

City of Sutherlin, Oregon

Adopted Budget

2024 – 2025





Originally called Camas Swale, Sutherlin was renamed for early settler Fendel Sutherlin and incorporated on June 24, 1911. What started as an agricultural community of orchard homesites transitioned into a timber boomtown during World War II. Although the Sutherlin valley had its share of visionaries, most of its citizenry were basic, hardworking folks who persevered despite the many roadblocks in their way. The city has survived floods, fires, the downturn of the timber industry because of federal policy, wholesale unemployment and the 1989 shutdown of the city for lack of funds. It has persevered to become the second most populous city in Douglas County. Perched advantageously on I-5 about halfway between Sacramento and Seattle, and only an hour from both the coast and the mountains, the city is poised for growth. There have been several recent public works projects including a new Wastewater Treatment Plant, upgrades to one of the Water Treatment Plants, a complete rebuild on the main thoroughfare through the city as well as a multi-use Event stage, Splash Pad Park, and turning Fords Pond into a creative community outdoor space. With the recent formation of a Tax Increment Financing District, there are several projects planned to increase livability and sustainability for the downtown and other areas. Nearby features include Cooper Creek Reservoir, the Umpqua River, a golf course and numerous vineyards and award-winning wineries. The citizenry spans every age group from young families to a growing senior population. Sutherlin boasts a positive education environment, a public library, several 55+ adult living parks and a significant amount of new single family resident building projects. The City is committed to service and leading the way in our ‘Land of Opportunity’.

Annual Budget and Financial Plan

Fiscal Year 2024-2025
City of Sutherlin, Oregon



CITY COUNCIL

Michelle Sumner, Mayor
Debbie Hamilton, Council President
Gary Dagele
Joe Groussman
Shawn Smalley
Larry Whitaker
Lisa Woods

BUDGET COMMITTEE MEMBERS

Richard Bennewate
Brian Biss
Bruce Conner
Jeneen Hartley
Michael Hogsett
Renee Lillie
Tom Maloney

Prepared by

City of Sutherlin Staff

Quick Facts

Where the Money Comes From:		Amount	% of Total
	Property Taxes	3,535,600	8.8%
	Intergovernmental	7,826,402	19.5%
	Franchise Fees	623,700	1.6%
	Charges for Services	6,472,150	16.1%
	Transient Room Tax	320,000	0.8%
	Miscellaneous	733,710	1.8%
	Interfund Transfers	6,454,020	16.1%
	Debt Proceeds	125,000	0.3%
	Beginning Fund Balances	14,096,670	35.1%
	Total Revenues:	40,187,252	100.0%
Where the Money Goes:			
	Personnel Services	6,879,690	17.1%
	Materials and Services	4,764,674	11.9%
	Capital Outlay	8,937,343	22.2%
	Interfund Transfers	6,454,020	16.1%
	Loan to URA	-	0.0%
	Debt Service	2,273,988	5.7%
	Operating Contingencies	9,293,255	23.1%
	Reserves	1,584,282	3.9%
	Total Expenditures:	40,187,252	100.0%

Other Facts:

Staffing (Full Time Equivalents)	47.75**
Real Market Value (FYE 2023)	\$1,163,985,002
Debt Outstanding (FYE 2023)	\$27,249,654
Tax Rate (Per \$1,000)	5.6335

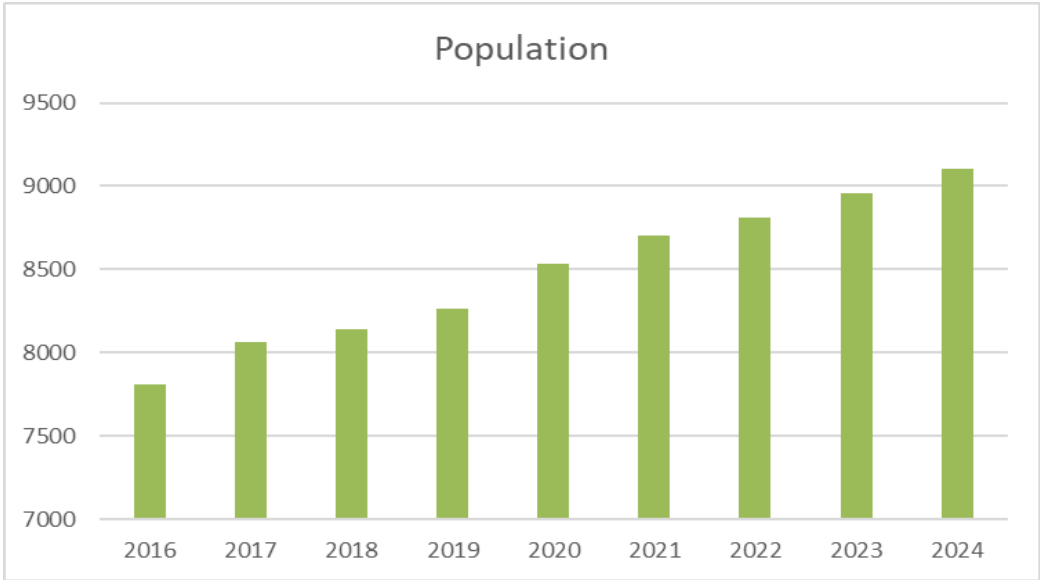
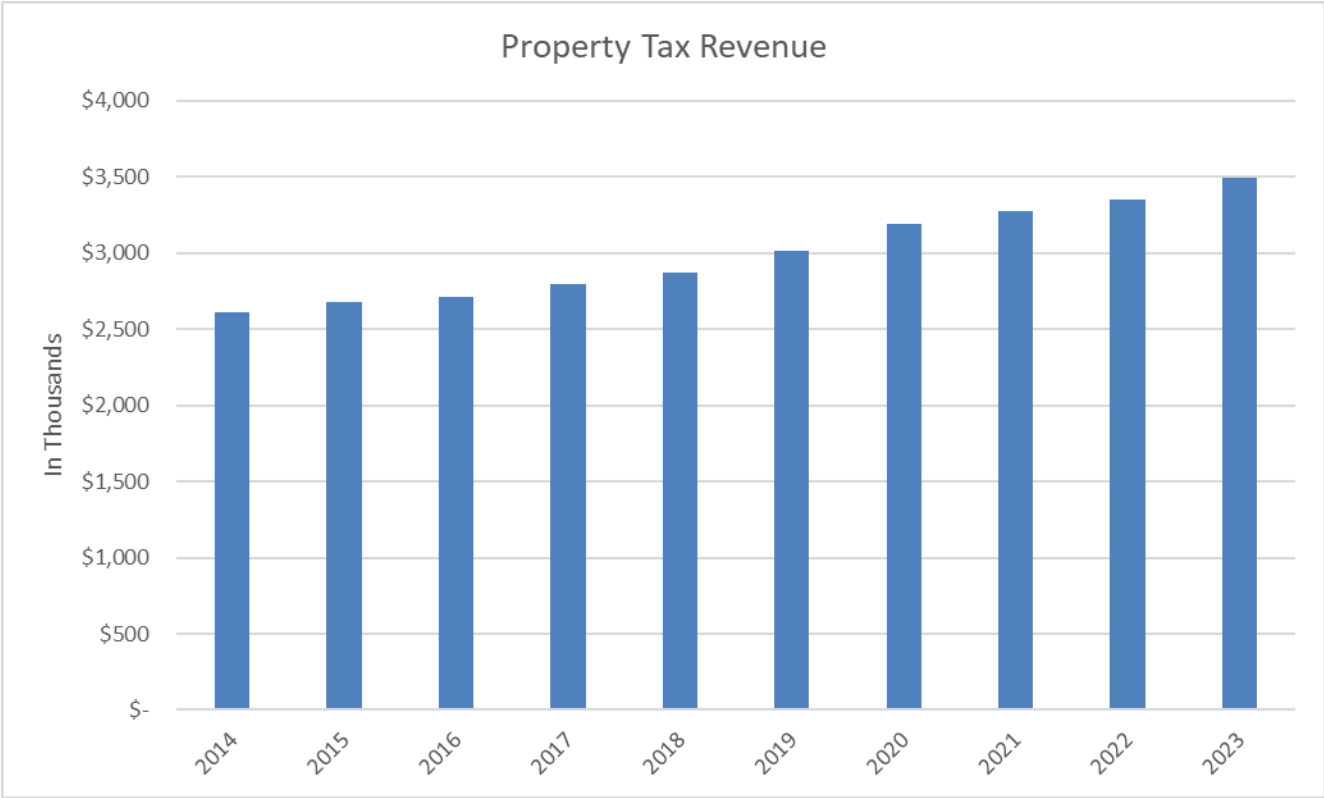


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City Manager's Budget Message

May 10, 2024

To: Mayor Sumner,
Members of City Council, and
Citizen Members of the Budget Committee

Re: **2024-2025 Budget Message**

While homelessness has once again dominated our attention for the year, broad economic insecurity also continues, reemphasizing the need to be vigilant in managing precious resources and recognizing the potential for needed strategic action in sustaining our important services in a time of historic rising costs.

It is most certainly the unified teamwork with Council, budget committee and staff working together that has from year-to-year positioned the City of Sutherlin to continue our positive community livability. The following paragraph is taken directly from my message last year and is even more relevant today: *"I am not confident that consistent budget sustainability can be assured in this time of national and state-wide economic and political instability. Everything is more expensive than ever before"*.

Public safety for example, continues to provide high levels of service with less than the nationally recommended staffing levels, yet the annual operating costs of personnel, equipment, vehicles, and supplemental services have risen so dramatically that the draw from the General Fund has increased from about 85% in 2012 to 112% of the Property Tax Revenue today. Our strong cash-carryover combined with contingency has sustained us over the years, and our hope is that this continues, but this is a situation that requires additional scrutiny.

In summary, the financial horizon currently looks bleak, and going into the next fiscal year, we may need to find ways to increase revenues or move toward constrained and reduced levels of service. This current budget is sufficient, and we can overcome these shortfalls with continued teamwork, creativity and hoped-for better national economy.

Please do not hesitate to contact myself, Finance Director Tami Trowbridge or any Department Head should you have questions regarding this 2024-2025 Adopted budget.

Thank you all for the time you voluntarily contribute to the City of Sutherlin.

Respectfully,

Jerry Gillham
City Manager

Finance Director's Addendum:

2023-2024 Key Achievements

1. Continued work on Urban Renewal Agency Projects
2. Final Phase of Ford's Pond continuing – significant progress made
3. Historic Bank Renovation continuing.
4. New Phone System switchover for entire City
5. New process implemented for Transient Lodging Tax Awards
6. Police & Fire Station Seismic building renovation process initiated

Adopted 2024-2025 Priorities

1. Continue various Water Department Capital Improvements
2. Continued Street & Sidewalk Maintenance & Improvements
3. Complete Phase II of Fords Pond Park improvements including Paved Trail, Parking Lot, Restrooms, Picnic Area and Inclusive Playground
4. Continue work on Urban Renewal Agency Projects, which include Downtown, MainStreet Historic Bank renovation, Industrial Park on Taylor and Exit 136 Improvements
5. Continue to research alternative methods to increase Street Maintenance Funding
6. Continue to research alternative methods to fund and maintain Public Safety service levels

The 2024-2025 adopted annual budget is in the total amount of \$40,187,852. This is an increase of 15.9% from last year's total budget. Net of transfers, the amount is \$33,733,232. The increase is largely due to grants and construction projects. The General Fund budget totals \$15,140,490, net of transfers \$13,223,490, which is a 14% increase from the prior fiscal year.

General Fund Budget

The 2024-25 General Fund adopted budget totals \$15,140,490. The General Fund includes the primary non-revenue generating services and activities of the City which are funded primarily by resources such as property taxes, franchise fees, and other revenue that may be used at the discretion of the City Council. Our goal is to provide a strong beginning fund balance on an ongoing and sustainable basis. The ending General Fund balance is maintained just at the minimum of \$1.2M. Dollars are rarely sufficient to address every need fully, therefore the challenge in a budget is to allocate resources while attempting to maximize the effectiveness and efficiency of the services and activities provided by the City. The American Rescue Plan monies have been helpful in giving us an opportunity to work on infrastructure, parks, public safety, homelessness and economic development at the direction of the City Council from a funding stream that is completely obligated and will be spent by 2026.

Significant changes in the fiscal year 2024-25 Budget

Increase in Personnel Service expenses:

- Wages will increase due to union negotiated COLAs as well as step increases.
- Health Insurance rates are increasing as well as Worker's Comp Insurance rates.

- Given the above changes, Personnel Services for the entire City will increase approximately 5.25% over last year's budgeted amount.

Increase in Utility Rates

- Water and Wastewater rates will increase July 1 based on the applicable Consumer Price Index rate of 3.4%

Transfers to Equipment and Maintenance Reserve Funds

- Similar to last year, you will notice throughout the budget that many funds have strategically transferred resources out to reserve funds in order to address current and future capital and infrastructure needs. We want to take a proactive role, rather than reactionary, in addressing these needs. As equipment, buildings, roads, water and sewer lines age, maintenance and eventual replacement is necessary. We are continually evaluating the current and future needs in these areas and have continued transferring funds accordingly.

Revenue Assumptions

Beginning fund balances

The beginning fund balances, for the City as a whole, are estimated to total \$14,096,670 with \$2,028,000 in the General Fund.

Property Taxes

Property taxes are budgeted to increase three percent (3.0%) over the projected year end amount for 2023-2024. The adopted budget includes levying the City's full permanent tax rate of \$5.6335. Oregon's property taxes are based on a property's maximum assessed value (MAV). MAV cannot increase by more than 3% per year unless there are significant changes to the property.

Franchise Fees

Franchise fee Receipts are projected to increase for FY2024-25 given the increase seen during the current year in electricity use and the increase in garbage service fees.

Intergovernmental Revenues

This year we have renegotiated contracts with Calapooia Fire District and both Sutherlin and Oakland School Districts to help offset rising costs. Also included in this category is the State Shared Revenues, which are projected to decrease slightly for the coming year.

Water Utility Rates

Water utility rates will increase by 3.4%, the applicable CPI rate as of December.

Wastewater Utility rates

Wastewater utility rates will increase by 3.4%, the applicable CPI rate as of December.

Expenditure assumptions:

Personnel services

A comprehensive schedule of pay and benefits information is found later in the budget. Changes include the following:

- Assumed wage increases of 5.0% for SPOA members.
- Assumed incremented wage increases for AFSCME represented employees of 1.5% in July, as well as January.
- Assumed wage increases of 2.5% for non-represented employees.
- Assumed Health Insurance rate increases of 6%.
- PERS rates were set prior to this budget cycle for the 7/1/23-6/30/25 biennium. Tier I/II will 21.55%, OPSRP – General 17.34%, OPSRP – Police & Fire 22.13%

Materials and services

All material and service costs were reviewed from a zero-based budgeting approach. The Adopted budget amounts are based on the needs to perform the services of the various departments. Costs, such as electricity, natural gas, and phone, were reviewed to ensure they are charged to the appropriate department and inflationary increases are included. Utilities, gas and lubricants are seeing increases, as are other supplies and services.

Capital Investment

The fiscal year 2024-25 budget includes \$9,057,190 in capital improvements that will maintain or expand service delivery capabilities. \$3,000,000 of this is for the Seismic Grant Renovation. This is a list of the scheduled Capital Outlays:

\$ 4,458,840	General Fund & Reserve Funds-Parks, Police, Fire, Facilities
850,000	Parks Construction-Ford’s Pond Phase 2
2,655,000	State Gas Tax & Street Const. - Sidewalks, Overlays, Slurry Seals, Waite St
818,350	Water Funds – Nonpareil Plant completion, Cathodic Protection, Reservoir Upg & Maint., Meter System Upg.
215,000	Wastewater Funds – New Vehicle, Lift Station Upgr. and the Collection System Master Plan
60,000	Public Works – Cab & Chassis Flatbed Truck
\$ 9,057,190	Total Projected Capital Outlay

Five-year/ten-year capital improvement schedules are included for Water, Wastewater, Streets, Public Works, Parks/Facilities, Fire, and Police.

Debt service

The Adopted budget includes all scheduled debt service amounts as outlined in each debt service fund; GO Bond Fund, Water Debt Service Fund, and Wastewater Debt Service Fund.

A tax levy of \$66,000 to pay general obligation bonded debt service for the Library is included in the Adopted budget.

Transfers

Transfers to the General Fund have changed to accommodate the new Federal Homelessness Grant administration as well as the increased staff effort given to the Transient Lodging Tax Committee. Transfers out will remain similar to the current year. There will continue to be several capital projects being carried out in the City this year which will require continued resources from City Hall staff. The overall cost allocation methodology is the same as last year.

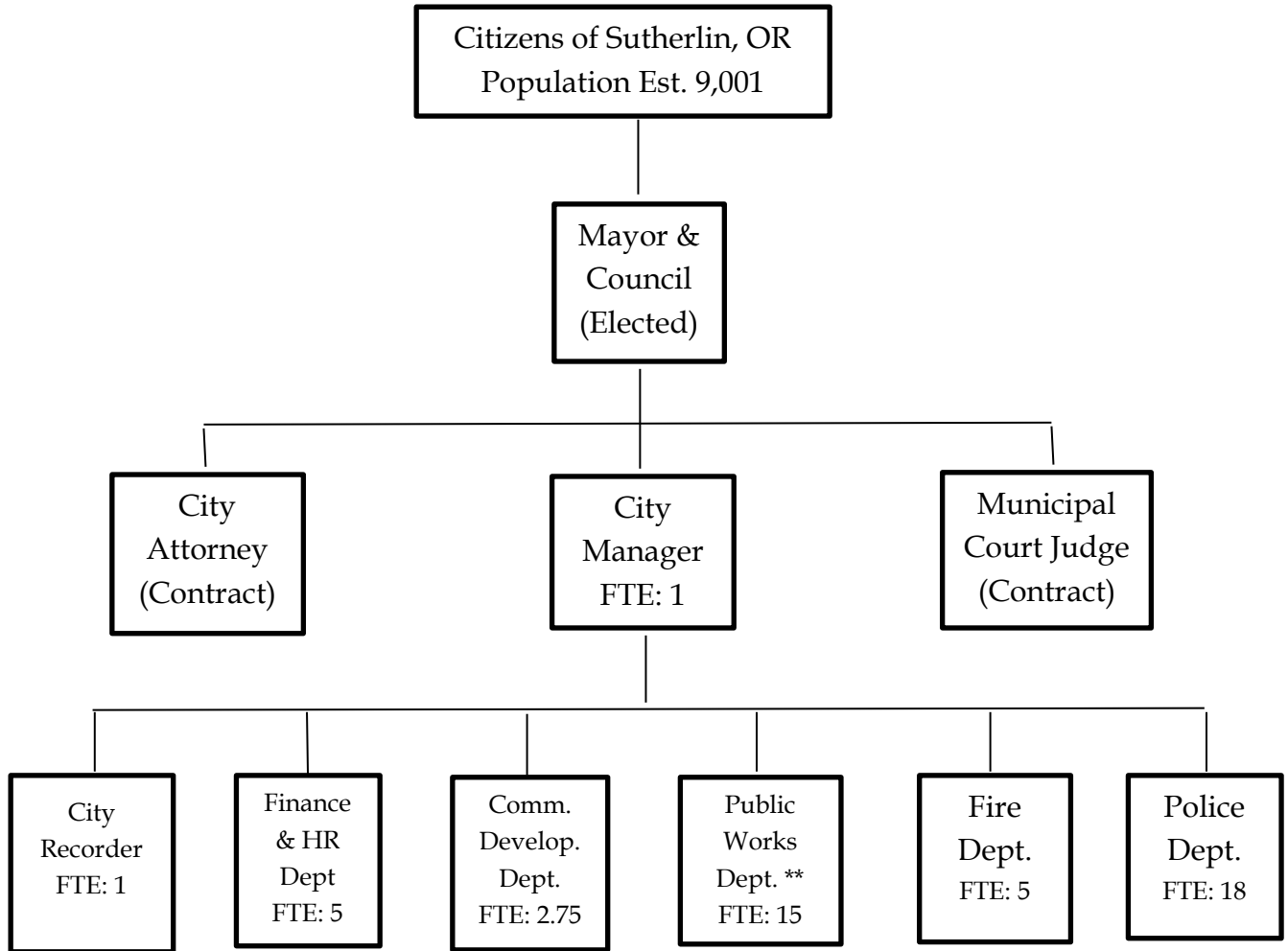
Contingency/Other requirements

The budgeted amounts to Contingency total \$8,285,092, reserved for debt service is budgeted at \$921,149, and the unappropriated balance is budgeted at \$838,585 for an estimated ending fund balance of \$10,877,537.

Meeting Schedule

The Budget Committee will hold its first meeting on May 13th, at 6:45 p.m., with additional meetings scheduled to resume May 20th, 21st and 22nd, all starting at 6:30 p.m.

City of Sutherlin





CITY OF SUTHERLIN VISION

With a “can do” attitude, we honor the past while building toward a prosperous future. With community collaboration and civic pride, the City of Sutherlin is a beautiful, safe, and welcoming place to live, work, and play.

CITY OF SUTHERLIN OPERATIONAL PHILOSOPHY

– OUR FUTURE IS –

Unlimited

Within our control

– OUR CHOICE IS –

To live in Sutherlin and work side-by-side with our neighbors, civic leadership, and City Council to ensure that the City of Sutherlin emerges as a regionally recognized “Sense of Place” community and “Center of Commerce.”

– OUR PURPOSE IS –

To facilitate, problem-solve, administer, and manage the process of government service on behalf of the City Council and citizens of Sutherlin.

– OUR CORE VALUES AND BELIEFS STATEMENT –

As a team, we value the personal integrity, honesty, pride in accomplishment, and commitment to excellence we each bring to the City of Sutherlin. We expect allegiance to our mission and purpose from one another while respecting each other’s opinions, unique qualities, and contributions to the team. We believe in having fun while sustaining the highest measures of competence and professionalism. Above all, we are absolutely devoted in service to our community.



CITY OF SUTHERLIN GOALS

- 1 - Plan, construct, and maintain complete transportation system, including walking and biking opportunities.
- 2 - Ensure public decision making and problem solving includes broad public input, especially affected stakeholders and community partners.
- 3 - Create a thriving and diverse local economy by retaining and expanding current businesses, attracting new business and rejuvenating a comprehensive tourism program.
- 4 - Establish Sutherlin as a regionally recognized community for its attractive and positive image.
- 5 - Continually plan and maintain fiscally sustainable public services and infrastructure.
- 6 - Encourage and support successful community events that add to our quality of life.
- 7 - Sustain a high level of public safety.

The City Council sets its priorities in a meeting early in the year following an election cycle. This is done in a workshop format where each department head gets an opportunity to talk to the Council regarding immediate issues facing the department, one to five year goals and priorities, and any long term challenges that they can ascertain. Council members give input, ask questions, and get detailed information that might not happen otherwise. Below is a summary of these priorities.

Strategic Plan to Address Goals

Goal	Dept.	Description
1	Public Works & Comm Dev	Engineering for Upg. Waite St : Central Ave to SouthSide Rd
1	Public Works	Misc Small Street Paving to improve connectivity: Maple to Dog Park; Duke to Hawthorne, Red Rock Rd Extn
1	Public Works	Continue Sidewalk Completion Proj.
1	CDD/Public Works	Dakota St/Hwy 138 Intersection Improvement
1	CDD/Public Works	All Routes Transportation Grant (ARTS)
1	CDD/Public Works	Clover Leaf Loop Connectivity
1	CDD/Public Works	Complete Downtown Parking Lot w/Lighting and Sidewalks
2	Comm Dev	Housing Capacity Analysis/Development Code Updates
3	Urban Renewal Dist	In partnership with the URD Taskforce, address blight and improve aesthetics through Façade Grants, and targeted development
4	CDD/Parks	Ford's Pond Comm Park Improv Proj-Phase 2
4	Parks	Tennis/Pickleball Court Resurfacing
5	Finance	Create a street management master plan with funding options
5	Public Safety/Public Works	Renovate Both Fire & Police Facilities through Seismic Renovation Grant Funding
5	Public Works	Inventory/ Inspect all Other City Structures/Facilities - Develop Maint. Plan
5	Public Works	Initiate a new in-flow & infiltration Prevention Prgm
5	Public Works	NonPareil WTP Modernization & Improvement
5	CDD/Public Works	Water Tie-in to Umpqua Basin Water

Strategic Plan Continued

Goal	Dept.	Description
5	Finance	Long-Term Budget Forecast
6	Partnership w/Comm Org.	Create Long Term Partnerships-Chamber of Commerce, Downtown Assoc.,Summer Music Prgm, etc.
7	Police	Implement Positive Police Contacts Program
7	Police	Impact Crime with the effective use of resources and technology
7	Fire	Continue to seek alternative funding for Add'l Career Firefighters
7	Fire	Continue to promote Emergency Preparedness to the Community
7	Fire	Train City staff for Emergency Operations Center Functions

Budgeting in the City of Sutherlin

A budget is defined by Oregon State Law (Oregon Revised Statutes (ORS), Chapter 294), as a plan of financial operation embodying an estimate of expenditures for a given period or purpose and the Adopted means of financing the estimated expenditures. The City is required to budget all funds and for each fund to have a balanced budget.

The State of Oregon defines balanced budgets as one in which total resources, including beginning resources, current resources and debt proceeds, equal total requirements, including current year expenditures, capital outlay, transfers, debt service and any other requirements such as debt service reserves. Budgeting is critical to cities because it requires local governments to evaluate plans and establish priorities in relation to available financial resources. Also, under ORS, a legally adopted budget is necessary to establish and justify a given tax rate and or amount of property taxes to be levied on the property within the city.

The City of Sutherlin prepares and adopts its annual budget in accordance with the City Charter and Oregon Local Budget Law (ORS 294.305 – 294.565). The budget is presented by fund and department categories. The City Manager has responsibility for management of the overall city budget and maintaining budgetary control at the Adopted appropriation level. Finance and the respective operating department directors perform ongoing review and monitoring of revenues and expenditures. Planning for the new budget cycle is something that is done on a continuing basis as the year progresses; looking at expenditures to see if they are on track, and talking about adjustments that may be necessary either for current year, or the upcoming year during regular department head meetings. The budget process formally ensues in early March with the Finance Director meeting with Department Heads and projecting year end amounts. All departments are responsible for their own budget projections, as it lines up with available resources. The Finance Director is responsible for projecting Personnel and Insurance Costs, as well as pulling all the information together to present a requested budget to the City Manager. This information is refined and readied to present a Adopted budget to the Budget Committee per the Budget Calendar.

The Citizens Budget Committee consists of the governing body plus an equal number of legal voting age residents appointed by the City Council, 14 members total. The vote of each member is equal. All vacancies have been filled. The first public review of the budget occurs when the budget is presented to the Budget Committee.

The Committee may approve the Adopted budget intact or change parts or all of it prior to their approval. After Budget Committee approval, public notices and publications are filed according to local budget law, and the budget is forwarded to the Council for formal adoption prior to June 30. Under ORS 294.456, the Council may not amend any Adopted budgeted fund by more than ten percent (10%) when they consider and adopt the budget. During the fiscal year, the Council may approve amendments to the adopted budget. However, if the adjustment(s) is/are more than ten percent (10%) of a given fund, a supplemental budget, which requires a public hearing with the City Council but excludes the appointed citizen members of the budget committee, is necessary prior to approval of the amendment.

City of Sutherlin
Budget Calendar (Fiscal Year 2024-25)

Event	Attendees	Planned Date(s)	Latest Date
Estimate current year-end revenue and expenditures	Dept Heads	Mar 15	Mar 29
Requested budget prepared and provided to finance	Dept heads	Mar 29	Apr 5
Update CIP	City Mgr., Dept heads	Apr 3	Apr 17
Dept meetings with City Manager and Finance	Dept heads, staff, City Mgr.	Week of Apr 8	Apr 19
Budget narratives completed	Dept heads	Apr 17	Apr 24
Update year-end revenue and expenditure estimates	Dept heads	Monthly	Monthly
Publish "Notice of Budget Committee Meeting" (ORS 294.426)	Finance	5-30 days before meeting, 10+ days on website	5-30 days before meeting, 10+ days on website
Provide Proposed budget (ORS 294.408) and budget message to budget committee	Mayor, City Council, City Mgr., Budget Committee	May 13	May 13
First budget committee meeting (ORS 294.408 and 294.426)	Budget Committee, City Mgr., Dept heads	May 20	May 20
Additional budget committee meetings (if necessary) (ORS 294.428)	Budget Committee, City Mgr., Dept heads	May 21, May 22	May 21, May 22
Budget committee approves budget (ORS 294.428)	Budget Committee	No Later than May 22	May 22
Publish "Notice of Budget Hearing" (ORS 294.438, 294.448) (LB1)	Finance	5-30 days before meeting, 10+ days on website	5-30 days before meeting, 10+ days on website
City Council hold public hearing; adopts budget; levies taxes (ORS 294.456)	City Council	Jun 10	Jun 10
Adopted budget goes into effect	City	Jul 1	Jul 1
Adopted budget submitted to County Assessor (LB50) and Department of Revenue (ORS 294.458) (w/Resolutions)	Finance	Jul 15	Jul 15

Fund Descriptions

The financial structure of the City is organized and operated on the basis of fund accounting. There are both federal and state requirements for local governments to budget by fund as a means of maintaining records for resources that are designated to carry out specific activities or meet particular objectives. Oregon Administrative Rules define a fund as, “a fiscal and accounting entity with self-balancing accounts to record cash and other financial resources, related liabilities, balances and changes, all segregated for specific, regulated activities and objectives.”

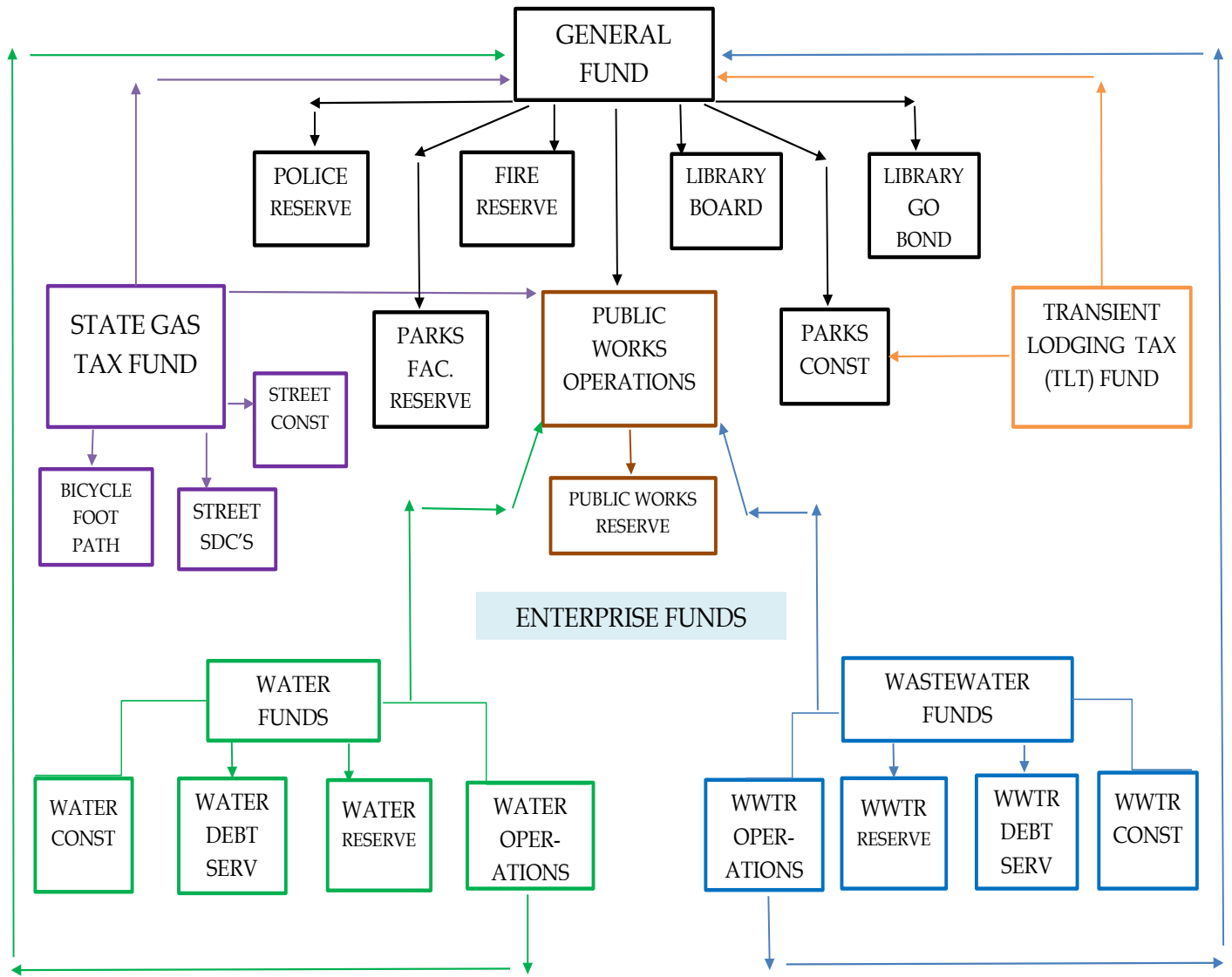
The City prepares an itemized balanced budget for each fund. (Please see the following Fund Flowchart) The City of Sutherlin budgets at the “department” level for the General Fund; Mayor and Council, City Attorney, City Manager’s Office, City Recorder/Human Resources, Finance, Municipal Court, Parks/Facilities, Community Development, Police, Fire, and Non-Departmental. For all other funds, the authorized appropriations are established at the “category” level; personnel services, materials and services, capital outlay, debt service, interfund transfers, contingencies, and reserves.

Fund Detail

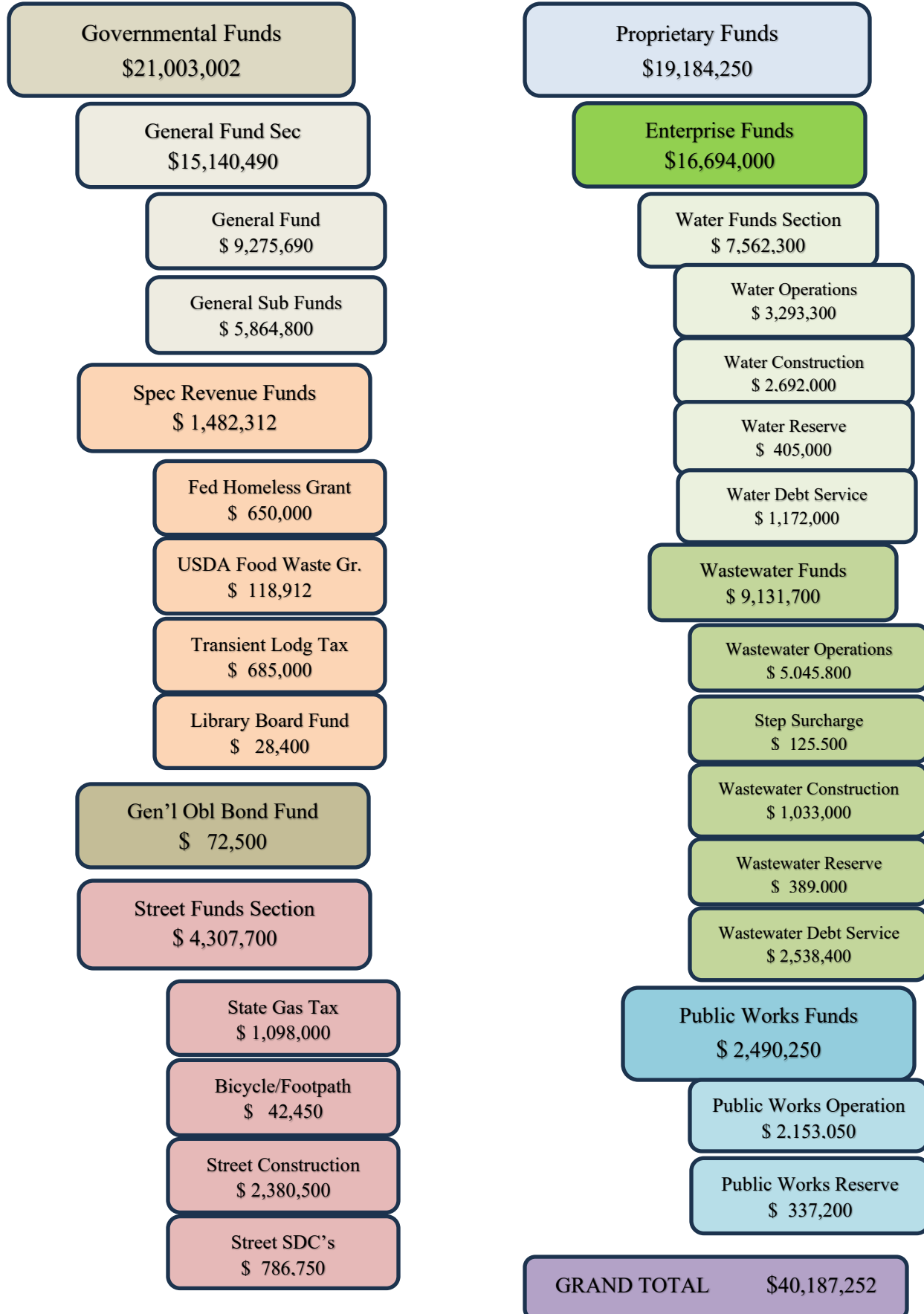
The City of Sutherlin presents budgeted financial information in budget detail by fund. Each department/fund section will include the following, when relevant:

- Fund Description: information about the purpose or services provided by the fund, source of revenue and Adopted expenditures.
- Accomplishments: Fiscal Year 2023-24
- Goals & Objectives: Fiscal Year 2024-25
- Fiscal and Organizational Changes: Fiscal Year 2024-25
- Budget Summary: Revenue and Expenditures by Category
 - Two years of prior year actual data
 - Current Budget for Fiscal Year 2023-24
 - City Manager Proposed Budget for Fiscal Year 2024-25 - then
 - Budget Committee Approved Budget for Fiscal Year 2024-25 - then
 - City Council Adopted Budget for Fiscal Year 2024-25 (Once Completed)

FUND FLOWCHART



Fund Organizational Structure



Prior Year Comparison

Entire City

	2023-24 Adopted Budget	2024-25 Adopted Budget	Difference	% Difference
Beginning Fund Balance	11,646,670	14,096,670	2,450,000	21.04%
Revenue	16,576,818	19,511,562	2,934,744	17.70%
Transfers In	5,766,400	6,454,020	687,620	11.92%
Debt Proceeds	770,000	125,000	(645,000)	-83.77%
Total Current Resources	23,113,218	26,090,582	2,977,364	12.88%
TOTAL RESOURCES	34,759,888	40,187,252		
Personnel Services	6,536,560	6,879,690	343,130	5.25%
Materials & Services				
Supplies	686,800	701,542	14,742	2.15%
Services	1,641,010	2,500,922	859,912	52.40%
Maintenance	841,750	948,000	106,250	12.62%
Utilities	448,650	499,410	50,760	11.31%
Other	119,190	114,800	(4,390)	-3.68%
Total Materials & Services	3,737,400	4,764,674	1,027,274	27.49%
Other Expenses				
Capital Outlay	6,139,954	8,937,343	2,797,389	45.56%
Transfers Out	5,766,400	6,454,020	687,620	11.92%
Debt Service	1,639,043	2,273,988	634,945	38.74%
Contingency	8,894,395	8,285,092	(609,303)	-6.85%
Restricted Funds	2,046,136	2,592,445	546,309	26.70%
Total Other Expenses	24,485,928	28,542,888	4,056,960	16.57%
TOTAL EXP & OTHER	34,759,888	40,187,252		
Ending Fund Balance	-	-	-	

Budget Summary

The following schedules provide summary budget information for fiscal year 2024-25 for all budgeted funds of the City. The estimated beginning fund balance for all funds total \$14.1 million; \$26 million is budgeted to be received consisting of \$19.5 million in revenue, \$6.4 million in inter-fund transfers and \$125K in debt proceeds.

Total adopted expenditures are \$29.3 million including \$6.88 million in Personnel Services, \$4.76 million in Materials and Services, \$9 million of Capital Investment, \$2.3 Million in debt service and \$6.4 million in inter-fund transfers.

Fund	Beginning Fund Balance	Total Current Year Resources	Total Resources	Current Year		Unappropriated			Total Expenditures and Other
				Total Expenditures	Contingency	Reserved	EFB Total		
General Fund Section									
General Fund	2,028,000	7,247,690	9,275,690	8,137,105	300,000	-	838,585	1,138,585	9,275,690
Police Reserve	223,000	162,000	385,000	120,840	264,160	-	-	264,160	385,000
Fire Reserve	871,000	190,000	1,061,000	723,000	338,000	-	-	338,000	1,061,000
Parks/Facilities Reserve	348,000	3,060,000	3,408,000	3,325,000	83,000	-	-	83,000	3,408,000
Parks Construction	115,000	895,800	1,010,800	970,000	40,800	-	-	40,800	1,010,800
Special Revenue Funds Section									
Fed Homeless Grant	-	650,000	650,000	602,500	47,500	-	-	47,500	650,000
USDA Food Waste Grant	-	118,912	118,912	118,912	-	-	-	-	118,912
Tourism-Motel Tax	365,000	320,000	685,000	357,000	328,000	-	-	328,000	685,000
Library Board	670	27,730	28,400	27,720	680	-	-	680	28,400
General Obligation Bond Section									
G.O. Bond	11,000	61,500	72,500	63,000	-	9,500	-	9,500	72,500
Street Funds Section									
State Gas Tax	376,000	722,000	1,098,000	1,051,900	46,100	-	-	46,100	1,098,000
Bicycle/Footpath	35,000	7,450	42,450	-	42,450	-	-	42,450	42,450
Street Construction	563,000	1,817,500	2,380,500	2,250,000	130,500	-	-	130,500	2,380,500
Street SDCs	717,000	69,750	786,750	700,000	86,750	-	-	86,750	786,750
Water Funds Section									
Water Operations	598,000	2,695,300	3,293,300	2,812,850	480,450	-	-	480,450	3,293,300
Water Construction	1,812,000	880,000	2,692,000	818,350	1,873,650	-	-	1,873,650	2,692,000
Water Reserve	320,000	85,000	405,000	-	405,000	-	-	405,000	405,000
Water Debt Service	557,000	615,000	1,172,000	634,578	184,952	352,470	-	537,422	1,172,000
Wastewater Funds Section									
Wastewater Operations	1,618,000	3,427,800	5,045,800	3,188,400	1,857,400	-	-	1,857,400	5,045,800
Step Surcharge	103,000	22,500	125,500	25,000	100,500	-	-	100,500	125,500
Wastewater Construction	983,000	50,000	1,033,000	65,000	968,000	-	-	968,000	1,033,000
Wastewater Reserve	327,000	62,000	389,000	45,000	344,000	-	-	344,000	389,000
Wastewater Debt Service	1,490,000	1,048,400	2,538,400	1,146,510	1,008,163	383,727	-	1,391,890	2,538,400
Public Works Funds Section									
Public Works Operations	368,000	1,785,050	2,153,050	2,067,050	86,000	-	-	86,000	2,153,050
Public Works Reserve	268,000	69,200	337,200	60,000	277,200	-	-	277,200	337,200
Totals	14,096,670	26,090,582	40,187,252	29,309,715	9,293,255	745,697	838,585	10,877,537	40,187,252

Resources Expanded from Prior page –

Fund	Beginning Fund Balance	Current Year Resources			Total Current Year Resources	Total Resources
		Revenue	Transfers	Debt Proceeds		
General Fund Section						
General Fund	2,028,000	5,875,690	1,372,000	-	7,247,690	9,275,690
Police Reserve	223,000	12,000	150,000	-	162,000	385,000
Fire Reserve	871,000	25,000	165,000	-	190,000	1,061,000
Parks/Facilities Reserve	348,000	3,010,000	50,000	-	3,060,000	3,408,000
Parks Construction	115,000	715,800	180,000	-	895,800	1,010,800
Special Revenue Funds Section						
Fed Homeless Grant	-	650,000	-	-	650,000	650,000
USDA Food Waste Grant	-	118,912	-	-	118,912	118,912
Tourism-Motel Tax	365,000	320,000	-	-	320,000	685,000
Library Board	670	10	27,720	-	27,730	28,400
General Obligation Bond Section						
G.O. Bond	11,000	61,500	-	-	61,500	72,500
Street Funds Section						
State Gas Tax	376,000	722,000	-	-	722,000	1,098,000
Bicycle/Footpath	35,000	7,450	-	-	7,450	42,450
Street Construction	563,000	1,117,500	700,000	-	1,817,500	2,380,500
Street SDCs	717,000	69,750	-	-	69,750	786,750
Water Funds Section						
Water Operations	598,000	2,695,300	-	-	2,695,300	3,293,300
Water Construction	1,812,000	505,000	250,000	125,000	880,000	2,692,000
Water Reserve	320,000	10,000	75,000	-	85,000	405,000
Water Debt Service	557,000	15,000	600,000	-	615,000	1,172,000
Wastewater Funds Section						
Wastewater Operations	1,618,000	3,427,800	-	-	3,427,800	5,045,800
Step Surcharge	103,000	22,500	-	-	22,500	125,500
Wastewater Construction	983,000	50,000	-	-	50,000	1,033,000
Wastewater Reserve	327,000	12,000	50,000	-	62,000	389,000
Wastewater Debt Service	1,490,000	58,400	990,000	-	1,048,400	2,538,400
Public Works Funds Section						
Public Works Operations	368,000	750	1,784,300	-	1,785,050	2,153,050
Public Works Reserve	268,000	9,200	60,000	-	69,200	337,200
Totals	14,096,670	19,511,562	6,454,020	125,000	26,090,582	40,187,252

Expenditures & Other Obligations Expanded from Page 23 –

Fund	Current Year Expenditures & Other						EFB Total	Total Expenditures and Other
	Personnel Services	Materials and Services	Capital Outlay	Transfers	Debt Service	Total Expenditures		
General Fund Section					See Note **			
General Fund	4,968,890	2,035,495	125,000	632,720	375,000	8,137,105	1,138,585	9,275,690
Police Reserve	-	-	120,840	-	-	120,840	264,160	385,000
Fire Reserve	-	-	723,000	-	-	723,000	338,000	1,061,000
Parks/Facilities Reserve	-	-	3,325,000	-	-	3,325,000	83,000	3,408,000
Parks Construction	-	-	970,000	-	-	970,000	40,800	1,010,800
Special Revenue Funds Section								
Fed Homeless Grant	-	537,500	-	65,000	-	602,500	47,500	650,000
USDA Food Waste Grant	-	88,759	30,153	-	-	118,912	-	118,912
Tourism-Motel Tax	-	255,000	-	102,000	-	357,000	328,000	685,000
Library Board	-	27,720	-	-	-	27,720	680	28,400
General Obligation Bond Section								
G.O. Bond	-	-	-	-	63,000	63,000	9,500	72,500
Street Funds Section								
State Gas Tax	-	202,000	405,000	390,000	54,900	1,051,900	46,100	1,098,000
Bicycle/Footpath	-	-	-	-	-	-	42,450	42,450
Street Construction	-	-	2,250,000	-	-	2,250,000	130,500	2,380,500
Street SDCs	-	-	-	700,000	-	700,000	86,750	786,750
Water Funds Section								
Water Operations	-	611,950	-	2,200,900	-	2,812,850	480,450	3,293,300
Water Construction	-	-	818,350	-	-	818,350	1,873,650	2,692,000
Water Reserve	-	-	-	-	-	-	405,000	405,000
Water Debt Service	-	-	-	-	634,578	634,578	537,422	1,172,000
Wastewater Funds Section								
Wastewater Operations	-	885,000	-	2,303,400	-	3,188,400	1,857,400	5,045,800
Step Surcharge	-	25,000	-	-	-	25,000	100,500	125,500
Wastewater Construction	-	-	65,000	-	-	65,000	968,000	1,033,000
Wastewater Reserve	-	-	45,000	-	-	45,000	344,000	389,000
Wastewater Debt Service	-	-	-	-	1,146,510	1,146,510	1,391,890	2,538,400
Public Works Funds Section								
Public Works Operations	1,910,800	96,250	-	60,000	-	2,067,050	86,000	2,153,050
Public Works Reserve	-	-	60,000	-	-	60,000	277,200	337,200
Totals	6,879,690	4,764,674	8,937,343	6,454,020	2,273,988	29,309,715	10,877,537	40,187,252

** This is the Loan to URA-which is specifically an "Other Requirements"; we are footnoting this instead of adding a column to maintain readability.

General Fund Section

The following fund types are governmental funds. These funds use the modified accrual basis of accounting.

- General Fund
- General Fund Sub-Funds (Reserve Funds)
- Parks Construction Fund

Prior Year Comparison General Fund Section

	2023-24 Adopted Budget	2024-25 Adopted Budget	Difference	% Difference
Beginning Fund Balance	2,874,000	3,585,000	711,000	24.74%
Revenue	8,722,228	9,638,490	916,262	10.50%
Transfers In	1,834,900	1,917,000	82,100	4.47%
Debt Proceeds	-	-	-	0.00%
Total Current Resources	<u>10,557,128</u>	<u>11,555,490</u>	<u>998,362</u>	<u>9.46%</u>
TOTAL RESOURCES	<u>13,431,128</u>	<u>15,140,490</u>		
Personnel Services (GF Only)	4,764,860	4,968,890	204,030	4.28%
Materials & Services				
Supplies	294,150	309,143	14,993	5.10%
Services	1,067,060	1,208,602	141,542	13.26%
Maintenance	244,600	260,900	16,300	6.66%
Utilities	126,400	148,800	22,400	17.72%
Other	<u>112,915</u>	<u>108,050</u>	<u>(4,865)</u>	<u>-4.31%</u>
Total Materials & Services	1,845,125	2,035,495	190,370	10.32%
Other Expenses				
Capital Outlay	3,860,804	5,263,840	1,403,036	36.34%
Transfers Out	661,400	632,720	(28,680)	-4.34%
Loan to URA	-	375,000	375,000	
Contingency	1,498,933	1,025,960	(472,973)	-31.55%
Restricted Funds	<u>800,006</u>	<u>838,585</u>	<u>38,579</u>	<u>4.82%</u>
Total Other Expenses	6,821,143	8,136,105	1,314,962	19.28%
TOTAL EXP'S & OTHER	<u>13,431,128</u>	<u>15,140,490</u>		
Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>	

General Fund

Summary

The General Fund accounts for the City's administrative and governing activities, police, fire, parks, community development, municipal court services, and non-departmental activities such as property and liability insurance, information technology and funding for outside agency programs that benefit Sutherlin residents.

The City receives a variety of revenues that may be used to fund services as desired by the City Council. The primary revenue sources include property taxes, intergovernmental, franchise fees and interfund transfers for services provided to the other operations of the City such as Streets, Water, Wastewater, and Tourism.

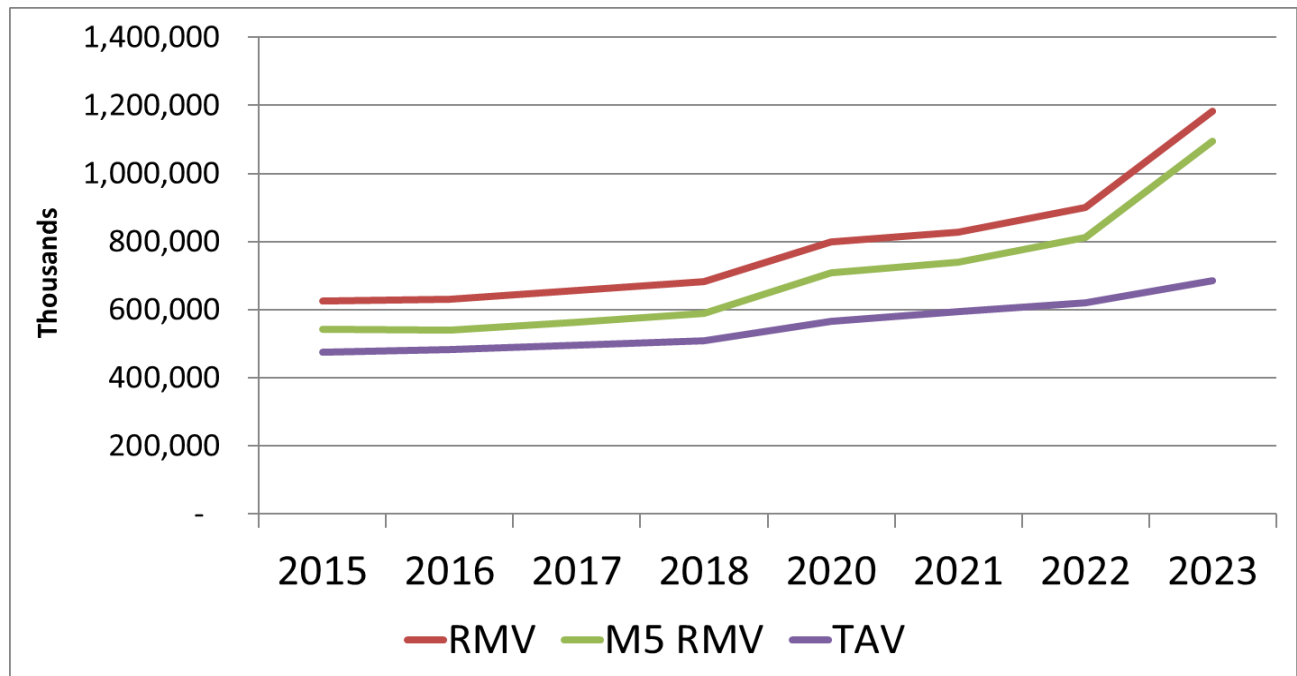
Beginning Fund Balance & Ending Fund Balance / Contingency Comparison

The estimated beginning fund balance July 1, 2024 of \$3,585,000 reflects an increase from last year's projected EFB amount, which is attributable to Urban Renewal not requiring as much of a loan as projected this year as well as controlling expenses as much as possible. There is increasing pressure on the General Fund but we are continuing to, as directed by City Council, put monies into reserve accounts for future Public Safety and Infrastructure needs.

The minimum desired fund balance is estimated at \$1,200,000 which is sufficient to pay General Fund obligations into November 2024, when the majority of property taxes are received.

Revenue

Property taxes – are budgeted conservatively to increase three percent (3.0%) over the projected year end amount for 2023-24. The budget includes levying the City's full tax rate of \$5.6335. Delinquent tax collections are estimated to increase at 1.5% .



**RMV=Real Market Value; M5 RMV=Measure 5 Real Market Value; TAV= Total Assessed Value

Intergovernmental Revenue –estimated to remain approximately the same. The URA loan repayment is reflected in this category.

Franchise fees – showed a sharp increase between the budget and actual amount in the current year. We are projecting that they will remain at this level.

Charges for services – are projected to be slightly lower than last year’s budgeted amount because there is not as much revenue being generated in this category. These fees make up a small portion of the overall revenue for the General Fund. The current year is an anomaly because of the PILT which was not expected to continue into the current year.

Miscellaneous – These funds are projected to be much lower than the amount reflected in fiscal year 2021-22 because of the American Rescue Plan Funds, but there has been an increase in the amount of fines collected this year.

Transfers – are budgeted similar to the current year.

Following the General Fund budget summary, financial summary, and detailed revenue schedules are departmental presentation of budget requirements.

General Fund Overview	2021-22	2022-23	2023-24	2023-24	2024-25
	Prior year 2	Prior year	Curr Year	Projected	Adopted
	Actual	Actual	Budget	Year-End	Budget
Property Taxes	3,349,956	3,491,426	3,554,700	3,502,362	3,606,200
Intergovernmental	658,378	782,070	1,118,566	1,002,532	1,069,990
Franchise Fees	495,804	560,233	506,225	628,838	623,700
Charges for Services	44,867	29,260	26,500	232,107	39,300
Miscellaneous	1,013,452	393,815	343,500	608,006	536,500
Transfers In	1,195,900	1,195,900	1,299,900	1,299,900	1,372,000
Total Revenue	6,758,357	6,452,704	6,849,391	7,273,744	7,247,690
Expenditures					
Mayor and City Council	3,532	3,024	5,550	4,600	5,550
City Attorney	23,965	39,802	36,900	39,234	43,400
City Manager	160,948	171,709	183,150	193,450	179,650
City Recorder/Human Resources	265,078	278,484	202,115	187,344	169,240
Finance	440,989	469,783	602,750	603,896	667,000
Municipal Court	188,604	200,639	239,400	227,542	242,000
Parks	648,358	679,571	564,570	507,289	605,950
Community Development	443,227	494,842	519,150	499,813	536,650
Police	2,548,676	2,679,811	2,962,700	2,821,611	3,116,300
Fire	1,357,094	1,569,990	1,552,640	1,456,443	1,656,000
Non-Departmental	1,360,346	1,013,177	457,460	628,880	915,365
Total Expenditures	7,440,816	7,600,833	7,326,385	7,170,102	8,137,105
Other Requirements					
CONTINGENCY	-	-	200,000	-	300,000
UNAPPROPRIATED FUNDS	-	-	800,006	-	838,585
Total Other Requirements	-	-	1,000,006	-	1,138,585
Total Expenditures & Other Requirements	7,440,816	7,600,833	8,326,391	7,170,102	9,275,690

Revenue

General Fund (Revenue Detail)	2021-22 Prior year 2 Actual	2022-23 Prior year Actual	2023-24 Curr Year Budget	2023-24 Projected Year-End	2024-25 Adopted Budget
BEGINNING FUND BALANCE	3,754,509	3,072,049	1,477,000	1,923,920	2,028,000
Revenue					
Property Taxes					
CURRENT TAXES	3,249,071	3,373,874	3,424,800	3,374,362	3,475,600
DELINQUENT TAXES	100,885	117,553	129,900	128,000	130,600
Total Property Taxes	3,349,956	3,491,426	3,554,700	3,502,362	3,606,200
Intergovernmental					
CIGARETTE TAX	7,681	6,569	8,500	6,140	6,500
COPS FAST PROGRAM	-	-	-	-	-
LIQUOR TAX	161,959	175,527	145,000	152,359	140,000
OAKLAND POLICE CONTRACT	230,542	240,685	251,276	251,276	259,800
CALAPOOIA FIRE CONTRACT	35,000	35,000	36,540	35,000	36,190
ODOT INTERCHANGE MAINTENANCE	20,000	28,250	28,500	28,500	28,500
INTERGOVERNMENTAL REVENUE	74,345	160,406	500,000	400,000	450,000
SCHOOL RESOURCE OFFICER	30,000	30,000	30,000	30,000	50,000
STATE COURT REVENUES	4,296	3,396	3,750	4,232	4,000
STATE REVENUE SHARING	94,555	102,237	115,000	95,025	95,000
Total Intergovernmental	658,378	782,070	1,118,566	1,002,532	1,069,990
Franchise Fees					
ELECTRIC FRANCHISE FEE	239,664	271,495	260,000	324,754	320,000
GARBAGE FRANCHISE FEE	56,592	66,571	65,000	66,923	67,500
NATURAL GAS FRANCHISE FEE	87,459	108,490	75,000	111,935	110,000
PHONE FRANCHISE FEE	36,025	41,013	30,000	50,000	50,000
TV FRANCHISE FEE	74,840	72,663	75,000	74,000	75,000
U.S. SPRINT FRANCHISE FEE	1,225	-	1,225	1,225	1,200
Total Franchise Fees	495,804	560,233	506,225	628,838	623,700

Continued on Next Page

General Fund (Revenue Detail) Cont...	2021-22 Prior year 2 Actual	2022-23 Prior year Actual	2023-24 Curr Year Budget	2023-24 Projected Year-End	2024-25 Adopted Budget
Charges for Services					
AMBULANCE REVENUES	-	-	-	-	-
CITY FEES	36,148	18,260	18,000	212,093	20,000
COMMUNITY BUILDING RENT	7,669	10,485	8,000	18,947	18,500
FINGERPRINTING FEES	-	375	500	967	800
LICENSES AND PERMITS	1,050	140	-	100	-
Total Charges for Services	44,867	29,260	26,500	232,107	39,300
Miscellaneous					
DONATIONS	16,950	11,576	500	5,984	500
FINES AND PENALTIES	148,166	133,256	100,000	411,779	300,000
GRANTS	912,614	73,733	80,000	75,000	80,000
INTEREST EARNED	(92,372)	146,504	135,000	79,242	115,000
LAND SALES	-	-	-	-	-
MISC. / EXCISE TAX REBATE	20,533	22,938	25,000	32,500	38,000
PD REPORTS & IMPOUND FEES	697	808	-	-	-
SURPLUS PROPERTY SALES	2,465	-	-	-	-
TOWING	3,900	4,500	3,000	3,500	3,000
WELLNESS GRANT	500	500	-	-	-
Total Miscellaneous	1,013,452	393,815	343,500	608,006	536,500
Transfers					
FROM FED HOMELESS FUND	-	-	-	-	65,000
FROM STATE GAS TAX FUND	188,300	188,300	210,000	210,000	210,000
FROM TRANSIENT LODGING TAX FND	14,900	14,900	14,900	14,900	22,000
FROM WASTEWATER FUND	463,300	463,300	525,000	525,000	525,000
FROM WATER FUND	529,400	529,400	550,000	550,000	550,000
Total Transfers	1,195,900	1,195,900	1,299,900	1,299,900	1,372,000
Total Revenue	6,758,357	6,452,704	6,849,391	7,273,744	7,247,690
Total Resources	10,512,866	9,524,753	8,326,391	9,197,664	9,275,690

Mayor and City Council

Summary

The City of Sutherlin’s elected governing board consists of six councilors and a mayor. The mayor serves a term of two years, with elections in even numbered years. The six councilors serve terms of four years. Every even numbered year, three positions are elected.

The Council provides legislative direction to the City by ordinance and resolution, approves significant contracts for services, adopts the annual budget, and is responsible for the appointment of the City Manager, City Attorney and Municipal Judge positions.

Fiscal Year 2024-25 Changes

We are maintaining the same amounts as budgeted in the current year.

Mayor & Council	2021-22 Prior year 2 Actual	2022-23 Prior year Actual	2023-24 Curr Year Budget	2023-24 Projected Year-End	2024-25 Adopted Budget
Materials & Services					
MEETING EXPENSES	1,066	1,124	650	650	650
COMPUTERS & EQUIPMENT	960	-	400	-	400
SPECIAL PROJECTS	1,506	977	1,500	750	1,500
TRAVEL AND TRAINING	-	922	3,000	3,200	3,000
Total Mayor & Council	3,532	3,024	5,550	4,600	5,550

City Attorney

Summary

City attorney services are provided via contract with Chad Jacobs of Beery Elsner & Hammond, LLP.

Mr. Jacobs is present at City Council meetings and provides advice as requested or necessary throughout the year to the Mayor, Councilors, City Manager, department heads and staff. Additionally, Beery Elsner & Hammond, LLP provide labor negotiation and personnel services for the City as well. Ashley Driscoll is the lead attorney for labor related services.

All legal fees, excluding bond counsel for debt issues and water rights issues, are accounted for in this department. Costs attributable to other non-general fund activities are recovered from other funds through inter-fund transfers.

Fiscal Year 2024-25 Changes

The City's legal fee budget is being increased slightly. With the increase in activity, the need for legal direction is increasing and we need to have the latitude to seek counsel when necessary.

City Attorney	2021-22 Prior year 2 Actual	2022-23 Prior year Actual	2023-24 Curr Year Budget	2023-24 Projected Year-End	2024-25 Adopted Budget
Materials & Services					
CITY COUNCIL COUNSEL	9,103	5,672	8,000	6,384	8,000
CITY MANAGER COUNSEL	1,789	200	2,500	2,000	2,500
CITY RECORDER COUNSEL	1,647	1,551	1,600	1,600	1,600
FINANCE COUNSEL	1,310	1,416	1,000	1,800	1,000
PLANNING COUNSEL	7,388	18,130	7,500	14,000	14,000
POLICE COUNSEL	2,655	5,984	5,000	6,000	5,000
FIRE COUNSEL	-	-	2,000	750	2,000
STREETS COUNSEL	74	171	1,600	1,000	1,600
WATER COUNSEL	-	200	2,600	3,000	2,600
PARKS COUNSEL	-	599	1,500	700	1,500
WASTEWATER COUNSEL	-	57	1,000	500	1,000
LABOR NEGOTIATIONS	-	5,824	2,600	1,500	2,600
Total City Attorney	23,965	39,802	36,900	39,234	43,400

City Manager's Office

Summary

The City Manager is responsible for administration of the City's operations including implementation of City Council policies and goals, enforcement of ordinances and resolutions, supervision of department managers and employees, preparation of and compliance with the budget, economic development coordination, and other functions as necessary to ensure effective City performance.

A portion of the City Manager's Office cost is recovered through inter-fund transfers

Accomplishments, Goals & Objectives:

Please see the City Manager's Budget Message on page 7.

Fiscal Year 2024-25 Changes

The decrease in the personnel services expense is attributed to the decreased PERS costs since the CM is on PERS retiree status. Materials and Services are slightly higher than previous years because of Jerry's position on the OCMA board and the travel involved.

Staffing

Position	FY 24 FTE	FY 25 FTE
City Manager	1.0	1.0

City Manager	2021-22 Prior year 2 Actual	2022-23 Prior year Actual	2023-24 Curr Year Budget	2023-24 Projected Year-End	2024-25 Adopted Budget
Personnel Services					
HEALTH BENEFITS	8,558	17,681	21,300	17,800	21,300
MEDICARE	1,597	1,563	1,600	1,939	1,700
OREGON PERS	28,934	28,492	31,100	35,744	24,800
FRINGE BENEFITS	66	244	100	563	600
SALARIES AND WAGES	111,072	109,372	112,900	121,298	115,000
SOCIAL SECURITY (FICA)	6,830	6,684	7,000	7,520	7,100
STATE UNEMPLOYMENT (SUTA)	1,002	916	900	859	900
WORKERS COMPENSATION	67	140	300	28	300
Total Personnel Services	158,125	165,091	175,200	185,750	171,700
Materials & Services					
MEETING EXPENSES	141	1,166	1,000	800	1,000
MEMBERSHIPS	275	1,397	1,400	1,400	1,400
OFFICE SUPPLIES	59	642	800	750	800
POSTAGE	12	-	-	-	-
PUBLICATIONS	99	99	150	150	150
TRAINING	378	1,468	2,000	2,200	2,000
TRAVEL EXPENSES	1,859	1,846	2,600	2,400	2,600
Total Materials & Services	2,823	6,618	7,950	7,700	7,950
Total City Manager	160,948	171,709	183,150	193,450	179,650

City Recorder/Community Engagement Manager

Summary

The City Recorder/Community Engagement Manager serves as the Clerk of the Council and is the City's official Elections Officer. This position is also responsible for maintaining City documents, public records requests, document management. The City Recorder/Community Engagement Manager provides administrative support to the City Manager, Mayor, and Councilors. The Community Engagement Manager also is responsible for maintaining social media outlets such as Facebook, Twitter and the City's website, City Newsletter and under the direction of the City Manager, implements community and public relations strategies that advance the City's goals with key community and regional constituents and agencies. This position also represents the City to the community at large through the development and maintenance of relationships with key community groups, and external agencies.

Accomplishments for fiscal year 2023-2024 for City Recorder/Community Engagement Manager:

- Became the City Recorder after Diane Harris retired in July 2023.
- Updated record management processes.
- Assisted with Swearing-in for Volunteer Firefighters.
- Received and processed numerous Public Records Requests.
- Updated various municipal codes.
- Updated the Strategic Plan /Council Priorities.
- Put together the 2024 General Elections binders for Mayor and 3 Councilor vacancies.
- Provided monthly newsletter bulletins for the community. Deliver 400 to area businesses and a growing email list of 800 recipients.
- Provided staff meeting notes to all employees.
- Participated in periodic Homeless Initiative Meetings.
- Participated in numerous Workforce Housing Meetings.
- Attended community events with a City Public Information Booth.
- Organized LOC Conference trips for City Manager & Council.
- Attended SDDI meetings to keep apprised of events.
- Attended Music Off Central (MOC) Committee meetings.
- Created 'swag baskets' for current & incoming Councilors.
- Implemented City Hall staff receiving a Sutherlin logo shirt every January.
- Worked with Chamber Director to engage businesses and promote events.

Goals and Objectives for fiscal year 2024-2025

- Continue review of Municipal Code for updates.
- Continue researching records management software to achieve electronic storage capabilities for all departments.
- Continue processing electronic storage of records.
- Continue to organize records room, following State of Oregon's retention schedule.
- Continue working with the Chamber Director to engage businesses and promote events.
- Continue attending community events as the Community Engagement Manager.
- Continue facilitating staff pictures.

- Attend training and conferences to obtain necessary knowledge associated with City Recorder responsibilities.
- Continue monthly bulletins highlighting city news.
- Continue improving distribution of city news bulletin for both paper and electronic copies.
- Implement periodic radio updates with Mayor, City Manager, Department Heads, and Committee Chairs.

Fiscal Year 2024-25 Changes

No changes.

Staffing

Position	FY24 FTEs	FY25 FTEs
City Recorder/ Community Engagement Manager	1.0	1.0
City Recorder/Comm Engagement Total	1.0	1.0

City Recorder/Comm Engmt	2021-22 Prior year 2 Actual	2022-23 Prior year Actual	2023-24 Curr Year Budget	2023-24 Projected Year-End	2024-25 Adopted Budget
Personnel Services					
HEALTH BENEFITS	38,318	40,430	32,190	26,483	25,400
MEDICARE	2,142	2,250	1,520	1,493	1,210
OREGON PERS	36,454	38,265	28,870	26,492	23,050
OTHER INSURANCE BENEFITS	108	344	220	440	440
OVERTIME	-	-	-	-	-
SALARIES AND WAGES	154,372	162,204	104,800	100,617	83,650
SOCIAL SECURITY (FICA)	9,159	9,619	6,500	6,383	5,190
STATE UNEMPLOYMENT (SUTA)	1,888	1,817	1,320	591	920
WORKERS COMPENSATION	180	177	280	21	230
Total Personnel Services	242,621	255,105	175,700	162,519	140,090
Materials & Services					
CITY WEBSITE	2,129	1,984	3,000	2,500	3,000
CONTRACTED SERVICES	14,300	13,200	14,000	13,200	14,000
DRIVING RECORDS	63	93	-	-	-
MEETING EXPENSES	160	904	15	250	500
MEMBERSHIPS	1,515	1,676	1,500	1,261	1,500
DRUG TESTING	250	325	-	-	-
OFFICE EQUIPMENT	-	50	1,000	250	1,000
OFFICE SUPPLIES	828	887	1,000	371	1,000
OREGON ETHICS COMMISSION	768	768	800	768	800
PRINTING AND ADVERTISING	-	408	-	-	-
PUBLIC NOTICES	-	157	300	300	300
PUBLICATIONS/COMM ENGAGEMENT	-	12	1,000	2,500	2,500
CODIFICATION UPDATE	931	719	1,000	1,925	1,750
RECORDING FEES	-	-	300	-	300
TRAINING	927	1,024	1,500	750	1,500
TRAVEL EXPENSES	536	1,106	1,000	750	1,000
WELLNESS PROGRAM	50	65	-	-	-
Total Materials & Services	22,457	23,379	26,415	24,825	29,150
Total City Recorder/Comm Engmt	265,078	278,484	202,115	187,344	169,240

Finance

Summary

The finance department provides the City's financial accounting and reporting, audit coordination and response, budget preparation, long-range financial planning, cash and investment management, payroll and human resources, utility billing and collection, disbursement processing, accounts receivable and some grant reimbursements.

Fiscal year 2023-24 Accomplishments

- Received a clean audit opinion from the City's independent auditor
- Provided timely and accurate monthly financial reports
- Delivered consistent and accurate Utility billing
- Helped organize defunct Meter replacements for more accurate reading
- Continued regular Finance Subcommittee Meetings
- Continued the Quarterly Executive Risk Management Meetings
- Staff transition to bring HR into Finance Department was successful with many HR benchmarks attained, including Open Enrollment (Health Insurance) for 46 Employees, 3 Exit Interviews, 5 New Employee Orientations, 12 Volunteer Firefighter applications and many others.
- Staff attendance of Caselle Annual Conference to expand knowledge and use of our accounting program
- Completed phone provider switchover with new phone system
- Helping research digital Meter Reading System

Fiscal year 2024-25 Goals

- Receive a clean audit opinion from the City's independent auditor
- Continue to provide timely and accurate financial reports
- Maintain quality service at front counter and on phones
- Continue to refine and improve the Utility Billing Process
- Deliver excellent Admin support for all internal departments
- Support the possible Upgrade of Utility Meters & Reading System to an AMI system
- Continue improvements to City's budget document

Fiscal Year 2024-25 Changes

This year there is an Auditor price increase, Caselle training and an additional subscription service that was needed to ensure GASB compliance.

Staffing

Position	FY24 FTEs	FY25 FTEs
Finance Director	1.00	1.00

Finance & Admin Technician	1.00	1.00
Accounting Clerk	2.00	2.00
Human Resource & Payroll Specialist	1.00	1.00
Finance Department Total	5.00	5.00

Finance & Human Resources	2021-22	2022-23	2023-24	2023-24	2023-24	2024-25
	Prior year 2	Prior year	Curr Year	Cur YTD	Projected	Adopted
	Actual	Actual	Budget	Actual	Year-End	Budget
Personnel Services						
HEALTH BENEFITS	61,496	73,034	96,000	78,900	105,200	109,300
MEDICARE	3,290	3,490	4,600	3,424	4,566	5,000
OREGON PERS	50,523	47,997	76,600	50,276	67,035	80,400
OTHER INSURANCE BENEFITS	201	605	500	1,049	1,200	1,400
OVERTIME	-	-	-	-	-	-
SALARIES AND WAGES	232,964	248,386	317,600	241,871	322,494	344,300
SOCIAL SECURITY (FICA)	14,066	14,922	19,700	14,642	19,523	21,300
STATE UNEMPLOYMENT (SUTA)	3,737	3,544	4,400	1,762	2,349	4,500
WORKERS COMPENSATION	364	296	900	75	250	900
Total Personnel Services	366,640	392,274	520,300	391,999	522,617	567,100
Materials & Services						
AUDIT	35,650	36,120	30,000	23,153	28,000	40,000
DRIVING RECORDS	-	-	100	27	100	100
DRUG TEST & SCREENS	-	-	250	-	-	250
FINANCING FEES	9,253	11,481	12,500	5,457	7,276	8,500
HIRING EXPENSES	-	234	200	-	50	100
EMPLOYEE ASSISTANCE PROGRAM	-	-	1,050	-	-	1,050
MEETING EXPENSES	134	220	-	3	3	150
MEMBERSHIPS	280	864	550	230	500	550
OFFICE SUPPLIES	4,748	4,673	4,500	3,983	4,500	5,100
PRINTING AND ADVERTISING	902	2,746	1,800	675	750	1,500
RED FLAGS PROGRAM	-	-	600	-	-	600
SOFTWARE MAINTENANCE / SUPPORT	16,133	20,754	24,800	35,840	36,000	36,000
TRAINING	6,839	345	5,000	2,552	2,600	4,000
TRAVEL EXPENSES	410	55	600	1,474	1,500	1,500
WELLNESS PROGRAM	-	-	500	-	-	500
Total Materials & Services	74,349	77,510	82,450	73,393	81,279	99,900
Total Finance & Human Resources	440,989	469,783	602,750	465,392	603,896	667,000

Parks/Facilities

Summary

The Parks/Facilities Department accounts for the parks and facilities maintenance activities.

Fiscal Year 2024-25 Changes

There are no full-time employees in this department. We are currently using 2 part-time temporary employees for parks maintenance and bathroom cleaning. We have budgeted for an increase for temporary labor because of the increased workload when Fords Pond Community Park becomes fully operational. We are continuing to contract for cleaning services for City buildings as well. This is included in the Materials and Services which is budgeted to be very similar to the current year. We will continue to charge ODOT for maintaining the Exit 136 Off-Ramp and will continue to utilize a temporary employee for mowing and other general grounds upkeep. Capital Outlay will include Fire Station Bay Lighting, Lights for the Event Stage, a new roof on City Hall and other park or facility related improvements that may be necessary.

Staffing

Parks/Facilities	2021-22 Prior year 2 Actual	2022-23 Prior year Actual	2023-24 Curr Year Budget	2023-24 Projected Year-End	2024-25 Adopted Budget
Personnel Services					
HEALTH BENEFITS	-	-	-	-	-
MEDICARE	150	128	160	-	-
OREGON PERS	2,058	1,775	2,360	-	-
FRINGE BENEFITS	9	14	-	-	-
SALARIES AND WAGES	10,363	8,852	10,930	-	-
SOCIAL SECURITY (FICA)	642	549	680	-	-
STATE UNEMPLOYMENT (SUTA)	202	175	200	-	-
WORKERS COMPENSATION	232	4	390	-	-
Total Personnel Services	13,657	11,498	14,720	-	-
Materials & Services					
PARK SURVEILLANCE	-	-	-	310	500
CIVIC AUDITORIUM MAINT	2,284	2,897	2,500	2,180	2,500
CITY HALL JANITORIAL SUPPLIES	1,256	877	1,500	1,187	1,500
CITY HALL MAINTENANCE	9,610	8,778	10,500	6,415	10,500
COMM. CENT. JANITORIAL SUPPLIE	604	822	1,200	467	1,200
COMMUNITY BLDG MAINTENANCE	3,624	5,341	6,500	12,761	12,000
COMMUNITY CENTER UTILITIES	9,534	15,034	12,000	12,446	12,500
DRUG TEST & SCREENING	-	110	-	-	-
CONTRACTED SERVICES	19,932	26,440	20,000	18,814	25,000
EQUIPMENT MAINTENANCE	63	-	500	252	500
GARBAGE COLLECTION	5,025	7,935	6,000	8,671	9,000
I-5 INTERCHANGE MAINTENANCE	-	12,500	25,000	-	15,000

Materials & Service Cont.

	2021-22	2022-23	2023-24	2023-24	2024-25
	Prior year 2	Prior year	Curr Year	Projected	Adopted
	Actual	Actual	Budget	Year-End	Budget
Landscaping Area 1	7,330	-	-	-	-
Landscaping Area 2	5,613	-	-	-	-
Landscaping Area 3	975	-	-	-	-
LIBRARY & GROUNDS MAINTENANCE	8,939	9,430	7,500	8,849	8,500
LIBRARY JANITORIAL SUPPLIES	720	296	800	800	800
LIBRARY TELEPHONE	4,642	4,825	5,500	475	1,000
LIBRARY UTILITIES	10,628	11,689	10,750	10,721	10,750
LIBRARY FIRE MONITORING	406	443	750	473	1,000
MEETING EXPENSES	93	-	100	165	200
PARK LANDSCAPE CONTRACT	-	-	5,000	-	-
PARK EQUIPMENT MAINTENANCE	2,709	7,176	6,000	3,684	6,000
PARK LIGHTING	1,781	2,981	2,750	1,610	2,000
PARK FLAGS	1,600	2,680	5,000	4,500	5,000
PARK MAINTENANCE	34,050	97,464	65,000	81,611	90,000
SECURITY MONITORING	20,642	10,004	10,000	8,300	5,500
Total Materials & Services	152,061	227,720	204,850	184,689	220,950
Capital Outlay					
BUILDING IMPROVEMENTS	-	-	-	-	40,000
HOLIDAY LIGHTS	9,750	7,588	20,000	7,600	20,000
PARK PROJECTS	52,890	12,765	35,000	25,000	35,000
Total Capital Outlay	62,640	20,353	55,000	32,600	95,000
Transfers					
TO PARKS/ FACILITIES RESERVE	80,000	80,000	50,000	50,000	50,000
TO PARKS CONSTRUCTION FUND	200,000	200,000	100,000	100,000	100,000
TO PUBLIC WORKS FUND	140,000	140,000	140,000	140,000	140,000
Total Transfers	420,000	420,000	290,000	290,000	290,000
Total Parks/Facilities	648,358	679,571	564,570	507,289	605,950

Community Development Department

Summary

The Community Development Department accounts for the City's community development and planning activities. The principal source of revenue is from the General Fund (property tax dollars). Since staff provides services and support for water, wastewater, streets, and parks, there is financial support allocated from each department accordingly. Expenditures are for administration of all land use planning activities, mapping, grant management, and economic development.

Completion of two of Sutherlin's largest projects, Nonpareil Water Treatment Plant Improvements and Ford's Pond Community Park Improvements continued through fiscal year 2023-2024 with additional delays following the original Covid-19 delays. As the delays reach resolution, the projects are anticipated to be completed by the end of summer 2024. In addition to those two completed projects, the fiscal year 2024-2025 will continue to be an exciting and busy year. Other projects identified as Council Priorities that are currently in process or set to begin in the fiscal year 2024-2025 are:

- Oregon State Marine Board (OSMB) Grant for the wetland permitting of the Ford's Pond boat launch ramp, docks, paved parking area and vaulted toilets.
- Seismic rehabilitation improvements of the Police Department and Fire Department Station #1
- All Road Transportation Safety (ARTS) Grant for Central Avenue Pedestrian Improvements (2-Flashing Beacons to be located at Mardonna & Central and mid-block near Abby's Pizza)
- Tennis / Pickleball Court Resurfacing
- Buildable Lands Inventory
- Housing Capacity Analysis (formerly Housing Needs Analysis) / Comprehensive Plan updates / Development Code Updates
- Clover Leaf Loop Improvements, Design and Cost Estimate
- Workforce Housing Development
- Waite Street Improvements, Safe Route to Schools Grant
- Downtown Plaza Parking Lot Improvements
- Umpqua Basin Water Association Water Intertie Connection
- Dakota Street Traffic Signal
- USDA Grant – Composting & Food Waste Reduction
- Parks Masterplan

Urban Renewal is also administrated through Community Development. Urban Renewal has been very successful with new Façade improvements. Properties have also been purchased, designed, and engineered for downtown parking. Parking lot construction is anticipated to be completed in Summer 2024. The city purchased the properties located at the corner of S. Calapooia and W. Everett (Everett Property) for downtown development and improvements.

- Urban Renewal (UR) continues to promote new businesses and work with current businesses identified within the Urban Renewal District.
- Mainstreet grant application was successful in 2022, continuing to work with the owners on improvements to the historical bank building.
- Downtown Plaza Parking Lot Improvements
- Everett Property Improvements
- Police Department and City Hall façade and remodel improvements in conjunction with seismic rehabilitation improvements.

Planning

- Development Projects
 - Building Permit Worksheets - 101
 - Land Use Applications – 17
 - Comprehensive Plan Map and Zoning Map Amendments -
 - Land Partitions – 2
 - Property Line Adjustments – 5
 - Subdivision -1
 - Temporary Use Permit – 1
 - Variance – Class A – 3
 - Variance – Class B – 1
 - Tree Harvesting (less than 5 acres) – 1
 - Conditional Use Permit and Tree Harvesting (greater than 5 acres) - 2
 - Planning Commission Meetings – 9
 - Business License Registration & Building Safety Inspections-ongoing
 - Comprehensive Plan update pending funding.

Fiscal Year 2024-25 Changes

Personnel services costs will remain the same, given new staff in Director and Assistant positions. Materials and Services will increase 16.2% to address initial engineering costs for some of the above referenced projects.

Staffing

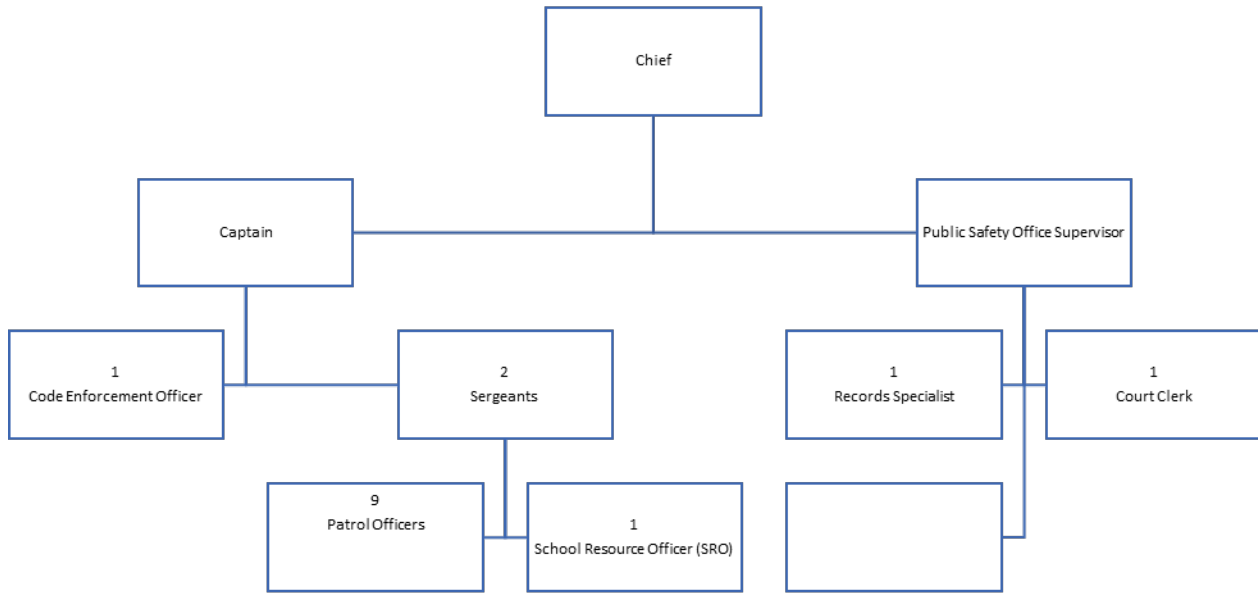
Position	FY24 FTEs	FY25 FTEs
Community Development Director	1.00	1.00
Community Development Assistant	1.00	1.00
Planning Specialist	0.80	0.80
Community Development Department Total	2.80	2.80

-- Budget on following page --

Community Development	2021-22	2022-23	2023-24	2023-24	2024-25
	Prior year 2	Prior year	Curr Year	Projected	Adopted
	Actual	Actual	Budget	Year-End	Budget
Personnel Services					
HEALTH BENEFITS	52,788	58,485	73,000	76,121	74,600
MEDICARE	3,322	3,756	3,500	3,373	3,500
OREGON PERS	62,011	63,202	64,800	54,558	65,500
OTHER INSURANCE BENEFITS	173	613	300	1,021	1,300
OVERTIME	-	27	17,900	-	5,000
SALARIES AND WAGES	238,045	269,104	226,700	243,073	235,700
SOCIAL SECURITY (FICA)	14,202	16,060	15,200	14,424	14,900
STATE UNEMPLOYMENT (SUTA)	2,774	2,935	2,700	1,419	2,700
WORKERS COMPENSATION	195	1,741	700	55	600
Total Personnel Services	373,510	415,922	404,800	394,043	403,800
Materials & Services					
CONTRACTED SERVICES	4,000	8,620	20,000	10,000	30,000
ECONOMIC DEV / BUSINESS RET	8,500	58,481	50,000	30,000	50,000
PROFESSIONAL SERVICES	40,252	13,248	15,000	37,000	20,000
GIS CONSULTING SERVICES	500	-	2,500	3,970	2,500
GRANT WRITING	3,750	-	5,000	9,000	9,000
LAND USE PLANNING	195	346	3,000	1,400	3,000
MEETING EXPENSES	3,271	1,011	1,200	1,000	1,200
OFFICE SUPPLIES	3,414	3,544	4,000	2,000	4,000
PLANNING COMMISSION	-	-	500	150	500
POSTAGE	15	8	-	-	-
PRINTING AND ADVERTISING	1,383	190	1,500	1,000	1,000
PUBLICATIONS / MEMBERSHIPS	2,061	1,788	2,000	2,000	2,000
SOFTWARE MAINT & SUPPORT	-	(8,801)	6,500	6,500	6,500
TRAINING / CONFERENCES	2,376	429	2,400	1,500	2,400
TRAVEL EXPENSES	-	56	750	250	750
Materials & Services	69,717	78,921	114,350	105,770	132,850
Total Community Development	443,227	494,842	519,150	499,813	536,650

Sutherlin Police Department

“Serving our Community with Pride” - Service, Professionalism, & Dedication



Summary

The Police Services budget supports the administrative and operational component of the law enforcement mission. Further, the Sutherlin Police embrace the concept of the nobility of professional public safety and policing in the 21st century. Our Department provides essential government services to the citizens of Sutherlin and Oakland, and we focus on service, justice and fundamental fairness in all that we do daily. Using available budget funds, police services provide for public safety through the protection of life, property, and the preservation of peace. Police Services has the responsibility to control conduct, both criminal and non-criminal, to maintain public safety. This is accomplished through the enforcement of a wide variety of State and local laws, city ordinances, and other regulations. The emphasis of this service is on prevention and problem-solving policing through community involvement, high visibility police patrols, the regulation of non-criminal conduct, crime prevention education, and other service-oriented activities, which account for expenditures of time and personnel resources.

There are three primary groups of community members that the Sutherlin Police serve. First, we serve the residents of Sutherlin by ensuring that we meet our operational objectives for the year. To do this, the police must maintain and strive to improve the quality of life in the City. Second, we serve everyone who makes up the daily service population. This group includes those that come to Sutherlin to shop, work, and otherwise enjoy the City. With fair and professional services, such as traffic enforcement, we keep the area safe and a pleasant place to visit. Finally, we serve our partners in the criminal justice system by being available and ready to participate in regional demands, multi-disciplinary teams, and mutual aid requests for

assistance. Needs of the justice system are met with our officers practicing timely response to duties of all types, fulfilling mutual aid requests, being efficient through quality investigations, as well as the proper handling of critical incidents by always respecting the rights of victims and suspects.

The Sutherlin Police Department currently has 18 employees (including Municipal Court Clerk) with 14 being sworn officers. In 2023, the Sutherlin Police Department handled 10,659 calls for service which equates to 887 calls per month or 30 calls per day. The Sutherlin Police Department also provides contracted police services with the City of Oakland. The population of the two cities has increased from 2022 to 2023 for a total population of approximately 9957. The Sutherlin Police Department's patrol area consists of approximately 10 square miles.

As in recent years, the City and its population continue to grow as new dwellings, land partitions and new subdivisions are adopted. This, coupled with continual growth and boundary expansions will undoubtedly continue to create new patrol areas which will increase calls for police service.

Each year, the Sutherlin Police Department offers a scholarship for individuals wanting to attend Umpqua Community College's Police Reserve Academy. The scholarship helps individuals with funding and in turn helps our police department recruit new officers and reserves.

Having a good reserve program, being part of the UCC Reserve Police Academy, as well as offering scholarships all enhance our recruitment and the possible retention of officers. It also reduces open position vacancies, application, testing and other hiring expenses. Reserve training time is the same as a full-time officer, but if a reserve officer completes the field training program prior to filling a full-time vacancy, that officer will only have to attend the police academy (16 weeks) to become certified and solo.

Keeping a mentally and physically healthy Police Department lessens injuries, increases morale, increases productivity and helps retain officers. The health and wellness of Sutherlin Police Department Officers is crucial.

The Sutherlin Police Department acknowledges these risks and has taken steps to mitigate untimely health issues associated with police work. The department's wellness program, longevity pay program, and a retirement bonus program, are current steps we have taken to mitigate the health risks associated with police work and is the only department that offers this kind of incentive model to keep its officers healthy. These programs also reduce position vacancies, help to retain certified and well-trained officers, and assist with the recruitment of new officers when needed.

The Sutherlin Police Department continues to add new technology to assist with facility security, traffic safety, and investigations within the city. The continued expansion of the City's security camera system as well as the addition of speed radar traffic safety signs assist with criminal investigations and the overall safety and security of the citizens.

The Sutherlin Police Department has been slowly adding security cameras to the infrastructure of the city. These cameras have added protection to City's assets and have been a deterrent

to criminal acts. Although these cameras are not monitored, the cameras have been a great resource and have had a significant impact in criminal prosecutions. The camera system helps to maintain safety, decrease criminal investigation time, increase accountability, and helping keep case clearance rates above 80%. A vast amount of otherwise unsolvable crimes have been solved by use of this technology.

The radar speed signs have been shown to reduce speed on city streets; especially in school zones. The portability of the signs allow for rapid deployment to any area in the city where traffic speed has become a concern. The signs have integrated software which displays vehicle speed, warns drivers of speed zone changes and possible violations.

The signs also collect data on information such as vehicle speed(s) and traffic volume. This information can be downloaded and analyzed to locate problem areas within the city. This allows law enforcement to focus its resources on problem areas which in turn saves time and money while increasing traffic safety and awareness. These signs have proven to be a major speed reducing asset, making our city streets safer.

The children in our community are a top priority when it comes to safety education and having positive police contacts. The Sutherlin Police Department has started a “child safety, bullying and drug education” program through the National Child Safety Council. This past year, we raised approximately \$5,000 for child safety education materials. As part of the program, educational materials are distributed by officers to school age children on topics of bullying, crosswalk safety, stranger danger, outdoor safety, and animal endangered species awareness, to name a few. This program allows officers to interact with our youth in a positive way while helping to educate on a wide variety of topics.

Every summer, the Sutherlin Police Department holds an ice cream social as a way to have positive interactions with the youth in our community in a stress free and fun environment. Officers hand out ice cream bars to the kids, have conversations, and take turns getting dunked in a dunk tank allowing the kids an opportunity to “dunk a cop”. Donations for the event are gathered throughout the year and given to school councilors to better serve their students. This last year, the Sutherlin Police Department raised over \$8,000. Items purchased for students in need included shoes, clothing and food.

It is the intention of the Sutherlin Police Department to continually research, assess, and implement new technology and programs to enhance safety, communication, effectiveness, education, and services.

Strategic/Business Planning Updates

- Short Term – Key Objectives
 - Maintain low officer injury rates
 - Meet the service needs and expectations of our community
 - Community Outreach – Implement “Positive Police Contacts” education program
 - Impact crime by effectively using resources and technology
 - Temporarily move the police department to another location during building renovation
 - Complete the seismic retro-fit and remodel of the police facility.

- Long Term - Police Services focus over the coming years.
 - First, we will continue to focus on a constructive Public Safety culture. This will be demonstrated in four specific areas.
 - Being achievement driven;
 - Performing and behaving in a humanistic and encouraging manner;
 - Embracing departmental and professional development training as an on-going and required part of life in the Public Safety profession to maintain and sharpen skills (self-actualization);
 - Being committed to the concept of teamwork and alignment of goals, objectives and outcomes.
 - Second, we will address Crime Trends, Public Disorder, and the perception of crime and disorder. This will include, but is not limited to, Child Welfare Issues, Homelessness, Drug and Alcohol Issues, and Mistreatment of Aging Adults and the Disabled, including those who are mentally ill. Traffic enforcement and traffic management will remain high on our list as well.
 - Finally, we have developed a plan to keep our patrol fleet contemporary and in good working order, look for enhanced technology solutions to increase our ability to participate in intelligence based policing initiatives, participate as regional partners and in regional efforts and continue to develop resources through cost controls in order to achieve staffing goals consistent with City Council service objectives.

Accomplishments for fiscal year 2023-24

- \$1,425 BVP Grant award
- Under 5 minute response times to Priority 1 calls
- Completed Inmate IGA
- \$3,150 CIS Camera Grant reimbursement
- Raised over \$1,300 for child education materials through our Child Safety, Bullying and Drug Education Program through the National Child Safety Council
- Achieved Gold level recognition for 2023 Policy Management
- Third IGA with Douglas County for RV Impoundment Storage
- Ice Cream Social - Raised \$8,000 and distributed it to the Sutherlin School District
- Acquired a \$6,000 Speed Enforcement Overtime Grant
- Security Camera Procurement and Installation
- Continued a regional partnership with the Myrtle Creek and the Winston Police Department to minimize training expenses while sharing new training venues and instructors.
- Held several regional training classes
- Worked closely with our school district(s) (Sutherlin and Oakland) to be responsive and attentive to issues and concerns for the children and young adults that attend our educational institutions. This includes frequent and high visibility patrols in and around our schools as well as the mentoring and teaching of our youth.
- Chapter 8 Ordinance revisions
- Use of Force Policy update(s)
- Interagency agreements updated (Pursuits, Major Crimes, Inmate Housing)

- 2023 Council Priorities – ongoing.
- Maintained a Case Investigation Closure rate of over 70% (the goal was 70%, achieved was **81%**).

Goals and Objectives for fiscal year 2024-2025

Sutherlin Police Services will continue to look for efficiencies in the area of staffing, organizational structure, equipment procurement, patrol vehicle and fleet upgrades, infrastructure improvements, technology solutions, and training to meet the current and future demands of the City. Police Services will also work to enhance its capabilities in emergency management (large scale natural and/or man-made disasters) through the EOC. We will continue to strategize a stable funding mechanism as well.

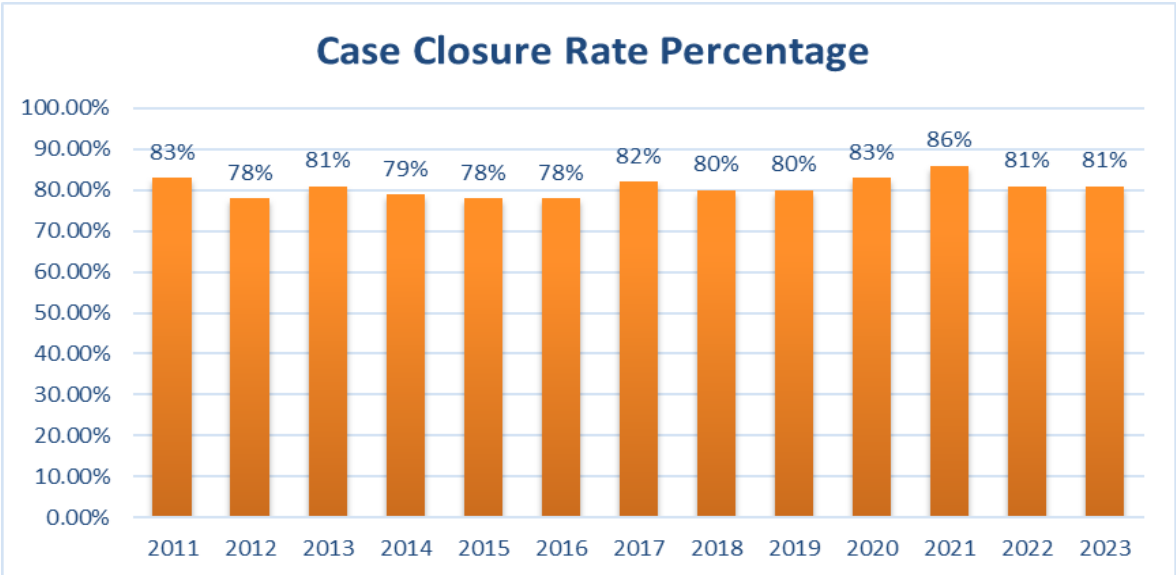
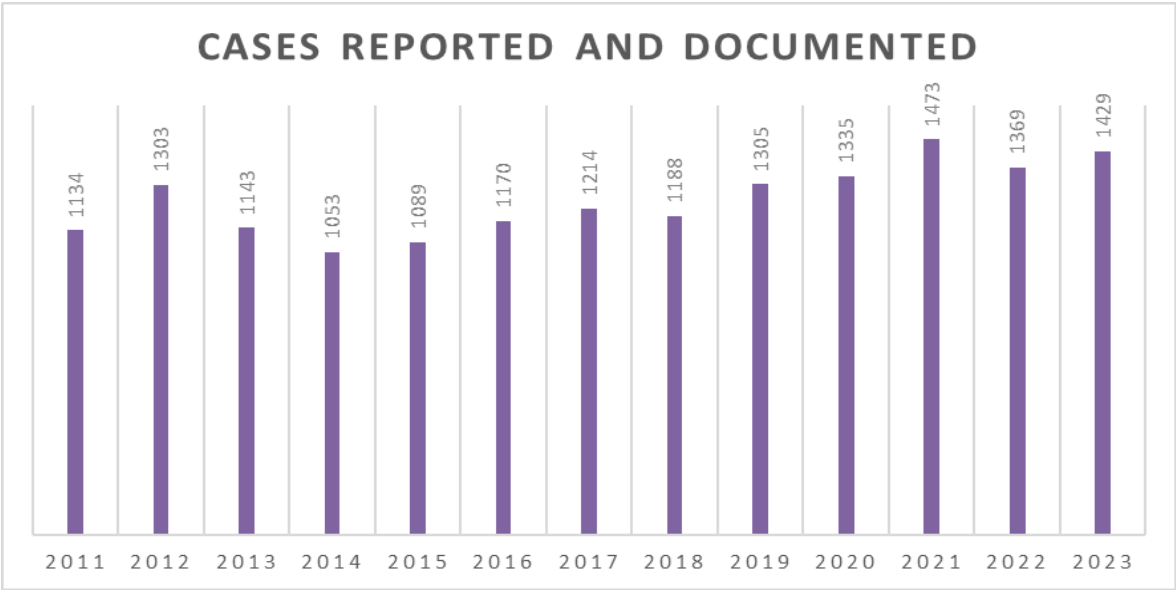
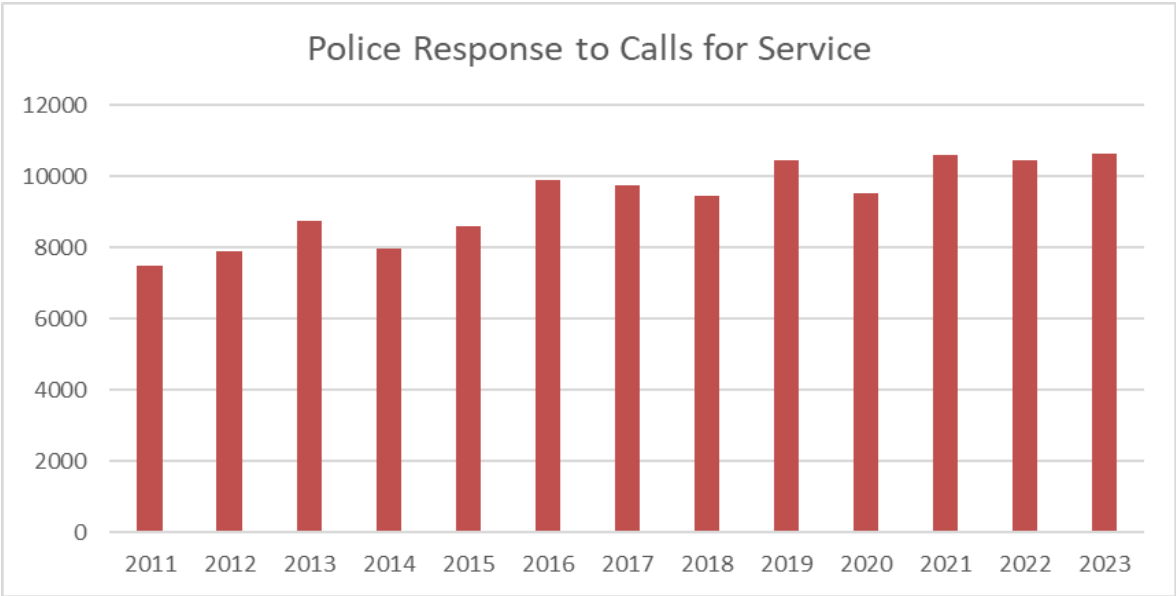
Fiscal Year 2024-2025 Changes

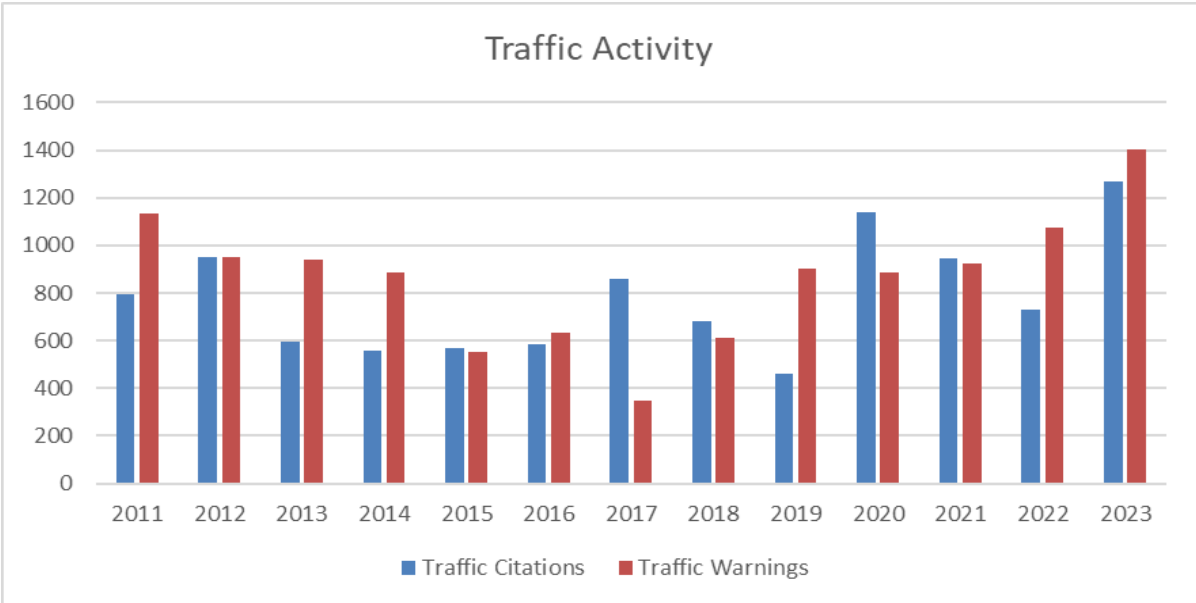
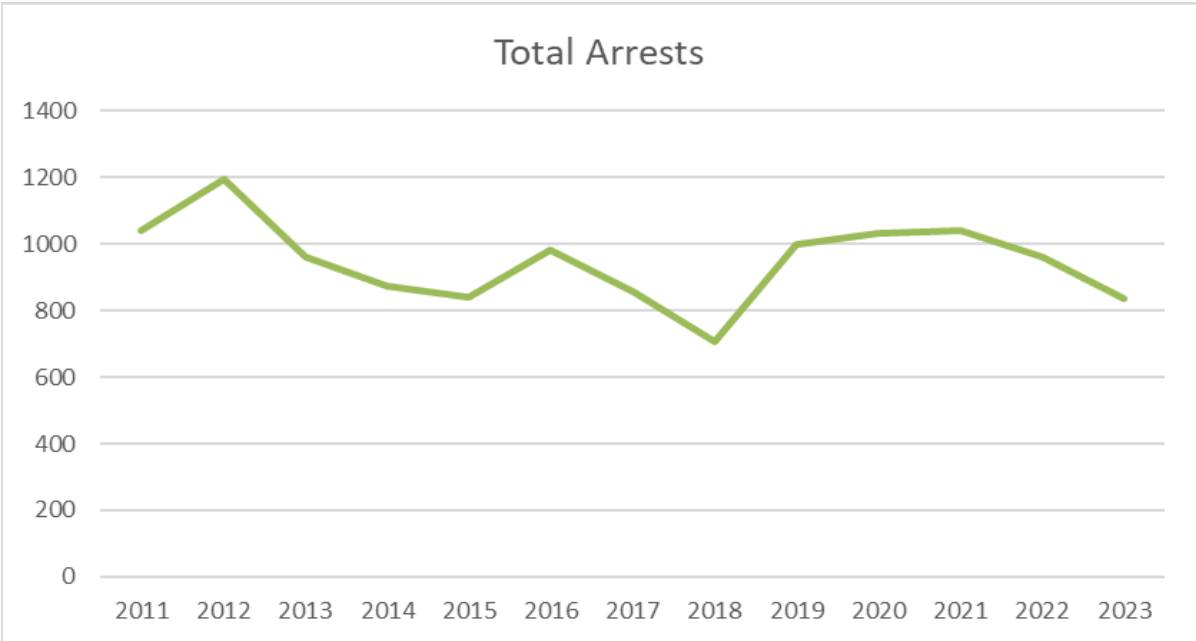
Adopted personnel services costs reflect an increase of 6.8% due to the recent SPOA contract negotiation, Health Insurance rate increases as well as COLA's.

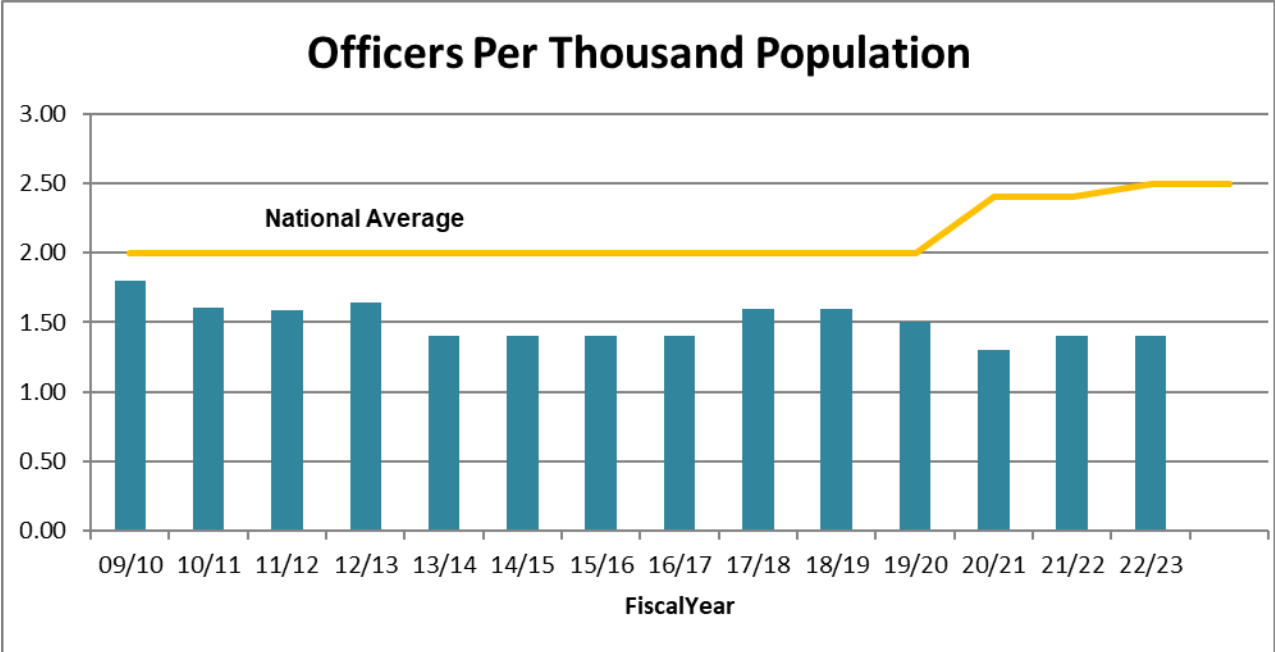
Materials and Services will increase by 5.54% in part due to new License Plate technology, as well as rising costs in many areas. We will be working with SysTech to install a WiFi backhaul project that will decrease our monthly costs for WiFi connections for Cameras.

Staffing

Position	FY24 FTEs	FY25 FTEs
Chief of Police	1.0	1.0
Police Captain	1.0	1.0
Police Sergeant	2.0	2.0
Officers	10.0	10.0
Supervisor & Records Specialist	2.0	2.0
Code Enforcement	1.0	1.0
Reserve Officer		
Police Department Total	17.0	17.0







FBI Recommendation for Officers per Thousand Population: **2/1000**

National Average for Officers per Thousand Population: **2.5/1000**

In 2023, our Officers per Thousand Population: **1.4/1000**

Police	2021-22	2022-23	2023-24	2023-24	2024-25
	Prior year 2	Prior year	Curr Year	Projected	Adopted
	Actual	Actual	Budget	Year-End	Budget
Personnel Services					
HEALTH BENEFITS	320,673	370,303	460,600	389,914	449,000
JAG TRAINING OVERTIME	5,023	10,149	-	16,000	-
MEDICARE	17,571	18,875	20,200	13,642	21,900
OREGON PERS	307,888	335,243	381,600	383,829	415,100
FRINGE BENEFITS	(3,816)	3,191	2,100	6,622	8,000
OVERTIME	16,400	16,263	40,300	21,004	44,000
SALARIES AND WAGES	1,218,025	1,318,764	1,350,400	1,394,696	1,468,500
SOCIAL SECURITY (FICA)	75,132	80,708	86,200	87,682	93,800
STATE UNEMPLOYMENT (SUTA)	15,473	17,468	15,600	5,484	15,600
WORKERS COMPENSATION	30,667	22,057	36,000	5,000	39,100
Total Personnel Services	2,003,035	2,193,021	2,393,000	2,323,873	2,555,000
Materials & Services					
BUILDING MAINTENANCE	2,658	3,589	2,500	3,600	5,000
COMMUNITY OUTREACH	-	(32)	-	-	-
COMPUTER EQUIPMENT	1,243	11,041	2,500	3,000	2,500
EMS & TRAUMA AEDs	673	2,123	1,800	3,701	2,000
CONTRACTED SERVICES	3,600	-	-	-	-
CRIME PREVENTION	1,587	2,430	2,500	2,604	2,500
DOUGLAS COUNTY DISPATCHING	87,144	99,824	105,800	105,800	110,500
DOUGLAS COUNTY IT CHARGES	-	-	5,000	-	-
EQUIPMENT MAINTENANCE	23,349	32,065	35,000	26,858	35,000
EQUIPMENT RENTAL	4,227	4,393	2,000	837	2,000
EVIDENCE PROCESSING	1,548	858	4,000	2,000	4,000
FIELD INVESTIGATION	6,445	8,793	13,400	3,297	13,400
GAS AND LUBRICANTS	39,749	42,091	38,000	37,223	38,000
HIRING EXPENSES	1,527	190	4,000	1,500	4,000
INFECTON CONTROL	675	958	1,000	452	800
LODGING	1,525	1,444	1,500	1,500	-
MEETING EXPENSES	1,186	1,327	2,000	1,200	2,000
AGREEMENTS & MEMBERSHIPS	10,541	21,064	21,200	20,000	21,200
OFFICE EQUIPMENT	807	1,308	7,500	7,861	7,800
OFFICE FURNITURE	1,837	-	2,000	1,000	6,000
OFFICE MACHINE MAINTENANCE	-	-	-	3,625	4,100
OFFICE SUPPLIES	3,732	4,662	4,000	5,040	5,000
POSTAGE	193	131	500	350	500
PRINTING & ADVERTISING	-	355	-	-	-
PROTECTIVE GEAR	609	741	4,000	3,000	4,000
PROTECTIVE GEAR - EQUIPMENT	1,683	2,759	5,000	3,600	5,000
PROTECTIVE GEAR - VESTS	16,167	-	3,000	3,000	6,000
PROTECTIVE GEAR - WEAPONS	1,245	1,667	4,000	1,500	4,000
RADIO MAINTENANCE	7,063	6,221	12,000	1,200	6,000
RANGE / AMMUNITION	6,127	2,621	6,000	4,035	6,000
RANGE EQUIPMENT	1,089	1,099	1,500	500	1,500

Police Department Budget Continued

	Prior year 2 Actual	Prior year Actual	Curr Year Budget	Projected Year-End	Adopted Budget
RESERVE EXPENSES	-	-	4,000	-	4,000
SAFETY EQUIPMENT	4,045	8,455	16,000	8,733	21,000
SECURITY MONITORING	-	1,378	7,500	12,369	15,000
TELEPHONE	5,385	4,847	6,000	10,731	10,000
TELEPHONE CELLULAR	6,900	6,149	7,000	7,675	5,000
TEMPORARY EMPLOYEE / FINGERPRI	-	-	1,000	1,000	1,000
WIRELESS DEVICE CONNECTION	-	609	5,000	4,000	11,000
EIS LICENSING (RMS)	-	-	-	-	-
TRAINING	6,942	13,570	17,000	12,448	17,000
UNIFORMS	2,466	4,297	7,000	5,000	6,000
UNIFORM CLEANING / REPAIR	1,890	1,792	2,500	2,500	2,500
VACANT PROPERTY CLEANING	4,783	11,971	25,000	5,000	20,000
Total Materials & Services	260,640	306,790	389,700	317,738	411,300
Transfers					
TO POLICE RESERVE FUND	285,000	180,000	180,000	180,000	150,000
Total Transfers	285,000	180,000	180,000	180,000	150,000
Total Police	2,548,676	2,679,811	2,962,700	2,821,611	3,116,300

Municipal Court

Summary

The City's Municipal Court is a full-service court that adjudicates traffic, code enforcement, and misdemeanor cases originating in the Cities of Sutherlin and Oakland. The Municipal Court is held two times per month. The City contracts with both a Municipal Court judge to conduct the proceedings and a prosecuting attorney to prosecute cases. The Chief of Police and Police Dept. Office Supervisor oversee the court administration and operation. The Chief and the Office Supervisor and court staff have frequent communication and coordination with the Finance Director and City Manager.

Fiscal year 2023-24 Accomplishments

- Timely processing of court activity
- Increased Court Collections
- Continued review of old cases to determine status
- Provided timely and accurate monthly reports to the State
- Maintained quality service at front counter and on the phones
- Reviewed and adjusted the use of jail time as a deterrent
- Supported amnesty program to encourage payment for past fees & fines
- Continue community service program to reduce unpaid fines/fees.

Fiscal year 2024-25 Goals

- Increase efficiency
 - Continue the review of old cases
 - Digitize court records
- Continue cross-training of Records/CEO staff
- Timely completion of reports due to the state
- Continue to implement court activity reporting
- Maintain quality service at front counter and on the phones
- Maintain Judge Pro-Tem position
- Continue to implement performance measures
 - Effectiveness of alternative sentencing programs
 - Collection efforts
 - Average days to adjudicate cases
- Make additional progress towards a sustainable court operation
 - Goal of balancing cost of court with revenue will be on-going

Fiscal Year 2024-25 Changes

- Personnel services costs are projected to increase approximately 2.3% with COLA's and Step Increases.
- Materials and services will remain approximately the same.

Staffing:

Position	FY24 FTEs	FY25 FTEs
Court Clerk	1.0	1.0
Municipal Court Total	1.0	1.0

Municipal Court	2021-22 Prior year 2 Actual	2022-23 Prior year Actual	2023-24 Curr Year Budget	2023-24 Projected Year-End	2024-25 Adopted Budget
Personnel Services					
HEALTH BENEFITS	13,062	14,642	20,400	14,739	18,500
MEDICARE	862	850	900	890	1,000
OREGON PERS	11,684	12,080	13,900	13,582	11,300
FRINGE BENEFITS	51	140	100	269	400
OVERTIME	-	-	2,600	-	3,300
SALARIES AND WAGES	61,066	60,246	59,600	63,028	65,100
SOCIAL SECURITY (FICA)	3,687	3,636	3,900	3,806	4,200
STATE UNEMPLOYMENT (SUTA)	860	862	900	481	900
WORKERS COMPENSATION	90	92	200	110	200
Total Personnel Services	91,363	92,547	102,500	96,906	104,900
Materials & Services					
ATTORNEY TRIAL EXPENSES	51,175	56,400	72,000	71,615	72,000
CONTRACTED SERVICES	1,981	-	-	-	-
DOUGLAS COUNTY IT CHARGES	-	-	300	300	300
INDIGENT ATTORNEY EXPENSES	26,550	28,750	34,300	35,867	34,300
OFFICE MACHINE MAINT/LEASE	-	85	200	-	200
OFFICE SUPPLIES	428	1,927	1,200	730	1,200
INTERPRETER	279	400	750	500	750
MEMBERSHIPS / MEETINGS	-	-	200	200	200
POSTAGE	-	-	500	150	500
PRISONER EXPENSES	13,076	16,407	21,000	15,000	21,000
PUBLICATIONS	-	-	100	-	100
SOFTWARE MAINTENANCE/SUPPORT	1,290	1,380	2,400	2,400	2,400
TELEPHONE	1,575	1,526	1,550	2,324	1,750
TRAINING	(12)	-	500	250	500
TRAVEL EXPENSES	-	-	500	100	500
TRIAL EXPENSES	-	317	500	300	500
VISA FEES	900	900	900	900	900
Total Materials & Services	97,242	108,091	136,900	130,636	137,100
Total Municipal Court	188,604	200,639	239,400	227,542	242,000

SUTHERLIN FIRE DEPARTMENT

“SERVING OUR COMMUNITY WITH PRIDE”



Department Description

Sutherlin Fire Department has proudly served and protected the community since being reestablished in 2015. The core functions of the Fire Department are carried out by 30 dedicated community servants, which include 6 career positions (5.0 FTE), and 24 Volunteer personnel. We believe the quality of life in Sutherlin depends on a partnership between the citizens, business community, elected officials, and City employees.

MISSION STATEMENT:

Sutherlin Fire Department strives to preserve life and enhance the health and wellbeing of our customers through rapid response to fire, medical, rescue emergencies and community risk reduction programs. We achieve this by virtue of Professionalism, Leadership, Vigilance, Integrity, and Honor.

VISION STATEMENT:

The Vision of Sutherlin Fire Department is to be a progressive, innovative, and dynamic organization, committed to excellence in the delivery of all its services as an all-hazards emergency response organization that supports a safe, healthy, and growing community.

CORE VALUES:

Professionalism · Leadership · Vigilance · Integrity · Honor

Professionalism: We approach every day and every challenge with a positive attitude. We provide professional service by treating others with compassion, dignity, and respect.

Leadership: We believe that leadership is the force that drives a team to accomplish the mission. That it fosters compassion to listen to others while being strong enough to make difficult decisions. That it requires us to lead by example and in doing so we set a higher standard.

Vigilance: To maintain physical and mental readiness at all times. To be ever training, ever preparing.

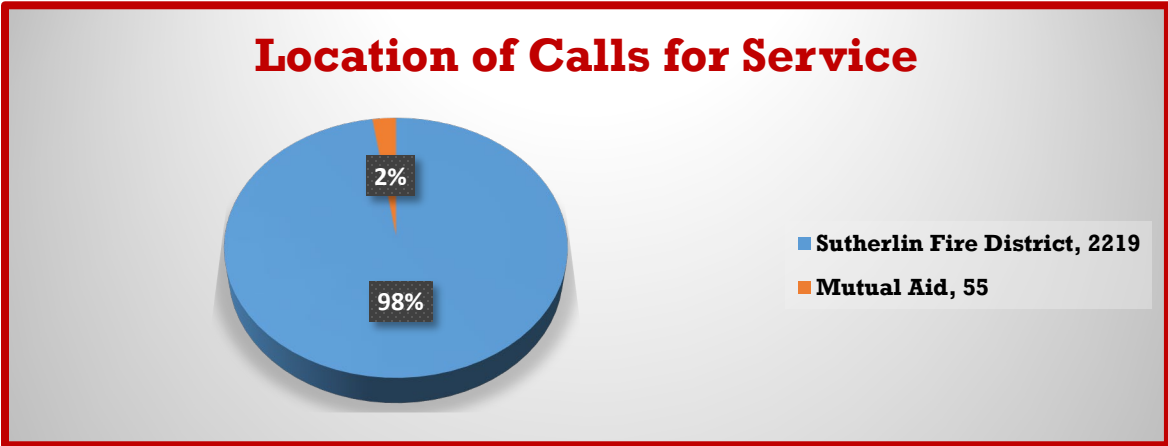
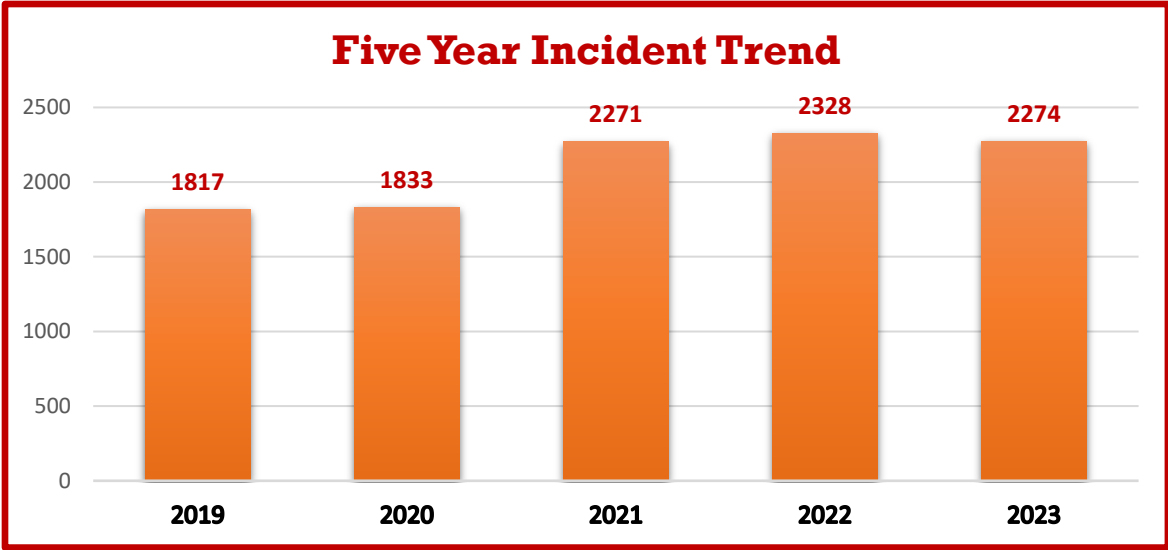
Integrity: We value the public's trust and are committed to honesty and ethical behavior. We believe in a personal commitment to the organization and community.

Honor: We believe honor is living up to our values. Honor is the act of carrying out, acting and living the virtues of Integrity, Professionalism, Leadership and Vigilance in everything we do.

Summary:

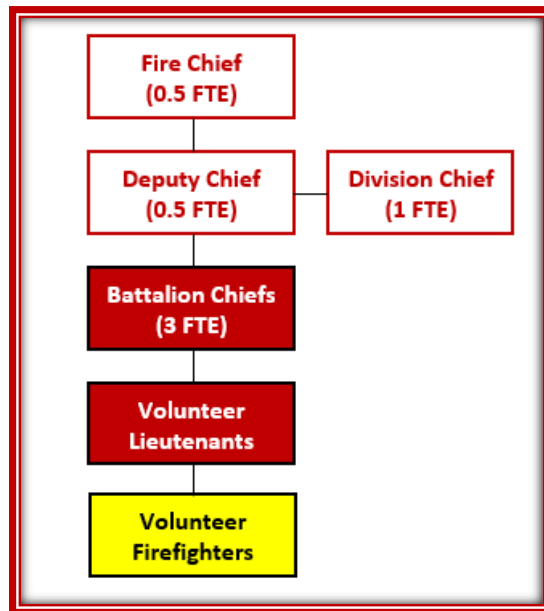
Sutherlin Fire Department is an all-hazards organization that responds to all non-law enforcement emergency call types (Fires, Emergency Medical, Hazmat, Special Rescue, etc.). Sutherlin Fire Department maintains an Insurance Service Office (ISO) class of 3. The ISO classifications are 1 through 10, with class 1 being the best rating.

Sutherlin Fire Department staffs a single engine company every day with 1 Career Battalion Chief and 2 to 3 Volunteer Students. Volunteer Firefighters are also highly encouraged to pull shifts to maintain their training hours and gain additional experience. In addition to the Sutherlin City Limits, the Fire Department maintains an intergovernmental agreement with Calapooia Rural Fire District to provide fire and live safety services. This partnership has a long history that stems back to the 1980's and was reestablished in 2019. Sutherlin Fire Department serves more than 10,000 people over approximately 15 square miles. While the majority of our department's responses are within Sutherlin City Limits and the Rural Fire District, we also provide mutual aid to our neighboring agencies. In 2023, Sutherlin Fire Department responded to 2,274 calls for service. The call volume for emergency responses has risen from 1,817 in 2019 to 2,274 in 2023, a **21%** increase.



Sutherlin Fire Department had 305 simultaneous calls last year, which at times significantly slowed the Fire Departments response to the second or third emergencies.

In 2023, Sutherlin Firefighters collaboratively trained over 6,800 hours over multiple disciplines (Structure Firefighting, Wildland Firefighting, Officer Development, Emergency Medical Services, Vehicle Rescue, etc.)

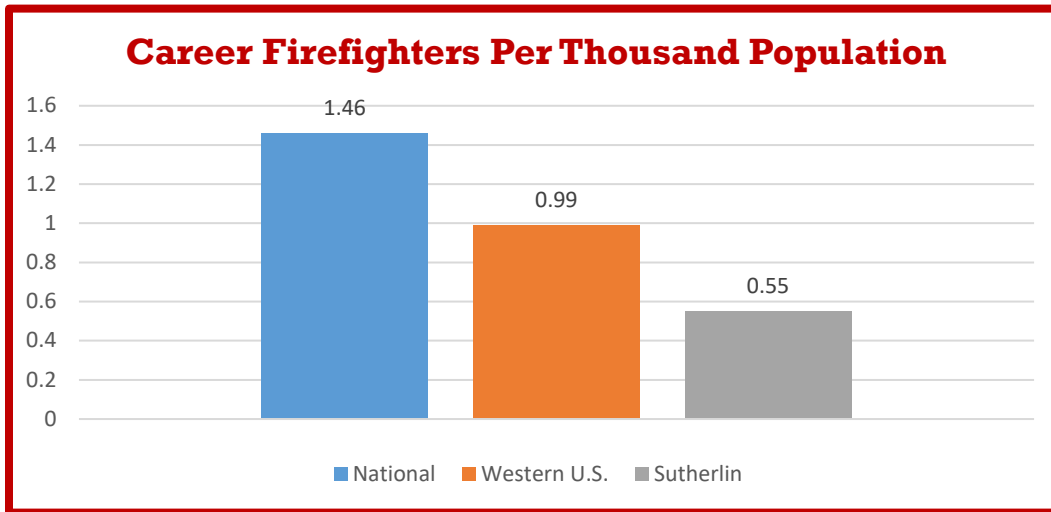


Fire Department Administrative Staff

- The Fire Chief (0.5 FTE) provides leadership and direction to the department. The Chief is a department head within the City Structure and carries the responsibility of setting policy, planning, and overall management of the department. In addition to his normal duties, the Fire Chief acts as a Duty Officer from home responding to large incidents (Structure Fires, Wildland Fires, Motor Vehicle Accidents, significant Gas Leaks, hazardous material incidents, etc.) as a Command Officer.
- The Deputy Chief of Operations (0.5 FTE) is responsible for leading and organizing the Operations Division. The Position reports directly to the Fire Chief and manages the (3) Battalion Chiefs. In addition to his normal duties, the Deputy Chief acts as a Duty Officer from home responding to large incidents (Structure Fires, Wildland Fires, Motor Vehicle Accidents, significant Gas Leaks, hazardous material incidents, etc.) as a Command Officer.
- The Division Chief of Logistics and Training (1 FTE) is responsible for leading and organizing our training programs, capital logistics, City emergency operations, fire/life safety program, support services, and serves as the Sutherlin Fire Department Volunteer Coordinator. The Division Chief reports directly to the Fire Chief and Deputy Chief. In addition to his normal duties, the Division Chief acts as a Duty Officer from home responding to large incidents (Structure Fires, Wildland Fires, Motor Vehicle Accidents, significant Gas Leaks, hazardous material incidents, etc.) as a Command Officer.

Fire Department Operations Staff

- The Battalion Chiefs (3 FTE) are responsible for supervising their assigned shifts, responding as the Engine Company Officer, training their assigned students, and managing their assigned administrative tasks (PPE Management, EMS Coordinator, FD Safety Committee, Equipment Maintenance, Station Maintenance, etc.). The Battalion Chiefs administratively report directly to the Deputy Chief of Operations and operationally to any Command Staff members on scene. The Battalion Chiefs work a modified 24/48 schedule meaning that they are on duty for 24 hours with a normal 48 hours off to follow.



SFD Accomplishments for Fiscal 2023 – 2024

- Secured a \$2.4 million grant for seismic upgrades to the Fire Station 1.
- Secured a Wildland Type-3 Brush Engine from the Oregon Fire Marshal Office.
- Ordered a new Type-1 Fire Engine, estimated delivery is 2024-2025.
- Secured funding for and completed a Fire Season upstaffing program for July, August, and September of 2023.
- Provided advanced training in Structural Firefighting, Wildland Firefighting, Emergency Medical Services, and Vehicle Rescue.
- The Division Chief established a new program with Sutherlin High School to gain youth interest in the fire service through collaborating with students and SHS staff. So far, this program has been deemed a success with an 85% retention of students between semesters and multiple students now considering Fire/EMS careers.
- Through our SHS/SFD partnership, our Division Chief taught CPR to all Sophomores at Sutherlin High School’s health classes.
- Over 6,800 hours of training of Volunteer Firefighters, Student Firefighters, and career staff members.
- Updated the City of Sutherlin Burn Ordinance to fall in line with DEQ rules and SFD operations.
- Continued to work with our mutual aid partners, regional associations, and state agencies (Oregon State Fire Marshal, Oregon Emergency Management, Oregon Department of Transportation, Department of Public Safety Standards and Training, etc.)

SFD Goals for Fiscal 2024 – 2025

- **Continue to Recruit Volunteer Firefighters**
 - Sutherlin Community Volunteer Firefighters
 - Out of District Volunteer Firefighter
 - UCC Fire Science and EMS Students
- **Replace Aging Fire Apparatus & Equipment**

- Maintain annual contribution to Fire Reserve Fund to replace aging fire apparatus and equipment
 - Seek funding through FEMA’s Assistants Firefighter Grant to purchase a Ladder Truck
 - After delivery, place the New Type-1 Fire Engine into service
 - After delivery, place the New Type-3 Brush Engine into service
- **Training**
 - Continue to offer training in Structure Firefighting, Wildland Firefighting, Emergency Medical Services, vehicle Extrication, etc.
 - Begin to research funding opportunities for upgrades to the Training Grounds
 - Continue to send Volunteer and Career Firefighters to regional, state, and national Training Academies, Courses, Conferences, & Seminars.
- **Increase Career Staff Levels**
 - Continue to seek through general fund or grants to reestablish the Fire Captain position (1 FTE)
 - Seek grant funding to establish one additional Career Firefighter/EMT to each shift (3 FTE)
 - Seek grant funding to establish a Volunteer Recruitment/Retention Coordinator position
- **Fire Station Seismic Upgrades**
 - Complete required upgrades to ensure the main Fire Station is Seismically Sound (Grant Funded)
 - Complete other needed updates at the Fire Station to improve operations and ensure improved firefighter health and safety

Fiscal Year 2024-25 Changes

Personnel services costs will increase overall by 4.64% over last years’ budget amount. This is due to COLA’s and step increases.

Materials and Services are budgeted to increase by 13.55%. This is due to rising costs in general, but also due to Douglas County Dispatch reflecting a 3% increase as well as an increase to Equipment Maintenance and the scholarship amount will go from \$2,000/term to \$2,700/term.

Transfers to the Fire Reserve Fund are budgeted at a consistent level to facilitate future Vehicle and Equipment Replacements. The CIP shown in the Fire Reserve Fund details the future capital needs of the Fire Department.

Staffing

Position	FY24 FTEs	FY25 FTEs
Fire Chief	0.5	0.5
Deputy Chief	0.5	0.5
Division Chief	1.0	1.0
Battalion Chief	3.0	3.0
Fire Department Total	5.0	5.0

Fire	2021-22	2022-23	2023-24	2023-24	2024-25
	Prior year 2	Prior year	Curr Year	Projected	Adopted
	Actual	Actual	Budget	Year-End	Budget
Personnel Services					
HEALTH BENEFITS	83,248	87,695	109,500	82,996	95,100
MEDICARE	7,936	9,515	7,840	9,011	9,700
OREGON PERS	126,103	136,400	169,900	125,032	164,600
OTHER INSURANCE BENEFITS	311	1,981	700	3,502	3,300
OVERTIME	30,114	70,581	30,000	22,055	40,000
SALARIES AND WAGES	513,929	576,499	572,200	594,918	578,000
SOCIAL SECURITY (FICA)	33,932	40,685	39,800	38,529	41,400
STATE UNEMPLOYMENT (SUTA)	6,965	8,356	7,200	4,983	7,600
VOLUNTEER-FIRE	19,784	26,955	20,000	22,180	65,100
WORKERS COMPENSATION	13,694	18,298	21,500	500	21,500
Total Personnel Services	836,017	976,965	978,640	903,708	1,026,300
Materials & Services					
BUILDING MAINTENANCE	26,647	19,316	15,300	8,525	15,800
COMMUNICATIONS	18,736	11,802	13,100	7,816	14,200
CONTRACTED SERVICES	2,730	16,209	10,400	8,276	10,200
DOUGLAS COUNTY DISPATCH	27,308	28,139	30,000	29,813	31,000
EMERGENCY MANAGEMENT	12,534	11,682	15,500	15,500	15,500
EQUIPMENT MAINTENANCE	53,496	64,123	47,200	55,000	50,000
EQUIPMENT RENTAL	100	380	500	-	500
FIRE & RESCUE REHAB	414	788	1,700	1,400	1,700
FIRE PREVENTION	2,394	2,541	3,000	3,000	3,000
FIRE EQUIPMENT	14,425	43,728	46,100	26,235	50,600
FURNISHINGS	29	8,167	3,600	1,618	2,500
GAS & LUBRICANTS	16,256	17,905	15,000	13,955	15,000
HAZARDOUS MATERIALS & SUPPLIES	730	2,396	3,000	1,793	3,400
HIRING EXPENSES	66	896	2,500	1,693	2,500
JANITORIAL SUPPLIES	5,167	5,881	4,500	5,188	4,500
KITCHEN TOOLS & SUPPLIES	749	568	2,500	1,500	2,500
MAINTENANCE CONTRACTS	-	-	-	200	12,600
MEDICAL AID SUPPLIES	10,131	8,997	14,500	10,000	13,000
MEDICAL PHYSICALS	2,189	1,101	8,600	4,800	9,600
MEETINGS	18	585	2,000	1,100	2,000

Fire Budget Cont.	2021-22 Prior year 2 Actual	2022-23 Prior year Actual	2023-24 Curr Year Budget	2023-24 Projected Year-End	2024-25 Adopted Budget
MEMBERSHIPS & SUBSCRIPTIONS	1,411	1,384	1,400	1,375	1,300
OFFICE EQUIPMENT	304	1,932	1,000	1,000	1,000
OFFICE MACHINE MAINTENANCE	3,892	1,588	3,600	3,186	3,600
OFFICE SUPPLIES	773	2,702	2,000	926	2,000
PHYSICAL FITNESS	780	1,586	1,500	1,000	1,500
POSTAGE	222	126	500	100	500
PRINTING AND ADVERTISING	1,073	295	1,600	750	1,000
RESIDENT SCHOLARSHIP	71,000	47,000	97,000	122,400	122,400
TELEPHONE & DATA CHARGES	6,898	7,594	6,000	12,453	12,000
TRAINING	14,490	12,769	13,000	7,500	13,500
TRAVEL EXPENSES	3,345	4,013	3,600	750	3,500
UNIFORM ALLOWANCE	7,573	9,600	9,100	12,000	10,500
UTILITIES	22,334	25,313	25,000	24,382	28,000
VOLUNTEER RECOGNITION	2,863	3,118	3,500	2,500	2,700
WEB & EMAIL HOSTING	-	-	1,200	-	1,100
Total Materials & Services	331,078	364,225	409,000	387,735	464,700
Capital Outlay					
FIRE EQUIPMENT	-	40,180	-	-	-
Total Capital Outlay	-	40,180	-	-	-
Transfers					
TO FIRE RESERVE FUND	190,000	188,620	165,000	165,000	165,000
Total Transfers	190,000	188,620	165,000	165,000	165,000
Total Fire	1,357,094	1,569,990	1,552,640	1,456,443	1,656,000

Non-Departmental

Summary

Non-departmental includes the accounting of City activities that are not the direct responsibility of any given department/division/operation, as well as programs and services provided by other agencies that benefit the community.

Fiscal Year 2024-25 Changes

Liability, Cyber Crime and Property Insurance is scheduled to increase by 7.4% over this years' actual amount, which was slightly higher than budgeted. Overall, the Material and Services budget has increased by 11.97% which includes the significant increases to the standard operating expenses that we are seeing. We are also budgeting to replace one of our Network Servers and 9 Workstations as some operating systems are no longer supported.

Non-Departmental	2021-22 Prior year 2 Actual	2022-23 Prior year Actual	2023-24 Curr Year Budget	2023-24 Projected Year-End	2024-25 Adopted Budget
Materials & Supplies					
CONTRACTED SERVICES	-	14,977	-	5,000	5,000
DO CO TAXES	179	183	750	700	750
INSURANCE	201,983	246,190	277,500	288,788	310,000
JANITORIAL SUPPLIES	34	-	-	149	-
LEAGUE OF OREGON CITIES	6,660	7,297	7,810	7,807	8,002
LEASED VEHICLES EXPENSES	6,366	6,274	6,200	6,186	3,093
MEETINGS	407	598	600	1,500	1,100
MEMBERSHIPS AND SUBSCRIPTIONS	2,089	4,060	4,200	4,200	4,200
MISCELLANEOUS	81	-	-	80	-
OFFICE EQUIPMENT	681	1,066	-	775	-
OFFICE MACHINE MAINTENANCE	86,250	94,653	82,000	95,000	95,000
OFFICE SUPPLIES	3,770	2,987	4,500	4,485	4,500
PAPER STOCK	1,522	857	2,000	1,200	2,000
POSTAGE	4,657	5,986	7,000	6,647	7,000
PRINTING AND ADVERTISING	3,000	1,840	5,000	2,500	5,000
PUBLIC LOOP SYSTEM	-	-	-	-	-
SPECIAL PROJ	10,025	6,817	5,000	5,500	5,500
TELEPHONE	10,106	9,448	11,000	7,257	8,000
UTILITIES	13,905	16,824	17,500	14,706	23,500
Total Materials & Supplies	351,914	420,361	431,060	452,480	482,645
Capital Outlay					
OFFICE EQUIPMENT	-	1,526	-	-	30,000
Total Capital Outlay	-	1,526	-	-	30,000
Transfers					
TO STREET CONSTRUCTION	250,000	107,500	-	-	-
To Water Construction from A.R.P	275,000	77,500	-	-	-
TO LIBRARY FUND	26,400	26,400	26,400	26,400	27,720
Total Transfers	551,400	211,400	26,400	26,400	27,720
Other Requirements					
LOAN TO URA	457,032	379,890	-	150,000	375,000
Total Non-Departmental	1,360,346	1,013,177	457,460	628,880	915,365

Other Requirements

The City’s fiscal policies direct that the general fund maintain sufficient funds so that short-term borrowing is unnecessary prior to the receipt of property taxes in November. The estimated minimum fund balance for fiscal year 2023-24 is approximately \$1,150,000. An estimated beginning fund balance of \$2,028,000 leaves us with a cushion in reserve to start this year.

Given the Revenue and Expenditure assumptions in this adopted budget, including the partial repayment of the loan to the URA, it is estimated that there will still be contingency of \$300,000 with the balance of available funds as \$838,585 unappropriated.

	2021-22	2022-23	2023-24	2023-24	2024-25
	Prior year 2	Prior year	Curr Year	Projected	Adopted
	Actual	Actual	Budget	Year-End	Budget
Other Requirements					
CONTINGENCY	-	-	200,000	-	300,000
UNAPPROPRIATED FUNDS	-	-	800,006	-	838,585
Total Other Requirements	-	-	1,000,006	-	1,138,585

Police Reserve Fund

Summary

This fund is used to accumulate resources to provide for the periodic replacement of Police Department vehicles and capital equipment purchases and to set aside funds for the Recruitment and Retention/Longevity Incentive Plan as adopted by the City Council. The adopted annual transfer is adjusted each year to accommodate these.

The Capital Improvement Plan is detailed below:

- Continue Axon Body Camera assurance plan \$10,600-Year 4 (of 5) installment. Contract ends Nov 14, 2025.
- Amend Axon Fleet Camera plan from 7 systems to 8 systems to account for the additional patrol unit.
Fleet Camera plan will increase from \$18,703 to – \$21,239.49 Year 2 (of 5) installment payment for Axon Fleet in car camera system. Contract ends Dec 14th, 2028.
- \$88,000 replacement of patrol unit 1700 (2027/28)
- \$88,000 for replacement of patrol units 1901 (2028/29)
- \$80,340 for replacement of CEO unit 1902 (2029/30)
- \$88,000 replacement of patrol unit 2101 (2027/28)
- \$88,000 replacement of patrol unit 2201 (2028/29)
- \$88,000 replacement of patrol unit 2202 (2028/29)
- \$88,000 replacement of patrol unit 2301 (2029/30)
- \$88,000 replacement of patrol unit 2302 (2029/30)
- \$88,000 replacement of patrol unit XXXX (2030/31) (8th vehicle addition)
- \$95,000 Portable Radio Replacement (19) (2025/26)
- \$11,500 Replace AED's (8). Replace at 7 years – (2025/26)

Police Reserve Fund Five-Year Capital Improvement Plan

Description	Fiscal Year Ending June 30,					
	Total	2025	2026	2027	2028	2029
Patrol Cars	\$ 524,000	\$ 84,000		\$ -	\$ 176,000	\$ 264,000
SPD Longevity Item	47,500	5,000	5,000	12,500	12,500	12,500
TASER X2's	68,000		68,000	-	-	-
Axon Body Cameras	54,280	10,600	10,920	10,920	10,920	10,920
Mobile Data Terminals	-	-	-	-	-	-
Police Ptbl Radios-19	90,000	-	45,000	45,000	-	-
In-Car & Base Radios-9	-	-	-	-	-	-
In-Car Cameras-Axon	106,200	21,240	21,240	21,240	21,240	21,240
In-Car Repeaters	-	-	-	-	-	-
AEDs	-	-	-	-	-	-
	\$ 889,980	\$ 120,840	\$ 150,160	\$ 89,660	\$ 220,660	\$ 308,660

Notes:

- 1 Amounts are rounded
- 2 Vehicles and equipment with an initial cost of \$5,000 or more are scheduled.
- 3 Patrol Cars are scheduled for replacement after 100,000 miles and include all equipment.
- 4 An annual increase is assumed for inflation.

Police Reserve Fund	2021-22 Prior year 2 Actual	2022-23 Prior year Actual	2023-24 Curr Year Budget	2023-24 Projected Year-End	2024-25 Adopted Budget
BEGINNING FUND BALANCE	192,193	376,325	388,000	302,108	223,000
Revenue					
Miscellaneous					
INTEREST EARNED	1,385	9,173	12,066	13,157	12,000
SURPLUS PROPERTY SALES	-	-	-	-	-
Total Miscellaneous	1,385	9,173	12,066	13,157	12,000
Transfers					
FROM GENERAL FUND-POLICE	285,000	180,000	180,000	180,000	150,000
Total Revenue	286,385	189,173	192,066	193,157	162,000
Total Resources	478,578	565,498	580,066	495,265	385,000
Expenditures					
Capital Outlay					
LONGEVITY FUND	27,500	12,500	107,500	107,500	5,000
EQUIPMENT	74,753	250,891	185,304	165,200	115,840
Total Capital Outlay	102,253	263,391	292,804	272,700	120,840
Other Requirements					
CONTINGENCY	-	-	287,262	-	264,160
UNAPPROPRIATED FUNDS	-	-	-	-	-
Total Other Requirements	-	-	287,262	-	264,160
Total Expenditures & Other Requirements	102,253	263,391	580,066	272,700	385,000

Fire Reserve Fund

Summary

This fund is used to accumulate resources to provide for the periodic replacement of Fire Department vehicles and capital equipment purchases.

Fiscal Year 2024-25 Changes

The Fire Engine which was ordered last year is budgeted for this fiscal year, along with the necessary equipment to outfit the Type 3 engine we will be receiving from OSFM. Details of the 10 year capital improvement plan are listed below.

Fire Reserve Fund Ten-Year Capital Improvement Plan

Description	Fiscal Year Ending June 30,					
	Total	2025	2026	2027	2028	2029
Fire Engine - Pumper	\$ 670,000	\$ 670,000	\$ -	\$ -	\$ -	
Pumper Misc Equipment	40,000	\$ 40,000	\$ -	\$ -	\$ -	
Fire Engine - Aerial	-	-	-	-	-	-
Fire Engine - Tender	-	-	-	-	-	-
Fire Engine - Brush Rig	-	-	-	-	-	-
Vehicle - Command	90,000	-	90,000		-	-
Self Contained Breathing Apparatus	-	-	-	-	-	-
Cascade Air Compr System	90,000	-	-	90,000		-
Mobile Radios (10)	-	-	-	-	-	-
Dual Band Portable Radios (20)	13,000	13,000	-	-	-	-
Heart Monitors	-	-	-	-	-	-
Thermal Imaging Camera	-	-	-	-	-	-
Total	\$ 903,000	\$ 723,000	\$ 90,000	\$ 90,000	\$ -	\$ -

Description	Fiscal Year Ending June 30,					
	Total	2030	2031	2032	2033	2034
Fire Engine - Pumper	\$ -	-	-	-	-	-
Fire Engine - Aerial	-	-	-	-	-	-
Fire Engine - Tender	-	-	-	-	-	-
Fire Engine - Brush Rig	142,000	-	142,000	-	-	-
Vehicle - Command	100,000	-	-	100,000	-	-
Self Contained Breathing Apparatus	400,000	-	-	-	200,000	200,000
Mobile Radios (10)	-	-	-	-	-	-
Dual Band Portable Radios (20)	-	-	-	-	-	-
Autopulse	57,000	-	-	57,000		
Heart Monitors	177,000	-	177,000	-	-	-
Extrication Tools	65,000	65,000	-	-	-	-
Total	\$ 941,000	\$ 65,000	\$ 319,000	\$ 157,000	\$ 200,000	\$ 200,000

Notes:

- 1 Amounts are rounded to the nearest thousand.
- 2 Vehicles and equipment with an initial cost of \$5,000 or more are scheduled.
- 3 Pumpers, Aerials, and Tenders have an expected useful life of 30 years.
- 4 Brush Rigs have an expected useful life of 15 years.
- 5 Command vehicle will have an expected useful life of 10 years.
- 6 SCBAs have an expected useful life 15 years.
- 7 Mobile radios have an expected useful life of 5 to 7 years.
- 8 Portable radios have an expected useful life of 7 to 10 years.
- 9 Extrication tools have an expected useful life of 15 years.
- 10 Thermal imaging cameras have an expected useful life of 10 years.
- 11 An annual increase is assumed for inflation.

Fire Reserve Fund	2021-22	2022-23	2023-24	2023-24	2024-25
	Prior year 2	Prior year	Curr Year	Projected	Adopted
	Actual	Actual	Budget	Year-End	Budget
BEGINNING FUND BALANCE	416,356	441,165	642,000	644,634	871,000
Revenue					
Miscellaneous					
GRANTS	-	-	-	-	-
INTEREST EARNED	2,244	14,850	16,620	33,841	25,000
SURPLUS PROPERTY SALES	-	-	-	28,000	-
Total Miscellaneous	2,244	14,850	16,620	61,841	25,000
Transfers					
FROM GENERAL FUND-FIRE	190,000	188,620	165,000	165,000	165,000
Total Revenue	192,244	203,470	181,620	226,841	190,000
Total Resources	608,600	644,634	823,620	871,475	1,061,000
Expenditures					
Capital Outlay					
FIRE EQUIPMENT	162,435	-	13,000	-	723,000
VEHICLES	5,000	-	-	-	-
Total Capital Outlay	167,435	-	13,000	-	723,000
Other Requirements					
CONTINGENCY	-	-	810,620	-	338,000
UNAPPROPRIATED FUNDS	-	-	-	-	-
Total Other Requirements	-	-	810,620	-	338,000
Total Expenditures & Other Requirements	167,435	-	823,620	-	1,061,000

Park/Facilities Reserve Fund

Summary

This fund was created to accumulate resources to provide for the periodic replacement of capital equipment, some parks improvements (when funding is available) and major repairs of City building facilities such as the Community Center, City Hall, Library and the Civic Center.

Fiscal Year 2024-25 Changes

The Capital Improvement Plan details are shown below. Both the Fire and Police Departments have received \$2.4 Million Seismic Renovation grants for their buildings and the renovations will start in this fiscal year. We are also budgeting for the Parks Master Plan.

Parks/Facilities Reserve Fund Five-Year Capital Improvement Plan

Description	Fiscal Year Ending June 30,					
	Total	2025	2026	2027	2028	2029
Fire Stn Bay Lighting	\$ 20,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -
Police Stn Other Impr	20,000	20,000	-	-	-	-
Stage Cover/ Lights	100,000	20,000	20,000	20,000	20,000	20,000
New Mower	204,846	50,000	38,711	38,711	38,711	38,711
HVAC Replacements	152,500	40,000	50,000	50,000	12,500	-
City Hall Other	50,000	-	50,000	-	-	-
Fire Station Seismic Renov.	2,500,000	1,500,000	1,000,000	-	-	-
Other Fire Stn Reno Exp	135,000	135,000	-	-	-	-
PD Seismic Renovation Gr.	2,500,000	1,500,000	1,000,000	-	-	-
Pavement/Roof-City Hall	200,000	100,000	100,000	-	-	-
Ford's Pond Shortfall	150,000	150,000	-	-	-	-
OR State Marine Grant Match	80,000	80,000	-	-	-	-
	\$ 6,112,346	\$ 3,615,000	\$ 2,200,000	\$ 50,000	\$ 12,500	\$ -

- Notes:
- In Parks-Fac's Ops Budget
 - Parks-Fac Reserve
 - In Parks Const

- 1 Amounts are rounded to the nearest thousand.
- 2 Vehicles and equipment with an initial cost of \$5,000 or more are scheduled.
- 3 The HVAC systems shown for replacement are at the end of their useful life.
- 4 An annual increase is assumed for inflation.
- 5 2 Public Safety Renovation Grants Received

Parks/Facilities Reserve Fund	2021-22	2022-23	2023-24	2023-24	2024-25
	Prior year 2	Prior year	Curr Year	Projected	Adopted
	Actual	Actual	Budget	Year-End	Budget
BEGINNING FUND BALANCE	294,429	228,170	261,000	303,638	348,000
Revenue					
Intergovernmental					
GRANTS	-	-	1,000,000	90,428	3,000,000
Miscellaneous					
INTEREST EARNED	1,293	7,227	8,251	12,769	10,000
MISCELLANEOUS	-	-	-	-	-
	1,293	7,227	8,251	12,769	10,000
Transfers					
FROM GEN FUND-PARKS/FACIL	80,000	80,000	50,000	50,000	50,000
Total Revenue	81,293	87,227	1,058,251	153,197	3,060,000
Total Resources	375,721	315,397	1,319,251	456,836	3,408,000
Expenditures					
Capital Outlay					
BUILDING IMPROVEMENTS	140,339	-	1,100,000	90,428	3,235,000
EQUIPMENT	7,213	11,759	25,000	18,000	90,000
Total Capital Outlay	147,552	11,759	1,125,000	108,428	3,325,000
Other Requirements					
CONTINGENCY	-	-	194,251	-	83,000
UNAPPROPRIATED FUNDS	-	-	-	-	-
Total Other Requirements	-	-	194,251	-	83,000
Total Expenditures & Other Requirements	147,552	11,759	1,319,251	108,428	3,408,000

Parks Construction Fund	2021-22 Prior year 2 Actual	2022-23 Prior year Actual	2023-24 Curr Year Budget	2023-24 Projected Year-End	2024-25 Adopted Budget
BEGINNING FUND BALANCE	(42,621)	(20,147)	106,000	(205,987)	115,000
Revenue					
Intergovernmental					
GRANTS	251,291	454,756	2,120,000	2,000,000	700,000
Charges for Services					
SYSTEM DEVELOPMENT CHARGES	64,565	88,711	15,000	30,061	15,000
Miscellaneous					
INTEREST EARNED	115	-	800	800	800
Transfers					
FROM BICYCLE/FOOTPATH FUND	-	-	-	-	-
FROM GEN FUND-PARKS/FACIL	200,000	200,000	100,000	100,000	100,000
FROM TOURISM-MOTEL TAX FUND	20,000	40,000	40,000	40,000	80,000
FROM STATE GAS TAX FUND	-	-	-	-	-
Total Transfers	220,000	240,000	140,000	140,000	180,000
Total Revenue	535,971	783,467	2,275,800	2,170,861	895,800
Total Resources	493,350	763,320	2,381,800	1,964,874	1,010,800
Expenditures					
Capital Outlay					
PARK PROJECT-Fords Pond	79,364	1,300	-	-	-
PROJ #2-FORDS POND IMPR	89,526	196,857	2,300,000	1,850,000	850,000
FP Phase 2, Proj 1 2020 RTP/LW	-	232,505	-	-	-
FP Phase 2, Proj 2A 2020 LG	-	260,420	-	-	-
FP Phase 2, Proj 2B 21 LW,22LG	-	74,353	-	-	-
Parks - Other	344,607	203,872	75,000	-	120,000
RED ROCK TRAIL	-	-	-	-	-
Total Capital Outlay	513,497	969,307	2,375,000	1,850,000	970,000
Other Requirements					
CONTINGENCY	-	-	6,800	-	40,800
UNAPPROPRIATED FUNDS	-	-	-	-	-
Total Other Requirements	-	-	6,800	-	40,800
Total Expenditures & Other Requirements	513,497	969,307	2,381,800	1,850,000	1,010,800

Special Revenue Funds Section

The following are the special revenue type funds the City utilizes. These funds use the modified accrual basis of accounting.

- ❖ \$650K Fed Homeless Grant
- ❖ USDA Food Waste Grant
- ❖ Transient Lodging Tax
- ❖ Library Board Fund

Prior Year Comparison Special Revenue Funds Section

	2023-24 Adopted Budget	2024-25 Adopted Budget	Difference	% Difference
Beginning Fund Balance	361,670	365,670	4,000	1.11%
Revenue	237,510	1,088,922	851,412	358.47%
Transfers In	26,400	27,720	1,320	5.00%
Debt Proceeds	-	-	-	0.00%
Total Curr Resources	263,910	1,116,642	852,732	323.11%
TOTAL RESOURCES	625,580	1,482,312		
Personnel Services	-	-	-	0.00%
Materials & Services				
Supplies	-	13,899	13,899	0.00%
Services	170,150	849,970	679,820	399.54%
Maintenance	750	14,500	13,750	1833.33%
Utilities	-	30,610	30,610	0.00%
Other	-	-	-	0.00%
Total Materials & Services	170,900	908,979	738,079	431.88%
Other Expenses				
Capital Outlay	-	30,153	30,153	0.00%
Transfers Out	54,900	167,000	112,100	204.19%
Debt Service	-	-	-	0.00%
Contingency	399,780	376,180	(23,600)	-5.90%
Restricted Funds	-	-	-	0.00%
Total Other Expenses	454,680	573,333	118,653	26.10%
TOTAL EXP'S & OTHER	625,580	1,482,312		
Ending Fund Balance	-	-	-	

\$650,000 Federal Homelessness Grant

Summary

This is a new fund based on the award made during the Federal Government Budget deliberations. We are expecting this grant after October 1, 2024.

Fiscal Year 2024-25 Changes

This is a completely new fund that we have been awarded to help manage the Homeless Housing crisis. We have received very little detail about this and hope to have more information on the specific terms for the use of these funds in the next few months.

650K Fed-Homeless Grant	2021-22	2022-23	2023-24	2023-24	2024-25
	Prior year 2	Prior year	Curr Year	Projected	Adopted
	Actual	Actual	Budget	Year-End	Budget
BEGINNING FUND BALANCE	-	-	-	-	-
Revenue					
Intergovernmental					
GRANTS	-	-	-	-	650,000
Total Intergovernmental	-	-	-	-	650,000
Miscellaneous					
CHARITABLE CONTRIBUTIONS	-	-	-	-	-
Total Miscellaneous	-	-	-	-	-
Total Revenue	-	-	-	-	650,000
Total Resources	-	-	-	-	650,000
Expenditures					
Materials & Services					
CONTRACTED SERVICES	-	-	-	-	500,000
GARBAGE COLLECTION	-	-	-	-	9,600
INSURANCE	-	-	-	-	6,000
SUPPLIES	-	-	-	-	1,200
PARK LIGHTING	-	-	-	-	5,000
MAINTENANCE	-	-	-	-	12,000
SECURITY MONITORING	-	-	-	-	1,200
VOLUNTEER RECOGNITION	-	-	-	-	2,500
Total Materials & Services	-	-	-	-	537,500
Transfers (Admin)					
TO GENERAL FUND	-	-	-	-	65,000
Other Requirements					
CONTINGENCY	-	-	-	-	47,500
UNAPPROPRIATED FUNDS	-	-	-	-	-
Total Other Requirements	-	-	-	-	47,500
Total Expenditures & Other Requirements	-	-	-	-	650,000

USDA Composting & Food Waste Grant

Summary

This grant has been awarded to us as the pass-through agency, subcontracting with Source 1 Serenity who will be using this to develop a Food Waste Recycling Program.

Fiscal Year 2024-25 Changes

This is a two year grant, most of which will pass through to the subrecipient. There will be some reimbursement for City staff support and administration of the grant.

USDA Food Waste Recycle Grant	2021-22	2022-23	2023-24	2023-24	2024-25
	Prior year 2	Prior year	Curr Year	Projected	Adopted
	Actual	Actual	Budget	Year-End	Budget
BEGINNING FUND BALANCE	-	-	-	-	-
Revenue					
Intergovernmental					
USDC Food Waste Recycle Grant	-	-	-	-	118,912
	-	-	-	-	-
Total Intergovernmental	-	-	-	-	118,912
Miscellaneous					
CHARITABLE CONTRIBUTIONS	-	-	-	-	-
INTEREST EARNED	-	-	-	-	-
MISCELLANEOUS INCOME	-	-	-	-	-
Total Miscellaneous	-	-	-	-	-
Total Revenue	-	-	-	-	118,912
Total Resources	-	-	-	-	118,912
Expenditures					
Materials & Services					
CONTRACTED SERVICES	-	-	-	-	61,250
GARBAGE COLLECTION	-	-	-	-	14,810
SUPPLIES	-	-	-	-	3,800
CITY SUPPORT-INDIRECT	-	-	-	-	8,899
Total Materials & Services	-	-	-	-	88,759
Capital Outlay					
EQUIPMENT-PER GRANT	-	-	-	-	30,153
Other Requirements					
CONTINGENCY	-	-	-	-	-
UNAPPROPRIATED FUNDS	-	-	-	-	-
Total Other Requirements	-	-	-	-	-
Total Expenditures & Other Requirements	-	-	-	-	118,912

Transient Lodging Tax Fund

Summary

This fund accounts for the City's tourism promotion activities. The primary funding source is a transient lodging tax of eight percent (8%) assessed at all motels and RV parks within the City limits. The Sutherlin Area Chamber of Commerce provides the promotional services for the City under contract. It receives 70% of the tax paid on a quarterly basis.

Fiscal Year 2024-25 Changes

As stated above, the Chamber of Commerce receives a significant portion of these fund as the Destination Marketing Organization for the area. This equates to \$192,500 for this year for promotional-related tourism activities. In addition, \$80,000 has been budgeted for Tourism Development for parks.

Transient Lodging (Motel) Tax Fund	2021-22	2022-23	2023-24	2023-24	2024-25
	Prior year 2	Prior year	Curr Year	Projected	Adopted
	Actual	Actual	Budget	Year-End	Budget
BEGINNING FUND BALANCE	232,877	343,651	361,000	389,248	365,000
Revenue					
Taxes					
TRANSIENT MOTEL ROOM TAX	250,607	252,399	230,000	240,000	275,000
Miscellaneous					
INTEREST EARNED	1,632	10,527	7,500	20,151	15,000
MISCELLANEOUS	-	-	-	30,000	30,000
Total Miscellaneous	1,632	10,527	7,500	50,151	45,000
Total Revenue	252,239	262,926	237,500	290,151	320,000
Total Resources	485,116	606,577	598,500	679,399	685,000
Expenditures					
Materials & Services					
BUILDING MAINTENANCE	315	648	750	600	2,500
TOURISM DEVELOPMENT	-	-	-	65,000	50,000
TOURISM PROMOTION	106,250	161,780	143,750	193,750	202,500
Total Materials & Services	106,565	162,429	144,500	259,350	255,000
Transfers					
TO GENERAL FUND	14,900	14,900	14,900	14,900	22,000
TO PARKS CONSTRUCTION FUND	20,000	40,000	40,000	40,000	80,000
Total Transfers	34,900	54,900	54,900	54,900	102,000
Other Requirements					
CONTINGENCY	-	-	261,638	-	143,297
CONTINGENCY-TOURISM DEV (3%)	-	-	137,462	-	184,703
UNAPPROPRIATED	-	-	-	-	-
Total Other Requirements	-	-	399,100	-	328,000
Total Expenditures & Other Requirements	141,465	217,329	598,500	314,250	685,000

Library Board Fund

Summary

The Library Board Fund is a special revenue fund used to set aside revenues for the support of the Library Board’s activities. Revenues supporting this fund come from grants, donations, and revenue from the copying machine located at the library.

Fiscal Year 2024-25 Changes

We are budgeting for a 5% increase to the contract for the Library Technician for the Library.

Library Board Fund	2021-22 Prior year 2 Actual	2022-23 Prior year Actual	2023-24 Curr Year Budget	2023-24 Projected Year-End	2024-25 Adopted Budget
BEGINNING FUND BALANCE	664	664	670	664	670
Revenue					
Miscellaneous					
DONATIONS	-	-	-	-	-
GRANTS	-	-	-	-	-
INTEREST EARNED	-	-	10	10	10
Total Miscellaneous	-	-	10	10	10
Transfers					
FROM GENERAL FUND	26,400	26,400	26,400	26,400	27,720
Total Revenue	26,400	26,400	26,410	26,410	27,730
Total Resources	27,064	27,064	27,080	27,074	28,400
Expenditures					
Materials & Services					
CONTRACTED SERVICES	26,400	26,400	26,400	26,400	27,720
OFFICE SUPPLIES	-	-	-	-	-
Total Materials & Services	26,400	26,400	26,400	26,400	27,720
Other Requirements					
CONTINGENCY	-	-	680	-	680
UNAPPROPRIATED FUNDS	-	-	-	-	-
Total Other Requirements	-	-	680	-	680
Total Expenditures & Other Requirements	26,400	26,400	27,080	26,400	28,400

Prior Year Comparison
General Obligation Bond Section

	2023-24 Adopted Budget	2024-25 Adopted Budget	Difference	% Difference
Beginning Fund Balance	5,000	11,000	6,000	120.00%
Revenue	61,500	61,500	-	0.00%
Transfers In	-	-	-	0.00%
Debt Proceeds	-	-	-	0.00%
Total Curr Resources	<u>61,500</u>	<u>61,500</u>	-	0.00%
TOTAL RESOURCES	<u>66,500</u>	<u>72,500</u>		
Personnel Services	-	-	-	0.00%
Materials & Services				
Supplies	-	-	-	0.00%
Services	-	-	-	0.00%
Maintenance	-	-	-	0.00%
Utilities	-	-	-	0.00%
Other	-	-	-	0.00%
Total Materials & Services	<u>-</u>	<u>-</u>	-	0.00%
Other Expenses				
Capital Outlay	-	-	-	0.00%
Transfers Out	-	-	-	0.00%
Debt Service	60,750	63,000	2,250	3.70%
Contingency	-	-	-	0.00%
Restricted Funds	5,750	9,500	3,750	65.22%
Total Other Expenses	<u>66,500</u>	<u>72,500</u>	6,000	9.02%
TOTAL EXP'S & OTHER	<u>66,500</u>	<u>72,500</u>		
Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>	

GO Bond Debt Service Fund

Summary

This fund accounts for the repayment of general obligation bonded debt Adopted by voters to construct the Library building. Property tax is the sole source of repayment, which results from a separate property tax levy on all property in Sutherlin. The tax levy is exempt from Measure 5 limitations. This obligation will be paid in full in the year 2025.

Tax Levy

The adopted tax levy is \$66,000. We estimate a projected collection rate of approximately 92% in the year of levy, resulting in budgeted current year revenue of \$61,500.

Fiscal Year 2024-25 Changes

No significant changes are anticipated in this fund.

G.O. Bond Fund	2021-22 Prior year 2 Actual	2022-23 Prior year Actual	2023-24 Curr Year Budget	2023-24 Projected Year-End	2024-25 Adopted Budget
BEGINNING FUND BALANCE	936	1,687	5,000	4,944	11,000
Revenue					
Property Taxes					
CURRENT TAXES	60,000	60,000	60,000	60,000	60,000
DELINQUENT TAXES	1,500	1,500	1,500	1,500	1,500
Total Property Taxes	61,500	61,500	61,500	61,500	61,500
Miscellaneous					
INTEREST EARNED	1	6	-	144	-
Total Revenue	61,501	61,506	61,500	61,644	61,500
Total Resources	62,437	63,194	66,500	66,587	72,500
Expenditures					
Debt Service					
PRINCIPAL	50,000	50,000	55,000	50,000	60,000
INTEREST	10,750	8,250	5,750	5,750	3,000
Total Debt Service	60,750	58,250	60,750	55,750	63,000
Other Requirements					
UNAPPROPRIATED FUNDS	-	-	5,750	-	9,500
Total Expenditures & Other Requirements	60,750	58,250	66,500	55,750	72,500

Street Funds Section

The City has several funds to account for activities associated with the City's transportation system:

- ❖ **State Gas Tax Fund**
- ❖ **Bicycle/Footpath Fund**
- ❖ **Street Construction Fund**
- ❖ **Street SDC Fund**

The State Gas Tax Fund and Bicycle/Footpath Fund are special revenue type funds and the Street Construction, and Street SDC are capital project type funds. These funds use the modified accrual basis of accounting.

Prior Year Comparison Street Funds Section

	2023-24 Adopted Budget	2024-25 Adopted Budget	Difference	% Difference
Beginning Fund Balance	1,256,000	1,691,000	435,000	34.63%
Revenue	756,960	1,916,700	1,159,740	153.21%
Transfers In	150,000	700,000	550,000	366.67%
Debt Proceeds	-	-	-	0.00%
Total Curr Resources	906,960	2,616,700	1,709,740	188.51%
TOTAL RESOURCES	2,162,960	4,307,700		
Personnel Services	-	-	-	0.00%
Materials & Services				
Supplies	-	-	-	0.00%
Services	59,000	49,500	(9,500)	-16.10%
Maintenance	61,000	75,500	14,500	23.77%
Utilities	82,000	77,000	(5,000)	-6.10%
Other	-	-	-	0.00%
Total Materials & Services	202,000	202,000	-	0.00%
Other Expenses				
Capital Outlay	630,000	2,655,000	2,025,000	321.43%
Transfers Out	550,800	1,090,000	539,200	97.89%
Debt Service	54,900	54,900	-	0.00%
Contingency	725,260	305,800	(419,460)	-57.84%
Restricted Funds	-	-	-	0.00%
Total Other Expenses	1,960,960	4,105,700	2,144,740	109.37%
TOTAL EXP'S & OTHER	2,162,960	4,307,700		
Ending Fund Balance	-	-	-	

Capital improvement projects for the next five years are detailed below.

Streets
Five-Year Capital Improvement Plan

Description	Total	Fiscal Year Ending June 30,				
		2025	2026	2027	2028	2029
Sidewalks-1st Street	\$ 581,000	\$ 105,000	\$ 110,000	\$ 116,000	\$ 122,000	\$ 128,000
Myrtle Street Connector	1,600,000	-	-	-	1,600,000	-
Dakota Street Light	2,900,000	900,000	1,000,000	1,000,000	-	-
Waite Street Impr**	3,200,000	1,200,000	1,000,000	1,000,000	-	-
Downtown Pkg Lot		100,000				
N.Grove	200,000	200,000	-	-	-	-
Waite Street/Central Signal	1,500,000	-	-	-	-	1,500,000
Red Rock Road Improvement	2,100,000	-	-	-	2,100,000	-
Pavement Management	1,490,000	150,000	320,000	330,000	340,000	350,000
	\$ 13,571,000	\$ 2,655,000	\$ 2,430,000	\$ 2,446,000	\$ 4,162,000	\$ 1,978,000
						Carried out in State Gas Tax Fund
						Carried out in Street Construction

**The Major improvement plan is based on funding availability

Notes:

- 1 Amounts are rounded to the nearest thousand.
- 2 Inflationary Increases projected

State Gas Tax Fund

The State Gas Tax Fund accounts for the City’s street maintenance activity. The primary source of revenue is State Gas Tax.

This year, the focus will be getting the Downtown Parking Lot completed including sidewalks on 1st Street (in partnership with URA funds) as well as pavement for North Grove Street.

Fiscal Year 2024-25 Changes

Materials & Services will remain the same. The adopted budget includes continuing the investment in sidewalks for 1st Street as part of the Downtown Parking Lot Project. Transfers are similar.

Continued on Next Page

State Gas Tax Fund	2021-22	2022-23	2023-24	2023-24	2024-25
	Prior year 2	Prior year	Curr Year	Projected	Adopted
	Actual	Actual	Budget	YearEnd	Budget
BEGINNING FUND BALANCE	413,864	650,679	529,000	715,644	376,000
Revenue					
Intergovernmental					
STATE GAS TAX	678,957	690,620	700,000	798,501	700,000
STATE/County CSLFRF Post Fire	50,000	-	-	-	
Charges for Services					
COMMUNITY SERVICE FEE	135,960	135,920	-	-	-
Miscellaneous					
INTEREST EARNED	3,504	20,522	12,760	26,055	22,000
MISCELLANEOUS	-	-	-	-	-
Total Miscellaneous	3,504	20,522	12,760	26,055	22,000
Total Revenue	868,420	847,062	712,760	824,556	722,000
Total Resources	1,282,284	1,497,741	1,241,760	1,540,200	1,098,000
Expenditures					
Materials & Services					
DRAINAGE MAINTENANCE	1,866	7,274	10,000	1,979	10,000
PROFESSIONAL SERVICES	3,193	353	52,000	40,000	42,000
EQUIPMENT MAINTENANCE	1,808	7,098	8,000	3,927	8,000
GARBAGE COLLECTION	3,647	3,350	5,000	5,380	5,500
STREET LIGHTS	60,831	69,502	75,000	60,868	70,000
STREET MAINTENANCE	7,752	13,257	25,000	45,178	40,000
STREET SIGNS	4,113	7,017	6,000	1,422	5,500
STREET STRIPING	-	-	12,000	950	12,000
TRAINING	-	-	2,000	-	2,000
VEG CONTROL/TREE TRIM	3,155	355	7,000	1,200	7,000
Total Materials & Services	86,364	108,205	202,000	158,925	202,000
Capital Outlay					
STREET/SIDEWALK/DRAINAGE/IMPRO	122,065	250,715	400,000	400,000	405,000
Total Capital Outlay	122,065	250,715	400,000	400,000	405,000
Debt Service					
OTIB LOAN	54,877	54,877	54,900	54,877	54,900
Total Capital Outlay	54,877	54,877	54,900	54,877	54,900
Transfers					
TO GENERAL FUND	188,300	188,300	210,000	210,000	210,000
TO STREET CONSTRUCTION FUND	-	-	150,000	150,000	-
TO PUBLIC WORKS FUND	180,000	180,000	190,800	190,800	180,000
TO PARKS CONSTRUCTION FUND	-	-	-	-	-
Total Transfers	368,300	368,300	550,800	550,800	390,000
Other Requirements					
CONTINGENCY	-	-	34,060	-	46,100
UNAPPROPRIATED FUNDS	-	-	-	-	-
Total Other Requirements	-	-	34,060	-	46,100
Total Expenditures & Other Requirements	631,605	782,097	1,241,760	1,164,602	1,098,000

Bicycle/Footpath Fund

Summary

This fund accounts for the 1% allocation of the State Gas Tax that must be spent on bicycle and footpath related activities.

Fiscal Year 2024-25 Changes

There are no anticipated expenditures in this fund.

Bicycle/Footpath Fund	2021-22 Prior year 2 Actual	2022-23 Prior year Actual	2023-24 Curr Year Budget	2023-24 Projected Year-End	2024-25 Adopted Budget
BEGINNING FUND BALANCE	13,478	20,410	28,000	27,964	35,000
Revenue					
Intergovernmental					
FROM STATE GAS TAX	6,858	6,976	7,000	7,000	7,000
Miscellaneous					
INTEREST EARNED	73	578	75	516	450
Total Revenue	6,932	7,554	7,075	7,516	7,450
Total Resources	20,410	27,964	35,075	35,480	42,450
Expenditures					
Transfers					
TO PARKS CONST FUND	-	-	-	-	-
Other Requirements					
CONTINGENCY	-	-	35,075	-	42,450
UNAPPROPRIATED FUNDS	-	-	-	-	-
Total Other Requirements	-	-	35,075	-	42,450
Total Expenditures & Other Requirements	-	-	35,075	-	42,450

Street Construction Fund

Summary

This fund accounts for the City's Street expansion and betterment projects. Funding sources include intergovernmental resources such as Federal Highway exchange funds, and State ODOT funding on a project-by-project basis. Other resources may include transfers from the City's general fund, state gas tax fund, and grants such as the American Rescue Plan Funds.

Current Projects

This fund is budgeting the possible match necessary to secure the SRTS grant for improving Waite Street as presented to the City Council. We are also budgeting to begin work on the Dakota Street Traffic Signal/Intersection.

Revenue

ODOT Fund Exchange – Federal Highway funding of approximately \$113,000 per year is now being sent directly from the State instead of having to request it. The exchange is on a ratio of approximately \$.94 for each \$1.00 of federal funds.

Street Construction Fund	2021-22 Prior year 2 Actual	2022-23 Prior year Actual	2023-24 Curr Year Budget	2023-24 Projected Year-End	2024-25 Adopted Budget
BEGINNING FUND BALANCE	3,924	54,934	157,000	319,395	563,000
Revenue					
Intergovernmental					
Exchange FUNDS	-	420,183	-	303,916	300,000
SRTS GRANT-Waite St					400,000
COUNTY AGREEMENT	-	-	-	-	-
LOAN PROCEEDS	-	-	-	-	400,000
Total Intergovernmental	-	420,183	-	303,916	1,100,000
Miscellaneous					
INTEREST EARNED	312	5,853	125	19,451	17,500
Transfers					
FROM STREET SDC FUND	-	-	-	-	700,000
FROM STATE GAS TAX FUND	-	-	150,000	150,000	-
FROM Amer. Rescue Plan	250,000	107,500	-	-	
Total Transfers	250,000	107,500	150,000	150,000	700,000
Total Revenue	250,312	533,536	150,125	473,367	1,817,500
Total Resources	254,236	588,470	307,125	792,762	2,380,500
Expenditures					
Capital Outlay					
DAKOTA STR INTERSECTION	-	-	-	-	900,000
OVERLAYS	-	-	-	-	-
STREET/SIDEWALK/DRAINAGE/IMPRO	-	720	230,000	220,000	1,200,000
STREET REPAIR / MAINTENANCE	199,302	268,355	-	10,000	150,000
Total Capital Outlay	199,302	269,075	230,000	230,000	2,250,000
Other Requirements					
CONTINGENCY	-	-	77,125	-	130,500
UNAPPROPRIATED FUNDS	-	-	-	-	-
Total Other Requirements	-	-	77,125	-	130,500
Total Expenditures & Other Requirements	199,302	269,075	307,125	230,000	2,380,500

Street SDC Fund

Summary

This fund accounts for the receipt and disbursement of Transportation System Development Charges (SDCs) improvement fees. SDCs are charged to builders for their proportional impact on future transportation system improvement costs. Consequently, SDCs provide the City a source of revenue to pay for the expansion of the City’s transportation system that may otherwise be the direct responsibility of new development.

Funds are accumulated and transferred to the Street Construction Fund to pay qualified project costs.

Fiscal Year 2024-25 Changes

We are targeting using these funds to build a traffic signal at Dakota/Hwy 138 intersection as adopted by ODOT this year. Therefore, most of the fund balance is budgeted to be transferred to Street Construction.

Street SDC Fund	2021-22 Prior year 2 Actual	2022-23 Prior year Actual	2023-24 Curr Year Budget	2023-24 Projected Year-End	2024-25 Adopted Budget
BEGINNING FUND BALANCE	350,006	504,212	542,000	639,741	717,000
Revenue					
Charges for Services					
SYSTEM DEVELOPMENT STREETS	127,896	115,188	30,000	38,000	35,000
SYSTEM DEVELOPMENT STORM	23,901	5,235	-	6,750	6,750
Miscellaneous					
INTEREST EARNED	2,409	15,105	7,000	32,555	28,000
Total Revenue	154,206	135,528	37,000	77,305	69,750
Total Resources	504,212	639,741	579,000	717,046	786,750
Expenditures					
Transfers					
TO STREET CONSTRUCTION FUND	-	-	-	-	700,000
Other Requirements					
CONTINGENCY	-	-	579,000	-	86,750
UNAPPROPRIATED FUNDS	-	-	-	-	-
Total Other Requirements	-	-	579,000	-	86,750
Total Expenditures & Other Requirements	-	-	579,000	-	786,750

Enterprise Funds

The following funds are the City's Enterprise Funds consisting of proprietary and internal service funds. These funds utilize the full accrual method of accounting. Note that the Water, Wastewater and Public Works related funds are consolidated for financial reporting purposes as a single fund. To be consistent with prior years though, the funds are budgeted separately.

Proprietary Funds

Water

The following funds account for the various activities of the City's water utility. Funding is provided by User charges, System Development charges, Grants and Debt Proceeds.

- ❖ Water Operations Fund
- ❖ Water Construction Fund
- ❖ Water Vehicle and Equipment Reserve Fund
- ❖ Water Debt Service Fund

Wastewater

The following funds account for the various activities of the City's wastewater utility. Funding is provided by User charges, System Development charges, Grants and Debt Proceeds.

- ❖ Wastewater Operations Fund
- ❖ Step Surcharge Fund
- ❖ Wastewater Construction Fund
- ❖ Wastewater Vehicle and Equipment Reserve Fund
- ❖ Wastewater Debt Service Fund

Internal Service Funds

The following funds account for the activities of Public Works staffing. The staff performs work associated with Water, Wastewater, Street/Storm drainage, and Parks. Funding is provided through inter-fund transfers from the City operations for the estimated work effort.

Public Works

- ❖ Operations Fund
- ❖ Public Works Reserve Fund

Water Funds Section

The Water Funds account for the activities of the City's water utility. The principal sources of revenue are User fees and System Development charges. Additional resources include Grants and long-term Debt proceeds. Expenditures are for system operation, administration, maintenance, system betterments and expansion of the system, and principal and interest payments.

Prior Year Comparison Water Funds Section

	2023-24 Adopted Budget	2024-25 Adopted Budget	Difference	% Difference
Beginning Fund Balance	2,831,000	3,287,000	456,000	16.11%
Revenue	3,061,500	3,225,300	163,800	5.35%
Transfers In	710,000	925,000	215,000	30.28%
Debt Proceeds	770,000	125,000	(645,000)	-83.77%
Total Curr Resources	<u>4,541,500</u>	<u>4,275,300</u>	<u>(266,200)</u>	<u>-5.86%</u>
TOTAL RESOURCES	<u>7,372,500</u>	<u>7,562,300</u>		
Personnel Services	-	-	-	0.00%
Materials & Services				
Supplies	164,550	144,100	(20,450)	-12.43%
Services	90,650	114,750	24,100	26.59%
Maintenance	236,900	259,100	22,200	9.37%
Utilities	92,000	90,000	(2,000)	-2.17%
Other	4,000	4,000	-	0.00%
Total Materials & Services	<u>588,100</u>	<u>611,950</u>	<u>23,850</u>	<u>4.06%</u>
Other Expenses				
Capital Outlay	1,502,650	818,350	(684,300)	-45.54%
Transfers Out	1,985,900	2,200,900	215,000	10.83%
Debt Service	419,903	634,578	214,675	51.13%
Contingency	2,523,477	2,944,052	420,575	16.67%
Restricted Funds	352,470	352,470	-	0.00%
Total Other Expenses	<u>6,784,400</u>	<u>6,950,350</u>	<u>165,950</u>	<u>2.45%</u>
TOTAL EXP'S & OTHER	<u>7,372,500</u>	<u>7,562,300</u>		
Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>	

Water Operations Fund

Beginning Fund Balance & Ending Fund Balance

The beginning fund balance (July 1, 2024) is estimated to increase to \$598,000 from the prior year balance of \$443,054. The ending fund balance at June 30, 2025 is projected to remain strong while accommodating several projects.

Fiscal Year 2024-25 Changes

Projected Collection Charges are estimated to increase by the CPI rate (3.4%) over the projected year end amount for 2023-24. Materials and Services will increase by 4.1% over last year's budgeted amounts, given the price increases in Utility Bill preparation, Meter Reader fees, Equipment and planned Maintenance items. Transfers to internal Service funds and the General Fund have increased 10.8% mainly to accommodate the debt service for the Non P Water Plant Loan.

Water Operations Fund	2021-22	2022-23	2023-24	2023-24	2024-25
	Prior year 2	Prior year	Curr Year	Projected	Adopted
	Actual	Actual	Budget	Year-End	Budget
BEGINNING FUND BALANCE	400,428	423,943	490,000	443,054	598,000
Revenue					
Charges for Services					
COLLECTIONS CHARGES	2,232,931	2,340,599	2,513,700	2,497,887	2,580,300
CONNECTIONS CHARGES	32,994	27,810	25,000	30,000	30,000
CREDIT - SUMMER	36	-	-	-	-
PENALTIES	49,357	48,315	50,000	56,707	50,000
SDC'S- WATER	22,884	19,760	5,000	5,500	5,000
Total Charges for Services	2,338,201	2,436,484	2,593,700	2,590,094	2,665,300
Miscellaneous					
INTEREST EARNED	3,617	19,801	10,000	32,417	30,000
MISCELLANEOUS	-	(875)	-	-	-
Total Miscellaneous	3,617	18,926	10,000	32,417	30,000
Total Revenue	2,341,818	2,455,410	2,603,700	2,622,511	2,695,300
Total Resources	2,742,246	2,879,353	3,093,700	3,065,565	3,293,300

Continued on Next Page

Water Operations Fund-Cont.	2021-22 Prior year 2	2022-23 Prior year	2023-24 Curr Year	2023-24 Projected	2024-25 Adopted
Expenditures	Actual	Actual	Budget	Year-End	Budget
Materials & Services					
ADMINISTRATIVE FEE'S	2,830	2,097	2,800	1,767	1,500
BOND ADMINISTRATIVE COSTS	750	-	750	750	750
BUILDING & GROUNDS MAINTENANCE	2,177	2,983	3,000	1,244	3,000
CHEMICALS	103,645	118,267	135,000	78,016	125,000
CITY LOGO CLOTHING	1,206	246	1,200	500	2,000
COMMUNICATIONS AND ALARM	7,274	6,531	20,000	6,996	12,000
COMPUTER MAINTENANCE	-	-	800	-	-
CONSUMER CONFIDENCE REPORT	3,349	2,810	4,000	4,000	4,000
COOPER CREEK PLANT MAINTENANCE	21,843	44,835	45,000	65,000	65,000
DISTRIBUTION SYSTEM MAINTENANCE	81,738	88,755	85,000	105,000	85,000
DRUG TEST & SCREENS	150	-	500	110	500
ENGINEERING SERVICES (GSI)	10,159	17,385	25,000	13,462	50,000
EQUIPMENT MAINTENANCE	3,487	12,588	10,000	13,032	13,000
EQUIPMENT RENTAL	-	-	35,000	3,500	35,000
GAS AND LUBRICANTS	7,608	6,650	15,000	6,905	8,000
HARDSHIP PROGRAM	323	114	3,500	1,250	3,500
JANITORIAL SUPPLIES	42	272	350	69	350
LABORATORY SUPPLIES	2,730	9,405	9,500	3,573	4,500
MEMBERSHIPS AND SUBSCRIPTIONS	4,329	4,571	1,200	1,400	1,500
NONPARIEL PLANT MAINTENANCE	9,493	34,576	35,000	36,000	35,000
OFFICE SUPPLIES	831	2,352	1,500	1,000	1,500
PERMITS	995	1,842	2,400	2,499	2,500
PROTECTIVE GEAR	-	-	500	400	500
RADIO MAINTENANCE	1,032	2,216	1,000	53	1,000
STORAGE RESERVOIR MAINT	-	1,199	10,000	7,500	10,000
SAFETY EQUIPMENT	-	500	750	500	1,500
TELEPHONE	10,949	11,270	12,000	9,578	10,000
TEMPORARY EMPLOYEES	-	-	500	500	500
TESTING	7,217	7,214	8,500	7,000	8,500
TOOLS	-	599	750	750	750
TRAINING	1,853	1,632	3,000	5,500	5,500
TRAVEL EXPENSES	178	529	3,000	1,000	3,000
UTILITIES	66,637	88,277	80,000	67,223	80,000
UTILITY BILLING PREPARATION	10,106	10,731	10,500	11,808	12,000
VEHICLE MAINTENANCE	1,824	1,280	3,600	1,500	3,600
VISA FEES	16,151	17,174	17,500	21,416	21,500
Total Materials & Services	380,903	498,899	588,100	480,801	611,950
Capital Outlay					
WATER RIGHTS	-	-	-	1,000	-
Transfers					
TO WATER DEBT SERVICE FUND	460,000	460,000	460,000	460,000	600,000
TO GENERAL FUND	529,400	529,400	550,000	550,000	550,000
TO PUBLIC WORKS FUND	698,000	698,000	725,900	725,900	725,900
TO WATER CONST FUND	250,000	250,000	250,000	250,000	250,000
TO WATER RESERVE FUND	-	-	-	-	75,000
Total Transfers	1,937,400	1,937,400	1,985,900	1,985,900	2,200,900
Other Requirements					
CONTINGENCY	-	-	519,700	-	480,450
UNAPPROPRIATED FUNDS	-	-	-	-	-
Total Other Requirements	-	-	519,700	-	480,450
Total Expenditures & Other Requirements	2,318,303	2,436,299	3,093,700	2,467,701	3,293,300

Water Construction Fund

This fund accounts for the City's capital expansion projects, including the receipt and expenditure of Water System Development Charges (SDCs) improvement fees. SDCs are charged to builders to provide a source of revenue to pay for the expansion of the City's water system. Other resources may include transfers from the City's operating fund, i.e., ratepayers, debt proceeds and grants.

Fiscal Year 2024-25

Changes

The Nonpareil Treatment Plant Upgrade with Stettler Supply Company has experienced some delays. We are now projecting that it will be complete by summer of 2024. Current and future capital improvement projects are detailed below, as well as Vehicle Purchases.

Water
Five-Year Capital Improvement Plan

Description	Fiscal Year Ending June 30,					
	Total	2025	2026	2027	2028	2029
Vehicles & Equipment						
Pick-Ups	60,000	\$ -	\$ -	\$ -	\$ 60,000	\$ -
Equipment	-	-	-	-	-	-
Total Vehicles & Equipment	60,000	-	-	-	60,000	-
Maintenance Capital						
Cathodic Protection	310,451	58,350	60,101	62,000	64,000	66,000
Water Rights	-	-	-	-	-	-
Upper Umpqua Storage Tank	409,000	-	-	-	409,000	-
Reservoir Improvements	75,000	75,000	-	-	-	-
Nonpareil Improvements	125,000	125,000	-	-	-	-
Total Maintenance Capital	919,451	258,350	60,101	62,000	473,000	66,000
Improvement Capital						
Alley S. of 1st, Umpqua/Will. (8")	160,000	160,000	-	-	-	-
2nd St. Umpqua/Will. (8")	60,000	-	60,000	-	-	-
Mardonna (12")	1,320,000	-	-	220,000	550,000	550,000
AMI Water System Yr 1	1,300,000	400,000	300,000	300,000	300,000	-
Foster Water Line-Phase II (8")	50,000	-	50,000	-	-	-
Fairway Estates/Oak Hills Tank (12")	250,000	-	-	-	250,000	-
Total Improvement Capital	3,140,000	560,000	410,000	520,000	1,100,000	550,000
Grand Total	\$ 4,119,451	\$ 818,350	\$ 470,101	\$ 582,000	\$ 1,633,000	\$ 616,000

In Water Construction

Notes:

- 1 Amounts are rounded to the nearest thousand.
- 2 Vehicles and equipment with an initial cost of \$5,000 or more are scheduled.
- 3 Pick-Ups are scheduled for replacement after approximately 150,000 miles.

Water Construction Fund	2021-22	2022-23	2023-24	2023-24	2024-25
	Prior year 2	Prior year	Curr Year	Projected	Adopted
	Actual	Actual	Budget	Year-End	Budget
BEGINNING FUND BALANCE	825,338	1,341,138	1,537,000	1,653,977	1,812,000
Revenue					
Debt Proceeds					
CDBG FUNDS	-	-	-	-	-
LONG-TERM DEBT PROCEEDS	2,549,913	1,497,838	770,000	185,000	125,000
Total Debt Proceeds	2,549,913	1,497,838	770,000	185,000	125,000
Intergovernmental					
IFA Grant (Loan Forgiveness)	-	-	380,000	-	380,000
Charges for Services					
SDC'S - WATER	90,006	75,323	50,000	53,644	50,000
Miscellaneous					
INTEREST EARNED	5,813	45,307	20,000	85,235	75,000
Transfers					
FROM WATER FUND	250,000	250,000	250,000	250,000	250,000
FROM Amer Rescue Plan	275,000	77,500	-	-	-
Total Transfers	525,000	327,500	250,000	250,000	250,000
Total Revenue	3,170,731	1,945,968	1,470,000	573,879	880,000
Total Resources	3,996,069	3,287,106	3,007,000	2,227,856	2,692,000
Expenditures					
Capital Outlay					
CATHODIC PROTECTION	-	-	56,650	5,000	58,350
RESERVOIR IMPROVEMENTS	7,415	-	136,000	136,000	75,000
MAIN LINE IMPROVEMENTS	7,414	4,685	160,000	90,000	160,000
METER CITY FACILITIES	-	-	-	-	400,000
PLANT IMPROVEMENTS	2,640,103	1,628,444	1,150,000	185,000	125,000
PUMP STATION IMPROVEMENTS	-	-	-	-	-
Total Capital Outlay	2,654,932	1,633,129	1,502,650	416,000	818,350
Other Requirements					
CONTINGENCY	-	-	1,504,350	-	1,873,650
UNAPPROPRIATED FUNDS	-	-	-	-	-
Total Other Requirements	-	-	1,504,350	-	1,873,650
Total Expenditures & Other Requirements	2,654,932	1,633,129	3,007,000	416,000	2,692,000

Water Reserve Fund

This fund is used to accumulate resources to provide for the periodic replacement of vehicles and capital equipment purchases to be used for Water Fund purposes. The fund's only revenue source is transfers from the Water Operations Fund, as well as interest on the fund balance.

Fiscal Year 2024-25 Changes

There are no anticipated expenditures for this fund for this year.

Water Reserve Fund	2021-22 Prior year 2 Actual	2022-23 Prior year Actual	2023-24 Curr Year Budget	2023-24 Projected Year-End	2024-25 Adopted Budget
BEGINNING FUND BALANCE	341,569	343,430	306,000	306,569	320,000
Revenue					
Miscellaneous					
INTEREST EARNED	1,861	8,908	6,000	13,301	10,000
MISCELLANEOUS	-	-	-	-	-
SURPLUS PROPERTY SALES	-	-	-	-	-
Total Miscellaneous	1,861	8,908	6,000	13,301	10,000
Transfers					
FROM WATER FUND	-	-	-	-	75,000
Total Revenue	1,861	8,908	6,000	13,301	85,000
Total Resources	343,430	352,338	312,000	319,870	405,000
Expenditures					
Capital Outlay					
EQUIPMENT	-	-	-	-	-
VEHICLES	-	45,769	-	-	-
Total Capital Outlay	-	45,769	-	-	-
Debt Service					
INTERFUND LOAN EXPENSE	-	-	-	-	-
Other Requirements					
CONTINGENCY	-	-	312,000	-	405,000
UNAPPROPRIATED FUNDS	-	-	-	-	-
Total Other Requirements	-	-	312,000	-	405,000
Total Expenditures & Other Requirements	-	45,769	312,000	-	405,000

Water Debt Service Fund

This fund accounts for the repayment of loans and revenue bonds of which the proceeds were used to construct Water Fund related facilities and infrastructure. The fund's only revenue source is transfers from the Water Operations Fund and interest earned on the fund balance.

Fiscal Year 2024-25 Changes

All debt payments are as scheduled.

Water Debt Service Fund	2021-22 Prior year 2 Actual	2022-23 Prior year Actual	2023-24 Curr Year Budget	2023-24 Projected Year-End	2024-25 Adopted Budget
BEGINNING FUND BALANCE	404,697	450,854	498,000	499,010	557,000
Revenue					
Miscellaneous					
INTEREST EARNED	1,757	9,707	1,800	17,551	15,000
Debt Proceeds					
PROCEEDS FROM RD DEBT ISSUANCE	-	-	-	-	-
Transfers					
FROM WATER FUND	460,000	460,000	460,000	460,000	600,000
Total Revenue	461,757	469,707	461,800	477,551	615,000
Total Resources	866,454	920,561	959,800	976,562	1,172,000
Expenditures					
Debt Service					
OECDD OR BOND BANK INTEREST	22,802	21,327	19,841	19,841	18,393
OEDCC OR BOND BANK PRINCIPAL	29,497	29,722	29,957	29,957	35,156
New IFA Loan Prin (Schn Mt./6th & Oak)	8,890	10,071	10,172	10,172	10,274
New IFA Loan Int (Schn Mt./6th & Oak)	4,550	3,369	3,270	3,268	3,170
S19026 NonP WTP PRIN-BIZ OR	-	-	-	-	90,000
S19026 NonP WTP INT-BIZ OR	-	-	-	-	125,000
WA REV BOND '08 INTEREST	40,375	37,575	32,175	32,175	23,100
WA REV BOND '08 PRINCIPAL	130,000	140,000	145,000	145,000	150,000
USDA 2013 PRINCIPAL	82,750	84,716	86,728	86,728	88,788
USDA 2013 INTEREST	96,736	94,770	92,760	92,758	90,698
Total Debt Service	415,600	421,550	419,903	419,899	634,578
Other Requirements					
CONTINGENCY	-	-	187,427	-	184,952
WA REV BOND '08 RESERVE ACCT	-	-	172,975	-	172,975
USDA 2013 DEBT SERVICE RESERVE	-	-	179,495	-	179,495
UNAPPROPRIATED FUNDS	-	-	-	-	-
Total Other Requirements	-	-	539,897	-	537,422
Total Expenditures & Other Requirements	415,600	421,550	959,800	419,899	1,172,000

Wastewater Funds Section

The Wastewater funds account for the activities of the City's sewer utility. The principal sources of revenue are User fees and System Development charges. Additional resources include Grants and long-term Debt Proceeds. Expenditures are for system operation, administration, maintenance, system betterments and expansion of the system, and principal and interest payments.

Prior Year Comparison Wastewater Funds Section

	2023-24 Adopted Budget	2024-25 Adopted Budget	Difference	%Difference
Beginning Fund Balance	3,939,000	4,521,000	582,000	14.78%
			-	
Revenue	3,735,800	3,570,700	(165,100)	-4.42%
Transfers In	1,200,000	1,040,000	(160,000)	-13.33%
Debt Proceeds	-	-	-	0.00%
Total Curr Resources	<u>4,935,800</u>	<u>4,610,700</u>	<u>(325,100)</u>	<u>-6.59%</u>
TOTAL RESOURCES	<u>8,874,800</u>	<u>9,131,700</u>		
Personnel Services	-	-	-	0.00%
Materials & Services				
Supplies	176,100	189,500	13,400	7.61%
Services	250,250	270,250	20,000	7.99%
Maintenance	271,500	309,500	38,000	14.00%
Utilities	135,000	140,000	5,000	3.70%
Other	750	750	-	0.00%
Total Materials & Services	<u>833,600</u>	<u>910,000</u>	<u>76,400</u>	<u>9.17%</u>
Other Expenses				
Capital Outlay	100,000	110,000	10,000	10.00%
Transfers Out	2,463,400	2,303,400	(160,000)	-6.50%
Debt Service	1,103,490	1,146,510	43,020	3.90%
Contingency	3,486,400	3,269,900	(216,500)	-6.21%
Restricted Funds	887,910	1,391,890	503,980	56.76%
Total Other Expenses	<u>8,041,200</u>	<u>8,221,700</u>	<u>180,500</u>	<u>2.24%</u>
TOTAL EXP'S & OTHER	<u>8,874,800</u>	<u>9,131,700</u>		
Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>	

**Wastewater Operations Fund
Beginning Fund Balance & Ending Fund Balance**

The projected beginning fund balance at July 1, 2024 of \$1,618,000 is higher than the prior year actual amount of \$1,463,438 . The projected ending fund balance as of June 30, 2025 is \$1,857,400. Our goal is to maintain a strong balance while accomplishing significant system maintenance.

Fiscal Year 2024-25 Changes

Projected Collection Charges are estimated to increase 3.4% (December CPI rate) over the projected year end amount for 2023-24. Materials and Services will increase by 9.45% over last year’s budgeted amounts given significant cost increases for Utilities, budgeting for the Collection System Master Plan, and Inflow & Infiltration Maintenance. Transfers will decrease slightly because fund balances are maintaining strong balances.

Wastewater Operations Fund	2021-22 Prior year 2 Actual	2022-23 Prior year Actual	2023-24 Curr Year Budget	2023-24 Projected Year-End	2024-25 Adopted Budget
BEGINNING FUND BALANCE	734,386	1,292,526	1,862,000	1,463,438	1,618,000
Revenue					
Charges for Services					
COLLECTIONS CHARGES	2,875,383	3,098,230	3,624,200	3,242,552	3,352,800
CONNECTIONS CHARGES	17,925	9,800	12,000	10,453	10,000
Total Charges for Services	2,893,308	3,108,030	3,636,200	3,253,005	3,362,800
Miscellaneous					
INTEREST EARNED	5,863	42,528	20,000	67,995	65,000
MISCELLANEOUS	7,800	7,800	-	7,500	-
SURPLUS PROPERTY SALES	-	-	-	-	-
Total Miscellaneous	13,663	50,328	20,000	75,495	65,000
Total Revenue	2,906,970	3,158,358	3,656,200	3,328,499	3,427,800
Total Resources	3,641,356	4,450,883	5,518,200	4,791,938	5,045,800

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Wastewater Operations Cont.	2021-22 Prior year 2 Actual	2022-23 Prior year Actual	2023-24 Curr Year Budget	2023-24 Projected Year-End	2024-25 Adopted Budget
Expenditures					
Materials & Services					
ADMINISTRATIVE FEE'S	-	12,600	500	500	-
BUILDING & GROUNDS MAINTENANCE	28,015	16,222	41,000	34,406	30,000
CHEMICALS	102,596	101,328	105,000	110,951	120,000
CITY LOGO CLOTHING	996	1,343	2,000	691	2,000
COLLECTION SYSTEM MAINTENANCE	8,843	8,047	15,000	10,000	15,000
COMMUNICATIONS AND ALARM	7,910	18,296	9,000	27,500	12,000
COMPUTER MAINTENANCE	920	-	1,000	1,000	20,000
DRUG TEST & SCREENS	121	380	750	300	750
ENGINEERING SERVICES	29,406	27,620	130,000	14,246	140,000
EQUIPMENT MAINTENANCE	15,034	17,904	17,000	13,248	17,000
EQUIPMENT RENTAL	-	450	500	450	500
GAS AND LUBRICANTS	9,720	10,825	15,000	9,516	12,000
HIRING EXPENSES	(135)	55	-	-	-
INFLOW & INFILTRATION	-	59,237	75,000	95,000	100,000
JANITORIAL SUPPLIES	158	554	1,000	750	1,000
LABORATORY SUPPLIES	23,338	15,494	20,000	28,582	20,000
LIFT STATION MAINTENANCE	4,443	2,345	20,000	28,272	20,000
MEMBERSHIPS AND SUBSCRIPTIONS	100	100	750	200	750
OFFICE SUPPLIES	3,138	4,275	3,500	3,918	4,000
PERMITS	7,180	6,818	12,000	23,104	12,000
PLANT MAINTENANCE	41,932	71,797	65,000	62,231	75,000
POSTAGE	20	36	100	750	500
PROTECTIVE GEAR	226	729	1,000	1,000	1,000
PUMP STATION UPGRADES	-	1,143	15,000	375	10,000
SAFETY EQUIPMENT	725	919	1,500	1,750	2,000
SLUDGE DISPOSAL	45,424	58,426	60,000	45,000	65,000
TELEPHONE	13,321	13,565	15,000	12,677	15,000
TEMPORARY EMPLOYEES	-	-	1,000	1,000	1,000
TESTING	14,589	18,531	20,000	16,303	15,000
TOOLS	1,778	230	2,000	1,200	2,000
TRAINING	3,813	2,601	4,500	3,500	4,500
UTILITIES	104,316	112,432	120,000	124,267	125,000
UTILITY BILLING PREPARATION	9,606	10,731	9,500	11,808	12,000
VEHICLE MAINTENANCE	1,848	1,887	10,000	5,000	10,000
VISA FEES	16,151	17,174	15,000	21,416	20,000
Total Materials & Services	495,530	614,145	808,600	710,913	885,000

Wastewater Operations Cont.	2021-22 Prior year 2 Actual	2022-23 Prior year Actual	2023-24 Curr Year Budget	2023-24 Projected Year-End	2024-25 Adopted Budget
Capital Outlay					
BUILDING IMPROVEMENTS	-	-	-	-	-
WATER RIGHTS	-	-	-	-	-
Total Capital Outlay	-	-	-	-	-
Transfers					
TO WW DEBT SERVICE FUND	600,000	1,100,000	1,100,000	1,100,000	990,000
TO GENERAL FUND	463,300	463,300	525,000	525,000	525,000
TO PUBLIC WORKS FUND	625,000	710,000	738,400	738,400	738,400
TO WW RESERVE FUND	15,000	100,000	100,000	100,000	50,000
TO WW CONSTRUCTION FUND	150,000	-	-	-	-
Total Transfers	1,853,300	2,373,300	2,463,400	2,463,400	2,303,400
Other Requirements					
CONTINGENCY	-	-	2,246,200	-	1,857,400
UNAPPROPRIATED FUNDS	-	-	-	-	-
Total Other Requirements	-	-	2,246,200	-	1,857,400
Total Expenditures & Other Requirements	2,348,830	2,987,445	5,518,200	3,174,313	5,045,800

Step Surcharge Fund

Summary

The Step Surcharge Fund includes user surcharges (collection charges) from the Knolls Estate and step system customers on the Calapooia system. At some point in the future, maintenance expenses will be incurred in order to keep the systems in proper working order, but to alleviate that, we are contracting the routine maintenance out to a local firm which will be well within the budget, it will all be done on a regular schedule and it helps free staff up to address other issues.

Fiscal Year 2024-25 Changes

See above.

Step Surcharge Fund	2021-22 Prior year 2 Actual	2022-23 Prior year Actual	2023-24 Curr Year Budget	2023-24 Projected Year-End	2024-25 Adopted Budget
BEGINNING FUND BALANCE	68,960	80,168	90,000	101,290	103,000
Revenue					
Charges for Services					
COLLECTION CHARGES	22,858	24,894	20,000	22,000	20,000
Miscellaneous					
INTEREST EARNED	404	2,619	1,200	4,530	2,500
Total Revenue	23,262	27,513	21,200	26,530	22,500
Total Resources	92,222	107,681	111,200	127,819	125,500
Expenditures					
Materials & Services					
COLLECTION SYSTEM MAINTENANCE	12,054	6,391	25,000	25,000	25,000
Other Requirements					
CONTINGENCY	-	-	86,200	-	100,500
UNAPPROPRIATED FUNDS	-	-	-	-	-
Total Other Requirements	-	-	86,200	-	100,500
Total Expenditures & Other Requirements	12,054	6,391	111,200	25,000	125,500

Wastewater Construction Fund

Summary

This fund accounts for the costs associated with major system expansions and betterments. Resources include System Development Charges (SDCs), inter-fund transfers, grants and debt proceeds.

Fiscal Year 2024-25 Changes

Church Lift Station Upgrade is in the C.I.P for this year.

Wastewater Construction Fund	2021-22 Prior year 2 Actual	2022-23 Prior year Actual	2023-24 Curr Year Budget	2023-24 Projected Year-End	2024-25 Adopted Budget
BEGINNING FUND BALANCE	627,355	827,194	882,000	915,781	983,000
Revenue					
Debt Proceeds					
LONG-TERM DEBT PROCEEDS	-	-	-	-	-
INTERIM FINANCING	-	-	-	-	-
Total Debt Proceeds	-	-	-	-	-
Charges for Services					
SDC'S - SEWER	77,798	64,845	10,000	35,000	20,000
Total Charges for Services	77,798	64,845	10,000	35,000	20,000
Miscellaneous					
INTEREST EARNED	4,050	23,742	12,500	39,971	30,000
Total Miscellaneous	4,050	23,742	12,500	39,971	30,000
Transfers					
FROM WASTEWATER FUND	150,000	-	-	-	-
Total Revenue	231,849	88,587	22,500	74,971	50,000
Total Resources	859,203	915,781	904,500	990,752	1,033,000
Capital Outlay					
LIFT STATION UPGRADES	-	-	65,000	-	65,000
PLANT IMPROVEMENTS	46,760	-	-	-	-
SEWER LINE EXT-DUKE-SAME	(14,751)	-	-	7,500	-
Total Capital Outlay	32,009	-	65,000	7,500	65,000
Other Requirements					
CONTINGENCY	-	-	839,500	-	968,000
UNAPPROPRIATED FUNDS	-	-	-	-	-
Total Other Requirements	-	-	839,500	-	968,000
Total Expenditures & Other Requirements	32,009	-	904,500	7,500	1,033,000

Wastewater Reserve Fund

This fund accounts for the accumulation and expenditure of funds to replace vehicles and equipment of the Wastewater operation.

Fiscal Year 2024-25 Changes

The capital outlay expense of \$45,000 is for a new Pick-up. See below C.I.P.

Wastewater Five-Year Capital Improvement Plan

Description	Fiscal Year Ending June 30,					
	Total	2025	2026	2027	2028	2029
Vehicles & Equipment						
Pick-Ups	\$ 90,000	\$ 45,000	\$ 45,000	\$ -	\$ -	\$ -
Forklift	\$ -	\$ -		\$ -	\$ -	\$ -
TV Truck	-	-	-	-	-	-
<i>Total Vehicle & Equipment</i>	90,000	45,000	45,000	-	-	-
Improvement Capital						
Collection System Master Plan	105,000	\$ 105,000	-	-	-	-
Church Lift Station Upg	65,000	65,000	-	-	-	-
<i>Total Improvement Capital</i>	170,000	170,000	-	-	-	-
Grand Total	\$ 260,000	\$ 215,000	\$ 45,000	\$ -	\$ -	\$ -

	In WW Operation Budget
	In WW Construction Budget
	In WW Reserve

Notes:

- 1 Amounts are rounded to the nearest thousand.
- 2 Vehicles and equipment with an initial cost of \$5,000 or more are scheduled.
- 3 Pick-Ups are scheduled for replacement after approximately 150,000 miles.

Wastewater Reserve Fund	2021-22	2022-23	2023-24	2023-24	2024-25
	Prior year 2	Prior year	Curr Year	Projected	Adopted
	Actual	Actual	Budget	Year-End	Budget
BEGINNING FUND BALANCE	127,003	142,731	247,000	248,067	327,000
Revenue					
Miscellaneous					
INTEREST EARNED	728	5,336	2,500	10,629	12,000
SURPLUS PROPERTY SALES	-	-	-	-	-
Total Miscellaneous	728	5,336	2,500	10,629	12,000
Transfers					
FROM WASTEWATER FUND	15,000	100,000	100,000	100,000	50,000
Total Revenue	15,728	105,336	102,500	110,629	62,000
Total Resources	142,731	248,067	349,500	358,696	389,000
Expenditures					
Capital Outlay					
EQUIPMENT	-	-	35,000	32,120	45,000
VEHICLE	-	-	-	-	-
Total Capital Outlay	-	-	35,000	32,120	45,000
Other Requirements					
CONTINGENCY	-	-	314,500	-	344,000
UNAPPROPRIATED FUNDS	-	-	-	-	-
Total Other Requirements	-	-	314,500	-	344,000
Total Expenditures & Other Requirements	-	-	349,500	32,120	389,000

Wastewater Debt Service Fund

This fund accounts for the repayment of Wastewater debt. Funding is provided by transfers from the Wastewater Operations Fund and payments from Douglas County for sixty percent (60%) of the debt service for the refunding bonds – 2012. We are budgeting to pay this bond off this year.

Fiscal Year 2024-25 Changes

The debt service expenditures are as scheduled.

Wastewater Debt Service Fund	2021-22 Prior year 2 Actual	2022-23 Prior year Actual	2023-24 Curr Year Budget	2023-24 Projected Year-End	2024-25 Adopted Budget
BEGINNING FUND BALANCE	1,798,943	1,426,892	858,000	1,446,657	1,490,000
Revenue					
Charges for Services					
ASSESSMENTS PRINCIPAL	-	-	24,000	-	20,000
Miscellaneous					
INTEREST EARNED	8,433	32,204	6,000	46,950	35,000
ASSESSMENTS INTEREST	-	-	3,400	-	3,400
Total Miscellaneous	8,433	32,204	9,400	46,950	38,400
Transfers					
FROM WASTEWATER FUND	600,000	1,100,000	1,100,000	1,100,000	990,000
Total Revenue	608,433	1,132,204	1,133,400	1,146,950	1,048,400
Total Resources	2,407,376	2,559,095	1,991,400	2,593,607	2,538,400
Expenditures					
Debt Service					
2012 Refdg BOND PRINCIPAL	40,000	40,000	35,000	35,000	70,000
2012 COUPON INTEREST	5,640	4,400	3,150	3,150	630
IFA 2014 INTEREST	53,339	50,885	48,365	48,365	45,800
IFA 2014 PRINCIPAL	91,920	94,375	96,894	96,894	99,500
DEQ LOAN INTEREST	789,585	383,047	372,482	372,482	375,000
DEQ LOAN PRINCIPAL	-	539,732	547,599	547,599	555,580
Total Debt Service	980,484	1,112,438	1,103,490	1,103,490	1,146,510
Other Requirements					
CONTINGENCY	-	-	887,910	-	1,008,163
DEQ LOAN RESERVE ACCT	-	-	-	-	383,727
UNAPPROPRIATED FUNDS	-	-	-	-	-
Total Other Requirements	-	-	887,910	-	1,391,890
Total Expenditures & Other Requirements	980,484	1,112,438	1,991,400	1,103,490	2,538,400

Prior Year Comparison Public Works Funds Section

	2023-24 Adopted Budget	2024-25 Adopted Budget	Difference	% Difference
Beginning Fund Balance	380,000	636,000	256,000	67.37%
Revenue	1,320	9,950	8,630	653.79%
Transfers In	1,845,100	1,844,300	(800)	-0.04%
Debt Proceeds	-	-	-	0.00%
Total Curr Resources	<u>1,846,420</u>	<u>1,854,250</u>	7,830	0.42%
TOTAL RESOURCES	<u>2,226,420</u>	<u>2,490,250</u>		
Personnel Services	1,771,700	1,910,800	139,100	7.85%
Materials & Services				
Supplies	52,000	44,900	(7,100)	-13.65%
Services	3,900	7,850	3,950	101.28%
Maintenance	27,000	28,500	1,500	5.56%
Utilities	13,250	13,000	(250)	-1.89%
Other	1,525	2,000	475	31.15%
Total Materials & Services	<u>97,675</u>	<u>96,250</u>	(1,425)	-1.46%
Other Expenses				
Capital Outlay	46,500	60,000	13,500	29.03%
Transfers Out	50,000	60,000	10,000	20.00%
Debt Service	-	-	-	0.00%
Contingency	260,545	363,200	102,655	39.40%
Restricted Funds	-	-	-	0.00%
Total Other Expenses	<u>357,045</u>	<u>483,200</u>	126,155	35.33%
TOTAL EXP'S & OTHER	<u>2,226,420</u>	<u>2,490,250</u>		
Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>	

Public Works Operations Fund

Summary

The Public Works Operations Fund accounts for the activities of Public Works employees and Public Works operating costs that are not directly attributable to a given operation such as water, wastewater, street/storm water or parks. Costs are recovered via interfund transfers from funds receiving services.

The Public Works Vehicle and Equipment Reserve accounts for the capital requirements of the Public Works operations. General use pick-ups and other capital items are purchased in this fund with funding provided by transfers from the Public Works Operations Fund.

Fiscal Year 2024-25 Changes

Personnel services costs are higher than budgeted amounts for the current year by 7.85%. This is higher than the other departmental increases because we are budgeting for an additional FTE for the added burden of Parks when Fords Pond becomes fully operational. Also, because of negotiated COLA's and an additional Step being added for AFSCME workers, this created a compression issue with the Division Supervisors this year. Their base structure is being adjusted. Materials & Services costs are projected to remain stable this year. Transfers to the Public Works Reserve Fund will increase slightly.

Staffing

Position	FY24 FTEs	FY25 FTEs
Public Works Director	1.0	1.0
Division Supervisors	3.0	3.0
Maintenance/Treatment	10.0	11.0
Public Works Operations Total	14.0	15.0

Public Works Operations Fund	2021-22 Prior year 2 Actual	2022-23 Prior year Actual	2023-24 Curr Year Budget	2023-24 Projected Year-End	2024-25 Adopted Budget
BEGINNING FUND BALANCE	146,436	172,806	212,000	252,423	368,000
Revenue					
Miscellaneous					
INTEREST EARNED	44	-	1,000	687	750
Total Miscellaneous	44	(526)	1,000	687	750
Transfers					
FROM GEN FUND-PARKS/FACIL	140,000	140,000	140,000	140,000	140,000
FROM STATE GAS TAX FUND	180,000	180,000	190,800	190,800	180,000
FROM WASTEWATER FUND	625,000	710,000	738,400	738,400	738,400
FROM WATER FUND	698,000	698,000	725,900	725,900	725,900
Total Transfers	1,643,000	1,728,000	1,795,100	1,795,100	1,784,300
Total Revenue	1,643,044	1,727,474	1,796,100	1,795,787	1,785,050
Total Resources	1,789,481	1,900,279	2,008,100	2,048,209	2,153,050

Continued on next page

Public Works Operations Fund-Cont	2021-22	2022-23	2023-24	2023-24	2024-25
Expenditures	Prior year 2	Prior year	Curr Year	Projected	Adopted
Personnel Services	Actual	Actual	Budget	Year-End	Budget
HEALTH BENEFITS	228,298	240,441	274,400	230,762	277,600
MEDICARE	13,546	13,989	15,400	13,953	16,800
ON-CALL	-	-	40,000	-	40,000
OREGON PERS	202,359	201,299	258,600	220,771	280,000
OTHER INSURANCE BENEFITS	462	2,127	1,600	4,250	6,300
OVERTIME	10,778	6,439	29,700	9,965	35,700
SALARIES AND WAGES	959,127	992,386	995,300	981,268	1,083,900
SOCIAL SECURITY (FICA)	57,923	59,814	66,000	59,663	71,900
STATE UNEMPLOYMENT (SUTA)	12,822	12,709	12,800	5,505	13,700
WORKERS COMPENSATION	26,288	7,505	77,900	25,000	84,900
Total Personnel Services	1,511,603	1,536,709	1,771,700	1,551,138	1,910,800
Materials & Services					
CDL RENEWALS	563	-	1,200	1,200	1,200
CITY LOGO CLOTHING	-	2,044	2,500	2,000	2,500
COMPUTER MAINTENANCE	-	-	-	2,750	1,500
DRUG TEST & SCREENS	300	305	325	690	800
EQUIPMENT MAINTENANCE	11,836	7,308	15,000	14,412	15,000
EQUIPMENT RENTAL	-	30	-	1,200	2,500
GAS AND LUBRICANTS	18,436	17,647	22,000	18,936	20,000
JANITORIAL SUPPLIES	1,472	1,679	1,200	1,760	1,500
BACKHOE LEASE	-	-	18,000	12,206	13,200
MEETING EXPENSES	-	400	200	200	200
MEMBERSHIPS AND SUBSCRIPTIONS	-	-	200	1,137	1,200
SMALL HAND TOOLS	2,633	2,593	3,500	1,078	3,500
OFFICE SUPPLIES	1,085	1,268	1,500	1,852	1,500
PROTECTIVE GEAR	71	373	1,800	174	1,200
SAFETY EQUIPMENT	431	-	1,500	750	1,500
SHOP MAINTENANCE	4,322	10,745	12,000	4,061	12,000
TELEPHONE	4,133	4,206	4,750	4,092	4,500
TRAINING	375	1,215	1,000	691	1,200
TRAVEL EXPENSES	28	251	1,000	500	1,000
UTILITIES	8,044	9,851	8,500	7,792	8,500
ALARM SERVICE	1,343	1,155	1,500	1,175	1,750
Total Materials & Services	55,072	61,147	97,675	78,656	96,250
Transfers					
TO PW RESERVE FUND	50,000	50,000	50,000	50,000	60,000
Total Transfers	50,000	50,000	50,000	50,000	60,000
Other Requirements					
CONTINGENCY	-	-	88,725	-	86,000
UNAPPROPRIATED FUNDS	-	-	-	-	-
Total Other Requirements	-	-	88,725	-	86,000
Total Expenditures & Other Requirements	1,616,675	1,647,856	2,008,100	1,679,793	2,153,050

Public Works Operations Reserve Fund

Summary

The Public Works Operations Reserve Fund accounts for the capital requirements of the public works operations. General use pick-ups and other capital items are purchased in this fund with funding provided by transfers from the Public Works Operations Fund.

Fiscal Year 2024-25 Changes

There is a Cab & Chassis Flatbed scheduled for purchase this year.

Future expenditures are outlined in the capital improvement plan below.

Public Works Reserve Five-Year Capital Improvement Plan

Description	Total	Fiscal Year Ending June 30,				
		2025	2026	2027	2028	2029
Utility 1 Ton C&C	\$ 105,000	\$ 60,000	\$ 45,000	\$ -	\$ -	\$ -
Dump Truck (5 Yard)	135,000	-	-	135,000	-	-
Road Grader	-	-	-	-	-	-
Back Hoe	-	-	-	-	-	-
	\$ 240,000	\$ 60,000	\$ 45,000	\$ 135,000	\$ -	\$ -

Notes:

- 1 Amounts are rounded to the nearest thousand.
- 2 Vehicles and equipment with an initial cost of \$5,000 or more are scheduled.
- 3 Pick-Ups are scheduled for replacement after approximately 150,000 miles.
- 4 Inflationary Cost increases of 5% are built in

Public Works Operations Reserve Fund	2021-22	2022-23	2023-24	2023-24	2024-25
	Prior year 2	Prior year	Curr Year	Projected	Adopted
	Actual	Actual	Budget	Year-End	Budget
BEGINNING FUND BALANCE	198,404	195,273	168,000	208,207	268,000
Revenue					
Miscellaneous					
INTEREST EARNED	1,279	5,657	320	9,589	9,200
SURPLUS PROPERTY SALES	40,590	-	-	-	-
Total Miscellaneous	41,869	5,657	320	9,589	9,200
LOAN PROCEEDS	-	-	-	-	-
Transfers					
FROM PUBLIC WORKS FUND	50,000	50,000	50,000	50,000	60,000
Total Revenue	91,869	55,657	50,320	59,589	69,200
Total Resources	290,273	250,930	218,320	267,796	337,200
Expenditures					
Capital Outlay					
EQUIPMENT	95,000	-	46,500	-	-
VEHICLE	-	42,723	-	-	60,000
Total Capital Outlay	95,000	42,723	46,500	-	60,000
Other Requirements					
CONTINGENCY	-	-	171,820	-	277,200
UNAPPROPRIATED FUNDS	-	-	-	-	-
Total Other Requirements	-	-	171,820	-	277,200
Total Expenditures & Other Requirements	95,000	42,723	218,320	-	337,200

Personnel

Compensation

City employees include non-represented management and supervisory personnel, public works and administrative support staff that are represented by the AFSCME and police officers that are represented by the Sutherlin Police Officers Association (SPOA).

A labor agreement with SPOA for July 1, 2024 to June 30, 2027 was Adopted in May, 2024 with a 5% COLA adjustment to all represented positions each year with a 5% base rate adjustment to bring the City more in line with other local LE agencies.

A labor agreement with AFSCME for the timeframe July 1, 2023 to June 30, 2026 was adopted by Council last year. This agreement included COLA's on July and January of each year, adding a Step 7 as of July 1, 2024 and a Longevity bonus structure based on years of service.

Unrepresented employee compensation is established by pay schedules as Adopted by the City Manager. The City Manager's compensation is established by contract as Adopted to the City Council.

Benefits

The City provides the following employment benefits:

- Comprehensive high deductible health care plan
- Dental coverage
- Unemployment insurance
- Workers' compensation
- FICA/Medicare
- Retirement
 - PERS – City paid
 - 457 plans

Medical and Dental Plans

The City provides a high deductible (\$1,700 individual, \$3,400 multiple participants) health care plan through CIS. The City contributes the deductible amount to the individuals Health Savings Account (HSA) on a quarterly basis.

CIS has advised its municipality clients that health insurance rates could increase by 6% this year.

Oregon Public Employees Retirement System (PERS)

The City of Sutherlin is a participant in the Oregon PERS. The City pays the employer and employee portion of required contribution. In 2001, the City made a one-time election to move from a single payer employer plan to the State and Local Government Rate Pool (SLGRP). A benefit of the SLGRP is that PERS rates for the City should be less volatile due to the significantly increased size of the pool. However, as a minor sized member of a large pool, the City has relatively no control over its PERS costs.

The amount of the rate credit and its duration is dependent on the investment performance of PERS and changes to the amortization methods.

The City has a net unfunded actuarial liability (UAL) of \$4,638,726 as of December 31, 2022. The City's UAL is amortized over a period of approximately twenty years, with the rate limited due to rate collars imposed by the State legislature to smooth out costs associated with significant changes in valuation of PERS assets.

The City's recent historical and current PERS contribution rates, excluding the six percent (6%) employee contribution paid by the City, are as follows:

	Fiscal Year Ending June 30,							
	2018	2019	2020	2021	2022	2023	2024	2025
Tier I/II	13.42%	13.42%	18.23%	18.23%	20.05%	20.05%	21.55%	21.55%
OPSRP - General	4.92%	4.92%	10.88%	10.88%	14.86%	14.86%	17.34%	17.34%
OPSRP - Police & Fire	9.69%	9.69%	15.51%	15.51%	19.22%	19.22%	22.13%	22.13%

As the chart above shows, PERS rates have increased substantially for last 3 biennium. This is due to a system-wide unfunded liability. This will continue to have a fiscal impact. Rates are projected to increase again during the next biennium. Once the fund reaches 86% funded, the rates will level off.

Compensation Plan, FY 2024-25

Supervisory/Exempt Positions	Steps	Low	High
City Manager	1	114,336	114,336
Police Chief	4	97,860	113,280
Fire Chief	4	96,912	112,188
Fire Division Chief	4	93,516	104,364
Police Captain	4	93,516	104,364
Community Development Director	4	90,408	104,616
Battalion Chief-Fire	4	90,108	96,552
Police Sergeant	4	90,108	96,552
Finance Director	4	86,700	100,356
Public Works Director	4	85,320	98,808
Divisional Supervisor - Public Works	4	77,856	90,132
City Recorder/Comm Engmt Mgr	4	73,680	85,284
HR & Payroll Specialist	4	73,680	85,284
Fire Captain	4	70,548	81,684
Police Office Supervisor	4	67,692	78,300

Represented/Non-Exempt Positions	Steps	Low	High
Community Center Custodian (Part Time)		24.07/HR	
Planning Specialist	7	58,284	87,384
Community Development Assistant	7	58,284	87,384
Treatment Lead Operator	5	57,552	76,452
Maint. Workers - Public Works	7	50,580	68,772
Treatment Operators - Public	7	50,580	68,772
Accounting Clerk	7	50,832	68,544
Finance & Administrative Asst	7	50,832	68,544
Code Enforcement Officer	7	49,596	67,428
Municipal Court Clerk	7	48,120	65,304
Records Specialist - Police	7	44,820	60,888
Finance & Admin Technician	7	41,664	56,640

Sutherlin Police Officers Assn	Steps	Low	High
Police Officer	7	56,148	78,828
Certificate Pay (5%)	7	2,807	3,941
Holiday Pay	7	2,591	3,638
Field Training Officer (5%)	7	2,807	3,941
School Resource Officer Pay (5%)	7	2,807	3,941

Glossary

Accrual Basis of Accounting

Method of accounting that recognizes the financial effect of transactions, events, and interfund activity when they occur, regardless of the timing of related cash flows.

Actual

Actual, as used in the fund summaries, revenue summaries and department and division summaries within the budget document, represents the actual costs results of operations. This category is presented on a budgetary basis, and thus excludes depreciation and amortization and includes principal payments on debt.

Ad Valorem Tax

A tax based on the assessed value of a property.

Adopted Budget

Adopted, as used in the fund summaries and department and division summaries within the budget document, represents the final budget Adopted by the City Council. Adopted budget becomes effective July 1st. After adoption, Council may make changes throughout the year.

Annual Comprehensive Financial Report (ACFR)

The annual audited results of the City's financial position and activity. It is a financial report that contains, at a minimum, three sections: 1) introductory, 2) financial, and 3) statistical, and whose financial section provides information on each individual fund and component unit.

Adopted Budget

Adopted, as used in the fund summaries, revenue summaries, represents the adopted budget with changes made by the Budget Committee, if any.

Appropriations

Legal authorization granted by the City Council to spend public funds. Appropriations within each program may not be exceeded.

Assessed Valuation

The value set on taxable property as a basis for levying property taxes. A tax initiative passed in 1997 that reduced AV below real market value and set a three percent (3%) maximum annual growth rate in the AV, exclusive of certain improvements.

Assets

Resources having a monetary value and that are owned or held by an entity.

Audit

A report prepared by an external auditor. As a rule, the audit shall contain a statement of the scope of the audit, explanatory comments concerning exceptions of the auditor as to the applicant on generally accepted auditing standards, explanatory comments concerning verification procedures, financial statements and schedules, and may include statistical tables, supplemental comments and recommendations.

Balanced Budget

A budget in which planned expenditures do not exceed projected funds available.

Base Budget

Cost of continuing the existing levels of service in the current budget year. Base budget is also referred to as a Status Quo budget.

Beginning Fund Balance

The beginning balance is the residual non-restricted funds brought forward from the previous financial year (ending balance).

Bond or Bond Issue

Bonds are debt instruments that require repayment of a specified principal amount on a certain date (maturity date), together with interest at a stated rate or according to a formula for determining the interest rate.

Budget

A budget is a plan of financial operation embodying an estimate of Adopted expenditures and the means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year. In practice, the term budget is used in two ways. Sometimes it designates the financial plan presented for adoption and other times it designates the plan finally Adopted. It is usually necessary to specify whether the budget under consideration is preliminary and tentative, or whether the appropriating body has Adopted it. (ORS 294.311)

Budget Calendar

A schedule of key dates followed by a government in the preparation and adoption of the budget.

Budget Committee

A group comprised of the elected officials plus an equal number of concerned citizens for the purpose of reviewing the Adopted budget and recommending changes leading to an Adopted budget. (ORS 294.414)

Budget Document

A written report that shows a government's comprehensive financial plan for a specified period, usually one year, that includes both the capital and the operating budgets.

Budget Message

Written explanation of the budget and the City's financial priorities for the next fiscal year; prepared by the City Manager. (ORS 294.403)

Budget Officer

Person appointed by the governing body to assemble budget material and information and shall prepare or supervise the preparation of the budget document. (ORS 294.331)

Budgetary Basis

Budgets are adopted on a basis consistent with Generally Accepted Accounting Principles (GAAP), with the exception that neither depreciation nor amortization is budgeted for proprietary funds and bond principal in the enterprise funds is subject to appropriation.

Capital Budget

The City's budget for projects, major repairs, improvements and additions to the City's fixed assets (streets, sidewalks, roads, sewers, storm water, parks, and buildings).

Capital Expenditures

The City defines a capital expenditure as using the following three criteria: (1) relatively high monetary value (equal or greater than \$5,000), (2) long asset life (equal to or greater than five years useful life), and (3) results in the creation of a fixed asset, or the revitalization of a fixed asset.

Capital Improvement

A term defined in the ORS 310.410 (10) to include land, structures, facilities, machinery, equipment, or furnishings having a useful life of longer than one year.

Capital Improvement Project

Any project involving assets of significant value and having a useful life of five (5) years or more. Capital projects include the purchase of land, design, engineering and construction of buildings, and infrastructure items such as parks, streets, bridges, drainage, street lighting, water and sewer systems and master planning.

Capital Outlay

Includes the purchase of land, the purchase and/or construction of buildings, structures and facilities of all types, in addition to machinery and equipment. It includes expenditures that result in the acquisition or addition of a fixed asset or increase the capacity, efficiency, span of life, or economy of operating as an existing fixed asset. For an item to qualify as a capital outlay expenditure it must meet the following requirements: (1) have an estimated useful life of more than one year; (2) typically have a unit cost of \$5,000 or more; and (3) be a betterment or improvement. Replacement of a capital item

is classified as capital outlay under the same code as the original purchase. Replacement or repair parts are classified under materials and services.

Capital Projects

Major repairs, improvements or additions to the City's fixed assets (streets, sidewalks, roads, sewers, storm water, parks, and buildings).

Cash Management

Management of cash necessary to pay for government services while investing temporary cash excesses to earn interest income. Cash management refers to the activities of forecasting inflows and outflows of cash, mobilizing cash to improve its availability for investment, establishing and maintaining banking relationships, and investing funds to achieve the highest return available for temporary cash balances.

Charges for Service

Includes a wide variety of fees charged for services provided to the public and other agencies.

Comprehensive Plan

An official statement of the goals, objectives and physical plan for the development of the city. Contains a narrative of goals, objectives and policies that describe the desired form, nature and rate of city development.

Consumer Price Index (CPI)

A statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of the increase in the cost of living (i.e., economic inflation).

Contingency

A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted. Contingency may be appropriated for a specific purpose by the City Council upon the approval of a resolution. The City separates contingencies into those that are designated for specific purposes and undesignated. (Also see Designated Contingency and Unappropriated Ending Fund Balance)

Cost Center

An organizational budget/operating unit within each City division or department.

Contractual Services

Services rendered to City activities by private firms, individuals, or other government agencies. Examples of these services include engineering, auditors, and city attorney services.

Debt Service

Interest and principal on outstanding bonds due and payable during the fiscal year.

Department

A major organizational unit of the City which has been assigned overall management responsibility for an operation or a group of related operations within a functional area.

Depreciation

(1) Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence. (2) That portion of the cost of a capital asset which is charged as an expense during a particular period.

Employee Benefits

Contributions made by a government to meet commitments or obligations for employee-related expenses. Included is the government's share of costs for social security taxes, pension contributions, as well as medical, dental and other insurances.

Encumbrances

Amount of money committed and set aside, but not yet expended, for the purchase of specific goods or services.

Ending Fund Balance

The residual balance at the end of the year in a government fund.

Enterprise Funds

A fund established to finance and account for the acquisition, operation, and maintenance of governmental facilities and services which are entirely or predominately self-supporting by user charges and fees.

Expenditures

The outflow of funds paid or to be paid for an asset obtained or goods or services obtained regardless of when expense is actually paid. The term applies to all funds.

Fees

Charges for specific services levied by local government in connection with providing a service, permitting an activity or imposing a fine or penalty. Major types of fees include business and non-business licenses, fines, and user charges.

Fiscal Management

A government's directive with respect to revenue's, spending, reserves and debt management as these relate to governmental services, programs and capital investment. Financial policy provides an agreed upon set of principles for the planning and programming of governmental budget and its funding.

Fiscal Year

A 12 month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations. For the City of Sutherlin, the fiscal year is July 1 through June 30. (ORS 294.311)

Fixed Assets

Long-lived tangible assets obtained or controlled as a result of past transactions, events or circumstances. Fixed assets include buildings, equipment, infrastructure, and land.

Franchise Fee

A franchise fee is charged for the privilege of using public right-of-way and property within the City for public or private purposes. The City currently assesses franchise fees on cable television, electricity, natural gas, garbage collection, and telephone.

FTE

Refers to full time employee or full time equivalent employee.

Fund

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

Fund Balance

The excess of a fund's total assets over its total liabilities. A negative fund balance is often referred to as a deficit.

Funding

Provides budgetary resources to cover the total cost of a program or project at the time it is undertaken.

General Fund

One of five governmental fund types. The general fund typically serves as the chief operating fund of a government. The general fund is used to account for all financial resources not accounted for in some other fund.

General Obligation Bonds

Bonds secured by the full faith and credit of the issuer. General Obligation bonds issued by local units of government are secured by a pledge of the issuer's property taxing power (secondary portion). They are usually issued to pay for general capital improvements such as parks and City facilities.

Governmental Funds

Funds generally used to account for tax-supported activities. There are five different types of governmental funds; the general fund, special revenue funds, debt service funds, capital projects funds, and permanent funds.

Grant

Contributions of cash or other assets from another governmental agency to be used or expended for a specified purpose, activity, or facility.

Infrastructure

That portion of a city's assets located at or below ground level, including the water system, wastewater system, and streets.

Interfund Transfers

Amounts distributed from one fund to finance activities in another fund. Shown as expenditure in the originating fund and revenue in the receiving fund.

Investment Revenue

Revenue received as interest from the investment of funds not immediately required to meet cash disbursement obligations.

Levy

Gross amount of property taxes imposed on taxable property. The net amount received by a government will be less than the gross levy as a result of delinquent or uncollectible payments or early payment discounts. Budgets are developed on the projected amount of property taxes receivable.

Local Budget Law

Oregon Revised Statutes (ORS) dictates local budgeting practices. ORS chapter 294 contains Local Budget Law provisions.

Materials and Services

Expendable items such as supplies, repair and replacement parts, small tools, and maintenance and repair materials that are not considered as a capital item.

Modified Accrual Basis of Accounting

Modified accrual is a combination of cash basis and full accrual basis. Revenues are recognized when they are both measurable and available. Expenditures, however, are recorded on a full accrual basis because they are always measurable when they are incurred.

Operating Budget

Plans of current expenditures and the Adopted means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending and service delivery activities of a government are controlled.

Operating Revenues

Funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earnings and grant revenues. Operating revenues are used to pay for day-to-day services.

Ordinance

A formal legislative enactment by the governing body of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it is the full force and effect of the law within the boundaries of the municipality to which it applies.

Outstanding Debt

The balance due at any given time resulting from the borrowing of money or from the purchase of goods and services.

PERS

Refers to the Oregon Public Employees Retirement System.

Performance Measure

Data collected to determine how effective or efficient a program is in achieving its objectives.

Permanent Tax Rate

Under Measure 50, each school district, local government, and special district was assigned a permanent tax rate limit in fiscal year 1998. This permanent rate applies to property taxes for operations. The permanent tax rate for the City of Sutherlin is \$5.6335 per \$1,000 of assessed value.

Personnel Services

The cost of salaries and benefits associated with compensating employees for the labor.

Projection

A projection of the revenue or expenditure, as appropriate, to be recognized during the current fiscal period.

Adopted Budget

Financial and operating program prepared by the budget officer, submitted to the public and the budget committee for review.

Real Market Value

The estimated value of property if sold.

Reserve

An account used to indicate that a portion of fund resources is restricted for a specific purpose, and is not available for appropriation and subsequent spending.

Resolution

A special or temporary order of a legislative body requiring City Council action.

Resources (Revenues)

All amounts of money received by a government from external sources other than expense refunds, capital contributions, and residual equity transfers.

Revenue Bonds

Bonds payable from a specific source of revenue, which does not pledge the taxing authority of the issuer. Pledged revenues may be derived from operation of the financed project, grants, excise or other specified non-property tax.

Special Revenue Funds

Special revenue funds are established only for special tax levies and other dedicated revenues whenever required by statutes, charter provisions, or the terms under which revenue is dedicated.

Supplemental Budget

Appropriations established to meet needs not anticipated at the time the budget was originally adopted. A supplemental budget cannot increase the tax levy.

Taxes

Compulsory charges levied by a government for the purpose of financing services performed for the common benefit.

Tax Levy

The total amount of property taxes needed to pay for various fund operations, specifically our General Fund and General Obligation Bond Fund

Tax Rate

A percentage applied to all taxable property to raise general revenues. It is derived by dividing the total tax levy by the taxable net property valuation.

Tax Revenue

Includes property taxes, hotel and motel room tax, and state shared revenues.

Tax Roll

The official list showing the amount of taxes levied against each property.

Unappropriated Ending Fund Balance

An account which records a portion of the fund balance. It must be segregated for future use and is not available for current appropriation or expenditure.

City of Sutherlin Financial Policies April 2016

Purpose

The City of Sutherlin is committed to responsible fiscal management through financial integrity, prudent stewardship of public assets, planning, accountability and full disclosure. The broad purpose of the Financial Policies is to enable the City to achieve and maintain a long-term stable and positive financial condition. These policies are adopted by the City Council as the basic framework for overall financial management of the City, to guide day-to-day and long-range fiscal planning and decision making, and to achieve the following general financial goals:

1. Provide an adequate financial base to sustain the desired level of municipal services to maintain the social wellbeing and physical condition of the City.
2. Deliver cost effective services to citizens in the most efficient manner possible.
3. Provide and maintain essential public facilities, utilities, and capital equipment.
4. Protect and enhance the City's credit rating, to obtain the lowest cost of borrowing and assure taxpayers and the financial community that the City is well managed and financially sound.
5. Provide the financial stability needed to navigate through economic downturns, adjust to changes in the service requirements of the community and respond to other changes as they affect the City's residents and businesses.
6. Adhere to the highest standards of financial management and reporting practices as set by the Government Finance Officers Association, the Governmental Accounting Standards Board, and other professional standards.
7. Fully comply with finance related legal mandates, laws and regulations.

To achieve these goals, financial policies generally cover areas of revenue management, operating and capital budgeting, financial planning and forecasting, investment and asset management, debt management, pension funding, accounting and financial reporting, reserves, and internal controls. These policies are reviewed annually by management, the Finance Subcommittee, and City Council and amended as necessary.

Policies are addressed in ten areas:

- **Revenue**, which deals with taxes, user fees, and other revenues by which the city generates income to fund programs and services.
- **Operating Expenditures**, which relates to budgeting guidelines.

- **Expenditure Control**, which addresses the City's efforts to ensure spending is consistent with the City's fiscal plans.
- **Capital Equipment and Improvements**, which relates to establishing a 5-year capital equipment and improvement plans for all major equipment and infrastructure systems provided and maintained by the City.
- **Accounting and Financial Reporting**, which relates to accounting and reporting financial transactions and preparing financial reports.
- **Financial Planning**, addresses long-term financial forecasting to help inform decisions.
- **Debt**, which addresses long-term financing of the City's capital needs and maintaining its credit rating.
- **Reserves**, establishes minimum working capital balances, required reserves and operating contingency as needed for routine cash flow and responding to unexpected expenditures or increases in service delivery costs.
- **Investments**, which addresses the investment of the City's cash reserves.
- **Management of Fiscal Policy**, sets forth the administration of fiscal policies on a continuing basis.

1. Revenue Policies

1.1. The City will strive for and maintain diversified and stable revenue sources to prevent undue or unbalanced reliance on any one source of funds. Revenue diversity will also reduce risk to the City from short-term fluctuations in any one revenue source.

1.2. Significant one-time and or temporary revenues will not be used to fund continuing programs and services, but rather to fund one-time expenditures or increase fund reserves.

1.3. The maximum allowable system development charges (SDCs), for each of the public infrastructure systems the City operates and is allowed by state law to impose, shall be determined on a periodic basis (approximately each five years).

1.3.1. The Council will determine what amount of SDCs to impose.

1.4. The City will maximize the use of users' charges in lieu of ad valorem taxes and subsidies from other City funds, for services that can be identified and where costs are directly related to the level of service provided.

1.4.1. Charges for providing utility services shall be sufficient to finance all operating, capital outlay and debt service expenses of the City's enterprise funds, including operating contingency, reserve requirements, and capital replacement. Consideration will be given to return on investment and existing and or anticipated debt to ensure a debt coverage ratio of no less than 1.25 for debt issued in public markets and 1.1 for debt issued to federal and state agencies.

1.4.2. User charges shall be sufficient to finance all City costs to perform development review and building activities. User charges include, but are not limited to, land use, engineering inspection, building permits and building inspection fees.

1.4.3. Other reimbursable work performed by the City (labor, meals, contracted services, equipment and other indirect expenses) shall be billed at total actual or estimated total actual cost.

1.4.4. Charges for services shall accurately reflect the total actual or estimated total cost of providing a specific service. The cost of providing specific services shall be recalculated periodically, and the fee adjusted accordingly. The City shall maintain a current schedule of fees, indicating when the fees were last reviewed and/or recalculated.

1.5. The City shall pursue an aggressive policy of collecting delinquent accounts. When necessary, discontinuing service, small claims court, collection agencies, foreclosure, liens and other methods of collection, such as imposing penalties, collection and late charges, may be used.

1.6. The City Manager, as recognized in the City Charter, shall approve all grant applications before their submission. In some circumstances the grant application will require the consent of City Council. Additionally, all potential grants that require matching funds, on-going resource requirements, or include new or additional continuing compliance requirements shall be evaluated and considered before submittal of the application. The City Council will be provided the evaluation with the request for their acceptance of the grant.

1.7. Revenues will be estimated realistically and prudently. Revenues of a volatile nature will be estimated conservatively. The City will estimate its revenues by an objective, analytical process using best practices as defined by the Government Finance Officers Association.

2. Operating Budget Policies

2.1 The City will prepare an annual budget with the participation of all departments that incorporates GFOA recommendations relative to budgeting for results and outcomes.

2.1.1 Determine how much money is available: The budget should be built on expected revenues. This includes base revenues, any new revenue sources, and the potential use of fund balance.

2.1.2 Conduct analysis to determine what strategies, programs, and activities will best achieve desired results.

2.1.3 Budget available dollars to the most significant programs and activities. The objective is to maximize the benefit of the available resources.

2.1.4 The City shall maintain a budget system to monitor expenditures and revenues on a monthly basis, with a thorough analysis and adjustment (if required) at least at mid-year.

2.2 All budgetary procedures will conform to existing state regulations. Oregon budget law requires each local government to prepare a balanced budget and Oregon Administrative Rules state: 1) the budget must be constructed in such a manner that the total resources in a fund equal the total of expenditures and requirements for that fund, and 2) the total of all resources of the entity must equal the total of all expenditures and all requirements for the entity.

2.3 The budget process will be coordinated so that major policy issues and department goals and objectives are identified and incorporated into the budget. It is the intent of this policy to ensure that the framework of the fiscal year budget reflect Council goals and annual priorities.

2.4 The cost allocation plan, previously developed, will be reviewed annually and serve as the basis for distributing general government and internal service costs to other funds and capital projects.

2.5 The City Council shall adopt the budget at the fund, departmental or program level as a total dollar amount for all appropriations except contingency, unappropriated ending fund balance and reserves, which shall be stated separately.

2.6 Long-term debt or bond financing shall only be used for the acquisition of capital improvements or specialized equipment with a cost greater than \$100,000. Long-term debt or bond financing shall not be used to finance current operating expenditures.

2.7 Every City fund, department, program or activity shall start each year's budget cycle with no predetermined appropriation amount. Budget appropriation decisions and the allocation of resources shall be based on direction provided by the City Council and implementation of that direction by the City Manager.

2.8 The City will submit the Adopted Budget Document to the Government Finance Officer's Association (GFOA) to obtain the Award for Distinguished Budget Presentation.

2.9 A budget calendar will be prepared detailing the key elements in the development of the budget.

3 Expenditure Control Policies

- 3.1** Expenditures will be controlled through appropriate internal controls and procedures. Management must ensure expenditures comply with the legally adopted budget. Each Department or Division Manager or Director will be responsible for the administration of his/her department/division budget. This includes accomplishing the goals and objectives incorporated into the budget and monitoring each department/division budget for compliance with spending limitations.
- 3.2** The City Manager will administer expenditure control at the category level and program or divisional level. Additionally, the City Manager may give authorization to mandate this level of control down to any line-item level. Expenditures anticipated to be in excess of these levels require approval of the City Manager, or Finance Director.
- 3.3** All purchases of goods and services must comply with the City's Purchasing Policies, guidelines and procedures and with State laws and regulations.
- 3.4** All compensation planning and collective bargaining will include analyses of total cost of compensation, which includes analysis of salary increases, health benefits, pension contributions, and other fringe benefits. The City will only propose operating personnel costs that can be supported by continuing operating revenues.
- 3.5** City staff are to make every effort to control expenditures to ensure City services and programs provided to its citizens and taxpayers are cost effective and efficient. Expenditures that will reduce future costs will be encouraged.

4 Capital Improvement Policies

4.1 Annually, the City will approve a 5-year Capital Improvement Plan (CIP), congruent with the adoption of its annual budget. The CIP shall provide details on each capital project: its estimated costs, sources of financing and a description, including a statement identifying: (a) the needs, conditions and circumstances that have caused the project's creation and (b) the expected results if the project is Adopted and implemented.

5 Accounting and Financial Reporting Policies

5.1 The City shall establish and maintain its accounting systems according to generally accepted accounting practices and shall adhere to generally accepted accounting principles and standards promulgated by the Government Finance Officers Association (GFOA) and Government Accounting Standards Board (GASB).

5.2 An annual audit shall be performed by an independent public accounting firm, which will issue an opinion on the annual financial statements, along with a management letter identifying areas needing improvement, if necessary.

5.3 Full disclosure shall be provided in the financial statements and bond representations.

5.3.1 Upon request, all departments will provide notice of all significant events and financial and related matters to the Finance Director for the City's annual disclosures to the municipal markets as required by SEC Regulation 15-C-2-12. Full disclosure will be provided in the financial statements and bond representations. Significant events include delinquencies and defaults related to the City's bonds, adverse tax opinions or events affecting the tax-exempt status of bonds, the release, substitutions or sale of property securing repayment of bonds and other events having a significant impact on the City's finances and outstanding bonds. The Finance Director will notify all Nationally Recognized Municipal Securities Information Repositories of these significant events.

5.3.2 The City's asset capitalization policy is to capitalize and depreciate assets greater than \$5,000 with a useful life beyond one year. Capital assets costing less than \$5,000 or having a useful life of one year or less will be treated as operating expenditures.

5.4 Up-to-date accounting and budgeting information is available online to all management and authorized support staff. Monthly actual-to-budget reports showing the current status of revenues and expenditures shall be prepared and distributed to appropriate legislative, staff and management personnel in a timely manner and made available for public inspection.

6 Financial Planning Policies

6.1 The Finance Department, collaborating with other departments, will prepare a long-term financial plan for each fund, phased in so that all funds are planned to promote responsible planning for the use of resources. The long-term financial plans will include projected revenues, expenditures and reserve balances for the next five years for all funds, except the water and wastewater funds, which shall include twenty-year financial plans.

6.2 The City's financial plan should be strategic, reflecting the City Council and community priorities for service while providing resources that fund desired service levels.

6.3 Long-term projections of revenues and expenditures will be based upon disclosed assumptions, and prepared consistent with best practices established by the Government Finance Officers Association.

6.4 The long-term financial plans will be integral to the development of the annual budget. These plans will be updated on a regular basis, at least annually.

7 Debt Policy

7.1 The City may use debt proceeds to finance costs associated with capital infrastructure, equipment, vehicles and other purposes that provide long-term benefits to the community, i.e., benefits that extend more than one year.

7.2 Capital projects financed through the issuance of bonds shall not be financed for a period which (a) exceeds the expected useful life of the project and (b) is less than 30% of the expected useful life of the improvements.

7.3 The Finance Director will structure all debt issuances and oversee the on-going management of all City debt. Debt includes general obligation bonds, lease purchase obligations, revenue bonds, special assessment obligations, promissory notes, equipment financing agreements and any other contractual arrangements that obligate the City to make future principal and interest payments.

7.4 Repayment of debt obligations shall be structured using a normal amortization method; i.e. paying off the debt with a fixed repayment schedule in regular installments over a period of time. There shall be no debt structures which include increasing debt service levels in subsequent years, with the first and second year being the exception. There shall be no "balloon" repayment schedules which consist of low annual payment and one large payment of the balance due at the end of the term.

7.5 No debt shall be issued for which the City has not identified specific revenue sources sufficient for repayment. Such revenue sources can include internal sources, such as charges to personnel costs, that are transferred to a debt service fund for debt repayment. The Finance Director shall prepare an analysis of the source of repayment prior to issuance of any debt.

7.6 The City will not use long-term debt to fund current operations, to balance the budget or to fund projects that can be funded from current resources, unless the use of debt is otherwise determined to be in the best interest of the City.

7.7 The City may utilize short-term debt or inter-fund loans as permitted, to cover temporary cash flow deficiencies due to timing of cash flows, such as may result from delay in receipting grant proceeds or other revenues and delay in issuance of long-term debt.

7.8 When issuing long-term debt, the City will ensure that the debt is soundly financed by:

7.8.1 Incurring debt only when necessary for capital improvements too large to be financed from current available resources,

7.8.2 Ensuring that capital projects financed through long-term debt shall be financed for a period not to exceed the useful life of the project,

7.8.3 Determining that the benefits of the project financed exceed the cost of financing including interest costs,

7.8.4 Analyzing the source of repayment, debt coverage ratios and the impact of debt service on annual fixed costs prior to issuance of long-term debt.

7.9 All bond issuances, promissory notes, and capital leases will be authorized by resolution of the City Council.

7.10 The City shall maintain its credit rating at the highest level fiscally prudent, so that future borrowing costs are minimized and access to the credit market is preserved.

8 Reserve Policies

8.1 The City shall maintain adequate working capital reserves in all funds.

8.1.1 The general fund shall maintain sufficient working capital to allow the City to adequately fund operations until property taxes are received in November of each year, without borrowing.

8.1.2 The City's utility funds shall maintain at a minimum working capital balance sufficient for sixty days operating expenses, together with an adequate emergency repair reserve and required debt service reserves.

8.1.3 The City's internal service funds shall maintain at a minimum working capital balance sufficient for thirty days operating expenses and any required debt service reserves.

8.1.4 The City's debt service funds shall maintain adequate working capital to pay required debt service without borrowing and fund required debt service reserves.

8.1.5 The City's other operating funds shall maintain a minimum working capital balance sufficient for forty-five days operating expenses and any required debt service reserves.

8.1.6 The City shall establish a contingency budget to provide for unanticipated expenditures of a nonrecurring nature. The contingency shall be a minimum of five percent (5%) of a fund's operating and capital expenditure estimates for the fiscal year. This policy does not apply to debt service, internal service, trust and agency, capital projects, serial levy, temporary or certain special purpose funds.

8.2 The City may use reserves on a one-time or temporary basis for purposes described above. In the event that reserve funds decrease to levels below the levels desired by this policy, the City will develop a plan to restore reserves to the desired levels.

9 Investment Policy

9.1 Investments and cash management is the responsibility of the Finance Director. The standard of prudence to be used by the Finance Director shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio.

9.2 The City's primary investment objective is to achieve a reasonable rate of return while minimizing the potential for capital losses arising from market changes or issuer default. Accordingly, the following factors will be considered in priority order in determining individual investment placements:

1. Safety
2. Liquidity
3. Yield

9.3 The Finance Director shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions.

9.4 The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This will be accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands.

9.5 The City will invest only in those instruments authorized by ORS 294.035.

9.6 In order to maximize yields from its overall portfolio, the City will consolidate cash balances from all funds for investment purposes, and will allocate investment earnings to each fund in accordance with generally accepted accounting principles.

9.7 Ownership of the City's investment securities will be protected through third-party custodial safekeeping.

9.8 The Finance Director will develop and maintain a comprehensive, well-documented investment reporting system which will be presented to Council on a regular basis.

10 Management of Fiscal Policy

10.1 Fiscal policies and changes in policies shall be presented to the City Council for approval at a regular meeting, Adopted by majority vote, and adopted by resolution after a public hearing is held (the approval may be inclusive of the annual budget adoption process and the associated resolutions to that process).

10.1.1 The City Manager or designee shall prepare a report explaining the substantive impact of all recommendations and their impact on the City's operations, service levels and/or finances.

10.1.2 The Finance/Audit Committee shall review the City's fiscal policies annually.

10.2 The City Manager shall implement fiscal policies and monitor compliance.

10.2.1 If the City Manager discovers a material deviation from policy, he/she shall report it in writing to the City Council in a timely manner.

As a part of the City's annual budget document, the City Manager's budget message shall identify: (a) all major changes in policy since the previous budget year and (b) any material variations from policy in the ensuing year's budget