



CITY OF ROGUE RIVER

133 Broadway • Box 1137 Rogue River, Oregon 97537 • (541) 582-4401

Fax: (541) 582-0937 • website: cityofrogue.com

BUDGET COMMITTEE MEETING

THURSDAY, APRIL 13, 2023

3:00 P.M.

This meeting is also available for attendance by phone or internet via <https://join.freeconferencecall.com/rogue>:

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CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

AGENDA

PUBLIC INPUT:

APPROVAL OF MINUTES:

NEW BUSINESS:

- | | | |
|---|-------------------------------|--|
| 1 | Oath of Office | Oath of Office to be administered to new appointees if needed. |
| 2 | Election of Officers | Election of Chairman, Vice Chairman and Secretary. |
| 3 | Distribution of Budget | Distribute proposed 2023-2024 Budget. |
| 4 | Budget Message | Budget Officer to deliver the Budget Message. |
| 5 | Budget Review | Review the proposed Budget for fiscal year 2023-2024. |
| 6 | Proposed Use Hearing | Hear comments from the public regarding the use of State Revenue Sharing Funds for fiscal year 2023-2024. |
| 7 | Request | Request from Food and Friends for an annual donation. |
| 8 | Approval of | Approval of levying taxes for the 2023-2024 fiscal year. |
| 9 | Approval of | Approval of the proposed budget for fiscal year 2023-2024 . |
| | <u>OR</u> | |
| | Announcement of | Announcement of date, time and location of next Budget Committee meeting to continue review of proposed budget |
| | Next Budget Meeting | for fiscal year 2023-2024. |

The City Hall is handicapped-accessible. Please let us know twenty-four (24) hours in advance if you will need any special accommodations to attend the meeting. If you wish to speak regarding an agenda item, please sign in before the start of the meeting.



TREE CITY USA

We are an AA/EOW and comply with Section 504 of the Rehab. Act of 1973

"Home of the National Rooster Crowing Contest"



CITY OF ROGUE RIVER

Budget Committee minutes

THURSDAY, APRIL 14, 2022

CITY HALL COUNCIL CHAMBERS

CITY OF ROGUE RIVER, JACKSON COUNTY, OREGON

CONVENED Mayor Wayne Stuart called the Budget Committee meeting to order at 3:00 p.m.

PLEDGE OF ALLEGIANCE Mayor Wayne Stuart led the audience in the Pledge of Allegiance

QUORUM **BUDGET COMMITTEE MEMBERS PRESENT:**

Mayor Wayne Stuart
City Councilor Jack Bird
City Councilor Pam VanArsdale
City Councilor Rick Kempa
City Councilor Barb Hilty
City Councilor Sherrie Moss
City Councilor Barb Gregory via phone
Budget Committee Member David Marshall
Budget Committee Member Mark Poling
Budget Committee Member John Bond
Budget Committee Member Darren Jahn

BUDGET COMMITTEE MEMBERS ABSENT:

Budget Committee Member Don Collins

ALSO PRESENT:

Mark Reagles, City Administrator/Budget Officer
Carol Weir, City Recorder
Jim Williams, Chief of Police
Mike Bollweg, Public Works Director
Bonnie Honea, Finance Officer

MEDIA PRESENT:

Brian Mortenson, Rogue River Press

A quorum was present and due notice had been published.

APPROVAL OF MINUTES:

MOVED (BOND), SECONDED (KEMPA) AND CARRIED TO APPROVE THE MINUTES OF APRIL 8, 2021.

AGENDA ITEM 1 **Oath of Officers:** No Oaths of Office were necessary.

AGENDA ITEM 2 Election of Officers: Election of Chairman, Vice Chairman and Secretary.
Mayor Stuart opened the nominations for Budget Committee Chairman.

MOVED (BOND), SECONDED (VANARSDALE) TO NOMINATE DARREN JAHN AS BUDGET COMMITTEE CHAIR.

Nominations were closed.

AFTER A ROLL CALL VOTE MOTION CARRIED THAT DARREN JAHN BE ELECTED BUDGET COMMITTEE CHAIRMAN.

Budget Committee Chair Darren Jahn opened the nominations for Budget Committee Vice-Chairman.

MOVED (BOND, SECONDED (JAHN) TO NOMINATE DAVID MARSHALL AS VICE CHAIR.

Nominations were closed.

AFTER A ROLL CALL VOTE MOTION CARRIED THAT DAVID MARSHALL BE ELECTED BUDGET COMMITTEE VICE-CHAIRMAN

Budget Committee Chair Darren Jahn opened the nominations for Budget Committee Secretary.

MOVED (VANARSDALE), SECONDED (KEMPA) TO NOMINATE BARB HILTY AS BUDGET COMMITTEE SECRETARY

Nominations were closed.

AFTER A ROLL CALL VOTE MOTION CARRIED THAT BARB HILTY BE ELECTED BUDGET COMMITTEE SECRETARY.

AGENDA ITEM 3 Distribution of Budget: Distribute the proposed 2022-2023 Budget.

City Administrator/Budget Officer Mark Reagles had distributed the proposed 2022-2023 Budget prior to the meeting to allow the Budget Committee members and staff time to review the document.

AGENDA ITEM 4 Budget Message: Budget Officer Mark E. Reagles to read the Budget Message.

City Administrator/Budget Officer Mark Reagles passed out the Budget Message and read it in its entirety into the record as required by law as follows:

The Honorable Wayne Stuart, Mayor
Members of the City Council
Members of the Budget Committee
City of Rogue River

It is my privilege to present the proposed budget for fiscal year 2022-23. As required by law, the proposed budget is balanced, and it provides for the basic needs and requirements of the City.

The City of Rogue River provides a range of services to the community, including police protection, street maintenance, storm drain collection, park maintenance, water and sewer utilities, administration, planning, and building department services. The level of service provided by the proposed budget is similar to that currently enjoyed by the community.

The 2022-23 budget has been prepared by evaluating and analyzing requests from the department heads and reflects the requested financial support for the operation of the City of Rogue River for the coming fiscal year. It uses the modified accrual basis of accounting which recognizes revenues when they become available and measurable, and with a few exceptions, records expenditures when liabilities are incurred. The items are summarized by major expenditure categories within each organizational budget unit.

Changes from last year: The City has entered into an agreement with the State of Oregon Safe Drinking Water Revolving Loan Fund for \$3,745,030 for construction of water projects. These projects will include 1 new water reservoir, new radio read water meters throughout the city, approximately 13 new fire hydrants and cathodic protection for the old reservoir. The City also has received notice that it will be receiving \$517,000.00 from the National American Recovery Plan Act. These funds are slated to come to Cities and Counties across the country. The City received half in August 2021 and the remainder will be distributed sometime in 2022. The funds have restrictions on what they can be used for, and staff has been working with the City Council to determine the best uses for Rogue River within the Federal guidelines.

The 2022-23 beginning fund balances for all funds, including the reserve funds, are projected to be \$6,847,455. Fund balances are equal to 48.5% of the total proposed budget. In accordance with Oregon Budget Law, the beginning balance of each fund, plus projected revenues, less appropriated expenditures, will equal zero with the exception of any reserved or unappropriated funds. As previously discussed, however, conservative revenue estimates will aid in achieving a healthy ending fund balance.

A General Fund beginning fund balance of \$1,395,300 is projected. This balance is equal to approximately 47%, or just over five months, of General Fund operating expenses, which enables the City to avoid short-term financing needed to operate until tax revenues come in mid-November.

More detailed information relating to fund balances can be found in the Schedules and Summaries section of the 2022-23 budget document.

The 2022-23 budget provides appropriations for capital construction projects in the amount of \$4,527,631, equal to approximately 32% of the proposed budget. Proposed expenditures are designed to stay on course with the City's Five-Year Capital Improvement Program. These projects will be funded by grants, loans, and revenues reserved for these improvements.

Additional information about these and other capital projects are available in the Five-Year Capital Improvement Program section of the 2022-23 budget document.

The City has the following revenue bond debt currently outstanding:

A loan under Oregon Cities Financing Pool held by US Bank in the amount of \$1,488,691. This 3.25% interest loan was a refinance of loans and bonds used to pay for the City's Wastewater Treatment Facility and 1.2 Million Gallon Water Reservoir. This loan is paid for by user fees and accounted for in the Water and Sewer Revenue Bond Debt Service Fund.

The City has the following General Obligation loan debt currently outstanding:

Loans under the Oregon Transportation Infrastructure Bank Fund in the amount not to exceed \$1,600,000. Two loans make up this amount. #2013A is in the amount of \$206,637 at 1% interest. The other, #2013B, is for \$884,754 at an interest rate of 3.09%. Both are 20 year terms. The loans were obtained to pay for repairs to the City's street system. The proceeds to repay these loans will come from property tax revenue and will be accounted for in the Governmental Debt Service Fund.

State law provides a debt limit of 3% of the Real Market Value of all taxable property within the City's boundaries. The 3% does not apply to bonds issued for sewer systems, disposal plants, or water treatment facilities. The City has issued \$1,091,391 in debt subject to the 3% limit. The amount legally available for future indebtedness is \$7,928,073.

The City's economic position is currently secure, and financial management practices remain optimistic.

The City's population has increased by 8.2% the past year, from a population of 2,250 in 2020 to a population of 2,435 in 2021. This increase is due to an adjustment over the past 10 years taken from the 2020 census. The City expects to continue with minimal growth with a few future housing starts being predicted. A minimal rate of growth would be consistent with the city's historical trend for most of the past ten years. The assessed value of property in the City increased to \$202,231,035; up 2% percent from the previous year. The immediate financial future of the City of Rogue River looks stable.

In summary, the most important budgetary objectives are to provide the highest possible level of service to our citizens without impairing the City's sound financial condition and without overburdening these same citizens. To accomplish this objective, capital projects must be completed as scheduled, and programs must be continually reexamined and reassessed to ensure that the City continues to follow sound economic practices. This budget continues that commitment.

Rogue River can be proud of its continuing distinction as a leader in the governmental sector and the impact that it has in our region. The real test of leadership, however, comes from results. The City can take pride in its well-run administrative, public safety, and public works programs. The goals set by the Mayor and City Council demonstrates their dedication and leadership to secure the future of the City as a pleasant and safe place to live and work.

I look forward to working with the Mayor and City Council, City Committees, and all of the City's employees in a team effort to deliver the highest possible level of service at the lowest possible cost to the citizens of Rogue River.

Respectfully submitted,

Mark E. Reagles
City Administrator/Budget Officer

AGENDA ITEM 5 **Budget Review:** Review the proposed budget for fiscal year 2022-2023.

General Fund:

Revenue - Resource Detail:

City Administrator/Budget Officer Mark Reagles commented that the COVID-19 CDBG funds that were received in August 2021 was located in the Miscellaneous account.

Budget Committee Member David Marshall asked Mr. Reagles if he anticipated receiving any more COVID-19 money to come in.

City Administrator/Budget Officer Mark Reagles said he had no idea, they collected early funds in the amount of \$89,000 but it depended on where the COVID-19 goes. He said this money was part of the Federal Governments \$1.9 trillion funds that were to boost the economy and get us moving again. The funds were based on population.

City Councilor Barb Hilty asked how many single family homes he based his building permit revenue on.

Mr. City Administrator/Budget Officer Mark Reagles replied he anticipated five new homes.

City Councilor Barb Hilty questioned the increase in Local Marijuana Tax since they had been told that the revenue was going down.

City Administrator/Budget Officer Mark Reagles explained that the Local Marijuana Tax seemed to be going strong but the City lost about 75% of the State Marijuana Tax. The State money was to be allocated for treatment and rehabilitation services. He said if a person was charged with a drug violation they had the option of obtaining treatment as part of their restitution but records show that the defendants were using the option and who knows where the money had gone.

Budget Committee Member John Bond questioned why the change in parking fines from zero to one-hundred dollars because there were vehicles without dated tags and cob webs and grass growing under them that had not been ticketed.

Chief Jim Williams commented that the parking fines were on a sliding scale from ten to three hundred dollars. He said they had dealt with parking issues but was not aware if any tickets had been issued. He felt the compliance was better than a fine.

City Administrator/Budget Officer Mark Reagles commented that the transient room tax was one that had been jumping around. During the COVID-19 Pandemic when you would have thought, everything would have bottomed out turned out to be the highest collected. Come to find out, it was from people who were displaced from the fires in California and Oregon that contributed to that revenue.

Expenditure Detail:
Administration:

City Administrator/Budget Officer Mark Reagles commented that there weren't many changes with the exceptions of accounting services with KDP who he recommended the City stay with for another year during the transition of the City Administrator position and budgeted for a single source audit needed to be done because of spending more than \$750,000 of federal funds in a budget year. Also increased contract labor because of additional land use legal services with the City Attorney and through the Rogue Valley Council of Governments.

Police:

City Administrator/Budget Officer Mark Reagles commented that computer services were increased to cover the replacement of five Mobile Data Centers for the patrol cars that were paid for with COVID Relief money. A much needed separation of computer servers between city hall and the police department was still continuing so additional funds were set aside.

Police Chief Jim Williams commented that they had their own server because of the LED's and the NCIC Terminals keeping it separate from the City side and they had their own IT company that maintained the administration of it. Also, the Office 360 was at a maintenance level now for a certain amount of hours. He felt that equipment wise things were good but there was the electronic side of it that was questionable. He felt the next big expenditure was going to be the radio system that hopefully would be covered under a county grant but there would be some upgrade costs for the City to cover but may not be implemented for another four years.

City Councilor Barb Gregory asked if the reduction in personal services was because they were down an employee.

Police Chief Jim Williams commented that they were down an employee with Corporal Buren gone but he would be coming to the City Council to ask for an additional employee. They currently had five police officers and the office assistant.

City Administrator/Budget Officer Mark Reagles said that Chief Whipple was going part time and not having to pay PERS and other fringe benefits they were going to be able to hire somebody at the entry level giving a staff of five and a half. In the meantime Chief Whipple left and the City hired Chief Williams full time.

City Administrator/Budget Officer Mark Reagles commented that in both the police department and public works that if you had a good employee there was someone out there who was looking at snagging them away from the City.

Budget Committee Chair Darren Jahn asked how many people would be included in personal services.

Police Chief Jim Williams replied that it was 6.4 employees.

City Administrator/Budget Officer Mark Reagles said the amount included a portion of his and the finance officer's salary also leaving a total of four police officers, the Chief and the record's specialist.

Budget Committee Chair Darren Jahn asked if they were looking for another employee, shouldn't the budget reflect and how much were they talking about.

City Administrator/Budget Officer Mark Reagles said that the increase left and they did not replace it which would have been Corporal Buren and leaving the department with four officer and a Chief. He said they were asking the budget committee to direct staff how to proceed. The fund balance had enough to support an additional position for a while. He said it was the difference of the \$81,644 from last years budget to this year budget. Sometime in the future they would need to look for additional revenue

Budget Committee Chair Darren Jahn asked if that would bring them back to where they were the year before.

Police Chief Jim Williams said they were running seven days a week but not twenty-four hours a day leaving four hours a day not covered throughout the week. Adding another officer would still not provide twenty-four hour coverages but it would help them minimize that twenty-four hours and cover shifts when staff was out sick, on vacation or time off for training with overtime. He said that the Sheriffs' office had been great in covering for the City and they would be available for crimes in progress if there wasn't an officer available and there would also be an officer on call. So asking for one officer at the time but wanted to put it into their heads that he really wanted two because the coverage issues were only going to increase because the call volumes were increasing.

Budget Committee Member John Bond asked if this topic had already been discussed with the City Council and did they have a recommendation.

Police Chief Jim Williams felt that the City Council already knew that in the future they were facing the Corporal position be replaced and they needed to think about adding another officer in the future. Right then it was getting back to where they were when he was hired.

Budget Committee Member David Marshall commented that he felt the money should have already been included in personal services to replace the corporal position.

Budget Committee Chair Darren Jahn asked for clarity that adding the corporal position simply brought them back to what they budgeted the prior year.

City Administrator/Budget Officer Mark Reagles said that was correct and that would be corrected before the City Council adopted the budget.

Budget Committee Chair Darren Jahn asked what others had to say.

City Councilor Pam VanArsdale commented that she felt they needed to add the corporal position back into the budget but if they were going to discuss a second position they would need to consider additional funding such as increasing the public safety fee from \$5 to \$10 or where would the revenue come from. And then the struggle was enough to find one let alone another one.

Police Chief Jim Williams said that he agreed to get back where they were and have the discussion about an additional officer. He also commented that they were currently experiencing officers being courted by other departments so may approve another officer but ends up having to hire two officers because somebody left.

City Administrator/Budget Officer Mark Reagles commented that changes could be made during the budget process and that the public safety fee originally came from the budget committee so he was staying along that same line, looking to them to give additional feedback to the City Council.

Budget Committee Chair Darren Jahn asked for direction on how to include the change.

City Administrator/Budget Officer Mark Reagles explained that a motion would need to be made to include the additional funding for an officer into personal services when adopting the budget.

Budget Committee Chair Darren Jahn asked if there was anyone who was not in agreement in making the recommendation. No one was in opposition.

Finance Officer Bonnie Honea asked if anyone was interested in increasing salaries to retain the staff employed with the City.

Police Chief Jim Williams felt that ultimately the City Council would need to address all those problems at some time. To increase their salaries would be awesome for what was going on but it wouldn't deal with the coverage issue. Budget Committee Member David Marshall asked how much of an increase would be needed.

Police Chief Jim Williams said about a fifteen to twenty-percent to be competitive but to be realistic a study would need to be done. He mentioned that Rogue River could not be competitive with Medford, Grants Pass or Jackson County but could they be competitive with same size cities.

Budget Committee Member John Bond also mentioned there were also contractual issues to consider too.

Budget Committee Member David Marshall offered to help review to see what salary increases should be and what an additional person would cost the city.

Budget Committee Chair Darren Jahn reiterated that a motion needed to be included for the additional person to the police department to get back where they were as well as maybe a study is conducted to see if the City was competitive with cities of our size so that the City Council could make a decision for future budgets.

Police Chief Jim Williams recommended that a study not only be done for the police department for all the City employees.

City Administrator/Budget Officer Mark Reagles commented that they usually do that every three years when they negotiate a new contract. When COVID hit people quit working and the government was paying them to stay home, then they wouldn't go back to work and we say it being difficult to get someone to want to be a police officer. Every city he had spoken to was struggling getting people for both police and public works. He mentioned that the Union Contract was up in 2023 and the City would start negotiating in the spring so it would be good to have all the information prior to then and the City Council could determine if they could afford it over a new contract.

Budget Officer John Bond commented that all the employee salaries needed to be reviewed.

City Councilor Pam VanArsdale suggested that a committee be appointed to review all the employee salaries in the fall so that they're prepared for contract negotiations in the spring.

City Councilor Pam VanArsdale asked if the equipment in Capital Outlay included a new vehicle.

Police Chief Jim Williams commented that it included two-vehicles since COVID put a halt to manufacturing and now they were a year behind their in vehicle replacements. He said the vehicle that was totaled was not part of these being discussed.

Municipal Court:

City Administrator/Budget Officer Mark Reagles commented that this fund still had two more years to roll off.

Park Maintenance:

City Administrator/Budget Officer Mark Reagles said a few adjustments for items such as electricity, building and grounds maintenance, irrigation and sprinkler systems.

Budget Committee Member John Bond asked if the new vehicle was replacing or adding to the fleet.

Public Works Director Michael Bollweg said the old one would be used for a backup for emergencies.

City Administrator/Budget Officer Mark Reagles commented that if someone was to go to the public work's yard you'd ask why all the junk, unfortunately you can't get rid of it. Less than a year ago the City tried to auction off vehicles and found to be in the position to have to pay people to take them. It's the same with the patrol units but they were good to have in case of an emergency.

City Councilor Barb Hilty questioned if the increase to Tree City was to remove trees.

City Administrator/Budget Officer Mark Reagles said Tree City not only removed trees, they planted and pruned trees in all the city parks. The City's obligation for continuing as a Tree City, USA was to spend \$2 per capita during the year which there was no problem to do so.

City Councilor Barb Hilty asked what was being rented.

City Administrator/Budget Officer Mark Reagles said that trenchers for irrigation jobs, equipment to work on the pond at Palmerton Park Arboretum and including the cost of renting porta-potties when the park restrooms were closed down for the winter. The City had taken the position that they didn't need to own a lot of equipment on hand and having someone knowing how to run the equipment that way the City doesn't have to maintain it. System improvement's portion was for a pole barn at the public works yard expansion to protect equipment and some irrigation system work. Also, the City purchase property for the expansion of the the Second Street maintenance yard where a pole barn had been designed to help protect equipment such as the sander, leaf vac, chips truck, etc.

Public Works Director Michael Bollweg commentated that the Palmerton Park path, parking and pond repairs for reclaimed water. He said they were cleaning out and filling in the pond, constructing a meandering stream and water features with hopes to make the portion below the park look like a park again by removing the noxious weeds and blackberries were removed. Water conservation was extremely important to him because the parks were the highest users on our system so they wanted to be cautious to use Grants Pass Irrigation District when it was available at the park. He also mentioned a reclamation system to water the park from discharged water from the waste water treatment plant.

City Administrator/Budget Officer Mark Reagles said that the money still allocated for Rooster Park was for things held over the IRT to complete during

the summer then after they have completed their projects of laying the pavers, working on the restrooms and the City would be hiring contractors to finish other projects such as woodwork, electrical, plumbing a lot of which was inside of the buildings. Also, the Rooster Park property was paid off in the previous year.

Building Department:

City Administrator/Budget Officer Mark Reagles said that it was based on five new single family homes, keeping it consistent.

Budget Committee Chair Darren Jahn asked if that money could be pulled out of the general fund if it was needed for something else.

City Administrator/Budget Officer Mark Reagles replied that yes, it could be pulled out of a contingency if needed to pay for permits.

Non-Departmental:

City Administrator/Budget Officer Mark Reagles said they budget money in case the city got a liability claim or a motor vehicle accident where there was a \$1,000 deductible, building damage deductible and would need to be paid out of pocket. The pass through projects was for the distribution of COVID money through CDBG Funds that was to be distributed to other communities and some of it was given out to businesses in our community.

City Councilor Barb Gregory asked if the contingency could be used for an additional police officer.

City Administrator/Budget Officer Mark Reagles replied yes, if in the next year a police officer was hired and personal services were not covering the cost, their salary could definitely come out of the contingency. They could use up to 15% of the \$2 million.

Street Fund:

Revenue - Resource Detail:

City Administrator/Budget Officer Mark Reagles said the main source of revenue came from state gasoline tax and the annual state street grant but not a guarantee other than that not much change. Staff was already planning on sidewalk projects adjacent to Rooster Park and along Oak Street including an upgrade of an 8" water line project. The City also received \$270,000 for transportation projects from the MRMPO ODOT funds without federal strings

being attached. He said there was no problem in spending the money, but just prioritizing it with the recent transportation plan recently finished. ODOT's concerns were with traffic backing up on the Interstate 5 off ramps with all the traffic facilitating Rogue River, Gold Hill and the Wimer area so they were going to be pushing some of the money be used for rerouting, signalization, intersections or one way streets.

Expenditure Detail:

Maintenance:

City Administrator/Budget Officer Mark Reagles commented that the system maintenance was allocated for street repair, it was just being able to get someone to do the work.

Public Works Director commented that they were able to work with the City of Grants Pass sharing on projects being done at the same time.

Capital Construction:

City Administrator/Budget Officer Mark Reagles said that consisted of ADA sidewalks, sidewalk repairs and fencing around the new portion of the Second Street maintenance yard.

System Development Fund:

Revenue - Resource Detail:

City Administrator/Budget Officer Mark Reagles commented that his figures were based on five new single family homes being built.

Expenditure Detail:

City Councilor Pam VanArsdale asked if there were any plans on having an SDC study done.

City Administrator/Budget Officer Mark Reagles said yes, they just didn't have time to hold an engineer's hand in doing so. The review would include the methodology for calculating water, sewer, street and storm drain system development charges. And, the inter fund transfer was for capital projects in the sewer fund.

Water Improvement Reserve Fund:

Revenue - Resource Detail:

City Administrator/Budget Officer Mark Reagles was based on 20% of water sales be set aside for future capital water improvements for turbidity meters and pre treatment, air scour and anthracite.

Expenditure Detail:

City Administrator/Budget Officer Mark Reagles said this was for the transfer over to debt service loan payment.

Sewer Improvement Reserve Fund:
Revenue - Resource Detail:

City Administrator/Budget Officer Mark Reagles said they had budgeted a \$200,000 transfer from the sewer fund over to the sewer improvement fund.

Expenditure Detail:

City Administrator/Budget Officer Mark Reagles said they budgeted for aeration basin upgrades and plant repairs.

Debt Service Fund:
Revenue - Resource Detail:

City Administrator/Budget Officer Mark Reagles said the revenue was generated from property taxes and investment income.

Expenditure Detail:

City Administrator/Budget Officer Mark Reagles said the money goes out to pay off the obligation bonds for paving projects done in 2013. He said he liked to keep enough in to make a payment so this year he moved the money to the unappropriated fund balance where you can't spend it but it good to have it then next year it would become the beginning fund balance.

Water and Sewer Revenue Bond:
Revenue and Other Resources:

City Administrator/Budget Officer Mark Reagles said it was for the refinancing of the water reservoir and the sewer treatment plant that are paid from user fees from the water and sewer reserve fund.

Expenditure Detail:

City Administrator/Budget Officer Mark Reagles said the expenditure was to make interest and principal payments though there wasn't enough in the ending fund balance to make a payment.

Water Fund:

Revenue - Resource Detail:

City Administrator/Budget Officer Mark Reagles said the funding came from user fees and noted that water sales were up because the city had been raising the rates to a certain level as instructed by the lending agency to guarantee repayment of the loans. The final increase would take place once the water meter project was completed. He commented that the money was there to either make a significant payment if the City Council wished he suggested holding off. They had not done a cost of living adjustment in the water fund this year because of the large increase at the end of the project though a cost of living increase had been done to the sewer fees. Unfortunately with COVID all supplies are at a stand still so the project had been delayed.

Public Works Director Michael Bollweg commented that he had met with the engineer and the reservoir project was at a 30% completion.

City Administrator/Budget Officer Mark Reagles said the reservoir project was located at the property the City purchased from the mill where they would be building a 5-million gallon water tank across the street from the water treatment plant on Classick Drive giving the city a good capacity of water storage. With the recent explosion in Medford the city was able to shut down the plants to avoid all the gas and oils that were traveling downstream. In the summer time it would be beneficial to have the extra storage.

City Administrator/Budget Officer Mark Reagles said the capital construction is for the new reservoir, hydrant upgrades, radio read meter replacements and a new generator. He said the money didn't come in until the city expended it. He also commented that \$600,000 of it was an unforgivable loan making the utility bill increases more palatably to the City Council.

Expenditure Detail:

City Administrator/Budget Officer Mark Reagles said he made a few changes to electricity and for some of the new capital projects and an increase to personal services. Some of the personal services were from moving people from one fund to another. The Public Works Director would like to add an additional employee

which he did not budget for but they could make an adjustment in the same way as in the police department to cover the cost. He said that a couple of new employees had been hired, a couple had been with the city for a long time but would be retiring in the near future so it was important to that the new employees get up to speed. He said the city was doing everything to keep and retain the quality employees and keep everything up and running.

Public Works Director Michael Bollweg said that there were licensing requirements which were really extensive for both the water and waste water treatment plants. The waste water plant was going through a new permit process. He said that himself, and his assistant Debbie Bunker were at a Level 4 and 5 and Mark was at a Level 3 and with the permit level changing also would be the certificate level requirements. He had two new people starting the training process but it took years to accomplish before they would get to the higher licensing levels and able to service our facilities. He commented that the training was mostly on their own time because during the day they were doing daily work at the plants or in the parks and on the streets. He said wants to get good employees and keep them and he really would like an additional employee because they would be probably someone with no experience in the field. Then there was the fact that once the city does invest in their training another agency wants to take them away. And the regulatory issues that took a lot of his time.

Budget Committee Member John Bond asked how you knew when hiring a new employee that they're going to go through all the training time and achieve the levels that the City was looking for.

Public Works Director Michael Bollweg said that was the struggle.

City Administrator/Budget Officer Mark Reagles said if they hire three employees hopefully they would get one that worked to get to the level of certification that the City was looking for. But if they didn't get them started before they losing the certified one's that they had now was his biggest fear.

Budget Committee Chair Darren Jahn asked if it was possible to hire a person that already had certification.

Public Works Director Michael Bollweg commented that it was possibly but highly unlikely. He felt that he and Mark were unique, but, he didn't feel that the future held that uniqueness to be licensed in distribution and collections. And the time and money it took to get someone to the level of being able to let them run a plant, then it was the uneasiness of are they going to stay or not. And it was the same situation in all the cities in Oregon.

Budget Committee Member John Bond asked if there was enough money in the budget to pay for an additional employee.

City Administrator/Budget Officer Mark Reagles said they would need to make an increase in personal services that would be spread across multiple funds.

Budget Committee Member John Bond asked if would increase fees to the community.

City Administrator/Budget Officer Mark Reagles replied no. Unfortunately people with a certificate can't afford to move here and live in their own community. And finding the people that want to dedicate the time to study, testing so they were hoping to find some local people that show promise.

Public Works Director Michael Bollweg commented that it used to be that the water treatment plant could be shut down for months at a time but now the plant's runs 24/7 and will remain to do so. He said the upgrades had given him the opportunity to monitor the plants and operators from his phone. He designs a formal training program designed just for the individuals and he had to keep moving and pushing them. It's a different world. He had one employee that was commuting from Cave Junction every day, taking him an hour and fifteen minutes one way and when on call he had to stay with his Mother in Grants Pass in order to respond to an emergency. He said he was asking for an additional employee and where he puts them and how they grow would be completely on them.

City Councilor Pam VanArsdale asked how a motion should be made.

City Administrator/Budget Officer Mark Reagles suggested that the appropriate motion would be to direct staff to increase personal services to allow for a public work's full time employee and that dollar figure would be in the budget when the City Council adopted it.

Budget Committee Chair Darren Jahn commented that they had already decided to request a compensation study is done for all the positions. He commented that it didn't seem like a shortage of bodies as much as it was a turn over issue. Taking so long to get somebody to the level you need and the time for them to get there seems extraordinary difficult but whatever the challenge was wouldn't be free what really needed to be looked at to insure to hold onto people.

City Administrator/Budget Officer Mark Reagles said there wasn't much change in the materials and services. The capital outlay included a new truck, building a

new building and then the capital construction projects listed on the 5-Year Capital Improvement Plan.

Sewer Fund:

Revenue - Resource Detail:

City Administrator/Budget Officer Mark Reagles said it was really straightforward with an increase in revenue by raising the rates with the ENR or Engineered News Record of 2.15%. An interfund transfer to help pay for capital projects.

Expenditure Detail:

City Administrator/Budget Officer Mark Reagles said personal services down a bit which could have been from who was accounted for and fluctuation of insurance rates.

Capital Improvements:

City Administrator/Budget Officer Mark Reagles included a pick up, lift station improvements on West Evans Creek Road, and sewer I and I repair.

Budget Committee Chair Darren Jahn felt that gradual increases are usually less painful when all your costs were going up.

City Administrator/Budget Officer Mark Reagles commented that the years ago the City Council decided to do annual increases using the ENR because it was based on building materials and costs which was a more accurate reflection on water and sewer rates. Though the City Council did not want to do both and annual increase along with the large increase that the lending agency required stretching it over a three to four-year period.

AGENDA ITEM 6 **Proposed Use Hearing:** Hear comments from the public regarding the use of State Revenue Sharing Funds for fiscal year 2022-2023.

Budget Committee Chair Darren Jahn opened up the proposed use hearing and asked for any comments regarding the use of State Revenue Sharing Funds for fiscal year 2022-2023.

No comments were heard from the public regarding the use of State Revenue Sharing Funds for fiscal year 2022-2023 and the proposed use hearing was closed.

Budget Committee Chair Darren Jahn asked if there were anyone who had concerns about the request from Food and Friends.

No comments were heard.

MOVED (VANARSDALE), SECONDED (HILTY) AN CARRIED TO APPROVE THE TAXES TO BE LEVIED FOR THE 2022-2023 FISCAL YEAR AT A RATE OF \$3.1492 PER \$1,000 OF ASSESSED VALUE FOR OPERATING PURPOSES AND IN THE AMOUNT OF \$94,200 FOR PAYMENT OF BOND PRINCIPAL AND INTEREST.

AGENDA ITEM 7 **Approval of Proposed Budget:** Approval of the proposed budget for fiscal year 2022-2023.

MOVED (VANARSDALE), SECONDED (KEMPA) AND CARRIED TO APPROVE THE 2022-2023 BUDGET AS PROPOSED AND DIRECT STAFF TO ADD TO THE EXPENDITURE DETAIL FOR POLICE FOR ANOTHER FULL TIME EMPLOYEE AND ALSO TO INCREASE THE EXPENDITURE DETAIL FOR ANOTHER FULL TIME PUBLIC WORKS EMPLOYEE. AND RECOMMEND THAT THE CITY COUNCIL CONSIDER APPOINTING A COMMITTEE TO REVIEW EMPLOYEE COMPENSATION BEFORE STARTING UNION NEGOTIATIONS IN THE SPRING.

Budget Committee Member John Bond initiated that he wanted the minutes to reflect that the addition of a police officer brought the department back to the level they were when Chief Williams came in. He did not want the public to perceive that it was fully staffed and able to provide 24-hour coverage.

ADJOURN

There being no further business and upon motion duly made (BIRD), seconded (VANARSDALE) and carried the meeting adjourned at 5:22 p.m.

Minutes prepared by City Recorder Carol Weir for Budget Committee Secretary Barb Hilty.

City Councilor Barb Hilty
Secretary

ATTEST:

Carol J. Weir, MMC
City Recorder



CITY OF ROGUE RIVER

133 Broadway • Box 1137 Rogue River, Oregon 97537 • (541) 582-4401

Fax: (541) 582-0937 • website: cityofrogueriver.org

The Honorable Pam VanArsdale, Mayor
Members of the City Council
Members of the Budget Committee
City of Rogue River

This budget document represents the requested financial support for the operations of the City of Rogue River for the 2023/2024 fiscal year. This document has been prepared by the City Administrator and City Finance Officer after analyzing and evaluating project plans provided by the Public Works Director and Police Chief. The City is required by State Law to budget all funds. This budget is prepared for all funds in accordance with the modified accrual basis of accounting and legal requirements as set forth in the Oregon Local Budget Law. As required by law, the proposed budget is balanced, and it provides for the basic needs and requirements of the City.

The City of Rogue River provides a range of services to the community, including police protection, street maintenance, storm drain collection, park maintenance, water and sewer utilities, administration, planning, and building department services. The level of service provided by the proposed budget is similar to that currently enjoyed by the community.

State and local governments are required to follow generally accepted accounting principles as established by the Governmental Accounting Standards Board (GASB) as they apply to modified accrual basis accounting.

The 2023-2024 budget has been prepared by evaluating and analyzing requests from the department heads and reflects the requested financial support for the operation of the City of Rogue River for the coming fiscal year. It uses the modified accrual basis of accounting which recognizes revenues when they become available and measurable, and with a few exceptions, records expenditures when liabilities are incurred.

The budget contains separate resources and requirements for each fund. The General Fund is supported by property taxes, while other funds are not. The budget will be adopted and appropriated by program and major categories. Legal appropriations will be established by program – that includes personnel services, materials and services, and capital outlay plus contingency and operating transfers in each fund. This allows some flexibility in the use of the various line items within a program and a major category while the important appropriation control is maintained.

Revenue estimates are based on four-year historical trends, expected population increases, inflation, and expected economic growth or economic down turns. For this budget a conservative approach has been taken. This provides the City of Rogue River



TREE CITY USA



with a needed "safety cushion," building cash reserves and strengthening the financial position of the City.

The City strives to maintain adequate contingency appropriations to provide itself with protection to address unforeseen circumstances. Transfers may be made out of appropriate contingency funds by Resolution of the City Council. Oregon Budget Law limits them to 15% of the total appropriations budgeted within the fund. The City has adopted a goal of maintaining no less than five (5%) percent of the General Fund in reserves and not less than 10% in the Water, Sewer, and Street Funds to allow for unforeseen expenditures. The proposed budget provides a contingency of 13% in the General Fund, 12% in the Street Fund, 8% in the Water Fund, and 19% in the Sewer Fund. However, in order to analyze total reserves there are specific reserve funds and line items that need to be included in the total reserve accounting. Including total reserves the General Fund has reserves of 13%, the Street Fund has total reserves of 12%, if we analyze the Water (both contingency and reserve) and Water Improvement Funds together they have reserves of 22%, if we analyze the Sewer and Sewer Improvement Funds together they have reserves of 44%. There are a large number of water improvement projects planned for the upcoming year. With new meters in place, rate changes in effect, and a large number of projects anticipated to be completed over the next two years, the City should be able to return to a true contingency of 10% in the Water Fund. However, the City is maintaining very appropriate reserves related to the City's Enterprise Funds.

In accordance with the Budget and Financial Policy the City reserves funds for future capital projects in an effort to avoid incurring indebtedness whenever possible. These reserves are found in the Water and Sewer Improvement Reserve Fund and the System Development Fund. Capital Expenditures of \$4,801,437 are in this year's budget (see detail of projects listed in the Five-Year Capital Improvement Program).

The City is continuing to work with the State of Oregon Safe Drinking Water Revolving Loan Fund on a \$3,745,030 construction project. These projects include 1 new water reservoir, new radio read water meters throughout the city, approximately 13 new fire hydrants and cathodic protection for the old reservoir. The proposed budget calls for a total of two additional Full Time Employees spread across the public works departments in order to maintain and properly operate facilities as well as improve efficient use of staff by managing overtime and contract labor to a greater extent.

The 2023-2024 beginning fund balances for all funds, including the reserve funds, are projected to be \$6,905,124. Fund balances are equal to 48.5% of the total proposed budget. In accordance with Oregon Budget Law, the beginning balance of each fund, plus projected revenues, less appropriated expenditures, will equal zero with the exception of any reserved or unappropriated funds. As previously discussed, however, conservative revenue estimates will aid in achieving a healthy ending fund balance.

A General Fund beginning fund balance of \$1,362,498 is projected. This balance is

equal to approximately 50.5%, or just over six months, of General Fund operating expenses, which enables the City to avoid short-term financing needed to operate until tax revenues come in mid-November.

More detailed information relating to fund balances can be found in the Schedules and Summaries section of the 2023-2024 budget document.

The 2023-2024 budget provides appropriations for capital construction projects in the amount of \$4,801,437, equal to approximately 33.7% of the proposed budget. Proposed expenditures are designed to stay on course with the City's Five-Year Capital Improvement Program. These projects will be funded by grants, loans, and revenues reserved for these improvements. Additional information about these and other capital projects are available in the Five-Year Capital Improvement Program section of the 2023-2024 budget document.

The City has the following revenue bond debt currently outstanding:

A loan under Oregon Cities Financing Pool held by US Bank in the amount of \$1,235,000. This 3.25% interest loan was a refinance of loans and bonds used to pay for the City's Wastewater Treatment Facility and 1.2 Million Gallon Water Reservoir. This loan is paid for by user fees and accounted for in the Water and Sewer Revenue Bond Debt Service Fund.

The City has the following General Obligation loan debt currently outstanding:

Loans under the Oregon Transportation Infrastructure Bank Fund in the amount not to exceed \$1,600,000. Two loans make up this amount. #2013A is in the amount of \$196,618 at 1% interest. The other, #2013B, is for \$830,415 at an interest rate of 3.09%. Both are 20 year terms. The loans were obtained to pay for repairs to the City's street system. The proceeds to repay these loans will come from property tax revenue and will be accounted for in the Governmental Debt Service Fund.

State law provides a debt limit of 3% of the Real Market Value of all taxable property within the City's boundaries. The 3% does not apply to bonds issued for sewer systems, disposal plants, or water treatment facilities. The City has issued \$1,091,391 in debt subject to the 3% limit. The amount legally available for future indebtedness is \$8,088,295.

The City's economic position is currently secure, and financial management practices remain optimistic.

The City's population has increased by 0.4% the past year, from a population of 2,435 in 2022 to a population of 2,446 in 2023. The City expects to continue with minimal growth with a few future housing starts being predicted. A minimal rate of growth would be consistent with the city's historical trend for most of the past ten years. The City of Rogue River could receive an estimated \$665,499 of property taxes for general operation and

\$95,700 for bonded debt payment as levied for the 2023/2024 fiscal year from its Current Tax Rate of \$3.1492 levied on approximately 208,297,966 of assessed valuation of property in the city limits of Rogue River. For budgeting purposes, we estimate that 6% of the tax levy will not be collected during the 2023/2024 fiscal year. These amounts will be collected in future years. The immediate financial future of the City of Rogue River looks stable.

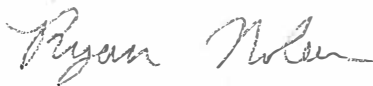
In summary, the most important budgetary objectives are to provide the highest possible level of service to our citizens without impairing the City's sound financial condition and without overburdening these same citizens. To accomplish this objective, capital projects must be completed as scheduled, and programs must be continually reexamined and reassessed to ensure that the City continues to follow sound economic practices. This budget continues that commitment.

The proposed budget includes \$14,186,762 of requirements for appropriated expenditures, and unappropriated ending fund balances of \$63,261 that total \$14,250,023. Resources expected total \$14,250.023 resulting in a balanced budget for FY 2023/2024.

Following discussion of the 2023/2024 proposed budget the Budget Committee must make two decisions.

1. Approve maximum expenditures for the 2023/2024 fiscal year - \$14,186,762
2. Approve the maximum tax levy for the 2023/2024 fiscal year – \$3.1492 per \$1,000 assessed valuation – with expectation that \$665,499 will be levied of which it is expected that \$627,830 will be collected during the 2022/2023 fiscal year.

Respectfully submitted,



Ryan L. Nolan
City Administrator/Budget Officer

Proper Planning...



Know where you're going.

It's important!

**City of Rogue River
2023-24 Annual Budget**

BUDGET PROCESS

BUDGET PREPARATION

The preparation of a budget is a complex process. The process affords both an interesting and challenging opportunity to reassess our plans and overall goals and means for accomplishing them. It's through this effort that the budget is the single most important policy document produced each year.

Preparation of the budget typically begins in mid January, with projection of City reserves and revenues and what the City can afford. At that time, the Department Heads are asked to estimate their expenditures for the remainder of the current year, and submit their requests for the coming year to the City Finance Officer. The Finance Officer meets with the City Administrator, the Mayor and the Department Heads to review, revise and balance the budgets. Capital improvement projects are analyzed to insure they conform with the City's Five Year Capital Improvement Program, the City Council's Policy Goals and Objectives, the City's Budget and Financial Policies and the City's Comprehensive Plan.

BUDGET ADOPTION

The Budget Committee, composed of an equal number of qualified electors and the City Council, meet publicly to review the budget document as proposed by the Budget Officer. Public hearings are conducted to obtain taxpayer comments, and publications are in newspapers as required. The Budget Committee reviews the proposed budget and either revises the proposed figures or approves them as presented.

The budget, as approved by the Budget Committee, is then published in a newspaper of general circulation in summary form, and the full document is made available during regular business hours at the City Hall for public inspection. Prior to June 30, an advertised public hearing is held before the City Council to consider the proposed budget as approved by the Budget Committee. Then the City Council legally enacts the budget by passage of a resolution. The budget is adopted on a basis consistent with generally accepted accounting principles, and appropriations lapse at the end of each fiscal year.

BUDGET AMENDMENTS

It occasionally becomes necessary to make changes to the adopted budget. There are two methods by which Oregon State Budget Law allows the City's budget to be updated in the case of unforeseen circumstances.

The first method is to transfer budgeted amounts within a fund. These transfers usually involve transfers between major categories within a department, or transfers between departments within a fund. Transfers do not result in overall budget appropriation increases. Transfers are usually initiated by the City Administrator upon a recommendation from a Department Head, and must be adopted by resolution of the City Council.

The second method results in a change in the total budget appropriations. The City Council may authorize supplemental appropriations during the year by adopting a supplemental budget. Examples of changes that would require the supplemental budget process are as follows:

The re-appropriation of monies from one fund to another; or

The appropriation of unanticipated grant funds; or

The appropriation of proceeds from the sale of property which necessitates the immediate purchase, construction or acquisition of different facilities.

The supplemental budget process requires public hearings, newspaper publications, and approval by the City Council.

BUDGET BASIS

The City of Rogue River prepares the budgets for governmental funds (General Fund, Governmental Special Revenue Funds, Capital Project Funds, and the Debt Service Fund) using the modified accrual basis of accounting. Under this accounting method, revenues are recognized in the accounting period in which they become available and measurable. Available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable, except for unmatured interest on general long-term debt, which is recognized when due.

The Utility funds are budgeted on a full accrual basis. Under this accounting method, revenues are recognized when they are obligated to the City and expenditures are recognized when a commitment is made.

**City of Rogue River
2023-24 Annual Budget**

HOW TO USE THE BUDGET

The budget document serves two distinct purposes. One purpose is to present the City Council and public with a clear picture of the services the City provides, and of the policy alternatives that are available. The other purpose is to provide City management with a financial and operating plan that conforms to the City's accounting system.

The **Budget Message** section provides an overview of the key policy issues and programs in the budget, and presents major areas of emphasis for the City in 2023-24.

The **Schedules and Summaries** provide the heart of the document as an operating and financial plan.

The **General Fund** section contains General Fund revenue and expenditure summaries. It also provides detailed revenue and expenditure information, department descriptions, staffing levels, service level objectives, and prior year accomplishments for all departments within the General Fund.

The **Governmental Special Revenue Funds** section provides revenue and expenditure summaries for all Special Revenue Funds. It also provides detailed revenue and expenditure information, department descriptions, staffing levels, service level objectives, and prior year accomplishments for all departments within each Governmental Special Revenue Fund.

The **Capital Projects Funds** section contains summaries and detailed revenue and expenditure information for all Capital Projects Funds.

The **Debt Service** section contains information about the resources accumulated for and the payment of general long-term debt principal and interest.

The **Utility Funds** section contains revenue and expenditure summaries for the Water and Sewer Funds. It also provides detailed revenue and expenditure information, department descriptions, staffing levels, service level objectives, and prior year accomplishments for all departments within each Utility Special Revenue Fund.

The **Capital Improvements** section contains the City's Five Year Capital Improvement Program, and lists the 2023-2024 portion of the plan.

The **Community Profile** provides a brief overview of the history, location, demographics and economic condition of the City in order to provide some insight to help individuals put Rogue River's budget into perspective.

The **Appendix** section includes a glossary of terms to help translate some of the budget jargon into plain English, and budget related resolutions.

Governmental Funds:

General Fund: The General Fund is the City's general operating fund, and it accounts for the administrative, police protection, municipal court, park functions and building permits for the City. Principal sources of cash consist of license and permit fees, franchise fees, fines and forfeitures, intergovernmental revenue, investment income and the tax base levy.

Administration is funded from franchise fees, licenses, permits and fees, alcohol tax, cigarette tax, and investment income. Major expenses are for salary related expenses.

Police protection costs are funded from tax base revenues and transient room tax. Major expenses are salary related.

Parks are funded with State Revenue Sharing, Intergovernmental Revenue, Transient Room Tax, and reservation and lease income. Major expenditures are salary related.

Building Department is funded from building permits, structural, mechanical and plumbing. Major expenditures are salary related.

Governmental Special Revenue Funds: These funds account for the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes.

The Street Fund accounts for the City's share of the State of Oregon's special gas tax revenues. This revenue is restricted to street related maintenance and repair, including sidewalks and storm drains.

The System Development Fund was established in accordance with State law to account for System Development Charges related to water supply, treatment and distribution; wastewater collection, transmission, treatment and disposal; drainage and flood control and transportation.

The Water Improvement Reserve Fund was established to reserve funds for the future expansion of the water system. The revenue in this fund is derived from interfund transfers and from a portion of the monthly water service revenue (20%) which is earmarked for system improvements and repayment of the loan from construction of the 1.2 million gallon water reservoir.

The Sewer Improvement Reserve Fund was established to reserve funds for

future expansion of the wastewater system. The revenue in this fund was derived from interfund transfers from a portion of the sewer service revenue.

Governmental Debt Service Fund: The Debt Service Fund was established to account for bond and interest transactions related to the City General Obligation Bonds. This fund receives a portion of the property tax levy, and acts as a reserve and sinking fund for the bonded debt liability.

Water and Sewer Revenue Bond Debt Service Fund: The Sewer Revenue Bond Debt Service fund was established to account for bond, loan, and interest transactions related to the City's Revenue Bond. This fund receives a portion of the sewer user fees and acts as a reserve for the bonded debt liability.

Utility Funds: These funds account for the operations of the City's water and sewer utility services provided to the general public. Cost expenditures are recovered primarily through user charges.

The Water Fund accounts for operating the City's water system and distribution and treatment facilities. Revenue is derived from charges for services to water users.

The Sewer Fund accounts for operating the City's sewer collection system and treatment facility. Revenue is derived from charges for services based on water consumption.



PROPOSED BUDGET

Fiscal Year 2023-2024

CITY OF ROGUE RIVER

2023-24 PROPOSED BUDGET

PAM VANARSDALE
Mayor

BUDGET COMMITTEE

City Council

Sharie Davis
Rick Kempa
Barb Hilty
Sherrie Moss
Barb Gregory

Citizen Members

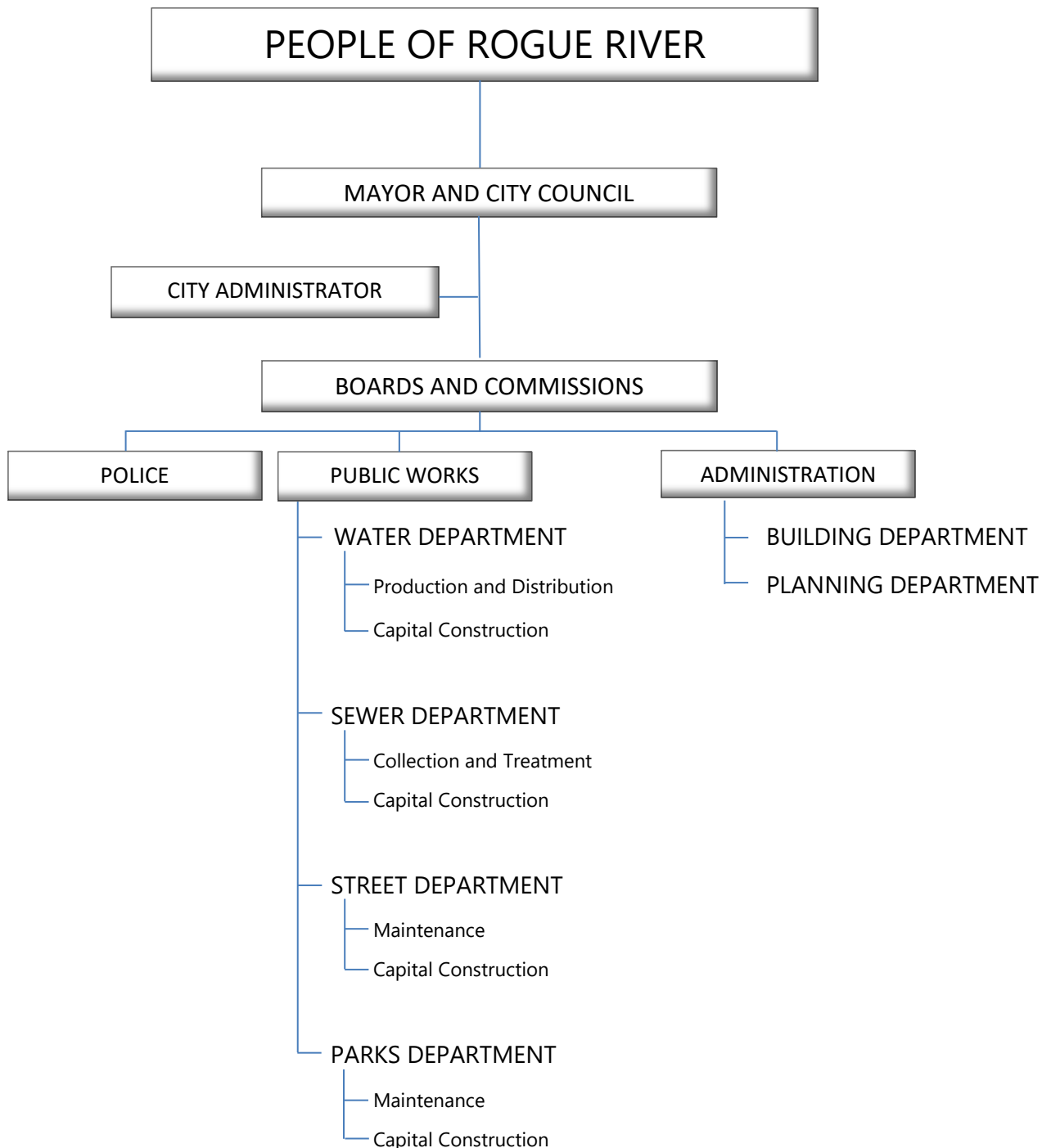
Steven O' Brien
Deborah Daves
Mike Hammond
John Bond
Dannie Moss
Darren Jahn

CITY STAFF

Ryan Nolan, City Administrator
Jim Williams, Police Chief
Michael Bollweg, Public Works Director
Paige Chick, Finance Officer

City of Rogue River

2023 – 24 Organizational Chart



**City of Rogue River
2023-2024 Goals and Policies**

COMMUNITY VISION

Rogue River is a unique community where different generations live, learn, have fun and support each other.

Rogue River is a community with an inviting vibrant downtown that serves as its core, where people can shop, live, dine, work, recreate, and just be together.

Rogue River is a community where new growth blends with the existing community and reflects a traditional rural atmosphere.

Rogue River is a community that values and preserves the natural resources: trees, open space, clean water, fish and the river.

Rogue River is a community that feels like family where people know and support each other.

MISSION STATEMENT

The City of Rogue River strives to provide its citizens with a safe, comfortable and stable economic environment for the benefit of all its citizens. This will be accomplished by careful management of budget resources, which will help ensure the highest quality of life at all economic levels, as well as safe neighborhoods, well-maintained facilities, and clean commercial and industrial development.

POLICY GOALS AND OBJECTIVES

Infrastructure

The City will strive to expand and improve the water, wastewater, street, storm drain and park systems through the implementation of approved scheduled public improvement projects in accordance with the City's Capital Improvement Programs.

1. To provide for additional water capacity and plan for other scheduled capital improvements.

Rationale: The City will plan for projected growth to provide adequate services for the community.

2. To actively pursue and support approval of additional freeway access, which was the subject of Phase I of the Interstate-5 Corridor Study conducted by the Oregon Department of Transportation.

Rationale: The single freeway access to Interstate-5 is complicated by a railroad crossing and a major intersection. An additional freeway access would improve traffic flow.

3. To implement the Transportation Plan solutions to improve traffic flow and intersection congestion.

Rationale: Traffic flow is a major concern of the community. Traffic flow has continued to increase steadily because construction has continued at a steady pace. This traffic flow depends upon Rogue River's traffic circulation patterns and its ability to access Interstate-5 efficiently.

4. To pursue alternative solutions to improve traffic flow at high traffic intersections, such as the Depot and Pine Street intersection.

Rationale: Intersections have been targeted as problem traffic areas.

5. To propose and implement additional revenue streams to help fund street maintenance.

Rationale: Growth brings added burdens to existing streets and additional funding is needed to adequately maintain them.

Environment

The City will make every effort to protect and conserve all components of the environment.

1. To monitor and maintain the wastewater facility to ensure it operates at a level in conformance with the standards established by the National Pollutant Discharge Elimination System Permit.

Rationale: The citizens have made a major investment in this facility, and the City must ensure the continued maintenance and efficient performance of the system.

2. To maintain community pride in our Tree City, USA, by continuing to find means to protect and maintain our urban forest by regulating the planting, maintenance, protection, and control of trees and removal of dead, diseased and noxious trees.

Rationale: Trees reduce soil erosion, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife. They are a renewable resource giving us paper, wood for building our homes, fuel for heating our homes and countless other wood products. They increase property values, enhance the economic vitality of business areas, and beautify our community.

3. To promote recycling by supporting recycling efforts and further educating the public.

Rationale: As the area grows, it is more important than ever to continue to work together to meet the ever expanding recycling needs of our community. We accomplish this goal in partnership with our sanitation company, local businesses and our citizens.

4. To promote clean air by maintaining our leaf pickup program and burn day requirements.

Rationale: Our leaf pickup and composting program, which is offered to the public at no charge, has significantly improved the air quality of the City.

5. To promote clean water by implementing the City's Storm Water Management Plan.

Rationale: The City's relationship and dependency on the rivers and streams in our area demand that action be taken to prevent opportunities that would negatively impact aquatic habitat, diminish recreational opportunities, and increase the likelihood of flooding.

Public Safety and Crime Prevention

The City will strive to foster a safe community.

1. To provide security for the citizens in the form of adequate regulation, law enforcement and emergency preparedness.

Rationale: A sense of well-being is enhanced by a feeling of order and safety.

2. To continue the fight against drug abuse, (solicitation, and manufacturing) and to increase community awareness through police sponsored programs.

Rationale: The drug problems that plague the nation, as well as our own community, must be combated constantly, and we must strive to attack this situation with vigilance.

3. To strive to cooperate and coordinate with other governmental agencies in an effort to provide maximum services to the citizens of Rogue River.

Rationale: Law enforcement agencies at the local, county, and state levels are operating with limited resources. A cooperative and carefully coordinated relationship between agencies will assure that they operate with maximum efficiency.

4. To promote crime prevention through education and community programs such as the Neighborhood Watch Program.

Rationale: Police-citizen cooperation directly results in more control over crime and maintains peace and order. The community must be an active partner. Through greater citizen responsibility, and by providing citizens with an opportunity to contribute individually and collectively to public safety, we can improve the quality of life for our residents.

Quality of Life

The City strives to maintain a high quality of livability for the residents of the City.

1. To deliver the finest municipal services available in the most cost effective and efficient manner.

Rationale: The City constantly faces the struggle to provide quality municipal services and meet unfunded state and federal mandates with limited and declining resources.

2. To promote parks, open space and recreation activities for youth and adults.

Rationale: Parks, open space and recreation opportunities are valued highly by citizens of

our community. The City is over one square mile in size and currently owns and maintains seven parks within the City limits. This ratio of one (1) park per 321 in population should continue to be maintained. Careful planning must take place to assure that an adequate amount of open space is preserved as our population increases.

3. To encourage and support downtown retail and entertainment activities.

Rationale: The future of the downtown area is of major concern to the City. Emphasis must be placed on this area to ensure that it develops into a vibrant core of the community. In partnership with business leaders, the City encourages and supports downtown activities and improvements in an effort to maximize the economic benefit to the community and improve the amenities available to the citizens.

4. To update the Comprehensive Plan.

Rationale: To meet the needs and desires of the community and to assure that growth takes place in a manner consistent with statewide planning goals and blends with the desires of the community as outlined in our Strategic Plan.

5. To increasingly use computerization and technology to obtain and maintain available information for management, policy decision making, and the public.

Rationale: Technology is an asset in this information age of higher demands and dwindling resources.

6. To continue to review and update land use rules, regulations, and Ordinances relating to development.

Rationale: It is imperative that comprehensive development rules, regulations and Ordinances be in place in order to properly process land division development applications. Managed and orderly growth will protect the quality of life and the traditional rural atmosphere of the City.

7. To continue close cooperation between the City, School District, Fire District, and other community and volunteer groups within the City.

Rationale: Cooperation and teamwork within the community leads to a stronger sense of closeness with one another with positive results to the citizens.

8. To continue to review and update the City's Charter, operational policies and procedures.

Rationale: In order for the City to continue to operate effectively and efficiently, these policies and procedures need to be updated periodically.

9. To seek communication methods that will keep the community informed of City activities and projects.

Rationale: In order to keep the community informed of City activities, communication lines need to be broadened which will result in a better informed community and increase community involvement.

BUDGET AND FINANCIAL POLICIES

Financial management policies shall maintain a balanced relationship between debt service requirements and current operation costs, manage growth of the tax base, actively seek alternative funding sources, minimize interest costs, and maximize investment returns.

1. Assure that current operating revenue is sufficient to support current operating expenditures, while giving high priority to funding capital assets with one-time revenues.

Rationale: Utilizing one-time revenues such as grants to fund on-going expenditures results in incurring annual expenditure obligations which may be unfunded in future years. Using these one-time revenues to fund capital assets better enables future administrations to cope with the financial problems when these revenue sources are discontinued.

2. Provide adequate contingency reserve appropriations not less than five (5%) percent of the General Fund and ten (10%) percent of the Water, Sewer and Street Funds to allow for unforeseen expenditures.

Rationale: Adequate contingency appropriations provide the City with the ability to address unforeseen expenditures.

3. Use grant funds as much as possible to provide for future capital improvements, allowing revenue to build reserves and avoid increasing indebtedness.

Rationale: Every effort must be made to plan and provide for necessary capital improvement projects. With careful thought and planning, many projects can be funded with development fees, grant funds, intergovernmental revenues, user fees and excess revenues to avoid the incurrence of debt.

4. Annually review fee schedules to assure that revenues adequately support the full cost of providing the service.

Rationale: Fees should grow at a rate that keeps pace with the cost of providing the service.

5. Actively pursue state and federal grants to provide additional resources.

Rationale: Utilizing outside revenue sources whenever possible relieves the local citizens of some of the financial burden and improves the local economy.

6. Reserve a minimum of twenty-percent (20%) of the revenue received from water sales for future capital improvements and debt repayment.

Rationale: The City's water rights are inadequate. However purchasing water rights from Lost Creek and an upgrade to the City's water treatment plant will increase fire protection and provide for additional reserve as the City continues to grow.

**City of Rogue River
2023-2024 Annual Budget**

BUDGET CALENDAR

Dec 22, 2022	City Council appoints a Budget Officer
January 5, 2023	City Council Review 2023-2024 Goals and Policies
January 26	City Council adopts 2023-2024 Goals and Policies.
February 6	Mid-year report (six month actual) distributed to Department Heads.
February 12	Department Heads estimate their expenditures for remainder of current year and turn in Fiscal year 2023-2024 budget requests to City Administrator.
February 13	Public Works Director begins preparation of Five-Year Capital Improvement Plan.
March 6	City Administrator and Finance Officer review Budget requests with Department Heads and finalize Budget worksheets.
March 16	City Council reviews Five-Year Capital Improvement Plan.
March 22	Notify Council and Budget Committee members of meeting by post card
March 22	Notice of Budget Committee Meeting is published for 2 weeks (March 29 and April 5), and posted on website additionally.
March 23	Budget Committee Members appointed/reappointed.
April 3	City Administrator reviews draft Budget with Mayor and Department Heads.
April 6	City Council provides consensus approval of 2023-2028 Five-Year Capital Improvement Plan; Capital Budget is incorporated into Budget draft.
April 6	Call Council and Budget Committee members reminding them of meeting
April 6	Post the Budget Committee Agenda
April 6	Packets ready to handout
April 13	Budget Committee Meeting; read Budget Message, distribution of proposed Budget, accept public input for comments and questions and approve Budget. Swear in new budget committee members if needed.
April 14	Budget Committee Meeting; accept public input for comments and questions and approve Budget if needed.
April 20	Budget Committee Meeting; accept public input for comments and questions and approve Budget if needed.
April 24	BOLI – Planned Public Improvements
May 1	Publish the LB-1/Budget Summary, including narrative of any major change, and Notice of Budget Hearing is published (May 10 or 17) [posted on website, additionally].
May 25	Budget Hearing: City Council to accept public input for comments and questions; adopt Budget appropriations; and levy taxes.
July 14 NLT	Submit resolutions & LB50 to certify the district's tax to County Assessor
Sept 15 NLT	Submit copy of budget to County Clerk/Elections Office – 1101 W. Main – 2nd floor.

General Fund

Revenue and other Resources Detail

Expenditure Detail

Administration

Police

Municipal Court

Park Maintenance

Building Department

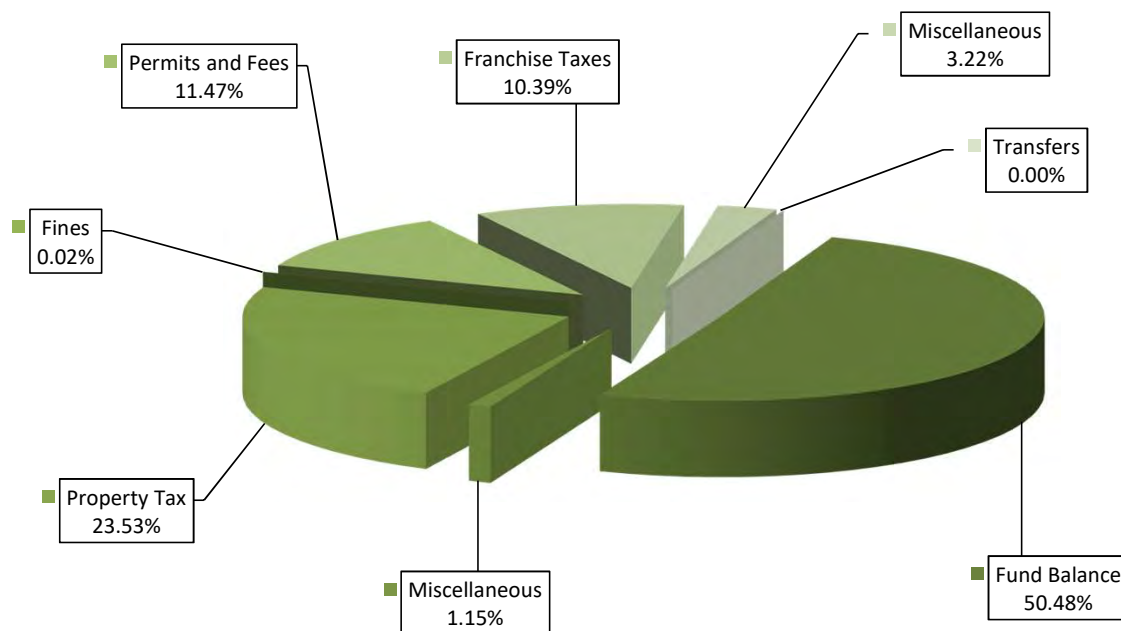
Capital Construction

Non-Departmental

REVENUE AND OTHER RESOURCES DETAIL GENERAL FUND	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2023-2024 PROPOSED	2023-2024 APPROVED	2023-2024 ADOPTED
TAXES						
Current Property Tax	\$609,544	\$619,239	\$609,544	\$627,830		
Prior Property Tax	15,607	6,995	6,000	7,421		
TOTAL TAXES	625,151	626,234	615,544	635,251		
FRANCHISE TAXES						
Telephone	8,098	7,686	8,098	8,746		
Natural Gas	29,030	33,190	28,000	31,640		
Electricity	188,530	198,258	188,530	213,039		
Cable Television	29,586	33,104	29,586	27,000		
TOTAL FRANCHISE TAXES	255,244	272,238	254,214	280,425		
LICENSES, PERMITS, FEES						
Local Marijuana Tax	64,665	62,524	58,665	55,000		
Transient Room Tax	111,086	106,992	85,500	92,000		
Occupation Tax Licenses	46,012	49,097	46,000	44,000		
Building Permits	25,455	61,242	15,000	16,200		
Lien Search Fees	2,400	2,010	1,500	1,800		
Land Use Fees	6,600	7,750	2,400	2,600		
Sign Permits	671	730	600	500		
Liquor License Permits	1,000	660	800	600		
Public Safety Fee	94,408	94,057	94,408	94,408		
Park Development Fees	3,000	4,500	2,500	2,500		
TOTAL LICENSES, PERMITS, FEES	355,297	389,562	307,373	309,608		
FINES AND FORFEITS						
Non-Traffic Fines	400	415	500	0		
Other Fines	5,360	5,481	2,500	100		
Traffic Fines	2,380	580	2,000	100		
Parking Fines	0	0	100	0		
Impound Fees	1,200	500	1,200	300		
TOTAL FINES & FORFEITS	9,340	6,976	6,300	500		
INTERGOVERNMENTAL REVENUE						
Liquor Tax	43,780	44,205	44,560	45,450		
Cigarette Tax	2,152	1,896	1,826	1,698		
State Marijuana Tax	16,410	4,898	3,050	3,050		
MAP Funding	3,600	0	3,600	3,600		
State Revenue Sharing	25,165	28,061	24,500	25,100		
State Planning Grant	0	1,000	0	1,000		
OR Parks Grant	0	233,724	17,637	0		
TOTAL INTERGOVERNMENTAL	91,107	313,784	95,173	79,898		
MISCELLANEOUS						
Investment Income	27,297	20,920	27,297	25,000		
COVID - 19 CDBG (ARPA)	0	266,675	250,000	0		
Park Reservations	1,300	900	1,000	1,000		
Miscellaneous	163,027	4,869	7,000	5,000		
TOTAL MISCELLANEOUS	191,623	293,364	285,297	31,000		

RESOURCES DETAIL GENERAL FUND (con't)	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2023-2024 PROPOSED	2023-2024 APPROVED	2023-2024 ADOPTED
INTERFUND TRANSFERS	0	0	0	0		
TOTAL INTERFUND TRANSFERS	0	0	0	0		
FUND BALANCE						
Beginning Fund Balance	1,357,195	1,168,356	1,395,300	1,362,498		
TOTAL OTHER RESOURCES	1,357,195	1,168,356	1,395,300	1,362,498		
GRAND TOTAL REVENUE	\$2,884,957	\$3,070,514	\$2,959,201	\$2,699,180		

GENERAL FUND REVENUE AND OTHER RESOURCES 2023-2024



EXPENDITURE DETAIL GENERAL FUND ADMINISTRATION	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2023-2024 PROPOSED	2023-2024 APPROVED	2023-2024 ADOPTED
PERSONNEL SERVICES						
Regular Services - FTE 1.15	\$66,934	\$77,138	\$75,440	\$85,232		
Overtime	74	373	500	1,259		
Holiday	2,179	2,630	2,817	3,409		
Part Time	48	0	5,200	5,616		
Fringe Benefits	39,282	46,391	48,809	53,292		
Unused Vacation	0	1,685	13,000	14,040		
TOTAL PERSONNEL SERVICES	108,516	128,217	145,766	162,848		
MATERIALS AND SERVICES						
Training	253	400	5,000	5,400		
Memberships	5,228	4,397	6,250	6,300		
Assessments	0	0	0	0		
Public Relations	8,844	14,575	15,500	15,500		
Insurance and Bonds	11,167	12,801	15,000	18,000		
Planning Department	1,033	577	5,000	3,000		
Legal Services	12,349	22,258	25,000	25,000		
Accounting Services	26,770	37,975	34,166	37,000		
Labor Negotiating Services	1,189	0	3,000	3,000		
Elections	0	0	5,000	5,000		
Land Use Legal Fees	0	0	5,000	5,000		
Contract Labor	9,024	25,243	50,000	54,000		
Miscellaneous	2,072	3,851	4,500	4,500		
Telephone	7,157	7,783	8,500	9,180		
Electricity	3,358	3,138	3,800	4,100		
Postage, Shipping, Freight	1,991	1,852	2,200	2,376		
Printing	99	169	800	860		
Advertising	1,113	996	2,000	2,000		
Other Office Supplies	2,728	1,430	4,500	4,500		
Janitorial Supplies	271	25	400	400		
Subscriptions	466	429	600	600		
Hardware	74	7	250	250		
Gardening Supplies	68	0	150	500		
Personal Safety Supplies/Equipment	109	14	500	500		
Maintenance Agreements	9,297	8,369	12,000	12,000		
Janitorial Services	0	1,151	6,500	6,500		
Building Maintenance	6,028	1,199	5,000	8,000		
Computer Program/Equipment	5,261	8,218	7,000	10,000		
Equipment Repair	189	0	1,500	1,500		
Plumbing Repair	0	0	200	200		
Equipment Rental	746	746	3,500	3,500		
Mileage/Car Rental	0	159	2,000	2,500		
Lodging	0	392	4,500	5,000		
Meals	208	321	2,500	2,500		
TOTAL MATERIALS AND SERVICES	117,090	158,475	241,816	258,666		
CAPITAL OUTLAY						
Equipment	0	0	45,000	45,000		
Building Improvements	0	0	5,000	5,000		
TOTAL CAPITAL OUTLAY	0	0	50,000	50,000		
GRAND TOTAL ADMINISTRATION	\$225,606	\$286,692	\$437,582	\$471,514	\$0	\$0

EXPENDITURE DETAIL GENERAL FUND POLICE	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2023-2024 PROPOSED	2023-2024 APPROVED	2023-2024 ADOPTED
PERSONNEL SERVICES						
Regular Services - FTE 7.4	\$389,182	\$404,427	\$419,665	\$470,768		
Overtime	15,285	15,781	24,516	26,477		
Holiday	12,310	11,683	16,466	18,750		
Part Time	2,925	0	10,000	10,800		
Standby	8,675	8,850	7,525	8,127		
Fringe Benefits	268,962	272,175	298,643	336,777		
Unused Vacation	8,526	3,192	18,700	20,196		
TOTAL PERSONNEL SERVICES	705,865	716,108	795,515	891,895		
MATERIALS AND SERVICES						
Training	2,225	2,208	6,000	5,500		
Memberships	646	363	1,000	1,000		
Programs	8,143	8,318	11,300	13,100		
Insurance and Bonds	20,755	23,594	36,330	43,596		
Communications	38,065	38,288	40,200	40,000		
Labor Negotiating Services	665	0	3,000	3,500		
Miscellaneous	2,262	651	4,000	6,000		
Telephone	9,601	7,874	10,500	11,340		
Electricity	2,843	3,138	4,000	4,500		
Postage, Shipping and Freight	589	956	750	810		
Printing	616	410	800	800		
Advertising	0	963	1,000	1,000		
Other Office Supplies	1,568	1,986	3,000	3,000		
First Aid Supplies	0	0	250	250		
Camera Supplies	0	67	2,700	5,200		
Janitorial Supplies	26	183	200	200		
Subscriptions	22	0	150	150		
Uniforms and Officer Equipment	3,688	2,741	6,500	7,000		
Gasoline	9,969	17,182	15,000	18,000		
Vehicle Supplies	2,054	666	700	700		
Investigative Supplies	74	700	2,000	2,000		
Personal Safety Supplies/Equipment	5,805	1,530	9,500	9,500		
Guns & Ammunition	3,340	1,628	4,000	4,500		
Maintenance Agreements	5,374	5,715	13,600	14,100		
Janitorial Services	90	660	5,000	5,000		
Building Maintenance	3,494	809	10,000	10,000		
Vehicle Maintenance	6,833	7,847	8,000	8,000		
Computer Program/Equipment	15,538	31,115	16,558	17,500		
Equipment Repair	656	1,975	2,500	2,700		
Volunteer Services and Supplies	0	490	500	2,500		
Mileage/Car Rentals	0	0	500	500		
Lodging	579	315	2,500	2,500		
Meals	210	144	1,500	1,500		
TOTAL MATERIALS AND SERVICES	145,727	162,516	223,538	245,946		
CAPITAL OUTLAY						
Equipment	9,986	0	137,000	68,500		
Building Improvements	16,825	0	5,000	45,500		
TOTAL CAPITAL OUTLAY	26,811	0	142,000	114,000		
DEBT SERVICE	0	0	0	0		
TOTAL DEBT SERVICE	0	0	0	0		
GRAND TOTAL POLICE	\$878,402	\$878,624	\$1,161,053	\$1,251,841		

EXPENDITURE DETAIL GENERAL FUND MUNICIPAL COURT	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2023-2024 PROPOSED	2023-2024 APPROVED	2023-2024 ADOPTED
PERSONNEL SERVICES						
Regular Services - FTE .00	\$8,036	\$0	\$0	\$0		
Overtime	222	0	0	0		
Holiday Pay	296	0	0	0		
Fringe Benefits	5,626	0	0	0		
TOTAL PERSONNEL SERVICES	14,180	0	0	0		
MATERIAL AND SERVICES						
Assessments	549	0	0	0		
Postage, Shipping, Freight	458	0	0	0		
TOTAL MATERIALS AND SERVICES	1,007	0	0	0		
GRAND TOTAL MUNICIPAL COURT	\$15,187	\$0	\$0	\$0		

EXPENDITURE DETAIL GENERAL FUND PARK MAINTENANCE	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2023-2024 PROPOSED	2023-2024 APPROVED	2023-2024 ADOPTED
PERSONNEL SERVICES						
Regular Services - FTE 1.25	\$16,918	\$23,594	\$53,071	\$56,072		
Overtime	1,242	2,079	4,951	6,278		
Holiday	636	849	982	1,072		
Part Time	22,998	7,880	2,580	2,786		
Standby	645	881	800	864		
Fringe Benefits	14,393	17,781	43,048	44,563		
Unused Vacation	0	0	1,100	1,188		
TOTAL PERSONNEL SERVICES	56,831	53,064	106,532	112,823		
MATERIALS AND SERVICES						
Memberships	0	0	100	100		
Insurance and Bonds	1,359	1,542	3,200	3,840		
Tree City	3,745	8,815	10,000	10,000		
Labor Negotiating Services	0	0	500	500		
Miscellaneous	0	248	700	700		
Telephone	0	0	50	50		
Electricity	6,763	3,497	9,600	11,520		
Other Office Supplies	0	734	500	600		
Janitorial Supplies	1,349	1,875	3,000	3,000		
Gasoline	791	916	1,250	1,300		
Vehicle Supplies	64	0	300	300		
Pipe/Pipe Fittings	1,460	444	2,000	2,000		
Tools	1,253	501	1,000	1,000		
Electrical Supplies/Repairs	699	453	2,500	2,500		
Hardware	280	405	500	500		
Personal Safety Supplies/Equipment	1,604	1,273	1,500	1,500		
Maintenance Agreements	5,077	3,187	9,500	5,000		
Janitorial Services	10	180	1,000	1,000		
Building and Grounds Maintenance	10,871	33,237	10,500	21,500		
Vehicle Repair and Maintenance	2,280	261	2,500	2,500		
Equipment Repair	0	485	1,850	1,850		
Plumbing Repair	806	1,485	2,500	2,500		
Equipment Rental	4,743	387	4,500	4,500		
Patching and Paving	4,813	0	6,000	6,000		
Signs	654	322	650	3,150		
Irrigation Charge	838	852	1,250	1,350		
TOTAL MATERIALS AND SERVICES	49,457	61,099	76,950	88,760		
CAPITAL OUTLAY						
Equipment	0	13,293	7,500	0		
System Improvements	0	0	21,000	101,000		
Capital Construction	351,081	375,972	366,194	25,000		
TOTAL CAPITAL OUTLAY	351,081	389,265	394,694	126,000		
DEBT SERVICE						
Park Property purchase	13,084	37,105	0	0		
TOTAL DEBT SERVICE	13,084	37,105	0	0		
GRAND TOTAL PARKS	\$470,453	\$540,533	\$578,176	\$327,583		

EXPENDITURE DETAIL GENERAL FUND BUILDING DEPARTMENT	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2023-2024 PROPOSED	2023-2024 APPROVED	2023-2024 ADOPTED
PERSONNEL SERVICES						
Regular Services - FTE .35	\$16,238	\$18,307	\$19,180	\$17,077		
Overtime	0	0	500	287		
Holiday	588	659	728	683		
Part Time	0	0	0	0		
Fringe Benefits	11,147	11,916	14,201	10,459		
Unused Vacation	0	562	2,600	1,808		
TOTAL PERSONNEL SERVICES	27,972	31,444	37,209	30,314		
MATERIAL AND SERVICES						
Training	100	0	600	600		
Membership	0	0	150	150		
Assessments	6,971	19,906	21,000	21,000		
Insurance and Bonds	3,095	3,520	3,800	4,560		
Building Inspections	5,524	23,617	31,080	33,500		
Plumbing/Mechanical Inspections	2,473	5,531	12,151	13,123		
Legal Services	0	0	1,500	1,500		
Accounting Services	5,752	6,265	6,500	6,500		
Labor Negotiating Services	0	0	500	500		
Contract Labor	0	258	5,000	5,000		
Miscellaneous	19	0	250	300		
Telephone	1,428	0	2,200	2,376		
Electricity	0	0	1,000	1,200		
Postage, Shipping, Freight	282	564	250	270		
Printing	0	0	100	120		
Other Office Supplies	0	0	700	700		
Subscriptions	0	0	350	350		
Mileage/Car Rental	0	0	100	100		
Lodging	0	0	150	150		
Meals	0	0	100	100		
TOTAL MATERIALS AND SERVICES	25,644	59,661	87,481	92,099	0	0
GRAND TOTAL BUILDING	\$53,616	\$91,105	\$124,690	\$122,413	\$0	\$0

EXPENDITURE DETAIL GENERAL FUND NON-DEPARTMENTAL	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2023-2024 PROPOSED	2023-2024 APPROVED	2023-2024 ADOPTED
PASS-THROUGH SPECIAL PAYMENTS						
Insurance Pool Claims	\$0	\$0	\$18,500	\$18,500		
Pass-Through Projects	87,745	42,389	150,000	150,000		
TOTAL INSURANCE POOL CLAIMS	87,745	42,389	168,500	168,500		
CONTINGENCY	0	0	489,200	357,329		
TOTAL CONTINGENCY	0	0	489,200	357,329		
GRAND TOTAL NON-DEPARTMENTAL	87,745	42,389	657,700	525,829		
GRAND TOTAL EXPENDITURES	\$1,731,008	\$1,839,343	\$2,959,201	\$2,699,180		

Street Fund

Revenue and other Resources Detail

Expenditure Detail

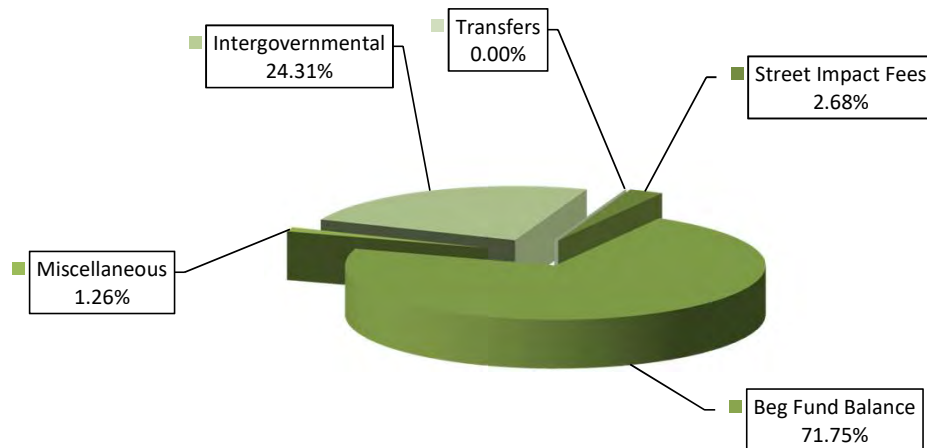
Maintenance

Capital Construction

Non-Departmental

REVENUE AND OTHER RESOURCES DETAIL STREET FUND	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2023-2024 PROPOSED	2023-2024 APPROVED	2023-2024 ADOPTED
INTERGOVERNMENTAL REVENUE						
State Gasoline Tax	170,052	\$188,768	\$170,052	\$171,753		
State Street Grant	100,000	270,000	100,000	0		
TOTAL INTERGOVERNMENTAL	270,052	458,768	270,052	171,753		
FEES						
Street Impact fee	14,678	45,382	17,500	18,900		
TOTAL FEES	14,678	45,382	17,500	18,900		
INTERFUND TRANSFERS						
TOTAL INTERFUND TRANSFERS	0	0	0	0		
MISCELLANEOUS REVENUE						
Investment Income	3,632	2,796	4,250	4,590		
Miscellaneous	13,610	2,384	4,000	4,320		
TOTAL MISCELLANEOUS	17,242	5,180	8,250	8,910		
FUND BALANCE						
Beginning Fund Balance	475,562	391,635	484,130	506,910		
TOTAL OTHER RESOURCES	475,562	391,635	484,130	506,910		
GRAND TOTAL REVENUE	777,533	\$900,965	\$779,932	\$706,473		

STREET FUND REVENUE AND OTHER RESOURCES 2023-2024



EXPENDITURE DETAIL STREET FUND MAINTENANCE				2023-2024 PROPOSED	2023-2024 APPROVED	2023-2024 ADOPTED
	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET			
PERSONNEL SERVICES						
Regular Services - FTE 1.50	\$66,446	\$72,799	\$78,137	\$85,718		
Overtime	4,569	4,822	5,369	7,112		
Holiday	2,410	2,589	2,778	3,265		
Part Time	4,869	360	3,500	3,500		
Standby	2,118	1,918	2,200	2,500		
Fringe Benefits	47,537	49,457	57,564	61,508		
Unused Vacation	11	842	1,100	1,100		
TOTAL PERSONNEL SERVICES	127,959	132,787	150,647	164,703		
MATERIALS AND SERVICES						
Training	100	0	400	400		
Member Dues	0	360	400	400		
Insurance and Bonds	2,717	3,463	4,000	4,000		
Legal Services	0	0	500	500		
Labor Negotiating Services	500	0	500	500		
Engineering Services	136	0	18,000	18,000		
Miscellaneous	327	787	600	600		
Telephone	177	0	200	200		
Electricity	21,063	16,112	30,000	30,000		
Advertising	0	0	400	400		
Other Office Supplies	430	969	100	100		
Gasoline	1,776	2,985	2,600	2,600		
Vehicle Supplies	335	703	700	700		
Tools	1,752	1,369	2,000	2,000		
Electrical Supplies/Repairs	20	0	1,000	1,000		
Hardware	24	602	400	400		
Personal Safety Equip. & Uniforms	1,120	3,080	1,200	1,200		
Maintenance Agreements	13,167	12,085	17,500	17,500		
Janitorial Services/Supplies	124	0	400	400		
Building & Grounds Maintenance	2,862	7,308	5,000	5,000		
Vehicle Repair and Maintenance	6,244	3,576	3,500	3,500		
Equipment Repair/Maintenance	814	622	3,000	3,000		
Equipment Rental	3,890	530	1,500	1,500		
Striping	7,329	5,140	9,500	9,500		
Gravel	2,425	2,072	4,500	4,500		
Patching and Paving	8,398	23,358	13,900	13,900		
Signs	259	2,059	3,500	3,500		
Mowing and Spraying	680	10	1,500	1,500		
Emergency Materials/Services	160	50	500	500		
System Maintenance	83,615	24,462	62,000	62,000		
Mileage/Car Rentals	0	0	100	100		
Lodging	0	0	100	100		
Meals	0	36	150	150		
System Mapping	0	0	1,000	1,000		
TOTAL MATERIAL AND SERVICES	160,441	111,738	190,650	190,650		
CAPITAL OUTLAY						
Equipment	3,699	6,667	7,500	66,500		
Building Improvements	0	0	22,000	5,000		
Capital Construction	93,796	193,944	197,000	192,000		
TOTAL CAPITAL OUTLAY	97,495	200,611	226,500	263,500		
GRAND TOTAL MAINTENANCE	\$385,894	\$445,136	\$567,797	\$618,853		

EXPENDITURE DETAIL STREET FUND NON-DEPARTMENTAL	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2023-2024 PROPOSED	2023-2024 APPROVED	2023-2024 ADOPTED
INSURANCE POOL CLAIMS	\$0	\$0	\$0	\$0		
TOTAL INSURANCE POOL CLAIMS	0	0	0	0		
CONTINGENCY	0	0	212,135	87,620		
TOTAL CONTINGENCY	0	0	212,135	87,620		
GRAND TOTAL NON-DEPARTMENTAL	0	0	212,135	87,620		
GRAND TOTAL EXPENDITURES	\$385,894	\$445,136	\$779,932	\$706,473		

System Development Fund

Revenue and other Resources Detail

Expenditure Detail

REVENUE AND OTHER RESOURCES DETAIL SYSTEM DEVELOPMENT FUND	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2023-2024 PROPOSED	2023-2024 APPROVED	2023-2024 ADOPTED
SYSTEM DEVELOPMENT CHARGES						
Water	\$27,888	\$37,184	\$23,240	\$23,240		
Sewer	8,118	10,824	6,765	6,765		
Street	4,836	12,896	8,060	8,060		
Storm Drain	3,393	9,048	5,655	5,655		
TOTAL SYSTEM DEV. CHARGES	44,235	69,952	43,720	43,720		
MISCELLANEOUS REVENUE						
Investment Income	6,537	5,033	5,462	5,898		
TOTAL MISCELLANEOUS	6,537	5,033	5,462	5,898		
FUND BALANCE						
Beginning Fund Balance	2,241,404	2,292,177	2,321,345	2,440,194		
TOTAL OTHER RESOURCES	2,241,404	2,292,177	2,321,345	2,440,194		
GRAND TOTAL REVENUES	\$2,292,176	\$2,367,162	\$2,370,527	\$2,489,812		

EXPENDITURE DETAIL SYSTEM DEVELOPMENT FUND CAPITAL OUTLAY	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2023-2024 PROPOSED	2023-2024 APPROVED	2023-2024 ADOPTED
CAPITAL OUTLAY						
SDC Plan Update	\$0	\$0	\$185,000	\$185,000		
TOTAL CAPITAL OUTLAY	0	0	185,000	185,000		
TOTAL CAPITAL PROJECTS	\$0	\$0	\$185,000	\$185,000		

EXPENDITURE DETAIL SYSTEM DEVELOPMENT FUND NON-DEPARTMENTAL	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2023-2024 PROPOSED	2023-2024 APPROVED	2023-2024 ADOPTED
INTERFUND TRANSFER						
To Sewer Fund	\$0	\$0	\$80,500	\$0		
TOTAL INTERFUND TRANSFER	0	0	80,500	0		
CONTINGENCY			270,506	470,291		
TOTAL CONTINGENCY	0	0	270,506	470,291		
RESERVED FOR FUTURE CAPITAL PROJ.						
Water System	0	0	548,917	548,917		
Sewer System	0	0	622,526	622,526		
Street System	0	0	311,485	311,485		
Storm Drain System	0	0	351,593	351,593		
TOTAL RESERVE	0	0	1,834,521	1,834,521		
GRAND TOTAL EXPENSE AND RESERVES	\$0	\$0	\$2,370,527	\$2,489,812		

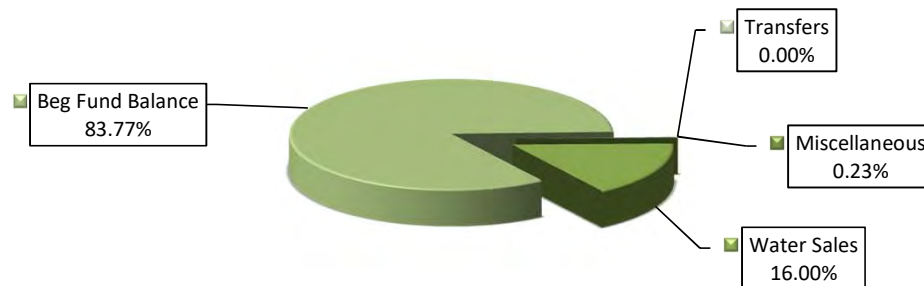
Water Improvement Reserve Fund

Revenue and other Resources Detail

Expenditure Detail

REVENUE AND OTHER RESOURCES WATER IMPROVEMENT RESERVE	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2023-2024 PROPOSED	2023-2024 APPROVED	2023-2024 ADOPTED
CHARGES FOR SERVICE						
Water Sales	\$151,544	\$146,193	\$151,544	\$151,544		
TOTAL CHARGES FOR SERVICE	151,544	146,193	151,544	151,544		
MISCELLANEOUS REVENUE						
Investment Income	2,421	1,864	2,200	2,200		
TOTAL MISCELLANEOUS	2,421	1,864	2,200	2,200		
INTERFUND TRANSFERS						
TOTAL INTERFUND TRANSFERS	0	0	0	0		
FUND BALANCE						
Beginning Fund Balance	549,111	636,732	719,455	793,648		
TOTAL OTHER RESOURCES	549,111	636,732	719,455	793,648		
GRAND TOTAL REVENUE	\$703,076	\$784,789	\$873,199	\$947,392		

WATER IMPROVEMENT RESERVE FUND Revenue and Other Resources 2023-2024



EXPENDITURE DETAIL WATER IMPROVEMENT RESERVE	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2023-2024 PROPOSED	2023-2024 APPROVED	2023-2024 ADOPTED
CAPITAL OUTLAY						
Capital Construction	\$0	\$0	\$10,500	\$10,500		
Equipment	0	0	25,000	35,000		
TOTAL CAPITAL OUTLAY	0	0	35,500	45,500		
INTERFUND TRANSFERS						
To Water & Sewer Debt Service Fund Loan	66,344	66,344	66,344	66,344		
Transfer to Water Fund-Capital Construction	0	0	0	250,000		
TOTAL INTERFUND TRANSFERS	66,344	66,344	66,344	316,344		
CONTINGENCY						
TOTAL CONTINGENCY	0	0	176,294	90,487		
RESERVE						
For Future Water Improvements	0	0	595,061	495,061		
TOTAL RESERVE	0	0	595,061	495,061		
GRAND TOTAL EXPENDITURES & RESERVES	\$66,344	\$66,344	\$873,199	\$947,392		

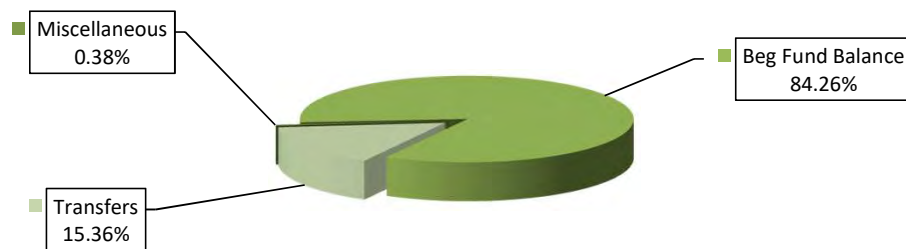
Sewer Improvement Reserve Fund

Revenue and other Resources Detail

Expenditure Detail

REVENUE AND OTHER RESOURCES DETAIL SEWER IMPROVEMENT RESERVE	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2023-2024 PROPOSED	2023-2024 APPROVED	2023-2024 ADOPTED
MISCELLANEOUS REVENUE						
Investment Income	\$3,632	\$2,796	\$2,500	\$2,500		
TOTAL MISCELLANEOUS	3,632	2,796	2,500	2,500		
INTERFUND TRANSFERS						
From Sewer	0	200,000	200,000	100,000		
TOTAL INTERFUND TRANSFERS	0	200,000	200,000	100,000		
FUND BALANCE						
Beginning Fund Balance	329,541	333,173	535,804	548,718		
TOTAL OTHER RESOURCES	329,541	333,173	535,804	548,718		
GRAND TOTAL REVENUE	\$333,173	\$535,969	\$738,304	\$651,218		

SEWER IMPROVEMENT RESERVE FUND 2023-2024 Revenue and Other Resources



EXPENDITURE DETAIL SEWER IMPROVEMENT RESERVE	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2023-2024 PROPOSED	2023-2024 APPROVED	2023-2024 ADOPTED
CAPITAL OUTLAY						
Capital Construction			25,000	25,000		
Equipment	0	0	78,000	7,500		
TOTAL CAPITAL OUTLAY	0	0	103,000	32,500		
INTERFUND TRANSFERS	0	0	0	0		
TOTAL INTERFUND TRANSFERS	0	0	0	0		
CONTINGENCY	0	0	156,185	139,599		
TOTAL CONTINGENCY	0	0	156,185	139,599		
RESERVE						
Future Wastewater Improvements	0	0	479,119	479,119		
TOTAL RESERVE	0	0	479,119	479,119		
GRAND TOTAL EXPENDITURES & RESERVES	\$0	\$0	\$738,304	\$651,218		



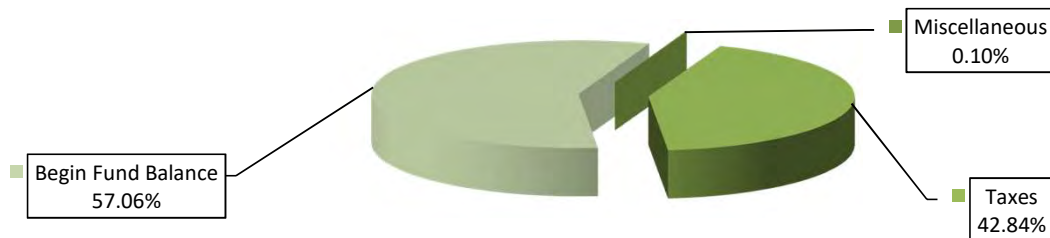
Debt Service Fund

Revenue and other Resources Detail

Expenditure Detail

REVENUE AND OTHER RESOURCES DETAIL GOVERNMENTAL DEBT SERVICE FUND	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2023-2024 PROPOSED	2023-2024 APPROVED	2023-2024 ADOPTED
TAXES						
Current Property Tax	\$92,775	\$90,422	\$93,000	\$95,790		
Prior Property Tax	2,298	1,058	1,500	1,545		
TOTAL TAXES	95,073	91,480	94,500	97,335		
MISCELLANEOUS REVENUE						
Investment Income	242	186	225	225		
TOTAL MISCELLANEOUS	242	186	225	225		
FUND BALANCE						
Beginning Fund Balance	116,616	123,588	123,588	129,634		
TOTAL OTHER RESOURCES	116,616	123,588	123,588	129,634		
GRAND TOTAL REVENUE	\$211,931	\$215,254	\$218,313	\$227,194		

GOVERNMENTAL DEBT SERVICE REVENUE AND OTHER RESOURCES 2023-2024 Taxes are Main Revenue



EXPENDITURE DETAIL GOVERNMENTAL DEBT SERVICE FUND	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2023-2024 PROPOSED	2023-2024 APPROVED	2023-2024 ADOPTED
GENERAL OBLIGATION BONDS						
Principal Bonds Issued 1 July 2013	55,754	59,937	74,318	64,318		
Interest Bonds Issued 1 July 2013	32,589	31,057	30,405	29,405		
TOTAL GENERAL OBLIGATIONS	88,343	90,994	104,723	93,723		
INTERFUND TRANSFERS	0	0	0	0		
TOTAL INTERFUND TRANSFERS	0	0	0	0		
UNAPPROPRIATED ENDING FUND BALANCE	0	0	113,590	133,471		
TOTAL UNAPPROPRIATED ENDING FUND BALANCE	0	0	113,590	133,471		
GRAND TOTAL GOVERNMENTAL DEBT SERVICE	\$88,343	\$90,994	\$218,313	\$227,194		

STATEMENT OF BOND INTEREST & RETIREMENT REQUIREMENTS
ISSUED SEPT 25, 2013 - 1.00% INTEREST PAYABLE

ODOT GO Bond, Series 2013A
OTIB Loan # 0051
250,000
1%

TAX YEAR	BEGINNING LOAN BAL.	PRINCIPAL REQUIRED	INTEREST REQUIRED	TOTAL REQUIRED
2023	206,637	10,019	2,066	12,086
2024	196,618	10,482	1,966	12,448
2025	186,136	10,960	1,861	12,822
2026	175,176	11,455	1,752	13,206
2027	163,721	11,965	1,637	13,602
2028	151,756	12,493	1,518	14,011
2029	139,263	13,038	1,393	14,431
2030	126,225	13,602	1,262	14,864
2031	112,623	14,184	1,126	15,310
2032	98,440	14,785	984	15,769
2033	83,655	15,406	837	16,243
2034	68,249	16,047	682	16,729
2035	52,202	16,709	522	17,231
2036	35,493	17,393	355	17,748
2037	18,100	18,100	181	18,281
Totals:		206,637	18,143	224,780

STATEMENT OF BOND INTEREST & RETIREMENT REQUIREMENTS
ISSUED SEPT 25, 2013 - 3.09% INTEREST PAYABLE

ODOT GO Bond, Series 2013B

OTIB Loan # 0052

1,350,000

3.09%

TAX YEAR	BEGINNING LOAN BAL.	PRINCIPAL REQUIRED	INTEREST REQUIRED	TOTAL REQUIRED
2023	884,713	54,299	27,339	81,638
2024	830,414	58,425	25,661	84,086
2025	771,989	62,754	23,856	86,610
2026	709,235	67,292	21,917	89,208
2027	641,943	72,007	19,837	91,844
2028	569,936	77,030	17,611	94,641
2029	492,906	82,249	15,231	97,480
2030	410,657	87,715	12,689	100,404
2031	322,942	93,438	9,979	103,417
2032	229,504	99,428	7,092	106,519
2033	130,076	105,695	4,019	109,715
2034	24,381	24,382	753	25,135
Totals:		884,714	185,984	1,070,697

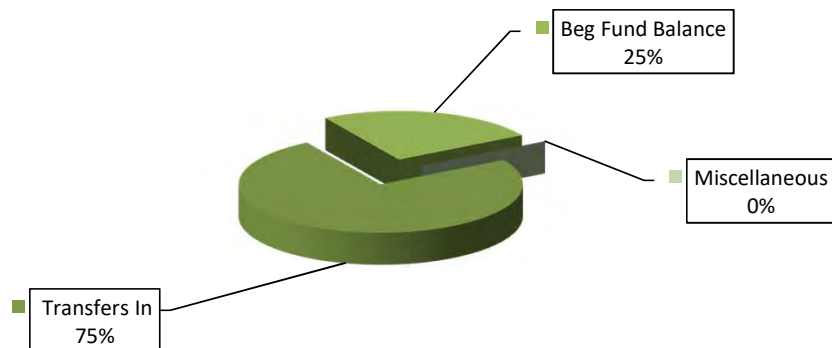
Water and Sewer Revenue Bond Debt Service Fund

Revenue and other Resources Detail

Expenditure Detail

REVENUE AND OTHER RESOURCES DETAIL WATER & SEWER REVENUE BONDS	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2023-2024 PROPOSED	2023-2024 APPROVED	2023-2024 ADOPTED
MISCELLANEOUS REVENUE	\$0	\$0	\$0	\$0		
TOTAL MISCELLANEOUS	0	0	0	0		
INTERFUND TRANSFERS						
From Water Reserve Fund	66,344	66,344	66,344	66,344		
From Sewer	81,525	81,525	81,525	82,550		
TOTAL INTERFUND TRANSFERS	147,869	147,869	147,869	148,894		
FUND BALANCE						
Beginning Fund Balance	24,678	24,678	24,678	50,567		
TOTAL OTHER RESOURCES	24,678	24,678	24,678	50,567		
GRAND TOTAL REVENUE	\$172,547	\$172,547	\$172,547	\$199,461		

**WATER AND SEWER REVENUE BOND DEBT SERVICE FUND
2023-2024
Revenue and Other Resources**



EXPENDITURE DETAIL WATER AND SEWER REVENUE BOND DEBT SERVICE FUND	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2023-2024 PROPOSED	2023-2024 APPROVED	2023-2024 ADOPTED
REVENUE BONDS						
Interest Bond 7/1/98						
Principal - Series 2017A	85,000	85,000	\$90,000	\$90,000		
Interest - Series 2017A	41,609	41,609	52,680	45,400		
Amortization Cost/Issue	0	0	700	800		
TOTAL REVENUE BONDS	126,609	126,609	143,380	136,200		
UNAPPROPRIATED ENDING FUND BALANCE	0	0	29,167	63,261		
TOTAL UNAPPROPRIATED ENDING FUND BALANCE	0	0	29,167	63,261		
WATER AND SEWER REVENUE BOND DEBT SERVICE FUND	\$126,609	\$126,609	\$172,547	\$199,461		

STATEMENT OF BOND INTEREST & RETIREMENT REQUIREMENTS
ISSUED OCTOBER 11, 2017 - VARIABLE
3.25%
WATER & SEWER BONDS

TAX YEAR	BEGINNING LOAN BAL.	PRINCIPAL REQUIRED	INTEREST REQUIRED	TOTAL REQUIRED
2023 - 24	1,235,000	90,000	41,800.00	131,800.00
2024 - 25	1,145,000	95,000	38,200.00	133,200.00
2025 - 26	1,050,000	100,000	34,400.00	134,400.00
2026 - 27	950,000	105,000	30,400.00	135,400.00
2027 - 28	845,000	105,000	26,200.00	131,200.00
2028 - 29	740,000	110,000	23,050.00	133,050.00
2029 - 30	630,000	115,000	19,750.00	134,750.00
2030 - 31	515,000	100,000	16,300.00	116,300.00
2031 - 32	415,000	55,000	13,050.00	68,050.00
2032 - 33	360,000	55,000	11,262.50	66,262.50
2033 - 34	305,000	55,000	9,475.00	64,475.00
2034 - 35	250,000	60,000	7,825.00	67,825.00
2035 - 36	190,000	60,000	6,025.00	66,025.00
2036 - 37	130,000	65,000	4,225.00	69,225.00
2037 - 38	65,000	65,000	2,112.50	67,112.50
Totals:		1,235,000	284,075	1,519,075



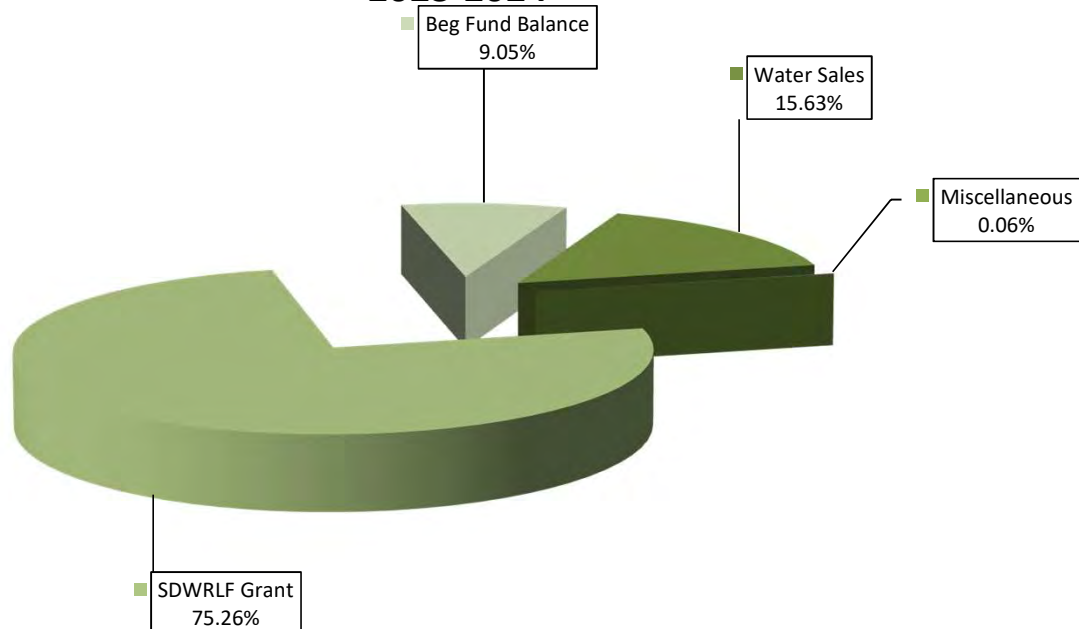
Water Fund

Revenue and other Resources Detail

Expenditure Detail

REVENUE AND OTHER RESOURCES DETAIL WATER FUND	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2023-2024 PROPOSED	2023-2024 APPROVED	2023-2024 ADOPTED
CHARGES FOR SERVICE						
Water Sales	\$600,625	\$584,059	\$600,625	\$720,500		
TOTAL CHARGES FOR SERVICE	600,625	584,059	600,625	720,500		
MISCELLANEOUS REVENUE						
Investment Income	2,421	1,864	2,200	2,376		
Delinquent Reconnection Fee	0	0	600	200		
Miscellaneous	15,157	22,101	3,000	200		
TOTAL MISCELLANEOUS	17,578	23,965	5,800	2,776		
CAPITOL CONSTRUCTION GRANT/ LOAN						
Intergovernmental SDWRLF Grant/Loan	0	0	3,610,437	3,469,679		
TOTAL INTERFUND TRANSFERS	0	0	3,610,437	3,469,679		
INTERFUND TRANSFERS						
From Water Improvement Reserve	0	0	0	250,000		
TOTAL INTERFUND TRANSFERS	0	0	0	250,000		
FUND BALANCE						
Beginning Fund Balance	653,498	653,498	601,429	417,055		
TOTAL OTHER RESOURCES	653,498	653,498	601,429	417,055		
GRAND TOTAL REVENUE	\$1,271,700	\$1,261,522	\$4,818,291	\$4,860,010		

WATER FUND REVENUE AND OTHER RESOURCES 2023-2024



EXPENDITURE DETAIL				2023-2024	2023-2024	2023-2024
WATER FUND				PROPOSED	APPROVED	ADOPTED
PRODUCTION/DISTRIBUTION	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET			
PERSONNEL SERVICES						
Regular Services - FTE 3.20	\$109,560	\$133,246	\$146,959	\$162,190		
Overtime	4,964	7,202	8,148	11,997		
Holiday	4,017	4,759	6,671	5,778		
Part Time	8,628	9,922	6,500	6,500		
Standby	2,058	2,804	2,500	2,500		
Fringe Benefits	103,255	80,589	104,618	111,366		
Unused Vacation	867	876	8,000	8,000		
TOTAL PERSONNEL SERVICES	233,347	239,398	283,396	308,331		
MATERIALS AND SERVICES						
Training	760	498	2,500	2,700		
Memberships	2,768	1,406	2,300	2,484		
Permits	75	1,575	1,200	1,296		
Insurance and Bonds	13,963	16,412	21,000	25,200		
Legal Services	1,800	0	2,500	2,700		
Accounting Services	4,500	4,500	9,500	10,000		
Labor Negotiating Services	995	0	1,000	1,000		
Engineering Services	108,154	17,745	10,000	10,800		
Contract Labor	0	1,031	3,000	3,300		
Miscellaneous	118	367	750	750		
Telephone	3,889	4,504	4,500	4,800		
Electricity	51,027	44,276	60,000	67,800		
Postage, Shipping, Freight	2,045	2,299	2,500	2,700		
Printing	98	84	600	600		
Advertising	70	0	2,000	2,000		
Other Office Supplies	877	1,150	2,400	2,400		
Camera Supplies	0	0	50	50		
Janitorial Supplies	16	291	400	400		
Gasoline	1,961	2,748	5,600	6,000		
Other Vehicle Supplies	17	50	1,000	1,000		
Lab Tests	3,388	2,416	15,000	15,000		
Chemicals/Salt/UV Lights	20,309	24,612	25,000	27,000		
Lab Supplies	2,577	2,292	4,500	4,800		
Pipes/Pipe Fittings/Taps	1,392	30,254	20,000	21,500		
Tools	123	454	1,500	1,700		
Meters/Meter Boxes	1,110	0	12,000	13,000		
Electrical Supplies/Repairs	13,733	17,263	22,000	23,500		
Hardware	25	330	650	650		
Personal Safety Supplies/Uniform	847	2,524	1,500	1,500		
Maintenance Agreements	8,530	7,390	9,200	9,200		
Building & Grounds Maintenance	3,800	12,340	2,500	2,800		
Vehicle Repairs & Maintenance	876	418	3,000	3,300		
Computer Program/Equipment	1,727	1,497	3,000	5,000		
Equipment Repair & Maintenance	12,036	23,667	8,200	8,500		
Plumbing Supplies & Repairs	350	8,600	2,500	4,000		
Equipment Rental	698	4,189	1,800	1,800		
Gravel	0	0	1,000	1,000		
Patching and Paving	5,619	0	8,500	8,500		
Signs	0	0	100	100		
System Maintenance	3,781	16,880	18,000	18,000		
Mileage/Car Rental	0	0	200	200		
Lodging	0	0	1,000	1,000		

EXPENDITURE DETAIL WATER FUND MATERIALS AND SERVICES (con't)				2023-2024 PROPOSED	2023-2024 APPROVED	2023-2024 ADOPTED
	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET			
Meals	0	140	600	600		
Natural Gas	659	1,672	2,500	2,700		
System Mapping	0	0	1,000	2,500		
TOTAL MATERIAL AND SERVICES	\$274,708	\$255,874	\$298,050	\$325,830		
CAPITAL OUTLAY						
Equipment	2,756	0	7,500	45,258		
Building Improvements	0	0	16,000	25,000		
Capital Construction	12,155	0	3,745,437	3,604,679		
TOTAL CAPITAL OUTLAY	14,911	0	3,768,937	\$3,674,937		
GRAND TOTAL PRODUCTION AND DISTRIBUTION	\$522,967	\$495,272	\$4,350,383	\$4,309,098		

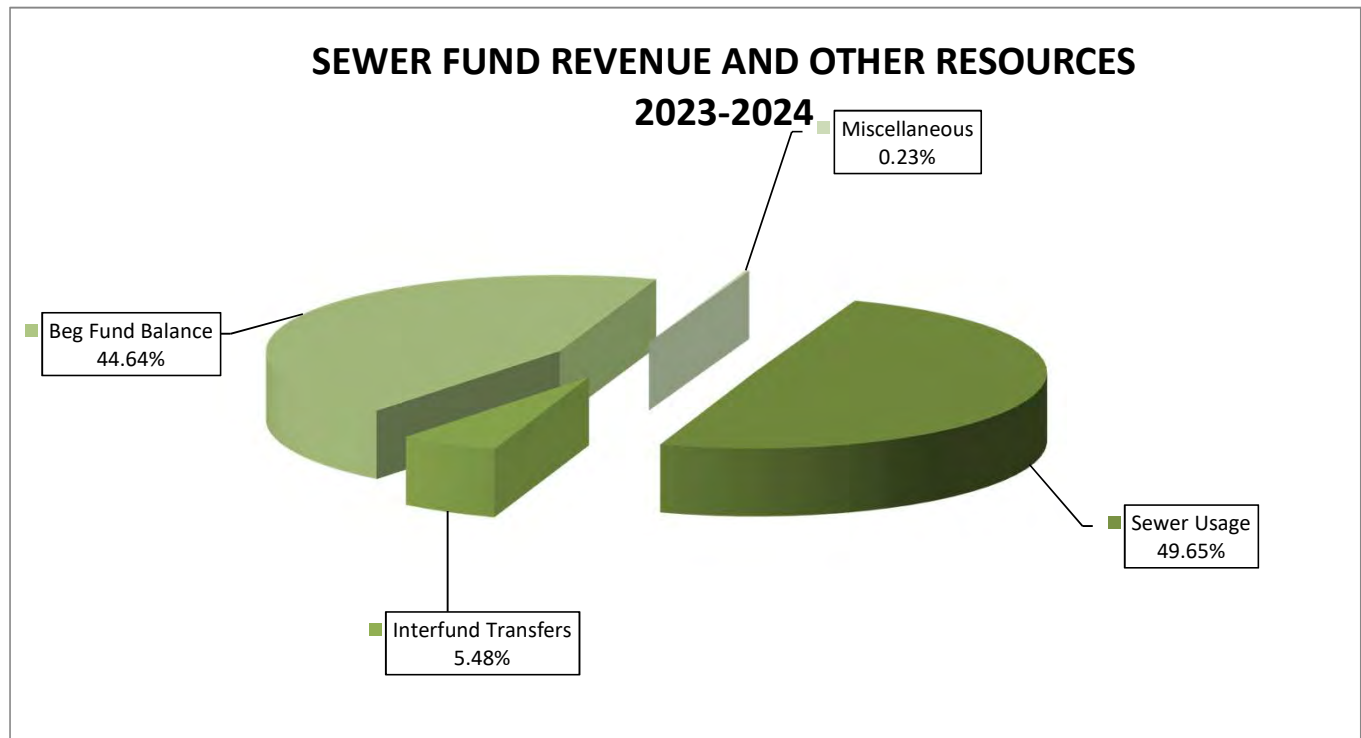
EXPENDITURE DETAIL WATER FUND NON-DEPARTMENTAL				2023-2024 PROPOSED	2023-2024 APPROVED	2023-2024 ADOPTED
	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET			
INTERFUND TRANSFERS	\$0	\$0	\$0	\$0		
TOTAL INTERFUND TRANSFERS	0	0	0	0		
INSURANCE POOL CLAIMS	0	0	0	0		
TOTAL INSURANCE POOL CLAIMS	0	0	0	0		
CONTINGENCY	0	0	467,908	407,440		
TOTAL CONTINGENCY	0	0	467,908	407,440		
RESERVE	0	0	0	143,472		
Safe Drinking Water Revolving Loan Fund						
TOTAL RESERVE			0	143,472		
DEBT PAYMENT						
Safe Drinking Water Revolving Loan Fund Pmt			0	0		
TOTAL DEBT PAYMENT			0	0		
GRAND TOTAL NON-DEPARTMENTAL			467908	550,912		
GRAND TOTAL EXPENDITURES	\$522,967	\$495,272	\$4,818,291	\$4,860,010		

Sewer Fund

Revenue and other Resources Detail

Expenditure Detail

REVENUE AND OTHER RESOURCES DETAIL SEWER FUND	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2023-2024 PROPOSED	2023-2024 APPROVED	2023-2024 ADOPTED
CHARGES FOR SERVICE						
Sewer Usage	\$705,608	\$726,924	\$654,922	\$729,500		
TOTAL CHARGES FOR SERVICE	705,608	726,924	654,922	729,500		
MISCELLANEOUS REVENUE						
Investment Income	2,421	1,864	2,200	2,376		
Miscellaneous	17,350	1,000	1,000	1,000		
TOTAL MISCELLANEOUS	19,771	2,864	3,200	3,376		
INTERFUND TRANSFERS						
From Sewer SDC Fund	0	0	80,500	80,500		
TOTAL INTERFUND TRANSFERS	0	0	80,500	80,500		
FUND BALANCE						
Beginning Fund Balance	607,704	829,096	641,725	655,900		
TOTAL OTHER RESOURCES	607,704	829,096	641,725	655,900		
GRAND TOTAL REVENUE	\$1,333,083	\$1,558,884	\$1,380,347	\$1,469,276		



EXPENDITURE DETAIL				2023-2024	2023-2024	2023-2024
SEWER FUND				PROPOSED	APPROVED	ADOPTED
PRODUCTION AND DISTRIBUTION	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET			
PERSONNEL SERVICES						
Regular Services - FTE 3.15	\$166,620	\$142,503	\$151,109	\$166,842		
Overtime	8,607	8,221	8,782	13,462		
Holiday	4,969	5,008	6,837	5,964		
Part Time	8,628	9,922	6,500	6,500		
Standby	3,930	2,798	3,500	3,500		
Fringe Benefits	99,120	79,238	106,569	114,461		
Unused Vacation	988	860	8,000	8,000		
TOTAL PERSONNEL SERVICES	292,861	248,550	291,296	318,729		
MATERIALS AND SERVICES						
Training	605	779	2,500	2,700		
Memberships	1,416	1,023	2,500	2,700		
Permits	3,060	3,379	4,000	4,320		
Sludge Program	1,611	1,600	25,000	25,000		
Insurance and Bonds	17,359	19,708	20,500	24,600		
Legal Services	600	0	2,500	2,700		
Accounting Services	1,500	1,500	1,500	1,500		
Labor Negotiating Services	665	0	500	500		
Engineering Services	2,794	4,439	4,500	5,000		
Contract Labor	0	2,276	1,500	1,650		
Miscellaneous	124	97	500	600		
Telephone	4,701	4,985	5,000	5,400		
Electricity	43,974	46,107	55,000	62,150		
Postage, Shipping, Freight	2,075	2,258	2,500	2,700		
Printing	98	84	400	400		
Advertising	70	0	600	600		
Other Office Supplies	898	1,306	1,000	1,200		
First Aid Supplies	0	28	100	100		
Janitorial Supplies	399	294	400	400		
Gasoline	2,883	4,200	4,500	6,500		
Other Vehicle Supplies	102	71	1,000	1,000		
Lab Tests	13,263	13,462	15,500	15,500		
Chemicals/Salt/UV Lights	2,005	3,013	5,000	7,000		
Lab Supplies	3,700	5,180	20,000	20,000		
Pipes/Pipe Fittings/Taps	2,025	211	2,000	2,000		
Lift Station Supplies	1,692	3,440	5,000	6,500		
Tools	687	1,574	1,500	1,500		
Electrical Supplies/Repairs	5,547	21,010	11,000	21,000		
Hardware	55	341	600	600		
Personal Safety Supplies/Equip.	1,869	1,418	2,500	2,700		
Maintenance Agreements	7,517	5,059	15,000	15,000		
Janitorial Services	0	0	500	500		
Building & Grounds Maintenance	3,158	2,059	5,000	5,400		
Vehicle Repairs & Maintenance	569	1,199	1,500	2,000		
Computer Program/Equipment	1,744	1,798	4,000	4,000		
Equipment Repair & Maintenance	12,687	28,432	45,000	45,000		
Plumbing Supplies & Repairs	270	72	500	500		
Equipment Rental	997	743	500	500		
Gravel	0	0	500	500		
Patching and Paving	0	0	1,000	1,000		
Signs	0	0	100	100		
System Maintenance	3,340	10,970	7,500	58,100		
Mileage/Car Rentals	0	0	500	500		
Lodging	0	0	1,500	1,500		
Meals	0	0	600	600		
Natural Gas	572	974	2,000	2,000		
System Mapping	0	0	500	2,500		
TOTAL MATERIALS & SERVICES	\$146,626	\$195,089	\$285,300	\$368,220		

EXPENDITURE DETAIL SEWER FUND CAPITAL OUTLAY	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2023-2024 PROPOSED	2023-2024 APPROVED	2023-2024 ADOPTED
CAPITAL OUTLAY						
Equipment	\$2,660	\$0	\$7,500	\$155,500		
Building Improvements	\$0	\$0	\$11,000	\$8,000		
Capital Construction	11,135	0	80,500	147,000		
TOTAL CAPITAL OUTLAY	13,795	0	99,000	310,500		
GRAND TOTAL COLLECTION AND TREATMENT	\$453,282	\$443,639	\$675,596	\$997,449		

EXPENDITURE DETAIL SEWER FUND NON-DEPARTMENTAL	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 BUDGET	2023-2024 PROPOSED	2023-2024 APPROVED	2023-2024 ADOPTED
INTERFUND TRANSFERS						
To Sewer Improvement Reserve	\$0	\$200,000	\$200,000	\$100,000		
To Water / Sewer Revenue Bond Debt Service	81,525	81,525	81,525	82,550		
TOTAL INTERFUND TRANSFERS	81,525	281,525	281,525	182,550		
INSURANCE POOL CLAIMS						
Insurance Pool Claims	0	0	10,000	10,000		
TOTAL INSURANCE POOL CLAIMS	0	0	10,000	10,000		
CONTINGENCY	0	0	413,226	279,277		
TOTAL CONTINGENCY	0	0	413,226	279,277		
GRAND TOTAL NON-DEPARTMENTAL	81,525	281,525	704,751	471,827		
GRAND TOTAL EXPENDITURES	\$534,807	\$725,164	\$1,380,347	\$1,469,276		

Capital Improvements

5-year Capital Plan



PROPOSED BUDGET

Fiscal Year 2023 - 2024

Capital Improvements

2023-2024 FIVE YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT	2022-23 BUDGET	2023-2024 PROPOSED
GENERAL PROJECTS		
Municipal Facility Expansion/Replace	0	58,000
Palmerton Park, Path, Parking and Pond Repairs add Reclaimed Water	75,000	83,000
Rooster Park Master Plan / Construction	243,194	0
Anna Classick Bicentennial Park Kiddie Playground & Cabin Cover	15,000	25,000
John F. Fleming Memorial Park - Crack Seal & Seal Coating, Boat Ramp	0	0
Downtown Plaza - Water Feature Replacement	18,000	18,000
John F. Fleming Memorial Park - Security Camera's	15,000	0
Police Department - 4 Bay Carport	0	25,000
Police Department - Impound Bay	0	12,500
Police Department - 1 Vehicle	0	68,000
TOTAL GENERAL PROJECTS	366,194	289,500
WATER PROJECTS		
Raw Water Source Acquisition Project (Lost Creek)	0	0
Oak Street Water Line Up-sizing 4" to 8"	110,000	0
Municipal Facility Expansion	0	0
New Public Works Shop	0	0
Cathodic Protection & Safety Improvements to the Reservoirs	0	0
Water Treatment Plant Building Improvements & Fan System	25,000	25,000
SDWRLF (13+ Hydrants, two new 0.5 MG Reservoirs, Radio Meters, Generator)	3,610,437	3,610,437
Water Treatment Plant (Pretreatment, Air Scour and Anthracite etc.)	10,500	0
Water Treatment Plant - Additional Monitoring Equipment	25,000	25,000
Water Treatment Plant - Two more Distribution Pumps	0	0
Water Treatment Plant - Raw Water Pump and additional Filter	0	0
Stiel Lane Water Line Replacement	0	0
West Main Water Line Replacement	0	0
Solar Options at Water Treatment Plant	0	50,000
City Well Chemical Feed Improvement	0	10,000
TOTAL WATER PROJECTS	3,780,937	3,720,437
SEWER PROJECTS		
Wet well Expansion, (Wards Creek VFW)	0	0
Municipal Facility Expansion/Improvement	0	0
Sewage Lift Station Improvement (Fielder Lane)	0	0
Sewage Lift Station Improvement (Coyote Evans)	0	0
Sewage Lift Station Improvement (West Evans Creek)	55,000	0
Sewer Line Repair Fielder Lane	0	0
New Public Works Shop	0	0
Sewage Lift Station Improvement (Pine Street)	0	0
Aeration Basin Upgrades (Diffusers, Meters, Nutrient Removal, Skimmer)	78,000	47,500
Sewer I and I Repair	25,000	25,000
Wastewater Treatment Plant - Automation Controls & Grit Removal System	25,500	25,500
Sewage Lift Station Improvement (Wards Creek)	0	65,000
Wastewater Treatment Plant - Solar Conversion	0	0
Wastewater Treatment Plant - Fix Head-Works Automated Screen	0	30,000
Wastewater Treatment Plant - FSL Liner Replacement	0	25,000
Wastewater Facilities Plan Update	0	65,000
Wastewater Treatment Plant - Lab Equipment	0	25,000
Wastewater Cleaning and Camera Trailer	0	35,000
Collection System - Alarms	0	0
TOTAL SEWER PROJECTS	183,500	343,000
STREETS		
West Evans Creek Road Sidewalk	0	0
Storm Drain Installation (North River Road)	0	0
Storm Drain Improvement (Pine Street)	0	0
Pine and East Main Street Realignment and Signals	0	0
New Public Works Shop/Improvements	0	0
Sidewalk & Storm Drain Project on Oak Street from First to Fourth and Third	0	0
LED Street light - City Building	0	0
North River Road Sidewalk from East Main Street to Classick Drive	0	0
Pine and First St - ADA Ramps	130,000	105,000
Sidewalk Panel Replacement	15,000	15,000
Pine St - Repair Damaged Sidewalks & Approaches	32,000	32,000
Wards Crk Rd - Sidewalk from Morrow Heights to Main St	0	0
Public Works Facility - Fencing around new Second St. Property	20,000	25,000
Street Signage Directional/Decorative	0	6,500
Street Sweeper	0	60,000
Solar Options	0	0
Crack Sealing/Asphalt Replacement	0	20,000
TOTAL STREETS PROJECTS	197,000	263,500
System Development Fund		
SDC Plan Update	0	185,000
TOTAL COST ALL - PROJECTS	\$4,527,631	\$4,801,437

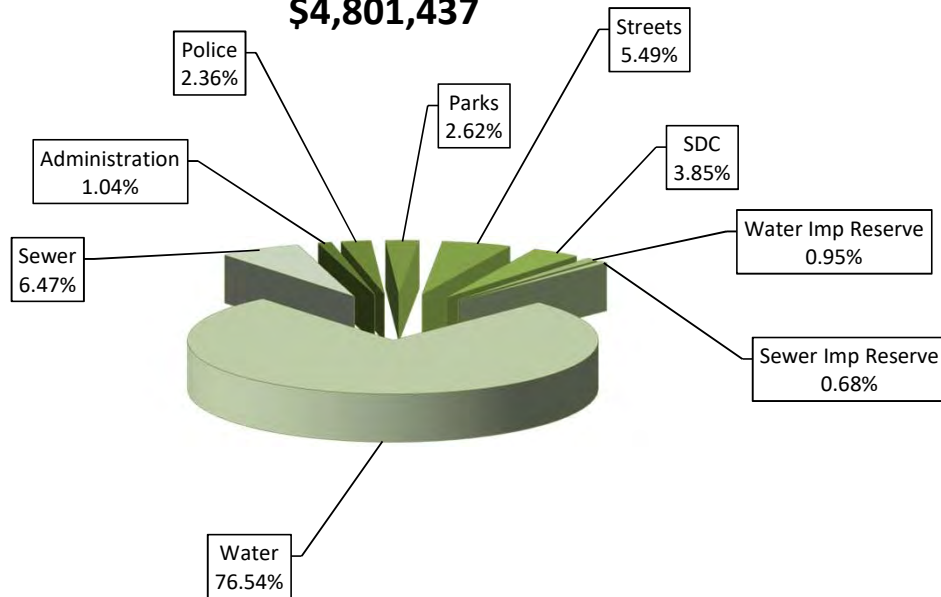
2024-2025	2025-2026	2026-2027	2027-2028	5-YR CIP	PROJECT #
0	50,000	0	0	108,000	G03-01
35,000	0	0	150,000	268,000	G11-01
0	0	0	0	0	G16-01
0	0	0	0	25,000	G19-01
8,000	0	15,000	0	23,000	G21-01
0	0	0	0	18,000	G22-01
15,000	0	0	0	15,000	G22-02
0	0	0	0	25,000	G22-03
0	0	0	0	12,500	G22-04
0	0	0	0	68,000	G23-01
58,000	50,000	15,000	150,000	562,500	
0	0	500,000	0	500,000	W06-01
0	0	0	0	0	W07-01
0	50,000	0	0	50,000	W07-03
0	75,000	0	0	75,000	W18-01
25,000	0	0	0	25,000	W19-02
0	0	0	0	25,000	W20-01
0	0	0	0	3,610,437	W21-01
0	450,000	0	0	450,000	W21-02
0	0	0	0	25,000	W22-01
0	13,000	0	35,000	48,000	W22-02
0	0	0	950,000	950,000	W22-03
50,000	0	0	0	50,000	W23-01
0	50,000	0	0	50,000	W23-02
0	0	0	0	50,000	W23-03
0	0	0	0	10,000	W23-04
75,000	588,000	500,000	985,000	5,868,437	
35,000	0	0	0	35,000	S07-01
0	50,000	0	0	50,000	S07-03
0	0	26,000	0	26,000	S07-04
0	27,500	0	0	27,500	S08-02
80,000	0	0	0	80,000	S09-01
10,000	0	0	0	10,000	S12-01
0	75,000	0	0	75,000	S18-01
0	85,500	0	0	85,500	S19-01
17,500	0	0	95,000	160,000	S20-01
30,000	35,000	40,000	45,000	175,000	S20-02
0	0	0	0	25,500	S20-03
0	0	0	0	65,000	S22-01
30,000	0	0	25,000	55,000	S22-02
0	0	0	0	30,000	S22-03
0	0	0	0	25,000	S22-04
0	0	0	0	65,000	S23-01
0	0	0	0	25,000	S23-02
0	0	0	0	35,000	S23-03
35,000	0	0	0	35,000	S23-04
202,500	273,000	66,000	165,000	1,049,500	
0	321,000	0	0	321,000	T06-02
28,000	0	0	0	28,000	T07-02
24,000	0	0	0	24,000	T07-03
0	0	0	2,083,193	2,083,193	T12-01
0	75,000	0	0	75,000	T18-01
0	0	0	0	0	T20-01
0	0	0	0	0	T20-02
0	0	0	0	0	T21-01
0	0	0	0	105,000	T22-01
15,000	15,000	17,500	20,000	82,500	T22-02
0	0	0	0	32,000	T22-03
68,000	0	0	0	68,000	T22-04
0	0	0	0	25,000	T22-05
5,000	5,000	0	0	16,500	T23-01
0	0	0	0	60,000	T23-02
30,000	0	0	0	30,000	T23-03
20,000	20,000	20,000	20,000	100,000	T23-04
140,000	416,000	17,500	2,103,193	2,940,193	
0	0	0	0	185,000	SDC22-01
\$475,500	\$1,327,000	\$598,500	\$3,403,193	\$10,605,630	

CAPITAL OUTLAY BUDGET

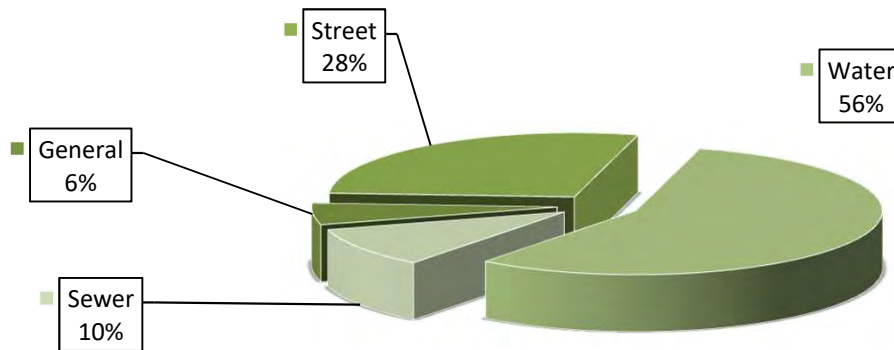
DESCRIPTION	ADMIN	POLICE	PARK	STREET	SDC	WATER RESERVE	SEWER RESERVE	WATER	SEWER	TOTAL
Equipment	45,000	68,500		66,500		35,000	7,500	45,258	155,500	423,258
Plan Update					185,000	-	-		65,000	250,000
Building Improvement	5,000	45,000		5,000		-	-	25,000	8,000	88,000
Capital Construction			126,000	192,000		10,500	25,000	3,604,679	82,000	4,040,179
TOTAL:	50,000	113,500	126,000	263,500	185,000	45,500	32,500	3,674,937	310,500	4,801,437

2023 - 2024 CAPITAL OUTLAY PROJECTS

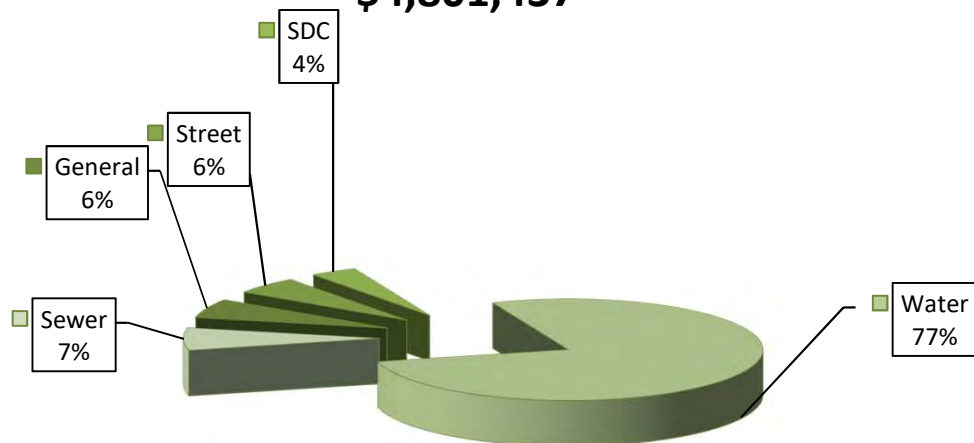
\$4,801,437



2023 - 2028 5 YEAR CAPITAL PROGRAM
\$10,417,630



2023 - 2024 CAPITAL CONSTRUCTION BUDGET
\$4,801,437



City of Rogue River
2023-2024 Annual Budget
Capital Outlay Budget

ADMINISTRATIVE

Equipment	Heat Pump Air Handler	\$45,000.00
Building		5,000.00

POLICE

Equipment	Patrol Vehicles	68,500.00
Building	Water Issues, Carport, Impound	45,000.00

PARKS

System Improvements	Palmerton (drainage, trails, irrigation)	75,000.00
System Improvements	Palmerton (bridge)	8,000.00
System Improvements	Plaza Park (water feature)	18,000.00
Capital Construction	Anna Classick (playground, cabin)	25,000.00

STREETS

Equipment	Directional/Decorative Signage	6,500.00
System Improvement	Sidewalk Repairs	15,000.00
System Improvement	Pine Street Sidewalk/ADA	137,000.00
Equipment	Street Sweeper	60,000.00
System Improvement	Crack Sealing, Seal Coating	20,000.00
Building	PW Facility Fencing	25,000.00

WATER

Equipment	Monitoring Equipment	25,000.00
Building	Corrosion Repairs	25,000.00
System Improvement	Well Chemical Feeds	10,000.00
System Improvement	Solar Options	50,000.00
System Improvement	SDWRLF Improvements	3,610,437.00

SEWER

Equipment	Skimmer Improvements	7,500.00
Equipment	Submersible pumps with air lifts	10,000.00
Equipment	Grit removal / air separator	25,500.00
Equipment	Headworks Automated Screen	30,000.00
System Improvement	Inflow and Infiltration Repairs	25,000.00
System Improvement	Facultative Sludge Lagoon Liner	25,000.00
Equipment	Biological Nutrient Removal	30,000.00
Plan Update	Wastewater Master Plan Update	65,000.00
Equipment	Lab Equipment	25,000.00
System Improvement	Sewage Lift Station (Wards Creek)	65,000.00
Equipment	Cleaning and Camera Trailer	35,000.00

SYSTEM DEVELOPMENT FUND

SDC Plan Update	<u>185,000.00</u>
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\$ 4,801,437.00

General Fund / Administrative Projects



CAPITAL IMPROVEMENT PROGRAM

PROJECT:
Facility Expansion/Replace

NUMBER: G03-01

DESCRIPTION:

Replace heat pumps, mitigate water infiltration into Police Building, additional improvements.



IMPACT ON OPERATING BUDGET:

2023/24 \$85,000

SCHEDULE:

Project Completion June 2026

BUDGET:

\$ 108,000

TOTAL BUDGET 2023/24: \$ 58,000

FUNDING SCHEDULE:

	2022-23 Budget	2023-24 Proposed	2024-25 Proposed	2025-26 Proposed	2026-27 Proposed	2027-28 Proposed	Total Years
City	\$0	\$58,000	\$0	\$50,000	\$0	\$0	\$108,000
Non-City	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$0	\$58,000	\$0	\$50,000	\$0	\$0	\$108,000

CAPITAL IMPROVEMENT PROGRAM

**PROJECT: Palmerton Park
Improvements**

NUMBER: G11-01

DESCRIPTION:

Filling in the nuisance Pond that is a safety and health hazard, then creating a meandering stream feature in its place. Also adding a reclaimed water system for irrigation.



IMPACT ON OPERATING BUDGET:

2023-2024 \$83,000

SCHEDULE:

Project Completion June 2028

BUDGET:

\$ 268,000

TOTAL BUDGET 2023-2024: \$ 83,000

FUNDING SCHEDULE:

	2022-23 Budget	2023-24 Proposed	2024-25 Proposed	2025-26 Proposed	2026-27 Proposed	2027-28 Proposed	Total Years
City	\$75,000	\$83,000	\$35,000	\$0	\$0	\$150,000	\$268,000
Non-City	\$0	\$0	\$0	\$0	\$0		\$0
Total	\$75,000	\$83,000	\$35,000	\$0	\$0	\$150,000	\$268,000

CAPITAL IMPROVEMENT PROGRAM

PROJECT:

Anna Classick Park Kiddie
Playground

NUMBER: G19-01

DESCRIPTION: Improvements to Anna Classick, to add to a small “Kiddie Playground”. This will give an area for parents to safely watch their small children while they enjoy playing tennis, pickle ball or basketball.

**IMPACT ON OPERATING BUDGET:**

2023-2024 \$25,000

SCHEDULE:

Project Completion: July 2024

BUDGET:

\$ 25,000

TOTAL BUDGET 2023-2024: \$ 25,000

FUNDING SCHEDULE:

	2022-23 Budget	2023-24 Proposed	2024-25 Proposed	2025-26 Proposed	2026-27 Proposed	2027-28 Proposed	Total Years
City	\$15,000	\$25,000	\$0	\$0	\$0	\$0	\$25,000
Non-City	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$15,000	\$25,000	\$0	\$0	\$0	\$0	\$25,000

CAPITAL IMPROVEMENT PROGRAM

PROJECT:
Replace Plaza Water Scape.

NUMBER: G22-01

DESCRIPTION:

To replace leaking liner on plaza water scape and replace landscaping.

IMPACT ON OPERATING BUDGET:

2023-2024 \$18,000



SCHEDULE:

Project Completion: June 2024

BUDGET:

\$ 18,000

TOTAL BUDGET 2023-2024: \$ 18,000

FUNDING SCHEDULE:

	2022-23 Budget	2023-24 Proposed	2024-25 Proposed	2025-26 Proposed	2026-27 Proposed	2027-28 Proposed	Total Years
City	\$18,000	\$18,000	\$0	\$0	\$0	\$0	\$18,000
Non-City	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$18,000	\$18,000	\$0	\$0	\$0	\$0	\$18,000

PROJECT:
Police Department
Four Bay Carport

NUMBER: G22-03

DESCRIPTION:
 Four bay carport to be installed on Police Department side of City Hall property, to protect the Police Fleet.



IMPACT ON OPERATING BUDGET:

2023-2024 \$25,000

SCHEDULE:

Project Completion: June 2024

BUDGET:

\$25,000

TOTAL BUDGET 2023-2024

\$25,000

FUNDING SCHEDULE:

	2022-23 Budget	2023-24 Proposed	2024-25 Proposed	2025-26 Proposed	2026-27 Proposed	2027-28 Proposed	Total
City	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000
Non-City	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000

PROJECT:
Police Department
Impound Bay

NUMBER: G22-04

DESCRIPTION:

A secure location to store impounded vehicles.
 This will be located at the City Shop/Second Street Property.



IMPACT ON OPERATING BUDGET:

2023-2024 \$12,500

SCHEDULE:		BUDGET:
Project Completion:	June 2024	\$12,500
TOTAL BUDGET 2023-2024		\$12,500

FUNDING SCHEDULE:

	2022-23 Budget	2023-24 Proposed	2024-25 Proposed	2025-26 Proposed	2026-27 Proposed	2027-28 Proposed	Total
City	\$0	\$12,500	\$0	\$0	\$0	\$0	\$12,500
Non-City	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$0	\$12,500	\$0	\$0	\$0	\$0	\$12,500

PROJECT:
Police Department
One Vehicle

NUMBER: G23-01

DESCRIPTION:
Another new Ford vehicle to equip
the Police Fleet.



IMPACT ON OPERATING BUDGET:

2023-2024 \$68,000

SCHEDULE:

Project Completion: December 2023

BUDGET:

\$68,000

TOTAL BUDGET 2023-2024

\$68,000

FUNDING SCHEDULE:

	2022-23 Budget	2023-24 Proposed	2024-25 Proposed	2025-26 Proposed	2026-27 Proposed	2027-28 Proposed	Total
City	\$0	\$68,000	\$0	\$0	\$0	\$0	\$68,000
Non-City	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$0	\$68,000	\$0	\$0	\$0	\$0	\$68,000

Water Projects



PROJECT:
Water Treatment Plant
Building Improvements:
Corrosion and
Fan System

NUMBER: **W20-01**

DESCRIPTION:

This project is to take care of some internal and exterior rust problems that are decaying the Water Treatment Plant.

It will also include some changes that may improve natural lighting and save energy. To make the space more efficient: heating and cooling with ceiling fans will be installed to better protect the new electronics.



IMPACT ON OPERATING BUDGET:

2023-2024 \$25,000

SCHEDULE:		BUDGET:
Project Completion:	June 2024	\$25,000
TOTAL BUDGET 2023-2024		\$25,000

FUNDING SCHEDULE:

	2022-23 Budget	2023-24 Proposed	2024-25 Proposed	2025-26 Proposed	2026-27 Proposed	2027-28 Proposed	Total
City	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$25,000
Non-City	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$25,000

CAPITAL IMPROVEMENT PROGRAM

PROJECT:
Safe Drinking Water Revolving Loan Fund

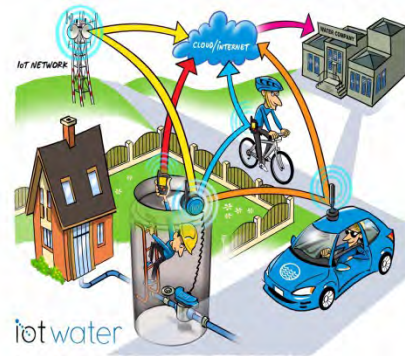
NUMBER: W21-01

DESCRIPTION:

Fire Hydrants - The lack of fire hydrants puts the community at risk of inadequate fire suppression in the event of a fire emergency.

Water Meter - The conversion to radio reads will add needed technology that will allow the City and the system users to identify leaks sooner, unusual trends, accuracy in metering and also will greatly reduce man-hours needed to read meters by hand.

Alos, adding a 1 million gallon reservoir by the treatment plant.



IMPACT ON OPERATING BUDGET:

2023-2024 \$3,610,437

SCHEDULE:

Project Completion: June 2024

BUDGET:

\$3,610,437

TOTAL BUDGET 2023-2024

\$3,610,437

FUNDING SCHEDULE:

	2022-23 Budget	2023-24 Proposed	2024-25 Proposed	2025-26 Proposed	2026-27 Proposed	2027-28 Proposed	Total
City	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Non-City	\$3,610,437	\$3,610,437	\$0	\$0	\$0	\$0	\$3,610,437
Total	\$3,610,437	\$3,610,437	\$0	\$0	\$0	\$0	\$3,610,437

CAPITAL IMPROVEMENT PROGRAM

PROJECT:

**Water Treatment Plant
Additional Monitoring Equipment:
Chlorine Analyzer and
Temperature monitoring station**

NUMBER: W22-01

DESCRIPTION:

The Drinking Water Treatment Plant is in desperate need for an updating of its monitoring equipment. This phase of the project will include updating the Chlorine Analyzer and Temperature monitoring station. (SCAFTA)



IMPACT ON OPERATING BUDGET:

2023-2024 \$25,000

SCHEDULE:

Project Completion: June 2024

BUDGET:

\$ 25,000

TOTAL BUDGET 2023-2024

\$ 25,000

FUNDING SCHEDULE:

	2022-23 Budget	2023-24 Proposed	2024-25 Proposed	2025-26 Proposed	2026-27 Proposed	2027-28 Proposed	Total
City	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$25,000
Non-City	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$25,000

PROJECT:
Water Treatment Plant
Solar Options

NUMBER: W23-03

DESCRIPTION:
 Rooftop mounted solar cells to
 provide energy at a lower cost.



IMPACT ON OPERATING BUDGET:

2023-2024 \$50,000

SCHEDULE:

Project Completion:

BUDGET:

\$50,000

TOTAL BUDGET 2023-2024

\$50,000

FUNDING SCHEDULE:

	2022-23 Budget	2023-24 Proposed	2024-25 Proposed	2025-26 Proposed	2026-27 Proposed	2027-28 Proposed	Total
City	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
Non-City	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000

PROJECT:
City Well
Chemical Feed Improvement

NUMBER: **W23-04**

DESCRIPTION:

Construction of a simple (lean-to style) structure completed in FY2023. Further work will be done to install updated chlorine chemical feed pumps, storage, and supply systems at the well site.



IMPACT ON OPERATING BUDGET:

2023-2024 \$10,000

SCHEDULE:

BUDGET:

Project Completion:

\$10,000

TOTAL BUDGET 2023-2024

\$10,000

FUNDING SCHEDULE:

	2022-23 Budget	2023-24 Proposed	2024-25 Proposed	2025-26 Proposed	2026-27 Proposed	2027-28 Proposed	Total
City	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
Non-City	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000

Sewer Projects



PROJECT:
Wastewater Treatment Plant
Aeration Basin Upgrades
To include: Diffusers, meters, skimmer,
nutrient removal

NUMBER: S20-01

DESCRIPTION:

This is a group of projects that will replace, add to, or make significant repairs to critical components at the Wastewater Treatment Plant, including:

electrical repairs and upgrades, flow meters, skimmers, nutrient removal (BIO-P) and baffles for the aeration basin for the aeration basin.

Many of these components have been in use well beyond their useful life and are either close to failure or have failed.



IMPACT ON OPERATING BUDGET:

2023-2024 \$ 47,500

SCHEDULE:

BUDGET:

Project Completion: June 2028 (in total) \$ 160,000

TOTAL BUDGET 2023-2024 \$ 47,500

FUNDING SCHEDULE:

	2022-23 Budget	2023-24 Proposed	2024-25 Proposed	2025-26 Proposed	2026-27 Proposed	2027-28 Proposed	Total
City	\$78,500	\$47,500	\$17,500	\$0	\$0	\$95,000	\$160,000
Non-City	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$78,500	\$47,500	\$17,500	\$0	\$0	\$95,000	\$160,000

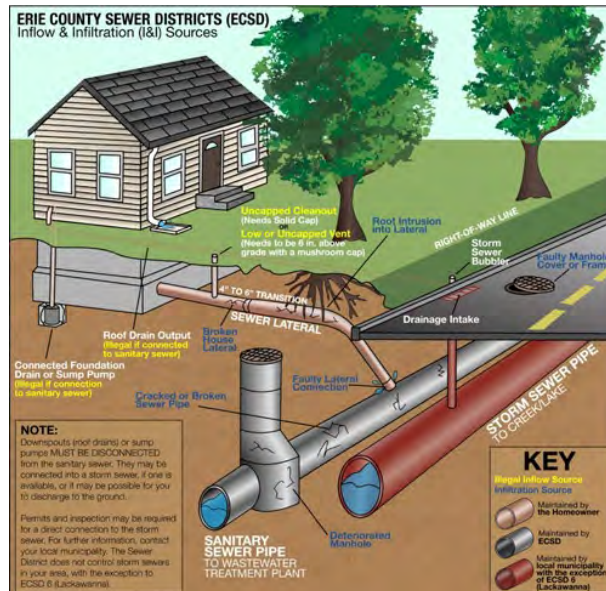
CAPITAL IMPROVEMENT PROGRAM

PROJECT:
I&I Repair and Camera Inspection

NUMBER: S20-02

DESCRIPTION:

Inflow and infiltration are a leading cost in treating wastewater. Camera inspection and repairs can reap high cost-reduction benefits and can improve dramatically the performance of the Collection System and Treatment Plant. 20% of the system should be inspected annually.



IMPACT ON OPERATING BUDGET:

2023-2024 \$25,000

SCHEDULE:

Project Completion: June 2028

BUDGET:

\$ 175,000

TOTAL BUDGET 2023-2024

\$ 25,000

FUNDING SCHEDULE:

	2022-23 Budget	2023-24 Proposed	2024-25 Proposed	2025-26 Proposed	2026-27 Proposed	2027-28 Proposed	Total
City	\$25,000	\$25,000	\$30,000	\$35,000	\$40,000	\$45,000	\$175,000
Non-City	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$25,000	\$25,000	\$30,000	\$35,000	\$40,000	\$45,000	\$175,000

CAPITAL IMPROVEMENT PROGRAM

PROJECT:
Wastewater Treatment Plant
Grit Removal System

NUMBER: S20-03

DESCRIPTION:

Monies in this update will make improvements to the grit removal system.



IMPACT ON OPERATING BUDGET:

2023-2024 \$25,500

SCHEDULE:

Project Completion: June 2024

BUDGET:

\$ 25,500

TOTAL BUDGET 2023-2024

\$ 25,500

FUNDING SCHEDULE:

	2022-23 Budget	2023-24 Proposed	2024-25 Proposed	2025-26 Proposed	2026-27 Proposed	2027-28 Proposed	Total
City	\$ 25,500	\$ 25,500	\$0	\$0	\$0	\$0	\$ 25,500
Non-City	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$ 25,500	\$ 25,500	\$0	\$0	\$0	\$0	\$ 25,500

PROJECT:
Wards Creek
Sewage Lift Station

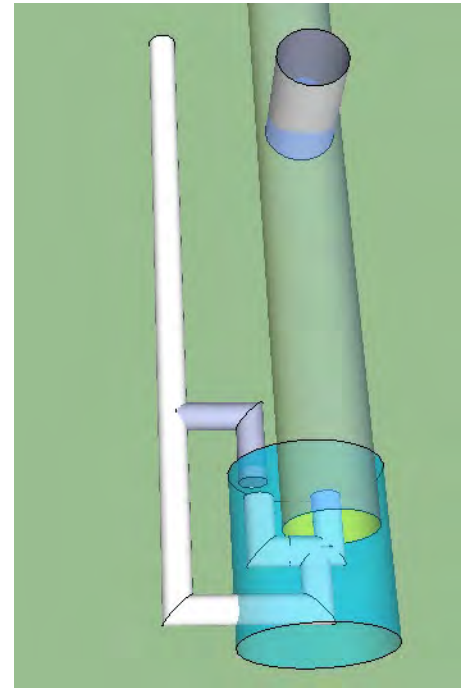
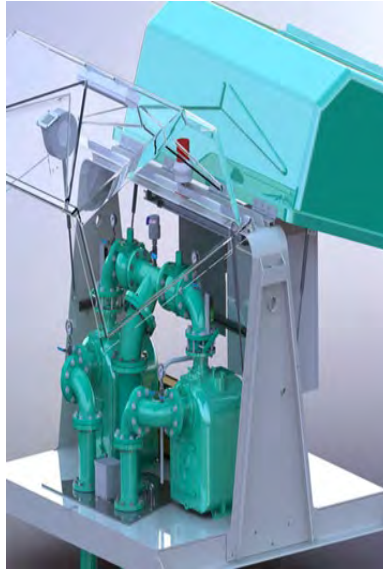
NUMBER: S22-01

DESCRIPTION:

The Pumps and controls are 40 years old and the technology is seriously outdated and needs to be updated.

(Old equipment shown left; replacement shown right)

This project will install components to convert to air lift system.



IMPACT ON OPERATING BUDGET:

2023-2024 \$65,000

SCHEDULE:

Project Completion: June 2024

BUDGET:

\$65,000

TOTAL BUDGET 2023-2024

\$65,000

FUNDING SCHEDULE:

	2022-23 Budget	2023-24 Proposed	2024-25 Proposed	2025-26 Proposed	2026-27 Proposed	2027-28 Proposed	Total
City	\$0	\$65,000	\$0	\$0	\$0	\$0	\$65,000
Non-City	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$0	\$65,000	\$0	\$0	\$0	\$0	\$65,000

PROJECT:
Wastewater Treatment Plant
Fix Headworks automated Screen

NUMBER: **S22-03**

DESCRIPTION:

Pre-treatment, to include screening devices, that were initially installed in the facility have long since failed and are currently being bypassed.

These funds will either repair or replace the equipment, whichever is more cost-effective.



IMPACT ON OPERATING BUDGET:

2023-2024 \$30,000

SCHEDULE:

Project Completion: June 2024

BUDGET:

\$30,000

TOTAL BUDGET 2023-2024

\$30,000

FUNDING SCHEDULE:

	2022-23 Budget	2023-24 Proposed	2024-25 Proposed	2025-26 Proposed	2026-27 Proposed	2027-28 Proposed	Total
City	\$0	\$30,000	\$0	\$0	\$0	\$0	\$30,000
Non-City	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$0	\$30,000	\$0	\$0	\$0	\$0	\$30,000

PROJECT:
Wastewater Treatment Plant
FSL Liner Replacement

NUMBER: **S22-04**

DESCRIPTION:

A membrane liner for 'Facultative Sludge Lagoon' needs to be repaired on the exposed surfaces, which have been sun damaged.



IMPACT ON OPERATING BUDGET:

2023-2024 \$25,000

SCHEDULE:

Project Completion: June 2024

BUDGET:

\$25,000

TOTAL BUDGET 2023-2024

\$25,000

FUNDING SCHEDULE:

	2022-23 Budget	2023-24 Proposed	2024-25 Proposed	2025-26 Proposed	2026-27 Proposed	2027-28 Proposed	Total
City	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000
Non-City	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000

PROJECT:
**Wastewater Treatment Plant
 Facilities Plan Update**

NUMBER: S23-01

DESCRIPTION:

In order to make needed improvements to technology related to new DEQ-issued WWTP Permit, a Master Plan update is required . This will allow the City to qualify for funding for future capital projects.

IMPACT ON OPERATING BUDGET:

2023-2024 \$100,000



SCHEDULE:

Project Completion: June 2024

BUDGET:

\$100,000

TOTAL BUDGET 2023-2024

\$100,000

FUNDING SCHEDULE:

	2022-23 Budget	2023-24 Proposed	2024-25 Proposed	2025-26 Proposed	2026-27 Proposed	2027-28 Proposed	Total
City	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000
Non-City	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000

PROJECT:
Wastewater Treatment Plant
Lab Equipment

NUMBER: **S23-02**

DESCRIPTION:

Replacing outdated or failed laboratory equipment and purchasing modern equipment for future testing and analysis.



IMPACT ON OPERATING BUDGET:

2023-2024 \$ 25,000

SCHEDULE:

Project Completion: June 2024

BUDGET:

\$ 25,000

TOTAL BUDGET 2023-2024

\$ 25,000

FUNDING SCHEDULE:

	2022-23 Budget	2023-24 Proposed	2024-25 Proposed	2025-26 Proposed	2026-27 Proposed	2027-28 Proposed	Total
City	\$0	\$ 25,000	\$0	\$0	\$0	\$0	\$ 25,000
Non-City	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$0	\$ 25,000	\$0	\$0	\$0	\$0	\$ 25,000

PROJECT:
Wastewater
Cleaning and Camera Trailer

NUMBER: **S23-03**

DESCRIPTION:

Equipment trailer to do sewer cleaning, maintenance, and inspection. The trailer contains jetting technology, high-resolution camera, and related tools.

This is currently contracted out and will save quite a bit of expenses, paying for itself within one year.



IMPACT ON OPERATING BUDGET:

2023-2024 \$ 35,000

SCHEDULE:

Project Completion: June 2024

BUDGET:

\$ 35,000

TOTAL BUDGET 2023-2024

\$ 35,000

FUNDING SCHEDULE:

	2022-23 Budget	2023-24 Proposed	2024-25 Proposed	2025-26 Proposed	2026-27 Proposed	2027-28 Proposed	Total
City	\$0	\$ 35,000	\$0	\$0	\$0	\$0	\$ 35,000
Non-City	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$0	\$ 35,000	\$0	\$0	\$0	\$0	\$ 35,000

Street Projects



CAPITAL IMPROVEMENT PROGRAM

PROJECT:

Sidewalk

Pine Street ADA ramps

NUMBER: T22-01

DESCRIPTION:

Creating safer routes to schools has become a state priority. This project will install ADA ramps along Pine Street.

(Sidewalks repaired in separate project, T22-03)



IMPACT ON OPERATING BUDGET:

2023-2024	\$105,000
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SCHEDULE:

Project Completion: October 2024

BUDGET:

\$105,000

TOTAL BUDGET 2023-2024

\$105,000

FUNDING SCHEDULE:

	2022-23 Budget	2023-24 Proposed	2024-25 Proposed	2025-26 Proposed	2026-27 Proposed	2027-28 Proposed	Total
City	\$130,000	\$0	\$0	\$0	\$0	\$0	\$0
Non-City	\$0	\$105,000	\$0	\$0	\$0	\$0	\$105,000
Total	\$130,000	\$105,000	\$0	\$0	\$0	\$0	\$105,000

CAPITAL IMPROVEMENT PROGRAM

PROJECT:
Damaged sidewalk panel
replacements

NUMBER: T22-02

DESCRIPTION:

Replace Damaged Sidewalk Panels
sporadically throughout town.

IMPACT ON OPERATING BUDGET:

2023-2024 \$15,000



SCHEDULE:

Project Completion: October 2027

BUDGET:

\$ 82,500

TOTAL BUDGET 2023-2024

\$ 15,000

FUNDING SCHEDULE:

	2022-23 Budget	2023-24 Proposed	2024-25 Proposed	2025-26 Proposed	2026-27 Proposed	2027-28 Proposed	Total
City	\$15,000	\$15,000	\$15,000	\$15,000	\$17,500	\$20,000	\$82,500
Non-City	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$15,000	\$15,000	\$15,000	\$15,000	\$17,500	\$20,000	\$82,500

CAPITAL IMPROVEMENT PROGRAM

PROJECT:

Pine Street

Damaged sidewalk panel and approach replacement

NUMBER: T22-03

DESCRIPTION:

Replace Damaged Sidewalk Panels along Pine Street.

This will be replacing a dangerous sidewalk and connecting to the 2023 Safe Routes to School sidewalk project.



IMPACT ON OPERATING BUDGET:

2023-2024 \$32,000

SCHEDULE:

Project Completion: June 2024

BUDGET:

\$ 32,000

TOTAL BUDGET 2023-2024

\$ 32,000

FUNDING SCHEDULE:

	2022-23 Budget	2023-24 Proposed	2024-25 Proposed	2025-26 Proposed	2026-27 Proposed	2027-28 Proposed	Total
City	\$ 32,000	\$ 32,000	\$0	\$0	\$0	\$0	\$ 32,000
Non-City	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$ 32,000	\$ 32,000	\$0	\$0	\$0	\$0	\$ 32,000

PROJECT:
Street Signage
Directional/Decorative

NUMBER: T22-05

DESCRIPTION:

Chain link fencing around a portion of the combined (new and old) shop properties to secure City equipment and property.



IMPACT ON OPERATING BUDGET:

2023-2024 \$25,000.

SCHEDULE:

Project Completion: June 2026

BUDGET:

\$25,000

TOTAL BUDGET 2023-2024

\$25,000

FUNDING SCHEDULE:

	2022-23 Budget	2023-24 Proposed	2024-25 Proposed	2025-26 Proposed	2026-27 Proposed	2027-28 Proposed	Total
City	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000
Non-City	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000

PROJECT:
Street Signage
Directional/Decorative

NUMBER: **T23-01**

DESCRIPTION:

Purchase of street signs for directional signage on main streets, with aesthetic appeal.

Decorative signage will also indicate prominent parks like Anna Classick and Palmerton Arboretum.

IMPACT ON OPERATING BUDGET:

2023-2024 \$6,500



SCHEDULE:

Project Completion: June 2026

BUDGET:

\$ 16,500

TOTAL BUDGET 2023-2024

\$ 6,500

FUNDING SCHEDULE:

	2022-23 Budget	2023-24 Proposed	2024-25 Proposed	2025-26 Proposed	2026-27 Proposed	2027-28 Proposed	Total
City	\$0	\$6,500	\$5,000	\$5,000	\$0	\$0	\$ 16,500
Non-City	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$0	\$6,500	\$5,000	\$5,000	\$0	\$0	\$ 16,500

PROJECT:
Street Sweeper Purchase

NUMBER: T23-02

DESCRIPTION:

This necessary maintenance is currently contracted out (at an interval of every three weeks).

Permits associated with TMDLs and MS4 (Stormwater certification) indicate that this should even be done weekly. Purchasing our own vehicle will save costs.



IMPACT ON OPERATING BUDGET:

2023-2024 \$60,000

SCHEDULE:

Project Completion: June 2024

BUDGET:

\$ 60,000

TOTAL BUDGET 2023-2024

\$ 60,000

FUNDING SCHEDULE:

	2022-23 Budget	2023-24 Proposed	2024-25 Proposed	2025-26 Proposed	2026-27 Proposed	2027-28 Proposed	Total
City	\$0	\$ 60,000	\$0	\$0	\$0	\$0	\$ 60,000
Non-City	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$0	\$ 60,000	\$0	\$0	\$0	\$0	\$ 60,000

PROJECT:
Crack Sealing/Asphalt
Replacement

NUMBER: **T23-04**

DESCRIPTION:

This is for making ongoing repairs and maintenance of aging asphalt, to extend its useful life and therefore safety for all.



IMPACT ON
OPERATING BUDGET:

2023-2024 \$ 20,000

SCHEDULE:

Project Completion: June 2028

BUDGET:

\$ 100,000

TOTAL BUDGET 2023-2024

\$ 20,000

FUNDING SCHEDULE:

	2022-23 Budget	2023-24 Proposed	2024-25 Proposed	2025-26 Proposed	2026-27 Proposed	2027-28 Proposed	Total
City	\$0	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000
Non-City	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$0	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000

System Development Fund



PROJECT:
System Development
Update

NUMBER: SDC22-01

DESCRIPTION:
The System Development
Plan was last updated in
2006.



**IMPACT ON OPERATING
BUDGET:**

2023-2024 \$185,000

SCHEDULE:

BUDGET:

Project Completion: June 2024 \$ 185,000

TOTAL BUDGET 2023-2024 \$ 185,000

FUNDING SCHEDULE:

	2022-23 Budget	2023-24 Proposed	2024-25 Proposed	2025-26 Proposed	2026-27 Proposed	2027-28 Proposed	Total
City	\$0	\$ 185,000	\$0	\$0	\$0	\$0	\$ 185,000
Non-City	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$0	\$ 185,000	\$0	\$0	\$0	\$0	\$ 185,000



**City of Rogue River
2023-24 Annual Budget**

GLOSSARY OF TERMS

Ad Volorem Tax: A tax based on the assessed value of taxable property.

Adoption: Formal action by the City Council which sets the spending limits for the fiscal year.

Appropriation: The legal authorization granted by the City Council to make expenditures and incur obligations.

Approved Budget: The financial plan agreed upon by the Budget Committee.

Assessed Valuation: The value set by the County Assessor on real and personal taxable property as a basis for levying taxes.

Beginning Fund Balance: The amount of unexpended funds carried forward from one fiscal year to another.

Bond: A written promise to pay a sum of money (principal or face value) at a future date (maturity date) along with periodic interest paid at a specified percentage of the principal (interest rate). Bonds are typically used to finance long-term capital improvements.

Budget: A financial operating plan with estimated expenditures and expected revenues for a given period.

Budget Message: The opening section of the budget which provides the City Council and the public with a general summary of the most important aspects of the budget, changes from the current and previous fiscal years, and recommendations regarding the financial policy for the coming period.

Capital Outlays: Expenditures which result in the acquisition of or addition to fixed assets.

Contingency: An appropriation of funds to cover unforeseen events which occur during the budget year. City Council must approve all contingency expenditures.

Capital Improvement Program: A plan for capital expenditures to provide long-lasting physical improvements to be incurred over a fixed period of several future years. The City Council of Rogue River adopts a Five Year Capital Improvement Program annually.

Debt Limit: The maximum amount of gross or net debt which is legally permitted.

Debt Service: Payment of principal and interest on borrowed funds.

Debt Service Fund: The fund established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

Encumbrances: The formal accounting recognition of commitments to expend resources in the future.

Enterprise Fund: A fund established to finance and account for operations that are financed and operated in a manner similar to private business enterprises - where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. An enterprise fund is also used when the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes.

Expenditures: Decreases in net financial resources, including current operating expenses, debt service and capital outlays.

Fiscal Year: The time period designated by the City signifying the beginning and ending period for recording financial transactions. The fiscal year begins July 1 and ends June 30.

Fund: A division in the budget with independent fiscal and accounting requirements.

General Fund: The general operating fund of the City. It is used to account for all financial resources except those required to be accounted for in another fund.

General Obligation Bonds: Bonds for whose payment the full faith and credit of the issuing body are pledged. More commonly but not necessarily, general obligation bonds are considered to be those payable from taxes and other general revenues.

Grant: A contribution by one governmental unit to another unit. The contribution is usually made to aid in the support of a specified function (for example, road construction), but it is sometimes also for general purposes.

Interfund Transfer: Amounts transferred from one fund to another, shown as an expenditure in the originating fund and a revenue in the receiving fund.

Levy: (Verb) To impose taxes or special assessments. (Noun) The total of taxes or special assessments imposed by a governmental unit.

Line Item: A specific item or group of similar items defined by detail in a unique account in the financial records.

Long-Term Debt: Debt with a maturity of more than one year after date of issuance.

Modified Accrual Basis of Accounting: Under the modified accrual basis of accounting revenues are recognized in the accounting period in which they become available and measurable, and expenditures are recognized in the accounting period in which the fund liability is incurred, except for un-matured interest on general long-term debt, which is recognized when due.

Performance Indicators: Statistical measures which are collected to show impact of dollars spent on city services.

Proposed Budget: Financial and operating program prepared by the budget officer, submitted to the Budget Committee for consideration.

Reserve Funds: Established to accumulate resources from one fiscal year to another for a specific purpose.

Resources: The actual assets of the City such as cash, taxes receivable, land, buildings, etc., plus contingent assets such as estimated revenues applying to the current fiscal period not accrued or collected and bonds authorized and unissued.

Revenue: Monies received or anticipated during the year to finance city services.

Special Revenue Fund: A fund used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or for major capital projects) that are legally restricted to expenditure for specified purposes.

Supplemental Budget: Prepared to meet unexpected needs or to spend revenues not anticipated at the time the regular budget was adopted. The supplemental budget cannot be used to increase a tax levy.

Tax Base: In Oregon, a designated amount of property tax which can be levied for operating expenses without annual voter approval. The original base must be established by the voters at a general or primary election. Thereafter, the base can be increased by 3 percent annually without the approval of the voters.

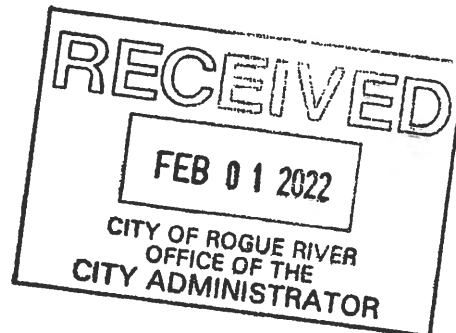
Tax Rate: The amount of property tax paid by property owners for each \$1,000 of their property's value. This rate is computed by dividing the total amount of the tax levies by the total assessed value for the City.

Unappropriated Ending Fund Balance: Funds set aside for use in the fiscal year following the current budget year.



January 26, 2022

Mr. Mark Reagles
City of Rogue River
P.O. Box 1137
Rogue River, OR 97537



SAMPLE - Consider for FY 2023-2024

Dear Mr. Reagles,

It is a privilege to extend my sincere thanks to the City of Rogue River for its support of the Food & Friends senior meals program. As is customary at this time of year, I am requesting budgetary consideration to help us provide our service to Rogue River seniors during FY 2022-2023.

In past years, the City has graciously provided financial support in the amount of \$3,000 to support the delivery of Meals on Wheels to homebound seniors in Rogue River. I respectfully request the same funding for next fiscal year. If you would like, I am happy to attend a budget committee workshop to answer any questions the members may have about our program.

I can't tell you enough how much all of us appreciate the City's support in helping Food & Friends improve the quality of life for many local homebound seniors. I am looking forward to our continued partnership in providing our vital service to Rogue River's seniors. Please contact me by email (kwelburn@rvcog.org) or by phone at 541-734-9505 ext. 3 with a time and date for the budget committee meeting you would like me to attend.

Sincerely,

Kristi Welburn
Administrative Manager
Food & Friends