



ADOPTED BUDGET

**2023-2024
FISCAL YEAR**



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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
Derek Carmon

Appointed Budget Committee Members: City Manager:

Raquel Peregrino de Brito (Chair)
Judy Brown (Vice Chair)
Theodore Ebor
Lozelle Mathai
Greg Meenahan
Alex Nichols
Steph St. Cyr
Lily Bizeau (Student)

Will Worthey

City Attorney:

James Walker (Miller Nash Graham and Dunn LLP.)

Department Heads:

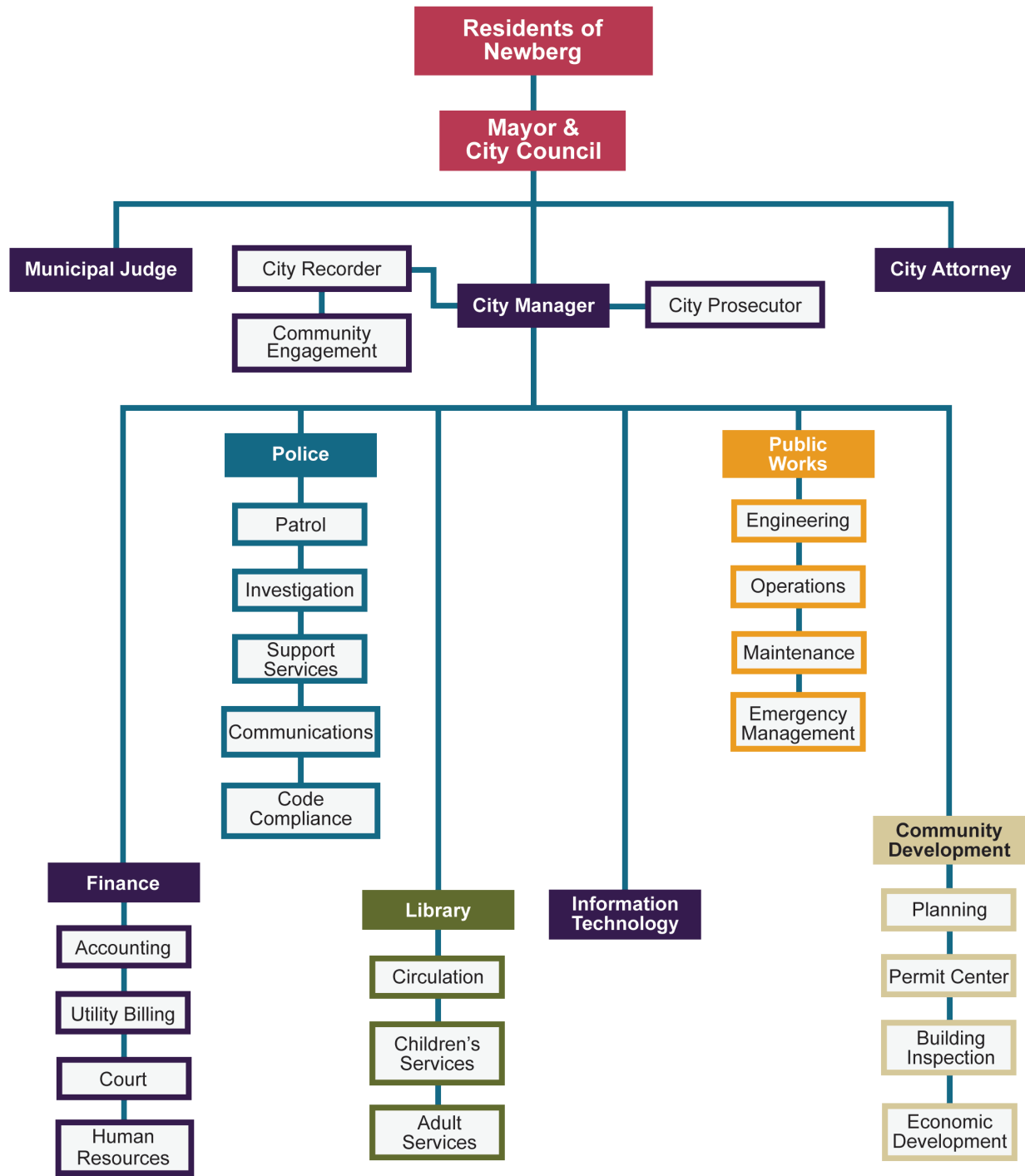
Jeff Kosmicki, Police Chief
Doug Rux, Community Development Director
Russ Thomas, Public Works Director
Kady Strode, Finance Director
Korie Buerkle, Library Director
Ian Rodriguez, Information Technology Manager

FY 2023-2024 Budget developed by Kady Strode, Finance Director, Daniel Keuler, Senior Accountant, and Jennifer Elkins, Management Analyst.

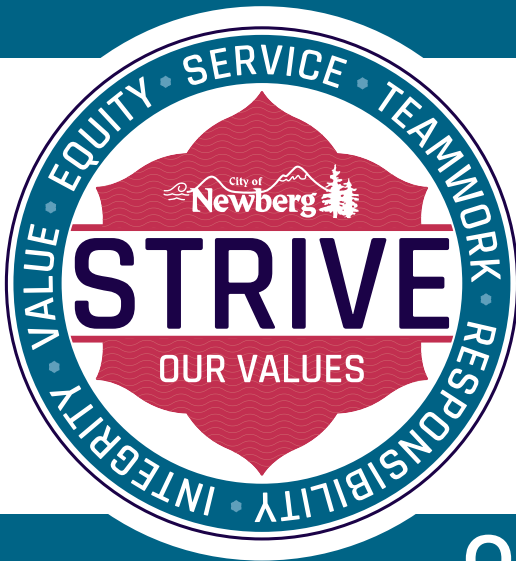
Budget assembly and cover creation by Emily Salsbury, Graphic Design Specialist.



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
T
R
I
V
E

SERVICE

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

TEAMWORK

We foster a culture of mutual respect and support.

RESPONSIBILITY

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

INTEGRITY

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

VALUE

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

EQUITY

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

Goals | Objectives

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

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BUDGET OVERVIEW

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.

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,

A handwritten signature in black ink, appearing to read 'W E' followed by a stylized flourish.

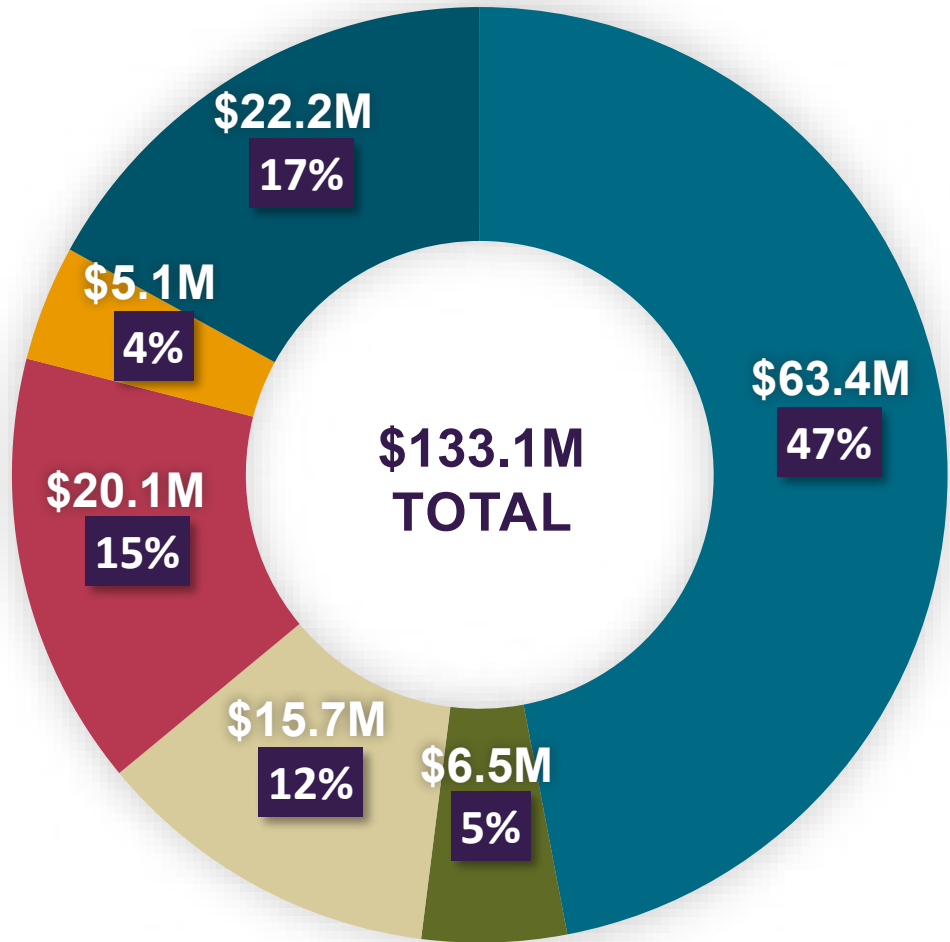
W. E. Worthey
City Manager

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

FY
2023
2024
BUDGET
SNAP
SHOT



REVENUE



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.

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.

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.

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.

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.

Miscellaneous Other Revenues - \$5.1M

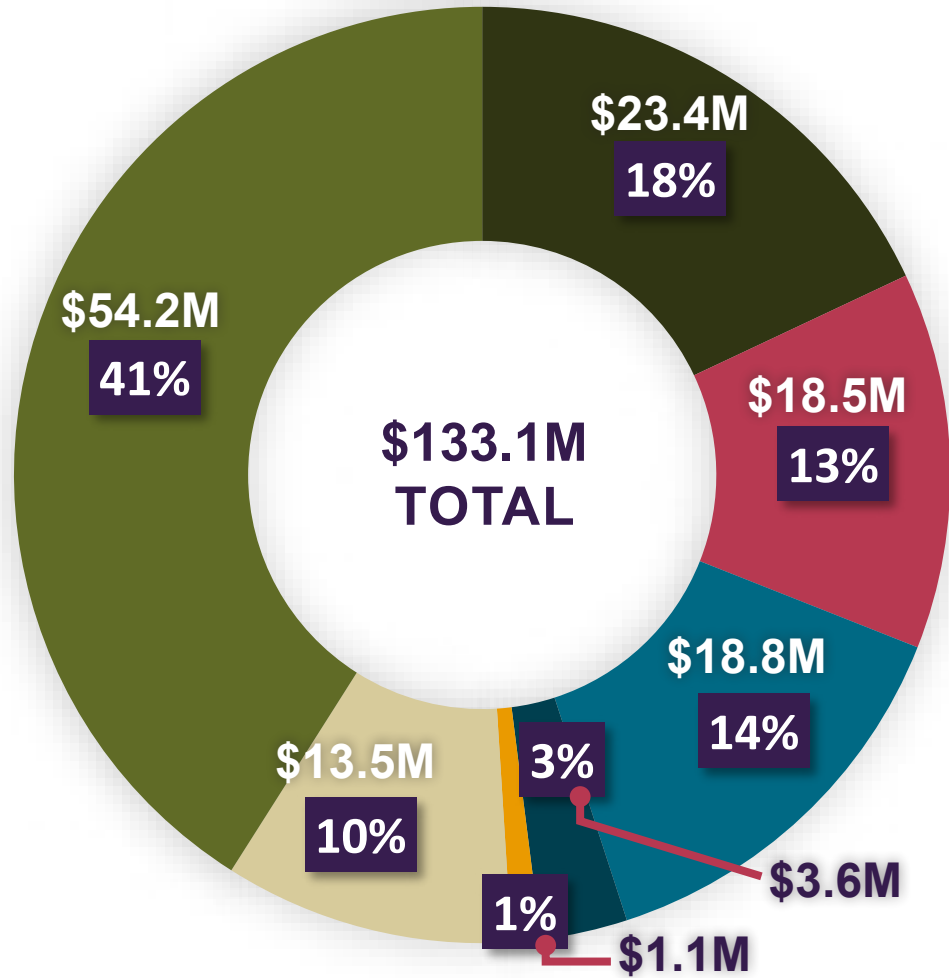
All the little stuff that adds up to become revenue for the City. Mainly franchise fees we receive.

FY 2023 2024

BUDGET SNAP SHOT



EXPENSES



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

Personnel Services - \$23.4M

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

Materials and Services + Insurance - \$18.5M

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

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.

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.

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

Fund	Fund No.	Beginning Fund Balance	RESOURCES		REQUIREMENTS		ENDING FUND BALANCE	
			Revenues	Transfers In	Expenditures	Transfers Out	Contingencies	Reserves
General	01	4,911,152	13,306,562	694,783	15,547,628	372,575	2,992,294	-
Street	02	2,480,372	3,459,307	-	2,282,695	1,161,882	2,495,102	-
Civil Forfeiture	03	5,054	60	-	5,114	-	-	-
Proprietary Capital Projects	04	-	-	9,742,122	9,742,122	-	-	-
Emergency Medical Services	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	08	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	-	2,062,578	987,930	2,367,609	-
Streets Capital Projects	18	291,322	311,000	2,643,647	3,056,897	-	-	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	13,453,127	65,967,021	13,453,127	33,784,164	20,268,215


Total Budget \$ 133,472,527

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	13,453,127	-39.3%
Internal Resources	29,924,949	22,208,059	-25.8%
TOTAL RESOURCES	129,496,992	133,472,527	3.1%
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	4,216,869	11.3%
Operating Budget	41,055,982	45,547,668	10.9%
Capital Projects	22,445,087	14,634,980	-34.8%
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	65,967,021	-5.9%
Transfers	22,154,968	13,453,127	-39.3%
Contingency	19,715,921	33,784,164	71.4%
TOTAL APPROPRIATIONS	112,003,222	113,204,312	1.1%
Reserves	17,492,929	20,267,061	15.9%
Unappropriated Fund Balance	841	1,154	37.2%
TOTAL BUDGET	129,496,992	133,472,527	3.1%

Personnel Full-Time Equivalent Summary

Summary of FTE by Department	Adopted 2020-21	Adopted 2021-22	(A) Adopted 2022-23	(B) Proposed 2023-24	Adopted vs Proposed (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 FUND SUMMARY - REVENUES

	ACTUAL 2020-21	ACTUAL 2021-22	ADOPTED 2022-23	ADOPTED 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 - EXPENDITURES

	ACTUAL 2020-21	ACTUAL 2021-22	ADOPTED 2022-23	ADOPTED 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				
<i>POLICE ADMINISTRATION</i>				
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
<i>PATROL</i>				
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
<i>INVESTIGATIONS</i>				
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
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						
	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	Prior Year Taxes	151,976	109,528	157,500	168,525	168,525	168,525
01-0000-320001	Franchise Fee-Cable	240,268	243,380	240,000	245,000	245,000	245,000
01-0000-320002	Franchise Fee-Garbage	215,139	239,030	212,000	220,000	220,000	220,000
01-0000-320003	Franchise Fee-Gas	220,463	240,361	240,360	250,000	250,000	250,000
01-0000-320004	Franchise Fee-Electric	925,385	1,007,149	1,007,149	1,072,927	1,072,927	1,072,927
01-0000-320005	Franchise Fee-Telephone	38,734	47,726	28,000	30,000	30,000	30,000
01-0000-321004	Other Business & Liquor Taxes	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	Police Grants	54,345	25,597	43,000	43,000	43,000	43,000
01-0000-334034	Planning Grants	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
01-0000-335003	State Liquor Taxes	467,999	466,059	520,000	535,600	535,600	535,600
01-0000-335004	State Cigarette Taxes	23,130	20,185	21,000	20,160	20,160	20,160
01-0000-335005	State Marijuana Taxes	84,435	35,714	20,000	20,800	20,800	20,800
01-0000-335006	State Revenue Sharing	291,157	294,439	288,000	300,960	300,960	300,960
01-0000-336001	Dundee Planning Contract	32,389	25,355	32,724	31,310	31,310	31,310
01-0000-336003	Dundee Communications	48,023	-	52,920	55,566	55,566	55,566
01-0000-336004	Dundee Police Contract	473,353	508,018	480,375	504,394	504,394	504,394
01-0000-338000	Reimbursed Costs	45,059	49,092	35,000	35,000	35,000	35,000
01-0000-338007	School District CET Admin Fee	4,556	3,377	4,412	2,582	2,582	2,582
01-0000-338008	Park SDC Admin Fee	47,537	29,918	45,881	40,669	40,669	40,669
01-0000-338009	School District SRO	35,000	35,000	35,000	35,000	35,000	35,000
01-0000-341000	Temporary Retail Licenses	-	-	100	100	100	100
01-0000-341001	Forensic Services	5,847	18,851	15,000	20,000	20,000	20,000
01-0000-341002	PD Reports and Other Fees	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	100	100	100
01-0000-341006	Technology Fee	21,339	22,520	5,000	10,000	10,000	10,000
01-0000-342001	Newberg Dog Licenses	13,716	13,312	15,000	15,000	15,000	15,000
01-0000-346001	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
01-0000-346004	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	EMS User Fees	6,634	5,258	5,000	5,000	5,000	5,000
01-0000-351000	Traffic Fines	403,865	359,574	500,000	500,000	500,000	500,000
01-0000-351001	Court Improvement Fees	1,760	1,900	1,000	2,000	2,000	2,000
01-0000-351003	Alarm Fees	4,050	3,400	3,500	3,500	3,500	3,500
01-0000-351004	Peer Court	1,500	1,500	1,500	1,500	1,500	1,500
01-0000-351005	Court Appointed Attorneys	2,643	2,729	2,500	3,000	3,000	3,000
01-0000-351006	Traffic School Fee	24,428	32,138	25,000	30,000	30,000	30,000
01-0000-351010	Opioids Settlement	-	-	-	157,000	157,000	157,000
01-0000-360000	Miscellaneous Revenues	20,674	8,318	5,000	5,000	5,000	5,000
01-0000-361000	Interest Earned	19,408	3,688	30,000	33,000	33,000	33,000
01-0000-364000	Sale Of Assets	3,839	28,355	5,000	10,000	10,000	10,000
01-0000-370700	Internal Rev-City Utilities Franchise Fee	1,200,980	1,254,391	1,303,579	1,381,415	1,381,415	1,381,415
01-0000-390019	Transfer In-Transient Lodging Tax	402,119	671,638	557,509	694,783	694,783	694,783
01-0000-390032	Transfer In - Vehicle/Equip Repl Fund	-	500,172	-	-	-	-
FUND 01	TOTAL RESOURCES	\$ 16,376,420	\$ 17,587,116	\$ 17,214,277	\$ 18,912,497	\$ 18,912,497	\$ 18,912,497

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	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	\$ 95,054	\$ 100,807	\$ 107,475	\$ 107,475	\$ 107,475
01-1510-431000	Judicial Salaries	35,040	36,013	35,041	35,041	35,041	35,041
01-1510-435000	Overtime	-	188	-	-	-	-
01-1510-438000	Longevity	1,440	1,440	2,400	2,400	2,400	2,400
01-1510-441000	FICA/Medicare	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.

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
POLICE DEPARTMENT 21XX							
2110	POLICE ADMINISTRATION						
01-2110-410000	Administrative Salaries	\$ -	\$ 148,966	\$ 158,064	\$ 163,020	\$ 163,020	\$ 163,020
01-2110-411000	Other Administrative Salaries	-	131,448	135,660	117,780	117,780	117,780
01-2110-420000	Clerical Salaries	65,424	68,625	71,112	78,348	78,348	78,348
01-2110-438000	Longevity	1,440	7,440	10,800	12,000	12,000	12,000
01-2110-441000	FICA/Medicare	4,874	26,338	28,736	28,392	28,392	28,392
01-2110-442000	Workers Compensation	93	4,470	5,699	6,248	6,248	6,248
01-2110-443000	Unemployment	67	349	377	372	372	372
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	49,507
01-2110-444002	Retirement-Pension Bond	-	12,693	15,527	14,925	14,925	14,925
01-2110-445000	Health/Life/LTD	36,271	79,254	84,900	88,714	88,714	88,714
Total Personnel Services		\$ 137,253	\$ 594,516	\$ 634,671	\$ 643,145	\$ 643,145	\$ 643,145
01-2110-510000	Office Supplies	\$ 9,357	\$ 10,399	\$ 8,500	\$ 8,500	\$ 8,500	\$ 8,500
01-2110-511000	Postage	285	666	500	500	500	500
01-2110-515000	Printing & Advertising	3,753	3,042	4,000	4,000	4,000	4,000
01-2110-520000	Dues & Meetings	1,918	1,956	1,500	1,500	1,500	1,500
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	3,500
01-2110-533045	Maintenance Agreements	7,265	13,256	11,200	-	-	-
01-2110-540000	Utilities	941	863	1,000	1,000	1,000	1,000
01-2110-551000	Books & Publications	15	-	1,000	1,000	1,000	1,000
01-2110-580000	Professional Services	15,563	-	6,500	6,500	6,500	6,500
01-2110-590000	Internal Chrg-Admin Support Services	1,273,425	1,228,430	1,458,358	1,696,685	1,696,685	1,696,685
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	\$ 1,723,185
01-2110-610000	Capital Outlay	\$ -	\$ 95,643	\$ 280,000	\$ 330,000	\$ 330,000	\$ 330,000
Total Capital Outlay		\$ -	\$ 95,643	\$ 280,000	\$ 330,000	\$ 330,000	\$ 330,000
2110	TOTAL POLICE ADMINISTRATION	\$ 1,509,393	\$ 1,976,047	\$ 2,410,729	\$ 2,696,330	\$ 2,696,330	\$ 2,696,330

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	\$ 177,455	\$ 131,832	\$ 143,880	\$ 143,880	\$ 143,880
01-2120-431000	Officer Salaries	2,152,139	2,156,161	2,401,721	2,672,597	2,672,597	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
	Total Personnel Services	\$ 4,168,947	\$ 4,296,231	\$ 4,670,698	\$ 5,198,778	\$ 5,198,778	\$ 5,198,778
01-2120-512000	Uniforms	\$ 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	\$ 4,904,498	\$ 5,470,578	\$ 5,470,578	\$ 5,470,578

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	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	Retirement-PERS	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
01-2130-520003	Recruitment Expense	-	750	-	-	-	-
01-2130-523000	Supplies & Equipment	978	3,538	5,000	5,000	5,000	5,000
01-2130-523004	Photographic Equipment	-	624	700	700	700	700
01-2130-525000	Travel & Training	-	2,663	3,500	3,500	3,500	3,500
01-2130-528000	Investigation Expense	-	183	-	-	-	-
01-2130-533000	Contractual Services	13	-	1,500	1,500	1,500	1,500
01-2130-533020	CAMI Grant	23,882	4,218	22,500	22,500	22,500	22,500
01-2130-533021	Forensic Services	-	22,560	-	20,000	20,000	20,000
01-2130-533045	Maintenance Agreements	25	14,363	3,500	3,500	3,500	3,500
01-2130-534000	Vehicle Lease	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
01-2130-566120	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	APPROVED 2023-24	ADOPTED 2023-24
2150	SUPPORT SERVICES						
01-2150-410000	Administrative Salaries	\$ 45,192	\$ 8,386	\$ -	\$ -	\$ -	\$ -
01-2150-420000	Clerical Salaries	119,364	135,563	131,168	140,343	140,343	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	11,459	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	36,477	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	56,750	56,750
	Total Personnel Services	\$ 301,568	\$ 261,321	\$ 244,579	\$ 262,650	\$ 262,650	\$ 262,650
01-2150-520000	Dues & Meetings	\$ 100	\$ 474	\$ 300	\$ 300	\$ 300	\$ 300
01-2150-523000	Supplies & Equipment	4,913	4,826	2,000	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	15,300	15,300
01-2150-533045	Maintenance Agreements	24,577	14,543	12,070	15,304	15,304	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	\$ 48,570	\$ 48,570
2150	TOTAL SUPPORT SERVICES	\$ 338,931	\$ 290,560	\$ 280,630	\$ 311,220	\$ 311,220	\$ 311,220
2160	CODE COMPLIANCE						
01-2160-431000	Salaries & Wages	\$ -	\$ -	\$ -	\$ 74,784	\$ 74,784	\$ 74,784
01-2160-435000	Overtime	-	-	-	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	16,279	16,279
01-2160-445000	Health/Life/LTD	-	-	-	28,722	28,722	28,722
	Total Personnel Services	\$ -	\$ -	\$ -	\$ 136,259	\$ 136,259	\$ 136,259
01-2160-510100	Code Enforcement	\$ -	\$ -	\$ -	\$ 750	\$ 750	\$ 750
01-2160-510120	Nuisance/Abatement Control	-	-	-	7,000	7,000	7,000
01-2160-523000	Supplies and Equipment	-	-	-	2,000	2,000	2,000
01-2160-525000	Travel & Training	-	-	-	1,000	1,000	1,000
	Total Materials and Services	\$ -	\$ -	\$ -	\$ 10,750	\$ 10,750	\$ 10,750
2160	TOTAL CODE COMPLIANCE	\$ -	\$ -	\$ -	\$ 147,009	\$ 147,009	\$ 147,009
2170	POLICE RESERVES						
01-2170-512000	Uniforms	\$ 725	\$ 911	\$ -	\$ -	\$ -	\$ -
01-2170-525000	Travel & Training	450	210	-	-	-	-
01-2170-566120	Small Equipment Replace	1,600	1,066	-	-	-	-
01-2170-596000	Reserve Police Costs	12,659	1,524	10,000	10,000	10,000	10,000
01-2170-596003	Reserve Officers' Ammunition	-	-	1,800	1,800	1,800	1,800
	Total Materials and Services	\$ 15,434	\$ 3,711	\$ 11,800	\$ 11,800	\$ 11,800	\$ 11,800
2170	TOTAL POLICE RESERVES	\$ 15,434	\$ 3,711	\$ 11,800	\$ 11,800	\$ 11,800	\$ 11,800
	TOTAL POLICE DEPARTMENT	\$ 7,066,685	\$ 7,621,356	\$ 8,601,800	\$ 9,551,331	\$ 9,551,331	\$ 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	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	\$ 1,190,213	\$ 1,275,933	\$ 1,339,432	\$ 1,339,432	\$ 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 re-discovering the library and the wide array of services offered. Children's Services staff connect with families creating educational and meaningful community connections to encourage literacy skill growth in even our babies.

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 Contract 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 in 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	24,889	24,889	24,889
01-4110-431000	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	Health/Life/LTD	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	Postage	73	2	100	100	100	100
01-4110-515000	Printing & Advertising	2,113	3,080	2,500	3,500	3,500	3,500
01-4110-520000	Dues & Meetings	724	2,108	3,990	4,160	4,160	4,160
01-4110-520003	Recruitment Expense	440	460	200	500	500	500
01-4110-523000	Supplies & Equipment	5,373	887	4,330	7,260	7,260	7,260
01-4110-525000	Travel & Training	1,385	767	11,600	11,265	11,265	11,265
01-4110-532000	Bank Fees	31,005	46,182	21,000	15,000	15,000	15,000
01-4110-533000	Contractual Services	421	783	450	450	450	450
01-4110-533011	Planning Misc Grants	95,464	3,539	147,800	2,300	2,300	2,300
01-4110-533045	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	Fuel	147	-	1,000	1,000	1,000	1,000
01-4110-563000	Vehicle Maintenance	141	167	600	600	600	600
01-4110-576000	Recording Fees	-	845	500	500	500	500
01-4110-580000	Professional Services	83,536	172,591	380,553	379,403	379,403	379,403
01-4110-580005	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	Legal Expenses	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
NONDEPARTMENTAL 91XX							
9130	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	\$ -	\$ -	\$ 2,199,526	\$ 2,558,258	\$ 2,558,258	\$ 2,558,258
01-9180-800002	Contingency - Assigned to Police Capital	-	-	323,424	416,863	416,863	416,863
01-9180-800003	Contingency - Assigned to Planning Capital	-	-	3,171	3,171	3,171	3,171
01-9180-800004	Contingency - Assigned to Court Capital	-	-	738	738	738	738
01-9180-800005	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, vector 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 SERVICES FUND SUMMARY - REVENUES

	ACTUAL 2020-21	ACTUAL 2021-22	ADOPTED 2022-23	ADOPTED 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 SERVICES FUND SUMMARY - EXPENDITURES

	ACTUAL 2020-21	ACTUAL 2021-22	ADOPTED 2022-23	ADOPTED 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				
Materials and Services	271,065	288,386	277,000	292,305
Total General Office	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
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
CITY MANAGER'S OFFICE 12XX							
1210	CITY MANAGER						
31-1210-410000	Administrative Salaries	\$ 159,783	\$ 304,997	\$ 176,200	\$ 165,912	\$ 165,912	\$ 165,912
31-1210-420000	Clerical Salaries	-	-	-	46,524	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	220	514	326	326	326
31-1210-443000	Unemployment	179	307	177	213	213	213
31-1210-444000	Retirement-PERS	23,343	14,676	50,200	43,584	43,584	43,584
31-1210-444001	Retirement-Principal	-	89	-	-	-	-
31-1210-444002	Retirement-Pension Bond	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	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	ACTUAL 2021-22	ADOPTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24
1220	HUMAN RESOURCES						
31-1220-410000	Administrative Salaries	\$ 101,502	\$ 40,145	\$ 91,568	\$ 104,430	\$ 104,430	\$ 104,430
31-1220-420000	Clerical Salaries	55,741	74,638	45,108	62,480	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	\$ 906	\$ 2,000	\$ 1,500	\$ 1,500	\$ 1,500
31-1220-520000	Dues & Meetings	649	420	-	-	-	-
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	APPROVED 2023-24	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	\$ -	\$ -	\$ -	\$ -	\$ -
31-1260-441000	FICA/Medicare	3,447	-	-	-	-	-
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	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL CITY MANAGER'S OFFICE	\$ 919,749	\$ 1,062,106	\$ 922,772	\$ 1,146,415	\$ 1,146,415	\$ 1,146,415

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						
31-1310-410000	Administrative Salaries	\$ 146,341	\$ 92,378	\$ 126,552	\$ 220,704	\$ 220,704	\$ 220,704
31-1310-420000	Clerical Salaries	190,850	206,857	286,134	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
31-1310-515000	Printing & Advertising	1,957	2,348	2,200	2,200	2,200	2,200
31-1310-520000	Dues & Meetings	1,439	1,296	1,500	1,700	1,700	1,700
31-1310-520003	Recruitment Expense	14,817	20	-	-	-	-
31-1310-523000	Supplies & Equipment	5,352	1,679	1,000	1,000	1,000	1,000
31-1310-525000	Travel & Training	1,685	374	7,550	8,000	8,000	8,000
31-1310-532000	Bank Fees	63	25	100	100	100	100
31-1310-533000	Contractual Services	13,608	9,720	15,000	15,000	15,000	15,000
31-1310-533045	Maintenance Agreements	20,671	21,708	23,000	87,500	87,500	87,500
31-1310-540000	Utilities	446	417	480	600	600	600
31-1310-551000	Books & Publications	258	-	100	100	100	100
31-1310-575000	Bond Registration Costs	3,000	3,000	3,000	3,000	3,000	3,000
31-1310-580000	Professional Services	146,581	47,420	50,125	50,000	50,000	50,000
31-1310-599000	Misc Expense	-	383	-	-	-	-
	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						
31-1311-511000	Postage	\$ 31,317	\$ 45,073	\$ 30,000	\$ 35,000	\$ 35,000	\$ 35,000
31-1311-531000	Telephones	239,748	243,313	247,000	257,305	257,305	257,305
	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	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 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	75,432
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	25,241
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	8,194
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	\$ 1,028,891
31-1330-510000	Office Supplies	\$ 1,902	\$ 613	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
31-1330-520000	Dues & Meetings	125	-	200	200	200	200
31-1330-523000	Supplies & Equipment	23,719	5,554	16,000	16,000	16,000	16,000
31-1330-525000	Travel & Training	-	3,980	30,000	30,000	30,000	30,000
31-1330-533045	Maintenance Agreements	174,675	194,883	240,044	382,201	382,201	382,201
31-1330-534000	Lease Payment	-	25,951	25,951	25,951	25,951	25,951
31-1330-540000	Utilities	483	451	500	500	500	500
31-1330-551000	Books & Publications	-	99	200	200	200	200
31-1330-580000	Professional Services	23,485	22,663	21,000	21,000	21,000	21,000
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	\$ 217,497
	Total Capital Outlay	\$ 140,845	\$ 143,383	\$ 217,497	\$ 217,497	\$ 217,497	\$ 217,497
1330	TOTAL INFORMATION TECHNOLOGY	\$ 1,258,547	\$ 1,118,707	\$ 1,523,090	\$ 1,724,440	\$ 1,724,440	\$ 1,724,440

ACCOUNT #	DESCRIPTION	ACTUAL 2020-21	ACTUAL 2021-22	ADOPTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 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
PUBLIC WORKS 51XX							
5162	FLEET						
31-5162-410000	Administrative Salaries	\$ 23,649	\$ 13,348	\$ 20,517	\$ 21,770	\$ 21,770	\$ 21,770
31-5162-431000	Salaries & Wages	105,878	107,148	121,762	121,764	121,764	121,764
31-5162-435000	Overtime	900	297	700	700	700	700
31-5162-436000	On Call Pay	750	525	500	500	500	500
31-5162-438000	Longevity	5,985	5,190	5,340	5,340	5,340	5,340
31-5162-441000	FICA/Medicare	10,259	9,401	11,384	11,481	11,481	11,481
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
31-5162-445000	Health/Life/LTD	36,166	36,784	43,952	45,836	45,836	45,836
	Total Personnel Services	\$ 245,506	\$ 231,787	\$ 286,390	\$ 305,704	\$ 305,704	\$ 305,704
31-5162-510000	Office Supplies	\$ 47	\$ 95	\$ 500	\$ 500	\$ 500	\$ 500
31-5162-512000	Uniforms	1,621	1,616	1,200	2,000	2,000	2,000
31-5162-520000	Dues & Meetings	35	127	500	500	500	500
31-5162-520003	Recruitment Expense	-	5	-	-	-	-
31-5162-523000	Supplies & Equipment	782	4,792	5,000	8,400	8,400	8,400
31-5162-523008	Intergovernmental Garage Costs	6,513	16,615	5,000	50,000	50,000	50,000
31-5162-523012	Shop Supplies/Environmental	347	853	2,000	2,500	2,500	2,500
31-5162-523100	Small Tools	3,569	2,547	3,000	-	-	-
31-5162-525000	Travel & Training	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	Fuel	357	2,777	1,500	2,000	2,000	2,000
31-5162-563000	Vehicle Maintenance	914	77	500	1,000	1,000	1,000
31-5162-566000	Equip Repair & Maintenance	1,120	238	2,000	2,000	2,000	2,000
31-5162-566001	Fuel Station Refuel	-	-	-	60,000	60,000	60,000
31-5162-566002	Stock Vehicle and Equipment Parts Supply	-	-	-	25,000	25,000	25,000
31-5162-590001	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	\$ 16	\$ 750	\$ 750	\$ 750	\$ 750
31-5164-512000	Uniforms	1,283	2,779	1,500	2,500	2,500	2,500
31-5164-520000	Dues & Meetings	69	636	400	1,000	1,000	1,000
31-5164-523000	Supplies & Equipment	29,776	11,161	18,000	20,000	20,000	20,000
31-5164-523100	Small Tools	3,306	1,693	2,000	-	-	-
31-5164-525000	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	Contractual Services	20,783	45,681	66,000	-	-	-
31-5164-533001	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	Utilities	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
31-5164-563000	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	ACTUAL 2020-21	ACTUAL 2021-22	ADOPTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24
FUND 03	CIVIL FORFEITURE RESOURCES						
03-0000-300000	Beg F/B-Net Working Capital	\$ 808	\$ 813	\$ 425	\$ 5,054	\$ 5,054	\$ 5,054
03-0000-336000	Other Forfeitures	-	50	50	50	50	50
03-0000-361000	Interest Earned	5	4	7	10	10	10
FUND 03	TOTAL RESOURCES	\$ 813	\$ 867	\$ 482	\$ 5,114	\$ 5,114	\$ 5,114
2110	POLICE ADMINISTRATION						
03-2110-580001	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	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24
FUND 13	911 TAX FUND						
	RESOURCES						
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
13-0000-312000	911 Dundee Excise Taxes	24,092	7,282	-	-	-	-
13-0000-334000	Miscellaneous Grants	5,796	-	-	-	-	-
13-0000-338011	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	\$ 162,872	\$ 204,006	\$ 262,734	\$ 262,734	\$ 262,734
13-2310-435000	Overtime	11,291	12,040	25,500	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	\$ -	\$ -	\$ -	\$ -
13-2310-525000	Travel & Training	1,177	-	-	-	-	-
13-2310-530001	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	\$ 266,754	\$ 293,745	\$ 396,292	\$ 497,073	\$ 497,073	\$ 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.

Significant 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.

Significant 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.

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	Beg F/B-Net Working Capital-PSF	\$ 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	Overtime	12,871	27,939	26,500	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	Longevity	2,400	4,600	-	-	-	-
16-2310-441000	FICA/Medicare	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
9180	RESERVES						
16-9180-800000	Contingency-Public Safety Fee	\$ -	\$ -	\$ 14,738	\$ 14,738	\$ 14,738	\$ 14,738
16-9180-800001	Contingency-CO Public Safety Fee	-	-	10,718	25,569	25,569	25,569
9180	TOTAL RESERVES	\$ -	\$ -	25,456	40,307	40,307	40,307
FUND 16	TOTAL PUBLIC SAFETY FUND	\$ 596,561	\$ 606,040	\$ 741,226	\$ 846,680	\$ 846,680	\$ 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
FUND 08	BUILDING INSPECTION FUND RESOURCES						
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
08-0000-322002	Plumbing / Mechanical Permits	375,805	346,544	196,019	163,000	163,000	163,000
08-0000-322005	Mobile Home Permits	1,736	541	1,073	1,160	1,160	1,160
08-0000-334000	Miscellaneous Grants	1,401	-	-	-	-	-
08-0000-336001	Contract Building Inspection	112,719	207,474	150,000	100,000	100,000	100,000
08-0000-341006	Technology Fee	34,999	27,288	16,403	28,208	28,208	28,208
08-0000-360000	Miscellaneous Revenues	210	-	20	20	20	20
08-0000-361000	Interest Earned	12,644	11,824	2,500	5,000	5,000	5,000
08-0000-364000	Sale Of Assets	-	-	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						
08-4210-410000	Administrative Salaries	\$ 124,633	\$ 127,743	\$ 135,422	\$ 142,752	\$ 142,752	\$ 142,752
08-4210-420000	Clerical Salaries	103,634	107,478	110,716	135,374	135,374	135,374
08-4210-431000	Building Inspector Salary	20,487	17,000	41,602	45,069	45,069	45,069
08-4210-432000	Plans Examiner Salary	64,955	79,824	170,949	92,388	92,388	92,388
08-4210-435000	Overtime	1,036	-	-	-	-	-
08-4210-438000	Longevity	6,108	6,108	6,108	6,108	6,108	6,108
08-4210-441000	FICA/Medicare	23,810	24,950	35,557	32,259	32,259	32,259
08-4210-442000	Workers Compensation	2,618	2,725	5,513	4,711	4,711	4,711
08-4210-443000	Unemployment	320	349	467	426	426	426
08-4210-444000	Retirement-PERS	14,855	21,169	37,733	29,981	29,981	29,981
08-4210-444001	Retirement-Principal	82,238	87,417	105,313	133,865	133,865	133,865
08-4210-444002	Retirement-Pension Bond	4,307	5,557	11,904	8,749	8,749	8,749
08-4210-445000	Health/Life/LTD	76,626	85,538	134,820	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	Utilities	446	417	443	480	480	480
08-4210-551000	Books & Publications	-	352	500	500	500	500
08-4210-562000	Fuel	1,961	3,317	3,000	5,000	5,000	5,000
08-4210-563000	Vehicle Maintenance	1,444	431	1,500	1,500	1,500	1,500
08-4210-580000	Professional Services	25,994	64,019	25,000	25,000	25,000	25,000
08-4210-590000	Internal Chrg-Admin Support Services	147,981	137,138	156,083	209,088	209,088	209,088
08-4210-590001	Internal Chrg-Veh/Equip	4,000	-	-	-	-	-
08-4210-590006	Internal Chrg-Network Upgrade	1,853	-	-	-	-	-
08-4210-599000	Misc Expense	135	-	-	-	-	-
	Total Materials and Services	\$ 215,730	\$ 247,303	\$ 241,103	\$ 300,873	\$ 300,873	\$ 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
	NONDEPARTMENTAL 91XX						
9170	TRANSFERS						
08-9170-907000	Transfer Out-Water Fund	\$ 16,810	\$ -	\$ -	\$ -	\$ -	\$ -
9170	TOTAL TRANSFERS	\$ 16,810	\$ -	\$ -	\$ -	\$ -	\$ -
9180	RESERVES						
08-9180-800000	Contingency	\$ -	\$ -	\$ 2,208,561	\$ 1,886,582	\$ 1,886,582	\$ 1,886,582
08-9180-800001	Contingency-Assigned for veh repl	-	-	37,168	37,168	37,168	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	\$ 99,141	\$ 88,606	\$ -	\$ -	\$ -
14-4120-420000	Clerical Salaries	7,323	8,065	-	-	-	-
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	Office Supplies	\$ -	\$ -	\$ 100	\$ 100	\$ 100	\$ 100
14-4130-515000	Printing & Advertising	-	-	270	270	270	270
14-4130-525000	Travel & Training	-	-	200	200	200	200
14-4130-575100	Loan Fees	-	-	1,800	1,800	1,800	1,800
	Total Materials and Services	\$ -	\$ -	\$ 2,370	\$ 2,370	\$ 2,370	\$ 2,370
4130	TOTAL AFFORDABLE HOUSING	\$ -	\$ -	\$ 2,370	\$ 2,370	\$ 2,370	\$ 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						
14-4140-431000	Salaries & Wages	\$ -	\$ -	\$ 10,268	\$ -	\$ -	\$ -
14-4140-441000	FICA/Medicare	-	-	786	-	-	-
14-4140-442000	Workers Compensation	-	-	17	-	-	-
14-4140-443000	Unemployment	-	-	10	-	-	-
14-4140-444000	Retirement-PERS	-	-	1,547	-	-	-
14-4140-444002	Retirement-Pension Bond	-	-	528	-	-	-
14-4140-445000	Health/Life/LTD	-	-	1,360	-	-	-
	Total Personnel Services	\$ -	\$ -	\$ 14,516	\$ -	\$ -	\$ -
14-4140-510000	Office Supplies	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -
14-4140-515000	Printing & Advertising	-	-	1,935	-	-	-
	Total Materials and Services	\$ -	\$ -	\$ 2,035	\$ -	\$ -	\$ -
4140	TOTAL CONSTRUCTION EXCISE TAXES	\$ -	\$ -	\$ 16,551	\$ -	\$ -	\$ -
	TOTAL PLANNING	\$ 93,597	\$ 219,310	\$ 193,434	\$ 24,320	\$ 24,320	\$ 24,320
9130	SPECIAL PAYMENTS						
14-9130-600001	Miscellaneous Grants	\$ 1,180	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 10,000
14-9130-601000	EDRLF Loans	-	-	494,000	605,496	605,496	605,496
14-9130-602000	Housing Authority Loans (AH)	-	-	40,212	\$ 35,613	35,613	35,613
14-9130-603000	Trust Fund Housing Grants (AH)	-	5,000	16,755	14,838	14,838	14,838
14-9130-604000	YC Housing Authority Grants (AH)	-	15,000	415,000	240,000	240,000	240,000
14-9130-605001	Developer Incentives (CET)	-	-	525,112	282,524	282,524	282,524
14-9130-605002	Housing & Community Services (CET)	-	-	122,400	99,757	99,757	99,757
14-9130-605003	Affrdbl Housing Prog & Incentives (CET)	-	-	367,578	182,766	182,766	182,766
9130	TOTAL SPECIAL PAYMENTS	\$ 1,180	\$ 20,000	\$ 1,981,057	\$ 1,470,994	\$ 1,470,994	\$ 1,470,994
9170	TRANSFERS						
14-9170-907000	Transfer Out-Water Fund	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -
9170	TOTAL TRANSFERS	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -
9180	RESERVES						
14-9180-800000	Contingency-Econ Dev	\$ -	\$ -	\$ 141,061	\$ 59,531	\$ 59,531	\$ 59,531
14-9180-800001	Contingency-Affrdbl Housing	-	-	10,043	8,903	8,903	8,903
14-9180-800002	Contingency-CET	-	-	218,859	100,001	100,001	100,001
9180	TOTAL RESERVES	\$ -	\$ -	\$ 369,963	\$ 168,435	\$ 168,435	\$ 168,435
FUND 14	TOTAL ECONOMIC DEVELOPMENT FUND	\$ 97,777	\$ 239,310	\$ 2,544,454	\$ 1,663,749	\$ 1,663,749	\$ 1,663,749



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PUBLIC WORKS FUNDS

| 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	\$ 1,470,869	\$ 1,153,810	\$ 1,321,378	\$ 1,321,378	\$ 1,321,378
02-0000-300001	Beg F/B-Net Working Capital-TUF	352,070	1,241,295	1,239,796	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	\$ 58,694	\$ 62,965	\$ 97,041	\$ 97,041	\$ 97,041
02-5112-420000	Clerical Salaries	20,714	18,350	31,073	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	Longevity	2,608	3,113	3,180	3,180	3,180	3,180
02-5112-441000	FICA/Medicare	13,679	14,725	19,941	21,833	21,833	21,833
02-5112-442000	Workers Compensation	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
02-5112-445000	Health/Life/LTD	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	-	-	100	100	100	100
02-5112-515000	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	-	125	125	125	125
02-5112-523000	Supplies & Equipment	3,138	460	1,325	2,925	2,925	2,925
02-5112-525000	Travel & Training	861	2,439	5,000	11,621	11,621	11,621
02-5112-526000	Employee Testing	29	-	-	-	-	-
02-5112-532000	Bank Fees	15,647	35,874	8,000	8,000	8,000	8,000
02-5112-533000	Contractual Services	43,985	63,231	30,000	-	-	-
02-5112-533045	Maintenance Agreements	11,920	16,269	15,000	15,000	15,000	15,000
02-5112-540000	Utilities	224	208	200	200	200	200
02-5112-551000	Books & Publications	472	-	200	200	200	200
02-5112-562000	Fuel	683	161	725	725	725	725
02-5112-563000	Vehicle Maintenance	24	116	650	650	650	650
02-5112-576000	Recording Fees	-	-	100	100	100	100
02-5112-580000	Professional Services	-	-	-	50,375	50,375	50,375
02-5112-590000	Internal Chrg-Admin Support Services	326,189	325,881	416,191	388,830	388,830	388,830
02-5112-590006	Internal Chrg-Network Upgrade	1,313	-	-	-	-	-
02-5112-595002	Legal Expenses	1,502	84	-	-	-	-
	Total Materials and Services	\$ 411,470	\$ 447,587	\$ 481,701	\$ 483,936	\$ 483,936	\$ 483,936
02-5112-610000	Capital Outlay	\$ -	\$ 11,187	\$ 3,375	\$ 12,250	\$ 12,250	\$ 12,250
	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	Administrative Salaries	\$ 8,140	\$ 20,159	\$ 23,146	\$ 25,470	\$ 25,470	\$ 25,470
02-5120-420000	Clerical Salaries	13,511	14,532	16,651	16,464	16,464	16,464
02-5120-431000	Maintenance Salaries	67,262	60,395	67,275	240,717	240,717	240,717
02-5120-435000	Overtime	82	1,175	700	700	700	700
02-5120-436000	On Call Pay	135	195	900	900	900	900
02-5120-438000	Longevity	3,040	1,820	1,980	600	600	600
02-5120-441000	FICA/Medicare	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
02-5120-444000	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
02-5120-444002	Retirement-Pension Bond	-	1,684	1,863	12,790	12,790	12,790
02-5120-445000	Health/Life/LTD	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	Building & Grounds Maintenance	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	\$ 1,295,908	\$ 1,295,908
	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
NONDEPARTMENTAL 91XX							
9130	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	\$ 771,302	\$ 732,770	\$ 411,882	\$ 411,882	\$ 411,882
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	\$ 1,161,882	\$ 1,161,882	\$ 1,161,882
9180	RESERVES						
02-9180-800000	Contingency	\$ -	\$ -	\$ 189,600	\$ 544,613	\$ 544,613	\$ 544,613
02-9180-800001	Contingency-Assigned for maint veh/equip	-	-	302,214	259,695	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	\$ 2,495,102	\$ 2,495,102	\$ 2,495,102
TOTAL NONDEPARTMENTAL		\$ 823,473	\$ 2,068,132	\$ 3,774,520	\$ 3,656,984	\$ 3,656,984	\$ 3,656,984
FUND 02	TOTAL STREET FUND	\$ 2,209,968	\$ 3,718,615	\$ 5,615,106	\$ 5,939,679	\$ 5,939,679	\$ 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 multi-funded 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.

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	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	1,161,882	1,161,882	1,161,882
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	\$ 3,245,969	\$ 3,245,969	\$ 3,245,969
5150	CAPITAL PROJECTS						
18-5150-702106	Bicycle Route & ADA Improvements	\$ 165,377	\$ 142,767	\$ 165,000	\$ 40,000	\$ 40,000	\$ 40,000
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	\$ 3,056,897	\$ 3,056,897	\$ 3,056,897
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	\$ 4,010,369	\$ 6,372,025	\$ 3,245,969	\$ 3,245,969	\$ 3,245,969

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
06-5113-562000	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	-	-	-	-	-
06-5113-590015	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						
06-5131-410000	Administrative Salaries	\$ 91,860	\$ 94,152	\$ 99,816	\$ 108,234	\$ 108,234	\$ 108,234
06-5131-420000	Clerical Salaries	32,224	32,658	37,776	38,549	38,549	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	Longevity	9,820	8,937	7,505	7,505	7,505	7,505
06-5131-441000	FICA/Medicare	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	Small Tools	3,577	4,632	7,500	7,500	7,500	7,500
06-5131-524000	Safety Program	2,686	2,807	40,000	40,000	40,000	40,000
06-5131-525000	Travel & Training	2,273	4,869	17,900	17,900	17,900	17,900
06-5131-526000	Employee Testing	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
06-5131-533045	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	Utilities	319,053	320,069	350,000	320,000	320,000	320,000
06-5131-545000	Lab Supplies	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	Fuel	3,089	13,353	10,500	10,500	10,500	10,500
06-5131-563000	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
06-5131-568000	Pump Station Maintenance	10,988	2,833	26,500	26,500	26,500	26,500
06-5131-571000	Building & Grounds Maintenance	15,524	18,577	162,500	131,500	131,500	131,500
06-5131-590001	Internal Chrg-Veh/Equip	72,930	-	-	-	-	-
06-5131-590002	Internal Chrg-Computers	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	Administrative Salaries	\$ 79,087	\$ 60,203	\$ 84,697	\$ 90,779	\$ 90,779	\$ 90,779
06-5132-420000	Clerical Salaries	13,511	14,532	16,651	16,464	16,464	16,464
06-5132-431000	Salaries & Wages	366,189	322,007	464,021	517,656	517,656	517,656
06-5132-435000	Overtime	4,459	10,245	2,300	2,300	2,300	2,300
06-5132-436000	On Call Pay	2,468	2,125	5,000	5,000	5,000	5,000
06-5132-438000	Longevity	10,015	6,643	6,511	5,131	5,131	5,131
06-5132-441000	FICA/Medicare	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	Retirement-PERS	3,020	15,450	31,109	46,608	46,608	46,608
06-5132-444001	Retirement-Principal	197,971	137,918	194,994	214,206	214,206	214,206
06-5132-444002	Retirement-Pension Bond	1,138	4,033	9,905	14,437	14,437	14,437
06-5132-445000	Health/Life/LTD	152,991	136,648	176,001	215,685	215,685	215,685
	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
	TOTAL PUBLIC WORKS (WASTEWATER)	\$ 5,399,168	\$ 5,465,828	\$ 7,037,930	\$ 8,175,585	\$ 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
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	\$ 143,311	\$ 150,023	\$ 156,799	\$ 156,799	\$ 156,799
06-9150-609003	Loan: DEQ #R68822	1,092,377	1,111,577	1,131,115	1,150,997	1,150,997	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	\$ 67,733	\$ 60,567	\$ 53,066	\$ 53,066	\$ 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	\$ 394,498	\$ 367,794	\$ 340,411	\$ 340,411	\$ 340,411
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	Contingency-Assigned for veh replace PMW	-	-	451,126	482,832	482,832	482,832
06-9180-800002	Contingency-Assigned for equip replace OPS	-	-	45,190	31,132	31,132	31,132
06-9180-840000	Contingency-Debt Service	-	-	750,000	750,000	750,000	750,000
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 06	TOTAL WASTEWATER FUND	\$ 9,545,951	\$ 8,864,333	\$ 17,913,796	\$ 24,396,811	\$ 24,396,811	\$ 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	\$ 62,965	\$ 97,041	\$ 97,041	\$ 97,041
07-5113-420000	Clerical Salaries	20,714	18,350	31,073	33,173	33,173	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
	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	Legal Expenses	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
	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						
07-5141-410000	Administrative Salaries	\$ 91,860	\$ 94,152	\$ 99,816	\$ 108,234	\$ 108,234	\$ 108,234
07-5141-420000	Clerical Salaries	21,483	21,772	25,184	25,699	25,699	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	On Call Pay	325	962	4,850	4,850	4,850	4,850
07-5141-438000	Longevity	6,960	8,035	7,978	7,978	7,978	7,978
07-5141-441000	FICA/Medicare	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
07-5141-444001	Retirement-Principal	116,632	122,276	154,216	188,191	188,191	188,191
07-5141-444002	Retirement-Pension Bond	2,932	1,914	4,729	5,363	5,363	5,363
07-5141-445000	Health/Life/LTD	67,183	64,817	87,285	143,768	143,768	143,768
	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	Utilities	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	Fuel	585	866	2,000	2,000	2,000	2,000
07-5141-563000	Vehicle Maintenance	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
07-5141-569000	Well Maintenance	37,640	-	35,000	35,000	35,000	35,000
07-5141-571000	Building & Grounds Maintenance	4,855	4,031	10,000	10,000	10,000	10,000
07-5141-590001	Internal Chrg-Veh/Equip	26,500	-	-	-	-	-
07-5141-590002	Internal Chrg-Computers	5,000	-	-	-	-	-
07-5141-595002	Legal Expenses	7,372	502	-	-	-	-
07-5141-599000	Misc Expenses	1,138	-	-	-	-	-
	Total Materials and Services	\$ 551,548	\$ 538,007	\$ 718,560	\$ 726,900	\$ 726,900	\$ 726,900
07-5141-610000	Capital Outlay	\$ 24,429	\$ 40,140	\$ 50,000	\$ 244,828	\$ 244,828	\$ 244,828
07-5141-610400	Capital Outlay-Ops Vehicle Replac	-	-	26,500	26,500	26,500	26,500
	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	\$ 127,710	\$ 127,710
07-5142-420000	Clerical Salaries	13,511	14,532	16,651	16,464	16,464	16,464
07-5142-431000	Salaries & Wages	192,415	322,883	338,916	372,202	372,202	372,202
07-5142-435000	Overtime	2,281	7,104	1,500	1,500	1,500	1,500
07-5142-436000	On Call Pay	1,170	1,487	5,000	5,000	5,000	5,000
07-5142-438000	Longevity	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	Workers Compensation	12,787	14,344	24,323	25,792	25,792	25,792
07-5142-443000	Unemployment	319	466	497	540	540	540
07-5142-444000	Retirement-PERS	9,217	25,205	24,928	36,576	36,576	36,576
07-5142-444001	Retirement-Principal	107,146	132,505	174,112	191,864	191,864	191,864
07-5142-444002	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
07-5142-512000	Uniforms	4,613	5,234	3,500	5,500	5,500	5,500
07-5142-520000	Dues & Meetings	929	2,778	3,500	3,500	3,500	3,500
07-5142-520003	Recruitment Expense	-	-	500	500	500	500
07-5142-523000	Supplies & Equipment	9,278	21,110	13,000	15,000	15,000	15,000
07-5142-523009	Water Meters	64,313	68,940	100,000	255,000	255,000	255,000
07-5142-523011	Water Meter Installations	9,695	5,951	40,000	-	-	-
07-5142-523100	Small Tools	5,638	8,944	-	-	-	-
07-5142-524000	Groundskeeping	-	-	5,000	2,500	2,500	2,500
07-5142-525000	Travel & Training	1,320	10,205	10,000	13,500	13,500	13,500
07-5142-526000	Employee Testing	619	258	1,000	1,000	1,000	1,000
07-5142-533000	Contractual Services	40,348	60,589	55,000	-	-	-
07-5142-533045	Maintenance Agreements	883	1,036	41,111	100,000	100,000	100,000
07-5142-538507	Water Appurtenances Replacements	-	-	20,000	-	-	-
07-5142-538519	Water Line Replacement	2,488	6,684	31,000	60,850	60,850	60,850
07-5142-540000	Utilities	4,057	4,935	4,000	5,500	5,500	5,500
07-5142-562000	Fuel	5,871	10,618	10,000	17,000	17,000	17,000
07-5142-563000	Vehicle Maintenance	5,304	9,382	11,000	11,000	11,000	11,000
07-5142-566000	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	\$ -	\$ -	\$ -	\$ -
07-5142-610400	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	\$ 1,244,517	\$ 1,508,828	\$ 1,757,335	\$ 1,757,335	\$ 1,757,335
	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	\$ 5,579,664	\$ 6,655,099	\$ 21,582,168	\$ 21,599,152	\$ 21,599,152	\$ 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	ADOPTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24
FUND 17	STORMWATER FUND RESOURCES						
17-0000-300000	Beg F/B-Net Working Capital	\$ 1,475,393	\$ 2,085,630	\$ 1,119,450	\$ 2,906,623	\$ 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	2,286,801	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	\$ 3,475,251	\$ 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	\$ 58,685	\$ 62,965	\$ 97,041	\$ 97,041	\$ 97,041
17-5113-420000	Clerical Salaries	20,714	18,350	31,073	33,173	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
	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
17-5113-525000	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	Legal Expenses	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
	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	Longevity	4,240	2,812	2,102	722	722	722
17-5170-441000	FICA/Medicare	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
17-5170-533046	Manhole Replacement	-	-	20,000	20,000	20,000	20,000
17-5170-538702	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
17-5170-590001	Internal Chrg-Veh/Equip	20,000	-	-	-	-	-
17-5170-595002	Legal Expenses	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	\$ -	\$ -	\$ -
	Total Capital Outlay	\$ -	\$ 24,210	\$ 20,000	\$ -	\$ -	\$ -
5170	TOTAL STORMWATER MAINTENANCE	\$ 600,438	\$ 669,718	\$ 739,908	\$ 778,564	\$ 778,564	\$ 778,564
	TOTAL PUBLIC WORKS (STORMWATER)	\$ 1,386,365	\$ 1,518,495	\$ 1,875,036	\$ 2,062,578	\$ 2,062,578	\$ 2,062,578
	NONDEPARTMENTAL 91XX						
9170	TRANSFERS						
17-9170-904000	Transfer Out-Capital Projects	\$ 56,726	\$ 22,902	\$ 1,090,696	\$ 987,930	\$ 987,930	\$ 987,930
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	\$ 987,930	\$ 987,930	\$ 987,930
9180	RESERVES						
17-9180-800000	Contingency	\$ -	\$ -	\$ 106,829	\$ 1,900,753	\$ 1,900,753	\$ 1,900,753
17-9180-800001	Contingency - Assigned for Veh Repl PWM	-	-	402,690	466,856	466,856	466,856
9180	TOTAL RESERVES	\$ -	\$ -	\$ 509,519	\$ 2,367,609	\$ 2,367,609	\$ 2,367,609
	TOTAL NONDEPARTMENTAL	\$ 56,726	\$ 22,902	\$ 1,600,215	\$ 3,355,539	\$ 3,355,539	\$ 3,355,539
FUND 17	TOTAL STORMWATER FUND	\$ 1,443,091	\$ 1,541,397	\$ 3,475,251	\$ 5,418,117	\$ 5,418,117	\$ 5,418,117



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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.

Proprietary 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.

- **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 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 - 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 multi-funded 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 2020-21	ACTUAL 2021-22	ADOPTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24
FUND 04	PROPRIETARY CAPITAL PROJECTS RESOURCES						
04-0000-300000	Beg F/B-Net Working Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
04-0000-334000	Miscellaneous Grants	-	-	449,600	-	-	-
04-0000-338000	Reimbursed Costs	-	-	-	-	-	-
04-0000-360000	Miscellaneous Revenues	-	-	-	-	-	-
04-0000-390006	Transfer In-Wastewater Fund	2,497,215	1,746,738	2,800,695	2,514,713	2,514,713	2,514,713
04-0000-390007	Transfer In-Water Fund	1,373,006	2,054,366	10,327,477	4,745,536	4,745,536	4,745,536
04-0000-390017	Transfer In-Stormwater Fund	56,726	22,902	1,090,696	987,930	987,930	987,930
04-0000-390043	Transfer In-Stormwater SDC	45,608	835	75,475	36,225	36,225	36,225
04-0000-390046	Transfer In-Wastewater SDC	618,992	1,033,504	2,654,850	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	\$ 17,398,793	\$ 9,742,122	\$ 9,742,122	\$ 9,742,122
5150	CAPITAL PROJECTS WASTEWATER PROJECTS						
04-5150-706301	Inflow/Infiltration Projects	\$ 980,001	\$ 123	\$ 450,000	\$ 450,000	\$ 450,000	\$ 450,000
04-5150-706310	Oxidation Ditches	104,953	597,980	-	-	-	-
04-5150-706313	Roofing at WWTP	-	-	79,168	-	-	-
04-5150-706329	Coating for Pump Station	134,099	-	-	71,500	71,500	71,500
04-5150-706369	Dehydration Unit Burner Rebuild	-	-	65,000	-	-	-
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	1,000,000	1,100,000	1,100,000	1,100,000
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	650,000	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	-	51,750	51,750	51,750	51,750
04-5150-706479	Chehalem Extension	13,379	1,370,979	726,025	-	-	-
04-5150-706481	WWTP Hydraulic Study	-	-	530,450	530,450	530,450	530,450
04-5150-706482	River Street Pump Station	-	-	1,293,152	-	-	-
04-5150-706483	N Elliot Road	-	-	504,000	91,442	91,442	91,442
04-5150-706484	Short Term Lift Station Improv	-	-	106,000	116,600	116,600	116,600
04-5150-706485	Butler Property	-	-	-	75,000	75,000	75,000
	Total Wastewater Projects	\$ 3,116,207	\$ 2,780,242	\$ 5,455,545	\$ 3,201,742	\$ 3,201,742	\$ 3,201,742

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	\$ 51,356
04-5150-707478	WTP Seismic Resiliency	3,511	-	-	-	-	-
04-5150-707479	Chehalem Extension	10,462	331,877	287,125	-	-	-
04-5150-707481	Fire Flow - W Illinois	2,094	125,034	28,809	-	-	-
04-5150-707483	Decommission Wells 1 & 2	-	-	103,500	-	-	-
04-5150-707484	Redundant Water Supply	77,680	322,064	3,200,000	1,700,000	1,700,000	1,700,000
04-5150-707485	Bell West Pump Station	71,925	156,236	1,051,000	-	-	-
04-5150-707486	Fireflow- Vittoria Square	275	-	-	-	-	-
04-5150-707487	N College Street - N Terrace	25,649	45,396	720,000	-	-	-
04-5150-707488	Fixed Based Radio Read	450,503	287,645	325,000	-	-	-
04-5150-707489	Crestview Waterline - Nonpotable	197,477	-	-	-	-	-
04-5150-707490	Crestview Waterline - Potable	129,812	10,281	-	-	-	-
04-5150-707491	Routine WL Replacement	95,290	22,182	197,000	-	-	-
04-5150-707492	N Elliott Rd Waterline Impr	-	37,951	570,000	210,115	210,115	210,115
04-5150-707493	N Howard Street Waterline Impr	-	88,636	-	-	-	-
04-5150-707528	Valves on College St	11,601	4,318	174,000	-	-	-
04-5150-707529	WTP Filter Covers	40,208	95,446	-	-	-	-
04-5150-707530	N Valley Reservoir Driveway	-	-	239,970	-	-	-
04-5150-707531	Seismic/AWIA	50,161	7,455	-	-	-	-
04-5150-707572	Water Master Plan Update	53,096	-	-	-	-	-
04-5150-707577	WTP Exp Land Purchase	3,673	474,070	-	-	-	-
04-5150-707613	College St Relocation (Aldercrest-Foothills)	134,042	45,775	910,000	-	-	-
04-5150-707621	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	\$ -	\$ -	\$ -
04-5150-717712	Storm Fixes for Pavement	8,960	4,629	130,000	100,000	100,000	100,000
04-5150-717714	RR Ditch-N College/N Meridian	-	-	45,000	-	-	-
04-5150-717725	Master Plan Update	89,778	-	-	-	-	-
04-5150-717729	Libra Street	-	16,707	218,000	-	-	-
04-5150-717730	Vermillion East of 219	-	-	79,568	-	-	-
04-5150-717738	800 Block Wynooski	-	2,401	186,000	368,905	368,905	368,905
04-5150-717772	Springbrook Storm Evaluation	-	-	103,500	103,500	103,500	103,500
04-5150-717777	PW Maint Facility Improvements	3,595	-	51,750	51,750	51,750	51,750
04-5150-717778	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	\$ 1,024,155	\$ 1,024,155	\$ 1,024,155
5150	TOTAL CAPITAL PROJECTS	\$ 4,591,547	\$ 4,858,345	\$ 17,398,793	\$ 9,742,122	\$ 9,742,122	\$ 9,742,122
FUND 04	TOTAL PROPRIETARY CAPITAL PROJECTS FUND	\$ 4,591,547	\$ 4,858,345	\$ 17,398,793	\$ 9,742,122	\$ 9,742,122	\$ 9,742,122

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
9180	RESERVES						
42-9180-800000	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	\$ 45,608	\$ 835	\$ 455,017	\$ 527,127	\$ 527,127	\$ 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						
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 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	\$ 108,174	\$ 113,241	\$ 118,355	\$ 118,355	\$ 118,355
47-9150-615000	2015 Refunding Bond	539,850	562,005	584,217	603,949	603,949	603,949
	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	\$ 801,829	\$ 800,775	\$ 801,102	\$ 801,102	\$ 801,102
9170	TRANSFERS						
47-9170-904000	Transfer Out-Capital Projects	\$ -	\$ -	\$ -	\$ 770,689	\$ 770,689	\$ 770,689
9170	TOTAL TRANSFERS	\$ -	\$ -	\$ -	\$ 770,689	\$ 770,689	\$ 770,689
9180	RESERVES						
47-9180-800000	Reserve for Future Expense	\$ -	\$ -	\$ 984,232	\$ -	\$ -	\$ -
9180	TOTAL RESERVES	\$ -	\$ -	\$ 984,232	\$ -	\$ -	\$ -
FUND 47	TOTAL WATER SDC FUND	\$ 801,849	\$ 801,829	\$ 1,785,007	\$ 1,571,791	\$ 1,571,791	\$ 1,571,791



MISCELLANEOUS FUNDS

FUND 19

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	\$ 30,849	\$ 849	\$ 1,425	\$ 1,425	\$ 1,425
19-0000-321003	Transient Lodging Tax - Hotels	568,756	947,222	800,000	1,000,000	1,000,000	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
9170	TRANSFERS						
19-9170-901000	Transfer Out-General Fund	\$ 402,119	\$ 671,638	\$ 557,509	\$ 694,783	\$ 694,783	\$ 694,783
9170	TOTAL TRANSFERS	\$ 402,119	\$ 671,638	\$ 557,509	\$ 694,783	\$ 694,783	\$ 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	\$ 6	\$ 341	\$ 619	\$ 619	\$ 619
09-0000-311000	Prior Year Taxes	300	322	200	175	175	175
09-0000-334001	Federal Exchange Grant	142,916	142,916	142,916	142,916	142,916	142,916
09-0000-361000	Interest Earned	511	291	300	400	400	400
09-0000-372000	Pension Bond Charge	285,040	294,815	308,386	320,454	320,454	320,454
09-0000-390001	Transfer In-General Fund	371,740	372,575	372,575	372,575	372,575	372,575
FUND 09	TOTAL RESOURCES	\$ 800,537	\$ 810,925	\$ 824,718	\$ 837,139	\$ 837,139	\$ 837,139
	DEBT SERVICE 91XX						
9150	PRINCIPAL						
09-9150-604000	2004 Pension Bonds	\$ 170,000	\$ 190,000	\$ 215,000	\$ 240,000	\$ 240,000	\$ 240,000
09-9150-616000	Bypass Loan	103,244	99,715	102,288	104,967	104,967	104,967
09-9150-617000	Public Safety Comm Upgrade	299,655	307,925	316,424	325,157	325,157	325,157
9150	TOTAL PRINCIPAL	\$ 572,899	\$ 597,640	\$ 633,712	\$ 670,124	\$ 670,124	\$ 670,124
9160	INTEREST						
09-9160-604000	2004 Pension Bond Interest	\$ 115,040	\$ 104,815	\$ 93,386	\$ 80,454	\$ 80,454	\$ 80,454
09-9160-616000	Bypass Loan	39,672	43,201	40,628	37,989	37,989	37,989
09-9160-617000	Public Safety Comm Upgrade	72,920	64,650	56,151	47,418	47,418	47,418
9160	TOTAL INTEREST	\$ 227,632	\$ 212,666	\$ 190,165	\$ 165,861	\$ 165,861	\$ 165,861
9150/9160	TOTAL DEBT SERVICE	\$ 800,531	\$ 810,306	\$ 823,877	\$ 835,985	\$ 835,985	\$ 835,985
9180	RESERVES						
09-9180-880000	Unappropriated Fund Balance	\$ -	\$ -	\$ 841	\$ 1,154	\$ 1,154	\$ 1,154
9180	TOTAL RESERVES	\$ -	\$ -	\$ 841	\$ 1,154	\$ 1,154	\$ 1,154
FUND 09	TOTAL DEBT SERVICE FUND	\$ 800,531	\$ 810,306	\$ 824,718	\$ 837,139	\$ 837,139	\$ 837,139

FUND 21

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

FUND 22

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	\$ 11,005	\$ 22,360	\$ 17,997	\$ 17,997	\$ 17,997
22-0000-334003	Ready to Read Grant	3,819	3,957	4,000	5,882	5,882	5,882
22-0000-334034	Grants	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 FUNC	\$ 34,462	\$ 35,912	\$ 70,927	\$ 47,947	\$ 47,947	\$ 47,947

FUND 99

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	ACTUAL 2020-21	ACTUAL 2021-22	ADOPTED 2022-23	PROPOSED 2023-24	APPROVED 2023-24	ADOPTED 2023-24
FUND 99	ARPA FUND RESOURCES						
99-0000-300000	Beg F/B-Net Working Capital	\$ -	\$ -	\$ -	\$ 3,963,267	\$ 3,963,267	\$ 3,963,267
99-0000-334001	ARPA Federal Grant	-	2,652,719	2,651,227	-	-	-
FUND 99	TOTAL RESOURCES	\$ -	\$ 2,652,719	\$ 2,651,227	\$ 3,963,267	\$ 3,963,267	\$ 3,963,267
	ECONOMIC DEVELOPMENT						
99-1400-610000	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						
99-1500-707484	Redundant Water Supply	\$ -	\$ -	\$ -	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000
99-1500-707628	New Groundwater Treatment Plant	-	-	-	220,000	220,000	220,000
1500	TOTAL PUBLIC WORKS	\$ -	\$ -	\$ -	\$ 1,720,000	\$ 1,720,000	\$ 1,720,000
	FINANCE						
99-1700-610000	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

FUND 32

Vehicle/Equipment Replacement Fund

DESCRIPTION

The City previously budgeted and reported a Vehicle/Equipment Replacement Fund as a means to “bank” monies for future expenditure on capital replacement of vehicles, large equipment, and other capital needs. These monies were transferred from the General Fund, Street Fund and utility funds, then carried over year to year until spent. 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	PROPOSED 2023-24	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	\$ -	\$ -	\$ -	\$ -	\$ -
32-2110-610000	Capital Outlay-Vehicles	\$ 86,294	\$ -	\$ -	\$ -	\$ -	\$ -
32-2110-610107	Capital Outlay-MDT	45,519	-	-	-	-	-
32-2110-610108	Capital Outlay-Radio Replacement	90,702	-	-	-	-	-
32-2110-610200	Capital Outlay-Equip/Software	4,941	-	-	-	-	-
32-2110-610201	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	\$ -	\$ -	\$ -	\$ -	\$ -
3110	LIBRARY						
32-3110-610100	Capital Outlay-Computers	\$ 17,979	\$ -	\$ -	\$ -	\$ -	\$ -
3110	TOTAL LIBRARY	\$ 17,979	\$ -	\$ -	\$ -	\$ -	\$ -

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:

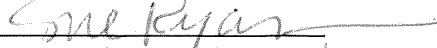
1. Adopting the Budget. The City Council of the City of Newberg hereby adopts the budget for fiscal year 2022-23 in the total amount of \$133,472,527 now on file at City Hall located at 414 E. First Street, Newberg, Oregon.
2. Making Appropriations. The amounts for the fiscal year beginning July 1, 2023,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

	General Government <u>Limitation</u>	Excluded from <u>the Limitation</u>
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 5th day of June, 2023.


Sue Ryan, City Recorder

Attest by the Mayor this 9th day of June, 2023.


Bill Rosacker, Mayor

**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
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

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

Governmental Capital Projects Fund (21)

Capital Projects	115,961
Total Governmental Capital Projects Fund (21)	115,961

Library Gift & Memorial Fund (22)

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

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 Development Fund (47)

Debt Service	801,102
Transfers	770,689
Total Water System Development Fund (47)	1,571,791

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 Fund (09)	1,154
Total Adopted Budget	133,472,527

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

Check here if this is an amended form.

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

The City of Newberg has the responsibility and authority to place the following property tax, fee, charge or assessment on the tax roll of Yamhill County. The property tax, fee, charge or assessment is categorized as stated by this form.

PO Box 970 Newberg OR 97132 7/12/23
Mailing Address of District City State ZIP code Date
Kady Strode Finance Director 503-537-1216 kady.strode@newbergorego
Contact Person Title Daytime Telephone Contact Person E-Mail

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

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

PART I: TAXES TO BE IMPOSED

		Subject to General Government Limits		
		Rate	-or- Dollar Amount	
1. Rate per \$1,000 or Total dollar amount levied (within permanent rate limit) . . .	1	\$2.8983 per \$1,000 AV		Excluded from Measure 5 Limits Dollar Amount of Bond Levy
2. Local option operating tax	2			
3. Local option capital project tax	3			
4. City of Portland Levy for pension and disability obligations	4			
5a. Levy for bonded indebtedness from bonds approved by voters prior to October 6, 2001	5a.			
5b. Levy for bonded indebtedness from bonds approved by voters on or after October 6, 2001	5b.			
5c. Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b)	5c.		0	

PART II: RATE LIMIT CERTIFICATION

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

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

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

Part IV. SPECIAL ASSESSMENTS, FEES AND CHARGES*

Description	ORS Authority**	Subject to General Government Limitation	Excluded from Measure 5 Limitation
1			
2			

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

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



A Great Place to Grow

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