

# NOTICE OF SUPPLEMENTAL BUDGET HEARING

A public hearing on a proposed supplemental budget for the City of Newberg, Yamhill County, State of Oregon, for the fiscal year July 1, 2012 to June 30, 2013, will be held at the Newberg Public Safety Building. The hearing will take place on the 20<sup>th</sup> of May at 7 pm. The purpose of the hearing is to discuss the supplemental budget with interested persons. A copy of the supplemental budget document will be posted on May 13, 2013 on public bulletin boards at the Public Safety Building, located at 401 E Third Street, at City Hall, located at 414 E First, between the hours of 8:30 am and 4:30 pm, and at the Newberg Library during open library hours. The Supplemental Budget is also posted on the City's website at [www.newbergoregon.gov/finance/annual-budget](http://www.newbergoregon.gov/finance/annual-budget)

## Supplemental Budget #4 2012-2013

City of Newberg  
Supplemental BUDGET #4  
Fiscal Year 2012-2013

<u>FUND 01 - GENERAL FUND</u>		FY 12-13 BUDGET	CHANGE	REVISED
Transient Lodging Tax	<i>Increase</i>	393,460.00	82,000.00	475,460.00
Miscellaneous Revenues	<i>Increase</i>	2,500.00	2,400.00	4,900.00
Mayor's Expenses	<i>Increase</i>	3,385.00	1,500.00	4,885.00
Tourism Promotion	<i>Increase</i>	103,365.00	20,500.00	123,865.00
Court Appointed Attorney Fees	<i>Increase</i>	12,000.00	4,500.00	16,500.00
Firearms	<i>Increase</i>	8,500.00	2,400.00	10,900.00
Contingency	<i>Increase</i>	772,326.00	55,500.00	827,826.00
		<i>Current</i>	<i>Inc/(Decr)</i>	<i>Revised</i>
Total Resources (Beg Fund Balance + Current Revenues)		13,657,712.00	84,400.00	13,742,112.00
Total Requirements (Expenditures)		13,657,712.00	84,400.00	13,742,112.00

*When the 2012-2013 Budget was adopted, the Transient Lodging Tax was estimated to be \$393,460.00. Receipts to date have been more than estimated thus far. Therefore, the City needs to increase Transient Lodging Tax revenues in the amount of \$82,000.00 and appropriate 25% of the increase to be remitted to the Visitor's Center. This would increase the Tourism Promotion expense line item by \$20,500.00 and prevent the City Council department from potentially going over budget.*

*The Police Department received a donation of various firearms. The items were sold for \$2,400.00 and the proceeds will be used to purchase standard issue firearms for the department. An increase in Miscellaneous Revenues of \$2,400.00 and a corresponding increase to the Firearms expense budget item are necessary.*

*The Mayor will be going to Poysdorf, Austria, with the Chamber of Commerce next fiscal year. However, the Mayor needs to purchase his plane ticket this fiscal year. An increase in Mayor's Expenses in the amount of \$1,500.00 to account for the purchase of the ticket is necessary. A corresponding decrease in General Fund Contingency in the amount of \$1,500.00 will be needed to offset the increase in Mayor's Expenses.*

*When a defendant for Court requests a Court Appointed Attorney, the City must provide one. The defendant is charged for the cost of this expense; however, the City needs to up-front the expense. If found guilty, the defendant is required to reimburse the City for the cost of the court appointed attorney. There is a need to increase the appropriations for the Court Appointed Attorney expense line in the amount of \$4,500.00 as there has been an increase in requests for these services. A corresponding decrease in General Fund Contingency in the amount of \$4,500.00 will be needed to offset the increase in Court Appointed Attorney's expense.*

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<u>FUND 02 - STREET FUND</u>		FY 12-13 BUDGET	CHANGE	REVISED
Contractual Services - Administration	Increase	-	25,000.00	25,000.00
Contractual Services - Engineering Services	Decrease	35,000.00	(25,000.00)	10,000.00
		<i>Current</i>	<i>Inc/(Decr)</i>	<i>Revised</i>
Total Resources (Beg Fund Balance + Current Revenues)		1,723,373.00	-	1,723,373.00
Total Requirements (Expenditures)		1,723,373.00	-	1,723,373.00

*The League of Oregon Cities provides for a Lobbyist who helps municipalities deal with transportation issues within the State of Oregon. The expense for the service has been accounted for in the Engineering Services Department for several years. It is more appropriate for the expense to be in the Street Administration Department. This Supplemental Budget is to move the budgeted amount for Lobbyist Expense from Contractual Services – Engineering Services to Contractual Services – Administration in the amount of \$25,000.00.*

<u>FUND 03 - CIVIL FORFEITURE FUND</u>		FY 12-13 BUDGET	CHANGE	REVISED
Other Forfeitures (Revenue)	Increase	5,000.00	10,000.00	15,000.00
Confidential Funds (Expense)	Increase	2,500.00	5,000.00	7,500.00
Contractual Services (Expense)	Increase	2,500.00	5,000.00	7,500.00
		<i>Current</i>	<i>Inc/(Decr)</i>	<i>Revised</i>
Total Resources (Beg Fund Balance + Current Revenues)		5,000.00	10,000.00	15,000.00
Total Requirements (Expenditures)		5,000.00	10,000.00	15,000.00

*The police detectives have been confiscating funds relating to drug crimes that are later sent to the Federal Bureau of Investigation. It is possible some of these funds may be channeled through the City of Newberg's Civil Forfeiture Fund. This Supplemental Budget is to recognize the estimated revenues in the amount of \$10,000.00 and appropriate the amounts expected to be spent in Confidential Funds and Contractual Services in the amounts of \$5,000.00 each, totaling \$10,000.00.*

<u>FUND 04 - UTILITY CAPITAL IMPROVEMENT FUND</u>		FY 12-13 BUDGET	CHANGE	REVISED
Transfer In - Wastewater Fund	Decrease	712,900.00	(546,500.00)	166,400.00
Transfer In - Water Fund	Decrease	1,036,000.00	(500,000.00)	536,000.00
WWTP Wyooski IPS Property Purchase	Decrease	146,500.00	(146,500.00)	-
South Springbrook Sewer (Bypass)	Decrease	600,000.00	(400,000.00)	200,000.00
Springs Improvements	Decrease	700,000.00	(500,000.00)	200,000.00
		<i>Current</i>	<i>Inc/(Decr)</i>	<i>Revised</i>
Total Resources (Beg Fund Balance + Current Revenues)		2,461,500.00	(1,046,500.00)	1,415,000.00
Total Requirements (Expenditures)		2,461,500.00	(1,046,500.00)	1,415,000.00

*The Utility Capital Improvement Fund is based on a 5-year Capital Improvement Plan. Actual construction activities often differ from the original plan. This Supplemental Budget recognizes these changes as a decrease in revenues and appropriations in the amount of \$146,500.00 for not needing to purchase the WWTP Wyooski IPS Property; postponing a portion of the South Springbrook Sewer (Bypass) project in the amount of \$400,000.00; and postponing a portion of the Springs Improvements project in the amount of \$500,000.00. This also means a reduction of \$546,500.00 in the Transfers In from the Wastewater Fund (Fund 06) and a reduction of \$500,000.00 in the Transfers In from the Water Fund (Fund 07).*

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<u>FUND 05 - EMERGENCY MEDICAL SERVICES FUND</u>		FY 12-13 BUDGET	CHANGE	REVISED
Salaries & Wages	Increase	415,672.00	18,000.00	433,672.00
Contingency	Decrease	279,829.00	(18,000.00)	261,829.00

	Current	Inc/(Decr)	Revised
Total Resources (Beg Fund Balance + Current Revenues)	1,734,271.00	-	1,734,271.00
Total Requirements (Expenditures)	1,734,271.00	-	1,734,271.00

The EMS Department is in need of additional help as existing staff are either injured or on Family Medical Leave. This Supplemental Budget is to appropriate an additional \$18,000.00 in Salaries and Wages while taking the corresponding amount from the EMS Contingency Fund.

<u>FUND 06 - WASTEWATER FUND</u>		FY 12-13 BUDGET	CHANGE	REVISED
ETO Grant Reimbursement	Increase	-	33,746.00	33,746.00
Capital Outlay	Increase	79,958.00	65,702.00	145,660.00
Transfer Out - Capital Projects	Decrease	712,900.00	(546,500.00)	166,400.00
Contingency	Increase	6,112,201.00	514,544.00	6,626,745.00

	Current	Inc/(Decr)	Revised
Total Resources (Beg Fund Balance + Current Revenues)	11,816,674.00	33,746.00	11,850,420.00
Total Requirements (Expenditures)	11,816,674.00	33,746.00	11,850,420.00

The City received a grant from the Energy Trust of Oregon for new lighting at the Wastewater Treatment Plant. This Supplemental Budget is to recognize the grant revenues in the amount of \$33,746.00 and to increase appropriations in Capital Outlay line item to account for the grant expenditures. In addition, increased appropriations are necessary to account for increased needs in the Capital Outlay line item in the amount of \$31,956.00.

The Utility Capital Improvement Fund (Fund 04) is based on a 5-year Capital Improvement Plan. Actual construction activities often differ from the original plan. This Supplemental Budget recognizes these changes as a reduction of \$546,500.00 in the Transfers Out for \$146,500.00 for not needing to purchase the WWTP Wynooski IPS Property and postponing a portion of the South Springbrook Sewer (Bypass) project in the amount of \$400,000.00. Net adjustment is an increase in Contingency.

<u>FUND 07 - WATER FUND</u>		FY 12-13 BUDGET	CHANGE	REVISED
Transfer Out - Capital Projects	Decrease	1,036,000.00	(500,000.00)	536,000.00
Contingency	Increase	3,127,579.00	500,000.00	3,627,579.00

	Current	Inc/(Decr)	Revised
Total Resources (Beg Fund Balance + Current Revenues)	8,396,446.00	-	8,396,446.00
Total Requirements (Expenditures)	8,396,446.00	-	8,396,446.00

The Utility Capital Improvement Fund (Fund 04) is based on a 5-year Capital Improvement Plan. Actual construction activities often differ from the original plan. This Supplemental Budget recognizes these changes as a reduction of \$500,000.00 in the Transfers Out to Capital Projects Fund (Fund 04) for postponing a portion of the Springs Improvements Project with a corresponding increase in Contingency.

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<u>FUND 8 - BUILDING INSPECTION FUND</u>		FY 12-13 BUDGET	CHANGE	REVISED
Permit Revenues	Increase	192,000.00	100,000.00	292,000.00
Salaries & Wages	Increase	33,280.00	33,000.00	66,280.00
Contingency	Increase	157,883.00	67,000.00	224,883.00
		<i>Current</i>	<i>Inc/(Decr)</i>	<i>Revised</i>
Total Resources (Beg Fund Balance + Current Revenues)		452,846.00	100,000.00	552,846.00
Total Requirements (Expenditures)		452,846.00	100,000.00	552,846.00

*The Building Department has seen an increase in permits. This means there has been an increase in staff time needed to review these permits. This Supplemental Budget is to recognize an increase in permit revenues in the amount of \$100,000.00 and to increase appropriations in Salaries and Wages in the amount of \$33,000.00. The difference will be an increase in the Building Inspection Fund Contingency in the amount of \$67,000.00.*

<u>FUND 13 - 9-1-1 EMERGENCY FUND</u>		FY 12-13 BUDGET	CHANGE	REVISED
911 Dundee Excise Taxes (Revenue)	Increase	-	16,000.00	16,000.00
Overtime	Increase	12,000.00	15,000.00	27,000.00
911 Dundee Excise Taxes (Expenditure)	Increase	-	16,000.00	16,000.00
Contingency	Decrease	39,923.00	(15,000.00)	24,923.00
		<i>Current</i>	<i>Inc/(Decr)</i>	<i>Revised</i>
Total Resources (Beg Fund Balance + Current Revenues)		237,755.00	16,000.00	253,755.00
Total Requirements (Expenditures)		237,755.00	16,000.00	253,755.00

*The State of Oregon has revised the way money is sent to 9-1-1 dispatch centers. The City of Newberg is now receiving the Dundee 9-1-1 revenues. This Supplemental Budget is to recognize the revenues received for Dundee 9-1-1 in the estimated amount of \$16,000.00 and to appropriate the corresponding expenditure to send to the City of Dundee.*

*With the employee turnover in Communications and the need to staff the dispatch center, additional funds are needed to pay for more overtime than anticipated. An increase in appropriations for Overtime in the amount of \$15,000.00 is needed with a corresponding decrease in 9-1-1 Emergency Fund Contingency.*

<u>FUND 14 - EDRLF FUND</u>		FY 12-13 BUDGET	CHANGE	REVISED
CDBG Grants (Revenues)	Increase	-	200,000.00	200,000.00
YC Housing Authority Grant (Expense)	Increase	-	200,000.00	200,000.00
		<i>Current</i>	<i>Inc/(Decr)</i>	<i>Revised</i>
Total Resources (Beg Fund Balance + Current Revenues)		687,233.00	200,000.00	887,233.00
Total Requirements (Expenditures)		687,233.00	200,000.00	887,233.00

*The City applied for a Community Development Block Grant (CDBG) Housing Rehabilitation grant with the help of the Yamhill County Housing Corporation (HAYC) and the Housing Authority of Yamhill County (YCAHC) in January of 2012. The City was awarded a grant in the amount of \$400,000.00. YCAHC is working with home owners in the Newberg area for potential rehabilitation candidates. This Supplemental Budget recognizes the grant revenue to be received in the 2012-2013 fiscal year in the amount of \$200,000.00 and appropriates the corresponding reimbursements to YCAHC in the amount of \$200,000.00. The remainder of the grant will be disbursed in fiscal year 2013-2014.*

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<u>FUND 18 - STREET CAPITAL IMPROVEMENT FUND</u>		FY 12-13 BUDGET	CHANGE	REVISED
Federal Exchange Grant	Decrease	620,000.00	(300,000.00)	320,000.00
Sheridan Street CPRD Project	Decrease	370,000.00	(300,000.00)	70,000.00

	<i>Current</i>	<i>Inc/(Decr)</i>	<i>Revised</i>
Total Resources (Beg Fund Balance + Current Revenues)	1,286,648.00	(300,000.00)	986,648.00
Total Requirements (Expenditures)	1,286,648.00	(300,000.00)	986,648.00

*The Streets Capital Improvement Fund is based on a 5-year Capital Improvement Plan. The scope of the projects has changed since the development of the original plan. This Supplemental Budget recognizes these changes as a decrease in appropriations in the amount of \$300,000.00 for postponing a portion of the Sheridan Street CPRD Project to next fiscal year. This also means a reduction of \$300,000.00 in the Federal Exchange Grant revenues which is funding the project.*

<u>FUND 31 - ADMINISTRATIVE SERVICES FUND</u>		FY 12-13 BUDGET	CHANGE	REVISED
Clerical Salaries - City Recorder/Clerk	Increase	11,399.00	5,500.00	16,899.00
Health/Life/LTD - City Recorder/Clerk	Increase	19,157.00	5,500.00	24,657.00
Contingency	Decrease	418,034.00	(11,000.00)	407,034.00

	<i>Current</i>	<i>Inc/(Decr)</i>	<i>Revised</i>
Total Resources (Beg Fund Balance + Current Revenues)	3,763,728.00	-	3,763,728.00
Total Requirements (Expenditures)	3,763,728.00	-	3,763,728.00

*With one staff member in the Administrative Support Services (Fund 31) on Family Medical Leave and another part-time staff member leaving unexpectedly, there was need to bring in additional help. Increased appropriations are needed to fund this additional help in the amount of \$5,500.00 for Clerical Salaries – City Recorder/Clerk and \$5,500.00 in Health/Life/LTD – City Recorder/Clerk for a total decrease in Administrative Services Fund Contingency in the amount of \$11,000.00.*

Total Increase (decrease) in appropriations: (902,354.00)