



# FY 2024-2025 PROPOSED BUDGET



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# 2024-2025 FY PROPOSED BUDGET

## Budget Committee and City Leadership

### NEWBERG CITY COUNCIL



Mayor  
Bill Rosacker



District 1  
Elise Yarnell Hollamon



District 2  
Peggy Kilburg



District 3  
Molly Olson



District 4  
Robyn Wheatley



District 5  
Mike McBride



District 6  
Derek Carmon

#### Appointed Budget Committee Members:

Raquel Peregrino de Brito  
Judy Brown  
Theodore Eborá  
Shelley Reimer  
Alex Nichols  
Steph St. Cyr  
Ned Knight

*FY 2024-2025 Budget developed by Kady Strode, Finance Director, Daniel Keuler, Senior Accountant, and Jennifer Elkins, Management Analyst.*

*Budget assembly and cover creation by Emily Salsbury, Graphic Design Specialist.*

*Data Generation and some page layouts powered by OpenGov.*

#### City Manager:

Will Worthey

#### City Attorney:

James Walker (Miller Nash Graham and Dunn LLP.)

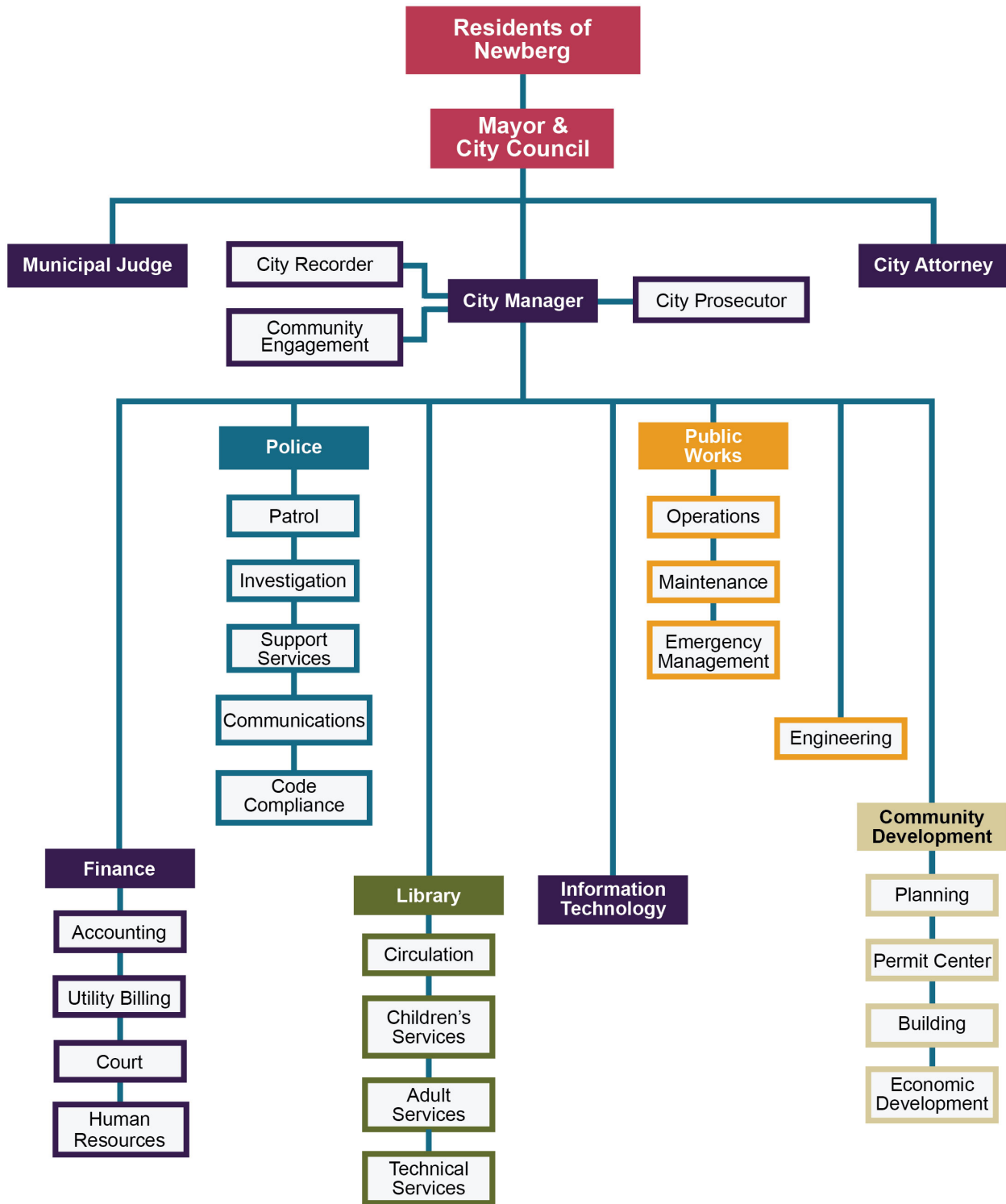
#### Department Heads:

Jeff Kosmicki, Police Chief  
Scot Siegel, Community Development Director  
Russ Thomas, Public Works Director  
Kady Strode, Finance Director  
Korie Buerkle, Library Director  
Rachel Thomas, City Recorder  
Joseph Falbey, IT Manager

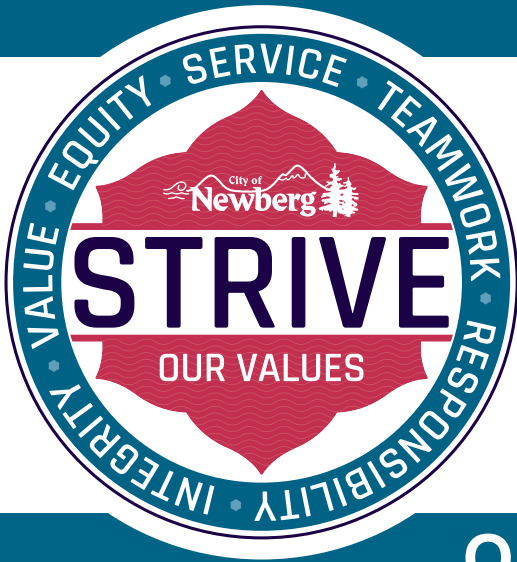
*This version approved for distribution April 25, 2024*



# ORGANIZATIONAL CHART



## OUR MISSION & VISION



### **MISSION**

The City of Newberg serves its residents, promotes safety, and maintains a healthy community.

### **VISION**

Newberg will cultivate a healthy, safe environment where residents can work, play, and grow in a friendly, dynamic, and diverse community valuing partnerships and opportunity.

## OUR VALUES

**S**  
**T**  
**R**  
**I**  
**V**  
**E**

### **SERVICE**

We are of service to this community. Our decisions and actions should reflect that.

### **TEAMWORK**

We foster a culture of mutual respect and support.

### **RESPONSIBILITY**

We uphold and honor the community's trust through stewardship of resources.

### **INTEGRITY**

We believe in doing the right thing, even when no one is watching.

### **VALUE**

We aim to provide the best value services at all times.

### **EQUITY**

We aim to recognize everyone's unique voice and take actions to make a more equitable community.

## Goals | Objectives

- G1 | Create and maintain a high level of customer service.**
1. Improve customer service in all departments.
  2. Streamline the process for issuing building permits.
  3. Create a team to involve engineering and planning in regular simultaneous review work.
  4. Publish a customer service standard with a measurement system.
- G2 | Identify industrial land and attract employers to encourage family wage jobs.**
1. Identify land other than the Mill site to zone for Light Manufacturing.
  2. Work to bring land into the urban growth boundary to zone for light manufacturing within 5 years.
  3. Attract family wage jobs to Newberg using the urban renewal district and Construction Excise Tax savings to be competitive.
  4. Remove barriers/deterrents to new, “clean” / light industrial employers that will provide family wage jobs.
- G3 | Ensure Newberg infrastructure (roads, water, city employees) is in good repair and supply.**
1. Regularly review the capital improvement projects (annually).
  2. Focus on road and sidewalk improvements in Districts 1 & 3.
  3. Examine feasibility of increasing downtown parking.
- G4 | Enhance community safety.**
1. Work with Newberg School District to provide an additional School Resource Officer.
  2. Install red light and speed cameras and other speed reduction measures within two years.
  3. Continue with community policing partnerships.
- G5 | Create and maintain a high level of transparency with our residents in order to build trust.**
1. Expand communication outreach in regard to regular city events and additional involvement with city businesses.
  2. Ensure that information shared on agendas and in council meetings shall be clear and have context for the residents.
  3. Legislative policy decisions shall require a work session before a vote.
- G6 | Implement a careful and prudent fiscal policy.**
1. Begin reducing and eventually eliminate the City’s debt in a steady, prudent way without compromising the City’s ability to provide essential services and functions.
  2. Reduce elements of the municipal billing statement.
  3. The city will prudently lower System Development Charge fees.
  4. Ensure that the city has a long-term financial plan that supports its goals and objectives.
- G7 | Increase land availability for housing.**
1. Seek to re-zone small pieces of land inside the city limits from light industrial to residential.
  2. Work to bring land into the urban growth boundary to zone for residential purposes within 5 years.
  3. Look at annexation opportunities.

# TABLE OF CONTENTS

<b>BUDGET OVERVIEW</b> .....	<b>3</b>	<b>MISCELLANEOUS FUNDS</b> .....	<b>135</b>
Budget Message.....	4	Debt Service Fund (09) .....	137
Budget Snapshot.....	6	Library Gift, Memorial, and Grant Fund (22) .....	139
City-Wide Financial Overview.....	8	Transient Lodging Tax Fund (19).....	141
Personnel Full-Time Equivalent Summary .....	9	Government Capital Projects Fund (21).....	143
<b>GENERAL FUND (01)</b> .....	<b>11</b>	ARPA Fund (99).....	145
General Government.....	15	<b>DISCONTINUED FUNDS</b> .....	<b>147</b>
Municipal Court.....	17	Vehicle/Equipment Replacement Fund (32) .....	149
Police.....	19	<b>GLOSSARY</b> .....	<b>151</b>
Police Communications.....	29		
Library .....	31		
Planning.....	35		
<b>ADMINISTRATIVE / SUPPORT SERVICES</b>			
<b>FUND (31)</b> .....	<b>39</b>		
City Attorney .....	43		
City Manager .....	45		
City Recorder.....	49		
Community Engagement.....	51		
Finance.....	53		
Human Resources.....	57		
Information Technology .....	59		
Facilities.....	61		
Fleet .....	65		
<b>PUBLIC SAFETY FUNDS</b> .....	<b>67</b>		
Civil Forfeiture Fund (03).....	69		
911 Tax Fund (13).....	71		
Public Safety Fee Fund (16).....	73		
<b>COMMUNITY DEVELOPMENT FUNDS</b> .....	<b>77</b>		
Building Inspection Fund (08).....	79		
Economic Development Fund (14).....	83		
<b>PUBLIC WORKS FUNDS</b> .....	<b>87</b>		
Wastewater Fund (06).....	89		
Wastewater SDC Fund (46) .....	97		
Water Fund (07) .....	99		
Water SDC Fund (47).....	107		
Stormwater Fund (17).....	109		
Stormwater SDC Fund (43).....	115		
Streets Fund (02).....	117		
Street SDC Fund (42).....	123		
Proprietary Capital Project Fund (04).....	125		
Street Capital Projects Fund (18) .....	131		



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# BUDGET OVERVIEW

# BUDGET MESSAGE

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Well met,

It is my pleasure to report that the City of Newberg continues to operate a fiscally conservative budget free from deficit risks (structural or otherwise). The common good of our town is guided by an incredibly effective Council / Administration team. As well as solidifying a great new relationship with our School District partners via an additional School Resource Officer with school assisted funding, we have initiated our debt reduction program in line with a fresh and ambitious new set of council goals.

The City launched its effort to attempt to expand its Urban Growth Boundary, also one of the new council goals. Stability and careful fiscal stewardship - a no-frills form of governance remains the City's objective in this new fiscal year. While the City achieved the status of Oregon's only fully staffed city in 2024, no additional staffing is being added in this budget. After two years of very focused work the City is now a fully modern digital workplace with accounts payable, payroll and intranet services on fully digital platforms. I promise you our neighbors look upon our budget ledger, public services and public safety with envy.

Innovations in the area of customer service and transparency included a new customer service standard, a new staff handbook and new City Council meeting processes that make participation in city government an easy and pleasant experience for our residents. This has resulted in simplified public comment sign-ups and a considerable reduction in public complaints about permit turnaround times and similar deliverables.

I am proud to announce that on top of our SEDCOR award of 2022 we have just received the 2024 City County Insurance statewide award for innovation. Only one city wins this each year, and it is a testament to the incredible hard work of our staff and our STRIVE values that we were selected for this award.

The general fund and other primary funds have benefited from the longer lens of a three-year budget model - the first time this analysis has been conducted for many years. Three-year modelling will be in effect from now on. While we are continuing with a policy of tight fiscal controls to include no additional staffing, we are predicting stable ending fund balances through the three-year cycle despite continuing inflationary headwinds.

Sadly, at the time of writing the City continues to struggle with the aftermath of the January freeze / flood that severely damaged City Hall. I am glad to report that staff are undaunted by the challenges that this imposed. In part thanks to the philosophy embedded in our new Emergency Operations Plan (EOP), city services were restored in just six days and our team continues to perform at a high-level despite being displaced to different physical locations.

In 2023 and 2024 almost all of the internal reforms of the City's administrative practices and software started in 2022 were completed. This included new accounts payable and courts software, a new emergency operations plan and a new staff employee handbook. The remaining item, a new website in line with our new council approved customer service standard, will be completed before the end of the new financial year.

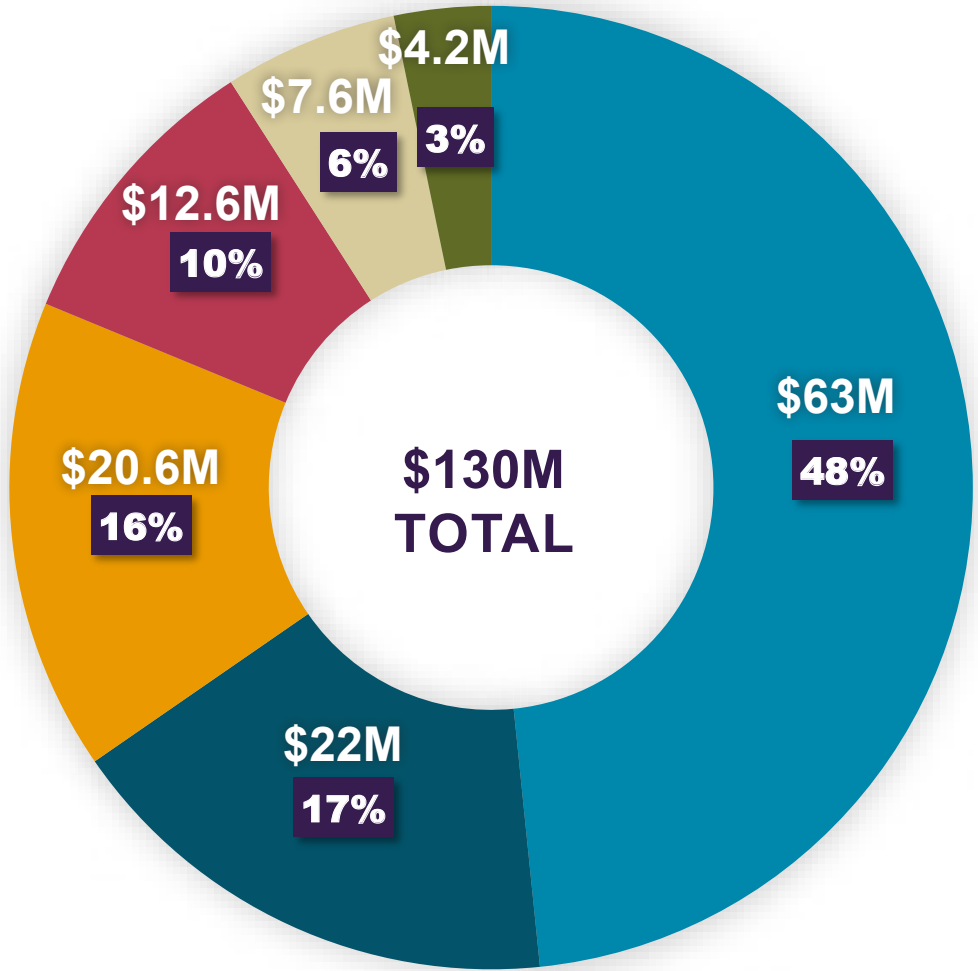
As described already during fiscal year 2023-24, a new and ambitious set of council goals were created and published by Newberg's hard-working Council. One of these lead to the creation of the Sinking Fund (a contingency fund for debt reduction). Using this mechanism this budget has a considerable set-aside based on new revenue that seeks to retire our Communications Tower debt early (the objective is August of 2026). This key concept is unique in Western Oregon. While other cities are working hard to add new fees we are trying our best to not only contain costs but to try to reduce them for the benefit of all our residents and that's something we can all get behind!



This is truly a great place to grow so be mighty!

A handwritten signature in black ink, consisting of the initials 'WE' followed by a stylized, cursive name.

W. E. Worthey  
City Manager



**Beginning Balances - \$63M**  
 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.

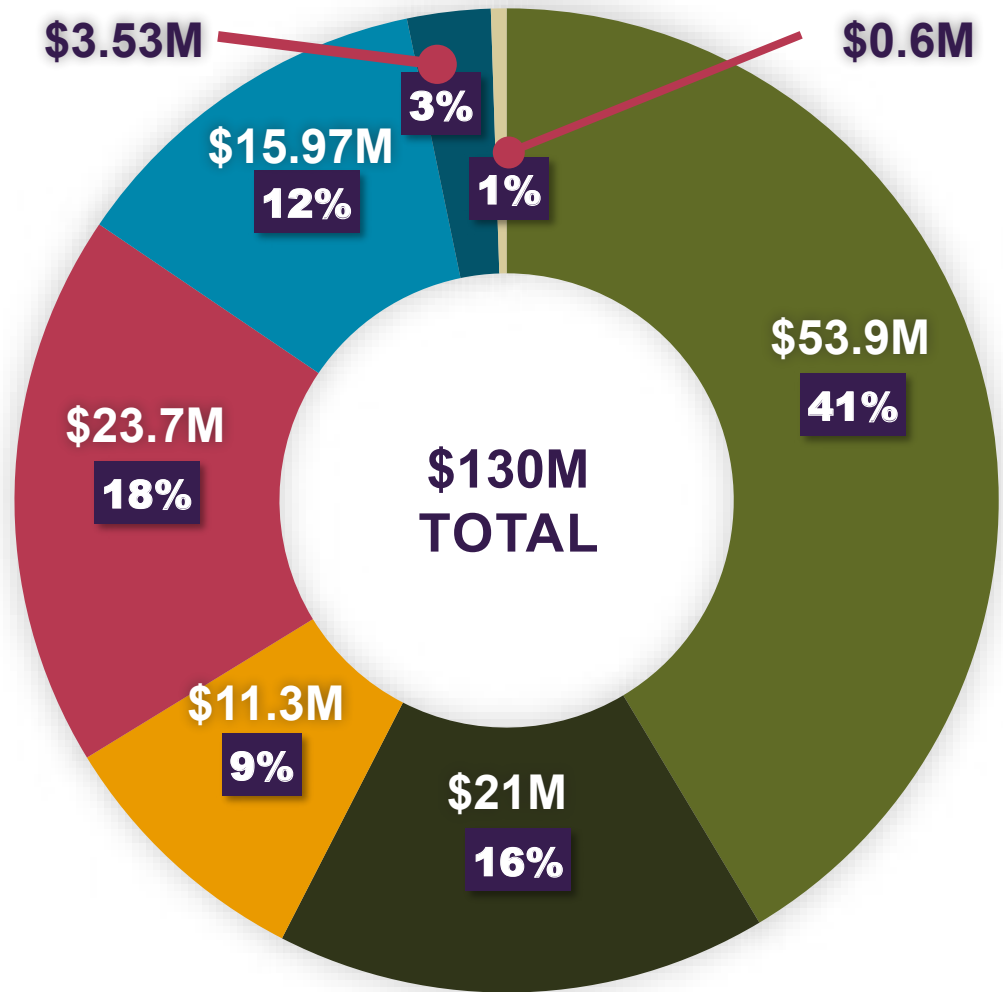
**Providing Services - \$22M**  
 This is the money we receive for providing services. It includes residents and businesses paying for water, wastewater, permit fees, business licenses, and more.

**Property Taxes - \$7.6M**  
 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 by looking at the fund summaries in this document.

**Internal Charges for Services - \$20.6M**  
 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 - \$4.2M**  
 This includes grants and contracts for services we provide to other cities, such as the contract with Dundee for police services.

**Miscellaneous Other Revenues - \$12.6M**  
 All the little stuff that adds up to become revenue for the City. Mainly franchise fees we receive.



**Contingencies and Reserves - \$53.9M**  
We set aside money for contingencies and reserves every year to fund future improvement projects and provide emergency funds for the City

**Personnel Services - \$23.7M**  
Personnel services includes the wages we pay for all of our employees as well as benefits and costs for recruitments.

**Materials and Services + Insurance - \$21M**  
This expense includes purchased goods and services such as contracting with consultants to produce drafted plans.

**Capital Outlay - \$15.97M**  
Capital outlay includes purchasing the equipment and vehicles we need to do our job, as well as maintenance of our City facilities.

**Internal Payments to Other Funds - \$11.3M**  
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.

**Debt Service - \$3.53M**  
Debt services includes principal and interest payments we pay on outstanding borrowings and loans at the City.

**Special Payments - \$0.6M**  
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.

# CITY-WIDE FINANCIAL OVERVIEW

## City-Wide Financial Overview

	ADOPTED BUDGET	PROPOSED BUDGET	
	FY2024	FY2025	% Change
<b>Current Revenue</b>			
Beginning Balances	\$63,791,332	\$62,993,754	-1%
Property Taxes	\$6,967,191	\$7,601,644	9%
Payments from other Governments	\$1,180,617	\$1,522,354	29%
Other Taxes	\$2,632,257	\$2,700,101	3%
Providing Services	\$21,181,764	\$22,130,378	4%
Miscellaneous	\$15,831,761	\$12,614,945	-20%
<b>CURRENT REVENUE TOTAL</b>	<b>\$111,584,922</b>	<b>\$109,563,176</b>	<b>-2%</b>
<b>Internal Charges</b>			
Internal Charges	\$21,887,605	\$20,637,287	-6%
<b>INTERNAL CHARGES TOTAL</b>	<b>\$21,887,605</b>	<b>\$20,637,287</b>	<b>-6%</b>
<b>Total Resources</b>	<b>\$133,472,527</b>	<b>\$130,200,463</b>	<b>-</b>
<b>Operating Budget</b>			
PERSONNEL SERVICES	\$23,400,652	\$23,735,196	1%
MATERIALS AND SERVICES	\$17,930,147	\$20,230,810	13%
CAPITAL OUTLAY	\$4,781,916	\$5,757,790	20%
<b>OPERATING BUDGET TOTAL</b>	<b>\$46,112,715</b>	<b>\$49,723,796</b>	<b>8%</b>
<b>Expenses</b>			
DEBT SERVICE	\$3,554,779	\$3,567,576	0%
SPECIAL PAYMENTS	\$955,947	\$665,496	-30%
INSURANCE	\$708,600	\$771,960	9%
CAPITAL PROJECTS	\$14,634,980	\$10,215,841	-30%
<b>EXPENSES TOTAL</b>	<b>\$19,854,306</b>	<b>\$15,220,873</b>	<b>-23%</b>
<b>Transfers / Contingencies</b>			
TRANSFERS	\$13,453,127	\$11,336,715	-16%
RESERVES/CONTINGENCIES	\$54,052,379	\$53,919,079	0%
<b>TRANSFERS / CONTINGENCIES TOTAL</b>	<b>\$67,505,506</b>	<b>\$65,255,794</b>	<b>-3%</b>
<b>Reserves / Unappropriated F/B</b>			
RESERVES/CONTINGENCIES	\$954,460	\$827,029	-13%
<b>RESERVES / UNAPPROPRIATED F/B TOTAL</b>	<b>\$954,460</b>	<b>\$827,029</b>	<b>-13%</b>
<b>Total Requirements</b>	<b>\$133,472,527</b>	<b>\$130,200,463</b>	<b>-2%</b>

# PERSONNEL FTE SUMMARY

## Personnel Full-Time Equivalent Summary


Department	FY2022	FY2023	FY2024	FY2025
<b>FTE Count</b>				
City Attorney's Office	2.3	2.3	0.3	0.3
City Manager's Office	1	1	2	1
City Recorder	1.5	1.5	1.5	2
Code Compliance	0	0	1	1
Communications	10	10	10	10
Community Engagement	2	1	0.75	1
Finance/Court	9	8.7	9.7	10
General Government	0	0	0	0
Human Resources	2.4	1.7	1.7	1.7
Information Technology	5.3	6	6	7
Library	11.8	13.03	13.03	13
Planning/Building	8.3	11.8	11.05	10
Police	37	39	39	39
Public Works	48.5	48.76	55.01	52
<b>FTE COUNT</b>	<b>139.1</b>	<b>144.79</b>	<b>151.04</b>	<b>148</b>





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# **GENERAL FUND(01)**

# GENERAL FUND (01)

FY2024-2025 OPERATING BUDGET

## FUND DESCRIPTION

The General Fund is the primary operating fund of the City including general government, municipal court, police and communication services, library and planning. General Fund revenues are unrestricted in use and largely consist of property taxes, state shared revenues, franchise fees, licenses, permits and court fines.



## FTE COUNT

### General Fund - Total FTE's

Department Category Description	FY2025
Allocated FTE Count	
POLICE ADMINISTRATION	3
LIBRARY SERVICES	13
PATROL	26
CODE COMPLIANCE	1
INVESTIGATIONS	5
MUNICIPAL COURT	2
PLANNING	5.3
SUPPORT SERVICES (PD)	2
POLICE COMMUNICATIONS	5
<b>ALLOCATED FTE COUNT</b>	<b>62.3</b>

# RESOURCES

## (01) General Fund

	ACTUAL		ADOPTED BUDGET	PROPOSED BUDGET
	FY2022	FY2023	FY2024	FY2025
<b>Beg F/B-Net Wrkg Capital</b>	\$4,267,947	\$5,011,472	\$4,911,152	\$5,164,363
<b>Revenues</b>				
01-0000-310000 - Current Year Taxes	\$5,765,871	\$6,201,597	\$6,373,616	\$6,973,949
01-0000-311000 - Prior Year Taxes	\$109,528	\$136,905	\$168,525	\$183,525
01-0000-320001 - Franchise Fee-Cable	\$243,380	\$224,812	\$245,000	\$257,250
01-0000-320002 - Franchise Fee-Garbage	\$239,030	\$264,008	\$220,000	\$231,000
01-0000-320003 - Franchise Fee-Gas	\$240,361	\$286,763	\$250,000	\$262,500
01-0000-320004 - Franchise Fee-Electricity	\$1,007,149	\$1,072,927	\$1,072,927	\$1,126,574
01-0000-320005 - Franchise Fee-Phone	\$47,726	\$36,576	\$30,000	\$31,500
01-0000-321004 - Business Licensing, Taxes, & Fees	\$1,750	\$1,725	\$1,000	\$1,000
01-0000-321005 - Local Taxes	\$172,940	\$153,838	\$199,800	\$169,800
01-0000-322009 - Community Development	\$512,886	\$680,815	\$678,000	\$462,000
01-0000-334027 - Police Grants	\$29,897	\$70,930	\$43,000	\$43,000
01-0000-334034 - Grants	-	\$111,099	\$6,800	\$0
01-0000-334060 - Miscellaneous Grants	-	-	\$35,000	\$35,000
01-0000-335003 - State Liquor Taxes	\$466,059	\$502,887	\$535,600	\$562,380
01-0000-335004 - State Cigarette Taxes	\$20,185	\$18,756	\$20,160	\$20,160
01-0000-335005 - State Marijuana Tax	\$35,714	\$36,906	\$20,800	\$20,800
01-0000-335006 - State Revenue Sharing	\$294,439	\$312,468	\$300,960	\$316,008
01-0000-336001 - City Contracts	\$25,355	\$30,168	\$31,310	\$0
01-0000-336003 - Dundee Communications	-	\$0	\$55,566	\$58,345
01-0000-336004 - Dundee Police Contract	\$508,018	\$488,854	\$504,394	\$529,614
01-0000-338000 - Reimbursements	\$58,798	\$41,093	\$35,000	\$35,000
01-0000-338007 - Construction Excise Tax and Fees	\$3,377	\$2,521	\$2,582	\$2,582
01-0000-338008 - Parks SDC Admin Fee	\$29,918	\$30,094	\$40,669	\$41,483
01-0000-338009 - School District-SRO	\$35,000	\$35,000	\$35,000	\$265,000
01-0000-341000 - Temporary Retail Licenses	-	-	\$100	\$100
01-0000-341001 - Forensic Services	\$19,786	\$27,550	\$20,000	\$35,000
01-0000-341002 - Police Reports and Other Fees	\$6,681	\$7,112	\$7,000	\$7,000
01-0000-341003 - Planning/Subdivision Fees	\$432,606	\$195,670	\$100,000	\$100,000
01-0000-341005 - Permit Center Document Sales	\$30	\$20	\$100	\$100
01-0000-341006 - Technology Fee	\$22,520	\$10,579	\$10,000	\$15,000
01-0000-342001 - Newberg Dog Licenses	\$13,312	\$10,040	\$15,000	\$15,000
01-0000-346001 - Library Fines, Fees, Copies	\$7,873	\$6,606	\$7,000	\$3,700
01-0000-346003 - Library Foundation	\$3,489	\$4,234	\$1,000	\$3,000
01-0000-346004 - CCRLS Reimbursement	\$98,981	\$112,799	\$107,738	\$160,571
01-0000-346005 - Non-Resident Library Cards	\$8,389	\$1,600	\$1,500	\$1,500
01-0000-348000 - User Fees	\$5,258	\$3,670	\$5,000	\$5,000
01-0000-351000 - Court Fines/Receipts	\$359,574	\$440,870	\$500,000	\$450,000
01-0000-351001 - Court Improvement Fees	\$1,900	\$2,192	\$2,000	\$2,000
01-0000-351003 - Alarm Fees	\$3,400	\$3,650	\$3,500	\$3,500
01-0000-351004 - Peer Court	\$1,500	\$1,036	\$1,500	\$1,500
01-0000-351005 - Court Appointed Attorney Reimb	\$2,729	\$1,182	\$3,000	\$3,000
01-0000-351006 - Traffic School Fee	\$32,138	\$41,387	\$30,000	\$45,000
01-0000-351008 - Photo Red Light	-	-	-	\$250,000
01-0000-351010 - Opioids Settlement	-	\$154,247	\$157,000	\$82,000
01-0000-360000 - Miscellaneous Revenues	\$8,318	\$6,285	\$5,000	\$13,000
01-0000-361000 - Interest Earned	\$25,873	\$111,554	\$33,000	\$203,000
01-0000-361004 - Interest-Other Investments	-\$37,125	-\$44,689	-	-
01-0000-364000 - Sale Of Assets	\$28,355	\$54,282	\$10,000	\$245,000

	ACTUAL		ADOPTED BUDGET	PROPOSED BUDGET
	FY2022	FY2023	FY2024	FY2025
01-0000-370700 - Internal Rev-Franchise Fee	\$1,254,391	\$1,337,395	\$1,381,415	\$1,446,087
01-0000-390019 - Transfer In-Transient Lodging	\$671,638	\$909,746	\$694,783	\$1,114,783
01-0000-390032 - Transfer In-Veh/Equip Repl Fun	\$500,172	-	-	-
<b>REVENUES TOTAL</b>	<b>\$13,319,170</b>	<b>\$14,139,757</b>	<b>\$14,001,345</b>	<b>\$15,833,311</b>
<b>Total Resources</b>	<b>\$17,587,117</b>	<b>\$19,151,229</b>	<b>\$18,912,497</b>	<b>\$20,997,674</b>

## REQUIREMENTS

### 9170 - Transfers

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
<b>TRANSFERS</b>				
TRANSFERS				
(909000) Transfer Out-Debit Service	\$372,575	\$372,575	\$372,575	\$372,575
(914000) Transfer Out-EDRLF	\$121,100	\$0	\$0	\$0
<b>TRANSFERS TOTAL</b>	<b>\$493,675</b>	<b>\$372,575</b>	<b>\$372,575</b>	<b>\$372,575</b>
<b>TRANSFERS TOTAL</b>	<b>\$493,675</b>	<b>\$372,575</b>	<b>\$372,575</b>	<b>\$372,575</b>
<b>TOTAL</b>	<b>\$493,675</b>	<b>\$372,575</b>	<b>\$372,575</b>	<b>\$372,575</b>

### 9180 - Reserves

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
<b>RESERVES/CONTINGENCIES</b>				
RESERVES/CONTINGENCIES				
(800000) Contingency	\$0	\$0	\$2,546,258	\$2,166,459
(800002) Contingency/Reserves - Assigned	\$0	\$0	\$416,863	\$512,541
(800003) Contingency/Reserves - Assigned	\$0	\$0	\$3,171	\$3,171
(800004) Contingency/Reserves - Assigned	\$0	\$0	\$738	\$738
(800005) Contingency/Reserves - Assigned	\$0	\$0	\$264	\$264
(800007) Contingency - Sinking Fund	\$0	\$0	\$25,000	\$1,040,000
<b>RESERVES/CONTINGENCIES TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,992,294</b>	<b>\$3,723,173</b>
<b>RESERVES/CONTINGENCIES TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,992,294</b>	<b>\$3,723,173</b>
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,992,294</b>	<b>\$3,723,173</b>

**800000 - Contingency**

**800002 - Contingency - Assigned to Police Capital**

**800003 - Contingency - Assigned to Court Capital**

**800004 - Contingency - Assigned to Library Capital**

**800007 - Contingency - Sinking Fund**

	ACTUALS		ADOPTED BUDGET	PROPOSED BUDGET
	FY2022	FY2023	FY2024	FY2025
<b>Total Requirements</b>	<b>\$12,575,645</b>	<b>\$13,765,530</b>	<b>\$18,912,497</b>	<b>\$20,997,674</b>

# GENERAL GOVERNMENT

## DEPARTMENT DESCRIPTION

General government provides the resources for the Mayor and City Council to lead the City through goal development, policy discussion and decisions, and community consensus building. The funds 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, and training needs.

### Significant Changes

The fiscal year 2024-25 budget continues to plan for the council training opportunities and community support line items.



# EXPENDITURE SUMMARY

## 1110 - General Government

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
<b>PERSONNEL SERVICES</b>				
<b>SALARIES AND WAGES</b>				
Salaries and Wages	\$5,330	\$17,995	\$18,000	\$18,000
<b>SALARIES AND WAGES TOTAL</b>	<b>\$5,330</b>	<b>\$17,995</b>	<b>\$18,000</b>	<b>\$18,000</b>
<b>BENEFITS</b>				
(441000) FICA/Medicare	\$408	\$1,377	\$1,379	\$1,377
(442000) Workers Compensation	\$19	\$85	\$541	\$72
(443000) Unemployment/Transit Tax	\$5	\$18	\$53	\$18
(444000) Retirement - PERS	\$51	\$0	\$0	\$0
<b>BENEFITS TOTAL</b>	<b>\$483</b>	<b>\$1,479</b>	<b>\$1,973</b>	<b>\$1,467</b>
<b>PERSONNEL SERVICES TOTAL</b>	<b>\$5,813</b>	<b>\$19,474</b>	<b>\$19,973</b>	<b>\$19,467</b>
<b>MATERIALS AND SERVICES</b>				
<b>MATERIALS AND SERVICES</b>				
(510000) Office Supplies	\$634	\$434	\$500	\$500
(515000) Printing & Advertising	\$0	\$50	\$150	\$150
(520000) Dues & Meetings	\$33,833	\$34,879	\$35,000	\$38,000
(520005) Mayor's Expenses	\$2,499	\$1,611	\$1,000	\$2,000
(520006) Council/Committee Purchases	\$0	\$86	\$1,000	\$1,000
(520008) Recognition	\$0	\$41	\$500	\$500
(523000) Supplies & Equipment	\$304	\$349	\$1,000	\$1,000
(525000) Travel & Training	\$2,139	\$641	\$2,000	\$2,000
(540000) Utilities	\$169	\$206	\$183	\$183
(580000) Professional Services	\$11,424	\$2,800	\$20,000	\$20,000
(590000) Internal Chrg-Admin Support Sv	\$191,673	\$209,775	\$171,697	\$202,752
(592000) Community Support	\$2,546	\$7,003	\$10,000	\$17,000
(592003) Opioid Settlement Pass-through	\$0	\$152,247	\$0	\$0
(592300) Transit Services	\$18,000	\$19,800	\$18,000	\$20,000
(592500) Tourism Promotion	\$9,975	\$0	\$0	\$0
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$273,197</b>	<b>\$429,921</b>	<b>\$261,030</b>	<b>\$305,085</b>
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$273,197</b>	<b>\$429,921</b>	<b>\$261,030</b>	<b>\$305,085</b>
<b>TOTAL</b>	<b>\$279,011</b>	<b>\$449,396</b>	<b>\$281,003</b>	<b>\$324,552</b>

# MUNICIPAL COURT



## DEPARTMENT 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.

### Significant Changes

In FY24 the Court Clerk II position became full-time due to current and anticipated workload from the traffic/safety cameras that will begin next fiscal year.

## FTE COUNT

### Municipal Court

Position Name	FY2025
Allocated FTE Count	
Court Administrator	1
Court Clerk II	1
<b>ALLOCATED FTE COUNT</b>	<b>2</b>

# EXPENDITURE SUMMARY

## 1510 - Municipal Court

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
<b>PERSONNEL SERVICES</b>				
<b>SALARIES AND WAGES</b>				
(435000) Overtime	\$188	\$44	\$0	\$0
(438000) Longevity	\$1,440	\$1,826	\$2,400	\$2,400
Salaries and Wages	\$131,068	\$140,641	\$142,516	\$171,552
<b>SALARIES AND WAGES TOTAL</b>	<b>\$132,696</b>	<b>\$142,511</b>	<b>\$144,916</b>	<b>\$173,952</b>
<b>BENEFITS</b>				
(441000) FICA/Medicare	\$9,812	\$10,818	\$11,087	\$13,308
(442000) Workers Compensation	\$220	\$468	\$315	\$905
(443000) Unemployment/Transit Tax	\$132	\$166	\$147	\$174
(444000) Retirement - PERS	\$3,350	\$3,654	\$3,581	\$7,774
(444001) Retirement-Principal	\$34,049	\$41,687	\$53,495	\$50,337
(444002) Retirement-Pension Bond	\$971	\$1,061	\$1,163	\$2,485
(445000) Health/Life/LTD	\$23,146	\$25,706	\$27,277	\$55,193
<b>BENEFITS TOTAL</b>	<b>\$71,679</b>	<b>\$83,560</b>	<b>\$97,065</b>	<b>\$130,176</b>
<b>PERSONNEL SERVICES TOTAL</b>	<b>\$204,375</b>	<b>\$226,071</b>	<b>\$241,981</b>	<b>\$304,128</b>
<b>MATERIALS AND SERVICES</b>				
<b>MATERIALS AND SERVICES</b>				
(510000) Office Supplies	\$397	\$863	\$2,000	\$2,000
(515000) Printing & Advertising	\$1,666	\$954	\$1,500	\$800
(520000) Dues & Meetings	\$0	\$154	\$150	\$150
(525000) Travel & Training	\$150	\$1,711	\$2,035	\$2,018
(532000) Bank Fees	\$8,861	\$10,533	\$10,000	\$20,000
(533000) Contractual Services	\$441	\$511	\$0	\$0
(533031) Peer Court	\$1,500	\$0	\$1,500	\$1,500
(533045) Maintenance Agreements	\$2,715	\$2,709	\$0	\$0
(590000) Internal Chrg-Admin Support Sv	\$101,952	\$131,045	\$165,501	\$199,767
(594000) Court Apptd Atty Fees	\$5,445	\$2,214	\$3,000	\$4,500
(595000) Court/Prosecution Expenses	\$4,331	\$5,339	\$4,500	\$6,000
(595001) Court Improvement	\$954	\$318	\$500	\$500
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$128,412</b>	<b>\$156,352</b>	<b>\$190,686</b>	<b>\$237,235</b>
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$128,412</b>	<b>\$156,352</b>	<b>\$190,686</b>	<b>\$237,235</b>
<b>CAPITAL OUTLAY</b>				
<b>CAPITAL OUTLAY</b>				
(610000) Capital Outlay	\$3,165	\$0	\$0	\$0
<b>CAPITAL OUTLAY TOTAL</b>	<b>\$3,165</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>CAPITAL OUTLAY TOTAL</b>	<b>\$3,165</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$335,952</b>	<b>\$382,423</b>	<b>\$432,667</b>	<b>\$541,363</b>



# POLICE

## DEPARTMENT DESCRIPTION

The Newberg-Dundee Police Department (NDPD) Administration is comprised of the Chief of Police, two Captains, one Administrative Sergeant, and one Administrative Assistant who oversees a full-service, contemporary police agency. In FY 2022, the Public Safety Technology Manager became a sworn officer bringing the department’s authorized strength to 36.00 FTE sworn police officers. The technology manager liaisons between IT and the police department for technological strategies as well as managing technology grants. This position will also be working part time in the computer forensic lab.

The department also consists of two records-evidence staff who support the Patrol Division and the Special Investigations Division (Detectives/ Computer Forensics). The department is currently operating at full staffing with no vacant positions.

The NDPD is one of approximately 69 agencies out of 174 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 101 recognized standards for the law enforcement profession, as adopted by the Oregon Accreditation Alliance for Law Enforcement. According to Safewise.com the cities of Newberg and Dundee were ranked 6th safest in Oregon for 2023.



NDPD is proud of the multiple community outreach programs we operate throughout the year. They include, but are not limited to, Shop with a Cop, Plane Pull, Polar Plunge (Special Olympics fundraisers), Safety Town, Kids Fair, Citizen Police Academy, Vacation Home Check program, Unidos Newberg – NDPD, I’ll Be Your Friend Anti-bullying Campaign, Suicide Prevention Program, Breast Cancer Awareness Month, National Night Out, and Police Internships. This budget continues these partnerships and enables achievement of City Council Goal 4, to enhance community safety by continuing with community policing partnerships.

Additionally, members of the Department achieve the above stated goal by participating on committees and advisory boards that support NDPD or include a NDPD representative such as the Providence Newberg Medical Center Citizen Advisory Council, Unidos Newberg Latino Community Leadership – ND Police Coalition, Rotary, and the Newberg-Dundee Police Foundation.



The Department has multiple specialized teams and/or functions to provide resolute services to the Newberg-Dundee community. 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 Officer Program, Field Training Evaluation Program (FTEP), Public Information Officer (PIO), Emergency Vehicle Operations Course (EVOC), Operation Safe Schools, and in July 2022 we added Body Worn Cameras (BWC) to improve transparency.

The Patrol Team provides 24-hour service and protection to the community and is the most active and visible component of the police department. The department currently has 16 uniformed patrol officers that work a three-month rotation covering day, afternoon, and night shifts. This group is supervised by four uniform sergeants and two uniform corporals who are also assigned to rotating shifts. Additionally, the team is supported by two traffic officers, two K9 officers, and two school resource officers.

This is the first year NDPD has had 2 dedicated school resource officers for the district. These officers provide vital services to students and school staff within the district. This additional SRO was made possible by the Newberg City Council, CM Worthey, and Superintendent Steve Phillips. With this additional SRO we have double the safety and security. This additional SRO accomplishes council goal 4.

The Newberg-Dundee Special Investigations Unit (SIU) is comprised of four detectives and reports directly to a Captain. SIU is responsible for the investigation of all major crimes such as sex abuse, child abuse, child sexual assault material, computer crimes, fraud, burglaries, robberies, deputy medical examiners, felony assaults and homicides. Assignments are generally divided into four categories: person crimes, property crimes, computer crimes and drugs.

The Newberg-Dundee Police Department supports the only Computer Forensics investigators in Yamhill County which has proven to be a vital investigation component and benefit to the community. Computers play a prominent role in the daily activities for most individuals and in our society. Digital electronics and the internet have created a new challenge for law enforcement across the country and worldwide. Criminals are using digital instruments to facilitate and commit criminal activity while creating complexities for law enforcement to investigate, apprehend and arrest suspects.



The department support services staff maintains, files, distributes, and purges police records. The unit responds to public records requests for case reports, including video and audio recordings. 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 maintains the security card access system for the city and monitors records and training for Criminal Justice Information Services (CJIS) compliance.

### **Significant Changes**

- In 2022 the department deployed Body Worn Cameras. This program has proved to be invaluable in promoting transparency during police contacts.
- NDPD added drones and a team of officers to operate them. In order to be a drone pilot officers are required to pass a certification course approved by the Federal Aviation Administration (FAA). This valuable resource allows officers to have eyes on a scene and maintain a safe distance which limits the exposure to serious threats among other uses.
- Last year the department added a chaplain program that is both inward to the department and outward facing to the public. The Chaplaincy program dovetails into our peer support program, Responder Life.
- In partnership with the Newberg School District NDPD was able to create a second SRO program to connect with out youth. The second SRO position primarily works with middle and elementary schools children and teaches the “New DARE” program to all the 5th graders in the district.
- This year NDPD will be researching an E-ticketing program for citations.

# FTE COUNT

## Police Department

Position Name	FY2025
<b>Allocated FTE Count</b>	
Records/Evidence Technician	2
Police Chief	1
Code Compliance Officer	1
Police Sergeant	5
Police Administrator	1
Public Safety Technology Manager	1
Forensic Detective	1
Police Captain - Investigation	1
Police Detective	3
Police Officer	18
Police Corporal	2
Police Captain - Patrol	1
<b>ALLOCATED FTE COUNT</b>	<b>37</b>



# EXPENDITURE SUMMARY

## 2110 - Police Administration

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
<b>PERSONNEL SERVICES</b>				
<b>SALARIES AND WAGES</b>				
(435000) Overtime	\$0	\$7,784	\$0	\$9,798
(435001) Holiday Bank	\$0	\$4,465	\$0	\$12,089
(438000) Longevity	\$7,440	\$11,490	\$12,000	\$12,000
Salaries and Wages	\$349,040	\$338,406	\$359,148	\$371,876
<b>SALARIES AND WAGES TOTAL</b>	<b>\$356,480</b>	<b>\$362,144</b>	<b>\$371,148</b>	<b>\$405,763</b>
<b>BENEFITS</b>				
(441000) FICA/Medicare	\$26,338	\$26,891	\$28,392	\$27,366
(442000) Workers Compensation	\$4,470	\$7,547	\$6,248	\$10,013
(443000) Unemployment/Transit Tax	\$349	\$390	\$372	\$406
(444000) Retirement - PERS	\$81,647	\$80,975	\$83,839	\$85,937
(444001) Retirement-Principal	\$33,286	\$43,537	\$49,507	\$49,700
(444002) Retirement-Pension Bond	\$12,693	\$12,457	\$14,925	\$15,062
(445000) Health/Life/LTD	\$79,254	\$85,779	\$88,714	\$93,144
<b>BENEFITS TOTAL</b>	<b>\$238,038</b>	<b>\$257,575</b>	<b>\$271,997</b>	<b>\$281,628</b>
<b>PERSONNEL SERVICES TOTAL</b>	<b>\$594,517</b>	<b>\$619,720</b>	<b>\$643,145</b>	<b>\$687,391</b>
<b>MATERIALS AND SERVICES</b>				
<b>MATERIALS AND SERVICES</b>				
(510000) Office Supplies	\$10,399	\$4,046	\$8,500	\$8,500
(511000) Postage	\$666	\$993	\$500	\$500
(515000) Printing & Advertising	\$3,042	\$6,702	\$4,000	\$4,000
(520000) Dues & Meetings	\$1,956	\$2,372	\$1,500	\$2,000
(520003) Recruitment Expense	\$2,968	\$3,075	\$0	\$0
(523000) Supplies & Equipment	\$1,548	\$0	\$0	\$0
(525000) Travel & Training	\$2,889	\$5,439	\$3,500	\$5,000
(533045) Maintenance Agreements	\$13,256	\$9,281	\$0	\$0
(540000) Utilities	\$863	\$6,107	\$1,000	\$1,000
(551000) Books & Publications	\$0	\$0	\$1,000	\$1,000
(563000) Vehicle Maintenance	\$0	\$414	\$0	\$0
(580000) Professional Services	\$0	\$6,151	\$6,500	\$6,500
(590000) Internal Chrg-Admin Support Sv	\$1,228,430	\$1,458,358	\$1,696,685	\$2,043,553
(595002) Legal Expenses	\$19,871	\$0	\$0	\$0
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$1,285,887</b>	<b>\$1,502,940</b>	<b>\$1,723,185</b>	<b>\$2,072,053</b>
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$1,285,887</b>	<b>\$1,502,940</b>	<b>\$1,723,185</b>	<b>\$2,072,053</b>
<b>CAPITAL OUTLAY</b>				
<b>CAPITAL OUTLAY</b>				
(610000) Capital Outlay	\$95,643	\$135,651	\$330,000	\$330,000
<b>CAPITAL OUTLAY TOTAL</b>	<b>\$95,643</b>	<b>\$135,651</b>	<b>\$330,000</b>	<b>\$330,000</b>
<b>CAPITAL OUTLAY TOTAL</b>	<b>\$95,643</b>	<b>\$135,651</b>	<b>\$330,000</b>	<b>\$330,000</b>
<b>TOTAL</b>	<b>\$1,976,048</b>	<b>\$2,258,310</b>	<b>\$2,696,330</b>	<b>\$3,089,444</b>

2120 - Patrol

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
<b>PERSONNEL SERVICES</b>				
SALARIES AND WAGES				
(435000) Overtime	\$179,788	\$131,070	\$157,000	\$148,732
(435001) Holiday Bank	\$64,574	\$66,456	\$77,040	\$160,657
(436000) On Call Pay	\$960	-\$27	\$1,440	\$0
(438000) Longevity	\$41,800	\$39,162	\$44,400	\$38,880
Salaries and Wages	\$2,333,617	\$2,617,718	\$2,816,477	\$2,877,430
<b>SALARIES AND WAGES TOTAL</b>	<b>\$2,620,739</b>	<b>\$2,854,380</b>	<b>\$3,096,357</b>	<b>\$3,225,699</b>
BENEFITS				
(441000) FICA/Medicare	\$197,519	\$212,092	\$236,870	\$242,249
(442000) Workers Compensation	\$73,344	\$85,899	\$105,496	\$94,771
(443000) Unemployment/Transit Tax	\$2,631	\$3,054	\$3,112	\$3,226
(444000) Retirement - PERS	\$685,215	\$724,923	\$849,891	\$766,745
(444002) Retirement-Pension Bond	\$116,234	\$122,531	\$159,138	\$148,063
(445000) Health/Life/LTD	\$600,550	\$661,751	\$747,914	\$754,404
<b>BENEFITS TOTAL</b>	<b>\$1,675,494</b>	<b>\$1,810,251</b>	<b>\$2,102,421</b>	<b>\$2,009,458</b>
<b>PERSONNEL SERVICES TOTAL</b>	<b>\$4,296,232</b>	<b>\$4,664,630</b>	<b>\$5,198,778</b>	<b>\$5,235,157</b>
<b>MATERIALS AND SERVICES</b>				
MATERIALS AND SERVICES				
(512000) Uniforms	\$41,163	\$45,987	\$35,000	\$35,000
(520000) Dues & Meetings	\$1,026	\$594	\$700	\$700
(520003) Recruitment Expense	\$3,141	\$27,829	\$3,000	\$3,000
(523000) Supplies & Equipment	\$27,681	\$9,328	\$7,000	\$7,000
(523001) Firearms	\$18,827	\$21,504	\$22,000	\$22,000
(524000) Safety Program	\$1,166	\$835	\$1,300	\$1,300
(525000) Travel & Training	\$15,301	\$19,074	\$15,000	\$25,000
(526000) Employee Testing	\$500	\$688	\$500	\$500
(528000) Investigation Expense	\$199	\$0	\$0	\$0
(529000) K-9 Program	\$13,373	\$3,935	\$12,000	\$12,000
(529001) Dog Control	\$8,074	\$11,390	\$10,000	\$18,000
(533000) Contractual Services	\$7,437	\$1,354	\$0	\$0
(533045) Maintenance Agreements	\$3,110	\$21,314	\$20,800	\$20,800
(536000) Traffic Program	\$2,111	\$2,000	\$2,000	\$2,000
(562000) Fuel	\$73,569	\$82,195	\$65,000	\$75,000
(563000) Vehicle Maintenance	\$40,007	\$40,867	\$35,000	\$35,000
(566000) Equip Repair & Maintenance	\$3,229	\$136	\$0	\$0
(566001) Body Worn Cameras	\$0	\$82,773	\$0	\$105,000
(566120) Small Equipment Replace	\$25,716	\$22,268	\$20,000	\$20,000
(580000) Professional Services	\$4,458	\$24,047	\$22,500	\$23,600
(599000) Misc Expenses and Write-offs	\$10	\$0	\$0	\$0
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$290,097</b>	<b>\$418,116</b>	<b>\$271,800</b>	<b>\$405,900</b>
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$290,097</b>	<b>\$418,116</b>	<b>\$271,800</b>	<b>\$405,900</b>
<b>CAPITAL OUTLAY</b>				
CAPITAL OUTLAY				
(610000) Capital Outlay	\$130,615	\$72,225	\$0	\$0
<b>CAPITAL OUTLAY TOTAL</b>	<b>\$130,615</b>	<b>\$72,225</b>	<b>\$0</b>	<b>\$0</b>
<b>CAPITAL OUTLAY TOTAL</b>	<b>\$130,615</b>	<b>\$72,225</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$4,716,945</b>	<b>\$5,154,971</b>	<b>\$5,470,578</b>	<b>\$5,641,057</b>

## 2130 - Investigations

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
<b>PERSONNEL SERVICES</b>				
SALARIES AND WAGES				
(435000) Overtime	\$7,599	\$15,916	\$24,100	\$21,753
(435001) Holiday Bank	\$9,735	\$11,264	\$14,980	\$26,758
(436000) On Call Pay	\$1,547	-\$53	\$1,584	\$0
(438000) Longevity	\$3,360	\$2,633	\$3,840	\$4,800
Salaries and Wages	\$303,607	\$380,666	\$468,520	\$599,649
<b>SALARIES AND WAGES TOTAL</b>	<b>\$325,847</b>	<b>\$410,426</b>	<b>\$513,024</b>	<b>\$652,960</b>
BENEFITS				
(436100) Detectives Uniform Allowance	\$1,170	\$1,110	\$1,056	\$1,440
(441000) FICA/Medicare	\$24,292	\$30,941	\$39,327	\$49,427
(442000) Workers Compensation	\$9,299	\$6,606	\$17,482	\$19,062
(443000) Unemployment/Transit Tax	\$324	\$433	\$518	\$655
(444000) Retirement - PERS	\$80,723	\$101,238	\$136,851	\$159,627
(444002) Retirement-Pension Bond	\$13,554	\$17,903	\$26,422	\$30,343
(445000) Health/Life/LTD	\$84,804	\$98,685	\$117,314	\$153,386
<b>BENEFITS TOTAL</b>	<b>\$214,166</b>	<b>\$256,915</b>	<b>\$338,970</b>	<b>\$413,940</b>
<b>PERSONNEL SERVICES TOTAL</b>	<b>\$540,013</b>	<b>\$667,341</b>	<b>\$851,994</b>	<b>\$1,066,900</b>
<b>MATERIALS AND SERVICES</b>				
MATERIALS AND SERVICES				
(520000) Dues & Meetings	\$25	\$0	\$500	\$500
(520003) Recruitment Expense	\$750	\$0	\$0	\$0
(523000) Supplies & Equipment	\$3,538	\$3,013	\$5,000	\$5,000
(523004) Photographic Equipment	\$624	\$1,040	\$700	\$700
(525000) Travel & Training	\$2,663	\$3,210	\$3,500	\$3,500
(528000) Investigation Expense	\$183	\$1,086	\$0	\$0
(533000) Contractual Services	\$0	\$713	\$1,500	\$1,500
(533020) CAMI Grant	\$8,518	\$21,578	\$22,500	\$22,500
(533021) Forensic Services	\$22,560	\$17,228	\$20,000	\$28,000
(533045) Maintenance Agreements	\$10,063	\$1,559	\$3,500	\$3,500
(534000) Vehicle Lease Payment	\$500	\$496	\$1,200	\$1,200
(563000) Vehicle Maintenance	\$2,766	\$2,359	\$2,000	\$2,000
(566120) Small Equipment Replace	\$708	\$0	\$0	\$0
(580000) Professional Services	\$975	\$75	\$2,000	\$2,000
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$53,873</b>	<b>\$52,357</b>	<b>\$62,400</b>	<b>\$70,400</b>
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$53,873</b>	<b>\$52,357</b>	<b>\$62,400</b>	<b>\$70,400</b>
<b>CAPITAL OUTLAY</b>				
CAPITAL OUTLAY				
(610000) Capital Outlay	\$40,207	\$453	\$0	\$0
<b>CAPITAL OUTLAY TOTAL</b>	<b>\$40,207</b>	<b>\$453</b>	<b>\$0</b>	<b>\$0</b>
<b>CAPITAL OUTLAY TOTAL</b>	<b>\$40,207</b>	<b>\$453</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$634,093</b>	<b>\$720,150</b>	<b>\$914,394</b>	<b>\$1,137,300</b>

## 2150 - Support Services

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
<b>PERSONNEL SERVICES</b>				
<b>SALARIES AND WAGES</b>				
(435000) Overtime	\$296	\$0	\$1,700	\$1,709
(435001) Holiday Bank	\$5,293	\$7,242	\$5,350	\$8,654
(438000) Longevity	\$3,840	\$1,506	\$2,400	\$2,400
Salaries and Wages	\$143,949	\$126,862	\$140,343	\$146,006
<b>SALARIES AND WAGES TOTAL</b>	<b>\$153,377</b>	<b>\$135,610</b>	<b>\$149,793</b>	<b>\$158,769</b>
<b>BENEFITS</b>				
(441000) FICA/Medicare	\$11,265	\$9,893	\$11,459	\$12,146
(442000) Workers Compensation	\$241	\$1,540	\$319	\$4,569
(443000) Unemployment/Transit Tax	\$155	\$167	\$152	\$159
(444000) Retirement - PERS	\$34,188	\$28,020	\$36,477	\$31,874
(444002) Retirement-Pension Bond	\$6,741	\$5,839	\$7,700	\$7,388
(445000) Health/Life/LTD	\$55,353	\$54,220	\$56,750	\$59,510
<b>BENEFITS TOTAL</b>	<b>\$107,943</b>	<b>\$99,678</b>	<b>\$112,857</b>	<b>\$115,646</b>
<b>PERSONNEL SERVICES TOTAL</b>	<b>\$261,321</b>	<b>\$235,288</b>	<b>\$262,650</b>	<b>\$274,415</b>
<b>MATERIALS AND SERVICES</b>				
<b>MATERIALS AND SERVICES</b>				
(520000) Dues & Meetings	\$474	\$406	\$300	\$300
(520003) Recruitment Expense	\$0	\$258	\$0	\$0
(523000) Supplies & Equipment	\$4,826	\$2,309	\$2,000	\$2,000
(525000) Travel & Training	\$2,232	\$922	\$2,000	\$2,000
(527000) Community Policing	\$0	\$136	\$3,000	\$3,000
(532000) Bank Fees	\$369	\$439	\$500	\$500
(532001) R.A.I.N. Agreement	\$5,381	\$5,040	\$5,666	\$5,666
(533000) Contractual Services	\$1,414	\$6,352	\$15,300	\$15,300
(533045) Maintenance Agreements	\$14,543	\$7,269	\$15,304	\$16,400
(566000) Equip Repair & Maintenance	\$0	\$1,099	\$4,500	\$4,500
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$29,240</b>	<b>\$24,231</b>	<b>\$48,570</b>	<b>\$49,666</b>
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$29,240</b>	<b>\$24,231</b>	<b>\$48,570</b>	<b>\$49,666</b>
<b>TOTAL</b>	<b>\$290,560</b>	<b>\$259,519</b>	<b>\$311,220</b>	<b>\$324,081</b>



## 2160 - Code Compliance

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
<b>PERSONNEL SERVICES</b>				
SALARIES AND WAGES				
(435000) Overtime	\$0	\$0	\$5,000	\$0
(435001) Holiday Bank	\$0	\$449	\$2,841	\$4,727
Salaries and Wages	\$0	\$15,300	\$74,784	\$79,739
<b>SALARIES AND WAGES TOTAL</b>	<b>\$0</b>	<b>\$15,749</b>	<b>\$82,625</b>	<b>\$84,466</b>
BENEFITS				
(441000) FICA/Medicare	\$0	\$1,147	\$5,938	\$6,462
(442000) Workers Compensation	\$0	\$475	\$2,617	\$1,431
(443000) Unemployment/Transit Tax	\$0	\$26	\$78	\$85
(444000) Retirement - PERS	\$0	\$0	\$16,279	\$17,407
(444002) Retirement-Pension Bond	\$0	\$0	\$0	\$4,035
(445000) Health/Life/LTD	\$0	\$8,974	\$28,722	\$29,824
<b>BENEFITS TOTAL</b>	<b>\$0</b>	<b>\$10,622</b>	<b>\$53,634</b>	<b>\$59,244</b>
<b>PERSONNEL SERVICES TOTAL</b>	<b>\$0</b>	<b>\$26,371</b>	<b>\$136,259</b>	<b>\$143,710</b>
<b>MATERIALS AND SERVICES</b>				
MATERIALS AND SERVICES				
(510100) Code Enforcement	\$0	\$0	\$750	\$750
(510120) Nuisance/Abatement Control	\$0	\$395	\$7,000	\$7,000
(523000) Supplies & Equipment	\$0	\$508	\$2,000	\$2,000
(525000) Travel & Training	\$0	\$0	\$1,000	\$1,000
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$0</b>	<b>\$903</b>	<b>\$10,750</b>	<b>\$10,750</b>
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$0</b>	<b>\$903</b>	<b>\$10,750</b>	<b>\$10,750</b>
<b>TOTAL</b>	<b>\$0</b>	<b>\$27,274</b>	<b>\$147,009</b>	<b>\$154,460</b>

## 2170 - Police Reserves

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
<b>MATERIALS AND SERVICES</b>				
MATERIALS AND SERVICES				
(512000) Uniforms	\$911	\$4,687	\$0	\$0
(525000) Travel & Training	\$210	\$400	\$0	\$0
(566120) Small Equipment Replace	\$1,066	\$0	\$0	\$0
(596000) Volunteer/Reserve Officer Costs	\$1,524	\$6,118	\$10,000	\$10,000
(596003) Reserve Officers' Ammunition	\$0	\$1,692	\$1,800	\$1,800
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$3,711</b>	<b>\$12,898</b>	<b>\$11,800</b>	<b>\$11,800</b>
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$3,711</b>	<b>\$12,898</b>	<b>\$11,800</b>	<b>\$11,800</b>
<b>TOTAL</b>	<b>\$3,711</b>	<b>\$12,898</b>	<b>\$11,800</b>	<b>\$11,800</b>

## Total Appropriation - Police

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
POLICE ADMINISTRATION	\$1,976,048	\$2,258,310	\$2,696,330	\$3,089,444
PATROL	\$4,716,945	\$5,154,971	\$5,470,578	\$5,641,057
INVESTIGATIONS	\$634,093	\$720,150	\$914,394	\$1,137,300
SUPPORT SERVICES (PD)	\$290,560	\$259,519	\$311,220	\$324,081
CODE COMPLIANCE	\$0	\$27,274	\$147,009	\$154,460
POLICE RESERVE OFFICERS	\$3,711	\$12,898	\$11,800	\$11,800
<b>TOTAL</b>	<b>\$7,621,357</b>	<b>\$8,433,122</b>	<b>\$9,551,331</b>	<b>\$10,358,142</b>



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# POLICE COMMUNICATIONS

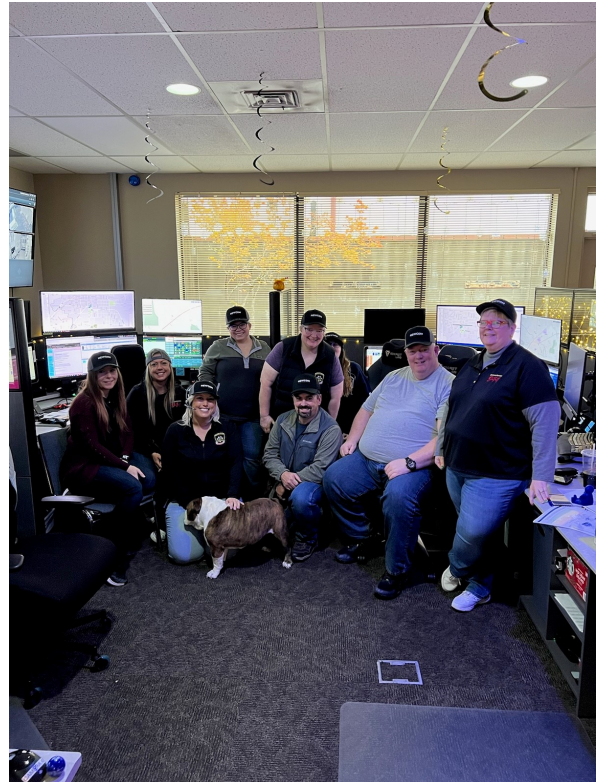
## DEPARTMENT DESCRIPTION

### NEWCOM Police 911 Communications

The NEWCOM Communications center is the answering point for all emergency 911 calls for the east end of Yamhill County, as well as the point of contact for all Newberg-Dundee Police business lines and after-hour emergency calls for Newberg and Dundee Public Works. One of the most significant accomplishments is 99% of all 911 calls are answered within the first 10 seconds they are received. Additionally, the center supports NDPD by performing records duties, which reduces the need for additional support staff.

NEWCOM 911 emergency dispatchers use social media platforms to alert the public of emergencies as they occur, notifying the public to avoid areas involving emergencies. This helps accomplish council goals 1 and 4.

Communications is staffed with 10 fulltime 911 emergency dispatchers, the cost of which are allocated between three funding sources, the General Fund 01, Fund 16, Fund 13 (911 revenues).



### Significant Changes

- The implementation of the Motorola 800 MHz radio system upgrade from analog to digital capability was completed in FY 2021-22.
- CAD/Mobile/RMS software update was completed in FY 2021 making the department nearly paperless in its operations.
- In order to better serve our community the NEWCOM center also pushes messages out to the community using social media regarding. These messages typically advise the public of emergencies and or include areas to avoid because of emergency services.
- Some of the department's records functions have been shifted to the dispatch center during its slower times allowing the department to use minimal staffing in the records and support services.

# FTE COUNT

## Police Communications

Position Name	FY2025
Allocated FTE Count	
Communications Officer	4
911 Dispatch Manager	1
<b>ALLOCATED FTE COUNT</b>	<b>5</b>

# EXPENDITURE SUMMARY

## 2310 - Police Communications

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
<b>PERSONNEL SERVICES</b>				
<b>SALARIES AND WAGES</b>				
(435000) Overtime	\$53,814	\$21,514	\$42,000	\$28,171
(435001) Holiday Bank	\$18,667	\$7,448	\$14,980	\$18,553
(438000) Longevity	\$0	\$0	\$4,800	\$7,200
Salaries and Wages	\$312,150	\$235,212	\$338,874	\$422,218
<b>SALARIES AND WAGES TOTAL</b>	<b>\$384,631</b>	<b>\$264,174</b>	<b>\$400,654</b>	<b>\$476,142</b>
<b>BENEFITS</b>				
(441000) FICA/Medicare	\$28,463	\$19,393	\$30,650	\$36,425
(442000) Workers Compensation	\$622	\$4,194	\$721	\$2,460
(443000) Unemployment/Transit Tax	\$390	\$351	\$403	\$477
(444000) Retirement - PERS	\$82,546	\$38,301	\$97,112	\$98,164
(444002) Retirement-Pension Bond	\$18,259	\$7,994	\$20,593	\$21,401
(445000) Health/Life/LTD	\$131,356	\$98,817	\$141,828	\$152,032
<b>BENEFITS TOTAL</b>	<b>\$261,637</b>	<b>\$169,051</b>	<b>\$291,307</b>	<b>\$310,959</b>
<b>PERSONNEL SERVICES TOTAL</b>	<b>\$646,268</b>	<b>\$433,224</b>	<b>\$691,961</b>	<b>\$787,101</b>
<b>MATERIALS AND SERVICES</b>				
<b>MATERIALS AND SERVICES</b>				
(520000) Dues & Meetings	\$718	\$147	\$1,000	\$1,000
(520003) Recruitment Expense	\$398	\$0	\$0	\$0
(523000) Supplies & Equipment	\$7,403	\$13,441	\$17,000	\$17,000
(525000) Travel & Training	\$5,820	\$8,977	\$7,500	\$10,000
(526000) Employee Testing	\$225	\$25	\$500	\$500
(533000) Contractual Services	\$4,908	\$924	\$0	\$0
(533045) Maintenance Agreements	\$95,229	\$114,435	\$128,928	\$132,581
(566000) Equip Repair & Maintenance	\$734	\$563	\$6,000	\$7,000
(566120) Small Equipment Replace	\$1,473	\$0	\$0	\$0
(590000) Internal Chrg-Admin Support Sv	\$371,434	\$420,864	\$486,543	\$511,411
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$488,341</b>	<b>\$559,375</b>	<b>\$647,471</b>	<b>\$679,492</b>
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$488,341</b>	<b>\$559,375</b>	<b>\$647,471</b>	<b>\$679,492</b>
<b>CAPITAL OUTLAY</b>				
<b>CAPITAL OUTLAY</b>				
(610000) Capital Outlay	\$55,604	\$0	\$0	\$0
<b>CAPITAL OUTLAY TOTAL</b>	<b>\$55,604</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>CAPITAL OUTLAY TOTAL</b>	<b>\$55,604</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$1,190,213</b>	<b>\$992,600</b>	<b>\$1,339,432</b>	<b>\$1,466,593</b>

# LIBRARY

## DEPARTMENT DESCRIPTION

The Newberg Public Library has served the community since 1908, continually innovating and assessing the needs of the Newberg community. At each public service desk staff prioritize customer service. Weekly, Information Desk staff help people with low computer skills apply for jobs, and regularly hear how this help has made a difference in their lives. Everyday Circulation staff create new library cards for people moving into town or discovering the library and the wide array of services offered. Children's Services staff connect with families creating educational and meaningful community connections to encourage literacy skill growth in even our babies.

The Newberg Public Library offers nearly 80,000 items for check-out at the library, with access to an additional 50,000 eBooks, eAudiobooks and eMagazines with a library card. As part of the Chemeketa Cooperative Regional Library Service (CCRLS) of eighteen networked libraries, the Newberg Public Library participates in reciprocal borrowing via courier with other libraries, shared databases, and some purchased equipment including some of the library computers, along with CCRLS staff time to maintain these services.

### Council Goals

Goal 01: Create and maintain a high level of customer service.

Through continuing education our library staff learn new ways to meet the needs of our community, continue to innovate programming, and learn strategies to continue to provide excellent customer service. High-demand library materials in print and online are purchased, cataloged, and processed for library patrons within a short time of release. Recommendations from library patrons are prioritized and purchased as the library is able. The library's buy-in to the Chemeketa Cooperative Regional Library Service (CCRLS) consortium ensures Newberg patrons have a high-level of service through our reciprocal borrowing agreement, with a courier service now running 6 days a week. CCRLS also provides library catalog computers, and the centralized library system to run it, many staff computers, greater access to online materials such as databases, eBooks, eAudiobooks and eMagazines, and more.

Goal 03: Ensure Newberg infrastructure is in good repair and supply.

The library's Capital Outlay fund addresses infrastructure needs this year by updating public WiFi, replacing the meeting room projector, which is over a decade old, as well as other technology replacements such as updates to public-use computers.

Goal 04: Enhance community safety.

The Newberg Public Library is the city building with the highest people traffic. Last fiscal year over 97,000 people came through the library doors. For staff, safety is a high customer service priority. Every year the library staff take part in training for fire safety, earthquake safety, de-escalation, and active shooter scenarios. Most of the staff are CPR trained, and the library building has an up-to-date AED machine for resuscitation purposes. Last fiscal year the library finished installing cameras around the library that give staff visuals of the library and problematic situations that may arise. Between continual staff training and updated technology the library prioritizes community safety.

Goal 05: Create and maintain a high level of transparency with our residents to build trust.

This year the Capital Outlay fund contains items such as the projector, microphone, and updated WiFi, all used by the public for reserving the library meeting room, Library Advisory Board meetings, and other city meetings open to the public and recorded. Additionally, City of Newberg public meetings can be accessed and viewed on the library's public computers.

## Significant Changes

### Regional Library Service

The payment increase of \$12,686 this year is due to an increase in Newberg’s taxable value which is how the formula is determined to find the amount the City of Newberg pays each year for its CCRLS membership. The payment will be \$194,524.11. The formula used by CCRLS and the city to determine this amount is CCRLS tax rate 0.008180% multiplied by the Newberg taxable value (current FY) \$2,454,530,764, less the discounted rate of difference between taxes expected versus collected of 4% (\$6,256.51).

The library saw a reimbursement increase of \$52,833 more than last year, for a reimbursement total of \$160,571, due to increased check-outs from out-of-service area library patrons. This is the highest reimbursement the Newberg Public Library has received from CCRLS.



## FTE COUNT

### Library

Position Name	FY2025
<b>Allocated FTE Count</b>	
Librarian I	1
Library Assistant I On Call	0.5
Library Assistant I	0.75
Senior Librarian Assistant	1
Library Assistant II	3.25
Senior Librarian	1
Librarian II	4
Library Director	1
Library Shelves Part Time	0.5
<b>ALLOCATED FTE COUNT</b>	<b>13</b>

# EXPENDITURE SUMMARY

## 3120 - Library Services

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
<b>PERSONNEL SERVICES</b>				
<b>SALARIES AND WAGES</b>				
(435000) Overtime	\$113	\$2,317	\$0	\$0
(438000) Longevity	\$2,820	\$3,206	\$3,840	\$3,120
Salaries and Wages	\$737,519	\$832,284	\$896,287	\$951,668
<b>SALARIES AND WAGES TOTAL</b>	<b>\$740,452</b>	<b>\$837,807</b>	<b>\$900,127</b>	<b>\$954,788</b>
<b>BENEFITS</b>				
(441000) FICA/Medicare	\$55,048	\$63,800	\$68,858	\$73,042
(442000) Workers Compensation	\$1,391	\$2,830	\$1,949	\$4,965
(443000) Unemployment/Transit Tax	\$742	\$1,118	\$907	\$955
(444000) Retirement - PERS	\$67,488	\$85,545	\$111,046	\$112,656
(444001) Retirement-Principal	\$77,762	\$99,754	\$133,534	\$124,463
(444002) Retirement-Pension Bond	\$14,498	\$19,284	\$30,038	\$34,231
(445000) Health/Life/LTD	\$143,758	\$219,920	\$282,638	\$275,459
<b>BENEFITS TOTAL</b>	<b>\$360,686</b>	<b>\$492,251</b>	<b>\$628,970</b>	<b>\$625,771</b>
<b>PERSONNEL SERVICES TOTAL</b>	<b>\$1,101,138</b>	<b>\$1,330,057</b>	<b>\$1,529,097</b>	<b>\$1,580,559</b>
<b>MATERIALS AND SERVICES</b>				
<b>MATERIALS AND SERVICES</b>				
(510000) Office Supplies	\$7,765	\$7,668	\$7,630	\$8,630
(515000) Printing & Advertising	\$600	\$125	\$410	\$410
(520000) Dues & Meetings	\$1,700	\$973	\$1,700	\$1,700
(523000) Supplies & Equipment	\$2,498	\$3,024	\$2,650	\$1,650
(525000) Travel & Training	\$8,489	\$5,409	\$5,500	\$5,250
(532000) Bank Fees	\$3,029	\$2,909	\$2,000	\$2,000
(533000) Contractual Services	\$617	\$495	\$1,000	\$2,600
(533045) Maintenance Agreements	\$6,310	\$11,399	\$12,716	\$12,716
(540000) Utilities	\$34,133	\$37,684	\$35,700	\$42,000
(542001) Regional Library Service	\$170,000	\$176,493	\$181,838	\$194,524
(551000) Books & Publications	\$53,594	\$47,611	\$51,500	\$50,500
(551001) Audio-Visual	\$10,730	\$11,366	\$10,780	\$9,780
(551002) Periodicals	\$3,889	\$3,931	\$4,450	\$4,450
(551003) Children's Books	\$25,269	\$30,671	\$30,210	\$28,210
(551004) Children's Audio-Visual	\$2,645	\$2,629	\$2,645	\$2,645
(551006) Electronic Resources	\$4,275	\$4,270	\$4,270	\$8,270
(551009) Lost Book Refunds	\$0	\$0	\$100	\$100
(566000) Equip Repair & Maintenance	\$1,549	\$1,472	\$1,500	\$1,500
(590000) Internal Chrg-Admin Support Sv	\$290,932	\$345,885	\$431,270	\$614,315
(596000) Volunteer/Reserve Officer Costs	\$450	\$450	\$450	\$700
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$628,472</b>	<b>\$694,464</b>	<b>\$788,319</b>	<b>\$991,950</b>
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$628,472</b>	<b>\$694,464</b>	<b>\$788,319</b>	<b>\$991,950</b>
<b>CAPITAL OUTLAY</b>				
<b>CAPITAL OUTLAY</b>				
(610000) Capital Outlay	\$3,050	\$3,831	\$18,000	\$14,000
<b>CAPITAL OUTLAY TOTAL</b>	<b>\$3,050</b>	<b>\$3,831</b>	<b>\$18,000</b>	<b>\$14,000</b>
<b>CAPITAL OUTLAY TOTAL</b>	<b>\$3,050</b>	<b>\$3,831</b>	<b>\$18,000</b>	<b>\$14,000</b>
<b>TOTAL</b>	<b>\$1,732,660</b>	<b>\$2,028,352</b>	<b>\$2,335,416</b>	<b>\$2,586,509</b>



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# PLANNING

## DEPARTMENT DESCRIPTION

The Community Development Department, Planning Division, administers community planning functions, including current planning (planning review of development applications), long range planning, and economic development and housing programs.

### Significant Changes

Revenue: Although the Community Development Fee is not forecasted to change in the coming year, revenue is expected to decrease due to a market slowdown in development activity, sunset of the Construction Excise Tax, including discontinuation of the CET administration fee, absence of any anticipated planning grants in FY 24-25, and termination of the Dundee contract for planning services in FY 23-24.



Both revenues and expenditures for planning grants are proposed to decrease in the absence of any anticipated planning grants in the next fiscal year.

Materials and Services: Dues & Meetings, Travel and Training, and Maintenance Agreements are proposed to increase.

Maintenance Agreements is from refunded deposits when development projects are closed out. Reductions in Professional Services and Supplies & Equipment are proposed.

### Council Goals

*Goal 1: Create and maintain a high level of customer service.*

The Planning Division is undertaking several customer service initiatives, including rollout of Newberg’s new permitting and business licensing software, OpenGov, which is expected to improve customer service as well as internal communications and transparency. This project will increase administrative workload in the first quarter of FY 24-25 but is expected to improve efficiency over time. No additional staff is proposed.

*Goal 2: Identify industrial land and attract employers to encourage family wage jobs.*

Objective 2: Work to bring land into the urban growth boundary to zone for light manufacturing within 5 years.

Planning Division Professional Services:

- Urban Growth Boundary Expansion Consultant
- Economic Opportunities Analysis appeal consultant services

*Goal 7: Increase land availability for housing.*

Objective 2: Work to bring land into the urban growth boundary to zone for residential purposes within 5 years.

Planning Division Professional Services:

- Urban Growth Boundary Expansion Consultant
- Housing Needs Analysis appeal consultant services

# FTE COUNT

## Planning

Position Name	FY2025
Allocated FTE Count	
Community Development Director	0.85
Associate Planner	1
Assistant Planner	2
Administrative Assistant Planning	0.45
Planning Manager	1
<b>ALLOCATED FTE COUNT</b>	<b>5.3</b>



# EXPENDITURE SUMMARY

## 4110 - Planning

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
<b>PERSONNEL SERVICES</b>				
<b>SALARIES AND WAGES</b>				
(435000) Overtime	\$4	\$450	\$0	\$0
(438000) Longevity	\$612	\$629	\$612	\$612
Salaries and Wages	\$278,791	\$370,730	\$494,047	\$518,525
<b>SALARIES AND WAGES TOTAL</b>	<b>\$279,407</b>	<b>\$371,809</b>	<b>\$494,659</b>	<b>\$519,137</b>
<b>BENEFITS</b>				
(441000) FICA/Medicare	\$20,976	\$28,406	\$37,843	\$39,714
(442000) Workers Compensation	\$664	\$1,196	\$1,874	\$2,700
(443000) Unemployment/Transit Tax	\$279	\$442	\$498	\$520
(444000) Retirement - PERS	\$49,137	\$58,714	\$95,491	\$97,393
(444002) Retirement-Pension Bond	\$10,101	\$12,687	\$25,423	\$26,238
(445000) Health/Life/LTD	\$42,557	\$67,901	\$152,846	\$90,621
<b>BENEFITS TOTAL</b>	<b>\$123,714</b>	<b>\$169,346</b>	<b>\$313,975</b>	<b>\$257,186</b>
<b>PERSONNEL SERVICES TOTAL</b>	<b>\$403,121</b>	<b>\$541,154</b>	<b>\$808,634</b>	<b>\$776,323</b>
<b>MATERIALS AND SERVICES</b>				
<b>MATERIALS AND SERVICES</b>				
(510000) Office Supplies	\$4,108	\$4,281	\$3,500	\$3,500
(511000) Postage	\$2	\$80	\$100	\$100
(515000) Printing & Advertising	\$3,080	\$4,268	\$3,500	\$3,500
(520000) Dues & Meetings	\$2,108	\$1,152	\$4,160	\$4,360
(520003) Recruitment Expense	\$460	\$721	\$500	\$500
(523000) Supplies & Equipment	\$887	\$2,193	\$7,260	\$3,200
(525000) Travel & Training	\$767	\$3,184	\$11,265	\$16,705
(532000) Bank Fees	\$46,182	\$40,172	\$15,000	\$19,000
(533000) Contractual Services	\$783	\$444	\$450	\$450
(533011) Grant Expense	\$3,539	\$51,049	\$2,300	\$0
(533045) Maintenance Agreements	\$14,709	\$15,203	\$17,655	\$19,540
(540000) Utilities	\$347	\$423	\$430	\$430
(551000) Books & Publications	\$135	\$0	\$150	\$150
(562000) Fuel	\$0	\$51	\$1,000	\$1,000
(563000) Vehicle Maintenance	\$167	\$610	\$600	\$600
(576000) Recording Fees	\$845	\$181	\$500	\$500
(580000) Professional Services	\$172,591	\$107,468	\$379,403	\$376,500
(580005) Land Use Planning Appeals	\$0	\$0	\$100	\$100
(590000) Internal Chrg-Admin Support Sv	\$268,946	\$334,428	\$351,272	\$398,309
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$519,656</b>	<b>\$565,909</b>	<b>\$799,145</b>	<b>\$848,444</b>
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$519,656</b>	<b>\$565,909</b>	<b>\$799,145</b>	<b>\$848,444</b>
<b>TOTAL</b>	<b>\$922,777</b>	<b>\$1,107,064</b>	<b>\$1,607,779</b>	<b>\$1,624,767</b>



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

# ADMINISTRATIVE SUPPORT SERVICES FUND (31)

FY2024-2025 OPERATING BUDGET

## FUND DESCRIPTION

Administrative and support services are funded through internal transfers from operating programs and funds in exchange for the services they provide (City Manager’s Office, Human Resources, City Recorder, Community Engagement, Finance, IT, Legal Services, Fleet, and Facilities). This can be thought of as the administrative overhead fund for the management of the entire city.

Citywide support services are budgeted each year in Fund 31 and then the costs are allocated out to the various programs benefitting from those services, resulting in the internal charge transfers reflected in other funds.



## FTE COUNT

### (31) Administrative Support Services Fund - Total FTE

Department Category Description	FY2025
<b>Allocated FTE Count</b>	
INFORMATION TECHNOLOGY	7
FACILITIES	0.7
FINANCE - BILLING	2
FLEET	1.75
HUMAN RESOURCES	1.7
COMMUNITY ENGAGEMENT	1
CITY MANAGER'S OFFICE	1
LEGAL	0.3
FINANCE	6
CITY RECORDER'S	2
<b>ALLOCATED FTE COUNT</b>	<b>23.45</b>

# RESOURCES

## (31) Administrative Support Services Fund

	ACTUAL		ADOPTED BUDGET	PROPOSED BUDGET
	FY2022	FY2023	FY2024	FY2025
Beg F/B-Net Wrkg Capital	\$501,699	\$484,780	\$841,810	\$659,698
<b>Revenues</b>				
31-0000-336007 - Intergovernmental Garage Chrg	\$17,235	\$18,715	\$10,000	\$10,000
31-0000-338000 - Reimbursements	\$747	\$0	-	-
31-0000-341004 - Lien Search Fees	\$21,268	\$14,148	\$20,000	\$20,000
31-0000-360000 - Miscellaneous Revenues	\$262	\$553,782	-	-
31-0000-361000 - Interest Earned	\$7,915	\$31,085	\$15,000	\$15,000
31-0000-364000 - Sale Of Assets	\$2,659	-	-	-
31-0000-370010 - Internal Rev-Admin/Recorder/EM	\$675,595	\$670,331	\$815,465	\$757,297
31-0000-370050 - Internal Rev-Human Resources	\$390,877	\$252,442	\$330,952	\$258,416
31-0000-370075 - Internal Rev-Utility Billing	\$379,131	\$447,440	\$500,225	\$656,440
31-0000-370100 - Internal Rev-Finance	\$567,876	\$771,759	\$1,072,719	\$1,143,280
31-0000-370125 - Internal Rev-Computer Svcs	\$1,072,483	\$1,523,092	\$1,806,944	\$1,954,215
31-0000-370150 - Internal Rev-Legal	\$618,120	\$803,602	\$542,438	\$656,265
31-0000-370200 - Internal Rev-Insurance	\$451,588	\$603,000	\$708,600	\$771,960
31-0000-370300 - Internal Rev-Phone/Copiers	\$252,152	\$277,000	\$292,305	\$311,556
31-0000-370400 - Internal Rev-Fleet	\$249,663	\$304,291	\$369,803	\$544,349
31-0000-370500 - Internal Rev-Facilities	\$515,333	\$505,058	\$613,612	\$800,707
31-0000-371000 - Intergovernmental Facility Chg	\$457	\$654	\$471	\$471
31-0000-372000 - Pension Bond Charge	-	\$0	-	-
31-0000-390032 - Transfer In-Veh/Equip Repl Fun	\$461,852	-	-	-
<b>REVENUES TOTAL</b>	<b>\$5,685,212</b>	<b>\$6,776,399</b>	<b>\$7,098,534</b>	<b>\$7,899,956</b>
<b>Total Resources</b>	<b>\$6,186,911</b>	<b>\$7,261,179</b>	<b>\$7,940,344</b>	<b>\$8,559,654</b>

# REQUIREMENTS

## 9140 - Insurance

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
<b>INSURANCE</b>				
INSURANCE				
(550000) PCL Insurance Premiums	\$492,195	\$612,710	\$633,600	\$696,960
(550001) PCL Claims	\$50,750	\$14,423	\$75,000	\$75,000
<b>INSURANCE TOTAL</b>	<b>\$542,945</b>	<b>\$627,133</b>	<b>\$708,600</b>	<b>\$771,960</b>
<b>INSURANCE TOTAL</b>	<b>\$542,945</b>	<b>\$627,133</b>	<b>\$708,600</b>	<b>\$771,960</b>
<b>TOTAL</b>	<b>\$542,945</b>	<b>\$627,133</b>	<b>\$708,600</b>	<b>\$771,960</b>

## 9180 - Reserves

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
<b>RESERVES/CONTINGENIES</b>				
RESERVES/CONTINGENIES				
(800000) Contingency	\$0	\$0	\$38,410	\$0
(800003) Contingency/Reserves - Assigned	\$0	\$0	\$25,000	\$0
(800005) Contingency/Reserves - Assigned	\$0	\$0	\$86,610	\$0
(800006) Contingency-Assigned for Admin	\$0	\$0	\$38,874	\$36,025
(800009) Contingency-Assigned for Facil	\$0	\$0	\$540,731	\$175,335
(800010) Contingency - Assigned for IT	\$0	\$0	\$96,409	\$178,813
<b>RESERVES/CONTINGENIES TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$826,034</b>	<b>\$390,173</b>
<b>RESERVES/CONTINGENIES TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$826,034</b>	<b>\$390,173</b>
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$826,034</b>	<b>\$390,173</b>

**800000 Contingency - Unassigned**

**800003 Contingency - Assigned for Maint Equip**

**800005 Contingency - Assigned for Fleet/Gar Equip**

**800006 Contingency - Assigned for Admin**

**800009 Contingency - Assigned for Facilities**

**800010 Contingency - Assigned for IT**

	ACTUALS		ADOPTED BUDGET	PROPOSED BUDGET
	FY2022	FY2023	FY2024	FY2025
<b>Total Requirements</b>	\$5,702,131	\$6,055,512	\$7,940,344	\$8,559,654



# CITY ATTORNEY

## DEPARTMENT DESCRIPTION

The City charter establishes the Office of City Attorney as the chief legal officer of the City government. The 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 City Attorney's Office acts to enforce codes and laws of the City through the work of a city prosecutor.

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 an individual attorney. The City conducted a request for proposal process to identify a firm capable of meeting the City's needs now and into the future. Miller, Nash, Graham & Dunn (Miller Nash) was selected by the Council to serve Newberg, with firm partner James Walker selected to serve the City as City Attorney. This relationship leverages the knowledge of multiple in-house attorney experts to address City needs. While this change resulted in separation with the City's staff attorney the Legal Department staff were retained in their roles and will report to the City Manager for the time being.



## FTE COUNT

### City Attorney

Position Name	FY2025
Allocated FTE Count	
Prosecutor	0.3
<b>ALLOCATED FTE COUNT</b>	<b>0.3</b>

## EXPENDITURE SUMMARY

### 1410 - City Attorney

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
<b>PERSONNEL SERVICES</b>				
<b>SALARIES AND WAGES</b>				
(438000) Longevity	\$840	\$120	\$0	\$0
Salaries and Wages	\$158,541	\$93,933	\$34,681	\$36,066
<b>SALARIES AND WAGES TOTAL</b>	<b>\$159,381</b>	<b>\$94,053</b>	<b>\$34,681</b>	<b>\$36,066</b>
<b>BENEFITS</b>				
(441000) FICA/Medicare	\$11,880	\$7,762	\$2,653	\$2,760
(442000) Workers Compensation	\$752	\$206	\$93	\$188
(443000) Unemployment/Transit Tax	\$160	\$115	\$35	\$37
(444000) Retirement - PERS	\$6,736	-\$29	\$0	\$10,413
(444001) Retirement-Principal	\$34,307	\$25,188	\$0	\$0
(444002) Retirement-Pension Bond	\$2,480	\$0	\$0	\$1,825
(445000) Health/Life/LTD	\$42,918	\$1,593	\$0	\$0
<b>BENEFITS TOTAL</b>	<b>\$99,234</b>	<b>\$34,835</b>	<b>\$2,781</b>	<b>\$15,223</b>
<b>PERSONNEL SERVICES TOTAL</b>	<b>\$258,615</b>	<b>\$128,888</b>	<b>\$37,462</b>	<b>\$51,289</b>
<b>MATERIALS AND SERVICES</b>				
<b>MATERIALS AND SERVICES</b>				
(510000) Office Supplies	\$326	\$1,371	\$1,000	\$1,000
(510100) Code Enforcement	\$1,590	\$0	\$0	\$0
(510120) Nuisance/Abatement Control	\$1,247	\$1,085	\$0	\$0
(520000) Dues & Meetings	\$1,123	\$688	\$500	\$500
(523000) Supplies & Equipment	\$177	\$0	\$0	\$0
(525000) Travel & Training	\$282	\$1,106	\$2,000	\$2,000
(533045) Maintenance Agreements	\$2,354	\$4,088	\$0	\$0
(540000) Utilities	\$347	\$422	\$400	\$400
(551000) Books & Publications	\$0	\$146	\$325	\$325
(580000) Professional Services	\$7,359	\$0	\$0	\$0
(595000) Court/Prosecution Expenses	\$0	\$106,127	\$500	\$500
(595001) Court Improvement	\$0	\$7,500	\$250	\$250
(595002) Legal Expenses	\$507,468	\$431,098	\$500,000	\$600,000
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$522,272</b>	<b>\$553,632</b>	<b>\$504,975</b>	<b>\$604,975</b>
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$522,272</b>	<b>\$553,632</b>	<b>\$504,975</b>	<b>\$604,975</b>
<b>TOTAL</b>	<b>\$780,887</b>	<b>\$682,520</b>	<b>\$542,437</b>	<b>\$656,264</b>

# CITY MANAGER

## DEPARTMENT DESCRIPTION

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 their constituents.

### Significant Changes

The FY25 budget cuts the Administrative Assistant to the City Manager position which was previously budgeted for in FY24. The City Manager felt other positions were more pressing to hire, and thus the additional costs and FTE were repurposed into making the Records Management Clerical Assistant a full-time position (previously a part-time position) and the Graphics Designer Specialist a full-time position (also previously a part-time position). This allows for more backup and redundancy in the City Recorder department where it was felt it was most needed. Both of these positions were made full-time in FY24.



## FTE COUNT

### City Manager

Position Name	FY2025
Allocated FTE Count	
City Manager	1
<b>ALLOCATED FTE COUNT</b>	<b>1</b>

### Total Appropriation - City Manager's Office

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
CITY MANAGER'S OFFICE	\$408,194	\$269,935	\$404,441	\$296,858
CITY RECORDER'S	\$218,262	\$272,285	\$286,170	\$335,251
HUMAN RESOURCES	\$255,456	\$181,834	\$330,951	\$258,417
COMMUNITY ENGAGEMENT	\$182,375	\$70,106	\$124,853	\$125,186
ECONOMIC HEALTH	-\$2,179	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$1,062,108</b>	<b>\$794,158</b>	<b>\$1,146,415</b>	<b>\$1,015,712</b>

## EXPENDITURE SUMMARY

### 1210 - City Manager

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
<b>PERSONNEL SERVICES</b>				
SALARIES AND WAGES				
Salaries and Wages	\$304,997	\$175,818	\$212,436	\$170,898
<b>SALARIES AND WAGES TOTAL</b>	<b>\$304,997</b>	<b>\$175,818</b>	<b>\$212,436</b>	<b>\$170,898</b>
BENEFITS				
(436200) Vehicle Allowance	\$1,500	\$0	\$0	\$0
(441000) FICA/Medicare	\$20,788	\$9,509	\$16,251	\$10,439
(442000) Workers Compensation	\$220	\$1,320	\$326	\$889
(443000) Unemployment/Transit Tax	\$307	\$165	\$213	\$171
(444000) Retirement - PERS	\$14,676	\$33,341	\$43,584	\$37,307
(444001) Retirement-Principal	\$89	\$0	\$0	\$0
(444002) Retirement-Pension Bond	\$3,405	\$6,955	\$10,918	\$8,648
(445000) Health/Life/LTD	\$23,269	\$29,836	\$53,913	\$24,356
<b>BENEFITS TOTAL</b>	<b>\$64,254</b>	<b>\$81,125</b>	<b>\$125,205</b>	<b>\$81,810</b>
<b>PERSONNEL SERVICES TOTAL</b>	<b>\$369,250</b>	<b>\$256,942</b>	<b>\$337,641</b>	<b>\$252,708</b>
<b>MATERIALS AND SERVICES</b>				
MATERIALS AND SERVICES				
(510000) Office Supplies	\$1,356	\$1,450	\$1,500	\$1,750
(515000) Printing & Advertising	\$9	\$0	\$0	\$0
(520000) Dues & Meetings	\$1,572	\$0	\$0	\$0
(520008) Recognition	\$1,886	\$2,045	\$7,500	\$7,500
(523000) Supplies & Equipment	\$21	\$70	\$26,000	\$3,000
(524000) Safety Program	\$0	\$0	\$1,500	\$1,500
(525000) Travel & Training	\$1,067	\$1,530	\$2,000	\$1,800
(533045) Maintenance Agreements	\$3,418	\$3,562	\$0	\$0
(540000) Utilities	\$486	\$592	\$600	\$600

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
(580000) Professional Services	\$29,128	\$3,745	\$27,700	\$28,000
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$38,944</b>	<b>\$12,992</b>	<b>\$66,800</b>	<b>\$44,150</b>
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$38,944</b>	<b>\$12,992</b>	<b>\$66,800</b>	<b>\$44,150</b>
<b>TOTAL</b>	<b>\$408,194</b>	<b>\$269,935</b>	<b>\$404,441</b>	<b>\$296,858</b>

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# CITY RECORDER

## DEPARTMENT DESCRIPTION

The Office of the City Recorder serves multiple functions. Among these are clerk to the Council, Elections filing officer, Public Records Officer, and coordination of Boards and Commissions. The department consists of 2 FTE. Some duties include coordination of general public records requests, arranging the City Council agenda and meetings, providing administrative support for council actions to ensure legal compliance, staff training related to records and public meetings law, assistance with staff research, and managing local elections.

The department continues to make progress with conversion of paper to digital records focusing on moving records into the Oregon Records Management System. This work will ensure resiliency in the face of disaster and more transparent public access to records. Significant updates to policy and training regarding public records and public meetings will provide a more seamless customer experience when interacting with the city.

### Significant Changes

In FY24 the City made the Records Management Clerical Assistant a full-time position (previously a part-time position). Additionally the department is working on implementing a new agenda and meeting management software to which directly aligns with Council Goal 5 to provide a high level of transparency with the residents.



## FTE COUNT

### City Recorder

Position Name	FY2025
Allocated FTE Count	
Records Management Clerical Assistant	1
City Recorder	1
<b>ALLOCATED FTE COUNT</b>	<b>2</b>

## EXPENDITURE SUMMARY

### 1230 - City Recorder

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
<b>PERSONNEL SERVICES</b>				
<b>SALARIES AND WAGES</b>				
(435000) Overtime	\$249	\$59	\$0	\$0
(438000) Longevity	\$720	\$739	\$720	\$0
Salaries and Wages	\$111,509	\$127,195	\$126,109	\$155,797
<b>SALARIES AND WAGES TOTAL</b>	<b>\$112,478</b>	<b>\$127,993</b>	<b>\$126,829</b>	<b>\$155,797</b>
<b>BENEFITS</b>				
(441000) FICA/Medicare	\$8,522	\$9,853	\$9,702	\$11,919
(442000) Workers Compensation	\$189	\$438	\$223	\$811
(443000) Unemployment/Transit Tax	\$112	\$153	\$127	\$156
(444000) Retirement - PERS	\$4,440	\$4,844	\$4,748	\$30,458
(444001) Retirement-Principal	\$41,506	\$54,455	\$65,184	\$0
(444002) Retirement-Pension Bond	\$1,287	\$1,406	\$1,541	\$7,884
(445000) Health/Life/LTD	\$14,953	\$16,699	\$17,366	\$63,976
<b>BENEFITS TOTAL</b>	<b>\$71,011</b>	<b>\$87,849</b>	<b>\$98,891</b>	<b>\$115,204</b>
<b>PERSONNEL SERVICES TOTAL</b>	<b>\$183,489</b>	<b>\$215,841</b>	<b>\$225,720</b>	<b>\$271,001</b>
<b>MATERIALS AND SERVICES</b>				
<b>MATERIALS AND SERVICES</b>				
(510000) Office Supplies	\$141	\$197	\$300	\$350
(515000) Printing & Advertising	\$0	\$0	\$100	\$300
(520000) Dues & Meetings	\$1,227	\$400	\$1,100	\$1,100
(523000) Supplies & Equipment	\$990	\$33	\$200	\$200
(525000) Travel & Training	\$2,818	\$1,073	\$5,000	\$3,000
(551000) Books & Publications	\$0	\$0	\$50	\$0
(580000) Professional Services	\$29,232	\$30,501	\$35,000	\$43,000
(591000) Elections	\$365	\$24,239	\$15,000	\$15,000
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$34,773</b>	<b>\$56,443</b>	<b>\$56,750</b>	<b>\$62,950</b>
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$34,773</b>	<b>\$56,443</b>	<b>\$56,750</b>	<b>\$62,950</b>
<b>CAPITAL OUTLAY</b>				
<b>CAPITAL OUTLAY</b>				
(610000) Capital Outlay	\$0	\$0	\$3,700	\$1,300
<b>CAPITAL OUTLAY TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,700</b>	<b>\$1,300</b>
<b>CAPITAL OUTLAY TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,700</b>	<b>\$1,300</b>
<b>TOTAL</b>	<b>\$218,262</b>	<b>\$272,285</b>	<b>\$286,170</b>	<b>\$335,251</b>



# COMMUNITY ENGAGEMENT

## DEPARTMENT DESCRIPTION

The Community Engagement program is staffed by a 1.0 FTE Graphic Design Specialist who maintains website content and social media platforms for the City. The position also assists departments with the development of visual communication elements such as logos, flyers, photography, and social media campaigns.

This position reports directly to the City Manager and provides support to the City Manager and City Recorder's offices in the form of community outreach, connection, and collaboration. This includes drafting press releases to distribute through City communications channels and supporting the other administrative departments in their work, which aligns directly with Council Goal 5 - expand communication outreach.



The 2024-25 fiscal year will focus primarily on the launch of the City's new website and subsequent transition and training for City staff and for the community at large. Community Engagement's Professional Services budget line has been reduced since the funds for the new city website have already been allocated and a larger budget is no longer required.

### Significant Changes

The Graphic Design Specialist went to a full-time position mid-year in FY24 as part of a reallocation of FTE from the City Manager's Office.

## FTE COUNT

### Community Engagement

Position Name	FY2025
Allocated FTE Count	
Graphic Design Specialist	1
<b>ALLOCATED FTE COUNT</b>	<b>1</b>

## EXPENDITURE SUMMARY

### 1250 - Community Engagement

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
<b>PERSONNEL SERVICES</b>				
SALARIES AND WAGES				
(435000) Overtime	\$0	\$140	\$0	\$0
Salaries and Wages	\$111,402	\$42,168	\$39,483	\$55,559
<b>SALARIES AND WAGES TOTAL</b>	<b>\$111,402</b>	<b>\$42,308</b>	<b>\$39,483</b>	<b>\$55,559</b>
BENEFITS				
(441000) FICA/Medicare	\$8,479	\$3,237	\$3,020	\$4,251
(442000) Workers Compensation	\$192	\$130	\$98	\$289
(443000) Unemployment/Transit Tax	\$111	\$64	\$40	\$56
(444000) Retirement - PERS	\$13,621	\$6,715	\$6,251	\$8,795
(444002) Retirement-Pension Bond	\$3,457	\$891	\$0	\$2,812
(445000) Health/Life/LTD	\$6,659	\$109	\$30,711	\$23,174
<b>BENEFITS TOTAL</b>	<b>\$32,518</b>	<b>\$11,145</b>	<b>\$40,120</b>	<b>\$39,377</b>
<b>PERSONNEL SERVICES TOTAL</b>	<b>\$143,920</b>	<b>\$53,453</b>	<b>\$79,603</b>	<b>\$94,936</b>
<b>MATERIALS AND SERVICES</b>				
MATERIALS AND SERVICES				
(510000) Office Supplies	\$208	\$152	\$250	\$250
(515000) Printing & Advertising	\$872	\$0	\$500	\$500
(520000) Dues & Meetings	\$61	\$0	\$300	\$300
(523000) Supplies & Equipment	\$3,768	\$2,763	\$2,500	\$2,500
(525000) Travel & Training	\$0	\$166	\$1,000	\$1,000
(533000) Contractual Services	\$5,004	\$1,561	\$0	\$0
(533045) Maintenance Agreements	\$6,000	\$0	\$0	\$0
(551000) Books & Publications	\$99	\$0	\$0	\$0
(580000) Professional Services	\$22,443	\$12,010	\$40,000	\$25,000
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$38,456</b>	<b>\$16,652</b>	<b>\$44,550</b>	<b>\$29,550</b>
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$38,456</b>	<b>\$16,652</b>	<b>\$44,550</b>	<b>\$29,550</b>
<b>CAPITAL OUTLAY</b>				
CAPITAL OUTLAY				
(610000) Capital Outlay	\$0	\$0	\$700	\$700
<b>CAPITAL OUTLAY TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$700</b>	<b>\$700</b>
<b>CAPITAL OUTLAY TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$700</b>	<b>\$700</b>
<b>TOTAL</b>	<b>\$182,375</b>	<b>\$70,106</b>	<b>\$124,853</b>	<b>\$125,186</b>

# FINANCE

## DEPARTMENT DESCRIPTION

The Finance Director oversees day-to-day operations of the team including payroll, accounts payable, accounts receivable, cash receipts and disbursements, general ledger maintenance, and internal and external reporting, such as the Annual Comprehensive Financial Statement, or ACFR. The Finance department is also responsible for the Annual Budget as well. Utility billing and collections is budgeted as a subset of the Finance Department and also falls under the direction of the Finance Director. This function is directly allocated to the utility funds (Wastewater, Water, and Stormwater) supported.

In FY 2022-23, the department embarked on a complete overhaul of their financial software and began the implementation of Tyler Technologies Incode 10. During FY 2023, the department implemented general ledger, accounts payable, payroll, utility billing, fixed assets, project accounting, bank reconciliation, cash receipting, and accounts receivable. The Court module went live June 2024 and with lots of cross-departmental trainings the electronic timekeeping module Executime went live February 2024. The ERP implementation completed in FY24.

### Significant Changes

In FY24, Finance has been working on implementing a new budget and forecasting software to help improve the overall budget process and provide a much needed financial forecast to the budget process, which directly aligns with Council Goal 6, Objective 4, ensure that the city has a long-term financial plan that supports its goals and objectives.



## FTE COUNT

### Finance

Position Name	FY2025
Allocated FTE Count	
Management Analyst	1
Senior Accountant	1
Finance Director	1
Accounting Clerk II	2
Accounting Clerk I Utility Billing	1
Senior Payroll Specialist	1
Accounting Clerk II Utility Billing	1
<b>ALLOCATED FTE COUNT</b>	<b>8</b>

## EXPENDITURE SUMMARY

### 1310 - Finance

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
<b>PERSONNEL SERVICES</b>				
SALARIES AND WAGES				
(435000) Overtime	\$14,319	\$22,848	\$0	\$0
(438000) Longevity	\$3,060	\$3,562	\$3,120	\$3,120
Salaries and Wages	\$299,235	\$404,752	\$529,494	\$557,072
<b>SALARIES AND WAGES TOTAL</b>	<b>\$316,614</b>	<b>\$431,162</b>	<b>\$532,614</b>	<b>\$560,192</b>
BENEFITS				
(441000) FICA/Medicare	\$23,303	\$32,328	\$40,746	\$42,855
(442000) Workers Compensation	\$531	\$1,519	\$3,591	\$2,913
(443000) Unemployment/Transit Tax	\$314	\$511	\$535	\$561
(444000) Retirement - PERS	\$39,020	\$65,254	\$97,021	\$96,380
(444001) Retirement-Principal	\$31,008	\$37,422	\$48,175	\$45,186
(444002) Retirement-Pension Bond	\$9,081	\$14,609	\$23,336	\$24,218
(445000) Health/Life/LTD	\$64,461	\$99,409	\$149,502	\$146,693
<b>BENEFITS TOTAL</b>	<b>\$167,717</b>	<b>\$251,051</b>	<b>\$362,906</b>	<b>\$358,806</b>
<b>PERSONNEL SERVICES TOTAL</b>	<b>\$484,331</b>	<b>\$682,213</b>	<b>\$895,520</b>	<b>\$918,998</b>
<b>MATERIALS AND SERVICES</b>				
MATERIALS AND SERVICES				
(510000) Office Supplies	\$3,789	\$6,253	\$3,000	\$3,000
(515000) Printing & Advertising	\$2,348	\$1,838	\$2,200	\$2,200
(520000) Dues & Meetings	\$1,296	\$3,086	\$1,700	\$1,700
(520003) Recruitment Expense	\$20	\$320	\$0	\$0
(523000) Supplies & Equipment	\$1,679	\$1,828	\$1,000	\$1,000
(525000) Travel & Training	\$374	\$3,128	\$8,000	\$8,000
(532000) Bank Fees	\$25	\$21	\$100	\$100
(533000) Contractual Services	\$9,720	\$7,977	\$15,000	\$15,000
(533045) Maintenance Agreements	\$21,708	\$24,591	\$87,500	\$139,582
(540000) Utilities	\$417	\$507	\$600	\$600
(551000) Books & Publications	\$0	\$0	\$100	\$100
(575000) Bond Registration Costs	\$3,000	\$3,000	\$3,000	\$3,000
(580000) Professional Services	\$47,420	\$61,113	\$50,000	\$50,000
(599000) Misc Expenses and Write-offs	\$383	\$31,742	\$0	\$0

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
MATERIALS AND SERVICES TOTAL	\$92,177	\$145,404	\$172,200	\$224,282
MATERIALS AND SERVICES TOTAL	\$92,177	\$145,404	\$172,200	\$224,282
CAPITAL OUTLAY				
CAPITAL OUTLAY				
(610000) Capital Outlay	\$28,003	\$0	\$40,000	\$0
CAPITAL OUTLAY TOTAL	\$28,003	\$0	\$40,000	\$0
CAPITAL OUTLAY TOTAL	\$28,003	\$0	\$40,000	\$0
TOTAL	\$604,511	\$827,618	\$1,107,720	\$1,143,280

### 1311 - General Office

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
MATERIALS AND SERVICES				
MATERIALS AND SERVICES				
(511000) Postage	\$45,073	\$30,753	\$35,000	\$42,000
(531000) Telephones	\$243,313	\$249,687	\$257,305	\$269,556
MATERIALS AND SERVICES TOTAL	\$288,386	\$280,440	\$292,305	\$311,556
MATERIALS AND SERVICES TOTAL	\$288,386	\$280,440	\$292,305	\$311,556
TOTAL	\$288,386	\$280,440	\$292,305	\$311,556

### 1320 - Finance - Billing

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
PERSONNEL SERVICES				
SALARIES AND WAGES				
(435000) Overtime	\$0	\$6,434	\$0	\$0
(438000) Longevity	\$1,440	\$1,123	\$1,440	\$1,440
Salaries and Wages	\$107,123	\$120,747	\$127,368	\$134,451
SALARIES AND WAGES TOTAL	\$108,563	\$128,304	\$128,808	\$135,891
BENEFITS				
(441000) FICA/Medicare	\$7,898	\$9,813	\$9,854	\$10,396
(442000) Workers Compensation	\$204	\$402	\$245	\$707
(443000) Unemployment/Transit Tax	\$109	\$173	\$130	\$136
(444001) Retirement-Principal	\$50,693	\$61,080	\$78,974	\$77,431
(445000) Health/Life/LTD	\$41,523	\$40,613	\$49,294	\$43,759
BENEFITS TOTAL	\$100,426	\$112,080	\$138,497	\$132,429
PERSONNEL SERVICES TOTAL	\$208,990	\$240,384	\$267,305	\$268,320
MATERIALS AND SERVICES				
MATERIALS AND SERVICES				
(510000) Office Supplies	\$1,409	\$3,434	\$1,500	\$1,500
(511000) Postage	\$0	\$0	\$0	\$0
(515000) Printing & Advertising	\$0	\$0	\$1,000	\$1,000
(523000) Supplies & Equipment	\$0	\$1,171	\$1,500	\$1,500
(525000) Travel & Training	\$0	\$0	\$1,000	\$1,000
(532000) Bank Fees	\$108,979	\$206,577	\$127,200	\$280,000
(533000) Contractual Services	\$53,223	\$53,390	\$53,000	\$53,000
(533045) Maintenance Agreements	\$12,729	\$31,334	\$27,500	\$27,500
(540000) Utilities	\$174	\$211	\$220	\$220
(558001) Utility Assistance	\$17,128	\$21,257	\$20,000	\$22,400
MATERIALS AND SERVICES TOTAL	\$193,642	\$317,374	\$232,920	\$388,120
MATERIALS AND SERVICES TOTAL	\$193,642	\$317,374	\$232,920	\$388,120
TOTAL	\$402,632	\$557,758	\$500,225	\$656,440



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# HUMAN RESOURCES

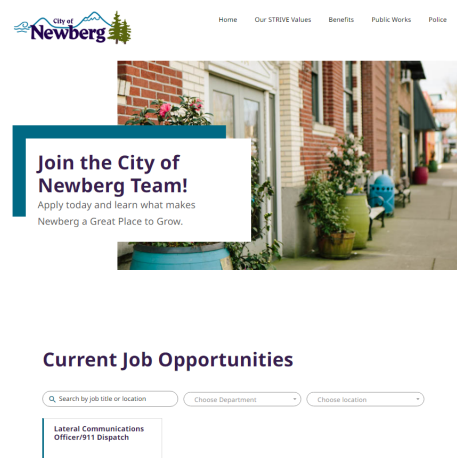
## DEPARTMENT DESCRIPTION

Human Resources is responsible for compensation and benefits, recruitment, employee relations, training and development, labor relations, wellbeing, labor law compliance and policies. This year, it assisted the city to issue an updated Employee Handbook, conducted all-staff anti-harassment and added a bi-monthly Lunch and Learn program for cross-departmental educational opportunities. HR has retained the administration of protected leave, including the interactions with the new Paid Leave Oregon program, both saving the city third party costs and providing easy and swift access to information for employees.

The city is currently almost fully staffed with retention increasing and separations decreasing. This appears to reflect the great strides the city has made to offer competitive wages, hybrid, 5/8 and 4/10 schedules, and medical, dental and vision benefits at no cost to employees working more than 30 hours per week. The city is indeed a great place to grow! If you are interested in signing up for job alerts, please join our job pool here: <https://newbergoregon.attract.neogov.com/p/events>

### Significant Changes

In order to provide better redundancy for human resource services, the city hired a full-time HR Generalist in FY24, and the Project Specialist is working part-time out of class as the Interim HR Manager providing training and mentoring in HR functions. This ensures that when the recruitment of a full-time HR Manager is re-opened, there will already be robust support in the full range of the HR life cycle steps.



## FTE COUNT

### Human Resources

Position Name	FY2025
Allocated FTE Count	
Interim HR Manager	0.7
Human Resource Generalist	1
<b>ALLOCATED FTE COUNT</b>	<b>1.7</b>

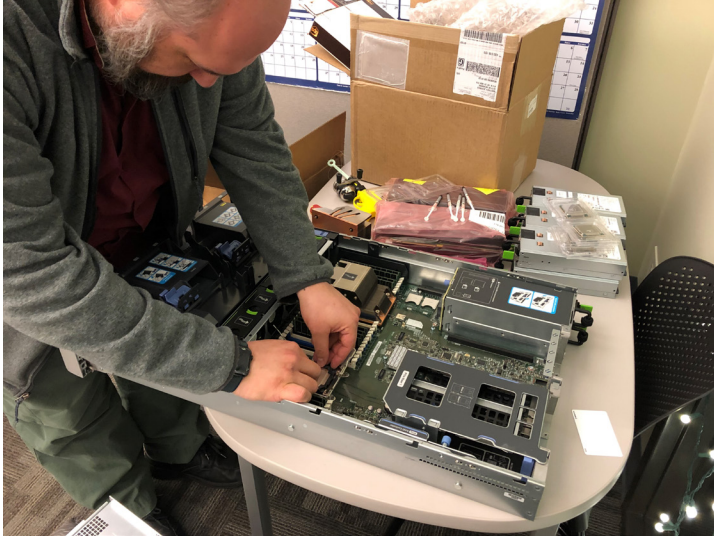
## EXPENDITURE SUMMARY

### 1220 - Human Resources

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
<b>PERSONNEL SERVICES</b>				
<b>SALARIES AND WAGES</b>				
(435000) Overtime	\$1,708	\$0	\$0	\$0
(438000) Longevity	\$270	\$0	\$0	\$0
Salaries and Wages	\$114,783	\$77,751	\$166,910	\$136,812
<b>SALARIES AND WAGES TOTAL</b>	<b>\$116,760</b>	<b>\$77,751</b>	<b>\$166,910</b>	<b>\$136,812</b>
<b>BENEFITS</b>				
(441000) FICA/Medicare	\$8,780	\$5,878	\$12,769	\$10,467
(442000) Workers Compensation	\$199	\$264	\$281	\$712
(443000) Unemployment/Transit Tax	\$122	\$96	\$168	\$137
(444000) Retirement - PERS	\$18,684	\$11,563	\$40,040	\$21,658
(444001) Retirement-Principal	\$11,828	\$0	\$0	\$0
(444002) Retirement-Pension Bond	\$4,877	\$3,238	\$8,578	\$6,923
(445000) Health/Life/LTD	\$9,968	\$1,798	\$31,150	\$11,520
<b>BENEFITS TOTAL</b>	<b>\$54,459</b>	<b>\$22,836</b>	<b>\$92,986</b>	<b>\$51,417</b>
<b>PERSONNEL SERVICES TOTAL</b>	<b>\$171,219</b>	<b>\$100,587</b>	<b>\$259,896</b>	<b>\$188,229</b>
<b>MATERIALS AND SERVICES</b>				
<b>MATERIALS AND SERVICES</b>				
(510000) Office Supplies	\$906	\$1,190	\$1,500	\$2,500
(520000) Dues & Meetings	\$420	\$100	\$0	\$4,000
(520003) Recruitment Expense	\$4,520	\$481	\$30,000	\$0
(520008) Recognition	\$434	\$0	\$0	\$17,300
(523000) Supplies & Equipment	\$458	\$1,408	\$3,000	\$3,000
(524000) Safety Program	\$144	\$407	\$100	\$100
(525000) Travel & Training	\$320	\$300	\$11,025	\$11,025
(551000) Books & Publications	\$241	\$0	\$0	\$0
(580000) Professional Services	\$76,793	\$77,360	\$25,430	\$32,263
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$84,237</b>	<b>\$81,247</b>	<b>\$71,055</b>	<b>\$70,188</b>
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$84,237</b>	<b>\$81,247</b>	<b>\$71,055</b>	<b>\$70,188</b>
<b>TOTAL</b>	<b>\$255,456</b>	<b>\$181,834</b>	<b>\$330,951</b>	<b>\$258,417</b>



# INFORMATION TECHNOLOGY



## DEPARTMENT DESCRIPTION

The IT Department supports the Citywide area network, office applications, and hardware, including email system, data backup, website, and the 9-1-1 center. IT provides computer, network, telephone equipment, and mobile device support for all staff. IT supports approximately 175 servers, 150 desktops, and 441 mobile devices. IT operates a live help desk phone number staffed 54 hours a week, and 24/7 on-call services to support City employees.

In FY24 we continued supporting remote work technologies for staff, along with working to improve software services and replace aging infrastructure. These replacements allow us to continue modernizing how the city communicates and collaborates and timely upkeep of hardware is critical for the health of the city.

The IT Department plays a critical role supporting Council Goals by implementing cost-effective and modern technological solutions to enable and enhance operations, inter-departmental communication, customer service and citizen interaction. This specifically supports Council Goals 1, 4, 5 and 6, although the work the IT department also indirectly supports the other council goals.

### Significant Changes

The GIS Tech was moved to the IT Team in FY25 because their role supports city-wide functions (while the GIS Analyst directly supports Engineering functions).

## FTE COUNT

### Information Technology

Position Name	FY2025
<b>Allocated FTE Count</b>	
Network Engineer	1
Information Technician I	1
IT Administrative Assistant	1
GIS TECH IT	1
City Technology Manager	1
Systems Administrator	2
<b>ALLOCATED FTE COUNT</b>	<b>7</b>

## EXPENDITURE SUMMARY

### 1330 - Information Technology

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
<b>PERSONNEL SERVICES</b>				
SALARIES AND WAGES				
(435000) Overtime	\$6,222	\$3,480	\$5,300	\$4,909
(436000) On Call Pay	\$6,423	\$9,914	\$0	\$13,000
(438000) Longevity	\$6,540	\$6,905	\$6,720	\$6,720
Salaries and Wages	\$405,314	\$479,097	\$544,344	\$641,273
<b>SALARIES AND WAGES TOTAL</b>	<b>\$424,500</b>	<b>\$499,396</b>	<b>\$556,364</b>	<b>\$665,902</b>
BENEFITS				
(441000) FICA/Medicare	\$31,426	\$38,010	\$42,562	\$50,836
(442000) Workers Compensation	\$691	\$2,062	\$3,013	\$4,304
(443000) Unemployment/Transit Tax	\$428	\$574	\$560	\$666
(444000) Retirement - PERS	\$12,981	\$17,957	\$25,241	\$63,899
(444001) Retirement-Principal	\$148,547	\$195,689	\$243,355	\$162,077
(444002) Retirement-Pension Bond	\$4,157	\$4,865	\$8,194	\$18,063
(445000) Health/Life/LTD	\$97,976	\$125,880	\$149,602	\$187,302
<b>BENEFITS TOTAL</b>	<b>\$296,206</b>	<b>\$385,037</b>	<b>\$472,527</b>	<b>\$487,147</b>
<b>PERSONNEL SERVICES TOTAL</b>	<b>\$720,705</b>	<b>\$884,433</b>	<b>\$1,028,891</b>	<b>\$1,153,049</b>
<b>MATERIALS AND SERVICES</b>				
MATERIALS AND SERVICES				
(510000) Office Supplies	\$613	\$1,289	\$2,000	\$2,000
(520000) Dues & Meetings	\$0	\$191	\$200	\$200
(523000) Supplies & Equipment	\$5,554	\$11,070	\$16,000	\$16,000
(525000) Travel & Training	\$3,980	\$4,095	\$30,000	\$30,000
(533045) Maintenance Agreements	\$194,883	\$249,631	\$382,201	\$405,411
(534000) Vehicle Lease Payment	\$25,951	\$0	\$25,951	\$25,951
(540000) Utilities	\$451	\$549	\$500	\$500
(551000) Books & Publications	\$99	\$0	\$200	\$200
(580000) Professional Services	\$22,663	\$6,621	\$21,000	\$21,000
(595002) Legal Expenses	\$425	\$0	\$0	\$0
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$254,618</b>	<b>\$273,446</b>	<b>\$478,052</b>	<b>\$501,262</b>
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$254,618</b>	<b>\$273,446</b>	<b>\$478,052</b>	<b>\$501,262</b>
<b>CAPITAL OUTLAY</b>				
CAPITAL OUTLAY				
(610000) Capital Outlay	\$143,383	\$157,202	\$217,497	\$217,497
<b>CAPITAL OUTLAY TOTAL</b>	<b>\$143,383</b>	<b>\$157,202</b>	<b>\$217,497</b>	<b>\$217,497</b>
<b>CAPITAL OUTLAY TOTAL</b>	<b>\$143,383</b>	<b>\$157,202</b>	<b>\$217,497</b>	<b>\$217,497</b>
<b>TOTAL</b>	<b>\$1,118,705</b>	<b>\$1,315,081</b>	<b>\$1,724,440</b>	<b>\$1,871,808</b>

# PUBLIC WORKS - FACILITIES

## DEPARTMENT DESCRIPTION

Facilities Administrative and Support Services is responsible for 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, Hwy 99W medians, Newberg Welcome Signs, Unity Park (Flagpole), Dayton Ave at 3rd and 4th Street, in addition to all landscaping around City owned facilities. In all, Facilities Services maintains 76,803 square feet of building and 15.82 acres of landscaping.

Facility Services activities meet City Council Goals 1, Create and maintain a high level of customer service, Goal 3, Ensure Newberg infrastructure is in good repair, and Goal 6, Implement a careful and prudent fiscal policy. This is achieved by timely and proper maintenance and repair of city facilities used to provide various city and public services, purchasing and maintaining vehicles in a prudent and cost-effective manner to reduce operational costs, maintain safe operating conditions, and recover maximum equipment values upon disposal.



## FTE COUNT

### Public Works - Facilities

Position Name	FY2025
Allocated FTE Count	
Facilities Maintenance Supervisor	0.5
Facilities Maintenance Groundskeeper	0.2
<b>ALLOCATED FTE COUNT</b>	<b>0.7</b>

## EXPENDITURE SUMMARY

### 5164 - Facilities

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
<b>PERSONNEL SERVICES</b>				
<b>SALARIES AND WAGES</b>				
(435000) Overtime	\$0	\$271	\$500	\$60
(436000) On Call Pay	\$12	\$42	\$700	\$0
(438000) Longevity	\$468	\$518	\$504	\$360
Salaries and Wages	\$39,172	\$40,781	\$46,321	\$49,245
<b>SALARIES AND WAGES TOTAL</b>	<b>\$39,652</b>	<b>\$41,612</b>	<b>\$48,025</b>	<b>\$49,665</b>
<b>BENEFITS</b>				
(441000) FICA/Medicare	\$2,892	\$3,346	\$3,674	\$3,800
(442000) Workers Compensation	\$1,294	\$1,755	\$2,201	\$1,907
(443000) Unemployment/Transit Tax	\$40	\$56	\$50	\$50
(444001) Retirement-Principal	\$18,101	\$22,434	\$29,445	\$28,167
(445000) Health/Life/LTD	\$14,678	\$16,754	\$17,419	\$18,042
<b>BENEFITS TOTAL</b>	<b>\$37,006</b>	<b>\$44,345</b>	<b>\$52,789</b>	<b>\$51,966</b>
<b>PERSONNEL SERVICES TOTAL</b>	<b>\$76,658</b>	<b>\$85,956</b>	<b>\$100,814</b>	<b>\$101,631</b>
<b>MATERIALS AND SERVICES</b>				
<b>MATERIALS AND SERVICES</b>				
(510000) Office Supplies	\$16	\$474	\$750	\$750
(512000) Uniforms	\$2,779	\$3,248	\$2,500	\$2,500
(520000) Dues & Meetings	\$636	\$227	\$1,000	\$1,000
(523000) Supplies & Equipment	\$11,161	\$21,859	\$20,000	\$10,000
(523100) Small Tools	\$1,693	\$2,408	\$0	\$0
(525000) Travel & Training	\$2,178	-\$343	\$5,000	\$5,000
(526000) Employee Testing	\$429	\$123	\$250	\$0
(533000) Contractual Services	\$51,055	\$64,533	\$0	\$0
(533001) Haz Mat Removal	\$0	\$0	\$0	\$750
(533004) Haz Mat Removal	\$0	\$0	\$750	\$0
(533045) Maintenance Agreements	\$951	\$2,571	\$125,000	\$150,000
(540000) Utilities	\$86,308	\$87,505	\$90,000	\$110,000
(562000) Fuel	\$132	\$333	\$3,000	\$3,000
(563000) Vehicle Maintenance	\$0	\$0	\$2,500	\$0
(566000) Equip Repair & Maintenance	\$329	\$33	\$2,500	\$5,000
(571000) Bldg & Grounds Maintenance	\$1,343	\$11,545	\$0	\$0
(571005) Building Repairs-PW Maint	\$25,161	\$38,860	\$20,000	\$40,000
(571011) Building Repairs-City Hall/CDD	\$25,937	\$88,203	\$35,000	\$50,000
(571021) Building Repairs-Public Safety	\$45,186	\$38,868	\$35,000	\$60,000
(571031) Building Repair-Library	\$14,237	\$29,227	\$35,000	\$50,000

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
(571045) Building Repairs-Archives	\$12,970	\$488	\$10,000	\$10,000
(571046) Bldg Repair-City Parking Lots	\$0	\$0	\$10,000	\$18,250
(571077) Bldg Repair-Community Art Disp	\$0	\$0	\$1,500	\$1,500
(580000) Professional Services	\$8,497	\$0	\$0	\$0
(584000) Janitorial Service	\$72,793	\$85,625	\$98,000	\$0
(585000) Groundskeeping-General	\$16,426	\$6,924	\$20,000	\$23,000
(585001) Groundskeeping-Public Safety	\$0	\$73	\$3,000	\$0
(585055) Groundskeeping-Library	\$0	\$0	\$5,000	\$5,000
(595002) Legal Expenses	\$167	\$0	\$0	\$0
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$380,384</b>	<b>\$482,784</b>	<b>\$525,750</b>	<b>\$545,750</b>
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$380,384</b>	<b>\$482,784</b>	<b>\$525,750</b>	<b>\$545,750</b>
<b>CAPITAL OUTLAY</b>				
CAPITAL OUTLAY				
(610000) Capital Outlay	\$164,142	\$112,852	\$0	\$540,731
<b>CAPITAL OUTLAY TOTAL</b>	<b>\$164,142</b>	<b>\$112,852</b>	<b>\$0</b>	<b>\$540,731</b>
<b>CAPITAL OUTLAY TOTAL</b>	<b>\$164,142</b>	<b>\$112,852</b>	<b>\$0</b>	<b>\$540,731</b>
<b>TOTAL</b>	<b>\$621,184</b>	<b>\$681,592</b>	<b>\$626,564</b>	<b>\$1,188,112</b>

### Total Appropriation - Public Works

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
<b>FLEET</b>	<b>\$280,772</b>	<b>\$289,212</b>	<b>\$465,604</b>	<b>\$554,349</b>
<b>FACILITIES</b>	<b>\$621,184</b>	<b>\$681,592</b>	<b>\$626,564</b>	<b>\$1,188,112</b>
<b>TOTAL</b>	<b>\$901,957</b>	<b>\$970,803</b>	<b>\$1,092,168</b>	<b>\$1,742,461</b>



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# PUBLIC WORKS - FLEET

## DEPARTMENT DESCRIPTION

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 130 vehicles in the City Administration, Community Development, Police, and Public Works Departments, 12 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 12 Newberg School District and 17 Chehalem Park and Recreation District maintenance vehicles.

Fleet Services activities meet City Council Goals 1, Create and maintain a high level of customer service, and Goal 6, Implement a careful and prudent fiscal policy. This is achieved by timely and proper maintenance and repair of city fleet used to provide various city and public services, purchasing and maintaining vehicles in a prudent and cost-effective manner to reduce operational costs, maintain safe operating conditions, and recover maximum equipment values upon disposal. The city also provides vehicle repair services for Chehalem Park and Recreation District, and Newberg School District maintenance vehicles, supplementing fleet maintenance operational costs, while reducing overall expenses to the community citizens.



## FTE COUNT

### Public Works - Fleet

Position Name	FY2025
Allocated FTE Count	
Fleet Maintenance Lead Crew Chief	1
Fleet Mechanic	0.5
Public Works Supervisor split 06/31	0.25
<b>ALLOCATED FTE COUNT</b>	<b>1.75</b>

# EXPENDITURE SUMMARY

## 5162 - Fleet

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
<b>PERSONNEL SERVICES</b>				
<b>SALARIES AND WAGES</b>				
(435000) Overtime	\$297	\$619	\$700	\$532
(436000) On Call Pay	\$525	\$245	\$500	\$0
(438000) Longevity	\$5,190	\$5,412	\$5,340	\$5,340
Salaries and Wages	\$120,495	\$138,865	\$143,534	\$141,768
<b>SALARIES AND WAGES TOTAL</b>	<b>\$126,507</b>	<b>\$145,142</b>	<b>\$150,074</b>	<b>\$147,640</b>
<b>BENEFITS</b>				
(441000) FICA/Medicare	\$9,401	\$11,152	\$11,481	\$11,295
(442000) Workers Compensation	\$2,648	\$3,398	\$4,833	\$5,265
(443000) Unemployment/Transit Tax	\$128	\$168	\$152	\$148
(444000) Retirement - PERS	\$0	\$838	\$0	\$4,987
(444001) Retirement-Principal	\$56,318	\$69,955	\$93,328	\$64,468
(444002) Retirement-Pension Bond	\$0	\$41	\$0	\$1,594
(445000) Health/Life/LTD	\$36,784	\$45,148	\$45,836	\$47,442
<b>BENEFITS TOTAL</b>	<b>\$105,278</b>	<b>\$130,699</b>	<b>\$155,630</b>	<b>\$135,199</b>
<b>PERSONNEL SERVICES TOTAL</b>	<b>\$231,786</b>	<b>\$275,841</b>	<b>\$305,704</b>	<b>\$282,839</b>
<b>MATERIALS AND SERVICES</b>				
<b>MATERIALS AND SERVICES</b>				
(510000) Office Supplies	\$95	\$374	\$500	\$500
(512000) Uniforms	\$1,616	\$3,193	\$2,000	\$2,000
(520000) Dues & Meetings	\$127	\$659	\$500	\$500
(520003) Recruitment Expense	\$5	\$0	\$0	\$0
(523000) Supplies & Equipment	\$224	\$492	\$8,400	\$8,400
(523008) Intergovernmental Garage Costs	\$16,615	\$7,203	\$50,000	\$43,000
(523012) Shop Supplies/Environmental	\$47	\$1,150	\$2,500	\$2,500
(523100) Small Tools	\$2,547	\$5,761	\$0	\$0
(525000) Travel & Training	\$1,498	\$597	\$2,000	\$2,000
(526000) Employee Testing	\$232	\$290	\$500	\$500
(533045) Maintenance Agreements	\$729	\$1,030	\$1,000	\$8,000
(551000) Books & Publications	\$2,637	\$1,273	\$2,500	\$2,500
(562000) Fuel	\$2,777	-\$9,785	\$2,000	\$2,000
(563000) Vehicle Maintenance	\$77	\$408	\$1,000	\$0
(566000) Equip Repair & Maintenance	\$238	\$728	\$2,000	\$3,000
(566001) Body Worn Cameras	\$0	\$0	\$60,000	\$60,000
(566002) Stock Vehicle and Equipment Parts Supply	\$0	\$0	\$25,000	\$25,000
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$29,464</b>	<b>\$13,371</b>	<b>\$159,900</b>	<b>\$159,900</b>
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$29,464</b>	<b>\$13,371</b>	<b>\$159,900</b>	<b>\$159,900</b>
<b>CAPITAL OUTLAY</b>				
<b>CAPITAL OUTLAY</b>				
(610000) Capital Outlay	\$19,523	\$0	\$0	\$111,610
<b>CAPITAL OUTLAY TOTAL</b>	<b>\$19,523</b>	<b>\$0</b>	<b>\$0</b>	<b>\$111,610</b>
<b>CAPITAL OUTLAY TOTAL</b>	<b>\$19,523</b>	<b>\$0</b>	<b>\$0</b>	<b>\$111,610</b>
<b>TOTAL</b>	<b>\$280,772</b>	<b>\$289,212</b>	<b>\$465,604</b>	<b>\$554,349</b>





# **PUBLIC SAFETY FUNDS**



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# CIVIL FORFEITURE FUND (03)

## FY2024-2025 OPERATING BUDGET

### 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 Police Department. These assets are legally required to be separately tracked and used to support law enforcement activities. Forfeitures vary from year to year.

### RESOURCES

#### (03) Civil Forfeiture Fund

	ACTUAL		ADOPTED BUDGET	PROPOSED BUDGET
	FY2022	FY2023	FY2024	FY2025
Beg F/B-Net Wrkg Capital	\$813	\$867	\$5,054	\$6,706
<b>Revenues</b>				
03-0000-336000 - Bike Way Taxes	\$50	\$5,958	\$50	\$0
03-0000-361000 - Interest Earned	\$4	\$93	\$10	\$10
<b>REVENUES TOTAL</b>	<b>\$54</b>	<b>\$6,051</b>	<b>\$60</b>	<b>\$10</b>
<b>Total Resources</b>	<b>\$867</b>	<b>\$6,918</b>	<b>\$5,114</b>	<b>\$6,716</b>

### REQUIREMENTS

#### 2110 - Police Administration

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
<b>MATERIALS AND SERVICES</b>				
<b>MATERIALS AND SERVICES</b>				
(521000) Confidential Funds	\$0	\$212	\$0	\$0
(580001) ARPA Berg Bucks	\$0	\$0	\$0	\$6,716
(580004) Professional Services-State	\$0	\$0	\$5,114	\$0
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$0</b>	<b>\$212</b>	<b>\$5,114</b>	<b>\$6,716</b>
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$0</b>	<b>\$212</b>	<b>\$5,114</b>	<b>\$6,716</b>
<b>TOTAL</b>	<b>\$0</b>	<b>\$212</b>	<b>\$5,114</b>	<b>\$6,716</b>



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# 911 TAX FUND (13)

FY2024-2025 OPERATING BUDGET

## FUND DESCRIPTION

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

## FTE COUNT

### 911 Tax Fund

Department Category Description	FY2025
Allocated FTE Count	
POLICE COMMUNICATIONS	3
<b>ALLOCATED FTE COUNT</b>	<b>3</b>

## RESOURCES

### (13) 911 Tax Fund

	ACTUAL		ADOPTED BUDGET		PROPOSED BUDGET	
	FY2022	FY2023	FY2024	FY2025	FY2024	FY2025
Beg F/B-Net Wrkg Capital	\$147,705	\$274,401	\$183,540	\$58,330		
Revenues						
13-0000-310000 - Current Year Taxes	\$412,505	\$432,842	\$424,875	\$443,995		
13-0000-312000 - 911 Dundee Excise Taxes	\$7,282	-	-	-		
13-0000-338011 - Master Street Address Guide	-	-	\$500	\$500		
13-0000-360000 - Miscellaneous Revenues	-	-	\$2,000	\$2,000		
13-0000-361000 - Interest Earned	\$654	\$2,973	-	-		
<b>REVENUES TOTAL</b>	<b>\$420,441</b>	<b>\$435,815</b>	<b>\$427,375</b>	<b>\$446,495</b>		
<b>Total Resources</b>	<b>\$568,146</b>	<b>\$710,216</b>	<b>\$610,915</b>	<b>\$504,825</b>		

# REQUIREMENTS

## 2310 - Police Communications

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
<b>PERSONNEL SERVICES</b>				
<b>SALARIES AND WAGES</b>				
(435000) Overtime	\$12,040	\$15,167	\$25,200	\$19,139
(435001) Holiday Bank	\$0	\$5,589	\$4,280	\$12,604
(438000) Longevity	\$2,400	\$2,466	\$2,400	\$0
Salaries and Wages	\$162,872	\$263,123	\$262,734	\$221,516
<b>SALARIES AND WAGES TOTAL</b>	<b>\$177,312</b>	<b>\$286,344</b>	<b>\$294,614</b>	<b>\$253,259</b>
<b>BENEFITS</b>				
(441000) FICA/Medicare	\$12,998	\$21,260	\$22,538	\$19,375
(442000) Workers Compensation	\$279	\$925	\$513	\$1,308
(443000) Unemployment/Transit Tax	\$175	\$349	\$296	\$254
(444000) Retirement - PERS	\$40,934	\$57,337	\$76,001	\$54,568
(444002) Retirement-Pension Bond	\$7,969	\$10,676	\$15,142	\$11,223
(445000) Health/Life/LTD	\$53,651	\$101,960	\$87,969	\$89,293
<b>BENEFITS TOTAL</b>	<b>\$116,006</b>	<b>\$192,508</b>	<b>\$202,459</b>	<b>\$176,021</b>
<b>PERSONNEL SERVICES TOTAL</b>	<b>\$293,318</b>	<b>\$478,852</b>	<b>\$497,073</b>	<b>\$429,280</b>
<b>MATERIALS AND SERVICES</b>				
<b>MATERIALS AND SERVICES</b>				
(523000) Supplies & Equipment	\$427	\$0	\$0	\$0
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$427</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$427</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$293,745</b>	<b>\$478,852</b>	<b>\$497,073</b>	<b>\$429,280</b>

## 9180 - Reserves

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
<b>RESERVES/CONTINGENCIES</b>				
<b>RESERVES/CONTINGENCIES</b>				
(800000) Contingency	\$0	\$0	\$113,842	\$75,545
<b>RESERVES/CONTINGENCIES TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$113,842</b>	<b>\$75,545</b>
<b>RESERVES/CONTINGENCIES TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$113,842</b>	<b>\$75,545</b>
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$113,842</b>	<b>\$75,545</b>

	ACTUALS		ADOPTED BUDGET		PROPOSED BUDGET	
	FY2022	FY2023	FY2024	FY2025	FY2024	FY2025
Total Requirements	\$293,745	\$478,852	\$610,915	\$504,825		

# PUBLIC SAFETY FEE FUND (16)

FY2024-2025 OPERATING BUDGET

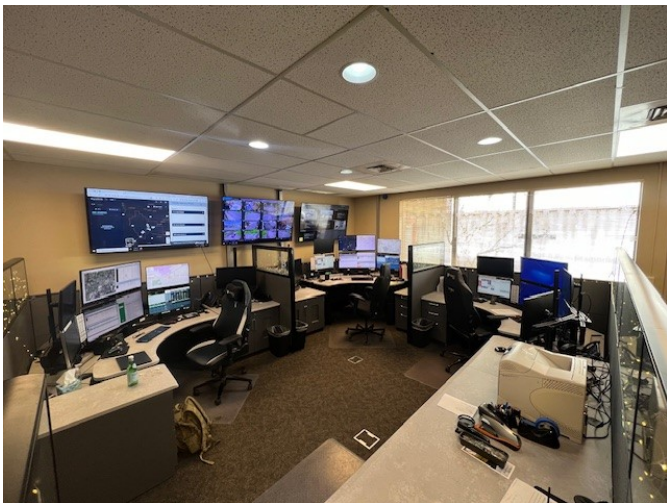
## FUND DESCRIPTION

### PATROL

The Public Safety Fee of \$3.00 was established and supported overwhelmingly in 2009 to fund three police officer positions. The fund represents additional funding for the same department referenced earlier in the General Fund. The Public Safety Fee Fund represents the restricted aspect of the revenue generated from the fees attached to the Municipal Services Statement. \$4.46 per month per Equivalent Dwelling Unit (EDU) is dedicated to fund three police officers.

#### Significant Changes

The cost of police officer salaries and benefits has increased beyond the previous revenues supporting the department today. Growth in the Police 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.



### NEWCOM

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. \$2.68 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.

# FTE COUNT

## Public Safety Fee Fund

Department Category Description	FY2025
Allocated FTE Count	
POLICE COMMUNICATIONS	2
PATROL	3
<b>ALLOCATED FTE COUNT</b>	<b>5</b>

# RESOURCES

## (16) Public Safety Fee Fund

	ACTUAL		ADOPTED BUDGET		PROPOSED BUDGET	
	FY2022	FY2023	FY2024	FY2025	FY2024	FY2025
Beg F/B-Net Wrkg Capital	\$77,151	\$85,128	\$85,127	\$101,567		
Revenues						
16-0000-347000 - Local Fee (Transportation/Public Safety)	\$347,426	\$466,422	\$485,519	\$506,396		
16-0000-347001 - CO Public Safety Fee	\$266,533	\$282,381	\$275,834	\$284,936		
16-0000-361000 - Interest Earned	\$58	\$2,485	\$200	\$250		
<b>REVENUES TOTAL</b>	<b>\$614,017</b>	<b>\$751,289</b>	<b>\$761,553</b>	<b>\$791,582</b>		
Total Resources	\$691,168	\$836,417	\$846,680	\$893,149		

# REQUIREMENTS

## 2120 - Patrol

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
PERSONNEL SERVICES				
SALARIES AND WAGES				
(435000) Overtime	\$11,201	\$6,668	\$21,900	\$14,955
(435001) Holiday Bank	\$5,964	\$8,295	\$8,560	\$14,773
Salaries and Wages	\$189,278	\$211,080	\$271,152	\$249,239
<b>SALARIES AND WAGES TOTAL</b>	<b>\$206,442</b>	<b>\$226,042</b>	<b>\$301,612</b>	<b>\$278,967</b>
BENEFITS				
(441000) FICA/Medicare	\$15,260	\$16,828	\$23,073	\$21,341
(442000) Workers Compensation	\$6,133	\$5,012	\$10,239	\$8,038
(443000) Unemployment/Transit Tax	\$208	\$291	\$303	\$279
(444000) Retirement - PERS	\$46,886	\$54,507	\$80,975	\$66,348
(444002) Retirement-Pension Bond	\$8,326	\$9,449	\$15,502	\$12,612
(445000) Health/Life/LTD	\$72,485	\$68,360	\$85,595	\$89,594
<b>BENEFITS TOTAL</b>	<b>\$149,298</b>	<b>\$154,446</b>	<b>\$215,687</b>	<b>\$198,212</b>
<b>PERSONNEL SERVICES TOTAL</b>	<b>\$355,740</b>	<b>\$380,489</b>	<b>\$517,299</b>	<b>\$477,179</b>
<b>TOTAL</b>	<b>\$355,740</b>	<b>\$380,489</b>	<b>\$517,299</b>	<b>\$477,179</b>



## 2310 - Police Communications

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
<b>PERSONNEL SERVICES</b>				
<b>SALARIES AND WAGES</b>				
(435000) Overtime	\$27,939	\$15,610	\$26,300	\$12,477
(435001) Holiday Bank	\$5,307	\$3,827	\$5,350	\$8,217
(438000) Longevity	\$4,600	\$4,932	\$0	\$0
Salaries and Wages	\$113,588	\$144,725	\$138,678	\$138,624
<b>SALARIES AND WAGES TOTAL</b>	<b>\$151,434</b>	<b>\$169,094</b>	<b>\$170,328</b>	<b>\$159,318</b>
<b>BENEFITS</b>				
(441000) FICA/Medicare	\$11,264	\$12,490	\$13,029	\$12,188
(442000) Workers Compensation	\$230	\$661	\$331	\$819
(443000) Unemployment/Transit Tax	\$152	\$216	\$172	\$160
(444000) Retirement - PERS	\$37,237	\$36,369	\$40,226	\$30,262
(444002) Retirement-Pension Bond	\$6,906	\$5,228	\$8,755	\$7,015
(445000) Health/Life/LTD	\$43,076	\$59,473	\$56,233	\$59,434
<b>BENEFITS TOTAL</b>	<b>\$98,865</b>	<b>\$114,437</b>	<b>\$118,746</b>	<b>\$109,878</b>
<b>PERSONNEL SERVICES TOTAL</b>	<b>\$250,299</b>	<b>\$283,531</b>	<b>\$289,074</b>	<b>\$269,196</b>
<b>TOTAL</b>	<b>\$250,299</b>	<b>\$283,531</b>	<b>\$289,074</b>	<b>\$269,196</b>

## 9180 - Reserves

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
<b>RESERVES/CONTINGENCIES</b>				
<b>RESERVES/CONTINGENCIES</b>				
(800000) Contingency	\$0	\$0	\$14,738	\$72,066
(800001) Contingency/Reserves - Assigned	\$0	\$0	\$25,569	\$74,708
<b>RESERVES/CONTINGENCIES TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$40,307</b>	<b>\$146,774</b>
<b>RESERVES/CONTINGENCIES TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$40,307</b>	<b>\$146,774</b>
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$40,307</b>	<b>\$146,774</b>

800000 Contingency - Public Safety Fee

800001 Contingency - CO Public Safety Fee

	ACTUALS		ADOPTED BUDGET	PROPOSED BUDGET
	FY2022	FY2023	FY2024	FY2025
Total Requirements	\$606,039	\$664,020	\$846,680	\$893,149



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# **COMMUNITY DEVELOPMENT FUNDS**



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# BUILDING INSPECTION FUND (08)

FY2024-2025 OPERATING BUDGET

## FUND DESCRIPTION

The Community Development Department - Building Division administers State of Oregon building specialty codes and provides services for plan review, permit issuance, and inspections. In addition to serving Newberg, the Building Division provides these services on contract to the cities of Dundee, Lafayette and Dayton.

The proposed budget aligns with the following City Council Goals:

*Goal 1: Create and maintain a high level of customer service.*

The Building Division is undertaking several customer service initiatives, including rollout of Newberg's new permitting and business licensing software, OpenGov, which is expected to improve customer service as well as internal communications and transparency. This project will increase administrative workload in the first quarter of FY 24-25 but is expected to improve efficiency over time. No additional staff is proposed.

### Significant Changes

Revenues are expected to remain the same as the FY24 numbers and reflect a market slowdown in development activities from prior years. This slowdown is expected to be mitigated somewhat by new residential lots that are expected to come online during in FY25. Further, a slight decrease in revenues is expected due to the removal of the City's demolition fee because demolitions are no longer required to obtain permits based on changes in state regulations.

Materials and Services: Increases include Office Supplies, Dues & Meetings, Supplies & Equipment, Travel & Training, and Maintenance Agreements.

# FTE COUNT

## Building Inspection Fund

Position Name	FY2025
<b>Allocated FTE Count</b>	
Office Assistant I	0.5
Community Development Director	0.15
Plumbing Inspector On Call	0.5
Administrative Assistant Planning	0.55
Building Official	1
Plans Examiner II	1
Project Specialist Building	1
<b>ALLOCATED FTE COUNT</b>	<b>4.7</b>

# RESOURCES

## (08) Building Inspection Fund

	ACTUAL		ADOPTED BUDGET		PROPOSED BUDGET	
	FY2022	FY2023	FY2024	FY2025	FY2024	FY2025
<b>Beg F/B-Net Wrkg Capital</b>	\$2,434,702	\$3,004,850	\$2,351,297	\$3,244,474		
<b>Revenues</b>						
08-0000-322001 - Building Permits	\$752,470	\$748,642	\$400,000	\$571,420		
08-0000-322002 - Plbg/Mechanical Permits	\$346,544	\$360,620	\$163,000	\$260,200		
08-0000-322005 - Mobile Home Permits	\$541	\$566	\$1,160	\$1,160		
08-0000-336001 - City Contracts	\$207,474	\$184,517	\$100,000	\$200,000		
08-0000-341006 - Technology Fee	\$27,288	\$32,464	\$28,208	\$28,208		
08-0000-360000 - Miscellaneous Revenues	-\$3	\$16	\$20	\$20		
08-0000-361000 - Interest Earned	\$11,823	\$57,957	\$5,000	\$5,000		
08-0000-364000 - Sale Of Assets	-	-	\$2,000	\$2,000		
08-0000-390032 - Transfer In-Veh/Equip Repl Fun	\$37,168	-	-	-		
<b>REVENUES TOTAL</b>	<b>\$1,383,306</b>	<b>\$1,384,780</b>	<b>\$699,388</b>	<b>\$1,068,008</b>		
<b>Total Resources</b>	<b>\$3,818,008</b>	<b>\$4,389,630</b>	<b>\$3,050,685</b>	<b>\$4,312,482</b>		

# REQUIREMENTS

## 4210 - Building Inspection

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
<b>PERSONNEL SERVICES</b>				
<b>SALARIES AND WAGES</b>				
(435000) Overtime	\$0	\$270	\$0	\$0
(438000) Longevity	\$6,108	\$6,309	\$6,108	\$7,308
Salaries and Wages	\$332,044	\$367,954	\$415,583	\$417,751
<b>SALARIES AND WAGES TOTAL</b>	<b>\$338,152</b>	<b>\$374,532</b>	<b>\$421,691</b>	<b>\$425,059</b>
<b>BENEFITS</b>				
(441000) FICA/Medicare	\$24,950	\$28,656	\$32,259	\$32,517
(442000) Workers Compensation	\$2,725	\$3,022	\$4,711	\$5,187
(443000) Unemployment/Transit Tax	\$349	\$453	\$426	\$426
(444000) Retirement - PERS	\$21,169	\$24,629	\$29,981	\$37,711
(444001) Retirement-Principal	\$87,417	\$103,041	\$133,865	\$126,845
(444002) Retirement-Pension Bond	\$5,557	\$6,244	\$8,749	\$10,643
(445000) Health/Life/LTD	\$85,538	\$99,447	\$114,380	\$110,316
<b>BENEFITS TOTAL</b>	<b>\$227,704</b>	<b>\$265,492</b>	<b>\$324,371</b>	<b>\$323,645</b>
<b>PERSONNEL SERVICES TOTAL</b>	<b>\$565,856</b>	<b>\$640,025</b>	<b>\$746,062</b>	<b>\$748,704</b>
<b>MATERIALS AND SERVICES</b>				
<b>MATERIALS AND SERVICES</b>				
(510000) Office Supplies	\$950	\$2,952	\$3,000	\$3,000
(511000) Postage	\$0	\$2	\$100	\$100
(515000) Printing & Advertising	\$72	\$158	\$500	\$500
(520000) Dues & Meetings	\$1,294	\$1,476	\$2,000	\$2,125
(520003) Recruitment Expense	\$0	\$0	\$850	\$850
(523000) Supplies & Equipment	\$0	\$1,686	\$7,320	\$2,000
(525000) Travel & Training	\$2,466	\$7,511	\$15,895	\$18,000
(526000) Employee Testing	\$0	\$0	\$200	\$200
(532000) Bank Fees	\$26,311	\$44,055	\$16,100	\$16,100
(533045) Maintenance Agreements	\$10,536	\$10,289	\$13,340	\$22,241
(540000) Utilities	\$417	\$507	\$480	\$480
(551000) Books & Publications	\$352	\$265	\$500	\$750
(562000) Fuel	\$3,317	\$3,940	\$5,000	\$5,000
(563000) Vehicle Maintenance	\$431	\$179	\$1,500	\$1,500
(580000) Professional Services	\$64,019	\$1,004	\$25,000	\$25,000
(590000) Internal Chrg-Admin Support Sv	\$137,138	\$156,083	\$209,088	\$249,217
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$247,301</b>	<b>\$230,106</b>	<b>\$300,873</b>	<b>\$347,063</b>
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$247,301</b>	<b>\$230,106</b>	<b>\$300,873</b>	<b>\$347,063</b>
<b>CAPITAL OUTLAY</b>				
<b>CAPITAL OUTLAY</b>				
(610000) Capital Outlay	\$0	\$45,599	\$80,000	\$80,000
<b>CAPITAL OUTLAY TOTAL</b>	<b>\$0</b>	<b>\$45,599</b>	<b>\$80,000</b>	<b>\$80,000</b>
<b>CAPITAL OUTLAY TOTAL</b>	<b>\$0</b>	<b>\$45,599</b>	<b>\$80,000</b>	<b>\$80,000</b>
<b>TOTAL</b>	<b>\$813,158</b>	<b>\$915,730</b>	<b>\$1,126,935</b>	<b>\$1,175,767</b>

**9180 - Reserves**

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
RESERVES/CONTINGENIES				
RESERVES/CONTINGENIES				
(800000) Contingency	\$0	\$0	\$1,886,582	\$3,099,547
(800001) Contingency/Reserves - Assigned	\$0	\$0	\$37,168	\$37,168
<b>RESERVES/CONTINGENIES TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,923,750</b>	<b>\$3,136,715</b>
<b>RESERVES/CONTINGENIES TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,923,750</b>	<b>\$3,136,715</b>
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,923,750</b>	<b>\$3,136,715</b>

**800000 Contingency**

**800001 Contingency - Assigned for Vehicle Replacement**

	ACTUALS		ADOPTED BUDGET	PROPOSED BUDGET
	FY2022	FY2023	FY2024	FY2025
Total Requirements	\$813,158	\$915,730	\$3,050,685	\$4,312,482



# ECONOMIC DEVELOPMENT FUND (14)

FY2024-2025 OPERATING BUDGET

## FUND DESCRIPTION

The Community Development Department - Economic Development Fund supports the City's business licensing program and economic development and affordable housing initiatives. The Economic Development programs are staffed by the Community Development Director and the Planning Division personnel. Revenue sources include Business Licensing Fees, ending balance from Construction Excise Taxes (tax repealed in 2023), Community Development Block Grants, repayment of Economic Development Revolving fund loans, and other sources.

Use of the Construction Excise Tax Fund is limited to:

- Developer Incentives
- Required revenue sharing with the Oregon Department of Housing and Community Services
- Affordable Housing Programs and Developer Incentives
- Use of the Newberg Affordable Housing Trust Fund is limited to affordable housing incentives.

This budget aligns with the following City Council Goals:

*Goal 2: Identify industrial land and attract employers to encourage family wage jobs.*

*Objective 3: Attract family wage jobs to Newberg using the urban renewal district and CET savings to be competitive.*



## Significant Changes

- Completion of the manufactured home repair program funded by a Community Development Block Grant (CDBG) award in FY24.
- Decreased beginning fund balance for Construction Excise Fund due to refunds provided in FY24. Up to two rounds of disbursements possible in FY25 including the FY24 Notice of Funding Availability, and a second round disbursement of \$1 million for a "Legacy Project", per City Council direction.
- Minor revenue increase in Business License Fees based on process improvement and additional activities related to short-term rental operations.

# RESOURCES

## (14) Economic Development Fund

	ACTUAL		ADOPTED BUDGET	PROPOSED BUDGET
	FY2022	FY2023	FY2024	FY2025
Beg F/B-Net Wrkg Capital	\$960,913	\$1,450,951	\$940,849	\$2,277,777
<b>Revenues</b>				
14-0000-321004 - Business Licensing, Taxes, & Fees	\$39,201	\$32,597	\$34,000	\$40,000
14-0000-334007 - CDBG Grants	\$15,000	\$132,649	\$240,000	\$0
14-0000-338007 - Construction Excise Tax and Fees	\$548,733	\$768,246	\$438,000	\$0
14-0000-360000 - Miscellaneous Revenues	-	\$2,558	-	-
14-0000-361000 - Interest Earned	\$5,314	\$35,820	\$5,500	\$5,500
14-0000-370001 - Loan Fees	-	-	\$3,600	\$3,600
14-0000-370002 - Affordable Housing Loan Fees	-	-	\$1,800	\$1,800
14-0000-390001 - Transfer In-General Fund	\$121,100	-	-	-
<b>REVENUES TOTAL</b>	<b>\$729,348</b>	<b>\$971,869</b>	<b>\$722,900</b>	<b>\$50,900</b>
<b>Total Resources</b>	<b>\$1,690,261</b>	<b>\$2,422,820</b>	<b>\$1,663,749</b>	<b>\$2,328,677</b>

# REQUIREMENTS

## 4120 - Economic Development

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
<b>PERSONNEL SERVICES</b>				
<b>SALARIES AND WAGES</b>				
(435000) Overtime	\$768	\$0	\$0	\$0
Salaries and Wages	\$107,205	-\$8,166	\$0	\$0
<b>SALARIES AND WAGES TOTAL</b>	<b>\$107,973</b>	<b>-\$8,166</b>	<b>\$0</b>	<b>\$0</b>
<b>BENEFITS</b>				
(441000) FICA/Medicare	\$7,965	-\$610	\$0	\$0
(442000) Workers Compensation	\$258	-\$18	\$0	\$0
(443000) Unemployment/Transit Tax	\$100	\$0	\$0	\$0
(444000) Retirement - PERS	\$19,786	-\$1,438	\$0	\$0
(444002) Retirement-Pension Bond	\$3,706	\$0	\$0	\$0
(445000) Health/Life/LTD	\$26,705	\$0	\$0	\$0
<b>BENEFITS TOTAL</b>	<b>\$58,520</b>	<b>-\$2,065</b>	<b>\$0</b>	<b>\$0</b>
<b>PERSONNEL SERVICES TOTAL</b>	<b>\$166,493</b>	<b>-\$10,231</b>	<b>\$0</b>	<b>\$0</b>
<b>MATERIALS AND SERVICES</b>				
<b>MATERIALS AND SERVICES</b>				
(510000) Office Supplies	\$0	\$0	\$100	\$100
(511000) Postage	\$0	\$0	\$100	\$100
(515000) Printing & Advertising	\$0	\$0	\$1,100	\$1,100
(520000) Dues & Meetings	\$5,257	\$5,332	\$8,700	\$8,700
(525000) Travel & Training	\$1,183	\$0	\$2,000	\$2,000
(532000) Bank Fees	\$8,943	\$6,293	\$1,000	\$1,000
(533045) Maintenance Agreements	\$1,000	\$1,000	\$2,200	\$0
(575100) Loan Fees	\$0	\$0	\$3,600	\$3,600
(576000) Recording Fees	\$0	\$0	\$150	\$150
(580000) Professional Services	\$36,433	\$0	\$3,000	\$10,000
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$52,816</b>	<b>\$12,624</b>	<b>\$21,950</b>	<b>\$26,750</b>
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$52,816</b>	<b>\$12,624</b>	<b>\$21,950</b>	<b>\$26,750</b>
<b>TOTAL</b>	<b>\$219,309</b>	<b>\$2,393</b>	<b>\$21,950</b>	<b>\$26,750</b>

### 4130 - Affordable Housing

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
MATERIALS AND SERVICES				
MATERIALS AND SERVICES				
(510000) Office Supplies	\$0	\$0	\$100	\$100
(515000) Printing & Advertising	\$0	\$0	\$270	\$270
(525000) Travel & Training	\$0	\$0	\$200	\$200
(575100) Loan Fees	\$0	\$0	\$1,800	\$1,800
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,370</b>	<b>\$2,370</b>
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,370</b>	<b>\$2,370</b>
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,370</b>	<b>\$2,370</b>

### 9130 - Special Payments

	ACTUALS		ADOPTED BUDGET	PROPOSED BUDGET
	FY2022	FY2023	FY2024	FY2025
<b>Expenses</b>				
605001 - Developer Incentives	-	-	\$282,524	\$408,345
605002 - Housing & Community Services	-	-	\$99,757	\$122,503
605003 - Affrdbl Housing & Incentives	-	-	\$182,766	\$988,705
604000 - 2004 Pension Bonds	\$15,000	\$132,649	-	\$0
600001 - Miscellaneous Grants	-	\$10,000	\$10,000	\$10,000
601000 - Program Loans	-	-	\$605,496	\$605,496
602000 - Housing Authority Loans	-	-	\$35,613	\$0
603000 - Grant Payments	\$5,000	-	\$14,838	\$0
604100 - YC Housing Authority Grants	-	-	\$240,000	-
<b>EXPENSES TOTAL</b>	<b>\$20,000</b>	<b>\$142,649</b>	<b>\$1,470,994</b>	<b>\$2,135,049</b>

## 9180 - Reserves

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
<b>RESERVES/CONTINGENIES</b>				
RESERVES/CONTINGENIES				
(800000) Contingency	\$0	\$0	\$59,531	\$55,604
(800001) Contingency/Reserves - Assigned	\$0	\$0	\$8,903	\$8,903
(800002) Contingency/Reserves - Assigned	\$0	\$0	\$100,001	\$100,001
<b>RESERVES/CONTINGENIES TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$168,435</b>	<b>\$164,508</b>
<b>RESERVES/CONTINGENIES TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$168,435</b>	<b>\$164,508</b>
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$168,435</b>	<b>\$164,508</b>

**800000 Contingency - Economic Development**

**800001 Contingency - Affordable Housing**

**800002 Contingency - CET**

	ACTUALS		ADOPTED BUDGET	PROPOSED BUDGET
	FY2022	FY2023	FY2024	FY2025
<b>Total Requirements</b>	\$239,309	\$145,042	\$1,663,749	\$2,328,677



# **PUBLIC WORKS FUNDS**



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# WASTEWATER FUND (06)

FY2024-2025 OPERATING BUDGET

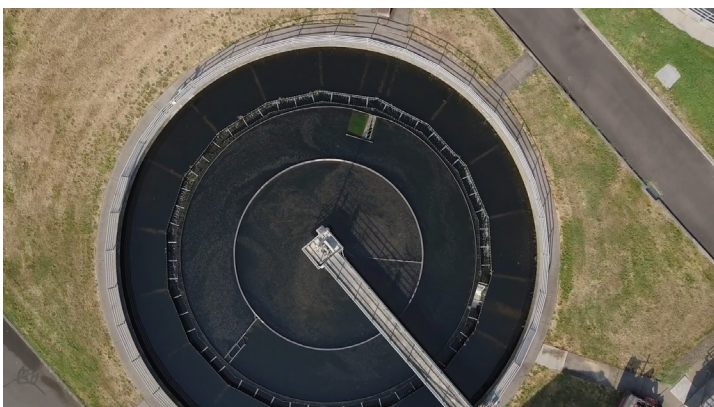
## FUND DESCRIPTION

The Wastewater Fund is responsible for the:

- Planning, design, inspection, and management of capital improvement projects for the replacement and expansion of the wastewater collection, pumping, and treatment systems.
- Design reviews and inspections for the construction of public improvements associated with private development projects.
- Operating and maintaining of the City's wastewater treatment plant and wastewater pump stations.
- Operating and maintaining of the 465,085 linear feet of mainline, 210,206 linear feet of sewer service laterals, and 29,000 linear feet of force main wastewater collection system piping, 1,860 manholes, and 1,183 cleanouts throughout the City.
- Routine maintenance: includes pipe cleaning, line video inspection, root and obstruction removal, manhole repair, and pipelining and replacement projects.
- Collections System pretreatment inspections of grease traps, interceptors, and FOG (Fats, Oils, and Grease) reduction in the collection system.
- Emergency Management and Planning.

## SIGNIFICANT CHANGES

In FY 2025 the Sewer Fund contains a portion of the new addition of the Sidewalk Crew which consists of three new FTE. One of the crew's duties will be the repair of sidewalks and curbs removed or damaged during the repair or replacement of wastewater service lateral, instead outsourcing this work to contractors. This aligns with City Council Goal 1, creating a high level of customer service in response to customer wastewater service issues, in addition to City council Goal 3, Objective 2, focus on road and sidewalk improvements in Districts 1 and 3 as the City will be able to complete the work itself in a much quicker capacity. The Sidewalk Crew can also function as a source of additional revenue for the City and do sidewalk repairs in other cities as contracted out which also aligns with City Council Goal 6, Objective 1, begin reducing and eventually eliminate the City's debt in a steady, prudent way without compromising the City's ability to provide essential services and functions.



# FTE COUNT

## Wastewater

Department Category Description	FY2025
Allocated FTE Count	
OPERATIONS	9.07
WASTEWATER MAINTENANCE	10.57
ENGINEERING SERVICES	2.36
<b>ALLOCATED FTE COUNT</b>	<b>22</b>

# RESOURCES

## (06) Wastewater Fund

	ACTUAL		ADOPTED BUDGET	PROPOSED BUDGET
	FY2022	FY2023	FY2024	FY2025
Beg F/B-Net Wrkg Capital	\$12,482,909	\$14,429,685	\$14,099,420	\$15,672,982
<b>Revenues</b>				
06-0000-334000 - Miscellaneous Grants	\$35,000	\$150,000	-	-
06-0000-334001 - ARPA & COVID Grants	\$518,500	-	-	-
06-0000-338000 - Reimbursements	-	\$5,106	-	-
06-0000-338001 - Reimb Costs-Labor	-	\$131	-	-
06-0000-341006 - Technology Fee	\$3,356	\$2,324	\$3,000	\$3,000
06-0000-342004 - Dev Review and Inspection Fees	\$35,887	\$18,627	\$40,000	\$40,000
06-0000-342005 - Compost Sales	\$27,873	\$31,665	\$15,000	\$15,000
06-0000-348000 - User Fees	\$9,066,914	\$9,843,585	\$9,972,891	\$10,321,943
06-0000-349001 - Connection Charges	-	\$605	\$20,000	\$20,000
06-0000-350000 - Utility Billing Penalties	\$49,668	\$37,211	\$20,000	\$20,000
06-0000-355000 - Other fees	\$306,577	\$316,628	\$175,000	\$225,000
06-0000-360000 - Miscellaneous Revenues	\$951	\$477	-	-
06-0000-361000 - Interest Earned	\$55,278	\$253,018	\$50,000	\$50,000
06-0000-362000 - Energy Partner Program Revenue	\$4,114	\$1,332	\$1,500	\$1,500
06-0000-364000 - Sale Of Assets	\$12,006	\$5	-	-
06-0000-390032 - Transfer In-Veh/Equip Repl Fun	\$694,986	-	-	-
<b>REVENUES TOTAL</b>	<b>\$10,811,108</b>	<b>\$10,660,713</b>	<b>\$10,297,391</b>	<b>\$10,696,443</b>
<b>Total Resources</b>	<b>\$23,294,017</b>	<b>\$25,090,398</b>	<b>\$24,396,811</b>	<b>\$26,369,425</b>



# REQUIREMENTS

## 5113 - Wastewater Engineering

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
<b>PERSONNEL SERVICES</b>				
<b>SALARIES AND WAGES</b>				
(435000) Overtime	\$588	\$1,230	\$1,325	\$0
(438000) Longevity	\$3,113	\$3,436	\$3,180	\$3,468
Salaries and Wages	\$193,745	\$253,062	\$280,864	\$235,624
<b>SALARIES AND WAGES TOTAL</b>	<b>\$197,446</b>	<b>\$257,728</b>	<b>\$285,369</b>	<b>\$239,092</b>
<b>BENEFITS</b>				
(441000) FICA/Medicare	\$14,726	\$19,640	\$21,833	\$18,291
(442000) Workers Compensation	\$1,746	\$3,757	\$3,390	\$3,911
(443000) Unemployment/Transit Tax	\$196	\$305	\$288	\$240
(444000) Retirement - PERS	\$23,872	\$29,107	\$40,441	\$24,784
(444001) Retirement-Principal	\$45,330	\$58,510	\$75,276	\$73,374
(444002) Retirement-Pension Bond	\$4,355	\$5,517	\$8,537	\$5,637
(445000) Health/Life/LTD	\$36,586	\$53,818	\$55,467	\$57,110
<b>BENEFITS TOTAL</b>	<b>\$126,810</b>	<b>\$170,652</b>	<b>\$205,232</b>	<b>\$183,347</b>
<b>PERSONNEL SERVICES TOTAL</b>	<b>\$324,256</b>	<b>\$428,380</b>	<b>\$490,601</b>	<b>\$422,439</b>
<b>MATERIALS AND SERVICES</b>				
<b>MATERIALS AND SERVICES</b>				
(510000) Office Supplies	\$2,045	\$1,863	\$2,200	\$2,200
(511000) Postage	\$0	\$4	\$100	\$100
(515000) Printing & Advertising	\$24	\$84	\$100	\$100
(520000) Dues & Meetings	\$634	\$1,170	\$1,135	\$1,200
(520003) Recruitment Expense	\$0	\$388	\$1,500	\$1,500
(520008) Recognition	\$0	\$0	\$125	\$125
(523000) Supplies & Equipment	\$427	\$1,872	\$2,925	\$2,925
(525000) Travel & Training	\$4,048	\$7,859	\$11,621	\$11,621
(532000) Bank Fees	\$54,576	\$26,843	\$20,000	\$20,000
(533000) Contractual Services	\$33,606	\$14,165	\$0	\$0
(533045) Maintenance Agreements	\$14,974	\$15,276	\$14,500	\$15,500
(540000) Utilities	\$208	\$254	\$200	\$200
(551000) Books & Publications	\$0	\$12	\$200	\$200
(562000) Fuel	\$33	\$168	\$725	\$725
(563000) Vehicle Maintenance	\$116	\$735	\$650	\$650
(575100) Loan Fees	\$94,745	\$89,187	\$94,745	\$94,745
(576000) Recording Fees	\$0	\$91	\$100	\$100
(580000) Professional Services	\$0	\$0	\$42,375	\$42,375
(590000) Internal Chrg-Admin Support Sv	\$1,040,432	\$1,189,386	\$1,365,984	\$1,642,077
(590015) Internal Chrg-Franchise Fee	\$634,784	\$689,051	\$698,102	\$698,102
(595002) Legal Expenses	\$84	\$0	\$0	\$0
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$1,880,737</b>	<b>\$2,038,406</b>	<b>\$2,257,287</b>	<b>\$2,534,445</b>
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$1,880,737</b>	<b>\$2,038,406</b>	<b>\$2,257,287</b>	<b>\$2,534,445</b>
<b>CAPITAL OUTLAY</b>				
<b>CAPITAL OUTLAY</b>				
(610000) Capital Outlay	\$6,536	\$139	\$12,250	\$12,250
<b>CAPITAL OUTLAY TOTAL</b>	<b>\$6,536</b>	<b>\$139</b>	<b>\$12,250</b>	<b>\$12,250</b>
<b>CAPITAL OUTLAY TOTAL</b>	<b>\$6,536</b>	<b>\$139</b>	<b>\$12,250</b>	<b>\$12,250</b>
<b>TOTAL</b>	<b>\$2,211,529</b>	<b>\$2,466,925</b>	<b>\$2,760,138</b>	<b>\$2,969,134</b>

## 5131 - Wastewater Operations

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
<b>PERSONNEL SERVICES</b>				
<b>SALARIES AND WAGES</b>				
(435000) Overtime	\$2,212	\$2,855	\$2,800	\$2,719
(436000) On Call Pay	\$2,591	\$4,051	\$6,400	\$0
(438000) Longevity	\$8,937	\$7,211	\$7,505	\$9,120
Salaries and Wages	\$582,242	\$646,852	\$678,495	\$719,449
<b>SALARIES AND WAGES TOTAL</b>	<b>\$595,982</b>	<b>\$660,969</b>	<b>\$695,200</b>	<b>\$731,288</b>
<b>BENEFITS</b>				
(441000) FICA/Medicare	\$43,775	\$50,249	\$53,183	\$55,944
(442000) Workers Compensation	\$14,022	\$16,410	\$25,591	\$20,793
(443000) Unemployment/Transit Tax	\$598	\$810	\$701	\$732
(444000) Retirement - PERS	\$10,174	\$20,840	\$27,320	\$29,896
(444001) Retirement-Principal	\$232,572	\$249,953	\$327,072	\$310,111
(444002) Retirement-Pension Bond	\$2,409	\$5,902	\$8,868	\$9,556
(445000) Health/Life/LTD	\$185,455	\$252,662	\$262,804	\$266,980
<b>BENEFITS TOTAL</b>	<b>\$489,005</b>	<b>\$596,825</b>	<b>\$705,539</b>	<b>\$694,012</b>
<b>PERSONNEL SERVICES TOTAL</b>	<b>\$1,084,987</b>	<b>\$1,257,795</b>	<b>\$1,400,739</b>	<b>\$1,425,300</b>
<b>MATERIALS AND SERVICES</b>				
<b>MATERIALS AND SERVICES</b>				
(510000) Office Supplies	\$2,862	\$860	\$3,200	\$3,200
(511000) Postage	\$178	\$150	\$800	\$800
(512000) Uniforms	\$4,667	\$4,664	\$7,525	\$7,525
(515000) Printing & Advertising	\$2,165	\$2,680	\$2,000	\$2,000
(520000) Dues & Meetings	\$526	\$987	\$5,000	\$5,000
(520003) Recruitment Expense	\$590	\$295	\$1,000	\$1,000
(523000) Supplies & Equipment	\$6,825	\$7,568	\$12,500	\$12,500
(523100) Small Tools	\$4,632	\$2,280	\$7,500	\$7,500
(524000) Safety Program	\$2,807	\$379	\$40,000	\$40,000
(525000) Travel & Training	\$4,869	\$11,848	\$17,900	\$17,900
(526000) Employee Testing	\$453	\$434	\$2,540	\$2,540
(532000) Bank Fees	\$4,063	\$4,353	\$4,000	\$4,000
(533000) Contractual Services	\$67,687	\$37,130	\$81,000	\$81,000
(533045) Maintenance Agreements	\$21,705	\$17,385	\$34,500	\$34,500
(537000) Operating Supplies	\$231,193	\$242,256	\$314,100	\$314,100
(540000) Utilities	\$320,069	\$308,715	\$320,000	\$320,000
(545000) Lab Supplies	\$18,774	\$25,115	\$21,200	\$21,200
(546000) Permits & Fees	\$26,488	\$27,302	\$37,540	\$37,540
(547000) Analytical Lab Testing	\$10,926	\$31,016	\$22,118	\$22,118
(548000) Industrial Pretreatment	\$5,484	\$6,421	\$8,650	\$8,650
(551000) Books & Publications	\$0	\$699	\$1,200	\$1,200
(560000) Property Taxes	\$0	\$0	\$480	\$480
(562000) Fuel	\$13,353	\$8,964	\$10,500	\$10,500
(563000) Vehicle Maintenance	\$7,066	\$10,556	\$8,500	\$8,500
(566000) Equip Repair & Maintenance	\$131,029	\$233,392	\$263,000	\$263,000
(568000) System Maintenance	\$2,833	\$1,980	\$26,500	\$26,500
(571000) Bldg & Grounds Maintenance	\$18,577	\$48,389	\$131,500	\$131,500
(595002) Legal Expenses	\$502	\$0	\$0	\$0
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$910,322</b>	<b>\$1,035,817</b>	<b>\$1,384,753</b>	<b>\$1,384,753</b>
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$910,322</b>	<b>\$1,035,817</b>	<b>\$1,384,753</b>	<b>\$1,384,753</b>
<b>CAPITAL OUTLAY</b>				
<b>CAPITAL OUTLAY</b>				
(610000) Capital Outlay	\$28,391	\$69,078	\$585,881	\$585,881
<b>CAPITAL OUTLAY TOTAL</b>	<b>\$28,391</b>	<b>\$69,078</b>	<b>\$585,881</b>	<b>\$585,881</b>
<b>CAPITAL OUTLAY TOTAL</b>	<b>\$28,391</b>	<b>\$69,078</b>	<b>\$585,881</b>	<b>\$585,881</b>
<b>TOTAL</b>	<b>\$2,023,699</b>	<b>\$2,362,689</b>	<b>\$3,371,373</b>	<b>\$3,395,934</b>

## 5132 - Wastewater Maintenance

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
<b>PERSONNEL SERVICES</b>				
SALARIES AND WAGES				
(435000) Overtime	\$10,245	\$23,097	\$2,300	\$2,845
(436000) On Call Pay	\$2,125	\$4,512	\$5,000	\$13,000
(438000) Longevity	\$6,643	\$6,939	\$5,131	\$10,320
Salaries and Wages	\$396,743	\$489,631	\$624,899	\$750,806
<b>SALARIES AND WAGES TOTAL</b>	<b>\$415,756</b>	<b>\$524,178</b>	<b>\$637,330</b>	<b>\$776,971</b>
BENEFITS				
(441000) FICA/Medicare	\$30,928	\$39,874	\$48,760	\$59,439
(442000) Workers Compensation	\$11,474	\$18,269	\$23,907	\$39,015
(443000) Unemployment/Transit Tax	\$427	\$647	\$645	\$777
(444000) Retirement - PERS	\$15,450	\$21,785	\$46,608	\$59,040
(444001) Retirement-Principal	\$137,918	\$172,228	\$214,206	\$209,810
(444002) Retirement-Pension Bond	\$4,033	\$5,790	\$14,437	\$18,872
(445000) Health/Life/LTD	\$136,648	\$176,878	\$215,685	\$264,396
<b>BENEFITS TOTAL</b>	<b>\$336,878</b>	<b>\$435,470</b>	<b>\$564,248</b>	<b>\$651,349</b>
<b>PERSONNEL SERVICES TOTAL</b>	<b>\$752,634</b>	<b>\$959,648</b>	<b>\$1,201,578</b>	<b>\$1,428,320</b>
<b>MATERIALS AND SERVICES</b>				
MATERIALS AND SERVICES				
(510000) Office Supplies	\$0	\$0	\$0	\$1,500
(512000) Uniforms	\$4,374	\$5,806	\$5,500	\$5,500
(520000) Dues & Meetings	\$3,939	\$3,946	\$4,500	\$4,500
(520003) Recruitment Expense	\$601	\$0	\$500	\$0
(523000) Supplies & Equipment	\$27,098	\$30,368	\$30,000	\$30,500
(523100) Small Tools	\$11,303	\$9,495	\$0	\$0
(524000) Safety Program	\$1,795	\$990	\$1,000	\$0
(525000) Travel & Training	\$11,481	\$15,548	\$15,000	\$15,000
(526000) Employee Testing	\$1,279	\$503	\$1,000	\$0
(533000) Contractual Services	\$48,659	\$53,585	\$0	\$0
(533045) Maintenance Agreements	\$1,036	\$5,078	\$95,000	\$110,000
(538301) Inflow/Infiltration Correction	\$47,310	\$4,990	\$100,000	\$100,000
(538306) Wastewater Rehabilitation	\$63,593	\$26,012	\$100,000	\$100,000
(538307) Wastewater System Replacement	\$10,698	\$72,715	\$100,000	\$100,000
(538323) Manhole Rehabilitation	\$12,249	\$635	\$55,000	\$55,000
(538325) Lateral Replacement	\$4,077	\$24,753	\$40,000	\$40,000
(540000) Utilities	\$4,935	\$6,256	\$5,500	\$6,000
(562000) Fuel	\$14,504	\$14,819	\$22,500	\$22,500
(563000) Vehicle Maintenance	\$10,134	\$13,273	\$16,500	\$0
(566000) Equip Repair & Maintenance	\$2,952	\$1,751	\$11,000	\$27,500
(567000) Pipe & Materials	\$52,540	\$6,584	\$35,000	\$35,000
(595002) Legal Expenses	\$502	\$0	\$0	\$0
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$335,059</b>	<b>\$297,106</b>	<b>\$638,000</b>	<b>\$653,000</b>
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$335,059</b>	<b>\$297,106</b>	<b>\$638,000</b>	<b>\$653,000</b>
<b>CAPITAL OUTLAY</b>				
CAPITAL OUTLAY				
(610000) Capital Outlay	\$142,906	\$308,250	\$204,496	\$0
(610001) ARPA IT Servers	\$0	\$0	\$0	\$687,328
<b>CAPITAL OUTLAY TOTAL</b>	<b>\$142,906</b>	<b>\$308,250</b>	<b>\$204,496</b>	<b>\$687,328</b>
<b>CAPITAL OUTLAY TOTAL</b>	<b>\$142,906</b>	<b>\$308,250</b>	<b>\$204,496</b>	<b>\$687,328</b>
<b>TOTAL</b>	<b>\$1,230,599</b>	<b>\$1,565,004</b>	<b>\$2,044,074</b>	<b>\$2,768,648</b>

### 9130 - Special Payments

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
<b>SPECIAL PAYMENTS</b>				
SPECIAL PAYMENTS				
(601000) Program Loans	\$0	\$0	\$50,000	\$50,000
<b>SPECIAL PAYMENTS TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$50,000</b>
<b>SPECIAL PAYMENTS TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$50,000</b>
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$50,000</b>

### 9150 - Debt Service - Principal

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
<b>DEBT SERVICE</b>				
DEBT SERVICE				
(608000) Loan: Effluent Reuse	\$143,311	\$150,023	\$156,799	\$165,176
(609003) Loan: DEQ #R68822	\$1,111,577	\$1,131,115	\$1,150,997	\$1,171,226
<b>DEBT SERVICE TOTAL</b>	<b>\$1,254,888</b>	<b>\$1,281,138</b>	<b>\$1,307,796</b>	<b>\$1,336,402</b>
<b>DEBT SERVICE TOTAL</b>	<b>\$1,254,888</b>	<b>\$1,281,138</b>	<b>\$1,307,796</b>	<b>\$1,336,402</b>
<b>TOTAL</b>	<b>\$1,254,888</b>	<b>\$1,281,138</b>	<b>\$1,307,796</b>	<b>\$1,336,402</b>

### 9160 - Debt Service - Interest

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
<b>DEBT SERVICE</b>				
DEBT SERVICE				
(608000) Loan: Effluent Reuse	\$67,733	\$60,567	\$53,066	\$45,505
(609003) Loan: DEQ #R68822	\$326,765	\$307,227	\$287,345	\$267,116
<b>DEBT SERVICE TOTAL</b>	<b>\$394,498</b>	<b>\$367,794</b>	<b>\$340,411</b>	<b>\$312,621</b>
<b>DEBT SERVICE TOTAL</b>	<b>\$394,498</b>	<b>\$367,794</b>	<b>\$340,411</b>	<b>\$312,621</b>
<b>TOTAL</b>	<b>\$394,498</b>	<b>\$367,794</b>	<b>\$340,411</b>	<b>\$312,621</b>

### 9170 - Transfers

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
<b>TRANSFERS</b>				
TRANSFERS				
(904000) Transfer Out-Capital Projects	\$1,749,119	\$687,268	\$2,514,713	\$2,045,600
<b>TRANSFERS TOTAL</b>	<b>\$1,749,119</b>	<b>\$687,268</b>	<b>\$2,514,713</b>	<b>\$2,045,600</b>
<b>TRANSFERS TOTAL</b>	<b>\$1,749,119</b>	<b>\$687,268</b>	<b>\$2,514,713</b>	<b>\$2,045,600</b>
<b>TOTAL</b>	<b>\$1,749,119</b>	<b>\$687,268</b>	<b>\$2,514,713</b>	<b>\$2,045,600</b>

## 9180 - Reserves

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
<b>RESERVES/CONTINGENIES</b>				
RESERVES/CONTINGENIES				
(800000) Contingency	\$0	\$0	\$10,744,342	\$11,888,802
(800001) Contingency/Reserves - Assigned	\$0	\$0	\$482,832	\$451,152
(800002) Contingency/Reserves - Assigned	\$0	\$0	\$31,132	\$401,132
(840000) Contingency/Reserves - Assigned	\$0	\$0	\$750,000	\$750,000
<b>RESERVES/CONTINGENIES TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$12,008,306</b>	<b>\$13,491,086</b>
<b>RESERVES/CONTINGENIES TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$12,008,306</b>	<b>\$13,491,086</b>
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$12,008,306</b>	<b>\$13,491,086</b>

### 800000 Contingency

800001 Contingency - Assigned for vehicle replacement PWM

800002 Contingency - Assigned for equip replacement OPS

840000 Contingency - Debt Service

	ACTUALS		ADOPTED BUDGET	PROPOSED BUDGET
	FY2022	FY2023	FY2024	FY2025
Total Requirements	\$8,864,333	\$8,730,819	\$24,396,811	\$26,369,425



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# WASTEWATER SYSTEM DEVELOPMENT FUND (46)

FY2024-2025 OPERATING BUDGET

## FUND 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 benefiting directly from those improvements.

Resources to the SDC funds consist of charges collected at the time building permits are taken out and interest earnings. Budgeted expenditures are for debt service supporting past eligible capital projects, and transfers to capital projects funds for current projects underway or anticipated in FY25.

## RESOURCES

### (46) Wastewater System Development Fund

	ACTUAL		ADOPTED BUDGET	PROPOSED BUDGET
	FY2022	FY2023	FY2024	FY2025
Beg F/B-Net Wrkg Capital	\$9,409,618	\$10,406,035	\$9,682,286	\$12,653,837
<b>Revenues</b>				
46-0000-349002 - System Development Fees	\$2,180,169	\$2,274,636	\$3,000,000	\$1,200,000
46-0000-361000 - Interest Earned	\$43,501	\$201,090	\$35,000	\$20,000
46-0000-361001 - Interest Earned-Receivables	\$17,294	\$17,135	-	-
46-0000-363000 - Assessment Installments	-	\$19,026	-	-
<b>REVENUES TOTAL</b>	<b>\$2,240,965</b>	<b>\$2,511,888</b>	<b>\$3,035,000</b>	<b>\$1,220,000</b>
<b>Total Resources</b>	<b>\$11,650,583</b>	<b>\$12,917,923</b>	<b>\$12,717,286</b>	<b>\$13,873,837</b>

## REQUIREMENTS

### 9150 - Debt Service - Principal

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
<b>DEBT SERVICE</b>				
DEBT SERVICE				
(608000) Loan: Effluent Reuse	\$67,733	\$60,567	\$53,066	\$45,505
<b>DEBT SERVICE TOTAL</b>	<b>\$67,733</b>	<b>\$60,567</b>	<b>\$53,066</b>	<b>\$45,505</b>
<b>DEBT SERVICE TOTAL</b>	<b>\$67,733</b>	<b>\$60,567</b>	<b>\$53,066</b>	<b>\$45,505</b>
<b>TOTAL</b>	<b>\$67,733</b>	<b>\$60,567</b>	<b>\$53,066</b>	<b>\$45,505</b>

### 9160 - Debt Service - Interest

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
DEBT SERVICE				
DEBT SERVICE				
(608000) Loan: Effluent Reuse	\$67,733	\$60,567	\$53,066	\$45,505
DEBT SERVICE TOTAL	\$67,733	\$60,567	\$53,066	\$45,505
DEBT SERVICE TOTAL	\$67,733	\$60,567	\$53,066	\$45,505
TOTAL	\$67,733	\$60,567	\$53,066	\$45,505

### 9170 - Transfers

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
TRANSFERS				
TRANSFERS				
(904000) Transfer Out-Capital Projects	\$1,033,504	\$53,495	\$687,029	\$515,400
TRANSFERS TOTAL	\$1,033,504	\$53,495	\$687,029	\$515,400
TRANSFERS TOTAL	\$1,033,504	\$53,495	\$687,029	\$515,400
TOTAL	\$1,033,504	\$53,495	\$687,029	\$515,400

### 9180 - Reserves

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
RESERVES/CONTINGENCIES				
RESERVES/CONTINGENCIES				
(800000) Contingency	\$0	\$0	\$11,820,392	\$13,147,756
RESERVES/CONTINGENCIES TOTAL	\$0	\$0	\$11,820,392	\$13,147,756
RESERVES/CONTINGENCIES TOTAL	\$0	\$0	\$11,820,392	\$13,147,756
TOTAL	\$0	\$0	\$11,820,392	\$13,147,756

### 800000 Reserve for Future Expense

	ACTUALS		ADOPTED BUDGET	PROPOSED BUDGET
	FY2022	FY2023	FY2024	FY2025
Total Requirements	\$1,244,548	\$264,085	\$12,717,286	\$13,873,837



# WATER FUND (07)

FY2024-2025 OPERATING BUDGET

## FUND DESCRIPTION

The water fund is responsible for the:

- Planning, design, inspection, and management of the capital improvement projects for the replacement and expansion of the potable and non-potable water distribution piping, pumping, treatment, wellfield, and storage systems.
- Design review and inspections for the construction of public improvements associated with private development projects.
- Operating and maintaining of the City's potable and non-potable water supply systems. 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.
- Providing of maintenance and service to 6 wells, 2 raw water transmission lines from the well field to the water treatment plant, the 8.5 MGD water treatment plant, 1 booster pump station, and the 3 City reservoirs that store a total of 12 million gallons of potable water.



# FTE COUNT

## Water

Department Category Description	FY2025
Allocated FTE Count	
WATER OPERATIONS	4.93
WATER MAINTENANCE	7.33
ENGINEERING SERVICES	2.38
<b>ALLOCATED FTE COUNT</b>	<b>14.64</b>

# RESOURCES

## (07) Water Fund

	ACTUAL		ADOPTED BUDGET		PROPOSED BUDGET	
	FY2022	FY2023	FY2024	FY2025	FY2025	FY2025
Beg F/B-Net Wrkg Capital	\$14,945,755	\$15,801,043	\$14,004,033		\$11,157,345	
<b>Revenues</b>						
07-0000-338000 - Reimbursements	\$1,624	\$3,888	\$1,000		\$1,000	
07-0000-338001 - Reimb Costs-Labor	\$1,336	\$4,651	\$1,000		\$1,000	
07-0000-338002 - Reimb Costs-Capital Proj	-	-	\$10,000		\$10,000	
07-0000-341006 - Technology Fee	\$3,356	\$2,324	\$4,000		\$4,000	
07-0000-342004 - Dev Review and Inspection Fees	\$35,887	\$18,627	\$40,000		\$40,000	
07-0000-348000 - User Fees	\$6,762,367	\$6,935,337	\$7,302,119		\$7,667,225	
07-0000-349001 - Connection Charges	\$147,574	\$136,278	\$96,000		\$96,000	
07-0000-350000 - Utility Billing Penalties	\$49,668	\$38,765	\$50,000		\$50,000	
07-0000-355000 - Other fees	\$30,996	\$51,481	\$25,000		\$35,000	
07-0000-360000 - Miscellaneous Revenues	\$30,256	\$32,844	-		-	
07-0000-361000 - Interest Earned	\$57,361	\$85,825	\$61,000		\$61,000	
07-0000-361004 - Interest-Other Investments	-\$117,200	-	-		-	
07-0000-361005 - Investments - Water Plant	-	\$52,500	-		-	
07-0000-362000 - Energy Partner Program Revenue	\$8,932	\$10,249	\$5,000		\$5,000	
07-0000-364000 - Sale Of Assets	\$5,504	\$1,673	-		-	
07-0000-390032 - Transfer In-Veh/Equip Repl Fun	\$492,726	-	-		-	
<b>REVENUES TOTAL</b>	<b>\$7,510,388</b>	<b>\$7,374,442</b>	<b>\$7,595,119</b>		<b>\$7,970,225</b>	
<b>Total Resources</b>	<b>\$22,456,143</b>	<b>\$23,175,485</b>	<b>\$21,599,152</b>		<b>\$19,127,570</b>	

# REQUIREMENTS

## 5113 - Water Engineering

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
<b>PERSONNEL SERVICES</b>				
SALARIES AND WAGES				
(435000) Overtime	\$588	\$1,230	\$1,325	\$0
(438000) Longevity	\$3,113	\$3,436	\$3,180	\$3,504
Salaries and Wages	\$193,745	\$253,062	\$280,864	\$237,635
<b>SALARIES AND WAGES TOTAL</b>	<b>\$197,446</b>	<b>\$257,728</b>	<b>\$285,369</b>	<b>\$241,139</b>
BENEFITS				
(441000) FICA/Medicare	\$14,726	\$19,640	\$21,833	\$18,448
(442000) Workers Compensation	\$1,746	\$3,757	\$3,390	\$3,937
(443000) Unemployment/Transit Tax	\$196	\$305	\$288	\$242
(444000) Retirement - PERS	\$23,872	\$29,107	\$40,441	\$25,262
(444001) Retirement-Principal	\$45,329	\$58,510	\$75,276	\$73,374
(444002) Retirement-Pension Bond	\$4,355	\$5,517	\$8,537	\$5,739
(445000) Health/Life/LTD	\$36,586	\$54,142	\$55,467	\$57,754
<b>BENEFITS TOTAL</b>	<b>\$126,810</b>	<b>\$170,976</b>	<b>\$205,232</b>	<b>\$184,756</b>
<b>PERSONNEL SERVICES TOTAL</b>	<b>\$324,256</b>	<b>\$428,704</b>	<b>\$490,601</b>	<b>\$425,895</b>
<b>MATERIALS AND SERVICES</b>				
MATERIALS AND SERVICES				
(510000) Office Supplies	\$1,238	\$2,035	\$2,200	\$2,200
(511000) Postage	\$0	\$4	\$100	\$100
(515000) Printing & Advertising	\$24	\$154	\$100	\$100
(520000) Dues & Meetings	\$764	\$1,673	\$1,135	\$1,200
(520003) Recruitment Expense	\$0	\$257	\$1,500	\$1,500
(520008) Recognition	\$0	\$0	\$125	\$125
(523000) Supplies & Equipment	\$454	\$1,802	\$2,925	\$2,925
(523010) Public Outreach	\$3,620	\$3,740	\$6,000	\$6,000
(525000) Travel & Training	\$5,012	\$8,465	\$11,621	\$11,621
(532000) Bank Fees	\$23,949	\$14,081	\$6,000	\$7,000
(533000) Contractual Services	\$36,559	\$8,460	\$0	\$0
(533045) Maintenance Agreements	\$14,974	\$15,276	\$14,500	\$14,500
(540000) Utilities	\$208	\$254	\$200	\$200
(551000) Books & Publications	\$66	\$0	\$200	\$200
(562000) Fuel	\$161	\$168	\$725	\$725
(563000) Vehicle Maintenance	\$116	\$250	\$650	\$650
(576000) Recording Fees	\$0	\$91	\$100	\$100
(580000) Professional Services	\$0	\$0	\$47,375	\$47,375
(590000) Internal Chrg-Admin Support Sv	\$910,996	\$1,094,318	\$1,302,426	\$1,515,297
(590015) Internal Chrg-Franchise Fee	\$473,366	\$489,192	\$511,148	\$511,148
(595002) Legal Expenses	\$84	\$0	\$0	\$0
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$1,471,592</b>	<b>\$1,640,219</b>	<b>\$1,909,030</b>	<b>\$2,122,966</b>
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$1,471,592</b>	<b>\$1,640,219</b>	<b>\$1,909,030</b>	<b>\$2,122,966</b>
<b>CAPITAL OUTLAY</b>				
CAPITAL OUTLAY				
(610000) Capital Outlay	\$10,209	\$139	\$12,250	\$12,250
<b>CAPITAL OUTLAY TOTAL</b>	<b>\$10,209</b>	<b>\$139</b>	<b>\$12,250</b>	<b>\$12,250</b>
<b>CAPITAL OUTLAY TOTAL</b>	<b>\$10,209</b>	<b>\$139</b>	<b>\$12,250</b>	<b>\$12,250</b>
<b>TOTAL</b>	<b>\$1,806,057</b>	<b>\$2,069,062</b>	<b>\$2,411,881</b>	<b>\$2,561,111</b>

## 5141 - Water Operations

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
<b>PERSONNEL SERVICES</b>				
<b>SALARIES AND WAGES</b>				
(435000) Overtime	\$901	\$682	\$1,700	\$1,469
(436000) On Call Pay	\$962	\$1,338	\$4,850	\$13,000
(438000) Longevity	\$8,035	\$8,197	\$7,978	\$7,920
Salaries and Wages	\$321,252	\$346,069	\$385,702	\$400,362
<b>SALARIES AND WAGES TOTAL</b>	<b>\$331,151</b>	<b>\$356,285</b>	<b>\$400,230</b>	<b>\$422,751</b>
<b>BENEFITS</b>				
(441000) FICA/Medicare	\$24,692	\$27,176	\$30,618	\$32,341
(442000) Workers Compensation	\$7,178	\$9,112	\$13,048	\$13,006
(443000) Unemployment/Transit Tax	\$332	\$428	\$403	\$423
(444000) Retirement - PERS	\$7,591	\$9,497	\$16,518	\$18,460
(444001) Retirement-Principal	\$122,276	\$142,717	\$188,191	\$168,852
(444002) Retirement-Pension Bond	\$1,914	\$2,701	\$5,363	\$5,901
(445000) Health/Life/LTD	\$64,817	\$95,429	\$143,768	\$122,580
<b>BENEFITS TOTAL</b>	<b>\$228,800</b>	<b>\$287,059</b>	<b>\$397,909</b>	<b>\$361,563</b>
<b>PERSONNEL SERVICES TOTAL</b>	<b>\$559,950</b>	<b>\$643,344</b>	<b>\$798,139</b>	<b>\$784,314</b>
<b>MATERIALS AND SERVICES</b>				
<b>MATERIALS AND SERVICES</b>				
(510000) Office Supplies	\$559	\$483	\$1,200	\$1,200
(511000) Postage	\$3,929	\$3,622	\$6,964	\$6,964
(512000) Uniforms	\$1,238	\$1,660	\$2,500	\$2,500
(515000) Printing & Advertising	\$3,203	\$2,400	\$11,766	\$11,766
(520000) Dues & Meetings	\$1,097	\$1,073	\$3,150	\$3,150
(523000) Supplies & Equipment	\$4,017	\$5,658	\$9,500	\$9,500
(523010) Public Outreach	\$3,620	\$3,919	\$7,500	\$7,500
(523100) Small Tools	\$1,518	\$1,911	\$3,500	\$3,500
(524000) Safety Program	\$1,212	\$0	\$1,500	\$1,500
(525000) Travel & Training	\$3,651	\$3,723	\$8,496	\$8,496
(526000) Employee Testing	\$512	\$280	\$900	\$900
(533000) Contractual Services	\$51,732	\$21,956	\$40,000	\$40,000
(533045) Maintenance Agreements	\$17,503	\$14,980	\$28,600	\$28,600
(537000) Operating Supplies	\$101,119	\$93,480	\$147,347	\$147,347
(540000) Utilities	\$250,173	\$276,294	\$298,592	\$298,592
(545000) Lab Supplies	\$2,640	\$2,329	\$2,385	\$2,385
(546000) Permits & Fees	\$12,749	\$13,133	\$22,000	\$22,000
(547000) Analytical Lab Testing	\$11,895	\$9,557	\$13,000	\$13,000
(551000) Books & Publications	\$45	\$98	\$400	\$400
(560000) Property Taxes	\$2,287	\$2,345	\$2,100	\$2,100
(562000) Fuel	\$866	\$1,275	\$2,000	\$2,000
(563000) Vehicle Maintenance	\$272	\$632	\$2,000	\$2,000
(566000) Equip Repair & Maintenance	\$84,622	\$47,528	\$65,000	\$65,000
(568000) System Maintenance	\$0	\$1,932	\$1,500	\$1,500
(569000) Well Maintenance	\$0	\$19,118	\$35,000	\$35,000
(571000) Bldg & Grounds Maintenance	\$4,031	\$3,140	\$10,000	\$10,000
(595002) Legal Expenses	\$502	\$0	\$0	\$0
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$564,991</b>	<b>\$532,525</b>	<b>\$726,900</b>	<b>\$726,900</b>
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$564,991</b>	<b>\$532,525</b>	<b>\$726,900</b>	<b>\$726,900</b>
<b>CAPITAL OUTLAY</b>				
<b>CAPITAL OUTLAY</b>				
(610000) Capital Outlay	\$40,140	\$35,014	\$244,828	\$244,828
(610400) Capital Outlay-Ops Veh Replace	\$0	\$0	\$26,500	\$26,500
<b>CAPITAL OUTLAY TOTAL</b>	<b>\$40,140</b>	<b>\$35,014</b>	<b>\$271,328</b>	<b>\$271,328</b>
<b>CAPITAL OUTLAY TOTAL</b>	<b>\$40,140</b>	<b>\$35,014</b>	<b>\$271,328</b>	<b>\$271,328</b>
<b>TOTAL</b>	<b>\$1,165,081</b>	<b>\$1,210,884</b>	<b>\$1,796,367</b>	<b>\$1,782,542</b>

5142 - Water Maintenance

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
<b>PERSONNEL SERVICES</b>				
SALARIES AND WAGES				
(435000) Overtime	\$7,104	\$10,598	\$1,500	\$1,839
(436000) On Call Pay	\$1,487	\$2,543	\$5,000	\$13,000
(438000) Longevity	\$11,075	\$10,617	\$10,620	\$10,620
Salaries and Wages	\$448,514	\$502,104	\$516,376	\$566,016
<b>SALARIES AND WAGES TOTAL</b>	<b>\$468,179</b>	<b>\$525,862</b>	<b>\$533,496</b>	<b>\$591,475</b>
BENEFITS				
(441000) FICA/Medicare	\$34,461	\$40,276	\$40,816	\$45,248
(442000) Workers Compensation	\$14,344	\$18,499	\$25,792	\$29,203
(443000) Unemployment/Transit Tax	\$466	\$650	\$540	\$592
(444000) Retirement - PERS	\$25,205	\$32,588	\$36,576	\$40,919
(444001) Retirement-Principal	\$132,505	\$148,717	\$191,864	\$180,386
(444002) Retirement-Pension Bond	\$6,870	\$8,934	\$11,179	\$13,080
(445000) Health/Life/LTD	\$136,107	\$176,754	\$176,722	\$203,838
<b>BENEFITS TOTAL</b>	<b>\$349,959</b>	<b>\$426,417</b>	<b>\$483,489</b>	<b>\$513,266</b>
<b>PERSONNEL SERVICES TOTAL</b>	<b>\$818,138</b>	<b>\$952,279</b>	<b>\$1,016,985</b>	<b>\$1,104,741</b>
<b>MATERIALS AND SERVICES</b>				
MATERIALS AND SERVICES				
(510000) Office Supplies	\$0	\$1,531	\$1,500	\$1,500
(512000) Uniforms	\$5,234	\$7,125	\$5,500	\$5,500
(520000) Dues & Meetings	\$2,778	\$4,233	\$3,500	\$3,500
(520003) Recruitment Expense	\$0	\$0	\$500	\$0
(523000) Supplies & Equipment	\$21,110	\$23,603	\$15,000	\$20,000
(523009) Water Meters	\$68,940	\$71,734	\$255,000	\$230,500
(523011) TMDL Community Program	\$5,951	\$26,368	\$0	\$0
(523100) Small Tools	\$8,944	\$17,069	\$0	\$0
(524000) Safety Program	\$0	\$0	\$2,500	\$2,500
(525000) Travel & Training	\$10,205	\$17,173	\$13,500	\$14,500
(526000) Employee Testing	\$258	\$1,067	\$1,000	\$0
(533000) Contractual Services	\$60,589	\$34,609	\$0	\$0
(533045) Maintenance Agreements	\$1,036	\$5,078	\$100,000	\$130,000
(538507) Water Appurtenances Replacemen	\$0	\$17,172	\$0	\$0
(538519) Water Line Replacement	\$6,684	\$23,137	\$60,850	\$60,850
(540000) Utilities	\$4,935	\$6,256	\$5,500	\$6,000
(562000) Fuel	\$10,618	\$12,985	\$17,000	\$17,000
(563000) Vehicle Maintenance	\$9,382	\$10,961	\$11,000	\$0
(566000) Equip Repair & Maintenance	\$1,964	\$1,226	\$5,000	\$16,000
(567000) Pipe & Materials	\$39,766	\$61,990	\$50,000	\$70,000
(569001) Hydrant Maintenance	\$0	\$5,853	\$10,000	\$10,000
(569002) Lateral Maintenance	\$0	\$0	\$10,000	\$10,000
(595002) Legal Expenses	\$418	\$0	\$0	\$0
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$258,812</b>	<b>\$349,170</b>	<b>\$567,350</b>	<b>\$597,850</b>
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$258,812</b>	<b>\$349,170</b>	<b>\$567,350</b>	<b>\$597,850</b>
<b>CAPITAL OUTLAY</b>				
CAPITAL OUTLAY				
(610000) Capital Outlay	\$140,582	\$0	\$0	\$0
(610001) ARPA IT Servers	\$0	\$0	\$0	\$668,432
(610400) Capital Outlay-Ops Veh Replace	\$0	\$257,798	\$173,000	\$0
<b>CAPITAL OUTLAY TOTAL</b>	<b>\$140,582</b>	<b>\$257,798</b>	<b>\$173,000</b>	<b>\$668,432</b>
<b>CAPITAL OUTLAY TOTAL</b>	<b>\$140,582</b>	<b>\$257,798</b>	<b>\$173,000</b>	<b>\$668,432</b>
<b>TOTAL</b>	<b>\$1,217,533</b>	<b>\$1,559,247</b>	<b>\$1,757,335</b>	<b>\$2,371,023</b>

### 9150 - Debt Service - Principal

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
DEBT SERVICE				
DEBT SERVICE				
(615000) 2015 Refunding Bond	\$382,995	\$400,783	\$56,051	\$57,125
DEBT SERVICE TOTAL	\$382,995	\$400,783	\$56,051	\$57,125
DEBT SERVICE TOTAL	\$382,995	\$400,783	\$56,051	\$57,125
TOTAL	\$382,995	\$400,783	\$56,051	\$57,125

### 9160 - Debt Service - Interest

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
DEBT SERVICE				
DEBT SERVICE				
(615000) 2015 Refunding Bond	\$27,926	\$12,250	\$3,569	\$1,452
DEBT SERVICE TOTAL	\$27,926	\$12,250	\$3,569	\$1,452
DEBT SERVICE TOTAL	\$27,926	\$12,250	\$3,569	\$1,452
TOTAL	\$27,926	\$12,250	\$3,569	\$1,452

### 9170 - Transfers

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
TRANSFERS				
TRANSFERS				
(904000) Transfer Out-Capital Projects	\$2,055,507	\$4,438,735	\$4,745,536	\$2,978,782
TRANSFERS TOTAL	\$2,055,507	\$4,438,735	\$4,745,536	\$2,978,782
TRANSFERS TOTAL	\$2,055,507	\$4,438,735	\$4,745,536	\$2,978,782
TOTAL	\$2,055,507	\$4,438,735	\$4,745,536	\$2,978,782

## 9180 - Reserves

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
<b>RESERVES/CONTINGENIES</b>				
RESERVES/CONTINGENIES				
(800000) Contingency	\$0	\$0	\$10,332,981	\$8,953,039
(800001) Contingency/Reserves - Assigned	\$0	\$0	\$495,432	\$262,496
(800002) Contingency/Reserves - Assigned	\$0	\$0	\$0	\$160,000
<b>RESERVES/CONTINGENIES TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,828,413</b>	<b>\$9,375,535</b>
<b>RESERVES/CONTINGENIES TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,828,413</b>	<b>\$9,375,535</b>
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,828,413</b>	<b>\$9,375,535</b>

800000 Contingency - Unassigned

800001 Contingency - Assigned for vehicle replacement PWM

800002 Contingency - Assigned for OPS

	ACTUALS		ADOPTED BUDGET	PROPOSED BUDGET
	FY2022	FY2023	FY2024	FY2025
Total Requirements	\$6,655,099	\$9,690,962	\$21,599,152	\$19,127,570



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# WATER SYSTEM DEVELOPMENT FUND (47)

FY2024-2025 OPERATING BUDGET

## FUND 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 benefiting directly from those improvements.

Resources to the SDC funds consist of charges collected at the time building permits are taken out and interest earnings. Budgeted expenditures are for debt service supporting past eligible capital projects, and transfers to capital projects funds for current projects underway or anticipated in FY25.

## RESOURCES

### (47) Water System Development Fund

	ACTUAL		ADOPTED BUDGET	PROPOSED BUDGET
	FY2022	FY2023	FY2024	FY2025
Beg F/B-Net Wrkg Capital	\$170,084	\$446,261	\$320,191	\$318,853
<b>Revenues</b>				
47-0000-349002 - System Development Fees	\$1,076,957	\$665,483	\$1,250,000	\$900,000
47-0000-361000 - Interest Earned	\$1,050	\$2,706	\$300	\$300
47-0000-361001 - Interest Earned-Receiveables	-	\$2,015	\$300	\$300
47-0000-363000 - Assessment Installments	-	\$3,162	\$1,000	\$1,000
<b>REVENUES TOTAL</b>	<b>\$1,078,007</b>	<b>\$673,367</b>	<b>\$1,251,600</b>	<b>\$901,600</b>
<b>Total Resources</b>	<b>\$1,248,091</b>	<b>\$1,119,628</b>	<b>\$1,571,791</b>	<b>\$1,220,453</b>

# REQUIREMENTS

## 9150 - Debt Service - Principal

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
DEBT SERVICE				
DEBT SERVICE				
(608000) Loan: Effluent Reuse	\$108,174	\$113,241	\$118,355	\$124,678
(615000) 2015 Refunding Bond	\$562,005	\$584,217	\$603,949	\$617,875
<b>DEBT SERVICE TOTAL</b>	<b>\$670,179</b>	<b>\$697,458</b>	<b>\$722,304</b>	<b>\$742,553</b>
<b>DEBT SERVICE TOTAL</b>	<b>\$670,179</b>	<b>\$697,458</b>	<b>\$722,304</b>	<b>\$742,553</b>
<b>TOTAL</b>	<b>\$670,179</b>	<b>\$697,458</b>	<b>\$722,304</b>	<b>\$742,553</b>

## 9160 - Debt Service - Interest

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
DEBT SERVICE				
DEBT SERVICE				
(608000) Loan: Effluent Reuse	\$51,126	\$45,717	\$40,055	\$34,348
(615000) 2015 Refunding Bond	\$80,524	\$57,600	\$38,743	\$21,077
<b>DEBT SERVICE TOTAL</b>	<b>\$131,650</b>	<b>\$103,317</b>	<b>\$78,798</b>	<b>\$55,425</b>
<b>DEBT SERVICE TOTAL</b>	<b>\$131,650</b>	<b>\$103,317</b>	<b>\$78,798</b>	<b>\$55,425</b>
<b>TOTAL</b>	<b>\$131,650</b>	<b>\$103,317</b>	<b>\$78,798</b>	<b>\$55,425</b>

## 9170 - Transfers

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
TRANSFERS				
TRANSFERS				
(904000) Transfer Out-Capital Projects	\$0	\$0	\$770,689	\$422,475
<b>TRANSFERS TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$770,689</b>	<b>\$422,475</b>
<b>TRANSFERS TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$770,689</b>	<b>\$422,475</b>
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$770,689</b>	<b>\$422,475</b>

	ACTUALS		ADOPTED BUDGET	PROPOSED BUDGET
	FY2022	FY2023	FY2024	FY2025
Total Requirements	\$801,829	\$800,775	\$1,571,791	\$1,220,453

# STORMWATER FUND (17)

FY2024-2025 OPERATING BUDGET

## FUND DESCRIPTION

The stormwater fund is responsible for:

- Planning, designing, inspecting, and management of capital improvement projects for the replacement and expansion of the stormwater conveyance, detention, and water quality systems.
- The design reviews and inspections for the construction of public improvements associated with private development projects.
- Operating and maintaining 383,715 lineal feet of stormwater piping, 10,350 lineal feet of roadside ditches, 3,631 inlets, 1,143 storm drain manholes, and 254 stormwater outfalls.
- Routine maintenance including pipe cleaning, video-inspecting, root and obstruction removal, manhole repair, and pipe lining projects.



Activities in the Stormwater fund align with City Council Goal 1, Create and maintain a high level of service, Goal 3, Ensure Newberg infrastructure is in good repair, and Goal 4, enhance community safety, by providing adequate maintenance staff to respond to citizens concerns with stormwater flooding, planned maintenance and repair activities to keep storm drain inlets and pipes open, and reducing potential property damage, and vehicle and pedestrian hazards caused by localized storm-induced flooding.

# FTE COUNT

## Stormwater Fund

Job ID	FY2025
Allocated FTE Count	
Engineering	2.06
Maintenance	6.66
<b>ALLOCATED FTE COUNT</b>	<b>8.72</b>

# RESOURCES

## (17) Stormwater Fund

	ACTUAL		ADOPTED BUDGET	PROPOSED BUDGET
	FY2022	FY2023	FY2024	FY2025
Beg F/B-Net Wrkg Capital	\$2,085,630	\$3,158,777	\$2,906,623	\$2,800,538
<b>Revenues</b>				
17-0000-332004 - Erosion Control Permits	\$57,263	\$30,988	\$20,000	\$20,000
17-0000-341006 - Technology Fee	\$3,354	\$2,321	\$2,000	\$2,000
17-0000-342004 - Dev Review and Inspection Fees	\$35,887	\$18,627	\$25,000	\$25,000
17-0000-348000 - User Fees	\$2,089,158	\$2,290,278	\$2,459,494	\$2,619,362
17-0000-349010 - "In Lieu" Payments	\$2,256	\$3,957	-	-
17-0000-360000 - Miscellaneous Revenues	-	\$15	-	-
17-0000-361000 - Interest Earned	\$11,704	\$53,647	\$5,000	\$5,000
17-0000-364000 - Sale Of Assets	\$5,504	\$4,255	-	-
17-0000-390032 - Transfer In-Veh/Equip Repl Fun	\$409,416	-	-	-
<b>REVENUES TOTAL</b>	<b>\$2,614,541</b>	<b>\$2,404,088</b>	<b>\$2,511,494</b>	<b>\$2,671,362</b>
<b>Total Resources</b>	<b>\$4,700,171</b>	<b>\$5,562,865</b>	<b>\$5,418,117</b>	<b>\$5,471,900</b>

# REQUIREMENTS

## 5113 - Stormwater Engineering

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
<b>PERSONNEL SERVICES</b>				
<b>SALARIES AND WAGES</b>				
(435000) Overtime	\$588	\$1,230	\$1,325	\$0
(438000) Longevity	\$3,113	\$3,436	\$3,180	\$3,468
Salaries and Wages	\$202,490	\$265,871	\$294,494	\$250,107
<b>SALARIES AND WAGES TOTAL</b>	<b>\$206,190</b>	<b>\$270,537</b>	<b>\$298,999</b>	<b>\$253,575</b>
<b>BENEFITS</b>				
(441000) FICA/Medicare	\$15,375	\$20,619	\$22,875	\$19,399
(442000) Workers Compensation	\$1,812	\$3,836	\$3,623	\$4,167
(443000) Unemployment/Transit Tax	\$205	\$319	\$302	\$254
(444000) Retirement - PERS	\$24,508	\$30,614	\$42,598	\$27,061
(444001) Retirement-Principal	\$45,329	\$58,509	\$75,276	\$73,374
(444002) Retirement-Pension Bond	\$4,626	\$5,916	\$9,237	\$6,365
(445000) Health/Life/LTD	\$39,303	\$58,141	\$59,965	\$61,778
<b>BENEFITS TOTAL</b>	<b>\$131,157</b>	<b>\$177,955</b>	<b>\$213,876</b>	<b>\$192,398</b>
<b>PERSONNEL SERVICES TOTAL</b>	<b>\$337,348</b>	<b>\$448,491</b>	<b>\$512,875</b>	<b>\$445,973</b>
<b>MATERIALS AND SERVICES</b>				
<b>MATERIALS AND SERVICES</b>				
(510000) Office Supplies	\$1,184	\$1,861	\$2,200	\$2,200
(515000) Printing & Advertising	\$24	\$84	\$200	\$200
(520000) Dues & Meetings	\$594	\$1,170	\$1,135	\$1,200
(520003) Recruitment Expense	\$395	\$256	\$1,500	\$1,500
(520008) Recognition	\$0	\$0	\$125	\$125
(523000) Supplies & Equipment	\$419	\$1,288	\$2,925	\$2,925
(523010) Public Outreach	\$0	\$163	\$6,000	\$5,000
(523011) TMDL Community Program	\$481	\$144	\$2,500	\$0
(523012) Shop Supplies/Environmental	\$1,043	\$328	\$15,000	\$15,000
(525000) Travel & Training	\$2,967	\$6,276	\$11,621	\$11,621
(532000) Bank Fees	\$3,650	\$2,010	\$1,000	\$1,000
(533000) Contractual Services	\$25,707	\$6,029	\$0	\$0
(533045) Maintenance Agreements	\$15,485	\$14,682	\$14,500	\$14,500
(540000) Utilities	\$208	\$254	\$200	\$200
(551000) Books & Publications	\$0	\$31	\$200	\$200
(562000) Fuel	\$161	\$168	\$725	\$725
(563000) Vehicle Maintenance	\$116	\$347	\$650	\$650
(576000) Recording Fees	\$0	\$91	\$100	\$100
(580000) Professional Services	\$0	\$0	\$42,375	\$42,375
(590000) Internal Chrg-Admin Support Sv	\$305,004	\$401,682	\$483,768	\$577,747
(590015) Internal Chrg-Franchise Fee	\$146,241	\$159,152	\$172,165	\$172,165
(595002) Legal Expenses	\$84	\$0	\$0	\$0
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$503,764</b>	<b>\$596,016</b>	<b>\$758,889</b>	<b>\$849,433</b>
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$503,764</b>	<b>\$596,016</b>	<b>\$758,889</b>	<b>\$849,433</b>
<b>CAPITAL OUTLAY</b>				
<b>CAPITAL OUTLAY</b>				
(610000) Capital Outlay	\$7,665	\$139	\$12,250	\$12,250
<b>CAPITAL OUTLAY TOTAL</b>	<b>\$7,665</b>	<b>\$139</b>	<b>\$12,250</b>	<b>\$12,250</b>
<b>CAPITAL OUTLAY TOTAL</b>	<b>\$7,665</b>	<b>\$139</b>	<b>\$12,250</b>	<b>\$12,250</b>
<b>TOTAL</b>	<b>\$848,776</b>	<b>\$1,044,646</b>	<b>\$1,284,014</b>	<b>\$1,307,656</b>

## 5170 - Stormwater Maintenance

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
<b>PERSONNEL SERVICES</b>				
SALARIES AND WAGES				
(435000) Overtime	\$6,092	\$4,944	\$1,500	\$1,584
(436000) On Call Pay	\$1,298	\$980	\$3,000	\$0
(438000) Longevity	\$2,812	\$1,147	\$722	\$1,140
Salaries and Wages	\$237,675	\$239,469	\$303,091	\$382,066
<b>SALARIES AND WAGES TOTAL</b>	<b>\$247,877</b>	<b>\$246,541</b>	<b>\$308,313</b>	<b>\$384,790</b>
BENEFITS				
(441000) FICA/Medicare	\$18,261	\$18,741	\$23,588	\$29,437
(442000) Workers Compensation	\$7,323	\$8,387	\$10,814	\$18,630
(443000) Unemployment/Transit Tax	\$252	\$316	\$313	\$385
(444000) Retirement - PERS	\$22,004	\$29,150	\$43,087	\$48,866
(444001) Retirement-Principal	\$38,836	\$23,679	\$22,168	\$29,995
(444002) Retirement-Pension Bond	\$5,958	\$7,969	\$13,293	\$15,620
(445000) Health/Life/LTD	\$65,318	\$67,454	\$110,988	\$143,084
<b>BENEFITS TOTAL</b>	<b>\$157,952</b>	<b>\$155,696</b>	<b>\$224,251</b>	<b>\$286,017</b>
<b>PERSONNEL SERVICES TOTAL</b>	<b>\$405,828</b>	<b>\$402,237</b>	<b>\$532,564</b>	<b>\$670,807</b>
<b>MATERIALS AND SERVICES</b>				
MATERIALS AND SERVICES				
(510000) Office Supplies	\$511	\$185	\$500	\$500
(512000) Uniforms	\$2,739	\$3,699	\$3,500	\$3,500
(515000) Printing & Advertising	\$0	\$54	\$0	\$0
(520000) Dues & Meetings	\$2,268	\$1,485	\$1,000	\$1,500
(520003) Recruitment Expense	\$0	\$0	\$500	\$0
(523000) Supplies & Equipment	\$25,700	\$23,200	\$20,000	\$25,000
(523100) Small Tools	\$12,040	\$6,071	\$0	\$0
(524000) Safety Program	\$0	\$4,949	\$1,000	\$0
(525000) Travel & Training	\$2,532	\$6,927	\$10,000	\$10,000
(526000) Employee Testing	\$127	\$0	\$1,000	\$0
(533000) Contractual Services	\$43,796	\$21,778	\$0	\$0
(533045) Maintenance Agreements	\$793	\$8,500	\$46,000	\$100,000
(533046) Manhole Replacement	\$0	\$0	\$20,000	\$20,000
(538702) Stormwater Repair	\$76,404	\$27,356	\$70,000	\$70,000
(540000) Utilities	\$4,935	\$6,256	\$5,500	\$6,000
(562000) Fuel	\$19,899	\$22,109	\$25,000	\$22,000
(563000) Vehicle Maintenance	\$21,097	\$16,840	\$14,000	\$0
(566000) Equip Repair & Maintenance	\$1,821	\$870	\$8,000	\$22,000
(567000) Pipe & Materials	\$24,724	\$18,940	\$20,000	\$20,000
(595002) Legal Expenses	\$293	\$0	\$0	\$0
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$239,678</b>	<b>\$169,221</b>	<b>\$246,000</b>	<b>\$300,500</b>
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$239,678</b>	<b>\$169,221</b>	<b>\$246,000</b>	<b>\$300,500</b>
<b>CAPITAL OUTLAY</b>				
CAPITAL OUTLAY				
(610000) Capital Outlay	\$24,210	\$138,328	\$0	\$0
(610001) ARPA IT Servers	\$0	\$0	\$0	\$486,856
<b>CAPITAL OUTLAY TOTAL</b>	<b>\$24,210</b>	<b>\$138,328</b>	<b>\$0</b>	<b>\$486,856</b>
<b>CAPITAL OUTLAY TOTAL</b>	<b>\$24,210</b>	<b>\$138,328</b>	<b>\$0</b>	<b>\$486,856</b>
<b>TOTAL</b>	<b>\$669,716</b>	<b>\$709,786</b>	<b>\$778,564</b>	<b>\$1,458,163</b>

## 9170 - Transfers

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
TRANSFERS				
TRANSFERS				
(904000) Transfer Out-Capital Projects	\$22,902	\$333,004	\$987,930	\$1,432,000
<b>TRANSFERS TOTAL</b>	<b>\$22,902</b>	<b>\$333,004</b>	<b>\$987,930</b>	<b>\$1,432,000</b>
<b>TRANSFERS TOTAL</b>	<b>\$22,902</b>	<b>\$333,004</b>	<b>\$987,930</b>	<b>\$1,432,000</b>
<b>TOTAL</b>	<b>\$22,902</b>	<b>\$333,004</b>	<b>\$987,930</b>	<b>\$1,432,000</b>

## 9180 - Reserves

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
RESERVES/CONTINGENIES				
RESERVES/CONTINGENIES				
(800000) Contingency	\$0	\$0	\$1,900,753	\$972,829
(800001) Contingency/Reserves - Assigned	\$0	\$0	\$466,856	\$301,252
<b>RESERVES/CONTINGENIES TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,367,609</b>	<b>\$1,274,081</b>
<b>RESERVES/CONTINGENIES TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,367,609</b>	<b>\$1,274,081</b>
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,367,609</b>	<b>\$1,274,081</b>

### 800000 Contingency - Unassigned

### 800001 Contingency - Assigned for vehicle replacement PWM

	ACTUALS		ADOPTED BUDGET		PROPOSED BUDGET	
	FY2022	FY2023	FY2024	FY2025	FY2025	FY2025
Total Requirements	\$1,541,394	\$2,087,436	\$5,418,117		\$5,471,900	



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# STORMWATER SYSTEM DEVELOPMENT FUND (43)

FY2024-2025 OPERATING BUDGET

## FUND 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 benefiting directly from those improvements.

Resources to the SDC funds consist of charges collected at the time building permits are taken out and interest earnings. Budgeted expenditures are for debt service supporting past eligible capital projects, and transfers to capital projects funds for current projects underway or anticipated in FY25.

## RESOURCES

### (43) Stormwater System Development Fund

	ACTUAL		ADOPTED BUDGET		PROPOSED BUDGET	
	FY2022	FY2023	FY2024	FY2025	FY2024	FY2025
Beg F/B-Net Wrkg Capital	\$254,440	\$358,726	\$386,127		\$362,642	
Revenues						
43-0000-349002 - System Development Fees	\$103,639	\$71,812	\$140,000		\$90,000	
43-0000-361000 - Interest Earned	\$1,319	\$5,614	\$1,000		\$1,000	
43-0000-361001 - Interest Earned-Receivables	\$164	\$784	-		-	
43-0000-363000 - Assessment Installments	-	\$1,180	-		-	
<b>REVENUES TOTAL</b>	<b>\$105,121</b>	<b>\$79,391</b>	<b>\$141,000</b>		<b>\$91,000</b>	
<b>Total Resources</b>	<b>\$359,561</b>	<b>\$438,117</b>	<b>\$527,127</b>		<b>\$453,642</b>	

### 9170 - Transfers

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
TRANSFERS				
TRANSFERS				
(904000) Transfer Out-Capital Projects	\$835	\$75,475	\$36,225	\$275,000
<b>TRANSFERS TOTAL</b>	<b>\$835</b>	<b>\$75,475</b>	<b>\$36,225</b>	<b>\$275,000</b>
<b>TRANSFERS TOTAL</b>	<b>\$835</b>	<b>\$75,475</b>	<b>\$36,225</b>	<b>\$275,000</b>
<b>TOTAL</b>	<b>\$835</b>	<b>\$75,475</b>	<b>\$36,225</b>	<b>\$275,000</b>

# REQUIREMENTS

## 9180 - Reserves

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
RESERVES/CONTINGENIES				
RESERVES/CONTINGENIES				
(800000) Contingency	\$0	\$0	\$476,668	\$164,408
(830000) Contingency/Reserves - Assigned	\$0	\$0	\$14,234	\$14,234
RESERVES/CONTINGENIES TOTAL	\$0	\$0	\$490,902	\$178,642
RESERVES/CONTINGENIES TOTAL	\$0	\$0	\$490,902	\$178,642
TOTAL	\$0	\$0	\$490,902	\$178,642

800000 Reserve for Future Expense

830000 Reserve for Payment in Lieu

	ACTUALS		ADOPTED BUDGET		PROPOSED BUDGET	
	FY2022	FY2023	FY2024	FY2025	FY2025	FY2025
Total Requirements	\$835	\$75,475	\$527,127		\$453,642	

# STREETS FUND (02)

FY2024-2025 OPERATING BUDGET

## FUND 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.
- Design review and inspections for the construction of public improvements associated with private development projects.
- Maintaining and repairing the 72 centerline miles of pavement surfaces, roadway striping, signage, and crosswalks.
- Grading and maintenance of the 4.5 miles of gravel roads and 51 gravel alleys.
- Mowing of 95 acres of roadsides.
- Street sweeping by the City and downtown (night) sweeping contractor.
- Snow plowing and sanding of city streets during inclement weather.
- Electrical Costs, maintenance, and operation of crosswalk RRFB signal, school zone and street speed signs, and monitoring of the 2,064 streetlights within the city.
- Emergency Management and Planning



## SIGNIFICANT CHANGES

In FY 2024, conversion of the city streetlights to LED's was substantially completed by PGE, and the city owned and maintained streetlights were converted to being maintained by PGE, increasing reliability, and reducing maintenance and electrical costs.

In 2025 the Street Fund holds a portion of the new addition of the Sidewalk Crew which consists of three new FTE to maintain the city sidewalks and other concrete work instead outsourcing this work to contractors. This aligns with City Council Goal 3, Ensure Newberg infrastructure is in good repair, Goal 3, Objective 2, Focus on road and sidewalk improvements in Districts 1 and 3 as the City will be able to complete the work itself in a much quicker capacity. The Sidewalk Crew can also function as a source of additional revenue for the City and do sidewalk repairs in other cities as contracted out which also aligns with City Council Goal 6, Objective 1, begin reducing and eventually eliminate the City's debt in a steady, prudent way without compromising the City's ability to provide essential services and functions.

The Street (02), Wastewater (06), Water (07), and Stormwater (17) Funds are all responsible for Emergency Management program revived in 2022-23 and detailed below.

# NEWBERG-DUNDEE EMERGENCY ALERTS

Stay Safe and Informed

Manténgase Seguro e Informado



Text, Calls, and Email Alerts  
Alertas de Texto, Llamadas  
Y Correo Electrónico



Sign-Up Today:

Inscríbese Hoy:

[NewbergOregon.gov/Emergency-Alerts](https://NewbergOregon.gov/Emergency-Alerts)

## Emergency Management

In FY 23-2024, the Newberg City Council approved Resolution 2023-3909 on November 20, 2023, replacing the outdated 2013 Emergency Operations Plan (EOP), with a revised and updated EOP, providing the flexible and scalable process used by the council and staff for rapid operational action plans to deal with unexpected and evolving emergencies in real time. The Plan clearly defines the roles and responsibilities of the City in times of emergencies and is compatible with our community and agency partners.

The City has identified its core emergency/disaster responsibilities as “Plan, Prepare, Respond, Recover, Mitigate” in order to protect lives, protect property, ensure essential services/infrastructure, protect the environment, and foster public resiliency.

In FY 2025, we will continue to fill a long list of identified gaps in training and equipment. The program also resumes public education and small business resources to move toward the Federal expectation that “communities prepare to be self-sufficient for at least three days during a disaster.” We will update the Water Curtailment and Water Plant Emergency Plan to integrate with the Emergency Water Units and the Emergency Communication Plan.

The Emergency Program is responsible for the following non-routine police and fire activities:

- *Emergency Operations Center Readiness and Training:* inventory and equipment, ARES radio, volunteers, stand up, demobilize, job aids, modernize operations, documentation, internal-external redundancy.
- *ICS NIMS:* Federal and State required staff training and record keeping.
- *Develop or Maintain Comprehensive Plans:* Emergency Plan, Functional Annexes, Indexes (4-year cycle), Cyber and Climate Impact Plan, ADA and Bilingual Emergency protocols, Evacuation plans, Wildfire-to-Urban fire Plans, Rapid Facility Damage Assessments, Water Curtailment and Plant Emergency Plans, and other state or federal required plans.
- *Coordinate with County/State:* hazard, evacuation, alerting, and exercises.
- New employee safety/emergency response orientation.
- *Facility Evacuations:* Shelter in Place and evacuation plans, training, and exercises
- *Emergency Communication Plans:* with redundant systems in coordination with NDPD, Dispatch, Public Works, and TVFR City Emergency PIO
- *Emergency Response and Resiliency Grants:* assist Departments who apply for related grants.
- *City Safety Committee:* administrative liaison for committee and CIS, an OSHA required committee.
- *Review Hazard Plans:* provide insight on department operations, large events, and projects.
- Community outreach and collaboration: resiliency partnerships with nonprofits, businesses, and volunteers.
- Develop/Maintain resources and partnerships with local, state, regional and national partners
- Emergency Management implementation Emergency Operations Plans with public works department emergency response plans, staff training, integration with other city departments, and ongoing coordination with county and state agencies aligns with council goal 4: Enhance Community Safety and Resiliency.

# FTE COUNT

## Streets Fund

Department Category Description	FY2025
Allocated FTE Count	
ENGINEERING	1.7
STREET MAINTENANCE	2.49
<b>ALLOCATED FTE COUNT</b>	<b>4.19</b>

# RESOURCES

## (02) Streets Fund

	ACTUAL		ADOPTED BUDGET	PROPOSED BUDGET
	FY2022	FY2023	FY2024	FY2025
Beg F/B-Net Wrkg Capital	\$2,712,164	\$3,085,843	\$2,480,372	\$2,243,027
<b>Revenues</b>				
02-0000-332003 - Street/Curb Permits	\$13,869	\$7,596	\$15,000	\$21,168
02-0000-332005 - Sidewalk Crew Revenue	-	-	\$60,000	\$0
02-0000-334000 - Miscellaneous Grants	\$360,720	\$68,591	-	-
02-0000-335000 - Gas Taxes	\$1,971,800	\$1,990,936	\$2,035,294	\$2,076,000
02-0000-336000 - Bike Way Taxes	\$19,917	\$20,110	-	\$20,761
02-0000-336005 - Bike Way Taxes	-	-	\$20,353	-
02-0000-338000 - Reimbursements	\$2,819	\$47,430	-	-
02-0000-338001 - Reimb Costs-Labor	\$1,614	\$2,036	-	-
02-0000-338002 - Reimb Costs-Capital Proj	\$3,000	-	-	-
02-0000-341006 - Technology Fee	\$3,356	\$2,324	\$2,000	\$5,000
02-0000-342004 - Dev Review and Inspection Fees	\$54,669	\$42,510	\$40,000	\$40,800
02-0000-347000 - Local Fee (Transportation/Public Safety)	\$1,165,872	\$1,200,137	\$1,271,660	\$1,458,595
02-0000-360000 - Miscellaneous Revenues	\$648	\$3,247	-	-
02-0000-361000 - Interest Earned	\$12,797	\$41,043	\$15,000	\$25,000
02-0000-363000 - Assessment Installments	-	\$1,342	-	-
02-0000-364000 - Sale Of Assets	\$5,100	\$4,415	-	-
02-0000-376001 - Developer Projects	\$10,840	-	-	-
02-0000-390032 - Transfer In-Veh/Equip Repl Fun	\$465,274	-	-	-
<b>REVENUES TOTAL</b>	<b>\$4,092,295</b>	<b>\$3,431,716</b>	<b>\$3,459,307</b>	<b>\$3,647,324</b>
<b>Total Resources</b>	<b>\$6,804,459</b>	<b>\$6,517,559</b>	<b>\$5,939,679</b>	<b>\$5,890,351</b>

# REQUIREMENTS

## 5112 - Streets Engineering

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
<b>PERSONNEL SERVICES</b>				
<b>SALARIES AND WAGES</b>				
(435000) Overtime	\$588	\$1,230	\$1,325	\$0
(438000) Longevity	\$3,113	\$3,436	\$3,180	\$2,280
Salaries and Wages	\$193,745	\$253,537	\$280,864	\$169,249
<b>SALARIES AND WAGES TOTAL</b>	<b>\$197,446</b>	<b>\$258,203</b>	<b>\$285,369</b>	<b>\$171,529</b>
<b>BENEFITS</b>				
(441000) FICA/Medicare	\$14,725	\$19,639	\$21,833	\$13,122
(442000) Workers Compensation	\$1,746	\$3,757	\$3,390	\$3,037
(443000) Unemployment/Transit Tax	\$196	\$305	\$288	\$172
(444000) Retirement - PERS	\$23,872	\$29,107	\$40,441	\$9,001
(444001) Retirement-Principal	\$45,330	\$58,510	\$75,276	\$73,374
(444002) Retirement-Pension Bond	\$4,355	\$5,517	\$8,537	\$2,287
(445000) Health/Life/LTD	\$36,586	\$53,817	\$55,467	\$35,846
<b>BENEFITS TOTAL</b>	<b>\$126,810</b>	<b>\$170,652</b>	<b>\$205,232</b>	<b>\$136,839</b>
<b>PERSONNEL SERVICES TOTAL</b>	<b>\$324,256</b>	<b>\$428,855</b>	<b>\$490,601</b>	<b>\$308,368</b>
<b>MATERIALS AND SERVICES</b>				
<b>MATERIALS AND SERVICES</b>				
(510000) Office Supplies	\$1,357	\$2,085	\$1,200	\$1,200
(511000) Postage	\$0	\$6	\$100	\$100
(515000) Printing & Advertising	\$0	\$188	\$250	\$250
(520000) Dues & Meetings	\$1,337	\$1,545	\$1,135	\$1,200
(520003) Recruitment Expense	\$0	\$258	\$500	\$500
(520006) Council/Committee Purchases	\$170	\$325	\$2,000	\$1,500
(520008) Recognition	\$0	\$0	\$125	\$125
(523000) Supplies & Equipment	\$460	\$2,411	\$2,925	\$2,925
(525000) Travel & Training	\$2,439	\$6,088	\$11,621	\$11,621
(526000) Employee Testing	\$0	\$124	\$0	\$0
(532000) Bank Fees	\$35,874	\$21,277	\$8,000	\$10,000
(533000) Contractual Services	\$63,231	\$92,490	\$0	\$0
(533045) Maintenance Agreements	\$16,269	\$14,682	\$15,000	\$15,000
(540000) Utilities	\$208	\$254	\$200	\$200
(551000) Books & Publications	\$0	\$43	\$200	\$200
(562000) Fuel	\$161	\$168	\$725	\$725
(563000) Vehicle Maintenance	\$116	\$310	\$650	\$650
(576000) Recording Fees	\$0	\$91	\$100	\$100
(580000) Professional Services	\$0	\$0	\$50,375	\$50,375
(590000) Internal Chrg-Admin Support Sv	\$325,881	\$416,191	\$388,830	\$459,389
(595002) Legal Expenses	\$84	\$0	\$0	\$0
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$447,587</b>	<b>\$558,534</b>	<b>\$483,936</b>	<b>\$556,060</b>
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$447,587</b>	<b>\$558,534</b>	<b>\$483,936</b>	<b>\$556,060</b>
<b>CAPITAL OUTLAY</b>				
<b>CAPITAL OUTLAY</b>				
(610000) Capital Outlay	\$11,187	\$139	\$12,250	\$12,250
<b>CAPITAL OUTLAY TOTAL</b>	<b>\$11,187</b>	<b>\$139</b>	<b>\$12,250</b>	<b>\$12,250</b>
<b>CAPITAL OUTLAY TOTAL</b>	<b>\$11,187</b>	<b>\$139</b>	<b>\$12,250</b>	<b>\$12,250</b>
<b>TOTAL</b>	<b>\$783,030</b>	<b>\$987,528</b>	<b>\$986,787</b>	<b>\$876,678</b>

5120 - Streets Maintenance

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
<b>PERSONNEL SERVICES</b>				
SALARIES AND WAGES				
(435000) Overtime	\$1,175	\$2,789	\$700	\$689
(436000) On Call Pay	\$195	\$612	\$900	\$0
(438000) Longevity	\$1,820	\$782	\$600	\$780
Salaries and Wages	\$95,086	\$110,069	\$282,651	\$181,710
<b>SALARIES AND WAGES TOTAL</b>	<b>\$98,276</b>	<b>\$114,252</b>	<b>\$284,851</b>	<b>\$183,179</b>
BENEFITS				
(441000) FICA/Medicare	\$7,090	\$8,613	\$21,792	\$14,014
(442000) Workers Compensation	\$1,875	\$3,054	\$10,700	\$7,964
(443000) Unemployment/Transit Tax	\$99	\$148	\$288	\$184
(444000) Retirement - PERS	\$7,408	\$10,823	\$41,540	\$22,136
(444001) Retirement-Principal	\$23,802	\$18,506	\$13,765	\$23,499
(444002) Retirement-Pension Bond	\$1,684	\$2,653	\$12,790	\$7,076
(445000) Health/Life/LTD	\$30,772	\$40,637	\$107,707	\$78,477
<b>BENEFITS TOTAL</b>	<b>\$72,730</b>	<b>\$84,433</b>	<b>\$208,582</b>	<b>\$153,350</b>
<b>PERSONNEL SERVICES TOTAL</b>	<b>\$171,007</b>	<b>\$198,685</b>	<b>\$493,433</b>	<b>\$336,529</b>
<b>MATERIALS AND SERVICES</b>				
MATERIALS AND SERVICES				
(510000) Office Supplies	\$2,599	\$390	\$1,000	\$1,500
(512000) Uniforms	\$3,717	\$6,427	\$6,500	\$6,500
(520000) Dues & Meetings	\$3,745	\$3,297	\$4,000	\$3,500
(520003) Recruitment Expense	\$20	\$0	\$500	\$500
(522000) Road Materials	\$29,392	\$33,145	\$0	\$0
(523000) Supplies & Equipment	\$22,600	\$35,180	\$30,975	\$30,975
(523100) Small Tools	\$3,713	\$9,068	\$0	\$0
(524000) Safety Program	\$0	\$4,902	\$1,000	\$0
(525000) Travel & Training	\$7,718	\$6,459	\$12,000	\$14,000
(526000) Employee Testing	\$1,138	\$1,226	\$1,000	\$0
(533000) Contractual Services	\$103,284	\$85,792	\$0	\$0
(533045) Maintenance Agreements	\$1,036	\$1,267	\$165,000	\$162,000
(538101) Street Improvements	\$78,598	\$30,949	\$110,000	\$110,000
(538105) Sidewalk Intersections/ADA	\$9,281	\$14,417	\$100,000	\$100,000
(540000) Utilities	\$4,935	\$6,281	\$6,000	\$7,000
(541000) Street Signs	\$19,542	\$5,992	\$30,000	\$30,000
(541001) Street Lighting	\$212,529	\$269,975	\$280,000	\$315,000
(541002) Street Light/Pole Maintenance	\$380	\$0	\$10,000	\$10,000
(562000) Fuel	\$19,164	\$15,738	\$20,000	\$20,000
(563000) Vehicle Maintenance	\$21,661	\$17,379	\$15,000	\$0
(566000) Equip Repair & Maintenance	\$2,127	\$1,400	\$7,000	\$25,000
(571000) Bldg & Grounds Maintenance	\$7,264	\$60	\$2,500	\$2,500
(595002) Legal Expenses	\$125	\$0	\$0	\$0
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$554,570</b>	<b>\$549,345</b>	<b>\$802,475</b>	<b>\$838,475</b>
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$554,570</b>	<b>\$549,345</b>	<b>\$802,475</b>	<b>\$838,475</b>
<b>CAPITAL OUTLAY</b>				
CAPITAL OUTLAY				
(610000) Capital Outlay	\$141,879	\$158,481	\$0	\$0
<b>CAPITAL OUTLAY TOTAL</b>	<b>\$141,879</b>	<b>\$158,481</b>	<b>\$0</b>	<b>\$0</b>
<b>CAPITAL OUTLAY TOTAL</b>	<b>\$141,879</b>	<b>\$158,481</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$867,455</b>	<b>\$906,510</b>	<b>\$1,295,908</b>	<b>\$1,175,004</b>

## 9130 - Special Payments

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
<b>SPECIAL PAYMENTS</b>				
SPECIAL PAYMENTS				
(601000) Program Loans	\$11,878	\$35,150	\$0	\$0
(602000) Housing Authority Loans	\$36,778	\$17,800	\$0	\$0
<b>SPECIAL PAYMENTS TOTAL</b>	<b>\$48,656</b>	<b>\$52,950</b>	<b>\$0</b>	<b>\$0</b>
<b>SPECIAL PAYMENTS TOTAL</b>	<b>\$48,656</b>	<b>\$52,950</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$48,656</b>	<b>\$52,950</b>	<b>\$0</b>	<b>\$0</b>

## 9170 - Transfers

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
<b>TRANSFERS</b>				
TRANSFERS				
(918000) Transfer Out-Street Cap Proj	\$771,302	\$2,023,275	\$411,882	\$0
(918001) Transfer Out-TUF St Cap Proj	\$1,248,174	\$1,380,295	\$750,000	\$2,150,000
<b>TRANSFERS TOTAL</b>	<b>\$2,019,476</b>	<b>\$3,403,570</b>	<b>\$1,161,882</b>	<b>\$2,150,000</b>
<b>TRANSFERS TOTAL</b>	<b>\$2,019,476</b>	<b>\$3,403,570</b>	<b>\$1,161,882</b>	<b>\$2,150,000</b>
<b>TOTAL</b>	<b>\$2,019,476</b>	<b>\$3,403,570</b>	<b>\$1,161,882</b>	<b>\$2,150,000</b>

## 9180 - Reserves

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
<b>RESERVES/CONTINGENCIES</b>				
RESERVES/CONTINGENCIES				
(800000) Contingency	\$0	\$0	\$544,613	\$0
(800001) Contingency/Reserves - Assigned	\$0	\$0	\$259,695	\$0
(800002) Contingency/Reserves - Assigned	\$0	\$0	\$10,140	\$8,015
(803000) Contingency-TUF	\$0	\$0	\$1,680,654	\$1,680,654
<b>RESERVES/CONTINGENCIES TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,495,102</b>	<b>\$1,688,669</b>
<b>RESERVES/CONTINGENCIES TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,495,102</b>	<b>\$1,688,669</b>
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,495,102</b>	<b>\$1,688,669</b>

	ACTUALS		ADOPTED BUDGET	PROPOSED BUDGET
	FY2022	FY2023	FY2024	FY2025
Total Requirements	\$3,718,617	\$5,350,558	\$5,939,679	\$5,890,351



# STREET SYSTEM DEVELOPMENT FUND (42)

FY2024-2025 OPERATING BUDGET

## FUND 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 benefiting directly from those improvements.

Resources to the SDC funds consist of charges collected at the time building permits are taken out and interest earnings. Budgeted expenditures are for debt service supporting past eligible capital projects, and transfers to capital projects funds for current projects underway or anticipated in FY25.

## RESOURCES

### (42) Street System Development Fund

	ACTUAL		ADOPTED BUDGET	PROPOSED BUDGET
	FY2022	FY2023	FY2024	FY2025
Beg F/B-Net Wrkg Capital	\$6,050,176	\$6,445,675	\$6,202,860	\$5,636,047
<b>Revenues</b>				
42-0000-349002 - System Development Fees	\$2,031,133	\$1,481,815	\$3,000,000	\$1,400,000
42-0000-361000 - Interest Earned	\$24,745	\$107,116	\$20,000	\$17,000
42-0000-361001 - Interest Earned-Receivables	\$9,296	\$9,283	\$600	\$600
42-0000-363000 - Assessment Installments	\$2,284	\$10,682	\$25,000	\$25,000
<b>REVENUES TOTAL</b>	<b>\$2,067,459</b>	<b>\$1,608,896</b>	<b>\$3,045,600</b>	<b>\$1,442,600</b>
<b>Total Resources</b>	<b>\$8,117,635</b>	<b>\$8,054,571</b>	<b>\$9,248,460</b>	<b>\$7,078,647</b>

# REQUIREMENTS

## 9170 - Transfers

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
TRANSFERS				
TRANSFERS				
(918000) Transfer Out-Street Cap Proj	\$1,671,960	\$2,418,524	\$1,481,765	\$30,100
<b>TRANSFERS TOTAL</b>	<b>\$1,671,960</b>	<b>\$2,418,524</b>	<b>\$1,481,765</b>	<b>\$30,100</b>
<b>TRANSFERS TOTAL</b>	<b>\$1,671,960</b>	<b>\$2,418,524</b>	<b>\$1,481,765</b>	<b>\$30,100</b>
<b>TOTAL</b>	<b>\$1,671,960</b>	<b>\$2,418,524</b>	<b>\$1,481,765</b>	<b>\$30,100</b>

## 9180 - Reserves

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
RESERVES/CONTINGENIES				
RESERVES/CONTINGENIES				
(800000) Contingency	\$0	\$0	\$7,766,695	\$7,048,547
<b>RESERVES/CONTINGENIES TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$7,766,695</b>	<b>\$7,048,547</b>
<b>RESERVES/CONTINGENIES TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$7,766,695</b>	<b>\$7,048,547</b>
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$7,766,695</b>	<b>\$7,048,547</b>

## 800000 Reserve for Future Expense

	ACTUALS		ADOPTED BUDGET	PROPOSED BUDGET
	FY2022	FY2023	FY2024	FY2025
Total Requirements	\$1,671,960	\$2,418,524	\$9,248,460	\$7,078,647

# PROPRIETARY CAPITAL PROJECT FUND (04)

FY2024-2025 OPERATING BUDGET

## FUND DESCRIPTION

### Wastewater Projects

#### Public Works Maintenance Yard

Work is in progress on the Public Works maintenance facility. Landscaping and fencing along W Third Street, City fleet fueling station have all been completed. Next improvements include upgrades to existing buildings, installation of additional covered storage for equipment, repair and replacement of pavement, enhancement to building and yard lighting systems, a vehicle/equipment washdown area and dumpster ramps. This is a multi-funded project and pulls funds from each utility.

*This project is 20% SDC eligible and budgeted for \$57,000.*

#### Inflow and Infiltration (I&I) Project

The 2015 Inflow and Infiltration Report identified the need for significant replacements and rehabilitation of the older sections of the wastewater collection system throughout the City. The goal of this project is to replace aging pipe infrastructure to: (a) Reduce system maintenance costs and; (b) Reduce the inflow and infiltration to achieve lower operating costs at WWTP, based on the priorities listed in the report.

*This project is 50% SDC eligible and budgeted for \$1,004,000.*

#### Hess Creek Sewer Main Erosion Stabilization Project

Work is in progress through Public Works Maintenance on this erosion stabilization project.

*This project is not SDC eligible and budgeted for \$200,000.*

#### WWTP Emergency Programmable Logic Controller Replacement and Reprogramming Project

The Programmable Logic Controller (PLC) is the system that provides WWTP the ability to operate in an automatic mode. The current Siemens PLC, installed in the late 1990's and discontinued parts production, has reached its life expectancy. WWTP currently relies on other third party PLC support and their production may stop at any time, making the City's wastewater treatment obsolete. To counter this situation, the City has completed the pre-purchase of a set of brand-new and preferred equipment parts. The PLC system in design by a consultant will be replaced and reprogrammed through a competitive construction bid process in 2024 with full completion anticipated in 2025.

*This project is not SDC eligible and budgeted for \$1,000,000.*

#### Lift Station Maintenance Improvement Project

The project includes minor improvements to Charles, Chehalem, Creekside, Fernwood, Highway 240, and Sheridan lift stations. Minor improvements, to be managed by Public Works Operations, include adding safety grating to valve vaults, installing bollards for traffic protection, installing additional fencing to stations, repainting of building doors, and replacing heaters and heat taping for freeze protection.

*This project is 1% SDC eligible and budgeted for \$200,000.*

#### Public Compost Bin Improvement Project

This project provides a designated small compost bin area at the WWTP where Newberg residents can help themselves with free compost for individual home gardening needs. Public Works will review the compost bin design led by George Fox University students as a joint community outreach project.

*This project is not SDC eligible and budgeted for \$100,000*

## Water Projects

### Groundwater Treatment Plant Filter Covers

Oregon Health Authority requires the City to provide protective covers over the water treatment plant filters to protect them from airborne contamination of treated water.

*This project partly funded by ARPA grant is not SDC eligible and budgeted for \$500,000.*

### HB 2001 Water Program (1,2,3a,3b,4a,4b,5,7,8)

This is an unfunded State mandate to improve the City's water system to comply with HB 2001 Middle Housing requirements. The multi-phase project will upsize several pipes in the area south of downtown Newberg to provide adequate fire flow with acceptable pipe flow velocities for a broad range of middle housing designations. All specified projects need to be completed by July 2029 according to the Oregon Department of Land Conservation and Development (DLCD).

*This project is 50% SDC eligible (45% to 77%) and budgeted for \$2,200,000.*

### Oak Knoll Booster Pump Station Improvement Project

This project is part of the planned improvements to boost water pressure and conveyance in the northern part of the City. The generator and the electrical service need to be upsized to accommodate the proposed updates. This would allow new developments to continue in that part of the City that has a higher elevation than that served by the pressure zone of the water system. Budget review is required once the improvement cost is available and hopefully under the proposed budget figure.

*This project is not SDC eligible and budgeted for \$300,000.*

### Seismic Resilience for Cast Iron & Concrete Pipe Replacement

The City's aging water conveyance pipelines require replacement and some of the pipes are seismically weaker cast iron or concrete pipes that need to be replaced with ductile iron pipes. This project may support the HB 2001 projects upon pipe investigation and determination of the need for replacement.

This project is 11% SDC eligible and budgeted for \$344,000. FUND 06

## Stormwater Projects

### Public Works Maintenance Yard

Work is in progress on the Public Works maintenance facility. Landscaping and fencing along W Third Street, City fleet fueling station have all been completed. Next improvements include upgrades to existing buildings, installation of additional covered storage for equipment, repair and replacement of pavement, enhancement to building and yard lighting systems, a vehicle/equipment washdown area and dumpster ramps. This is a multi-funded project and pulls funds from each utility.

*This project is not SDC eligible and budgeted for \$57,000.*

### Inlet/Piping Improvements AKA Storm Fixes for Pavement (SWMP Recommendation)

This project is intended to address storm drainage issues ahead of the Pavement Rehabilitation /Preservation projects so that underground utility repairs occur prior to pavement maintenance.

*This project is not SDC eligible and budgeted for \$200,000.*

### West Franklin Storm Improvement Project

Serious flooding has impacted multiple businesses and residential properties in the Franklin Street /OR240/Railroad Track area. This project: (a) Investigates drainage system failures within the study area; (b) Maps out the extent of local flooding; and (c) Provides drainage system mitigation (construction) to eliminate flooding of private properties. Early investigation (with reference to Keller's Tech Memo) determined that part of the pipelines underneath the Ultra Quiet Floors business building, has restricted flow (likely crushed or damaged) because camera was unable to completely pass through the pipes. Pipes need to be adequately sized, replaced, and/or relocated to improve drainage system capacity and eliminate future flooding.

*This project is 20% SDC eligible and budgeted for \$750,000.*

### 800 Block Wynooski Stormwater Outfall (Phase 1)

The existing pipe and outfall area east of NE Wynooski Street was severely eroded. This project extends the outfall further east and down the slope to reduce future erosion over the Hess Creek slope. Design work for this project started in fiscal year

2018/2019. Construction is planned for summer 2024. Phase 2 of the project will be to line the NE Wynooski Street drainage pipelines between E Seventh and E Eighth Street. Phase 2 will be a separate future project after the completion of this project. *This project is not SDC eligible and budgeted for \$350,000.*

#### **N Springbrook Road Storm Improvement Project**

Flooding problems exist along N Springbrook Road. The upstream stormwater drainage system along N Springbrook Road was upgraded by the Mountainview and Springbrook roadway improvements project in 2008. Drainage remains constricted because a 30-inch pipe connects to an 8-inch and 12-inch pipe near E Middlebrook Drive intersection. This project: (a) Investigates all drainage issues; (b) Appropriately upsizes the pipes along N Springbrook Road, and (c) Reconnects the pipes to the existing pipeline system to the south. The proposed budget funds the initial study and preparation of conceptual design alternatives. Design is planned for fiscal year 2025/2026 and construction is planned for fiscal year 2026/2027.

*This project is 25% SDC eligible and budgeted for \$200,000.*

#### **Stormwater Master Plan Update 2026**

Newberg Municipal Code 13.20.030 requires an update of the City's Stormwater Master Plan every five years. The current Stormwater Master Plan was last updated in 2021 and included the Riverfront area. The master plan update is to begin in fiscal year 2025/2026 with completion in fiscal year 2026/2027. Future fiscal budget proposal will include funding for the remaining master plan update cost. The final master plan requires Council adoption and will identify new stormwater projects if needed in future.

*This project is 50% SDC eligible and budgeted for \$150,000.*

# RESOURCES

## (04) Proprietary Capital Projects

	ACTUAL		ADOPTED BUDGET	PROPOSED BUDGET
	FY2022	FY2023	FY2024	FY2025
Beg F/B-Net Wrkg Capital	-	\$0	-	\$0
<b>Revenues</b>				
04-0000-360000 - Miscellaneous Revenues	\$0	\$0	-	-
04-0000-390006 - Transfer In-Wastewater Fund	\$1,749,119	\$687,268	\$2,514,713	\$2,045,600
04-0000-390007 - Transfer In-Water Fund	\$2,055,507	\$4,438,735	\$4,745,536	\$2,978,782
04-0000-390017 - Transfer In-Stormwater Fund	\$22,902	\$333,004	\$987,930	\$1,432,000
04-0000-390043 - Transfer In-Stormwater SDC	\$835	\$75,475	\$36,225	\$275,000
04-0000-390046 - Transfer In-Wastewater SDC	\$1,033,504	\$53,495	\$687,029	\$515,400
04-0000-390047 - Transfer In-Water SDC	-	-	\$770,689	\$422,475
<b>REVENUES TOTAL</b>	<b>\$4,861,867</b>	<b>\$5,587,978</b>	<b>\$9,742,122</b>	<b>\$7,669,257</b>
<b>Total Resources</b>	<b>\$4,861,867</b>	<b>\$5,587,978</b>	<b>\$9,742,122</b>	<b>\$7,669,257</b>

# REQUIREMENTS

## 5150 - Water Projects

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
(707477) PW Maint Facility Improvements	\$0	\$53,299	\$51,356	\$57,000
(707479) Chehalem Extension	\$331,878	\$3,279	\$0	\$0
(707481) Fire Flow - W Illinois	\$125,034	\$687	\$0	\$0
(707483) Decommission Wells 1 & 2	\$0	\$12,530	\$0	\$0
(707484) Redundant Water Supply	\$322,064	\$82,769	\$1,700,000	\$0
(707485) Bell West Pump Station	\$156,236	\$25,136	\$0	\$0
(707487) N College Street - N Terrace	\$45,396	\$7,454	\$0	\$0
(707488) Fixed Based Radio Read	\$287,645	\$127,463	\$0	\$0
(707490) Crestview Waterline-Potable	\$10,281	\$0	\$0	\$0
(707491) Routine WL Replacement	\$22,182	\$179,530	\$0	\$0
(707492) N Elliott Rd Waterline Impr	\$37,951	\$621,292	\$210,115	\$0
(707493) N Howard Street Waterline Impr	\$89,777	\$0	\$0	\$0
(707528) Valves on College St	\$4,318	\$161,951	\$0	\$0
(707529) WTP Filter Covers	\$95,446	\$4,882	\$0	\$0
(707531) Seismic/AWIA	\$7,455	\$0	\$0	\$344,257
(707577) WTP Expansion Land Purchase	\$474,070	\$65	\$0	\$0
(707613) College St Relocation-Ald-Foot	\$45,775	\$1,035,407	\$0	\$0
(707621) Bypass Construction Misc	\$0	\$0	\$542,754	\$0
(707622) Em. Connection @ WTP (seismic)	\$0	\$567,168	\$0	\$0
(707623) Seismic Imp for water lines	\$0	\$0	\$55,150	\$0
(707624) HB 2001 11th Street	\$0	\$0	\$166,575	\$0
(707625) HB 2001 5th Street	\$0	\$18,511	\$825,305	\$0
(707626) HB 2001 River Street	\$0	\$673,305	\$0	\$0
(707627) HB 2001 Vermillion	\$0	\$0	\$70,000	\$0
(707628) Otis Springs and N non-potable	\$0	\$98,011	\$1,580,000	\$0
(707629) New Groundwater Treatmnt Plant	\$0	\$657,157	\$239,970	\$0
(707630) HB 2001 Main, 4th, Lincoln, & 5th	\$0	\$108,839	\$0	\$0
(707912) Groundwater Treatment Plant Covers	\$0	\$0	\$0	\$500,000
(707913) Oak Knoll Booster Pump Station	\$0	\$0	\$0	\$300,000
(707914) HB 2001 Program I 1, 2, 3a, 3b, 6, 7, 8	\$0	\$0	\$0	\$2,200,000
<b>TOTAL</b>	<b>\$2,055,507</b>	<b>\$4,438,735</b>	<b>\$5,441,225</b>	<b>\$3,401,257</b>

## 5150 - Wastewater Projects

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
(706301) Inflow/Infiltration Projects	\$123	\$0	\$450,000	\$1,004,000
(706310) Oxidation Ditches	\$597,980	\$0	\$0	\$0
(706313) Roofing at WWTP	\$0	\$54,952	\$0	\$0
(706329) Coating for Pump Station	\$0	\$0	\$71,500	\$0
(706381) WWTP Solar Panel Project	\$240,032	\$0	\$0	\$0
(706391) N Elliott Wastewater Pipeline	\$31,051	\$2,682	\$0	\$0
(706397) Programmable Logic Controller	\$169	\$200,700	\$1,100,000	\$1,000,000
(706416) WWTP Sawdust Bays	\$317,487	\$0	\$0	\$0
(706418) Hess Creek Lining	\$12,300	\$73,684	\$715,000	\$0
(706419) Clarifier Study	\$16,242	\$0	\$0	\$0
(706420) Crestview Drive Sewer	\$97,507	\$0	\$0	\$0
(706470) Operations Remodel	\$98,753	\$0	\$0	\$0
(706471) WWTP Painting & Maintenance	\$0	\$108	\$0	\$0
(706477) PW Maint Facility Improvements	\$0	\$61,319	\$51,750	\$57,000
(706479) Chehalem Extension	\$1,370,979	\$4,389	\$0	\$0
(706481) WWTP Hydraulic Study	\$0	\$0	\$530,450	\$0
(706483) N Elliot Road	\$0	\$342,928	\$91,442	\$0
(706484) Short Term Lift Station Improv	\$0	\$0	\$116,600	\$200,000
(706485) Public Compost Bin Improvements	\$0	\$0	\$0	\$100,000
(706486) Hess Creek Sewer Main Erosion Stabilization	\$0	\$0	\$0	\$200,000
(706999) Reserve for other future proj	\$0	\$0	\$120,000	\$0
<b>TOTAL</b>	<b>\$2,782,623</b>	<b>\$740,763</b>	<b>\$3,246,742</b>	<b>\$2,561,000</b>

## 5150 - Stormwater Projects

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
(717709) N Elliott	\$0	\$275,642	\$0	\$0
(717712) Storm Fixes for Pavement	\$4,629	\$0	\$130,000	\$0
(717725) Stormwater Master Plan Update	\$0	\$0	\$0	\$150,000
(717729) Libra Street	\$16,707	\$0	\$0	\$0
(717738) 800 Block Wynooski	\$2,401	\$23,974	\$368,905	\$350,000
(717772) Springbrook Storm Evaluation	\$0	\$0	\$103,500	\$200,000
(717777) PW Maint Facility Improvements	\$0	\$89,345	\$51,750	\$57,000
(717778) OR240/Railroad Tracks/Franklin St	\$0	\$19,518	\$400,000	\$750,000
(717780) Inlet/Piping Improvements	\$0	\$0	\$0	\$200,000
<b>TOTAL</b>	<b>\$23,737</b>	<b>\$408,479</b>	<b>\$1,054,155</b>	<b>\$1,707,000</b>

	ACTUALS		ADOPTED BUDGET	PROPOSED BUDGET
	FY2022	FY2023	FY2024	FY2025
Total Requirements	\$4,861,867	\$5,587,978	\$9,742,122	\$7,669,257



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# STREET CAPITAL PROJECTS FUND (18)

FY2024-2025 OPERATING BUDGET

## FUND DESCRIPTION

The Street Capital Projects Fund is responsible for:

- Planning, designing, inspecting, and construction of street fund capital improvement projects.
- Design reviews and inspections on the construction of public improvements associated with private development projects.
- Operating and maintaining 75.60 centerline miles of City streets, of which gravel is 4.53 centerline miles, oil mat is 1.63 centerline miles, concrete is 0.21 centerline mile, and asphalt pavement is 69.23 centerline miles. (Quantities are derived from GIS data as of 1/22/24.)
- Routine maintenance and improvement that includes pavement, and sidewalk ramps.
- Emergency Management and Planning of the City transportation system.

In alignment with Council’s goals to ensure the City’s transportation infrastructure is maintained and improved, to provide quality repairs, to enhance public safety, and to provide essential functions for the community, the projects proposed for the fiscal year 2024-25 budget are as follows:

### Redlight-Speed Camera Enforcement Project

The Oregon Department of Transportation (ODOT) approved City’s request for Redlight Running Camera with Speed Enforcement for Highway 99W at two intersections (Main and Villa) with City streets in April 2023. This project is driven by traffic safety based on crash history, crash potential, and observed violation data, and to reinforce good driving behaviors. The evaluation and construction are in accordance with ODOT RLR Camera Guidelines.

*This project is not SDC eligible and will be budgeted further via an adjustment once the net incomes and expenditures are known.*

### N College Street Aldercrest to Edgewood Bike and Sidewalk Project (ODOT)

The 2007 ADA/Pedestrian/Bike Route Improvement Plan identified the project as a primary critical pedestrian and bikeway route. The incomplete sidewalk connections are unsafe and force pedestrians onto the roadway shoulders. The City has entered into an Intergovernmental Agreement (IGA) with ODOT on this project. The IGA puts ODOT in the driver seat and obligates the City to provide a matching fund that will be closely monitored. Design by ODOT was completed in 2023. Construction, delayed by poor planning and the seasonal restriction on tree removal for migratory bird protection, is anticipated to begin in summer 2024. Due to funding limitations in streets right now the city will be seeking to reduce the scope of this project via an amended IGA with ODOT.

*This project is 10% SDC eligible and budgeted for \$100,000.*





### ADA Ramp Improvements - TUF

This project provides upgrade to existing sidewalk ramps to meet current ADA standard. Pavement projects may follow separately after ADA ramps are upgraded.  
*This project funded by Transportation Utility Fund is not SDC eligible and budgeted for \$150,000.*

### Pavement Maintenance Program - TUF

The City has approximately 72 miles of paved streets and 4 miles of gravel roadways – making roads the City’s largest infrastructure asset, with a replacement value of approximately \$150 million. The condition of the roads, range from poor to good with an overall Pavement Condition Index (PCI) of 71 citywide in 2020, is declining and projected to be 68 citywide in 2024. Upcoming pavement preservation may include S River Street, S Willamette Street, and/or E Madrona Drive and the final locations will be determined after clearing utility conflicts and completing geotechnical investigation.  
*This project funded by Transportation Utility Fund is not SDC eligible and budgeted for \$2,000,000.*

## RESOURCES

### (18) Street Capital Projects Fund

	ACTUAL		ADOPTED BUDGET		PROPOSED BUDGET	
	FY2022	FY2023	FY2024	FY2025		
Beg F/B-Net Wrkg Capital	\$213,212	\$298,449	\$291,322		\$145,700	
<b>Revenues</b>						
18-0000-334000 - Miscellaneous Grants	-	\$717,725	\$310,000		\$0	
18-0000-334001 - ARPA & COVID Grants	\$400,000	-	-		-	
18-0000-338000 - Reimbursements	-	\$117,178	-		-	
18-0000-361000 - Interest Earned	\$4,170	\$14,724	\$1,000		\$1,000	
18-0000-390002 - Transfer In-Street Fund	\$2,019,476	\$3,403,570	\$1,161,882		\$2,150,000	
18-0000-390042 - Transfer In-Street SDC	\$1,671,960	\$2,418,524	\$1,481,765		\$30,100	
<b>REVENUES TOTAL</b>	<b>\$4,095,605</b>	<b>\$6,671,721</b>	<b>\$2,954,647</b>		<b>\$2,181,100</b>	
<b>Total Resources</b>	<b>\$4,308,817</b>	<b>\$6,970,170</b>	<b>\$3,245,969</b>		<b>\$2,326,800</b>	

# REQUIREMENTS

## 5150 - Capital Projects

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
<b>CAPITAL PROJECTS</b>				
CAPITAL PROJECTS				
(702106) Bicycle Rte & ADA Improvements	\$142,767	\$0	\$40,000	\$0
(702111) College St Bikeline & Sidewalk	\$39,026	\$429,329	\$5,500	\$0
(702123) Elliott Road	\$676,353	\$3,941,537	\$1,738,897	\$0
(702163) Villa Rd-Haworth to Crestview	\$25,315	\$0	\$0	\$0
(702167) Crestview Dr	\$1,188,001	\$0	\$0	\$0
(702171) Pavement Rehab	\$371,800	\$0	\$0	\$0
(702177) PW Maint Facility Improvements	\$0	\$70,934	\$55,000	\$0
(702178) Safe Routes to School	\$111,856	\$258	\$0	\$0
(702179) Main Street/Illinois/240 Inter	\$0	\$0	\$467,500	\$30,000
(702180) COVID Grant Meridian ADA Ramp	\$207,077	\$192,923	\$0	\$0
(702181) ADA Ramp Improvements - TUF	\$0	\$0	\$0	\$150,000
(702182) N College Street - Aldercrest Foothills	\$0	\$0	\$0	\$100,000
(703000) Citywide Pavement Preservation	\$1,248,174	\$1,380,295	\$750,000	\$2,000,000
<b>CAPITAL PROJECTS TOTAL</b>	<b>\$4,010,368</b>	<b>\$6,015,275</b>	<b>\$3,056,897</b>	<b>\$2,280,000</b>
<b>CAPITAL PROJECTS TOTAL</b>	<b>\$4,010,368</b>	<b>\$6,015,275</b>	<b>\$3,056,897</b>	<b>\$2,280,000</b>
<b>TOTAL</b>	<b>\$4,010,368</b>	<b>\$6,015,275</b>	<b>\$3,056,897</b>	<b>\$2,280,000</b>

## 9180 - Reserves

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
<b>RESERVES/CONTINGENCIES</b>				
RESERVES/CONTINGENCIES				
(830000) Contingency/Reserves - Assigned	\$0	\$0	\$189,072	\$46,800
<b>RESERVES/CONTINGENCIES TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$189,072</b>	<b>\$46,800</b>
<b>RESERVES/CONTINGENCIES TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$189,072</b>	<b>\$46,800</b>
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$189,072</b>	<b>\$46,800</b>

## 830000 Reserve for Payments in Lieu

	ACTUALS		ADOPTED BUDGET	PROPOSED BUDGET
	FY2022	FY2023	FY2024	FY2025
Total Requirements	\$4,010,368	\$6,015,275	\$3,245,969	\$2,326,800



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# MISCELLANEOUS FUNDS



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# DEBT SERVICE FUND (09)

FY2024-2025 OPERATING BUDGET

## 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 made (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.

## RESOURCES

### (09) Debt Service Fund

	ACTUAL		ADOPTED BUDGET		PROPOSED BUDGET	
	FY2022	FY2023	FY2024	FY2025	FY2024	FY2025
Beg F/B-Net Wrkg Capital	\$6	\$619	\$619	\$15,420		
Revenues						
09-0000-311000 - Prior Year Taxes	\$322	\$256	\$175	\$175		
09-0000-334001 - ARPA & COVID Grants	\$142,916	\$142,916	\$142,916	\$142,916		
09-0000-361000 - Interest Earned	\$291	\$2,635	\$400	\$400		
09-0000-372000 - Pension Bond Charge	\$294,815	\$319,770	\$320,454	\$335,826		
09-0000-390001 - Transfer In-General Fund	\$372,575	\$372,575	\$372,575	\$372,575		
<b>REVENUES TOTAL</b>	<b>\$810,919</b>	<b>\$838,152</b>	<b>\$836,520</b>	<b>\$851,892</b>		
Total Resources	\$810,925	\$838,771	\$837,139	\$867,312		

# REQUIREMENTS

## 9150 - Debt Service - Principal

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
DEBT SERVICE				
DEBT SERVICE				
(604000) 2004 Pension Bonds	\$190,000	\$215,000	\$240,000	\$270,000
(616000) Bypass Loan	\$99,715	\$102,288	\$104,967	\$107,634
(617000) Public Safety Comm Upgrade	\$307,925	\$316,424	\$325,157	\$334,131
<b>DEBT SERVICE TOTAL</b>	<b>\$597,640</b>	<b>\$633,712</b>	<b>\$670,124</b>	<b>\$711,765</b>
<b>DEBT SERVICE TOTAL</b>	<b>\$597,640</b>	<b>\$633,712</b>	<b>\$670,124</b>	<b>\$711,765</b>
<b>TOTAL</b>	<b>\$597,640</b>	<b>\$633,712</b>	<b>\$670,124</b>	<b>\$711,765</b>

## 9160 - Debt Service - Interest

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
DEBT SERVICE				
DEBT SERVICE				
(604000) 2004 Pension Bonds	\$104,815	\$93,386	\$80,454	\$65,826
(616000) Bypass Loan	\$43,201	\$40,628	\$37,989	\$35,282
(617000) Public Safety Comm Upgrade	\$64,650	\$56,151	\$47,418	\$38,444
<b>DEBT SERVICE TOTAL</b>	<b>\$212,666</b>	<b>\$190,166</b>	<b>\$165,861</b>	<b>\$139,552</b>
<b>DEBT SERVICE TOTAL</b>	<b>\$212,666</b>	<b>\$190,166</b>	<b>\$165,861</b>	<b>\$139,552</b>
<b>TOTAL</b>	<b>\$212,666</b>	<b>\$190,166</b>	<b>\$165,861</b>	<b>\$139,552</b>

## 9180 - Reserves

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
RESERVES/CONTINGENCIES				
RESERVES/CONTINGENCIES				
(880000) Unappropriated Fund Balance	\$0	\$0	\$1,154	\$15,995
<b>RESERVES/CONTINGENCIES TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,154</b>	<b>\$15,995</b>
<b>RESERVES/CONTINGENCIES TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,154</b>	<b>\$15,995</b>
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,154</b>	<b>\$15,995</b>

	ACTUALS		ADOPTED BUDGET	PROPOSED BUDGET
	FY2022	FY2023	FY2024	FY2025
Total Requirements	\$810,306	\$823,877	\$837,139	\$867,312



# LIBRARY GIFT, MEMORIAL, AND GRANT FUND (22)

FY2024-2025 OPERATING BUDGET

## FUND DESCRIPTION

The Library Gift, Memorial & Grant Fund is the repository for any gifts, memorials and grants the library receives during 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) with 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

The Library Friends have granted funds of \$30,000 to replace the 1990's cloth end panels on bookshelves in the Carnegie Library. This generous donation will update and brighten the shelves, making materials easier to find for library patrons, staff, and volunteers.

### Council Goals

**Goal 01:** Create and maintain a high level of customer service.

Library programming is paid for through grants – mainly through funding from the Library Foundation and the Ready to Read Grant administered by the State Library of Oregon. Last year, the library offered over 600 programs for youth and adults with an attendance of over 29,000 people. Through surveys, the library assesses the programming needs of the community and works hard to offer quality, relevant, educational, and entertaining choices to the community.

**Goal 03:** Ensure Newberg infrastructure is in good repair and supply.

The Library Friends volunteer group has provided funds for much needed updates to library shelving for the upstairs fiction books. Replacing outdated shelving furniture keeps the library looking clean and in good repair showing community members and the city care for the library.

## RESOURCES

### (22) Library Gift, Memorial & Grant Fund

	ACTUAL		ADOPTED BUDGET		PROPOSED BUDGET	
	FY2022	FY2023	FY2024	FY2025	FY2024	FY2025
Beg F/B-Net Wrkg Capital	\$11,005	\$10,896	\$17,997		\$11,322	
<b>Revenues</b>						
22-0000-334003 - Ready to Read Grant	\$3,957	\$5,882	\$5,882		\$6,103	
22-0000-334034 - Grants	-	\$16,200	-		-	
22-0000-346002 - Library Friends	\$11,000	\$15,000	-		\$20,000	
22-0000-346003 - Library Foundation	-	\$28,267	\$22,568		\$28,640	
22-0000-360000 - Miscellaneous Revenues	-	\$1,107	-		-	
22-0000-361000 - Interest Earned	\$126	\$754	\$500		\$500	
22-0000-367000 - Library Donations	\$20,720	\$29,908	\$1,000		\$1,300	
<b>REVENUES TOTAL</b>	<b>\$35,803</b>	<b>\$97,118</b>	<b>\$29,950</b>		<b>\$56,543</b>	
<b>Total Resources</b>	<b>\$46,808</b>	<b>\$108,014</b>	<b>\$47,947</b>		<b>\$67,865</b>	

# REQUIREMENTS

## 3110 - Library Administration

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
<b>MATERIALS AND SERVICES</b>				
MATERIALS AND SERVICES				
(523000) Supplies & Equipment	\$2,502	\$800	\$850	\$1,300
(533003) Ready to Read Grant	\$3,939	\$5,834	\$5,882	\$6,103
(533034) Miscellaneous Grant	\$6,005	\$9,765	\$0	\$0
(542000) Library Programs	\$15,607	\$27,025	\$22,443	\$28,515
(546000) Permits & Fees	\$0	\$0	\$0	\$20,000
(551000) Books & Publications	\$7,609	\$28,520	\$0	\$0
(580000) Professional Services	\$250	\$125	\$125	\$125
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$35,911</b>	<b>\$72,069</b>	<b>\$29,300</b>	<b>\$56,043</b>
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$35,911</b>	<b>\$72,069</b>	<b>\$29,300</b>	<b>\$56,043</b>
<b>CAPITAL OUTLAY</b>				
CAPITAL OUTLAY				
(610000) Capital Outlay	\$0	\$15,000	\$0	\$0
<b>CAPITAL OUTLAY TOTAL</b>	<b>\$0</b>	<b>\$15,000</b>	<b>\$0</b>	<b>\$0</b>
<b>CAPITAL OUTLAY TOTAL</b>	<b>\$0</b>	<b>\$15,000</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$35,911</b>	<b>\$87,069</b>	<b>\$29,300</b>	<b>\$56,043</b>

## 9180 - Reserves

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
<b>RESERVES/CONTINGENCIES</b>				
RESERVES/CONTINGENCIES				
(800000) Contingency	\$0	\$0	\$18,647	\$11,822
<b>RESERVES/CONTINGENCIES TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$18,647</b>	<b>\$11,822</b>
<b>RESERVES/CONTINGENCIES TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$18,647</b>	<b>\$11,822</b>
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$18,647</b>	<b>\$11,822</b>

## (22) Library Gift, Memorial & Grant Fund

	ACTUALS		ADOPTED BUDGET	PROPOSED BUDGET
	FY2022	FY2023	FY2024	FY2025
Total Requirements	\$35,911	\$87,069	\$47,947	\$67,865

# TRANSIENT LODGING TAX FUND (19)

FY2024-2025 OPERATING BUDGET

## FUND DESCRIPTION

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

The portion set aside for the promotion of tourism is used to support the Visitor’s Center operated by the Chehalem Valley Chamber of Commerce and Visit Newberg for tourism promotion.

### Significant Changes

Revenues are expected to continue recovering from pre-COVID times and are budgeted to increase significantly based on most recent trends. Taste Newberg has continued their efforts to bring additional tourism to Newberg



## RESOURCES

### (19) Transient Lodging Tax Fund

	ACTUAL		ADOPTED BUDGET		PROPOSED BUDGET	
	FY2022	FY2023	FY2024	FY2025	FY2024	FY2025
Beg F/B-Net Wrkg Capital	\$30,849	\$897	\$1,425	\$2,968		
<b>Revenues</b>						
19-0000-321003 - Transient Lodging Tax - Hotels	\$947,222	\$1,310,029	\$1,000,000	\$1,545,811		
19-0000-321004 - Business Licensing, Taxes, & Fees	\$87,128	\$92,071	\$70,000	\$171,000		
19-0000-360000 - Miscellaneous Revenues	\$551	\$421	-	-		
19-0000-361000 - Interest Earned	\$269	\$501	\$290	\$290		
<b>REVENUES TOTAL</b>	<b>\$1,035,170</b>	<b>\$1,403,022</b>	<b>\$1,070,290</b>	<b>\$1,717,101</b>		
<b>Total Resources</b>	<b>\$1,066,019</b>	<b>\$1,403,919</b>	<b>\$1,071,715</b>	<b>\$1,720,069</b>		

# REQUIREMENTS

## 1110 - Tourism Promotion

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
MATERIALS AND SERVICES				
MATERIALS AND SERVICES				
(592501) Visitor Center Contract	\$30,000	\$45,000	\$45,000	\$45,000
(592502) Visit Newberg Contract	\$363,485	\$446,806	\$330,507	\$557,028
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$393,485</b>	<b>\$491,806</b>	<b>\$375,507</b>	<b>\$602,028</b>
<b>MATERIALS AND SERVICES TOTAL</b>	<b>\$393,485</b>	<b>\$491,806</b>	<b>\$375,507</b>	<b>\$602,028</b>
<b>TOTAL</b>	<b>\$393,485</b>	<b>\$491,806</b>	<b>\$375,507</b>	<b>\$602,028</b>

## 9170 - Transfers

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
TRANSFERS				
TRANSFERS				
(901000) Transfer Out-General Fund	\$671,638	\$909,746	\$694,783	\$1,114,783
<b>TRANSFERS TOTAL</b>	<b>\$671,638</b>	<b>\$909,746</b>	<b>\$694,783</b>	<b>\$1,114,783</b>
<b>TRANSFERS TOTAL</b>	<b>\$671,638</b>	<b>\$909,746</b>	<b>\$694,783</b>	<b>\$1,114,783</b>
<b>TOTAL</b>	<b>\$671,638</b>	<b>\$909,746</b>	<b>\$694,783</b>	<b>\$1,114,783</b>

## 9180 - Reserves

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
RESERVES/CONTINGENCIES				
RESERVES/CONTINGENCIES				
(800000) Contingency	\$0	\$0	\$1,425	\$3,258
<b>RESERVES/CONTINGENCIES TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,425</b>	<b>\$3,258</b>
<b>RESERVES/CONTINGENCIES TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,425</b>	<b>\$3,258</b>
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,425</b>	<b>\$3,258</b>

	ACTUALS		ADOPTED BUDGET	PROPOSED BUDGET
	FY2022	FY2023	FY2024	FY2025
Total Requirements	\$1,065,123	\$1,401,552	\$1,071,715	\$1,720,069

# GOVERNMENTAL CAPITAL PROJECTS FUND (21)

FY2024-2025 OPERATING BUDGET

## FUND DESCRIPTION

The last of the ongoing projects within the Governmental Capital Projects Fund, the Public Safety Communications Upgrade Project 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 the continuation of Newberg’s public safety communications capabilities and has expanded capacity for current and future needs. The cost of the \$3.15 million project was debt financed and spanned multiple years.

## RESOURCES

### (21) Governmental Capital Projects Fund

	ACTUAL		ADOPTED BUDGET		PROPOSED BUDGET	
	FY2022	FY2023	FY2024		FY2025	
Beg F/B-Net Wrkg Capital	\$385,646	\$171,285	\$115,961		\$171,285	
Revenues						
-	-	-	-		-	
<b>REVENUES TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	
<b>Total Resources</b>	<b>\$385,646</b>	<b>\$171,285</b>	<b>\$115,961</b>		<b>\$171,285</b>	

## REQUIREMENTS

### 5150 - Capital Projects

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
CAPITAL PROJECTS				
CAPITAL PROJECTS				
(731023) Public Safety Comm Upgrade	\$214,361	\$0	\$115,961	\$171,285
<b>CAPITAL PROJECTS TOTAL</b>	<b>\$214,361</b>	<b>\$0</b>	<b>\$115,961</b>	<b>\$171,285</b>
<b>CAPITAL PROJECTS TOTAL</b>	<b>\$214,361</b>	<b>\$0</b>	<b>\$115,961</b>	<b>\$171,285</b>
<b>TOTAL</b>	<b>\$214,361</b>	<b>\$0</b>	<b>\$115,961</b>	<b>\$171,285</b>



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# ARPA FUND (99)

FY2024-2025 OPERATING BUDGET

## FUND DESCRIPTION

The American Rescue Plan Act (ARPA), signed into law by President Biden on March 11, 2021, allocated \$1.9 trillion to COVID-19 relief and economic recovery. Cities in Oregon directly received more than \$680 million through the Coronavirus Local Fiscal Recovery Fund. These funds were provided over two distributions; the first half was received in FY21-22 and the second half July 2022.

The remainder of the money relates to unfinished Community Projects and one unfinished City Project.



## RESOURCES

### (99) ARPA Fund

	ACTUAL		ADOPTED BUDGET	PROPOSED BUDGET
	FY2022	FY2023	FY2024	FY2025
Beg F/B-Net Wrkg Capital	-	\$1,312,040	\$3,963,267	\$288,873
<b>Revenues</b>				
99-0000-334001 - ARPA & COVID Grants	\$2,652,719	\$2,652,719	-	-
<b>REVENUES TOTAL</b>	<b>\$2,652,719</b>	<b>\$2,652,719</b>	<b>-</b>	<b>-</b>
<b>Total Resources</b>	<b>\$2,652,719</b>	<b>\$3,964,759</b>	<b>\$3,963,267</b>	<b>\$288,873</b>

## REQUIREMENTS

### 1110 - General Government

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
GENERAL GOVERNMENT	\$350,367	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$350,367</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

### 1210 - City Manager

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
CITY MANAGER'S OFFICE	\$6,170	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$6,170</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

### 1330 - Information Technology

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
(1330) INFORMATION TECHNOLOGY	\$78,352	\$131,794	\$0	\$0
<b>TOTAL</b>	<b>\$78,352</b>	<b>\$131,794</b>	<b>\$0</b>	<b>\$0</b>

### 1400 - Economic Development

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
GENERAL GOVERNMENT	\$538,492	\$1,269,670	\$2,043,267	\$193,574
<b>TOTAL</b>	<b>\$538,492</b>	<b>\$1,269,670</b>	<b>\$2,043,267</b>	<b>\$193,574</b>

### 1500 - Public Works

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
(5164) FACILITIES	\$205,194	\$58,780	\$0	\$0
(1500) PUBLIC WORKS	\$0	\$0	\$1,720,000	\$95,299
<b>TOTAL</b>	<b>\$205,194</b>	<b>\$58,780</b>	<b>\$1,720,000</b>	<b>\$95,299</b>

### 1700 - Finance

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
(1310) FINANCE	\$107,782	\$0	\$0	\$0
(1700) FINANCE	\$0	\$292,219	\$200,000	\$0
<b>TOTAL</b>	<b>\$107,782</b>	<b>\$292,219</b>	<b>\$200,000</b>	<b>\$0</b>

### 2110 - Police

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
Firearms	\$54,324	\$14,508	\$0	\$0
<b>TOTAL</b>	<b>\$54,324</b>	<b>\$14,508</b>	<b>\$0</b>	<b>\$0</b>

	ACTUALS		ADOPTED BUDGET	PROPOSED BUDGET
	FY2022	FY2023	FY2024	FY2025
Total Requirements	\$1,340,679	\$1,766,971	\$3,963,267	\$288,873





# **DISCONTINUED FUNDS**



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# VEHICLE/EQUIPMENT REPLACEMENT FUND (32)

FY2024-2025 OPERATING BUDGET

## 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. The City now includes fleet services in its Administrative and Support Services Fund, Fund 31, and charges departments by way of internal transfer from participating funds.

Oregon Budget Law requires data for three historical years to be included in the budget details. Once there is no data reflected in those years, the fund will no longer be represented in the budget document.

## RESOURCES

### (32) Vehicle/Equipment Replacement Fund

	ACTUAL		ADOPTED BUDGET		PROPOSED BUDGET	
	FY2022	FY2023	FY2024	FY2025	FY2024	FY2025
Beg F/B-Net Wrkg Capital	-	-	-	-	-	-
Revenues						
-	-	-	-	-	-	-
<b>REVENUES TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Resources</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## REQUIREMENTS

### 9170 - Transfers

	ACTUAL FY2022	ACTUAL FY2023	ADOPTED BUDGET FY2024	PROPOSED BUDGET FY2025
<b>TRANSFERS</b>				
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(906000) Transfer Out-Wastewater Fund	\$694,986	\$0	\$0	\$0
(901000) Transfer Out-General Fund	\$500,172	\$0	\$0	\$0
(907000) Transfer Out-Water Fund	\$492,726	\$0	\$0	\$0
(902000) Transfer Out-Street Fund	\$465,274	\$0	\$0	\$0
(931000) Transfer Out-Admin Srvc Fund	\$461,852	\$0	\$0	\$0
(917000) Transfer Out-Stormwater Fund	\$409,416	\$0	\$0	\$0
(908000) Transfer Out-Bldg Insp Fund	\$37,168	\$0	\$0	\$0
<b>TRANSFERS TOTAL</b>	<b>\$3,061,595</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TRANSFERS TOTAL</b>	<b>\$3,061,595</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$3,061,595</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>



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# GLOSSARY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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



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