



2023/2024 City Budget

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Budget Message



Kelcey Young
City Manager of Sweet Home

Honorable Mayor Coleman
Members of the Sweet Home City Council Budget Committee Members
Residents of the City of Sweet Home

Enclosed is the proposed fiscal year budget beginning July 1, 2023, and ending June 30, 2024, for your review. The budget document has been prepared to satisfy the legal requirements of the State of Oregon budget law, Local Government Accounting Standards, and the City of Sweet Home's Financial Policies. The overall budget for FY2023-2024 totals \$35,410,000.

We are fortunate to be financially stable over the next year and we will be able to complete several capital projects set by the Council's Goals. We will need to remain conservative in our decision-making to ensure we are able to maintain adequate reserves in the event unforeseen revenue losses take place or unanticipated expenses occur. The overall budget structure has been updated to simplify the budget process and make it more transparent. This budget is in keeping with the City of Sweet Home's Financial Policies. This message highlights the activity of some of the major changes in each of the city's funds and service areas.

WORKFORCE/PERSONNEL

The City of Sweet Home employees continue to be our most valuable resource in providing high-quality services that our residents deserve. The cost of personnel services includes manageable increases for unrepresented staff with a two percent cost of living adjustment beginning July 1, 2023. The staff represented by AF-SCME have a budgeted amount of 2 percent as a holding amount while we negotiate a new contract. The Police Department is in negotiations for their contract, but the negotiated amount of 3.25% is already accounted for. There is no anticipated increase in the cost of medical insurance, dental and vision coverage for FY 2023-2024. There are a few minor staffing changes this year. Details on the changes are available in the personnel summary of this budget document.

GENERAL FUND

The General Fund is an unrestricted fund that allocates property taxes, franchise fees, taxes, and other revenues to fund services for Community & Economic Development, Municipal Court, and Parks as well as a portion of Executive/Legislative, and non-departmental expenses. The total General Fund budget is \$4,836,000, which represents a decrease of \$279,000 from the FY 2022-2023 budget. The decrease in expenditure is required to ensure that the city can maintain a six-month operating reserve over the next fiscal years. We must continue to carefully consider our expenditures within the General Fund and keep them in line with the Council's goals.

ENTERPRISE FUNDS

The enterprise funds include water, sewer, and storm water funds. This budget does not propose any rate increases in any of the rates that furnish these funds. The highest priority projects for the Water Fund are the replacement of small diameter water mains around the city and the installation of a generator at the water treatment plant. These projects have been preliminarily chosen by the City Council to be funded with American Rescue Plan Act (ARPA) funds.

The priorities in the sewer fund include a complete Wastewater Treatment Plant renovation which is one of the Council Goals. The City will work on the interim project, and in obtaining funding. The staff looks forward to working with the Budget Committee and City Council during the budget process this year and want to thank you in advance for the numerous hours you will contribute to ensure an open and transparent budget process. We appreciate your guidance, support, and willingness to serve the Sweet Home community as you review and make budget decisions for fiscal year 2023-2024.

In closing, I'd also like to thank the staff, including our Contract Finance Director Matt Brown, and all departments for the time they have spent preparing the budget document you will be reviewing. Many hours have been spent doing research, preparing financial information in a format that is transparent and easy for the public to understand. Management staff will be available to answer questions as you review the budget. It is an honor to work with our professional and skilled employees and community volunteers as we navigate the budget process this year.

Respectfully submitted by,

Kelcey Young
City Manager

Mission, Vision, & Council Goals

Mission Statement

The City of Sweet Home will work to build an economically strong community with an efficient and effective local government that will provide infrastructure and essential services to the citizens we serve. As efficient stewards of the value assets available, we will be responsive to the community while planning and preparing for the future.

Vision Statement

WE, as City Council, have been entrusted to make decisions that do the most good, for the most people, for the longest period of time to enhance the quality of life for our community.

WE ASPIRE to make Sweet Home a community people find desirable to live in.

WE ASPIRE to have an effective and efficient local government.

WE ASPIRE to provide viable and sustainable infrastructure.

WE ASPIRE to provide viable and sustainable essential services.

WE ASPIRE to create an economically strong environment in which businesses and community members prosper.

Council Goals

Goal #1—Infrastructure

- Develop specific steps for implementation of the adopted master plans that include Water, Sewer, Streets, Parks, and Property.
- Increase community awareness of infrastructure needs and appropriate planning documents that include Water, Sewer, Streets, Parks, and Property.

Goal #2 - Be an effective and efficient government

- Update and streamline processes.
- Develop continuity in planning and permitting process.
- Invest in long-term staff stability and training.
- Develop transparency in all communications.
- Continue to implement strong financial “best” practices
- Employ sound technology to maximize efficiency

Goal #3—Essential Services

- Increase access to quality healthcare services in Sweet Home including memory care, senior assisted living, physical therapy, urgent care, and mental/behavior health.
- Improve community safety, police, and community design, etc.
- Develop partnerships with regional services and work to correct them with the appropriate member of the public.

Goal #4—Economic Strength

- Implement vitalization programs.
- Lead community economic development efforts
- Develop economic opportunities with regional partners
- Develop a downtown streetscape plan

Goal #5—Image Building

- Develop a strategic marketing plan that includes internal messaging, positivity, external messaging, and recruitment for remote works and business
- Branding for the city in regards to universal partnerships, unique resources, safe and healthy environments, affordable, and community support

City Profile



The City of Sweet home, approximately six and a half square miles, is the third largest city in Linn County and is located at the east end of the county. The city lies at the foot of the Cascade Mountains, next to the pristine Santiam River and near Foster and Green Peter Reservoirs.

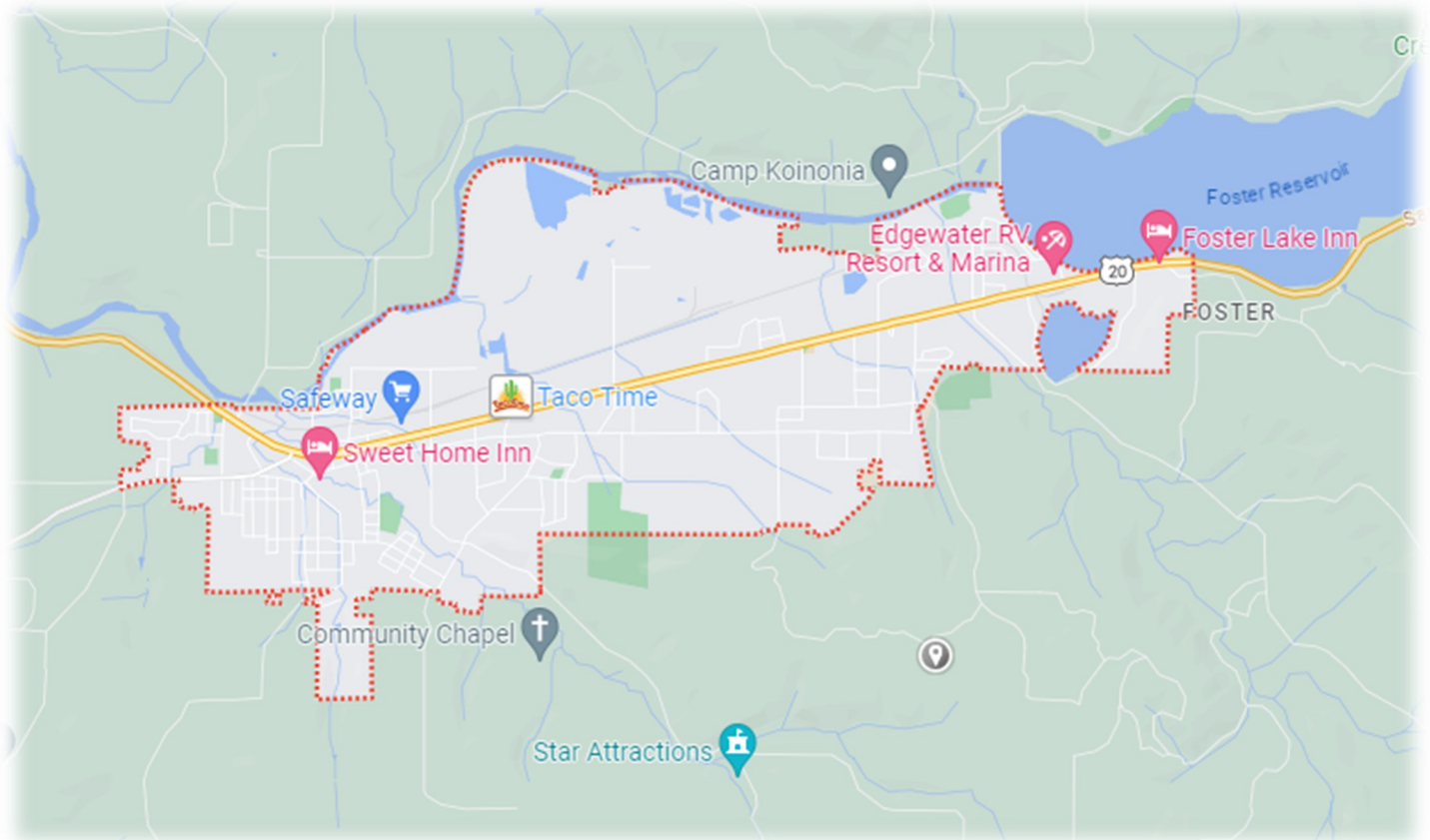
Located in the Mid-Willamette Valley, Sweet Home offers close proximity to major urban areas for commuters and shoppers; Portland is 100 miles away, Salem is 50 miles away as is Eugene and Albany is 25 miles away.

Operating under the provisions of its own Charter and applicable state law, Sweet Home has a Council/Manager form of government. The City Council consists of seven members elected by the citizens of Sweet Home to serve overlapping terms of two and four years. The Mayor is elected by the Council members to serve for a term of two years.

The City of Sweet Home provides municipal services including police protection, emergency dispatch services, street construction and maintenance, library services, building and planning, zoning and general administration .

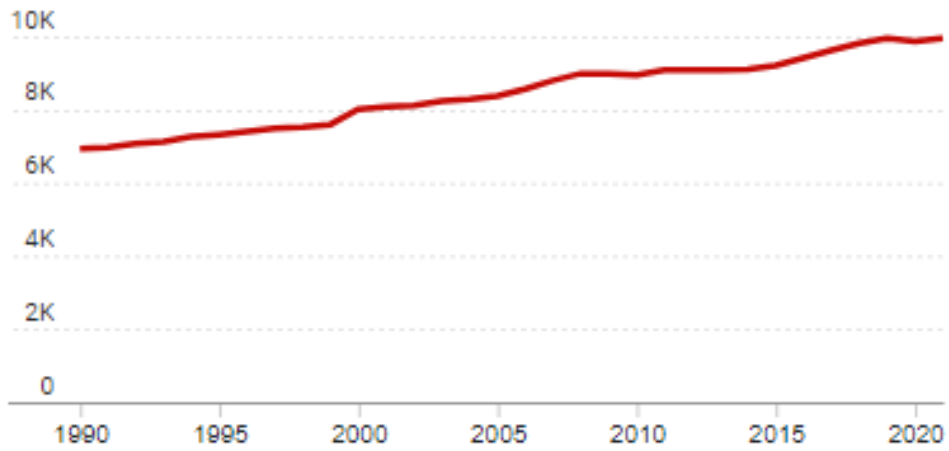
In 2021, the City assumed control of its water and wastewater treatment plants while also continuing to maintain the water distribution and sewer collection systems throughout the city. Significant efforts to address leaking pipes have yielded a water loss ration of approximately 12% down from over 40% just three years ago and a successful inflow and infiltration program has reduced the loads handled by the wastewater treatment plan and reduce environmental violations. Significant work still remains as the City beings construction on a major rehabilitation effort at the Wastewater Treatment Plant to enhance capacity and prepare the City for the next 30-50 years of development and expansion. More information on the Wastewater Treatment Plant project can be found under the Wastewater fund portion of this document.

Demographics



Demographics

Population in Sweet Home



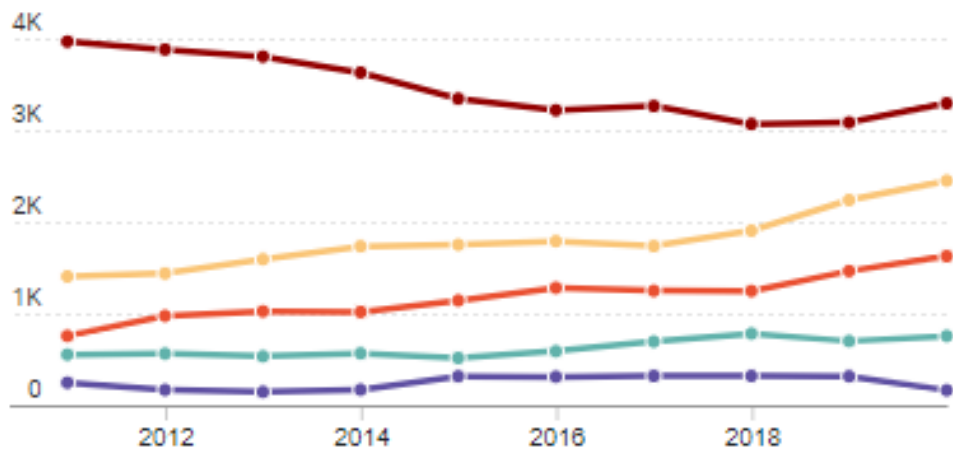
Total Population

Data from www2.census.gov

[Export](#) [Explore More >](#)

Rankings (in)	Linn County	Oregon
Largest Population	<u>3 of 10</u>	<u>58 of 167</u>
Highest Median Income	<u>12 of 13</u>	<u>214 of 222</u>
Highest Median Age	<u>3 of 13</u>	<u>72 of 222</u>

Marital status in Sweet Home



Married
Divorced
Never Married
Widowed
Separated

Data from census.gov

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Budget Committee

The Budget Committee is the financial planning board of the city. It consists of the governing body (City Council) plus an equal number of local voters (citizen members of the Budget Committee) appointed by the Council. The City of Sweet Home has 14 Budget Committee positions, with the votes of all members equal. State law mandates a budget committee for all Oregon local governments.

Appointive members of a budget committee serve for terms of three years. The terms must be staggered as near as practical. The Budget Committee reviews the proposed budget submitted by the City Budget Officer. In Sweet Home, this is the City Manager. The committee reviews the proposed budget to ensure that the budget aligns with the City Council goals and aspirations.

2023 Budget Committee

Susan Coleman	Mayor	Term Ends 12/31/2026
Greg Mahler	President Pro-Tem	Term Ends 12/31/2024
Lisa Gourley	City Councilor	Term Ends 12/31/2024
Dylan Richards	City Councilor	Term Ends 12/31/2026
Angelita Sanchez	City Councilor	Term Ends 12/31/2024
Joshua Thorstad	City Councilor	Term Ends 12/31/2026
Dave Trask	City Councilor	Term Ends 12/31/2024
Derek Dix	Budget Committee	Term Ends 12/31/2024
Kenneth Hamlin	Budget Committee	Term Ends 12/31/2024
Robert Briana	Budget Committee	Term Ends 12/31/2025
Matthew Betchel	Budget Committee	Term Ends 12/31/2026
Diane Gerson	Budget Committee	Term Ends 12/31/2026
Joshua Marvin	Budget Committee	Term Ends 12/31/2026
Nancy White	Budget Committee	Term Ends 12/31/2026

Budget Process

Budgeting in Oregon

A budget as defined by Oregon Revised Statutes (ORS), is a financial plan containing estimates of revenues and expenditures for a given period or purpose. Local Governments in Oregon operate on a fiscal year that begins July 1 and ends the following June 30. Budgeting requires local governments to evaluate plans and priorities in light of the financial resources available to meet those needs in Oregon, a budget is necessary to justify the need for a given rate and amount of property taxes.

Oregon's local governments are highly regulated and controlled by ORS. The state's local budget law is set out in ORS 294. Oregon local budget has four major purposes:

- Establish standard procedures
- Outline programs and services and the fiscal policy to carry them out
- Provide methods of estimating revenues, expenditures, and proposed levies
- Encourage citizen involvement in budget formulation before budget adoption

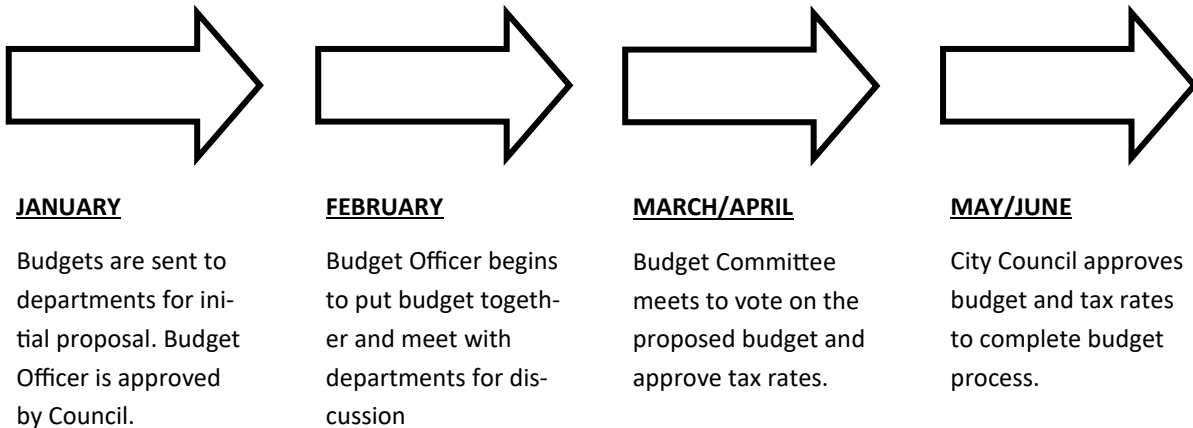
Budgeting in Sweet Home

Adoption

The City of Sweet Home prepares and adopts a budget in accordance with its City Charter and ORS 294. These statutes provide legal standards for preparing, presenting, adopting, implementing, and monitoring the budget. The City Manager is the Budget Officer and has responsibility for management of the overall City budget and maintaining budgetary control at the approved appropriation level. Ongoing review and monitoring of revenues and expenditures is performed by the Finance Department and the appropriate operating departments. Under the City's expenditure limitation, local expenditures cannot exceed the final appropriation once the budget is adopted.

Budget Amendments

Supplemental budgets are adopted through the similar process used for the regular budget and shall not extend beyond the end of the year during which they are submitted. Supplemental budgets cannot be used to authorize a tax levy. By transferring appropriations, the City usually has enough flexibility to carry out the programs prescribed in its adopted budget. There will be times, however, when an adopted budget has no authority to make certain expenditures when revenues are received for which the city has no prior knowledge in those cases. It is possible to use a supplemental budget to authorize expenditures and/or appropriate additional revenues in the current fiscal year.



Basis of Budgeting

All of the funds are budgeted using the modified accrual basis of accounting in accordance with budgetary accounting practices, in modified accrual, revenues are recognized when they become measurable and available. Measurable means that the dollar value of the revenue is known. Available means that it is collectable within the current period, or soon after the end of the current period to pay off liabilities of the current period.

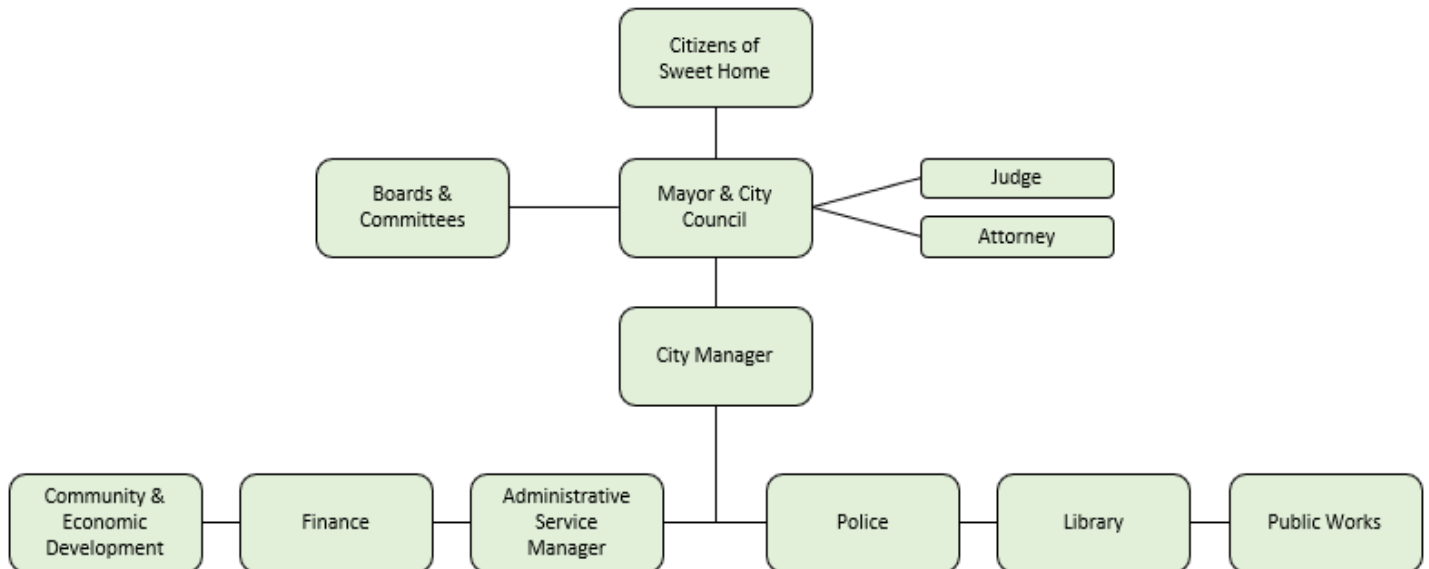
Significant revenues that are considered to be measurable and available under the modified accrual basis of accounting are property taxes, franchise fees, and assessment lien installments received within approximately 60 of the end of the fiscal year. Expenditures are recognized when the liability is incurred, except for the interest on general long-term obligations which is recorded when due.

Audit Basis

The audit, as reported in the ACFR (Annual Accounting Financial Report) accounts for the City's finances on the basis of generally accepted accounting principals (GAAP). GAAP is defined as conventions, rules and procedures necessary to describe accepted accounting practice at a particular time.

The modified accrual basis of accounting, a GAAP-approved method, is also used in the audit for all funds except the Proprietary Funds (Water, Sewer, and Storm Water). The audit uses the accrual method of accounting for the Proprietary Funds. The ACFR shows all the city's funds on both a budgetary and GAAP basis for comparison purposes.

Organizational Chart



Accounting Structure

<u>FUND</u>	<u>Number</u>	<u>Description & Purpose</u>
GENERAL FUND		
General Fund	100	The General Fund is used to account for all financial resources except for those to be accounted for in another fund. Administration, City Council, Court, Finance, Community Development, and Parks are departments within the General Fund.
SPECIAL REVENUE FUNDS		
Public Safety Fund	200	The Public Safety Fund is a separate fund for the operation of the City of Sweet Home Police Department that receives a special operating levy from the City of Sweet Home.
Library Fund	201	The Library Fund is a separate fund for the operation of the City of Sweet Home Library Department that receives a special operating levy from the City of Sweet Home.
Community Center Fund	203	This fund was established to pay for utilities and maintenance related to the operations of the Senior Center and Boys & Girls Clu that is housed in the community center.
Transportation Fund	206	This fund is created to track revenues related to State Gas Tax revenues and operational expenditures related to Street maintenance expenditures and capital projects.
Community Enhancement Fund	207	This fund was created from several smaller funds that were consolidated into a single fund to simplify tracking with specific departments/programs setup for smaller expenditures to specific programs with dedicated funding and.
Willa Yucca Fund	208	The fund was created to track specifically a new Local Improvement District within the City of Sweet Home. This fund will track capital expenditures for this project along with future payments for debt service and payments from residents for their local improvement district payments.
Economic Development Fund	760	The fund was created to track economic development grants and funding related to economic development activities within the city.
ENTERPRISE FUNDS		
System Development Charges	301—305	These funds are specifically created to track revenues and expenditures for system development charges for Water, Sewer, Storm, Parks, and Transportation. Revenues come from development fees that aid in supplemental funding for capital improvements throughout the city.
Water Fund	500	The Water Fund accounts for the resources and expenditures related to the supply, treatment, and distribution of water.
Sewer Fund	550	The Wastewater (Sewer) Fund accounts for the resources and expenses related to the supply, treatment, and collection of sewage.
Storm Fund	560	The Storm Fund accounts for the resources and expenses related to the maintenance of the City's storm water system.
RESERVE FUNDS		
Reserve Fund	770	The Reserve Fund was created as a fund to track resources that the City Council has set aside for future

Budget Summary

<u>FUND</u>	<u>Local Taxes</u>	<u>Intergov. & Grants</u>	<u>Charges for Services</u>	<u>Fines</u>	<u>Lic, Perm. & Fees</u>	<u>Miscellaneous</u>	<u>Transfers</u>	<u>Beginning Balance</u>	<u>Total Resources</u>
General	853,000	1,013,000	797,000	200,000	253,000	220,000	0	1,500,000	4,836,000
<u>Special Revenue</u>									
Public Safety	3,675,000	0	0	0	0	30,000	0	3,700,000	7,405,000
Library	600,000	42,000	0	0	1,000	9,000	0	890,000	1,542,000
Community Center	0	0	0	0	0	30,000	0	13,000	43,000
Transportation	0	765,000	0	0	0	5,000	0	350,000	1,120,000
Enhancement	0	0	0	0	0	3,000	13,000	741,000	757,000
Willow Yucca LID Fund	0	0	0	0	0	1,400,000	300,000	0	1,700,000
Total Special Revenue Funds	4,275,000	807,000	0	0	1,000	1,477,000	313,000	5,694,000	12,567,000
<u>SDC Funds</u>									
Water SDC	0	0	0	0	85,000	0	0	985,000	1,070,000
Sewer SDC	0	0	0	0	50,000	0	0	815,000	865,000
Storm SDC	0	0	0	0	20,000	0	0	60,000	80,000
Transportation SDC	0	0	0	0	180,000	0	0	1,345,000	1,525,000
Parks SDC	0	0	0	0	13,000	0	0	127,000	140,000
<u>Enterprise Funds</u>									
Water	0	0	2,663,000	0	0	5,000	0	2,667,000	5,335,000
Sewer	32,000	0	3,090,000	0	0	10,000	0	4,375,000	7,507,000
Storm	0	0	195,000	0	0	5,000	0	295,000	495,000
Total Enterprise Funds	32,000	0	5,948,000	0	348,000	20,000	0	10,669,000	17,017,000
<u>Internal Service Funds</u>									
Comm. Econ Develop.	0	0	0	0	0	0	0	225,000	225,000
Reserve	0	0	0	0	0	0	0	765,000	765,000
Total Internal Service Funds	0	0	0	0	0	0	0	990,000	990,000
TOTAL RESOURCES - ALL FUNDS	5,160,000	1,820,000	6,745,000	200,000	602,000	1,717,000	313,000	18,853,000	35,410,000

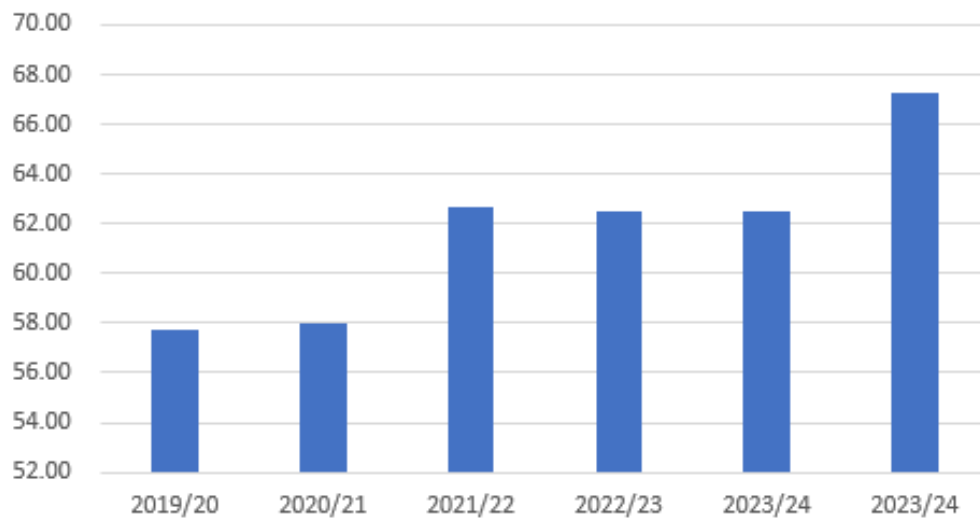
Budget Summary

<u>FUND</u>	<u>Personnel Services</u>	<u>Materials & Services</u>	<u>Capital Outlay</u>	<u>Debt Service</u>	<u>Transfers</u>	<u>Contingency</u>	<u>Total Approp.</u>	<u>Unapp.</u>	<u>Total Expenditures</u>
General	1,982,000	931,000	200,000	0	5,000	660,000	3,778,000	1,058,000	4,836,000
<u>Special Revenue</u>									
Public Safety	2,773,000	686,000	100,000	0	0	850,000	4,409,000	2,996,000	7,405,000
Library	409,000	299,000	15,000	0	0	133,000	856,000	686,000	1,542,000
Community Center	0	30,000	0	0	0	13,000	43,000	0	43,000
Transportation	430,000	250,000	75,000	0	0	170,000	925,000	195,000	1,120,000
Enhancement	0	557,000	200,000	0	0	0	757,000	0	757,000
Willow Yucca LID Fund	0	400,000	1,300,000	0	0	0	1,700,000	0	1,700,000
Total Special Revenue Funds	3,612,000	2,222,000	1,690,000	0	0	1,166,000	8,690,000	3,877,000	12,567,000
<u>SDC Funds</u>									
Water SDC	0	321,000	749,000	0	0	0	1,070,000	0	1,070,000
Sewer SDC	0	260,000	605,000	0	0	0	865,000	0	865,000
Storm SDC	0	24,000	56,000	0	0	0	80,000	0	80,000
Transportation SDC	0	458,000	1,067,000	0	0	0	1,525,000	0	1,525,000
Parks SDC	0	42,000	98,000	0	0	0	140,000	0	140,000
<u>Enterprise Funds</u>									
Water	714,000	969,000	729,000	380,000	0	500,000	3,292,000	2,043,000	5,335,000
Sewer	671,000	968,000	575,000	380,000	0	500,000	3,094,000	4,413,000	7,507,000
Storm	105,000	84,000	23,000	0	0	50,000	262,000	233,000	495,000
Total Enterprise Funds	1,490,000	3,126,000	3,902,000	760,000	0	1,050,000	10,328,000	6,689,000	17,017,000
<u>Internal Service Funds</u>									
Comm. Econ Develop.	0	217,000	0	0	8,000	0	225,000	0	225,000
Reserve	0	0	0	0	300,000	465,000	765,000	0	765,000
Total Internal Service Funds	0	217,000	0	0	308,000	465,000	990,000	0	990,000
TOTAL EXPENDITURES - ALL FUNDS	7,084,000	6,496,000	5,792,000	760,000	313,000	3,341,000	23,786,000	11,624,000	35,410,000

Personnel Summary

	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2023/24</u>
Administration	2.85	3.05	4.25	3.05	3.05	3.25
Finance	3.90	3.90	3.90	3.95	3.95	3.20
Comm. Develop.	5.40	5.00	5.00	4.05	4.05	6.00
Municipal Court	2.55	2.55	2.55	2.50	2.50	2.45
Library	3.00	3.00	3.00	3.00	3.00	4.50
Police	23.00	23.50	22.00	22.00	22.00	23.50
Public Works	17.00	17.00	22.00	23.95	23.95	24.40
	57.70	58.00	62.70	62.50	62.50	67.30

Personnel Totals





Capital Improvement Plan

<u>PROJECT</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>CIP TOTAL</u>
<u>Water</u>						
Water Plant - Backwash/VFD project	200,000	0	0	0	0	200,000
Water Plant - Raw Water Value Replacement	129,000	0	0	0	0	129,000
Water Plant - SCADA Improvements	180,000	0	0	0	0	180,000
Water Plant - Security Fence Installation	50,000	0	0	0	0	50,000
Water Plant - Generator Installation	20,000	810,000	0	0	0	830,000
Water Plant - Roof Replacement	0	0	135,000	0	0	135,000
Water Plant - Fluoride Improvements	50,000	0	0	0	0	50,000
Water Master Plan Update	0	50,000	0	0	0	50,000
4th Ave & Ironwood Main Replacement	40,000	0	0	0	0	40,000
8th Ave Water Main Replacement	0	0	480,000	0	0	480,000
Canyon Creek Pump Station Installation	0	0	50,000	300,000	0	350,000
12th Ave Water Main Replacement	0	0	0	10,000	100,000	110,000
14th Ave Water Main Replacement	0	0	0	10,000	100,000	110,000
Fir St. Water Main Replacement	0	0	0	10,000	100,000	110,000
Grape St. Water Main Replacement	0	0	0	10,000	100,000	110,000
Hawthorne St. Water Main Replacement	0	0	0	10,000	100,000	110,000
Ironwood St. Water Main Replacement	0	0	0	10,000	100,000	110,000
Juniper St. Water Main Replacement	0	0	0	10,000	100,000	110,000
13th Ave & 15th Ave off Kalmia Water Main Replacement	0	0	0	0	40,000	40,000
Total Water	669,000	860,000	665,000	370,000	740,000	3,304,000
<u>Wastewater (Sewer)</u>						
Mahler Water Reclamation Facility	5,795,000	26,400,000	26,400,000	0	0	58,595,000
Wastewater Master Plan Update	0	50,000	0	0	0	50,000
Total Wastewater (Sewer)	5,795,000	26,450,000	26,400,000	0	0	58,645,000
<u>Storm</u>						
Northside Park - Storm drain Improvements	23,000	0	0	0	0	23,000
46th Ave - Storm drain Improvements	0	50,000	0	0	0	50,000
Storm Master Plan Update	0	25,000	0	0	0	25,000
Total Storm	23,000	75,000	0	0	0	98,000
<u>Transportation</u>						
Transportation System Master Plan Update	38,000	0	0	0	0	38,000
Northside Park - 11th Ave Overlay	34,000	0	0	0	0	34,000
Poplar St. Overlay	34,000	0	0	0	0	34,000
Redwood St. Overlay	34,000	0	0	0	0	34,000
24th Ave Railroad Crossing	0	0		0	0	0
46th Ave Overlay	0	45,000	0	0	0	45,000
Pleasant Valley Rd - Hwy 20 to Bridge Overlay	0	0	65,000	0	0	65,000
Chip Seal Preventative Maintenance	200,000	0	0	0	0	200,000
18th Ave & Amers Creed Rd Maintenance & Overlay	0	0	0	60,000	835,000	895,000
Foster Railroad Trestle Sidewalk Connection	0	20,000	0	0	0	20,000
Total Transportation	340,000	65,000	65,000	60,000	835,000	1,365,000

Capital Improvement Plan

<u>PROJECT</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>CIP TOTAL</u>
<u>Parks</u>						
Park Master Plan Update	45,000	0	0	0	0	45,000
Quarry Park Improvements	20,000	0	0	0	0	20,000
Strawberry Park Community Garden	4,000	0	0	0	0	4,000
City Hall Park Improvements	0	0	0	0	0	0
Old City Hall Improvements	200,000	1,000,000	0	0	0	1,200,000
Upper Sankey Park Improvements	0	0	0	296,000	0	296,000
Hobart Park Improvements	0	0	0	0	0	0
Ashbrook Park Improvements	0	0	0	0	0	0
Total Parks	269,000	1,000,000	0	296,000	0	1,565,000
<u>Other Sweet Home City Projects</u>						
Library Building - New Building Construction	0	1,050,000	19,000,000	0	0	20,050,000
Police Building Improvements	200,000	200,000	200,000	0	0	600,000
10th Ave EV Charging Station - Installation	200,000	0	0	0	0	200,000
Downtown Streetscape	50,000	1,300,000	3,800,000	2,300,000	275,000	7,725,000
Willow/Yucca Local Improvement District	240,000	2,160,000	0	0	0	2,400,000
Broadband Improvements	0	0	0	0	0	0
Comprehensive Plan Update	0	60,000	0	0	0	60,000
City Hall - Council Chambers Audio/Visual Improvements	25,000	0	0	0	0	25,000
Urban Renewal Study	12,000	0	0	0	0	12,000
Citywide Beautification	0	0	0	0	0	0
Tourism Development Plan	0	0	0	0	0	0
Foster Lake Station	0	0	0	0	0	0
Total Other City Projects	727,000	4,770,000	23,000,000	2,300,000	275,000	31,072,000
TOTAL CAPITAL IMPROVEMENT PLAN PROJECTS	7,823,000	33,220,000	50,130,000	3,026,000	1,850,000	96,049,000

Debt Service

The City of Sweet Home currently has three debt services related to Water and Sewer projects around the city. The total amount of debt is just under \$11 Million. The first debt service is a Full Faith and Credit Refunding Bond that began in 2021; this was a bond refinance that paid off 3 other debt service agreement to consolidate and save interest. This bond is through 2035. The second debt service is a sewer I&I infrastructure no-interest loan from the State of Oregon. The current balance is \$2,000,000. The final debt for the city is a loan from OECDD for infrastructure improvements to the Water Treatment Plant. This is the longest debt service scheduled to be paid off in 2042.

Refinance Bond 2021

<u>Year</u>	<u>Balance</u>
2021	5,780,000
2022	5,505,000
2023	5,270,000
2024	4,800,000
2025	4,185,000
2026	3,500,000
2027	3,045,000
2028	2,585,000
2029	2,115,000
2030	1,635,000
2031	1,140,000
2032	795,000
2033	605,000
2034	410,000
2035	210,000
2036	-

Sewer I&I Loan R89752

<u>Year</u>	<u>Balance</u>
2021	2,750,000
2022	2,500,000
2023	2,250,000
2024	2,000,000
2025	1,750,000
2026	1,500,000
2027	1,250,000
2028	1,000,000
2029	750,000
2030	500,000
2031	250,000
2032	-

WTP OECDD Loan S04002

<u>Year</u>	<u>Balance</u>
2021	4,839,196
2022	4,606,664
2023	4,374,132
2024	4,148,394
2025	3,922,656
2026	3,696,918
2027	3,471,180
2028	3,245,442
2029	3,019,704
2030	2,793,966
2031	2,568,228
2032	2,342,490
2033	2,116,752
2034	1,891,014
2035	1,665,276
2036	1,439,538
2037	1,213,800
2038	988,062
2039	762,324
2040	536,586
2041	310,848
2042	85,110

General Fund (100)

The General Fund is the main fund of the City of Sweet Home and it is home the following departments:

- Administration
- City Council
- Community & Economic Development
- Finance
- Municipal Court
- Parks
- General Services

In the following pages you will find a summary of the overall General Fund Appropriations for the 2023/24 budget year. Additional pages will also provide a short description of each department and note any major changes within the department that effect the 2023/24 budget.



GENERAL FUND - RESOURCES

<u>Account</u>	<u>Description</u>	<u>Actual 2020/21</u>	<u>Actual 2021/22</u>	<u>Adopted 2022/23</u>	<u>Proposed 2023/24</u>	<u>Approved 2023/24</u>	<u>Adopted 2023/24</u>
100-000-000-300	Beginning Balance	1,331,768	1,600,707	1,770,000	1,500,000	1,500,000	1,500,000
100-000-000-302	Property Tax - Current	688,772	710,042	775,000	800,000	800,000	800,000
100-000-000-303	Property Tax - Past	17,540	20,000	8,000	8,000	8,000	8,000
100-000-000-322	Transient Taxes	21,047	22,000	45,000	45,000	45,000	45,000
	Total	727,359	752,042	828,000	853,000	853,000	853,000
100-000-000-323	Franchise Fees	692,481	698,550	615,000	675,000	675,000	675,000
100-000-000-324	Revenue Sharing - General	125,317	115,000	125,000	120,000	120,000	120,000
100-000-000-325	Revenue Sharing - Cigarette	8,945	7,100	6,000	7,000	7,000	7,000
100-000-000-326	Revenue Sharing - OLCC	182,331	174,000	190,000	197,000	197,000	197,000
100-000-000-327	Revenue Sharing - MJ	110,577	111,587	80,000	14,000	14,000	14,000
	Total	1,119,650	1,106,237	1,016,000	1,013,000	1,013,000	1,013,000
100-000-000-333	Grant	217,900	182,001	143,000	0	0	0
100-000-000-346	Support Service Charges	1,306,007	1,523,634	648,000	797,000	797,000	797,000
100-000-000-350	Licenses	0	0	0	50,000	50,000	50,000
100-000-000-351	Licenses - Business	0	0	1,000	0	0	0
100-000-000-352	Permits	85	0	1,000	1,000	1,000	1,000
100-000-000-353	Permits - Building	211,349	160,000	220,000	160,000	160,000	160,000
100-000-000-355	Fees	13,857	11,150	13,000	14,000	14,000	14,000
100-000-000-356	Fees - Passports	12,910	14,000	14,000	15,000	15,000	15,000
100-000-000-357	Fees - Planning	29,434	14,500	21,000	13,000	13,000	13,000
100-000-000-370	Fines - Court	217,530	175,000	190,000	200,000	200,000	200,000
	Total	485,165	374,650	460,000	453,000	453,000	453,000
100-000-000-380	Interest	13,362	25,000	200,000	170,000	170,000	170,000
100-000-000-381	Miscellaneous	50,189	173,200	50,000	50,000	50,000	50,000
	Total Miscellaneous	63,551	198,200	250,000	220,000	220,000	220,000
100-000-000-390	Transfer	0	4,592	0	0	0	0
	TOTAL RESOURCES	5,251,400	5,742,063	5,115,000	4,836,000	4,836,000	4,836,000

<u>Account</u>	<u>Description</u>	<u>Actual 2020/21</u>	<u>Actual 2021/22</u>	<u>Adopted 2022/23</u>	<u>Proposed 2023/24</u>	<u>Approved 2023/24</u>	<u>Adopted 2023/24</u>
GENERAL FUND EXPENDITURES SUMMARY							
Administration	Personal Services	419,492	440,198	575,000	481,000	481,000	481,000
City Council	Personal Services	6,420	6,420	9,000	22,000	22,000	22,000
Comm. & Econ. Dev.	Personal Services	494,145	521,884	594,000	635,000	635,000	635,000
Finance	Personal Services	401,681	419,009	290,000	341,000	341,000	341,000
Municipal Court	Personal Services	211,602	234,685	253,000	234,000	234,000	234,000
Parks	Personal Services	661,278	746,888	877,000	269,000	269,000	269,000
General Services	Personal Services	0	0	0	0	0	0
	Total Personal Services	2,194,617	2,369,084	2,598,000	1,982,000	1,982,000	1,982,000
Administration	Materials & Services	66,851	1,215,308	50,000	70,000	70,000	70,000
City Council	Materials & Services	0	0	16,000	9,000	9,000	9,000
Comm. & Econ. Dev.	Materials & Services	119,749	213,700	197,000	217,000	217,000	217,000
Finance	Materials & Services	173,900	176,108	235,000	240,000	240,000	240,000
Municipal Court	Materials & Services	28,291	43,350	27,000	29,000	29,000	29,000
Parks	Materials & Services	338,163	311,132	113,000	166,000	166,000	166,000
General Services	Materials & Services	530,488	0	355,000	200,000	200,000	200,000
	Total Materials & Services	1,257,443	1,959,598	993,000	931,000	931,000	931,000
100-000-000-555	Capital Outlay	0	0	220,000	200,000	200,000	200,000
100-000-000-565	Transfer	99,847	107,519	0	5,000	5,000	5,000
100-000-000-585	Contingency	0	0	500,000	660,000	660,000	660,000
100-000-000-595	Unappropriated	0	0	804,000	1,058,000	1,058,000	1,058,000
	Total General Fund Expenditures	3,551,908	4,436,201	5,115,000	4,836,000	4,836,000	4,836,000

Administration

Administration is the home to the City Manager’s office. Personnel Services include 3.0 FTEs (City Manager, Administrative Services Manager, and Communications Manager) along with the contracted City Attorney. Materials and Services including standard items like professional development, general operating supplies and professional services for any special contracting out that the city manager may need throughout the budget year.

<u>Account</u>	<u>Description</u>	<u>Actual</u> <u>2020/21</u>	<u>Actual</u> <u>2021/22</u>	<u>Adopted</u> <u>2022/23</u>	<u>Proposed</u> <u>2023/24</u>	<u>Approved</u> <u>2023/24</u>	<u>Adopted</u> <u>2023/24</u>
Administration Dept.							
100-101-000-504	Wages	293,517	304,939	450,000	344,000	344,000	344,000
100-101-000-505	Overtime	1,119	1,040	1,000	0	0	0
100-101-000-506	Insurance	66,003	61,568	40,000	54,000	54,000	54,000
100-101-000-507	Retirement	35,731	43,651	45,000	45,000	45,000	45,000
100-101-000-508	Taxes	22,603	28,021	38,000	29,000	29,000	29,000
100-101-000-509	Other	519	979	1,000	9,000	9,000	9,000
	Total Personal Services	419,492	440,198	575,000	481,000	481,000	481,000
100-101-000-510	Operating Supplies	10,729	664,221	15,000	15,000	15,000	15,000
100-101-000-511	Uniforms & Equipment	411	0	0	0	0	0
100-101-000-512	Utilities	7,035	198,300	6,000	0	0	0
100-101-000-513	Computer Maintenance	5,647	8,000	0	0	0	0
100-101-000-514	Public Information	5,573	6,250	0	0	0	0
100-101-000-516	Professional Development	6,813	48,200	10,000	10,000	10,000	10,000
100-101-000-517	Professional Services	27,885	234,807	15,000	45,000	45,000	45,000
100-101-000-519	Projects & Programs	175	39,950	0	0	0	0
100-101-000-528	Fuel	0	2,580	0	0	0	0
100-101-000-534	Equipment Maintenance	0	3,300	0	0	0	0
100-101-000-535	Equipment Rental	2,583	9,700	4,000	0	0	0
	Total Materials & Services	66,851	1,215,308	50,000	70,000	70,000	70,000
TOTAL ADMINISTRATION EXPENDITURES		486,343	1,655,506	625,000	551,000	551,000	551,000

City Council

City Council retains a department within the General Fund to accurately track expenses related to City Council. City Councilors, Council President, and the Mayor are paid a small monthly stipend for their service, which is included in Personal Services. Materials and Services include standard categories of general operating supplies, professional development, and professional services if needed throughout the budget year.

<u>Account</u>	<u>Description</u>	<u>Actual</u> <u>2020/21</u>	<u>Actual</u> <u>2021/22</u>	<u>Adopted</u> <u>2022/23</u>	<u>Proposed</u> <u>2023/24</u>	<u>Approved</u> <u>2023/24</u>	<u>Adopted</u> <u>2023/24</u>
City Council Dept							
100-103-000-504	Wages	6,420	6,420	7,000	18,000	18,000	18,000
100-103-000-508	Taxes	0	0	1,000	2,000	2,000	2,000
100-103-000-509	Other	0	0	1,000	2,000	2,000	2,000
	Total Personal Services	6,420	6,420	9,000	22,000	22,000	22,000
100-103-000-510	Operating Supplies	0	0	1,000	1,000	1,000	1,000
100-103-000-516	Professional Development	0	0	7,000	4,000	4,000	4,000
100-103-000-517	Professional Services	0	0	8,000	4,000	4,000	4,000
	Total Materials & Services	0	0	16,000	9,000	9,000	9,000
TOTAL COUNCIL EXPENDITURES		6,420	6,420	25,000	31,000	31,000	31,000

Community & Economic Development Department

The Community and Economic Development Department is home to not only Economic Development, but Planning and Building services within the City of Sweet Home. This department is home to 6.0 FTEs, including one new positions of a Tourism & Business Development Coordinator. This next budget year, the city anticipates hitting the ground running with abatements, which as you can see in the budget below, the city anticipates doing several abatements throughout the city. Other Materials and Services expenses remain fairly stable from the previous year.

<u>Account</u>	<u>Description</u>	<u>Actual</u> <u>2020/21</u>	<u>Actual</u> <u>2021/22</u>	<u>Adopted</u> <u>2022/23</u>	<u>Proposed</u> <u>2023/24</u>	<u>Approved</u> <u>2023/24</u>	<u>Adopted</u> <u>2023/24</u>
<i>Community & Economic Development Dept</i>							
100-104-000-504	Wages	330,591	349,044	440,000	400,000	400,000	400,000
100-104-000-505	Overtime	209	100	1,000	0	0	0
100-104-000-506	Insurance	92,667	93,264	85,000	141,000	141,000	141,000
100-104-000-507	Retirement	43,814	50,743	18,000	58,000	58,000	58,000
100-104-000-508	Taxes	24,860	26,400	48,000	32,000	32,000	32,000
100-104-000-509	Other	2,004	2,333	2,000	4,000	4,000	4,000
	Total Personal Services	494,145	521,884	594,000	635,000	635,000	635,000
100-104-000-510	Operating Supplies	61,912	31,600	10,000	7,000	7,000	7,000
100-104-000-511	Uniforms & Equipment	193	900	0	1,000	1,000	1,000
100-104-000-512	Utilities	13,382	14,500	12,000	0	0	0
100-104-000-513	Computer Maintenance	2,000	0	0	0	0	0
100-104-000-514	Public Information	13,042	13,000	8,000	8,000	8,000	8,000
100-104-000-516	Professional Development	6,313	6,200	5,000	6,000	6,000	6,000
100-104-000-517	Professional Services	5,728	122,200	100,000	100,000	100,000	100,000
100-104-000-519	Projects & Programs	11,971	20,300	35,000	30,000	30,000	30,000
100-104-000-528	Fuel	615	1,000	1,000	1,000	1,000	1,000
100-104-000-531	Enterprise Fleet		0	4,000	0	0	0
100-104-000-534	Equipment Maintenance	892	300	2,000	2,000	2,000	2,000
100-104-000-535	Equipment Rental	3,702	3,700	0	2,000	2,000	2,000
100-104-000-538	Abatement	0	0	20,000	60,000	60,000	60,000
	Total Materials & Services	119,749	213,700	197,000	217,000	217,000	217,000
TOTAL ECON DEV EXPENDITURES		613,894	735,584	791,000	852,000	852,000	852,000

Finance Department

The Finance Department is home to 3.2 FTE, which includes a vacant position of a full-time accountant to assist with duties around the department. This position was originally included in the 2022/23 budget, but hiring the position was placed on hold while the City reviewed options in the absence of a Finance Director. The additional staff includes two 0.60 FTE and one full-time Financial Operations Manager. The City of Sweet Home has contracted out for Finance Director duties with the use of a consultant that meets regularly with the City Manager and Operations Manager to ensure items are still taken care of. The Operations Manager oversees day-to-day operations of the department.

The department saw a decrease in Personal Services from the previous years, due to the transition mentioned above. Materials and Services have remained fairly flat from the most previous fiscal year, but show increases from other previous years with an increase in professional services related to audit services and the contracted Finance Director.

<u>Account</u>	<u>Description</u>	<u>Actual</u> <u>2020/21</u>	<u>Actual</u> <u>2021/22</u>	<u>Adopted</u> <u>2022/23</u>	<u>Proposed</u> <u>2023/24</u>	<u>Approved</u> <u>2023/24</u>	<u>Adopted</u> <u>2023/24</u>
Finance Dept							
100-105-000-504	Wages	253,852	273,054	176,000	188,000	188,000	188,000
100-105-000-506	Insurance	92,077	85,154	71,000	101,000	101,000	101,000
100-105-000-507	Retirement	36,224	39,424	26,000	27,000	27,000	27,000
100-105-000-508	Taxes	19,071	20,580	16,000	16,000	16,000	16,000
100-105-000-509	Other	457	797	1,000	9,000	9,000	9,000
Total Personal Services		401,681	419,009	290,000	341,000	341,000	341,000
100-105-000-510	Operating Supplies	4,404	3,800	6,000	6,000	6,000	6,000
100-105-000-512	Utilities	7,729	8,600	6,000	6,000	6,000	6,000
100-105-000-514	Public Information	3,900	4,508	3,000	3,000	3,000	3,000
100-105-000-516	Professional Development	1,382	4,000	3,000	3,000	3,000	3,000
100-105-000-517	Professional Services	98,260	103,100	175,000	180,000	180,000	180,000
100-105-000-518	Bank Service Fees	56,394	50,200	40,000	40,000	40,000	40,000
100-105-000-535	Equipment Rental	1,831	1,900	2,000	2,000	2,000	2,000
Total Materials & Services		173,900	176,108	235,000	240,000	240,000	240,000
TOTAL FINANCE EXPENDITURES		575,581	595,117	525,000	581,000	581,000	581,000

Court Department

The Court Department is home to 3.2 FTE, which includes a Court Judge, Court Administrator and two part time court clerks.

The Court Department has remained fairly stable with Personnel and remains stable with Materials and Services over the last several years.

<u>Account</u>	<u>Description</u>	<u>Actual</u> <u>2020/21</u>	<u>Actual</u> <u>2021/22</u>	<u>Adopted</u> <u>2022/23</u>	<u>Proposed</u> <u>2023/24</u>	<u>Approved</u> <u>2023/24</u>	<u>Adopted</u> <u>2023/24</u>
Court Dept.							
100-107-000-504	Wages	164,937	182,345	195,000	178,000	178,000	178,000
100-107-000-505	Overtime	0	200	1,000	1,000	1,000	1,000
100-107-000-506	Insurance	19,467	19,368	20,000	19,000	19,000	19,000
100-107-000-507	Retirement	14,386	18,300	20,000	19,000	19,000	19,000
100-107-000-508	Taxes	12,495	13,960	16,000	15,000	15,000	15,000
100-107-000-509	Other	317	512	1,000	2,000	2,000	2,000
Total Personal Services		211,602	234,685	253,000	234,000	234,000	234,000
100-107-000-510	Operating Supplies	5,896	11,200	7,000	7,000	7,000	7,000
100-107-000-512	Utilities	6,540	9,400	4,000	4,000	4,000	4,000
100-107-000-513	Computer Maintenance	1,400	0	0	0	0	0
100-107-000-514	Public Information	2,351	2,100	2,000	2,000	2,000	2,000
100-107-000-516	Professional Development	476	2,350	2,000	3,000	3,000	3,000
100-107-000-517	Professional Services	10,875	18,300	10,000	12,000	12,000	12,000
100-107-000-519	Projects & Programs	0	0	1,000	0	0	0
100-107-000-529	Facility Maintenance	754	0	1,000	1,000	1,000	1,000
Total Materials & Services		28,291	43,350	27,000	29,000	29,000	29,000
TOTAL MUNICIPAL COURT EXPENDITURES		239,893	278,035	280,000	263,000	263,000	263,000

Parks Department

The Parks Department is home to 2.4 FTE, which includes 2 full time parks employees, 2 part-time seasonal workers, and oversight allocation of 0.20 FTE of the PW Director and 0.20 Administrative assistance from the PW Administrative Assistant.

Through a review of allocations in the Public Works Department, the Parks department saw a dramatic shift in Personal Services based on new allocation models. Reviews of these allocation models will be reviewed by City and Department leadership every year to ensure FTE is accurately reflected and charged accurately. Materials and Services saw an increase from the most previous year with anticipated projects within the department.

<u>Account</u>	<u>Description</u>	<u>Actual</u> <u>2020/21</u>	<u>Actual</u> <u>2021/22</u>	<u>Adopted</u> <u>2022/23</u>	<u>Proposed</u> <u>2023/24</u>	<u>Approved</u> <u>2023/24</u>	<u>Adopted</u> <u>2023/24</u>
<u>Parks Dept.</u>							
100-116-000-504	Wages	444,598	511,008	565,000	163,000	163,000	163,000
100-116-000-505	Overtime	1,127	800	5,000	3,000	3,000	3,000
100-116-000-506	Insurance	115,876	127,364	175,000	64,000	64,000	64,000
100-116-000-507	Retirement	56,951	62,438	80,000	18,000	18,000	18,000
100-116-000-508	Taxes	33,580	38,092	45,000	15,000	15,000	15,000
100-116-000-509	Other	9,146	7,186	7,000	6,000	6,000	6,000
	Total Personal Services	661,278	746,888	877,000	269,000	269,000	269,000
100-116-000-510	Operating Supplies	69,583	177,267	6,000	30,000	30,000	30,000
100-116-000-512	Utilities	12,746	14,200	8,000	13,000	13,000	13,000
100-116-000-514	Public Information	0	0	1,000	1,000	1,000	1,000
100-116-000-515	Insurance - General	8,891	6,400	8,000	8,000	8,000	8,000
100-116-000-516	Professional Development	308	2,700	1,000	3,000	3,000	3,000
100-116-000-517	Professional Services	30,825	42,150	40,000	40,000	40,000	40,000
100-116-000-519	Projects & Programs	171,654	0	0	5,000	5,000	5,000
100-116-000-528	Fuel	4,569	8,700	5,000	6,000	6,000	6,000
100-116-000-529	Facility Maintenance	37,660	52,300	35,000	40,000	40,000	40,000
100-116-000-531	Enterprise Fleet	0	0	0	6,000	6,000	6,000
100-116-000-534	Equipment Maintenance	1,926	5,000	9,000	12,000	12,000	12,000
100-116-000-535	Equipment Rental	0	2,415	0	2,000	2,000	2,000
	Total Materials & Services	338,163	311,132	113,000	166,000	166,000	166,000
	TOTAL PARKS & REC EXPENDITURES	999,441	1,058,020	990,000	435,000	435,000	435,000

General Services Department

The General Services Department encompasses mostly shared expenses of the General Fund that can consist of building utilities, telephone services, general office supplies, insurance among General Fund departments, and facility maintenance.

<u>Account</u>	<u>Description</u>	<u>Actual</u> <u>2020/21</u>	<u>Actual</u> <u>2021/22</u>	<u>Adopted</u> <u>2022/23</u>	<u>Proposed</u> <u>2023/24</u>	<u>Approved</u> <u>2023/24</u>	<u>Adopted</u> <u>2023/24</u>
<u>General Services Dept.</u>							
100-120-000-510	Operating Supplies	249,077	0	35,000	20,000	20,000	20,000
100-120-000-512	Utilities	167,365	0	110,000	22,000	22,000	22,000
100-120-000-515	Insurance - General	35,494	0	85,000	100,000	100,000	100,000
100-120-000-517	Professional Services	40,700	0	77,000	0	0	0
100-120-000-519	Projects & Programs	0	0	10,000	0	0	0
100-120-000-529	Facility Maintenance	37,852	0	30,000	20,000	20,000	20,000
100-120-000-530	IT Charges	0	0	0	30,000	30,000	30,000
100-104-000-531	Enterprise Fleet	0	0	0	8,000	8,000	8,000
100-120-000-535	Equipment Rental	0	0	8,000	0	0	0
	TOTAL GENERAL SERVICES EXPENDITURES	530,488	0	355,000	200,000	200,000	200,000

Public Safety Fund (201)

The Public Safety Fund is home to the Police Department for the City of Sweet Home which receives a separate tax, so the City creates a separate fund to receive that tax as well as track expenses related to the Police Department. Other revenue that the Public Safety Fund receives is a percentage of interest earnings from the City's Local Government Investment Pool, where city funds are held.

2023/24

The Public Safety Fund will begin with a healthy estimated beginning balance of \$3.7 Million from the previous fiscal year. Property taxes are assumed to increase based on normal tax increment increases as well as additional new property within the district. On the expenditure side the City anticipates an increase in personnel services based on a new union contract and the additional hiring of one officer and an additional part-time dispatcher. Other expenditures increases in public safety include fuel cost increases, facility maintenance , and an additional line for abatement services to compliment the Community Development's abatement strategies.

A general amount of \$100,000 has been budgeted in Capital Outlay for potential new vehicles with the additional staff as well as general facility improvements and maintenance that is needed on the facility that is estimated to cost over \$5,000.

The City will budget roughly three months of contingency funds for emergencies. This is in line with financial best practices and follows similarly Enterprise Funds that are intended to operate self-sufficiently.



PUBLIC SAFETY FUND

<u>Account</u>	<u>Description</u>	<u>Actual</u> <u>2020/21</u>	<u>Actual</u> <u>2021/22</u>	<u>Adopted</u> <u>2022/23</u>	<u>Proposed</u> <u>2023/24</u>	<u>Approved</u> <u>2023/24</u>	<u>Adopted</u> <u>2023/24</u>
200-000-000-300	Beginning Balance	1,827,804	2,384,159	3,400,000	3,700,000	3,700,000	3,700,000
200-000-000-302	Property Tax - Current	3,242,132	3,543,010	3,500,000	3,605,000	3,605,000	3,605,000
200-000-000-303	Property Tax - Past	73,661	70,009	70,000	70,000	70,000	70,000
	Total Taxes	3,315,793	3,613,019	3,570,000	3,675,000	3,675,000	3,675,000
200-000-000-333	Grants	226,384	0	0	0	0	0
200-000-000-350	Licenses	901	50,127	1,000	0	0	0
200-000-000-380	Interest	29,128	68,560	50,000	30,000	30,000	30,000
200-000-000-381	Miscellaneous	35,902	0	0	0	0	0
	Total Miscellaneous	65,030	68,560	50,000	30,000	30,000	30,000
200-000-000-390	Transfer	0	42,087	0	0	0	0
	TOTAL RESOURCES	5,435,912	6,157,952	7,021,000	7,405,000	7,405,000	7,405,000

EXPENDITURES

200-000-000-504	Wages	1,485,136	1,350,507	1,585,000	1,730,000	1,730,000	1,730,000
200-000-000-505	Overtime	58,403	92,744	90,000	75,000	75,000	75,000
200-000-000-506	Insurance	408,090	320,223	400,000	435,000	435,000	435,000
200-000-000-507	Retirement	215,572	198,294	240,000	275,000	275,000	275,000
200-000-000-508	Taxes	117,799	109,281	130,000	135,000	135,000	135,000
200-000-000-509	Other	34,035	27,032	32,000	123,000	123,000	123,000
	Total Personal Services	2,319,036	2,098,080	2,477,000	2,773,000	2,773,000	2,773,000
200-000-000-510	Operating Supplies	51,555	57,452	75,000	75,000	75,000	75,000
200-000-000-511	Personnel Uniforms & Equipment	6,086	26,107	25,000	25,000	25,000	25,000
200-000-000-512	Utilities	25,709	53,956	50,000	50,000	50,000	50,000
200-000-000-513	Computer Maintenance	6,759	0	0	0	0	0
200-000-000-514	Public Information	1,881	2,239	3,000	3,000	3,000	3,000
200-000-000-515	Insurance - General	71,161	0	45,000	55,000	55,000	55,000
200-000-000-516	Professional Development	6,003	10,345	8,000	25,000	25,000	25,000
200-000-000-517	Professional Services	11,766	32,541	85,000	40,000	40,000	40,000
200-000-000-518	Bank Service Fees	0	83	0	0	0	0
200-000-000-519	Projects & Programs	17,173	6,291	60,000	0	0	0
200-000-000-528	Fuel	26,497	27,735	40,000	61,000	61,000	61,000
200-000-000-529	Facility Maintenance	14,161	13,219	15,000	30,000	30,000	30,000
200-000-000-530	IT Charges	88,050	28,781	0	72,000	72,000	72,000
200-000-000-531	Enterprise Fleet	0	0	5,000	24,000	24,000	24,000
200-000-000-533	Support Service Charges	179,575	225,543	86,000	143,000	143,000	143,000
200-000-000-534	Equipment Maintenance	15,816	31,327	35,000	35,000	35,000	35,000
200-000-000-538	Abatement	0	0	0	48,000	48,000	48,000
	Total Materials & Services	522,191	515,619	532,000	686,000	686,000	686,000
200-000-000-555	Capital Outlay	98,125	102,912	300,000	100,000	100,000	100,000
200-000-000-565	Transfer	83,944	68,430	0	0	0	0
200-000-000-585	Contingency	0	0	725,000	850,000	850,000	850,000
200-000-000-595	Unappropriated	0	0	2,987,000	2,996,000	2,996,000	2,996,000
	TOTAL EXPENDITURES	3,023,295	2,785,040	7,021,000	7,405,000	7,405,000	7,405,000

Library Fund (202)

The Sweet Home Public Library worked hard in 2022 to get our patrons back in the Library and reminding them of the services that we offer to them. Over 30,000 people visited the Library, checking out close to 60,000 items. We offered 41 Library programs, mostly outdoors and as part of the Summer Reading Program. The majority of these programs were entirely funded by donations from the Sweet Home Friends of the Library. Library volunteers donated 528 hours of their time to help with these programs or with other functions of the Library. We would not be able to provide the services or collection that we are able to provide without these dedicated volunteers. Participation in the Linn Libraries Consortium allowed our patrons to have almost 3000 books delivered to SHPL at a savings of over \$35,000 if we had purchased the books ourselves. Countless numbers of books were also checked out at the various Linn Libraries by our patrons. We issued 606 new library cards in 2022. We are small but mighty and we look forward to offering more for our patrons in 2023 and beyond!

2023/24

The Library is requesting to add 1.25 FTE in two positions in the 2023/24 budget. First, the Library would add another Librarian position for a Programming Librarian. This position would be at .75 FTE at SHPL with an additional .25 FTE funded by the Sweet Home School District in a position as District Librarian. As we continue to recover from COVID there is a need to provide library programs year round for all ages. This position will be able to plan, organize and host programs including: Story Time, Computer Skills, Life Skills, Cultural Performances, Employment Skills and Support for Small Businesses. This position would also apply for grants related to library programs and operations. Second, the Library would add a .5 FTE Library Assistant position. We are currently requesting coverage from other City Departments when illnesses, scheduled vacations or emergencies arise. An additional position would help with these gaps and potentially allow additional open hours on Fridays and Saturdays. Working with the Finance Department, the Library has been able to dramatically streamline the appearance of our budget document. You will see two “new” categories for “Print Materials” and “Non-Print Materials” both of these categories will allow us to better track what we spend on books/ magazines/newspapers versus what we spend on audiobooks, VOX books, movies, Museum passes and games/puzzles



LIBRARY FUND

<u>Account</u>	<u>Description</u>	<u>Actual</u> <u>2020/21</u>	<u>Actual</u> <u>2021/22</u>	<u>Adopted</u> <u>2022/23</u>	<u>Proposed</u> <u>2023/24</u>	<u>Approved</u> <u>2023/24</u>	<u>Adopted</u> <u>2023/24</u>
201-000-000-300	Beginning Balance	433,535	511,976	772,000	890,000	890,000	890,000
201-000-000-302	Property Tax - Current	483,223	508,979	575,000	590,000	590,000	590,000
201-000-000-303	Property Tax - Past	10,956	10,530	10,000	10,000	10,000	10,000
	Total Taxes	494,179	519,509	585,000	600,000	600,000	600,000
201-000-000-333	Grants	78,554	0	10,000	42,000	42,000	42,000
201-000-000-350	Fees	3,987	5,000	4,000	1,000	1,000	1,000
201-000-000-380	Interest	2,035	5,363	4,000	5,000	5,000	5,000
201-000-000-381	Miscellaneous	3,767	3,000	5,000	4,000	4,000	4,000
	Total Miscellaneous	5,802	8,363	9,000	9,000	9,000	9,000
	TOTAL RESOURCES	1,016,057	1,044,848	1,380,000	1,542,000	1,542,000	1,542,000

<u>Account</u>	<u>Description</u>	<u>Actual</u> <u>2020/21</u>	<u>Actual</u> <u>2021/22</u>	<u>Adopted</u> <u>2022/23</u>	<u>Proposed</u> <u>2023/24</u>	<u>Approved</u> <u>2023/24</u>	<u>Adopted</u> <u>2023/24</u>
201-000-000-504	Wages	142,887	160,413	181,000	279,000	279,000	279,000
201-000-000-505	Overtime	56	0	1,000	1,000	1,000	1,000
201-000-000-506	Insurance	19,640	32,294	42,000	61,000	61,000	61,000
201-000-000-507	Retirement	18,172	22,469	26,000	39,000	39,000	39,000
201-000-000-508	Taxes	10,583	12,500	15,000	23,000	23,000	23,000
201-000-000-509	Other	251	1,065	1,000	6,000	6,000	6,000
	Total Personal Services	191,589	228,741	266,000	409,000	409,000	409,000
201-000-000-510	Operating Supplies	17,278	47,700	32,000	30,000	30,000	30,000
201-000-000-511	Uniforms & Equipment	0	400	1,000	500	500	500
201-000-000-512	Utilities	20,834	24,350	20,000	25,000	25,000	25,000
201-000-000-513	Computer Maintenance	5,471	0	0	0	0	0
201-000-000-514	Public Information	2,531	9,000	3,000	3,000	3,000	3,000
201-000-000-515	Insurance - General	5,878	5,549	5,000	8,000	8,000	8,000
201-000-000-516	Professional Development	2,055	2,900	1,000	2,000	2,000	2,000
201-000-000-517	Professional Services	4,744	8,585	9,000	5,000	5,000	5,000
201-000-000-519	Projects & Programs	10,588	4,868	11,000	10,000	10,000	10,000
201-000-000-528	Fuel	0	100	0	500	500	500
201-000-000-529	Facility Maintenance	12,881	9,000	8,000	9,000	9,000	9,000
201-000-000-530	IT Charges	9,004	7,466	0	8,000	8,000	8,000
201-000-000-533	Support Service Charges	48,315	57,419	70,000	141,000	141,000	141,000
201-000-000-534	Equipment Maintenance	0	6,320	0	7,000	7,000	7,000
201-000-000-546	Books & Periodicals	31,903	52,350	0	0	0	0
201-000-000-547	Print Materials	0	0	25,000	30,000	30,000	30,000
201-000-000-548	Non-Print Materials	0	0	25,000	20,000	20,000	20,000
	Total Materials & Services	171,482	236,007	210,000	299,000	299,000	299,000
201-000-000-555	Capital Outlay	0	0	15,000	15,000	15,000	15,000
201-000-000-565	Transfer	13,000	287,800	0	0	0	0
201-000-000-585	Contingency	0	0	120,000	133,000	133,000	133,000
201-000-000-595	Unappropriated	0	0	769,000	686,000	686,000	686,000
	TOTAL EXPENDITURES	376,071	752,548	1,380,000	1,542,000	1,542,000	1,542,000

Community Center Fund (203)

The Community Center Fund is held specifically for the operation of the Community Center. All lease revenue from the facility is put back into the facility for operations and facility maintenance.

2023/24

The City is anticipated a regular year of operations for the community center. For any potential unplanned expenses, the city has appropriated \$13,000 for contingency if it is needed for an unplanned expense. All of the revenue received by the community center is put back into the facility.

COMMUNITY CENTER FUND

<u>Account</u>	<u>Description</u>	<u>Actual 2020/21</u>	<u>Actual 2021/22</u>	<u>Adopted 2022/23</u>	<u>Proposed 2023/24</u>	<u>Approved 2023/24</u>	<u>Adopted 2023/24</u>
203-000-000-300	Beginning Balance	452	6,374	11,000	13,000	13,000	13,000
203-000-000-380	Interest	71	12	0	0	0	0
203-000-000-382	Lease	40,192	29,185	30,000	30,000	30,000	30,000
	Total Miscellaneous	40,263	29,197	30,000	30,000	30,000	30,000
TOTAL RESOURCES		40,715	35,571	41,000	43,000	43,000	43,000

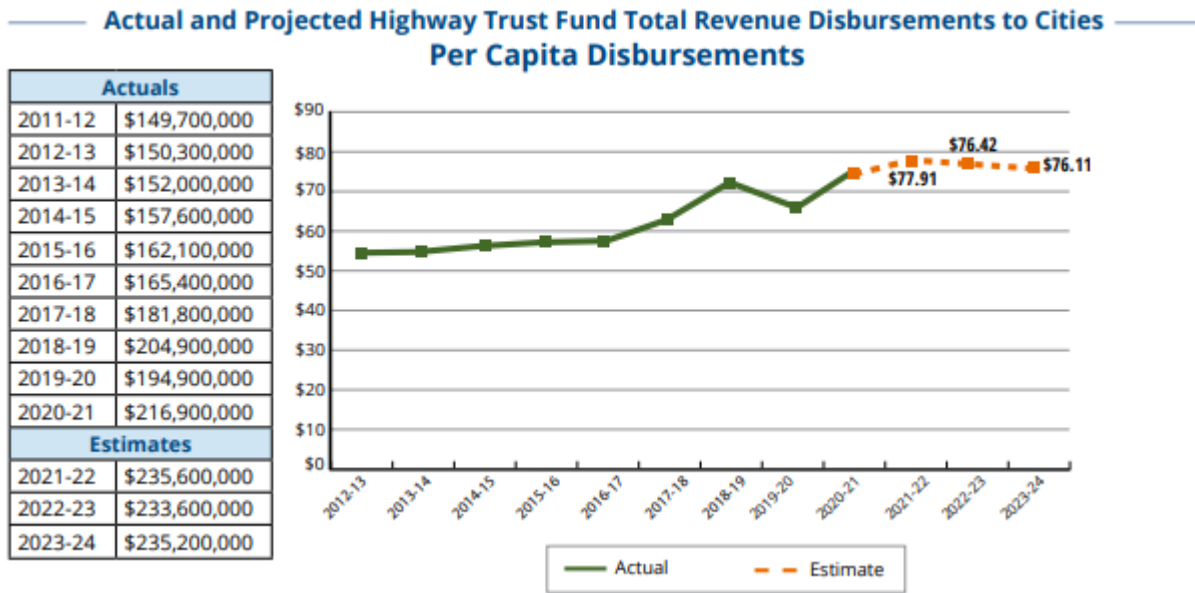
<u>Account</u>	<u>Description</u>	<u>Actual 2020/21</u>	<u>Actual 2021/22</u>	<u>Adopted 2022/23</u>	<u>Proposed 2023/24</u>	<u>Proposed 2023/24</u>	<u>Proposed 2023/24</u>
203-000-000-510	Operating Supplies	166	0	0	0	0	0
203-000-000-512	Utilities	27,309	20,334	22,000	24,000	24,000	24,000
203-000-000-517	Professional Services	1,907	272	2,000	2,000	2,000	2,000
203-000-000-529	Facility Maintenance	4,959	3,113	4,000	4,000	4,000	4,000
	Total Materials & Services	34,341	23,719	28,000	30,000	30,000	30,000
203-000-000-585	Contingency	0	0	13,000	13,000	13,000	13,000
TOTAL EXPENDITURES		34,341	23,719	41,000	43,000	43,000	43,000

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Transportation Fund (206)

The Transportation Fund primarily receives revenue from Oregon’s motor vehicle taxes from the Highway Trust Fund Revenues. In 2017, the legislature approved a funding package (HB 2017) that significantly increased each cities’ per capita funding. This package included a new 1% statewide payroll tax and a 0.5% privilege tax on certain new vehicles as well as a \$15 bicycle tax. The graph below shows the overall state’s per capita disbursements over time. The City of Sweet Home receives a portion of these funds as the main revenue source for the Transportation Fund.



2023/24

For this fiscal year, similar to all Public Works funds, a re-organized financial structure was created to help track costs more appropriately by fund and function of the Public Works Department. You will see this fiscal year a large increase in Personal Services (People). The Finance Department worked with the Public Works Department to determine the accurate breakout of each employee’s name by job duties to ensure that a specific function of the Public Works Department was properly billed and paid in an accurate manor. The 2023/24 budget reflects changes and updates to the allocation method used for Public Works employees. This shows the best representation of what the City truly pays for staff and benefits in relation to the Storm Department of Public Works.

Within Materials and Services, like other Enterprise Funds, you will see a charge for Support Services. This is an internal charge for Administration and Financial Management of the department (administration, payroll and accounts payable allocations). Materials and Services for 2023/24 remained mostly unchanged from the previous year.

Capital Projects for 2023/24 include the following:

- \$75,000 is budgeted for 46th Avenue , 11th Avenue , and Pleasant Valley Road improvements

For all Enterprise Funds a 3-month contingency of personnel and materials costs should be followed as a best practice. Based on the 2023/24 budget, Sweet Home is able to accomplish this with a contingency of \$170,000 and remaining funds are unappropriated. As State Revenue is estimated to level off and mildly fluctuate over the next few years, the city will work towards a staffing allocation that can support the solvency of the fund as best it can. Minor adjustments to allocations may be needed over the course of several years to ensure the Transportation Fund remains consistent. With limited resources and fairly flat expenses anticipated over the next several years, capital outlay will be limited from year to year, meaning projects and maintenance may become difficult in the future.

TRANSPORTATION FUND

<u>Account</u>	<u>Description</u>	<u>Actual 2020/21</u>	<u>Actual 2021/22</u>	<u>Adopted 2022/23</u>	<u>Proposed 2023/24</u>	<u>Approved 2023/24</u>	<u>Adopted 2023/24</u>
206-000-000-300	Beginning Balance	417,246	396,375	740,000	350,000	350,000	350,000
206-000-000-329	State Gas Tax	674,874	733,922	630,000	765,000	765,000	765,000
206-000-000-333	Grants	599	740,118	200,000	0	0	0
206-000-000-380	Interest	3,204	4,061	5,000	5,000	5,000	5,000
206-000-000-381	Miscellaneous	180	0	0	0	0	0
	Total Miscellaneous	3,384	4,061	5,000	5,000	5,000	5,000
TOTAL RESOURCES		1,096,103	1,874,476	1,575,000	1,120,000	1,120,000	1,120,000

<u>Account</u>	<u>Description</u>	<u>Actual 2020/21</u>	<u>Actual 2021/22</u>	<u>Adopted 2022/23</u>	<u>Proposed 2023/24</u>	<u>Approved 2023/24</u>	<u>Adopted 2023/24</u>
206-000-000-504	Wages	149,824	173,063	210,000	283,000	283,000	283,000
206-000-000-505	Overtime	0	7,210	1,000	3,000	3,000	3,000
206-000-000-506	Insurance	47,960	52,890	65,000	76,000	76,000	76,000
206-000-000-507	Retirement	17,979	18,609	26,000	35,000	35,000	35,000
206-000-000-508	Taxes	11,285	13,415	16,000	24,000	24,000	24,000
206-000-000-509	Other	11,170	11,524	7,000	9,000	9,000	9,000
	Total Personal Services	238,219	276,711	325,000	430,000	430,000	430,000
206-000-000-510	Operating Supplies	22,413	44,300	25,000	46,000	46,000	46,000
206-000-000-511	Personnel Uniforms & Equipment	1,227	800	2,000	3,000	3,000	3,000
206-000-000-512	Utilities	8,669	9,850	7,000	10,000	10,000	10,000
206-000-000-514	Public Information	4,561	1,502	1,000	1,000	1,000	1,000
206-000-000-515	Insurance - General	8,714	778	15,000	12,000	12,000	12,000
206-000-000-516	Professional Development	1,197	3,300	1,000	3,000	3,000	3,000
206-000-000-517	Professional Services	30,792	24,725	20,000	25,000	25,000	25,000
206-000-000-518	Bank Service Fees	0	100	0	0	0	0
206-000-000-519	Projects & Programs	151,631	706,468	0	35,000	35,000	35,000
206-000-000-528	Fuel	7,668	16,615	10,000	10,000	10,000	10,000
206-000-000-529	Facility Maintenance	4,105	2,100	8,000	10,000	10,000	10,000
206-000-000-530	IT Charges	7,549	2,000	0	0	0	0
206-000-000-533	Support Service Charges	79,785	114,542	25,000	85,000	85,000	85,000
206-000-000-534	Equipment Maintenance	4,535	6,500	0	10,000	10,000	10,000
206-000-000-536	Equipment Rental	20,399	1,200	3,000	0	0	0
	Total Materials & Services	353,247	934,780	117,000	250,000	250,000	250,000
206-000-000-555	Capital Outlay	206,186	0	800,000	75,000	75,000	75,000
206-000-000-565	Transfer	1,940	66,208	0	0	0	0
206-000-000-585	Contingency	0	0	105,000	145,000	145,000	145,000
206-000-000-595	Unappropriated	0	0	228,000	220,000	220,000	220,000
TOTAL EXPENDITURES		799,591	1,277,699	1,575,000	1,120,000	1,120,000	1,120,000

Community Enhancement Fund (207)

The Community Enhancement Fund is home to several smaller programs that revolve around enhancement of the Sweet Home community. This fund sets up separate "departments" for each program to track revenue and expenses. Each program has their own set of revenue and expenses that are grouped/summarized below and then broken out individually below the summary.

Path Program > Although the city may not have a specific project identified for the Path Program, the city is appropriated 100% use of these funds in case a scenario comes available and the City Council/Staff would like to spend funds.

Special Events > The city plan several special events around the year. This program is intended to track the revenue and expenses related to these events. In 2023/24, the Special Events Program will receive a transfer of \$13,000 (\$8,000 from the Reserve Fund and \$5,000 from the General Fund) to assist with programing request for the upcoming year.

Weddle Bridge > Although the city may not have a specific project identified for the Weddle Bridge Program, the city is appropriated 100% use of these funds in case a scenario comes available and the City Council/Staff would like to spend funds.

Transit > This program is no longer utilized. All grants/funding for transit or transportation now go through the Transportation Fund (206). No funds for transit are appropriated this fiscal year.

Pool > The City collects donations for the community pool through a utility billing program. Revenue is received and then sent to the managing agency.

ENHANCEMENT FUND

<u>Account</u>	<u>Description</u>	<u>Actual</u> <u>2020/21</u>	<u>Actual</u> <u>2021/22</u>	<u>Adopted</u> <u>2022/23</u>	<u>Proposed</u> <u>2023/24</u>	<u>Approved</u> <u>2023/24</u>	<u>Adopted</u> <u>2023/24</u>
207-113-000-300	Beginning Balance - Path Program	527,657	532,415	931,000	731,000	731,000	731,000
207-114-000-300	Beginning Balance - Special Events	5,278	7,154	5,300	5,000	5,000	5,000
207-115-000-300	Beginning Balance - Transit	(17,216)	0	0	0	0	0
207-117-000-300	Beginning Balance - Weddle Bridge	4,951	5,025	5,000	5,000	5,000	5,000
	Total Beginning Balance	520,670	544,594	941,300	741,000	741,000	741,000
207-113-000-333	Grant	0	500,000	0	0	0	0
207-115-000-333	Grant	207,196	350,000	103,000	0	0	0
	Total Grant	207,196	850,000	103,000	0	0	0
207-113-000-380	Interest - Path Program	3,704	4,805	0	0	0	0
207-114-000-380	Interest - Special Events	44	90	0	0	0	0
207-117-000-380	Interest - Weddle Bridge	35	75	0	0	0	0
207-114-000-381	Miscellaneous - Special events	5,230	4,000	0	3,000	3,000	3,000
207-118-000-381	Miscellaneous - Pool	0	0	1,000	0	0	0
	Total Miscellaneous	9,012	8,970	1,000	3,000	3,000	3,000
207-114-000-390	Transfer In - Special Events	0	0	0	13,000	13,000	13,000
	TOTAL RESOURCES	736,878	1,403,564	1,045,300	757,000	757,000	757,000

<u>Account</u>	<u>Description</u>	<u>Actual</u> <u>2020/21</u>	<u>Actual</u> <u>2021/22</u>	<u>Adopted</u> <u>2022/23</u>	<u>Proposed</u> <u>2023/24</u>	<u>Approved</u> <u>2023/24</u>	<u>Adopted</u> <u>2023/24</u>
207-113-XXX-XXX	M&S - Path Program	0	575,000	731,000	531,000	531,000	531,000
207-114-XXX-XXX	M&S - Special Events	2,144	11,244	5,300	20,000	20,000	20,000
207-115-XXX-XXX	M&S - Transit	165,780	350,000	103,000	0	0	0
207-117-XXX-XXX	M&S - Weddle Bridge	0	5,100	5,000	5,000	5,000	5,000
207-118-XXX-XXX	M&S - Pool	0	0	1,000	1,000	1,000	1,000
	Total Materials & Services	167,924	941,344	845,300	557,000	557,000	557,000
207-113-000-555	Capital Outlay - Path Program	0	0	200,000	200,000	200,000	200,000
207-113-000-585	Contingency - Path Program	0	0	0	0	0	0
	TOTAL EXPENDITURES	167,924	941,344	1,045,300	757,000	757,000	757,000

<u>Account</u>	<u>Description</u>	<u>Actual</u> <u>2020/21</u>	<u>Actual</u> <u>2021/22</u>	<u>Adopted</u> <u>2022/23</u>	<u>Proposed</u> <u>2023/24</u>	<u>Approved</u> <u>2023/24</u>	<u>Adopted</u> <u>2023/24</u>
PATH PROGRAM							
207-113-000-300	Beginning Balance	527,657	532,415	931,000	731,000	731,000	731,000
207-113-000-333	Grant	0	500,000	0	0	0	0
207-113-000-380	Interest	3,704	4,805	0	0	0	0
Total Path Program Revenue		531,361	1,037,220	931,000	731,000	731,000	731,000
207-113-000-517	Professional Services	0	1,000	0	0	0	0
207-113-000-519	Projects & Programs	0	574,000	731,000	531,000	531,000	531,000
207-113-000-555	Capital Outlay	0	0	200,000	200,000	200,000	200,000
Total Path Program Expenses		0	575,000	931,000	731,000	731,000	731,000

SPECIAL EVENTS PROGRAM							
207-114-000-300	Beginning Balance	5,278	7,154	5,300	4,000	4,000	4,000
207-114-000-380	Interest	44	90	0	0	0	0
207-000-000-390	Transfer In	0	0	0	13,000	13,000	13,000
207-114-000-381	Miscellaneous	5,230	4,000	0	3,000	3,000	3,000
Total Special Events Revenue		10,552	11,244	5,300	20,000	20,000	20,000
207-114-000-519	Projects & Programs	2,144	11,244	5,300	20,000	20,000	20,000
Total Special Events Expenses		2,144	11,244	5,300	20,000	20,000	20,000

PUBLIC TRANSIT PROGRAM							
207-115-000-300	Beginning Balance	(17,216)	0	0	0	0	0
207-115-000-333	Grant	207,196	350,000	103,000	0	0	0
Total Public Transit Revenue		189,980	350,000	103,000	0	0	0
207-115-000-519	Projects & Programs	165,780	350,000	103,000	0	0	0
Total Public Transit Expenses		165,780	350,000	103,000	0	0	0

WEDDLE BRIDGE PROGRAM							
207-117-000-300	Beginning Balance	4,951	5,025	5,000	5,000	5,000	5,000
207-117-000-380	Interest	35	75	0	0	0	0
Total Weddle Bridge Revenues		4,986	5,100	5,000	5,000	5,000	5,000
207-117-000-519	Projects & Programs	0	5,100	5,000	5,000	5,000	5,000
Total Weddle Bridge Expenses		0	5,100	5,000	5,000	5,000	5,000

POOL PROGRAM							
207-118-000-381	Miscellaneous	0	0	1,000	1,000	1,000	1,000
Total Pool Revenues		0	0	1,000	1,000	1,000	1,000
207-118-000-519	Projects & Programs	0	0	1,000	1,000	1,000	1,000
Total Pool Expenses		0	0	1,000	1,000	1,000	1,000

Willow Yucca Fund (208)

The Willow Yucca Fund was started in the 2023/24 budget and covers a local improvement district within the community of Sweet Home. Each property located within the local improvement district is assessed a fee with a lien placed against their property until paid off. This fund will track the costs of the project and the payments for the remaining 10 years of the local improvement district.

2023/24

This is a new fund for 2023/24. This fund is specifically setup for the purpose of the Willow Yucca Local Improvement District in the community of Sweet Home. The City will be taking out loan, referenced below as \$1.4 Million in addition to a Transfer In of \$300,000. This \$300,000 is a transfer from the Reserve Fund and will act as the City's match agreement to receive the loan. Each property part of the local improvement district will be assessed a fee for the work done with a payment schedule that the city will oversee. Typical loan terms for a local improvement district are 10 years. Property owners may choose to pay throughout the 10-year term or elect to pay their loan off sooner. All local improvement district property has a lien placed against the property that would be paid off if/when a property is sold.

WILLOW YUCCA LID FUND

<u>Account</u>	<u>Description</u>	<u>Actual 2020/21</u>	<u>Actual 2021/22</u>	<u>Adopted 2022/23</u>	<u>Proposed 2023/24</u>	<u>Approved 2023/24</u>	<u>Adopted 2023/24</u>
208-000-000-350	Loan Received	0	0	0	1,400,000	1,400,000	1,400,000
208-000-000-390	Transfer In	0	0	0	300,000	300,000	300,000
TOTAL RESOURCES		0	0	0	1,700,000	1,700,000	1,700,000

<u>Account</u>	<u>Description</u>	<u>Actual 2020/21</u>	<u>Actual 2021/22</u>	<u>Adopted 2022/23</u>	<u>Proposed 2023/24</u>	<u>Approved 2023/24</u>	<u>Adopted 2023/24</u>
208-000-000-517	Professional Services	0	0	0	400,000	400,000	400,000
208-101-000-555	Capital Outlay	0	0	0	1,300,000	1,300,000	1,300,000
TOTAL EXPENDITURES		0	0	0	1,700,000	1,700,000	1,700,000



System Development Charge (SDC) Funds (301-305)

System Development Charges, often referred to as SDCs, are fee scheduled charges applied to new development to help offset the impact of development, redevelopment, or an intensification of use. The fee is intended to recover a fair share of the costs of existing and planned infrastructure that provide capacity to serve new growth.

2023/24

This fiscal year, no specific projects have been clearly identified, however the city will appropriate 100% use of all SDC funds. During this fiscal year, the City will review most recent master plans for their Water, Sewer, Storm, and Streets systems to identify SDC eligible projects and align projects with anticipated SDC funding. The City is currently finalizing a contract for updating a Parks Master Plan that will also assist in updating and identifying Parks SDC eligible projects and funding. As mentioned above, the City will appropriate 100% use of SDC funds in case SDC-eligible projects are identified in the fiscal year that can be started and/or completed.

WATER SDC FUND

<u>Account</u>	<u>Description</u>	<u>Actual</u> <u>2020/21</u>	<u>Actual</u> <u>2021/22</u>	<u>Adopted</u> <u>2022/23</u>	<u>Proposed</u> <u>2023/24</u>	<u>Approved</u> <u>2023/24</u>	<u>Adopted</u> <u>2023/24</u>
301-000-000-300	Beginning Fund Balance	570,866	576,571	905,000	985,000	985,000	985,000
301-000-000-347	SDC Charges	75,071	86,188	130,000	85,000	85,000	85,000
Total Resources		645,937	662,759	1,035,000	1,070,000	1,070,000	1,070,000

<u>Account</u>	<u>Description</u>	<u>Actual</u> <u>2020/21</u>	<u>Actual</u> <u>2021/22</u>	<u>Adopted</u> <u>2022/23</u>	<u>Proposed</u> <u>2023/24</u>	<u>Approved</u> <u>2023/24</u>	<u>Adopted</u> <u>2023/24</u>
301-000-000-517	Professional Services	0	0	350,000	321,000	321,000	321,000
301-000-000-555	Capital Outlay	0	0	685,000	749,000	749,000	749,000
Total Expenditures		0	0	1,035,000	1,070,000	1,070,000	1,070,000

SEWER SDC FUND

<u>Account</u>	<u>Description</u>	<u>Actual</u> <u>2020/21</u>	<u>Actual</u> <u>2021/22</u>	<u>Adopted</u> <u>2022/23</u>	<u>Proposed</u> <u>2023/24</u>	<u>Approved</u> <u>2023/24</u>	<u>Adopted</u> <u>2023/24</u>
302-000-000-300	Beginning Fund Balance	540,893	546,415	765,000	815,000	815,000	815,000
302-000-000-347	SDC Charges	45,491	77,070	90,000	50,000	50,000	50,000
Total Resources		586,384	623,485	855,000	865,000	865,000	865,000

<u>Account</u>	<u>Description</u>	<u>Actual</u> <u>2020/21</u>	<u>Actual</u> <u>2021/22</u>	<u>Adopted</u> <u>2022/23</u>	<u>Proposed</u> <u>2023/24</u>	<u>Approved</u> <u>2023/24</u>	<u>Adopted</u> <u>2023/24</u>
302-000-000-517	Professional Services	0	0	355,000	260,000	260,000	260,000
302-000-000-555	Capital Outlay	0	0	500,000	605,000	605,000	605,000
Total Expenditures		0	0	855,000	865,000	865,000	865,000

STORM SDC FUND

<u>Account</u>	<u>Description</u>	<u>Actual</u> <u>2020/21</u>	<u>Actual</u> <u>2021/22</u>	<u>Adopted</u> <u>2022/23</u>	<u>Proposed</u> <u>2023/24</u>	<u>Approved</u> <u>2023/24</u>	<u>Adopted</u> <u>2023/24</u>
303-000-000-300	Beginning Fund Balance	11,570	11,681	40,000	60,000	60,000	60,000
303-000-000-347	SDC Charges	81	110	30,000	20,000	20,000	20,000
Total Resources		11,651	11,791	70,000	80,000	80,000	80,000

<u>Account</u>	<u>Description</u>	<u>Actual</u> <u>2020/21</u>	<u>Actual</u> <u>2021/22</u>	<u>Adopted</u> <u>2022/23</u>	<u>Proposed</u> <u>2023/24</u>	<u>Approved</u> <u>2023/24</u>	<u>Adopted</u> <u>2023/24</u>
303-000-000-517	Professional Services	0	0	20,000	24,000	24,000	24,000
303-000-000-555	Capital Outlay	0	0	50,000	56,000	56,000	56,000
Total Expenditures		0	0	70,000	80,000	80,000	80,000

TRANSPORTATION SDC FUND

<u>Account</u>	<u>Description</u>	<u>Actual</u> <u>2020/21</u>	<u>Actual</u> <u>2021/22</u>	<u>Adopted</u> <u>2022/23</u>	<u>Proposed</u> <u>2023/24</u>	<u>Approved</u> <u>2023/24</u>	<u>Adopted</u> <u>2023/24</u>
304-000-000-300	Beginning Fund Balance	1,344,894	939,942	1,165,000	1,345,000	1,345,000	1,345,000
304-000-000-347	SDC Charges	7,811	52,637	250,000	180,000	180,000	180,000
Total Resources		1,352,705	992,579	1,415,000	1,525,000	1,525,000	1,525,000

<u>Account</u>	<u>Description</u>	<u>Actual</u> <u>2020/21</u>	<u>Actual</u> <u>2021/22</u>	<u>Adopted</u> <u>2022/23</u>	<u>Proposed</u> <u>2023/24</u>	<u>Approved</u> <u>2023/24</u>	<u>Adopted</u> <u>2023/24</u>
304-000-000-517	Professional Services	0	0	600,000	458,000	458,000	458,000
304-000-000-555	Capital Outlay	53,829	300,500	815,000	1,067,000	1,067,000	1,067,000
Total Expenditures		53,829	992,579	1,415,000	1,525,000	1,525,000	1,525,000

PARKS SDC FUND

<u>Account</u>	<u>Description</u>	<u>Actual</u> <u>2020/21</u>	<u>Actual</u> <u>2021/22</u>	<u>Adopted</u> <u>2022/23</u>	<u>Proposed</u> <u>2023/24</u>	<u>Approved</u> <u>2023/24</u>	<u>Adopted</u> <u>2023/24</u>
305-000-000-300	Beginning Fund Balance	68,981	69,700	115,000	127,000	127,000	127,000
305-000-000-347	SDC Charges	2,798	2,230	20,000	13,000	13,000	13,000
Total Resources		71,779	71,930	135,000	140,000	140,000	140,000

<u>Account</u>	<u>Description</u>	<u>Actual</u> <u>2020/21</u>	<u>Actual</u> <u>2021/22</u>	<u>Adopted</u> <u>2022/23</u>	<u>Proposed</u> <u>2023/24</u>	<u>Approved</u> <u>2023/24</u>	<u>Adopted</u> <u>2023/24</u>
305-000-000-517	Professional Services	22,490	71,930	50,000	42,000	42,000	42,000
305-000-000-555	Capital Outlay	0	0	85,000	98,000	98,000	98,000
Total Expenditures		22,490	71,930	135,000	140,000	140,000	140,000



Water Fund (500)

The Water Fund supports the City's water utility which provides for the delivery of adequate quantities of safe and quality water to domestic and commercial/ industrial water users. The Water Fund's purpose is to operate and maintain the existing water facility, the existing wells and all other facilities including preventative maintenance of all equipment. The Water Fund is separated into two main departments; Water Operations and Water Plant. These departments are kept separate to track expenses specifically for each department.

2023/24

For this fiscal year, similar to all Public Works funds, a re-organized financial structure was created to help track costs more appropriately by fund and function of the Public Works Department. You will see this fiscal year a large increase in Personal Services (People). The Finance Department worked with the Public Works Department to determine the accurate breakout of each employee's name by job duties to ensure that a specific function of the Public Works Department was properly billed and paid in an accurate manor. The 2023/24 budget reflects changes and updates to the allocation method used for Public Works employees. This shows the best representation of what the City truly pays for staff and benefits in relation to the Storm Department of Public Works.

Within Materials and Services, like other Enterprise Funds, you will see a charge for Support Services. This is an internal charge for Administration and Financial Management of the department (administration, payroll and accounts payable allocations). Materials and Services for 2023/24 remained mostly unchanged from the previous year. Major increases in chemicals is anticipated and reflected in this year's budget.

Debt Service is budgeted at a lower amount due to a refinance that was completed last fiscal year where savings were achieved that helped lower the payments.

Capital Projects for 2023/24 include the following:

- \$50,000 is budgeted for fluoride upgrades
- \$129,000 is budgeted for raw water valve replacement
- \$280,000 is budgeted for backwash/VFD project
- \$180,000 is budgeted for SCADA
- \$50,000 is budget for AWIA security fence
- \$40,000 is budgeted for 4th & Ironwood distribution line

For all Enterprise Funds a 3-month contingency of personnel and materials costs should be followed as a best practice. Based on the 2023/24 budget, Sweet Home is able to accomplish this with a contingency of \$500,000 and remaining funds are unappropriated. The City will be working on an updated rate review over the next fiscal year to ensure best practices, future capital improvements, and adequate funding is available in the future years. Utility rates should be reviewed at least every 5-7 years based on best practices.



WATER FUND

<u>Account</u>	<u>Description</u>	<u>Actual 2020/21</u>	<u>Actual 2021/22</u>	<u>Adopted 2022/23</u>	<u>Proposed 2023/24</u>	<u>Approved 2023/24</u>	<u>Adopted 2023/24</u>
500-000-000-300	Beginning Balance	1,375,544	1,228,855	2,596,000	2,667,000	2,667,000	2,667,000
500-000-000-333	Grants	599	0	0	0	0	0
500-000-000-348	Sales	2,509,273	2,600,580	2,540,000	2,650,000	2,650,000	2,650,000
500-000-000-355	Connection Fees	0	0	20,000	13,000	13,000	13,000
	Total Charges for Services	2,509,273	2,600,580	2,560,000	2,663,000	2,663,000	2,663,000
500-000-000-380	Interest	12,114	11,050	10,000	5,000	5,000	5,000
500-000-000-381	Miscellaneous	133,766	595,175	25,000	0	0	0
	Total Miscellaneous	145,880	606,225	35,000	5,000	5,000	5,000
500-000-000-390	Transfer	580,320	543,292	0	0	0	0
	TOTAL RESOURCES	4,611,616	4,978,952	5,191,000	5,335,000	5,335,000	5,335,000

<u>Account</u>	<u>Description</u>	<u>Actual 2020/21</u>	<u>Actual 2021/22</u>	<u>Adopted 2022/23</u>	<u>Proposed 2023/24</u>	<u>Approved 2023/24</u>	<u>Adopted 2023/24</u>
Plant	Personnel Services	60,746	313,379	270,000	313,000	313,000	313,000
Distribution	Personnel Services	237,169	397,764	217,000	401,000	401,000	401,000
	Total Personnel Services	297,915	711,143	487,000	714,000	714,000	714,000
Plant	Materials and Services	983,044	1,110,507	532,000	613,000	613,000	613,000
Distribution	Materials and Services	479,462	1,119,508	320,000	356,000	356,000	356,000
	Total Materials & Services	1,462,506	2,230,015	852,000	969,000	969,000	969,000
500-000-000-542	Principal	359,018	232,600	315,000	310,000	310,000	310,000
500-000-000-543	Interest	157,725	160,075	160,000	70,000	70,000	70,000
	Total Debt Service	516,742	392,675	475,000	380,000	380,000	380,000
500-000-000-555	Capital Outlay	0	0	700,000	729,000	729,000	729,000
500-000-000-585	Contingency	0	0	350,000	500,000	500,000	500,000
500-000-000-595	Unappropriated	0	0	2,327,000	2,043,000	2,043,000	2,043,000
	TOTAL EXPENDITURES	2,277,163	3,333,833	5,191,000	5,335,000	5,335,000	5,335,000

<u>Account</u>	<u>Description</u>	<u>Actual</u> <u>2020/21</u>	<u>Actual</u> <u>2021/22</u>	<u>Adopted</u> <u>2022/23</u>	<u>Proposed</u> <u>2023/24</u>	<u>Approved</u> <u>2023/24</u>	<u>Adopted</u> <u>2023/24</u>
Plant							
500-109-000-504	Wages	41,776	184,542	184,000	208,000	208,000	208,000
500-109-000-505	Overtime	0	15,000	7,000	7,000	7,000	7,000
500-109-000-506	Insurance	8,509	68,622	35,000	44,000	44,000	44,000
500-109-000-507	Retirement	5,735	23,516	24,000	29,000	29,000	29,000
500-109-000-508	Taxes	2,963	14,517	16,000	18,000	18,000	18,000
500-109-000-509	Other	1,763	7,182	4,000	7,000	7,000	7,000
Total Personal Services		60,746	313,379	270,000	313,000	313,000	313,000
500-109-000-510	Operating Supplies	54,009	80,000	85,000	85,000	85,000	85,000
500-109-000-511	Personnel Uniforms & Equipment	348	2,500	2,000	3,000	3,000	3,000
500-109-000-512	Utilities	242	99,600	60,000	84,000	84,000	84,000
500-109-000-513	Computer Maintenance	1,400	2,500	0	3,000	3,000	3,000
500-109-000-514	Public Information	7,236	9,650	8,000	8,000	8,000	8,000
500-109-000-515	Insurance - General	16,267	3,000	0	20,000	20,000	20,000
500-109-000-516	Professional Development	10,223	13,105	1,000	10,000	10,000	10,000
500-109-000-517	Professional Services	600,541	159,200	150,000	150,000	150,000	150,000
500-109-000-519	Projects & Programs	93,219	528,396	1,000	0	0	0
500-109-000-528	Fuel	0	1,000	2,000	7,000	7,000	7,000
500-109-000-529	Facility Maintenance	464	7,200	15,000	15,000	15,000	15,000
500-109-000-531	Enterprise Fleet	0	0	0	17,000	17,000	17,000
500-109-000-533	Support Service Charges	195,785	204,356	90,000	72,000	72,000	72,000
500-109-000-534	Equipment Maintenance	3,309	0	60,000	60,000	60,000	60,000
500-109-000-535	Equipment Rental	0	0	35,000	10,000	10,000	10,000
500-109-000-536	Chemicals	0	0	23,000	69,000	69,000	69,000
Total Materials & Services		983,044	1,110,507	532,000	613,000	613,000	613,000

<u>Account</u>	<u>Description</u>	<u>Actual</u> <u>2020/21</u>	<u>Actual</u> <u>2021/22</u>	<u>Adopted</u> <u>2022/23</u>	<u>Proposed</u> <u>2023/24</u>	<u>Approved</u> <u>2023/24</u>	<u>Adopted</u> <u>2023/24</u>
Distribution							
500-110-000-504	Wages	152,457	234,477	140,000	250,000	250,000	250,000
500-110-000-505	Overtime	105	2,575	0	2,000	2,000	2,000
500-110-000-506	Insurance	52,719	107,579	56,000	84,000	84,000	84,000
500-110-000-507	Retirement	15,524	28,139	13,000	32,000	32,000	32,000
500-110-000-508	Taxes	11,505	18,135	4,000	21,000	21,000	21,000
500-110-000-509	Other	4,859	6,859	4,000	12,000	12,000	12,000
Total Personal Services		237,169	397,764	217,000	401,000	401,000	401,000
500-110-000-510	Operating Supplies	135,822	734,987	45,000	96,000	96,000	96,000
500-110-000-511	Personnel Uniforms & Equipment	1,857	2,525	2,000	3,000	3,000	3,000
500-110-000-512	Utilities	14,909	18,200	12,000	15,000	15,000	15,000
500-110-000-514	Public Information	9,074	10,615	9,000	10,000	10,000	10,000
500-110-000-515	Insurance - General	16,641	3,723	50,000	40,000	40,000	40,000
500-110-000-516	Professional Development	4,105	7,070	2,000	5,000	5,000	5,000
500-110-000-517	Professional Services	104,861	80,003	55,000	55,000	55,000	55,000
500-110-000-518	Bank Service Fees	4	100	0	0	0	0
500-110-000-519	Projects & Programs	0	600	25,000	12,000	12,000	12,000
500-110-000-528	Fuel	5,867	12,100	10,000	12,000	12,000	12,000
500-110-000-529	Facility Maintenance	5,706	9,361	10,000	10,000	10,000	10,000
500-110-000-531	Enterprise Fleet	0	0	0	13,000	13,000	13,000
500-110-000-533	Support Service Charges	175,723	230,609	90,000	72,000	72,000	72,000
500-110-000-534	Equipment Maintenance	3,093	7,575	5,000	10,000	10,000	10,000
500-110-000-535	Equipment Rental	1,801	2,040	5,000	3,000	3,000	3,000
Total Materials & Services		479,462	1,119,508	320,000	356,000	356,000	356,000



Sewer Fund (550)

The Sewer fund supports the City's wastewater utilities which ensures the safe collection and discharge of wastewater effluent under the requirements of the City's National Pollutant Discharge Elimination System (PFDES) Permit. The main source of revenue is from the sewer charges on utility bills and other sewer revenue is provided through service fees and sewer connections. The Sewer Fund is separated into two departments; Sewer Collection and Sewer Plant.

2023/24

For this fiscal year, similar to all Public Works funds, a re-organized financial structure was created to help track costs more appropriately by fund and function of the Public Works Department. You will see this fiscal year a large increase in Personal Services (People). The Finance Department worked with the Public Works Department to determine the accurate breakout of each employee's name by job duties to ensure that a specific function of the Public Works Department was properly billed and paid in an accurate manor. The 2023/24 budget reflects changes and updates to the allocation method used for Public Works employees. This shows the best representation of what the City truly pays for staff and benefits in relation to the Storm Department of Public Works.

Within Materials and Services, like other Enterprise Funds, you will see a charge for Support Services. This is an internal charge for Administration and Financial Management of the department (administration, payroll and accounts payable allocations). Materials and Services for 2023/24 remained mostly unchanged from the previous year.

Debt Service is budgeted at a lower amount due to a refinance that was completed last fiscal year where savings were achieved that helped lower the payments.

Capital Projects for 2023/24 include the following:

- \$125,000 is budgeted for completion of outfall design and permitting
- \$50,000 is budgeted for manhole rehabilitation (grouting and repairs)
- \$400,000 MWRF IIP Carryover
- In addition to these projects, a supplemental budget may need to be completed for receiving and spending funds for upgrading the Sewer Plant. Initial funding was received over the last couple of years, however the full spend through of these funds may move into the new fiscal year.

For all Enterprise Funds a 3-month contingency of personnel and materials costs should be followed as a best practice. Based on the 2023/24 budget, Sweet Home is able to accomplish this with a contingency of \$500,000 and remaining funds are unappropriated. The City will be working on an updated rate review over the next fiscal year to ensure best practices, future capital improvements, and adequate funding is available in the future years. Utility rates should be reviewed at least every 5-7 years based on best practices.



SEWER FUND

<u>Account</u>	<u>Description</u>	<u>Actual 2020/21</u>	<u>Actual 2021/22</u>	<u>Adopted 2022/23</u>	<u>Proposed 2023/24</u>	<u>Approved 2023/24</u>	<u>Adopted 2023/24</u>
550-000-000-300	Beginning Balance	2,526,070	4,867,836	3,350,000	4,375,000	4,375,000	4,375,000
550-000-000-302	Property Taxes - Current	0	0	30,000	31,000	31,000	31,000
550-000-000-303	Property Taxes - Past	0	0	1,000	1,000	1,000	1,000
	Total Taxes	0	0	31,000	32,000	32,000	32,000
550-000-000-333	Grants	1,029,165	5,255,000	8,200,000	0	0	0
550-000-000-348	Sales	3,010,745	3,051,402	2,550,000	3,090,000	3,090,000	3,090,000
550-000-000-380	Interest	23,267	9,248	10,000	5,000	5,000	5,000
550-000-000-381	Miscellaneous	4,500	1,000	5,000	5,000	5,000	5,000
	Total Miscellaneous	27,767	10,248	15,000	10,000	10,000	10,000
550-000-000-390	Transfer	762,060	1,842,432	0	0	0	0
	TOTAL RESOURCES	7,355,807	15,026,918	14,146,000	7,507,000	7,507,000	7,507,000

<u>Account</u>	<u>Description</u>	<u>Actual 2020/21</u>	<u>Actual 2021/22</u>	<u>Adopted 2022/23</u>	<u>Proposed 2023/24</u>	<u>Approved 2023/24</u>	<u>Adopted 2023/24</u>
Collection	Personnel Services	86,219	287,253	300,000	411,000	411,000	411,000
Plant	Personnel Services	71,183	104,358	142,000	260,000	260,000	260,000
	Total Personnel Services	157,403	391,611	442,000	671,000	671,000	671,000
Collection	Materials and Services	923,568	982,812	586,000	743,000	743,000	743,000
Plant	Materials and Services	213,306	698,016	333,000	225,000	225,000	225,000
	Total Materials & Services	1,136,874	1,680,828	919,000	968,000	968,000	968,000
550-000-000-542	Principal	757,466	531,892	500,000	310,000	310,000	310,000
550-000-000-543	Interest	83,632	50,983	60,000	70,000	70,000	70,000
	Total Debt Service	841,098	582,875	560,000	380,000	380,000	380,000
550-000-000-555	Capital Outlay	631,919	5,041,800	7,850,000	575,000	575,000	575,000
550-000-000-565	Transfer	764,000	1,635,967	0	0	0	0
550-000-000-585	Contingency	0	0	350,000	500,000	500,000	500,000
550-000-000-595	Unappropriated	0	0	4,025,000	4,413,000	4,413,000	4,413,000
	TOTAL EXPENDITURES	3,531,293	9,333,081	14,146,000	7,507,000	7,507,000	7,507,000

<u>Account</u>	<u>Description</u>	<u>Actual 2020/21</u>	<u>Actual 2021/22</u>	<u>Adopted 2022/23</u>	<u>Proposed 2023/24</u>	<u>Approved 2023/24</u>	<u>Adopted 2023/24</u>
Plant							
550-111-000-504	Wages	56,056	189,542	185,000	262,000	262,000	262,000
550-111-000-505	Overtime	0	6,000	8,000	7,000	7,000	7,000
550-111-000-506	Insurance	17,495	54,622	55,000	74,000	74,000	74,000
550-111-000-507	Retirement	7,731	18,916	32,000	35,000	35,000	35,000
550-111-000-508	Taxes	4,167	14,920	16,000	22,000	22,000	22,000
550-111-000-509	Other	770	3,253	4,000	11,000	11,000	11,000
Total Personal Services		86,219	287,253	300,000	411,000	411,000	411,000
550-111-000-510	Operating Supplies	11,992	167,400	150,000	50,000	50,000	50,000
550-111-000-511	Personnel Uniforms & Equipment	249	2,000	2,000	3,000	3,000	3,000
550-111-000-512	Utilities	541	58,000	25,000	70,000	70,000	70,000
550-111-000-513	Computer Maintenance	1,400	1,100	0	25,000	25,000	25,000
550-111-000-514	Public Information	4,474	2,800	0	3,000	3,000	3,000
550-111-000-515	Insurance - General	15,854	17,000	0	20,000	20,000	20,000
550-111-000-516	Professional Development	559	4,450	7,000	10,000	10,000	10,000
550-111-000-517	Professional Services	619,314	319,800	130,000	144,000	144,000	144,000
550-111-000-519	Projects & Programs	0	117,000	0	100,000	100,000	100,000
550-111-000-528	Fuel	0	1,000	5,000	6,000	6,000	6,000
550-111-000-529	Facility Maintenance	458	2,800	7,000	8,000	8,000	8,000
550-111-000-531	Enterprise Fleet	0	0	0	19,000	19,000	19,000
550-111-000-533	Support Service Charges	240,710	239,462	90,000	72,000	72,000	72,000
550-111-000-534	Equipment Maintenance	28,017	50,000	60,000	60,000	60,000	60,000
550-111-000-536	Chemicals	0	0	110,000	153,000	153,000	153,000
Total Materials & Services		923,568	982,812	586,000	743,000	743,000	743,000

<u>Account</u>	<u>Description</u>	<u>Actual 2020/21</u>	<u>Actual 2021/22</u>	<u>Adopted 2022/23</u>	<u>Proposed 2023/24</u>	<u>Approved 2023/24</u>	<u>Adopted 2023/24</u>
Collection							
550-112-000-504	Wages	41,526	75,578	97,000	169,000	169,000	169,000
550-112-000-505	Overtime	0	200	1,000	2,000	2,000	2,000
550-112-000-506	Insurance	20,479	13,893	21,000	42,000	42,000	42,000
550-112-000-507	Retirement	4,667	6,591	12,000	24,000	24,000	24,000
550-112-000-508	Taxes	3,274	6,329	9,000	15,000	15,000	15,000
550-112-000-509	Other	1,238	1,767	2,000	8,000	8,000	8,000
Total Personal Services		71,183	104,358	142,000	260,000	260,000	260,000
550-112-000-510	Operating Supplies	20,408	20,620	150,000	20,000	20,000	20,000
550-112-000-511	Personnel Uniforms & Equipment	1,154	700	1,000	2,000	2,000	2,000
550-112-000-512	Utilities	7,432	8,216	6,000	8,000	8,000	8,000
550-112-000-513	Computer Maintenance	5,172	0	0	0	0	0
550-112-000-514	Public Information	2,442	2,800	6,000	3,000	3,000	3,000
550-112-000-515	Insurance - General	23,688	834	41,000	40,000	40,000	40,000
550-112-000-516	Professional Development	3,825	3,610	1,000	3,000	3,000	3,000
550-112-000-517	Professional Services	62,369	73,749	0	8,000	8,000	8,000
550-112-000-519	Projects & Programs	0	10,200	0	15,000	15,000	15,000
550-112-000-528	Fuel	6,207	14,100	8,000	8,000	8,000	8,000
550-112-000-529	Facility Maintenance	4,190	8,350	21,000	8,000	8,000	8,000
550-112-000-531	Enterprise Fleet	1,669	0	0	18,000	18,000	18,000
550-112-000-533	Support Service Charges	69,375	147,217	90,000	72,000	72,000	72,000
550-112-000-534	Equipment Maintenance	5,375	407,620	9,000	20,000	20,000	20,000
Total Materials & Services		213,306	698,016	333,000	225,000	225,000	225,000

Storm Fund (560)

The Storm Fund is setup to collect revenue from Storm Fees on the City's utility bill. These fees help fund the maintenance of the storm infrastructure system across the entire city. As an Enterprise Fund for the City of Sweet Home, this fund should operate independently from others and operate as a self-sufficient operating unit.

2023/24

For this fiscal year, similar to all Public Works funds, a re-organized financial structure was created to help track costs more appropriately by fund and function of the Public Works Department. You will see this fiscal year a large increase in Personal Services (People). The Finance Department worked with the Public Works Department to determine the accurate breakout of each employee's name by job duties to ensure that a specific function of the Public Works Department was properly billed and paid in an accurate manor. The 2023/24 budget reflects changes and updates to the allocation method used for Public Works employees. This shows the best representation of what the City truly pays for staff and benefits in relation to the Storm Department of Public Works.

Within Materials and Services, like other Enterprise Funds, you will see a charge for Support Services. This is an internal charge for Administration and Financial Management of the department (administration, payroll and accounts payable allocations).

Capital Projects for 2023/24 include the following:

- \$23,000 for Northside Park paving improvements

For all Enterprise Funds a 3-month contingency of personnel and materials costs should be followed as a best practice. Based on the 2023/24 budget, Sweet Home is able to accomplish this with a contingency of \$50,000 and remaining funds are unappropriated. The City will be working on an updated rate review over the next fiscal year to ensure best practices, future capital improvements, and adequate funding is available in the future years. Utility rates should be reviewed at least every 5-7 years based on best practices.



STORM FUND

<u>Account</u>	<u>Description</u>	<u>Actual 2020/21</u>	<u>Actual 2021/22</u>	<u>Adopted 2022/23</u>	<u>Proposed 2023/24</u>	<u>Approved 2023/24</u>	<u>Adopted 2023/24</u>
560-000-000-300	Beginning Balance	351,650	276,927	394,000	295,000	295,000	295,000
560-000-000-348	Sales	188,553	193,909	160,000	195,000	195,000	195,000
560-000-000-380	Interest	350	144	3,000	5,000	5,000	5,000
560-000-000-390	Transfer	200,170	179,795	0	0	0	0
TOTAL RESOURCES		740,723	650,774	557,000	495,000	495,000	495,000

<u>Account</u>	<u>Description</u>	<u>Actual 2020/21</u>	<u>Actual 2021/22</u>	<u>Adopted 2022/23</u>	<u>Proposed 2023/24</u>	<u>Approved 2023/24</u>	<u>Adopted 2023/24</u>
560-000-000-504	Wages	23,094	9,324	20,000	65,000	65,000	65,000
560-000-000-505	Overtime	200	164	0	0	0	0
560-000-000-506	Insurance	12,619	1,756	9,000	19,000	19,000	19,000
560-000-000-507	Retirement	2,772	262	4,000	10,000	10,000	10,000
560-000-000-508	Taxes	1,766	720	2,000	7,000	7,000	7,000
560-000-000-509	Other	665	(81)	1,000	4,000	4,000	4,000
Total Personal Services		41,116	12,144	36,000	105,000	105,000	105,000
560-000-000-510	Operating Supplies	750	62	1,000	8,000	8,000	8,000
560-000-000-517	Professional Services	102,150	43,759	225,000	10,000	10,000	10,000
560-000-000-519	Projects & Programs	25,000	1,546	0	20,000	20,000	20,000
560-000-000-533	Support Service Charges	0	0	0	41,000	41,000	41,000
560-000-000-534	Equipment Maintenance	606	0	0	5,000	5,000	5,000
Total Materials & Services		128,506	45,366	226,000	84,000	84,000	84,000
560-101-000-555	Capital Outlay	0	0	0	23,000	23,000	23,000
560-000-000-565	Transfer	198,970	198,970	0	0	0	0
560-000-000-585	Contingency	0	0	30,000	50,000	50,000	50,000
560-000-000-595	Unappropriated	0	0	265,000	233,000	233,000	233,000
TOTAL EXPENDITURES		368,592	256,480	557,000	495,000	495,000	495,000

Economic Development Fund (760)

The Economic Development Fund has been primarily used for development and improvement over the past several years. Most recently, an economic development grant was received by the city in 2020/21 for economic and development improvements around the city. Some of these funds still remain in the current year and are anticipated to be spent down through a number of local projects and grant awards. These funds are managed by the City Manager and Economic Development & Planning Director for the city.

2023/24

This fiscal year, the City will transfer \$8,000 to the Community Enhancement Fund, specifically for tourism related activities in the community. The remaining funds will be appropriated for Projects and Programs that will occur throughout the fiscal year and involve grant and project awards to local businesses as well as improvements to the business corridor in the community.

ECONOMIC DEVELOPMENT FUND

<u>Account</u>	<u>Description</u>	<u>Actual 2020/21</u>	<u>Actual 2021/22</u>	<u>Adopted 2022/23</u>	<u>Proposed 2023/24</u>	<u>Approved 2023/24</u>	<u>Adopted 2023/24</u>
760-000-000-300	Beginning Balance	471,483	456,512	255,000	225,000	225,000	225,000
760-000-000-333	Grant	316,957	0	0	0	0	0
760-000-000-380	Interest	3,174	0	0	0	0	0
760-000-000-381	Miscellaneous	0	8,184	0	0	0	0
	Total Miscellaneous	3,174	8,184	0	0	0	0
TOTAL RESOURCES		791,614	464,696	255,000	225,000	225,000	225,000

<u>Account</u>	<u>Description</u>	<u>Actual 2020/21</u>	<u>Actual 2021/22</u>	<u>Adopted 2022/23</u>	<u>Proposed 2023/24</u>	<u>Approved 2023/24</u>	<u>Adopted 2023/24</u>
760-000-000-510	Operating Supplies	0	0	10,000	0	0	0
760-000-000-517	Professional Services	0	0	45,000	0	0	0
760-000-000-519	Projects & Programs	365,262	464,696	200,000	217,000	217,000	217,000
	Total Materials & Services	365,262	464,696	255,000	217,000	217,000	217,000
760-000-000-565	Transfer	0	0	0	8,000	8,000	8,000
TOTAL EXPENDITURES		365,262	464,696	255,000	225,000	225,000	225,000

Reserve Fund (770)

The Reserve Fund (770) is an internal reserve fund for the City to set aside funds from any department or program for future spending. For the beginning balance of 2023-2024, the beginning balance is made up of balances from Public Works Funds and General Fund. A majority of these funds (85%) are from Public Works Enterprise funds that have been transferred into the reserve fund over several years.

2023/24

This fiscal year, the City will transfer \$300,000 out of the Reserve Fund and into the Willow Yucca LID Fund (208). The purpose of this transfer is to pay for the City's portion of improvements for the local improvement district that is setup. The remaining funds will remain appropriated as contingency funds in case other needs are required throughout the fiscal year.

RESERVE FUND

<u>Account</u>	<u>Description</u>	<u>Actual</u> <u>2020/21</u>	<u>Actual</u> <u>2021/22</u>	<u>Adopted</u> <u>2022/23</u>	<u>Proposed</u> <u>2023/24</u>	<u>Approved</u> <u>2023/24</u>	<u>Adopted</u> <u>2023/24</u>
770-000-000-300	Beginning Balance	(52,237)	454,360	760,000	765,000	765,000	765,000
770-000-000-380	Interest	4,053	13,045	0	0	0	0
770-000-000-381	Miscellaneous	90,430	0	5,000	0	0	0
	Total Miscellaneous	94,483	13,045	5,000	0	0	0
770-000-000-390	Transfer	209,887	365,076	0	0	0	0
TOTAL RESOURCES		252,133	832,481	765,000	765,000	765,000	765,000

<u>Account</u>	<u>Description</u>	<u>Actual</u> <u>2020/21</u>	<u>Actual</u> <u>2021/22</u>	<u>Adopted</u> <u>2022/23</u>	<u>Proposed</u> <u>2023/24</u>	<u>Approved</u> <u>2023/24</u>	<u>Adopted</u> <u>2023/24</u>
770-101-000-519	Projects & Programs	0	0	0	0	0	0
770-108-000-519	Projects & Programs	12,244	0	0	0	0	0
770-109-000-519	Projects & Programs	182,266	62,329	0	0	0	0
	Total Materials & Services	194,510	62,329	0	0	0	0
770-000-000-542	Loan Payment - Principal	73,192	0	0	0	0	0
770-000-000-543	Loan Payment - Interest	18,215	0	0	0	0	0
	Total Debt Service	91,407	0	0	0	0	0
770-000-000-565	Transfer Out	0	40,000	0	300,000	300,000	300,000
770-000-000-585	Contingency	0	0	765,000	465,000	465,000	465,000
TOTAL EXPENDITURES		285,917	102,329	765,000	765,000	765,000	765,000

Financial Policies

The City's financial policy was adopted by the City Council in February 2011 and was last updated by the Council in January 2019.

General

1. The City organization intends to carry out the City Council's goals, objectives and policies through a service delivery system financed through its Operating and Capital Budgets.
2. The relationship between the Operating and Capital Budgets will be incorporated into the budget process. Funding for these budgets should be sufficient to provide municipal operating services and maintenance or enhancement of fixed assets needed to support public demand for City services.
3. The City will seek positive steps to improve the productivity of its programs and employees and will investigate ways to eliminate duplicative functions within the city government and between the City of Sweet Home and other public agencies in the community. Reviews of the efficiency and effectiveness of certain City services will be periodically undertaken when applicable. To help measure effectiveness and efficiencies, a reporting mechanism highlighting the service efforts and accomplishments of the City's major services should be developed.
4. Whenever feasible, government activities will be considered enterprises if so doing will increase efficiency of service delivery or recover the cost of providing the service from the benefiting entity by user fees.
5. Attempts to maintain adequate annual reserves for all known liabilities, including employee leave balances, will be encouraged.
6. Efforts will be coordinated with other governmental agencies to achieve common policy objectives, share the cost of providing governmental services on an equitable basis and support favorable legislation at the state and federal level.
7. The City may seek out, apply for, and effectively administer federal, state, and foundation grants-in-aid that address the City's current priorities and policy objectives.
8. The City will encourage and participate in economic development efforts to create job opportunities and strengthen the local economy.
9. The City will ensure that the appropriate retirement funds are adequately funded and operated for the exclusive benefit of the participants and their beneficiaries.

Revenues

1. The City of Sweet Home will, whenever possible, try to maintain a diversified and stable revenue system to shelter it from short-run fluctuations in any one source.
2. The City will follow an aggressive policy of collecting revenues.
3. When practical, the City will establish all user charge fees at a level related to the full costs (operating, direct, indirect and capital) of providing the service. The City will review fees/charges periodically and/or when required by Ordinance, law, or other.
4. The City will consider market rates and charges levied by other municipalities of similar size for like services in establishing rates, fees and charges as a "comparison" only.
5. Enterprise and Internal Service operations will strive to be self-supporting.

Financial Policies

Expenditures

1. The City of Sweet Home shall operate on a current funding basis. Expenditures shall be budgeted and controlled so as not to exceed current revenues plus the planned use of fund balances accumulated through prior years.
2. The City shall take immediate corrective actions if at any time during the fiscal year expenditures and revenue re-estimates are such that an operating deficit is projected at year-end. Corrective actions can include a hiring freeze, expenditure reductions, fee increases or use of contingencies. Expenditure deferrals into the following fiscal year, short-term loans, or use of one-time revenue sources to balance the budget shall be avoided if at all possible.
3. The City Manager may undertake periodic staff and third-party reviews of City programs for both efficiency and effectiveness. Public/Private Partnerships, Privatization, and/or contracting with other government agencies can be evaluated as alternatives to service delivery.
4. The City shall make every effort to maximize any discounts offered by creditors/vendors. Staff shall be encouraged to use competitive bidding to attain the best possible price on goods and services when feasible and not otherwise required by rule/law.

Contingencies/Fund Balances

The City is committed to maintaining a prudent level of financial resources to protect against the need to reduce service levels because of temporary revenue shortfalls or unpredicted one-time expenditures.

1. General Fund: Contingency, minimum of \$50,000 preferred Ending Fund Balance, needs to cover four months of general operating services Avoid borrowing from other funds
2. Police Operating Levy Fund: Contingency, 3% of operating expenses Ending Fund Balance, needs to cover four months of general operating services Avoid borrowing from other funds
3. Library Operating Levy Fund: Contingency, 3% of operating expenses Ending Fund Balance, needs to cover four months of general operating services Avoid borrowing from other funds
4. Depreciation/Capital Replacement Funds: Continue to maintain equipment and building reserves Create sufficient dollars to allow for replacement without major bond financing Have an investment strategy to guarantee capital upgrades
5. Develop Community Priorities: Determine what are mandated, essential and desired services Utilize public input (i.e., surveys, radio, public meetings, neighborhood meetings) All operating funds are encouraged to maintain a contingency.

Financial Policies

Fund Balance Definitions

GASB 54 defines fund balances for financial reporting to be classified as follows:

1. Non-spendable –Represents assets that are nonliquid (such as inventory) or legally or contractually required to be maintained intact (such as the principal amount of an endowment).
2. Restricted – When constraints are placed on the use of resources for a specific purpose by enabling legislation (legally enforceable), external parties or constitutional provisions.
3. Committed –When constraints are created by the governing body on how it will spend its resources. These are enacted via legislation, resolution or ordinance and are in place as of the end of the fiscal period. The constraints remain binding until formally rescinded or changed by the same method the constraints were created. The difference between Restricted and Committed is that under Committed, the governing body can remove constraints it has imposed upon itself.
4. Assigned –Designation of amounts by either the governing body or the staff (if authorized) to be used for a specific purpose narrower than the purpose of the fund.
5. Unassigned – The excess of total ending fund balance over non-spendable, restricted, committed and assigned amounts. Only the General Fund has an unassigned category since money remaining in any other fund is automatically designated or assigned to the purposes of that fund.

Authorization for Specific Members of Management to Assign Fund Balances

The Finance Director shall be responsible for monitoring and reporting the City's various reserves and fund balance categories. The City Manager/Budget Officer is directed to make recommendations to the Council on the use of reserve funds both as an element of the annual operating budget submission and as needed throughout the year. Annually, the City Manager/Budget Officer shall be responsible for identification of resource assignments within the proposed budget document.

Spending Priority for Fund Balances

When fund balances are available for use, it is the City's policy to follow GASB 54 requirements to use restricted balances first, committed balances, then assigned balances for purposes which they can be used for. The spendable unrestricted revenue amounts in the special revenue funds, capital projects funds and debt service funds are committed to be used for the purpose for which the fund was established.

Commitment of Fund Balance

Commitment of fund balance shall be done through adoption of a resolution by the City Council. Further commitments of fund balance may be modified or rescinded only through approval of the City Council via resolution.

Financial Policies

Capital Improvement Plan (CIP)

1. The City will develop a multi-year plan for Capital improvements, update it annually and make all capital improvements in accordance with the plan.
2. The City will strive to maintain its physical assets at a level adequate to protect the City's capital investments and to minimize future maintenance and replacement costs. The budget will provide for adequate maintenance and orderly replacement of capital assets from current revenues where possible.
3. Capital projects should conform to the following criteria:
 - will be part of an approved City plan;
 - will be part on an adopted maintenance and/or replacement schedule;
 - will minimize operating costs; and
 - will be selected according to the established Capital Improvement Plan.

The capital budget process works in conjunction with the regular operating budget process. CIP projects are flagged as funded or unfunded depending on whether or not the forecasted operating budget can support or fund the project. All funded CIP projects are included in the operating budget for the current budget year.

Capital Asset Management

1. City assets will be degraded, given away or allowed to deteriorate in accordance with SHMC Chapter 3.08.
2. New private development in the city that requires increased capacity or places increased demand on the community must purchase an equity asset share. This share is based on the development's proportionate share of the current replacement value of the existing assets required by the development including capacity expansion required to serve the new development.
3. To the extent allowed by law, system development charges will be designed to recapture from private development the full cost of community assets in place at the time of the development and the necessary expansion of those systems caused by increased demand on those assets.
4. The capitalization threshold used in determining if a given asset qualifies for capitalization is equal to that defined in the Oregon Accounting Manual (OAM) Number 15.60.10.
5. The Finance Department shall organize a physical count/inspection of all capital assets as of each fiscal year end, June 30.
6. Adequate insurance shall be maintained on all capital assets consistent with the results of the annual physical count/inspection.

GASB 34: The Government Accounting Standards Board (GASB) has required local governments to report infrastructure and depreciation on all capital assets. The City implemented these policies as of July 1, 2002.

Financial Policies

Debt

1. The City will confine long-term borrowing to capital improvements.
2. The City will follow a policy of full disclosure on every financial report and bond prospectus.
3. General obligation debt will not be used for self-supporting enterprise activity.
4. The City will ensure that its debt margins are within the 3% TCV (true cash value) limitation as set forth in ORS 287.004.
5. The City will use voter-approved general obligation debt to fund general-purpose public improvements that cannot be financed from current revenues.

Investments

1. The City of Sweet Home's investment objectives are:
 - In compliance with all applicable statutes and legal provisions.
 - Preservation of capital and protection of principal.
 - Maintenance of sufficient liquidity to meet operating requirements.
 - Avoidance of imprudent credit, market and speculative risk.
 - Attainment of a market rate-of-return throughout all economic and fiscal cycles
1. Safekeeping shall be consistent with modern investment, banking and commercial practices and may include physical possession, book entry and automated recordation.
2. Except for funds requiring special handling (i.e. bond proceeds subject to arbitrage), investments other than with the Local Government Investment Pool and FDIC insured Market Link CDs not to exceed 7 year terms require the express approval of the City Administration and Finance Committee.

Diversification of the City's investment portfolio will be consistent with the percent limitations under (ORS 294.035 (i.e. 5%/35 maximums for corporate indebtedness) to include certain credit rating minimums.

Accounting, Auditing & Financial Reporting

1. The City will prepare and present regular reports that analyze, evaluate and forecast the City's financial performance and economic conditions.
2. When needed, the City will seek out the assistance of qualified financial advisors and consultants in the management and administration of the City's financial functions.
3. An independent audit will be performed annually.
4. The City will issue annual financial reports in accordance with generally accepted accounting principles (GAAP) as outlined in the Governmental Accounting, Auditing and Financial Reporting (CAFR) publication.

Glossary

Abatement: A reduction or elimination of a real or personal property tax, motor vehicle excise, a fee, charge, or special assessment imposed by a governmental unit. Granted only on application of the person seeking the abatement and only by the committing government unit.

Accrued Interest: The amount of interest that has accumulated on the debt since the date of the last interest payment, and on the sale of a bond, the amount accrued up to but not including the date of delivery.

Amortization: The gradual repayment of an obligation over time and in accordance with a predetermined payment schedule.

Appropriation: A legal authorization from the community's legislative body to expend money and incur obligations for specific public purposes. An appropriation is usually limited in amount and as to the time period within which it may be expended.

Assessed Valuation: A value assigned to real estate or other property by a government as the basis for levying taxes.

Audit: an examination of a community's financial systems, procedures, and data by a certified public accountant (independent auditor), and a report on the fairness of financial statements and on local compliance with statutes and regulations. The audit services as a valuable management tool in evaluating the fiscal performance of a community.

Available Funds: Balances in the various fund types that represent non-recurring revenue sources. As a matter of sound practice, they are frequently appropriated to meet unforeseen expenses, for capital expenditures or other one-time costs.

Balance Sheet: A statement that discloses the assets, liabilities, reserves and equities of a fund or governmental unit at a specified date.

Budget: A plan for allocating resources to support particular services, purposes and functions over a specific period of time.

Debt Service: The repayment cost, usually stated in annual terms and based on an amortization schedule, of the principal and interest on any particular bond issue.

Enterprise Funds: An enterprise fund is a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods and services. It allows a community to demonstrate to the public the portion of total costs of a service that is recovered through user charges and the portion that is subsidized by the tax levy, if any. With an enterprise fund, all costs of service delivery—direct, indirect, and capital costs—are identified. This allows the community to recover total service costs through user fees if it chooses. Enterprise accounting also enables communities to reserve the "surplus" or net assets unrestricted generated by the operation of the enterprise rather than closing it out to the general fund at year-end. Services that may be treated as enterprises include, but are not limited to water, sewer, hospital, and airport services.

Expenditures: An outlay of money made by municipalities to provide the programs and services within their approved budget.

Fund: An accounting entity with a self-balancing set of accounts that are segregated for the purpose of carrying on identified activities or attaining certain objectives in accordance with specific regulations, restrictions, or limitations.

General Fund: The fund used to account for most financial resources and activities governed by the normal appropriation process.

Governing Body: A board, committee, commission, or other executive or policymaking body of a municipality or school district.

Interest: Compensation paid or to be paid for the use of money, including amounts payable at periodic intervals or discounted at the time a loan is made. In the case of municipal bonds, interest payments accrue on a day-to-day basis, but are paid every six months.

Principal: the face amount of a bond, exclusive of accrued interest.

Reserve Fund: An amount set aside annually within the budget of a town to provide a funding source for extraordinary or unforeseen expenditures.

Tax Rate: The amount of property tax stated in terms of a unit of the municipal tax base, for example \$14.80 per \$1,000 of assessed valuation of taxable real and personal property.