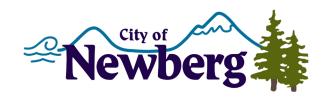




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## 2023-2024 FY ADOPTED BUDGET

## **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 <u>Derek Ca</u>rmon

### **Appointed Budget Committee Members: City Manager:**

Raquel Peregrino de Brito (Chair)
Judy Brown (Vice Chair)

Theodore Ebora
Lozelle Mathai
Greg Meenahan
Alex Nichols
Steph St. Cvr

Lily Bizeau (Student)

Will Worthey

## **City Attorney:**

James Walker (Miller Nash Graham and Dunn LLP.)

#### **Department Heads:**

Jeff Kosmicki, Police Chief

Doug Rux, Community Development Director

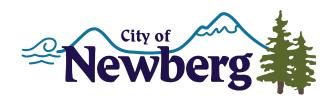
Russ Thomas, Public Works Director

Kady Strode, Finance Director Korie Buerkle, Library Director

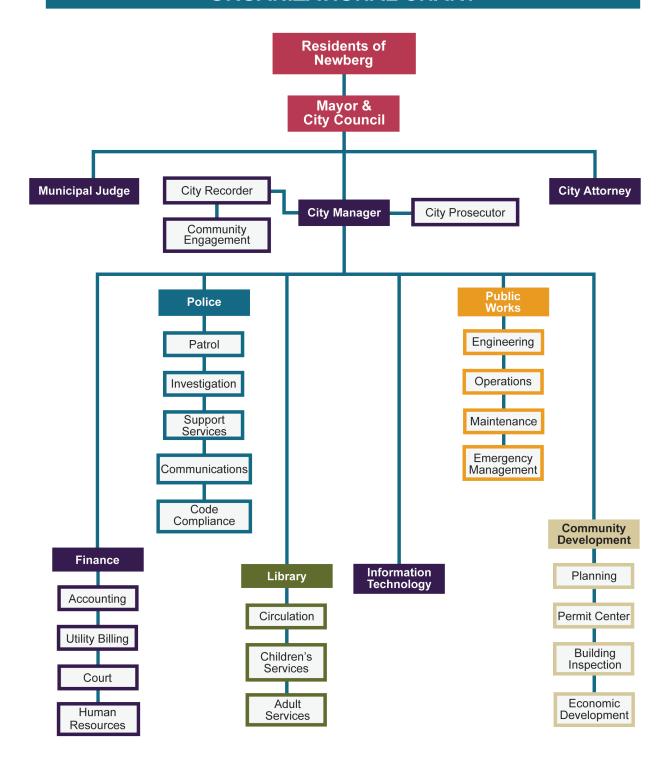
Ian Rodriguez, Information Technology Manager

FY 2023-2024 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.



## **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

## **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.

# R

## 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.

# V

## **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.



## 2023 CITY COUNCIL GOALS

## **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** I 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.

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# **OVERVIEW**

## BUDGET **MESSAGE**



Well met,

I am delighted to introduce the budget for the fiscal year 2023 – 2024. It is hard to believe how fast this year has gone by, and in its wake, we have seen a whirlwind of change. Before we examine the items that are coming for the year ahead, I want to take a moment to celebrate the staff of the City of Newberg whose tireless commitment to our STRIVE\* values has taken us very far this year. Many basic shifts occurred to make the team more cohesive, effective and reassert decency, hard work, and renew our ethics.

As highlighted last year, we rolled out our new financial software powered by ARPA funding. During 2022 and the first half of 2023, the City completed its shift to digital time recording and digital accounts payable services finally putting us squarely in the 21st century. We are currently adding another module to that time recording system to create digital timesheets. Here are some of the many things that got done in FY 22-23:

- A complete Ethics overhaul including the Ethics and STRIVE policy.
- A new Council calendar process.
- A meaningful City Manager report cycle with the accumulation of statistical data.
- The City of Newberg Uniform Hiring Policy (to prevent the possibility of improper hiring and avoid legal risk to our funds).
- The total reform of our personnel records.
- Operationalizing our City of Newberg Graphics Guidelines.
- A new, updated and legally reviewed purchasing manual.
- The IT Hardware lifecycle plan.
- The successful deployment of the city's first ever modern intranet, a version of SharePoint with integrated Microsoft Teams.
- Huge moves to deploy our first two Incode finance system modules: Accounts Payable and the Payroll Module.
- Switching to Tyler Technologies also increased our cybersecurity. Most cities take two to three full years to accomplish these steps and we got these modules up in eight months.
- We added the financial mechanism of the capital rollover. This mechanism allows department heads to have the opportunity to behave in an entrepreneurial way and save unused capital funds against a rainy day.

  Budget Message

## What's next internally?

**First**, a new emergency response management plan (90% complete at this time with only the appendixes to go) is near completion. This will be followed by tabletop exercises to rehearse against potential threats.

**Second**, a grant and contract policy / workflow (a mechanism to formally ensure that the finance and legal teams are on the same page as other departments when they obtain grant revenue or enter binding contractual relationships). This is almost complete and is undergoing software tests right now.

**Third**, an updated employee handbook (with a **STRIVE** lens this will be complete by July 1, 2023) is under review now.

**Fourth**, we want to roll out a Communications and Website upgrade/control plan to further strengthen our internal processes and make the site far more customer friendly (funds are budgeted for this in this document).

Soon you will be hearing a call to action throughout the community to try to do these things, and it is my hope that you will join our Council to help us make these objectives a reality.

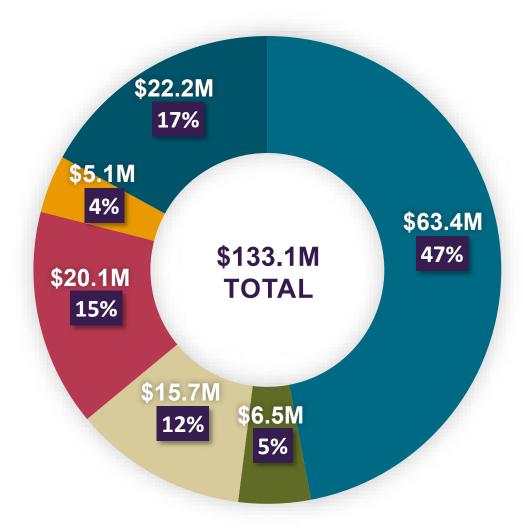
Our work and operational culture have come a long way over the last few years and the staff are well positioned to carry out our mission to make the lives of residents better, and Newberg a great place to grow!

Be Mighty,

W. E. Worthey City Manager

\*Service, Teamwork, Responsibility, Integrity, Value, and Equity.





### **Beginning Balances - \$63.4M**

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.

#### **Property Taxes - \$20.1M**

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.

## Payments from other Governments - \$6.5M

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

### **Providing Services - \$22.2M**

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

#### Internal Charges for Services - \$15.7M

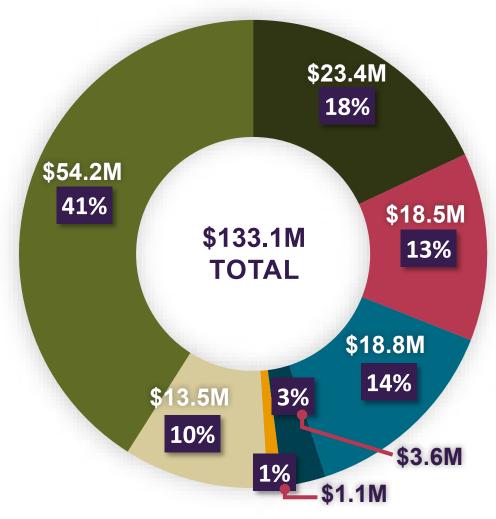
This money represents the services our internal services provide to one another. This includes things like vehicle services, technology, and more.

#### Miscellaneous Other Revenues - \$5.1M

All the little stuff that adds up to become revenue for the City. Mainly franchise fees we recieve.

**Budget Snapshot** 





## Contingencies and Reserves - \$54.2M

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

## Materials and Services + Insurance - \$18.5M

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

## Internal Payments to Other Funds - \$13.5M

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.

### Personnel Services - \$23.4M

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

## Capital Outlay - \$18.8M

Capital outlay includes purchasing the equipment and vehicles we need to do our job, as well as maintenance of our City facilities.

#### Debt Service - \$3.6M

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

#### Special Payments - \$1.1M

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.

## 2023-2024 Budget - All Funds Summary

			RESOL	JRCES	REQUIRE	/IENTS	ENDING FUNI	BALANCE	
	Fund	Beginning		Transfers		Transfers			
Fund	No.	Fund Balance	Revenues	In	Expenditures	Out	Contingencies	Reserves	
General	01	4,911,152	13,306,562	694,783	15,535,628	372,575	3,004,294	-	
Street	02	2,480,372	3,459,307	-	2,282,695	1,303,382	2,353,602	-	
Civil Forfeiture	03	5,054	60	-	5,114	-	-	-	
Proprietary Capital Projects	04	-	-	9,772,122	9,772,122	-	-	-	
<b>Emergency Medical Services</b>	05	-	-	-	-	-	-	-	
Wastewater	06	14,099,420	10,297,391	-	9,873,792	2,514,713	12,008,306	-	
Water	07	14,004,033	7,595,119	-	6,025,203	4,745,536	10,828,413	-	
Building Inspection	80	2,351,297	699,388	-	1,126,935	-	1,923,750	-	
Debt Service	09	619	463,945	372,575	835,985	-	-	1,154	
City Hall Fee	10	-	-	-	-	-	-	-	
911 Tax	13	183,540	427,375	-	497,073	-	113,842	-	
Economic Development	14	940,849	722,900	-	1,495,314	-	168,435	-	
Public Safety Fee	16	85,127	761,553	-	806,373	-	40,307	-	
Stormwater	17	2,906,623	2,511,494	-	2,082,578	1,017,930	2,317,609	-	
Streets Capital Projects	18	291,322	311,000	2,785,147	3,198,397	-	-	189,072	
Transient Lodging Tax	19	1,425	1,070,290	-	375,507	694,783	1,425	-	
Parking Fee In Lieu	20	-	-	-	-	-	-	-	
Governmental Capital Projects	21	115,961	-	-	115,961	-	-	-	
Library Gift, Memorial, and Grant	22	17,997	29,950	-	29,300	-	18,647	-	
Cable TV	23	-	-	-	-	-	-	-	
PERS Stabilization Reserve	25	-	-	-	-	-	-	-	
Administrative Support Services	31	841,811	7,098,533	-	7,114,310	-	826,034	-	
Vehicle/Equipment Replacement	32	-	-	-	-	-	-	-	
Fire & EMS Equipment Fee	33	-	-	-	-	-	-	-	
Street Systems Development	42	6,202,860	3,045,600	-	-	1,481,765	-	7,766,695	
Stormwater Systems Development	43	386,127	141,000	-	-	36,225	-	490,902	
Wastewater Systems Development	46	9,682,286	3,035,000	-	209,865	687,029	-	11,820,392	
Water Systems Development	47	320,191	1,251,600	-	801,102	770,689	-	-	
ARPA	99	3,963,267	-	-	3,963,267	-	-	-	
Total		63,791,333	56,228,067	13,624,627	66,146,521	13,624,627	33,604,664	20,268,215	

Total Budget \$ 133,644,027

## **City-Wide Financial Overview**

-	ADOPTED 2022-23	ADOPTED 2023-24	% Change
RESOURCES			
Beginning Fund Balances	50,749,666	63,791,333	25.7%
Property Taxes	6,114,350	6,542,316	7.0%
Other Taxes	3,272,100	3,526,727	7.8%
Licenses & Fees	11,082,175	11,238,481	1.4%
Charges for Services	18,898,149	20,066,742	6.2%
Intergovernmental	3,951,262	4,365,533	10.5%
Fines & Forfeitures	600,000	606,500	1.1%
Loan Payments	26,000	26,000	0.0%
Financing Proceeds	-	-	0.0%
Interest Earnings	232,715	249,100	7.0%
Grants	4,552,343	783,598	-82.8%
Donations	44,267	23,568	-46.8%
Miscellaneous	49,016	44,570	-9.1%
Current Revenue	48,822,377	47,473,135	-2.8%
Internal Charges	7,769,981	8,754,932	12.7%
Transfers	22,154,968	13,624,627	-38.5%
Internal Resources	29,924,949	22,379,559	-25.2%
		,,	
TOTAL RESOURCES	129,496,992	133,644,027	3.2%
REQUIREMENTS			
Personnel Services	21,365,349	23,400,652	9.5%
Materials & Services	15,900,295	17,930,147	12.8%
Capital Outlay	3,790,338	4,224,869	11.5%
Operating Budget	41,055,982	45,555,668	11.0%
5 p. 1 m. 1 m. 2 m. 2 m. 2 m. 2 m. 2 m. 2 m	,,	,,	
Capital Projects	22,445,087	14,806,480	-34.0%
Debt Service	3,897,207	3,554,779	-8.8%
Special Payments	2,131,057	1,520,994	-28.6%
Insurance	603,000	708,600	17.5%
Total Expenditures	70,132,333	66,146,521	-5.7%
Transfers	22,154,968	13,624,627	-38.5%
Contingency	19,715,921	33,604,664	70.4%
TOTAL APPROPRIATIONS	112,003,222	113,375,812	1.2%
Reserves	17,492,929	20,267,061	15.9%
	841	1,154	37.2%
Unangropriated Fund Ralance			3///0
Unappropriated Fund Balance		1,134	

Personr	nel Full-Ti	me Equiv	valent S	ummary	
	Adopted	Adopted	(A) Adopted	(B) Proposed	Adopted vs Proposed
Summary of FTE by Department	2020-21	2021-22	<u>2022-23</u>	<u>2023-24</u>	(A) vs (B)
General Government	-	-	-	-	-
City Manager's Office	1.00	1.00	1.00	2.00	1.00
Human Resources	1.70	2.40	1.70	1.70	-
City Recorder	1.00	1.50	1.50	1.50	-
Community Engagement	1.00	2.00	1.00	0.75	(0.25)
Finance/Court	8.70	9.00	8.70	9.70	1.00
Information Technology	6.00	5.30	6.00	6.00	-
City Attorney's Office	3.30	2.30	2.30	0.30	(2.00)
Police	37.50	37.00	39.00	39.00	=
Communications	10.50	10.00	10.00	10.00	=
Code Compliance	-	-	-	1.00	1.00
Library	12.07	11.80	13.03	13.03	=
Planning/Building	8.78	8.30	11.80	11.05	(0.75)
Public Works	48.00	48.50	48.76	55.01	6.25
CITY TOTAL	139.55	139.10	144.79	151.04	6.25



# GENERAL FUND(01)

GENERAL FUN	ND SUMMA	RY - REVE	NUES	
	ACTUAL	ACTUAL	ADOPTED	ADOPTED
	2020-21	2021-22	2022-23	2023-24
Beg F/B-Net Working Capital	3,527,967	4,267,948	4,340,319	4,911,152
Property Taxes	5,551,415	5,875,399	6,114,150	6,542,141
Franchise Fees	2,840,969	3,032,037	3,031,088	3,199,342
State Shared Revenues	866,721	816,397	849,000	877,520
Community Development	831,092	512,886	400,000	678,000
Dundee Contracts	553,765	533,373	566,019	591,270
Traffic Fines & Court Fees	438,246	401,241	533,500	697,000
Transfers In	402,119	1,171,810	557,509	694,783
Other	1,364,126	976,025	822,692	721,289
TOTAL REVENUES	16,376,420	17,587,116	17,214,277	18,912,497

GENERAL FUND	SUMMARY	- EXPEND	DITURES	
	ACTUAL	ACTUAL	ADOPTED	ADOPTED
	2020-21	2021-22	2022-23	2023-24
GENERAL GOVERNMENT				
Personnel Services	5,493	5,813	19,973	19,973
Materials and Services	217,070	273,196	299,108	261,030
Total General Government	222,563	279,009	319,081	281,003
MUNICIPAL COURT				
Personnel Services	196,303	204,375	221,261	241,981
Materials and Services	125,295	128,412	155,441	190,686
Capital Outlay	1,838	3,165	-	-
Total Municipal Court	323,436	335,952	376,702	432,667
POLICE DEPARTMENT  POLICE ADMINISTRATION				
Personnel Services	137,253	594,516	634,671	643,145
Materials and Services	1,372,140	1,285,888	1,496,058	1,723,185
Capital Outlay	-,,	3,165	280,000	330,000
Total Police Administration	1,509,393	1,883,569	2,410,729	2,696,330
PATROL				
Personnel Services	4,168,947	4,296,231	4,670,698	5,198,778
Materials and Services	364,925	290,098	233,800	271,800
Capital Outlay	32,087	130,615	-	-
Total Patrol	4,565,959	4,716,944	4,904,498	5,470,578
INVESTIGATIONS				
Personnel Services	575,587	540,014	951,743	851,994
Materials and Services	61,381	53,873	42,400	62,400
Capital Outlay		40,207		
Total Investigations	636,968	634,094	994,143	914,394

SUPPORT SERVICES				
Personnel Services	301,568	261,321	244,579	262,650
Materials and Services	37,363	29,239	36,051	48,570
Total Support Services	338,931	290,560	280,630	311,220
CODE COMPLIANCE				
Personnel Services	-	-	-	136,259
Materials and Services	-	-	-	10,750
Total Code Compliance	-	-	-	147,009
POLICE RESERVES				
Personnel Services	-	-	-	-
Materials and Services	15,434	3,711	11,800	11,800
Total Police Reserves	15,434	3,711	11,800	11,800
Personnel Services	5,183,355	5,692,082	6,501,691	7,092,826
Materials and Services	1,851,243	1,662,809	1,820,109	2,128,505
Capital Outlay	32,087	170,822	280,000	330,000
Total Police Department	7,066,685	7,525,713	8,601,800	9,551,331
COMMUNICATIONS				
Personnel Services	737,990	646,267	718,434	691,961
Materials and Services	544,012	488,342	557,499	647,471
Capital Outlay	99,439	55,604	-	-
Total Communications	1,381,441	1,190,213	1,275,933	1,339,432
LIBRARY				
Personnel Services	960,155	1,101,139	1,335,431	1,529,097
Materials and Services	696,586	628,474	692,903	788,319
Capital Outlay	-	3,050	6,000	6,000
Total Library	1,656,741	1,732,663	2,034,334	2,323,416
•		•	,	· · ·
PLANNING				
Personnel Services	391,318	403,120	652,383	808,634
Materials and Services	466,382	519,656	930,625	799,145
Total Planning	857,700	922,776	1,583,008	1,607,779
NONDEDARTICE				
NONDEPARTMENTAL				
Special Payment	206,285	-	-	
Transfers Out	393,621	493,675	496,296	372,575
Contingency		-	2,527,123	3,004,294
Total Nondepartmental	599,906	493,675	3,023,419	3,376,869
TOTAL EXPENDITURES	12,108,472	12,480,001	17,214,277	18,912,497

ACCOUNT #	DESCRIPTION		ACTUAL 2020-21	ACTUAL 2021-22	ADOPTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24
FUND 01	GENERAL FUND							
FOND 01	RESOURCES							
01-0000-300000	Beg F/B-Net Working Capital	\$	3,527,967 \$	4,267,948 \$	4,340,319	\$ 4,911,152	\$ 4,911,152 \$	4,911,152
01-0000-310000	Current Year Taxes	•	5,399,439	5,765,871	5,956,650	6,373,616	6,373,616	6,373,616
01-0000-311000			151,976	109,528	157,500	168,525	168,525	168,525
	Franchise Fee-Cable		240,268	243,380	240,000	245,000	245,000	245,000
	Franchise Fee-Garbage		215,139	239,030	212,000	220,000	220,000	220,000
01-0000-320003	•		220,463	240,361	240,360	250,000	250,000	250,000
	Franchise Fee-Electric		925,385	1,007,149	1,007,149	1,072,927	1,072,927	1,072,927
	Franchise Fee-Telephone		38,734	47,726	28,000	30,000	30,000	30,000
01-0000-321004	•		1,675	1,750	1,000	1,000	1,000	1,000
01-0000-321005	Local Marijuana Taxes		188,191	172,940	185,000	199,800	199,800	199,800
01-0000-322009	Community Development		831,092	512,886	400,000	678,000	678,000	678,000
01-0000-334027	· · · · · · · · · · · · · · · · · · ·		54,345	25,597	43,000	43,000	43,000	43,000
01-0000-334034			104,938		111,600	6,800	6,800	6,800
01-0000-334060	Miscellaneous Grants		272,822	_	35,000	35,000	35,000	35,000
			467,999	466,059	520,000	535,600	535,600	535,600
	State Cigarette Taxes		23,130	20,185	21,000	20,160	20,160	20,160
	State Marijuana Taxes		84,435	35,714	20,000	20,800	20,800	20,800
	State Revenue Sharing		291,157	294,439	288,000	300,960	300,960	300,960
01-0000-336001	· ·		32,389	25,355	32,724	31,310	31,310	31,310
	Dundee Communications		48,023	-	52,920	55,566	55,566	55,560
			473,353	508,018	480,375	504,394	504,394	504,39
01-0000-338000			45,059	49,092	35,000	35,000	35,000	35,000
	School District CET Admin Fee		4,556	3,377	4,412	2,582	2,582	2,582
01-0000-338008			47,537	29,918	45,881	40,669	40,669	40,669
	School District SRO		35,000	35,000	35,000	35,000	35,000	35,000
01-0000-341000			-	-	100	100	100	100
	• •		5,847	18,851	15,000	20,000	20,000	20,000
			6,265	6,681	6,000	7,000	7,000	7,000
01-0000-341003	Planning / Subdivision Fees		418,045	432,606	100,000	100,000	100,000	100,000
01-0000-341005	Permit Center Document Sales			30	100,000	100	100	100,000
01-0000-341006			21,339	22,520	5,000	10,000	10,000	10,000
01-0000-342001			13,716	13,312	15,000	15,000	15,000	15,000
	Library Fines, Fees, Copies, etc		3,262	7,873	12,000	7,000	7,000	7,000
01-0000-346003	Lost Book Payments		1,538	3,489	1,800	1,000	1,000	1,000
	CCRLS Reimbursement		82,715	98,981	112,799	107,738	107,738	107,738
01-0000-346005	Non-Resident Library Cards		6,721	8,389	14,000	1,500	1,500	1,500
01-0000-348000			6,634	5,258	5,000	5,000	5,000	5,000
01-0000-351000			403,865	359,574	500,000	500,000	500,000	500,000
	Court Improvement Fees		1,760	1,900	1,000	2,000	2,000	2,000
01-0000-351001	•		4,050	3,400	3,500	3,500	3,500	3,500
01-0000-351003			1,500	1,500	1,500	1,500	1,500	1,500
	Court Appointed Attorneys		2,643	2,729	2,500	3,000	3,000	3,000
	Traffic School Fee		24,428	32,138	25,000	30,000	30,000	30,000
	Opioids Settlement		<b>24,420</b>	52,130	23,000			157,000
	Miscellaneous Revenues		20,674	8,318	5,000	157,000 5,000	157,000 5,000	5,000
01-0000-361000			19,408	3,688	30,000	33,000	33,000	33,00
01-0000-364000 01-0000-370700			3,839	28,355	5,000	10,000	10,000	10,00
	•		1,200,980	1,254,391	1,303,579	1,381,415	1,381,415	1,381,41
	Transfer In-Transient Lodging Tax Transfer In - Vehicle/Equip Repl Fund		402,119 -	671,638 500,172	557,509 -	694,783 -	694,783 -	694,783 -
FUND 04	TOTAL DESCRIPTION		46 276 422 1	47 507 446	47.044.0	A 40 042 45-	A 40 042 40 <del>-</del>   A	40.043.50
FUND 01	TOTAL RESOURCES	\$	16,376,420 \$	17,587,116   \$	17,214,277	\$ 18,912,497	\$ 18,912,497   \$	18,912,497

## General Fund Revenues

## GENERAL FUND (01) 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

During fiscal year 2022-23, the majority of the City Council's membership changed due to 2022 being an election year. The fiscal year 2023-24 budget continues to plan for the council training opportunities and community support line items.

ACCOUNT #	DESCRIPTION	ACTUAL 2020-21	ACTUAL 2021-22	ADOPTED 2022-23		PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24
1110	GENERAL GOVERNMENT							
01-1110-432000	Councilor Compensation	\$ 1,480	\$ 1,730	\$ 14,400	\$	14,400	\$ 14,400	\$ 14,400
01-1110-433000	Mayor Compensation	3,600	3,600	3,600		3,600	3,600	3,600
01-1110-441000	FICA/Medicare	389	408	1,379		1,379	1,379	1,379
01-1110-442000	Workers Compensation	19	19	541		541	541	541
01-1110-443000	Unemployment	5	5	53		53	53	53
01-1110-444000	Retirement-PERS	-	51	-		-	-	-
	Total Personnel Services	\$ 5,493	\$ 5,813	\$ 19,973	\$	19,973	\$ 19,973	\$ 19,973
01-1110-510000	Office Supplies	\$ 87	\$ 634	\$ 500	\$	500	\$ 500	\$ 500
01-1110-515000	Printing & Advertising	166	-	150	ľ	150	150	150
01-1110-520000	Dues & Meetings	32,474	33,833	35,000		35,000	35,000	35,000
01-1110-520005	Mayor's Expenses	205	2,499	1,000		1,000	1,000	1,000
01-1110-520006	Council/Committee Expense	-	-	1,000		1,000	1,000	1,000
01-1110-520008	Recognition	81	-	500		500	500	500
01-1110-523000	Supplies & Equipment	236	304	1,000		1,000	1,000	1,000
01-1110-525000	Travel & Training	283	2,139	2,000		2,000	2,000	2,000
01-1110-540000	Utilities	181	169	183		183	183	183
01-1110-580000	Professional Services	9,249	11,424	20,000		20,000	20,000	20,000
01-1110-590000	Internal Chrg-Admin Support Services	136,108	191,673	209,775		171,697	171,697	171,697
01-1110-592000	Community Support	20,000	2,546	10,000		10,000	10,000	10,000
01-1110-592300	Transit Services	18,000	18,000	18,000		18,000	18,000	18,000
01-1110-592500	Tourism Promotion	-	9,975	-		-	-	-
	Total Materials and Services	\$ 217,070	\$ 273,196	\$ 299,108	\$	261,030	\$ 261,030	\$ 261,030
1110	TOTAL GENERAL GOVERNMENT	\$ 222,563	\$ 279,009	\$ 319,081	\$	281,003	\$ 281,003	\$ 281,003

# GENERAL FUND (01) 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. Court personnel includes the Municipal Judge, Court Administrator and a part-time Court Clerk.

#### SIGNIFICANT CHANGES

In FY 2023 the Municipal Court is implementing Incode Municipal Justice financial software to help improve the way a citation is paid and will offer an online portal for easier payment options for citizens which directly aligns with City Council Goal 1, Objective 1, improve customer service in all departments.

ACCOUNT #	DESCRIPTION		ACTUAL 2020-21		ACTUAL 2021-22		ADOPTED 2022-23		PROPOSED 2023-24		APPROVED 2023-24		ADOPTED 2023-24
1510	MUNICIPAL COURT												
01-1510-420000	Clerical Salaries	\$	92,718	Ś	95,054	Ś	100,807	\$	107,475	Ś	107,475	Ś	107,475
01-1510-431000	Judicial Salaries	*	35,040	Ψ.	36,013	Ψ.	35,041	~	35,041	Ψ.	35,041	Ψ.	35,041
01-1510-435000	Overtime		-		188		-		-		-		-
01-1510-438000			1,440		1,440		2,400		2,400		2,400		2,400
01-1510-441000	<i>o</i> ,		9,577		9,812		10,576		11,087		11,087		11,087
01-1510-442000	Workers Compensation		185		220		297		315		315		315
01-1510-443000	Unemployment		129		132		140		147		147		147
01-1510-444000	Retirement - PERS		1,858		3,350		3,430		3,581		3,581		3,581
01-1510-444001	Retirement-Principal		31,933		34,049		41,278		53,495		53,495		53,495
01-1510-444002	Retirement-Pension Bond		662		971		1,170		1,163		1,163		1,163
01-1510-445000	Health/Life/LTD		22,761		23,146		26,122		27,277		27,277		27,277
	Total Personnel Services	\$	196,303	\$	204,375	\$	221,261	\$	241,981	\$	241,981	\$	241,981
01-1510-510000	Office Supplies	\$	1,469	\$	397	\$	2,000	\$	2,000	\$	2,000	\$	2,000
01-1510-515000	Printing & Advertising		222		1,666		1,500		1,500		1,500		1,500
01-1510-520000	Dues & Meetings		150		-		150		150		150		150
01-1510-523000	Supplies & Equipment		1,070		-		-		-		-		-
01-1510-525000	Travel & Training		125		150		2,120		2,035		2,035		2,035
01-1510-532000	Bank Fees		7,404		8,861		5,500		10,000		10,000		10,000
01-1510-533000	Contractual Services		554		441		-		-		-		-
01-1510-533031	Peer Court		1,500		1,500		1,500		1,500		1,500		1,500
01-1510-533045	Maintenance Agreements		2,636		2,715		2,626		-		-		-
01-1510-590000	Internal Chrg-Admin Support Services		99,959		101,952		131,045		165,501		165,501		165,501
01-1510-590006	Internal Chrg-Network Upgrade		1,464		-		-		-		-		-
01-1510-594000	Court Appointed Attorney Fees		3,008		5,445		5,000		3,000		3,000		3,000
01-1510-595000	Court Costs		5,732		4,331		3,000		4,500		4,500		4,500
01-1510-595001	Court Improvements		2		954		1,000		500		500		500
	Total Materials and Services	\$	125,295	\$	128,412	\$	155,441	\$	190,686	\$	190,686	\$	190,686
01-1510-610000	Capital Outlay	\$	1,838	\$	3,165	\$	-	\$	-	\$	-	\$	-
	Total Capital Outlay	\$	1,838	\$	3,165	\$		\$	-	\$	-	\$	-
1510	TOTAL MUNICIPAL COURT	\$	323,436	\$	335,952	\$	376,702	\$	432,667	\$	432,667	\$	432,667

## GENERAL FUND (01) 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 oversee a full-service, contemporary police agency. In FY 2023, 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 will liaison 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). Currently operating with vacant positions, the Department continues recruitment efforts to achieve staffing levels at full authority.

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. Combining the two towns, Newberg-Dundee was ranked the Safest City in Oregon in 2020 by backgroundchecks.org and continues to rank among the safest places to live and visit by a multitude of statistical sources.

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, and Police Internships. This budget continues these partnerships and enables achievement of City Council Goal 4, Objective 3, to enhance community safety by continuing with community policing partnerships.

Another way the Department plans to achieve the above stated goal is by continuing on the committees and advisory boards that support NDPD or include a NDPD representative such as the Newberg-Dundee Community Policing Committee, Providence Newberg Medical Center Citizen Advisory Council, Unidos Newberg Latino Community Leadership – ND Police Coalition, and the Newberg-Dundee Police Foundation.

CITY OF NEWBERG, OREGON - FY 2023-2024 Adopted Budget

### **DEPARTMENT DESCRIPTION (cont.)**

The Department has multiple specialized teams and/or functions to provide focused 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 Program, Field Training Evaluation Program (FTEP), Public Information Officer (PIO), Emergency Vehicle Operations Course (EVOC), 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 one school resource officer.

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 pornography, 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 records. Additionally, they respond to subpoenas and requests for legal discovery.

The staff conducts background records checks, files FBI statistics, processes and maintains evidence and found property, and disposal. The unit maintains the security card access system for the city and monitors records and training for Criminal Justice Information Services (CJIS) compliance.

## **SIGNIFICANT CHANGES**

- The department deployed Body Worn Cameras in July of 2022 in an effort to promote transparency during police contacts.
- This year the department is adding a champlain program that is both inward and outward facing to the public.

ACCOUNT #	DESCRIPTION	ACTUAL 2020-21	ACTUAL 2021-22	ADOPTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24
710000111111	2.33	2020 21	2021 22	LULL LJ	2023 24	2023 24	2023 24
	POLICE DEPARTMENT 21XX						
2110	POLICE ADMINISTRATION						
01-2110-410000	Administrative Salaries	\$ -	\$ 148,966	\$ 158,064	\$ 163,020	\$ 163,020	\$ 163,02
01-2110-411000	Other Administrative Salaries	-	131,448	135,660	117,780	117,780	117,78
01-2110-420000	Clerical Salaries	65,424	68,625	71,112	78,348	78,348	78,34
01-2110-438000	Longevity	1,440	7,440	10,800	12,000	12,000	12,00
01-2110-441000	FICA/Medicare	4,874	26,338	28,736	28,392	28,392	28,39
01-2110-442000	Workers Compensation	93	4,470	5,699	6,248	6,248	6,24
01-2110-443000	Unemployment	67	349	377	372	372	37
01-2110-444000	Retirement-PERS	29,084	81,647	86,076	83,839	83,839	83,839
01-2110-444001	Retirement-Principal	-	33,286	37,720	49,507	49,507	49,50
01-2110-444002	Retirement-Pension Bond	-	12,693	15,527	14,925	14,925	14,92
01-2110-445000	Health/Life/LTD	36,271	79,254	84,900	88,714	88,714	88,71
	Total Personnel Services	\$ 137,253	\$ 594,516	\$ 634,671	\$ 643,145	\$ 643,145	\$ 643,14
01-2110-510000	Office Supplies	\$ 9,357	\$ 10,399	\$ 8,500	\$ 8,500	\$ 8,500	\$ 8,50
01-2110-511000	Postage	285	666	500	500	500	50
01-2110-515000	Printing & Advertising	3,753	3,042	4,000	4,000	4,000	4,00
01-2110-520000	Dues & Meetings	1,918	1,956	1,500	1,500	1,500	1,50
01-2110-520003	Recruitment Expense	23,210	2,968	-	-	-	-
01-2110-523000	Supplies & Equipment	2,141	1,548	-	-	-	-
01-2110-525000	Travel & Training	695	2,889	3,500	3,500	3,500	3,50
01-2110-533045	Maintenance Agreements	7,265	13,256	11,200	-	-	-
01-2110-540000	Utilities	941	863	1,000	1,000	1,000	1,00
01-2110-551000	Books & Publications	15	-	1,000	1,000	1,000	1,00
01-2110-580000	Professional Services	15,563	-	6,500	6,500	6,500	6,50
01-2110-590000	Internal Chrg-Admin Support Services	1,273,425	1,228,430	1,458,358	1,696,685	1,696,685	1,696,68
01-2110-590006	Internal Chrg-Network Upgrade	17,849	-	-	-	-	-
01-2110-595002	Legal Expenses	15,723	19,871	-	-	-	-
	Total Materials and Services	\$ 1,372,140	\$ 1,285,888	\$ 1,496,058	\$ 1,723,185	\$ 1,723,185	\$ 1,723,18
01-2110-610000	Capital Outlay	\$ -	\$ 95,643	\$ 280,000	\$ 330,000	\$ 330,000	\$ 330,00
	Total Capital Outlay	\$ -	\$ 95,643	\$ 280,000	\$ 330,000	\$ 330,000	\$ 330,00
2110	TOTAL POLICE ADMINISTRATION	\$ 1,509,393	\$ 1,976,047	\$ 2,410,729	\$ 2,696,330	\$ 2,696,330	\$ 2,696,33

ACCOUNT #	DESCRIPTION		ACTUAL 2020-21		ACTUAL 2021-22		ADOPTED 2022-23		PROPOSED 2023-24		APPROVED 2023-24		ADOPTED 2023-24
2120	PATROL												
01-2120-410000	Administrative Salaries	\$	130,601	Ś	177,455	\$	131,832	\$	143,880	\$	143,880	\$	143,880
01-2120-431000	Officer Salaries	Ψ	2,152,139	Ψ.	2,156,161	~	2,401,721	~	2,672,597	~	2,672,597	Ψ.	2,672,597
01-2120-435000	Overtime		120,397		179,788		157,000		157,000		157,000		157,000
01-2120-435001	Holiday Bank		63,608		64,574		70,000		77,040		77,040		77,040
01-2120-436000	Shift Diff/On Call Pay		960		960		1,440		1,440		1,440		1,440
01-2120-438000	Longevity		48,880		41,800		41,520		44,400		44,400		44,400
01-2120-441000	FICA/Medicare		190,028		197,519		214,470		236,870		236,870		236,870
01-2120-442000	Workers Compensation		65,659		73,344		89,299		105,496		105,496		105,496
01-2120-443000	Unemployment		2,529		2,631		2,820		3,112		3,112		3,112
01-2120-444000	Retirement-PERS		653,171		685,215		751,520		849,891		849,891		849,891
01-2120-444002	Retirement-Pension Bond		115,334		116,234		144,083		159,138		159,138		159,138
01-2120-445000	Health/Life/LTD		625,641		600,550		664,993		747,914		747,914		747,914
01 2120 443000	ricalar, Enc, E10		023,041		000,550		004,333		747,314		747,514		747,514
	Total Personnel Services	\$	4,168,947	\$	4,296,231	\$	4,670,698	\$	5,198,778	\$	5,198,778	\$	5,198,778
01-2120-512000		\$	40,825	\$	41,163	\$	35,000	\$	35,000	\$	35,000	\$	35,000
01-2120-520000	Dues & Meetings		415		1,026		700		700		700		700
01-2120-520003	Recruitment Expense		807		3,141		3,000		3,000		3,000		3,000
01-2120-523000	Supplies & Equipment		13,758		27,681		7,000		7,000		7,000		7,000
01-2120-523001	Firearms		16,659		18,827		17,000		22,000		22,000		22,000
01-2120-524000	Safety Program		1,006		1,166		1,300		1,300		1,300		1,300
01-2120-525000	Travel & Training		10,755		15,301		15,000		15,000		15,000		15,000
01-2120-526000	Employee Testing		-		500		500		500		500		500
01-2120-528000	Prisoner Expense		1,425		199		-		-		-		-
01-2120-529000	K-9 Program		12,541		13,373		12,000		12,000		12,000		12,000
01-2120-529001	Dog Control		15,277		8,074		10,000		10,000		10,000		10,000
01-2120-533000	Contractual Services		1,674		7,437		-		-		-		-
01-2120-533045	Maintenance Agreements		8,350		3,110		2,800		20,800		20,800		20,800
01-2120-536000	Traffic Program		1,999		2,111		2,000		2,000		2,000		2,000
01-2120-562000	Fuel		52,302		73,569		65,000		65,000		65,000		65,000
01-2120-563000	Vehicle Maintenance		31,999		40,007		35,000		35,000		35,000		35,000
01-2120-566000	Equip Repair & Maintenance		798		3,229		-		-		-		-
01-2120-566120	Small Equipment Replacement		41,753		25,716		20,000		20,000		20,000		20,000
01-2120-580000	Professional Services		2,564		4,458		7,500		22,500		22,500		22,500
01-2120-590001	Internal Chrg-Veh/Equip		50,000		-		-		-		-		-
01-2120-590003	Internal Chrg-Capital Replace		3,000		-		-		-		-		-
01-2120-590007	Internal Chrg-MDT		18,000		-		-		-		-		-
01-2120-590008	Internal Chrg-Radio Replace		38,000		-		-		-		-		-
01-2120-599000	Misc Expenses and Write-Offs		1,018		10		-		-		-		-
	Total Materials and Services	\$	364,925	\$	290,098	\$	233,800	\$	271,800	\$	271,800	\$	271,800
01-2120-610000	Capital Outlay	\$	32,087	\$	130,615	\$	-	\$	-	\$	-	\$	-
	Total Capital Outlay	\$	32,087	\$	130,615	\$	-	\$	-	\$	-	\$	-
2120	TOTAL PATROL	\$	4,565,959	¢	4,716,944	ć	4,904,498	\$	5,470,578	¢	5,470,578	¢	5,470,578
2120	TO THE PRINCE	7	-,-UJ,333	Y	7,710,344	Ţ	7,504,430	Y	3,710,370	Ţ	3,470,370	Y	3,710,310

ACCOUNT #	DESCRIPTION	 ACTUAL 2020-21	ACTUAL 2021-22	ADOPTED 2022-23		PROPOSED 2023-24		APPROVED 2023-24		ADOPTED 2023-24
2130	INVESTIGATIONS									
01-2130-410000	Administrative Salaries	\$ -	\$ -	\$ 129,956	\$	140,370	\$	140,370	\$	140,370
01-2130-431000	Officer Salaries	342,489	303,607	397,256	ľ	328,150	·	328,150	·	328,150
01-2130-435000	Overtime	8,566	7,599	24,300		24,100		24,100		24,100
01-2130-435001	Holiday Bank	9,451	9,735	14,000		14,980		14,980		14,980
01-2130-436000	On Call Pay	1,307	1,547	1,800		1,584		1,584		1,584
01-2130-436100	Uniform Allowance	990	1,170	1,200		1,056		1,056		1,056
01-2130-438000	Longevity	3,840	3,360	5,280		3,840		3,840		3,840
01-2130-441000	FICA/Medicare	27,566	24,292	43,895		39,327		39,327		39,327
01-2130-442000	Workers Compensation	9,799	9,299	18,400		17,482		17,482		17,482
01-2130-443000	Unemployment	370	324	577		518		518		518
01-2130-444000		80,824	80,723	145,918		136,851		136,851		136,851
01-2130-444002	Retirement-Pension Bond	17,130	13,554	29,491		26,422		26,422		26,422
01-2130-445000	Health/Life/LTD	73,255	84,804	139,670		117,314		117,314		117,314
	Total Personnel Services	\$ 575,587	\$ 540,014	\$ 951,743	\$	851,994	\$	851,994	\$	851,994
01-2130-520000	Dues & Meetings	\$ -	\$ 25	\$ 500	\$	500	\$	500	\$	500
	Recruitment Expense	-	750							
01-2130-523000		978	3,538	5,000		5,000		5,000		5,000
	Photographic Equipment	-	624	700		700		700		700
	Travel & Training	-	2,663	3,500		3,500		3,500		3,500
		-	183	-		-		-		-
	Contractual Services	13	-	1,500		1,500		1,500		1,500
01-2130-533020		23,882	4,218	22,500		22,500		22,500		22,500
	Forensic Services	-	22,560	-		20,000		20,000		20,000
	Maintenance Agreements	25	14,363	3,500		3,500		3,500		3,500
01-2130-534000		1,200	500	1,200		1,200		1,200		1,200
01-2130-563000	Vehicle Maintenance	1,948	2,766	2,000		2,000		2,000		2,000
	Small Equipment Replacement	1,192	708	-		-		-		-
01-2130-580000	Professional Services	1,143	975	2,000		2,000		2,000		2,000
01-2130-590001	Internal Chrg-Veh/Equip	16,000	-	-		-		-		-
01-2130-590004	Internal Chrg-Forensic Equip	15,000	-	-		-		-		-
	Total Materials and Services	\$ 61,381	\$ 53,873	\$ 42,400	\$	62,400	\$	62,400	\$	62,400
01-2130-610000	Capital Outlay	\$ -	\$ 40,207	\$ -	\$	-	\$	-	\$	-
	Total Capital Outlay	\$ -	\$ 40,207	\$ -	\$	-	\$	-	\$	-
2130	TOTAL INVESTIGATIONS	\$ 636,968	\$ 634,094	\$ 994,143	\$	914,394	\$	914,394	\$	914,394

ACCOUNT #	DESCRIPTION		ACTUAL 2020-21		ACTUAL 2021-22		ADOPTED 2022-23		PROPOSED 2023-24	APPROV 2023-2			ADOPTED 2023-24
2150	SUPPORT SERVICES												
01-2150-410000	Administrative Salaries	\$	45,192	Ś	8,386	\$	_	\$	_	\$	_	\$	_
01-2150-420000	Clerical Salaries	<b>Y</b>	119,364	Ψ.	135,563	~	131,168	~	140,343		0,343	Ψ.	140,343
01-2150-435000	Overtime		-		296		1,700		1,700		1,700		1,700
01-2150-435001	Holiday Bank		4,394		5,293		5,000		5,350		5,350		5,350
01-2150-438000	Longevity		8,040		3,840		1,440		2,400		2,400		2,400
01-2150-441000	FICA/Medicare		13,028		11,265		10,658		11,459	1:	1,459		11,459
01-2150-442000	Workers Compensation		229		241		301		319		319		319
01-2150-443000	Unemployment		177		155		140		152		152		152
01-2150-444000	Retirement-PERS		42,891		34,188		32,641		36,477	30	5,477		36,477
01-2150-444002	Retirement-Pension Bond		8,224		6,741		7,161		7,700		7,700		7,700
01-2150-445000	Health/Life/LTD		60,029		55,353		54,370		56,750	50	5,750		56,750
	Total Personnel Services	\$	301,568	\$	261,321	\$	244,579	\$	262,650	\$ 26	2,650	\$	262,650
01-2150-520000	Dues & Meetings	\$	100	\$	474	\$	300	\$	300	\$	300	\$	300
01-2150-523000	Supplies & Equipment		4,913		4,826		2,000	ľ	2,000	•	2,000	•	2,000
01-2150-525000	Travel & Training		298		2,232		2,000		2,000		2,000		2,000
01-2150-527000	Community Policing		55		-		3,000		3,000		3,000		3,000
01-2150-532000	Bank Fees		309		369		500		500		500		500
01-2150-532001	R.A.I.N. Agreement		5,632		5,381		5,381		5,666	!	5,666		5,666
01-2150-533000	Contractual Services		1,003		1,414		6,300		15,300	1	5,300		15,300
01-2150-533045	Maintenance Agreements		24,577		14,543		12,070		15,304	1	5,304		15,304
01-2150-566000	Equip Repair & Maintenance		476		-		4,500		4,500	•	4,500		4,500
	Total Materials and Services	\$	37,363	\$	29,239	\$	36,051	\$	48,570	\$ 48	3,570	\$	48,570
2150	TOTAL SUPPORT SERVICES	\$	338,931	\$	290,560	\$	280,630	\$	311,220	\$ 31:	1,220	\$	311,220
2160	CODE COMPLIANCE												
01-2160-431000	Salaries & Wages	\$	_	\$	_	\$	_	\$	74,784	\$ 7	1,784	\$	74,784
01-2160-435000	Overtime	•	_	,	_	,	_	7	5,000		5,000	*	5,000
01-2160-435001	Holiday Bank		-		-		-		2,841		2,841		2,841
01-2160-441000	FICA/Medicare		-		-		-		5,938		5,938		5,938
01-2160-442000	Workers Compensation		-		-		-		2,617		2,617		2,617
01-2160-443000	Unemployment		-		-		-		78		78		78
01-2160-444000	Retirement-PERS		-		-		-		16,279	10	5,279		16,279
01-2160-445000	Health/Life/LTD		-		-		-		28,722	2	3,722		28,722
	Total Personnel Services	\$	-	\$	-	\$	-	\$	136,259	\$ 13	5,259	\$	136,259
01-2160-510100	Code Enforcement	\$	_	\$	_	\$	_	\$	750	\$	750	\$	750
	Nuisance/Abatement Control	<b>Y</b>	_	Ψ.	_	~	_	~	7,000		7,000	Ψ.	7,000
	Supplies and Equipment		_		_		_		2,000		2,000		2,000
	Travel & Training		-		-		-		1,000		1,000		1,000
	Total Materials and Services	\$	-	\$	-	\$	-	\$	10,750	\$ 10	0,750	\$	10,750
2160	TOTAL CODE COMPLIANCE	\$	-	\$	-	\$	-	\$	147,009	\$ 14	7,009	\$	147,009
2170	POLICE RESERVES		70-		04:			٠		<u>,</u>			
01-2170-512000		\$	725	\$	911	Ş	-	\$	-	\$	-	\$	-
	Travel & Training		450		210		-		-		-		-
	Small Equipment Replace		1,600		1,066		10.000		-	4.	-		10.000
	Reserve Police Costs Reserve Officers' Ammunition		12,659 -		1,524		10,000 1,800		10,000 1,800		0,000 1,800		10,000 1,800
			15.434	Ċ	2.714	¢		Ċ				ċ	
	Total Materials and Services	\$	15,434		3,711		11,800		11,800		1,800		11,800
2170	TOTAL POLICE RESERVES	\$	15,434	\$	3,711	\$	11,800	\$	11,800	\$ 1:	1,800	\$	11,800
	TOTAL POLICE DEPARTMENT	\$	7,066,685	\$	7,621,356	\$	8,601,800	\$	9,551,331	\$ 9,55	1,331	\$	9,551,331

## GENERAL FUND (01) Police Communications

#### **DEPARTMENT DESCRIPTION**

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

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

ACCOUNT #	DESCRIPTION	ACTUAL 2020-21		ACTUAL 2021-22		ADOPTED 2022-23		PROPOSED 2023-24	Α	APPROVED 2023-24	,	ADOPTED 2023-24
2310	COMMUNICATIONS											
01-2310-410000	Administrative Salaries	\$ 45,192	\$	8,386	\$	-	\$	-	\$	-	\$	-
01-2310-420000	Dispatch Salaries	334,185		303,764		354,914		338,874		338,874		338,874
01-2310-435000	Overtime	40,030		53,814		42,000		42,000		42,000		42,000
01-2310-435001	Holiday Bank	11,938		18,667		14,000		14,980		14,980		14,980
01-2310-438000	Longevity	1,800		-		4,800		4,800		4,800		4,800
01-2310-441000	FICA/Medicare	31,867		28,463		31,803		30,650		30,650		30,650
01-2310-442000	Workers Compensation	612		622		741		721		721		721
01-2310-443000	Unemployment	433		390		419		403		403		403
01-2310-444000	Retirement-PERS	91,700		82,546		98,854		97,112		97,112		97,112
01-2310-444002	Retirement-Pension Bond	19,464		18,259		21,367		20,593		20,593		20,593
01-2310-445000	Health/Life/LTD	160,769		131,356		149,536		141,828		141,828		141,828
	Total Personnel Services	\$ 737,990	\$	646,267	\$	718,434	\$	691,961	\$	691,961	\$	691,961
01-2310-520000	Dues & Meetings	\$ 556	\$	718	\$	1,000	\$	1,000	\$	1,000	\$	1,000
01-2310-520003	Recruitment Expense	-		398		-		-		-		-
01-2310-523000	Supplies & Equipment	3,760		7,403		17,000		17,000		17,000		17,000
01-2310-525000	Travel & Training	4,338		5,820		7,500		7,500		7,500		7,500
01-2310-526000	Employee Testing	-		225		500		500		500		500
01-2310-533000	Contractual Services	1,890		4,908		-		-		-		-
01-2310-533045	Maintenance Agreements	65,283		95,229		104,635		128,928		128,928		128,928
01-2310-566000	Equip Repair & Maintenance	2,088		734		6,000		6,000		6,000		6,000
01-2310-566120	Small Equipment Replacement	2,001		1,473		-		-		-		-
01-2310-590000	Internal Chrg-Admin Support Services	433,299		371,434		420,864		486,543		486,543		486,543
01-2310-590003	Internal Chrg-Capital Replace	19,000		-		-		-		-		-
01-2310-590006	Internal Chrg-Network Upgrade	11,797		-		-		-		-		-
	Total Materials and Services	\$ 544,012	\$	488,342	\$	557,499	\$	647,471	\$	647,471	\$	647,471
01-2310-610000	Capital Outlay	\$ 99,439	\$	55,604	\$	-	\$	-	\$	-	\$	-
	Total Capital Outlay	\$ 99,439	\$	55,604	\$	-	\$	-	\$	-	\$	-
2310	TOTAL COMMUNICATIONS	\$ 1,381,441	Ś	1,190,213	Ś	1,275,933	Ś	1,339,432	Ś	1,339,432	Ś	1,339,432

# GENERAL FUND (01) **Library**

#### **DEPARTMENT DESCRIPTION**

The Newberg Public Library staff is a hard-working group of people who have pulled together again and again, working to create a safe, educational and creative place for people to share their stories and find new ones. Storytimes and Book Clubs have created opportunities for community, shared experiences, and learning for all ages.

At each public service desk ,staff prioritizes customer service, aligning with the Council's goal to improve customer service in all departments. 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. Every day, Circulation staff create new library cards for people moving into town or discovering or rediscovering 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.

This year the library has faced unprecedented safety and security challenges. As a result of dangerous behaviors inside and around the outside of the library, including drug use in the public bathroom and harassment of staff and patrons, we are continuing to take measures to create a safe place and prevent misuse of the library. This year fencing was installed around part of the library in the back, the furniture was rearranged for better visibility, and staff have received additional safety training. The library's Courtesy Policy has been updated to create more specific boundaries, and the library is working to have additional cameras installed using grants. If escalation continues additional funds for security may be needed.

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.

At the Newberg Public Library our staff continue to work together as a team to respond to the needs of our community and embody the STRIVE values of the City.

#### SIGNIFICANT CHANGES

Regional Library Service – The additional funds of \$5,345 requested are 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 formula used by CCRLS and the City to determine this amount is the CCRLS tax rate of 0.008180% multiplied by Newberg's total assessed value (current FY) of \$2,314,811,346, less the discounted rate of difference between taxes expected to be collected versus taxes actually collected, which is estimated at 4% (\$7,513.59).

Newberg Assessed Value	\$2,314,811,346
Multiplied by tax rate (0.008180%)	.00008180
	\$189,351.59

Less uncollectables (est 4%) \$7,513.59

Total Membership Fee \$181,838.00

ACCOUNT #	DESCRIPTION	ACTUAL 2020-21	ACTUAL 2021-22	ADOPTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24
3120	LIBRARY SERVICES						
01-3120-410000	Administrative Salaries	\$ 187,200	\$ 183,034	\$ 206,040	\$ 119,580	\$ 119,580	\$ 119,580
01-3120-431000	Salaries & Wages	495,437	554,485	633,622	776,707	776,707	776,707
01-3120-435000	Overtime	413	113	-	-	-	-
01-3120-438000	Longevity	3,120	2,820	3,120	3,840	3,840	3,840
01-3120-441000	FICA/Medicare	51,201	55,048	64,473	68,858	68,858	68,858
01-3120-442000	Workers Compensation	1,021	1,391	1,721	1,949	1,949	1,949
01-3120-443000	Unemployment	686	742	849	907	907	907
01-3120-444000	Retirement-PERS	34,470	67,488	99,573	111,046	111,046	111,046
01-3120-444001	Retirement-Principal	89,840	77,762	92,577	133,534	133,534	133,534
01-3120-444002	Retirement-Pension Bond	8,566	14,498	30,036	30,038	30,038	30,038
01-3120-445000	Health/Life/LTD	88,201	143,758	203,420	282,638	282,638	282,638
	Total Personnel Services	\$ 960,155	\$ 1,101,139	\$ 1,335,431	\$ 1,529,097	\$ 1,529,097	\$ 1,529,097
01-3120-510000	Office Supplies	\$ 8,115	\$ 7,765	\$ 7,630	\$ 7,630	\$ 7,630	\$ 7,630
01-3120-515000	Printing & Advertising	319	600	410	410	410	410
01-3120-520000	Dues & Meetings	1,429	1,700	1,700	1,700	1,700	1,700
01-3120-523000	Supplies & Equipment	10,293	2,498	2,650	2,650	2,650	2,650
01-3120-525000	Travel & Training	7,901	8,489	5,500	5,500	5,500	5,500
01-3120-532000	Bank Fees	2,487	3,029	2,000	2,000	2,000	2,000
01-3120-533000	Contractual Services	558	617	1,000	1,000	1,000	1,000
01-3120-533045	Maintenance Agreements	5,953	6,310	12,110	12,716	12,716	12,716
01-3120-540000	Utilities	31,874	34,133	34,000	35,700	35,700	35,700
01-3120-542001	Regional Library Service	156,649	170,000	176,493	181,838	181,838	181,838
01-3120-551000	Books & Publications	51,823	53,594	53,900	51,500	51,500	51,500
01-3120-551001	Audio-Visual	10,669	10,730	10,780	10,780	10,780	10,780
01-3120-551002	Periodicals	4,093	3,889	4,450	4,450	4,450	4,450
01-3120-551003	Children's Books	25,059	25,269	25,430	30,210	30,210	30,210
01-3120-551004	Children's Audio-Visual	2,598	2,645	2,645	2,645	2,645	2,645
01-3120-551006	Electronic Resources	4,200	4,275	4,270	4,270	4,270	4,270
01-3120-551009	Lost Book Refunds	-	-	100	100	100	100
01-3120-566000	Equip Repair & Maintenance	973	1,549	1,500	1,500	1,500	1,500
01-3120-590000	Internal Chrg-Admin Support Services	365,420	290,932	345,885	431,270	431,270	431,270
01-3120-590002	Internal Chrg-Computers	3,000	-	-	-	-	-
01-3120-590006	Internal Chrg-Network Upgrade	2,823	-	-	-	-	-
01-3120-596000	Volunteer Costs	350	450	450	450	450	450
	Total Materials and Services	\$ 696,586	\$ 628,474	\$ 692,903	\$ 788,319	\$ 788,319	\$ 788,319
01-3120-610000	Capital Outlay	\$ -	\$ 3,050	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
	Total Capital Outlay	\$ -	\$ 3,050	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
3120	TOTAL LIBRARY SERVICES	\$ 1,656,741	\$ 1,732,663	\$ 2,034,334	\$ 2,323,416	\$ 2,323,416	\$ 2,323,416
	TOTAL LIBRARY DEPARTMENT	\$ 1,656,741	\$ 1,732,663	\$ 2,034,334	\$ 2,323,416	\$ 2,323,416	\$ 2,323,416

## GENERAL FUND (01) **Planning**

### **DEPARTMENT DESCRIPTION**

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

The proposed budget aligns with the following City Council Goals:

Goal 2: Identify industrial land and attract employers to encourage family wage jobs – Work to bring land into the urban growth boundary to zone for light manufacturing within five years.

Planning Division Professional Services

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

Goal 7: Increase land availability for housing. – Work to bring land into the urban growth boundary to zone for residential purposes within five years.

Planning Division Professional Services

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

### SIGNIFICANT CHANGES

Revenue: The Community Development Fee is proposed to increase with residential multi-family development activity. Dundee Planning Contact decreases based on reduced development activity. Planning Grants decrease to close out the Certified Local Government grant for community outreach activities regarding a possible historic district designation in the downtown area. Dundee Planning Contract decreases based on reduced development activity. School District Construction Excise Tax and Chehalem Park District System Development Charge administration fees decreased based on reduced development activity.

Materials and Services: Printing & Advertising, Dues & Meetings, Recruitment Expense, Supplies & Equipment (iPads for Planning Commissioners, cameras workstations, office chair), Maintenance Agreements, and Utilities are proposed to increase.

Travel and Training is proposed to be slightly reduced along with further reductions Planning Bank Fees, Miscellaneous Grants, and Professional Services are proposed.

ACCOUNT #	DESCRIPTION		ACTUAL 2020-21		ACTUAL 2021-22		ADOPTED 2022-23		PROPOSED 2023-24		APPROVED 2023-24		ADOPTED 2023-24
4110	PLANNING												
01-4110-410000	Administrative Salaries	\$	109,283	\$	112,016	\$	205,006	\$	246,438	\$	246,438	\$	246,438
01-4110-420000	Clerical Salaries		19,085	·	29,195		25,427	ľ	24,889	·	24,889		24,889
	Salaries & Wages		143,449		137,579		186,959		222,720		222,720		222,720
01-4110-435000	Overtime		-		4		-		-		-		· -
01-4110-438000	Longevity		612		612		612		612		612		612
01-4110-441000	FICA/Medicare		20,523		20,976		31,979		37,843		37,843		37,843
01-4110-442000	Workers Compensation		1,989		664		1,531		1,874		1,874		1,874
01-4110-443000	Unemployment		270		279		422		498		498		498
01-4110-444000	Retirement-PERS		51,783		49,137		79,013		95,491		95,491		95,491
01-4110-444002	Retirement-Pension Bond		11,280		10,101		21,484		25,423		25,423		25,423
01-4110-445000			33,044		42,557		99,950		152,846		152,846		152,846
	Total Personnel Services	\$	391,318	\$	403,120	\$	652,383	\$	808,634	\$	808,634	\$	808,634
01-4110-510000	Office Supplies	\$	1,994	¢	4,108	¢	3,500	\$	3,500	¢	3,500	¢	3,500
01-4110-511000	• •	7	73	7	2,100	Y	100	7	100	7	100	7	100
01-4110-515000	3		2,113		3,080		2,500		3,500		3,500		3,500
	Dues & Meetings		724		2,108		3,990		4,160		4,160		4,160
	Recruitment Expense		440		460		200		500		500		500
01-4110-523000	·		5,373		887		4,330		7,260		7,260		7,260
	Travel & Training		1,385		767		11,600		11,265		11,265		11,265
01-4110-532000	3		31,005		46,182		21,000		15,000		15,000		15,000
	Contractual Services		421		783		450		450		450		450
	Planning Misc Grants		95,464		3,539		147,800		2,300		2,300		2,300
	Maintenance Agreements		14,128		14,709		17,459		17,655		17,655		17,655
01-4110-540000	Utilities		370		347		365		430		430		430
01-4110-551000	Books & Publications		45		135		150		150		150		150
01-4110-562000			147		-		1,000		1,000		1,000		1,000
01-4110-563000			141		167		600		600		600		600
01-4110-576000	Recording Fees				845		500		500		500		500
01-4110-580000	•		83,536		172,591		380,553		379,403		379,403		379,403
	Land Use Planning Appeals		-		-		100		100		100		100
01-4110-590000	Internal Chrg-Admin Support Services		225,087		268,946		334,428		351,272		351,272		351,272
01-4110-590006	Internal Chrg-Network Upgrade		2,922		-		-		-		-		-
01-4110-595002			1,014		-		-		-		-		-
	Total Materials and Services	\$	466,382	\$	519,656	\$	930,625	\$	799,145	\$	799,145	\$	799,145
4110	TOTAL PLANNING	\$	857,700	\$	922,776	\$	1,583,008	\$	1,607,779	\$	1,607,779	\$	1,607,779

ACCOUNT #	DESCRIPTION		ACTUAL 2020-21		ACTUAL 2021-22		ADOPTED 2022-23		PROPOSED 2023-24		APPROVED 2023-24		ADOPTED 2023-24
9130	NONDEPARTMENTAL 91XX SPECIAL PAYMENTS												
01-9130-603000	Grant Payments	\$	206,285	\$	-	\$	-	\$	-	\$	-	\$	-
	Total Special Payments	\$	206,285	\$		\$		\$	-	\$		\$	-
9170	TRANSFERS												
01-9170-907000	Transfer Out-Water Fund	\$	13,810	\$	-	\$	-	\$	-	\$	-	\$	-
01-9170-909000	Transfer Out-Debt Service		371,740		372,575		372,575		372,575		372,575		372,575
01-9170-914000	Transfer Out-Economic Dev Fund		-		121,100		123,721		-		-		-
01-9170-921000	Transfer Out-Gov't Cap Proj		8,071		-		-		-		-		-
9170	TOTAL TRANSFERS	\$	393,621	\$	493,675	\$	496,296	\$	372,575	\$	372,575	\$	372,575
9180	RESERVES												
01-9180-800000	Contingency	\$	_	\$	_	Ś	2,199,526	Ś	2,558,258	Ś	2,558,258	Ś	2,558,258
01-9180-800002	<i>5</i> ,	*	_	~	_	Ψ.	323,424	~	416,863	Ψ.	416,863	~	416,863
	Contingency - Assigned to Planning Capital		-		-		3,171		3,171		3,171		3,171
	Contingency - Assigned to Court Capital		-		-		738		738		738		738
	Contingency - Assigned to Library Capital		-		_		264		264		264		264
01-9180-800007	Contingency - Sinking Fund		-		-		-		25,000		25,000		25,000
9180	TOTAL RESERVES	\$	-	\$	-	\$	2,527,123	\$	3,004,294	\$	3,004,294	\$	3,004,294
	TOTAL NONDEPARTMENTAL	\$	599,906	\$	493,675	\$	3,023,419	\$	3,376,869	\$	3,376,869	\$	3,376,869
FUND 01	TOTAL GENERAL FUND	\$	12,108,472	\$	12,575,644	\$	17,214,277	\$	18,912,497	\$	18,912,497	\$	18,912,497



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# ADMINISTRATIVE / SUPPORT SERVICES FUND(31)

## ADMINISTRATIVE/SUPPORT SERVICES FUND (31)

### **DESCRIPTION OF SERVICES**

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.

For this year's budget our focus in Fund 31 has been primarily on holding staffing and costs down. Our objective has been to primarily hold down the burden on the General Fund and the other funds that transfer in to Fund 31. This will help keep the overall budget healthy to support the debt reduction objectives in the new council city wide goals adopted in April of 2023. In a few places slight increases to staffing or materials costs are included but only in the furtherance of these goals (for example for a new web site to enhance customer service objectives). Brief narratives for each of the administrative and support services programs follow, accompanied by their respective budget detail.

### **City Manager's Office (p.43)**

The City Manager's Office includes the City Manager, and, in this budget, a new administrative assistant position is proposed. This change is related to the need to provide the residents with better reporting, a push for better customer service, and the near-term requirement to create a strategic plan in light of a new dynamic council and fresh city-wide goals. The City Manager oversees the City's daily business and helps translate City Council policy directives into action.

The City Manager provides staff support to the Mayor and City Councilors on policy implementation tasks and assists elected officials in engaging with and responding to their constituents. The City Manager's office continues to reject the Assistant City Manager model as being too expensive for this stage of the City's development.

In this budget there is a one-time expenditure proposed to buy a large flatbed scanner for city-wide use to live in city hall. This would accelerate our city-wide move away from paper and into the Oregon Records Management System (ORMS) and other digital storage mechanisms such as our new intranet. If approved the IT department will network this capability to the rest of the City and all departments will be able to use it.

### **Human Resources (p.44)**

The Human Resources (HR) Division is staffed by a part-time Project Specialist and a vacant HR Manager. In the last financial year the City has attempted to hire this position but has been unsuccessful. The position will remain in the budget and further hiring attempts will be made until a successful candidate is hired.

Human Resources conducts hiring and on-boarding employees; employee training; employee performance management; benefits administration; pension program oversight; employee leave administration; labor negotiations; and a host of other services to support city employees and managers. In fiscal year 2022-23, the Human Resources Division conducted many recruitments in line with our new ethics and hiring policies. All candidates now face a level playing field supported by scoring in the Neogov platform.

### City Recorder (p.45)

The City Recorder serves multiple functions. Among these are clerk to the Council, Elections filing officer, Public Records Officer, oversight of Community Engagement, and coordination of Boards and Commissions. The department consists of 1.5 FTE. An example of some of the duties include coordination of general public records requests, management of the Archives Building, staff training related to records and committees including public meetings law, and assistance with staff research.

The department continues to make progress with conversion of paper to digital records focusing on the integration of long-term and permanent records into the State's electronic system, Oregon Records Management System (ORMS). Among many benefits, converting to electronic storage will allow customers quicker and easier access to public records, thereby enhancing the City's customer service and transparency, meeting two of the Council's goals for 2023.

### **Community Engagement (p.46)**

The Community Engagement program is staffed by a 0.5 FTE Graphic Design Specialist who maintains website content and social media platforms for the City. The position also assists departments with the development of Graphic Design elements such as logos, flyers, and social media campaigns.

This position reports to the City Recorder, who is requesting it be increased to 0.75 FTE due to the workload and department needs. The office was formerly staffed by 2.0 FTE. The additional time would allow the Office to further progress toward the Council's Goal to expand communication outreach.

Initiatives for 2023-24 include adding an Instagram account and seeking bids for an overhaul of the City website, further enhancing the City's ability to achieve City Council Goals and thereby enhance customer service and transparency.

### Finance (p.47)

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.

During FY 2023, Finance was able to hire the Management Analyst position which had sat vacant for over a year. The department also split the duties of the AP/Payroll Specialist into two positions because of the current workload – Accounts Payable Specialist and Senior Payroll Specialist. This change has helped provide more structure to the department allowing for a higher level of service to the City as a whole.

An assessment of the Finance function during FY 2021-22 emphasized the need to evaluate the financial software as an effective tool in doing the City's work. That assessment began during FY 2020-21 and was completed during FY 2021-22, providing direction towards an update/conversion of the software. 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, accounts receivable, court, and going live July 2023, electronic timekeeping through Executime. Finance hopes to wrap up this ARPA funded project in FY 2024.

With Incode wrapping up in FY 2024, Finance has added a capital line item ask for the purchase of budget and forecasting software which will complete the needs assessment for the department. With the addition of the Management Analyst, the department is hoping to begin a five-year financial forecast, to align with City Council Goal 6, Objective 4, ensure that the city has a long-term financial plan that supports its goals and objectives.

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.

### Information Technology (IT) (p.49)

The IT Department is a team of 6.0 FTE and 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 297 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 FY 2022-23 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.

### Legal Services (p.50)

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 laws of the City through the work of a part-time city prosecutor and a contract legal firm.

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 retains Miller, Nash, Graham & Dunn (Miller Nash) 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.

### Fleet Services (p.51)

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.

### Facilities Services (p.52)

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.

ADMIN/SUPPORT SER	VICES FUND	SUMMAI	RY - REVE	NUES
	ACTUAL	ACTUAL	ADOPTED	ADOPTED
	2020-21	2021-22	2022-23	2023-24
Beg F/B-Net Working Capital	688,037	501,697	315,802	841,811
Internal Revenues	5,253,980	5,172,818	6,158,016	7,053,063
Other	237,147	512,399	30,450	45,471
TOTAL REVENUES	6,179,164	6,186,914	6,504,268	7,940,344

ADMIN/SUPPORT SERVICE	ES FUND SU	JMMARY	- EXPEND	ITURES
	ACTUAL	ACTUAL	ADOPTED	ADOPTED
	2020-21	2021-22	2022-23	2023-24
CITY MANAGER				
Personnel Services	248,021	369,251	279,978	337,641
Materials and Services	43,963	38,943	33,800	66,800
Total City Manager	291,984	408,194	313,778	404,441
HUMAN RESOURCES				
Personnel Services	218,194	171,219	209,153	259,896
Materials and Services	57,203	84,236	43,289	71,055
Total Human Resources	275,397	255,455	252,442	330,951
CITY RECORDER				
Personnel Services	140,349	183,487	205,855	225,720
Materials and Services	17,290	34,773	24,550	56,750
Capital Outlay	-	-	3,700	3,700
Total City Recorder	157,639	881,473	234,105	286,170
ECONOMIC HEALTH				
Personnel Services	66,361	_	_	_
Materials and Services	1,026	_	_	_
Total Economic Health	67,387	-	-	-
COMMUNITY ENGAGEMENT				
Personnel Services	85,946	143,921	96,197	79,603
Materials and Services	41,396	36,276	25,550	44,550
Capital Outlay	-	-	700	700
Total Community Engagement	127,342	180,197	122,447	124,853
FINANCE				
Personnel Services	555,268	484,332	684,706	895,520
Materials and Services	212,526	92,179	107,055	172,200
Total Finance	767,794	604,514	791,761	1,107,720

GENERAL OFFICE			1	
Materials and Services	271,065	288,386	277,000	292,305
<b>Total General Office</b>	271,065	288,386	277,000	292,305
FINANCE-BILLING				_
Personnel Services	199,081	208,990	235,160	267,305
Materials and Services	195,060	193,642	212,280	232,920
Total Finance-Billing	394,141	402,632	447,440	500,225
INFORMATION TECHNOLOGY				_
Personnel Services	888,488	720,705	969,698	1,028,891
Materials and Services	229,214	254,619	335,895	478,052
Capital Outlay	140,845	143,383	217,497	217,497
Total Information Technology	1,258,547	1,118,707	1,523,090	1,724,440
CITY ATTORNEY				
Personnel Services	486,428	258,614	290,874	37,462
Materials and Services	287,109	522,273	512,725	504,975
Total City Attorney	773,537	780,887	803,599	542,437
DUDUG WORKS SIEST				
PUBLIC WORKS-FLEET				
Personnel Services	245,506	231,787	286,390	305,704
Materials and Services	22,990	34,838	27,900	159,900
Total Public Works-Fleet	268,496	266,625	314,290	465,604
PUBLIC WORKS-FACILITIES				
Personnel Services	73,533	76,657	90,614	100,814
Materials and Services	452,396	375,010	414,900	525,750
Capital Outlay	47,384	164,142	-	-
Total Public Works-Facilities	573,313	615,809	505,514	626,564
NONDEPARTMENTAL				
Insurance	447,463	542,945	603,000	708,600
Transfers Out	3,362	-	-	-
Contingency	-	-	315,802	826,034
Total Nondepartmental	450,825	542,945	918,802	1,534,634
TOTAL EXPENDITURES	5,677,467	6,345,824	6,504,268	7,940,344

ACCOUNT #	DESCRIPTION	ACTUAL 2020-21	ACTUAL 2021-22	ADOPTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24
FUND 31	ADMIN/SUPPORT SERVICES FUND RESOURCES						
31-0000-300000	Beg F/B-Net Working Capital	\$ 688,037	\$ 501,697	\$ 315,802	\$ 841,811	\$ 841,811	\$ 841,811
31-0000-334000	Miscellaneous Grants	183,796	-	-	-	-	-
31-0000-336007	Intergovernmental Garage Chrg	6,347	17,235	10,000	10,000	10,000	10,000
31-0000-338000	Reimbursed Costs	217	747	-	-	-	-
31-0000-341004	Lien Search Fees	29,889	21,268	15,000	20,000	20,000	20,000
31-0000-341012	Assessment Fees	36	-	-	-	-	-
31-0000-360000	Miscellaneous Revenues	1,925	266	-	-	-	-
31-0000-361000	Interest Earned	13,760	7,915	5,000	15,000	15,000	15,000
31-0000-364000	Sale Of Assets	733	2,659	-	-	-	-
31-0000-370010	Internal Rev-Admin/Recorder/CommEngmnt	552,969	675,595	670,331	815,465	815,465	815,465
31-0000-370050	Internal Rev-Human Resource	248,435	390,877	252,442	330,952	330,952	330,952
31-0000-370075	Internal Rev-Utility Billing	374,706	379,131	447,440	500,225	500,225	500,225
31-0000-370100	Internal Rev-Finance	758,190	567,876	771,759	1,072,719	1,072,719	1,072,719
31-0000-370125	Internal Rev-Computer Services	1,236,129	1,072,483	1,523,092	1,806,944	1,806,944	1,806,944
31-0000-370150	Internal Rev-Legal	481,273	618,120	803,602	542,438	542,438	542,438
31-0000-370200	Internal Rev-Insurance	477,789	451,588	603,000	708,600	708,600	708,600
31-0000-370300	Internal Rev-Phone/Postage	253,635	252,152	277,000	292,305	292,305	292,305
31-0000-370400	Internal Rev-Fleet	268,844	249,663	304,291	369,803	369,803	369,803
31-0000-370500	Internal Rev-Facilities	602,010	515,333	505,059	613,612	613,612	613,612
31-0000-371000	Intergovernmental Facility Chg	444	457	450	471	471	471
31-0000-390032	Transfer In-Veh/Equip Repl Fund	-	461,852	-	-	-	-
FUND 31	TOTAL RESOURCES	\$ 6,179,164	\$ 6,186,914	\$ 6,504,268	\$ 7,940,344	\$ 7,940,344	\$ 7,940,344

ACCOUNT #	DESCRIPTION		ACTUAL 2020-21	ACTUAL 2021-22	ADOPTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24
1210	CITY MANAGER'S OFFICE 12XX CITY MANAGER							
31-1210-410000	Administrative Salaries	\$	159,783	\$ 304,997	\$ 176,200	\$ 165,912	\$ 165,912	\$ 165,912
31-1210-410000	Clerical Salaries	Ą	139,783	304,337	۶ 170,200 -	46,524		46,524
31-1210-436200	Vehicle Allowance		6,000	1,500	_			
31-1210-440000	Misc Fringe Benefits		12,691	-	_	_	_	_
31-1210-441000	FICA/Medicare		12,010	20,788	13,479	16,251	16,251	16,251
31-1210-442000	Workers Compensation		375	20,780	514	326	,	326
31-1210-443000	Unemployment		179	307	177	213		213
31-1210-444000	Retirement-PERS		23,343	14,676	50,200	43,584		43,584
31-1210-444001	Retirement-Principal		-	89	-			
31-1210-444002	•		5,381	3,405	9,055	10,918	10,918	10,918
31-1210-445000	Health/Life/LTD		28,259	23,269	30,353	53,913	•	53,913
	Total Personnel Services	\$	248,021	\$ 369,251	\$ 279,978	\$ 337,641	\$ 337,641	\$ 337,641
31-1210-510000	Office Supplies	\$	191	\$ 1,356	\$ 1,000	\$ 1,500	\$ 1,500	\$ 1,500
31-1210-515000	Printing & Advertising		-	9	-	-	· -	-
31-1210-520000	Dues & Meetings		5,501	1,572	-	-	-	-
31-1210-520008	Recognition		7,029	1,886	7,500	7,500	7,500	7,500
31-1210-523000	Supplies & Equipment		1,070	21	200	26,000	26,000	26,000
31-1210-524000	Safety Program		-	-	-	1,500	1,500	1,500
31-1210-525000	Travel & Training		3,149	1,067	2,000	2,000	2,000	2,000
31-1210-533045	Maintenance Agreements		2,771	3,418	2,500	-	-	-
31-1210-540000	Utilities		521	486	600	600	600	600
31-1210-580000	Professional Services		23,005	29,128	20,000	27,700	27,700	27,700
31-1210-591002	Legal Expenses		726	-	-	-	-	-
	Total Materials and Services	\$	43,963	\$ 38,943	\$ 33,800	\$ 66,800	\$ 66,800	\$ 66,800
1210	TOTAL CITY MANAGER	\$	291,984	\$ 408,194	\$ 313,778	\$ 404,441	\$ 404,441	\$ 404,441

ACCOUNT #	DESCRIPTION		ACTUAL 2020-21		CTUAL 021-22		ADOPTED 2022-23	-	PROPOSED 2023-24	,	APPROVED 2023-24		ADOPTED 2023-24
1220	HUMAN RESOURCES												
31-1220-410000	Administrative Salaries	\$	101,502	Ś	40,145	\$	91,568	\$	104,430	\$	104,430	\$	104,430
31-1220-420000	Clerical Salaries	*	55,741	*	74,638	7	45,108	*	62,480	7	62,480	*	62,480
31-1220-435000	Overtime		-		1,708		-		-		-		-
31-1220-438000	Longevity		90		270		-		-		-		-
31-1220-441000	FICA/Medicare		11,982		8,780		10,456		12,769		12,769		12,769
31-1220-442000	Workers Compensation		335		199		244		281		281		281
31-1220-443000	Unemployment		153		122		138		168		168		168
31-1220-444000	Retirement-PERS		34,028		18,684		32,886		40,040		40,040		40,040
31-1220-444001	Retirement-Principal		4,126		11,828		-		-		-		-
31-1220-444002	Retirement-Pension Bond		6,260		4,877		7,025		8,578		8,578		8,578
31-1220-445000	Health/Life/LTD		3,977		9,968		21,728		31,150		31,150		31,150
	Total Personnel Services	\$	218,194	\$	171,219	\$	209,153	\$	259,896	\$	259,896	\$	259,896
31-1220-510000	Office Supplies	\$	1.366	Ś	906	\$	2,000	\$	1,500	Ś	1,500	Ś	1,500
31-1220-520000	Dues & Meetings		649		420		-	ľ	-		-		-
31-1220-520003	Recruitment Expense		21,798		4,520		5,000		30,000		30,000		30,000
31-1220-520008	Recognition		-		434		-		, -		-		-
31-1220-523000	Supplies & Equipment		5,997		458		2,500		3,000		3,000		3,000
31-1220-524000	Safety Program		10		144		100		100		100		100
31-1220-525000	Travel & Training		2,592		320		1,000		11,025		11,025		11,025
31-1220-551000	Books & Publications		241		241		-		-		-		-
31-1220-580000	Professional Services		23,964		76,793		32,689		25,430		25,430		25,430
31-1220-595002	Legal Expenses		586		-		-		-		-		-
	Total Materials and Services	\$	57,203	\$	84,236	\$	43,289	\$	71,055	\$	71,055	\$	71,055
1220	TOTAL HUMAN RESOURCES	\$	275,397	\$	255,455	\$	252,442	\$	330,951	\$	330,951	\$	330,951

ACCOUNT #	DESCRIPTION	ACTUAL 2020-21	ACTUAL 2021-22	ADOPTED 2022-23	PROPOSED 2023-24	,	APPROVED 2023-24	ADOPTED 2023-24
1230	CITY RECORDER							
31-1230-410000	Administrative Salaries	\$ 79,237	\$ 83,112	\$ 90,400	\$ 96,120	\$	96,120	\$ 96,120
31-1230-420000	Clerical Salaries	6,764	28,397	30,170	29,989		29,989	29,989
31-1230-435000	Overtime	-	249	-	-		-	-
31-1230-438000	Longevity	720	720	720	720		720	720
31-1230-441000	FICA/Medicare	6,576	8,522	9,279	9,702		9,702	9,702
31-1230-442000	Workers Compensation	116	189	210	223		223	223
31-1230-443000	Unemployment	86	112	122	127		127	127
31-1230-444000	Retirement-PERS	726	4,440	4,547	4,748		4,748	4,748
31-1230-444001	Retirement-Principal	35,223	41,506	52,221	65,184		65,184	65,184
31-1230-444002	Retirement- Pension Bond	79	1,287	1,551	1,541		1,541	1,541
31-1230-445000	Health/Life/LTD	10,822	14,953	16,635	17,366		17,366	17,366
	Total Personnel Services	\$ 140,349	\$ 183,487	\$ 205,855	\$ 225,720	\$	225,720	\$ 225,720
31-1230-510000	Office Supplies	\$ 377	\$ 141	\$ 100	\$ 300	\$	300	\$ 300
31-1230-515000	Printing & Advertising	-	-	100	100		100	100
31-1230-520000	Dues & Meetings	1,354	1,227	1,100	1,100		1,100	1,100
31-1230-523000	Supplies & Equipment	151	990	200	200		200	200
31-1230-525000	Travel & Training	227	2,818	3,000	5,000		5,000	5,000
31-1230-551000	Books & Publications	25	-	50	50		50	50
31-1230-580000	Professional Services	15,156	29,232	20,000	35,000		35,000	35,000
31-1230-591000	Elections	-	365	-	15,000		15,000	15,000
	Total Materials and Services	\$ 17,290	\$ 34,773	\$ 24,550	\$ 56,750	\$	56,750	\$ 56,750
31-1230-610000	Capital Outlay	\$ -	\$ -	\$ 3,700	\$ 3,700	\$	3,700	\$ 3,700
	Total Capital Outlay	\$ -	\$ -	\$ 3,700	\$ 3,700	\$	3,700	\$ 3,700
1230	TOTAL CITY RECORDER	\$ 157,639	\$ 218,260	\$ 234,105	\$ 286,170	\$	286,170	\$ 286,170

ACCOUNT#	DESCRIPTION	ACTUAL 2020-21		ACTUAL 2021-22	ADOPTED 2022-23		PROPOSED 2023-24	PROVED 023-24		ADOPTED 2023-24
1250	COMMUNITY ENGAGEMENT									
31-1250-410000	Administrative Salaries	\$ 61,406	\$	111,402	\$ 70,268	\$	-	\$ -	\$	-
31-1250-431000	Clerical Salaries	-		-	-		39,483	39,483		39,483
31-1250-441000	FICA/Medicare	4,626		8,479	5,376		3,020	3,020		3,020
31-1250-442000	Workers Compensation	88		192	124		98	98		98
31-1250-443000	Unemployment	61		111	71		40	40		40
31-1250-444000	Retirement-PERS	7,634		13,621	10,590		6,251	6,251		6,251
31-1250-444002	Retirement-Pension Bond	2,800		3,457	3,612		-	-		-
31-1250-445000	Health/Life/LTD	9,331		6,659	6,156		30,711	30,711		30,711
	Total Personnel Services	\$ 85,946	\$	143,921	\$ 96,197	\$	79,603	\$ 79,603	\$	79,603
31-1250-510000	Office Supplies	\$ -	\$	208	\$ 250	\$	250	\$ 250	\$	250
31-1250-515000	Printing & Advertising	501		872	500		500	500		500
31-1250-520000	Dues & Meetings	249		61	300		300	300		300
31-1250-523000	Supplies & Equipment	4,294		3,768	2,500		2,500	2,500		2,500
31-1250-525000	Travel & Training	350		-	1,000		1,000	1,000		1,000
31-1250-533000	Contractual Services	5,002		5,004	5,000		-	-		-
31-1250-533045	Maintenance Agreements	6,000		6,000	6,000		-	-		-
31-1250-551000	Books & Periodicals	-		99	-		-	-		-
31-1250-580000	Professional Services	25,000		20,264	10,000		40,000	40,000		40,000
	Total Materials and Services	\$ 41,396	\$	36,276	\$ 25,550	\$	44,550	\$ 44,550	\$	44,550
31-1250-610000	Capital Outlay	\$ -	\$	-	\$ 700	\$	700	\$ 700	\$	700
	Total Capital Outlay	\$ -	\$	-	\$ 700	\$	700	\$ 700	\$	700
1250	TOTAL COMMUNITY ENGAGEMENT	\$ 127,342	\$	180,197	\$ 122,447	\$	124,853	\$ 124,853	\$	124,853
1260	ECONOMIC HEALTH									
31-1260-410000	Administrative Salaries	\$ 46,981	Ś	_	\$ _	\$	_	\$	\$	_
31-1260-441000	FICA/Medicare	3,447	•	-	-	ľ	-	-	•	-
31-1260-442000	Workers Compensation	132		-	-		-	-		-
31-1260-443000	Unemployment	45		-	-		-	-		-
31-1260-444000	Retirement-PERS	1,834		-	-		-	-		-
31-1260-444002	Retirement-Pension Bond	253		-	-		-	-		-
31-1260-445000	Health/Life/LTD	13,669		-	-		-	-		-
	Total Personnel Services	\$ 66,361	\$	-	\$ -	\$	-	\$ -	\$	-
31-1260-510000	Office Supplies	\$ 48	\$	-	\$ -	\$	-	\$ -	\$	-
31-1260-520000	Dues & Meetings	225		-	-		-	-		-
31-1260-525000	Travel & Training	753		-	-		-	-		-
	Total Materials and Services	\$ 1,026	\$	-	\$ -	\$	-	\$ -	\$	-
1260	TOTAL ECONOMIC HEALTH	\$ 67,387	\$	-	\$ -	\$	-	\$ -	\$	-

ACCOUNT #	DESCRIPTION		ACTUAL 2020-21		ACTUAL 2021-22		ADOPTED 2022-23		PROPOSED 2023-24	,	APPROVED 2023-24		ADOPTED 2023-24
	FINANCE DEPARTMENT 13XX												
1310	FINANCE												
	Administrative Salaries	\$	146,341	Ś	92,378	Ś	126,552	\$	220,704	Ś	220,704	Ś	220,704
31-1310-420000	Clerical Salaries		190,850		206,857		286,134	ľ	308,790		308,790		308,790
31-1310-435000	Overtime		1,814		14,319		-		-		-		-
31-1310-438000	Longevity		3,480		3,060		3,120		3,120		3,120		3,120
31-1310-441000	FICA/Medicare		25,106		23,303		31,809		40,746		40,746		40,746
31-1310-442000	Workers Compensation		393		531		677		3,591		3,591		3,591
31-1310-443000	Unemployment		348		314		419		535		535		535
31-1310-444000	Retirement-PERS		36,064		39,020		59,179		97,021		97,021		97,021
31-1310-444001	Retirement-Principal		64,156		31,008		37,720		48,175		48,175		48,175
31-1310-444002	Retirement-Pension Bond		10,265		9,081		17,593		23,336		23,336		23,336
31-1310-445000	Health/Life/LTD		76,451		64,461		121,503		149,502		149,502		149,502
	Total Personnel Services	\$	555,268	\$	484,332	\$	684,706	\$	895,520	\$	895,520	\$	895,520
31-1310-510000	Office Supplies	\$	2,649	¢	3,789	¢	3,000	\$	3,000	¢	3,000	¢	3,000
	Printing & Advertising	Ý	1,957	Y	2,348	Ţ	2,200	Ÿ	2,200	Ţ	2,200	Ţ	2,200
	Dues & Meetings		1,439		1,296		1,500		1,700		1,700		1,700
	Recruitment Expense		14,817		20		1,500		1,700		-		1,700
	Supplies & Equipment		5,352		1,679		1,000		1,000		1,000		1,000
	Travel & Training		1,685		374		7,550		8,000		8,000		8,000
	Bank Fees		63		25		100		100		100		100
	Contractual Services		13,608		9,720		15,000		15,000		15,000		15,000
	Maintenance Agreements		20,671		21,708		23,000		87,500		87,500		87,500
	Utilities		446		417		480		600		600		600
	Books & Publications		258		417		100		100		100		100
31-1310-575000	Bond Registration Costs		3,000		3,000		3,000		3,000		3,000		3,000
	Professional Services		146,581		47,420		50,125		50,000		50,000		50,000
	Misc Expense		140,381		383		50,125		50,000		50,000		50,000
31-1310-399000	Misc Expense		-		303		-		-		-		-
	Total Materials and Services	\$	212,526	\$	92,179	\$	107,055	\$	172,200	\$	172,200	\$	172,200
31-1310-610000	Capital Outlay	\$	-	\$	28,003	\$	-	\$	40,000	\$	40,000	\$	40,000
	Total Capital Outlay	\$	-	\$	28,003	\$	-	\$	40,000	\$	40,000	\$	40,000
1310	TOTAL FINANCE	\$	767,794	\$	604,514	\$	791,761	\$	1,107,720	\$	1,107,720	\$	1,107,720
1311	GENERAL OFFICE												
	Postage	\$	31,317	ċ	45,073	ċ	30,000	\$	35,000	ć	35,000	ċ	35,000
	Telephones	ş	239,748	ې	243,313	۶	247,000	ې	257,305	ډ	257,305	ڔ	257,305
21-1211-221000	тетернопез		239,748		243,313		247,000		257,305		257,305		257,505
	Total Materials and Services	\$	271,065	\$	288,386	\$	277,000	\$	292,305	\$	292,305	\$	292,305
1311	TOTAL GENERAL OFFICE	\$	271,065	\$	288,386	\$	277,000	\$	292,305	\$	292,305	\$	292,305

ACCOUNT #	DESCRIPTION	ACTUAL 2020-21	ACTUAL 2021-22	ADOPTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24
1320	FINANCE - BILLING						
31-1320-420000	Clerical Salaries	\$ 103,006	\$ 107,123	\$ 116,592	\$ 127,368	\$ 127,368	\$ 127,368
31-1320-438000	Longevity	1,440	1,440	1,440	1,440	1,440	1,440
31-1320-441000	FICA/Medicare	7,591	7,898	9,029	9,854	9,854	9,854
31-1320-442000	Workers Compensation	162	204	227	245	245	245
31-1320-443000	Unemployment	104	109	119	130	130	130
31-1320-444001	Retirement-Principal	45,784	50,693	60,563	78,974	78,974	78,974
31-1320-445000	Health/Life/LTD	40,994	41,523	47,190	49,294	49,294	49,294
	Total Personnel Services	\$ 199,081	\$ 208,990	\$ 235,160	\$ 267,305	\$ 267,305	\$ 267,305
31-1320-510000	Office Supplies	\$ 1,473	\$ 1,409	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
31-1320-515000	Printing & Advertising	474	-	1,100	1,000	1,000	1,000
31-1320-520000	Dues & Meetings	40	-	-	-	-	-
31-1320-523000	Supplies & Equipment	2,141	-	1,600	1,500	1,500	1,500
31-1320-525000	Travel & Training	-	-	1,800	1,000	1,000	1,000
31-1320-532000	Bank Fees	108,741	108,979	120,000	127,200	127,200	127,200
31-1320-533000	Contractual Services	50,297	53,223	55,000	53,000	53,000	53,000
31-1320-533045	Maintenance Agreements	12,045	12,729	11,060	27,500	27,500	27,500
31-1320-540000	Utilities	185	174	220	220	220	220
31-1320-558001	Utility Assistance	19,664	17,128	20,000	20,000	20,000	20,000
	Total Materials and Services	\$ 195,060	\$ 193,642	\$ 212,280	\$ 232,920	\$ 232,920	\$ 232,920
1320	TOTAL FINANCE - BILLING	\$ 394,141	\$ 402,632	\$ 447,440	\$ 500,225	\$ 500,225	\$ 500,225
	TOTAL FINANCE DEPARTMENT	\$ 1,161,935	\$ 1,007,146	\$ 1,516,201	\$ 1,900,250	\$ 1,860,250	\$ 1,860,250

ACCOUNT #	DESCRIPTION	ACTUAL 2020-21	ACTUAL 2021-22	ADOPTED 2022-23	F	PROPOSED 2023-24	PPROVED 2023-24	1	ADOPTED 2023-24
ACCOUNT #	DESCRIPTION	2020-21	2021-22	2022-23		2023-24	2023-24		2023-24
1330	INFORMATION TECHNOLOGY								
31-1330-410000	Administrative Salaries	\$ 124,860	24,945	\$ 112,604	\$	119,604	\$ 119,604	\$	119,604
31-1330-420000	Clerical Salaries	66,091	68,090	72,891		75,432	75,432		75,43
31-1330-431000	Other Salaries	324,746	312,279	361,164		349,308	349,308		349,308
31-1330-435000	Overtime	2,927	6,222	5,300		5,300	5,300		5,300
31-1330-436000	On Call Pay	8,427	6,423	-		-	-		-
31-1330-438000	Longevity	7,020	6,540	6,720		6,720	6,720		6,720
31-1330-441000	FICA/Medicare	39,213	31,426	42,738		42,562	42,562		42,562
31-1330-442000	Workers Compensation	641	691	925		3,013	3,013		3,013
31-1330-443000	Unemployment	533	428	563		560	560		560
31-1330-444000	Retirement-PERS	46,207	12,981	35,293		25,241	25,241		25,243
31-1330-444001	Retirement-Principal	134,981	148,547	189,260		243,355	243,355		243,355
31-1330-444002	Retirement-Pension Bond	9,919	4,157	9,756		8,194	8,194		8,19
31-1330-445000	Health/Life/LTD	122,923	97,976	132,484		149,602	149,602		149,602
	Total Personnel Services	\$ 888,488 \$	720,705	\$ 969,698	\$	1,028,891	\$ 1,028,891	\$	1,028,89
31-1330-510000	Office Supplies	\$ 1,902	613	\$ 2,000	\$	2,000	\$ 2,000	\$	2,00
31-1330-520000	Dues & Meetings	125	-	200		200	200		20
31-1330-523000	Supplies & Equipment	23,719	5,554	16,000		16,000	16,000		16,00
31-1330-525000	Travel & Training	-	3,980	30,000		30,000	30,000		30,00
31-1330-533045	Maintenance Agreements	174,675	194,883	240,044		382,201	382,201		382,20
31-1330-534000	Lease Payment	-	25,951	25,951		25,951	25,951		25,95
31-1330-540000	Utilities	483	451	500		500	500		50
31-1330-551000	Books & Publications	-	99	200		200	200		20
31-1330-580000	Professional Services	23,485	22,663	21,000		21,000	21,000		21,00
31-1330-595002	Legal Expenses	4,825	425	-		-	-		-
	Total Materials and Services	\$ 229,214	254,619	\$ 335,895	\$	478,052	\$ 478,052	\$	478,052
31-1330-610000	Capital Outlay	\$ 140,845	143,383	\$ 217,497	\$	217,497	\$ 217,497	\$	217,49
	Total Capital Outlay	\$ 140,845	143,383	\$ 217,497	\$	217,497	\$ 217,497	\$	217,49
1330	TOTAL INFORMATION TECHNOLOGY	\$ 1,258,547	1,118,707	\$ 1,523,090	\$	1,724,440	\$ 1,724,440	\$	1,724,44

ACCOUNT #	DESCRIPTION	ACTUAL 2020-21	ACTUAL 2021-22	ADOPTED 2022-23	PROPOSED 2023-24	,	APPROVED 2023-24	DOPTED 2023-24
1410	CITY ATTORNEY							
31-1410-410000	Administrative Salaries	\$ 175,405	-	\$ -	\$ -	\$	-	\$ -
31-1410-420000	Clerical Salaries	71,556	74,191	77,768	-		-	-
31-1410-431000	Prosecution Salaries	52,686	40,054	34,397	34,681		34,681	34,681
31-1410-432000	Code Enforcement Salaries	51,639	44,296	59,133	-		-	-
31-1410-438000	Longevity	1,080	840	1,440	-		-	-
31-1410-441000	FICA/Medicare	19,521	11,880	13,214	2,653		2,653	2,653
31-1410-442000	Workers Compensation	901	752	1,190	93		93	93
31-1410-443000	Unemployment	356	160	174	35		35	35
31-1410-444000	Retirement-PERS	19,683	6,736	9,020	-		-	-
31-1410-444001	Retirement-Principal	31,684	34,307	40,273	-		-	-
31-1410-444002	Retirement-Pension Bond	6,403	2,480	3,076	-		-	-
31-1410-445000	Health/Life/LTD	55,514	42,918	51,189	-		-	-
	Total Personnel Services	\$ 486,428	258,614	\$ 290,874	\$ 37,462	\$	37,462	\$ 37,462
31-1410-510000	Office Supplies	\$ 882 \$	326	\$ 1,000	\$ 1,000	\$	1,000	\$ 1,000
31-1410-510100	Code Enforcement	165	1,590	750	-		-	-
31-1410-510120	Nuisance/Abatement Control	1,388	1,247	7,000	-		-	-
31-1410-520000	Dues & Meetings	1,578	1,123	500	500		500	500
31-1410-523000	Supplies & Equipment	3,269	177	-	-		-	-
31-1410-525000	Travel & Training	2,064	282	2,000	2,000		2,000	2,000
31-1410-533045	Maintenance Agreements	3,707	2,354	-	-		-	-
31-1410-540000	Utilities	370	347	400	400		400	400
31-1410-551000	Books & Publications	210	-	325	325		325	325
31-1410-580000	Professional Services	-	7,359	-	-		-	-
31-1410-595000	Prosecution Expenses	59	-	500	500		500	500
31-1410-595001	Litigation Expenses	-	-	250	250		250	250
31-1410-595002	Legal Expenses	273,417	507,468	500,000	500,000		500,000	500,000
	Total Materials and Services	\$ 287,109	522,273	\$ 512,725	\$ 504,975	\$	504,975	\$ 504,975
1410	TOTAL CITY ATTORNEY	\$ 773,537	780,887	\$ 803,599	\$ 542,437	\$	542,437	\$ 542,437

ACCOUNT #	DESCRIPTION		ACTUAL 2020-21		ACTUAL 2021-22	_	ADOPTED 2022-23		PROPOSED 2023-24	_	APPROVED 2023-24		ADOPTED 2023-24
	DUDUG WORKS 54VV												
5162	PUBLIC WORKS 51XX FLEET												
31-5162-410000	Administrative Salaries	\$	23,649	¢	13,348	¢	20,517	\$	21,770	¢	21,770	¢	21,770
	Salaries & Wages	Ą	105,878	ڔ	107,148	ڔ	121,762	۲	121,764	ڔ	121,764	Ą	121,76
31-5162-435000	•		900		297		700		700		700		700
			750		525		500		500		500		500
31-5162-438000	Longevity		5,985		5,190		5,340		5,340		5,340		5,340
	9 ,		10,259		9,401		11,384		11,481		11,481		11,48
31-5162-442000	Workers Compensation		3,047		2,648		4,481		4,833		4,833		4,833
31-5162-443000	Unemployment		136		128		151		152		152		152
31-5162-444001	Retirement-Principal		58,736		56,318		77,603		93,328		93,328		93,328
	·		36,166		36,784		43,952		45,836		45,836		45,836
31 3102 443000	Treatily Elley ETB		30,100		30,704		43,332		43,030		43,030		+3,030
	Total Personnel Services	\$	245,506	\$	231,787	\$	286,390	\$	305,704	\$	305,704	\$	305,704
31-5162-510000	Office Supplies	\$	47	\$	95	Ś	500	Ś	500	Ś	500	Ś	500
31-5162-512000	Uniforms	*	1,621	*	1,616	-	1,200	*	2,000	7	2,000	*	2,000
31-5162-520000	Dues & Meetings		35		127		500		500		500		500
	Recruitment Expense		-		5		-		-		-		-
	•		782		4,792		5,000		8,400		8,400		8,400
			6,513		16,615		5,000		50,000		50,000		50,000
	Shop Supplies/Environmental		347		853		2,000		2,500		2,500		2,500
31-5162-523100			3,569		2,547		3,000		-		-		-
31-5162-525000			163		1,498		1,400		2,000		2,000		2,000
31-5162-526000	Employee Testing		432		232		300		500		500		500
31-5162-533045	Maintenance Agreements		1,376		729		3,000		1,000		1,000		1,000
31-5162-551000	Books & Publications		714		2,637		2,000		2,500		2,500		2,500
31-5162-562000			357		2,777		1,500		2,000		2,000		2,000
	Vehicle Maintenance		914		77		500		1,000		1,000		1,000
31-5162-566000			1.120		238		2,000		2,000		2,000		2,000
	Fuel Station Refuel		-		-		-		60,000		60,000		60,000
	Stock Vehicle and Equipment Parts Supply		_		_		_		25,000		25,000		25,000
	Internal Chrg-Veh/Equip		5,000		-		-		-		-		-
	Total Materials and Services	\$	22,990	\$	34,838	\$	27,900	\$	159,900	\$	159,900	\$	159,900
31-5162-610000	Capital Outlay	\$		\$	19,523	\$	-	\$	-	\$	-	\$	-
	Total Capital Outlay	\$		\$	19,523	_		\$		\$		\$	-
			-				-		•		-		
5162	TOTAL FLEET	\$	268,496	\$	286,148	\$	314,290	\$	465,604	\$	465,604	\$	465,604

ACCOUNT #	DESCRIPTION		ACTUAL 2020-21		ACTUAL 2021-22		ADOPTED 2022-23		PROPOSED 2023-24		APPROVED 2023-24		ADOPTED 2023-24
5164	FACILITIES												
31-5164-431000	Salaries & Wages	\$	38,034	\$	39,172	\$	43,526	\$	46,321	\$	46,321	\$	46,321
31-5164-435000	Overtime		-		-		500		500		500		500
31-5164-436000	On Call Pay		-		12		700		700		700		700
31-5164-438000	Longevity		-		468		504		504		504		504
31-5164-441000	FICA/Medicare		2,763		2,892		3,461		3,674		3,674		3,674
31-5164-442000	Workers Compensation		1,297		1,294		1,982		2,201		2,201		2,201
31-5164-443000	Unemployment		38		40		47		50		50		50
31-5164-444001	Retirement-Principal		16,901		18,101		23,208		29,445		29,445		29,445
31-5164-445000	Health/Life/LTD		14,500		14,678		16,686		17,419		17,419		17,419
	Total Personnel Services	\$	73,533	\$	76,657	\$	90,614	\$	100,814	\$	100,814	\$	100,814
31-5164-510000	Office Supplies	\$	134	Ś	16	Ś	750	\$	750	Ś	750	Ś	750
31-5164-512000	Uniforms	Ψ.	1,283	~	2,779	Ψ	1,500	~	2,500	Ψ.	2,500	Ψ.	2,500
	Dues & Meetings		69		636		400		1,000		1,000		1,000
31-5164-523000	•		29,776		11,161		18,000		20,000		20,000		20,000
31-5164-523100			3,306		1,693		2,000						
	Travel & Training		680		2,178		2,000		5,000		5,000		5,000
31-5164-526000	Employee Testing		23		429		250		250		250		250
31-5164-533000			20,783		45,681		66,000		-		-		-
	Haz Mat Removal		287		-		500		750		750		750
31-5164-533045	Maintenance Agreements		441		951		8,000		125,000		125,000		125,000
31-5164-540000	•		84,159		86,308		72,000		90,000		90,000		90,000
31-5164-562000	Fuel		381		132		500		3,000		3,000		3,000
	Vehicle Maintenance		38		-		500		2,500		2,500		2,500
31-5164-566000	Equip Repair & Maintenance		371		329		1,000		2,500		2,500		2,500
31-5164-571000	Bldg Repair		12,665		1,343		15,000		-		-		-
31-5164-571005	Building Repairs-PW Maint		10,209		25,161		14,000		20,000		20,000		20,000
31-5164-571011	Building Repairs-City Hall/CDD		6,982		25,937		20,000		35,000		35,000		35,000
31-5164-571021	Building Repairs-Public Safety		53,266		45,186		20,000		35,000		35,000		35,000
31-5164-571031	Building Repairs-Library		15,940		14,237		20,000		35,000		35,000		35,000
31-5164-571045	Building Repairs-Archives		2,075		12,970		5,000		10,000		10,000		10,000
31-5164-571046	Building Repairs-City Parking Lots		-		-		5,000		10,000		10,000		10,000
31-5164-571077	Building Repairs-Community Art Displays		-		-		1,500		1,500		1,500		1,500
31-5164-580000	Professional Services		-		8,497		20,000		-		-		-
31-5164-584000	Janitorial Service		84,495		72,793		98,000		98,000		98,000		98,000
31-5164-585000	Grounds keeping-General		19,553		16,426		15,000		20,000		20,000		20,000
31-5164-585001	Grounds keeping-Public Safety		5		-		3,000		3,000		3,000		3,000
31-5164-585055	Grounds keeping-Library		-		-		5,000		5,000		5,000		5,000
31-5164-590001	Internal Chrg-Veh/Equip		53,575		-		-		-		-		-
31-5164-590003	Internal Chrg-Capital Replace		50,000		-		-		-		-		-
31-5164-595002	Legal Expenses		1,900		167		-		-		-		-
	Total Materials and Services	\$	452,396	\$	375,010	\$	414,900	\$	525,750	\$	525,750	\$	525,750
31-5164-610000	Capital Outlay	\$	47,384	\$	164,142	\$	-	\$	-	\$	-	\$	-
	Total Capital Outlay	\$	47,384	\$	164,142	\$	-	\$	-	\$	-	\$	-
5164	TOTAL FACILITIES	\$	573,313	\$	615,809	\$	505,514	\$	626,564	\$	626,564	\$	626,564
	TOTAL PUBLIC WORKS	\$	841,809	\$	901,957	\$	819,804	\$	1,092,168	\$	1,007,168	\$	1,007,168

ACCOUNT #	DESCRIPTION	ACTUAL 2020-21	ACTUAL 2021-22	ADOPTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24
9140	INSURANCE						
31-9140-550000	PCL Insurance Premiums	\$ 420,143	\$ 492,195	\$ 528,000	\$ 633,600	\$ 633,600	\$ 633,600
31-9140-550001	PCL Claims	27,320	50,750	75,000	75,000	75,000	75,000
9140	TOTAL INSURANCE	\$ 447,463	\$ 542,945	\$ 603,000	\$ 708,600	\$ 708,600	\$ 708,600
9170	TRANSFERS						
31-9170-907000	Transfer Out-Water Fund	\$ 3,362	\$ -	\$ -	\$ -	\$ -	\$ -
9170	TOTAL TRANSFERS	\$ 3,362	\$ -	\$ -	\$	\$ -	\$ -
9180	RESERVES						
31-9180-800000	Contingency	\$ -	\$ -	\$ -	\$ 38,410	\$ 38,410	\$ 38,410
31-9180-800003	Contingency-Assigned for Maint Equip	-	-	-	25,000	25,000	25,000
31-9180-800005	Contingency-Assigned for Fleet/Gar Equip	-	-	73,610	86,610	86,610	86,610
31-9180-800006	Contingency - Assigned for Admin	-	-	38,874	38,874	38,874	38,874
31-9180-800009	Contingency-Assigned for Facilities	-	-	203,318	540,731	540,731	540,731
31-9180-800010	Contingency - Assigned for IT	-	-	-	96,409	96,409	96,409
9180	TOTAL RESERVES	\$ -	\$ -	\$ 315,802	\$ 826,034	\$ 826,034	\$ 826,034
FUND 31	TOTAL ADMIN/SUPPORT SERVICES FUND	\$ 5,677,467	\$ 5,702,134	\$ 6,504,268	\$ 7,940,344	\$ 7,940,344	\$ 7,940,344



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# PUBLIC SAFETY FUNDS

### FUND 03 Civil Forfeiture Fund

### **DESCRIPTION**

The Civil Forfeiture Fund was established to budget and account for the occasional receipt of criminal assets received through the activities of the Police Department. These assets are legally required to be separately tracked and used to support law enforcement activities. Forfeitures vary from year to year, but we are anticipating this fund to increase the FY 2024.

ACCOUNT #	DESCRIPTION	TUAL 20-21	ACTUAL 2021-22	ADOPTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24
FUND 03	CIVIL FORFEITURE RESOURCES						
03-0000-300000 03-0000-336000	Beg F/B-Net Working Capital Other Forfeitures	\$ 808	\$ 813 50	\$ 425 50	\$ 5,054 50	\$ 5,054 50	\$ 5,054 50
03-0000-336000	Interest Earned	5	4	7	10	10	10
FUND 03	TOTAL RESOURCES	\$ 813	\$ 867	\$ 482	\$ 5,114	\$ 5,114	\$ 5,114
<b>2110</b> 03-2110-580001	POLICE ADMINISTRATION Professional Services-State	\$ -	\$ -	\$ 482	\$ 5,114	\$ 5,114	\$ 5,114
	Total Materials and Services	\$ -	\$ -	\$ 482	\$ 5,114	\$ 5,114	\$ 5,114
2110	TOTAL POLICE ADMINISTRATION	\$	\$ -	\$ 482	\$ 5,114	\$ 5,114	\$ 5,114
FUND 03	TOTAL CIVIL FORFEITURE FUND	\$ -	\$ -	\$ 482	\$ 5,114	\$ 5,114	\$ 5,114

## FUND 13 911 Fund Police - Communications

### **DESCRIPTION**

This fund represents the restricted revenues supporting the Communications division of the Police Department, found earlier in this document, while the General Fund expends unrestricted resources also in support of Police Communications. The 911 Fund receives its funding mainly from the State 911 Excise Tax and supports dispatch salaries and the associated costs.

ACCOUNT #	DESCRIPTION		ACTUAL 2020-21		ACTUAL 2021-22		ADOPTED 2022-23		ROPOSED 2023-24	Α	APPROVED 2023-24		NDOPTED 2023-24
FUND 13	911 TAX FUND												
	RESOURCES		co 07.		4 4 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7		05.405		100 540	_	400 540	_	400 540
13-0000-300000	Beg F/B-Net Working Capital	\$	68,874	\$	147,705	\$	86,106	\$	183,540	\$	183,540	\$	183,540
13-0000-310000	911 Excise Taxes		312,229		412,505		305,000		424,875		424,875		424,875
	911 Dundee Excise Taxes		24,092		7,282		-		-		-		-
	Miscellaneous Grants		5,796		_		1 500				-		-
	Master Street Address Guide		378		-		1,500		500		500		500
13-0000-360000	Miscellaneous Revenues		2,760		-		4,946		2,000		2,000		2,000
13-0000-361000	Interest Earned		330		654		-		-		-		-
FUND 13	TOTAL RESOURCES	\$	414,459	\$	568,146	\$	397,552	\$	610,915	\$	610,915	\$	610,915
2310	COMMUNICATIONS												
13-2310-420000	Dispatch Salaries	\$	133,202	Ś	162,872	Ś	204,006	\$	262,734	Ś	262,734	Ś	262,734
13-2310-435000	Overtime	•	11,291		12,040		25,500	ľ	25,200		25,200	•	25,200
13-2310-435001	Holiday Bank		2,181		-		4,000		4,280		4,280		4,280
13-2310-438000	Longevity		2,400		2,400		2,400		2,400		2,400		2,400
13-2310-441000	FICA/Medicare		10,865		12,998		18,048		22,538		22,538		22,538
13-2310-442000	Workers Compensation		187		279		412		513		513		513
13-2310-443000	Unemployment		148		175		238		296		296		296
13-2310-444000	Retirement-PERS		26,906		40,934		58,907		76,001		76,001		76,001
13-2310-444002	Retirement-Pension Bond		6,960		7,969		12,125		15,142		15,142		15,142
13-2310-445000	Health/Life/LTD		51,180		53,651		70,656		87,969		87,969		87,969
	Total Personnel Services	\$	245,320	\$	293,318	\$	396,292	\$	497,073	\$	497,073	\$	497,073
13-2310-523000	Supplies & Equipment	\$	_	\$	427	\$	_	Ś	_	\$	_	\$	_
	Travel & Training	•	1,177		-		-	ľ	-		_	•	_
	911 Dundee Excise Taxes		17,119		-		-		-		_		_
13-2310-533017	Master Street Address Guide		378		-		-		-		_		_
13-2310-533045	Maintenance Agreements		2,760		-		-		-		-		-
	Total Materials and Services	\$	21,434	\$	427	\$	-	\$	-	\$	-	\$	-
2310	TOTAL COMMUNICATIONS	Ś	266,754		293,745	¢	396,292	\$	497,073	¢	497,073	¢	497,073
2510	TOTAL CONNIVIONICATIONS	Ş	200,754	Ą	293,745	Þ	390,292	Ş	497,073	Þ	497,073	Ş	497,073
9180	RESERVES	_		_								_	
13-9180-800000	Contingency	\$	-	\$	-	\$	1,260	\$	113,842	\$	113,842	\$	113,842
9180	TOTAL RESERVES	\$	-	\$	-	\$	1,260	\$	113,842	\$	113,842	\$	113,842
FUND 13	TOTAL 911 TAX FUND	\$	266,754	\$	293,745	\$	397,552	\$	610,915		610,915		610,915

### FUND 16

## Public Safety Fee Fund Police - Patrol & Communications

### **PATROL**

### Description

The Public Safety Fee of \$3.00 was established and supported overwhelmingly in 2009 to fund three police officer positions. These resources are supplemental to the funding for the Patrol Division 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. In order to keep up with rising costs, the fee was increased by a vote of the Council in March 2022 and is currently set at \$3.96 per month per equivalent dwelling unit (EDU) and is dedicated to funding three police officers as it was originally intended.

### **Signficant Changes**

In the fiscal year 2023-24 budget, the increase in the Police Officer Public Safety Fee revenue reflects an increase by the inflationary index as allowed by Council action, as well as the addition of new water meters caused by development.

### **COMMUNICATIONS**

### Description

The Communications Officer Public Safety Fee of \$2.00 was established in 2014 for the purpose of funding two communications officer positions. The Communications Officer Public Safety Fee Fund represents the restricted aspect of the revenue generated from the fees attached to the Municipal Services Statement. \$2.40 per month per EDU is currently dedicated to fund two dispatchers.

### Signficant Changes

In the fiscal year 2023-24 budget, the growth of the Communication Officer Public Safety Fee revenue reflects an increase by the inflationary index as allowed by Council Action, as well as the addition of new water meters caused by development.

#### **PUBLIC SAFETY FEE**

The Public Safety Fee fund is explicitly to enhance public safety, which has a direct result of improving customer service within the department. Removing these line items from municipal utility statement, another goal of the Council, and maintaining the same level of service currently provided by NDPD department would require consideration of another resource to fund the five positions currently funded with resources of the Public Safety Fee Fund.

Public Safety Fee Fund (16)

ACCOUNT #	DESCRIPTION		ACTUAL 2020-21		ACTUAL 2021-22		ADOPTED 2022-23		PROPOSED 2023-24		APPROVED 2023-24		ADOPTED 2023-24
FUND 16	PUBLIC SAFETY FUND RESOURCES												
16-0000-300000		\$	35,787	\$	28,342	\$	818	\$	20,049	\$	20,049	\$	20,049
16-0000-300001	Beg F/B-Net Working Capital-CO PSF		34,806		48,808		16,143		65,078		65,078		65,078
16-0000-334000	Miscellaneous Grants		2,931		-		-		-		-		-
16-0000-347000	Public Safety Fee		342,234		347,426		456,315		485,519		485,519		485,519
16-0000-347001	CO Public Safety Fee		257,773		266,533		267,800		275,834		275,834		275,834
16-0000-361000	Interest Earned		180		59		150		200		200		200
FUND 16	TOTAL RESOURCES	\$	673,711	\$	691,168	\$	741,226	\$	846,680	\$	846,680	\$	846,680
2120	PATROL												
16-2120-431000	Officer Salaries	\$	183,517	\$	189,278	\$	224,122	\$	271,152	\$	271,152	\$	271,152
16-2120-435000	Overtime		18,765		11,201		22,100		21,900		21,900		21,900
16-2120-435001	Holiday Bank		7,192		5,964		8,000		8,560		8,560		8,560
16-2120-441000	FICA/Medicare		15,541		15,260		19,449		23,073		23,073		23,073
16-2120-442000	Workers Compensation		5,495		6,133		8,052		10,239		10,239		10,239
16-2120-443000	Unemployment		210		208		256		303		303		303
16-2120-444000	Retirement-PERS		45,987		46,886		65,572		80,975		80,975		80,975
16-2120-444002	Retirement-Pension Bond		9,569		8,326		13,067		15,502		15,502		15,502
16-2120-445000	Health/Life/LTD		63,493		72,485		81,792		85,595		85,595		85,595
	Total Personnel Services	\$	349,769	\$	355,741	\$	442,410	\$	517,299	\$	517,299	\$	517,299
2120	TOTAL PATROL	\$	349,769	\$	355,741	\$	442,410	\$	517,299	\$	517,299	\$	517,299
2310	COMMUNICATIONS												
16-2310-420000	Dispatch Salaries	\$	125,032	\$	113,588	\$	133,954	\$	138,678	\$	138,678	\$	138,678
16-2310-435000	·	·	12,871		27,939	•	26,500	ľ	26,300		26,300		26,300
16-2310-435001	Holiday Bank		4,693		5,307		5,000		5,350		5,350		5,350
16-2310-438000	•		2,400		4,600		-		-		-		-
16-2310-441000			10,706		11,264		12,657		13,029		13,029		13,029
16-2310-442000	Workers Compensation		201		230		318		331		331		331
16-2310-443000	Unemployment		145		152		166		172		172		172
16-2310-444000	Retirement-PERS		33,576		37,237		37,201		40,226		40,226		40,226
16-2310-444002	Retirement-Pension Bond		6,624		6,906		8,504		8,755		8,755		8,755
16-2310-445000	Health/Life/LTD		50,544		43,076		49,060		56,233		56,233		56,233
	Total Personnel Services	\$	246,792	\$	250,299	\$	273,360	\$	289,074	\$	289,074	\$	289,074
2310	TOTAL COMMUNICATIONS	\$	246,792	\$	250,299	\$	273,360	\$	289,074	\$	289,074	\$	289,074
0400	DECEDIFIC												
<b>9180</b> 16-9180-800000	RESERVES Contingency Dublic Sefety Fee	\$		\$		\$	4 4 720	\$	14,738	,	44720	Ļ	14,738
	Contingency-Public Safety Fee Contingency-CO Public Safety Fee	<b>&gt;</b>	-	Þ	-	Þ	14,738 10,718	Þ	25,569	Þ	14,738 25,569	Þ	25,569
9180	TOTAL RESERVES	\$	-	Ś			25,456	\$	40,307		40,307		40,307
							,				,		,
FUND 16	TOTAL PUBLIC SAFETY FUND	\$	596,561	\$	606,040	\$	741,226	\$	846,680	\$	846,680	Ş	846,680



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# COMMUNITY DEVELOPMENT FUNDS

### FUND 08

### **Building Inspection Fund**

### **DESCRIPTION**

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

### SIGNIFICANT CHANGES

Revenues are projected to decrease slightly from the FY 2023 budgeted numbers due to an expected slowdown in development activities.

Materials and Services increases include Office Supplies, Dues and Meetings, Supplies and Equipment, Travel and Training, Maintenance Agreements, Utilities, Fuel, Internal Charge Admin Support, and Capital Outlay and are due to cost-of-living increases charged by outside agencies.

ACCOUNT #	DESCRIPTION		ACTUAL 2020-21		ACTUAL 2021-22		ADOPTED 2022-23		PROPOSED 2023-24		APPROVED 2023-24	,	ADOPTED 2023-24
511815 00	DUM DING INCRESTION FUND												
FUND 08	BUILDING INSPECTION FUND												
00 0000 200000	RESOURCES		4 674 622		2 424 702	,	2 624 756	,	2 254 207	,	2 254 207	,	2 254 207
08-0000-300000	Beg F/B-Net Working Capital	\$	1,674,622	\$	2,434,702	\$	2,621,756	\$	2,351,297	\$	2,351,297	\$	2,351,297
08-0000-322001	Building Permits		978,733		752,470		363,165		400,000		400,000		400,000
	Plumbing / Mechanical Permits		375,805		346,544		196,019		163,000		163,000		163,000
08-0000-322005			1,736		541		1,073		1,160		1,160		1,160
08-0000-334000			1,401				450.000		-		-		-
08-0000-336001	9 1		112,719		207,474		150,000		100,000		100,000		100,000
08-0000-341006	· ·		34,999		27,288		16,403		28,208		28,208		28,208
08-0000-360000			210		-		20		20		20		20
			12,644		11,824		2,500		5,000		5,000		5,000
08-0000-364000			-		- 27.460		2,000		2,000		2,000		2,000
08-0000-390032	Transfer In-Veh/Equip Repl Fund		-		37,168		-		-		-		-
FUND 08	TOTAL RESOURCES	\$	3,192,869	\$	3,818,011	\$	3,352,936	\$	3,050,685	\$	3,050,685	\$	3,050,685
4210	BUILDING INSPECTION												
	Administrative Salaries	\$	124,633	\$	127,743	¢	135,422	\$	142,752	¢	142,752	\$	142,752
08-4210-420000	Clerical Salaries	Y	103,634	Y	107,478	Ţ	110,716	7	135,374	Ţ	135,374	Y	135,374
08-4210-431000			20,487		17,000		41,602		45,069		45,069		45,069
	0 , ,		64,955		79,824		170,949		92,388		92,388		92,388
	,		1,036		79,824		170,949		-		-		-
08-4210-438000			6,108		6,108		6,108		6,108		6,108		6,108
08-4210-438000	• .		23,810		24,950		35,557		32,259		32,259		32,259
08-4210-441000	Workers Compensation		23,610		24,930		5,513		4,711		4,711		4,711
	•		320		349		467		426		426		426
08-4210-444000	' '		14,855		21,169		37,733		29,981		29,981		29,981
08-4210-444001			82,238		87,417		105,313		133,865		133,865		133,865
08-4210-444001	· ·		4,307				11,904		8,749		8,749		8,749
08-4210-444002			76,626		5,557		134,820						
08-4210-445000	nealth/the/thb		70,020		85,538		134,620		114,380		114,380		114,380
	Total Personnel Services	\$	525,627	\$	565,858	\$	796,104	\$	746,062	\$	746,062	\$	746,062
08-4210-510000	Office Supplies	\$	716	\$	950	\$	2,000	\$	3,000	\$	3,000	\$	3,000
08-4210-511000	Postage		3		-		100		100		100		100
08-4210-515000	Printing & Advertising		130		72		500		500		500		500
08-4210-520000	Dues & Meetings		660		1,294		1,900		2,000		2,000		2,000
08-4210-520003	Recruitment Expense		299		-		850		850		850		850
08-4210-523000	Supplies & Equipment		2,569		-		5,415		7,320		7,320		7,320
08-4210-525000	Travel & Training		995		2,466		14,900		15,895		15,895		15,895
08-4210-526000	Employee Testing		-		-		200		200		200		200
08-4210-532000	Bank Fees		16,202		26,311		16,100		16,100		16,100		16,100
08-4210-533045	Maintenance Agreements		10,342		10,536		12,612		13,340		13,340		13,340
08-4210-540000			446		417		443		480		480		480
	Books & Publications		-		352		500		500		500		500
08-4210-562000			1,961		3,317		3,000		5,000		5,000		5,000
	Vehicle Maintenance		1,444		431		1,500		1,500		1,500		1,500
	Professional Services		25,994		64,019		25,000		25,000		25,000		25,000
	Internal Chrg-Admin Support Services		147,981		137,138		156,083		209,088		209,088		209,088
	Internal Chrg-Veh/Equip		4,000		-		-		-		-		-
	Internal Chrg-Network Upgrade		1,853		-		-		-		-		-
08-4210-599000			135		-		-		-		-		-
	Total Materials and Services	\$	215,730	Ś	247,303	\$	241,103	\$	300,873	\$	300,873	Ś	300,873

ACCOUNT #	DESCRIPTION	ACTUAL 2020-21	ACTUAL 2021-22	ADOPTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24
08-4210-610000	Capital Outlay	\$ -	\$ -	\$ 70,000	\$ 80,000	\$ 80,000	\$ 80,000
	Total Capital Outlay	\$ -	\$ -	\$ 70,000	\$ 80,000	\$ 80,000	\$ 80,000
4210	TOTAL BUILDING INSPECTION	\$ 741,357	\$ 813,161	\$ 1,107,207	\$ 1,126,935	\$ 1,126,935	\$ 1,126,935
<b>9170</b> 08-9170-907000	NONDEPARTMENTAL 91XX TRANSFERS Transfer Out-Water Fund	\$ 16,810	\$ -	\$ -	\$ -	\$ -	\$ -
9170	TOTAL TRANSFERS	\$ 16,810	\$	\$ -	\$ -	\$ -	\$ -
<b>9180</b> 08-9180-800000 08-9180-800001	RESERVES Contingency Contingency-Assigned for veh repl	\$ -	\$ -	\$ 2,208,561 37,168	\$ 1,886,582 37,168	\$ 1,886,582 37,168	\$ 1,886,582 37,168
9180	TOTAL RESERVES	\$ -	\$ -	\$ 2,245,729	\$ 1,923,750	\$ 1,923,750	\$ 1,923,750
	TOTAL NONDEPARTMENTAL	\$ 16,810	\$ -	\$ 2,245,729	\$ 1,923,750	\$ 1,923,750	\$ 1,923,750
FUND 08	TOTAL BUILDING INSPECTION FUND	\$ 758,167	\$ 813,161	\$ 3,352,936	\$ 3,050,685	\$ 3,050,685	\$ 3,050,685

## FUND 14

# **Economic Development Fund**

#### **DESCRIPTION**

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

This budget aligns with the following City Council Goals and Objectives: Identify industrial land and attract employers to encourage family wage jobs – Attract family wage jobs to Newberg using the urban renewal district and CET savings to be competitive.

The Construction Excise Tax will fund:

- Developer Incentives
- Oregon Housing and Community Services
- Affordable Housing Programs and Developer Incentives

### SIGNIFICANT CHANGES

Significant changes from FY 2022-23 to FY 2023-24 include:

- Beginning Fund Balances are reduced for Economic Development, Affordable Housing Trust Fund and Construction Excise Tax based on projected expenditure from FY 2022-23.
- Revenue includes Community Development Block Grant (CDBG) for a manufactured home repair program which ends December 2023.
- Personnel Services decrease with elimination of the Economic Health Manager position in FY 2022-23.
- Materials & Services funds decreased overall with the elimination of the Economic Health Manager position.
- Special Payments decrease related to the Community Development Block Grant.
- Construction Excise Tax will have 2.5 years of revenue including re-budgeting unspent expenditures from FY 2022-23.
- Contingency is reduced from expenditure of funds for a loan to Newberg Lodging LLC for the Fairfield Inn.

ACCOUNT #	DESCRIPTION		ACTUAL 2020-21		ACTUAL 2021-22		ADOPTED 2022-23		PROPOSED 2023-24		APPROVED 2023-24		ADOPTED 2023-24
FUND 14	ECONOMIC DEVELOPMENT FUND RESOURCES												
14-0000-300000	Beg F/B-Net Working Capital-Econ Dev	\$	676,055	\$	648,472	\$	637,153	\$	644,864	\$	644,864	\$	644,864
14-0000-300001	Beg F/B-Net Working Capital-Affrdbl Housing		66,499		68,457		63,630		49,382		49,382		49,382
14-0000-300002	Beg F/B-Net Working Capital-CET		-		243,983		749,250		246,603		246,603		246,603
14-0000-321004	Business License Fee		48,400		39,201		45,300		34,000		34,000		34,000
14-0000-334000	Miscellaneous Grants		18,096		-		-		-		-		-
14-0000-334007	CDBG Grants		-		15,000		415,000		240,000		240,000		240,000
14-0000-338007	Construction Excise Taxes		243,983		548,733		500,000		438,000		438,000		438,000
14-0000-361000	Interest Earned		5,656		5,315		5,000		5,500		5,500		5,500
14-0000-370001	Loan Fees		-		-		3,600		3,600		3,600		3,600
14-0000-370002	Affordable Housing Loan Fees		-		-		1,800		1,800		1,800		1,800
14-0000-390001	Transfer in - General Fund		-		121,100		123,721		-		-		-
FUND 14	TOTAL RESOURCES	\$	1,058,689	\$	1,690,261	\$	2,544,454	\$	1,663,749	\$	1,663,749	\$	1,663,749
4120	ECONOMIC DEVELOPMENT												
14-4120-410000	Administrative Salaries	\$	19,485	Ś	99,141	Ś	88,606	\$	_	\$	_	\$	_
14-4120-420000	Clerical Salaries		7,323		8,065	Ċ	-	ľ	-	•	-		-
14-4120-435000	Overtime		-		768		-		-		-		-
14-4120-441000	FICA/Medicare		2,005		7,965		6,778		-		-		-
14-4120-442000	Workers Compensation		68		258		140		-		-		-
14-4120-443000	Unemployment		27		100		89		-		-		-
14-4120-444000	Retirement-PERS		786		19,786		18,670		-		-		-
14-4120-444002	Retirement-Pension Bond		108		3,706		4,554		-		-		-
14-4120-445000	Health/Life/LTD		6,750		26,705		25,884		-		-		-
	Total Personnel Services	\$	36,552	\$	166,494	\$	144,721	\$	-	\$	-	\$	-
14-4120-510000	Office Supplies	\$	21	\$	-	\$	130	\$	100	\$	100	\$	100
14-4120-511000	Postage		-		-		100		100		100		100
14-4120-515000	Printing & Advertising		-		-		1,500		1,100		1,100		1,100
14-4120-520000	Dues & Meetings		4,151		5,257		9,440		8,700		8,700		8,700
14-4120-525000	Travel & Training		225		1,183		4,340		2,000		2,000		2,000
14-4120-532000	Bank Fees		2,987		8,943		1,400		1,000		1,000		1,000
14-4120-533045	Maintenance Agreements		1,000		1,000		6,197		2,200		2,200		2,200
14-4120-575100	Loan Fees		-		-		3,600		3,600		3,600		3,600
14-4120-576000	Recording Fees		-		-		85		150		150		150
14-4120-580000	Professional Services		48,661		36,433		3,000		3,000		3,000		3,000
	Total Materials and Services	\$	57,045	\$	52,816	\$	29,792	\$	21,950	\$	21,950	\$	21,950
4120	TOTAL ECONOMIC DEVELOPMENT	\$	93,597	\$	219,310	\$	174,513	\$	21,950	\$	21,950	\$	21,950
4130	AFFORDABLE HOUSING												
14-4130-510000		\$	_	\$	_	\$	100	\$	100	\$	100	\$	100
	Printing & Advertising	Ψ.	_	Y	_	7	270	~	270	7	270	~	270
	Travel & Training		_		_		200		200		200		200
14-4130-575100	•		-		-		1,800		1,800		1,800		1,800
	Total Materials and Services	\$	-	\$	-	\$	2,370	\$	2,370	\$	2,370	\$	2,370
4120	TOTAL AFFORDABLE HOUSING	ė.	<u>-</u>	ć	_	\$	2,370	¢	2 270	ė	2 270	ċ	2 270
4130	TOTAL AFFORDABLE HOUSING	\$	•	\$	•	Þ	2,370	Þ	2,370	Ş	2,370	Ą	2,370

ACCOUNT #	DESCRIPTION		ACTUAL 2020-21		ACTUAL 2021-22		ADOPTED 2022-23		PROPOSED 2023-24		APPROVED 2023-24		ADOPTED 2023-24
4140	CONSTRUCTION EXCISE TAXES												
	Salaries & Wages	\$	_	\$	_	\$	10,268	\$	_	\$	_	Ś	_
14-4140-441000	•	7	_	7	_	7	786	7	_	7	_	7	_
14-4140-442000	•				_		17		_		_		_
14-4140-443000	·				_		10		_		_		_
14-4140-444000	. ,						1,547						
14-4140-444002			_		_		528		_		_		_
14-4140-445000			-		-		1,360		-		-		-
	Total Personnel Services	\$		\$	-	\$	14,516	\$	-	\$	-	\$	-
14-4140-510000	Office Cumplies	\$		\$		\$	100	\$		\$		\$	
	• • • • • • • • • • • • • • • • • • • •	Ş	-	Ş	-	Ş	100	Ş	-	Ş	-	Þ	-
14-4140-515000	Printing & Advertising		-		-		1,935		-		-		-
	Total Materials and Services	\$	-	\$	-	\$	2,035	\$	-	\$	-	\$	-
4140	TOTAL CONSTRUCTION EXCISE TAXES	\$	-	\$	-	\$	16,551	\$	-	\$	-	\$	-
	TOTAL PLANNING	\$	93,597	Ś	219,310	Ś	193,434	\$	24,320	Ś	24,320	Ś	24,320
		•			.,				,		,	•	,-
9130	SPECIAL PAYMENTS								40.000		40.000		40.00
14-9130-600001		\$	1,180	\$	-	\$	-	\$	10,000	\$	10,000	\$	10,000
14-9130-601000			-		-		494,000		605,496		605,496		605,49
14-9130-602000	, , ,		-		-		40,212	\$	35,613		35,613		35,61
	Trust Fund Housing Grants (AH)		-		5,000		16,755		14,838		14,838		14,83
14-9130-604000	, , ,		-		15,000		415,000		240,000		240,000		240,00
14-9130-605001	. ,		-		-		525,112		282,524		282,524		282,52
	, , ,		-		-		122,400		99,757		99,757		99,75
14-9130-605003	Affrdbl Housing Prog & Incentives (CET)		-		-		367,578		182,766		182,766		182,76
9130	TOTAL SPECIAL PAYMENTS	\$	1,180	\$	20,000	\$	1,981,057	\$	1,470,994	\$	1,470,994	\$	1,470,99
9170	TRANSFERS												
14-9170-907000	Transfer Out-Water Fund	\$	3,000	\$	-	\$	-	\$	-	\$	-	\$	-
9170	TOTAL TRANSFERS	\$	3,000	\$	-	\$	-	\$	-	\$	-	\$	-
9180	RESERVES												
14-9180-800000		\$	_	\$	-	\$	141,061	\$	59,531	Ś	59,531	Ś	59,53
14-9180-800001	•	~	_	7	-	7	10,043	~	8,903	+	8,903	τ'	8,90
	Contingency-CET		-		-		218,859		100,001		100,001		100,00
9180	TOTAL RESERVES	\$	-	\$	-	\$	369,963	\$	168,435	\$	168,435	\$	168,43
FUND 44	TOTAL ECONOMIC DEVELOPMENT FUND		07 777	<u> </u>	220.240	<u> </u>	2 544 454	ć	1 662 740	<u> </u>	1 662 740	^	1.002.74
FUND 14	TOTAL ECONOMIC DEVELOPMENT FUND	\$	97,777	\$	239,310	Ş	2,544,454	\$	1,663,749	\$	1,663,749	\$	1,663,749



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# **Emergency Management Planning**

#### **DESCRIPTION**

The Street (02), Wastewater (06), Water (07), and Stormwater (17) Funds are all responsible for Emergency Management Planning – as this is a new program, more detail is provided below.

### **Emergency Management:**

In FY 2023, the City's emergency programs were centralized for the first time since 2011. This was done in recognition of the efficient coordination of the pandemic policy, information, planning, data, and grants. On March 31, 2023, the city ended its Covid response and is incorporating Covid training and policies into the overall Infectious Disease Plan as required by OSHA and OHA.

Moving forward, the City has identified its core emergency/disaster responsibilities as "Prepare, Respond, Recover, Mitigate" in order to protect lives, protect property, protect and restore essential services/infrastructure, protect the environment, and foster public resiliency.

In FY 2024, we will continue to fill a long list of identified gaps in training and equipment. The program also resumes public education and small business workshops 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 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 and Maintain Comprehensive Plans: Emergency Plan, Functional Annexes, Indexes (4-year cycle), Continuity of Operations Plan, 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 Plan, and other state or federal required plans.
- Coordinate with County/State: natural hazard, mass evacuation, alerting planning and exercises.
- New employee safety/emergency response orientation.
- Facility Evacuations: Shelter in Place and evacuation plans, training, and exercises.

- Comprehensive Communication Plans: with redundant systems in coordination with NDPD, Dispatch, Public Works, and TVFR
- City Emergency PIO
- Emergency Response and Resiliency Grants: assist Departments while they 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, volunteers.
- Develop/Maintain resources and partnerships with local, state, regional and national partners.

# FUND 02 Streets

#### **DESCRIPTION**

The street fund is responsible for the:

- Planning, design, inspection, and management of capital improvement projects for the replacement and expansion of the 72 centerline miles of the City's public transportation system infrastructure.
- 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 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.
- · Maintenance of over 1200 city-owned streetlights.
- Emergency Management and Planning: See page 72 for more details.

#### SIGNIFICANT CHANGES

In FY 2024 the Street Fund holds 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, 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.

ACCOUNT #	DESCRIPTION	ACTUAL 2020-21		ACTUAL 2021-22		ADOPTED 2022-23		PROPOSED 2023-24	,	APPROVED 2023-24		ADOPTED 2023-24
FUND 02	STREET FUND RESOURCES											
02-0000-300000	Beg F/B-Net Working Capital	\$ 1,506,110	Ś	1,470,869	Ś	1,153,810	\$	1,321,378	Ś	1,321,378	Ś	1,321,378
02-0000-300001	Beg F/B-Net Working Capital-TUF	352,070		1,241,295		1,239,796	ľ	1,158,994	•	1,158,994		1,158,994
02-0000-332003	Street/Curb Permits	14,208		13,869		15,000		15,000		15,000		15,000
02-0000-332005	Sidewalk Crew Revenue	-		-		-		60,000		60,000		60,000
02-0000-334000	Miscellaneous Grants	14,059		360,720		-		-		-		-
02-0000-335000	Gas Taxes	1,773,212		1,971,800		1,900,000		2,035,294		2,035,294		2,035,294
02-0000-336000	Bike Way Taxes	17,911		19,917		19,000		20,353		20,353		20,353
02-0000-338000	Reimb Costs-Materials	840		2,819		2,000		-		-		-
02-0000-338001	Reimb Costs-Labor	1,095		1,614		1,500		-		-		-
02-0000-338002	Reimb Costs-Capital Project	6,125		3,000		3,000		-		-		-
02-0000-341006	Technology Fee	5,099		3,356		5,000		2,000		2,000		2,000
02-0000-342004	Dev Review and Inspection Fee	83,113		54,669		60,000		40,000		40,000		40,000
02-0000-347000	Transportation Utility Fee	1,129,276		1,165,872		1,200,000		1,271,660		1,271,660		1,271,660
02-0000-360000	Miscellaneous Revenues	3,487		647		-		-		-		-
02-0000-361000	Interest Earned	14,369		12,797		15,000		15,000		15,000		15,000
02-0000-364000	Sale Of Assets	1,158		5,100		1,000		-		-		-
02-0000-376001	Developer Projects	-		10,840		-		-		-		-
02-0000-390032	Transfer In-Veh/Equip Repl Fund	-		465,274		-		-		-		-
FUND 02	TOTAL RESOURCES	\$ 4,922,132	\$	6,804,458	\$	5,615,106	\$	5,939,679	\$	5,939,679	\$	5,939,679

ACCOUNT #	DESCRIPTION		ACTUAL 2020-21		ACTUAL 2021-22		ADOPTED 2022-23		PROPOSED 2023-24		APPROVED 2023-24		ADOPTED 2023-24
	PUBLIC WORKS 51XX												
5112	STREET ENGINEERING												
02-5112-410000	Administrative Salaries	\$	48,002	Ś	58,694	Ś	62,965	\$	97,041	Ś	97,041	Ś	97,041
02-5112-420000	Clerical Salaries		20,714		18,350		31,073	ľ	33,173	•	33,173		33,173
02-5112-432000	Engineer Salaries		111,400		116,701		162,095		150,650		150,650		150,650
02-5112-435000	Overtime		484		588		1,325		1,325		1,325		1,325
02-5112-438000			2,608		3,113		3,180		3,180		3,180		3,180
02-5112-441000	• .		13,679		14,725		19,941		21,833		21,833		21,833
02-5112-442000			1,768		1,746		3,226		3,390		3,390		3,390
02-5112-443000	Unemployment		183		196		264		288		288		288
02-5112-444000	Retirement-PERS		21,420		23,872		31,995		40,441		40,441		40,441
02-5112-444001	Retirement-Principal		39,164		45,330		59,873		75,276		75,276		75,276
02-5112-444002	Retirement-Pension Bond		4,519		4,355		7,596		8,537		8,537		8,537
			34,621		36,586		59,075		55,467		55,467		55,467
	Total Personnel Services	\$	298,562	\$	324,256	\$	442,608	\$	490,601	\$	490,601	\$	490,601
02-5112-510000	Office Supplies	\$	438	\$	1,357	\$	1,200	\$	1,200	\$	1,200	\$	1,200
02-5112-511000	Postage	7	-	Y	-,557	7	100	~	100	7	100	7	100
	Printing & Advertising		279		_		250		250		250		250
02-5112-520000	Dues & Meetings		506		1,337		1,135		1,135		1,135		1,135
02-5112-520003	Recruitment Expense		3,832		-		500		500		500		500
02-5112-520006	Traffic Safety Committee		415		170		1,000		2,000		2,000		2,000
02-5112-520008	Recognition		13		-		1,000		125		125		125
02-5112-523000	Supplies & Equipment		3,138		460		1,325		2,925		2,925		2,925
02-5112-525000			861		2,439		5,000		11,621		11,621		11,621
02-5112-526000	Employee Testing		29		2,433		3,000		11,021		11,021		11,021
02-5112-520000	Bank Fees		15,647		35,874		8,000		8,000		8,000		8,000
	Contractual Services		43,985		63,231		30,000		-		-		-
02-5112-533000			11,920		16,269		15,000		15,000		15.000		15.000
02-5112-540000	•		224		208		200		200		200		200
02-5112-551000			472		200		200		200		200		200
			683		- 161		725		725		725		725
02-5112-563000	Vehicle Maintenance		24		116		650		650		650		650
02-5112-563000			- 24		-		100		100		100		100
	Recording Fees		-		-		100						
02-5112-580000	Professional Services		226 100		=		416 101		50,375		50,375		50,375
02-5112-590000 02-5112-590006	Internal Chrg Natural Ungrada		326,189		325,881		416,191		388,830		388,830		388,830
02-5112-590006	Internal Chrg-Network Upgrade Legal Expenses		1,313 1,502		84		-		-		-		-
	Total Materials and Services	\$	411,470	\$	447,587	\$	481,701	\$	483,936	\$	483,936	\$	483,936
02-5112-610000		\$	-	\$	11,187		3,375	\$	12,250		,		12,250
32 3112 313000	<u> </u>			_	<u> </u>	Ċ	·		,	_		·	
	Total Capital Outlay	\$	-	\$	11,187	\$	3,375	\$	12,250	\$	12,250	\$	12,250
5112	TOTAL STREET ENGINEERING	\$	710,032	\$	783,030	\$	927,684	\$	986,787	\$	986,787	\$	986,787

ACCOUNT #	DESCRIPTION		ACTUAL 2020-21		ACTUAL 2021-22		ADOPTED 2022-23		PROPOSED 2023-24		APPROVED 2023-24	,	ADOPTED 2023-24
5120	STREET MAINTENANCE												
02-5120-410000		\$	8,140	Ś	20,159	\$	23,146	\$	25,470	Ś	25,470	Ś	25,470
02-5120-420000	Clerical Salaries		13,511	•	14,532	Ċ	16,651		16,464		16,464		16,464
	Maintenance Salaries		67,262		60,395		67,275		240,717		240,717		240,717
02-5120-435000			82		1,175		700		700		700		700
02-5120-436000			135		195		900		900		900		900
02-5120-438000	•		3,040		1,820		1,980		600		600		600
02-5120-441000			6,831		7,090		8,466		21,792		21,792		21,792
02-5120-442000	Workers Compensation		3,677		1,875		4,416		10,700		10,700		10,700
02-5120-443000	Unemployment		94		99		112		288		288		288
	Retirement-PERS		-		7,408		7,530		41,540		41,540		41,540
02-5120-444001	Retirement-Principal		38,595		23,802		31,137		13,765		13,765		13,765
	Retirement-Pension Bond		· -		1,684		1,863		12,790		12,790		12,790
02-5120-445000			31,925		30,772		36,726		107,707		107,707		107,707
	Total Personnel Services	\$	173,292	\$	171,006	\$	200,902	\$	493,433	\$	493,433	\$	493,433
02-5120-510000	Office Supplies	\$	920	\$	2,599	\$	2,500	\$	1,000	\$	1,000	\$	1,000
02-5120-512000	Uniforms		4,077		3,717		4,000		6,500		6,500		6,500
02-5120-520000	Dues & Meetings		588		3,745		4,000		4,000		4,000		4,000
02-5120-520003	Recruitment Expense		292		20		500		500		500		500
02-5120-522000	Road Materials		22,742		29,946		33,000		-		-		-
02-5120-523000	Supplies & Equipment		8,566		22,600		25,000		30,975		30,975		30,975
02-5120-523100	Small Tools		4,269		3,713		4,500		-		-		-
02-5120-524000	Safety Program		-		-		4,000		1,000		1,000		1,000
02-5120-525000	Travel & Training		620		7,718		5,000		12,000		12,000		12,000
02-5120-526000	Employee Testing		450		1,138		500		1,000		1,000		1,000
02-5120-533000	Contractual Services		93,892		103,284		147,000		-		-		-
02-5120-533045	Maintenance Agreements		883		1,036		18,000		165,000		165,000		165,000
02-5120-538101	Street Improvements		5,311		78,598		50,000		110,000		110,000		110,000
02-5120-538105	Sidewalk Intersections/ADA/Bikeway		400		9,281		28,000		100,000		100,000		100,000
02-5120-540000	Utilities		4,057		4,935		4,500		6,000		6,000		6,000
02-5120-541000	Street Signs		23,838		19,542		28,000		30,000		30,000		30,000
02-5120-541001	Street-Electrical		263,528		211,975		280,000		280,000		280,000		280,000
02-5120-541002	Street Light/Pole Maintenance		-		380		30,000		10,000		10,000		10,000
02-5120-562000	Fuel		7,688		19,164		10,000		20,000		20,000		20,000
02-5120-563000	Vehicle Maintenance		22,092		21,661		15,000		15,000		15,000		15,000
02-5120-566000	Equip Repair & Maintenance		2,562		2,127		7,000		7,000		7,000		7,000
02-5120-571000	•		9,971		7,264		10,000		2,500		2,500		2,500
02-5120-590001	Internal Chrg-Veh/Equip		25,000		-		-		-		-		-
02-5120-595002	Legal Expenses		1,425		125		1,500		-		-		-
	Total Materials and Services	\$	503,171	\$	554,568	\$	712,000	\$	802,475	\$	802,475	\$	802,475
02-5120-610000	Capital Outlay	\$	-	\$	141,879	\$	-	\$	-	\$	-	\$	-
	Total Capital Outlay	\$	-	\$	141,879	\$	-	\$	-	\$	-	\$	-
5120	TOTAL STREET MAINTENANCE	\$	676,463	¢	867,453	¢	912,902	¢	1,295,908	ė	1,295,908	¢	1,295,908
5120	TOTAL STREET WAINTENANCE	<b>&gt;</b>	0/0,403	Þ	007,453	Þ	912,902	Þ	1,295,908	Þ	1,235,308	Þ	1,235,308
	TOTAL PUBLIC WORKS (STREET)	\$	1,386,495	\$	1,650,483	\$	1,840,586	\$	2,282,695	\$	2,282,695	\$	2,282,695

ACCOUNT #	DESCRIPTION		ACTUAL 2020-21		ACTUAL 2021-22		ADOPTED 2022-23		PROPOSED 2023-24		APPROVED 2023-24		ADOPTED 2023-24
9130	NONDEPARTMENTAL 91XX SPECIAL PAYMENTS												
02-9130-601000	Sidewalk Loan Program	\$	4,400	\$	11,878	\$	50,000	\$	-	\$	-	\$	-
02-9130-602000	Sidewalk Grant Program		2,625		36,778		50,000		-		-		-
02-9130-603000	Address Changes - Bypass Proj		2,750		-		-		-		-		-
9130	TOTAL SPECIAL PAYMENTS	\$	9,775	\$	48,656	\$	100,000	\$	-	\$	-	\$	-
9170	TRANSFERS												
02-9170-918000	Transfer Out-Street Cap Projects	\$	573.648	Ś	771.302	Ś	732,770	\$	553,382	Ś	553,382	Ś	553,382
02-9170-918001	Transfer Out-TUF Street Cap Projects	·	240,050		1,248,174	•	1,350,000		750,000	·	750,000		750,000
9170	TOTAL TRANSFERS	\$	813,698	\$	2,019,476	\$	2,082,770	\$	1,303,382	\$	1,303,382	\$	1,303,382
9180	RESERVES												
02-9180-800000	Contingency	\$	_	Ś	-	\$	189,600	\$	403.113	Ś	403,113	Ś	403,113
02-9180-800001	Contingency-Assigned for maint veh/equip	·	-		-		302,214	ľ	259,695	Ċ	259,695		259,695
02-9180-800002	Contingency-Assigned for Eng veh/equip		-		-		10,140		10,140		10,140		10,140
02-9180-803000	Contingency-TUF		-		-		1,089,796		1,680,654		1,680,654		1,680,654
9180	TOTAL RESERVES	\$	-	\$	-	\$	1,591,750	\$	2,353,602	\$	2,353,602	\$	2,353,602
	TOTAL NONDEPARTMENTAL	\$	823,473	\$	2,068,132	\$	3,774,520	\$	3,656,984	\$	3,656,984	\$	3,656,984
FUND 02	TOTAL STREET FUND	Ś	2,209,968	Ś	3,718,615	Ś	5,615,106	Ś	5,939,679	Ś	5,939,679	Ś	5,939,679

# FUND 18

# **Street Capital Projects**

#### **DESCRIPTION**

The Engineering Services Department manages the planning, design, and construction of the street fund capital improvement projects. In alignment with Council's goals to focus on sidewalk and street repairs and to enhance public safety, the projects proposed for the fiscal year 2023-24 budget are as follows:

#### N Elliott Road

This roadway improvement project consists of a full-width street improvement with curbs, sidewalks, and bike lanes from 99W to the High School. The design phase of the project started in FY18-19. Construction began in 2022 and will continue through 2023. This is a multi-funded project and pulls funds from each utility.

## **Public Works Maintenance Yard (Maintenance Facility Improvements)**

Work continues on the maintenance facility. Landscaping and fencing have been added along West Third Street and earlier this year in 2023, the City's fleet fueling station was completed. Future maintenance yard improvements include repair/replacement of pavement, upgrades to existing buildings, installation of additional covered storage for equipment, and improvements to building and yard lighting systems, a vehicle/equipment washdown area and dumpster ramps. This is a multifunded project and pulls funds from each utility.

# **ADA/Bicycle/Pedestrian Improvements**

The ADA/Pedestrian/Bike Route Improvement Plan is an established comprehensive plan to implement the policies and recommended improvements for our pedestrian, ADA, and bicycle facilities. Projects are selected based on the City's need and available funding for each fiscal year. There have been over 90,000 feet of new sidewalks and over 200 new ADA ramps constructed since 2007. These projects are coordinated with the pavement preservation program and on designated critical routes.

# **Pavement Preservation Program - TUF**

The City of Newberg has 72 miles of paved streets and 4 miles of gravel roadways – making roads the City's largest infrastructure asset, with a replacement value of approximately \$150 million. In 2020, the condition of the roads ranged from poor to good with an overall pavement condition index of 71 city-wide. Maps that identify the type/location of the multiple roadway improvement projects are located on the Engineering Division webpage.

Street Capital Projects (18)

## **College St Bike Lane and Sidewalk (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 as it forces pedestrians onto the roadway shoulders. The City has entered into an Intergovernmental Agreement with ODOT on this project. Construction is scheduled to begin in 2023.

### N Main/Illinois Intersection Study (I14)

This is project I14 in the Transportation System Plan. This intersection has had a history of collisions and close calls. This project would solicit public comment to determine the appropriate intersection improvements to address safety and mobility needs, coordinate with ODOT and complete preliminary engineering tasks. This project does not anticipate construction in the near future.

ACCOUNT #	DESCRIPTION		ACTUAL 2020-21		ACTUAL 2021-22		ADOPTED 2022-23		PROPOSED 2023-24		APPROVED 2023-24		ADOPTED 2023-24
FUND 18	STREET CAPITAL PROJECTS FUND RESOURCES												
18-0000-300000	Beg F/B-Net Working Capital	\$	210,761	\$	213,212	\$	1,519,055	\$	291,322	\$	291,322	\$	291,322
18-0000-334000	Federal Exchange Grant	·	-		· -	·	700,000	ľ	310,000	·	310,000		310,000
18-0000-334001	Covid State Fiscal Recov Grant				400,000		-		-		-		· -
18-0000-361000	Interest Earned		2,460		4,170		1,000		1,000		1,000		1,000
18-0000-390002	Transfer In-Street Fund		813,698		2,019,476		2,082,770		1,303,382		1,303,382		1,303,382
18-0000-390042	Transfer In-Street SDC		957,776		1,671,960		2,069,200		1,481,765		1,481,765		1,481,765
FUND 18	TOTAL RESOURCES	\$	1,984,695	\$	4,308,818	\$	6,372,025	\$	3,387,469	\$	3,387,469	\$	3,387,469
5150	CAPITAL PROJECTS												
18-5150-702106	Bicycle Route & ADA Improvements	\$	165,377	\$	142,767	\$	165,000	\$	181,500	\$	181,500	\$	181,500
18-5150-702109	Transportation Plan Update		41,530		-		-		-		-		-
18-5150-702111	College St Bikelane & Sidewalk		28,868		39,026		50,000		5,500		5,500		5,500
18-5150-702120	Parking Fee In Lieu Projects		-		-		39,000		-		-		-
18-5150-702123	Elliott Road		266,610		676,353		3,000,000		1,738,897		1,738,897		1,738,897
18-5150-702163	Villa Rd - Haworth to Crestview		-		25,315		-		-		-		-
18-5150-702167	Crestview Drive		1,026,803		1,188,001		-		-		-		-
18-5150-702171	Pavement Rehabilitation		-		371,800		-		-		-		-
18-5150-702177	PW Maint Facility Improvements		3,596		-		51,750		55,000		55,000		55,000
18-5150-702178	Safe Routes to School		-		111,856		20,000		-		-		-
18-5150-702179	Main Street/Illinois/240 Intersection		-		-		215,220		467,500		467,500		467,500
18-5150-702180	Meridian Street ADA Ramps		-		207,077		100,000		-		-		-
18-5150-703000	Citywide Pavement Preservation - TUF		238,699		1,248,174		1,350,000		750,000		750,000		750,000
5150	TOTAL CAPITAL PROJECTS	\$	1,771,483	\$	4,010,369	\$	4,990,970	\$	3,198,397	\$	3,198,397	\$	3,198,397
9180	RESERVES												
18-9180-830000	Reserve for Payments in Lieu	\$	-	\$	-	\$	1,381,055	\$	189,072	\$	189,072	\$	189,072
9180	TOTAL RESERVES	\$	-	\$	-	\$	1,381,055	\$	189,072	\$	189,072	\$	189,072
FUND 18	TOTAL STREET CAPITAL PROJECTS FUND	\$	1,771,483	Ś	4,010,369	\$	6,372,025	Ś	3,387,469	Ś	3,387,469	Ś	3,387,469

# FUND 06 **Wastewater**

#### **DESCRIPTION**

The Wastewater Fund is responsible for the:

- Planning, design, inspection, and management of capital improvement projects for the replacement and expansion of the wastewater collection, pumping, and treatment systems.
- 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 gravity linear feet and 29,000 force main linear feet of wastewater collection system piping, 1,777 manholes, and 1,111 cleanouts throughout the City.
- Routine maintenance: includes pipe cleaning, line video inspection, root and obstruction removal, manhole repair, and pipe lining and replacement projects.
- Collections System pretreatment inspections of grease traps, interceptors, and FOG (Fats, Oils, and Grease) reduction in the collection system.
- Emergency Management and Planning: See page 72 for more details.

ACCOUNT#	DESCRIPTION	ACTUAL 2020-21	ACTUAL 2021-22	ADOPTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24
FUND 06	WASTEWATER FUND RESOURCES						
06-0000-300000	Beg F/B-Net Working Capital	\$ 12,578,122	\$ 12,482,909	\$ 8,111,055	\$ 14,099,420	\$ 14,099,420	\$ 14,099,420
06-0000-334000	Miscellaneous Grants	41,686	35,000	-	-	-	-
06-0000-334001	Yamhill County ARPA Grant		518,500	-	-	-	-
06-0000-338000	Reimb Costs-Materials	2,130	-	-	-	-	-
06-0000-338002	Reimb Costs-Capital Project	6,125	-	-	-	-	-
06-0000-341006	Technology Fee	5,099	3,356	6,000	3,000	3,000	3,000
06-0000-342004	Dev Review and Inspection Fee	63,210	35,887	50,000	40,000	40,000	40,000
06-0000-342005	Compost Sales/Sawdust Sales	30,922	27,873	15,000	15,000	15,000	15,000
06-0000-348000	User Fees	8,818,862	9,066,914	9,540,241	9,972,891	9,972,891	9,972,891
06-0000-349001	Connection Charges	28,984	-	20,000	20,000	20,000	20,000
06-0000-350000	Utility Billing Penalties	48,344	49,668	20,000	20,000	20,000	20,000
06-0000-355000	Other Fees: Septage Dumping	302,444	306,577	100,000	175,000	175,000	175,000
06-0000-360000	Miscellaneous Revenues	897	950	-	-	-	-
06-0000-361000	Interest Earned	90,034	55,278	50,000	50,000	50,000	50,000
06-0000-362000	Energy Partner Program Revenue	6,398	4,114	1,500	1,500	1,500	1,500
06-0000-364000	Sale Of Assets	5,603	12,006	-	-	-	-
06-0000-390032	Transfer In-Veh/Equip Repl Fund	-	694,986	-	-	-	-
FUND 06	TOTAL RESOURCES	\$ 22,028,860	\$ 23,294,018	\$ 17,913,796	\$ 24,396,811	\$ 24,396,811	\$ 24,396,811

ACCOUNT #	DESCRIPTION	ACTUAL 2020-21	ACTUAL 2021-22	ADOPTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24
5113	WASTEWATER ENGINEERING						
06-5113-410000	Administrative Salaries	\$ 48,003	\$ 58,694	\$ 62,965	\$ 97,041	\$ 97,041	\$ 97,041
06-5113-420000	Clerical Salaries	20,714	18,350	31,073	33,173	33,173	33,173
06-5113-432000	Engineer Salaries	111,400	116,701	162,095	150,650	150,650	150,650
06-5113-435000	Overtime	484	588	1,325	1,325	1,325	1,325
06-5113-438000	Longevity	2,608	3,113	3,180	3,180	3,180	3,180
06-5113-441000	FICA/Medicare	13,680	14,726	19,941	21,833	21,833	21,833
06-5113-442000	Workers Compensation	1,768	1,746	3,226	3,390	3,390	3,390
06-5113-443000	Unemployment	183	196	264	288	288	288
06-5113-444000	Retirement-PERS	21,420	23,872	31,995	40,441	40,441	40,441
06-5113-444001	Retirement-Principal	39,164	45,330	59,873	75,276	75,276	75,276
06-5113-444002	Retirement-Pension Bond	4,519	4,355	7,596	8,537	8,537	8,537
06-5113-445000	Health/Life/LTD	34,622	36,586	59,075	55,467	55,467	55,467
	Total Personnel Services	\$ 298,565	\$ 324,257	\$ 442,608	\$ 490,601	\$ 490,601	\$ 490,601
06-5113-510000	Office Supplies	\$ 623	\$ 2,045	\$ 2,200	\$ 2,200	\$ 2,200	\$ 2,200
06-5113-511000	Postage	16	-	100	100	100	100
06-5113-515000	Printing & Advertising	194	24	100	100	100	100
06-5113-520000	Dues & Meetings	206	634	1,135	1,135	1,135	1,135
06-5113-520003	Recruitment Expense	3,812	-	1,500	1,500	1,500	1,500
06-5113-520008	Recognition	12	-	125	125	125	125
06-5113-523000	Supplies & Equipment	2,177	427	1,320	2,925	2,925	2,925
06-5113-525000	Travel & Training	562	4,048	7,900	11,621	11,621	11,621
06-5113-526000	Employee Testing	144	-	-	-	-	-
06-5113-532000	Bank Fees	21,791	54,576	20,000	20,000	20,000	20,000
06-5113-533000	Contractual Services	11,062	33,606	24,750	-	-	-
06-5113-533045	Maintenance Agreements	11,182	14,974	14,500	14,500	14,500	14,500
06-5113-540000	Utilities	224	208	200	200	200	200
06-5113-551000	Books & Publications	-	-	200	200	200	200
	Fuel	526	33	725	725	725	725
06-5113-563000	Vehicle Maintenance	27	116	650	650	650	650
06-5113-575100	Loan Fees	100,206	94,745	94,745	94,745	94,745	94,745
06-5113-576000	Recording Fees	-	-	100	100	100	100
06-5113-580000	Professional Services	-	-	-	42,375	42,375	42,375
06-5113-590000	Internal Chrg-Admin Support Services	1,015,339	1,040,432	1,189,386	1,365,984	1,365,984	1,365,984
06-5113-590006	Internal Chrg-Network Upgrade	3,960	-	-	-	-	-
	Internal Chrg-Franchise Fee	616,254	634,784	667,817	698,102	698,102	698,102
06-5113-595002	Legal Expenses	950	84	-	-	-	-
	Total Materials and Services	\$ 1,789,267	\$ 1,880,736	\$ 2,027,453	\$ 2,257,287	\$ 2,257,287	\$ 2,257,287
06-5113-610000	Capital Outlay	\$ -	\$ 6,536	\$ 3,375	\$ 12,250	\$ 12,250	\$ 12,250
	Total Capital Outlay	\$ -	\$ 6,536	\$ 3,375	\$ 12,250	\$ 12,250	\$ 12,250
5113	TOTAL WASTEWATER ENGINEERING	\$ 2,087,832	\$ 2,211,529	\$ 2,473,436	\$ 2,760,138	\$ 2,760,138	\$ 2,760,138

ACCOUNT #	DESCRIPTION		ACTUAL 2020-21		ACTUAL 2021-22		ADOPTED 2022-23		PROPOSED 2023-24		APPROVED 2023-24		ADOPTED 2023-24
5131	WASTEWATER OPERATIONS												
	Administrative Salaries	\$	91,860	¢	94,152	¢	99,816	¢	108,234	¢	108,234	¢	108,234
06-5131-420000	Clerical Salaries	Ą	32,224	ڔ	32,658	ڔ	37,776	۲	38,549	ڔ	38,549	ب	38,549
							•						
06-5131-431000	Salaries & Wages		492,413		455,432		548,452		531,712		531,712		531,712
06-5131-435000	Overtime		725		2,212		2,800		2,800		2,800		2,800
06-5131-436000	On Call Pay		2,743		2,591		6,400		6,400		6,400		6,400
06-5131-438000	• .		9,820		8,937		7,505		7,505		7,505		7,505
06-5131-441000	•		46,403		43,775		53,761		53,183		53,183		53,183
06-5131-442000	Workers Compensation		15,800		14,022		25,722		25,591		25,591		25,591
06-5131-443000	Unemployment		630		598		709		701		701		701
06-5131-444000	Retirement-PERS		8,288		10,174		29,624		27,320		27,320		27,320
06-5131-444001	Retirement-Principal		243,356		232,572		265,856		327,072		327,072		327,072
06-5131-444002	Retirement-Pension Bond		3,408		2,409		10,104		8,868		8,868		8,868
06-5131-445000	Health/Life/LTD		177,114		185,455		228,966		262,804		262,804		262,804
	Total Personnel Services	\$	1,124,784	\$	1,084,987	\$	1,317,491	\$	1,400,739	\$	1,400,739	\$	1,400,739
06-5131-510000	Office Supplies	\$	3,349	\$	2,862	\$	3,200	\$	3,200	\$	3,200	\$	3,200
06-5131-511000	Postage		144		178		800		800		800		800
06-5131-512000	Uniforms		3,300		4,667		7,525		7,525		7,525		7,525
06-5131-515000	Printing & Advertising		2,633		2,165		2,000		2,000		2,000		2,000
06-5131-520000	Dues & Meetings		719		526		5,000		5,000		5,000		5,000
06-5131-520003	Recruitment Expense		99		590		1,000		1,000		1,000		1,000
06-5131-523000	Supplies & Equipment		11,918		6,825		12,500		12,500		12,500		12,500
06-5131-523100			3,577		4,632		7,500		7,500		7,500		7,500
06-5131-524000			2,686		2,807		40,000		40,000		40,000		40,000
	Travel & Training		2,273		4,869		17,900		17,900		17,900		17,900
06-5131-526000	•		2,115		453		2,540		2,540		2,540		2,540
06-5131-532000	Bank Fees		3,953		4,063		4,000		4,000		4,000		4,000
06-5131-533000							•						
	Contractual Services		41,440		67,687		81,000		81,000		81,000		81,000
	Maintenance Agreements		15,174		21,705		32,000		34,500		34,500		34,500
06-5131-537000	Operating Supplies		192,683		231,193		279,570		314,100		314,100		314,100
06-5131-540000			319,053		320,069		350,000		320,000		320,000		320,000
06-5131-545000	• •		19,345		18,774		21,000		21,200		21,200		21,200
06-5131-546000	Permits & Fees		25,793		26,488		30,465		37,540		37,540		37,540
06-5131-547000	Analytical Lab Testing		6,213		10,926		20,900		22,118		22,118		22,118
06-5131-548000	Industrial Pretreatment		1,119		5,484		5,800		8,650		8,650		8,650
06-5131-551000	Books & Publications		225		-		1,200		1,200		1,200		1,200
06-5131-560000	Property Taxes		-		-		480		480		480		480
06-5131-562000			3,089		13,353		10,500		10,500		10,500		10,500
	Vehicle Maintenance		18,477		7,066		8,500		8,500		8,500		8,500
06-5131-566000	Equip Repair & Maintenance		118,558		131,029		204,000		263,000		263,000		263,000
	Pump Station Maintenance		10,988		2,833		26,500		26,500		26,500		26,500
	Building & Grounds Maintenance												
	_		15,524		18,577		162,500		131,500		131,500		131,500
	Internal Chrg-Veh/Equip Internal Chrg-Computers		72,930		-		-		-		-		-
	0 1		750		-		-		-		-		-
06-5131-595002	Legal Expenses		5,697		502		-		-		-		-
	Total Materials and Services	\$	903,824	\$	910,323	\$	1,338,380	\$	1,384,753	\$	1,384,753	\$	1,384,753
06-5131-610000	Capital Outlay	\$	73,647	\$	28,391	\$	62,093	\$	585,881	\$	585,881	\$	585,881
	Total Capital Outlay	\$	73,647	\$	28,391	\$	62,093	\$	585,881	\$	585,881	\$	585,881
5131	TOTAL WASTEWATER OPERATIONS	\$	2,102,255	\$	2,023,701	\$	2,717,964	\$	3,371,373	\$	3,371,373	\$	3,371,373

ACCOUNT #	DESCRIPTION	ACTUAL 2020-21		ACTUAL 2021-22		ADOPTED 2022-23		PROPOSED 2023-24		APPROVED 2023-24	,	ADOPTED 2023-24
5132	WASTEWATER MAINTENANCE											
06-5132-410000		\$ 79,087	Ś	60,203	Ś	84,697	\$	90,779	Ś	90,779	Ś	90,779
06-5132-420000		13,511		14,532		16,651		16,464	•	16,464		16,464
06-5132-431000		366,189		322,007		464,021		517,656		517,656		517,656
06-5132-435000	3	4,459		10,245		2,300		2,300		2,300		2,300
06-5132-436000		2,468		2,125		5,000		5,000		5,000		5,000
06-5132-438000	•	10,015		6,643		6,511		5,131		5,131		5,131
06-5132-441000	• ,	35,434		30,928		44,309		48,760		48,760		48,760
06-5132-442000	Workers Compensation	15,307		11,474		24,897		23,907		23,907		23,907
06-5132-443000	Unemployment	480		427		584		645		645		645
06-5132-444000		3,020		15,450		31,109		46,608		46,608		46,608
06-5132-444001		197,971		137,918		194,994		214,206		214,206		214,206
06-5132-444002	•	1,138		4,033		9,905		14,437		14,437		14,437
06-5132-445000		152,991		136,648		176,001		215,685		215,685		215,685
00 3132 443000	Treating Ency ET D	132,331		130,040		170,001		213,003		213,003		213,003
	Total Personnel Services	\$ 882,070	\$	752,633	\$	1,060,979	\$	1,201,578	\$	1,201,578	\$	1,201,578
06-5132-512000	Uniforms	\$ 4,278	\$	4,374	\$	2,000	\$	5,500	\$	5,500	\$	5,500
06-5132-520000	Dues & Meetings	1,789		3,939		4,500		4,500		4,500		4,500
06-5132-520003	Recruitment Expense	539		601		1,500		500		500		500
06-5132-523000	Supplies & Equipment	9,271		27,098		15,944		30,000		30,000		30,000
06-5132-523100	Small Tools	4,025		11,303		6,000		-		-		-
06-5132-524000	Safety Program	-		1,795		1,000		1,000		1,000		1,000
06-5132-525000	Travel & Training	1,826		11,481		15,000		15,000		15,000		15,000
06-5132-526000	Employee Testing	1,192		1,279		1,000		1,000		1,000		1,000
06-5132-533000	Contractual Services	38,538		48,659		61,111		-		-		-
06-5132-533045	Maintenance Agreements	883		1,036		20,000		95,000		95,000		95,000
06-5132-538301	Inflow/Infiltration Correction	12,590		47,310		100,000		100,000		100,000		100,000
06-5132-538306	Wastewater Rehabilitation	31,205		63,593		85,000		100,000		100,000		100,000
06-5132-538307	Wastewater System Replacement	2,488		10,698		100,000		100,000		100,000		100,000
06-5132-538323	Manhole Rehabilitation	22,000		12,249		55,000		55,000		55,000		55,000
06-5132-538325	Lateral Replacement	6,626		4,077		35,000		40,000		40,000		40,000
06-5132-538326	Groundskeeping	-		-		2,000		-		-		-
06-5132-540000	Utilities	4,057		4,935		4,000		5,500		5,500		5,500
06-5132-562000	Fuel	10,006		14,504		17,000		22,500		22,500		22,500
06-5132-563000	Vehicle Maintenance	9,073		10,134		16,500		16,500		16,500		16,500
06-5132-566000	Equip Repair & Maintenance	2,909		2,952		11,000		11,000		11,000		11,000
06-5132-567000	Pipe & Materials	8,017		52,540		25,000		35,000		35,000		35,000
06-5132-590001	Internal Chrg-Veh/Equip	150,000		-		-		-		-		-
06-5132-595002	Legal Expenses	5,699		502		2,500		-		-		-
	Total Materials and Services	\$ 327,011	\$	335,059	\$	581,055	\$	638,000	\$	638,000	\$	638,000
				,		,		,		,		,
06-5132-610000	Capital Outlay	\$ -	\$	142,906	\$	204,496	\$	204,496	\$	204,496	\$	204,496
	Total Capital Outlay	\$ -	\$	142,906	\$	204,496	\$	204,496	\$	204,496	\$	204,496
5132	TOTAL WASTEWATER MAINTENANCE	\$ 1,209,081	\$	1,230,598	\$	1,846,530	\$	2,044,074	\$	2,044,074	\$	2,044,074
						- 00- 00-		0.455-54	_	0.45		0.455.555
	TOTAL PUBLIC WORKS (WASTEWATER)	\$ 5,399,168	Ş	5,465,828	Ş	7,037,930	Ş	8,175,585	Ş	8,175,585	\$	8,175,585

ACCOUNT #	DESCRIPTION		ACTUAL 2020-21		ACTUAL 2021-22		ADOPTED 2022-23		PROPOSED 2023-24		APPROVED 2023-24		ADOPTED 2023-24
Account	DESCRIPTION		2020-21		2021-22		2022-23		2023-24		2023-24		2023-24
	NONDEPARTMENTAL 91XX												
9130	SPECIAL PAYMENTS												
06-9130-601000	Private Lateral Rehab Loans	\$	-	\$	-	\$	50,000	\$	50,000	\$	50,000	\$	50,000
9130	TOTAL SPECIAL PAYMENTS	\$	-	\$	-	\$	50,000	\$	50,000	\$	50,000	\$	50,000
9150	DEBT SERVICE - PRINCIPAL												
06-9150-608000	Loan: Effluent Reuse	\$	136.892	Ś	143,311	Ś	150,023	Ś	156,799	Ś	156,799	Ś	156,799
06-9150-609003	Loan: DEQ #R68822	7	1,092,377	7	1,111,577	Y	1,131,115	7	1,150,997	7	1,150,997	Y	1,150,997
			, ,-		, ,-		, - , -		,,		,,		,,
	Total Debt Service - Principal	\$	1,229,269	\$	1,254,888	\$	1,281,138	\$	1,307,796	\$	1,307,796	\$	1,307,796
9160	DEBT SERVICE - INTEREST												
06-9160-608000	Loan: Effluent Reuse	\$	74,334	Ś	67,733	Ś	60,567	Ś	53,066	Ś	53,066	Ś	53,066
06-9160-609003	Loan: DEQ #R68822		345,965		326,765		307,227		287,345		287,345		287,345
	Total Debt Service - Interest	\$	420.299	Ś	394,498	\$	367,794	\$	340,411	\$	340.411	Ś	340.411
		- 7	,	7	55 1,155	7		7	2 10,122	7	2 10,122	7	0 10,122
9150/9160	TOTAL DEBT SERVICE	\$	1,649,568	\$	1,649,386	\$	1,648,932	\$	1,648,207	\$	1,648,207	\$	1,648,207
9170	TRANSFERS												
06-9170-904000	Transfer Out-Capital Projects	\$	2,497,215	\$	1,749,119	\$	2,800,695	\$	2,514,713	\$	2,514,713	\$	2,514,713
9170	TOTAL TRANSFERS	\$	2,497,215	\$	1,749,119	\$	2,800,695	\$	2,514,713	\$	2,514,713	\$	2,514,713
9180	RESERVES	_		_		_				_		_	
06-9180-800000	Contingency	\$	-	\$	-	\$	5,129,923	\$	10,744,342	\$	10,744,342	\$	10,744,342
06-9180-800001 06-9180-800002	Contingency-Assigned for veh replace PMW Contingency-Assigned for equip replace OPS		-		-		451,126 45,190		482,832 31,132		482,832 31,132		482,832 31,132
06-9180-840000	0 , 0 11 1		-		-		750,000		750,000		750,000		750,000
00-3180-840000	Contingency-Debt Service		_		_		750,000		730,000		730,000		730,000
9180	TOTAL RESERVES	\$	-	\$	-	\$	6,376,239	\$	12,008,306	\$	12,008,306	\$	12,008,306
	TOTAL NONDEPARTMENTAL	\$	4,146,783	\$	3,398,505	\$	10,875,866	\$	16,221,226	\$	16,221,226	\$	16,221,226
FUND OC	TOTAL WASTEWATER FUND	<u> </u>	0.545.054	<u> </u>	0.004.222	^	17.012.700	ć				^	24 200 044
FUND 06	TOTAL WASTEWATER FUND	\$	9,545,951	\$	8,864,333	\$	17,913,796	\$	24,396,811	\$	24,396,811	Ş	24,396,811

# FUND 07 Water

#### **DESCRIPTION**

The water fund is responsible for the:

- Planning, design, inspection, and management of the capital improvement projects for the replacement and expansion of the potable and non-potable water distribution piping, pumping, treatment, wellfield, and storage systems.
- 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.
- Operating and maintaining of 652,592 feet of potable mainline piping, 20,000 feet of non-potable mainline piping, 11,000 feet of recycled water, 3,713 valves, 914 fire hydrants, and 7,523 water services and meters.
- Monitoring of the City's water use and regulating water production to meet the demand of the City and to maintain reserves to meet fire flow storage for emergency needs.
- Ensuring that the City's water system meets the potable water quality standards through treatment and regular sampling.
- Publishing of the Annual Water Consumer Confidence Report.
- Collection of monthly water meter readings for municipal services statements that are sent out by the City Finance Department.
- Emergency Management and Planning: See page 72 for more details.

ACCOUNT #	DESCRIPTION	ACTUAL 2020-21	ACTUAL 2021-22	ADOPTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24
FUND 07	WATER FUND RESOURCES						
07-0000-300000	Beg F/B-Net Working Capital	\$ 13,537,013	\$ 14,945,755	\$ 14,496,660	\$ 14,004,033	\$ 14,004,033 \$	14,004,033
07-0000-334000	Miscellaneous Grants	51,844	-	-	-	-	-
07-0000-338000	Reimb Costs-Materials	3,667	1,624	1,000	1,000	1,000	1,000
07-0000-338001	Reimb Costs-Labor	3,862	1,336	1,000	1,000	1,000	1,000
07-0000-338002	Reimb Costs-Capital Project	6,125	-	10,000	10,000	10,000	10,000
07-0000-341006	Technology Fee	5,099	3,356	6,000	4,000	4,000	4,000
07-0000-342004	Dev Review and Inspection Fee	63,210	35,887	50,000	40,000	40,000	40,000
07-0000-348000	User Fees	6,475,845	6,762,367	6,795,508	7,302,119	7,302,119	7,302,119
07-0000-349001	Connection Charges	129,079	147,574	96,000	96,000	96,000	96,000
07-0000-350000	Utility Billing Penalties	48,344	49,668	50,000	50,000	50,000	50,000
07-0000-355000	Other Fees: Hydrant Permits	15,849	30,996	10,000	25,000	25,000	25,000
07-0000-360000	Miscellaneous Revenues	20,781	30,256	-	-	-	-
07-0000-361000	Interest Earned	99,238	(59,839)	61,000	61,000	61,000	61,000
07-0000-362000	Energy Partner Program Revenue	8,178	8,932	5,000	5,000	5,000	5,000
07-0000-364000	Sale Of Assets	20,303	5,504	-	-	-	-
07-0000-390001	Transfer In-General Fund	13,810	-	-	-	-	-
07-0000-390008	Transfer In-Building Inspection Fund	16,810	-	-	-	-	-
07-0000-390014	Transfer In-EDRLF	3,000	-	-	-	-	-
07-0000-390031	Transfer In-Admin Support Services	3,362	-	-	-	-	-
07-0000-390032	Transfer In-Veh/Equip Repl Fund	-	492,726	-	-	-	-
FUND 07	TOTAL RESOURCES	\$ 20,525,419	\$ 22,456,142	\$ 21,582,168	\$ 21,599,152	\$ 21,599,152	21,599,152

ACCOUNT #	DESCRIPTION		ACTUAL 2020-21		ACTUAL 2021-22		ADOPTED 2022-23		PROPOSED 2023-24		APPROVED 2023-24		ADOPTED 2023-24
	PUBLIC WORKS 51XX												
5113	WATER ENGINEERING												
07-5113-410000	Administrative Salaries	\$	48,003	\$	58,695	Ś	62,965	\$	97,041	Ś	97,041	Ś	97.041
07-5113-420000	Clerical Salaries	Ψ.	20,714	Υ	18,350	7	31,073	~	33,173	Y	33,173	Y	33,173
07-5113-432000	Engineer Salaries		111,400		116,701		162,095		150,650		150,650		150,650
07-5113-435000	Overtime		484		588		1,325		1,325		1,325		1,325
07-5113-438000	Longevity		2,608		3,113		3,180		3,180		3,180		3,180
07-5113-441000	FICA/Medicare		13,679		14,726		19,941		21,833		21,833		21,833
07-5113-442000	Workers Compensation		1,768		1,746		3,226		3,390		3,390		3,390
07-5113-443000	Unemployment		183		196		264		288		288		288
07-5113-444000	Retirement-PERS		21,420		23,872		31,995		40,441		40,441		40,441
07-5113-444001	Retirement-Principal		39,164		45,329		59,873		75,276		75,276		75,276
07-5113-444002	Retirement-Pension Bond		4,519		4,355		7,596		8,537		8,537		8,537
07-5113-445000	Health/Life/LTD		34,621		36,586		59,075		55,467		55,467		55,467
07-3113-443000	Health/Life/LTD		34,021		30,360		39,073		33,407		33,407		33,407
	Total Personnel Services	\$	298,563	\$	324,257	\$	442,608	\$	490,601	\$	490,601	\$	490,601
07-5113-510000	Office Supplies	\$	671	\$	1,238	\$	2,200	\$	2,200	\$	2,200	\$	2,200
07-5113-511000	Postage		-		-		100		100		100		100
07-5113-515000	Printing & Advertising		202		24		100		100		100		100
07-5113-520000	Dues & Meetings		537		764		1,135		1,135		1,135		1,135
07-5113-520003	Recruitment Expense		3,812		-		1,500		1,500		1,500		1,500
07-5113-520008	Recognition		81		-		125		125		125		125
07-5113-523000	Supplies & Equipment		2,140		454		1,325		2,925		2,925		2,925
07-5113-523010	Conservation Public Outreach Program		5,474		3,620		6,000		6,000		6,000		6,000
07-5113-525000	Travel & Training		499		5,012		8,000		11,621		11,621		11,621
07-5113-526000	Employee Testing		29		-		-		-		-		-
07-5113-532000	Bank Fees		14,453		23,949		6,000		6,000		6,000		6,000
07-5113-533000	Contractual Services		16,694		36,559		59,750		-		-		-
07-5113-533045	Maintenance Agreements		11,182		14,974		14,500		14,500		14,500		14,500
07-5113-540000	Utilities		224		208		200		200		200		200
07-5113-551000	Books & Publications		_		66		200		200		200		200
07-5113-562000	Fuel		683		161		725		725		725		725
07-5113-563000	Vehicle Maintenance		27		116		650		650		650		650
07-5113-576000	Recording Fees		-		-		100		100		100		100
07-5113-580000	Professional Services		-		-		-		47,375		47,375		47,375
07-5113-590000	Internal Chrg-Admin Support Services		928,288		910,996		1,094,318		1,302,426		1,302,426		1,302,426
07-5113-590006	Internal Chrg-Network Upgrade		3,960		-				-		-		-
07-5113-590015	Internal Chrg-Franchise Fee		451,171		473,366		475,686		511,148		511,148		511,148
07-5113-595002	_		950		84		-		-		-		-
	Total Materials and Services	\$	1,441,077	\$	1,471,591	\$	1,672,614	\$	1,909,030	\$	1,909,030	\$	1,909,030
07-5113-610000	Capital Outlay	\$	_	\$	10,209	\$	-	\$	12,250	\$	12,250	\$	12,250
, , , ,				_	,	_		Ĺ		_			
	Total Capital Outlay	\$	-	\$	10,209	\$	-	\$	12,250	\$	12,250	\$	12,250
5113	TOTAL WATER ENGINEERING	\$	1,739,640	\$	1,806,057	\$	2,115,222	\$	2,411,881	\$	2,411,881	\$	2,411,881

ACCOUNT #	DESCRIPTION		ACTUAL 2020-21		ACTUAL 2021-22		ADOPTED 2022-23	_	PROPOSED 2023-24		APPROVED 2023-24		ADOPTED 2023-24
5141	WATER OPERATIONS												
	Administrative Salaries	\$	91,860	\$	94,152	\$	99,816	\$	108,234	ς	108,234	ς	108,234
07-5141-420000	Clerical Salaries	7	21,483	7	21,772	7	25,184	7	25,699	7	25,699	7	25,699
07-5141-431000	Salaries & Wages		202,284		205,328		240,824		251,769		251,769		251,769
07-5141-435000	Overtime		723		901		1,700		1,700		1,700		1,700
07-5141-436000			325		962		4,850		4,850		4,850		4,850
07-5141-438000	· · · · · · · · · · · · · · · · · · ·		6,960		8,035		7,978		7,978		7,978		7,978
07-5141-441000	<u> </u>		24,081		24,692		29,097		30,618		30,618		30,618
07-5141-442000	Workers Compensation		8,626		7,178		13,044		13,048		13,048		13,048
07-5141-443000	Unemployment		324		332		383		403		403		403
07-5141-444000	Retirement-PERS		7,021		7,591		13,871		16,518		16,518		16,518
	Retirement-Principal		116,632		122,276		154,216		188,191		188,191		188,191
	Retirement-Pension Bond		2,932		1,914		4,729		5,363		5,363		5,363
07-5141-445000			67,183		64,817		87,285		143,768		143,768		143,768
07-3141-443000	nealth/the/thb		07,103		04,617		67,263		143,706		143,706		143,700
	Total Personnel Services	\$	550,434	\$	559,950	\$	682,977	\$	798,139	\$	798,139	\$	798,139
07-5141-510000	Office Supplies	\$	1,108	\$	559	\$	1,200	\$	1,200	\$	1,200	\$	1,200
07-5141-511000	Postage		3,390		3,929		6,964		6,964		6,964		6,964
07-5141-512000	Uniforms		1,824		1,238		2,500		2,500		2,500		2,500
07-5141-515000	Printing & Advertising		7,766		3,203		11,766		11,766		11,766		11,766
07-5141-520000	Dues & Meetings		480		1,097		3,150		3,150		3,150		3,150
07-5141-520003	Recruitment Expense		70		-		-		-		-		-
07-5141-523000	Supplies & Equipment		9,193		4,017		9,500		9,500		9,500		9,500
07-5141-523010	Conservation Public Outreach Program		6,466		3,620		7,500		7,500		7,500		7,500
07-5141-523100	Small Tools		1,518		1,518		3,500		3,500		3,500		3,500
07-5141-524000	Safety Program		327		1,212		1,500		1,500		1,500		1,500
07-5141-525000	Travel & Training		1,819		3,651		8,496		8,496		8,496		8,496
07-5141-526000	Employee Testing		565		512		900		900		900		900
07-5141-533000	Contractual Services		35,439		51,732		40,000		40,000		40,000		40,000
07-5141-533045	Maintenance Agreements		16,250		17,503		28,600		28,600		28,600		28,600
07-5141-537000	Operating Supplies		91,777		101,119		139,007		147,347		147,347		147,347
07-5141-540000			236,288		223,188		298,592		298,592		298,592		298,592
07-5141-545000	Lab Supplies		2,433		2,640		2,385		2,385		2,385		2,385
07-5141-546000	Permits & Fees		12,196		12,749		22,000		22,000		22,000		22,000
07-5141-547000	Analytical Lab Testing		9,734		11,895		13,000		13,000		13,000		13,000
07-5141-551000	Books & Publications		35		45		400		400		400		400
07-5141-560000	Property Taxes		2,090		2,287		2,100		2,100		2,100		2,100
07-5141-562000	• •		585		866		2,000		2,000		2,000		2,000
			1,935		272		2,000		2,000		2,000		2,000
07-5141-566000	Equip Repair & Maintenance		25,755		84,622		65,000		65,000		65,000		65,000
07-5141-568000	Springs Riparian System Maintenance		-		-		1,500		1,500		1,500		1,500
	Well Maintenance		37,640		_		35,000		35,000		35,000		35,000
	Building & Grounds Maintenance		4,855		4,031		10,000		10,000		10,000		10,000
	Internal Chrg-Veh/Equip		26,500		-,031		-		-		-		-
	Internal Chrg-Computers		5,000		_		_				_		_
07-5141-595002			7,372		502		_		_		_		_
07-5141-599000	• .		1,138		-		-		-		-		-
	Total Materials and Services	\$	551,548	\$	538,007	\$	718,560	\$	726,900	\$	726,900	\$	726,900
07 5141 610000	Capital Outlay	\$	24.420	ċ	40 140	ċ	50,000	ċ	244 020	ć	244 020	ċ	244 020
07-5141-610000 07-5141-610400	Capital Outlay	<b>&gt;</b>	24,429	Ş	40,140	<b>&gt;</b>	,	Þ	244,828	Ş	244,828	Ş	244,828 26,500
01-3141-010400	Capital Outlay-Ops Vehicle Replac		-		-		26,500		26,500		26,500		20,500
	Total Capital Outlay	\$	24,429	\$	40,140	\$	76,500	\$	271,328	\$	271,328	\$	271,328
5141	TOTAL WATER OPERATIONS	\$	1,126,411	\$	1,138,097	\$	1,478,037	\$	1,796,367	\$	1,796,367	\$	1,796,367

ACCOUNT #	DESCRIPTION		ACTUAL 2020-21		ACTUAL 2021-22		ADOPTED 2022-23		PROPOSED 2023-24		APPROVED 2023-24	,	ADOPTED 2023-24
5142	WATER MAINTENANCE												
07-5142-410000	Administrative Salaries	\$	100,652	\$	111,098	\$	118,906	\$	127,710	ς	127,710	ς	127,710
07-5142-420000	Clerical Salaries	Y	13,511	Ţ	14,532	Ţ	16,651	7	16,464	Ţ	16,464	7	16,464
	Salaries & Wages		192,415		322,883		338,916		372,202		372,202		372,202
	•						-						
07-5142-435000			2,281		7,104		1,500		1,500		1,500		1,500
07-5142-436000	•		1,170		1,487		5,000		5,000		5,000		5,000
07-5142-438000	• ,		8,020		11,075		12,000		10,620		10,620		10,620
07-5142-441000	FICA/Medicare		23,670		34,461		37,714		40,816		40,816		40,816
07-5142-442000	·		12,787		14,344		24,323		25,792		25,792		25,792
07-5142-443000	• •		319		466		497		540		540		540
	Retirement-PERS		9,217		25,205		24,928		36,576		36,576		36,576
	Retirement-Principal		107,146		132,505		174,112		191,864		191,864		191,864
	Retirement-Pension Bond		3,509		6,870		7,797		11,179		11,179		11,179
07-5142-445000	Health/Life/LTD		79,301		136,107		157,373		176,722		176,722		176,722
	Total Personnel Services	\$	553,998	\$	818,137	\$	919,717	\$	1,016,985	\$	1,016,985	\$	1,016,985
07-5142-510000	Office Supplies	\$	_	\$	-	\$	1,500	\$	1,500	\$	1,500	\$	1,500
	• • • • • • • • • • • • • • • • • • • •	7	4,613	-	5,234	-	3,500	ľ	5,500	,	5,500		5,500
07-5142-520000			929		2,778		3,500		3,500		3,500		3,500
	Recruitment Expense		-		-		500		500		500		500
	Supplies & Equipment		9,278		21,110		13,000		15,000		15,000		15,000
07-5142-523009			64,313		68,940		100,000		255,000		255,000		255,000
	Water Meter Installations		9,695		5,951		40,000		233,000		233,000		233,000
07-5142-523011			5,638		8,944		40,000		-		-		-
	Groundskeeping		-		-		5,000		2,500		2,500		2,500
							-						
	Travel & Training		1,320		10,205		10,000		13,500		13,500		13,500
	Employee Testing		619		258		1,000		1,000		1,000		1,000
	Contractual Services		40,348		60,589		55,000		-		-		-
	Maintenance Agreements		883		1,036		41,111		100,000		100,000		100,000
	Water Appurtenances Replacements		-		-		20,000		-		-		-
07-5142-538519	•		2,488		6,684		31,000		60,850		60,850		60,850
07-5142-540000			4,057		4,935		4,000		5,500		5,500		5,500
07-5142-562000			5,871		10,618		10,000		17,000		17,000		17,000
	Vehicle Maintenance		5,304		9,382		11,000		11,000		11,000		11,000
	Equip Repair & Maintenance		237		1,964		5,000		5,000		5,000		5,000
07-5142-567000	Pipe & Materials		38,952		66,752		30,000		50,000		50,000		50,000
07-5142-568000	Otis Springs System Maintenance		-		-		3,000		-		-		-
07-5142-569000	Wellfield Maintenance		1,177		-		3,000		-		-		-
07-5142-569001	Hydrant Maintenance		-		-		15,000		10,000		10,000		10,000
07-5142-569002	Lateral Maintenance		-		-		10,000		10,000		10,000		10,000
07-5142-590001	Internal Chrg-Veh/Equip		173,000		-		-		-		-		-
07-5142-595002	Legal Expenses		4,748		418		-		-		-		-
	Total Materials and Services	\$	373,470	\$	285,798	\$	416,111	\$	567,350	\$	567,350	\$	567,350
07-5142-610000	Capital Outlay	\$	-	\$	140,582	\$	_	\$	_	\$	-	\$	_
	Capital Outlay-Ops Vehicle Replac	•	-		-		173,000	•	173,000	·	173,000		173,000
	Total Capital Outlay	\$	-	\$	140,582	\$	173,000	\$	173,000	\$	173,000	\$	173,000
5142	TOTAL WATER MAINTENANCE	\$	927,468	Ś	1,244,517	Ś	1,508,828	\$	1,757,335	Ś	1,757,335	Ś	1,757,335
3172		·	·										
	TOTAL PUBLIC WORKS (WATER)	\$	3,793,519	\$	4,188,671	\$	5,102,087	\$	5,965,583	\$	5,965,583	\$	5,965,583

ACCOUNT #	DESCRIPTION		ACTUAL 2020-21		ACTUAL 2021-22		ADOPTED 2022-23		PROPOSED 2023-24		APPROVED 2023-24		ADOPTED 2023-24
9150	DEBT SERVICE - PRINCIPAL												
07-9150-615000	2015 Refunding Bond	\$	370,150	\$	382,995	\$	400,783	\$	56,051	\$	56,051	\$	56,051
	Total Debt Service - Principal	\$	370,150	\$	382,995	\$	400,783	\$	56,051	\$	56,051	\$	56,051
9160	DEBT SERVICE - INTEREST												
07-9160-615000	2015 Refunding Bond	\$	42,989	\$	27,926	\$	12,250	\$	3,569	\$	3,569	\$	3,569
	Total Debt Service - Interest	\$	42,989	\$	27,926	\$	12,250	\$	3,569	\$	3,569	\$	3,569
9150/9160	TOTAL DEBT SERVICE	\$	413,139	\$	410,921	\$	413,033	\$	59,620	\$	59,620	\$	59,620
9170	TRANSFERS												
07-9170-904000	Transfer Out-Capital Projects	\$	1,373,006	\$	2,055,507	\$	10,327,477	\$	4,745,536	\$	4,745,536	\$	4,745,536
9170	TOTAL TRANSFERS	\$	1,373,006	\$	2,055,507	\$	10,327,477	\$	4,745,536	\$	4,745,536	\$	4,745,536
9180	RESERVES												
07-9180-800000	Contingency	\$	-	\$	-	\$	5,246,845	\$	10,332,981	\$	10,332,981	\$	10,332,981
07-9180-800001	Contingency-Assigned for veh repl PMW		-		-		492,726		495,432		495,432		495,432
9180	TOTAL RESERVES	\$	-	\$	-	\$	5,739,571	\$	10,828,413	\$	10,828,413	\$	10,828,413
	TOTAL NONDEPARTMENTAL	\$	1,786,145	\$	2,466,428	\$	16,480,081	\$	15,633,569	\$	15,633,569	\$	15,633,569
FUND 07	TOTAL WATER FUND	Ś	5,579,664	Ś	6,655,099	Ś	21,582,168	Ś	21,599,152	Ś	21,599,152	Ś	21,599,152

# FUND 17 **Stormwater**

#### **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 429,389 lineal feet of stormwater piping, 112,000 lineal feet of roadside ditches, 3,528 inlets, 1,020 storm drain manholes, and 122 outfalls.
- Routine maintenance including pipe cleaning, video-inspecting, root and obstruction removal, manhole repair, and pipe lining projects.
- Emergency Management and Planning: See page 72 for more details.

ACCOUNT # DESCRIPTION		ACTUAL 2020-21	ACTUAL 2021-22		OPTED 22-23	-	ROPOSED 2023-24		ROVED 23-24	ADOPTED 2023-24
FUND 17	STORMWATER FUND RESOURCES									
17-0000-300000	Beg F/B-Net Working Capital	\$ 1,475,393	2,085,630	\$ 1	1,119,450	\$	2,906,623	\$ 2	2,906,623	\$ 2,906,623
17-0000-332004	Erosion Control Permits	45,449	57,263		20,000		20,000		20,000	20,000
17-0000-334000	Miscellaneous Grants	11,015	-		-		-		-	-
17-0000-338000	Reimb Costs-Materials	14	-		-		-		-	-
17-0000-338002	Reimb Costs-Capital Project	6,125	-		-		-		-	-
17-0000-341006	Technology Fee	5,098	3,354		4,000		2,000		2,000	2,000
17-0000-342004	Dev Review and Inspection Fee	63,210	35,887		40,000		25,000		25,000	25,000
17-0000-348000	User Fees	1,910,357	2,089,158	2	2,286,801		2,459,494	:	2,459,494	2,459,494
17-0000-349010	Payments In Lieu	-	2,256		-		-		-	-
17-0000-360000	Miscellaneous Revenues	326	-		-		-		-	-
17-0000-361000	Interest Earned	11,631	11,706		5,000		5,000		5,000	5,000
17-0000-364000	Sale Of Assets	103	5,504		-		-		-	-
17-0000-390032	Transfer In-Veh/Equip Repl Fun	-	409,416		-		-		-	-
FUND 17	TOTAL RESOURCES	\$ 3,528,721	4,700,174	\$ 3	3,475,251	\$	5,418,117	\$ !	5,418,117	\$ 5,418,117

ACCOUNT #	DESCRIPTION		ACTUAL 2020-21		ACTUAL 2021-22		ADOPTED 2022-23		PROPOSED 2023-24		APPROVED 2023-24		ADOPTED 2023-24
5113	STORMWATER ENGINEERING												
17-5113-410000	Administrative Salaries	\$	48,002	Ś	58,685	Ś	62,965	\$	97,041	Ś	97,041	Ś	97,041
17-5113-420000	Clerical Salaries	*	20,714	,	18,350	-	31,073	_	33,173	7	33,173	*	33,173
17-5113-432000	Engineer Salaries		122,903		125,455		194,515		164,280		164,280		164,280
17-5113-435000	Overtime		484		588		1,325		1,325		1,325		1,325
17-5113-438000	Longevity		2,608		3,113		3,180		3,180		3,180		3,180
17-5113-441000	FICA/Medicare		14,532		15,375		22,421		22,875		22,875		22,875
17-5113-442000	Workers Compensation		1,921		1,812		3,742		3,623		3,623		3,623
17-5113-443000	Unemployment		195		205		296		302		302		302
17-5113-444000	Retirement-PERS		22,811		24,508		36,882		42,598		42,598		42,598
17-5113-444001	Retirement-Principal		39,164		45,329		59,873		75,276		75,276		75,276
17-5113-444002	Retirement-Pension Bond		5,175		4,626		9,263		9,237		9,237		9,237
17-5113-445000	Health/Life/LTD		38,457		39,303		69,350		59,965		59,965		59,965
17-3113-443000	nealth/Life/LTD		30,437		39,303		09,330		39,903		39,903		39,903
	Total Personnel Services	\$	316,966	\$	337,349	\$	494,885	\$	512,875	\$	512,875	\$	512,875
17-5113-510000	Office Supplies	\$	277	\$	1,184	\$	2,200	\$	2,200	\$	2,200	\$	2,200
17-5113-515000	Printing & Advertising		194		24		200		200		200		200
17-5113-520000	Dues & Meetings		208		594		1,135		1,135		1,135		1,135
17-5113-520003	Recruitment Expense		3,812		395		1,500		1,500		1,500		1,500
17-5113-520008	Recognition		48		-		125		125		125		125
17-5113-523000	Supplies & Equipment		2,354		419		1,325		2,925		2,925		2,925
17-5113-523010	Quality Public Outreach Program		73		-		6,000		6,000		6,000		6,000
17-5113-523011	TMDL Community Program		384		481		2,500		2,500		2,500		2,500
17-5113-523012	TMDL Field Program		-		1,043		15,000		15,000		15,000		15,000
	Travel & Training		662		2,967		8,000		11,621		11,621		11,621
17-5113-526000	Employee Testing		29		-		-		-		-		-
17-5113-532000	Bank Fees		1,913		3,650		1,000		1,000		1,000		1,000
17-5113-533000	Contractual Services		5,226		25,707		19,750		_		-		-
17-5113-533045	Maintenance Agreements		11,500		15,485		14,500		14,500		14,500		14,500
17-5113-540000	Utilities		224		208		200		200		200		200
17-5113-551000	Books & Publications		_		_		200		200		200		200
17-5113-562000	Fuel		683		161		725		725		725		725
17-5113-563000	Vehicle Maintenance		24		116		650		650		650		650
17-5113-576000	Recording Fees		-		-		100		100		100		100
17-5113-580000	Professional Services		-		-		-		42,375		42,375		42,375
17-5113-590000	Internal Chrg-Admin Support Services		302,885		305,004		401,682		483,768		483,768		483,768
17-5113-590006	Internal Chrg-Network Upgrade		3,960		,		- ,,,		-		-		
17-5113-590015	Internal Chrg-Franchise Fee		133,555		146,241		160,076		172,165		172,165		172,165
17-5113-595002	5		950		84		-				,		-
	Total Materials and Services	\$	468,961	\$	503,763	\$	636,868	\$	758,889	\$	758,889	\$	758,889
17-5113-610000	Capital Outlay	\$	-	\$	7,665	\$	3,375	\$	12,250	\$	12,250	\$	12,250
	<u> </u>			_	, 	_	,	Ĺ		_	,		
	Total Capital Outlay	\$	-	\$	7,665	\$	3,375	\$	12,250	\$	12,250	\$	12,250
5113	TOTAL STORMWATER ENGINEERING	\$	785,927	\$	848,777	\$	1,135,128	\$	1,284,014	\$	1,284,014	\$	1,284,014

ACCOUNT #	DESCRIPTION	ACTUAL 2020-21	ACTUAL 2021-22	ADOPTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24
5141	STORMWATER MAINTENANCE						
17-5170-410000	Administrative Salaries	\$ 8,140	\$ 20,159	\$ 23,146	\$ 25,470	\$ 25,470	\$ 25,470
17-5170-420000	Clerical Salaries	13,510	14,532	16,651	16,464	16,464	16,464
17-5170-431000	Maintenance Salaries	248,367	202,984	242,083	261,157	261,157	261,157
17-5170-435000	Overtime	3,811	6,092	1,500	1,500	1,500	1,500
17-5170-436000	Standby Pay	1,949	1,298	3,000	3,000	3,000	3,000
17-5170-438000		4,240	2,812	2,102	722	722	722
17-5170-441000	• ,	20,699	18,261	22,070	23,588	23,588	23,588
17-5170-442000	Workers Compensation	12,454	7,323	13,353	10,814	10,814	10,814
17-5170-443000	Unemployment	278	252	291	313	313	313
17-5170-444000	Retirement-PERS	16,107	22,004	32,262	43,087	43,087	43,087
17-5170-444001	Retirement-Principal	56,993	38,836	38,182	22,168	22,168	22,168
17-5170-444002	Retirement-Pension Bond	5,730	5,958	10,299	13,293	13,293	13,293
17-5170-445000	Health/Life/LTD	93,841	65,318	90,434	110,988	110,988	110,988
	Total Personnel Services	\$ 486,119	\$ 405,829	\$ 495,373	\$ 532,564	\$ 532,564	\$ 532,564
17-5170-510000	Office Supplies	\$ 656	\$ 511	\$ 1,500	\$ 500	\$ 500	\$ 500
17-5170-512000	Uniforms	1,714	2,739	3,000	3,500	3,500	3,500
17-5170-520000	Dues & Meetings	841	2,268	1,500	1,000	1,000	1,000
17-5170-520003	Recruitment Expense	520	-	500	500	500	500
17-5170-523000	Supplies & Equipment	4,667	25,700	6,535	20,000	20,000	20,000
17-5170-523100	Small Tools	2,882	12,040	3,000	-	-	-
17-5170-524000	Safety Program	-	-	5,000	1,000	1,000	1,000
17-5170-525000	Travel & Training	326	2,532	6,000	10,000	10,000	10,000
17-5170-526000	Employee Testing	215	127	1,000	1,000	1,000	1,000
17-5170-533000	Contractual Services	23,530	43,796	35,000	-	-	-
17-5170-533045	Maintenance Agreements	662	793	20,000	46,000	46,000	46,000
	Manhole Replacement	-	-	20,000	20,000	20,000	20,000
	Stormwater Repair	2,720	76,404	61,000	70,000	70,000	70,000
17-5170-540000	Utilities	4,057	4,935	3,000	5,500	5,500	5,500
17-5170-562000	Fuel	13,445	19,899	16,000	25,000	25,000	25,000
17-5170-563000	Vehicle Maintenance	20,913	21,097	18,000	14,000	14,000	14,000
17-5170-566000	Equip Repair & Maintenance	3,166	1,821	8,000	8,000	8,000	8,000
17-5170-567000	Pipe & Materials	10,680	24,724	15,500	20,000	20,000	20,000
	Internal Chrg-Veh/Equip	20,000	, -	-	-	-	-
17-5170-595002		3,325	293	-	-	-	-
	Total Materials and Services	\$ 114,319	\$ 239,679	\$ 224,535	\$ 246,000	\$ 246,000	\$ 246,000
17-5170-610000	Capital Outlay	\$ -	\$ 24,210	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
	Total Capital Outlay	\$ -	\$ 24,210	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
5170	TOTAL STORMWATER MAINTENANCE	\$ 600,438	\$ 669,718	\$ 739,908	\$ 798,564	\$ 798,564	\$ 798,564
	TOTAL PUBLIC WORKS (STORMWATER)	\$ 1,386,365	\$ 1,518,495	\$ 1,875,036	\$ 2,082,578	\$ 2,082,578	\$ 2,082,578

ACCOUNT #	DESCRIPTION		ACTUAL 2020-21		ACTUAL 2021-22		ADOPTED 2022-23		PROPOSED 2023-24	,	APPROVED 2023-24		ADOPTED 2023-24
	NONDEPARTMENTAL 91XX												
9170	TRANSFERS												
17-9170-904000	Transfer Out-Capital Projects	\$	56,726	\$	22,902	\$	1,090,696	\$	1,017,930	\$	1,017,930	\$	1,017,930
17-9170-907000	Transfer Out-Water Fund		-		-		-		-		-		-
17-9170-925000	Transfer Out-PERS Reserve Fund		-		-		-		-		-		-
17-9170-928000	Transfer Out-Stormwater Reserve Fund		-		-		-		-		-		-
9170	TOTAL TRANSFERS	\$	56,726	\$	22,902	\$	1,090,696	\$	1,017,930	\$	1,017,930	\$	1,017,930
9180	RESERVES												
17-9180-800000	Contingency	\$	_	\$	_	Ś	106,829	Ś	1,850,753	ċ	1,850,753	ċ	1,850,753
17-9180-800000	Contingency - Assigned for Veh Repl PWM	Ą		۲		ڔ	402,690	۲	466,856	۲	466,856	ڔ	466,856
17 5100 000001	Contingency Assigned for Veri Repri VIVI						402,030		400,030		400,030		400,030
9180	TOTAL RESERVES	\$	-	\$	-	\$	509,519	\$	2,317,609	\$	2,317,609	\$	2,317,609
	TOTAL NONDEPARTMENTAL	\$	56,726	\$	22,902	\$	1,600,215	\$	3,335,539	\$	3,335,539	\$	3,335,539
FUND 17	TOTAL STORMWATER FUND	\$	1,443,091	\$	1,541,397	\$	3,475,251	\$	5,418,117	\$	5,418,117	\$	5,418,117

# FUND 04

# **Proprietary Capital Project Fund**

#### **DESCRIPTION**

The Proprietary Capital Projects Fund accounts for resources and expenditures toward capital projects related to the City's wastewater, water, and stormwater infrastructure and systems. Projects are typically funded from rate revenues, system development charges (SDC), and debt financings. Major projects planned for the 2023-24 fiscal year are individually identified in the budget detail, as is a reserve for future planned projects by utility. Capital costs are inclusive of design, planning, construction, and other costs necessary to put the infrastructure or capital asset into operation.

The Engineering Services Department manages the planning, design, and construction of the wastewater, water, and stormwater capital improvement projects. The capital projects plan was reviewed by Council before the preparation of this budget, which aligns with City Council Goal 3, Objective 1, regularly review the capital improvement projects. The projects proposed for FY 2023-24 budget are listed below and project details are provided in the City's Capital Improvement Plan.

# **Propriety Capital Projects Fund - Wastewater**

- Inflow and Infiltration (I&I) Projects: The 2015 Inflow and Infiltration Report identified the need for significant replacements/rehabilitation of the older sections of the wastewater collections system throughout the City. The goal of the project is to replace the aging pipe infrastructure to reduce system maintenance costs and to reduce the inflow and infiltration to lower operating costs at the wastewater treatment plant, based on the priorities listed in the report.
- Public Works Maintenance Yard (Maintenance Facility Improvements): Work continues on the maintenance facility. Landscaping and fencing have been added along West Third Street and earlier this year in 2023, the City's fleet fueling station was completed. Future maintenance yard improvements include repair/replacement of pavement, upgrades to existing buildings, installation of additional covered storage for equipment, and improvements 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.
- N Elliott Road Wastewater: The wastewater line in N Elliott Road needs to be repaired/replaced as it's at the end of life. It will be completed with the storm and water lines and the transportation project. This is a multi-funded project and pulls funds from each utility.

Proprietary Capital Project Fund (04)

- Butler Property Improvements: This project will construct a public toilet to
  enhance the downtown user experience by providing a necessary and basic
  service to the public. By providing this infrastructure which allows people to
  handle their business with dignity, the toilet will also act as an investment to allow
  people to stay downtown longer and attract food carts. This is a multi-funded
  project and pulls funds from wastewater and water utilities.
- Upper Portion of Hess Creek Trunk Line (Phase 1): This project is identified
  as C1.A in the 2018 Wastewater Master Plan update and is a priority project.
  Currently, access to Hess Creek is limited and undersized in some locations.
  This project will investigate and then address the issues found in the upper
  portion of the Hess Creek trunk line to reduce I/I influence and extend the life of
  the pipe. Flow monitoring will also be implemented after the lining to inform the
  design phase of Hess Creek Phase 2 lining/upgrades.
- Programmable Logic Controller Study and Replacement: The Programmable
  Logic Controller (PLC) is the system which provides the ability to run the
  treatment plant in an automatic mode. The Siemens PLC was installed in the
  late 1990's and is nearing its life expectancy. The PLC which we currently use
  is no longer being made by Siemens. Currently, we are relying on a 3rd party to
  support the PLC but they could stop production at any time, making our system
  obsolete. The City has chosen a preferred equipment system and will be working
  on implementation and integration. The City received an ARPA Grant from
  Yamhill County for a portion of this work.
- Lift Station Short-Term Improvements: This project includes minor improvements
  to Charles, Chehalem, Creekside, Fernwood, Highway 240, and Sheridan lift
  stations. Examples of the improvements include adding safety grating to valve
  vaults, installing bollards for traffic protection, installing additional fencing to
  stations that don't have it, repainting of building doors, and replacing heaters and
  heat taping for freeze protection.
- WWTP Hydraulic Improvements: Wastewater Treatment Plant (WWTP) Hydraulic Improvements are a group of projects to improve the hydraulic flow through the WWTP. They include modifications to the clarifier distribution box, the effluent weirs, and installation of a second (parallel) pipe from the clarifier effluent to the chlorine contact basin.
- Dehydration Unit Burner Rebuild: The dehydration unit at the Wastewater Treatment Plant is used to dry sawdust for our composting process. The burner on the dehydration unit provides the heat for drying the sawdust and typically runs around 1,400 degrees. The burner is a steel tower structure that is lined with fire brick on the inside to protect the steel from the high-heat environment. The rebuild involves removing all the existing brick, stacking new brick, and installing a coating over the top of it, which reduces the erosion of the brick and extends its life.

### **Propriety Capital Projects - Water**

- Public Works Maintenance Yard (Maintenance Facility Improvements): Work
  continues on the maintenance facility. Landscaping and fencing have been
  added along West Third Street and earlier this year in 2023, the City's fleet
  fueling station was completed. Future maintenance yard improvements
  includerepair/replacement of pavement, upgrades to existing buildings,
  installation of additional covered storage for equipment, and improvements 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.
- N Elliott Road Water: The existing water line is at the end of life and should be replaced. This replacement will occur with the wastewater and storm line, and transportation work. This is a multi-funded project and pulls funds from each utility.
- Butler Property Improvements: This project will construct a public toilet to
  enhance the downtown user experience by providing a necessary and basic
  service to the public. By providing this infrastructure which allows people to
  handle their business with dignity, the toilet will also act as an investment to
  allow people to stay downtown longer and attract food carts. This is a multifunded project and pulls funds from wastewater and water utilities.
- New Groundwater Treatment Plant: Per State requirements and the need to upgrade the water treatment plant, it was determined that constructing a new plant was the best alternative. This new plant will need to be operational by 2027.
- Emergency Connection and Controls at the Water Treatment Plant: This project will implement needed improvements to the water system to meet the Oregon Resilience Plan and City of Newberg Level of Service Goals. As identified in the vulnerability assessment, the WTP poses several risks if a Cascadia Subduction Zone (CSZ) earthquake occurs. By adding a point for emergency cross-connection and installing hydraulic control valves, the new water treatment plant could be isolated during an earthquake event, allowing raw water to continue into the distribution system. Most of this project will be funded by the Community Grant that came from the Bipartisan Infrastructure Bill.
- North non-potable water line and Otis Springs pumping improvements: This
  project will design the necessary improvements to the Otis Springs reservoir
  to allow for this resource to be used in the Non-Potable Water System. This
  project will complete Phase 1 of the improvements. The more permanent
  portions will come later. New pumps are needed to meet the desired flow rates
  and standard pressures of 30-90 psi. A larger tank size is also required to
  successfully fill and drain under the 9-hour irrigation period each day.
- Redundant Water Supply: The City's current water supply is the well field on the south side of the Willamette River. This project includes water rights, exploration, property acquisition and potentially the construction of a secondary treatment plant.

HB2001 Waterlines: This project will implement needed improvements to the
water system to comply with HB 2001; Middle Housing requirements. This
project will upsize several pipes in the area south of downtown Newberg to
provide adequate fire flow at acceptable pipe velocities for the broad range of
middle housing designations.

## **Propriety Capital Projects - Stormwater**

- Public Works Maintenance Yard (Maintenance Facility Improvements): Work
  continues on the maintenance facility. Landscaping and fencing have been
  added along West third street and earlier this year in 2023, the City's fleet
  fueling station was completed. Future maintenance yard improvements include
  repair/replacement of pavement, upgrades to existing buildings, installation
  of additional covered storage for equipment, and improvements 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.
- Pavement Fixes/Annual Pipe Replacement Program (SWMP Recommendation):
   This project place holder is used to address storm drainage issues ahead of the Pavement Rehabilitation/Preservation projects so that underground utility fixes occur before pavement construction.
- West Franklin Storm: Early investigation determined that the existing storm pipe
  will need to be relocated from under an existing building to improve system
  capacity and eliminate flooding of private property. This project includes analysis
  of the existing storm system in the area to identify and confirm the extent of
  flooding, potential flooding, and the issues that cause the system failures in the
  study area.
- 800 Block of NE Wynooski Street, Wynooski Stormwater Outfall (Phase 1): The
  current pipe and outfall severely eroded the area east of Wynooski Street. This
  project would extend the outfall further down the slope to reduce erosion around
  the slopes of Hess Creek adjacent to the roadway. The design work for this
  project started in FY18/19, construction is starting summer 2023. The project
  to line the storm line in Wynooski Street between Seventh and Eighth street
  (Phase 2) will take place after this project.
- N. Springbrook Road Storm: There are existing flooding problems along N Springbrook Road. The upstream stormwater system along N Springbrook Rd was upgraded during the installation of traffic improvements several years ago, stormwater water flows remain constricted due to a 30" pipe connecting to an 8-inch and 12-inch pipe near Middlebrook Dr. This project will investigate all of the storm drainage issues and upsize the appropriate stormwater pipes along N Springbrook Rd and connect the system to the existing system to the south.

ACCOUNT "	DESCRIPTION		ACTUAL	ACTUAL	ADOPTED	F	ROPOSED	APPROVED		DOPTED
ACCOUNT #	DESCRIPTION		2020-21	2021-22	2022-23		2023-24	2023-24		2023-24
FUND 04	PROPRIETARY CAPITAL PROJECTS RESOURCES									
04-0000-300000	Beg F/B-Net Working Capital	\$	- 5	-	\$ -	\$	-	\$ -	\$	-
04-0000-334000	Miscellaneous Grants		-	-	449,60	0	-	-		-
04-0000-338000	Reimbursed Costs		-	-	-		-	-		-
04-0000-360000	Miscellaneous Revenues		-	-	-		-	-		-
04-0000-390006	Transfer In-Wastewater Fund		2,497,215	1,746,738	2,800,69	5	2,514,713	2,514,713		2,514,713
04-0000-390007	Transfer In-Water Fund		1,373,006	2,054,366	10,327,47	7	4,745,536	4,745,536		4,745,536
04-0000-390017	Transfer In-Stormwater Fund		56,726	22,902	1,090,69	6	1,017,930	1,017,930		1,017,930
04-0000-390043	Transfer In-Stormwater SDC		45,608	835	75,47	5	36,225	36,225		36,22
04-0000-390046	Transfer In-Wastewater SDC		618,992	1,033,504	2,654,85	0	687,029	687,029		687,029
04-0000-390047	Transfer In-Water SDC		-	-	-		770,689	770,689		770,689
FUND 04	TOTAL RESOURCES	\$	4,591,547	4,858,345	\$ 17,398,79	3 \$	9,772,122	\$ 9,772,122	\$	9,772,122
		•								
5150	CAPITAL PROJECTS									
	WASTEWATER PROJECTS									
04-5150-706301	Inflow/Infiltration Projects	\$	980,001	123	\$ 450,00	0 \$	450,000	\$ 450,000	\$	450,000
04-5150-706310	Oxidation Ditches		104,953	597,980	-		-	-		-
04-5150-706313	Roofing at WWTP		-	-	79,16	8	-	-		-
04-5150-706329	Coating for Pump Station		134,099	-	-		71,500	71,500		71,50
04-5150-706369	Dehydration Unit Burner Rebuild			-	65,00	0	-	-		-
04-5150-706381	WWTP Solar Panel Project		588,234	237,651	-		-	-		-
04-5150-706391	N Elliott Wastewater Pipeline		-	31,051	-		-	-		-
04-5150-706397	Programmable Logic Controller		22,679	169	1,000,00	0	1,100,000	1,100,000		1,100,00
04-5150-706408	Wastewater Master Plan Update		75,184	-	-		-	-		-
04-5150-706416	WWTP Sawdust Bays		490,083	317,487	-		-	-		-
04-5150-706418	Hess Creek Lining		-	12,300	650,00	0	715,000	715,000		715,000
04-5150-706419	Clarifier Study		37,027	16,242	-		-	-		-
04-5150-706420	Crestview Drive Sewer		340,636	97,507	-		-	-		-
04-5150-706470	Operations Remodel		322,128	98,753	-		-	-		-
04-5150-706471	WWTP Painting & Maintenance		4,200	-	-		-	-		-
04-5150-706477	PW Maint Facility Improvements		3,604	-	51,75		51,750	51,750		51,750
04-5150-706479	Chehalem Extension		13,379	1,370,979	726,02		-	-		-
	WWTP Hydraulic Study		-	-	530,45		500,450	500,450		500,450
	River Street Pump Station		-	-	1,293,15		-	-		-
04-5150-706483			-	-	504,00		91,442	91,442		91,44
04-5150-706484	Short Term Lift Station Improv		-	-	106,00	0	116,600	116,600		116,60
04-5150-706485	Butler Property		-	-	-		75,000	75,000		75,000
	Total Wastewater Projects	Ś	3,116,207	2,780,242	\$ 5,455,54	5 \$	3,171,742	\$ 3,171,742	ć	3,171,742

ACCOUNT #	DESCRIPTION		ACTUAL 2020-21	ACTUAL 2021-22		ADOPTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24		ADOPTED 2023-24
	WATER PROJECTS									
04-5150-707477	PW Maint Facility Improvements	\$	3,596	-	\$	51,750	\$ 51,356	\$ 51,356	Ś	51,356
	WTP Seismic Resiliency	•	3,511	_	•	-	-	-	*	
	Chehalem Extension		10,462	331,877		287,125	_	_		_
	Fire Flow - W Illinois		2,094	125,034		28,809	_	_		_
	Decommission Wells 1 & 2		-	-		103,500	_	_		_
	Redundant Water Supply		77,680	322,064		3,200,000	1,700,000	1,700,000		1,700,000
	Bell West Pump Station		71,925	156,236		1,051,000	1,700,000	1,700,000		1,700,000
	Fireflow- Vittoria Square		275	-		-	_	_		_
	N College Street - N Terrace		25,649	45,396		720,000	_	_		
	Fixed Based Radio Read		450,503	287,645		325,000				
	Crestview Waterline - Nonpotable		197,477	207,043		525,000	_	_		
	Crestview Waterline - Nonpotable  Crestview Waterline - Potable		129,812	10,281			_	_		_
							-	-		-
	Routine WL Replacement		95,290 -	22,182		197,000	210 115	210,115		210 115
	N Elliott Rd Waterline Impr			37,951		570,000	210,115	210,115		210,115
	N Howard Street Waterline Impr		-	88,636		-	-	-		-
	Valves on College St		11,601	4,318		174,000	-	-		-
	WTP Filter Covers		40,208	95,446		-	-	-		-
	N Valley Reservoir Driveway		-	-		239,970	-	-		-
04-5150-707531	•		50,161	7,455		-	-	-		-
	Water Master Plan Update		53,096	-		-	-	-		-
	WTP Exp Land Purchase		3,673	474,070		-	-	-		-
04-5150-707613	College St Relocation (Aldercrest-Foothills)		134,042	45,775		910,000	-	-		-
	Em. Connection @ WTP (seismic)		-	-		542,754	542,754	542,754		542,754
04-5150-707622	Seismic Improvements for waterlines		-	-		179,977	-	-		-
04-5150-707623	HB 2001 11th Street		-	-		55,150	55,150	55,150		55,150
04-5150-707624	HB 2001 5th Street		-	-		166,575	166,575	166,575		166,575
04-5150-707625	HB 2001 River Street		-	-		661,747	825,305	825,305		825,305
04-5150-707627	Otis Springs and N non-potable		-	-		296,500	70,000	70,000		70,000
04-5150-707628	New Groundwater Treatment Plant		-	-		517,500	1,580,000	1,580,000		1,580,000
04-5150-707629	HB 2001 Main, 4th, Lincoln, & 5th		-	-		239,970	239,970	239,970		239,970
04-5150-707630	Fireflow - New		-	-		258,750	-	-		-
04-5150-707911	Water Emergency Supplies		11,952	-		-	-	-		-
04-5150-707912	Butler Property		-	-		-	75,000	75,000		75,000
	Total Water Projects	\$	1,373,007 \$	2,054,366	\$	10,777,077	\$ 5,516,225	\$ 5,516,225	\$	5,516,225
	STORMWATER PROJECTS									
04-5150-717709	N Elliott	\$	- \$	-	\$	157,000	\$ -	\$ -	\$	_
	Storm Fixes for Pavement	•	8,960	4,629		130,000	130,000	130,000		130,000
	RR Ditch-N College/N Meridian		-	-		45,000	-	-		_
	Master Plan Update		89,778	_		-	-	_		_
04-5150-717729	•		-	16,707		218,000	_	_		_
	Vermillion East of 219		_			79,568	_	_		
	800 Block Wynooski		_	2,401		186,000	368,905	368,905		368,905
	Springbrook Storm Evaluation		-	2,401		103,500	103,500	103,500		103,500
				-						
	PW Maint Facility Improvements		3,595	-		51,750	51,750	51,750		51,750
	OR240/Railroad Tracks/Franklin St		-	-		113,000	400,000	400,000		400,000
04-5150-717779	Wynooski Storm from 7th to 800		-	-		82,353	-	-		-
	Total Stormwater Projects	\$	102,333 \$	23,737	\$	1,166,171	\$ 1,054,155	\$ 1,054,155	\$	1,054,155
5150	TOTAL CAPITAL PROJECTS	\$	4,591,547	4,858,345	\$	17,398,793	\$ 9,742,122	\$ 9,742,122	\$	9,742,122
9180	RESERVES									
04-9180-880000	Unappropriated Fund Balance	\$	- 5	-	\$	-	\$ 30,000	\$ 30,000	\$	30,000
9180	TOTAL RESERVES	\$	- \$	-	\$	-	\$ 30,000	\$ 30,000	\$	30,000
9100										

#### FUNDS 42, 43, 46, 47

## **System Development Charges**

#### **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 FY 2023-24.

#### **SIGNIFICANT CHANGES**

The changes from FY 2022-2023 to FY 2023-2024 represent only minor changes to SDC revenue, based on current and planned development within the City of Newberg, and the transfers out to the like capital projects fund for the improvement or expansion of affected infrastructure. In FY 2023 the City formed a subcommittee of Council which includes business owners and members of the public to help determine future SDC rates of the City. This aligns with City Council Goal 6, Objective 3, the city will prudently lower System Development Charge fees.

ACCOUNT#	DESCRIPTION	ACTUAL 2020-21	ACTUAL 2021-22	ADOPTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24
FUND 42	STREET SYSTEM DEVELOPMENT FUND RESOURCES						
42-0000-300000	Beg F/B-Net Working Capital	\$ 4,730,618	\$ 6,050,176	\$ 4,247,009	\$ 6,202,860	\$ 6,202,860	\$ 6,202,860
42-0000-334000	Miscellaneous Grants	328,960	-	-	-	-	-
42-0000-349002	System Development Fees	1,905,724	2,031,133	3,000,000	3,000,000	3,000,000	3,000,000
42-0000-361000	Interest Earned	36,959	24,746	20,000	20,000	20,000	20,000
42-0000-361001	Interest-Receivables	840	9,296	600	600	600	600
42-0000-363000	Assessment Installments	4,851	2,284	25,000	25,000	25,000	25,000
FUND 42	TOTAL RESOURCES	\$ 7,007,952	\$ 8,117,635	\$ 7,292,609	\$ 9,248,460	\$ 9,248,460	\$ 9,248,460
9170	TRANSFERS						
42-9170-918000	Transfer Out-Street Cap Projects	\$ 957,776	\$ 1,671,960	\$ 2,069,200	\$ 1,481,765	\$ 1,481,765	\$ 1,481,765
9170	TOTAL TRANSFERS	\$ 957,776	\$ 1,671,960	\$ 2,069,200	\$ 1,481,765	\$ 1,481,765	\$ 1,481,765
<b>9180</b> 42-9180-800000	RESERVES Reserve for Future Expense	\$ -	\$ -	\$ 5,223,409	\$ 7,766,695	\$ 7,766,695	\$ 7,766,695
9180	TOTAL RESERVES	\$ -	\$ -	\$ 5,223,409	\$ 7,766,695	\$ 7,766,695	\$ 7,766,695
FUND 42	TOTAL STREET SDC FUND	\$ 957,776	\$ 1,671,960	\$ 7,292,609	\$ 9,248,460	\$ 9,248,460	\$ 9,248,460

ACCOUNT #	DESCRIPTION		ACTUAL 2020-21		ACTUAL 2021-22		ADOPTED 2022-23		PROPOSED 2023-24		APPROVED 2023-24		ADOPTED 2023-24
FUND 43	STORMWATER SYSTEM DEVELOPMENT FUND RESOURCES												
43-0000-300000	Beg F/B-Net Working Capital	\$	221,462	\$	254,440	\$	314,017	\$	386,127	\$	386,127	\$	386,127
43-0000-349002	System Development Fees		76,835		103,639		140,000		140,000		140,000		140,000
43-0000-361000	Interest Earned		1,751		1,318		1,000		1,000		1,000		1,000
43-0000-361001	Interest-Receivables		-		164		-		-		-		-
FUND 43	TOTAL RESOURCES	\$	300,048	\$	359,561	\$	455,017	\$	527,127	\$	527,127	\$	527,127
9170	TRANSFERS												
43-9170-904000	Transfer Out-Capital Projects	\$	45,608	\$	835	\$	75,475	\$	36,225	\$	36,225	\$	36,225
9170	TOTAL TRANSFERS	\$	45,608	\$	835	\$	75,475	\$	36,225	\$	36,225	\$	36,225
9180	RESERVES												
43-9180-800000	Reserve for Future Expense	\$	-	\$	-	\$	365,308	\$	476,668	\$	476,668	\$	476,668
43-9180-830000	Reserve for Payments in Lieu		-		-		14,234		14,234		14,234		14,234
9180	TOTAL RESERVES	\$	-	\$	-	\$	379,542	\$	490,902	\$	490,902	\$	490,902
FUND 43	TOTAL STORMWATER SDC FUND	Ś	45,608	Ċ	835	Ċ	455,017	Ś	527,127	¢	527,127	ć	527,127

ACCOUNT #	DESCRIPTION	ACTUAL 2020-21		ACTUAL 2021-22	ADOPTED 2022-23		PROPOSED 2023-24	APPROVED 2023-24		ADOPTED 2023-24
FUND 46	WASTEWATER SYSTEM DEVELOPMENT FUND RESOURCES									
46-0000-300000	Beg F/B-Net Working Capital	\$ 7,104,590	\$	9,409,618	\$ 9,355,131	\$	9,682,286	\$ 9,682,286	\$	9,682,286
46-0000-349002	System Development Fees	3,079,192		2,180,169	3,000,000		3,000,000	3,000,000		3,000,000
46-0000-361000	Interest Earned	55,539		43,502	35,000		35,000	35,000		35,000
46-0000-361001	Interest-Receivables	515		17,294	-		-	-		-
FUND 46	TOTAL RESOURCES	\$ 10,239,836	\$	11,650,583	\$ 12,390,131	\$	12,717,286	\$ 12,717,286	\$	12,717,286
9150	DEBT SERVICE - PRINCIPAL									
46-9150-608000	Loan: Effluent Reuse	\$ 136,892	\$	143,311	\$ 150,023	\$	156,799	\$ 156,799	\$	156,799
	Total Debt Service - Principal	\$ 136,892	\$	143,311	\$ 150,023	\$	156,799	\$ 156,799	\$	156,799
9160	DEBT SERVICE - INTEREST									
46-9160-608000	Loan: Effluent Reuse	\$ 74,334	\$	67,733	\$ 60,567	\$	53,066	\$ 53,066	\$	53,066
	Total Debt Service - Interest	\$ 74,334	\$	67,733	\$ 60,567	\$	53,066	\$ 53,066	\$	53,066
9150/9160	TOTAL DEBT SERVICE	\$ 211,226	\$	211,044	\$ 210,590	\$	209,865	\$ 209,865	\$	209,865
9170	TRANSFERS	640.003		4 022 504	2 654 050	٠	607.020	607.000	,	607.000
46-9170-904000	Transfer Out-Capital Projects	\$ 618,992	>	1,033,504	\$ 2,654,850	\$	687,029	\$ 687,029	\$	687,029
9170	TOTAL TRANSFERS	\$ 618,992	\$	1,033,504	\$ 2,654,850	\$	687,029	\$ 687,029	\$	687,029
9180	RESERVES									
46-9180-800000	Reserve for Future Expense	\$ -	\$	-	\$ 9,524,691	\$	11,820,392	\$ 11,820,392	\$	11,820,392
9180	TOTAL RESERVES	\$ -	\$	-	\$ 9,524,691	\$	11,820,392	\$ 11,820,392	\$	11,820,392
FUND 46	TOTAL WASTEWATER SDC FUND	\$ 830,218	\$	1,244,548	\$ 12,390,131	\$	12,717,286	\$ 12,717,286	\$	12,717,286

ACCOUNT #	DESCRIPTION		ACTUAL 2020-21		ACTUAL 2021-22		ADOPTED 2022-23		PROPOSED 2023-24	,	APPROVED 2023-24		ADOPTED 2023-24
FUND 47	WATER SYSTEM DEVELOPMENT FUND												
FUND 47	RESOURCES												
47-0000-300000	Beg F/B-Net Working Capital	\$	-	\$	170,084	\$	283,407	\$	320,191	\$	320,191	\$	320,191
47-0000-349002	System Development Fees		965,995		1,076,957		1,500,000		1,250,000		1,250,000		1,250,000
47-0000-361000	Interest Earned		333		1,049		300		300		300		300
47-0000-361001	Interest-Receivables		464		-		300		300		300		300
47-0000-363000	Assessment Installments		5,141		-		1,000		1,000		1,000		1,000
FUND 47	TOTAL RESOURCES	\$	971,933	\$	1,248,090	\$	1,785,007	\$	1,571,791	\$	1,571,791	\$	1,571,791
9150	DEBT SERVICE - PRINCIPAL												
47-9150-608000	Loan: Effluent Reuse	\$	103,329	Ś	108.174	Ś	113,241	Ś	118,355	Ś	118,355	Ś	118,355
47-9150-615000	2015 Refunding Bond	*	539,850	*	562,005	*	584,217	7	603,949	7	603,949	*	603,949
			555,555						555,515		,.		,
	Total Debt Service - Principal	\$	643,179	\$	670,179	\$	697,458	\$	722,304	\$	722,304	\$	722,304
9160	DEBT SERVICE - INTEREST												
47-9160-608000	Loan: Effluent Reuse	\$	56,109	\$	51,126	\$	45,717	\$	40,055	\$	40,055	\$	40,055
47-9160-615000	2015 Refunding Bond		102,561		80,524		57,600		38,743		38,743		38,743
	Total Debt Service - Interest	\$	158,670	\$	131,650	\$	103,317	\$	78,798	\$	78,798	\$	78,798
9150/9160	TOTAL DEBT SERVICE	\$	801,849	Ş	801,829	Ş	800,775	\$	801,102	Ş	801,102	Ş	801,102
9170	TRANSFERS												
	Transfer Out-Capital Projects	\$	_	\$	_	\$	_	\$	770,689	ς	770,689	Ś	770,689
47 3170 304000	Transfer out capital Projects	Y		7		Y		7	770,003	7	770,003	7	770,003
9170	TOTAL TRANSFERS	\$	-	\$	-	\$		\$	770,689	\$	770,689	\$	770,689
0400													
9180	RESERVES	¢		,		,	004 222	٠		,		Ļ	
47-9180-800000	Reserve for Future Expense	\$	-	\$	-	\$	984,232	\$	-	\$	-	\$	-
9180	TOTAL RESERVES	\$	-	\$	-	\$	984,232	\$	-	\$	-	\$	-
FUND 47	TOTAL WATER SDC FUND	\$	801,849	\$	801,829	ć	1,785,007	\$	1,571,791	\$	1,571,791	ċ	1,571,791



# MISCELLANEOUS FUNDS

## **Transient Lodging Tax**

#### **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.

Visit Newberg expenditures increases to \$330,507 based on the expected tourism revenue.

Transfers to the General Fund are budgeted to increase to \$694,783 to align with other expectations of the fund.

ACCOUNT #	DESCRIPTION		ACTUAL 2020-21		ACTUAL 2021-22		ADOPTED 2022-23		PROPOSED 2023-24		APPROVED 2023-24		ADOPTED 2023-24
FUND 19	TRANSIENT LODGING TAX FUND RESOURCES												
19-0000-300000	Beg F/B-Net Working Capital	\$	30,160	Ś	30,849	Ś	849	Ś	1,425	Ś	1,425	Ś	1,425
19-0000-321003	Transient Lodging Tax - Hotels	*	568,756	Ψ.	947,222	Ψ.	800,000	~	1,000,000	Ψ.	1,000,000	Υ.	1,000,000
19-0000-321004	Transient Lodging Tax - Other		50,524		87,128		58,591		70.000		70,000		70,000
19-0000-360000	Miscellaneous Revenues		162		552		-		-		-		-
19-0000-361000	Interest Earned		253		269		258		290		290		290
FUND 19	TOTAL RESOURCES	\$	649,855	\$	1,066,020	\$	859,698	\$	1,071,715	\$	1,071,715	\$	1,071,715
1110	TOURISM PROMOTION												
19-1110-592501	Visitor Center Contract	\$	75,000	\$	30,000	\$	30,000	\$	45,000	\$	45,000	\$	45,000
19-1110-592502	Visit Newberg Contract		141,887		363,485		271,340		330,507		330,507		330,507
	Total Materials and Services	\$	216,887	\$	393,485	\$	301,340	\$	375,507	\$	375,507	\$	375,507
1110	TOTAL TOURISM PROMOTION	\$	216,887	\$	393,485	\$	301,340	\$	375,507	\$	375,507	\$	375,507
<b>9170</b> 19-9170-901000	TRANSFERS Transfer Out-General Fund	\$	402,119	\$	671,638	\$	557,509	\$	694,783	\$	694,783	\$	694,783
				Ċ					<i>,</i>				
9170	TOTAL TRANSFERS	\$	402,119	Ş	671,638	Ş	557,509	\$	694,783	Ş	694,783	Ş	694,783
9180	RESERVES												
19-9180-800000	Contingency	\$	-	\$	-	\$	849	\$	1,425	\$	1,425	\$	1,425
9180	TOTAL RESERVES	\$	-	\$	-	\$	849	\$	1,425	\$	1,425	\$	1,425
FUND 19	TOTAL TRANSIENT LODGING TAX FUND	\$	619,006	\$	1,065,123	\$	859,698	\$	1,071,715	\$	1,071,715	\$	1,071,715

## FUND 09 **Debt Service Fund**

#### **DESCRIPTION**

The City has one debt service fund. The City's Debt Service Fund accounts for resources in support of, and debt service payments 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.

ACCOUNT #	DESCRIPTION		ACTUAL 2020-21	ACTUAL 2021-22		ADOPTED 2022-23		PROPOSED 2023-24	APPROVED 2023-24		ADOPTED 2023-24
FUND 09	DEBT SERVICE FUND RESOURCES										
09-0000-300000	Beg F/B-Net Working Capital	\$	30	\$	5 \$	341	\$	619	\$ 619	\$	619
09-0000-311000	Prior Year Taxes		300	32	2	200		175	175	;	175
09-0000-334001	Federal Exchange Grant		142,916	142,91	6	142,916		142,916	142,916	6	142,916
09-0000-361000	Interest Earned		511	29	1	300		400	400	)	400
09-0000-372000	Pension Bond Charge		285,040	294,81	5	308,386		320,454	320,454	ļ	320,454
09-0000-390001	Transfer In-General Fund		371,740	372,57	5	372,575		372,575	372,575	,	372,575
FUND 09	TOTAL RESOURCES	\$	800,537	\$ 810,92	5 \$	824,718	\$	837,139	\$ 837,139	\$	837,139
	DEBT SERVICE 91XX										
9150	PRINCIPAL										
09-9150-604000	2004 Pension Bonds	\$	170,000	\$ 190,00	\$ 0	215,000	\$	240,000	\$ 240,000	) \$	240,000
09-9150-616000	Bypass Loan		103,244	99,71	5	102,288		104,967	104,967	,	104,967
09-9150-617000	Public Safety Comm Upgrade		299,655	307,92	5	316,424		325,157	325,15	,	325,157
9150	TOTAL PRINCIPAL	\$	572,899	\$ 597,64	) \$	633,712	\$	670,124	\$ 670,124	\$	670,124
9160	INTEREST										
09-9160-604000	2004 Pension Bond Interest	\$	115,040	\$ 104,81	5 \$	93,386	\$	80,454	\$ 80,454	ı Ś	80,454
09-9160-616000	Bypass Loan	Ψ	39,672	43,20		40,628	~	37.989	37,989		37,989
09-9160-617000	Public Safety Comm Upgrade		72,920	64,65		56,151		47,418	47,418		47,418
9160	TOTAL INTEREST	\$	227,632	\$ 212,66	6 \$	190,165	\$	165,861	\$ 165,863	. \$	165,861
9150/9160	TOTAL DEBT SERVICE	\$	800,531	\$ 810,30	6 \$	823,877	\$	835,985	\$ 835,985	\$	835,985
0100	DECEDIFIC										
<b>9180</b> 09-9180-880000	RESERVES Unappropriated Fund Balance	\$	-	\$ -	\$	841	\$	1,154	\$ 1,154	\$	1,154
9180	TOTAL RESERVES	\$	-	\$ -	Ś	841	\$	1,154	\$ 1,154	ı ¢	1,154
3190	TOTAL RESERVES	Þ	-	-	Ą	641	Ş	1,154	J 1,15	, ş	1,154
FUND 09	TOTAL DEBT SERVICE FUND	\$	800,531	\$ 810,30	6 Ś	824,718	Ś	837,139	\$ 837,139	Ś	837,139

## **Governmental Capital Projects 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.

ACCOUNT #	DESCRIPTION	ACTUAL 2020-21	ACTUAL 2021-22	ADOPTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24
FUND 21	GOVERNMENTAL CAPITAL PROJECTS FUND RESOURCES						
21-0000-300000	Beg F/B-Net Working Capital	\$ 506,808	\$ 385,646	\$ 55,324	\$ 115,961	\$ 115,961	\$ 115,961
21-0000-334060	Miscellaneous Grants	397,919	-	-	-	-	-
21-0000-390001	Transfer In-General Fund	8,071	-	-	-	-	-
FUND 21	TOTAL RESOURCES	\$ 912,798	\$ 385,646	\$ 55,324	\$ 115,961	\$ 115,961	\$ 115,961
5150	CAPITAL PROJECTS						
21-5150-731023	Public Safety Comm Upgrade	\$ 156,649	\$ 214,361	\$ 55,324	\$ 115,961	\$ 115,961	\$ 115,961
21-5150-731024	Seismic Retrofit of PSB	370,503	-	-	-	-	-
5150	TOTAL CAPITAL PROJECTS	\$ 527,152	\$ 214,361	\$ 55,324	\$ 115,961	\$ 115,961	\$ 115,961
FUND 21	TOTAL GOV'T CAPITAL PROJECT FUND	\$ 527,152	\$ 214,361	\$ 55,324	\$ 115,961	\$ 115,961	\$ 115,961

### Library Gift, Memorial, and Grant Fund

#### **DESCRIPTION**

The Library Gift, Memorial, and Grant Fund is the repository for any gifts, memorials and grants the library receives during the course of the year. All gifts, memorials, and grants are given with direction explaining how the funds are to be spent (memorial books, specific projects, or specific equipment) and, consequently, there is no leeway on how these funds are used. The Library does reserve the right not to accept funds if the requirements are not acceptable.

#### SIGNIFICANT CHANGES

Library Foundation – Due to market shares not doing well this year, the grant from the Library Foundation of Newberg (4% minimum as required by law) is less than it was last year. This grant funds or partially funds library programming, including robust Summer Reading and Winter Reading programs, Growing Readers- books for babies born at Providence Newberg Medical Center and every Kindergartner in Newberg and Dundee. Every program at the Newberg Public Library is funded through this grant or another minor grant.

Library Friends – This fiscal year and last the Library Friends have funded nearly \$55,000 thanks to generous community donations to repair the original 1912 Carnegie Library. Extensive repairs are being made to the original windows and doors, and when possible, the original woodwork is being preserved. The Library Friends are funding these repairs directly and will not have an additional gift to make to the library this year.

Ready to Read – The Ready to Read grant administered by the State of Oregon has increased due to the Newberg Public Library now serving rural Newberg and Dundee. Changes made are to reflect the increase in funding. This grant funds most of the Summer Reading program, which includes outreach to Dundee and St. Paul. The Summer Reading program also works with local downtown businesses for the Summer Reading Mascot. For over sixteen years. library mascots (stuffed animals) have toured around local businesses. If spotted at a business, kids and teens can enter a prize drawing at the library to win the mascot. Last year there were over 2,000 entries in the drawing. Every year we hear from families about discovering new local businesses during this community program.

ACCOUNT #	DESCRIPTION		ACTUAL 2020-21		ACTUAL 2021-22		ADOPTED 2022-23		PROPOSED 2023-24		APPROVED 2023-24		ADOPTED 2023-24
FUND 22	LIBRARY GIFT, MEMORIAL & GRANT FUND RESOURCES												
22-0000-300000	Beg F/B-Net Working Capital	\$	38,945	Ś	11,005	Ś	22,360	Ś	17,997	Ś	17,997	Ś	17,997
	Ready to Read Grant		3,819		3,957		4,000	ľ	5,882		5,882		5,882
22-0000-334034	-		1,500		-		-		-		-		-
22-0000-346002	Library Friends		-		11,000		15,000		-		-		-
22-0000-346003	Library Foundation		-		-		28,267		22,568		22,568		22,568
22-0000-361000	Interest Earned		203		126		300		500		500		500
22-0000-367000	Library Donations		1,000		20,720		1,000		1,000		1,000		1,000
FUND 22	TOTAL RESOURCES	\$	45,467	\$	46,808	\$	70,927	\$	47,947	\$	47,947	\$	47,947
22-3110-523000	Supplies & Equipment	\$	1,872	\$	2,502	\$	850	\$	850	\$	850	\$	850
22-3110-533003	Ready To Read Grant		2,974		3,939		4,000		5,882		5,882		5,882
22-3110-533034	Miscellaneous Grants		1,459		6,005		-		-		-		-
22-3110-542000	Library Programs		16,664		15,607		28,267		22,443		22,443		22,443
22-3110-551000	Books & Periodicals		7,054		7,609		10,000		-		-		-
22-3110-580000	Professional Services		659		250		150		125		125		125
	Total Materials and Services	\$	30,682	\$	35,912	\$	43,267	\$	29,300	\$	29,300	\$	29,300
22-3110-610000	Capital Outlay	\$	3,780	\$	-	\$	15,000	\$	-	\$	-	\$	-
	Total Capital Outlay	\$	3,780	\$	-	\$	15,000	\$	-	\$	-	\$	-
3110	TOTAL LIBRARY ADMINISTRATION	\$	34,462	\$	35,912	\$	58,267	\$	29,300	\$	29,300	\$	29,300
9180	RESERVES												
22-9180-800000	Contingency	\$	-	\$	-	\$	12,660	\$	18,647	\$	18,647	\$	18,647
9180	TOTAL RESERVES	\$	-	\$	-	\$	12,660	\$	18,647	\$	18,647	\$	18,647
FUND 22	TOTAL LIBRARY GIFT, MEMORIAL & GRANT FU	INE Ś	34.462	Ś	35,912	Ś	70,927	Ś	47,947	Ś	47,947	Ś	47,947

## American Rescue Plan Act (ARPA) 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.

City projects ongoing for FY 23-24 include continuing and finishing the Finance System Project, obtaining water rights for upcoming water system upgrades, and a new groundwater treatment facility.

ACCOUNT #	DESCRIPTION	TUAL 20-21	ACTUAL 2021-22	ADOPTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24
FUND 99	ARPA FUND RESOURCES						
99-0000-300000 99-0000-334001	Beg F/B-Net Working Capital ARPA Federal Grant	\$ -	\$ - 2,652,719	\$ - 2,651,227	\$ 3,963,267 -	\$ 3,963,267 -	\$ 3,963,267 -
FUND 99	TOTAL RESOURCES	\$ -	\$ 2,652,719	\$ 2,651,227	\$ 3,963,267	\$ 3,963,267	\$ 3,963,267
99-1400-610000	ECONOMIC DEVELOPMENT ARPA Community Projects	\$ -	\$ 1,340,679	2,351,227	\$ 2,043,267	\$ 2,043,267	\$ 2,043,267
1400	TOTAL ECONOMIC DEVELOPMENT	\$ -	\$ 1,340,679	\$ 2,351,227	\$ 2,043,267	\$ 2,043,267	\$ 2,043,267
	PUBLIC WORKS Redundant Water Supply New Groundwater Treatment Plant	\$ -	\$ - -	-	\$ 1,500,000 220,000	\$ 1,500,000 220,000	\$ 1,500,000 220,000
1500	TOTAL PUBLIC WORKS	\$ -	\$ -	\$ -	\$ 1,720,000	\$ 1,720,000	\$ 1,720,000
99-1700-610000	FINANCE ARPA Finance Project	\$ -	\$ -	\$ 300,000	\$ 200,000	\$ 200,000	\$ 200,000
1700	TOTAL FINANCE	\$ -	\$ -	\$ 300,000	\$ 200,000	\$ 200,000	\$ 200,000
FUND 99	TOTAL ARPA FUND	\$ -	\$ 1,340,679	\$ 2,651,227	\$ 3,963,267	\$ 3,963,267	\$ 3,963,267



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# DISCONTINUED FUNDS

## Vehicle/Equipment Replacement Fund

#### **DESCRIPTION**

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

ACCOUNT #	DESCRIPTION		ACTUAL 2020-21		ACTUAL 2021-22		ADOPTED 2022-23	F	PROPOSED 2023-24	ļ	APPROVED 2023-24		ADOPTED 2023-24
FUND 32	VEHICLES/EQUIP REPLACEMENT FUND RESOURCES												
32-0000-300000	Beg F/B-Net Working Capital	\$	3,000,573	\$	3,061,595	\$	-	\$	-	\$	-	\$	-
32-0000-341001	Forensic Services		15,743		-		-		-		-		-
32-0000-360000	Miscellaneous Revenues		2,280		-		-		-		-		-
32-0000-360005	Pool Car Revenue		209		-		-		-		-		-
32-0000-361000	Interest Earned		22,937		-		-		-		-		-
32-0000-364000	Sale Of Assets		42,231		-		-		-		-		-
32-0000-370610	Internal Rev-Computer Replacement		78,651		-		-		-		-		-
32-0000-370620	Internal Rev-Vehicle Replacement		596,005		-		-		-		-		-
32-0000-370630	Internal Rev-Equipment Replacement		125,000		-		-		-		-		-
FUND 32	TOTAL RESOURCES	\$	3,883,629	\$	3,061,595	\$	-	\$	-	\$	-	\$	-
32-1310-610200	Capital Outlay-Equip/Software	\$	11,500	\$	-	\$	-	\$	-	\$	-	\$	-
1310	TOTAL FINANCE	\$	11,500	\$	-	\$	-	\$	-	\$	-	\$	-
32-1330-534000	Lease Payment	\$	51,901	\$	-	\$	-	\$	-	\$	-	\$	-
1330	TOTAL INFORMATION TECHNOLOGY	\$	51,901	\$	-	\$	-	\$	-	\$	-	\$	-
32-1510-610100	Capital Outlay-Computers	\$	1,328	\$	-	\$	-	\$	-	\$	-	\$	-
1510	TOTAL MUNICIPAL COURT	\$	1,328	Ś	-	\$	-	\$	-	\$	-	\$	_
	Capital Outlay-Vehicles	\$	86,294		_	\$	_	\$	_	\$	_	\$	_
32-2110-610107		Y	45,519	Y	_	Ţ	_	7		Y		Y	_
	Capital Outlay-Nibi		90,702				_						
32-2110-610200			4,941		_		_						
	Capital Outlay-Equip/Software  Capital Outlay-Forensic Equipment		21,230				_						
52 2110 010201	Capital Outlay Forensic Equipment		21,230										
2110	TOTAL POLICE ADMINISTRATION	\$	248,686	\$	-	\$	-	\$	-	\$	-	\$	-
2310	COMMUNICATIONS												
32-2310-610200	Capital Outlay-Equip/Software	\$	58,866	\$	-	\$	-	\$	-	\$	-	\$	-
2310	TOTAL COMMUNICATIONS	\$	58,866	\$	-	\$	-	\$	-	\$	-	\$	-
<b>3110</b> 32-3110-610100	<b>LIBRARY</b> Capital Outlay-Computers	\$	17,979	\$	-	\$	-	\$	-	\$	-	\$	-
3110	TOTAL LIBRARY	Ś	17,979	Ś	-	\$	_	\$		\$	_	\$	
3110	IVIAL LIDIANI	Y	11,313	Y	-	Y		Ţ		Ą		y	

ACCOUNT #	DESCRIPTION	ACTUAL 2020-21	ACTUAL 2021-22	ADOPTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24
5110	PUBLIC WORKS						
32-5110-610002	Capital Outlay-Maint Veh Repl	\$ 295,864	\$ -	\$ _	\$ -	\$ -	\$ -
32-5110-610007	Capital Outlay-Water Veh Repl	36,691	-	-	-	-	-
32-5110-610102	Capital Outlay-Maint Computers	720	-	_	-	-	-
32-5110-610103	Capital Outlay-Eng Computers	529	-	-	-	-	-
32-5110-610204	Capital Outlay-WW Lab Equip	8,148	-	-	-	-	-
5110	TOTAL PUBLIC WORKS	\$ 341,952	\$ -	\$ -	\$ -	\$ -	\$ -
32-5162-562000	Pool Car	\$ 110	\$ -	\$ -	\$ -	\$ -	\$ -
5162	TOTAL FLEET	\$ 110	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL PUBLIC WORKS	\$ 342,062	\$ -	\$ -	\$ -	\$ -	\$ -
32-5164-610000	Capital Outlay Facilities Rep/Repl	\$ 89,712	\$ -	\$ -	\$ -	\$ -	\$ -
5164	TOTAL FACILITIES	\$ 89,712	\$ -	\$ -	\$ -	\$ -	\$ -
9170	TRANSFERS						
32-9170-901000	Transfer Out-General Fund	\$ -	\$ 500,172	\$ -	\$ -	\$ -	\$ -
32-9170-902000	Transfer Out-Street Fund	-	465,275	-	-	-	-
32-9170-906000	Transfer Out-Wastewater Fund	-	694,986	-	-	-	-
32-9170-907000	Transfer Out-Water Fund	-	492,726	-	-	-	-
32-9170-908000	Transfer Out-Building Inspections Fund	-	37,168	-	-	-	-
32-9170-917000	Transfer Out - Stormwater Fund	-	409,416	-	-	-	-
32-9170-931000	Transfer Out-Admin Services Fund	-	461,852	-	-	-	-
9170	TOTAL TRANSFERS	\$ -	\$ 3,061,595	\$ -	\$ -	\$ -	\$ -
FUND 32	TOTAL VEHICLES/EQUIP REPLACEMENT FUND	\$ 822,034	\$ 3,061,595	\$ -	\$ -	\$ -	\$ -

## **GLOSSARY**

### **GLOSSARY**

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

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

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

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

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

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

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

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

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

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

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

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

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

**Fund Balance.** For budget purposes, the Fund Balance is the sum of 1) the Contingency account, 2) Reserve for specific future expenditures, and 3) the Unappropriated Ending Fund Balance. The Fund Balance is also known as Working Capital. For accounting purposes, the Fund Balance, as reflected in the 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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# **APPENDIX**



#### **Notice**

#### **Budget Committee Meeting**

Wednesday, May 3, 10, & 17, 2023 at 6:00 PM

A public meeting of the Budget Committee of the City of Newberg, Yamhill County, State of Oregon, to discuss the budget for the fiscal year July 1, 2023 to June 30, 2024 will be held on May 3, 2023, May 10, 2023, and May 17, 2023 at 6:00 p.m. at 401 E. Third Street, Public Safety Building, Newberg, Oregon. The purpose of the meeting is to receive the budget message and to receive comment from the public on the budget. This is a public meeting where deliberation of the Budget Committee will take place. Any person may appear at the meeting and discuss the proposed programs with the Budget Committee.

Specific instructions to access the meeting electronically can be found on the City website at www.newbergoregon.gov/meetings. The public can also participate by emailing in public comments to the City Recorder at cityrecorder@newbergoregon.gov.

A copy of the budget document may be inspected or obtained on or after April 28, 2023 at Newberg City Hall, 414 E. First Street, Newberg, Oregon, between the hours of 8:30 a.m. and 4:30 p.m. by appointment with the City Recorder. To view the budget online beginning April 28, 2023 visit City of Newberg's Annual Budget Webpage. Any additional meetings will be scheduled as needed with notification posted in the same manner. The Budget Committee calendar is maintained on the City website as referenced above.

#### **RESOLUTION NO. 2023-3898**



A Resolution adopting the City of Newberg, Oregon budget for the 2023-2024 fiscal year, making appropriations, imposing the tax, and categorizing the tax.

#### Recitals:

- 1. The City of Newberg Budget Committee approved the fiscal year 2023-24 budget on May 17, 2023.
- 2. The notice of this budget hearing and financial summary was published in the May 24, 2023 Newberg Graphic.
- 3. A public hearing on the approved budget was held on June 5, 2023.

#### The City of Newberg Resolves as Follows:

- 1. <u>Adopting the Budget</u>. The City Council of the City of Newberg hereby adopts the budget for fiscal year 2022-23 in the total amount of \$133,472,527 now on file at City Hall located at 414 E. First Street, Newberg, Oregon.
- 2. <u>Making Appropriations.</u> The amounts for the fiscal year beginning July 1, 2023, and for the purposes shown in Exhibit A are hereby appropriated.
- 3. <u>Imposing the Tax.</u> The City Council of the City of Newberg imposes the following ad valorem property taxes upon the assessed value of all taxable property within the district at the rate of \$2.8983 per \$1,000 of assessed value for permanent rate tax.
- 4. <u>Categorizing the Tax.</u> The City Council of the City of Newberg categorizes the imposed taxes for purposes of Article XI section 11b as:

General Government Excluded from
Limitation the Limitation

Permanent Rate Tax \$2.8983 per \$1,000.00 TAV

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

Effective Date of this resolution is the day after the adoption date, which is: June 6, 2023.

**Adopted**-by the City Council of Newberg, Oregon, this 5<sup>th</sup> day of June, 2023.

Sue Ryan, City Recorder

COMP KUITA

Attest by the Mayor this

day of June, 2023.

Bill Rosacker, Mayor

City of Newberg • RESOLUTION No. 2023-3898 • Page | 1

Resolution No. 2023-3898 Adopting the 2023-24 FY Budget

## Exhibit A City of Newberg

General Fund (01)		
General Government		281,003
Municipal Court		432,667
Police		9,551,331
Communications		1,339,432
Library		2,335,416
Planning		1,607,779
Transfers		372,575
Contingency		2,992,294
	Total General Fund (01)	18,912,497
Street Fund (02)		
Public Works		2,282,695
Transfers		1,161,882
Contingency		2,495,102
	Total Street Fund (02)	5,939,679
Civil Forfeiture Fund (03)		
Police		5,114
	Total Civil Forfeiture Fund (03)	5,114
Proprietary Capital Projects Fund (04)		
Capital Projects		9,742,122
	Total Proprietary Capital Projects Fund (04)	9,742,122
Wastewater Fund (06)		
Public Works		8,065,585
Special Payments		50,000
Debt Service		1,648,207
Transfers		2,514,713
Contingency		12,118,306
<b>\</b>	Total Wastewater Fund (06)	24,396,811
Water Fund (07)		
Public Works		5,965,583
Debt Service		59,620
Transfers		4,745,536
Contingency		10,828,413
	Total Water Fund (07)	21,599,152

City of Newberg • RESOLUTION NO. 2023-3898 • Page | 2

Building Inspection Fund (08)		
Building Inspection		1,126,935
Contingency		1,923,750
	Total Building Inspection Fund (08)	3,050,685
Debt Service Fund (09)		
Debt Service		835,985
	Total Debt Service Fund (09)	835,985
9-1-1 Emergency Fund (13)		
Communications		497,073
Contingency		113,842
	Total 9-1-1 Emergency Fund (13)	610,915
Economic Development Fund (14)		
Planning		24,320
Special Payments		1,470,994
Contingency		168,435
	Total Economic Development Fund (14)	1,663,749
Public Safety Fee Fund (16)		
Police		517,299
Communications		289,074
Contingency	***************************************	40,307
	Total Public Safety Fee Fund (16)	846,680
Stormwater Fund (17)		
Public Works		2,062,578
Transfers		987,930
Contingency		2,367,609
	Total Stormwater Fund (17)	5,418,117
Street Capital Projects Fund (18)		
Capital Projects		3,056,897
Reserves for Payments in Lieu		189,072
	Total Street Capital Projects Fund (18)	3,245,969
Transient Lodging Tax Fund (19)		A=
General Government		375,507
Transfers		694,783
Contingency		1,425
	Total Transient Lodging Tax Fund (19)	1,071,715

**City of Newberg ●** RESOLUTION NO. 2023-3898 • Page | 3

Governmental Capital Projects Fund (21)	
Capital Projects	115,961
Total Governmental Capital Projects Fund (21)	115,961
VII. (10 A.V. 117 1/00)	
Library Gift & Memorial Fund (22)	20.200
Library	29,300
Contingency	18,647
Total Library Gift & Memorial Fund (22)	47,947
Admin / Support Services Fund (31)	
City Manager's Office	1,146,415
Finance	1,900,250
Information Technology	1,724,440
City Attorney	542,437
Public Works	1,097,168
Insurance	708,600
Contingency	821,034
Total Admin / Support Services Fund (31)	7,940,344
Street System Development Fund (42)	
Transfers	1,481,765
Reserve for Future Expense	7,766,695
Total Street System Development Fund (42)	9,248,460
Stormwater System Development Fund (43)	
Transfers	36,225
Reserve for Future Expense	490,902
Total Stormwater System Development Fund (43)	527,127
Actual Stotal Market System 2 e 1 e 1 e 1 e 1 e 1 e 1 e 1 e 1 e 1 e	5-1,2-1
Wastewater System Development Fund (46)	
Debt Service	209,865
Transfers	687,029
Reserve for Future Expense	11,820,392
Total Wastewater System Development Fund (46)	12,717,286
Water System Dayalanment Fund (47)	
Water System Development Fund (47)  Debt Service	801,102
Transfers	770,689
Total Water System Development Fund (47)	1,571,791

City of Newberg • RESOLUTION NO. 2023-3898 • Page | 4

#### ARPA Fund (99)

Economic Development		2,043,267
Finance		200,000
Public Works		1,720,000
	Total ARPA Fund (99)	3,963,267
	Total Appropriations	133,471,373
Unappropriated Fund Balance - Debt Service Fun	1,154	
	Total Adopted Budget	133,472,527

City of Newberg • RESOLUTION No. 2023-3898 • Page | 5

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

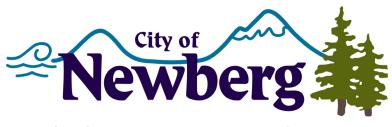
FORM LB-50 **2022-2023** 

To assessor of YAMHILL County

	District Name has	the responsibility and authority t	to place the fo	ollowing prop	erty tax, fee, charge	or assessment
n the tax roll of	Yamhill	County. The property tax,	fee, charge of	or assessmer	it is categorized as s	tated by this form.
	County Name PO Box 970	Newberg		OR	97132	7/12/23
=	ress of District	City	State		ZIP code	Date
	Strode ot Person	Finance Director  Title			37-1216 Telephone	kady.strode@newbergor Contact Person E-Mail
ERTIFICATIO	N - You must check one box if	your district is subject to Loca	al Budget La	aw.		
	te or levy amounts certified in P		_		by the budget com	mittee.
The tax ra	te or levy amounts certified in P	Part I were changed by the gov	verning body	y and republ	ished as required i	n ORS 294.456.
ART I: TAXES	S TO BE IMPOSED				Subject to	
					Government Limit or- Dollar Amount	<u>s</u>
Pate per ¢1	,000 <b>or</b> Total dollar amount levi	ied (within permanent rate limi	it\ 1			
		` .	•	, , , ,	83 per \$1,000 AV	
	operating tax					Excluded from
B. Local option	capital project tax					Measure 5 Limits  Dollar Amount of Bon
1. City of Portla	and Levy for pension and disab	ility obligations	4			Levy
a. Levy for bon	ided indebtedness from bonds	approved by voters <b>prior</b> to C	October 6, 20	001		5а.
b. Levy for bor	ided indebtedness from bonds	approved by voters <b>on or afte</b>	<b>er</b> October 6	6, 2001		5b.
c. Total levy fo	r bonded indebtedness not sub	ject to Measure 5 or Measure	e 50 (total of	5a + 5b)		5c. <b>0</b>
	LIMIT CERTIFICATION  rate limit in dollars and cents pe	er \$1.000				6 \$4.3827
<ol> <li>Permanent r</li> <li>Election date</li> </ol>	LIMIT CERTIFICATION  rate limit in dollars and cents pe e when your new district receivermanent rate limit for newly m	ved voter approval for your pe	ermanent rat	te limit		7
<ul><li>6. Permanent r</li><li>7. Election date</li><li>8. Estimated r</li></ul>	rate limit in dollars and cents pe	ved voter approval for your penerged/consolidated districtions.  "AXES - Enter all local option	ermanent rat	te limit	. If there are more	7 8
6. Permanent r 7. Election date 8. Estimated p	rate limit in dollars and cents per enter when your new district receivermanent rate limit for newly needed.  EDULE OF LOCAL OPTION TO Purpose	reged/consolidated district  AXES - Enter all local option attach a sheet showing Date voters approved	ct  In taxes on the good the information of the first taxes on the good of the information of the first taxes on the good of the information of the first taxes on the good of the information of t	te limit	. If there are more	than two taxes,
6. Permanent r 7. Election date 8. Estimated p	rate limit in dollars and cents pe e when your <b>new district</b> receip permanent rate limit for newly <b>n</b>	ved voter approval for your penerged/consolidated district  AXES - Enter all local option attach a sheet showing	ct  In taxes on the good the information of the first taxes on the good of the information of the first taxes on the good of the information of the first taxes on the good of the information of t	te limit	. If there are more h.	than two taxes,
6. Permanent r 7. Election date 8. Estimated p	rate limit in dollars and cents per enter when your new district receivermanent rate limit for newly needed.  EDULE OF LOCAL OPTION TO Purpose	reged/consolidated district  AXES - Enter all local option attach a sheet showing Date voters approved	ct  In taxes on the good the information of the first taxes on the good of the information of the first taxes on the good of the information of the first taxes on the good of the information of t	te limit	. If there are more h. Final tax year	7 8 than two taxes,
S. Permanent r  Election date  Estimated p  ART III: SCHE	rate limit in dollars and cents per enter when your new district receivermanent rate limit for newly needed.  EDULE OF LOCAL OPTION TO Purpose	reged/consolidated district  AXES - Enter all local option attach a sheet showing Date voters approved	ct  In taxes on the good the information of the first taxes on the good of the information of the first taxes on the good of the information of the first taxes on the good of the information of t	te limit	. If there are more h. Final tax year	than two taxes,
6. Permanent r 7. Election date 8. Estimated p	rate limit in dollars and cents per enter when your new district receivermanent rate limit for newly needed.  EDULE OF LOCAL OPTION TO Purpose	reged/consolidated district  AXES - Enter all local option attach a sheet showing Date voters approved	ct  In taxes on the good the information of the first taxes on the good of the information of the first taxes on the good of the information of the first taxes on the good of the information of t	te limit	. If there are more h. Final tax year	than two taxes,
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6. Permanent r 7. Election date 8. Estimated p ART III: SCHE	rate limit in dollars and cents per each when your new district receivermanent rate limit for newly needed.  EDULE OF LOCAL OPTION T  Purpose eng, capital project, or mixed)	reged/consolidated districtions attach a sheet showing Date voters approve local option ballot measured.	n taxes on the grade of the information of the info	nis schedule ation for eac rst tax year levied	. If there are more h. Final tax year	than two taxes,  Tax amount -or- rate authorized per year by vote
6. Permanent r 7. Election date 8. Estimated p ART III: SCHE	rate limit in dollars and cents per sewhen your new district receivermanent rate limit for newly not receive the permanent rate limit for newly new rate limit for newly new receivers the permanent rate limit for	reged/consolidated districtions attach a sheet showing Date voters approve local option ballot measured.	n taxes on the grade of the information of the info	nis schedule ation for eac rst tax year levied	. If there are more h. Final tax year to be levied	than two taxes,  Tax amount -or- rate authorized per year by vote
6. Permanent r 7. Election date 8. Estimated p ART III: SCHE	rate limit in dollars and cents per sewhen your new district receivermanent rate limit for newly not receive the permanent rate limit for newly new rate limit for newly new receivers the permanent rate limit for	reged/consolidated districtions attach a sheet showing Date voters approve local option ballot measured.	n taxes on the grade of the information of the info	nis schedule ation for eac rst tax year levied	. If there are more h. Final tax year to be levied	than two taxes,  Tax amount -or- rate authorized per year by vote

File with your assessor no later than JULY 15, unless granted an extension in writing.

ED 50 119



## A Great Place to Grow

www.newbergoregon.gov