



# **CITY OF SWEET HOME BUDGET COMMITTEE AGENDA**

April 30, 2025, 5:00 PM  
Sweet Home City Hall, 3225 Main Street  
Sweet Home, OR 97386

WIFI Passcode: guestwifi

PLEASE silence all cell phones – Anyone who wishes to speak, please sign in.

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## **Meeting Information**

The City of Sweet Home is streaming the meeting via the Microsoft Teams platform and asks the public to consider this option. To view the meeting live, online visit <http://live.sweethomeor.gov>. If you don't have access to the internet you can call in to 541-367-5128, choose option #1 and enter the meeting ID to be logged in to the call. The phone lines will open 15 minutes prior to the meeting start time. Meeting ID: 216 863 439 065

## **Call to Order**

## **Roll Call**

## **Election of Chair**

## **Approval of Minutes**

- a) [2024-05-30 Budget Committee Meeting Minutes](#)

## **Public Comment**

## **Review & Discussion of Proposed FY 2025-2025 Budget**

- a) [Budget Presentation](#)

## **Adjournment**



# CITY OF SWEET HOME BUDGET COMMITTEE MINUTES

May 30, 2024, 4:00 PM  
Sweet Home City Hall, 3225 Main Street  
Sweet Home, OR 97386

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## Call to Order

The meeting was called to order at 4:00 PM.

## Roll Call

### PRESENT

Mayor Susan Coleman (exit 6:08 PM)  
President Pro Tem Greg Mahler  
Councilor Lisa Gourley  
Councilor Angelita Sanchez  
Councilor Josh Thorstad  
Councilor Dave Trask  
Committee Member Matthew Bechtel  
Committee Member Cherrie Carranza  
Committee Member Brennan Frenzel  
Committee Member Diane Gerson  
Committee Member Nancy White

### ABSENT

Councilor Dylan Richards  
Committee Member Bob Briana  
Committee Member Joshua Marvin

### STAFF

Kelcey Young, City Manager  
Matt Brown, Contracted Finance Director  
Angela Clegg, Tourism & Economic Development Coordinator  
Megan Dazey, Library Services Director  
Blair Larsen, Community & Economic Development Director  
Adam Leisinger, Communications Manager  
Jason Ogden, Police Chief  
Cecily Hope Pretty, Administrative Services Director  
Cindi Robeck, Finance Operations Manager

## Election of Chair

Committee Member Gerson moved to nominate Committee Member Bechtel as Chair. Councilor Gourley seconded the motion. The motion carried unanimously by those present.

## Approval of Minutes

- a) 2023-04-26 Budget Committee Meeting Minutes

Councilor Gourley moved to approve the minutes of the April 26, 2023 Budget Committee meeting. Committee Member Gerson seconded the motion. The motion carried unanimously by those present.

## Public Comment

There was no public comment to be heard.

## **Review & Discussion of Proposed 2024-2025 Budget**

### **a) Budget Presentation**

Director Brown reviewed the purpose of the Budget Committee, budget regulations, governmental fund accounting practices, and the fund structure of the city (General Funds, Special Revenue Funds, Reserve Funds, and Enterprise Funds).

City Manager Young presented her Budget Message for Fiscal Year 2024-2025 (FY 2025).

Discussion ensued regarding property taxes and that the City did not have a role in assessing property values.

Director Brown reviewed actuals for Fiscal Years 2022 and 2023, the adopted budget for FY 2024, and the proposed budget for FY 2025 for the following funds:

- General Fund
- Public Safety Fund
- Library Fund
- Transportation Fund
- Enhancement Fund - Path Program
- Enhancement Fund - Special Events
- Enhancement Fund - Public Transit
- Enhancement Fund - Weddle Bridge
- Enhancement Fund - Pool Program
- Willow Yucca Fund
- System Development Charge (SDC) Funds
- Water Fund
- Sewer Fund
- Storm Fund
- Economic Development Fund
- Reserve Fund

Director Brown noted the increase in the beginning General Fund balance due to factors such as reorganization and an increase in interest revenue. He stated that contingency funds were set aside and could be transferred to specific line items throughout the year; unappropriated funds could not be utilized without a legal declaration of emergency.

Mayor Coleman asked of generally accepted guidance for unappropriated amounts. Director Brown replied that the recommendation for enterprise funds was typically three months of operating expenses; there is no standard recommendation for the General Fund. President Pro Tem Mahler expressed support for a policy requiring six months of operating expenses.

Councilor Trask asked of the proposed increase in wages for Parks in the General Fund. City Manager Young replied that increases were due to a shift away from funding wages through gas tax revenues due to declining revenues.

Director Brown stated that the City had previously approved a lower rate than approved by voters for the Public Safety Fund and that the proposed budget included the maximum rate.

Director Brown noted challenges related to reductions in gas tax revenues affecting the Transportation Fund. He stated that City Council or voters could approve ways to finance transportation-related improvements outside of the gas tax.

Councilor Sanchez did not express support for the addition of a transportation utility fee unless approved by the voters.

Committee Member Gerson expressed support for a local gas tax to minimize additional burden to property owners.

Mayor Coleman did not express support for a transportation utility fee but noted the importance of establishing a method to ensure street improvement projects.

Director Brown noted that several small funds were combined to form the Community Enhancement Fund.

President Pro Tem Mahler expressed concern that the amount budgeted for Weddle Bridge improvements was not sufficient. There was consensus from the group to move \$75,000 from the General Fund contingency to the Weddle Bridge portion of the Community Enhancement Fund.

Committee Member White asked of funding to cover potential costs related to future drawdowns of the Green Peter Reservoir. City Manager Young replied that those were budgeted in the General Fund contingency.

Director Brown noted a significant increase in the Sewer Fund due to an anticipated loan for the wastewater treatment plant project. He stated that approximately 50% was anticipated to spent in FY 2025 with the remainder remaining unappropriated.

Councilor Sanchez requested that staff investigate options to generate revenue on the unappropriated amount if allowed by the terms of the loan.

Mayor Coleman exited the meeting at 6:08 PM.

Director Brown stated that the entirety of the Reserve Fund was allocated to contingency or transfers.

b) Public Hearing: State Shared Revenue

Chair Bechtel opened the public hearing at 6:10 PM. He asked of personal bias, conflict of interest, or ex parte information. None were declared.

There were no comments to be heard.

Chair Bechtel closed the public hearing at 6:12 PM.

c) Approval of the Property Tax Rate

Councilor Gourley moved to recommend the proposed property tax rate for Fiscal Year 2024-2025 to the City Council. Committee Member Gerson seconded the motion. The motion carried by the following vote:

AYE: Mahler, Gourley, Thorstad, Trask, Bechtel, Carranza, Frenzel, Gerson, White

NAY: Sanchez

ABSENT: Coleman, Richards, Briana, Marvin

d) Approval of the Proposed City Budget for FY 24-25

Councilor Gourley moved to recommend approval of the proposed City budget for Fiscal Year 2024-2025 to the City Council. Councilor Thorstad seconded the motion. The motion carried unanimously by those present.

**Adjournment**

There being no further discussion, the meeting was adjourned at 6:16 PM.

ATTEST:

\_\_\_\_\_  
Chair

\_\_\_\_\_  
City Manager – Ex Officio City Recorder

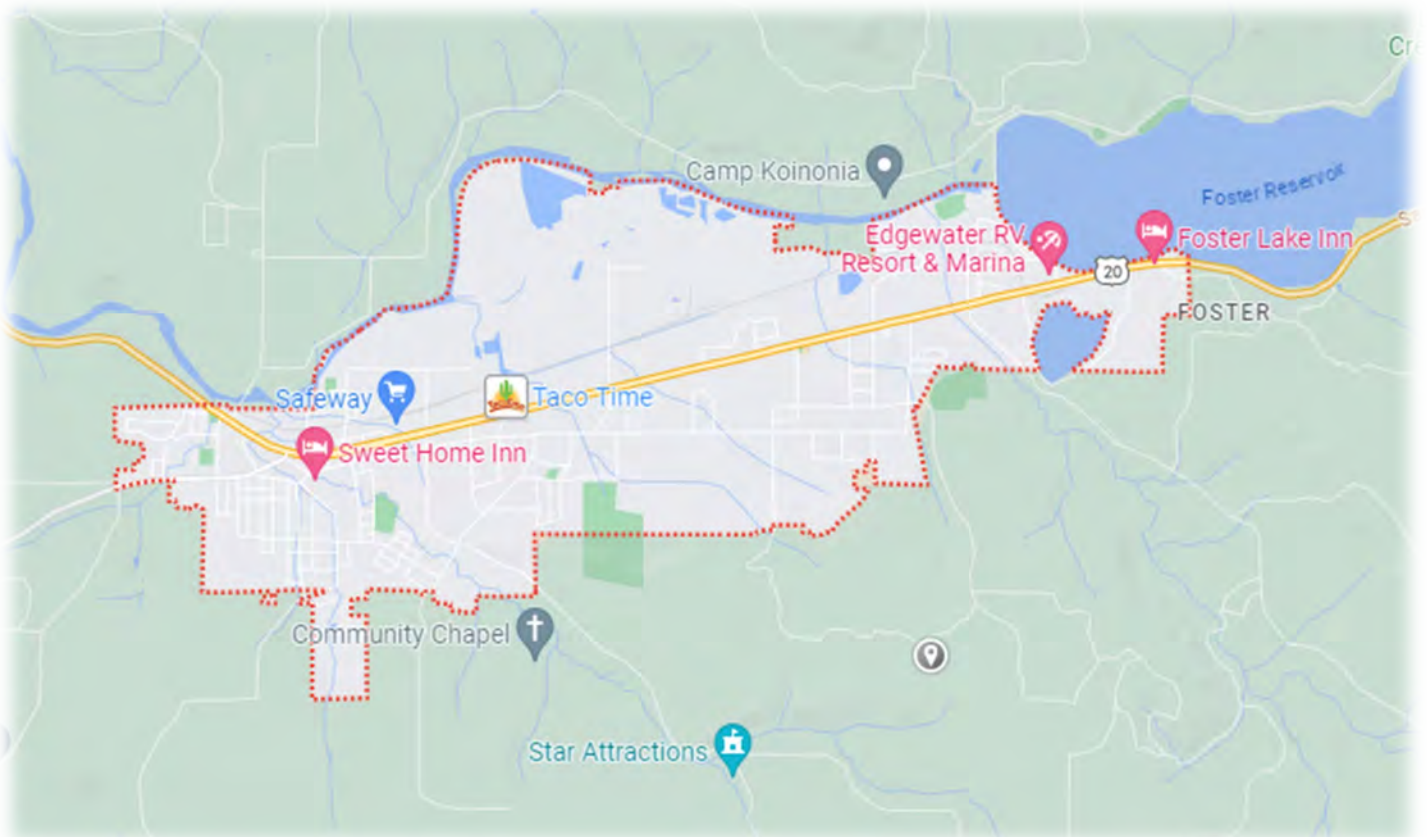


## 2025-26 Proposed Budget

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## Demographics





## **Budget Message**

Dear Honorable Mayor Coleman, Members of the Sweet Home City Council, Budget Committee Members, and Residents of the City of Sweet Home:

It is with great pleasure that I present the proposed budget for the fiscal year beginning July 1, 2025, and ending June 30, 2026. This document reflects our continued commitment to strategic planning, transparency, and responsible financial stewardship. The total proposed budget for the City of Sweet Home is \$41,289,940.

The City's core operating budget remains focused on essential services, daily operations, and the advancement of Council's priorities. This year's budget was developed in alignment with the proposed Council Goals for Fiscal Year 2025–2026, outlined in Resolution No. 9 for 2025.

The Council's goals are centered on five focus areas: efficient government, economic strength, essential services, infrastructure, and community enhancement. Key initiatives include improvements to public communication and cybersecurity, redevelopment of the Santiam Feed Store property, and evaluation of the Old City Hall site for future use or disposition. Construction of both the Mahler Wastewater Treatment Plant and the Mountain View multi-use path are anticipated to begin this year.

One of the most widely discussed goals, street repair, will be addressed through the implementation of a pavement preservation strategy. After reviewing practices from peer communities across Oregon, staff proposed a strategy that focuses on sealing and maintaining the 65 percent of city streets currently in fair to good condition. This approach offers a cost-effective, flexible solution while we continue to explore funding opportunities for broader improvements.

Other Council goals include renovation of the East Wing of City Hall, preservation of Weddle Bridge, and continued efforts to reduce downtown commercial vacancies. These initiatives reflect a pragmatic and future-focused approach to community development.

The General Fund is proposed at \$7.71 million, an increase of \$1.32 million over the prior year. This reflects new grant funding and the strategic consolidation of service areas. In addition, the City has increased its contingency reserves to maintain flexibility for emergencies and capital needs.

Our enterprise funds – including water, sewer, and stormwater – remain balanced and consistent with the goals outlined in our adopted master plans. The Mahler Wastewater Treatment Plant, a centerpiece of the sewer fund, represents over two decades of planning and is now ready to proceed. In parallel, we will continue seeking grants and legislative support to reduce the overall financial burden of the project.

This year's capital investments also include funding for library development, improvements to City parks, and continued support for Weddle Bridge. We are also investing in local partnerships and community events that build civic pride and connection.

Looking ahead, this budget lays the groundwork for long-term sustainability. While focused on current priorities, we are also preparing for the future – advancing emergency preparedness, long-range utility planning, and competitive positioning for federal and state funding opportunities.

This budget reflects the core values of our organization and our community: transparency, fiscal responsibility, responsive service, and resilience. It balances today's needs with tomorrow's aspirations and ensures that Sweet Home is ready to meet both.

In closing, I extend my sincere appreciation to the Mayor, Council, and Budget Committee for your leadership. Special thanks to Finance Director Matt Brown and all staff who contributed to preparing this budget. It is an honor to serve Sweet Home, and I look forward to working with you through this process.

Respectfully submitted,

**Jason Ogden**

City Manager / Chief of Police





# **Mission, Vision & Council Goals**

## **Mission Statement**

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

## **Vision Statement**

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

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

WE ASPIRE to have an effective and efficient local government.

WE ASPIRE to provide viable and sustainable infrastructure.

WE ASPIRE to provide viable and sustainable essential services.

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

## **Council Goals**

### Goal #1—Infrastructure

- City Hall East Wing renovations
- Library technology upgrades

### Goal #2 - Be an effective and efficient government

- Increased electronic communications to citizens
- Cybersecurity review of key infrastructure

### Goal #3—Essential Services

- Pavement preservation program
- Mountain View Road multi-use path and sidewalks
- Year one— wastewater treatment plant construction

### Goal #4—Economic Strength

- Santiam Feed Store planning
- Old City Hall planning

### Goal #5—Image Building

- Weddle Bridge preservation
- Downtown vacancy reduction

## City Profile



The City of Sweet home, approximately six and a half square miles, is the third largest city in Linn County and is located at the east end of the county. The city lies at the foot of the Cascade Mountains, next to the pristine Santiam River and near Foster and Green Peter Reservoirs. Located in the Mid-Willamette Valley, Sweet Home offers close proximity to major urban areas for commuters and shoppers; Portland is 100 miles away, Salem is 50 miles away as is Eugene and Albany is 25 miles away.

Operating under the provisions of its own Charter and applicable state law, Sweet Home has a Council/Manager form of government. The City Council consists of seven members elected by the citizens of Sweet Home to serve overlapping terms of two and four years. The Mayor is elected by the Council members to serve for a term of two years. The City of Sweet Home provides municipal services including police protection, emergency dispatch services, street construction and maintenance, library services, building and planning, zoning and general administration .

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

## **Budget Committee**

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

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

### **2025 Budget Committee**

Susan Coleman	Mayor	Term Ends 12/31/2026
Josh Thorstad	President Pro Tem	Term Ends 12/31/2026
Chelsea Augsburger	City Councilor	Term Ends 12/31/2026
Ken Bronson	City Councilor	Term Ends 12/31/2028
Aaron Hegge	City Councilor	Term Ends 12/31/2028
Dylan Richards	City Councilor	Term Ends 12/31/2026
Angelita Sanchez	City Councilor	Term Ends 12/31/2028
Robert Briana	Budget Committee	Term Ends 12/31/2027
Matthew Bechtel	Budget Committee	Term Ends 12/31/2026
Diane Gerson	Budget Committee	Term Ends 12/31/2026
Joshua Marvin	Budget Committee	Term Ends 12/31/2026
Nancy White	Budget Committee	Term Ends 12/31/2026
Dawn Miller	Budget Committee	Term Ends 12/31/2027
Jeana Doll	Budget Committee	Term Ends 12/31/2027

## **Budget Process**

### **Budgeting in Oregon**

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

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

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

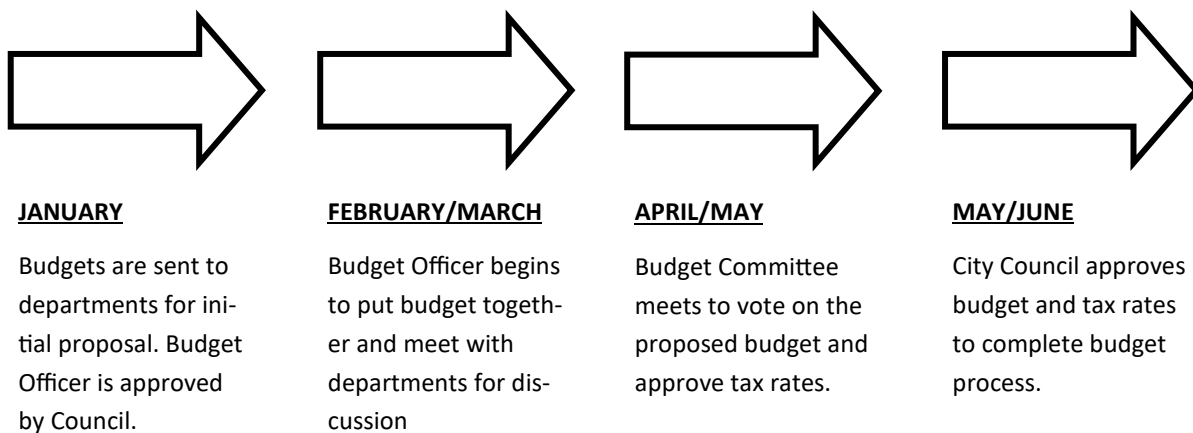
### **Budgeting in Sweet Home**

#### **Adoption**

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

#### **Budget Amendments**

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



## **Basis of Budgeting**

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

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

## **Audit Basis**

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

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

## Accounting Structure

<u>FUND</u>	<u>Number</u>	<u>Description &amp; Purpose</u>
<b>GENERAL FUND</b>		
General Fund	100	The General Fund is used to account for all financial resources except for those to be accounted for in another fund. Administration, City Council, Court, Finance, Community Development, and Parks are departments within the General Fund.
<b>SPECIAL REVENUE FUNDS</b>		
Public Safety Fund	200	The Public Safety Fund is a separate fund for the operation of the City of Sweet Home Police Department that receives a special operating levy from the City of Sweet Home.
Library Fund	201	The Library Fund is a separate fund for the operation of the City of Sweet Home Library Department that receives a special operating levy from the City of Sweet Home.
Community Enhancement Fund	207	This fund was created from several smaller funds that were consolidated into a single fund to simplify tracking with specific departments/programs setup for smaller expenditures to specific programs with dedicated funding and.
Willow-Yucca Fund	208	The fund was created to track specifically a new Local Improvement District within the City of Sweet Home. This fund will track capital expenditures for this project along with future payments for debt service and payments from residents for their local improvement district payments.
Transportation Fund	209	This fund is created to track revenues related to State Gas Tax revenues and operational expenditures related to Street maintenance expenditures and capital projects.
<b>SDC FUNDS</b>		
System Development Charges	301—305	These funds are specifically created to track revenues and expenditures for system development charges for Water, Sewer, Storm, Parks, and Transportation. Revenues come from development fees that aid in supplemental funding for capital improvements throughout the city.
<b>ENTERPRISE FUNDS</b>		
Water Fund	500	The Water Fund accounts for the resources and expenditures related to the supply, treatment, and distribution of water.
Sewer Fund	550	The Wastewater (Sewer) Fund accounts for the resources and expenses related to the supply, treatment, and collection of sewage.
Storm Fund	560	The Storm Fund accounts for the resources and expenses related to the maintenance of the City's storm water system.
<b>INTERNAL SERVICE FUNDS</b>		
Economic Development Fund	760	The fund was created to track economic development grants and funding related to economic development activities within the city.
Reserve Fund	770	The Reserve Fund was created as a fund to track resources that the City Council has set aside for future projects and activities.



## Budget Summary - Resources

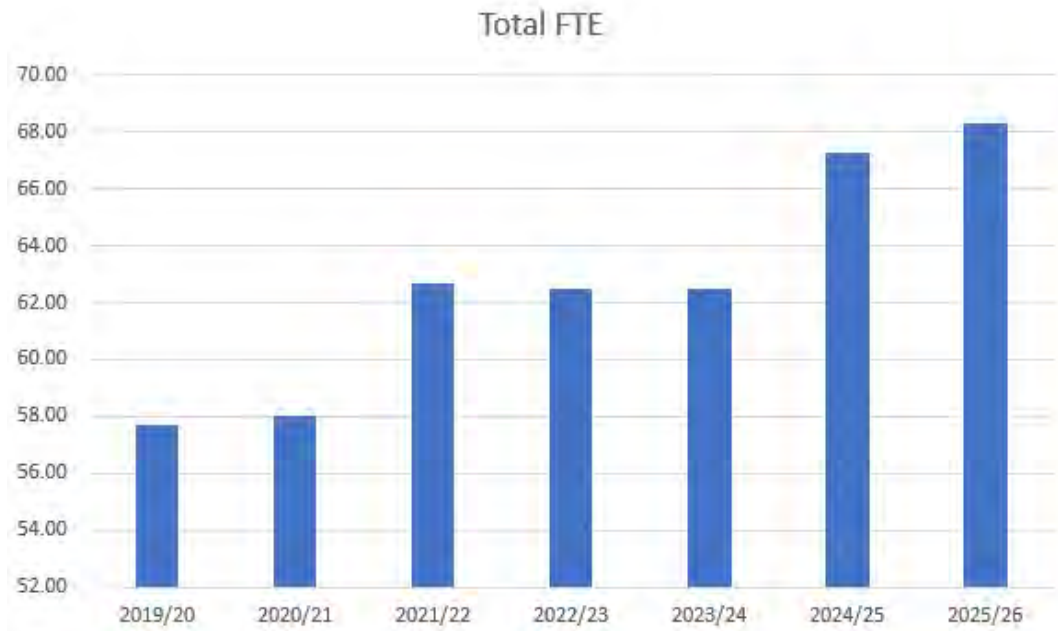
<u>Fund</u>	<u>Local Taxes</u>	<u>Intergov. &amp; Grants</u>	<u>Charges for Services</u>	<u>Fines</u>	<u>Lic, Perm, &amp; Fees</u>	<u>Miscellaenous</u>	<u>Transfers</u>	<u>Beginning Balance</u>	<u>Total Resources</u>
General	915,000	465,000	438,000	150,000	988,000	580,000	0	4,175,000	7,711,000
<u>Special Revenue</u>									
Public Safety	4,400,000	0	0	0	0	100,000	0	3,420,000	7,920,000
Library	658,000	13,000	0	0	4,000	18,000	0	1,539,000	2,232,000
Enhancement	0	60,000	0	0	0	8,000	65,000	1,290,000	1,423,000
Willow Yucca LID Fund	0	0	0	0	0	0	0	97,000	97,000
Transportation	0	814,000	0	0	0	105,000	0	787,000	1,706,000
<b>Total Special Revenue Funds</b>	<b>5,058,000</b>	<b>887,000</b>	<b>0</b>	<b>0</b>	<b>4,000</b>	<b>231,000</b>	<b>65,000</b>	<b>7,133,000</b>	<b>13,378,000</b>
<u>SDC Funds</u>									
Water SDC	0	0	60,000	0	0	0	0	1,170,000	1,230,000
Sewer SDC	0	0	50,000	0	0	0	0	980,000	1,030,000
Storm SDC	0	0	15,000	0	0	0	0	109,000	124,000
Transportaiton SDC	0	0	50,000	0	0	0	0	1,520,000	1,570,000
Parks SDC	0	0	12,000	0	0	0	0	149,000	161,000
<u>Enterprise Funds</u>									
Water	0	0	2,770,000	0	0	40,000	0	3,100,000	5,910,000
Sewer	36,000	0	3,190,000	0	0	15,000	0	5,999,000	9,240,000
Storm	0	0	265,000	0	0	5,000	0	630,000	900,000
<b>Total Enterprise Funds</b>	<b>36,000</b>	<b>0</b>	<b>6,412,000</b>	<b>0</b>	<b>0</b>	<b>60,000</b>	<b>0</b>	<b>13,657,000</b>	<b>20,165,000</b>
<u>Internal Service Funds</u>									
Comm. Econ Develop.	0	0	0	0	0	20,000	0	15,940	35,940
Reserve	0	0	0	0	0	0	0	0	0
<b>Total Internal Service Funds</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20,000</b>	<b>0</b>	<b>15,940</b>	<b>35,940</b>
<b>TOTAL RESOURCES - ALL FUNDS</b>	<b>6,009,000</b>	<b>1,352,000</b>	<b>6,850,000</b>	<b>150,000</b>	<b>992,000</b>	<b>891,000</b>	<b>65,000</b>	<b>24,980,940</b>	<b>41,289,940</b>

## Budget Summary - Requirements

<u>Fund</u>	<u>Personnel Services</u>	<u>Materials &amp; Services</u>	<u>Capital Outlay</u>	<u>Debt Service</u>	<u>Transfers</u>	<u>Contingency</u>	<u>Total Approp.</u>	<u>Unappropriated</u>	<u>Total Expenditures</u>
General	2,203,000	1,436,000	310,000	0	65,000	1,500,000	5,514,000	2,197,000	7,711,000
<u>Special Revenue</u>									
Public Safety	3,675,000	920,000	200,000	0	0	1,150,000	5,945,000	1,975,000	7,920,000
Library	468,000	194,000	850,000	0	0	350,000	1,862,000	370,000	2,232,000
Enhancement	0	213,000	0	0	0	155,000	368,000	1,055,000	1,423,000
Willow Yucca LID Fund	0	97,000	0	0	0	0	97,000	0	97,000
Transportation	535,000	228,000	100,000	0	0	843,000	1,706,000	0	1,706,000
<b>Total Special Revenue Funds</b>	<b>4,678,000</b>	<b>1,652,000</b>	<b>1,150,000</b>	<b>0</b>	<b>0</b>	<b>2,498,000</b>	<b>9,978,000</b>	<b>3,400,000</b>	<b>13,378,000</b>
<u>SDC Funds</u>									
Water SDC	0	75,000	125,000	0	0	0	200,000	1,030,000	1,230,000
Sewer SDC	0	75,000	125,000	0	0	0	200,000	830,000	1,030,000
Storm SDC	0	24,000	100,000	0	0	0	124,000	0	124,000
Transportaiton SDC	0	75,000	125,000	0	0	0	200,000	1,370,000	1,570,000
Parks SDC	0	61,000	100,000	0	0	0	161,000	0	161,000
<u>Enterprise Funds</u>									
Water	735,000	641,000	810,000	730,000	0	350,000	3,266,000	2,644,000	5,910,000
Sewer	680,000	1,040,000	125,000	555,000	0	430,000	2,830,000	6,410,000	9,240,000
Storm	240,000	77,000	250,000	0	0	80,000	647,000	253,000	900,000
<b>Total Enterprise Funds</b>	<b>1,655,000</b>	<b>2,068,000</b>	<b>1,760,000</b>	<b>1,285,000</b>	<b>0</b>	<b>860,000</b>	<b>7,628,000</b>	<b>12,537,000</b>	<b>20,165,000</b>
<u>Internal Service Funds</u>									
Comm. Econ Develop.	0	35,940	0	0	0	0	35,940	0	35,940
Reserve	0	0	0	0	0	0	0	0	0
<b>Total Internal Service Funds</b>	<b>0</b>	<b>35,940</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>35,940</b>	<b>0</b>	<b>35,940</b>
<b>TOTAL EXPENDITURES - ALL FUNDS</b>	<b>8,536,000</b>	<b>5,191,940</b>	<b>3,220,000</b>	<b>1,285,000</b>	<b>65,000</b>	<b>4,858,000</b>	<b>23,155,940</b>	<b>18,134,000</b>	<b>41,289,940</b>

## Personnel Summary

	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>
Administration	2.85	3.05	4.25	3.05	3.05	3.25	4.23
Finance	3.90	3.90	3.90	3.95	3.95	3.20	2.85
Comm. Develop.	5.40	5.00	5.00	4.05	4.05	6.00	5.00
Municipal Court	2.55	2.55	2.55	2.50	2.50	2.45	3.20
Library	3.00	3.00	3.00	3.00	3.00	4.50	4.78
Police	23.00	23.50	22.00	22.00	22.00	23.50	24.24
Public Works	17.00	17.00	22.00	23.95	23.95	24.40	24.00
<b>Total FTE</b>	<b>57.70</b>	<b>58.00</b>	<b>62.70</b>	<b>62.50</b>	<b>62.50</b>	<b>67.30</b>	<b>68.30</b>



## Capital Improvement Plan

<b>PROJECT</b>	<b>2025/26</b>	<b>2026/27</b>	<b>2027/28</b>	<b>2028/29</b>	<b>2029/30</b>	<b>2030/31</b>	<b>Total</b>
<b><u>Water</u></b>							
Canyon Creek Pump Station	0	0	0	0	50,000	300,000	<b>350,000</b>
FF1 > 22nd from Santiam to Mountain View	0	0	0	737,000	0	0	<b>737,000</b>
FF3 > 13th from Santiam to Long St	0	615,000	485,000	0	0	0	<b>1,100,000</b>
Treatment Plan Standby Generator	810,000	900,000	0	0	0	0	<b>1,710,000</b>
<b><u>Sewer</u></b>							
Treatment Plant Reconstruction	125,000	270,000	29,400,000	29,400,000	0	0	<b>59,195,000</b>
<b><u>Storm</u></b>							
3rd Ave Main Replacement	250,000	0	0	0	0	0	<b>250,000</b>
6th Ave Main Replacement	0	250,000	0	0	0	0	<b>250,000</b>
12th Ave Upgrade	0	0	650,000	0	0	0	<b>650,000</b>
<b><u>Transportation</u></b>							
24th Ave Railroad Crossing	0	910,000	1,000,000	0	0	0	<b>1,910,000</b>
Overlay Projects	0	0	129,000	0	0	0	<b>129,000</b>
18th Ave & Ames Creek Rd	0	0	80,000	550,000	470,000	0	<b>1,100,000</b>
<b><u>Pathways</u></b>							
Foster Railroad Trestle Sidewalk Connection	0	30,000	0	0	0	0	<b>30,000</b>
Mountain View Rd Multi-Use Path & Sidewalk	1,500,000	0	0	0	0	0	<b>1,500,000</b>
Sidewalk Improvements	0	200,000	200,000	200,000	200,000	0	<b>800,000</b>
Trails Master Plan	0	0	30,000	0	0	0	<b>30,000</b>
<b><u>Parks</u></b>							
Upper Sankey Park	0	250,000	0	0	0	0	<b>250,000</b>
City Hall Park	0	10,000	0	0	0	0	<b>10,000</b>
Weddle Bridge	0	70,000	330,000	0	0	0	<b>400,000</b>
42nd & Osage Neighborhood Park	0	10,000	200,000	0	0	0	<b>210,000</b>
Strawberry Park	0	0	0	200,000	0	0	<b>200,000</b>
Quarry Park	0	0	0	400,000	550,000	550,000	<b>1,500,000</b>
Hobart Natural area	0	150,000	150,000	0	230,000	350,000	<b>880,000</b>
<b><u>Library</u></b>							
New Library Building	800,000	2,500,000	19,000,000	0	0	0	<b>22,300,000</b>
Building Maintenance Program	50,000	50,000	50,000	0	0	0	<b>150,000</b>
<b><u>Police</u></b>							
Resiliency Upgrades	0	1,000,000	0	0	0	0	<b>1,000,000</b>
<b><u>Community &amp; Economic Development</u></b>							
Willow-Yucca Local Improvement District	240,000	2,160,000	0	0	0	0	<b>2,400,000</b>
Comprehensive Plan Update	0	60,000	0	0	0	0	<b>60,000</b>
Downtown Streetscape Phase 2 > 13th St.	0	315,000	2,100,000	0	0	0	<b>2,415,000</b>
<b><u>Administration</u></b>							
Council Chamber Technology Upgrades	0	15,000	0	0	0	0	<b>15,000</b>
City Hall East Wing Renovations	300,000	0	0	0	0	0	<b>300,000</b>
Urban Renewal Study	0	12,000	0	0	0	0	<b>12,000</b>
Downtown Plaza	10,000	1,000,000	0	0	0	0	<b>1,010,000</b>
<b>TOTAL</b>	<b>4,085,000</b>	<b>10,777,000</b>	<b>53,804,000</b>	<b>31,517,000</b>	<b>1,500,000</b>	<b>1,200,000</b>	<b>102,883,000</b>

## Debt Service

The City of Sweet Home currently has three debt services related to Water and Sewer projects around the city. The first debt service is a Full Faith and Credit Refunding Bond that began in 2021; this was a bond refinance that paid off 3 previous debt service agreements to consolidate and save interest. The second debt service is a sewer I&I infrastructure no-interest loan from the State of Oregon. The final debt for the city is a loan from OECDD for infrastructure improvements to the Water Treatment Plant. This is the longest debt service scheduled to be paid off in 2042.

### Refinance Bond 2021

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

### Sewer I&I Loan R89752

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

### WTP OECDD Loan S04002

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



## **General Fund (100)**

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

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



**GENERAL FUND - RESOURCES**

<u>Account</u>	<u>Description</u>	<u>Actual 2022/23</u>	<u>Actual 2023/24</u>	<u>Adopted 2024/25</u>	<u>Proposed 2025/26</u>	<u>Approved 2025/26</u>	<u>Adopted 2025/26</u>
100-000-000-300	Beginning Balance	1,542,614	2,870,694	2,870,000	4,175,000		
100-000-000-302	Property Tax - Current	882,844	810,867	824,000	855,000		
100-000-000-303	Property Tax - Past	1,323	11,370	5,000	10,000		
100-000-000-322	Transient Taxes	44,594	38,678	50,000	50,000		
<b>Total</b>		<b>928,762</b>	<b>860,915</b>	<b>879,000</b>	<b>915,000</b>		
100-000-000-323	Franchise Fees	763,079	827,275	695,000	785,000		
100-000-000-324	Revenue Sharing - General	133,900	129,871	125,000	115,000		
100-000-000-325	Revenue Sharing - Cigarette	7,272	6,718	7,000	5,000		
100-000-000-326	Revenue Sharing - OLCC	197,137	189,595	210,000	160,000		
100-000-000-327	Revenue Sharing - MJ	90,214	129,004	90,000	85,000		
<b>Total</b>		<b>1,192,602</b>	<b>1,282,463</b>	<b>1,127,000</b>	<b>1,150,000</b>		
100-000-000-333	Grant	1,251,746	0	0	0		
100-000-000-334	Unhoused Assistance	0	0	250,000	100,000		
<b>Total</b>		<b>1,251,746</b>	<b>0</b>	<b>250,000</b>	<b>100,000</b>		
100-000-000-346	Support Service Charges	541,000	698,000	432,000	433,000		
100-000-000-350	Licenses	100	2,170	0	1,000		
100-000-000-352	Permits	220,089	135,305	125,000	120,000		
100-000-000-355	Fees	13,675	8,355	40,000	35,000		
100-000-000-356	Passports	9,080	16,735	12,000	12,000		
100-000-000-357	Planning	15,247	18,095	40,000	35,000		
100-000-000-370	Court Fines	150,533	184,137	115,000	150,000		
100-000-000-383	Lease	0	0	0	5,000		
<b>Total</b>		<b>408,723</b>	<b>364,797</b>	<b>332,000</b>	<b>358,000</b>		
100-000-000-380	Interest	339,793	893,452	400,000	500,000		
100-000-000-381	Miscellaneous	106,692	704,028	100,000	80,000		
<b>Total Miscellaneous</b>		<b>446,485</b>	<b>1,597,480</b>	<b>500,000</b>	<b>580,000</b>		
100-000-000-390	Transfer	0	0	0	0		
<b>TOTAL RESOURCES</b>		<b>6,310,931</b>	<b>7,674,348</b>	<b>6,390,000</b>	<b>7,711,000</b>		



<u>Account</u>	<u>Description</u>	<u>Actual 2022/23</u>	<u>Actual 2023/24</u>	<u>Adopted 2024/25</u>	<u>Proposed 2025/26</u>	<u>Approved 2025/26</u>	<u>Adopted 2025/26</u>
<b>GENERAL FUND EXPENDITURES SUMMARY</b>							
Administration	Personal Services	482,849	447,301	554,000	670,000		
City Council	Personal Services	4,052	15,875	21,000	21,000		
Comm. & Econ. Dev.	Personal Services	542,930	467,164	628,000	534,000		
Finance	Personal Services	149,405	300,161	334,000	315,000		
Municipal Court	Personal Services	262,313	297,058	271,000	281,000		
Parks	Personal Services	792,109	294,859	362,000	382,000		
<b>Total Personal Services</b>		<b>2,233,658</b>	<b>1,822,417</b>	<b>2,170,000</b>	<b>2,203,000</b>		
Administration	Materials & Services	73,126	48,724	85,000	200,000		
City Council	Materials & Services	1,557	2,544	9,000	8,000		
Comm. & Econ. Dev.	Materials & Services	197,305	315,041	276,000	141,000		
Finance	Materials & Services	290,006	342,882	236,000	245,000		
Municipal Court	Materials & Services	28,014	33,640	38,000	39,000		
Parks	Materials & Services	169,095	120,745	166,000	138,000		
Community Center	Materials & Services	0	0	30,000	30,000		
General Services	Materials & Services	517,039	972,310	490,000	635,000		
<b>Total Materials &amp; Services</b>		<b>1,276,142</b>	<b>1,835,885</b>	<b>1,330,000</b>	<b>1,436,000</b>		
100-000-000-555	Capital Outlay	0	287,835	250,000	310,000		
100-000-000-557	Unhoused Assistance	0	0	115,000	0		
<b>Total Capital Outlay</b>		<b>0</b>	<b>287,835</b>	<b>365,000</b>	<b>310,000</b>		
100-000-000-565	Transfer	0	5,000	15,000	65,000		
100-000-000-585	Contingency	0	0	1,000,000	1,500,000		
100-000-000-595	Unappropriated	0	0	1,510,000	2,197,000		
<b>Total General Fund Expenditures</b>		<b>3,509,799</b>	<b>3,951,138</b>	<b>6,390,000</b>	<b>7,711,000</b>		

<u>Account</u>	<u>Description</u>	<u>Actual</u> <u>2022/23</u>	<u>Actual</u> <u>2023/24</u>	<u>Adopted</u> <u>2024/25</u>	<u>Proposed</u> <u>2025/26</u>	<u>Approved</u> <u>2025/26</u>	<u>Adopted</u> <u>2025/26</u>
<b><u>Administration Dept.</u></b>							
100-101-000-504	Wages	368,287	308,907	379,000	470,000		
100-101-000-505	Overtime	28	0	0	0		
100-101-000-506	Insurance	37,068	44,054	55,000	76,000		
100-101-000-507	Retirement	41,111	48,308	55,000	76,000		
100-101-000-508	Taxes	28,388	24,219	25,000	38,000		
100-101-000-509	Other	7,967	21,812	40,000	10,000		
<b>Total Personal Services</b>		<b>482,849</b>	<b>447,301</b>	<b>554,000</b>	<b>670,000</b>		
100-101-000-510	Operating Supplies	32,748	10,374	15,000	15,000		
100-101-000-512	Utilities	4,659	0	0	0		
100-101-000-514	Public Information	0	0	10,000	10,000		
100-101-000-516	Professional Development	12,551	2,538	10,000	10,000		
100-101-000-517	Professional Services	13,615	35,811	45,000	60,000		
100-101-000-519	Projects & Programs	3,389	0	5,000	0		
100-101-000-531	Enterprise Fleet	3,931	0	0	5,000		
100-101-000-535	Equipment Rental	2,233	0	0	0		
100-101-000-538	Abatement	0	0	0	100,000		
<b>Total Materials &amp; Services</b>		<b>73,126</b>	<b>48,724</b>	<b>85,000</b>	<b>200,000</b>		
<b>TOTAL ADMINISTRATION EXPENDITURES</b>		<b>555,975</b>	<b>496,024</b>	<b>639,000</b>	<b>870,000</b>		

<u>Account</u>	<u>Description</u>	<u>Actual</u> <u>2022/23</u>	<u>Actual</u> <u>2023/24</u>	<u>Adopted</u> <u>2024/25</u>	<u>Proposed</u> <u>2025/26</u>	<u>Approved</u> <u>2025/26</u>	<u>Adopted</u> <u>2025/26</u>
<b><u>City Council Dept</u></b>							
100-103-000-504	Wages	3,758	13,253	14,000	14,000		
100-103-000-508	Taxes	287	1,011	2,000	2,000		
100-103-000-509	Other	7	1,611	5,000	5,000		
<b>Total Personal Services</b>		<b>4,052</b>	<b>15,875</b>	<b>21,000</b>	<b>21,000</b>		
100-103-000-510	Operating Supplies	1,557	505	1,000	1,000		
100-103-000-516	Professional Development	0	2,039	4,000	3,000		
100-103-000-517	Professional Services	0	0	4,000	4,000		
<b>Total Materials &amp; Services</b>		<b>1,557</b>	<b>2,544</b>	<b>9,000</b>	<b>8,000</b>		
<b>TOTAL COUNCIL EXPENDITURES</b>		<b>5,609</b>	<b>18,419</b>	<b>30,000</b>	<b>29,000</b>		

<u>Account</u>	<u>Description</u>	<u>Actual 2022/23</u>	<u>Actual 2023/24</u>	<u>Adopted 2024/25</u>	<u>Proposed 2025/26</u>	<u>Approved 2025/26</u>	<u>Adopted 2025/26</u>
<b><u>Community &amp; Economic Development Dept</u></b>							
100-104-000-504	Wages	399,699	322,213	419,000	325,000		
100-104-000-506	Insurance	72,367	81,439	69,000	115,000		
100-104-000-507	Retirement	27,482	34,422	63,000	45,000		
100-104-000-508	Taxes	36,976	24,042	35,000	27,000		
100-104-000-509	Other	6,405	7,047	22,000	22,000		
<b>Total Personal Services</b>		<b>542,930</b>	<b>467,164</b>	<b>628,000</b>	<b>534,000</b>		
100-104-000-510	Operating Supplies	18,769	15,530	16,000	18,000		
100-104-000-512	Utilities	10,077	0	0	0		
100-104-000-514	Public Information	3,311	3,672	4,000	4,000		
100-104-000-516	Professional Development	3,388	8,325	6,000	6,000		
100-104-000-517	Professional Services	120,589	126,540	110,000	110,000		
100-104-000-519	Projects & Programs	17,626	994	30,000	0		
100-104-000-528	Fuel	747	909	1,000	1,000		
100-104-000-531	Enterprise Fleet	4,661	13,325	5,000	0		
100-104-000-534	Equipment Maintenance	918	873	2,000	0		
100-104-000-535	Equipment Rental	1,270	2,835	2,000	2,000		
100-104-000-538	Abatement	15,950	142,039	100,000	0		
<b>Total Materials &amp; Services</b>		<b>197,305</b>	<b>315,041</b>	<b>276,000</b>	<b>141,000</b>		
<b>TOTAL ECON DEV EXPENDITURES</b>		<b>740,235</b>	<b>782,205</b>	<b>904,000</b>	<b>675,000</b>		

<u>Account</u>	<u>Description</u>	<u>Actual 2022/23</u>	<u>Actual 2023/24</u>	<u>Adopted 2024/25</u>	<u>Proposed 2025/26</u>	<u>Approved 2025/26</u>	<u>Adopted 2025/26</u>
<b><u>Finance Dept</u></b>							
100-105-000-504	Wages	90,711	202,328	220,000	194,000		
100-105-000-505	OT	0	0	0	10,000		
100-105-000-506	Insurance	29,141	43,052	48,000	53,000		
100-105-000-507	Retirement	12,680	28,851	33,000	31,000		
100-105-000-508	Taxes	15,054	14,794	23,000	17,000		
100-105-000-509	Other	1,819	11,137	10,000	10,000		
<b>Total Personal Services</b>		<b>149,405</b>	<b>300,161</b>	<b>334,000</b>	<b>315,000</b>		
100-105-000-510	Operating Supplies	12,942	11,208	6,000	3,000		
100-105-000-512	Utilities	5,303	4,124	0	0		
100-105-000-514	Public Information	1,187	444	2,000	2,000		
100-105-000-516	Professional Development	745	1,273	3,000	3,000		
100-105-000-517	Professional Services	211,912	236,365	180,000	182,000		
100-105-000-518	Bank Service Fees	56,181	89,393	45,000	51,000		
100-105-000-519	Projects & Programs	0	0	0	4,000		
100-105-000-535	Equipment Rental	1,736	76	0	0		
<b>Total Materials &amp; Services</b>		<b>290,006</b>	<b>342,882</b>	<b>236,00</b>	<b>245,000</b>		
<b>TOTAL FINANCE EXPENDITURES</b>		<b>439,411</b>	<b>643,043</b>	<b>570,000</b>	<b>560,000</b>		

<u>Account</u>	<u>Description</u>	<u>Actual 2022/23</u>	<u>Actual 2023/24</u>	<u>Adopted 2024/25</u>	<u>Proposed 2025/26</u>	<u>Approved 2025/26</u>	<u>Adopted 2025/26</u>
<b><u>Court Dept.</u></b>							
100-107-000-504	Wages	211,033	238,421	193,000	199,000		
100-107-000-505	Overtime	0	0	0	1,000		
100-107-000-506	Insurance	17,036	22,096	38,000	34,000		
100-107-000-507	Retirement	17,339	17,790	21,000	21,000		
100-107-000-508	Taxes	16,507	18,106	16,000	17,000		
100-107-000-509	Other	398	644	3,000	9,000		
<b>Total Personal Services</b>		<b>262,313</b>	<b>297,058</b>	<b>271,000</b>	<b>281,000</b>		
100-107-000-510	Operating Supplies	12,906	8,307	12,000	12,000		
100-107-000-512	Utilities	5,657	6,923	6,000	7,000		
100-107-000-516	Professional Development	1,765	1,747	4,000	4,000		
100-107-000-517	Professional Services	6,667	16,663	15,000	15,000		
100-107-000-529	Facility Maintenance	1,020	0	1,000	1,000		
<b>Total Materials &amp; Services</b>		<b>28,014</b>	<b>33,640</b>	<b>38,000</b>	<b>39,000</b>		
<b>TOTAL MUNICIPAL COURT EXPENDITURES</b>		<b>290,327</b>	<b>330,698</b>	<b>309,000</b>	<b>320,000</b>		

<u>Account</u>	<u>Description</u>	<u>Actual 2022/23</u>	<u>Actual 2023/24</u>	<u>Adopted 2024/25</u>	<u>Proposed 2025/26</u>	<u>Approved 2025/26</u>	<u>Adopted 2025/26</u>
<b><u>Parks Dept.</u></b>							
100-116-000-504	Wages	514,573	188,734	230,000	235,000		
100-116-000-505	Overtime	2,699	1,347	3,000	0		
100-116-000-506	Insurance	159,759	65,329	75,000	87,000		
100-116-000-507	Retirement	68,288	19,974	25,000	31,000		
100-116-000-508	Taxes	39,006	16,077	18,000	19,000		
100-116-000-509	Other	7,784	3,398	11,000	10,000		
<b>Total Personal Services</b>		<b>792,109</b>	<b>294,859</b>	<b>362,000</b>	<b>382,000</b>		
100-116-000-510	Operating Supplies	77,718	43,600	25,000	35,000		
100-116-000-512	Utilities	1,033	11,697	13,000	14,000		
100-116-000-515	Insurance - General	7,868	8,440	10,000	11,000		
100-116-000-516	Professional Development	405	566	0	2,000		
100-116-000-517	Professional Services	20,397	21,606	65,000	30,000		
100-116-000-519	Projects & Programs	3,046	1,670	3,000	3,000		
100-116-000-528	Fuel	5,467	4,581	5,000	4,000		
100-116-000-529	Facility Maintenance	21,343	3,138	14,000	10,000		
100-116-000-531	Enterprise Fleet	24,688	17,431	17,000	16,000		
100-116-000-534	Equipment Maintenance	5,458	2,936	9,000	9,000		
100-116-000-535	Equipment Rental	1,672	5,080	5,000	4,000		
<b>Total Materials &amp; Services</b>		<b>169,095</b>	<b>120,745</b>	<b>166,000</b>	<b>138,000</b>		
<b>TOTAL PARKS &amp; REC EXPENDITURES</b>		<b>961,204</b>	<b>415,603</b>	<b>528,000</b>	<b>520,000</b>		

<u>Account</u>	<u>Description</u>	<u>Actual 2022/23</u>	<u>Actual 2023/24</u>	<u>Adopted 2024/25</u>	<u>Proposed 2025/26</u>	<u>Approved 2025/26</u>	<u>Adopted 2025/26</u>
<b><u>Community Center</u></b>							
100-116-000-510	Operating Supplies	0	0	1,000	0		
100-116-000-512	Utilities	0	0	24,000	25,000		
100-116-000-517	Professional Services	0	0	4,000	5,000		
100-116-000-519	Projects & Programs	0	0	1,000	0		
<b>Total Materials &amp; Services</b>		<b>0</b>	<b>0</b>	<b>30,000</b>	<b>30,000</b>		
<b>TOTAL COMMUNITY CENTER EXPENDITURES</b>		<b>0</b>	<b>0</b>	<b>30,000</b>	<b>30,000</b>		

<u>Account</u>	<u>Description</u>	<u>Actual</u> <u>2022/23</u>	<u>Actual</u> <u>2023/24</u>	<u>Adopted</u> <u>2024/25</u>	<u>Proposed</u> <u>2025/26</u>	<u>Approved</u> <u>2025/26</u>	<u>Adopted</u> <u>2025/26</u>
<b><u>General Services Dept.</u></b>							
100-120-000-510	Operating Supplies	60,630	585,448	25,000	75,000		
100-120-000-512	Utilities	190,299	184,074	170,000	180,000		
100-120-000-515	Insurance - General	83,097	101,446	106,000	115,000		
100-120-000-517	Professional Services	157,983	0	0	100,000		
100-120-000-519	Projects & Programs	5,629	48,143	0	0		
100-120-000-529	Facility Maintenance	19,400	43,190	59,000	60,000		
100-104-000-531	Enterprise Fleet	0	10,009	5,000	5,000		
100-120-000-535	Equipment Rental	0	0	125,000	100,000		
<b>TOTAL GENERAL SERVICES EXPENDITURES</b>		<b>517,039</b>	<b>972,310</b>	<b>490,000</b>	<b>635,000</b>		

## Public Safety Fund (200)

### PUBLIC SAFETY FUND

<u>Account</u>	<u>Description</u>	<u>Actual 2022/23</u>	<u>Actual 2023/24</u>	<u>Adopted 2024/25</u>	<u>Proposed 2025/26</u>	<u>Approved 2025/26</u>	<u>Adopted 2025/26</u>
200-000-000-300	Beginning Balance	3,373,001	3,741,654	2,911,000	3,420,000		
200-000-000-302	Property Tax - Current	3,213,835	3,364,604	3,800,000	4,350,000		
200-000-000-303	Property Tax - Past	6,320	50,003	30,000	50,000		
	<b>Total Taxes</b>	<b>3,220,156</b>	<b>3,414,606</b>	<b>3,830,000</b>	<b>4,400,000</b>		
200-000-000-333	Grants	896	2,000	0	0		
200-000-000-350	Licenses	2,176	0	0	0		
200-000-000-380	Interest	50,000	30,002	30,000	40,000		
200-000-000-381	Miscellaneous	39,799	106,355	100,000	60,000		
	<b>Total Miscellaneous</b>	<b>89,799</b>	<b>136,356</b>	<b>130,000</b>	<b>100,000</b>		
<b>TOTAL RESOURCES</b>		<b>6,686,028</b>	<b>7,294,616</b>	<b>6,871,000</b>	<b>7,920,000</b>		

### EXPENDITURES

200-000-000-504	Wages	1,444,896	1,960,931	2,055,000	2,190,000		
200-000-000-505	Overtime	72,078	44,681	100,000	100,000		
200-000-000-506	Insurance	371,981	404,360	485,000	530,000		
200-000-000-507	Retirement	227,568	370,307	430,000	560,000		
200-000-000-508	Taxes	117,613	151,483	165,000	175,000		
200-000-000-509	Other	30,133	53,616	110,000	120,000		
	<b>Total Personal Services</b>	<b>2,264,270</b>	<b>2,985,379</b>	<b>3,345,000</b>	<b>3,675,000</b>		
200-000-000-510	Operating Supplies	87,488	65,172	155,000	155,000		
200-000-000-511	Personnel Uniforms & Equipment	16,998	30,438	37,000	37,000		
200-000-000-512	Utilities	61,270	57,842	60,000	65,000		
200-000-000-514	Public Information	1,365	242	1,000	1,000		
200-000-000-515	Insurance - General	43,359	47,103	54,000	58,000		
200-000-000-516	Professional Development	22,751	24,965	37,000	37,000		
200-000-000-517	Professional Services	53,625	35,558	23,000	24,000		
200-000-000-519	Projects & Programs	58,290	0	10,000	12,000		
200-000-000-528	Fuel	45,107	46,060	55,000	55,000		
200-000-000-529	Facility Maintenance	9,565	37,291	56,000	50,000		
200-000-000-530	IT Charges	49,483	18,782	85,000	110,000		
200-000-000-531	Enterprise Fleet	1,912	33,118	85,000	111,000		
200-000-000-533	Support Service Charges	89,072	143,000	100,000	100,000		
200-000-000-534	Equipment Maintenance	34,157	59,749	55,000	65,000		
200-000-000-538	Abatement	0	4,000	48,000	40,000		
	<b>Total Materials &amp; Services</b>	<b>574,440</b>	<b>603,321</b>	<b>861,000</b>	<b>920,000</b>		
200-000-000-555	Capital Outlay	65,922	382,760	200,000	200,000		
200-000-000-585	Contingency	0	0	850,000	1,150,000		
200-000-000-595	Unappropriated	0	0	1,615,000	1,975,000		
<b>TOTAL EXPENDITURES</b>		<b>2,904,633</b>	<b>3,971,460</b>	<b>6,871,000</b>	<b>7,920,000</b>		

## Library Fund (201)

### LIBRARY FUND

<u>Account</u>	<u>Description</u>	<u>Actual</u> <u>2022/23</u>	<u>Actual</u> <u>2023/24</u>	<u>Adopted</u> <u>2024/25</u>	<u>Proposed</u> <u>2025/26</u>	<u>Approved</u> <u>2025/26</u>	<u>Adopted</u> <u>2025/26</u>
201-000-000-300	Beginning Balance	484,246	601,803	554,000	1,539,000		
201-000-000-302	Property Tax - Current	595,701	624,559	607,000	648,000		
201-000-000-303	Property Tax - Past	942	8,476	5,000	10,000		
<b>Total Taxes</b>		<b>596,643</b>	<b>633,035</b>	<b>612,000</b>	<b>658,000</b>		
201-000-000-333	Grants	7,333	30,120	50,000	13,000		
201-000-000-350	Fees	4,638	4,261	1,000	4,000		
201-000-000-380	Interest	4,000	5,000	5,000	6,000		
201-000-000-381	Miscellaneous	8,739	6,297	394,000	12,000		
<b>Total Miscellaneous</b>		<b>12,739</b>	<b>11,297</b>	<b>399,000</b>	<b>18,000</b>		
201-000-000-309	Transfer	0	0	500,000	0		
<b>TOTAL RESOURCES</b>		<b>1,105,599</b>	<b>1,280,516</b>	<b>2,116,000</b>	<b>2,232,000</b>		

201-000-000-504	Wages	181,446	326,207	316,000	324,000		
201-000-000-505	Overtime	0	34	1,000	1,000		
201-000-000-506	Insurance	38,080	46,580	49,000	59,000		
201-000-000-507	Retirement	24,397	35,606	43,000	44,000		
201-000-000-508	Taxes	14,208	24,405	25,000	27,000		
201-000-000-509	Other	3,031	4,472	13,000	13,000		
<b>Total Personal Services</b>		<b>261,162</b>	<b>437,125</b>	<b>447,000</b>	<b>468,000</b>		
201-000-000-510	Operating Supplies	38,787	21,078	15,000	11,000		
201-000-000-511	Uniforms & Equipment	50	193	1,000	0		
201-000-000-512	Utilities	22,784	26,112	20,000	22,000		
201-000-000-513	Computer Maintenance	0	0	3,000	0		
201-000-000-514	Public Information	364	0	0	0		
201-000-000-515	Insurance - General	4,800	5,173	8,000	7,000		
201-000-000-516	Professional Development	2,745	2,657	2,000	2,000		
201-000-000-517	Professional Services	11,671	22,176	10,000	15,000		
201-000-000-519	Projects & Programs	14,424	1,395	8,000	12,000		
201-000-000-528	Fuel	108	0	0	0		
201-000-000-529	Facility Maintenance	3,604	683	5,000	5,000		
201-000-000-530	IT Charges	7,417	4,112	0	0		
201-000-000-533	Support Service Charges	73,114	141,000	55,000	55,000		
201-000-000-534	Equipment Maintenance	3,081	5,195	4,000	5,000		
201-000-000-546	Books & Periodicals	21,274	0	0	0		
201-000-000-547	Print Materials	28,676	46,039	40,000	40,000		
201-000-000-548	Non-Print Materials	7,420	13,024	10,000	20,000		
<b>Total Materials &amp; Services</b>		<b>240,320</b>	<b>288,842</b>	<b>181,000</b>	<b>194,000</b>		
201-000-000-555	Capital Outlay	20,000	0	866,000	850,000		
201-000-000-585	Contingency	0	0	300,000	350,000		
201-000-000-595	Unappropriated	0	0	322,000	370,000		
<b>TOTAL EXPENDITURES</b>		<b>521,482</b>	<b>725,966</b>	<b>2,116,000</b>	<b>2,232,000</b>		



## Community Center Fund (203)

### COMMUNITY CENTER FUND

<u>Account</u>	<u>Description</u>	<u>Actual 2022/23</u>	<u>Actual 2023/24</u>	<u>Adopted 2024/25</u>	<u>Proposed 2025/26</u>	<u>Approved 2025/26</u>	<u>Adopted 2025/26</u>
203-000-000-300	Beginning Balance	11,853	86,235	0	0	0	0
203-000-000-382	Lease	36,401	50,341	0	0	0	0
<b>TOTAL RESOURCES</b>		<b>48,254</b>	<b>136,576</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
203-000-000-512	Utilities	4,572	31,527	0	0	0	0
203-000-000-517	Professional Services	1,750	998	0	0	0	0
203-000-000-529	Facility Maintenance	5,756	11,134	0	0	0	0
<b>TOTAL EXPENDITURES</b>		<b>12,078</b>	<b>43,659</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Community Enhancement Fund (207)

### ENHANCEMENT FUND

<u>Account</u>	<u>Description</u>	<u>Actual</u> <u>2022/23</u>	<u>Actual</u> <u>2023/24</u>	<u>Adopted</u> <u>2024/25</u>	<u>Proposed</u> <u>2025/26</u>	<u>Approved</u> <u>2025/26</u>	<u>Adopted</u> <u>2025/26</u>
207-113-000-300	Beginning Balance - Path Program	931,981	1,002	753,000	1,210,000		
207-114-000-300	Beginning Balance - Special Events	5,360	5,359	5,000	0		
207-115-000-300	Beginning Balance - Transit	0	0	34,000	0		
207-117-000-300	Beginning Balance - Weddle Bridge	5,017	5,017	5,000	80,000		
<b>Total Beginning Balance</b>		<b>942,357</b>	<b>1,013,078</b>	<b>797,000</b>	<b>1,290,000</b>		
207-115-000-333	Grant - Transit	219,242	291,034	0	60,000		
207-114-000-380	Interest - Special Events	0	0	15,000	0		
207-114-000-381	Miscellaneous - Special events	1,930	4,045	0	7,000		
207-116-000-381	Miscellaneous	250	27,212	0	0		
207-118-000-381	Miscellaneous - Pool	608	303	1,000	1,000		
<b>Total Miscellaneous</b>		<b>2,788</b>	<b>31,561</b>	<b>16,000</b>	<b>8,000</b>		
207-113-000-390	Transfer In - Path Program	0	0	0	50,000		
207-114-000-390	Transfer In - Special Events	0	13,000	15,000	15,000		
<b>Total Miscellaneous</b>		<b>0</b>	<b>13,000</b>	<b>15,000</b>	<b>65,000</b>		
<b>TOTAL RESOURCES</b>		<b>1,164,387</b>	<b>1,348,673</b>	<b>828,000</b>	<b>1,423,000</b>		
207-000-XXX-XXX	M&S - City General	0	0	0	50,000		
207-113-XXX-XXX	M&S - Path Program	104,177	14,411	200,000	0		
207-114-XXX-XXX	M&S - Special Events	5,686	16,685	35,000	22,000		
207-115-XXX-XXX	M&S - Transit	41,446	0	34,000	60,000		
207-117-XXX-XXX	M&S - Weddle Bridge	0	0	5,000	80,000		
207-118-XXX-XXX	M&S - Pool	0	0	1,000	1,000		
<b>Total Materials &amp; Services</b>		<b>151,308</b>	<b>31,096</b>	<b>275,000</b>	<b>213,000</b>		
207-113-000-555	Capital Outlay - Path Program	0	96,496	553,000	0		
207-113-000-585	Contingency - Path Program	0	0	0	155,000		
207-113-000-595	Unappropriated - Path Program	0	0	0	1,055,000		
<b>TOTAL EXPENDITURES</b>		<b>151,308</b>	<b>127,592</b>	<b>828,000</b>	<b>1,423,000</b>		

## Willow-Yucca LID Fund (208)

### WILLOW YUCCA LID FUND

<u>Account</u>	<u>Description</u>	<u>Actual</u> <u>2022/23</u>	<u>Actual</u> <u>2023/24</u>	<u>Adopted</u> <u>2024/25</u>	<u>Proposed</u> <u>2025/26</u>	<u>Approved</u> <u>2025/26</u>	<u>Adopted</u> <u>2025/26</u>
208-000-000-300	Beginning Balance	0	0	0	97,000		
208-000-000-350	Loan Received	0	0	2,000,000	0		
208-000-000-390	Transfer In	0	300,000	0	0		
<b>TOTAL RESOURCES</b>		<b>0</b>	<b>300,000</b>	<b>2,000,000</b>	<b>97,000</b>		
208-000-000-517	Professional Services	0	27,663	100,000	97,000		
208-101-000-555	Capital Outlay	0	0	1,900,000	0		
<b>TOTAL EXPENDITURES</b>		<b>0</b>	<b>27,663</b>	<b>2,000,000</b>	<b>97,000</b>		

## Transportation Fund (209)

### TRANSPORTATION FUND

<u>Account</u>	<u>Description</u>	<u>Actual 2022/23</u>	<u>Actual 2023/24</u>	<u>Adopted 2024/25</u>	<u>Proposed 2025/26</u>	<u>Approved 2025/26</u>	<u>Adopted 2025/26</u>
209-000-000-300	Beginning Balance	739,707	327,013	386,000	787,000		
209-000-000-329	State Gas Tax	779,476	916,333	777,000	814,000		
209-000-000-380	Interest	5,000	5,000	5,000	5,000		
209-000-000-381	Miscellaneous	418	139,047	5,000	100,000		
<b>Total Miscellaneous</b>		<b>5,418</b>	<b>144,047</b>	<b>10,000</b>	<b>105,000</b>		
<b>TOTAL RESOURCES</b>		<b>1,524,600</b>	<b>1,387,393</b>	<b>1,173,000</b>	<b>1,706,000</b>		
209-000-000-504	Wages	202,485	305,891	308,000	320,000		
209-000-000-505	Overtime	236	230	3,000	0		
209-000-000-506	Insurance	62,546	88,482	114,000	130,000		
209-000-000-507	Retirement	20,513	35,045	41,000	42,000		
209-000-000-508	Taxes	15,595	22,952	25,000	27,000		
209-000-000-509	Other	5,905	9,385	17,000	16,000		
<b>Total Personal Services</b>		<b>307,280</b>	<b>461,985</b>	<b>508,000</b>	<b>535,000</b>		
209-000-000-510	Operating Supplies	59,910	44,496	48,000	50,000		
209-000-000-511	Personnel Uniforms & Equipment	2,034	1,022	3,000	3,000		
209-000-000-512	Utilities	7,844	5,688	10,000	8,000		
209-000-000-515	Insurance - General	12,467	13,614	25,000	27,000		
209-000-000-516	Professional Development	1,172	1,544	3,000	2,000		
209-000-000-517	Professional Services	8,167	12,993	20,000	12,000		
209-000-000-519	Projects & Programs	0	0	0	6,000		
209-000-000-528	Fuel	15,026	14,862	15,000	15,000		
209-000-000-529	Facility Maintenance	3,833	1,776	6,000	6,000		
209-000-000-531	Enterprise Fleet	32,413	18,818	19,000	19,000		
209-000-000-533	Support Service Charges	25,697	85,000	38,000	38,000		
209-000-000-534	Equipment Maintenance	18,382	8,726	40,000	40,000		
209-000-000-536	Equipment Rental	1,587	992	2,000	2,000		
<b>Total Materials &amp; Services</b>		<b>188,532</b>	<b>209,531</b>	<b>229,000</b>	<b>228,000</b>		
209-000-000-555	Capital Outlay	512,743	54,555	345,000	100,000		
209-000-000-585	Contingency	0	0	91,000	843,000		
<b>TOTAL EXPENDITURES</b>		<b>1,008,555</b>	<b>726,070</b>	<b>1,173,000</b>	<b>1,706,000</b>		

## System Development Charge Funds (301-303)

### WATER SDC FUND

<u>Account</u>	<u>Description</u>	<u>Actual</u> <u>2022/23</u>	<u>Actual</u> <u>2023/24</u>	<u>Adopted</u> <u>2024/25</u>	<u>Proposed</u> <u>2025/26</u>	<u>Approved</u> <u>2025/26</u>	<u>Adopted</u> <u>2025/26</u>
301-000-000-300	Beginning Fund Balance	909,032	1,016,520	925,000	1,170,000		
301-000-000-347	SDC Charges	107,185	107,445	75,000	60,000		
<b>Total Resources</b>		<b>1,016,216</b>	<b>1,123,964</b>	<b>1,000,000</b>	<b>1,230,000</b>		
301-000-000-517	Professional Services	0	0	300,000	75,000		
301-000-000-555	Capital Outlay	0	0	700,000	125,000		
301-000-000-595	Unappropriated	0	0	0	1,030,000		
<b>Total Expenditures</b>		<b>0</b>	<b>0</b>	<b>1,000,000</b>	<b>1,230,000</b>		

### SEWER SDC FUND

<u>Account</u>	<u>Description</u>	<u>Actual</u> <u>2022/23</u>	<u>Actual</u> <u>2023/24</u>	<u>Adopted</u> <u>2024/25</u>	<u>Proposed</u> <u>2025/26</u>	<u>Approved</u> <u>2025/26</u>	<u>Adopted</u> <u>2025/26</u>
302-000-000-300	Beginning Fund Balance	768,824	844,420	920,000	980,000		
302-000-000-347	SDC Charges	77,016	92,147	70,000	50,000		
<b>Total Resources</b>		<b>845,840</b>	<b>936,567</b>	<b>990,000</b>	<b>1,030,000</b>		
302-000-000-517	Professional Services	1,800	0	300,000	75,000		
302-000-000-555	Capital Outlay	0	0	690,000	125,000		
302-000-000-595	Unappropriated	0	0	0	830,000		
<b>Total Expenditures</b>		<b>1,800</b>	<b>0</b>	<b>990,000</b>	<b>1,030,000</b>		

### STORM SDC FUND

<u>Account</u>	<u>Description</u>	<u>Actual</u> <u>2022/23</u>	<u>Actual</u> <u>2023/24</u>	<u>Adopted</u> <u>2024/25</u>	<u>Proposed</u> <u>2025/26</u>	<u>Approved</u> <u>2025/26</u>	<u>Adopted</u> <u>2025/26</u>
303-000-000-300	Beginning Fund Balance	41,851	67,503	92,000	109,000		
303-000-000-347	SDC Charges	25,715	27,246	20,000	15,000		
<b>Total Resources</b>		<b>67,566</b>	<b>94,749</b>	<b>112,000</b>	<b>124,000</b>		
303-000-000-517	Professional Services	0	0	25,000	24,000		
303-000-000-555	Capital Outlay	0	0	87,000	100,000		
<b>Total Expenditures</b>		<b>0</b>	<b>0</b>	<b>112,000</b>	<b>124,000</b>		

## **System Development Charge Funds (304-305)**

### **TRANSPORTATION SDC FUND**

<b><u>Account</u></b>	<b><u>Description</u></b>	<b><u>Actual</u> <u>2022/23</u></b>	<b><u>Actual</u> <u>2023/24</u></b>	<b><u>Adopted</u> <u>2024/25</u></b>	<b><u>Proposed</u> <u>2025/26</u></b>	<b><u>Approved</u> <u>2025/26</u></b>	<b><u>Adopted</u> <u>2025/26</u></b>
304-000-000-300	Beginning Fund Balance	960,020	1,352,067	1,267,000	1,520,000		
304-000-000-347	SDC Charges	187,594	107,183	120,000	50,000		
<b>Total Resources</b>		<b>1,147,614</b>	<b>1,459,250</b>	<b>1,387,000</b>	<b>1,570,000</b>		
304-000-000-517	Professional Services	0	0	300,000	75,000		
304-000-000-555	Capital Outlay	0	0	1,087,000	125,000		
304-000-000-595	Unappropriated	0	0	0	1,370,000		
<b>Total Expenditures</b>		<b>0</b>	<b>0</b>	<b>1,387,000</b>	<b>1,570,000</b>		

### **PARKS SDC FUND**

<b><u>Account</u></b>	<b><u>Description</u></b>	<b><u>Actual</u> <u>2022/23</u></b>	<b><u>Actual</u> <u>2023/24</u></b>	<b><u>Adopted</u> <u>2024/25</u></b>	<b><u>Proposed</u> <u>2025/26</u></b>	<b><u>Approved</u> <u>2025/26</u></b>	<b><u>Adopted</u> <u>2025/26</u></b>
305-000-000-300	Beginning Fund Balance	116,391	122,767	131,000	149,000		
305-000-000-347	SDC Charges	18,518	19,552	13,000	12,000		
<b>Total Resources</b>		<b>134,909</b>	<b>142,319</b>	<b>144,000</b>	<b>161,000</b>		
305-000-000-517	Professional Services	12,142	0	40,000	61,000		
305-000-000-555	Capital Outlay	0	0	104,000	100,000		
<b>Total Expenditures</b>		<b>12,142</b>	<b>0</b>	<b>144,000</b>	<b>161,000</b>		

## Water Fund (500)

### WATER FUND

<u>Account</u>	<u>Description</u>	<u>Actual 2022/23</u>	<u>Actual 2023/24</u>	<u>Adopted 2024/25</u>	<u>Proposed 2025/26</u>	<u>Approved 2025/26</u>	<u>Adopted 2025/26</u>
500-000-000-300	Beginning Balance	3,025,084	2,251,790	2,766,000	3,100,000		
500-000-000-333	Grants	0	0	810,000	0		
500-000-000-348	Sales	2,610,372	2,691,510	2,715,000	2,770,000		
500-000-000-355	Connection Fees	11,302	0	10,000	0		
<b>Total Charges for Services</b>		<b>2,621,674</b>	<b>2,691,510</b>	<b>2,725,000</b>	<b>2,770,000</b>		
500-000-000-380	Interest	10,000	5,000	10,000	10,000		
500-000-000-381	Miscellaneous	30,408	50,041	20,000	30,000		
<b>Total Miscellaneous</b>		<b>40,408</b>	<b>55,041</b>	<b>30,000</b>	<b>40,000</b>		
500-000-000-390	Transfer	4,768	0	0	0		
<b>TOTAL RESOURCES</b>		<b>5,691,934</b>	<b>4,998,341</b>	<b>6,331,000</b>	<b>5,910,000</b>		

<u>Account</u>	<u>Description</u>	<u>Actual 2022/23</u>	<u>Actual 2023/24</u>	<u>Adopted 2024/25</u>	<u>Proposed 2025/26</u>	<u>Approved 2025/26</u>	<u>Adopted 2025/26</u>
Plant	Personnel Services	266,586	303,829	337,000	600,000		
Distribution	Personnel Services	197,019	385,734	423,000	135,000		
<b>Total Personnel Services</b>		<b>463,606</b>	<b>689,563</b>	<b>760,000</b>	<b>735,000</b>		
Plant	Materials and Services	457,198	419,049	554,000	343,000		
Distribution	Materials and Services	365,253	312,536	303,000	298,000		
<b>Total Materials &amp; Services</b>		<b>822,451</b>	<b>731,385</b>	<b>857,000</b>	<b>641,000</b>		
500-000-000-542	Principal	516,857	606,079	610,000	650,000		
500-000-000-543	Interest	136,697	117,371	90,000	80,000		
<b>Total Debt Service</b>		<b>653,554</b>	<b>723,450</b>	<b>700,000</b>	<b>730,000</b>		
500-000-000-555	Capital Outlay	952,040	246,150	1,350,000	810,000		
500-000-000-585	Contingency	0	0	395,000	350,000		
500-000-000-595	Unappropriated	0	0	2,269,000	2,644,000		
<b>TOTAL EXPENDITURES</b>		<b>2,891,650</b>	<b>2,390,548</b>	<b>6,331,000</b>	<b>5,910,000</b>		



<u>Account</u>	<u>Description</u>	<u>Actual</u> <u>2022/23</u>	<u>Actual</u> <u>2023/24</u>	<u>Adopted</u> <u>2024/25</u>	<u>Proposed</u> <u>2025/26</u>	<u>Approved</u> <u>2025/26</u>	<u>Adopted</u> <u>2025/26</u>
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**Plant**

500-109-000-504	Wages	183,147	201,415	214,000	357,000		
500-109-000-505	Overtime	4,626	5,880	6,000	5,000		
500-109-000-506	Insurance	37,806	49,713	61,000	155,000		
500-109-000-507	Retirement	22,377	26,116	29,000	46,000		
500-109-000-508	Taxes	14,708	15,567	17,000	30,000		
500-109-000-509	Other	3,923	5,139	10,000	7,000		

<b>Total Personal Services</b>	<b>266,586</b>	<b>303,829</b>	<b>337,000</b>	<b>600,000</b>		
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500-109-000-510	Operating Supplies	68,732	25,616	70,000	20,000		
500-109-000-511	Personnel Uniforms & Equipment	838	904	3,000	2,000		
500-109-000-512	Utilities	64,752	94,255	90,000	90,000		
500-109-000-513	Computer Maintenance	1,013	0	0	0		
500-109-000-514	Public Information	3,356	249	0	0		
500-109-000-515	Insurance - General	0	0	17,000	18,000		
500-109-000-516	Professional Development	2,435	1,176	10,000	3,000		
500-109-000-517	Professional Services	101,835	81,853	125,000	50,000		
500-109-000-519	Projects & Programs	203	0	60,000	10,000		
500-109-000-528	Fuel	4,265	1,411	3,000	2,000		
500-109-000-529	Facility Maintenance	11,116	36,916	20,000	15,000		
500-109-000-530	IT Charges	7,959	0	0	0		
500-109-000-531	Enterprise Fleet	34,846	15,883	15,000	15,000		
500-109-000-533	Support Service Charges	90,461	72,000	48,000	48,000		
500-109-000-534	Equipment Maintenance	52,851	13,377	30,000	20,000		
500-109-000-535	Equipment Rental	8,794	171	7,000	5,000		
500-109-000-536	Chemicals	3,743	75,238	56,000	45,000		

<b>Total Materials &amp; Services</b>	<b>457,198</b>	<b>419,049</b>	<b>554,000</b>	<b>343,000</b>		
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<u>Account</u>	<u>Description</u>	<u>Actual</u> <u>2022/23</u>	<u>Actual</u> <u>2023/24</u>	<u>Adopted</u> <u>2024/25</u>	<u>Proposed</u> <u>2025/26</u>	<u>Approved</u> <u>2025/26</u>	<u>Adopted</u> <u>2025/26</u>
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**Distribution**

500-110-000-504	Wages	123,593	244,986	257,000	68,000		
500-110-000-505	Overtime	0	555	2,000	2,000		
500-110-000-506	Insurance	49,222	81,679	95,000	30,000		
500-110-000-507	Retirement	12,230	30,798	33,000	12,000		
500-110-000-508	Taxes	9,783	19,506	21,000	8,000		
500-110-000-509	Other	2,191	8,210	15,000	15,000		

<b>Total Personal Services</b>	<b>197,019</b>	<b>385,734</b>	<b>423,000</b>	<b>135,000</b>		
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500-110-000-510	Operating Supplies	36,875	85,516	88,000	90,000		
500-110-000-511	Personnel Uniforms & Equipment	1,647	933	2,000	2,000		
500-110-000-512	Utilities	33,603	15,288	20,000	20,000		
500-110-000-513	Computer Maintenance	1,013	0	0	0		
500-110-000-514	Public Information	3,588	170	0	0		
500-110-000-515	Insurance - General	46,193	50,098	43,000	46,000		
500-110-000-516	Professional Development	4,849	2,768	1,000	2,000		
500-110-000-517	Professional Services	51,220	50,195	70,000	60,000		
500-110-000-519	Projects & Programs	12,030	0	0	0		
500-110-000-528	Fuel	8,884	11,689	7,000	7,000		
500-110-000-529	Facility Maintenance	7,029	1,689	3,000	3,000		
500-110-000-530	IT Charges	6,009	0	0	0		
500-110-000-531	Enterprise Fleet	15,863	15,810	16,000	15,000		
500-110-000-533	Support Service Charges	90,691	72,000	48,000	48,000		
500-110-000-534	Equipment Maintenance	17,423	5,245	4,000	4,000		
500-110-000-535	Equipment Rental	2,265	935	1,000	1,000		
500-110-000-536	Chemical Supplies	26,071	0	0	0		

<b>Total Materials &amp; Services</b>	<b>365,253</b>	<b>312,336</b>	<b>303,000</b>	<b>298,000</b>		
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## Sewer Fund (550)

### SEWER FUND

<u>Account</u>	<u>Description</u>	<u>Actual 2022/23</u>	<u>Actual 2023/24</u>	<u>Adopted 2024/25</u>	<u>Proposed 2025/26</u>	<u>Approved 2025/26</u>	<u>Adopted 2025/26</u>
550-000-000-300	Beginning Balance	3,353,944	4,757,669	4,785,000	5,999,000		
550-000-000-302	Property Taxes - Current	34,261	32,785	30,000	35,000		
550-000-000-303	Property Taxes - Past	56	606	0	1,000		
<b>Total Taxes</b>		<b>34,316</b>	<b>33,391</b>	<b>30,000</b>	<b>36,000</b>		
550-000-000-333	Grants	6,162,321	837,679	0	0		
550-000-000-348	Sales	3,062,956	3,218,325	3,160,000	3,190,000		
550-000-000-380	Interest	10,000	5,000	5,000	5,000		
550-000-000-381	Miscellaneous	3,075	131	0	10,000		
550-000-000-350	Loan Proceeds	0	0	60,000,000	0		
<b>Total Miscellaneous</b>							
550-000-000-390	Transfer	29,397	0	0	0		
<b>TOTAL RESOURCES</b>		<b>12,656,009</b>	<b>8,852,197</b>	<b>67,980,000</b>	<b>9,240,000</b>		

<u>Account</u>	<u>Description</u>	<u>Actual 2022/23</u>	<u>Actual 2023/24</u>	<u>Adopted 2024/25</u>	<u>Proposed 2025/26</u>	<u>Approved 2025/26</u>	<u>Adopted 2025/26</u>
Collection	Personnel Services	289,221	376,955	397,000	355,000		
Plant	Personnel Services	139,840	244,318	316,000	325,000		
<b>Total Personnel Services</b>		<b>429,061</b>	<b>621,272</b>	<b>713,000</b>	<b>680,000</b>		
Collection	Materials and Services	625,198	931,607	852,500	832,500		
Plant	Materials and Services	388,220	204,223	217,500	207,500		
<b>Total Materials &amp; Services</b>		<b>1,013,418</b>	<b>1,135,831</b>	<b>1,0070,000</b>	<b>1,040,000</b>		
550-000-000-542	Principal	438,000	495,915	375,000	455,000		
550-000-000-543	Interest	60,420,	69,878	60,000	100,000		
<b>Total Debt Service</b>		<b>498,420</b>	<b>565,793</b>	<b>435,000</b>	<b>555,000</b>		
550-000-000-555	Capital Outlay	5,933,355	1,440,632	30,000,000	125,000		
550-000-000-585	Contingency	0	0	440,000	430,000		
550-000-000-595	Unappropriated	0	0	35,322,000	6,410,000		
<b>TOTAL EXPENDITURES</b>		<b>7,874,254</b>	<b>3,763,528</b>	<b>67,980,000</b>	<b>9,240,000</b>		

<u>Account</u>	<u>Description</u>	<u>Actual</u> <u>2022/23</u>	<u>Actual</u> <u>2023/24</u>	<u>Adopted</u> <u>2024/25</u>	<u>Proposed</u> <u>2025/26</u>	<u>Approved</u> <u>2025/26</u>	<u>Adopted</u> <u>2025/26</u>
<b>Plant</b>							
550-111-000-504	Wages	186,681	264,053	278,000	228,000		
550-111-000-505	Overtime	5,502	3,518	7,000	0		
550-111-000-506	Insurance	51,710	56,251	52,000	65,000		
550-111-000-507	Retirement	26,304	27,000	25,000	30,000		
550-111-000-508	Taxes	14,898	20,343	22,000	20,000		
550-111-000-509	Other	4,126	5,789	13,000	12,000		
<b>Total Personal Services</b>		<b>289,221</b>	<b>376,955</b>	<b>397,000</b>	<b>355,000</b>		
550-111-000-510	Operating Supplies	205,226	62,140	75,000	70,000		
550-111-000-511	Personnel Uniforms & Equipment	695	1,566	2,000	2,000		
550-111-000-512	Utilities	47,213	91,094	120,000	97,000		
550-111-000-514	Public Information	0	238	0	0		
550-111-000-516	Professional Development	4,059	4,789	0	3,000		
550-111-000-517	Professional Services	102,755	119,430	125,000	88,000		
550-111-000-528	Fuel	6,108	1,347	1,000	1,000		
550-111-000-529	Facility Maintenance	3,575	3,120	21,000	3,000		
550-111-000-531	Enterprise Fleet	28,722	15,883	15,000	15,000		
550-111-000-533	Support Service Charges	90,461	72,000	47,500	47,500		
550-111-000-534	Equipment Maintenance	50,732	42,454	25,000	30,000		
550-111-000-555	Equipment Rental	492	0	0	0		
550-111-000-536	Chemicals	85,160	385,629	306,000	340,000		
550-111-000-539	Sludge Hauling	0	131,917	115,000	136,000		
<b>Total Materials &amp; Services</b>		<b>625,198</b>	<b>931,607</b>	<b>852,500</b>	<b>832,500</b>		

<u>Account</u>	<u>Description</u>	<u>Actual</u> <u>2022/23</u>	<u>Actual</u> <u>2023/24</u>	<u>Adopted</u> <u>2024/25</u>	<u>Proposed</u> <u>2025/26</u>	<u>Approved</u> <u>2025/26</u>	<u>Adopted</u> <u>2025/26</u>
<b>Collection</b>							
550-112-000-504	Wages	100,115	172,715	196,000	192,000		
550-112-000-505	Overtime	235	216	2,000	0		
550-112-000-506	Insurance	18,838	37,090	64,000	75,000		
550-112-000-507	Retirement	10,756	20,097	25,000	27,000		
550-112-000-508	Taxes	8,043	11,141	16,000	18,000		
550-112-000-509	Other	1,853	3,058	13,000	13,000		
<b>Total Personal Services</b>		<b>139,840</b>	<b>244,318</b>	<b>316,000</b>	<b>325,000</b>		
550-112-000-510	Operating Supplies	109,778	31,768	25,000	20,000		
550-112-000-511	Personnel Uniforms & Equipment	769	1,002	1,000	1,000		
550-112-000-512	Utilities	21,426	3,765	7,000	7,000		
550-112-000-513	Computer Maintenance	28,731	0	0	0		
550-112-000-514	Public Information	2,216	239	0	0		
550-112-000-515	Insurance - General	40,959	44,652	51,000	58,000		
550-112-000-516	Professional Development	8,165	873	0	1,000		
550-112-000-517	Professional Services	39,718	21,489	35,000	36,000		
550-112-000-528	Fuel	6,881	9,297	10,000	7,000		
550-112-000-529	Facility Maintenance	3,473	1,190	5,000	5,000		
550-112-000-531	Enterprise Fleet	14,583	11,117	13,000	12,000		
550-112-000-533	Support Service Charges	90,461	72,000	47,500	47,500		
550-112-000-534	Equipment Maintenance	21,060	6,033	20,000	10,000		
550-112-000-535	Equipment Rental	0	799	3,000	3,000		
<b>Total Materials &amp; Services</b>		<b>388,220</b>	<b>204,223</b>	<b>217,500</b>	<b>207,500</b>		

## **Storm Fund (560)**

### **STORM FUND**

<u>Account</u>	<u>Description</u>	<u>Actual 2022/23</u>	<u>Actual 2023/24</u>	<u>Adopted 2024/25</u>	<u>Proposed 2025/26</u>	<u>Approved 2025/26</u>	<u>Adopted 2025/26</u>
560-000-000-300	Beginning Balance	394,000	472,679	405,000	630,000		
560-000-000-348	Sales	196,033	240,663	215,000	265,000		
560-000-000-380	Interest	3,000	5,000	5,000	5,000		
560-000-000-390	Transfer	1,248	0	0	0		
<b>TOTAL RESOURCES</b>		<b>594,282</b>	<b>713,342</b>	<b>625,000</b>	<b>900,000</b>		

<u>Account</u>	<u>Description</u>	<u>Actual 2022/23</u>	<u>Actual 2023/24</u>	<u>Adopted 2024/25</u>	<u>Proposed 2025/26</u>	<u>Approved 2025/26</u>	<u>Adopted 2025/26</u>
560-000-000-504	Wages	18,685	69,973	102,000	154,000		
560-000-000-506	Insurance	7,645	12,910	31,000	47,000		
560-000-000-507	Retirement	2,238	7,560	15,000	22,000		
560-000-000-508	Taxes	1,403	4,050	9,000	12,000		
560-000-000-509	Other	333	1,226	5,000	5,000		
<b>Total Personal Services</b>		<b>30,304</b>	<b>95,717</b>	<b>162,000</b>	<b>240,000</b>		
560-000-000-510	Operating Supplies	880	20,108	20,000	10,000		
560-000-000-517	Professional Services	0	0	17,000	18,000		
560-000-000-519	Projects & Programs	41,930	1,697	0	0		
560-000-000-533	Support Service Charges	0	0	3,000	0		
560-000-000-534	Equipment Maintenance	0	41,000	49,000	49,000		
<b>Total Materials &amp; Services</b>		<b>42,810</b>	<b>62,805</b>	<b>89,000</b>	<b>77,000</b>		
560-101-000-555	Capital Outlay	34,985	0	50,000	250,000		
560-000-000-585	Contingency	0	0	45,000	80,000		
560-000-000-595	Unappropriated	0	0	279,000	253,000		
<b>TOTAL EXPENDITURES</b>		<b>108,100</b>	<b>158,523</b>	<b>625,000</b>	<b>900,000</b>		

## **Economic Development Fund (760)**

### **ECONOMIC DEVELOPMENT FUND**

<b><u>Account</u></b>	<b><u>Description</u></b>	<b><u>Actual</u> <u>2022/23</u></b>	<b><u>Actual</u> <u>2023/24</u></b>	<b><u>Adopted</u> <u>2024/25</u></b>	<b><u>Proposed</u> <u>2025/26</u></b>	<b><u>Approved</u> <u>2025/26</u></b>	<b><u>Adopted</u> <u>2025/26</u></b>
760-000-000-300	Beginning Balance	255,000	222,946	108,000	15,940		
760-000-000-333	Grant	0	12,000	0	0		
760-000-000-381	Miscellaneous	0	0	0	20,000		
<b>TOTAL RESOURCES</b>		<b>255,000</b>	<b>234,946</b>	<b>108,000</b>	<b>35,940</b>		

<b><u>Account</u></b>	<b><u>Description</u></b>	<b><u>Actual</u> <u>2022/23</u></b>	<b><u>Actual</u> <u>2023/24</u></b>	<b><u>Adopted</u> <u>2024/25</u></b>	<b><u>Proposed</u> <u>2025/26</u></b>	<b><u>Approved</u> <u>2025/26</u></b>	<b><u>Adopted</u> <u>2025/26</u></b>
760-000-000-510	Operating Supplies	10,000	0	0	0		
760-000-000-517	Professional Services	31,424	141,006	108,000	15,940		
760-000-000-519	Projects & Programs	10,000	25,000	0	20,000		
<b>Total Materials &amp; Services</b>		<b>51,424</b>	<b>166,006</b>	<b>108,000</b>	<b>35,940</b>		
760-000-000-565	Transfer	0	8,000	0	0		
<b>TOTAL EXPENDITURES</b>		<b>51,424</b>	<b>174,006</b>	<b>108,000</b>	<b>35,940</b>		

## Reserve Fund (770)

### RESERVE FUND

<u>Account</u>	<u>Description</u>	<u>Actual</u> <u>2022/23</u>	<u>Actual</u> <u>2023/24</u>	<u>Adopted</u> <u>2024/25</u>	<u>Proposed</u> <u>2025/26</u>	<u>Approved</u> <u>2025/26</u>	<u>Adopted</u> <u>2025/26</u>
770-000-000-300	Beginning Balance	763,342	839,534	540,000	0		
770-000-000-381	Miscellaneous	3,000	500	0	0		
<b>TOTAL RESOURCES</b>		<b>766,342</b>	<b>840,034</b>	<b>540,000</b>	<b>0</b>		

<u>Account</u>	<u>Description</u>	<u>Actual</u> <u>2022/23</u>	<u>Actual</u> <u>2023/24</u>	<u>Adopted</u> <u>2024/25</u>	<u>Proposed</u> <u>2025/26</u>	<u>Approved</u> <u>2025/26</u>	<u>Adopted</u> <u>2025/26</u>
770-000-000-565	Transfer Out	0	300,000	500,000	0		
770-000-000-585	Contingency	0	0	40,000	0		
<b>TOTAL EXPENDITURES</b>		<b>0</b>	<b>300,000</b>	<b>540,000</b>	<b>0</b>		



## **Financial Policies**

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

### **General**

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

### **Revenues**

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



## **Financial Policies**

### **Expenditures**

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

### **Contingencies/Fund Balances**

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

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

## **Financial Policies**

### **Fund Balance Definitions**

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

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

### **Authorization for Specific Members of Management to Assign Fund Balances**

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

### **Spending Priority for Fund Balances**

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

### **Commitment of Fund Balance**

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

## **Financial Policies**

### **Capital Improvement Plan (CIP)**

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

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

### **Capital Asset Management**

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

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

## **Financial Policies**

### **Debt**

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

### **Investments**

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

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

### **Accounting, Auditing & Financial Reporting**

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

## **Glossary**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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