description of Services

Administrative and support services are funded through internal transfers from operating programs and funds in exchange for services provided (City Manager's Office, Human Resources, City Recorder, Community Engagement, Finance, IT, Legal Services, Fleet, and Facilities). Citywide support services are budgeted each year in Fund 31 and then costs are allocated out to the various programs benefitting from those services based on specific methodologies, resulting in the internal charge transfers reflected in other funds.

Brief narratives for each of the administrative and support services programs follow, accompanied by their respective budget detail.

City Manager's Office (pg. 57)

The City Manager's Office includes the City Manager. The City Manager acts as the Chief Administrative Officer and the City Budget Officer. The City Manager oversees the City's daily business and helps translate City Council policy directives into action. The City Manager provides staff support to the Mayor and City Councilors on policy implementation tasks and assists elected officials in engaging with and responding to constituents.

The City Manager used a portion of professional services in FY 2020-21 on team training around interpersonal styles with Department Heads. A goal for FY 2021-22 is to build on these efforts to create a more cohesive team among the City leadership.

Human Resources (pg. 58)

The Human Resources Division is staffed by a part-time Project Specialist and an HR Director, however this structure will change in FY 2021-22 with the creation of an HR Manager position. The Human Resources Division provides the services of recruiting, hiring and on-boarding employees; employee training; employee performance management; benefits administration; pension program oversight; employee leave administration; labor negotiations; and a host of other services to support City employees and managers.

The division is also managing the changes brought on by COVID, ensuring that the City has appropriate policies, protocols and operational standards that comport with OHA, OSHA and CDC guidelines. This has been a new and expansive body of work and continues to evolve through the lifecycle of the pandemic. We expect to still be managing COVID related issues through FY 2021-22.

We are planning for the launch of a new employee performance evaluation and management technology platform in FY 2020-21 that will be fully implemented in FY 2021-22. This will enable managers and supervisors an easier process to more

meaningfully and more frequently communicate with their employees about performance and development.

City Recorder (pg. 58)

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, and oversees Boards and Commissions. The position ensures the City adheres to the legal requirements of meetings' law, and assists staff with research. Additionally, the City Recorder publishes the Council packet via the Granicus Peak system.

In FY 2021-22, to improve accessibility and efficiency, the City is budgeting money to join the state's ORMS electronic records management system. This will aid the management of records for retention and legal requirements.

Another effort in FY 2021-22 is that under the City Charter, Newberg must rebalance its districts with each decennial U.S. census. Money has been budgeted to contract with a consultant to supply the technical products for this project.

Community Engagement (pg. 59)

The Community Engagement program is staffed by a 1.0 FTE Communication Specialist who ensures 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 and 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. In 2020 and through 2021, Community Engagement is working to create a citywide communications plan and strategy to strengthen the City's outreach and improve engagement with residents.

In FY 2021-22, Community Engagement will add a 1.0 FTE position to the program to provide capacity for greater community outreach and engagement efforts, program management, and accomplishing critical strategic work.

Finance (pg. 60)

The City's finance and accounting function is a component of the Support Services umbrella under the direction of the Assistant City Manager and provides direct service and support to City department operations and programs. The Finance Manager oversees day-to-day operations of the team including payroll, accounts payable, accounts receivable, cash receipts and disbursements, general ledger maintenance, and internal reporting.

The FY 2021-22 budget for Finance is both strikingly different and similar to prior years. While the services provided and base staffing remain constant, there are significant changes in structure aimed at providing a higher level of service to the City as a whole. With the departure of the Finance Director and Assistant Finance Director during FY 2020-21, the City was afforded an opportunity to reorganize and align support services to achieve economies of scale and common purpose. The Finance Director position was rebudgeted as a Finance Manager position and the Assistant Finance Director position was repurposed as an Analyst. Other positions within the Finance Department were retained in their prior form.

An assessment of the Finance function during FY 2021-22 emphasized the need to evaluate the financial software as an effective tool in doing the City's work. That assessment will begin during FY 2020-21 and be completed during FY 2021-22, providing direction towards an update/conversion of the software.

In FY 2021-22, bank fees are an item of note in the budget across departments that receive payments. As the City has experienced more customers utilizing credit card and on-line payment options, the City's merchant fees charged on the use of those transactions continues to increase. These increases are reflected in all programs that take credit card and on-line payments.

Utility Billing program is budgeted as a subset of the Finance Department and is organizationally under the direction of the Finance Manager. The costs associated with this function is directly allocated to the utility funds (Wastewater, Water, and Stormwater).

There are no significant changes to the City's Utility Billing program as budgeted for FY 2021-22. The continuation of the City's policy to defer service interruptions during the COVID-19 pandemic has resulted in an accumulation of accounts receivable and past due balances. As the City expects to transition back to somewhat more normal operations during FY 2021-22 these accounts will be addressed but are anticipated to have little impact on the budget. The City continues to provide utility assistance to customers struggling from the effects of the pandemic.

Information Technology (IT) (pg. 62)

The IT Division is a team of 6.0 FTE that supports the Citywide area network, office applications, and hardware, including email system, data backup, website, and the 911 center. IT provides computer, network, telephone equipment, and mobile device support for all staff.

IT operates the City's help desk and on-call services to support City employees whether they are working remotely or working onsite.

COVID-19 prompted significant changes in FY 2021-22 and we anticipate these changes will continue into FY 2021-22 and into the future. The IT division assisted in migrating many City employees to remote work technologies, including deploying nearly

60 computers which were purchased with Federal COVID relief funds (CARES Act funding).

Legal Services (pg. 63)

The City Charter establishes the Office of City Attorney as the Chief Legal Officer of the City government. The City Attorney's Office works as a 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 Office enforces codes and laws of the city through the work of a Code Compliance Officer, a City Prosecutor, and a Paralegal.

During FY 2020-21 the City Council determined that the City's legal services needs would be better served through a contract law firm rather than on individual attorney. The City conducted a request for proposal (RFP) process to identify a firm capable of meeting the City's needs now and into the future. Miller Nash LLP was selected by the City Council to serve Newberg, with firm partner James Walker selected to serve as City Attorney. This relationship leverages the knowledge of multiple specialized Attorneys to address City needs. This change resulted in separation with the City's staff Attorney, but the Legal Department staff were retained in their roles and will report to the City Manager under the current supervisory model.

Fleet Services (pg. 64)

The Fleet Administrative and Support Services is responsible for the maintenance, repair, and purchasing/set-up of new or replacement vehicles and small/large equipment for most City departments. The scope of responsibility includes 101 vehicles in the City Administration, Community Development, Police, and Public Works Departments, ten 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. Additionally, Fleet Maintenance also provides maintenance and repair services for 17 Newberg School District and 13 Chehalem Park and Recreation District maintenance vehicles.

Facilities Services (pg. 65)

Facilities Administrative and Support Services is responsible for all City-owned properties, parking lots and buildings, which includes the Library and Annex buildings, City Hall, City Hall Archives building, Public Safety Building, 2nd Street Parking Lot, Public Works Maintenance Yard, and the Wastewater and Water Treatment Plant Administration buildings.

Additionally, Facilities Services provides groundskeeping for over three acres of landscape and turf which includes the Waterwise Garden, Butler property, Francis Square, Rocket Park, Highway 99W medians, Newberg welcome signs, Unity Park (Flagpole), Dayton Avenue at 3rd and 4th Street, in addition to all landscaping around City-owned facilities.

ACCOUNT #	DESCRIPTION	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22
FUND 31	ADMIN/SUPPORT SERVICES FUND						
	RESOURCES						
31-0000-300000	Beg F/B-Net Working Capital	\$ 488,426	\$ 512,469	\$ 400,775	\$ 653,945	\$ 653,945	\$ 653,945
31-0000-334000	Miscellaneous Grants	-	52,957	-	-	-	-
31-0000-336007	Intergovernmental Garage Chrg	14,059	9,591	6,000	6,000	6,000	6,000
31-0000-338000	Reimbursed Costs	5	-	-	3,100	3,100	3,100
31-0000-341004	Lien Search Fees	16,497	23,814	15,000	18,000	18,000	18,000
31-0000-341012	Assessment Fees	36	54	100	-	-	-
31-0000-360000	Miscellaneous Revenues	269	872	-	-	-	-
31-0000-361000	Interest Earned	37,550	32,362	6,500	13,000	13,000	13,000
31-0000-364000	Sale Of Assets	80	60	-	-	-	-
31-0000-370010	Internal Rev-Admin/Recorder/CommEngmnt	579,184	621,516	552,969	675,595	675,595	675,595
31-0000-370050	Internal Rev-Human Resource	216,886	221,411	248,435	390,877	390,877	390,877
31-0000-370075	Internal Rev-Utility Billing	334,568	506,759	374,706	379,131	379,131	379,131
31-0000-370100	Internal Rev-Finance	715,485	802,403	758,190	567,876	567,876	567,876
31-0000-370125	Internal Rev-Computer Services	1,048,780	1,321,103	1,236,129	1,072,483	1,072,483	1,072,483
31-0000-370150	Internal Rev-Legal	473,681	481,831	481,273	618,120	618,120	618,120
31-0000-370200	Internal Rev-Insurance	375,074	364,704	477,789	451,588	451,588	451,588
31-0000-370300	Internal Rev-Phone/Postage	151,804	240,291	253,635	252,152	252,152	252,152
31-0000-370400	Internal Rev-Fleet	242,060	253,780	268,844	249,663	249,663	249,663
31-0000-370500	Internal Rev-Facilities/Code	786,848	761,864	602,010	515,333	515,333	515,333
31-0000-371000	Intergovernmental Facility Chg	418	431	444	-	-	-
31-0000-390032	Transfer In-Veh/Equip Repl Fund	-	-	-	574,521	574,521	574,521
FUND 31	TOTAL RESOURCES	\$ 5,481,710	\$ 6,208,272	\$ 5,682,799	\$ 6,441,384	\$ 6,441,384	\$ 6,441,384
	CITY MANAGER'S OFFICE 12XX						
1210	CITY MANAGER						
31-1210-410000	Administrative Salaries	\$ 141,944	\$ 157,437	\$ 164,112	\$ 161,200	\$ 161,200	\$ 160,000
31-1210-420000	Clerical Salaries	53,249	48,807	-	-	-	-
31-1210-435000	Overtime	-	573	-	-	-	-
31-1210-436200	Vehicle Allowance	-	1,975	6,000	6,000	6,000	6,000
31-1210-440000	Misc Fringe Benefits	740	12,309	-	-	-	-
31-1210-441000	FICA/Medicare	13,877	16,833	13,014	13,000	13,000	13,000
31-1210-442000	Workers Compensation	570	564	430	400	400	400
31-1210-443000	Unemployment	200	222	171	200	200	200
31-1210-444000	Retirement-PERS	38,563	12,222	30,791	35,000	35,000	35,000
31-1210-444001	Retirement-Principal	18,307	18,549	-	-	-	-
31-1210-444002	Retirement-Pension Bond	6,602	3,097	7,002	7,000	7,000	7,000
31-1210-445000	Health/Life/LTD	34,216	23,834	27,029	28,500	28,500	28,500
	Total Personnel Services	\$ 308,268	\$ 296,422	\$ 248,549	\$ 251,300	\$ 251,300	\$ 250,100
31-1210-510000	Office Supplies	\$ 1,470	\$ 2,685	\$ 3,500	\$ 1,000	\$ 1,000	\$ 1,000
31-1210-515000	Printing & Advertising	668	379	800	250	250	250
31-1210-520000	Dues & Meetings	2,560	5,209	3,000	2,300	2,300	2,300
31-1210-520003	Recruitment Expense	-	35,122	-	-	-	-
31-1210-520008	Recognition	-	6,474	7,500	7,500	7,500	7,500
31-1210-523000	Supplies & Equipment	935	2,925	-	200	200	200
31-1210-525000	Travel & Training	4,256	8,207	2,500	2,000	2,000	2,000
31-1210-533000	Contractual Services	2,388	-	-	-	-	-
31-1210-533045	Maintenance Agreements	2,487	2,471	3,000	2,500	2,500	2,500
31-1210-540000	Utilities	511	526	600	600	600	600
31-1210-580000	Professional Services	39,827	61,298	30,000	30,000	30,000	31,200
31-1210-591000	Elections	61	-	-	-	-	-
	Total Materials and Services	\$ 55,163	\$ 125,296	\$ 50,900	\$ 46,350	\$ 46,350	\$ 47,550
1210	TOTAL CITY MANAGER	\$ 363,431	\$ 421,718	\$ 299,449	\$ 297,650	\$ 297,650	\$ 297,650

ACCOUNT #	DESCRIPTION	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22
1220	HUMAN RESOURCES						
31-1220-410000	Administrative Salaries	\$ 98,780	\$ 61,678	\$ 106,710	\$ 230,100	\$ 230,100	\$ 230,100
31-1220-420000	Clerical Salaries	-	33,613	42,441	40,500	40,500	40,500
31-1220-440000	Misc Fringe Benefits	460	-	-	-	-	-
31-1220-441000	FICA/Medicare	7,428	7,983	11,410	20,700	20,700	20,700
31-1220-442000	Workers Compensation	148	123	204	650	650	650
31-1220-443000	Unemployment	99	107	150	275	275	275
31-1220-444000	Retirement-PERS	15,530	11,345	35,005	71,700	71,700	71,700
31-1220-444002	Retirement-Pension Bond	4,478	3,121	6,140	11,200	11,200	11,200
31-1220-445000	Health/Life/LTD	24,371	26,617	24,478	1,500	1,500	1,500
	Total Personnel Services	\$ 151,294	\$ 144,587	\$ 226,538	\$ 376,625	\$ 376,625	\$ 376,625
31-1220-510000	Office Supplies	\$ 621	\$ 1,351	\$ 1,000	\$ 2,000	\$ 2,000	\$ 2,000
31-1220-520000	Dues & Meetings	2,991	762	2,000	1,500	1,500	1,500
31-1220-520003	Recruitment Expense	162	8,728	5,000	2,000	8,000	8,000
31-1220-520008	Recognition	5,000	200	-	-	-	-
31-1220-523000	Supplies & Equipment	-	234	1,500	4,000	4,000	4,000
31-1220-524000	Safety Program	421	576	1,500	1,500	1,500	1,500
31-1220-524001	Risk Management	-	70	-	1,000	1,000	1,000
31-1220-525000	Travel & Training	7,005	1,501	5,000	2,000	2,000	2,000
31-1220-551000	Books & Publications	618	176	500	500	500	500
31-1220-580000	Professional Services	19,676	14,982	15,029	33,000	33,000	33,000
	Total Materials and Services	\$ 36,494	\$ 28,580	\$ 31,529	\$ 47,500	\$ 53,500	\$ 53,500
1220	TOTAL HUMAN RESOURCES	\$ 187,788	\$ 173,167	\$ 258,067	\$ 424,125	\$ 430,125	\$ 430,125
1230	CITY RECORDER						
31-1230-410000	Administrative Salaries	\$ 75,192	\$ 77,309	\$ 79,398	\$ 81,700	\$ 102,100	\$ 102,100
31-1230-438000	Longevity	-	540	720	720	720	720
31-1230-441000	FICA/Medicare	5,623	5,840	6,129	6,400	7,960	7,960
31-1230-442000	Workers Compensation	132	113	110	100	150	150
31-1230-443000	Unemployment	73	78	81	100	140	140
31-1230-444000	Retirement-PERS	-	-	-	-	3,100	3,100
31-1230-444001	Retirement-Principal	27,671	29,378	35,477	38,100	38,100	38,100
31-1230-444002	Retirement- Pension Bond	-	-	-	-	850	850
31-1230-445000	Health/Life/LTD	8,822	9,257	9,495	10,000	10,000	10,000
	Total Personnel Services	\$ 117,513	\$ 122,515	\$ 131,410	\$ 137,120	\$ 163,120	\$ 163,120
31-1230-510000	Office Supplies	\$ 1,602	\$ 103	\$ 100	\$ 100	\$ 100	\$ 100
31-1230-515000	Printing & Advertising	107	7	100	100	100	100
31-1230-520000	Dues & Meetings	737	1,025	1,245	1,245	1,245	1,245
31-1230-523000	Supplies & Equipment	-	347	1,000	1,500	1,500	1,500
31-1230-525000	Travel & Training	2,049	766	1,000	1,000	1,000	1,000
31-1230-533045	Maintenance Agreements	5,344	20	-	-	-	-
31-1230-551000	Books & Publications	-	75	200	100	100	100
31-1230-580000	Professional Services	12,675	11,687	10,040	34,626	34,626	34,626
31-1230-591000	Elections	41	390	500	-	-	-
	Total Materials and Services	\$ 22,555	\$ 14,420	\$ 14,185	\$ 38,671	\$ 38,671	\$ 38,671
1230	TOTAL CITY RECORDER	\$ 140,068	\$ 136,935	\$ 145,595	\$ 175,791	\$ 201,791	\$ 201,791

ACCOUNT #	DESCRIPTION	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22
1250	COMMUNITY ENGAGEMENT						
31-1250-410000	Administrative Salaries	\$ 71,608	\$ 50,265	\$ 61,476	\$ 128,870	\$ 128,870	\$ 128,870
31-1250-420000	Clerical Salaries	712	-	-	-	-	-
31-1250-435000	Overtime	-	33	-	-	-	-
31-1250-440000	Misc Fringe Benefits	460	-	-	-	-	-
31-1250-441000	FICA/Medicare	5,503	3,801	4,703	9,800	9,800	9,800
31-1250-442000	Workers Compensation	127	71	95	250	250	250
31-1250-443000	Unemployment	71	51	62	150	150	150
31-1250-444000	Retirement-PERS	-	-	7,439	19,400	19,400	19,400
31-1250-444001	Retirement-Principal	26,521	4,768	-	-	-	-
31-1250-444002	Retirement-Pension Bond	-	-	2,531	5,300	5,300	5,300
31-1250-445000	Health/Life/LTD	9,040	6,164	9,372	34,150	34,150	34,150
	Total Personnel Services	\$ 114,042	\$ 65,153	\$ 85,678	\$ 197,920	\$ 197,920	\$ 197,920
31-1250-510000	Office Supplies	\$ 9	\$ -	\$ 100	\$ 100	\$ 100	\$ 100
31-1250-515000	Printing & Advertising	-	97	500	1,000	1,000	1,000
31-1250-520000	Dues & Meetings	-	-	250	250	250	250
31-1250-523000	Supplies & Equipment	389	2,060	2,500	2,500	2,500	2,500
31-1250-525000	Travel & Training	-	55	1,000	1,750	1,750	1,750
31-1250-533000	Contractual Services	-	3,576	5,000	5,000	5,000	5,000
31-1250-533045	Maintenance Agreements	-	6,000	6,000	6,000	6,000	6,000
31-1250-580000	Professional Services	-	-	25,000	25,000	25,000	25,000
	Total Materials and Services	\$ 398	\$ 11,788	\$ 40,350	\$ 41,600	\$ 41,600	\$ 41,600
1250	TOTAL COMMUNITY ENGAGEMENT	\$ 114,440	\$ 76,941	\$ 126,028	\$ 239,520	\$ 239,520	\$ 239,520
31-1260-510000	Office Supplies	\$ -	\$ -	\$ -	\$ 100	\$ -	\$ -
31-1260-515000	Printing & Advertising	-	-	-	400	-	-
31-1260-520000	Dues & Meetings	-	-	-	1,000	-	-
31-1260-523000	Supplies & Equipment	-	-	-	15,000	-	-
31-1260-525000	Travel & Training	-	-	-	3,500	-	-
31-1260-551000	Books & Periodicals	-	-	-	100	-	-
	Total Materials and Services	\$ -	\$ -	\$ -	\$ 20,100	\$ -	\$ -
1260	TOTAL ECONOMIC HEALTH	\$ -	\$ -	\$ -	\$ 20,100	\$ -	\$ -
	TOTAL CITY MANAGER'S OFFICE	\$ 805,727	\$ 808,761	\$ 829,139	\$ 1,157,186	\$ 1,169,086	\$ 1,169,086

ACCOUNT #	DESCRIPTION	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22
FINANCE DEPARTMENT 13XX							
1310	FINANCE						
31-1310-410000	Administrative Salaries	\$ 210,149	\$ 225,155	\$ 227,898	\$ 147,100	\$ 147,100	\$ 147,100
31-1310-420000	Clerical Salaries	196,855	209,565	191,106	194,300	194,300	194,300
31-1310-435000	Overtime	-	177	-	-	-	-
31-1310-438000	Longevity	2,120	3,760	4,560	3,100	3,100	3,100
31-1310-440000	Misc Fringe Benefits	460	-	-	-	-	-
31-1310-441000	FICA/Medicare	30,258	32,253	32,403	26,400	26,400	26,400
31-1310-442000	Workers Compensation	664	583	570	600	600	600
31-1310-443000	Unemployment	409	438	426	350	350	350
31-1310-444000	Retirement-PERS	36,922	47,693	50,090	41,700	41,700	41,700
31-1310-444001	Retirement-Principal	87,344	82,857	83,065	31,400	31,400	31,400
31-1310-444002	Retirement-Pension Bond	8,156	9,788	10,302	8,000	8,000	8,000
31-1310-445000	Health/Life/LTD	99,007	103,172	108,261	114,000	114,000	114,000
Total Personnel Services		\$ 672,344	\$ 715,441	\$ 708,681	\$ 566,950	\$ 566,950	\$ 566,950
31-1310-510000	Office Supplies	\$ 3,564	\$ 4,199	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
31-1310-515000	Printing & Advertising	2,055	1,233	2,200	2,200	2,200	2,200
31-1310-520000	Dues & Meetings	1,305	1,334	1,570	1,600	1,600	1,600
31-1310-520003	Recruitment Expense	-	98	-	-	-	-
31-1310-523000	Supplies & Equipment	395	1,667	1,000	1,000	1,000	1,000
31-1310-525000	Travel & Training	6,505	4,104	8,350	4,050	4,050	4,050
31-1310-532000	Bank Fees	1	13	-	100	100	100
31-1310-533000	Contractual Services	8,142	11,753	10,200	10,000	10,000	10,000
31-1310-533045	Maintenance Agreements	18,311	20,064	25,800	23,000	23,000	23,000
31-1310-540000	Utilities	438	438	480	480	480	480
31-1310-551000	Books & Publications	80	40	200	100	100	100
31-1310-575000	Bond Registration Costs	3,000	3,000	3,000	3,000	3,000	3,000
31-1310-580000	Professional Services	37,816	42,692	40,130	31,000	31,000	31,000
31-1310-590002	Internal Chrg-Computers	10,000	10,000	-	-	-	-
Total Materials and Services		\$ 91,612	\$ 100,635	\$ 95,930	\$ 79,530	\$ 79,530	\$ 79,530
1310	TOTAL FINANCE	\$ 763,956	\$ 816,076	\$ 804,611	\$ 646,480	\$ 646,480	\$ 646,480
1311	GENERAL OFFICE						
31-1311-511000	Postage	\$ 27,653	\$ 27,279	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
31-1311-531000	Telephones	185,967	228,020	231,938	243,600	243,600	243,600
Total Materials and Services		\$ 213,620	\$ 255,299	\$ 261,938	\$ 273,600	\$ 273,600	\$ 273,600
1311	TOTAL GENERAL OFFICE	\$ 213,620	\$ 255,299	\$ 261,938	\$ 273,600	\$ 273,600	\$ 273,600

ACCOUNT #	DESCRIPTION	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22
1320	FINANCE - BILLING						
31-1320-420000	Clerical Salaries	\$ 94,319	\$ 98,826	\$ 102,181	\$ 102,000	\$ 102,000	\$ 102,000
31-1320-438000	Longevity	-	720	1,440	1,500	1,500	1,500
31-1320-441000	FICA/Medicare	6,794	7,235	7,927	8,000	8,000	8,000
31-1320-442000	Workers Compensation	197	171	176	200	200	200
31-1320-443000	Unemployment	94	100	105	100	100	100
31-1320-444001	Retirement-Principal	34,776	37,556	45,884	48,000	48,000	48,000
31-1320-445000	Health/Life/LTD	37,999	39,841	41,883	44,300	44,300	44,300
	Total Personnel Services	\$ 174,179	\$ 184,449	\$ 199,596	\$ 204,100	\$ 204,100	\$ 204,100
31-1320-510000	Office Supplies	\$ 1,022	\$ 1,065	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
31-1320-515000	Printing & Advertising	1,190	988	1,100	1,100	1,100	1,100
31-1320-520000	Dues & Meetings	-	-	125	-	-	-
31-1320-523000	Supplies & Equipment	2,093	30	1,600	1,600	1,600	1,600
31-1320-525000	Travel & Training	250	2,198	1,800	1,800	1,800	1,800
31-1320-532000	Bank Fees	84,432	92,254	100,000	120,000	120,000	120,000
31-1320-533000	Contractual Services	52,402	50,026	50,000	50,000	50,000	50,000
31-1320-533045	Maintenance Agreements	8,701	10,530	11,060	11,060	11,060	11,060
31-1320-540000	Utilities	175	175	192	220	220	220
31-1320-558001	Utility Assistance	17,802	181,991	20,000	20,000	20,000	20,000
	Total Materials and Services	\$ 168,067	\$ 339,257	\$ 187,377	\$ 207,280	\$ 207,280	\$ 207,280
1320	TOTAL FINANCE - BILLING	\$ 342,246	\$ 523,706	\$ 386,973	\$ 411,380	\$ 411,380	\$ 411,380
	TOTAL FINANCE DEPARTMENT	\$ 1,106,202	\$ 1,339,782	\$ 1,191,584	\$ 1,057,860	\$ 1,057,860	\$ 1,057,860

ACCOUNT #	DESCRIPTION	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22
1330	INFORMATION TECHNOLOGY						
31-1330-410000	Administrative Salaries	\$ 121,195	\$ 124,875	\$ 124,884	\$ 82,000	\$ 82,000	\$ 82,000
31-1330-420000	Clerical Salaries	29,662	57,609	65,751	65,700	65,700	65,700
31-1330-431000	Other Salaries	387,305	312,002	318,515	232,200	232,200	232,200
31-1330-435000	Overtime	979	1,118	5,000	5,000	5,000	5,000
31-1330-436000	On Call Pay	9,183	11,392	10,956	14,000	14,000	14,000
31-1330-438000	Longevity	1,660	4,860	6,960	6,720	6,720	6,720
31-1330-440000	Misc Fringe Benefits	2,530	-	-	-	-	-
31-1330-441000	FICA/Medicare	40,703	37,598	40,704	31,000	31,000	31,000
31-1330-442000	Workers Compensation	866	686	748	800	800	800
31-1330-443000	Unemployment	551	513	536	400	400	400
31-1330-444000	Retirement-PERS	40,294	45,831	45,518	16,400	16,400	16,400
31-1330-444001	Retirement-Principal	126,593	110,193	143,045	143,000	143,000	143,000
31-1330-444002	Retirement-Pension Bond	9,021	8,980	8,605	4,000	4,000	4,000
31-1330-445000	Health/Life/LTD	110,584	116,673	125,012	103,700	103,700	103,700
Total Personnel Services		\$ 881,126	\$ 832,330	\$ 896,234	\$ 704,920	\$ 704,920	\$ 704,920
31-1330-510000	Office Supplies	\$ 1,112	\$ 677	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
31-1330-520000	Dues & Meetings	302	232	200	200	200	200
31-1330-520003	Recruitment Expense	-	-	500	-	-	-
31-1330-523000	Supplies & Equipment	23,397	16,341	26,000	16,000	16,000	16,000
31-1330-525000	Travel & Training	24,592	6,338	15,000	30,000	30,000	30,000
31-1330-533045	Maintenance Agreements	141,826	145,853	170,000	175,000	175,000	175,000
31-1330-534000	Lease Payment	-	-	-	25,951	25,951	25,951
31-1330-540000	Utilities	482	482	462	500	500	500
31-1330-551000	Books & Publications	40	-	200	200	200	200
31-1330-580000	Professional Services	783	35,913	21,000	21,000	21,000	21,000
Total Materials and Services		\$ 192,534	\$ 205,836	\$ 235,362	\$ 270,851	\$ 270,851	\$ 270,851
31-1330-610000	Capital Outlay	\$ 16,592	\$ 189,998	\$ 145,000	\$ 181,136	\$ 181,136	\$ 181,136
Total Capital Outlay		\$ 16,592	\$ 189,998	\$ 145,000	\$ 181,136	\$ 181,136	\$ 181,136
1330	TOTAL INFORMATION TECHNOLOGY	\$ 1,090,252	\$ 1,228,164	\$ 1,276,596	\$ 1,156,907	\$ 1,156,907	\$ 1,156,907

ACCOUNT #	DESCRIPTION	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22
1410	CITY ATTORNEY						
31-1410-410000	Administrative Salaries	\$ 134,735	\$ 142,666	\$ 142,865	\$ -	\$ -	\$ -
31-1410-420000	Clerical Salaries	69,468	71,564	71,631	71,600	71,600	71,600
31-1410-431000	Prosecution Salaries	25,950	24,613	31,202	31,200	31,200	31,200
31-1410-432000	Code Enforcement Salaries	46,844	49,768	51,280	52,500	52,500	52,500
31-1410-438000	Longevity	-	1,080	1,440	1,440	1,440	1,440
31-1410-440000	Misc Fringe Benefits	1,200	-	-	-	-	-
31-1410-441000	FICA/Medicare	20,448	21,121	22,829	12,000	12,000	12,000
31-1410-442000	Workers Compensation	1,322	1,364	1,085	1,000	1,000	1,000
31-1410-443000	Unemployment	278	289	301	200	200	200
31-1410-444000	Retirement-PERS	25,811	30,460	32,194	8,100	8,100	8,100
31-1410-444001	Retirement-Principal	25,777	27,196	32,038	33,400	33,400	33,400
31-1410-444002	Retirement-Pension Bond	8,048	7,861	8,021	2,200	2,200	2,200
31-1410-445000	Health/Life/LTD	66,615	69,641	72,276	48,200	48,200	48,200
Total Personnel Services		\$ 426,496	\$ 447,623	\$ 467,162	\$ 261,840	\$ 261,840	\$ 261,840
31-1410-510000	Office Supplies	\$ 585	\$ 1,106	\$ 2,400	\$ 1,000	\$ 1,000	\$ 1,000
31-1410-510100	Code Enforcement	1,332	1,081	4,000	750	750	750
31-1410-510120	Nuisance/Abatement Control	2,869	2,126	3,000	7,000	7,000	7,000
31-1410-520000	Dues & Meetings	1,539	1,589	3,200	500	500	500
31-1410-523000	Supplies & Equipment	184	35	-	-	-	-
31-1410-525000	Travel & Training	4,793	2,990	8,000	2,000	2,000	2,000
31-1410-533045	Maintenance Agreements	3,985	4,012	5,000	-	-	-
31-1410-540000	Utilities	351	351	400	400	400	400
31-1410-551000	Books & Publications	180	934	800	325	325	325
31-1410-580000	Professional Services	2,949	18,924	11,000	500,000	500,000	500,000
31-1410-595000	Prosecution Expenses	251	258	400	500	500	500
31-1410-595001	Litigation Expenses	47	25	500	250	250	250
Total Materials and Services		\$ 19,065	\$ 33,431	\$ 38,700	\$ 512,725	\$ 512,725	\$ 512,725
1410	TOTAL CITY ATTORNEY	\$ 445,561	\$ 481,054	\$ 505,862	\$ 774,565	\$ 774,565	\$ 774,565

ACCOUNT #	DESCRIPTION	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22
PUBLIC WORKS 51XX							
5162	FLEET						
31-5162-410000	Administrative Salaries	\$ 18,780	\$ 20,320	\$ 21,334	\$ 22,000	\$ 22,000	\$ 22,000
31-5162-431000	Salaries & Wages	99,073	102,741	104,850	105,000	105,000	105,000
31-5162-435000	Overtime	53	254	500	500	500	500
31-5162-436000	On Call Pay	1,055	860	500	500	500	500
31-5162-438000	Longevity	5,100	5,910	6,060	6,400	6,400	6,400
31-5162-440000	Misc Fringe Benefits	575	-	-	-	-	-
31-5162-441000	FICA/Medicare	9,178	9,679	10,194	10,300	10,300	10,300
31-5162-442000	Workers Compensation	4,251	4,654	3,437	3,700	3,700	3,700
31-5162-443000	Unemployment	125	130	134	100	100	100
31-5162-444001	Retirement-Principal	45,001	47,985	60,336	63,400	63,400	63,400
31-5162-445000	Health/Life/LTD	40,423	40,629	44,401	39,300	39,300	39,300
Total Personnel Services		\$ 223,614	\$ 233,162	\$ 251,746	\$ 251,200	\$ 251,200	\$ 251,200
31-5162-510000	Office Supplies	\$ -	\$ -	\$ 500	\$ 500	\$ 500	\$ 500
31-5162-512000	Uniforms	549	1,341	1,200	1,200	1,200	1,200
31-5162-520000	Dues & Meetings	-	61	500	500	500	500
31-5162-523000	Supplies & Equipment	(3,084)	(3,050)	5,000	5,000	5,000	5,000
31-5162-523008	Intergovernmental Garage Costs	17,552	12,535	5,000	5,000	5,000	5,000
31-5162-523012	Shop Supplies/Environmental	2,175	2,749	2,000	2,000	2,000	2,000
31-5162-523100	Small Tools	3,509	3,596	3,000	3,000	3,000	3,000
31-5162-525000	Travel & Training	206	506	1,400	1,400	1,400	1,400
31-5162-526000	Employee Testing	334	365	300	300	300	300
31-5162-533045	Maintenance Agreements	1,403	1,423	3,000	3,000	3,000	3,000
31-5162-551000	Books & Publications	714	714	1,500	1,500	1,500	1,500
31-5162-562000	Fuel	663	451	1,000	1,000	1,000	1,000
31-5162-563000	Vehicle Maintenance	1,373	43	500	500	500	500
31-5162-566000	Equip Repair & Maintenance	22	218	2,000	2,000	2,000	2,000
31-5162-590001	Internal Chrg-Veh/Equip	5,000	5,000	5,000	-	-	-
Total Materials and Services		\$ 30,416	\$ 25,952	\$ 31,900	\$ 26,900	\$ 26,900	\$ 26,900
5162	TOTAL FLEET	\$ 254,030	\$ 259,114	\$ 283,646	\$ 278,100	\$ 278,100	\$ 278,100

ACCOUNT #	DESCRIPTION	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22
5164	FACILITIES						
31-5164-431000	Salaries & Wages	\$ 35,314	\$ 46,746	\$ 37,754	\$ 39,000	\$ 39,000	\$ 39,000
31-5164-435000	Overtime	-	109	300	300	300	300
31-5164-436000	On Call Pay	35	-	700	700	700	700
31-5164-438000	Longevity	-	-	-	500	500	500
31-5164-440000	Misc Fringe Benefits	230	-	-	-	-	-
31-5164-441000	FICA/Medicare	2,596	3,403	2,965	3,000	3,000	3,000
31-5164-442000	Workers Compensation	1,831	2,305	1,469	1,600	1,600	1,600
31-5164-443000	Unemployment	35	47	39	100	100	100
31-5164-444000	Retirement-PERS	78	1,218	-	-	-	-
31-5164-444001	Retirement-Principal	12,815	13,826	17,161	18,600	18,600	18,600
31-5164-444002	Retirement-Pension Bond	-	526	-	-	-	-
31-5164-445000	Health/Life/LTD	13,430	19,256	14,798	15,600	15,600	15,600
Total Personnel Services		\$ 66,364	\$ 87,436	\$ 75,186	\$ 79,400	\$ 79,400	\$ 79,400
31-5164-510000	Office Supplies	\$ 168	\$ 55	\$ 750	\$ 750	\$ 750	\$ 750
31-5164-512000	Uniforms	908	1,914	1,000	1,000	1,000	1,000
31-5164-520000	Dues & Meetings	639	32	400	400	400	400
31-5164-523000	Supplies & Equipment	9,591	25,327	18,000	18,000	18,000	18,000
31-5164-523100	Small Tools	1,129	2,454	2,000	2,000	2,000	2,000
31-5164-525000	Travel & Training	175	2,907	2,000	2,000	2,000	2,000
31-5164-526000	Employee Testing	52	88	250	250	250	250
31-5164-533000	Contractual Services	87,659	90,241	101,500	61,500	61,500	61,500
31-5164-533001	Haz Mat Removal	-	-	500	500	500	500
31-5164-533045	Maintenance Agreements	1,998	473	8,000	8,000	8,000	8,000
31-5164-540000	Utilities	71,267	77,296	72,000	72,000	72,000	72,000
31-5164-562000	Fuel	34	-	-	500	500	500
31-5164-563000	Vehicle Maintenance	-	-	500	500	500	500
31-5164-566000	Equip Repair & Maintenance	125	-	1,000	1,000	1,000	1,000
31-5164-571000	Bldg Repair	707	1,721	25,000	15,000	15,000	15,000
31-5164-571005	Building Repairs-PW Maint	31,396	10,860	14,000	14,000	14,000	14,000
31-5164-571011	Building Repairs-City Hall/CDD	21,551	25,539	18,000	18,000	18,000	18,000
31-5164-571021	Building Repairs-Public Safety	27,441	38,380	16,000	16,000	16,000	16,000
31-5164-571031	Building Repairs-Library	7,661	21,807	10,000	10,000	10,000	10,000
31-5164-571045	Building Repairs-Archives	2,207	170	5,000	5,000	5,000	5,000
31-5164-571046	Building Repairs-City Parking Lots	-	-	25,000	5,000	5,000	5,000
31-5164-571077	Building Repairs-Community Art Displays	-	-	1,500	1,500	1,500	1,500
31-5164-580000	Professional Services	-	-	20,000	20,000	20,000	20,000
31-5164-584000	Janitorial Service	62,978	68,823	78,000	78,000	78,000	78,000
31-5164-585000	Grounds keeping-General	31,612	20,287	15,000	15,000	15,000	15,000
31-5164-585001	Grounds keeping-Public Safety	882	70	3,000	3,000	3,000	3,000
31-5164-585055	Grounds keeping-Library	2,222	63	5,000	5,000	5,000	5,000
31-5164-590001	Internal Chrg-Veh/Equip	53,575	53,575	53,575	-	-	-
31-5164-590003	Internal Chrg-Capital Replace	250,000	213,415	50,000	-	-	-
31-5164-595002	Legal Expenses	-	-	-	2,000	2,000	2,000
Total Materials and Services		\$ 665,977	\$ 655,497	\$ 546,975	\$ 375,900	\$ 375,900	\$ 375,900
31-5164-610000	Capital Outlay	\$ -	\$ 1,537	\$ -	\$ -	\$ -	\$ -
Total Capital Outlay		\$ -	\$ 1,537	\$ -	\$ -	\$ -	\$ -
5164	TOTAL FACILITIES	\$ 732,341	\$ 744,470	\$ 622,161	\$ 455,300	\$ 455,300	\$ 455,300
TOTAL PUBLIC WORKS		\$ 986,371	\$ 1,003,584	\$ 905,807	\$ 733,400	\$ 733,400	\$ 733,400

ACCOUNT #	DESCRIPTION	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22
9140	INSURANCE						
31-9140-550000	PCL Insurance Premiums	\$ 302,981	\$ 311,486	\$ 440,000	\$ 440,000	\$ 440,000	\$ 440,000
31-9140-550001	PCL Claims	15,165	88,737	50,000	50,000	50,000	50,000
9140	TOTAL INSURANCE	\$ 318,146	\$ 400,223	\$ 490,000	\$ 490,000	\$ 490,000	\$ 490,000
9170	TRANSFERS						
31-9170-907000	Transfer Out-Water Fund	\$ 3,362	\$ 3,362	\$ 3,362	\$ -	\$ -	\$ -
9170	TOTAL TRANSFERS	\$ 3,362	\$ 3,362	\$ 3,362	\$ -	\$ -	\$ -
9180	RESERVES						
31-9180-800000	Contingency	\$ -	\$ -	\$ 218,511	\$ 119,176	\$ 107,276	\$ 107,276
31-9180-800001	Contingency-Assigned for Veh Purch				89,492	89,492	89,492
31-9180-800002	Contingency-Assigned for Ops Equip				27,036	27,036	27,036
31-9180-800003	Contingency-Assigned for Maint Equip				50,907	50,907	50,907
31-9180-800004	Contingency-Assigned for Eng Equip				18,207	18,207	18,207
31-9180-800005	Contingency-Assigned for Fleet/Gar Equip				110,186	110,186	110,186
31-9180-800009	Contingency-Assigned for Facilities				382,862	382,862	382,862
9180	TOTAL RESERVES	\$ -	\$ -	\$ 218,511	\$ 797,866	\$ 785,966	\$ 785,966
FUND 31	TOTAL ADMIN/SUPPORT SERVICES FUND	\$ 4,969,241	\$ 5,520,229	\$ 5,682,799	\$ 6,441,384	\$ 6,441,384	\$ 6,441,384



PUBLIC SAFETY FUNDS

FUND 03: Civil Forfeiture Fund

Description

The Civil Forfeiture Fund was established to budget and account for the occasional receipt of criminal assets received through the activities of the City's Police Department. These assets are legally required to be separately tracked and used to support law enforcement activities. Forfeitures vary significantly year to year and minimal activity is anticipated in the FY 2021-22.

ACCOUNT #	DESCRIPTION	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22
FUND 03	CIVIL FORFEITURE RESOURCES						
03-0000-300000	Beg F/B-Net Working Capital	\$ 15,312	\$ 25	\$ 425	\$ 425	\$ 425	\$ 425
03-0000-336000	Other Forfeitures	1,456	777	-	70	70	70
03-0000-361000	Interest Earned	299	4	5	5	5	5
FUND 03	TOTAL RESOURCES	\$ 17,067	\$ 806	\$ 430	\$ 500	\$ 500	\$ 500
2110	POLICE ADMINISTRATION						
03-2110-521000	Federal Funds	\$ 3,092	\$ -	\$ -	\$ -	\$ -	\$ -
03-2110-580001	Professional Services-State	13,950	-	430	500	500	500
	Total Materials and Services	\$ 17,042	\$ -	\$ 430	\$ 500	\$ 500	\$ 500
2110	TOTAL POLICE ADMINISTRATION	\$ 17,042	\$ -	\$ 430	\$ 500	\$ 500	\$ 500
FUND 03	TOTAL CIVIL FORFEITURE FUND	\$ 17,042	\$ -	\$ 430	\$ 500	\$ 500	\$ 500

FUND 13: 911 Fund – Police - Communications

Description

This fund represents additional funding for the same department referenced earlier in the General Fund (pg. 42). The 911 Fund represents the restricted aspect of the 9-1-1 State Tax and the associated costs that this revenue supports.

Significant Changes

Oregon's 9-1-1 tax was increased to \$1.25 effective January 1, 2021. Therefore, it is projected that this fund will be able to provide relief to the General Fund in FY 2021-22.

ACCOUNT #	DESCRIPTION	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22
FUND 13	911 TAX FUND						
	RESOURCES						
13-0000-300000	Beg F/B-Net Working Capital	\$ 21,628	\$ 39,073	\$ 42,867	\$ 45,024	\$ 45,024	\$ 45,024
13-0000-310000	911 Excise Taxes	213,723	232,112	262,264	275,000	275,000	275,000
13-0000-312000	911 Dundee Excise Taxes	16,710	17,896	20,566	22,500	-	-
13-0000-338000	Reimbursed Costs	-	21,545	32,636	-	-	-
13-0000-338011	Master Street Address Guide	-	6,178	4,000	4,000	4,000	4,000
13-0000-360000	Miscellaneous Revenues	(62)	-	-	21,788	21,788	21,788
13-0000-361000	Interest Earned	207	347	50	200	200	200
FUND 13	TOTAL RESOURCES	\$ 252,206	\$ 317,151	\$ 362,383	\$ 368,512	\$ 346,012	\$ 346,012
2310	COMMUNICATIONS						
13-2310-420000	Dispatch Salaries	\$ 100,999	\$ 107,417	\$ 137,982	\$ 140,000	\$ 140,000	\$ 140,000
13-2310-435000	Overtime	22,640	15,821	23,000	23,000	23,000	23,000
13-2310-435001	Holiday Bank	908	1,522	1,000	4,000	4,000	4,000
13-2310-438000	Longevity	480	1,200	2,400	2,400	2,400	2,400
13-2310-440000	Misc Fringe Benefits	460	-	-	-	-	-
13-2310-441000	FICA/Medicare	9,202	9,290	12,575	13,000	13,000	13,000
13-2310-442000	Workers Compensation	201	178	264	300	300	300
13-2310-443000	Unemployment	126	126	165	200	200	200
13-2310-444000	Retirement-PERS	20,106	22,887	32,129	37,600	37,600	37,600
13-2310-444002	Retirement-Pension Bond	5,800	5,536	6,767	7,000	7,000	7,000
13-2310-445000	Health/Life/LTD	34,265	35,864	51,468	54,700	54,700	54,700
	Total Personnel Services	\$ 195,187	\$ 199,841	\$ 267,750	\$ 282,200	\$ 282,200	\$ 282,200
13-2310-523000	Supplies & Equipment	\$ 903	\$ 217	\$ 400	\$ 400	\$ 400	\$ 400
13-2310-525000	Travel & Training	333	1,223	1,300	1,300	1,300	1,300
13-2310-530001	911 Dundee Excise Taxes	16,710	17,896	20,566	21,000	-	-
13-2310-533017	Master Street Address Guide	-	6,178	4,000	4,000	4,000	4,000
13-2310-533045	Maintenance Agreements	-	22,925	32,636	21,788	21,788	21,788
13-2310-580000	Professional Services	-	-	500	500	500	500
	Total Materials and Services	\$ 17,946	\$ 48,439	\$ 59,402	\$ 48,988	\$ 27,988	\$ 27,988
2310	TOTAL COMMUNICATIONS	\$ 213,133	\$ 248,280	\$ 327,152	\$ 331,188	\$ 310,188	\$ 310,188
9180	RESERVES						
13-9180-800000	Contingency	\$ -	\$ -	\$ 35,231	\$ 37,324	\$ 35,824	\$ 35,824
9180	TOTAL RESERVES	\$ -	\$ -	\$ 35,231	\$ 37,324	\$ 35,824	\$ 35,824
FUND 13	TOTAL 911 TAX FUND	\$ 213,133	\$ 248,280	\$ 362,383	\$ 368,512	\$ 346,012	\$ 346,012

FUND 16: Public Safety Fee Fund – Police - Patrol

Description

The Public Safety Fee of \$3.00 was established and supported overwhelmingly in 2009 for the purpose of funding three Police Officer positions. The fee provides additional funding for the Police Department Patrol operations, referenced earlier in the General Fund sections of the budget document. The Public Safety Fee is a source of dedicated revenue generated from the fees attached to the Municipal Services Statement at a rate of \$3.00 per month per Equivalent Dwelling Unit (EDU).

Significant Changes

The cost of Police Officer salary and benefits costs increase annually and the Public Safety Fee revenues because they were set at a static level, have not been sufficient to support three Officers. In addition, the number of customer meters (water meters) is growing slower than the assumed annual rate. Therefore, the FY 2021-22 Adopted Budget includes an increase to the fee as necessary to support 3.0 FTE Officers, in alignment with the original intention behind establishing the fee. During the FY 2021-22 Budget Development process, the City Budget Committee supported that an annual inflation factor is built into this fee structure.

FUND 16: Public Safety Fee Fund – Police - Communications

Description

The Communications Officer Public Safety Fee of \$2.00 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.

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 the activity of new water meters.

ACCOUNT #	DESCRIPTION	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22
FUND 16	PUBLIC SAFETY FUND						
	RESOURCES						
16-0000-300000	Beg F/B-Net Working Capital-PSF	\$ 88,695	\$ 83,228	\$ 28,215	\$ 21,576	\$ 21,576	\$ 21,576
16-0000-300001	Beg F/B-Net Working Capital-CO PSF	30,664	30,721	33,050	57,245	57,245	57,245
16-0000-334000	Miscellaneous Grants		-	-	6,123	6,123	6,123
16-0000-347000	Public Safety Fee	334,262	338,338	340,272	409,000	409,000	409,000
16-0000-347001	CO Public Safety Fee	237,194	248,315	256,334	260,000	260,000	260,000
16-0000-361000	Interest Earned	1,973	949	250	300	300	300
FUND 16	TOTAL RESOURCES	\$ 692,788	\$ 701,551	\$ 658,121	\$ 754,244	\$ 754,244	\$ 754,244
2120	PATROL						
16-2120-431000	Officer Salaries	\$ 190,176	\$ 210,031	\$ 183,552	\$ 224,800	\$ 224,800	\$ 224,800
16-2120-435000	Overtime	10,280	12,488	20,000	20,000	20,000	20,000
16-2120-435001	Holiday Bank	7,254	7,907	9,000	8,000	8,000	8,000
16-2120-441000	FICA/Medicare	15,410	17,111	16,261	19,300	19,300	19,300
16-2120-442000	Workers Compensation	8,590	9,670	5,788	7,500	7,500	7,500
16-2120-443000	Unemployment	218	230	214	300	300	300
16-2120-444000	Retirement-PERS	35,791	51,316	49,841	65,200	65,200	65,200
16-2120-444002	Retirement-Pension Bond	7,432	9,609	8,750	10,500	10,500	10,500
16-2120-445000	Health/Life/LTD	66,038	71,055	62,844	80,500	80,500	80,500
	Total Personnel Services	\$ 341,189	\$ 389,417	\$ 356,250	\$ 436,100	\$ 436,100	\$ 436,100
2120	TOTAL PATROL	\$ 341,189	\$ 389,417	\$ 356,250	\$ 436,100	\$ 436,100	\$ 436,100
2310	COMMUNICATIONS						
16-2310-420000	Dispatch Salaries	\$ 115,446	\$ 122,274	\$ 122,040	\$ 126,000	\$ 126,000	\$ 126,000
16-2310-435000	Overtime	22,493	16,944	24,000	24,000	24,000	24,000
16-2310-435001	Holiday Bank	4,351	4,693	5,500	5,000	5,000	5,000
16-2310-438000	Longevity	2,400	2,400	2,400	4,800	4,800	4,800
16-2310-441000	FICA/Medicare	10,726	10,834	11,776	12,200	12,200	12,200
16-2310-442000	Workers Compensation	254	221	251	300	300	300
16-2310-443000	Unemployment	145	147	155	200	200	200
16-2310-444000	Retirement-PERS	30,413	33,599	37,204	41,000	41,000	41,000
16-2310-444002	Retirement-Pension Bond	6,268	6,230	6,338	6,600	6,600	6,600
16-2310-445000	Health/Life/LTD	45,154	47,173	50,107	53,500	53,500	53,500
	Total Personnel Services	\$ 237,650	\$ 244,515	\$ 259,771	\$ 273,600	\$ 273,600	\$ 273,600
2310	TOTAL COMMUNICATIONS	\$ 237,650	\$ 244,515	\$ 259,771	\$ 273,600	\$ 273,600	\$ 273,600
9180	RESERVES						
16-9180-800000	Contingency-Public Safety Fee	\$ -	\$ -	\$ 12,377	\$ 900	\$ 900	\$ 900
16-9180-800001	Contingency-CO Public Safety Fee	-	-	29,723	43,644	43,644	43,644
9180	TOTAL RESERVES	-	-	42,100	44,544	44,544	44,544
FUND 16	TOTAL PUBLIC SAFETY FUND	\$ 578,839	\$ 633,932	\$ 658,121	\$ 754,244	\$ 754,244	\$ 754,244

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COMMUNITY DEVELOPMENT FUNDS

FUND 08: Building Inspection Fund

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.

The FY 2021-22 Budget aligns with the City Council Goal to “Develop an operational culture that adopts and cherishes Diversity, Equity, and Inclusion as core values’ by investing in Diversity, Equity and Inclusion training for Building Division staff.

Significant Changes

We anticipate slight revenue decreases in FY 2021-22 based on reduction in commercial building permit activity and contract building inspection services. There is a corresponding decrease in the Technology Fee based on commercial building permit activity.

Additionally, we anticipate Materials and Services increases in the following areas:

- Dues & Meetings
- Travel & Training to include Diversity/Equity/Inclusion training
- Bank Fees due to credit card transactions related to increased activity during COVID-19
- Maintenance Agreements for Trackit software
- Professional Services for third party inspections.

We anticipate Materials and Services decreases in Supplies & Equipment and Fuel.

ACCOUNT #	DESCRIPTION	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22
FUND 08	BUILDING INSPECTION FUND						
	RESOURCES						
08-0000-300000	Beg F/B-Net Working Capital	\$ 1,451,786	\$ 1,744,150	\$ 1,713,597	\$ 1,661,391	\$ 1,661,391	\$ 1,661,391
08-0000-322001	Building Permits	569,415	339,962	348,904	363,165	363,165	363,165
08-0000-322002	Plumbing / Mechanical Permits	249,539	163,639	250,823	196,019	196,019	196,019
08-0000-322005	Mobile Home Permits	1,020	1,682	1,020	1,073	1,073	1,073
08-0000-322007	Electrical Permits	818	-	-	-	-	-
08-0000-336001	Contract Building Inspection	63,675	99,246	43,283	25,000	25,000	25,000
08-0000-341006	Technology Fee	22,812	14,139	30,037	16,403	16,403	16,403
08-0000-360000	Miscellaneous Revenues	7	5	20	20	20	20
08-0000-361000	Interest Earned	42,113	37,282	8,800	10,000	10,000	10,000
08-0000-364000	Sale Of Assets	-	50	-	-	-	-
08-0000-390032	Transfer In-Veh/Equip Repl Fund	-	-	-	34,297	34,297	34,297
FUND 08	TOTAL RESOURCES	\$ 2,401,185	\$ 2,400,155	\$ 2,396,484	\$ 2,307,368	\$ 2,307,368	\$ 2,307,368
4210	BUILDING INSPECTION						
08-4210-410000	Administrative Salaries	\$ 118,620	\$ 124,346	\$ 124,673	\$ 125,000	\$ 125,000	\$ 125,000
08-4210-420000	Clerical Salaries	75,098	86,484	106,914	102,400	102,400	102,400
08-4210-431000	Building Inspector Salary	21,360	16,863	28,290	-	-	-
08-4210-432000	Plans Examiner Salary	75,642	79,816	81,876	79,400	79,400	79,400
08-4210-438000	Longevity	1,200	4,116	6,108	6,100	6,100	6,100
08-4210-440000	Misc Fringe Benefits	529	-	-	-	-	-
08-4210-441000	FICA/Medicare	21,791	23,126	26,612	24,000	24,000	24,000
08-4210-442000	Workers Compensation	3,924	3,994	3,286	3,000	3,000	3,000
08-4210-443000	Unemployment	292	312	352	300	300	300
08-4210-444000	Retirement-PERS	12,329	16,197	17,162	20,500	20,500	20,500
08-4210-444001	Retirement-Principal	66,755	71,225	84,790	88,000	88,000	88,000
08-4210-444002	Retirement-Pension Bond	4,211	4,561	4,790	5,000	5,000	5,000
08-4210-445000	Health/Life/LTD	69,178	71,939	77,570	109,100	109,100	109,100
	Total Personnel Services	\$ 470,929	\$ 502,979	\$ 562,423	\$ 562,800	\$ 562,800	\$ 562,800
08-4210-510000	Office Supplies	\$ 913	\$ 979	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
08-4210-511000	Postage	-	52	100	100	100	100
08-4210-515000	Printing & Advertising	163	130	500	500	500	500
08-4210-520000	Dues & Meetings	718	1,042	1,600	1,900	1,900	1,900
08-4210-520003	Recruitment Expense	-	-	850	850	850	850
08-4210-523000	Supplies & Equipment	1,057	5,157	7,278	5,220	5,220	5,220
08-4210-525000	Travel & Training	5,794	1,875	11,700	14,900	14,900	14,900
08-4210-526000	Employee Testing	-	-	200	200	200	200
08-4210-532000	Bank Fees	5,473	4,891	6,000	16,100	16,100	16,100
08-4210-533045	Maintenance Agreements	10,447	10,210	11,265	11,612	11,612	11,612
08-4210-540000	Utilities	438	438	443	443	443	443
08-4210-551000	Books & Publications	202	276	900	500	500	500
08-4210-562000	Fuel	1,649	1,577	1,980	1,700	1,700	1,700
08-4210-563000	Vehicle Maintenance	137	2,247	1,000	1,000	1,000	1,000
08-4210-580000	Professional Services	8,964	7,266	5,000	55,000	55,000	55,000
08-4210-590000	Internal Chrg-Admin Support Services	130,015	167,399	147,981	137,138	137,138	137,138
08-4210-590001	Internal Chrg-Veh/Equip	2,400	2,400	4,000	-	-	-
08-4210-590002	Internal Chrg-Computers	-	-	-	-	-	-
08-4210-590006	Internal Chrg-Network Upgrade	926	1,853	1,853	-	-	-
	Total Materials and Services	\$ 169,296	\$ 207,792	\$ 204,650	\$ 249,163	\$ 249,163	\$ 249,163
4210	TOTAL BUILDING INSPECTION	\$ 640,225	\$ 710,771	\$ 767,073	\$ 811,963	\$ 811,963	\$ 811,963

ACCOUNT #	DESCRIPTION	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22
NONDEPARTMENTAL 91XX							
9170	TRANSFERS						
08-9170-907000	Transfer Out-Water Fund	\$ 16,810	\$ 16,810	\$ 16,810	\$ -	\$ -	\$ -
9170	TOTAL TRANSFERS	\$ 16,810	\$ 16,810	\$ 16,810	\$ -	\$ -	\$ -
9180	RESERVES						
08-9180-800000	Contingency	\$ -	\$ -	\$ 1,612,601	\$ 1,457,108	\$ 1,457,108	\$ 1,457,108
08-9180-800001	Contingency-Assigned for veh repl	-	-	-	38,297	38,297	38,297
9180	TOTAL RESERVES	\$ -	\$ -	\$ 1,612,601	\$ 1,495,405	\$ 1,495,405	\$ 1,495,405
TOTAL NONDEPARTMENTAL		\$ 16,810	\$ 16,810	\$ 1,629,411	\$ 1,495,405	\$ 1,495,405	\$ 1,495,405
FUND 08	TOTAL BUILDING INSPECTION FUND	\$ 657,035	\$ 727,581	\$ 2,396,484	\$ 2,307,368	\$ 2,307,368	\$ 2,307,368

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FUND 14: Economic Development Fund

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.

This budget aligns with the following City Council Goals:

Promote development of housing affordability such as houselessness, transitional housing, workforce housing.

- Affordable Housing Fund will provide for loans and grants.
- The Construction Excise Tax will fund:
 - Developer Incentives
 - Housing and Community Services
 - Affordable Housing Programs and Incentives

Create and support an Urban Renewal Plan and Authority.

Economic Development Professional Services will fund an Urban Renewal Feasibility Study and Plan and Report

Significant Changes

Significant changes from FY 2020-21 to FY 2021-22 include:

- New revenue includes a Community Development Block Grant (CDBG) for a manufactured home repair program.
- Personnel Services increase as the Economic Health Manager is moved from Fund 31 into Fund 14 and the Administrative Assistant funding has been moved to the General Fund – Planning.
- Materials & Services funds (Professional Services) will be used for the urban renewal feasibility study and plan and report. Material and Services costs for the Economic Health Manager have been added to the fund expenses (Office Supplies, Printing & Advertising, Dues & Meetings, Supplies & Equipment, and Travel & Training, Books & Publications).
- Special Payments includes re-budgeting for the Economic Development Revolving Loan Fund loan program.
- YC Housing Authority Grants (CDBG Grant) expenditure for a manufactured home repair program.
- Construction Excise Tax will have a full year of revenue and expenditures along with re-budgeting unspent expenditures from FY 2020-21.

ACCOUNT #	DESCRIPTION	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22
FUND 14	ECONOMIC DEVELOPMENT FUND						
	RESOURCES						
14-0000-300000	Beg F/B-Net Working Capital-Econ Dev	\$ 605,460	\$ 665,027	\$ 574,558	\$ 522,358	\$ 522,358	\$ 522,358
14-0000-300001	Beg F/B-Net Working Capital-Affrdbl Housing	60,540	66,499	67,921	71,806	71,806	71,806
14-0000-300002	Beg F/B-Net Working Capital-CET	-	-	-	148,063	148,063	148,063
14-0000-321004	Business License Fee	47,876	44,676	48,000	72,000	48,000	48,000
14-0000-334007	CDBG Grants	203,030	-	-	500,000	500,000	500,000
14-0000-338007	Construction Excise Taxes	-	-	150,000	300,000	300,000	300,000
14-0000-360000	Miscellaneous Revenues	4,512	15	10	11,000	11,000	11,000
14-0000-361000	Interest Earned	17,828	15,940	3,700	5,000	5,000	5,000
14-0000-361001	Interest-Receivables	698	107	-	-	-	-
14-0000-370000	Proceeds From Notes Receivable	12,466	6,778	-	-	-	-
14-0000-370001	Loan Fees	-	-	3,600	3,600	3,600	3,600
14-0000-370002	Affordable Housing Loan Fees	-	-	1,800	1,800	1,800	1,800
14-0000-390001	Transfer in - General Fund	-	-	-	42,000	121,100	121,100
FUND 14	TOTAL RESOURCES	\$ 952,410	\$ 799,042	\$ 849,589	\$ 1,677,627	\$ 1,732,727	\$ 1,732,727
4120	ECONOMIC DEVELOPMENT						
14-4120-410000	Administrative Salaries	\$ -	\$ -	\$ -	\$ 79,600	\$ 79,600	\$ 79,600
14-4120-420000	Clerical Salaries	4,757	5,135	7,264	-	-	-
14-4120-441000	FICA/Medicare	344	371	556	6,100	6,100	6,100
14-4120-442000	Workers Compensation	10	9	14	60	60	60
14-4120-443000	Unemployment	5	5	7	-	-	-
14-4120-444000	Retirement-PERS	-	-	-	22,700	22,700	22,700
14-4120-444002	Retirement-Pension Bond	-	-	-	3,300	3,300	3,300
14-4120-445000	Health/Life/LTD	707	741	1,155	24,300	24,300	24,300
	Total Personnel Services	\$ 5,823	\$ 6,261	\$ 8,996	\$ 136,060	\$ 136,060	\$ 136,060
14-4120-510000	Office Supplies	\$ -	\$ -	\$ 100	\$ 100	\$ 200	\$ 200
14-4120-511000	Postage	-	-	100	100	100	100
14-4120-515000	Printing & Advertising	-	-	1,100	1,100	1,500	1,500
14-4120-520000	Dues & Meetings	3,860	2,422	8,350	8,413	9,413	9,413
14-4120-523000	Supplies & Equipment	-	-	-	-	15,000	15,000
14-4120-525000	Travel & Training	40	225	1,700	1,700	5,200	5,200
14-4120-532000	Bank Fees	345	434	3,400	1,000	1,000	1,000
14-4120-533045	Maintenance Agreements	1,000	1,000	1,140	1,197	1,197	1,197
14-4120-551000	Books & Publications	-	-	-	-	100	100
14-4120-575100	Loan Fees	-	-	3,600	3,600	3,600	3,600
14-4120-576000	Recording Fees	-	240	20	81	81	81
14-4120-580000	Professional Services	1,800	41,707	66,120	11,000	11,000	11,000
	Total Materials and Services	\$ 7,045	\$ 46,028	\$ 85,630	\$ 28,291	\$ 48,391	\$ 48,391
4120	TOTAL ECONOMIC DEVELOPMENT	\$ 12,868	\$ 52,289	\$ 94,626	\$ 164,351	\$ 184,451	\$ 184,451
4130	AFFORDABLE HOUSING						
14-4130-510000	Office Supplies	\$ -	\$ -	\$ 100	\$ 100	\$ 100	\$ 100
14-4130-515000	Printing & Advertising	159	-	270	270	270	270
14-4130-525000	Travel & Training	-	-	170	200	200	200
14-4130-575100	Loan Fees	-	-	1,800	1,800	1,800	1,800
14-4130-580000	Professional Services	-	-	1,000	-	-	-
	Total Materials and Services	\$ 159	\$ -	\$ 3,340	\$ 2,370	\$ 2,370	\$ 2,370
4130	TOTAL AFFORDABLE HOUSING	\$ 159	\$ -	\$ 3,340	\$ 2,370	\$ 2,370	\$ 2,370

ACCOUNT #	DESCRIPTION	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22
4140	CONSTRUCTION EXCISE TAXES						
14-4140-410000	Administrative Salaries	\$ -	\$ -	\$ 2,572	\$ -	\$ -	\$ -
14-4140-431000	Salaries & Wages	-	-	-	5,720	5,720	5,720
14-4140-438000	Longevity	-	-	14	-	-	-
14-4140-441000	FICA/Medicare	-	-	198	440	440	440
14-4140-442000	Workers Compensation	-	-	3	10	10	10
14-4140-443000	Unemployment	-	-	3	6	6	6
14-4140-444000	Retirement-PERS	-	-	724	860	860	860
14-4140-444002	Retirement-Pension Bond	-	-	106	240	240	240
14-4140-445000	Health/Life/LTD	-	-	345	2,250	2,250	2,250
	Total Personnel Services	\$ -	\$ -	\$ 3,965	\$ 9,526	\$ 9,526	\$ 9,526
14-4140-510000	Office Supplies	\$ -	\$ -	\$ 100	\$ 100	\$ 100	\$ 100
14-4140-515000	Printing & Advertising	-	-	1,935	1,935	1,935	1,935
	Total Materials and Services	\$ -	\$ -	\$ 2,035	\$ 2,035	\$ 2,035	\$ 2,035
4140	TOTAL CONSTRUCTION EXCISE TAXES	\$ -	\$ -	\$ 6,000	\$ 11,561	\$ 11,561	\$ 11,561
	TOTAL PLANNING	\$ 13,027	\$ 52,289	\$ 103,966	\$ 178,282	\$ 198,382	\$ 198,382
9130	SPECIAL PAYMENTS						
14-9130-601000	EDRLF Loans	\$ -	\$ -	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000
14-9130-602000	Housing Authority Loans (AH)	-	-	45,865	43,074	43,074	43,074
14-9130-603000	Trust Fund Housing Grants (AH)	-	-	19,110	17,947	17,947	17,947
14-9130-604000	YC Housing Authority Grants (AH)	203,030	-	-	500,000	500,000	500,000
14-9130-605001	Developer Incentives (CET)	-	-	72,000	216,000	216,000	216,000
14-9130-605002	Housing & Community Services (CET)	-	-	21,600	64,000	64,800	64,800
14-9130-605003	Affrdbl Housing Prog & Incentives (CET)	-	-	50,400	151,200	151,200	151,200
9130	TOTAL SPECIAL PAYMENTS	\$ 203,030	\$ -	\$ 558,975	\$ 1,342,221	\$ 1,343,021	\$ 1,343,021
9170	TRANSFERS						
14-9170-907000	Transfer Out-Water Fund	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	\$ -	\$ -
14-9170-909000	Transfer Out-Debt Service	1,828	1,199	-	-	-	-
9170	TOTAL TRANSFERS	\$ 4,828	\$ 4,199	\$ 3,000	\$ -	\$ -	\$ -
9180	RESERVES						
14-9180-800000	Contingency-Econ Dev	\$ -	\$ -	\$ 181,871	\$ 140,126	\$ 175,126	\$ 175,126
14-9180-800001	Contingency-Affrdbl Housing	-	-	1,777	10,699	10,699	10,699
14-9180-800002	Contingency-CET	-	-	-	6,300	5,500	5,500
9180	TOTAL RESERVES	\$ -	\$ -	\$ 183,648	\$ 157,125	\$ 191,325	\$ 191,325
FUND 14	TOTAL ECONOMIC DEVELOPMENT FUND	\$ 220,885	\$ 56,488	\$ 849,589	\$ 1,677,627	\$ 1,732,727	\$ 1,732,727

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FUND 19: Transient Lodging Tax

Description

A portion of Transient Lodging Taxes (TLT) is required to be used for the promotion of tourism and 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 and Visit Newberg for tourism promotion.

Significant Changes

Revenues in FY 2021-22 are anticipated to decrease due to COVID-19 by approximately 47% from pre-COVID-19 revenues. Revenues are projected to be up slightly over FY 2021-22.

The Visitor Center contract with the Chehalem Valley Chamber of Commerce is decreased in FY 2021-22 reflecting reduced tourism activities.

The allocation for Visit Newberg reflects an increase due to the reduction in funding for the Visitor Center and allocation of the Destination Development Marketing Grant (Large Grant) funds.

FY 2021-22 transfers to the General Fund are projected to be up slightly from FY 2020-21.

ACCOUNT #	DESCRIPTION	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22
FUND 19	TRANSIENT LODGING TAX FUND						
	RESOURCES						
19-0000-300000	Beg F/B-Net Working Capital	\$ 586,886	\$ 300,967	\$ 32,980	\$ 31,042	\$ 31,042	\$ 31,042
19-0000-321003	Transient Lodging Tax - Hotels	1,089,927	795,884	568,000	560,579	560,579	560,579
19-0000-321004	Transient Lodging Tax - Other	56,514	40,344	-	56,884	56,884	56,884
19-0000-360000	Miscellaneous Revenues	-	1,333	-	-	-	-
19-0000-361000	Interest Earned	12,532	3,506	1,000	250	250	250
FUND 19	TOTAL RESOURCES	\$ 1,745,859	\$ 1,142,034	\$ 601,980	\$ 648,755	\$ 648,755	\$ 648,755
1110	TOURISM PROMOTION						
19-1110-580000	Professional Services	\$ 16,533	\$ 925	\$ -	\$ -	\$ -	\$ -
19-1110-592500	Tourism Promotion	4,595	-	-	-	-	-
19-1110-592501	Visitor Center Contract	145,342	95,577	75,000	30,000	30,000	30,000
19-1110-592502	Visit Newberg Contract	250,000	472,485	125,141	186,524	216,524	216,524
	Total Materials and Services	\$ 416,470	\$ 568,987	\$ 200,141	\$ 216,524	\$ 246,524	\$ 246,524
1110	TOTAL TOURISM PROMOTION	\$ 416,470	\$ 568,987	\$ 200,141	\$ 216,524	\$ 246,524	\$ 246,524
9130	SPECIAL PAYMENTS						
19-9130-603000	Small Grants	\$ 14,000	\$ -	\$ -	\$ -	\$ -	\$ -
19-9130-603100	Development/Marketing Grants	270,000	-	30,000	30,000	-	-
9130	TOTAL SPECIAL PAYMENTS	\$ 284,000	\$ -	\$ 30,000	\$ 30,000	\$ -	\$ -
9170	TRANSFERS						
19-9170-901000	Transfer Out-General Fund	\$ 744,422	\$ 542,887	\$ 368,859	\$ 400,939	\$ 400,939	\$ 400,939
9170	TOTAL TRANSFERS	\$ 744,422	\$ 542,887	\$ 368,859	\$ 400,939	\$ 400,939	\$ 400,939
9180	RESERVES						
19-9180-800000	Contingency	\$ -	\$ -	\$ 2,980	\$ 1,292	\$ 1,292	\$ 1,292
9180	TOTAL RESERVES	\$ -	\$ -	\$ 2,980	\$ 1,292	\$ 1,292	\$ 1,292
FUND 19	TOTAL TRANSIENT LODGING TAX FUND	\$ 1,444,892	\$ 1,111,874	\$ 601,980	\$ 648,755	\$ 648,755	\$ 648,755

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PUBLIC WORKS FUNDS

FUND 02: Streets

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.
- Performing design review and inspections for construction of public improvements associated with private development projects.
- Maintaining and repairing centerline miles of pavement surfaces, roadway striping, and crosswalks.
- Grading and maintenance of the four miles of gravel roads within the City.
- Street sweeping by the City and downtown (night) sweeping contractor.
- Snow plowing and sanding of city streets during inclement weather.
- Maintaining over 1,600 city owned street lights.
- Installation and maintenance of traffic control devices such as the 1,900 street signs and many miles of fog and centerline stripes.

Significant Changes

Changes from FY 2020-21 to FY 2021-22 include the following:

- Bank Fees have increased due to the increased use of credit cards for payments.
- Contractual Services have increased for the Rate Review cycle and the ADA Transition Plan.
- Maintenance Agreements have increased to cover the on-going costs of remote meeting applications.

ACCOUNT #	DESCRIPTION	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22
FUND 02	STREET FUND						
	RESOURCES						
02-0000-300000	Beg F/B-Net Working Capital	\$ 798,166	\$ 1,973,287	\$ 1,194,052	\$ 1,528,046	\$ 1,528,046	\$ 1,528,046
02-0000-300001	Beg F/B-Net Working Capital-TUF	424,459	663,209	368,023	957,957	957,957	957,957
02-0000-332003	Street/Curb Permits	17,498	12,328	15,000	15,000	15,000	15,000
02-0000-334000	Miscellaneous Grants	-	12,813	-	150,000	-	-
02-0000-334001	Federal Exchange Grant	250,000	-	-	-	-	-
02-0000-335000	Gas Taxes	1,716,079	1,621,480	1,783,913	1,920,894	1,920,894	1,920,894
02-0000-336000	Bike Way Taxes	17,334	16,379	18,019	19,200	19,200	19,200
02-0000-338000	Reimb Costs-Materials	3,505	5,493	500	-	-	-
02-0000-338001	Reimb Costs-Labor	903	1,488	500	-	-	-
02-0000-338002	Reimb Costs-Capital Project	27,941	12,470	10,000	-	-	-
02-0000-341006	Technology Fee	4,646	4,233	5,000	5,000	5,000	5,000
02-0000-342004	Dev Review and Inspection Fee	76,270	67,618	50,000	50,000	50,000	50,000
02-0000-347000	Transportation Utility Fee	1,137,151	1,135,404	1,143,182	1,198,099	1,198,099	1,198,099
02-0000-360000	Miscellaneous Revenues	99,182	2,802	-	-	-	-
02-0000-361000	Interest Earned	34,899	35,583	8,800	7,500	7,500	7,500
02-0000-364000	Sale Of Assets	300	1,400	-	-	-	-
02-0000-376001	Developer Projects	575,320	-	-	-	-	-
02-0000-390032	Transfer In-Veh/Equip Repl Fund	-	-	-	1,718,683	1,718,683	1,718,683
FUND 02	TOTAL RESOURCES	\$ 5,183,653	\$ 5,565,987	\$ 4,596,989	\$ 7,570,379	\$ 7,420,379	\$ 7,420,379

ACCOUNT #	DESCRIPTION	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22
PUBLIC WORKS 51XX							
5112	STREET ENGINEERING						
02-5112-410000	Administrative Salaries	\$ 57,389	\$ 57,498	\$ 51,887	\$ 56,500	\$ 56,500	\$ 56,500
02-5112-420000	Clerical Salaries	26,074	23,731	27,257	16,400	27,750	27,750
02-5112-432000	Engineer Salaries	108,284	113,460	127,376	129,600	136,500	136,500
02-5112-435000	Overtime	10	31	-	1,300	1,300	1,300
02-5112-438000	Longevity	226	1,226	1,980	3,000	3,000	3,000
02-5112-440000	Misc Fringe Benefits	635	-	-	-	-	-
02-5112-441000	FICA/Medicare	14,366	14,639	15,950	15,800	17,200	17,200
02-5112-442000	Workers Compensation	2,244	2,310	1,911	2,500	2,625	2,625
02-5112-443000	Unemployment	193	196	210	200	230	230
02-5112-444000	Retirement-PERS	23,733	25,448	31,766	26,000	28,800	28,800
02-5112-444001	Retirement-Principal	22,187	24,868	30,609	47,550	47,550	47,550
02-5112-444002	Retirement-Pension Bond	5,464	5,249	5,740	4,500	5,200	5,200
02-5112-445000	Health/Life/LTD	34,295	34,918	44,255	53,000	58,000	58,000
Total Personnel Services		\$ 295,100	\$ 303,574	\$ 338,941	\$ 356,350	\$ 384,655	\$ 384,655
02-5112-510000	Office Supplies	\$ 1,322	\$ 1,194	\$ 2,200	\$ 2,200	\$ 2,200	\$ 2,200
02-5112-511000	Postage	-	9	75	100	100	100
02-5112-515000	Printing & Advertising	37	236	100	250	250	250
02-5112-520000	Dues & Meetings	1,519	427	1,170	1,135	1,135	1,135
02-5112-520003	Recruitment Expense	-	1,667	1,500	500	500	500
02-5112-520006	Traffic Safety Committee	586	251	5,000	5,000	5,000	5,000
02-5112-520008	Recognition	313	117	125	125	125	125
02-5112-523000	Supplies & Equipment	1,606	135	1,325	1,325	1,325	1,325
02-5112-525000	Travel & Training	3,968	2,222	8,000	8,000	8,000	8,000
02-5112-526000	Employee Testing	32	-	-	-	-	-
02-5112-532000	Bank Fees	2,939	2,272	3,000	8,000	8,000	8,000
02-5112-533000	Contractual Services	36,349	82,160	65,750	29,750	29,750	29,750
02-5112-533045	Maintenance Agreements	11,658	12,538	12,043	14,542	14,542	14,542
02-5112-540000	Utilities	234	230	200	200	200	200
02-5112-551000	Books & Publications	-	-	200	200	200	200
02-5112-562000	Fuel	848	692	725	725	725	725
02-5112-563000	Vehicle Maintenance	169	161	650	650	650	650
02-5112-576000	Recording Fees	-	-	100	100	100	100
02-5112-580000	Professional Services	-	160	-	-	-	-
02-5112-590000	Internal Chrg-Admin Support Services	261,765	280,412	326,189	325,881	325,881	325,881
02-5112-590006	Internal Chrg-Network Upgrade	657	1,313	1,313	-	-	-
Total Materials and Services		\$ 324,002	\$ 386,196	\$ 429,665	\$ 398,683	\$ 398,683	\$ 398,683
02-5112-610000	Capital Outlay	\$ 1,066	\$ 1,334	\$ 3,375	\$ 3,375	\$ 3,375	\$ 3,375
Total Capital Outlay		\$ 1,066	\$ 1,334	\$ 3,375	\$ 3,375	\$ 3,375	\$ 3,375
5112	TOTAL STREET ENGINEERING	\$ 620,168	\$ 691,104	\$ 771,981	\$ 758,408	\$ 786,713	\$ 786,713

ACCOUNT #	DESCRIPTION	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22
5120	STREET MAINTENANCE						
02-5120-410000	Administrative Salaries	\$ 24,631	\$ 25,681	\$ 25,589	\$ 22,450	\$ 22,450	\$ 22,450
02-5120-420000	Clerical Salaries	12,089	12,780	13,263	13,000	13,000	13,000
02-5120-431000	Maintenance Salaries	46,671	65,702	63,687	60,700	60,700	60,700
02-5120-433000	Summer Help	23,826	14,801	-	-	-	-
02-5120-435000	Overtime	496	271	500	500	500	500
02-5120-436000	On Call Pay	208	63	900	900	900	900
02-5120-438000	Longevity	2,050	3,135	3,840	2,350	2,350	2,350
02-5120-440000	Misc Fringe Benefits	115	-	-	-	-	-
02-5120-441000	FICA/Medicare	8,152	9,062	8,246	7,600	7,600	7,600
02-5120-442000	Workers Compensation	6,684	7,011	4,165	4,300	4,300	4,300
02-5120-443000	Unemployment	116	123	110	100	100	100
02-5120-444000	Retirement-PERS	92	724	-	3,400	3,400	3,400
02-5120-444001	Retirement-Principal	32,157	39,669	49,335	35,750	35,750	35,750
02-5120-444002	Retirement-Pension Bond	-	328	-	950	950	950
02-5120-445000	Health/Life/LTD	25,547	35,743	35,348	41,200	41,200	41,200
Total Personnel Services		\$ 182,834	\$ 215,093	\$ 204,983	\$ 193,200	\$ 193,200	\$ 193,200
02-5120-510000	Office Supplies	\$ 856	\$ 1,310	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
02-5120-512000	Uniforms	2,532	3,164	4,000	4,000	4,000	4,000
02-5120-520000	Dues & Meetings	1,266	1,598	4,000	4,000	4,000	4,000
02-5120-520003	Recruitment Expense	734	-	500	500	500	500
02-5120-522000	Road Materials	26,768	21,905	25,000	25,000	25,000	25,000
02-5120-523000	Supplies & Equipment	6,693	7,831	9,000	9,535	9,535	9,535
02-5120-523100	Small Tools	3,572	4,221	4,000	4,000	4,000	4,000
02-5120-524000	Safety Program	-	9	1,000	1,000	1,000	1,000
02-5120-525000	Travel & Training	4,935	3,185	5,000	5,000	5,000	5,000
02-5120-526000	Employee Testing	153	360	500	500	500	500
02-5120-533000	Contractual Services	20,333	49,276	76,000	77,111	77,111	77,111
02-5120-533045	Maintenance Agreements	10,980	946	18,000	18,000	18,000	18,000
02-5120-538101	Street Improvements	5,735	35,500	35,000	35,000	35,000	35,000
02-5120-538105	Sidewalk Intersections/ADA/Bikeway	12,867	24,350	28,000	28,000	28,000	28,000
02-5120-540000	Utilities	3,705	3,564	4,000	4,000	4,000	4,000
02-5120-541000	Street Signs	16,887	14,684	28,000	28,000	28,000	28,000
02-5120-541001	Street-Electrical	276,286	279,761	280,000	280,000	280,000	280,000
02-5120-541002	Street Light/Pole Maintenance	7,400	2,688	30,000	30,000	30,000	30,000
02-5120-562000	Fuel	8,923	7,787	10,000	10,000	10,000	10,000
02-5120-563000	Vehicle Maintenance	16,255	12,404	15,000	15,000	15,000	15,000
02-5120-566000	Equip Repair & Maintenance	1,699	243	7,000	7,000	7,000	7,000
02-5120-571000	Building & Grounds Maintenance	8,237	5,413	10,000	10,000	10,000	10,000
02-5120-590001	Internal Chrg-Veh/Equip	25,000	25,000	25,000	-	-	-
02-5120-595002	Legal Expenses	-	-	-	1,500	1,500	1,500
Total Materials and Services		\$ 461,816	\$ 505,199	\$ 621,500	\$ 599,646	\$ 599,646	\$ 599,646
5120	TOTAL STREET MAINTENANCE	\$ 644,650	\$ 720,292	\$ 826,483	\$ 792,846	\$ 792,846	\$ 792,846
TOTAL PUBLIC WORKS (STREET)		\$ 1,264,818	\$ 1,411,396	\$ 1,598,464	\$ 1,551,254	\$ 1,579,559	\$ 1,579,559

ACCOUNT #	DESCRIPTION	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22
NONDEPARTMENTAL 91XX							
9130	SPECIAL PAYMENTS						
02-9130-601000	Sidewalk Loan Program	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
02-9130-602000	Sidewalk Grant Program	-	-	50,000	50,000	50,000	50,000
9130	TOTAL SPECIAL PAYMENTS	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
9170	TRANSFERS						
02-9170-909000	Transfer Out-Debt Service	\$ 22,601	\$ 14,823	\$ -	\$ -	\$ -	\$ -
02-9170-918000	Transfer Out-Street Cap Projects	599,715	596,668	761,500	1,662,832	1,662,832	1,662,832
02-9170-918001	Transfer Out-TUF Street Cap Projects	898,401	1,446,544	700,000	1,891,350	1,891,350	1,891,350
9170	TOTAL TRANSFERS	\$ 1,520,717	\$ 2,058,035	\$ 1,461,500	\$ 3,554,182	\$ 3,554,182	\$ 3,554,182
9180	RESERVES						
02-9180-800000	Contingency	\$ -	\$ -	\$ 625,820	\$ 326,026	\$ 147,721	\$ 147,721
02-9180-800001	Contingency-Assigned for maint veh/equip	-	-	-	1,718,683	1,718,683	1,718,683
02-9180-800002	Contingency-Assigned for Eng veh/equip	-	-	-	55,528	55,528	55,528
02-9180-803000	Contingency-TUF	-	-	811,205	264,706	264,706	264,706
9180	TOTAL RESERVES	\$ -	\$ -	\$ 1,437,025	\$ 2,364,943	\$ 2,186,638	\$ 2,186,638
TOTAL NONDEPARTMENTAL		\$ 1,520,717	\$ 2,058,035	\$ 2,998,525	\$ 6,019,125	\$ 5,840,820	\$ 5,840,820
FUND 02	TOTAL STREET FUND	\$ 2,785,535	\$ 3,469,431	\$ 4,596,989	\$ 7,570,379	\$ 7,420,379	\$ 7,420,379

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FUND 18: Street Capital Projects

Description

The Engineering Services Department manages the planning, design, and construction of the Street Fund capital improvement projects. The projects proposed for the FY 2021-22 budget are listed below and project detail is available in the City's Capital Improvement Plan.

- Bicycle Route and ADA Improvements
- College Street Bike Lanes and Sidewalk
- Pavement Rehabilitation/Citywide Pavement Preservation - TUF
- Crestview Drive; 99W to Springbrook Rd
- North Elliott Road Project
- Maintenance Yard
- N Main/Illinois Street/Hwy 240 Study

ACCOUNT #	DESCRIPTION	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22
FUND 18	STREET CAPITAL PROJECTS FUND						
	RESOURCES						
18-0000-300000	Beg F/B-Net Working Capital	\$ 176,804	\$ 203,601	\$ 211,001	\$ 212,754	\$ 212,754	\$ 212,754
18-0000-334000	Federal Exchange Grant	-	-	-	700,000	700,000	700,000
18-0000-338000	Reimbursed Costs	-	-	-	150,000	150,000	150,000
18-0000-349010	Payments in Lieu	8,100	-	-	49,000	49,000	49,000
18-0000-361000	Interest Earned	19,252	11,873	2,000	2,000	2,000	2,000
18-0000-390002	Transfer In-Street Fund	1,498,116	2,043,212	1,461,500	3,554,182	3,554,182	3,554,182
18-0000-390020	Transfer In-Parking Fee In Lieu	-	-	39,000	-	-	-
18-0000-390042	Transfer In-Street SDC	1,522,240	234,529	2,518,500	3,343,282	3,343,282	3,343,282
FUND 18	TOTAL RESOURCES	\$ 3,224,512	\$ 2,493,215	\$ 4,232,001	\$ 8,011,218	\$ 8,011,218	\$ 8,011,218
5150	CAPITAL PROJECTS						
18-5150-702106	Bicycle Route & ADA Improvements	\$ -	\$ -	\$ 150,000	\$ 165,000	\$ 165,000	\$ 165,000
18-5150-702109	Transportation Plan Update	-	-	40,000	-	-	-
18-5150-702111	College St Bikelane & Sidewalk	2,654	1,771	150,000	140,000	140,000	140,000
18-5150-702120	Parking Fee In Lieu Projects	-	-	39,000	39,000	39,000	39,000
18-5150-702123	Elliott Road	21,735	352,351	750,000	2,300,000	2,300,000	2,300,000
18-5150-702163	Villa Rd - Haworth to Crestview	1,648,453	3,918	-	-	-	-
18-5150-702167	Crestview Drive	103,667	311,513	2,160,000	1,915,067	1,915,067	1,915,067
18-5150-702171	Pavement Rehabilitation	345,629	138,056	-	-	-	-
18-5150-	Safe Routes to School	-	-	-	150,000	150,000	150,000
18-5150-	Main Street/Illinois/240 Intersection	-	-	-	265,220	265,220	265,220
18-5150-702177	PW Maint Facility Improvements	-	27,507	30,000	31,827	31,827	31,827
18-5150-703000	Citywide Pavement Preservation - TUF	898,773	1,447,339	700,000	2,591,350	2,591,350	2,591,350
5150	TOTAL CAPITAL PROJECTS	\$ 3,020,911	\$ 2,282,455	\$ 4,019,000	\$ 7,597,464	\$ 7,597,464	\$ 7,597,464
9180	RESERVES						
18-9180-830000	Reserve for Payments in Lieu	\$ -	\$ -	\$ 213,001	\$ 413,754	\$ 413,754	\$ 413,754
9180	TOTAL RESERVES	\$ -	\$ -	\$ 213,001	\$ 413,754	\$ 413,754	\$ 413,754
FUND 18	TOTAL STREET CAPITAL PROJECTS FUND	\$ 3,020,911	\$ 2,282,455	\$ 4,232,001	\$ 8,011,218	\$ 8,011,218	\$ 8,011,218

FUND 06: Wastewater

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.
- Performing design reviews and inspections for construction of public improvements associated with private development projects.
- Operating and maintaining the City's wastewater treatment plant and (WWTP) wastewater pump stations.
- Operating and maintaining the 427,000 gravity linear feet and 29,000 force main linear feet of wastewater collection system piping, 1,657 manholes, and 712 cleanouts throughout the City.
- Maintaining including 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

Changes from FY 2020-21 to FY 2021-22 include the following:

- Bank Fees have increased due to the increased use of credit cards for payments.
- Contractual Services costs have increased for the Rate Review cycle.
- Maintenance Agreement costs have increased to cover the on-going costs of remote meeting applications.
- Building and Grounds Maintenance costs are projected to Increase due to needed WWTP facility repairs, replacements, and maintenance, including painting, door replacements, asphalt sealing, and deck, tank, and roof coatings.

ACCOUNT #	DESCRIPTION	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22
FUND 06	WASTEWATER FUND						
	RESOURCES						
06-0000-300000	Beg F/B-Net Working Capital	\$ 11,761,812	\$ 11,636,528	\$ 11,494,766	\$ 10,989,117	\$ 10,989,117	\$ 10,989,117
06-0000-334000	Miscellaneous Grants	-	42,849	400,000	-	-	-
06-0000-338001	Reimb Costs-Labor	162	-	-	-	-	-
06-0000-338002	Reimb Costs-Capital Project	12,953	12,685	10,000	10,000	10,000	10,000
06-0000-341006	Technology Fee	4,646	4,233	6,000	6,000	6,000	6,000
06-0000-342004	Dev Review and Inspection Fee	60,259	54,192	50,000	50,000	50,000	50,000
06-0000-342005	Compost Sales/Sawdust Sales	39,226	12,164	15,000	15,000	15,000	15,000
06-0000-348000	User Fees	8,162,462	8,471,370	8,454,505	9,106,217	9,106,217	9,106,217
06-0000-349001	Connection Charges	19,672	9,650	20,000	20,000	20,000	20,000
06-0000-350000	Utility Billing Penalties	46,115	45,710	50,000	50,000	50,000	50,000
06-0000-355000	Other Fees: Septage Dumping	148,157	209,634	90,000	100,000	100,000	100,000
06-0000-360000	Miscellaneous Revenues	208	4,456	-	-	-	-
06-0000-361000	Interest Earned	278,433	242,556	55,500	50,000	50,000	50,000
06-0000-361004	Interest-Other Investments	1,484	-	-	-	-	-
06-0000-362000	Energy Partner Program Revenue	1,668	1,690	800	800	800	800
06-0000-364000	Sale Of Assets	59,244	1,816	-	-	-	-
06-0000-390032	Transfer In-Veh/Equip Repl Fund	-	-	-	284,453	284,453	284,453
FUND 06	TOTAL RESOURCES	\$ 20,596,501	\$ 20,749,533	\$ 20,646,571	\$ 20,681,587	\$ 20,681,587	\$ 20,681,587

ACCOUNT #	DESCRIPTION	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22
PUBLIC WORKS 51XX							
5113	WASTEWATER ENGINEERING						
06-5113-410000	Administrative Salaries	\$ 57,389	\$ 57,498	\$ 51,887	\$ 56,500	\$ 56,500	\$ 56,500
06-5113-420000	Clerical Salaries	25,481	23,593	27,257	16,400	27,750	27,750
06-5113-432000	Engineer Salaries	108,284	113,460	127,376	129,600	136,500	136,500
06-5113-435000	Overtime	10	31	-	1,300	1,300	1,300
06-5113-438000	Longevity	224	1,224	1,980	3,000	3,000	3,000
06-5113-440000	Misc Fringe Benefits	630	-	-	-	-	-
06-5113-441000	FICA/Medicare	14,327	14,629	15,950	15,800	17,200	17,200
06-5113-442000	Workers Compensation	2,243	2,310	1,911	2,500	2,625	2,625
06-5113-443000	Unemployment	192	196	210	200	230	230
06-5113-444000	Retirement-PERS	23,733	25,449	31,766	26,000	28,800	28,800
06-5113-444001	Retirement-Principal	21,967	24,815	30,609	47,600	47,600	47,600
06-5113-444002	Retirement-Pension Bond	5,464	5,249	5,740	4,500	5,200	5,200
06-5113-445000	Health/Life/LTD	34,055	34,856	44,255	53,000	58,000	58,000
Total Personnel Services		\$ 293,999	\$ 303,310	\$ 338,941	\$ 356,400	\$ 384,705	\$ 384,705
06-5113-510000	Office Supplies	\$ 1,227	\$ 1,306	\$ 2,200	\$ 2,200	\$ 2,200	\$ 2,200
06-5113-511000	Postage	-	-	50	100	100	100
06-5113-515000	Printing & Advertising	37	430	100	100	100	100
06-5113-520000	Dues & Meetings	1,256	179	1,170	1,135	1,135	1,135
06-5113-520003	Recruitment Expense	-	1,667	1,500	1,500	1,500	1,500
06-5113-520008	Recognition	365	61	125	125	125	125
06-5113-523000	Supplies & Equipment	1,376	160	1,320	1,320	1,320	1,320
06-5113-525000	Travel & Training	3,290	1,518	8,000	7,900	7,900	7,900
06-5113-526000	Employee Testing	32	-	-	-	-	-
06-5113-532000	Bank Fees	5,920	2,373	5,000	20,000	20,000	20,000
06-5113-533000	Contractual Services	3,362	20,586	11,250	24,750	24,750	24,750
06-5113-533045	Maintenance Agreements	11,664	12,118	12,043	14,500	14,500	14,500
06-5113-540000	Utilities	234	230	200	200	200	200
06-5113-551000	Books & Publications	-	-	200	200	200	200
06-5113-562000	Fuel	848	604	725	725	725	725
06-5113-563000	Vehicle Maintenance	172	165	650	650	650	650
06-5113-575100	Loan Fees	110,634	105,574	100,206	94,745	94,745	94,745
06-5113-576000	Recording Fees	-	-	100	100	100	100
06-5113-580000	Professional Services	-	5,160	-	-	-	-
06-5113-590000	Internal Chrg-Admin Support Services	963,582	1,114,590	1,015,339	1,040,432	1,040,432	1,040,432
06-5113-590004	Internal Chrg-Facilities (COP)	54,562	35,786	-	-	-	-
06-5113-590006	Internal Chrg-Network Upgrade	1,980	3,960	3,960	-	-	-
06-5113-590015	Internal Chrg-Franchise Fee	558,239	592,996	591,815	637,435	637,435	637,435
Total Materials and Services		\$ 1,718,780	\$ 1,899,463	\$ 1,755,953	\$ 1,848,117	\$ 1,848,117	\$ 1,848,117
06-5113-610000	Capital Outlay	\$ 290	\$ 1,334	\$ 3,375	\$ 3,375	\$ 3,375	\$ 3,375
Total Capital Outlay		\$ 290	\$ 1,334	\$ 3,375	\$ 3,375	\$ 3,375	\$ 3,375
5113	TOTAL WASTEWATER ENGINEERING	\$ 2,013,069	\$ 2,204,107	\$ 2,098,269	\$ 2,207,892	\$ 2,236,197	\$ 2,236,197

ACCOUNT #	DESCRIPTION	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22
5131	WASTEWATER OPERATIONS						
06-5131-410000	Administrative Salaries	\$ 83,299	\$ 90,148	\$ 91,896	\$ 92,000	\$ 92,000	\$ 92,000
06-5131-420000	Clerical Salaries	34,208	7,816	30,238	31,000	31,000	31,000
06-5131-431000	Salaries & Wages	420,952	484,168	503,827	484,300	508,400	508,400
06-5131-433000	Summer Help	4,420	943	-	-	-	-
06-5131-435000	Overtime	927	1,751	2,500	2,500	2,500	2,500
06-5131-436000	On Call Pay	3,220	3,458	6,400	6,400	6,400	6,400
06-5131-438000	Longevity	5,822	6,901	11,136	11,200	11,200	11,200
06-5131-440000	Misc Fringe Benefits	1,840	-	-	-	-	-
06-5131-441000	FICA/Medicare	40,784	43,815	49,420	48,000	50,000	50,000
06-5131-442000	Workers Compensation	20,608	22,887	18,011	19,000	19,550	19,550
06-5131-443000	Unemployment	555	595	653	600	660	660
06-5131-444000	Retirement-PERS	253	4,727	9,497	8,300	12,000	12,000
06-5131-444001	Retirement-Principal	204,254	206,078	256,904	270,000	270,000	270,000
06-5131-444002	Retirement-Pension Bond	70	1,250	3,231	2,200	3,300	3,300
06-5131-445000	Health/Life/LTD	151,102	168,824	187,547	192,000	192,200	192,200
Total Personnel Services		\$ 972,314	\$ 1,043,361	\$ 1,171,260	\$ 1,167,500	\$ 1,199,210	\$ 1,199,210
06-5131-510000	Office Supplies	\$ 146	\$ 2,997	\$ 2,800	\$ 3,200	\$ 3,200	\$ 3,200
06-5131-511000	Postage	56	98	700	800	800	800
06-5131-512000	Uniforms	3,594	3,181	6,525	6,525	6,525	6,525
06-5131-515000	Printing & Advertising	2,436	2,234	2,000	2,000	2,000	2,000
06-5131-520000	Dues & Meetings	2,526	662	5,000	5,000	5,000	5,000
06-5131-520003	Recruitment Expense	-	164	1,000	1,000	1,000	1,000
06-5131-523000	Supplies & Equipment	5,382	6,727	10,000	12,500	12,500	12,500
06-5131-523100	Small Tools	11,015	4,298	10,000	7,500	7,500	7,500
06-5131-524000	Safety Program	1,767	4,715	40,000	40,000	40,000	40,000
06-5131-525000	Travel & Training	9,521	8,117	17,900	17,900	17,900	17,900
06-5131-526000	Employee Testing	1,447	888	2,870	2,540	2,540	2,540
06-5131-532000	Bank Fees	2,536	2,350	3,000	4,000	4,000	4,000
06-5131-533000	Contractual Services	45,185	74,488	83,000	81,000	81,000	81,000
06-5131-533045	Maintenance Agreements	12,538	16,162	26,500	30,500	30,500	30,500
06-5131-537000	Operating Supplies	174,121	191,663	261,752	251,372	251,372	251,372
06-5131-540000	Utilities	299,063	290,743	350,000	350,000	350,000	350,000
06-5131-545000	Lab Supplies	18,530	18,872	20,000	20,000	20,000	20,000
06-5131-546000	Permits & Fees	30,527	23,899	28,520	27,370	27,370	27,370
06-5131-547000	Analytical Lab Testing	13,767	10,384	19,660	20,300	20,300	20,300
06-5131-548000	Industrial Pretreatment	2,483	4,397	5,560	5,550	5,550	5,550
06-5131-551000	Books & Publications	258	138	800	1,200	1,200	1,200
06-5131-560000	Property Taxes	-	-	480	480	480	480
06-5131-562000	Fuel	4,436	2,560	10,500	10,500	10,500	10,500
06-5131-563000	Vehicle Maintenance	3,774	13,617	8,500	8,500	8,500	8,500
06-5131-566000	Equip Repair & Maintenance	80,853	141,399	218,000	204,000	204,000	204,000
06-5131-568000	Pump Station Maintenance	8,493	5,883	25,000	26,500	26,500	26,500
06-5131-571000	Building & Grounds Maintenance	24,986	27,698	83,500	162,500	162,500	162,500
06-5131-580000	Professional Services	563	-	-	-	-	-
06-5131-590001	Internal Chrg-Veh/Equip	72,930	72,930	72,930	54,930	54,930	54,930
06-5131-590002	Internal Chrg-Computers	750	750	750	-	-	-
06-5131-595002	Legal Expenses	-	-	-	2,000	2,000	2,000
Total Materials and Services		\$ 833,683	\$ 932,014	\$ 1,317,247	\$ 1,359,667	\$ 1,359,667	\$ 1,359,667
06-5131-610000	Capital Outlay	\$ 163,948	\$ 96,462	\$ 120,000	\$ 80,500	\$ 80,500	\$ 80,500
Total Capital Outlay		\$ 163,948	\$ 96,462	\$ 120,000	\$ 80,500	\$ 80,500	\$ 80,500
5131	TOTAL WASTEWATER OPERATIONS	\$ 1,969,945	\$ 2,071,837	\$ 2,608,507	\$ 2,607,667	\$ 2,639,377	\$ 2,639,377

ACCOUNT #	DESCRIPTION	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22
5132	WASTEWATER MAINTENANCE						
06-5132-410000	Administrative Salaries	\$ 80,972	\$ 86,640	\$ 89,591	\$ 88,300	\$ 88,300	\$ 88,300
06-5132-420000	Clerical Salaries	12,089	12,780	13,263	13,000	13,000	13,000
06-5132-431000	Salaries & Wages	371,143	413,000	416,397	354,000	354,000	354,000
06-5132-435000	Overtime	3,975	4,603	2,000	2,000	2,000	2,000
06-5132-436000	On Call Pay	4,426	2,751	5,000	5,000	5,000	5,000
06-5132-438000	Longevity	8,830	11,885	13,440	10,400	10,400	10,400
06-5132-440000	Misc Fringe Benefits	1,355	-	-	-	-	-
06-5132-441000	FICA/Medicare	35,630	38,963	41,288	36,200	36,200	36,200
06-5132-442000	Workers Compensation	23,621	25,037	18,784	18,250	18,250	18,250
06-5132-443000	Unemployment	483	532	545	500	500	500
06-5132-444000	Retirement-PERS	335	4,114	2,994	11,000	11,000	11,000
06-5132-444001	Retirement-Principal	171,292	187,169	233,638	189,000	189,000	189,000
06-5132-444002	Retirement-Pension Bond	-	1,542	1,019	3,000	3,000	3,000
06-5132-445000	Health/Life/LTD	154,199	173,760	179,104	169,000	169,000	169,000
	Total Personnel Services	\$ 868,350	\$ 962,776	\$ 1,017,063	\$ 899,650	\$ 899,650	\$ 899,650
06-5132-512000	Uniforms	\$ 2,338	\$ 3,433	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500
06-5132-520000	Dues & Meetings	1,847	2,594	4,500	4,500	4,500	4,500
06-5132-520003	Recruitment Expense	620	-	1,500	1,500	1,500	1,500
06-5132-523000	Supplies & Equipment	7,722	7,902	13,000	15,944	15,944	15,944
06-5132-523100	Small Tools	11,116	9,110	6,000	6,000	6,000	6,000
06-5132-524000	Safety Program	-	-	1,000	1,000	1,000	1,000
06-5132-525000	Travel & Training	9,526	11,864	15,000	15,000	15,000	15,000
06-5132-526000	Employee Testing	1,072	1,071	1,000	1,000	1,000	1,000
06-5132-533000	Contractual Services	55,457	37,902	60,000	61,111	61,111	61,111
06-5132-533045	Maintenance Agreements	13,337	2,246	20,000	20,000	20,000	20,000
06-5132-538301	Inflow/Infiltration Correction	40,606	60,000	60,000	60,000	60,000	60,000
06-5132-538306	Wastewater Rehabilitation	12,835	-	85,000	85,000	85,000	85,000
06-5132-538307	Wastewater System Replacement	17,418	2,917	30,000	30,000	30,000	30,000
06-5132-538323	Manhole Rehabilitation	29,900	33,165	35,000	35,000	35,000	35,000
06-5132-538325	Lateral Replacement	777	12,299	25,000	25,000	25,000	25,000
06-5132-540000	Utilities	3,706	3,565	4,000	4,000	4,000	4,000
06-5132-562000	Fuel	11,886	11,134	17,000	17,000	17,000	17,000
06-5132-563000	Vehicle Maintenance	9,565	11,052	16,000	16,000	16,000	16,000
06-5132-566000	Equip Repair & Maintenance	4,097	2,821	10,000	10,000	10,000	10,000
06-5132-567000	Pipe & Materials	2,547	3,354	25,000	25,000	25,000	25,000
06-5132-590001	Internal Chrg-Veh/Equip	150,000	150,000	150,000	-	-	-
06-5132-590002	Internal Chrg-Computers	-	-	-	-	-	-
06-5132-595002	Legal Expenses	-	-	-	2,500	2,500	2,500
	Total Materials and Services	\$ 386,372	\$ 366,429	\$ 582,500	\$ 439,055	\$ 439,055	\$ 439,055
06-5132-610000	Capital Outlay	\$ 12,638	\$ -	\$ -	\$ 205,524	\$ 205,524	\$ 205,524
	Total Capital Outlay	\$ 12,638	\$ -	\$ -	\$ 205,524	\$ 205,524	\$ 205,524
5132	TOTAL WASTEWATER MAINTENANCE	\$ 1,267,360	\$ 1,329,205	\$ 1,599,563	\$ 1,544,229	\$ 1,544,229	\$ 1,544,229
	TOTAL PUBLIC WORKS (WASTEWATER)	\$ 5,250,374	\$ 5,605,149	\$ 6,306,339	\$ 6,359,788	\$ 6,419,803	\$ 6,419,803

ACCOUNT #	DESCRIPTION	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22
NONDEPARTMENTAL 91XX							
9130	SPECIAL PAYMENTS						
06-9130-601000	Private Lateral Rehab Loans	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
9130	TOTAL SPECIAL PAYMENTS	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
9150	DEBT SERVICE - PRINCIPAL						
06-9150-608000	Loan: Effluent Reuse	\$ 143,967	\$ 130,398	\$ 136,892	\$ 143,311	\$ 143,311	\$ 143,311
06-9150-609000	Loan: WW Property Expansion	193,000	-	-	-	-	-
06-9150-609003	Loan: DEQ #R68822	1,011,852	1,073,509	1,092,377	1,111,577	1,111,577	1,111,577
06-9150-615000	2015 Refunding Bond	248,095	-	-	-	-	-
	Total Debt Service - Principal	\$ 1,596,914	\$ 1,203,907	\$ 1,229,269	\$ 1,254,888	\$ 1,254,888	\$ 1,254,888
9160	DEBT SERVICE - INTEREST						
06-9160-608000	Loan: Effluent Reuse	\$ 66,020	\$ 79,666	\$ 74,334	\$ 67,733	\$ 67,733	\$ 67,733
06-9160-609000	Loan: WW Property Expansion	4,030	-	-	-	-	-
06-9160-609003	Loan: DEQ #R68822	426,490	364,833	345,965	326,765	326,765	326,765
06-9160-615000	2015 Refunding Bond	3,101	-	-	-	-	-
	Total Debt Service - Interest	\$ 499,641	\$ 444,499	\$ 420,299	\$ 394,498	\$ 394,498	\$ 394,498
9150/9160	TOTAL DEBT SERVICE	\$ 2,096,555	\$ 1,648,406	\$ 1,649,568	\$ 1,649,386	\$ 1,649,386	\$ 1,649,386
9170	TRANSFERS						
06-9170-904000	Transfer Out-Capital Projects	\$ 1,613,044	\$ 917,860	\$ 4,749,285	\$ 8,861,025	\$ 8,861,025	\$ 8,861,025
9170	TOTAL TRANSFERS	\$ 1,613,044	\$ 917,860	\$ 4,749,285	\$ 8,861,025	\$ 8,861,025	\$ 8,861,025
9180	RESERVES						
06-9180-800000	Contingency	\$ -	\$ -	\$ 2,142,757	\$ 1,318,125	\$ 1,258,110	\$ 1,258,110
06-9180-800001	Contingency-Assigned for veh replace	-	-	-	1,520,188	1,520,188	1,520,188
06-9180-800002	Contingency-Assigned for equip replace	-	-	-	173,074	173,074	173,074
06-9180-826000	Reserve-Wastewater CIP's	-	-	4,999,766	-	-	-
06-9180-840000	Contingency-Debt Service	-	-	748,856	750,000	750,000	750,000
9180	TOTAL RESERVES	\$ -	\$ -	\$ 7,891,379	\$ 3,761,387	\$ 3,701,372	\$ 3,701,372
	TOTAL NONDEPARTMENTAL	\$ 3,709,599	\$ 2,566,266	\$ 14,340,232	\$ 14,321,798	\$ 14,261,783	\$ 14,261,783
FUND 06	TOTAL WASTEWATER FUND	\$ 8,959,973	\$ 8,171,415	\$ 20,646,571	\$ 20,681,586	\$ 20,681,586	\$ 20,681,586

FUND 07: Water

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.
- Performing design review and inspections for construction of public improvements associated with private development projects.
- Operating and maintaining the City's potable and non-potable water supply systems.
- Maintaining and servicing six wells, two raw water transmission lines from the well field to the water treatment plant, the 8.5 mgd water treatment plant, one booster pump station, and the three City reservoirs that store a total of 12 million gallons of potable water.
- Operating and maintaining 590,000 feet of potable mainline piping, 15,000 feet of non-potable mainline piping, 11,000 feet of recycled water, 3,297 valves, 868 fire hydrants, and 6,970 water services and meters.
- Monitoring the City's water use and regulating water production to meet the demand of the City and to maintain reserves to meet fire flow storage for emergency needs.
- Maintaining the non-potable water supply systems which consist of Otis Spring and the wastewater recycled water system. The non-potable systems are an alternative source of irrigation for the Chehalem Glenn Golf course and will expand to other future users.
- Collecting monthly water meter readings for municipal services statements that are sent out by the City Finance Department.

Significant Changes

Changes from FY 2020-21 to FY 2021-22 include the following:

- Bank Fees have increased due to the increased use of credit cards for utility payments.
- Contractual Services costs are anticipated to increase for the Rate Review cycle and legal services.
- Maintenance Agreement costs have increased to cover the on-going costs of remote meeting applications.

ACCOUNT #	DESCRIPTION	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22
FUND 07	WATER FUND						
	RESOURCES						
07-0000-300000	Beg F/B-Net Working Capital	\$ 10,801,834	\$ 12,543,776	\$ 12,938,105	\$ 12,967,656	\$ 12,967,656	\$ 12,967,656
07-0000-334000	Miscellaneous Grants	-	28,797	-	-	-	-
07-0000-338000	Reimb Costs-Materials	1,440	-	1,000	1,000	1,000	1,000
07-0000-338001	Reimb Costs-Labor	247	-	1,000	1,000	1,000	1,000
07-0000-338002	Reimb Costs-Capital Project	12,953	12,685	10,000	10,000	10,000	10,000
07-0000-341006	Technology Fee	4,646	4,233	6,000	6,000	6,000	6,000
07-0000-342004	Dev Review and Inspection Fee	60,259	54,192	50,000	50,000	50,000	50,000
07-0000-348000	User Fees	5,888,852	5,635,537	6,027,789	6,334,461	6,334,461	6,334,461
07-0000-349001	Connection Charges	106,536	79,008	96,000	96,000	96,000	96,000
07-0000-350000	Utility Billing Penalties	46,115	45,710	50,000	50,000	50,000	50,000
07-0000-355000	Other Fees: Hydrant Permits	17,257	9,524	10,000	10,000	10,000	10,000
07-0000-360000	Miscellaneous Revenues	20,369	31,486	19,950	-	-	-
07-0000-361000	Interest Earned	288,130	268,865	61,700	61,000	61,000	61,000
07-0000-362000	Energy Partner Program Revenue	3,468	4,561	1,200	1,200	1,200	1,200
07-0000-364000	Sale Of Assets	300	900	-	-	-	-
07-0000-390001	Transfer In-General Fund	13,810	13,810	13,810	-	-	-
07-0000-390008	Transfer In-Building Inspection Fund	16,810	16,810	16,810	-	-	-
07-0000-390014	Transfer In-EDRLF	3,000	3,000	3,000	-	-	-
07-0000-390031	Transfer In-Admin Support Services	3,362	3,362	3,362	-	-	-
07-0000-390032	Transfer In-Veh/Equip Repl Fund	-	-	-	65,274	65,274	65,274
FUND 07	TOTAL RESOURCES	\$ 17,289,388	\$ 18,756,256	\$ 19,309,726	\$ 19,653,591	\$ 19,653,591	\$ 19,653,591

ACCOUNT #	DESCRIPTION	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22
PUBLIC WORKS 51XX							
5113	WATER ENGINEERING						
07-5113-410000	Administrative Salaries	\$ 57,389	\$ 57,498	\$ 51,887	\$ 56,500	\$ 56,500	\$ 56,500
07-5113-420000	Clerical Salaries	26,074	23,731	27,257	16,400	27,750	27,750
07-5113-432000	Engineer Salaries	108,283	113,460	127,376	129,600	136,500	136,500
07-5113-435000	Overtime	10	31	-	1,250	1,250	1,250
07-5113-438000	Longevity	226	1,226	1,980	3,000	3,000	3,000
07-5113-440000	Misc Fringe Benefits	635	-	-	-	-	-
07-5113-441000	FICA/Medicare	14,366	14,639	15,950	15,800	17,200	17,200
07-5113-442000	Workers Compensation	2,244	2,310	1,911	2,500	2,625	2,625
07-5113-443000	Unemployment	193	196	210	200	230	230
07-5113-444000	Retirement-PERS	23,733	25,449	31,766	26,000	28,800	28,800
07-5113-444001	Retirement-Principal	22,187	24,868	30,609	47,500	47,500	47,500
07-5113-444002	Retirement-Pension Bond	5,464	5,249	5,740	4,500	5,200	5,200
07-5113-445000	Health/Life/LTD	34,295	34,918	44,255	53,000	58,000	58,000
Total Personnel Services		\$ 295,099	\$ 303,575	\$ 338,941	\$ 356,250	\$ 384,555	\$ 384,555
07-5113-510000	Office Supplies	\$ 1,363	\$ 1,060	\$ 2,200	\$ 2,200	\$ 2,200	\$ 2,200
07-5113-511000	Postage	-	-	50	100	100	100
07-5113-515000	Printing & Advertising	37	428	100	100	100	100
07-5113-520000	Dues & Meetings	1,214	390	1,170	1,135	1,135	1,135
07-5113-520003	Recruitment Expense	-	1,667	1,500	1,500	1,500	1,500
07-5113-520008	Recognition	378	106	125	125	125	125
07-5113-523000	Supplies & Equipment	1,123	146	1,320	1,325	1,325	1,325
07-5113-523010	Conservation Public Outreach Program	-	5,336	6,000	6,000	6,000	6,000
07-5113-525000	Travel & Training	3,254	1,622	8,000	8,000	8,000	8,000
07-5113-526000	Employee Testing	32	-	-	-	-	-
07-5113-532000	Bank Fees	3,781	740	3,000	6,000	6,000	6,000
07-5113-533000	Contractual Services	9,633	67,787	56,250	59,750	59,750	59,750
07-5113-533045	Maintenance Agreements	11,659	12,118	12,043	14,500	14,500	14,500
07-5113-540000	Utilities	234	230	200	200	200	200
07-5113-551000	Books & Publications	-	-	200	200	200	200
07-5113-562000	Fuel	848	692	725	725	725	725
07-5113-563000	Vehicle Maintenance	172	165	650	650	650	650
07-5113-576000	Recording Fees	466	-	100	100	100	100
07-5113-580000	Professional Services	460	160	-	-	-	-
07-5113-590000	Internal Chrg-Admin Support Services	811,130	975,112	928,288	910,996	910,996	910,996
07-5113-590004	Internal Chrg-Facilities (COP)	54,562	35,786	-	-	-	-
07-5113-590006	Internal Chrg-Network Upgrade	1,980	3,960	3,960	-	-	-
07-5113-590015	Internal Chrg-Franchise Fee	399,320	394,488	421,945	443,412	443,412	443,412
Total Materials and Services		\$ 1,301,646	\$ 1,501,993	\$ 1,447,826	\$ 1,457,018	\$ 1,457,018	\$ 1,457,018
07-5113-610000	Capital Outlay	\$ 12,097	\$ 1,334	\$ 3,375	\$ 23,233	\$ 23,233	\$ 23,233
Total Capital Outlay		\$ 12,097	\$ 1,334	\$ 3,375	\$ 23,233	\$ 23,233	\$ 23,233
5113	TOTAL WATER ENGINEERING	\$ 1,608,842	\$ 1,806,902	\$ 1,790,142	\$ 1,836,501	\$ 1,864,806	\$ 1,864,806

ACCOUNT #	DESCRIPTION	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22
5141	WATER OPERATIONS						
07-5141-410000	Administrative Salaries	\$ 85,361	\$ 90,998	\$ 91,896	\$ 92,000	\$ 92,000	\$ 92,000
07-5141-420000	Clerical Salaries	22,805	5,211	20,159	20,700	20,700	20,700
07-5141-431000	Salaries & Wages	201,357	206,917	207,318	185,000	209,150	209,150
07-5141-433000	Summer Help	4,420	943	-	-	-	-
07-5141-435000	Overtime	958	285	1,500	1,500	1,500	1,500
07-5141-436000	On Call Pay	2,705	1,219	4,850	4,900	4,900	4,900
07-5141-438000	Longevity	3,298	6,119	7,104	8,000	8,000	8,000
07-5141-440000	Misc Fringe Benefits	1,380	-	-	-	-	-
07-5141-441000	FICA/Medicare	23,778	23,225	25,462	24,000	25,700	25,700
07-5141-442000	Workers Compensation	13,020	13,078	10,018	10,200	10,900	10,900
07-5141-443000	Unemployment	321	313	335	300	350	350
07-5141-444000	Retirement-PERS	253	3,919	8,278	6,700	10,400	10,400
07-5141-444001	Retirement-Principal	119,697	103,496	122,894	129,000	129,000	129,000
07-5141-444002	Retirement-Pension Bond	70	1,005	2,816	2,000	3,000	3,000
07-5141-445000	Health/Life/LTD	78,217	66,455	90,252	73,900	74,000	74,000
	Total Personnel Services	\$ 557,640	\$ 523,183	\$ 592,882	\$ 558,200	\$ 589,600	\$ 589,600
07-5141-510000	Office Supplies	\$ 249	\$ 681	\$ 900	\$ 1,200	\$ 1,200	\$ 1,200
07-5141-511000	Postage	4,759	4,793	6,570	6,570	6,570	6,570
07-5141-512000	Uniforms	1,266	1,692	2,500	2,500	2,500	2,500
07-5141-515000	Printing & Advertising	9,267	3,024	11,100	11,100	11,100	11,100
07-5141-520000	Dues & Meetings	758	1,371	2,500	2,500	2,500	2,500
07-5141-520003	Recruitment Expense	-	81	-	-	-	-
07-5141-523000	Supplies & Equipment	3,887	4,600	6,500	9,500	9,500	9,500
07-5141-523010	Conservation Public Outreach Program	3,178	5,419	5,000	7,500	7,500	7,500
07-5141-523100	Small Tools	2,231	1,200	3,500	3,500	3,500	3,500
07-5141-524000	Safety Program	392	231	1,500	1,500	1,500	1,500
07-5141-525000	Travel & Training	4,294	3,330	8,000	8,000	8,000	8,000
07-5141-526000	Employee Testing	466	481	900	900	900	900
07-5141-533000	Contractual Services	28,260	40,713	40,000	40,000	40,000	40,000
07-5141-533045	Maintenance Agreements	5,898	23,507	28,600	28,600	28,600	28,600
07-5141-537000	Operating Supplies	82,897	82,446	102,295	103,829	103,829	103,829
07-5141-540000	Utilities	227,465	213,600	277,529	281,691	281,691	281,691
07-5141-545000	Lab Supplies	2,209	2,648	2,250	2,250	2,250	2,250
07-5141-546000	Permits & Fees	9,952	11,482	22,000	22,000	22,000	22,000
07-5141-547000	Analytical Lab Testing	12,977	9,316	13,000	13,000	13,000	13,000
07-5141-551000	Books & Publications	15	35	400	400	400	400
07-5141-560000	Property Taxes	1,934	2,097	2,100	2,100	2,100	2,100
07-5141-562000	Fuel	1,199	1,129	2,000	2,000	2,000	2,000
07-5141-563000	Vehicle Maintenance	292	1,689	2,000	2,000	2,000	2,000
07-5141-566000	Equip Repair & Maintenance	51,215	69,470	69,500	65,000	65,000	65,000
07-5141-568000	Springs Riparian System Maintenance	-	-	1,500	1,500	1,500	1,500
07-5141-569000	Well Maintenance	36,957	25,019	35,000	35,000	35,000	35,000
07-5141-571000	Building & Grounds Maintenance	7,779	5,241	10,000	10,000	10,000	10,000
07-5141-590001	Internal Chrg-Veh/Equip	26,500	26,500	26,500	-	-	-
07-5141-590002	Internal Chrg-Computers	5,000	5,000	5,000	-	-	-
	Total Materials and Services	\$ 531,296	\$ 546,795	\$ 688,644	\$ 664,140	\$ 664,140	\$ 664,140
07-5141-610000	Capital Outlay	\$ 67,812	\$ 35,134	\$ 70,000	\$ 79,056	\$ 79,056	\$ 79,056
07-5141-610400	Capital Outlay-Ops Vehicle Replac	-	-	-	26,500	26,500	26,500
	Total Capital Outlay	\$ 67,812	\$ 35,134	\$ 70,000	\$ 105,556	\$ 105,556	\$ 105,556
5141	TOTAL WATER OPERATIONS	\$ 1,156,748	\$ 1,105,112	\$ 1,351,526	\$ 1,327,896	\$ 1,359,296	\$ 1,359,296

ACCOUNT #	DESCRIPTION	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22
5142	WATER MAINTENANCE						
07-5142-410000	Administrative Salaries	\$ 107,367	\$ 114,449	\$ 114,500	\$ 110,600	\$ 110,600	\$ 110,600
07-5142-420000	Clerical Salaries	12,089	12,780	13,263	13,000	13,000	13,000
07-5142-431000	Salaries & Wages	266,033	236,664	291,869	310,500	310,500	310,500
07-5142-435000	Overtime	2,628	2,710	1,300	1,300	1,300	1,300
07-5142-436000	On Call Pay	3,030	723	5,000	5,000	5,000	5,000
07-5142-438000	Longevity	7,090	9,215	11,220	11,600	11,600	11,600
07-5142-440000	Misc Fringe Benefits	920	-	-	-	-	-
07-5142-441000	FICA/Medicare	29,322	27,726	33,444	34,600	34,600	34,600
07-5142-442000	Workers Compensation	22,067	21,209	17,178	21,750	21,750	21,750
07-5142-443000	Unemployment	400	378	442	450	450	450
07-5142-444000	Retirement-PERS	6,217	9,327	20,603	18,500	18,500	18,500
07-5142-444001	Retirement-Principal	125,342	115,965	145,464	158,000	158,000	158,000
07-5142-444002	Retirement-Pension Bond	2,645	3,364	5,146	5,000	5,000	5,000
07-5142-445000	Health/Life/LTD	129,584	118,522	144,637	169,600	169,600	169,600
Total Personnel Services		\$ 714,734	\$ 673,032	\$ 804,066	\$ 859,900	\$ 859,900	\$ 859,900
07-5142-512000	Uniforms	\$ 3,548	\$ 2,964	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500
07-5142-520000	Dues & Meetings	1,148	724	3,500	3,500	3,500	3,500
07-5142-520003	Recruitment Expense	245	-	500	500	500	500
07-5142-523000	Supplies & Equipment	6,341	7,820	10,000	13,479	13,479	13,479
07-5142-523009	Water Meters	76,018	88,265	100,000	100,000	100,000	100,000
07-5142-523011	Water Meter Installations	34,457	42,815	40,000	40,000	40,000	40,000
07-5142-523100	Small Tools	8,817	9,986	8,000	8,000	8,000	8,000
07-5142-525000	Travel & Training	6,533	4,777	10,000	10,000	10,000	10,000
07-5142-526000	Employee Testing	1,213	894	1,000	1,000	1,000	1,000
07-5142-533000	Contractual Services	31,913	76,002	40,000	41,111	41,111	41,111
07-5142-533045	Maintenance Agreements	12,267	2,246	20,000	20,000	20,000	20,000
07-5142-538519	Water Line Replacement	2,508	14,582	30,000	30,000	30,000	30,000
07-5142-540000	Utilities	3,706	3,565	3,500	3,500	3,500	3,500
07-5142-562000	Fuel	6,511	6,080	10,000	10,000	10,000	10,000
07-5142-563000	Vehicle Maintenance	5,730	6,487	10,000	10,000	10,000	10,000
07-5142-566000	Equip Repair & Maintenance	133	107	5,000	5,000	5,000	5,000
07-5142-567000	Pipe & Materials	10,444	15,312	30,000	30,000	30,000	30,000
07-5142-568000	Otis Springs System Maintenance	2,428	250	3,000	3,000	3,000	3,000
07-5142-569000	Wellfield Maintenance	397	3,990	3,000	3,000	3,000	3,000
07-5142-590001	Internal Chrg-Veh/Equip	173,000	173,000	173,000	-	-	-
07-5142-595002	Legal Expenses	-	-	-	2,000	2,000	2,000
Total Materials and Services		\$ 387,357	\$ 459,866	\$ 504,000	\$ 337,590	\$ 337,590	\$ 337,590
07-5142-610000	Capital Outlay	\$ 12,638	\$ -	\$ -	\$ -	\$ -	\$ -
07-5142-610400	Capital Outlay-Ops Vehicle Replac	-	-	-	173,000	173,000	173,000
Total Capital Outlay		\$ 12,638	\$ -	\$ -	\$ 173,000	\$ 173,000	\$ 173,000
5142	TOTAL WATER MAINTENANCE	\$ 1,114,729	\$ 1,132,898	\$ 1,308,066	\$ 1,370,490	\$ 1,370,490	\$ 1,370,490
TOTAL PUBLIC WORKS (WATER)		\$ 3,880,319	\$ 4,044,912	\$ 4,449,734	\$ 4,534,887	\$ 4,594,592	\$ 4,594,592

ACCOUNT #	DESCRIPTION	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22
NONDEPARTMENTAL 91XX							
9150	DEBT SERVICE - PRINCIPAL						
07-9150-615000	2015 Refunding Bond	\$ 350,891	\$ 359,564	\$ 370,150	\$ 382,995	\$ 382,995	\$ 382,995
	Total Debt Service - Principal	\$ 350,891	\$ 359,564	\$ 370,150	\$ 382,995	\$ 382,995	\$ 382,995
9160	DEBT SERVICE - INTEREST						
07-9160-615000	2015 Refunding Bond	\$ 63,767	\$ 54,886	\$ 42,989	\$ 27,926	\$ 27,926	\$ 27,926
	Total Debt Service - Interest	\$ 63,767	\$ 54,886	\$ 42,989	\$ 27,926	\$ 27,926	\$ 27,926
9150/9160	TOTAL DEBT SERVICE	\$ 414,658	\$ 414,450	\$ 413,139	\$ 410,921	\$ 410,921	\$ 410,921
9170	TRANSFERS						
07-9170-904000	Transfer Out-Capital Projects	\$ 450,635	\$ 617,567	\$ 5,306,590	\$ 12,490,122	\$ 12,490,122	\$ 12,490,122
07-9170-947000	Transfer Out-Water SDC	-	142,318	200,141	-	-	-
9170	TOTAL TRANSFERS	\$ 450,635	\$ 759,885	\$ 5,506,731	\$ 12,490,122	\$ 12,490,122	\$ 12,490,122
9180	RESERVES						
07-9180-800000	Contingency	\$ -	\$ -	\$ 3,110,881	\$ 1,073,510	\$ 1,013,805	\$ 1,013,805
07-9180-800001	Contingency-Assigned for veh repl	-	-	-	1,144,150	1,144,150	1,144,150
07-9180-827000	Reserve-Water CIP's	-	-	5,829,241	-	-	-
9180	TOTAL RESERVES	\$ -	\$ -	\$ 8,940,122	\$ 2,217,660	\$ 2,157,955	\$ 2,157,955
	TOTAL NONDEPARTMENTAL	\$ 865,293	\$ 1,174,335	\$ 14,859,992	\$ 15,118,703	\$ 15,058,998	\$ 15,058,998
FUND 07	TOTAL WATER FUND	\$ 4,745,612	\$ 5,219,247	\$ 19,309,726	\$ 19,653,590	\$ 19,653,590	\$ 19,653,590

FUND 17: Stormwater

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.
- Performing design reviews and inspections for construction of public improvements associated with private development projects.
- Operating and maintaining 339,000 lineal feet of stormwater piping, 112,000 lineal feet of roadside ditches, 3,022 inlets, and 1,020 storm drain manholes.

Significant Changes

Changes from FY 2020-21 to FY 2021-22 include the following:

- Bank Fees have increased significantly due to the increased use of credit cards for payments.
- Contractual Services costs have increased for the Rate Review cycle.
- Maintenance Agreements costs have increased to cover the on-going costs of remote meeting applications.

ACCOUNT #	DESCRIPTION	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22
FUND 17	STORMWATER FUND						
	RESOURCES						
17-0000-300000	Beg F/B-Net Working Capital	\$ 603,028	\$ 1,039,361	\$ 1,288,623	\$ 1,690,437	\$ 1,690,437	\$ 1,690,437
17-0000-332004	Erosion Control Permits	31,608	23,213	15,000	20,000	20,000	20,000
17-0000-338001	Reimb Costs-Labor	162	-	-	-	-	-
17-0000-338002	Reimb Costs-Capital Project	12,941	12,470	10,000	-	-	-
17-0000-341006	Technology Fee	4,643	4,233	6,000	4,000	4,000	4,000
17-0000-342004	Dev Review and Inspection Fee	60,259	54,192	35,000	40,000	40,000	40,000
17-0000-348000	User Fees	1,585,043	1,757,337	1,723,460	2,069,690	2,069,690	2,069,690
17-0000-349010	Payments In Lieu	-	4,461	-	-	-	-
17-0000-360000	Miscellaneous Revenues	4	28	-	-	-	-
17-0000-361000	Interest Earned	17,793	23,707	5,000	5,000	5,000	5,000
17-0000-364000	Sale Of Assets	300	900	-	-	-	-
FUND 17	TOTAL RESOURCES	\$ 2,315,781	\$ 2,919,902	\$ 3,083,083	\$ 3,829,127	\$ 3,829,127	\$ 3,829,127

ACCOUNT #	DESCRIPTION	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22
PUBLIC WORKS 51XX							
5113	STORMWATER ENGINEERING						
17-5113-410000	Administrative Salaries	\$ 57,389	\$ 57,498	\$ 51,887	\$ 56,500	\$ 56,500	\$ 56,500
17-5113-420000	Clerical Salaries	25,480	23,592	27,257	16,400	27,750	27,750
17-5113-432000	Engineer Salaries	122,627	128,603	142,962	145,600	152,500	152,500
17-5113-435000	Overtime	10	31	-	1,250	1,250	1,250
17-5113-438000	Longevity	224	1,224	1,980	3,000	3,000	3,000
17-5113-440000	Misc Fringe Benefits	630	-	-	-	-	-
17-5113-441000	FICA/Medicare	15,407	15,763	17,143	17,000	18,400	18,400
17-5113-442000	Workers Compensation	2,514	2,615	2,127	2,700	2,875	2,875
17-5113-443000	Unemployment	206	211	225	200	250	250
17-5113-444000	Retirement-PERS	25,170	27,289	33,652	28,400	31,200	31,200
17-5113-444001	Retirement-Principal	21,966	24,815	30,609	47,500	47,500	47,500
17-5113-444002	Retirement-Pension Bond	6,109	5,896	6,381	5,100	5,900	5,900
17-5113-445000	Health/Life/LTD	36,160	38,099	47,637	56,400	61,500	61,500
Total Personnel Services		\$ 313,892	\$ 325,636	\$ 361,860	\$ 380,050	\$ 408,625	\$ 408,625
17-5113-510000	Office Supplies	\$ 1,138	\$ 1,169	\$ 2,200	\$ 2,200	\$ 2,200	\$ 2,200
17-5113-515000	Printing & Advertising	37	244	100	200	200	200
17-5113-520000	Dues & Meetings	1,183	155	1,170	1,135	1,135	1,135
17-5113-520003	Recruitment Expense	-	1,667	1,500	1,500	1,500	1,500
17-5113-520008	Recognition	276	41	125	125	125	125
17-5113-523000	Supplies & Equipment	1,034	135	1,320	1,325	1,325	1,325
17-5113-523010	Quality Public Outreach Program	862	-	5,000	6,000	6,000	6,000
17-5113-523011	TMDL Community Program	771	384	2,500	2,500	2,500	2,500
17-5113-523012	TMDL Field Program	400	116	15,000	15,000	15,000	15,000
17-5113-525000	Travel & Training	3,226	2,392	8,000	8,000	8,000	8,000
17-5113-526000	Employee Testing	32	-	-	-	-	-
17-5113-532000	Bank Fees	577	143	400	1,000	1,000	1,000
17-5113-533000	Contractual Services	3,750	12,044	6,250	19,750	19,750	19,750
17-5113-533045	Maintenance Agreements	11,658	12,118	12,043	14,500	14,500	14,500
17-5113-540000	Utilities	234	230	200	200	200	200
17-5113-551000	Books & Publications	-	-	200	200	200	200
17-5113-562000	Fuel	1,371	777	725	7,205	725	725
17-5113-563000	Vehicle Maintenance	169	139	650	650	650	650
17-5113-576000	Recording Fees	-	-	100	100	100	100
17-5113-580000	Professional Services	-	160	-	-	-	-
17-5113-590000	Internal Chrg-Admin Support Services	269,790	320,179	302,885	305,004	305,004	305,004
17-5113-590004	Internal Chrg-Facilities	7,534	4,941	-	-	-	-
17-5113-590006	Internal Chrg-Network Upgrade	1,980	3,960	3,960	-	-	-
17-5113-590015	Internal Chrg-Franchise Fee	108,447	123,014	120,642	144,878	144,878	144,878
Total Materials and Services		\$ 414,469	\$ 484,008	\$ 484,970	\$ 531,472	\$ 524,992	\$ 524,992
17-5113-610000	Capital Outlay	\$ 290	\$ 1,334	\$ 3,375	\$ 3,375	\$ 3,375	\$ 3,375
Total Capital Outlay		\$ 290	\$ 1,334	\$ 3,375	\$ 3,375	\$ 3,375	\$ 3,375
5113	TOTAL STORMWATER ENGINEERING	\$ 728,651	\$ 810,978	\$ 850,205	\$ 914,897	\$ 936,992	\$ 936,992

ACCOUNT #	DESCRIPTION	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22
5141	STORMWATER MAINTENANCE						
17-5170-410000	Administrative Salaries	\$ 24,630	\$ 25,681	\$ 25,589	\$ 22,450	\$ 22,450	\$ 22,450
17-5170-420000	Clerical Salaries	12,088	12,779	13,263	13,000	13,000	13,000
17-5170-431000	Maintenance Salaries	210,866	215,430	216,285	251,300	251,300	251,300
17-5170-435000	Overtime	955	1,831	1,300	1,300	1,300	1,300
17-5170-436000	Standby Pay	1,554	2,071	3,000	3,000	3,000	3,000
17-5170-438000	Longevity	3,970	4,335	5,040	3,600	3,600	3,600
17-5170-440000	Misc Fringe Benefits	115	-	-	-	-	-
17-5170-441000	FICA/Medicare	18,810	19,330	20,234	22,500	22,500	22,500
17-5170-442000	Workers Compensation	15,194	17,345	12,325	14,000	14,000	14,000
17-5170-443000	Unemployment	254	262	268	300	300	300
17-5170-444000	Retirement-PERS	4,291	13,900	13,557	13,300	13,300	13,300
17-5170-444001	Retirement-Principal	62,015	54,815	69,115	95,300	95,300	95,300
17-5170-444002	Retirement-Pension Bond	1,552	4,933	4,612	3,600	3,600	3,600
17-5170-445000	Health/Life/LTD	70,623	86,269	87,250	117,000	117,000	117,000
Total Personnel Services		\$ 426,917	\$ 458,981	\$ 471,838	\$ 560,650	\$ 560,650	\$ 560,650
17-5170-510000	Office Supplies	536	197	1,500	1,500	1,500	1,500
17-5170-512000	Uniforms	1,751	1,898	3,000	3,000	3,000	3,000
17-5170-520000	Dues & Meetings	261	674	1,500	1,500	1,500	1,500
17-5170-520003	Recruitment Expense	-	-	500	500	500	500
17-5170-523000	Supplies & Equipment	5,389	5,904	6,000	6,535	6,535	6,535
17-5170-523100	Small Tools	8,084	6,604	3,000	3,000	3,000	3,000
17-5170-524000	Safety Program	-	-	500	500	500	500
17-5170-525000	Travel & Training	2,242	1,733	6,000	6,000	6,000	6,000
17-5170-526000	Employee Testing	657	1,277	1,000	1,000	1,000	1,000
17-5170-533000	Contractual Services	7,491	24,604	35,000	35,000	35,000	35,000
17-5170-533045	Maintenance Agreements	11,825	709	20,000	20,000	20,000	20,000
17-5170-538702	Stormwater Repair	9,521	8,408	50,000	50,000	50,000	50,000
17-5170-540000	Utilities	3,705	3,564	3,000	3,000	3,000	3,000
17-5170-562000	Fuel	17,213	16,635	16,000	16,000	16,000	16,000
17-5170-563000	Vehicle Maintenance	15,871	16,384	18,000	18,000	18,000	18,000
17-5170-566000	Equip Repair & Maintenance	2,784	1,434	8,000	8,000	8,000	8,000
17-5170-567000	Pipe & Materials	6,922	11,145	15,500	15,500	15,500	15,500
17-5170-590001	Internal Chrg-Veh/Equip	20,000	20,000	20,000	-	-	-
17-5170-595002	Legal Expenses	-	-	-	2,000	2,000	2,000
Total Materials and Services		\$ 114,252	\$ 121,170	\$ 208,500	\$ 191,035	\$ 191,035	\$ 191,035
17-5170-610000	Capital Outlay	\$ -	\$ -	\$ -	\$ 20,000	\$ 20,000	\$ 20,000
Total Capital Outlay		\$ -	\$ -	\$ -	\$ 20,000	\$ 20,000	\$ 20,000
5170	TOTAL STORMWATER MAINTENANCE	\$ 541,169	\$ 580,151	\$ 680,338	\$ 771,685	\$ 771,685	\$ 771,685
TOTAL PUBLIC WORKS (STORMWATER)		\$ 1,269,820	\$ 1,391,129	\$ 1,530,543	\$ 1,686,582	\$ 1,708,677	\$ 1,708,677

ACCOUNT #	DESCRIPTION	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22
NONDEPARTMENTAL 91XX							
9170	TRANSFERS						
17-9170-904000	Transfer Out-Capital Projects	\$ 6,600	\$ 69,345	\$ 801,175	\$ 2,033,982	\$ 2,033,982	\$ 2,033,982
9170	TOTAL TRANSFERS	\$ 6,600	\$ 69,345	\$ 801,175	\$ 2,033,982	\$ 2,033,982	\$ 2,033,982
9180	RESERVES						
17-9180-800000	Contingency	\$ -	\$ -	\$ 751,365	\$ 108,563	\$ 86,468	\$ 86,468
9180	TOTAL RESERVES	\$ -	\$ -	\$ 751,365	\$ 108,563	\$ 86,468	\$ 86,468
TOTAL NONDEPARTMENTAL		\$ 6,600	\$ 69,345	\$ 1,552,540	\$ 2,142,545	\$ 2,120,450	\$ 2,120,450
FUND 17	TOTAL STORMWATER FUND	\$ 1,276,420	\$ 1,460,474	\$ 3,083,083	\$ 3,829,127	\$ 3,829,127	\$ 3,829,127

FUND 04: Proprietary Capital Project Fund

Description

The Proprietary Capital Projects Fund accounts for resources and expenditures toward capital projects related to the City's wastewater, water, and stormwater infrastructure and systems. Projects are typically funded from rate revenues, system development charges (SDC), and debt financings. Major projects planned for the FY 2021-22 fiscal year are individually identified in the budget detail, as is a reserve for future planned projects by utility. Capital costs are inclusive of design, planning, construction, and other costs necessary to put the infrastructure or capital asset into operation.

The Engineering Services Department manages the planning, design, and construction of the wastewater, water, and stormwater capital improvement projects. The projects proposed for the FY 2021-22 budget are listed below and project detail is provided in the City's Capital Improvement Plan.

Proprietary Capital Projects - Wastewater

- Inflow and Infiltration (I&I) Projects
- WWTP Oxidation Ditch Repair
- Dehydration Unit Burner Rebuild
- Chehalem Drive Extension Project
- Maintenance Yard Projects
- River Street Pump Station
- Crestview Drive Wastewater
- Wastewater Treatment Plant Sawdust Bays
- Wastewater Treatment Plant Remodel
- Hess Creek Lining
- Hydraulic Study
- Solar Farm
- PLC Replacement

Proprietary Capital Projects Fund – Water

- Chehalem Drive Water Extension Project
- College Street Waterline Relocation
- W. Illinois Fire Flow Project
- Valves on College Street
- Public Works Maintenance (PWM) Facility Improvements
- Redundant Water Supply
- Bell West Pump Station
- Vittoria Square Fire Flow Improvements
- Fixed Based Radio Read

- Crestview Drive Waterline; Potable and Non Potable
- Routine & Seismic Waterline Replacements
- WTP Filter Covers
- AWIA
- Emergency Connection & Controls at the Water Treatment Plant
- HB2001 Waterlines

Proprietary Capital Projects - Stormwater

- 800 Block Wynooski
- Stormwater Master Plan Update
- Maintenance Yard Projects
- Storm Fixes
- Vermillion Street East of OR219
- Libra Street
- N. Springbrook Road Stormwater
- Railroad Ditch – N College to N Meridian

ACCOUNT #	DESCRIPTION	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22
FUND 04	PROPRIETARY CAPITAL PROJECTS						
	RESOURCES						
04-0000-300000	Beg F/B-Net Working Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
04-0000-334000	Miscellaneous Grants	-	-	-	-	400,000	400,000
04-0000-338000	Reimbursed Costs	-	-	-	700,000	-	-
04-0000-390006	Transfer In-Wastewater Fund	1,613,044	917,860	4,749,285	8,861,025	8,861,025	8,861,025
04-0000-390007	Transfer In-Water Fund	450,635	617,567	5,306,590	12,490,122	12,490,122	12,490,122
04-0000-390017	Transfer In-Stormwater Fund	6,600	69,345	801,175	2,033,982	2,033,982	2,033,982
04-0000-390043	Transfer In-Stormwater SDC	347	9,024	82,825	44,573	44,573	44,573
04-0000-390046	Transfer In-Wastewater SDC	652,328	289,721	1,562,805	1,632,478	1,632,478	1,632,478
FUND 04	TOTAL RESOURCES	\$ 2,722,954	\$ 1,903,517	\$ 12,502,680	\$ 25,762,180	\$ 25,462,180	\$ 25,462,180
5150	CAPITAL PROJECTS						
	WASTEWATER PROJECTS						
04-5150-706301	Inflow/Infiltration Projects	\$ 866,913	\$ 262,500	\$ 950,000	\$ 400,000	\$ 400,000	\$ 400,000
04-5150-706310	Oxidation Ditches	-	35,889	681,500	600,000	600,000	600,000
04-5150-706313	Roofing at WWTP	-	122,327	-	-	-	-
04-5150-706329	Coating for Pump Station	212	264	135,000	-	-	-
04-5150-706381	WWTP Solar Panel Project	-	14,812	950,000	952,941	252,941	252,941
04-5150-706393	Dayton Pump Station - Design & Construction	801,287	-	-	-	-	-
04-5150-706396	Sixth St Sewer Rehab	38,895	567,115	-	-	-	-
04-5150-706397	Programmable Logic Controller	-	-	1,545,000	1,525,000	1,525,000	1,525,000
04-5150-706405	Fifth St Pipe Replacement	396,487	-	-	-	-	-
04-5150-706408	Wastewater Master Plan Update	-	-	90,000	-	-	-
04-5150-706410	Oxidation Ditch Rotor Replacement	66,426	49,824	-	-	-	-
04-5150-706416	WWTP Sawdust Bays	-	1,445	300,000	88,167	88,167	88,167
04-5150-706418	Hess Creek Lining	-	15,230	300,000	500,000	500,000	500,000
04-5150-706419	Clarifier Study	-	391	55,000	-	-	-
04-5150-706420	Crestview Drive Sewer	-	30,083	550,000	497,000	497,000	497,000
04-5150-706470	Operations Remodel	-	9,841	375,000	1,000	1,000	1,000
04-5150-706471	WWTP Painting & Maintenance	-	5,769	20,600	-	-	-
04-5150-706477	PW Maint Facility Improvements	-	27,507	30,000	33,765	33,765	33,765
04-5150-706479	Chehalem Extension	95,152	64,586	329,990	753,000	753,000	753,000
04-5150-706xxx	WWTP Hydraulic Study	-	-	-	530,450	530,450	530,450
04-5150-706xxx	River Street Pump Station	-	-	-	212,180	212,180	212,180
04-5150-706xxx	Reserve for other future projects	-	-	-	5,100,000	5,500,000	5,500,000
	Total Wastewater Projects	\$ 2,265,372	\$ 1,207,583	\$ 6,312,090	\$ 11,193,503	\$ 10,893,503	\$ 10,893,503

ACCOUNT #	DESCRIPTION	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22
WATER PROJECTS							
04-5150-707477	PW Maint Facility Improvements	\$ -	\$ 27,507	\$ 30,000	\$ 33,765	\$ 33,765	\$ 33,765
04-5150-707478	WTP Seismic Resiliency	54,745	141,804	-	-	-	-
04-5150-707479	Chehalem Extension	55,285	48,612	190,500	555,000	555,000	555,000
04-5150-707481	Fire Flow - W Illinois	11,582	10,526	135,000	125,000	125,000	125,000
04-5150-707482	Fire Flow - George Fox	242,816	114,156	-	-	-	-
04-5150-707484	Redundant Water Supply	24,180	119,169	1,029,286	1,859,871	1,859,871	1,859,871
04-5150-707485	Bell West Pump Station	-	5,848	300,000	1,220,000	1,220,000	1,220,000
04-5150-707486	Fireflow- Vittoria Square	-	-	157,000	107,000	107,000	107,000
04-5150-707487	N College Street - N Terrace	-	164	459,804	750,000	750,000	750,000
04-5150-707488	Fixed Based Radio Read	-	1,170	659,000	365,790	365,790	365,790
04-5150-707489	Crestview Waterline - Nonpotable	-	98,332	490,000	393,000	393,000	393,000
04-5150-707490	Crestview Waterline - Potable	-	21,626	195,000	103,000	103,000	103,000
04-5150-707491	Routine WL Replacement	-	2,000	200,000	250,000	250,000	250,000
04-5150-707502	Water Rights Review	13,627	2,515	-	-	-	-
04-5150-707528	Valves on College St	-	148	190,000	180,633	180,633	180,633
04-5150-707529	WTP Filter Covers	-	-	200,000	1,000,000	1,000,000	1,000,000
04-5150-707531	Seismic/AWIA	-	-	206,000	50,000	50,000	50,000
04-5150-707557	Water Conservation Plan	47,547	8,769	-	-	-	-
04-5150-707572	Water Master Plan Update	-	-	40,000	-	-	-
04-5150-707577	WTP Exp Land Purchase	-	9,061	525,000	-	-	-
04-5150-707613	College St Relocation (Aldercrest-Foothills)	853	836	300,000	500,000	500,000	500,000
04-5150-707911	Water Emergency Supplies	-	5,325	-	-	-	-
04-5150-707xxx	Em. Connection @ WTP (seismic)	-	-	-	562,754	562,754	562,754
04-5150-707xxx	Seismic Improvements for waterlines	-	-	-	168,826	168,826	168,826
04-5150-707xxx	HB 2001 11th Street	-	-	-	55,150	55,150	55,150
04-5150-707xxx	HB 2001 5th Street	-	-	-	166,575	166,575	166,575
04-5150-707xxx	HB 2001 River Street	-	-	-	281,377	281,377	281,377
04-5150-707xxx	HB 2001 Vermillion	-	-	-	12,381	12,381	12,381
04-5150-707xxx	Reserve for future projects	-	-	-	3,750,000	3,750,000	3,750,000
Total Water Projects		\$ 450,635	\$ 617,568	\$ 5,306,590	\$ 12,490,122	\$ 12,490,122	\$ 12,490,122
STORMWATER PROJECTS							
04-5150-717709	N Elliott	\$ -	\$ -	\$ 257,500	\$ 157,000	\$ 157,000	\$ 157,000
04-5150-717711	Blaine St (2nd - 11th)	1,455	-	-	-	-	-
04-5150-717712	Storm Fixes for Pavement	-	-	75,000	135,000	135,000	135,000
04-5150-717714	RR Ditch-N College/N Meridian	-	-	45,000	45,000	45,000	45,000
04-5150-717725	Master Plan Update	-	7,045	97,000	2,500	2,500	2,500
04-5150-717738	800 Block Wynooski	5,492	43,817	225,000	215,000	215,000	215,000
04-5150-717772	Springbrook Storm Evaluation	-	-	154,500	139,500	139,500	139,500
04-5150-717777	PW Maint Facility Improvements	-	27,507	30,000	31,827	31,827	31,827
04-5150-717xxx	Libra Street	-	-	-	303,160	303,160	303,160
04-5150-717xxx	Vermillion East of 219	-	-	-	79,568	79,568	79,568
04-5150-717xxx	Reserve for future projects	-	-	-	970,000	970,000	970,000
Total Stormwater Projects		\$ 6,947	\$ 78,369	\$ 884,000	\$ 2,078,555	\$ 2,078,555	\$ 2,078,555
5150	TOTAL CAPITAL PROJECTS	\$ 2,722,954	\$ 1,903,520	\$ 12,502,680	\$ 25,762,180	\$ 25,462,180	\$ 25,462,180
FUND 04	TOTAL PROPRIETARY CAPITAL PROJECTS FUND	\$ 2,722,954	\$ 1,903,520	\$ 12,502,680	\$ 25,762,180	\$ 25,462,180	\$ 25,462,180

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FUNDS 42, 43, 46, 47: Systems Development Charges Funds

Description

The City maintains a variety of funds to budget and account for system development charges (SDCs) collected and expended in support of the City's infrastructure systems (streets, wastewater, water, and stormwater). Each of these funds are legally restricted to their respective capital projects.

SDCs are established based on planned projects at the time the rates are reviewed. Those planned projects take into consideration planned growth in the community and demands placed on the respective systems. The SDC's are designed to align the costs of system expansion and major maintenance to those benefitting directly from those improvements.

Resources to the SDC funds consists of charges collected at the time building permits are taken out and interest earnings. Budgeted expenditures are for debt service supporting past capital projects, and transfers to capital projects funds for current projects underway or anticipated in FY 2021-22.

Significant Changes

Changes from FY 2020-21 to FY 2021-22 includes a slight decrease in SDC revenue based on current and planned development within the City of Newberg.

ACCOUNT #	DESCRIPTION	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22
FUND 42	STREET SYSTEM DEVELOPMENT FUND						
	RESOURCES						
42-0000-300000	Beg F/B-Net Working Capital	\$ 3,885,186	\$ 3,690,766	\$ 4,672,095	\$ 5,305,912	\$ 5,305,912	\$ 5,305,912
42-0000-334000	Miscellaneous Grants	-	411,040	352,762	-	-	-
42-0000-349002	System Development Fees	1,211,511	756,176	1,000,000	1,500,000	1,500,000	1,500,000
42-0000-360000	Miscellaneous Revenues	-	7	-	-	-	-
42-0000-361000	Interest Earned	90,058	88,621	19,700	20,000	20,000	20,000
42-0000-361001	Interest-Receivables	895	9,483	600	600	600	600
42-0000-363000	Assessment Installments	25,356	9,053	2,500	25,000	25,000	25,000
FUND 42	TOTAL RESOURCES	\$ 5,213,006	\$ 4,965,146	\$ 6,047,657	\$ 6,851,512	\$ 6,851,512	\$ 6,851,512
9170	TRANSFERS						
42-9170-918000	Transfer Out-Street Cap Projects	\$ 1,522,240	\$ 234,529	\$ 2,518,500	\$ 3,343,282	\$ 3,343,282	\$ 3,343,282
9170	TOTAL TRANSFERS	\$ 1,522,240	\$ 234,529	\$ 2,518,500	\$ 3,343,282	\$ 3,343,282	\$ 3,343,282
9180	RESERVES						
42-9180-800000	Contingency	\$ -	\$ -	\$ 3,529,157	\$ 3,508,230	\$ 3,508,230	\$ 3,508,230
9180	TOTAL RESERVES	\$ -	\$ -	\$ 3,529,157	\$ 3,508,230	\$ 3,508,230	\$ 3,508,230
FUND 42	TOTAL STREET SDC FUND	\$ 1,522,240	\$ 234,529	\$ 6,047,657	\$ 6,851,512	\$ 6,851,512	\$ 6,851,512

ACCOUNT #	DESCRIPTION	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22
FUND 43	STORMWATER SYSTEM DEVELOPMENT FUND						
	RESOURCES						
43-0000-300000	Beg F/B-Net Working Capital	\$ 137,313	\$ 197,159	\$ 228,415	\$ 183,652	\$ 183,652	\$ 183,652
43-0000-349002	System Development Fees	55,812	28,752	60,000	65,000	65,000	65,000
43-0000-360000	Miscellaneous Revenues	-	7	-	-	-	-
43-0000-361000	Interest Earned	4,381	4,568	1,000	1,000	1,000	1,000
FUND 43	TOTAL RESOURCES	\$ 197,506	\$ 230,486	\$ 289,415	\$ 249,652	\$ 249,652	\$ 249,652
9170	TRANSFERS						
43-9170-904000	Transfer Out-Capital Projects	\$ 347	\$ 9,024	\$ 82,825	\$ 44,573	\$ 44,573	\$ 44,573
9170	TOTAL TRANSFERS	\$ 347	\$ 9,024	\$ 82,825	\$ 44,573	\$ 44,573	\$ 44,573
9180	RESERVES						
43-9180-800000	Contingency	\$ -	\$ -	\$ 192,356	\$ 190,845	\$ 190,845	\$ 190,845
43-9180-830000	Reserve for Payments in Lieu	-	-	14,234	14,234	14,234	14,234
9180	TOTAL RESERVES	\$ -	\$ -	\$ 206,590	\$ 205,079	\$ 205,079	\$ 205,079
FUND 43	TOTAL STORMWATER SDC FUND	\$ 347	\$ 9,024	\$ 289,415	\$ 249,652	\$ 249,652	\$ 249,652

ACCOUNT #	DESCRIPTION	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22
FUND 46	WASTEWATER SYSTEM DEVELOPMENT FUND						
	RESOURCES						
46-0000-300000	Beg F/B-Net Working Capital	\$ 5,966,311	\$ 6,629,076	\$ 6,836,152	\$ 7,231,546	\$ 7,231,546	\$ 7,231,546
46-0000-349002	System Development Fees	1,359,263	818,150	800,000	1,500,000	1,500,000	1,500,000
46-0000-360000	Miscellaneous Revenues	-	7	-	-	-	-
46-0000-361000	Interest Earned	161,012	145,024	33,600	35,000	35,000	35,000
46-0000-361001	Interest-Receiveables	60	9,915	-	-	-	-
46-0000-361004	Interest-Other Investments	1,484	-	-	-	-	-
46-0000-363000	Assessment Installments	3,261	2,201	-	-	-	-
FUND 46	TOTAL RESOURCES	\$ 7,491,391	\$ 7,604,373	\$ 7,669,752	\$ 8,766,546	\$ 8,766,546	\$ 8,766,546
9150	DEBT SERVICE - PRINCIPAL						
46-9150-608000	Loan: Effluent Reuse	\$ 143,967	\$ 130,398	\$ 136,892	\$ 143,311	\$ 143,311	\$ 143,311
	Total Debt Service - Principal	\$ 143,967	\$ 130,398	\$ 136,892	\$ 143,311	\$ 143,311	\$ 143,311
9160	DEBT SERVICE - INTEREST						
46-9160-608000	Loan: Effluent Reuse	\$ 66,020	\$ 79,666	\$ 74,334	\$ 67,733	\$ 67,733	\$ 67,733
	Total Debt Service - Interest	\$ 66,020	\$ 79,666	\$ 74,334	\$ 67,733	\$ 67,733	\$ 67,733
9150/9160	TOTAL DEBT SERVICE	\$ 209,987	\$ 210,064	\$ 211,226	\$ 211,044	\$ 211,044	\$ 211,044
9170	TRANSFERS						
46-9170-904000	Transfer Out-Capital Projects	\$ 652,328	\$ 289,721	\$ 1,562,805	\$ 1,632,478	\$ 1,632,478	\$ 1,632,478
9170	TOTAL TRANSFERS	\$ 652,328	\$ 289,721	\$ 1,562,805	\$ 1,632,478	\$ 1,632,478	\$ 1,632,478
9180	RESERVES						
46-9180-800000	Contingency	\$ -	\$ -	\$ 5,895,721	\$ 6,923,024	\$ 6,923,024	\$ 6,923,024
9180	TOTAL RESERVES	\$ -	\$ -	\$ 5,895,721	\$ 6,923,024	\$ 6,923,024	\$ 6,923,024
FUND 46	TOTAL WASTEWATER SDC FUND	\$ 862,315	\$ 499,785	\$ 7,669,752	\$ 8,766,546	\$ 8,766,546	\$ 8,766,546

ACCOUNT #	DESCRIPTION	ACTUAL 2017-18	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22
FUND 47	WATER SYSTEM DEVELOPMENT FUND							
	RESOURCES							
47-0000-300000	Beg F/B-Net Working Capital	572,610	\$ 314,199	\$ 244,641	\$ 108	\$ 36,034	\$ 36,034	\$ 36,034
47-0000-349002	System Development Fees	559,688	652,350	408,815	600,000	800,000	800,000	800,000
47-0000-360000	Miscellaneous Revenues	-	-	7	-	-	-	-
47-0000-361000	Interest Earned	6,022	6,048	2,850	300	300	300	300
47-0000-361001	Interest-Receivables	968	597	2,773	300	300	300	300
47-0000-361004	Interest-Other Investments	-	1,120	-	-	-	-	-
47-0000-363000	Assessment Installments	11,141	3,128	2,517	1,000	1,000	1,000	1,000
47-0000-370000	Proceeds From Notes Receivable	-	64,535	-	-	-	-	-
47-0000-390001	Transfer In-General Fund	21,939	-	-	-	-	-	-
47-0000-390007	Transfer In-Water Fund	-	-	142,318	200,141	-	-	-
FUND 47	TOTAL RESOURCES	1,172,368	\$ 1,041,977	\$ 803,921	\$ 801,849	\$ 837,634	\$ 837,634	\$ 837,634
9150	DEBT SERVICE - PRINCIPAL							
47-9150-608000	Loan: Effluent Reuse	101,423	\$ 108,670	\$ 98,427	\$ 103,329	\$ 108,174	\$ 108,174	\$ 108,174
47-9150-615000	2015 Refunding Bond	525,339	506,014	525,436	539,850	562,005	562,005	562,005
	Total Debt Service - Principal	626,762	\$ 614,684	\$ 623,863	\$ 643,179	\$ 670,179	\$ 670,179	\$ 670,179
9160	DEBT SERVICE - INTEREST							
47-9160-608000	Loan: Effluent Reuse	73,358	\$ 49,833	\$ 60,134	\$ 56,109	\$ 51,126	\$ 51,126	\$ 51,126
47-9160-615000	2015 Refunding Bond	145,711	132,819	119,926	102,561	80,524	80,524	80,524
	Total Debt Service - Interest	219,069	\$ 182,652	\$ 180,060	\$ 158,670	\$ 131,650	\$ 131,650	\$ 131,650
9150/9160	TOTAL DEBT SERVICE	845,831	\$ 797,336	\$ 803,923	\$ 801,849	\$ 801,829	\$ 801,829	\$ 801,829
9170	TRANSFERS							
47-9170-904000	Transfer Out-Capital Projects	12,338	-	-	-	-	-	-
9170	TOTAL TRANSFERS	12,338	-	-	-	-	-	-
9180	RESERVES							
47-9180-800000	Contingency	-	\$ -	\$ -	\$ -	\$ 35,805	\$ 35,805	\$ 35,805
9180	TOTAL RESERVES	-	\$ -	\$ -	\$ -	\$ 35,805	\$ 35,805	\$ 35,805
FUND 47	TOTAL WATER SDC FUND	858,169	\$ 797,336	\$ 803,923	\$ 801,849	\$ 837,634	\$ 837,634	\$ 837,634



MISCELLANEOUS FUNDS

FUND 09: Debt Service Fund

Description

The City has one debt service fund. The City's Debt Service Fund accounts for resources in support of, and debt service payments (principal and interest) on general government borrowings. Debt related to utility activities (wastewater, water, and stormwater) are reported in the respective utility funds.

The City currently reports activity related to outstanding borrowings in the Debt Service Fund. Those borrowings are:

- **2004 Pension Bonds** – issued to take advantage of interest rates on borrowing that were favorable to interest rates charged by PERS on unfunded pension liabilities. Debt service on the pension bonds is funded through internal payroll charges to departments.
- **2018 Full Faith and Credit Obligation** – issued to finance the upgrade of public safety communications systems. Debt service is funded through an operating transfer from the City's General Fund.
- **Oregon Transportation Infrastructure Bank Loan** – to fund the Newberg-Dundee Bypass Project. Debt service payments for the loan are funded through Federal exchange funds received by the City.

ACCOUNT #	DESCRIPTION	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22
FUND 09	DEBT SERVICE FUND						
	RESOURCES						
09-0000-300000	Beg F/B-Net Working Capital	\$ 47,809	\$ 347	\$ 3,898	\$ 726	\$ 726	\$ 726
09-0000-311000	Prior Year Taxes	12,721	991	461	100	100	100
09-0000-334001	Federal Exchange Grant	142,916	142,916	142,916	142,916	142,916	142,916
09-0000-361000	Interest Earned	2,610	1,961	100	500	500	500
09-0000-361004	Interest-Other Investments	165	208	-	-	-	-
09-0000-370500	Internal Rev-Facilities	116,658	76,513	-	-	-	-
09-0000-372000	Pension Bond Charge	261,882	274,063	285,040	294,815	294,815	294,815
09-0000-390001	Transfer In-General Fund	309,616	369,099	372,575	372,575	372,575	372,575
09-0000-390002	Transfer In-Street Fund	22,601	14,823	-	-	-	-
09-0000-390010	Transfer In-City Hall	105,914	69,466	-	-	-	-
09-0000-390014	Transfer In-EDRLF	1,828	1,199	-	-	-	-
FUND 09	TOTAL RESOURCES	\$ 1,024,720	\$ 951,586	\$ 804,990	\$ 811,632	\$ 811,632	\$ 811,632
	DEBT SERVICE 91XX						
9150	PRINCIPAL						
09-9150-604000	2004 Pension Bonds	\$ 130,000	\$ 150,000	\$ 170,000	\$ 190,000	\$ 190,000	\$ 190,000
09-9150-615000	2015 Refunding Bond	240,000	160,000	-	-	-	-
09-9150-616000	Bypass Loan	106,262	109,004	111,816	99,715	99,715	99,715
09-9150-617000	Public Safety Comm Upgrade	264,940	290,318	299,655	307,925	307,925	307,925
9150	TOTAL PRINCIPAL	\$ 741,202	\$ 709,322	\$ 581,471	\$ 597,640	\$ 597,640	\$ 597,640
9160	INTEREST						
09-9160-604000	2004 Pension Bond Interest	\$ 131,882	\$ 124,063	\$ 115,040	\$ 104,815	\$ 104,815	\$ 104,815
09-9160-615000	2015 Refunding Bond	7,000	2,000	-	-	-	-
09-9160-616000	Bypass Loan	36,654	33,912	31,100	43,201	43,201	43,201
09-9160-617000	Public Safety Comm Upgrade	107,635	82,257	72,920	64,650	64,650	64,650
9160	TOTAL INTEREST	\$ 283,171	\$ 242,232	\$ 219,060	\$ 212,666	\$ 212,666	\$ 212,666
9150/9160	TOTAL DEBT SERVICE	\$ 1,024,373	\$ 951,554	\$ 800,531	\$ 810,306	\$ 810,306	\$ 810,306
9180	RESERVES						
09-9180-880000	Unappropriated Fund Balance	\$ -	\$ -	\$ 4,459	\$ 1,326	\$ 1,326	\$ 1,326
9180	TOTAL RESERVES	\$ -	\$ -	\$ 4,459	\$ 1,326	\$ 1,326	\$ 1,326
FUND 09	TOTAL DEBT SERVICE FUND	\$ 1,024,373	\$ 951,554	\$ 804,990	\$ 811,632	\$ 811,632	\$ 811,632

FUND 21: Governmental Capital Projects Fund

Description

The Governmental Capital Projects Fund has provided resources for two primary projects, the Public Safety Communications Upgrade and the Seismic Retrofit of the Public Safety Building. Both of the projects have been completed.

The Public Safety Communications Upgrade involved the replacement and upgrade of the 911 emergency communications system for the city. This included site hardening, equipment purchase and installation, and technology system development and implementation. The project enables Newberg's public safety communications capabilities and has expanded capacity. The cost of the \$3.15 million project was debt financed and spanned multiple years.

The City conducted a 2017 facilities assessment of all City buildings which called out the need to seismically upgrade several City-owned buildings. The Public Safety Building was prioritized for the upgrade efforts as it does and will continue to serve as a critical facility in the event of regional disasters and emergencies. The project was funded by a \$816,000 grant from Business Oregon and was completed in the FY 2020-21.

There are no additional projects expected to be funded through Fund 21 at this time.

ACCOUNT #	DESCRIPTION	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22
FUND 21	GOVERNMENTAL CAPITAL PROJECTS FUND RESOURCES						
21-0000-300000	Beg F/B-Net Working Capital	\$ 2,297,056	\$ 1,283,579	\$ 537,721	\$ -	\$ -	\$ -
21-0000-334060	Miscellaneous Grants	-	295,326	437,520	-	-	-
FUND 21	TOTAL RESOURCES	\$ 2,297,056	\$ 1,578,905	\$ 975,241	\$ -	\$ -	\$ -
5150	CAPITAL PROJECTS						
21-5150-731023	Public Safety Comm Upgrade	\$ 959,335	\$ 795,427	\$ 537,721	\$ -	\$ -	\$ -
21-5150-731024	Seismic Retrofit of PSB	54,142	276,671	437,520	-	-	-
5150	TOTAL CAPITAL PROJECTS	\$ 1,013,477	\$ 1,072,098	\$ 975,241	\$ -	\$ -	\$ -
FUND 21	TOTAL GOV'T CAPITAL PROJECT FUND	\$ 1,013,477	\$ 1,072,098	\$ 975,241	\$ -	\$ -	\$ -

FUND 22: Library Gift, Memorial, and Grant 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 explaining how the funds are to be spent (memorial books, specific projects, or specific equipment) and, consequently, there is no leeway on how these funds are used. The Library does reserve the right not to accept funds if the requirements are not acceptable.

Significant Changes

For the upcoming year, pledges are already received for the various projects set to occur in the library in FY 2021-22. These include summer reading projects, and our Growing Readers program to assist newborns get off to a good start. We will also use funds to generate adult programming.

ACCOUNT #	DESCRIPTION	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22
FUND 22	LIBRARY GIFT, MEMORIAL & GRANT FUND RESOURCES						
22-0000-300000	Beg F/B-Net Working Capital	\$ 81,134.31	\$ 75,085.31	\$ 8,875.00	\$ 8,067.81	\$ 8,067.81	\$ 8,067.81
22-0000-334003	Ready to Read Grant	3,703	3,830	3,830	3,830	3,830	3,830
22-0000-346002	Library Friends	344	17,030	17,250	11,000	11,000	11,000
22-0000-361000	Interest Earned	1,946	1,050	300	300	300	300
22-0000-367000	Library Donations	48,429	11,788	13,600	22,515	22,515	22,515
FUND 22	TOTAL RESOURCES	\$ 135,556	\$ 108,783	\$ 43,855	\$ 45,713	\$ 45,713	\$ 45,713
22-3110-523000	Supplies & Equipment	\$ -	\$ -	\$ 2,450	\$ 2,715	\$ 2,715	\$ 2,715
22-3110-533003	Ready To Read Grant	3,991	188	3,830	3,830	3,830	3,830
22-3110-533034	Miscellaneous Grants	7,376	329	-	-	-	-
22-3110-542000	Library Programs	38,723	33,355	17,700	22,000	22,000	22,000
22-3110-546000	Library Friends	1,149	-	-	-	-	-
22-3110-551000	Books & Periodicals	3,915	2,774	6,700	8,500	8,500	8,500
22-3110-580000	Professional Services	-	-	-	300	300	300
	Total Materials and Services	\$ 55,154	\$ 36,646	\$ 30,680	\$ 37,345	\$ 37,345	\$ 37,345
22-3110-610000	Capital Outlay	\$ 5,317	\$ 33,193	\$ 4,000	\$ -	\$ -	\$ -
	Total Capital Outlay	\$ 5,317	\$ 33,193	\$ 4,000	\$ -	\$ -	\$ -
3110	TOTAL LIBRARY ADMINISTRATION	\$ 60,471	\$ 69,839	\$ 34,680	\$ 37,345	\$ 37,345	\$ 37,345
9180	RESERVES						
22-9180-800000	Contingency	\$ -	\$ -	\$ 9,175	\$ 8,368	\$ 8,368	\$ 8,368
9180	TOTAL RESERVES	\$ -	\$ -	\$ 9,175	\$ 8,368	\$ 8,368	\$ 8,368
FUND 22	TOTAL LIBRARY GIFT, MEMORIAL & GRANT FUND	\$ 60,471	\$ 69,839	\$ 43,855	\$ 45,713	\$ 45,713	\$ 45,713

FUND 32: Vehicle/Equipment Replacement Fund

Description

The City previously budgeted and reported a Vehicle/Equipment Replacement Fund as a means to “bank” monies for future expenditure on capital replacement of vehicles, large equipment, and other capital needs. These monies were transferred from the General Fund, Street Fund and utility funds, then carried over year to year until spent.

Significant Changes

The FY 2021-22 budget reflects the elimination of this fund as it was determined unnecessary. Going forward, capital expenditures will be reflected in the respective funds as necessary. Amounts set aside for future purchases will be identified in those respective funds as an assignment of contingency. The FY 2021-22 budget for the Vehicle/Equipment Replacement Fund shows transfers of the beginning balance to each of the funds in relation to their respective share of that beginning balance, thereby dissolving the fund.

ACCOUNT #	DESCRIPTION	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22
FUND 32	VEHICLES/EQUIP REPLACEMENT FUND RESOURCES						
32-0000-300000	Beg F/B-Net Working Capital	\$ 1,958,096	\$ 2,552,675	\$ 2,514,994	\$ 3,091,000	\$ 3,091,000	\$ 3,091,000
32-0000-341001	Forensic Services	7,156	17,055	15,000	-	-	-
32-0000-360000	Miscellaneous Revenues	-	4,372	-	-	-	-
32-0000-360005	Pool Car Revenue	3,961	2,329	3,100	-	-	-
32-0000-361000	Interest Earned	58,065	60,873	13,500	-	-	-
32-0000-361004	Interest-Other Investments	41	-	-	-	-	-
32-0000-364000	Sale Of Assets	42,205	35,247	5,000	-	-	-
32-0000-370610	Internal Rev-Computer Replacement	62,701	88,651	78,651	-	-	-
32-0000-370620	Internal Rev-Vehicle Replacement	644,405	644,405	596,005	-	-	-
32-0000-370630	Internal Rev-Equipment Replacement	315,000	288,415	125,000	-	-	-
32-0000-390004	Transfer In-General Fund	16,412	-	-	-	-	-
32-0000-393010	Lease Proceeds	146,496	-	-	-	-	-
FUND 32	TOTAL RESOURCES	\$ 3,254,538	\$ 3,694,022	\$ 3,351,250	\$ 3,091,000	\$ 3,091,000	\$ 3,091,000
1210	CITY MANAGER'S OFFICE						
32-1210-610100	Capital Outlay-Computers	\$ -	\$ -	\$ 1,563	\$ -	\$ -	\$ -
1210	TOTAL CITY MANAGER'S OFFICE	\$ -	\$ -	\$ 1,563	\$ -	\$ -	\$ -
1220	HUMAN RESOURCES						
32-1220-610200	Capital Outlay-Equip/Software	\$ -	\$ -	\$ 1,079	\$ -	\$ -	\$ -
1220	TOTAL HUMAN RESOURCES	\$ -	\$ -	\$ 1,079	\$ -	\$ -	\$ -
1310	FINANCE						
32-1310-610200	Capital Outlay-Equip/Software	\$ -	\$ -	\$ 39,489	\$ -	\$ -	\$ -
1310	TOTAL FINANCE	\$ -	\$ -	\$ 39,489	\$ -	\$ -	\$ -
1330	INFORMATION TECHNOLOGY						
32-1330-534000	Lease Payment	\$ 42,362	\$ 51,901	\$ 51,902	\$ -	\$ -	\$ -
32-1330-610200	Capital Outlay-Equip/Software	146,925	-	7,928	-	-	-
1330	TOTAL INFORMATION TECHNOLOGY	\$ 189,287	\$ 51,901	\$ 59,830	\$ -	\$ -	\$ -
1410	CITY ATTORNEY						
32-1410-610100	Capital Outlay-Computers	\$ -	\$ -	\$ 452	\$ -	\$ -	\$ -
1410	TOTAL CITY ATTORNEY	\$ -	\$ -	\$ 452	\$ -	\$ -	\$ -
1510	MUNICIPAL COURT						
32-1510-610100	Capital Outlay-Computers	\$ -	\$ 953	\$ 270	\$ -	\$ -	\$ -
1510	TOTAL MUNICIPAL COURT	\$ -	\$ 953	\$ 270	\$ -	\$ -	\$ -
2110	POLICE ADMINISTRATION						
32-2110-610000	Capital Outlay-Vehicles	\$ 132,698	\$ 97,903	\$ 91,185	\$ -	\$ -	\$ -
32-2110-610107	Capital Outlay-MDT	9,687	9,341	105,112	-	-	-
32-2110-610108	Capital Outlay-Radio Replacement	1,480	53,428	41,957	-	-	-
32-2110-610200	Capital Outlay-Equip/Software	-	3,535	87,922	-	-	-
32-2110-610201	Capital Outlay-Forensic Equipment	12,774	12,824	52,497	-	-	-
2110	TOTAL POLICE ADMINISTRATION	\$ 156,639	\$ 177,031	\$ 378,673	\$ -	\$ -	\$ -
2310	COMMUNICATIONS						
32-2310-610200	Capital Outlay-Equip/Software	\$ -	\$ 39,739	\$ 47,289	\$ -	\$ -	\$ -
2310	TOTAL COMMUNICATIONS	\$ -	\$ 39,739	\$ 47,289	\$ -	\$ -	\$ -

ACCOUNT #	DESCRIPTION	ACTUAL 2018-19	ACTUAL 2019-20	ADOPTED 2020-21	PROPOSED 2021-22	APPROVED 2021-22	ADOPTED 2021-22
3110	LIBRARY						
32-3110-610100	Capital Outlay-Computers	\$ 843	\$ 3,264	\$ 19,204	\$ -	\$ -	\$ -
3110	TOTAL LIBRARY	\$ 843	\$ 3,264	\$ 19,204	\$ -	\$ -	\$ -
4110	PLANNING						
32-4110-610000	Capital Outlay-Vehicles	\$ -	\$ -	\$ 3,174	\$ -	\$ -	\$ -
4110	TOTAL PLANNING	\$ -	\$ -	\$ 3,174	\$ -	\$ -	\$ -
4210	BUILDING INSPECTION						
32-4210-610000	Capital Outlay-Vehicles	\$ -	\$ -	\$ 28,679	\$ -	\$ -	\$ -
32-4210-610100	Capital Outlay-Computers	-	-	8,506	-	-	-
4210	TOTAL BUILDING INSPECTION	\$ -	\$ -	\$ 37,185	\$ -	\$ -	\$ -
5110	PUBLIC WORKS						
32-5110-534000	Lease Payment	-	-	-	-	-	-
32-5110-610002	Capital Outlay-Maint Veh Repl	\$ 173,076	\$ 205,006	\$ 1,723,624	\$ -	\$ -	\$ -
32-5110-610003	Capital Outlay-Eng Veh Repl	27,015	10	55,800	-	-	-
32-5110-610006	Capital Outlay-WW Veh Repl	-	-	238,587	-	-	-
32-5110-610007	Capital Outlay-Water Veh Repl	-	31,664	70,770	-	-	-
32-5110-610031	Capital Outlay-Garage Vehicles	-	-	67,989	-	-	-
32-5110-610101	Capital Outlay-Ops Computers	-	-	18,632	-	-	-
32-5110-610102	Capital Outlay-Maint Computers	-	-	55,524	-	-	-
32-5110-610103	Capital Outlay-Eng Computers	301	2,024	25,169	-	-	-
32-5110-610131	Capital Outlay-Garage Computers	-	1,118	7,742	-	-	-
32-5110-610201	Capital Outlay-Ops Equip/Software	16,042	-	4,077	-	-	-
32-5110-610203	Capital Outlay-Eng Equip/Software	-	-	3,272	-	-	-
32-5110-610204	Capital Outlay-WW Lab Equip	24,783	5,842	47,107	-	-	-
5110	TOTAL PUBLIC WORKS	\$ 241,217	\$ 245,664	\$ 2,318,293	\$ -	\$ -	\$ -
5162	FLEET						
32-5162-562000	Pool Car	\$ 857	\$ 427	\$ 25,887	\$ -	\$ -	\$ -
5162	TOTAL FLEET	\$ 857	\$ 427	\$ 25,887	\$ -	\$ -	\$ -
	TOTAL PUBLIC WORKS	\$ 242,074	\$ 246,091	\$ 2,344,180	\$ -	\$ -	\$ -
5164	FACILITIES						
32-5164-610000	Capital Outlay Facilities Rep/Repl	\$ 113,020	\$ 174,472	\$ 418,862	\$ -	\$ -	\$ -
5164	TOTAL FACILITIES	\$ 113,020	\$ 174,472	\$ 418,862	\$ -	\$ -	\$ -
9170	TRANSFERS						
32-9170-901000	Transfer Out-General Fund	\$ -	\$ -	\$ -	\$ 413,772	\$ 413,772	\$ 413,772
32-9170-902000	Transfer Out-Street Fund	-	-	-	1,718,683	1,718,683	1,718,683
32-9170-906000	Transfer Out-Wastewater Fund	-	-	-	284,453	284,453	284,453
32-9170-907000	Transfer Out-Water Fund	-	-	-	65,274	65,274	65,274
32-9170-908000	Transfer Out-Building Inspections Fund	-	-	-	34,297	34,297	34,297
32-9170-931000	Transfer Out-Admin Services Fund	-	-	-	574,521	574,521	574,521
9170	TOTAL TRANSFERS	\$ -	\$ -	\$ -	\$ 3,091,000	\$ 3,091,000	\$ 3,091,000
FUND 32	TOTAL VEHICLES/EQUIP REPLACEMENT FUND	\$ 701,863	\$ 693,451	\$ 3,351,250	\$ 3,091,000	\$ 3,091,000	\$ 3,091,000

GLOSSARY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

